

**Southold Free Library
Monthly Statistics
April-24**

	April-24	April-23
Total circulation	1738	1,914
e-books	2794	2,630
total	4,532	4,544
database access	288	1,242
Direct access	263	229
Floyd Memorial	147	154
Cutchogue	71	36
Mattituck	6	13
Riverhead	18	5
other	21	
 New patrons added	 33	 28
 Tech help	 296	 236
 Additions to collection	 189	 182
 Deletions from collection	 518	 101
 Room Use	 # uses--# hours	 # uses--# hours
Study Room	18--23	N/A
Community Room	46--73	N/A
Folk Room	30--55	N/A
 Programs		
children's		
number of sessions	25	20
number of attendees	293	297
 young adults		
number of sessions	9	20
number of attendees	92	444
 Adult		
number of sessions	17	20
number of attendees	218	264

Southold Free Library
Statistical Report
APRIL*2024

CIRCULATION:	April 2024	April 2023	April 2022
BOOKS			
A NEW	275	228	286
AF	462	404	452
ANF	127	151	143
ESL	2	0	8
REF	0	0	3
AMAG	9	1	22
YA	54	54	53
J NEW	70	57	84
JF	353	441	342
JNF	97	62	84
JREF	0	0	0
JMAG	1	0	0
OTHER (ILL-RENEW	111	144	147
TOTALS	1,561	1,543	1,626
MEDIA			
ARBCD	13	21	18
Kindle	0	0	2
ADVD	110	230	297
ACD-MUSIC	27	101	0
JVOX Book/audio	7	8	15
JCD MUSIC	0	0	1
Puzzles	6	1	2
MuseumPasses	11	9	4
FishingPoles	0	0	0
BloodPressureCuff	1	2	0
Telescope	0	0	0
Birding Kit	0	0	0
BikeLock	1	0	0
Umbrella	1	0	0
Cornhole	0	0	0
TOTALS	177	371	337
GRAND TOTALS	1,738	1,914	1,963
%+-	-9.20%	-2.50%	
Interlib.Loans	0	0	1

**Monthly Memorials/Contributions
April 2024**

Memorials

Donor	In Memory of	Amount
Maggie & JC Merrill	Tom Lulevitch	\$25

Donations

Carol DeLong	In Honor of Bill Leverich	\$25
Brick Donations		\$300
Appeal '23 donations		\$3,960

TOTAL \$4,310

1. As I write this on Friday, 5/17, I am finishing up plans for the first Staff Development Day which will be on Monday the 20th. I will report at the meeting on how it went. In the meantime, I am thrilled with the plans and schedule. The morning will include safety training from Suffolk County and Southold PD's, as well as fire safety with Jim Roth. Lunch will be in house, with sandwiches from IGA, and the afternoon is slightly more relaxed. Starting off with a workshop on Emotional Intelligence done by Mary Eisenstein, the day will end with gaming, Cricut craft bag making, and a spa product demo including Gua Sha. Staff will all get a SWAG bag which includes healthy snacks, and beauty treatment products (made by staff member Linda K). The planning committee is made up of me, Penny, Dana and Linda. The bag for staff will also include a brief evaluation survey, with the opportunity for others to volunteer to help plan the next one. None of the speakers are charging for their services, so costs include light breakfast, lunch, and the bags. Final cost will be relatively low, and I can report on that next month for planning purposes.
2. The seed library debuted last week and has been extremely popular with much community excitement and many seeds leaving the building. I am excited to have the opportunity to offer this to our patrons. Linda worked diligently on researching how to best offer this, what seeds to purchase, how to package, etc etc. Each packet includes information about the plant. Seeds include vegetables, flowers, and herbs. Next year this will be available to the public by February.
3. Bookkeeper Daniel Glasser has been training with Marjory, and I believe he is now working independently. So far, all has gone well, and he says the Library's system of paying invoices and keeping track of expenses, etc is much better run than the other local institution he works for. Marjory gets much of the credit for the level of organization and work routine that we currently have.
4. The Long Range Planning committee has been reviewing the plan, and I would like to thank Matthew for his editing skills as we work on outlining a strategic plan of service for the next few years. I am attempting to take all the improvements suggested by Matthew and incorporate them into the working Google doc which will be used at an upcoming committee meeting.
5. I attended two workshops on AI in libraries, one of which was the Trustee workshop on May 1st. I was happy to attend with Priscilla and Lisa. It was an interesting presentation with much to think about in terms of the future of information in the age of AI and how libraries can best use this technology, as well as work with patrons in helping them navigate it. This is essentially what libraries have always done, and it's another pivot moment for the profession! The workshop also included a presentation on the Sustainable Libraries Initiative and I am moving forward with planning to undertake that project. As I have said, one of the main points is that the initiative is about much more than recycling. It includes what is referred to as a triple bottom line of sustainability--environmental stewardship, economic feasibility, and social equity.
6. The Social Work intern has completed her hours at the Library. She will be greatly missed as she was an excellent addition to the services we offer. She is proactive, knowledgeable, and got active with patrons who accessed the services she provided. She is also bilingual. I am sorry to see her go. Hopefully we will have a similarly talented intern in Sept.
7. English as a Second Language classes have also taken a hiatus until the fall. Between both the instructor and students being pulled in so many directions in the summer, this seemed like the best option. She will be back in the fall, and I am sure her students will be excited to be back as well, as her classes were well attended.

