

TO: Plymouth District Library Board

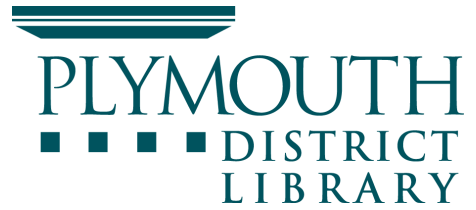
DATE: September 11, 2020

RE: August 2020 Financials

FROM: Carol Souchock
Director

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

- Revenue account CFSEM reflects the second of two annual payments from our Foundation account. The CFSEM is providing draws earlier this year due to the expected need by organizations. CFSEM's funds came in over budget.
- Expenditure Account Building Additions includes the first of two expected payments to McCarthy and Smith for the HVAC project. This first payment was for \$120,956.85.
- Expenditure account Office Equipment and Technology is over budget. Part of this is due to the extra laptops we purchased to allow our leadership staff to access our network safely while working from home during our recent shut down. We may need to do an internal fund budget adjustment for these unexpected purchases.
- Other building issues that were included in the 2020 budget and need to be taken care of this year include replacement of our aging IT room split AC unit. This unit is currently five years past life expectancy. Melanie and I have started to work with our engineering firm to move forward with design of a RFP. Funds are included in our 2020 budget and this work will take this in our current year.
- Other building concerns that were not included in the 2020 budget and still need to be addressed in the near future include:
 - Updating our aging keypads throughout the building to a fob system. Funds for this project had been included in previous budgets but the project did not move forward due to other building,



mostly HVAC, priorities. Melanie has started to work on RFP documents for this project to determine the actual cost.

- The replacement of the two tall fixtures above the public stairs both of which are no longer functional due to bulb or ballast failures. This is an expensive project due to the size of the fixtures and the location which will require installing scaffolding to complete the work. We need to convert or replacing these fixtures with LED bulbs which will minimize future maintenance. Our engineering firm is creating a RFP for this project and is expected to provide cost estimates shortly.

BUDGET YEAR 2020

9/11/2020

OPERATING FUND**REVENUES**

	August	Y-T-D	2020 Budget	Percent Y-T-D
Property Tax, Current	0	3,419,936	3,427,555	99.78
Property Tax, Delinq *	262	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	0	0	75,000	0.00
Book Fines & Fees	1,052	12,307	55,000	22.38
Print/Copy Revenue	520	4,604	15,000	30.70
Interest on Invest	70	9,820	20,000	49.10
Donations	85	2,822	20,000	14.11
Friends	4	3,542	57,000	6.21
Grants	0	50,000	35,000	142.86
CFSE Draw	16,322	32,644	29,000	112.57
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	204	226	8,000	8.31
Insurance Claim Reimbursement	0	25,000	25,000	100.00
Transfer from Fund Balance	0	0	464,739	0.00

TOTAL REVENUES **18,519 3,842,567 4,421,344 86.91**

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

EXPENDITURES

	August	Y-T-D	2020 Budget	Percent Y-T-D
Salaries/Wages - Permanent	116,443	1,026,417	1,698,490	60.43
Salaries/Wages - Pages	5,062	59,372	95,000	62.50
Salaries/Wages - Sunday	0	27,367	98,000	27.93
Employers FICA	9,175	84,236	132,545	63.55
Hosp/Dental/Optical	12,781	97,759	204,255	47.86
Life & Disability	961	8,648	12,645	68.39
Retirement	14,587	110,354	192,780	57.24
VEBA Contribution	0	64,833	64,720	100.17
Operating Supplies	5,228	49,467	66,000	78.91
Books & Materials	19,789	335,576	435,235	72.56
Contractual Services	4,409	212,082	437,045	48.53
Communications	577	10,315	20,000	56.26

BUDGET YEAR 2020**9/11/2020****OPERATING FUND**

Transportation	0	323	2,000	16.17
Conferences/Training	0	14,194	30,900	45.94
Community Promotion	1,779	24,851	63,295	39.26
Printing & Publishing	36	261	1,000	26.06
Insurance & Bonds	0	51,691	45,000	114.87
Workers Comp	0	3,617	5,000	72.34
Utilities	825	68,832	161,000	45.46
Repairs & Maintenance	0	30,467	150,105	20.30
Tax Refunds (Previous Yr)	0	0	5,000	0.00
Miscellaneous	0	6,114	8,000	76.42
Furniture	0	0	18,200	0.00
Furniture Reserve	0	0	4,040	0.00
Office Equipment & Technology	5,115	49,317	42,389	116.34
Building System Replacement	120,957	140,268	408,700	34.32
Building Reserve	0	0	0	0.00
Equipment Reserve	0	0	20,000	0.00
Technology Reserve	0	0	0	0.00

