



East Kingston Public Library
Treasurer's Report

October 2017

Account Balances - As of 10/31/2017:3

(Includes unrealized gains)

As of 10/31/2017

11/27/2017

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Account	10/31/2017 Balance
Bank Accounts	
Disbursements	-38.80
Public Funds	5,833.24
Restricted Funds	4,921.09
Unrestricted Funds	6,482.05
TOTAL Bank Accounts	17,197.58
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	50,902.95
Capital Expansion Fund	612.60
Operating Reserve Fund	1,740.91
TOTAL Asset Accounts	53,256.46
OVERALL TOTAL	70,454.04

Banking Summary - Last month:3

10/1/2017 through 10/31/2017

11/27/2017

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Category Description	10/1/2017- 10/31/2017
INCOME	
BANK INTEREST	
Private Funds	0.51
Public Funds	0.18
TOTAL BANK INTEREST	0.69
TOWN SUPPORT	
Budget Assistance	7,587.50
PAYROLL	
Salaries & Wages	-6,456.84
Taxes & Benefits	-1,956.46
TOTAL PAYROLL	-8,413.30
TOTAL TOWN SUPPORT	-825.80
TOTAL INCOME	-825.11
EXPENSES	
BUILDING MAINTENANCE	
General	813.13
Janitorial Services	216.65
Lawn Service	221.00
Other BUILDING MAINTENANCE	40.95
TOTAL BUILDING MAINTENANCE	1,291.73
EDUCATION	
Books-Periodicals	165.50
TOTAL EDUCATION	165.50
MEDIA	
Adult Audio	32.99
Adult Books	891.65
Children Audio	16.34
Children Books	791.94
Electronic	707.00
Periodicals	12.00
Video	202.86
TOTAL MEDIA	2,654.78
PROGRAMS	
Adult	354.22
Children	105.97

Banking Summary - Last month:3

10/1/2017 through 10/31/2017

11/27/2017

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Category Description	10/1/2017- 10/31/2017
TOTAL PROGRAMS	460.19
SUPPLIES & SERVICES	
Office Supplies	305.96
Telephone	95.66
TOTAL SUPPLIES & SERVICES	401.62
UTILITIES	
Electricity	325.72
TOTAL UTILITIES	325.72
TOTAL EXPENSES	5,299.54
TRANSFERS	
FROM Public Funds	2,437.67
FROM Unrestricted Funds	35.00
TO Disbursements	-2,472.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-6,124.65

Monthly Transaction List - Last month:2

10/1/2017 through 10/31/2017

11/27/2017

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Date	Num	Description	Memo	Category	Amount
Disbursements					-1,260.37
10/4/2017	3321	Junior Library Guild	375008	MEDIA:Children Books	-272.85
10/4/2017	3322	Park Street Foundation	audio/ebook consortium	MEDIA:Electronic	-707.00
10/4/2017	Debit	Paul Button	solar REC processing	BUILDING MAINTENANCE:General	-10.00
10/4/2017	3323	Smart Apple		MEDIA:Children Books	-161.70
10/13/2017	DEP	Quarterly		[Public Funds]	2,437.67
10/17/2017	3324	Ann McLellan	Sherlock Holmes program	PROGRAMS:Adult	-250.00
10/17/2017	3325	Ann McLellan	mileage for Holmes progr...	PROGRAMS:Adult	-104.22
10/17/2017	Debit	Arjay's	columns	BUILDING MAINTENANCE	-13.97
10/17/2017	Debit	Advanced Auto Parts	columns	BUILDING MAINTENANCE	-26.98
10/18/2017	3326	Zoe Sucu	halloween party	PROGRAMS:Children	-69.67
10/18/2017	3327	Staples		SUPPLIES & SERVICES:Office Supplies	-162.37
10/18/2017	3328	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-95.66
10/18/2017	Debit	Amazon.com		MEDIA:Video	-202.86
10/18/2017	3329	S Baker & Taylor		MEDIA:Adult Books	-891.65
				MEDIA:Adult Audio	-32.99
				MEDIA:Children Books	-84.54
				MEDIA:Children Audio	-16.34
10/25/2017	Debit	Market Basket		PROGRAMS:Children	-36.30
10/27/2017		TXFR		[Unrestricted Funds]	35.00
10/27/2017	Debit	Wall Street Journal		MEDIA:Periodicals	-12.00
10/30/2017	3330	Junior Library Guild	375013	MEDIA:Children Books	-272.85
10/30/2017	3331	Staples		SUPPLIES & SERVICES:Office Supplies	-143.59
10/30/2017	3332	Booklist	1 year	EDUCATION:Books-Periodicals	-165.50
Public Funds					5,150.01
10/11/2017	DEP	Quarterly		TOWN SUPPORT:Budget Assistance	7,587.50
10/13/2017		TXFR		[Disbursements]	-2,437.67
10/31/2017		Interest Earned		BANK INTEREST:Public Funds	0.18
Restricted Funds					0.22
10/31/2017		Interest Earned		BANK INTEREST:Private Funds	0.22
Town Support Ledger					-9,979.80
10/4/2017		Unitil		UTILITIES:Electricity	-325.72
10/4/2017		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
10/6/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
10/6/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-96.25
10/11/2017	Print	Councilman Electric	electrician	BUILDING MAINTENANCE:General	-248.50
10/11/2017		Keane Fire &		BUILDING MAINTENANCE:General	-241.57