8. Through the Library's EAP membership, staff were offered a trio of workshops this spring. The final one was "Effective customer service" and was held before hours on April 30th. The other two were "Dealing with Difficult People" and "Advancing Cultural Awareness". Staff who are able to attend find them useful with takeaways to use in both work and personal interactions. Dana Bruey is the staff representative with EAP and she organized these well received workshops.
9. Five applications were received for the library scholarship and have been passed on to the committee who will choose the recipient.
10. The Friends of the Library annual appreciation luncheon was at Touch of Venice on Tuesday May 14th. Twenty one women shared lunch, laughs, and great conversation. As in past years, each volunteer chooses a book that the library will add to the collection with a book plate indicating it is in honor of that person in gratitude for their efforts on behalf of the library. They also leave with a plant that the Friends purchase.
11. Priscilla and I attended the annual NYS mandated budget hearing at Southold High School on Wed May 8th. I presented the proposed budget and highlighted some of the new services and programs available to the community.
12. I saw in a recent edition of the Suffolk Times that Michael Oliver teamed up with Southold Town Board member Anne Smith to distribute signs informing people of the new 988 Suicide and Crisis Lifeline, for anyone suffering from depression or mental anguish to receive assistance. The signs are in memory of Ryan Oliver, a 16 year old who died by suicide in 2021. The story talked about potential places to post the signs throughout Southold Town, but there was no mention of libraries. I contacted the other libraries, and Mr. Oliver will be supplying signs in his son's memory, with the Ryan's Team logo on them, to all four libraries. I requested 3, one for each floor of the library.
13. During my email conversations with Ms. Smith, I suggested that she or another Town representative meet with the local Library Directors to learn more about what the libraries offer the community of Southold, and ways we can work cooperatively to better serve our populations. She and I are in the process of setting up a meeting.
14. I communicated with two architects regarding the outline of the Pocket Park project and what the board is looking for. I met with Vincent in person to go over the details.
15. I called the electrician to repair flashing lights in the teen area on the 2nd floor. The lights are in the recessed octagon of the cathedral ceiling. It is a complicated repair and the electrician is looking into how to fix this specialized lighting unit.
16. Misc.: Moderated the monthly book group, discussing *The Midnight Library*; attended a Zoom webinar on "Understanding Addiction"; worked with marketing company and sign company to complete final design of the new sign; set up details and worked on marketing for Matthew's book launch on the 16th; attended a Zoom meeting of the board of Directors who oversee the online circulation system and coordinated tech needs for an upcoming server migration; worked on finalizing the propose budget; attended a Zoom workshop on this year's Summer Tour program involving Suffolk libraries—there are a few changes from last year; worked with my mentee on her career plans; met with Penny and Dana weekly to discuss summer programs, newsletter details, etc.; notarized 36 signatures (received \$115 in library donations for this service).

April Adult Services Report
Melissa Andruski

PROGRAM SESSIONS

1 BDG: Curious Incident of the Dog in the Night-Time/24

5 Chair & Restorative Yoga/36

3 ESL classes/11

1 Art Workshop/10

10 program sessions/ 81 attendees

Isabelle Gonzalez has wrapped up the ESL classes and will resume in October.

BOOK/MAGAZINE MENDS

11 repairs

FRIENDS

A colorful folding chair with a tote bag filled with books will be raffled off during the summer. Cathy Campbell is donating a framed print to the monthly raffle for late summer.

Book sales and donations are going strong.

The Friends pledged to spend \$1,000 for the summer pop-up tent in the Pocket Park.

Following the meeting, detailed plans for the May 4 plant sale were finalized.

WHITAKER COLLECTION

A Lake George, New York couple spent an afternoon perusing several books in the collection in search of Youngs/Strasser records and the early history of Southold. They are just beginning to gather information and hoping to spark an interest in the younger generation about their family's roots.

