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TO: Plymouth District Library Board

DATE: May 14, 2020

RE: April 2020 Financials

FROM: Carol Souchock
Director

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

- Revenue account State Appropriation reflects the second of two checks received for the computer lab and network infrastructure upgrades.
- At the end of April we are at 33.33% through the year. Our total expenses year to date are at 29.34 % of budget. Most of our tax revenue arrives in late December and early January so our revenue year to date is at 83.41 % of budget at this time.
- Our revenue from the State normally includes: PPT (Personal Property Tax) Refund, State Aid which is statutory revenue, and Penal Fines (which are distributed by the County). We have received our PPT Refund and the first payment of State Aid so far. It is expected that we will not receive any additional State Aid and that Penal Fines will be greatly reduced to the economic impact of COVID-19.
- Expenditure account Contract Services reflects our annual payment to Siris/Dynix for our catalog maintenance and other services of \$83,508.
- Due to the library building closure from mid-March to the end of May we can expect to see decreased expenses for: utilities, conferences and training, book processing supplies as we have decreased our print budget.
- Due to COVID-19 you can expect to see increased expenses for supplies, janitorial, facility maintenance, and legal fees.
- Additional expenses not reflected in the budget include those for the HVAC duct work project. Once we have realistic figures I will be seeking a budget adjustment to address these expenses.

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

April 2020

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	4,218,347.97	101-000-001.000
CASH-SAVINGS/CDS	1,358,591.25	101-000-002.000
RETIREE INS CO-PAY	3,960.53	101-000-039.000
TOTAL Current Assets	5,580,899.75	
Long-Term Assets		
PREPAID EXPENSES	89,383.60	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
TOTAL Long-Term Assets	90,093.60	
TOTAL ASSETS	5,670,993.35	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	101-000-202.000
TOTAL Current Liabilities	0.00	
Long-Term Liabilities		
DEFERRED REVENUES	396,880.28	101-000-339.000
TOTAL Long-Term Liabilities	396,880.28	
TOTAL LIABILITIES	396,880.28	
FUND EQUITY		
Fund Equity		
FUND BALANCE	3,148,376.72	101-000-390.000
CHANGE IN FUND EQUITY	2,125,736.35	
TOTAL Fund Equity	5,274,113.07	
TOTAL FUND EQUITY	5,274,113.07	
TOTAL LIABILITIES & FUND EQUITY	5,670,993.35	

BUDGET YEAR 2020

5/16/2020

OPERATING FUND

REVENUES

	April	Y-T-D	2020 Budget	Percent Y-T-D
Property Tax, Current	0	3,068,091	3,427,555	89.51
Property Tax, Delinq *	0	142,107	100,000	142.11
State Aid Revenues	0	0	29,100	0.00
State Appropriation	48,000	48,000	0	0.00
Penal Fines	0	0	75,000	0.00
Book Fines & Fees	141	10,259	55,000	18.65
Print/Copy Revenue	0	4,084	15,000	27.23
Interest on Invest	75	1,501	20,000	7.50
Donations	0	1,687	20,000	8.43
Friends	0	3,538	57,000	6.21
Grants	0	0	35,000	0.00
CFSE Draw	0	0	29,000	0.00
Transfer from Building Reserve	0	0	0	0.00
Transfer from Equip Reserve	0	0	20,000	0.00
Transfer from Furniture Reserve	0	0	9,600	0.00
Transfer from Tech Reserve	0	0	31,350	0.00
Other Income	-65	118	8,000	1.48
Insurance Claim Reimbursement	0	0	0	0.00
Transfer from Fund Balance	0	0	0	0.00

TOTAL REVENUES 48,151 3,279,385 3,931,605 83.41

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

EXPENDITURES

	April	Y-T-D	2020 Budget	Percent Y-T-D
Salaries/Wages - Permanent	121,920	493,012	1,698,490	28.96
Salaries/Wages - Pages	7,982	29,638	95,000	31.20
Salaries/Wages - Sunday	0	26,642	98,000	27.93
Employers FICA	9,819	41,550	132,545	31.35
Hosp/Dental/Optical	12,060	48,924	204,255	23.95
Life & Disability	1,922	3,844	12,645	30.40
Retirement	14,475	44,769	192,780	23.22
VEBA Contribution	0	2,110	64,720	3.26
Operating Supplies	3,228	24,234	66,000	36.72
Books & Materials	19,975	167,876	435,235	38.57
Contractual Services	12,466	139,891	371,045	37.70
Communications	3,286	5,248	20,000	26.24

BUDGET YEAR 2020**5/16/2020****OPERATING FUND**

Transportation	0	323	2,000	16.17
Conferences/Training	0	14,654	30,900	47.42
Community Promotion	2,593	14,193	63,295	22.42
Printing & Publishing	36	116	1,000	11.58
Insurance & Bonds	0	0	45,000	0.00
Workers Comp	0	0	5,000	0.00
Utilities	10,684	44,598	165,000	27.09
Repairs & Maintenance	3,618	15,719	87,105	18.05
Tax Refunds (Previous Yr)	0	0	5,000	0.00
Miscellaneous	509	1,253	8,000	15.66
Furniture	0	48	18,200	0.26
Furniture Reserve	0	0	4,040	0.00
Office Equipment & Technology	32,391	37,904	36,350	104.28
Building System Replacement	0	-2,900	50,000	-5.80
Building Reserve	0	0	0	0.00
Equipment Reserve	0	0	20,000	0.00
Technology Reserve	0	0	0	0.00