Monthly Transaction List - Last month:2

10/1/2017 through 10/31/2017

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Date	Num	Description	Memo	Category	Amount
10/11/2017		R.E. Prescott	well treatment	BUILDING MAINTENANCE:General	-138.76
10/20/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,846.15
10/20/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-790.48
10/20/2017		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
10/20/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,303.00
10/20/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-176.18
10/20/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-105.00
10/20/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-15.40
10/25/2017		R.E. Prescott	well treatment	BUILDING MAINTENANCE:General	-174.30
Unrestricted Funds					-34.71
10/27/2017		TXFR		[Disbursements]	-35.00
10/31/2017		Interest Earned		BANK INTEREST:Private Funds	0.29
OVERALL TOTAL					-6,124.65

YTD Income/Expense by Category:36

1/1/2017 through 10/31/2017

11/27/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	10/1/2017- 10/31/2017	OVERALL TOTAL
INCOME					
Uncategorized	0.36	0.00	0.00	0.00	0.36
BANK INTEREST					
Private Funds	1.33	1.42	1.43	0.51	4.69
Public Funds	0.28	0.38	0.40	0.18	1.24
TOTAL BANK INTEREST	1.61	1.80	1.83	0.69	5.93
DONATIONS					
Conscience-Lost,Damaged,Overdue	18.00	75.88	42.00	0.00	135.88
Memorials	1,845.00	50.00	0.00	0.00	1,895.00
Programs	600.00	0.00	600.00	0.00	1,200.00
TOTAL DONATIONS	2,463.00	125.88	642.00	0.00	3,230.88
FEES					
Copier	45.00	58.00	0.00	0.00	103.00
Out Of Town Patron	50.00	0.00	0.00	0.00	50.00
Solar REC	92.00	0.00	0.00	0.00	92.00
TOTAL FEES	187.00	58.00	0.00	0.00	245.00
FRIENDS SUPPORT					
Major Items	341.00	0.00	0.00	0.00	341.00
TOTAL FRIENDS SUPPORT	341.00	0.00	0.00	0.00	341.00
TOWN SUPPORT					
Budget Assistance	7,587.50	7,587.50	7,587.50	7,587.50	30,350.00
PAYROLL					
Salaries & Wages	-21,108.99	-23,501.11	-22,194.21	-6,456.84	-73,261.15
Taxes & Benefits	-5,807.76	-4,372.35	-6,113.75	-1,956.46	-18,250.32
TOTAL PAYROLL	-26,916.75	-27,873.46	-28,307.96	-8,413.30	-91,511.47
TOTAL TOWN SUPPORT	-19,329.25	-20,285.96	-20,720.46	-825.80	-61,161.47
TOTAL INCOME	-16,336.28	-20,100.28	-20,076.63	-825.11	-57,338.30
EXPENSES					
Uncategorized	229.90	220.09	0.00	0.00	449.99
BANK CHARGES					
Other BANK CHARGES	15.00	0.00	0.00	0.00	15.00
TOTAL BANK CHARGES	15.00	0.00	0.00	0.00	15.00
BUILDING MAINTENANCE					
Alarm Service	138.00	138.00	138.00	0.00	414.00
General	630.00	0.00	1,260.00	813.13	2,703.13