Jackie Dinan sent a scan request for a Horton family photo from the late 1800's for her book on Wayland Jefferson. The book is in the indexing stage of publishing.

A request for historic photos of the Henry Jewell brick building, ideally early 20th century, was received. We have street scape images of Main Road looking east but they are taken from a distance. There are many brick buildings we do have, but not of the brick building just east of the Library.

A local researcher requested information "on the new school (1925-1926) that succeeded the Old Bayview School" (1822-1925). The Suffolk Historic

Newspapers database provided a lengthy descriptive newspaper article from December 1925 written by Ella Boldry Hallock titled "Down Reydon Way Little Brown Schoolhouse" for the Long Island Traveler. Most people know about the Old Bay View Schoolhouse, but there's little about the short-lived New Bay View School, so this enriching article is wonderful to have. A sketch or photo of the "as built" schoolhouse would be especially nice. The building was modified for a residence and still stands today.

April 2024
Kathy Saccamano

Zoom	April 4 Lady Bird Johnson	shared 43	SOHD 30
	April 17 Broadway		35
	April 18 Health Loneliness	shared 36	SOHD 4
	April 24 Compost	shared 39	SOHD 7
		TOTAL	
In Person	April 6 Maria's Mexican Cooking		15
	April 7 Poetry Day		35
	April 23 Zipper Bag Craft		11
		TOTAL	

I attended the staff wellness meeting,two programmer's meetings and a program with LILRC.

I am working on the Best Seller collection, converting books from various collections,programming for the future, working the circulation desk and communicating with the website company to update our marketing for adult classes. I worked on the adult section of the May/June newsletter

Young Adult Monthly Report for April 2024

Hung High School Art and created flyers for the exhibit.

Set up, clean up for Book Discussion Group. Created a display for Poetry Month!

Programs:

April 3: Chess Club. Last one! I added one last Chess Club for the kids. Attendance: **6**

April 5: Solar Eclipse Party! Kids painted and splattered glow-in-the-dark paint on black t-shirts to create images of the solar eclipse. It was messy and fun! Attendance: **16**

April 10: Super Cute Yarn bird: Miss Linda planned and implemented this program and the birds really did turn out to be super cute! Attendance: **11**

April 11: Community Job and Volunteer Fair at the High School. I attended the annual Community Job and Volunteer fair which was a huge success. I saw students in grades 7-12. I received the most attention from the 7th and 8th graders and I have since had several students stop by the library for books, to attend programs, to volunteer and more. 200-300 students

April 18: TAB meeting - canceled

April 19: GLAM FEST at C.A.S.T. I helped with dress organization and assisting patrons as they tried on dresses and shoes. About 30-40 people dropped by.

April 20: Getting Ready to Babysit Another well-attended program. Kids learned the basics of babysitting which included diaper changing and games to play!
Attendance: **15**

April 23: Mario Kart: AM : **8** PM: **5** I set up and supervised younger kids and older kids play Mario Kart.

April 23: Sour Candy Tasting Contest! What started out as 6 registered, morphed into 17. The teens tasted some VERY sour candies and loved it! Attendance: **17**

April 26: Mario Kart: AM **6** PM: **8**

Total Programs: **9**

Total Attendance: **92**

Class visits:

4/18: Jen Phillips class canceled due to weather

4/30: Stephanie Suter's 6th grade class visited. Showcased several books on poetry and read a few short and entertaining poems. Attendance: **22**

Technology Support:

4/1: Helped patron charge phone

4/9: helped set up smartboard for patrons

4/10: helped teens set up Xbox

While Caroline was away:

4/3: Mailed bills.

4/4: Shop, set up, and clean up Book Discussion Group

4/5: Toilet clogged by kids stuffing paper towels in it. Dana tried to unclog but it was too much. We put an out of order sign on the door. Spoke with Caroline who suggested contacting Burt's plumbing dept. It was after 5 by that time - Susan called on Saturday and Burts came and fixed the issue.

4/5: A group of 6th grade girls were screaming, jumping around and behaving inappropriately. Dana and I were busy with a program so I gave Melissa and Janet permission to tell the girls to leave the library for the rest of the day. I saw a few and reminded them how important it is to be appropriate in the library. I told them that we look forward to seeing them tomorrow!

Meetings:

4/11: Met with Christine Cassidy, the new Jr/Sr high school librarian

4/17: Met with Caroline and Dana

4/23: Met with Caroline and Dana

4/30: Met with Caroline and Dana

Submitted by:

Penny Kelley, Teen and Tween Services Librarian

APRIL 2024 MONTHLY REPORT

DISPLAYS: Spring and bunny books were on display this month with butterflies and frogs on the windows.

