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TO: Plymouth District Library Board

DATE: 20 July 2021

RE: May & June Financials 2021

FROM: Shauna Anderson  
Director

The following addresses revenues and expenditures, reflected in the attached May and June 2021 financials.

- CFSE Draw (GL 101-000-894.001): Robyn placed the first of two draws from the library's CFSE fund, in the amount of \$21,7575.00. We are allowed two draws per year.
- Hospitalization (GL 101-790-716): This line shows a credit of \$1,555.98. This is not true credit; it is a timing glitch. The amount was deducted from paychecks (the credit), but the BCN invoice had not been paid as of month-end. It will balance out in the July financials.

## PLYMOUTH DISTRICT LIBRARY

**Balance Sheet**

May 2021

Account Title	Balance	Account Number
<b>Fund: GENERAL OPERATING FUND</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
CASH/OPERATING CHECKING	3,961,046.21	101-000-001.000
CASH-SAVINGS/CDS	1,381,096.45	101-000-002.000
RETIREE INS CO-PAY	6,969.34	101-000-039.000
<b>TOTAL Current Assets</b>	<b>5,349,112.00</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>5,349,822.00</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	3,138,232.33	101-000-390.000
CHANGE IN FUND EQUITY	2,166,554.16	
<b>TOTAL Fund Equity</b>	<b>5,304,786.49</b>	
<b>TOTAL FUND EQUITY</b>	<b>5,304,786.49</b>	
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>5,349,822.00</b>	

<b>PLYMOUTH DISTRICT LIBRARY</b>					
<b>CHECK REGISTER REPORT</b>					
<b>05/01/21 - 05/31/21</b>					
<b>Check</b>		<b>Vendor Name</b>	<b>Status</b>	<b>Date</b>	<b>Amount</b>
<b>101</b>					
29921		Building Automated Systems	Cleared	05/05/2021	92.50
29922		Bumler Mechanical, Inc.	Cleared	05/05/2021	3,278.32
29923		Carol Souchock	Open	05/05/2021	53.19
29924		CDW Government, Inc.	Cleared	05/05/2021	4,829.25
29925		Consumer's Energy	Cleared	05/05/2021	1,607.60
29926		Dana Bussard	Cleared	05/05/2021	48.00
29927		Findaway World, LLC	Cleared	05/05/2021	548.92
29928		Foster, Swift, Collins & Smith	Cleared	05/05/2021	168.00
29929		Gale	Cleared	05/05/2021	422.26
29930		Greko Printing & Imaging	Cleared	05/05/2021	204.00
29931		Jessica Keeler	Cleared	05/05/2021	85.00
29932		Library Ideas	Cleared	05/05/2021	483.40
29933		Michigan Office Solutions	Cleared	05/05/2021	4.34
29934		Midwest Tape	Cleared	05/05/2021	1,400.90
29935		Midwest Tape	Cleared	05/05/2021	20,000.00
29936		Office Depot	Cleared	05/05/2021	44.92
29937		Staples Advantage	Cleared	05/05/2021	650.06
29938		Thomson Reuters	Cleared	05/05/2021	245.00
29939		T-Mobile	Cleared	05/05/2021	55.88
29940		American Library Association	Open	05/12/2021	18.58
29941		Baker & Taylor	Cleared	05/12/2021	1,695.00
29942		Barbara Dinan	Open	05/12/2021	46.60
29943		Building Automated Systems	Cleared	05/12/2021	1,973.00
29944		Bumler Mechanical, Inc.	Cleared	05/12/2021	4,915.00
29945		CEE-CLEAN WINDOW CLEANING CO	Open	05/12/2021	1,775.00
29946		City of Dearborn	Open	05/12/2021	25.99
29947		City of Plymouth	Cleared	05/12/2021	433.64
29948		Clear Solutions, Inc.	Open	05/12/2021	77.50
29949		Evan Weiner	Open	05/12/2021	100.00
29950		Foster, Swift, Collins & Smith	Cleared	05/12/2021	294.00
29951		Gale	Cleared	05/12/2021	302.30
29952		Library Design Associates	Cleared	05/12/2021	3,888.00
29953		Mariya Fogarasi	Open	05/12/2021	100.00
29954		Mary Spencer	Open	05/12/2021	250.00
29955		MICHIGAN LIBRARY ASSOCIATION	Cleared	05/12/2021	125.00
29956		Michigan Urban Farming Initiat	Open	05/12/2021	200.00
29957		Mike Ivankovich	Open	05/12/2021	250.00
29958		Millennium Business Systems	Cleared	05/12/2021	520.71
29959		MisDU	Cleared	05/12/2021	47.59
29960		Observer & Eccentric Newspaper	Cleared	05/12/2021	65.16
29961		Office Depot	Cleared	05/12/2021	517.65
29962		Otis Elevator Company	Cleared	05/12/2021	10,077.00
29963		Serene Landscape Group	Cleared	05/12/2021	2,440.00
29964		Tel Systems	Cleared	05/12/2021	1,422.00
29965		The Library Network	Open	05/12/2021	6,678.50
29966		Tom Carr	Cleared	05/12/2021	250.00
29967		White Pine District Library	Open	05/12/2021	17.99
29968		Calvin University - Hekman Lib	Open	05/18/2021	100.00
29969		Dee Beaver	Open	05/18/2021	133.56
29970		Delta Dental Insurance	Cleared	05/18/2021	1,038.27
29971		DeWitt District Library	Open	05/18/2021	18.00
29972		Greko Printing & Imaging	Cleared	05/18/2021	204.00

