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TO: Plymouth District Library Board

DATE: February 11, 2021

RE: January 2021 Financials

FROM: Carol Souchock
Director

The following addresses revenues and expenditures, reflected in the attached January 2021 financials, or relevant to our current and future fiscal situation.

- GL 101-000-202, Accounts Payable (\$100,038.91) is for expenses paid if 2021 for 2020. This will be reflected in the audit.
- January financials will be adjusted, once the audit is complete per our usual procedure. The audit is scheduled for February of 2021.
- Per the State of Michigan we are due \$154,860.84 in PPT refunds. We generally received this PPT refund in February or March. As the PPT refund is not guaranteed this revenue was not included in our 2021 budget.
- Revenue Account Insurance Claim Reimbursement includes an amount from our insurance company from a car accident that took place some time ago when someone (unfortunately not identified) ran over the curb and damaged the handicap sign. The sign was imbedded in the concrete close to our snow melt system piping. As a result the repairs were expensive cost \$2,994. We had to cover \$500 of these repairs as part of our deductible, etc.
- For now, there is no plan to make a VEBA payment per the actuarial report. This expenditure was included in our 2021 budget. Further discussion should take place on making a lump sum payment with these funds on our MERS account to decrease our unfunded liability.

BUDGET YEAR 2020

2/11/2021

OPERATING FUND

REVENUES

	January	Y-T-D	2021 Budget	Percent Y-T-D
Property Tax, Current	1,903,279	1,903,279	3,490,900	54.52
Property Tax, Delinq *	5,101	5,101	0	0.00
State Aid Revenues	0	0	31,500	0.00
State Appropriation	0	0	0	0.00
Penal Fines	0	0	25,000	0.00
Book Fines & Fees	849	849	45,000	1.89
Print/Copy Revenue	0	0	14,000	0.00
Interest on Invest	38	38	13,000	0.29
Donations	395	395	10,000	3.95
Friends	0	0	45,000	0.00
Grants	0	0	51,000	0.00
CFSE Draw	0	0	39,000	0.00
Transfer from Building Reserve	0	0	0	0.00
Transfer from Equip Reserve	0	0	68,650	0.00
Transfer from Furniture Reserve	0	0	0	0.00
Transfer from Tech Reserve	0	0	0	0.00
Other Income	40	40	8,000	0.05
Insurance Claim Reimbursement	2,494	2,494	0	0.00
Transfer from Fund Balance	0	0	0	0.00

TOTAL REVENUES 1,912,196 1,912,196 3,841,050 49.78

* = Includes PPT Refund for 2020 (when/if received)

EXPENDITURES

	January	Y-T-D	2021 Budget	Percent Y-T-D
Salaries/Wages - Permanent	122,077	122,077	1,700,535	7.18
Salaries/Wages - Pages	6,065	6,065	87,030	6.97
Salaries/Wages - Sunday	0	0	81,920	0.00
Employers FICA	9,683	9,683	135,000	7.17
Hosp/Dental/Optical	12,495	12,495	186,360	6.70
Life & Disability	961	961	12,300	7.81
Retirement	0	0	240,000	0.00
VEBA Contribution	2,110	2,110	67,000	0.00
Operating Supplies	5,077	5,077	86,000	5.90
Books & Materials	20,071	20,071	373,450	5.37
Contractual Services	1,186	1,186	372,630	0.32
Communications	681	681	20,000	3.41

BUDGET YEAR 2020

2/11/2021

OPERATING FUND

Transportation	0	0	1,500	0.00
Conferences/Training	0	0	9,200	0.00
Community Promotion	614	614	63,160	0.97
Printing & Publishing	0	0	1,000	0.00
Insurance & Bonds	0	0	52,000	0.00
Workers Comp	0	0	5,000	0.00
Utilities	0	0	166,000	0.00
Repairs & Maintenance	4,236	4,236	74,900	5.65
Tax Refunds (Previous Yr)	0	0	2,000	0.00
Miscellaneous	0	0	8,865	0.00
Furniture	0	0	4,000	0.00
Furniture Reserve	0	0	0	0.00
Office Equipment & Technology	0	0	22,550	0.00
Building System Replacement	0	0	0	0.00
Building Reserve	0	0	0	0.00
Equipment Reserve	0	0	68,650	0.00
Technology Reserve	0	0	0	0.00