PROGRAMS: (We had 9 programs this month with 147 participants)

Fridays, April 5, 12, 19, & 26: "Playgroup"—The Southold Mothers' Club continued coming in every week to play in the children's room. Over the past 4 weeks, 58 littles and their parents visited the library. We will continue Playgroup outside in a couple of weeks.

Friday, April 5: "Solar Eclipse Party"—Penny and I did a Solar Eclipse Party with the tweens (grades 4-8). Penny showed 16 kids how to paint a t-shirt to look like an eclipse using tips from Pinterest. While the paint dried, we created solar eclipse cookies with Oreos. This program was a marvelous success!

Saturdays, April 6, 13, & 20: "Zumba Kids Junior"—Miss Joanne Vitiello ended her exercise classes until we resume in the fall. We had 3 sessions for grades K-2 with 5 people on 4/6, no one came on 4/13 (it was a beautiful day outside), and 8 people came on 4/20.

Friday, April 19: "CAST Steps to Success-Let's Go Bananas!"—We made banana scented playdough and for our snack, made Banana "Sushi" with chocolate syrup and Fruity Pebbles cereal sprinkled on top and sliced. The 9 children had tons of fun.

Monday, April 22: "Earth Day Recycle Lights"—Darlene Siracusano did another fantastic creative program with grades 3-6. She showed the children how to cut up colored Styrofoam egg cartons to look like beautiful Spring flowers and string them up to lights. 9 children came to this perfect craft for Earth Day.

Thursday & Friday, April 23 & 26: "Mario Kart for Kids!"—Penny and I did Mario Kart Play days during the Spring break with grades 2-4. We had 7 kids on 4/23 and 8 kids on 4/26.

Wednesday & Thursday, April 24 & 25: "Fun With Legos"—I also did Lego Fun Play days during the Spring break for grades K-3. We had 5 kids on 4/24 and 4 kids on 4/25.

Wednesday, April 24: "Spring Candle Making"—Chrissy LeHat led a wonderful program for grades K-6. She brought in her huge variety of colored, scented recycled wax for the kids to design their own candle in mason jars. 15 children brought home beautiful candles to take home and enjoy.

SCHOOL GROUPS: We only had 1 school group visit this month.

ROMP 'N RHYME/STORYTIME: We had 4 sessions of Romp 'N Rhyme with 90 in total attendance and we had 4 sessions of Storytime with 34 in total attendance. I also had an evening Storytime (Tots Night Out) where 3 children and their parents came to make Paper Cup Butterflies.

MEETINGS: I attended 2 meetings this month (besides meeting with Caroline and Penny every Tuesday). Both meetings were Summer Planning

meetings, one with Linda and Penny and the other was a North Fork Librarians' Summer Planning meeting at the Cutchogue Library (Friday, April 5th from 10:30-11:30am and Friday, April 26th from 1-3pm). I also organized one EAP workshop this month. It was an "Effective Customer Service" workshop for the staff (Tuesday, April 30th @ 8:30am). It outlined all the ways to optimize good service as well as ways to de-escalate a difficult/disgruntled patron situation to have it work for everyone—how to phrase the way you talk, eye contact, friendly demeanor, etc. We also enjoyed bagels and trail mix together afterwards.

OUTREACH: I did a North Fork Discoveries Day Care visit to read and sing songs to 3 age ranges, (15 month olds, 2 year olds, and 3 & 4 year olds) (Thursday, April 4th from 10-11am). I also went to the Headstart school on Wednesday, April 10th from 10:30-11:00am and also did 2 Zoom Virtual Family Fun Nights with both the Riverhead Headstart (5:15-5:45pm) and the Southold Headstart the same evening (Wednesday, April 10th from 6:00-6:30pm) where I read them a story and led each group through a ladybug craft to all do together from home. Lastly, I also visited the Time to Grow preschool twice this month to read to the 3 & 4 year old class (Wednesday, April 10th from 12:30-1:00pm) and the 2 year old class (Thursday, April 11th from 11:30-noon). -Dana Bruey, Children's Services

