



East Kingston Public Library  
Treasurer's Report

November/December 2017

# Account Balances - As of 12/31/2017:3

(Includes unrealized gains)

As of 12/31/2017

1/12/2018

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Account	12/31/2017 Balance
<b>Bank Accounts</b>	
Disbursements	1,088.48
Public Funds	161.09
Restricted Funds	4,921.49
Unrestricted Funds	6,650.57
<b>TOTAL Bank Accounts</b>	<b>12,821.63</b>
<b>Cash Accounts</b>	
Cash	0.00
<b>TOTAL Cash Accounts</b>	<b>0.00</b>
<b>Asset Accounts</b>	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
<b>TOTAL Asset Accounts</b>	<b>66,745.88</b>
<b>OVERALL TOTAL</b>	<b>79,567.51</b>

## Banking Summary:3

11/1/2017 through 12/31/2017

Category Description	11/1/2017- 12/31/2017
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.92
Public Funds	0.19
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TOTAL BANK INTEREST	1.11
DONATIONS	
Conscience-Lost,Damaged,Overdue	38.00
Other DONATIONS	100.00
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TOTAL DONATIONS	138.00
FEES	
Copier	53.00
Solar REC	30.00
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TOTAL FEES	83.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-16,485.08
Taxes & Benefits	-4,482.51
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TOTAL PAYROLL	-20,967.59
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TOTAL TOWN SUPPORT	-20,967.59
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<b>TOTAL INCOME</b>	<b>-20,745.48</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
Janitorial Services	545.88
Lawn Service	221.00
Snow Removal	145.00
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TOTAL BUILDING MAINTENANCE	911.88
MEDIA	
Adult Audio	234.54
Adult Books	2,042.55
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Children Audio	0.00
Children Books	1,018.13
Periodicals	91.90
Video	503.24
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TOTAL MEDIA	3,890.36
PROGRAMS	

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Banking Summary:3  
11/1/2017 through 12/31/2017

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Category Description	11/1/2017- 12/31/2017
Other PROGRAMS	34.98
<b>TOTAL PROGRAMS</b>	<b>34.98</b>
SUPPLIES & SERVICES	
Computer Supplies	276.00
Library Supplies	190.55
Office Supplies	284.92
Telephone	194.10
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>945.57</b>
UTILITIES	
Electricity	613.04
Propane	1,306.46
<b>TOTAL UTILITIES</b>	<b>1,919.50</b>
<b>TOTAL EXPENSES</b>	<b>7,702.29</b>
<b>TRANSFERS</b>	
FROM Public Funds	5,725.34
TO Disbursements	-5,725.34
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-28,447.77</b>

