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**TO:** Plymouth District Library Board

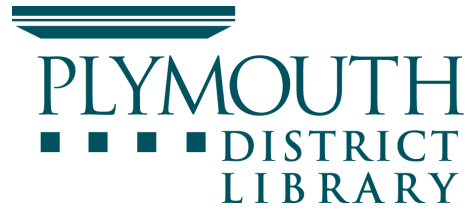
**DATE:** November 14, 2020

**RE:** October 2020 Financials

**FROM:** Carol Souchock  
Director

The following addresses revenues and expenditures, reflected in the attached October 2020 financials, or relevant to our current and future fiscal situation.

- Revenue account Friends includes our first quarter billing of \$5,253.34, second quarter billing of \$212.47 and billing for our BOSCH grant of \$14,960. Totaling \$20,425.81 in generous donations from the Friends. These funds are to offset Friends sponsored library expenses including programing and equipment.
- Expenditure Account salaries includes three payrolls this month.
- Salaries Sunday expenses are lower than budgeted due to the library's closure on Sunday's since the pandemic started. Expenditure Account Salaries Sundays will be adjusted via an internal adjustment to offset the new unexpected expense to repair the blower motor on RTU2.
- Expenditure Conferences and Training shows a negative \$431.00 which includes a reimbursement for a conference that was canceled.
- Our Friends have generously agreed to donate \$5,000 to cover the costs of the thermal imaging project. This work is planned to take place late this year when temperatures drop. This work had been approved by the board during the 2020 budget process but at the October board meeting I was asked to seek outside funding for this project. Our Friends created a dedicated building account a few years ago which was created to help the library with projects like this. This building fund was started with an allocation of Friends funding and a \$10,000 donation from the Dunning Foundation. This building account is part of the Friends finances not part of the library's finances.
- Revenue Penal Fines Account reflects the annual payment by the County to the library. The payment this year was \$22,730.18 which unfortunately



came in way under our budget of \$75,000. These funds come from traffic violations fines per state law. Some of this decrease may be due to less traffic on the road during the pandemic. This is the lowest penal fine allocation the library has received in many years.

- Unfortunately I was notified about two new HVAC issues this month during our annual preventive maintenance service. The heating unit that was placed in the high area above the fire place about fifteen years ago is no longer functional and must be replaced. This unit was placed in this area to address the extreme cold conditions which caused the major water damage in the library many years ago due to fire suppression lines freezing. The cost for this project is expected to be less than \$2,500. In addition the blower on RTU (roof top unit) is failing and the cost to replace it will be less than \$10,000. I have checked and this work is not covered by a manufacturer warranty. Both of these projects will be paid for using funds currently available in our 2020 budget.

**BUDGET YEAR 2020**

**11/14/2020**

**OPERATING FUND**

**REVENUES**

	October	Y-T-D	2020 Budget	Percent Y-T-D
Property Tax, Current	0	3,419,936	3,427,555	99.78
Property Tax, Delinq *	0	204,319	100,000	204.32
State Aid Revenues	0	29,346	29,100	100.85
State Appropriation	0	48,000	0	0.00
Penal Fines	22,730	22,730	75,000	30.31
Book Fines & Fees	717	13,753	55,000	25.01
Print/Copy Revenue	0	5,129	15,000	34.19
Interest on Invest	3,500	14,933	20,000	74.67
Donations	0	2,944	20,000	14.72
Friends	20,426	33,967	57,000	59.59
Grants	0	50,000	35,000	142.86
CFSE Draw	0	32,644	29,000	112.57
<b>Transfer from Building Reserve</b>	0	0	0	0.00
<b>Transfer from Equip Reserve</b>	0	0	20,000	0.00
<b>Transfer from Furniture Reserve</b>	0	0	9,600	0.00
<b>Transfer from Tech Reserve</b>	0	0	31,350	0.00
Other Income	3,223	3,497	8,000	43.71
Insurance Claim Reimbursement	0	25,000	25,000	100.00
<b>Transfer from Fund Balance</b>	0	0	464,739	0.00

**TOTAL REVENUES** 50,596    3,906,198    4,421,344    88.35

\* = Includes PPT Refund for 2019 of \$132,863  
 Budgeted PPT Refund of \$100,000

**EXPENDITURES**

	October	Y-T-D	2020 Budget	Percent Y-T-D
Salaries/Wages - Permanent	182,949	1,328,143	1,698,490	78.20
Salaries/Wages - Pages	8,794	74,314	95,000	78.23
Salaries/Wages - Sunday	0	27,367	98,000	27.93
Employers FICA	14,548	108,221	132,545	81.65
Hosp/Dental/Optical	12,971	136,672	204,255	66.91
Life & Disability	961	9,609	12,645	75.99
Retirement	14,719	139,859	192,780	72.55
VEBA Contribution	0	64,833	64,720	100.17
Operating Supplies	4,320	64,049	66,000	97.04
Books & Materials	13,898	373,521	435,235	85.82
Contractual Services	34,652	294,574	437,045	67.40
Communications	3,921	14,852	20,000	74.26