7:21 PM

05/07/24

Accrual Basis

Southold Free Library Budget Report with Y-T-D Figures July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · School District	1,152,775.00	1,155,057.00	-2,282.00	99.8%
5012 · Pilot Revenue	11,675.72	7,253.00	4,422.72	161.0%
5050 · Contingency Fund	0.00	0.00	0.00	0.0%
5100 · NYS Education	1,961.00	1,500.00	461.00	130.7%
5200 · Interest/Investments	244.44			
5250 · Lost/Paid Material	554.43	500.00	54.43	110.9%
5275 · Photocopies & PC Printouts	3,230.10	1,500.00	1,730.10	215.3%
5325 · Temporary Residents	0.00	0.00	0.00	0.0%
5350 · Sale Items	15.00	0.00	15.00	100.0%
5500 · Contributions				
5501 · Book Memorials	0.00	500.00	-500.00	0.0%
5502 · Small Cash Contributions	128.21			
5500 · Contributions - Other	237.00	1,000.00	-763.00	23.7%
Total 5500 · Contributions	365.21	1,500.00	-1,134.79	24.3%
5525 · Friends Contributions				
5526 · SRC Contribution	8,000.00			
5525 · Friends Contributions - Other	2,309.40	10,000.00	-7,690.60	23.1%
Total 5525 · Friends Contributions	10,309.40	10,000.00	309.40	103.1%
5600 · Miscellaneous	0.00			
Total Income	1,181,130.30	1,177,310.00	3,820.30	100.3%
Gross Profit	1,181,130.30	1,177,310.00	3,820.30	100.3%
Expense				
6000 · Friends Reimbursement				
6001 · SRC Expense	7,214.31			
6000 · Friends Reimbursement - Other	3,129.40	10,000.00	-6,870.60	31.3%
Total 6000 · Friends Reimbursement	10,343.71	10,000.00	343.71	103.4%
6099 · Personnel				
6100 · Salaries	426,942.97	525,200.00	-98,257.03	81.3%
6110 · Social Security	31,445.59	40,180.00	-8,734.41	78.3%
6120 · NYS Unemployment Ins.	3,570.42	3,500.00	70.42	102.0%
6130 · Worker's Comp.	4,545.75	5,850.00	-1,304.25	77.7%
6140 · Disability Insurance	977.61	1,800.00	-822.39	54.3%
6150 · Full Time Benefit				
6152 · Tuition Reimbursment	250.00			
6150 · Full Time Benefit - Other	57,405.33	90,500.00	-33,094.67	63.4%
Total 6150 · Full Time Benefit	57,655.33	90,500.00	-32,844.67	63.7%
6160 · ADP/Paychex Charge	2,967.16	4,000.00	-1,032.84	74.2%
6170 · Retirement	13,297.92	13,975.00	-677.08	95.2%
Total 6099 · Personnel	541,402.75	685,005.00	-143,602.25	79.0%
6499 · Library Materials				
6500 · Books	30,416.13	40,000.00	-9,583.87	76.0%
6505 · e-books	57,020.49	55,000.00	2,020.49	103.7%
6510 · Newspapers	4,841.56	6,500.00	-1,658.44	74.5%
6520 · Periodicals/Journals	3,464.30	3,000.00	464.30	115.5%
6531 · DVD's	3,021.79	4,000.00	-978.21	75.5%
6540 · CD's	246.29	500.00	-253.71	49.3%
6550 · Recorded Books	555.69	3,500.00	-2,944.31	15.9%
6555 · Software	547.84	800.00	-252.16	68.5%
6570 · Miscellaneous				
6571 · Museum Passes	3,295.00	4,500.00	-1,205.00	73.2%
6570 · Miscellaneous - Other	652.00	1,250.00	-598.00	52.2%