## Monthly Transaction List:2

11/1/2017 through 12/31/2017

1/12/2018

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>854.43</b>
11/3/2017		TXFR		[Public Funds]	2,437.67
11/7/2017	3333	S Baker & Taylor		MEDIA:Adult Books	-957.86
				MEDIA:Adult Audio	-113.54
				MEDIA:Children Books	-140.27
				MEDIA:Children Audio	0.00
11/7/2017	3334	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.96
11/7/2017	3335	Wired	1 yr	MEDIA:Periodicals	-10.00
11/7/2017	3336	Ask Magazine	kids mag	MEDIA:Periodicals	-21.95
11/7/2017	3337	New Hampshire Home	2 yr sub	MEDIA:Periodicals	-24.97
11/7/2017	Debit	Craftsy		MEDIA:Video	-92.84
11/10/2017	Debit	Amazon.com		MEDIA:Video	-140.75
11/15/2017	Debit	Demco	library	SUPPLIES & SERVICES:Library Suppli...	-102.55
11/15/2017	Debit	Coffee For Less	coffeee	SUPPLIES & SERVICES:Office Supplies	-59.77
11/28/2017	3338	Schwaab Inc	stamp refills and stamp	SUPPLIES & SERVICES:Office Supplies	-63.49
11/28/2017	3339	Junior Library Guild	368996	MEDIA:Children Books	-272.85
11/29/2017	Debit	Amazon.com		MEDIA:Video	-145.24
12/4/2017		TXFR		[Public Funds]	2,437.67
12/6/2017	Debit	Amazon.com		MEDIA:Video	-64.45
12/6/2017	Debit	Amazon.com		MEDIA:Video	-25.00
12/7/2017	3340	Sterling	toner	SUPPLIES & SERVICES:Office Supplies	-161.66
12/7/2017	3341	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-97.14
12/7/2017	3342	Junior Library Guild	374989	MEDIA:Children Books	-272.85
12/7/2017	3343	S Baker & Taylor		MEDIA:Adult Books	-1,084.69
				MEDIA:Adult Audio	-121.00
				MEDIA:Children Books	-332.16
				MEDIA:Children Audio	0.00
12/7/2017	Debit	Literary Fiction	book club	PROGRAMS	-34.98
12/13/2017	Debit	Amazon.com		MEDIA:Video	-34.96
12/14/2017	Debit	Quarterly.com		MEDIA:Periodicals	-34.98
12/20/2017	Debit	Demco	library	SUPPLIES & SERVICES:Library Suppli...	-88.00
12/29/2017		TXFR		[Public Funds]	850.00
12/29/2017	Debit	Techsoup		SUPPLIES & SERVICES:Computer Su...	-276.00
<b>Public Funds</b>					<b>-5,672.15</b>
11/3/2017		TXFR		[Disbursements]	-2,437.67
11/30/2017		Interest Earned		BANK INTEREST:Public Funds	0.14
12/4/2017		TXFR		[Disbursements]	-2,437.67

Monthly Transaction List:2

11/1/2017 through 12/31/2017

1/12/2018

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Date	Num	Description	Memo	Category	Amount
12/20/2017	DEP	Deposit		FEES:Copier	53.00
12/29/2017		TXFR		[Disbursements]	-850.00
12/29/2017		Interest Earned		BANK INTEREST:Public Funds	0.05
<b>Restricted Funds</b>					<b>0.40</b>
11/30/2017		Interest Earned		BANK INTEREST:Private Funds	0.20
12/29/2017		Interest Earned		BANK INTEREST:Private Funds	0.20
<b>Town Support Ledger</b>					<b>-23,798.97</b>
11/1/2017		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
11/3/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-105.00
11/3/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
11/8/2017		Unitil		UTILITIES:Electricity	-325.86
11/15/2017		Hartmann Oil		UTILITIES:Propane	-1,306.46
11/17/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-96.25
11/17/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-15.40
11/17/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
11/17/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-878.31
11/30/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,447.00
11/30/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-187.20
11/30/2017		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
12/1/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,978.02
12/1/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-96.25
12/6/2017		Unitil		UTILITIES:Electricity	-287.18
12/13/2017		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-40.00
12/15/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,010.99
12/15/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-96.25
12/27/2017		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-105.00
12/29/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
12/29/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-1,198.26
12/29/2017		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
12/29/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-3,126.00
12/29/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-239.14
12/29/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-105.00
12/29/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-22.76
12/31/2017		Keith Hurteau	supplies reimbursement	BUILDING MAINTENANCE:Janitorial S...	-8.97
<b>Unrestricted Funds</b>					<b>168.52</b>
11/27/2017	DEP			FEES:Solar REC	30.00
11/30/2017		Interest Earned		BANK INTEREST:Private Funds	0.26
12/20/2017	DEP			DONATIONS:Conscience-Lost,Damag...	18.00

