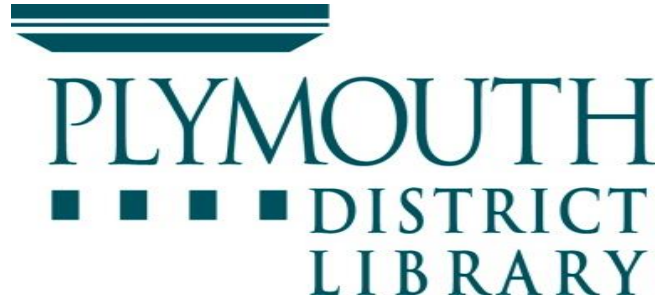




TO: Plymouth District Library Board
RE: November 2021 Financials

DATE: December 21, 2021
FROM: Shauna Anderson, Director

The following addresses revenues and expenditures reflected in the attached November 2021 financial reports or relevant information pertaining to our current/future financial situation.

- Internal Budget Line Adjustments
 - We will be removing funds from the Furniture budget line to cover Equipment expenses. Numerous projects projected for 2021 were re-evaluated. This puts this budget line much closer to the original board-approved budget numbers for IT project spending.
 - Funding in the supplies line will be relocated to Books and Materials. Issues with Amazon invoicing resulted in a number of miscoded entries. We also will no longer be using accruals system for database purchases.
- Friends payment for 3rd quarter programs will be on next month's financials
- I would like to propose submitting an extra MERS and VEBA contribution with leftover retirement funding. This will help us work on our underfunded liability and cover for lack of actuarial oversight on the VEBA account in 2020.

PLYMOUTH DISTRICT LIBRARY					
Check Register Report					
11/01/2021 - 11/30/2021					
<u>Check</u>		<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>
101					
30374		Barbara Dinan	Open	11/05/2021	\$ 149.53
30375		BayScan Technologies	Open	11/05/2021	\$ 538.70
30376		Budget Library Supplies	Open	11/05/2021	\$ 318.00
30377		Building Automated Systems	Open	11/05/2021	\$ 160.00
30378		Bumler Mechanical, Inc.	Open	11/05/2021	\$ 1,239.00
30379		CEE-CLEAN WINDOW CLEANING CO	Open	11/05/2021	\$ 1,775.00
30380		City of Plymouth	Open	11/05/2021	\$ 1,139.51
30381		Comic City	Open	11/05/2021	\$ 188.15
30382		Consumer's Energy	Open	11/05/2021	\$ 795.43
30383		COSUGI	Open	11/05/2021	\$ 150.00
30384		Findaway World, LLC	Open	11/05/2021	\$ 1,001.78
30385		Gale	Open	11/05/2021	\$ 565.96
30386		GDI Services, Inc.	Open	11/05/2021	\$ 1,039.75
30387		Green Brain Comics	Open	11/05/2021	\$ 391.56
30388		Greko Printing & Imaging	Open	11/05/2021	\$ 139.92
30389		ICLE	Open	11/05/2021	\$ 138.50
30390		JanWay Co.	Open	11/05/2021	\$ 25.00
30391		Kathleen Philo	Open	11/05/2021	\$ 100.00
30392		Lansing Sanitary Supply, Inc.	Open	11/05/2021	\$ 204.50
30393		Leader Business Networks	Open	11/05/2021	\$ 49.77
30394		Library Market	Open	11/05/2021	\$ 2,000.00
30395		Michigan Office Solutions	Open	11/05/2021	\$ 342.17
30396		Millennium Business Systems	Open	11/05/2021	\$ 348.90
30397		MisDU	Open	11/05/2021	\$ 47.59
30398		Observer & Eccentric Newspaper	Open	11/05/2021	\$ 152.04
30399		Office Depot	Open	11/05/2021	\$ 996.25
30400		Pontem Software by RIA	Open	11/05/2021	\$ 835.00
30401		Regal Pest Control, LLC	Open	11/05/2021	\$ 175.00
30402		Rocket Enterprise, Inc.	Open	11/05/2021	\$ 295.00
30403		Serene Landscape Group	Open	11/05/2021	\$ 2,111.50
30404		TDS Metrocom	Open	11/05/2021	\$ 122.33
30405		The Library Network	Open	11/05/2021	\$ 1,620.40
30406		T-Mobile	Open	11/05/2021	\$ 55.88
30407		Varitronics, LLC	Open	11/05/2021	\$ 628.20
30408		ALA	Open	11/24/2021	\$ 200.00
30409		Art Supplies Wholesale	Open	11/24/2021	\$ 164.16
30410		Baker & Taylor	Open	11/24/2021	\$ 9,627.34
30411		Baker & Taylor	Open	11/24/2021	\$ 1,592.86
30412		Baker & Taylor	Open	11/24/2021	\$ 4.65
30413		Baker & Taylor	Open	11/24/2021	\$ 2,973.85
30414		Barbara Kapla	Open	11/24/2021	\$ 150.00
30415		Blue Care Network	Open	11/24/2021	\$ 22,400.31
30416		Book Farm LLC	Open	11/24/2021	\$ 149.99
30417		BS&A Software	Open	11/24/2021	\$ 9,700.00
30418		Dalton Commercial Cleaning	Open	11/24/2021	\$ 752.00
30419		Delta Dental Insurance	Open	11/24/2021	\$ 1,254.01
30420		DEMCO	Open	11/24/2021	\$ 312.05
30421		DTE Energy	Open	11/24/2021	\$ 12,129.97