**BUDGET YEAR 2020****11/14/2020****OPERATING FUND**

Transportation	0	323	2,000	16.17
Conferences/Training	-431	13,867	30,900	44.88
Community Promotion	1,608	34,065	63,295	53.82
Printing & Publishing	130	557	1,000	55.75
Insurance & Bonds	0	48,394	45,000	107.54
Workers Comp	0	3,617	5,000	72.34
Utilities	11,647	115,859	161,000	71.96
Repairs & Maintenance	5,769	41,653	150,105	27.75
Tax Refunds (Previous Yr)	0	0	5,000	0.00
Miscellaneous	473	6,587	8,000	82.33
Furniture	0	0	18,200	0.00
Furniture Reserve	0	0	4,040	0.00
Office Equipment & Technology	0	51,811	42,389	122.23
Building System Replacement	13,100	278,138	408,700	68.05
Building Reserve	0	0	0	0.00
Equipment Reserve	0	0	20,000	0.00
Technology Reserve	0	0	0	0.00

**TOTAL EXPENDITURES****324,029 3,230,885 4,421,344****73.07**

## PLYMOUTH DISTRICT LIBRARY

**Balance Sheet**

October 2020

Account Title	Balance	Account Number
<b>Fund: GENERAL OPERATING FUND</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
CASH/OPERATING CHECKING	2,498,881.46	101-000-001.000
CASH-SAVINGS/CDS	1,371,748.50	101-000-002.000
RETIREE INS CO-PAY	3,564.92	101-000-039.000
<b>TOTAL Current Assets</b>	<b>3,874,194.88</b>	
<b>Long-Term Assets</b>		
PREPAID EXPENSES	0.00	101-000-123.000
IMPREST PETTY CASH	100.00	101-000-180.000
IMPREST PETTY CASH EXCHANGE	350.00	101-000-185.000
IMPREST CASH IN DRAWER	260.00	101-000-190.000
<b>TOTAL Long-Term Assets</b>	<b>710.00</b>	
<b>TOTAL ASSETS</b>	<b>3,874,904.88</b>	
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
ACCOUNTS PAYABLE	0.00	101-000-202.000
<b>TOTAL Current Liabilities</b>	<b>0.00</b>	
<b>Long-Term Liabilities</b>		
DEFERRED REVENUES	45,035.51	101-000-339.000
<b>TOTAL Long-Term Liabilities</b>	<b>45,035.51</b>	
<b>TOTAL LIABILITIES</b>	<b>45,035.51</b>	
<b>FUND EQUITY</b>		
<b>Fund Equity</b>		
FUND BALANCE	3,154,556.04	101-000-390.000
CHANGE IN FUND EQUITY	675,313.33	
<b>TOTAL Fund Equity</b>	<b>3,829,869.37</b>	
<b>TOTAL FUND EQUITY</b>	<b>3,829,869.37</b>	
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>3,874,904.88</b>	