Monthly Transaction List:2

11/1/2017 through 12/31/2017

1/12/2018

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Date	Num	Description	Memo	Category	Amount
12/29/2017	DEP			DONATIONS:Conscience-Lost,Damag...	20.00
12/29/2017	DEP	Ginieres Family		DONATIONS	100.00
12/29/2017		Interest Earned		BANK INTEREST:Private Funds	0.26
<b>Building Maintenance Fund</b>					<b>2,463.51</b>
12/30/2017		Balance Adjustment			2,463.51
<b>Capital Expansion Fund</b>					<b>25.91</b>
12/30/2017		Bank Interest:Trustees Of The Trust			25.91
				<b>OVERALL TOTAL</b>	<b>-25,958.35</b>

YTD Income/Expense by Category - Last year:33

1/1/2017 through 12/31/2017

1/12/2018

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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- 12/31/2017	OVERALL TOTAL
<b>INCOME</b>					
Uncategorized	0.36	0.00	0.00	0.00	0.36
<b>BANK INTEREST</b>					
Private Funds	1.33	1.42	1.43	1.43	5.61
Public Funds	0.28	0.38	0.40	0.37	1.43
<b>TOTAL BANK INTEREST</b>	<b>1.61</b>	<b>1.80</b>	<b>1.83</b>	<b>1.80</b>	<b>7.04</b>
<b>DONATIONS</b>					
Conscience-Lost,Damaged,Overdue	18.00	75.88	42.00	38.00	173.88
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
Other DONATIONS	0.00	0.00	0.00	100.00	100.00
<b>TOTAL DONATIONS</b>	<b>2,463.00</b>	<b>125.88</b>	<b>642.00</b>	<b>138.00</b>	<b>3,368.88</b>
<b>FEES</b>					
Copier	45.00	58.00	0.00	53.00	156.00
Out Of Town Patron	50.00	0.00	0.00	0.00	50.00
Solar REC	92.00	0.00	0.00	30.00	122.00
<b>TOTAL FEES</b>	<b>187.00</b>	<b>58.00</b>	<b>0.00</b>	<b>83.00</b>	<b>328.00</b>
<b>FRIENDS SUPPORT</b>					
Major Items	341.00	0.00	0.00	0.00	341.00
<b>TOTAL FRIENDS SUPPORT</b>	<b>341.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>341.00</b>
<b>TOWN SUPPORT</b>					
Budget Assistance	7,587.50	7,587.50	7,587.50	7,587.50	30,350.00
<b>PAYROLL</b>					
Salaries & Wages	-21,108.99	-23,501.11	-22,194.21	-22,941.92	-89,746.23
Taxes & Benefits	-5,807.76	-4,372.35	-6,113.75	-6,438.97	-22,732.83
<b>TOTAL PAYROLL</b>	<b>-26,916.75</b>	<b>-27,873.46</b>	<b>-28,307.96</b>	<b>-29,380.89</b>	<b>-112,479.06</b>
<b>TOTAL TOWN SUPPORT</b>	<b>-19,329.25</b>	<b>-20,285.96</b>	<b>-20,720.46</b>	<b>-21,793.39</b>	<b>-82,129.06</b>
<b>TOTAL INCOME</b>	<b>-16,336.28</b>	<b>-20,100.28</b>	<b>-20,076.63</b>	<b>-21,570.59</b>	<b>-78,083.78</b>
<b>EXPENSES</b>					
Uncategorized	229.90	220.09	0.00	0.00	449.99
<b>BANK CHARGES</b>					
Other BANK CHARGES	15.00	0.00	0.00	0.00	15.00
<b>TOTAL BANK CHARGES</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>
<b>BUILDING MAINTENANCE</b>					
Alarm Service	138.00	138.00	138.00	0.00	414.00