<b>PLYMOUTH DISTRICT LIBRARY</b>					
<b>CHECK REGISTER REPORT</b>					
<b>05/01/21 - 05/31/21</b>					
<b>Check</b>		<b>Vendor Name</b>	<b>Status</b>	<b>Date</b>	<b>Amount</b>
<b>101</b>					
29973		Heather Pacheco	Open	05/18/2021	52.85
29974		Horton Plumbing	Cleared	05/18/2021	628.75
29975		Leader Business Networks	Cleared	05/18/2021	50.63
29976		Library Design Associates	Cleared	05/18/2021	3,681.00
29977		MML Workers' Comp Fund	Open	05/18/2021	4,101.00
29978		Mossey Library	Open	05/18/2021	100.00
29979		Office Depot	Cleared	05/18/2021	317.58
29980		Patricia Carter	Open	05/18/2021	121.50
29981		Plymouth Community Chamber of	Cleared	05/18/2021	50.00
29982		Public Libraries of Saginaw	Open	05/18/2021	14.95
29983		Regal Pest Control, LLC	Cleared	05/18/2021	175.00
29984		Southfield Public Library	Open	05/18/2021	15.00
29985		St. Clair County Library	Open	05/18/2021	14.99
29986		The Library Network	Open	05/18/2021	936.00
29987		University of Detroit Mercy	Open	05/18/2021	45.00
29988		Baker & Taylor	Open	05/26/2021	13,752.08
29989		Baker & Taylor	Open	05/26/2021	1,039.42
29990		Baker & Taylor	Open	05/26/2021	341.82
29991		Blue Care Network	Open	05/26/2021	17,144.03
29992		BSB Communications, Inc.	Open	05/26/2021	135.00
29993		Coffee Break Service, Inc.	Open	05/26/2021	36.25
29994		Dee Beaver	Open	05/26/2021	200.00
29995		Engraving Connection	Open	05/26/2021	18.75
29996		GDI Services, Inc.	Open	05/26/2021	4,928.00
29997		GECRB/Amazon	Open	05/26/2021	3,645.33
29998		GEM Facility Management LLC	Open	05/26/2021	3,120.51
29999		Lansing Sanitary Supply, Inc.	Open	05/26/2021	341.86
30000		MisDU	Open	05/26/2021	47.59
30001		Office Depot	Open	05/26/2021	136.68
30002		OK FIRE EQUIPMENT CO.	Open	05/26/2021	182.50
30003		Swank Movie Licensing USA	Open	05/26/2021	1,608.00
30004		Town Locksmith, Inc.	Open	05/26/2021	37.50
<b>Total 101</b>					<b>131,241.15</b>
<b>May 2021 Payroll and Retirement Transfers</b>					
05/14/21	80,806.27	Payroll of 05/14/21			
05/14/21	3,945.00	Nationwide payment - Employee 457 P/R Deductions			
05/07/21	376.47	ADP Inv. - processing			
05/28/21	62,829.68	Payroll of 05/28/21			
05/28/21	3,945.00	Nationwide payment - Employee 457 P/R Deductions			
05/10/21	16,028.57	Retirement transfer for April 2021 (\$66,206.40 FT Salaries x 24.21%)			
	1.09	Interest for Huntington Bank (Citizens) Savings for May 2021			

## PLYMOUTH DISTRICT LIBRARY

**Balance Sheet**

June 2021

Account Title	Balance	Account Number
<b>Fund: GENERAL OPERATING FUND</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
CASH/OPERATING CHECKING	3,726,441.12	101-000-001.000
CASH-SAVINGS/CDS	1,381,096.45	101-000-002.000
RETIREE INS CO-PAY	6,119.34	101-000-039.000
<b>TOTAL Current Assets</b>	<b>5,113,656.91</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>5,114,366.91</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	3,138,232.33	101-000-390.000
CHANGE IN FUND EQUITY	1,931,099.07	
<b>TOTAL Fund Equity</b>	<b>5,069,331.40</b>	
<b>TOTAL FUND EQUITY</b>	<b>5,069,331.40</b>	
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>5,114,366.91</b>	

