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TO: Plymouth District Library Board

DATE: 16 November 2021

RE: October Financials 2021

FROM: Shauna Anderson, Director

Kwamsia worked hard to get the library up-to-date with all of our vendors this past month—checking in on missing invoices and soliciting refunds for overpayments.

We are also in the process of revising our internal financial workflows in anticipation of the upcoming financial software implementation. There will likely need to be updates to the library's Financial Policy to coincide with these changes. I will attach the current document to my Director's Report. I suggest that we review this document at the board meeting in December and finalize changes in January.

- Notable Revenue Updates :
  - Wayne County Penal Fines \$22,292.97
  - City of Plymouth (Delinquent Property Tax) \$1,088.29
  
- Refunds from vendors
  - OCLC \$1,739.10
  - Wolters Kluwer \$224.60
  - Amazon \$3,029.52
  - Better World Books \$153.64
  
- Donations
  - Chapter EA of PEO Sisterhood \$100.00
  - Anonymous Donor \$50.00



**EXPENDITURES**

	<b>October</b>	<b>YTD</b>	<b>2021 Budget</b>	<b>Percent YTD</b>
Salaries/Wages - Permanent	\$119,800	\$1,396,037	\$1,659,435	84.13
Salaries/Wages - Pages	\$5,280	\$57,163	\$87,030	65.68
Salaries/Wages - Sunday	\$0	\$237	\$41,980	0.56
Employers FICA	\$9,451	\$110,053	\$135,000	81.52
Hosp/Dental/Optical	\$24,546	\$152,084	\$186,360	81.61
Life & Disability	\$2,090	\$9,547	\$12,300	77.62
Retirement	\$16,792	\$128,037	\$240,000	53.35
VEBA Contribution	\$0	\$2,110	\$0	0
Operating Supplies	\$5,898	\$49,746	\$86,000	67.41
Books & Materials	\$39,668	\$317,787	\$373,450	91.87
Contractual Services	\$21,996	\$328,045	\$400,230	81.96
Communications	\$554	\$11,143	\$20,000	60.31
Transportation	\$0	\$9	\$1,500	.60
Conference/Training	\$162	\$1,241	\$9,200	13.49
Community Promotion	\$1,175	\$35,808	\$63,160	56.69
Printing & Publishing	\$130	\$771	\$1,000	77.11
Insurance & Bonds	\$0	\$50,287	\$52,000	96.71
Worker's Comp	\$0	\$3,905	\$5,000	78.10
Utilities	\$12,010	\$138,351	\$166,000	69.96
Repairs & Maintenance	\$2,255	\$120,595	\$154,700	76.50
Tax Refunds (Previous Year)	\$3	\$642	\$2,000	32.08
Miscellaneous	\$72	\$4,364	\$8,865	49.23
Equipment	\$1,290	\$38,384	\$23,950	160.27
Building System & Replacement	\$0	\$0	\$0	0
Furniture Reserve	\$0	\$1,100	\$43,300	2.54
Building Reserve	\$0	\$0	\$0	0
Equipment Reserve	\$0	\$0	\$68,650	0
Technology Reserve	\$0	\$0	\$0	0

**TOTAL EXPENDITURES**

\$263,172

\$2,957,446

\$3,841,110

76.99

## PLYMOUTH DISTRICT LIBRARY

**Balance Sheet**

October 2021

Account Title	Balance	Account Number
<b>Fund: GENERAL OPERATING FUND</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
CASH/OPERATING CHECKING	2,656,733.31	101-000-001.000
CASH-SAVINGS/CDS	1,381,097.54	101-000-002.000
RETIREE INS CO-PAY	45,228.62	101-000-039.000
<b>TOTAL Current Assets</b>	<b>4,083,059.47</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>4,083,769.47</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	900,501.63	
<b>TOTAL Fund Equity</b>	<b>4,038,733.96</b>	
<b>TOTAL FUND EQUITY</b>	<b>4,038,733.96</b>	
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>4,083,769.47</b>	