YTD Income/Expense by Category - Last year:33

1/1/2017 through 12/31/2017

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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- 12/31/2017	OVERALL TOTAL
General	630.00	0.00	1,260.00	813.13	2,703.13
Janitorial Services	536.91	621.11	575.15	762.53	2,495.70
Landscaping	300.00	944.49	562.50	0.00	1,806.99
Lawn Service	0.00	663.00	663.00	442.00	1,768.00
Snow Removal	410.00	45.00	0.00	145.00	600.00
Other BUILDING MAINTENANCE	57.60	0.00	0.00	40.95	98.55
<b>TOTAL BUILDING MAINTENANCE</b>	<b>2,072.51</b>	<b>2,411.60</b>	<b>3,198.65</b>	<b>2,203.61</b>	<b>9,886.37</b>
<b>EDUCATION</b>					
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
<b>TOTAL EDUCATION</b>	<b>345.00</b>	<b>200.00</b>	<b>100.00</b>	<b>165.50</b>	<b>810.50</b>
<b>INFORMATION TECHNOLOGY</b>	<b>0.00</b>	<b>0.00</b>	<b>120.00</b>	<b>0.00</b>	<b>120.00</b>
<b>MAJOR ITEMS</b>					
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
<b>TOTAL MAJOR ITEMS</b>	<b>341.00</b>	<b>1,458.78</b>	<b>700.13</b>	<b>0.00</b>	<b>2,499.91</b>
<b>MEDIA</b>					
Adult Audio	127.58	217.19	222.71	267.53	835.01
Adult Books	3,073.93	1,472.42	2,785.18	2,934.20	10,265.73
Children Audio	0.00	0.00	34.10	16.34	50.44
Children Books	1,344.63	1,441.60	1,251.20	1,810.07	5,847.50
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	103.90	371.33
Video	906.26	368.65	315.53	706.10	2,296.54
Other MEDIA	24.95	-4.00	261.38	0.00	282.33
<b>TOTAL MEDIA</b>	<b>5,808.94</b>	<b>3,552.31</b>	<b>4,928.58</b>	<b>6,545.14</b>	<b>20,834.97</b>
<b>PROGRAMS</b>					
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	34.98	634.98
<b>TOTAL PROGRAMS</b>	<b>1,909.33</b>	<b>1,798.76</b>	<b>1,362.30</b>	<b>495.17</b>	<b>5,565.56</b>
<b>SUPPLIES &amp; SERVICES</b>					
Bldg Supplies	0.00	0.00	144.80	0.00	144.80
Computer Supplies	0.00	0.00	0.00	276.00	276.00

YTD Income/Expense by Category - Last year:33

1/1/2017 through 12/31/2017

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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- 12/31/2017	OVERALL TOTAL
Library Supplies	473.44	50.92	199.67	190.55	914.58
Office Supplies	299.77	537.75	464.47	590.88	1,892.87
Telephone	287.48	287.48	288.39	289.76	1,153.11
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>1,060.69</b>	<b>876.15</b>	<b>1,097.33</b>	<b>1,347.19</b>	<b>4,381.36</b>
UTILITIES					
Electricity	889.00	849.05	1,015.98	938.76	3,692.79
Propane	0.00	0.00	0.00	1,306.46	1,306.46
<b>TOTAL UTILITIES</b>	<b>889.00</b>	<b>849.05</b>	<b>1,015.98</b>	<b>2,245.22</b>	<b>4,999.25</b>
<b>TOTAL EXPENSES</b>	<b>12,671.37</b>	<b>11,366.74</b>	<b>12,522.97</b>	<b>13,001.83</b>	<b>49,562.91</b>
<b>OVERALL TOTAL</b>	<b>-29,007.65</b>	<b>-31,467.02</b>	<b>-32,599.60</b>	<b>-34,572.42</b>	<b>-127,646.69</b>