7:21 PM

05/07/24

Accrual Basis

Southold Free Library
Budget Report with Y-T-D Figures
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Total 6570 · Miscellaneous	3,947.00	5,750.00	-1,803.00	68.6%
Total 6499 · Library Materials	104,061.09	119,050.00	-14,988.91	87.4%
7000 · Operations/Maintenance				
7005 · Maintenance/Building	41,196.57	45,000.00	-3,803.43	91.5%
7010 · Maintenance/Computer	3,158.41	5,500.00	-2,341.59	57.4%
7020 · Maintenance/Equipment	2,733.86	3,000.00	-266.14	91.1%
7030 · Maintenance/Grounds	12,491.99	12,500.00	-8.01	99.9%
7034 · Capital Improvements	100,000.00	99,855.00	145.00	100.1%
7035 · Fixed Assets				
7036 · Equipment Lease	0.00	2,000.00	-2,000.00	0.0%
7039 · Furniture & Equipment	1,641.62			
7035 · Fixed Assets - Other	0.00	7,000.00	-7,000.00	0.0%
Total 7035 · Fixed Assets	1,641.62	9,000.00	-7,358.38	18.2%
7040 · Equipment Purchase	2,740.65			
7060 · Insurance	16,750.05	28,000.00	-11,249.95	59.8%
7070 · Fuel	5,057.76	5,000.00	57.76	101.2%
7080 · Utilities	12,244.95	16,000.00	-3,755.05	76.5%
7095 · Water	754.27	1,000.00	-245.73	75.4%
Total 7000 · Operations/Maintenance	198,770.13	224,855.00	-26,084.87	88.4%
7499 · Office Expense				
7500 · Supplies	8,940.42	12,000.00	-3,059.58	74.5%
7525 · Telephone	1,200.25	1,600.00	-399.75	75.0%
7550 · Postage	5,267.00	5,000.00	267.00	105.3%
7575 · Miscellaneous				
7575b · Square Fee	298.04			
7575 · Miscellaneous - Other	2,038.54	1,500.00	538.54	135.9%
Total 7575 · Miscellaneous	2,336.58	1,500.00	836.58	155.8%
Total 7499 · Office Expense	17,744.25	20,100.00	-2,355.75	88.3%
7999 · Contracts/Services				
8000 · Workshops, Travel & Dues	2,036.96	4,000.00	-1,963.04	50.9%
8010 · Adult Library Programs				
8010a · Harbes Pass Program	-475.00			
8011 · Aquarium Tickets	-542.00			
8011a · L.I.Science Center Tickets	90.00			
8012 · L.I.Game Farm Tickets	-30.00			
8017 · Adult Programs	8,525.40			
8010 · Adult Library Programs - Other	0.00	9,000.00	-9,000.00	0.0%
Total 8010 · Adult Library Programs	7,568.40	9,000.00	-1,431.60	84.1%
8015 · Young Adult Library Programs	4,452.50	5,500.00	-1,047.50	81.0%
8020 · Children Library Programs	4,730.62	5,500.00	-769.38	86.0%
8021 · Square Unidentified Programs	-20.00			
8030 · Service Contracts	7,136.72	8,000.00	-863.28	89.2%
8040 · Telecommunications	11,741.32	14,000.00	-2,258.68	83.9%
8050 · Accounting Services	9,943.75	10,500.00	-556.25	94.7%
8055 · Legal Services	0.00	1,000.00	-1,000.00	0.0%
8060 · SCLS Services	5,225.00	16,800.00	-11,575.00	31.1%
8070 · Marketing				
8071 · Newsletter Printing	17,925.00			
8070 · Marketing - Other	16,255.75	44,000.00	-27,744.25	36.9%
Total 8070 · Marketing	34,180.75	44,000.00	-9,819.25	77.7%
Total 7999 · Contracts/Services	86,996.02	118,300.00	-31,303.98	73.5%
Total Expense	959,317.95	1,177,310.00	-217,992.05	81.5%
Net Ordinary Income	221,812.35	0.00	221,812.35	100.0%

05/07/24

Southold Free Library

Monthly Budget Report

April 2024

	Apr 24
Ordinary Income/Expense	
Income	
5000 · School District	192,509.50
5200 · Interest/Investments	25.68
5250 · Lost/Paid Material	36.63
5275 · Photocopies & PC Printouts	398.05
5500 · Contributions	
5502 · Small Cash Contributions	28.00
5500 · Contributions - Other	15.00
Total 5500 · Contributions	43.00
5525 · Friends Contributions	180.00
5600 · Miscellaneous	12.00
Total Income	193,204.86
Gross Profit	193,204.86
Expense	
6099 · Personnel	
6100 · Salaries	39,047.26
6110 · Social Security	1,675.48
6120 · NYS Unemployment Ins.	286.90
6130 · Worker's Comp.	450.75
6140 · Disability Insurance	515.80
6150 · Full Time Benefit	6,063.14
6160 · ADP/Paychex Charge	248.66
6170 · Retirement	1,631.34
Total 6099 · Personnel	49,919.33
6499 · Library Materials	
6500 · Books	2,456.09
6505 · e-books	81.05
6510 · Newspapers	491.45
6531 · DVD's	113.70
6540 · CD's	25.96
6555 · Software	235.92
Total 6499 · Library Materials	3,404.17
7000 · Operations/Maintenance	
7005 · Maintenance/Building	3,361.00
7010 · Maintenance/Computer	13.96
7030 · Maintenance/Grounds	1,650.00
7060 · Insurance	-891.95
7070 · Fuel	549.78
7080 · Utilities	1,043.64
7095 · Water	49.06
Total 7000 · Operations/Maintenance	5,775.49
7499 · Office Expense	
7500 · Supplies	740.19
7525 · Telephone	120.03
7550 · Postage	68.00
7575 · Miscellaneous	
7575b · Square Fee	26.05
7575 · Miscellaneous - Other	0.00
Total 7575 · Miscellaneous	26.05
Total 7499 · Office Expense	954.27
7999 · Contracts/Services	