<b>PLYMOUTH DISTRICT LIBRARY</b>					
<b>CHECK REGISTER REPORT</b>					
<b>06/01/21 - 06/30/21</b>					
<b>Check</b>		<b>Vendor Name</b>	<b>Status</b>	<b>Date</b>	<b>Amount</b>
<b>101</b>					
30005		Bumler Mechanical, Inc.	Cleared	06/09/2021	8,082.00
30006		Carl T. Miller	Cleared	06/09/2021	300.00
30007		CEE-CLEAN WINDOW CLEANING CO	Cleared	06/09/2021	400.00
30008		City of Plymouth	Cleared	06/09/2021	498.69
30009		Consumer's Energy	Cleared	06/09/2021	1,034.76
30010		DEMCO	Cleared	06/09/2021	178.31
30011		DTE Energy	Cleared	06/09/2021	10,637.77
30012		Engraving Connection	Cleared	06/09/2021	6.25
30013		Foster, Swift, Collins & Smith	Cleared	06/09/2021	1,302.00
30014		Genson's Plumbing, Inc.	Cleared	06/09/2021	420.00
30015		Greko Printing & Imaging	Cleared	06/09/2021	342.44
30016		Guardian Alarm	Cleared	06/09/2021	1,624.14
30017		Heather Pacheco	Cleared	06/09/2021	43.43
30018		Horton Plumbing	Cleared	06/09/2021	2,472.00
30019		Lansing Sanitary Supply, Inc.	Cleared	06/09/2021	286.76
30020		Library Ideas	Cleared	06/09/2021	483.40
30021		MICHIGAN LIBRARY ASSOCIATION	Cleared	06/09/2021	3,906.44
30022		Michigan Office Solutions	Cleared	06/09/2021	4.55
30023		Millennium Business Systems	Cleared	06/09/2021	15.00
30024		MisDU	Cleared	06/09/2021	47.59
30025		Mutual of Omaha	Cleared	06/09/2021	960.94
30026		Observer & Eccentric Newspaper	Cleared	06/09/2021	260.64
30027		Office Depot	Cleared	06/09/2021	105.49
30028		Progressive Printing	Cleared	06/09/2021	3,915.00
30029		TDS Metrocom	Cleared	06/09/2021	610.85
30030		T-Mobile	Cleared	06/09/2021	55.88
30031		Baker & Taylor	Cleared	06/16/2021	12,862.99
30032		Baker & Taylor	Cleared	06/16/2021	3,144.05
30033		Baker & Taylor	Cleared	06/16/2021	593.06
30034		Barbara Dinan	Cleared	06/16/2021	60.76
30035		Blue360Media, LLC	Cleared	06/16/2021	63.75
30036		Books Galore, Inc.	Open	06/16/2021	475.54
30037		Bumler Mechanical, Inc.	Cleared	06/16/2021	3,718.77
30038		CCH Incorporated	Cleared	06/16/2021	301.86
30039		EBSCO Subscription Services	Cleared	06/16/2021	1,300.86
30040		Engraving Connection	Cleared	06/16/2021	25.00
30041		Findaway World, LLC	Cleared	06/16/2021	122.98
30042		Gale	Cleared	06/16/2021	30.39
30043		GDI Services, Inc.	Cleared	06/16/2021	3,826.88
30044		GEM Facility Management LLC	Cleared	06/16/2021	2,403.50
30045		Graybar Electric Co., Inc.	Voided	06/16/2021	0.00
30046		Green Brain Comics	Cleared	06/16/2021	387.76
30047		Green Electrical Solutions,LLC	Cleared	06/16/2021	3,960.00
30048		Heather Pacheco	Cleared	06/16/2021	32.23
30049		Leader Business Networks	Cleared	06/16/2021	67.57
30050		Linkedin	Open	06/16/2021	7,000.00
30051		Merritt Cieslak Design	Cleared	06/16/2021	730.35
30052		Midwest Tape	Cleared	06/16/2021	2,350.89
30053		Millennium Business Systems	Cleared	06/16/2021	718.41
30054		Mortimore Consulting, LLC.	Cleared	06/16/2021	8,500.00
30055		Office Depot	Cleared	06/16/2021	487.16
30056		Proquest-CSA LLC	Cleared	06/16/2021	8,466.98

<b>PLYMOUTH DISTRICT LIBRARY</b>					
<b>CHECK REGISTER REPORT</b>					
<b>06/01/21 - 06/30/21</b>					
<b>Check</b>		<b>Vendor Name</b>	<b>Status</b>	<b>Date</b>	<b>Amount</b>
<b>101</b>					
30057		Serene Landscape Group	Voided	06/16/2021	0.00
30058		Town Locksmith, Inc.	Cleared	06/16/2021	45.00
30059		Zoobean, Inc.	Cleared	06/16/2021	1,395.00
<b>Total 101</b>					<b>101,066.07</b>
<b>June 2021 Payroll and Retirement Transfers</b>					
06/07/21	421.44	ADP Inv. - processing			
06/11/21	65,894.37	Payroll of 06/11/21			
06/11/21	3,945.00	Nationwide payment - Employee 457 P/R Deductions			
06/25/21	66,040.04	Payroll of 06/25/21			
06/25/21	3,945.00	Nationwide payment - Employee 457 P/R Deductions			
06/10/21	17,355.65	Retirement transfer for May 2021			
		(\$71,687.92 FT Salaries x 24.21%)			