



East Kingston Public Library
Treasurer's Report

April/May 2018

Account Balances - As of 5/31/2018:2

(Includes unrealized gains)

As of 5/31/2018

6/23/2018

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Account	5/31/2018 Balance
Bank Accounts	
Disbursements	330.24
Public Funds	3,174.34
Restricted Funds	4,922.52
Unrestricted Funds	6,598.95
TOTAL Bank Accounts	15,026.05
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
TOTAL Asset Accounts	66,745.88
OVERALL TOTAL	81,771.93

Banking Summary:3

4/1/2018 through 5/31/2018

Category Description	4/1/2018- 5/31/2018
INCOME	
BANK INTEREST	
Private Funds	0.98
Public Funds	0.29
TOTAL BANK INTEREST	1.27
FEES	
Copier	26.00
TOTAL FEES	26.00
TOWN SUPPORT	
Budget Assistance	7,587.50
PAYROLL	
Salaries & Wages	-2,307.69
TOTAL PAYROLL	-2,307.69
TOTAL TOWN SUPPORT	5,279.81
TOTAL INCOME	5,307.08
EXPENSES	
Uncategorized	0.00
BUILDING MAINTENANCE	
Janitorial Services	435.98
Lawn Service	663.00
TOTAL BUILDING MAINTENANCE	1,098.98
EDUCATION	
Meetings	273.00
Other EDUCATION	26.00
TOTAL EDUCATION	299.00
MAJOR ITEMS	
Computer Software	995.00
TOTAL MAJOR ITEMS	995.00
MEDIA	
Adult Audio	231.48
Adult Books	1,506.92
Children Audio	0.00
Children Books	953.05
Electronic	1.50
Periodicals	45.49

Banking Summary:3

4/1/2018 through 5/31/2018

Category Description	4/1/2018- 5/31/2018
Video	560.81
Other MEDIA	34.95
TOTAL MEDIA	3,334.20
PAYROLL	
Director Salary	7,470.32
Staff Salaries	4,568.56
Taxes & Benefits	4,007.46
TOTAL PAYROLL	16,046.34
PROGRAMS	
Adult	36.78
Children	197.18
TOTAL PROGRAMS	233.96
SUPPLIES & SERVICES	
Library Supplies	332.55
Telephone	194.36
TOTAL SUPPLIES & SERVICES	526.91
UTILITIES	
Electricity	601.92
TOTAL UTILITIES	601.92
TOTAL EXPENSES	23,136.31
TRANSFERS	
FROM Public Funds	4,875.34
TO Disbursements	-4,875.34
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-17,829.23