05/07/24

Southold Free Library
Monthly Budget Report
April 2024

	<u>Apr 24</u>
8000 · Workshops, Travel & Dues	21.44
8010 · Adult Library Programs	
8011 · Aquarium Tickets	1,012.00
8017 · Adult Programs	1,394.05
	<hr/>
Total 8010 · Adult Library Programs	2,406.05
8015 · Young Adult Library Programs	588.46
8020 · Children Library Programs	141.83
8021 · Square Unidentified Programs	-20.00
8030 · Service Contracts	351.84
8040 · Telecommunications	2,668.01
8070 · Marketing	
8071 · Newsletter Printing	3,585.00
8070 · Marketing - Other	3,043.75
	<hr/>
Total 8070 · Marketing	6,628.75
	<hr/>
Total 7999 · Contracts/Services	12,786.38
	<hr/>
Total Expense	72,839.64
	<hr/>
Net Ordinary Income	120,365.22
	<hr/>
Net Income	<u>120,365.22</u>

05/07/24

Southold Free Library Monthly Expense Report April 2024

Date	Name	Memo	Amount
6499 · Library Materials			
6500 · Books			
04/01/2024	MicroMarketing, LLC	Penny	-17.59
04/01/2024	MicroMarketing, LLC	Dana	-11.19
04/01/2024	MicroMarketing, LLC	Dana	-134.28
04/01/2024	MicroMarketing, LLC	Melissa	-41.56
04/01/2024	Baker & Taylor		-62.48
04/01/2024	Baker & Taylor		-903.50
04/01/2024	Gale		-57.73
04/01/2024	Gale		-83.97
04/01/2024	Gale		-331.49
04/01/2024	Gale		-27.00
04/01/2024	MicroMarketing, LLC	Penny	-28.00
04/01/2024	MicroMarketing, LLC	Dana	-31.18
04/04/2024	MicroMarketing, LLC	Melissa	-28.00
04/09/2024	MicroMarketing, LLC	Penny	-195.37
04/10/2024	Gale		-86.22
04/10/2024	Gale		-145.45
04/11/2024	MicroMarketing, LLC	penny	-15.99
04/15/2024	Bank of America (5025)	books	-48.42
04/15/2024	Bank of America (6310)	Adult	-46.64
04/15/2024	Bank of America (6310)	Children	-38.47
04/18/2024	MicroMarketing, LLC	melissa	-51.20
04/18/2024	MicroMarketing, LLC	penny	-70.36
Total 6500 · Books			-2,456.09
6510 · Newspapers			
04/01/2024	Southold Pharmacy		-491.45
Total 6510 · Newspapers			-491.45
6531 · DVD's			
04/01/2024	Midwest Tape		-27.99
04/01/2024	Midwest Tape		-39.88
04/08/2024	Midwest Tape		-23.09
04/11/2024	SCLS	CD Repair	-1.75
04/12/2024	Midwest Tape		-20.99
Total 6531 · DVD's			-113.70
6540 · CD's			
04/15/2024	Bank of America (6310)	adult	-25.96
Total 6540 · CD's			-25.96
6555 · Software			
04/15/2024	Bank of America (5025)	game	-76.02
04/15/2024	Bank of America (6310)		-159.90
Total 6555 · Software			-235.92
Total 6499 · Library Materials			-3,323.12
7000 · Operations/Maintenance			
7005 · Maintenance/Building			
04/01/2024	C's Home & Office Management, Inc.		-3,250.00
04/01/2024	North Fork Sanitation, Inc.		-111.00
Total 7005 · Maintenance/Building			-3,361.00
7010 · Maintenance/Computer			
04/15/2024	Bank of America (5025)	parts	-13.96
Total 7010 · Maintenance/Computer			-13.96
7030 · Maintenance/Grounds			
04/01/2024	C. Mohr Landscaping, Inc.	First Payment	-1,650.00
Total 7030 · Maintenance/Grounds			-1,650.00