<b>PLYMOUTH DISTRICT LIBRARY</b>					
<b>CHECK REGISTER REPORT</b>					
<b>10/01/20-10/31/20</b>					
<b>Check</b>	<b>Vendor Name</b>	<b>Status</b>	<b>Date</b>	<b>Amount</b>	
<b>101</b>					
29458	ALA	Cleared	10/01/2020	423.00	
29459	Branch District Library System	Voided	10/01/2020	0.00	
29460	Cassie Cobb	Cleared	10/01/2020	190.00	
29461	Engraving Connection	Cleared	10/01/2020	6.25	
29462	Green Electrical Solutions,LLC	Cleared	10/01/2020	9,640.00	
29463	MisDU	Cleared	10/01/2020	47.59	
29464	Tamara Jaros	Cleared	10/01/2020	1,150.00	
29465	TDS Metrocom	Cleared	10/01/2020	661.95	
29466	CEE-CLEAN WINDOW CLEANING CO	Cleared	10/08/2020	400.00	
29467	Consumer's Energy	Cleared	10/08/2020	91.56	
29468	Foster, Swift, Collins & Smith	Cleared	10/08/2020	840.00	
29469	Gale	Cleared	10/08/2020	362.28	
29470	Green Brain Comics	Cleared	10/08/2020	141.46	
29471	Horton Plumbing	Cleared	10/08/2020	1,678.41	
29472	Michigan Office Solutions	Cleared	10/08/2020	221.00	
29473	Midwest Tape	Cleared	10/08/2020	3,243.24	
29474	Mutual of Omaha	Cleared	10/08/2020	960.94	
29475	Observer & Eccentric Newspaper	Cleared	10/08/2020	130.32	
29476	OK FIRE EQUIPMENT CO.	Cleared	10/08/2020	242.50	
29477	Patricia Carter	Cleared	10/08/2020	121.50	
29478	Royal Oak Public Library	Open	10/08/2020	26.00	
29479	Baker & Taylor	Cleared	10/15/2020	3,584.69	
29480	Baker & Taylor	Open	10/15/2020	2,288.25	
29481	Baker & Taylor	Cleared	10/15/2020	1,309.09	
29482	Baker & Taylor	Cleared	10/15/2020	375.11	
29483	City of Plymouth	Cleared	10/15/2020	1,438.30	
29484	Delta Dental Insurance	Cleared	10/15/2020	1,187.61	
29485	Gale	Cleared	10/15/2020	258.73	
29486	MisDU	Cleared	10/15/2020	47.59	
29487	Otis Elevator Company	Cleared	10/15/2020	2,401.15	
29488	Zoobean, Inc.	Cleared	10/15/2020	572.00	
29489	Aventric Technologies	Open	10/23/2020	119.00	
29490	Blue Care Network	Cleared	10/23/2020	17,430.01	
29491	Blue360Media	Open	10/23/2020	65.75	
29492	Building Automated Systems	Cleared	10/23/2020	869.00	
29493	Cadre	Open	10/23/2020	3,220.00	
29494	CCH Incorporated	Voided	10/23/2020	0.00	
29495	Chase - Cardmember Service	Cleared	10/23/2020	11.67	
29496	Gale	Cleared	10/23/2020	673.52	
29497	GDI Services, Inc.	Cleared	10/23/2020	5,057.00	
29498	GEARB/Amazon	Cleared	10/23/2020	1,677.20	
29499	Green Electrical Solutions,LLC	Open	10/23/2020	820.00	
29500	Greko Printing & Imaging	Cleared	10/23/2020	30.38	
29501	ICLE	Open	10/23/2020	158.50	
29502	Kristy Robinett	Open	10/23/2020	250.00	
29503	Lauren Baker	Cleared	10/23/2020	48.00	
29504	Leader Business Networks	Cleared	10/23/2020	62.27	
29505	Library Design Associates	Cleared	10/23/2020	2,300.00	
29506	Metropolitan Detroit Medical L	Open	10/23/2020	50.00	
29507	Michigan Office Solutions	Cleared	10/23/2020	441.55	
29508	Midwest Tape	Cleared	10/23/2020	14,000.00	
29509	Millennium Business Systems	Cleared	10/23/2020	451.43	

<b>PLYMOUTH DISTRICT LIBRARY</b>					
<b>CHECK REGISTER REPORT</b>					
<b>10/01/20-10/31/20</b>					
<b>Check</b>		<b>Vendor Name</b>	<b>Status</b>	<b>Date</b>	<b>Amount</b>
<b>101</b>					
29510		Office Depot	Cleared	10/23/2020	272.96
29511		Pontem Software by RIA	Open	10/23/2020	835.00
29512		Regal Pest Contol, LLC	Cleared	10/23/2020	175.00
29513		Security 101	Cleared	10/23/2020	1,542.50
29514		Serene Landscape Group	Cleared	10/23/2020	2,978.18
29515		The Library Network	Cleared	10/23/2020	2,598.50
29516		West Payment Center	Cleared	10/23/2020	248.00
29517		U.S. Diary	Open	10/23/2020	124.40
29518		BSB Communications, Inc.	Open	10/29/2020	743.75
29519		Carol Souchock	Open	10/29/2020	99.00
29520		Dalton Commercial Cleaning	Open	10/29/2020	1,821.00
29521		DEMCO	Open	10/29/2020	164.39
29522		DTE Energy	Open	10/29/2020	10,486.73
29523		GDI Services, Inc.	Open	10/29/2020	10,114.00
29524		Greko Printing & Imaging	Open	10/29/2020	305.20
29525		Joseph Oldenburg	Open	10/29/2020	75.00
29526		MICHIGAN LIBRARY ASSOCIATION	Open	10/29/2020	95.00
29527		MisDU	Open	10/29/2020	47.59
29528		Peter Basso Associates, Inc.	Open	10/29/2020	1,160.00
29529		Sarah Vargas	Open	10/29/2020	10.59
29530		Silver Strings Dulcimer Societ	Open	10/29/2020	300.00
29531		TDS Metrocom	Open	10/29/2020	660.05
29532		The Library Network	Open	10/29/2020	4,826.00
29533		Uline	Open	10/29/2020	310.33
29534		UNITED PARCEL SERVICE	Open	10/29/2020	169.26
<b>Total 101</b>					<b>121,938.23</b>
<b>October 2020 Payroll and Retirement Transfers</b>					
10/02/20	61,800.91	Payroll of 10/02/20			
10/02/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
10/09/20	402.29	ADP Inv. - processing			
10/16/20	67,632.71	Payroll of 10/16/20			
10/16/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
10/30/20	64,860.54	Payroll of 10/30/20			
10/30/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
10/10/20	14,719.16	Retirement transfer for September 2020 payroll			
		(\$68,588.81 FT Salaries x 21.46%)			