Monthly Transaction List:2

4/1/2018 through 5/31/2018

6/23/2018

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Date	Num	Description	Memo	Category	Amount
Disbursements					-513.73
4/4/2018	Debit	Amazon.com		MEDIA:Adult Books	-16.88
4/6/2018	Debit	Nhla	Zoe workshop	EDUCATION	-13.00
4/6/2018	3374	Void			0.00
4/10/2018	Debit	NHLA	Tracy workshop	EDUCATION	-13.00
4/10/2018	Debit	Amazon.com		MEDIA:Video	-32.92
4/10/2018	3375	Zoe Sucu		PROGRAMS:Children	-21.62
4/10/2018	3376	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-97.62
4/11/2018	3377	Nhla	conference Sandy, Sarah...	EDUCATION:Meetings	-195.00
4/11/2018	3378	Junior Library Guild	375005	MEDIA:Children Books	-272.85
4/11/2018	Debit	Oriental Trading Company	storyhour supplies	PROGRAMS:Children	-29.98
4/11/2018	Debit	Amazon.com		MEDIA:Video	-112.85
4/12/2018	Debit	Market Basket		PROGRAMS:Adult	-36.78
4/13/2018		TXFR		[Public Funds]	2,437.67
4/17/2018	Debit	Lowe's		PROGRAMS:Children	-48.78
4/17/2018	Debit	Demco	library	SUPPLIES & SERVICES:Library Suppli...	-332.55
4/17/2018	Debit	Amazon.com		MEDIA:Video	-17.99
4/18/2018	Debit	Michaels		PROGRAMS:Children	-45.95
4/20/2018	DEP	Colebrook Library		MEDIA:Video	12.00
4/20/2018	DEP	Stratton Free Library	lost book	MEDIA:Adult Books	12.00
4/22/2018	Debit	Amazon.com		MEDIA:Video	-14.99
4/25/2018	3379	S Baker & Taylor		MEDIA:Adult Books	-988.20
				MEDIA:Adult Audio	-171.20
				MEDIA:Children Books	-287.27
				MEDIA:Children Audio	0.00
5/3/2018	TXFR	Transfer		[Public Funds]	2,437.67
5/4/2018	Debit	Amazon.com		MEDIA:Video	-72.65
5/8/2018	Debit	Kindle		MEDIA:Electronic	-1.50
5/8/2018	Debit	Beekman 1802 Almanac		MEDIA:Periodicals	-7.49
5/11/2018	Debit	Amazon.com		MEDIA:Video	-46.96
5/13/2018	Debit	Amazon.com		MEDIA:Video	-32.68
5/15/2018	Debit	Curious Jane Magazine	1 yr	MEDIA:Periodicals	-38.00
5/15/2018	3380	Tracy Waldron	mileage 2 meetings	EDUCATION:Meetings	-78.00
5/15/2018	3381	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-96.74
5/15/2018	3382	Book Systems	support	MAJOR ITEMS:Computer Software	-995.00
5/15/2018	3383	Junior Library Guild	410007	MEDIA:Children Books	-272.85
5/15/2018	3384	S Baker & Taylor		MEDIA:Adult Books	-523.84

Monthly Transaction List:2

4/1/2018 through 5/31/2018

6/23/2018

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Date	Num	Description	Memo	Category	Amount
				MEDIA:Adult Audio	-60.28
				MEDIA:Children Books	-120.08
				MEDIA:Children Audio	0.00
5/18/2018	Debit	Amazon.com		MEDIA:Video	-35.94
5/22/2018	Debit	Market Basket		PROGRAMS:Children	-10.85
5/24/2018	Debit	Market Basket		PROGRAMS:Children	-40.00
5/29/2018	Debit	Amazon.com		MEDIA:Video	-158.56
5/30/2018	DEP	Stratton Free Library		MEDIA:Adult Books	10.00
5/30/2018	Debit	Missouriqi		MEDIA	-34.95
5/30/2018	Debit	Amazon.com		MEDIA:Video	-47.27
Public Funds					2,738.45
4/12/2018	DEP			TOWN SUPPORT:Budget Assistance	7,587.50
4/13/2018		TXFR		[Disbursements]	-2,437.67
4/30/2018		Interest Earned		BANK INTEREST:Public Funds	0.15
5/3/2018		Transfer		[Disbursements]	-2,437.67
5/21/2018	DEP			FEES:Copier	26.00
5/31/2018		Interest Earned		BANK INTEREST:Public Funds	0.14
Restricted Funds					0.42
4/30/2018		Interest Earned		BANK INTEREST:Private Funds	0.21
5/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.21
Town Support Ledger					-20,054.93
4/4/2018		Unitil		UTILITIES:Electricity	-326.06
4/4/2018		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
4/6/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
4/6/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
4/20/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
4/20/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-108.00
5/2/2018		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
5/4/2018		Full Time Payroll		PAYROLL:Director Salary	-2,037.36
5/4/2018		Full Time Payroll		PAYROLL:Director Salary	-339.56
5/4/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-108.00
5/9/2018		Unitil		UTILITIES:Electricity	-275.86
5/18/2018		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
5/18/2018		Full Time Payroll		PAYROLL:Director Salary	-339.56
5/18/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-1,809.31
5/18/2018		Full Time Payroll	insurance	PAYROLL:Taxes & Benefits	-1,848.66
5/18/2018		Part Time Payroll		PAYROLL:Staff Salaries	-4,568.56
5/18/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-349.49