PLYMOUTH DISTRICT LIBRARY				
Check Register Report				
10/01/2021 - 10/31/2021				
<u>Check</u>	<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>
101				
30293	Jennifer Mills	Open	10/01/2021	\$ 116.00
30294	BayScan Technologies	Open	10/01/2021	\$ 130.00
30295	Dana Bussard	Open	10/01/2021	\$ 30.00
30296	Ergo I. Knit	Open	10/01/2021	\$ 250.00
30297	Gale	Open	10/01/2021	\$ 303.90
30298	Graphic Sciences, Inc.	Open	10/01/2021	\$ 318.32
30299	MisDU	Open	10/01/2021	\$ 47.59
30300	Mutual of Omaha	Open	10/01/2021	\$ 1,650.15
30301	Oriental Trading Co., Inc.	Open	10/01/2021	\$ 69.96
30302	School Specialty	Open	10/01/2021	\$ 277.16
30303	Wayne County Treasurer	Open	10/01/2021	\$ 2.71
30304	West Bloomfield Twp Public Lib	Open	10/01/2021	\$ 3.50
30305	Baker & Taylor	Open	10/08/2021	\$ 5,463.34
30306	Baker & Taylor	Open	10/08/2021	\$ 3,038.57
30307	Baker & Taylor	Open	10/08/2021	\$ 184.34
30308	Baker & Taylor	Open	10/08/2021	\$ 328.85
30309	Barbara Dinan	Open	10/08/2021	\$ 125.00
30310	Books Galore, Inc.	Open	10/08/2021	\$ 28.94
30311	BSB Communications, Inc.	Open	10/08/2021	\$ 72.50
30312	CEE-CLEAN WINDOW CLEANING CO	Open	10/08/2021	\$ 400.00
30313	City of Plymouth	Open	10/08/2021	\$ 982.55
30314	Coffee Break Service, Inc.	Open	10/08/2021	\$ 36.25
30315	DEMCO	Open	10/08/2021	\$ 2,519.72
30316	Felted Sky	Open	10/08/2021	\$ 75.00
30317	Graybar Electric Co., Inc.	Open	10/08/2021	\$ 216.22
30318	Hat Moments, LLC	Open	10/08/2021	\$ 250.00
30319	Kathleen Philo	Open	10/08/2021	\$ 65.77
30320	Kevin J. Wood	Open	10/08/2021	\$ 250.00
30321	Lansing Sanitary Supply, Inc.	Open	10/08/2021	\$ 388.55
30322	Leader Business Networks	Open	10/08/2021	\$ 31.71
30323	Lily LaMotte	Open	10/08/2021	\$ 66.00
30324	Mergent, Inc.	Open	10/08/2021	\$ 2,260.00
30325	Midwest Tape	Open	10/08/2021	\$ 1,885.61
30326	Millennium Business Systems	Open	10/08/2021	\$ 346.06
30327	Office Depot	Open	10/08/2021	\$ 359.99
30328	Penworthy	Open	10/08/2021	\$ 1,609.84
30329	Regal Pest Control, LLC	Open	10/08/2021	\$ 174.10
30330	Serene Landscape Group	Open	10/08/2021	\$ 795.00
30331	The Library Network	Open	10/08/2021	\$ 3,624.23
30332	T-Mobile	Open	10/08/2021	\$ 55.88

30334		The Library Network	Open	10/19/2021	\$ 3,495.00
30335		Baker & Taylor	Open	10/19/2021	\$ 3,981.98
30336		Blue Care Network	Open	10/19/2021	\$ 44,035.98
30337		DEMCO	Open	10/19/2021	\$ 97.69
30338		EBSCO Subscription Services	Open	10/19/2021	\$ 7.15
30339		ElectroCycle, Inc.	Open	10/19/2021	\$ 577.00
30340		Engraving Connection	Open	10/19/2021	\$ 7.50
30341		Findaway World, LLC	Open	10/19/2021	\$ 58.91
30342		Gale	Open	10/19/2021	\$ 50.00
30343		GDI Services, Inc.	Open	10/19/2021	\$ 5,944.80
30344		GEM Facility Management LLC	Open	10/19/2021	\$ 3,813.99
30345		Graybar Electric Co., Inc.	Open	10/19/2021	\$ 193.42
30346		Heather Pacheco	Open	10/19/2021	\$ 101.98
30347		MCLS	Voided	10/19/2021	\$ -
30348		Michigan Office Solutions	Open	10/19/2021	\$ 506.58
30349		Midwest Tape	Open	10/19/2021	\$ 5,000.00
30350		Observer & Eccentric Newspaper	Open	10/19/2021	\$ 130.32
30351		Office Depot	Open	10/19/2021	\$ 1,208.93
30352		Patricia Carter	Open	10/19/2021	\$ 118.50
30353		Sean Glasgow	Open	10/19/2021	\$ 162.06
30354		TDS Metrocom	Open	10/19/2021	\$ 554.32
30355		The Library Network	Open	10/19/2021	\$ 24.95
30356		Patricia Carter	Open	10/19/2021	\$ 118.50
30357		Baker & Taylor	Open	10/19/2021	\$ 8,896.62
30358		Baker & Taylor	Open	10/19/2021	\$ 227.60
30359		Baker & Taylor	Open	10/19/2021	\$ 743.81
30360		Midwest Tape	Open	10/19/2021	\$ 1,885.61
30361		Patricia Carter	Open	10/19/2021	\$ 118.50
30362		School Specialty	Open	10/19/2021	\$ 223.40
30363		Brodart Co.	Open	10/29/2021	\$ 27.33
30364		Dalton Commercial Cleaning	Open	10/29/2021	\$ 1,821.00
30365		Delta Dental Insurance	Open	10/29/2021	\$ 1,410.41
30366		DTE Energy	Open	10/29/2021	\$ 11,195.34
30367		Heather Pacheco	Open	10/29/2021	\$ 117.41
30368		Katie Page	Open	10/29/2021	\$ 124.68
30369		MisDU	Open	10/29/2021	\$ 47.59
30370		Mobile Beacon	Open	10/29/2021	\$ 1,290.00
30371		Mutual of Omaha	Open	10/29/2021	\$ 440.10
30372		Office Depot	Open	10/29/2021	\$ 48.64
30373		Thalner Electronic Lab. Inc.	Open	10/29/2021	\$ 2,255.00