TOTAL EXPENDITURES**317,724 2,476,361 4,421,344****56.01**

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

August 2020

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	3,189,525.33	101-000-001.000
CASH-SAVINGS/CDS	1,366,730.63	101-000-002.000
RETIREE INS CO-PAY	8,832.06	101-000-039.000
TOTAL Current Assets	4,565,088.02	
Long-Term Assets		
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
TOTAL Long-Term Assets	710.00	
TOTAL ASSETS	4,565,798.02	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	101-000-202.000
TOTAL Current Liabilities	0.00	
Long-Term Liabilities		
DEFERRED REVENUES	45,035.51	101-000-339.000
TOTAL Long-Term Liabilities	45,035.51	
TOTAL LIABILITIES	45,035.51	
FUND EQUITY		
Fund Equity		
FUND BALANCE	3,154,556.04	101-000-390.000
CHANGE IN FUND EQUITY	1,366,206.47	
TOTAL Fund Equity	4,520,762.51	
TOTAL FUND EQUITY	4,520,762.51	
TOTAL LIABILITIES & FUND EQUITY	4,565,798.02	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
08/01/20-08/31/20					
Check		Vendor Name	Status	Date	Amount
101					
29335		Blue Care Network	Cleared	08/06/2020	17,430.01
29336		CASH	Cleared	08/06/2020	91.50
29337		Constant Contact	Cleared	08/06/2020	1,890.00
29338		Consumer's Energy	Cleared	08/06/2020	90.63
29339		Jennifer Vanderveen	Cleared	08/06/2020	9.00
29340		Lauren Baker	Cleared	08/06/2020	51.80
29341		Megan Anderson	Open	08/06/2020	7.49
29342		MisDU	Cleared	08/06/2020	47.59
29343		Mutual of Omaha	Cleared	08/06/2020	960.94
29344		Observer & Eccentric Newspaper	Cleared	08/06/2020	36.20
29345		TDS Metrocom	Cleared	08/06/2020	577.35
29346		Atlas Wholesale Food Co.	Cleared	08/14/2020	380.00
29347		Barbara Dinan	Open	08/14/2020	19.99
29348		Barnes & Noble Booksellers	Cleared	08/14/2020	115.12
29349		CEE-CLEAN WINDOW CLEANING CO	Cleared	08/14/2020	750.00
29350		City of Plymouth	Cleared	08/14/2020	733.99
29351		Delta Dental Insurance	Cleared	08/14/2020	1,187.61
29352		EBSCO Subscription Services	Cleared	08/14/2020	15,743.94
29353		Engineering Reproduction Ctr.	Cleared	08/14/2020	17.70
29354		GEARB/Amazon	Cleared	08/14/2020	3,433.90
29355		McCarthy & Smith, Inc.	Cleared	08/14/2020	120,956.85
29356		Michigan State Univ. Libraries	Open	08/14/2020	150.00
29357		Patricia Carter	Open	08/14/2020	11.50
29358		Baker & Taylor	Open	08/20/2020	724.50
29359		Baker & Taylor	Open	08/20/2020	2,148.19
29360		Baker & Taylor	Open	08/20/2020	323.75
29361		Capital Area District Library	Open	08/20/2020	22.99
29362		CCH Incorporated	Open	08/20/2020	203.40
29363		Engraving Connection	Open	08/20/2020	6.25
29364		Gale	Open	08/20/2020	183.14
29365		Green Brain Comics	Open	08/20/2020	777.93
29366		Midwest Tape	Open	08/20/2020	5,963.23
29367		MisDU	Open	08/20/2020	47.59
29368		Peter Basso Associates, Inc.	Open	08/20/2020	1,367.90
29369		Susan Hammond	Open	08/20/2020	8.00
Total 101					176,469.98
August 2020 Payroll and Retirement Transfers					
08/07/20	401.04	ADP Inv. - processing			
08/07/20	57,229.42	Payroll of 08/07/20			
08/07/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
08/21/20	64,929.41	Payroll of 08/21/20			
08/21/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
08/10/20	14,586.96	Retirement transfer for July 2020 payroll (\$67,972.80 FT Salaries x 21.46%)			
	9.61	Interest for Huntington Bank (Citizens) Savings for August 2020			