YTD Income/Expense by Category:36

1/1/2018 through 5/31/2018

6/25/2018

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 5/31/2018	OVERALL TOTAL
INCOME			
BANK INTEREST			
Private Funds	1.43	0.98	2.41
Public Funds	0.31	0.29	0.60
TOTAL BANK INTEREST	1.74	1.27	3.01
DONATIONS			
Conscience-Lost,Damaged,Overdue	115.00	0.00	115.00
TOTAL DONATIONS	115.00	0.00	115.00
FEEES			
Copier	0.00	26.00	26.00
Solar REC	30.00	0.00	30.00
TOTAL FEES	30.00	26.00	56.00
TOWN SUPPORT			
Budget Assistance	7,587.50	7,587.50	15,175.00
PAYROLL			
Salaries & Wages	0.00	-2,307.69	-2,307.69
TOTAL PAYROLL	0.00	-2,307.69	-2,307.69
TOTAL TOWN SUPPORT	7,587.50	5,279.81	12,867.31
TOTAL INCOME	7,734.24	5,307.08	13,041.32
EXPENSES			
Uncategorized	321.81	0.00	321.81
BUILDING MAINTENANCE			
Alarm Service	276.00	0.00	276.00
Janitorial Services	658.83	435.98	1,094.81
Lawn Service	0.00	663.00	663.00
Snow Removal	270.00	0.00	270.00
TOTAL BUILDING MAINTENANCE	1,204.83	1,098.98	2,303.81
EDUCATION			
Meetings	0.00	273.00	273.00
Other EDUCATION	145.00	26.00	171.00
TOTAL EDUCATION	145.00	299.00	444.00
MAJOR ITEMS			
Computer Software	0.00	995.00	995.00
TOTAL MAJOR ITEMS	0.00	995.00	995.00
MEDIA			

YTD Income/Expense by Category:36

1/1/2018 through 5/31/2018

6/25/2018

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 5/31/2018	OVERALL TOTAL
Adult Audio	243.68	231.48	475.16
Adult Books	2,728.07	1,506.92	4,234.99
Children Audio	0.00	0.00	0.00
Children Books	1,429.31	953.05	2,382.36
Electronic	0.00	1.50	1.50
Newspaper	176.84	0.00	176.84
Periodicals	315.39	45.49	360.88
Video	524.91	560.81	1,085.72
Other MEDIA	138.00	34.95	172.95
TOTAL MEDIA	5,556.20	3,334.20	8,890.40
PAYROLL			
Director Salary	14,261.52	7,470.32	21,731.84
Staff Salaries	6,907.16	4,568.56	11,475.72
Taxes & Benefits	6,015.37	4,007.46	10,022.83
TOTAL PAYROLL	27,184.05	16,046.34	43,230.39
PROGRAMS			
Adult	0.00	36.78	36.78
Children	350.23	197.18	547.41
TOTAL PROGRAMS	350.23	233.96	584.19
SUPPLIES & SERVICES			
Library Supplies	585.80	332.55	918.35
Office Supplies	504.77	0.00	504.77
Telephone	291.71	194.36	486.07
TOTAL SUPPLIES & SERVICES	1,382.28	526.91	1,909.19
UTILITIES			
Electricity	865.16	601.92	1,467.08
Propane	2,168.30	0.00	2,168.30
TOTAL UTILITIES	3,033.46	601.92	3,635.38
TOTAL EXPENSES	39,177.86	23,136.31	62,314.17
OVERALL TOTAL	-31,443.62	-17,829.23	-49,272.85

Monthly Transaction List:2

4/1/2018 through 5/31/2018

6/23/2018

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Date	Num	Description	Memo	Category	Amount
5/18/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-90.00
5/18/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-30.98
5/30/2018		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
Unrestricted Funds					0.56
4/30/2018		Interest Earned		BANK INTEREST:Private Funds	0.28
5/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.28
OVERALL TOTAL					-17,829.23