



5

TO: Plymouth District Library Board

DATE: March 11, 2021

RE: February 2021 Financials

FROM: Carol Souchock
Director

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

- February financials may be adjusted, once the audit is complete per our usual procedure. The audit took place on March 10 and 11 and will be presented at the April board meeting.
- We received a PPT (Personal Property Tax) refund from the State of Michigan for \$154,860.84. As the PPT refund is not guaranteed this revenue was not included in our 2021 budget.
- Revenue Account Workers Comp shows a negative amount of -\$196 this month. We received a refund check because our claims were lower last year. This negative posting will even out once we have posted costs to this account.
- Security 101, a Canton company owned partially by Plymouth residents generously donated an external security camera and the labor to install the camera. The value of this donation is in the range of \$1,000 - \$1,500. Security 101 is a valued library vendor and they annually fundraise to support local organizations. Our library was selected by Security 101 for this donation.

BUDGET YEAR 2020**3/11/2021****OPERATING FUND****REVENUES**

	February	Y-T-D	2021 Budget	Percent Y-T-D
Property Tax, Current	1,121,867	3,025,146	3,490,900	86.66
Property Tax, Delinq *	0	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	499	1,348	45,000	3.00
Print/Copy Revenue	0	0	14,000	0.00
Interest on Invest	35	73	13,000	0.56
Donations	450	845	10,000	8.45
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	-51	-11	8,000	-0.14
Insurance Claim Reimbursement	0	2,494	0	0.00
Transfer from Fund Balance	0	0	0	0.00

TOTAL REVENUES **1,122,800 3,034,996 3,841,050 79.01**

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

EXPENDITURES

	February	Y-T-D	2021 Budget	Percent Y-T-D
Salaries/Wages - Permanent	122,243	244,320	1,700,535	14.37
Salaries/Wages - Pages	5,940	12,005	87,030	13.79
Salaries/Wages - Sunday	0	0	81,920	0.00
Employers FICA	9,692	19,375	135,000	14.35
Hosp/Dental/Optical	12,568	25,063	186,360	13.45
Life & Disability	961	1,922	12,300	15.63
Retirement	15,771	15,771	240,000	6.57
VEBA Contribution	0	2,110	67,000	3.15
Operating Supplies	5,468	10,546	86,000	12.26
Books & Materials	36,563	56,633	373,450	15.17
Contractual Services	12,470	13,656	372,630	3.66
Communications	714	1,395	20,000	7.00

BUDGET YEAR 2020**3/11/2021****OPERATING FUND**

Transportation	0	0	1,500	0.00
Conferences/Training	0	0	9,200	0.00
Community Promotion	3,578	4,193	63,160	6.64
Printing & Publishing	54	54	1,000	5.43
Insurance & Bonds	0	0	52,000	0.00
Workers Comp	-196	-196	5,000	-3.92
Utilities	15,005	15,005	166,000	9.04
Repairs & Maintenance	4,961	9,196	74,900	12.28
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**245,792****431,048****3,841,050****11.22**