30422		EBSCO Subscription Services	Open	11/24/2021	\$ 10,870.57
30423		Engraving Connection	Open	11/24/2021	\$ 54.10
30424		Gale	Open	11/24/2021	\$ 410.79
30425		GEM Facility Management LLC	Open	11/24/2021	\$ 1,375.00
30426		Guardian Alarm	Open	11/24/2021	\$ 1,705.38
30427		Kathleen Philo	Open	11/24/2021	\$ 72.00
30428		Mallory Mortillaro	Open	11/24/2021	\$ 250.00
30429		MisDU	Open	11/24/2021	\$ 47.59
30430		Office Depot	Open	11/24/2021	\$ 874.34
30431		Patricia Carter	Open	11/24/2021	\$ 118.20
30432		Serene Landscape Group	Open	11/24/2021	\$ 2,159.79
30433		Synchrony Bank/Amazon	Open	11/24/2021	\$ 748.64
30434		Linda Nixon	Open	11/24/2021	\$ 475.00
30435		MisDU	Open	11/24/2021	\$ 47.59
Total 101					\$ 100,460.50

October 2021 Payroll Retirement Transfers					
Date	Amount	Name			
10/1/2021	\$3,860	Nationwide payment - Employee 457 P/R Deductions			
10/8/2021	\$ 392.44	ADP Inv. Processing			
10/14/2021	\$ 61,216.27	Payroll of 10/15/2021			
10/15/2021	\$ 3,860.00	Nationwide payment - Employee 457 P/R Deductions			
10/28/2021	\$ 64,564.48	Payroll of 10/29/2021			
10/29/2021	\$ 3,860.00	Nationwide payment - Employee 457 P/R Deductions			
10/21/2021	\$ 17,210.23	Retirement transfer for September 2021 (\$71,087.28 FT Salaries x 24.21%)			
	1.09	Interest for Hunting Bank (Citizens) Savings for October 2021			

November 2021 Payroll Retirement Transfer					
Date	Amount	Name			
11/3/2021	\$ 437.04	ADP Inv. Processing			
11/10/2021	\$ 60,611.15	Payroll of 11/12/2021			
11/12/2021	\$ 3,860.00	Nationwide payment - Employee 457 P/R Deductions			
11/24/2021	\$ 63,400.07	Payroll of 11/26/2021			
11/26/2021	\$ 3,860.00	Nationwide payment - Employee 457 P/R Deductions			
11/1/2021	\$18,316.53	Retirement transfer for October 2021 (\$75,656.88 FT Salaries x 24.21%)			
	1.05	Interest for Hunting Bank (Citizens) Savings for November 2021			