YTD Income/Expense by Category:36

1/1/2017 through 10/31/2017

11/27/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	10/1/2017- 10/31/2017	OVERALL TOTAL
Janitorial Services	536.91	621.11	575.15	216.65	1,949.82
Landscaping	300.00	944.49	562.50	0.00	1,806.99
Lawn Service	0.00	663.00	663.00	221.00	1,547.00
Snow Removal	410.00	45.00	0.00	0.00	455.00
Other BUILDING MAINTENANCE	57.60	0.00	0.00	40.95	98.55
TOTAL BUILDING MAINTENANCE	2,072.51	2,411.60	3,198.65	1,291.73	8,974.49
EDUCATION					
Books-Periodicals	0.00	0.00	0.00	165.50	165.50
Meetings	345.00	200.00	0.00	0.00	545.00
Training	0.00	0.00	100.00	0.00	100.00
TOTAL EDUCATION	345.00	200.00	100.00	165.50	810.50
INFORMATION TECHNOLOGY	0.00	0.00	120.00	0.00	120.00
MAJOR ITEMS					
Computer Software	0.00	995.00	520.00	0.00	1,515.00
Furniture & Fixtures	341.00	463.78	180.13	0.00	984.91
TOTAL MAJOR ITEMS	341.00	1,458.78	700.13	0.00	2,499.91
MEDIA					
Adult Audio	127.58	217.19	222.71	32.99	600.47
Adult Books	3,073.93	1,472.42	2,785.18	891.65	8,223.18
Children Audio	0.00	0.00	34.10	16.34	50.44
Children Books	1,344.63	1,441.60	1,524.05	791.94	5,102.22
Electronic	1.50	0.75	0.00	707.00	709.25
Newspaper	176.84	0.00	0.00	0.00	176.84
Periodicals	153.25	55.70	58.48	12.00	279.43
Video	906.26	368.65	315.53	202.86	1,793.30
Other MEDIA	24.95	-4.00	261.38	0.00	282.33
TOTAL MEDIA	5,808.94	3,552.31	5,201.43	2,654.78	17,217.46
PROGRAMS					
Adult	1,025.00	150.84	363.52	354.22	1,893.58
Children	54.33	1,297.92	398.78	105.97	1,857.00
Other	830.00	350.00	0.00	0.00	1,180.00
Other PROGRAMS	0.00	0.00	600.00	0.00	600.00
TOTAL PROGRAMS	1,909.33	1,798.76	1,362.30	460.19	5,530.58
SUPPLIES & SERVICES					
Bldg Supplies	0.00	0.00	144.80	0.00	144.80
Library Supplies	473.44	50.92	199.67	0.00	724.03
Office Supplies	299.77	537.75	464.47	305.96	1,607.95

YTD Income/Expense by Category:36

1/1/2017 through 10/31/2017

11/27/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	10/1/2017- 10/31/2017	OVERALL TOTAL
Telephone	287.48	287.48	288.39	95.66	959.01
TOTAL SUPPLIES & SERVICES	1,060.69	876.15	1,097.33	401.62	3,435.79
UTILITIES					
Electricity	889.00	849.05	1,015.98	325.72	3,079.75
TOTAL UTILITIES	889.00	849.05	1,015.98	325.72	3,079.75
TOTAL EXPENSES	12,671.37	11,366.74	12,795.82	5,299.54	42,133.47
OVERALL TOTAL	-29,007.65	-31,467.02	-32,872.45	-6,124.65	-99,471.77