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

February 2021

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	4,376,749.49	101-000-001.000
CASH-SAVINGS/CDS	1,380,520.47	101-000-002.000
RETIREE INS CO-PAY	7,526.34	101-000-039.000
TOTAL Current Assets	5,764,796.30	
Long-Term Assets		
PREPAID EXPENSES	21,708.00	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	22,418.00	
TOTAL ASSETS	5,787,214.30	
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	3,138,232.33	101-000-390.000
CHANGE IN FUND EQUITY	2,603,946.46	
TOTAL Fund Equity	5,742,178.79	
TOTAL FUND EQUITY	5,742,178.79	
TOTAL LIABILITIES & FUND EQUITY	5,787,214.30	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
02/01/21 - 02/28/21					
Check		Vendor Name	Status	Date	Amount
101					
29718		Amy Ostella	Cleared	02/04/2021	7.84
29719		Baker & Taylor	Cleared	02/04/2021	650.28
29720		Baker & Taylor	Cleared	02/04/2021	2,257.01
29721		Bumler Mechanical, Inc.	Cleared	02/04/2021	1,239.00
29722		Dalton Commercial Cleaning	Cleared	02/04/2021	1,821.00
29723		Dana Bussard	Cleared	02/04/2021	48.00
29724		Deluxe	Cleared	02/04/2021	103.98
29725		DTE Energy	Cleared	02/04/2021	10,878.13
29726		Findaway World, LLC	Cleared	02/04/2021	79.99
29727		MCLS	Cleared	02/04/2021	5,163.56
29728		Midwest Tape	Cleared	02/04/2021	26,769.11
29729		MisDU	Cleared	02/04/2021	47.59
29730		Mutual of Omaha	Cleared	02/04/2021	960.94
29731		Nicole Sadowski	Open	02/04/2021	11.99
29732		Observer & Eccentric Newspaper	Cleared	02/04/2021	54.30
29733		POSTMASTER - PLYMOUTH	Cleared	02/04/2021	1,411.32
29734		Staples Advantage	Cleared	02/04/2021	104.96
29735		TDS Metrocom	Cleared	02/04/2021	657.74
29736		City of Plymouth	Cleared	02/11/2021	498.69
29737		Consumer's Energy	Cleared	02/11/2021	3,628.41
29738		Gale	Cleared	02/11/2021	60.78
29739		Green Electrical Solutions,LLC	Cleared	02/11/2021	450.50
29740		Jessica Keeler	Cleared	02/11/2021	117.47
29741		McCarthy & Smith, Inc.	Cleared	02/11/2021	132,593.20
29742		Michigan Office Solutions	Cleared	02/11/2021	4.34
29743		Millennium Business Systems	Cleared	02/11/2021	15.00
29744		MisDU	Cleared	02/11/2021	47.59
29745		Office Depot	Cleared	02/11/2021	525.42
29746		POSTMASTER - PLYMOUTH	Cleared	02/11/2021	245.00
29747		T-Mobile	Cleared	02/11/2021	55.84
29748		Baker & Taylor	Open	02/17/2021	780.88
29749		Baker & Taylor	Open	02/17/2021	1,204.83
29750		Baker & Taylor	Open	02/17/2021	247.76
29751		Baker & Taylor	Open	02/17/2021	472.34
29752		Blue Care Network	Cleared	02/17/2021	17,144.03
29753		Bridget Weber	Open	02/17/2021	100.00
29754		CEE-CLEAN WINDOW CLEANING CO	Open	02/17/2021	250.00
29755		Constance Hallinan Lagan	Open	02/17/2021	200.00
29756		Delta Dental Insurance	Cleared	02/17/2021	1,187.61
29757		Foster, Swift, Collins & Smith	Open	02/17/2021	3,885.00
29758		Graybar Electric Co., Inc.	Cleared	02/17/2021	634.72
29759		Green Electrical Solutions,LLC	Cleared	02/17/2021	3,271.06
29760		Jag Entertainment	Open	02/17/2021	550.00
29761		Millennium Business Systems	Open	02/17/2021	342.31
29762		Office Depot	Cleared	02/17/2021	699.64
29763		Resolute Industrial LLC	Cleared	02/17/2021	4,990.00
29764		Security 101	Open	02/17/2021	255.00
29765		Calvin College	Open	02/24/2021	50.00
29766		Canton Public Library	Open	02/24/2021	33.95
29767		Cord Cutters/Electronic Techno	Open	02/24/2021	150.00
29768		Findaway World, LLC	Open	02/24/2021	1,109.87
29769		GEARB/Amazon	Open	02/24/2021	1,194.70

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
02/01/21 - 02/28/21					
Check		Vendor Name	Status	Date	Amount
101					
29770		Grand Rapids Public Library	Open	02/24/2021	12.95
29771		Green Brain Comics	Open	02/24/2021	129.52
29772		Michael Ivankovich Appraisals	Open	02/24/2021	250.00
29773		Oriental Trading Co., Inc.	Open	02/24/2021	398.99
29774		The Great Books Foundation	Open	02/24/2021	150.82
Total 101					230,204.96
February 2021 Payroll and Retirement Transfers					
02/05/21	393.59	ADP Inv. - processing			
02/05/21	62,157.19	Payroll of 02/05/21			
02/05/21	3,354.00	Nationwide payment - Employee 457 P/R Deductions			
02/19/21	67,338.86	Payroll of 02/19/21			
02/19/21	3,434.00	Nationwide payment - Employee 457 P/R Deductions			
02/25/21	528.90	ADP Inv. - processing			
02/10/21	15,771.36	Retirement transfer for January 2021			
		(\$65,144.00 FT Salaries x 24.21%)			
	2.06	Interest for Huntington Bank (Citizens) Savings for February 2021			