05/07/24

Southold Free Library

Monthly Expense Report

April 2024

Date	Name	Memo	Amount
7060 · Insurance			
04/11/2024	Utica National Ins. Group		-1,912.00
04/23/2024		dividend 2022 term	2,803.95
Total 7060 · Insurance			891.95
7070 · Fuel			
04/01/2024	National Grid		-549.78
Total 7070 · Fuel			-549.78
7080 · Utilities			
04/01/2024	PSEGLI		-1,043.64
Total 7080 · Utilities			-1,043.64
7095 · Water			
04/02/2024	ReadyRefresh		-49.06
Total 7095 · Water			-49.06
Total 7000 · Operations/Maintenance			-5,775.49
7499 · Office Expense			
7500 · Supplies			
04/01/2024	W.B.Mason, Inc.		-97.16
04/03/2024	W.B.Mason, Inc.		-348.97
04/10/2024	W.B.Mason, Inc.		-127.60
04/15/2024	Bank of America (6310)		-166.46
Total 7500 · Supplies			-740.19
7525 · Telephone			
04/08/2024	Optimum		-120.03
Total 7525 · Telephone			-120.03
7550 · Postage			
04/16/2024	Petty Cash		-68.00
Total 7550 · Postage			-68.00
7575 · Miscellaneous			
04/16/2024	Void	Voided Check	0.00
Total 7575 · Miscellaneous			0.00
Total 7499 · Office Expense			-928.22
7999 · Contracts/Services			
8000 · Workshops, Travel & Dues			
04/01/2024	Carol Forestieri {Reimb}	Homebound Deliveries ...	-21.44
Total 8000 · Workshops, Travel & Dues			-21.44
8015 · Young Adult Library Programs			
04/03/2024		Sq Eclipse Party	30.00
04/04/2024		Sq Eclipse Party	30.00
04/05/2024		Sq Eclipse Party	10.00
04/12/2024		Banysitting	15.00
04/15/2024		Babysitting	15.00
04/15/2024	Bank of America (5025)	Supplies & Cricut	-388.46
04/17/2024		babysitting	15.00
04/19/2024		babysitting	15.00
04/20/2024	Cornell Cooperative Extension	getting ready to babysit	-375.00
04/22/2024		babysit	30.00
04/22/2024		babysit	15.00
Total 8015 · Young Adult Library Programs			-588.46
8020 · Children Library Programs			
04/09/2024		yoga	10.00

05/07/24

Southold Free Library
Monthly Expense Report
April 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/15/2024		Bananas	5.00
04/15/2024	Bank of America (5025)		-156.83
Total 8020 · Children Library Programs			-141.83
8030 · Service Contracts			
04/04/2024	Advanced Imaging Systems		-147.92
04/05/2024	S & L Irrigation		-203.92
Total 8030 · Service Contracts			-351.84
8040 · Telecommunications			
04/08/2024	Optimum		-222.89
04/22/2024	SCLS - P.A.L.S.	2nd Qtr Port Charges	-2,445.12
Total 8040 · Telecommunications			-2,668.01
8070 · Marketing			
04/01/2024	Floyd Memorial Library	Suffolk Times Spring C...	-143.75
04/01/2024	LibraryMarket	Annual Subscription	-1,500.00
04/04/2024	Right Now Marketing, Ltd.		-1,400.00
Total 8070 · Marketing			-3,043.75
Total 7999 · Contracts/Services			-6,815.33
TOTAL			-16,842.16

05/07/24

Southold Free Library

Monthly Income Report

April 2024

Date	Name	Memo	Amount
5000 · School District			
04/09/2024		4/24	96,254.75
04/23/2024		5/24 payment	96,254.75
Total 5000 · School District			192,509.50
5200 · Interest/Investments			
04/30/2024		Interest	25.68
Total 5200 · Interest/Investments			25.68
5250 · Lost/Paid Material			
04/09/2024		Deposit	5.00
04/09/2024	Eileen Blydenburgh	Lost book found	-19.99
04/16/2024		Deposit	15.00
04/23/2024		Deposit	22.95
04/23/2024	Arzu Altintoprak	found book	-15.00
04/30/2024		E-COMMERCE 1ST QTR	28.67
Total 5250 · Lost/Paid Material			36.63
5275 · Photocopies & PC Printouts			
04/01/2024		Sq	1.20
04/02/2024		Sq	11.25
04/09/2024		Deposit	160.00
04/12/2024		Sq	9.60
04/16/2024		Deposit	71.00
04/23/2024		Deposit	42.00
04/30/2024		Deposit	103.00
Total 5275 · Photocopies & PC Printouts			398.05
5500 · Contributions			
04/09/2024		Murphy & Heyne Appreci...	15.00
Total 5500 · Contributions			15.00
5525 · Friends Contributions			
04/16/2024		card making	180.00
Total 5525 · Friends Contributions			180.00
5600 · Miscellaneous			
04/15/2024	Bank of America (6310)	Google - Credit	12.00
Total 5600 · Miscellaneous			12.00
TOTAL			193,176.86