TOTAL EXPENDITURES**256,964 1,153,646 3,931,605****29.34**

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
04/01/20 - 04/30/20					
Check		Vendor Name	Status	Date	Amount
101					
29127		Blue Care Network	Open	04/09/2020	16,297.42
29128		Brodart Co.	Cleared	04/09/2020	330.49
29129		BSB Communications, Inc.	Cleared	04/09/2020	72.50
29130		Bumler Mechanical, Inc.	Cleared	04/09/2020	627.93
29131		Coffee Break Service, Inc.	Open	04/09/2020	70.25
29132		Delta Dental Insurance	Cleared	04/09/2020	1,262.28
29133		Gale	Open	04/09/2020	1,330.24
29134		Green Electrical Solutions,LLC	Open	04/09/2020	526.50
29135		Greko Printing & Imaging	Cleared	04/09/2020	496.00
29136		Michigan Office Solutions	Cleared	04/09/2020	385.00
29137		Midwest Tape	Cleared	04/09/2020	1,646.56
29138		Millennium Business Systems	Cleared	04/09/2020	730.60
29139		MisDU	Cleared	04/09/2020	47.59
29140		Mutual of Omaha	Cleared	04/09/2020	960.94
29141		Observer & Eccentric Newspaper	Cleared	04/09/2020	36.20
29142		Office Depot	Cleared	04/09/2020	802.00
29143		Oriental Trading Co., Inc.	Cleared	04/09/2020	727.81
29144		Serene Landscape Group	Cleared	04/09/2020	128.50
29145		Tempco Mechanical Contractors,	Cleared	04/09/2020	795.00
29146		Town Locksmith, Inc.	Open	04/09/2020	75.00
29147		Uline	Cleared	04/09/2020	147.68
29148		UNITED PARCEL SERVICE	Open	04/09/2020	10.72
29149		ALA	Open	04/28/2020	143.73
29150		Baker & Taylor	Open	04/28/2020	3,577.41
29151		Baker & Taylor	Open	04/28/2020	2,041.05
29152		Baker & Taylor	Open	04/28/2020	561.08
29153		Baker & Taylor	Open	04/28/2020	281.45
29154		Building Automated Systems	Open	04/28/2020	869.00
29155		CDW Government, Inc.	Open	04/28/2020	27,945.44
29156		City of Plymouth	Open	04/28/2020	409.04
29157		Collaborative Summer Library P	Open	04/28/2020	472.75
29158		Consumer's Energy	Open	04/28/2020	2,568.17
29159		DTE Energy	Open	04/28/2020	7,706.67
29160		Easy English News	Open	04/28/2020	192.00
29161		Findaway World, LLC	Open	04/28/2020	899.44
29162		Foster, Swift, Collins & Smith	Open	04/28/2020	120.00
29163		Gale	Open	04/28/2020	179.94
29164		GDI Services, Inc.	Open	04/28/2020	5,740.00
29165		GECRB/Amazon	Open	04/28/2020	7,656.15
29166		GEM Facility Management LLC	Open	04/28/2020	690.82
29167		Horton Plumbing	Open	04/28/2020	724.21
29168		Leader Business Networks	Open	04/28/2020	4,446.00
29169		Library Design Associates	Open	04/28/2020	83.00
29170		Library Ideas	Open	04/28/2020	483.40
29171		Malwarebytes	Open	04/28/2020	1,780.27
29172		MICHIGAN LIBRARY ASSOCIATION	Open	04/28/2020	135.00
29173		Michigan Office Solutions	Open	04/28/2020	55.93
29174		Michigan.com	Open	04/28/2020	961.90
29175		MisDU	Open	04/28/2020	47.59

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04/01/20 - 04/30/20					
Check		Vendor Name	Status	Date	Amount
101					
29176		Mutual of Omaha	Open	04/28/2020	960.94
29177		OCLC, Inc.	Open	04/28/2020	336.62
29178		Patricia Carter	Open	04/28/2020	129.50
29179		Plymouth Community Chamber of	Open	04/28/2020	135.00
29180		POSTMASTER - PLYMOUTH	Open	04/28/2020	1,392.22
29181		Probe Environmental, Inc.	Open	04/28/2020	934.00
29182		Secure by Design, Inc.	Open	04/28/2020	720.00
29183		Small Business Association	Open	04/28/2020	239.00
29184		TDS Metrocom	Open	04/28/2020	573.36
29185		The Library Network	Open	04/28/2020	2,712.88
29186		West Payment Center	Open	04/28/2020	225.00
29187		Trilogy Corporate Services, In	Open	04/28/2020	238.50
29188		Unique Management Services Inc	Open	04/28/2020	80.55
Total 101					106,956.22
April 2020 Payroll and Retirement Transfers					
04/03/20	64,914.93	Payroll of 04/03/20			
04/03/20	3,339.00	Nationwide payment - Employee 457 P/R Deductions			
04/03/20	608.16	ADP Inv. - processing			
04/17/20	66,479.84	Payroll of 04/17/20			
04/17/20	3,339.00	Nationwide payment - Employee 457 P/R Deductions			
04/10/20	14,474.69	Retirement transfer for March 2020 payroll (\$67,449.62 FT Salaries x 21.46%)			
	16.42	Interest for Huntington Bank (Citizens) Savings for April 2020			