FriendsYTD - Last year

1/1/2017 through 12/31/2017

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>EXPENSES</b>								<b>-6,720.95</b>
<b>BUILDING MAINTENANCE</b>								<b>-1,974.87</b>
<b>Landscaping</b>								<b>-1,974.87</b>
2/16/2017	Friends Supp...		The Meanderi...		BUILDING M...			-300.00
5/30/2017	Friends Supp...		Seacoast Tre... tree treatme...		BUILDING M...			-10.00
6/13/2017	Friends Supp...		Seacoast Tre... late fee		BUILDING M...			-1.50
6/13/2017	Friends Supp...		Meandering P... maintenance		BUILDING M...			-932.99
7/19/2017	Friends Supp...		Seacoast Tre... tree treatme...		BUILDING M...			-100.00
8/22/2017	Friends Supp...		Meandering P... 2017 Mainte...		BUILDING M...			-362.50
9/21/2017	Friends Supp...		Seacoast Tre... tree treatme...		BUILDING M...			-100.00
12/20/2017	Friends Supp...		Meandering P... end of year l...		BUILDING M...			-167.88
<b>MAJOR ITEMS</b>								<b>-643.91</b>
<b>Furniture &amp; Fixtures</b>								<b>-643.91</b>
4/18/2017	Friends Supp...		Ted Lloyd	book display...	MAJOR ITEM...			-463.78
9/19/2017	Friends Supp...		Ted Lloyd	storage bins	MAJOR ITEM...			-91.73
9/19/2017	Friends Supp...		Ted Lloyd	storage cart	MAJOR ITEM...			-88.40
<b>PROGRAMS</b>								<b>-3,537.99</b>
<b>Adult</b>								<b>-500.00</b>
1/9/2017	Friends Supp...		Shelly Hersey	storytelling	PROGRAMS:...			-200.00
3/8/2017	Friends Supp...		American Ind...	2017 passes	PROGRAMS:...			-50.00
4/18/2017	Friends Supp...		The Fells	2017 passes	PROGRAMS:...			-100.00
7/17/2017	Friends Supp... DEP		NH Humanitie...	Sherlock Hol...	PROGRAMS:...			-50.00
11/13/2017	Friends Supp...		Heidi Corson	holiday boxw...	PROGRAMS:...			-100.00
<b>Children</b>								<b>-1,257.99</b>
4/18/2017	Friends Supp...		Children's Mu...	2017 passes	PROGRAMS:...			-300.00
6/7/2017	Friends Supp...		SS Worldwide...	model buildi...	PROGRAMS:...			-39.99
6/13/2017	Friends Supp...		Museum of Sc...	Reptiles pro...	PROGRAMS:...			-165.00
6/13/2017	Friends Supp...		Children's Mu...	program	PROGRAMS:...			-228.00
7/17/2017	Friends Supp...		Heather Linds...	summer pro...	PROGRAMS:...			-100.00
10/17/2017	Friends Supp...		Magic By Geo...	magic show	PROGRAMS:...			-425.00
<b>Other</b>								<b>-1,180.00</b>
2/16/2017	Friends Supp...		Museum Of Fi...	2017 passes	PROGRAMS:...			-200.00
3/8/2017	Friends Supp...		Currier Museum	2017 passes	PROGRAMS:...			-80.00
3/21/2017	Friends Supp...		Kevin Farley	Irish music	PROGRAMS:...			-300.00
3/29/2017	Friends Supp...		Strawberry Ba...	2017 passes	PROGRAMS:...			-250.00
5/15/2017	Friends Supp...		Peabody Ess...	2017 passes	PROGRAMS:...			-350.00
<b>Other PROGRAMS</b>								<b>-600.00</b>

FriendsYTD - Last year

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
7/18/2017	Friends Supp...		EKPL	TJ Wheeler	PROGRAMS			-250.00
8/2/2017	Friends Supp...		EKPL	TJ Wheeler	PROGRAMS			-350.00
<b>SUPPLIES &amp; SERVICES</b>								<b>-564.18</b>
<b>Computer Supplies</b>								<b>-480.02</b>
12/26/2017	Friends Supp...		Cricut	Cricut Maker...	SUPPLIES & ...			-480.02
<b>Office Supplies</b>								<b>-84.16</b>
5/10/2017	Friends Supp...		SS Worldwide...	wall calendar	SUPPLIES & ...			-84.16
<b>OVERALL TOTAL</b>								<b>-6,720.95</b>