TOTAL EXPENDITURES**185,256****185,256****3,841,050****4.82**

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

January 2021

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	3,638,492.11	101-000-001.000
CASH-SAVINGS/CDS	1,380,507.93	101-000-002.000
RETIREE INS CO-PAY	4,265.92	101-000-039.000
TOTAL Current Assets	5,023,265.96	
Long-Term Assets		
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	5,023,975.96	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	-100,038.91	101-000-202.000
TOTAL Current Liabilities	-100,038.91	
Long-Term Liabilities		
DEFERRED REVENUES	45,035.51	101-000-339.000
TOTAL Long-Term Liabilities	45,035.51	
TOTAL LIABILITIES	-55,003.40	
FUND EQUITY		
Fund Equity		
FUND BALANCE	3,352,040.49	101-000-390.000
CHANGE IN FUND EQUITY	1,726,938.87	
TOTAL Fund Equity	5,078,979.36	
TOTAL FUND EQUITY	5,078,979.36	
TOTAL LIABILITIES & FUND EQUITY	5,023,975.96	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
01/01/21 - 01/31/21					
Check		Vendor Name	Status	Date	Amount
101					
29649		Dalton Commercial Cleaning	Cleared	01/07/2021	616.00
29650		DTE Energy	Cleared	01/07/2021	12,795.51
29651		Graybar Electric Co., Inc.	Cleared	01/07/2021	121.68
29652		Katarina Barbosa	Cleared	01/07/2021	48.00
29653		Lauren Baker	Open	01/07/2021	6.36
29654		Lee Murdock	Cleared	01/07/2021	300.00
29655		Mary Katherine Petlewski	Cleared	01/07/2021	150.00
29656		MisDU	Cleared	01/07/2021	47.59
29657		Mutual of Omaha	Cleared	01/07/2021	960.94
29658		Sandy Young	Cleared	01/07/2021	12.21
29659		Security 101	Cleared	01/07/2021	4,293.16
29660		TDS Metrocom	Cleared	01/07/2021	661.71
29661		Tracie Carter	Open	01/07/2021	250.00
29662		UNITED PARCEL SERVICE	Cleared	01/07/2021	24.28
29663		CDW Government, Inc.	Cleared	01/14/2021	2,667.96
29664		City of Plymouth	Cleared	01/14/2021	506.32
29665		Consumer's Energy	Cleared	01/14/2021	3,161.11
29666		Delta Dental Insurance	Cleared	01/14/2021	1,187.61
29667		Foster, Swift, Collins & Smith	Cleared	01/14/2021	2,919.00
29668		GDI Services, Inc.	Cleared	01/14/2021	4,085.25
29669		Greko Printing & Imaging	Open	01/14/2021	185.94
29670		Leader Business Networks	Cleared	01/14/2021	36.47
29671		Meadowbrook, Inc.	Cleared	01/14/2021	2,110.00
29672		Midwest Tape	Cleared	01/14/2021	1,279.16
29673		Serene Landscape Group	Cleared	01/14/2021	2,892.67
29674		Steve Daut	Open	01/14/2021	150.00
29675		The Library Network	Voided	01/14/2021	0.00
29676		T-Mobile	Cleared	01/14/2021	19.26
29677		Town Locksmith, Inc.	Cleared	01/14/2021	132.00
29678		Watkins Ross & Co.	Cleared	01/14/2021	3,900.00
29679		The Library Network	Open	01/14/2021	5,394.50
29680		Barnes & Noble Booksellers	Open	01/21/2021	216.00
29681		Bumler Mechanical, Inc.	Cleared	01/21/2021	7,492.21
29682		CEE-CLEAN WINDOW CLEANING CO	Cleared	01/21/2021	250.00
29683		Gale	Cleared	01/21/2021	455.85
29684		GDI Services, Inc.	Cleared	01/21/2021	3,663.25
29685		Graphic Sciences, Inc.	Cleared	01/21/2021	750.00
29686		Green Brain Comics	Open	01/21/2021	71.95
29687		Heather Pacheco	Cleared	01/21/2021	76.07
29688		Library Design Associates	Cleared	01/21/2021	3,419.00
29689		Library Ideas	Open	01/21/2021	483.40
29690		Michigan Office Solutions	Cleared	01/21/2021	446.10
29691		Millennium Business Systems	Cleared	01/21/2021	282.21
29692		MisDU	Cleared	01/21/2021	47.59
29693		OCLC, Inc.	Cleared	01/21/2021	336.62
29694		Office Depot	Cleared	01/21/2021	856.58
29695		Patricia Carter	Open	01/21/2021	121.50
29696		Security 101	Open	01/21/2021	255.00
29697		Sparr's Florist & Greenhouse	Cleared	01/21/2021	12.50
29698		Tamara Jaros	Cleared	01/21/2021	1,125.00
29699		Tempco Mechanical Contractors,	Cleared	01/21/2021	795.00
29700		The Book Farm, Inc.	Open	01/21/2021	986.10

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
01/01/21 - 01/31/21					
Check		Vendor Name	Status	Date	Amount
101					
29701		Assa Abloy Entrance Systems, I	Open	01/28/2021	3,485.52
29702		Baker & Taylor	Open	01/28/2021	5,750.32
29703		Baker & Taylor	Open	01/28/2021	1,331.14
29704		Bloomfield Twp Public Library	Open	01/28/2021	51.00
29705		Blue Care Network	Open	01/28/2021	17,144.03
29706		CCH Incorporated	Open	01/28/2021	385.28
29707		Chase - Cardmember Service	Open	01/28/2021	560.84
29708		Gale	Open	01/28/2021	15.70
29709		Insight Public Sector, Inc.	Open	01/28/2021	6,999.99
29710		Leader Business Networks	Open	01/28/2021	9.36
29711		MCLS	Open	01/28/2021	4,062.47
29712		Office Depot	Open	01/28/2021	1,491.66
29713		OverDrive, Inc.	Open	01/28/2021	20,000.00
29714		Serene Landscape Group	Open	01/28/2021	840.00
29715		Shelby Township Library	Open	01/28/2021	21.55
29716		Southfield Public Library	Open	01/28/2021	53.00
29717		West Payment Center	Open	01/28/2021	54.00
Total 101					135,312.48
January 2021 Payroll and Retirement Transfers					
01/08/21	398.81	ADP Inv. - processing			
01/08/21	61,814.12	Payroll of 01/08/21			
01/08/21	3,304.00	Nationwide payment - Employee 457 P/R Deductions			
01/22/21	67,739.79	Payroll of 01/22/21			
01/22/21	3,304.00	Nationwide payment - Employee 457 P/R Deductions			
01/10/21	14,803.63	Retirement transfer for December 2020			
		(\$68,982.41 FT Salaries x 21.46%)			
	1.09	Interest for Huntington Bank (Citizens) Savings for January 2021			