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TO: Plymouth District Library Board

DATE: April 14, 2021

RE: March 2021 Financials

FROM: Carol Souchock
Director

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

- 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.
- Expenditure Account Repairs and Maintenance reflects payment to OTIS for \$26,197.27. This project was approved by the board at our last meeting and will bring the car to a lower floor when the power goes off to allow riders to depart safely.
- Expenditure Account Misc. reflects a negative \$39.41 this month for a refund for a conference that was not attended.
- Internal budget adjustments will be forthcoming to move funds from the VEBA and salary accounts to contract services (Director search), Repairs and Maintenance (elevator and HVAC projects), etc.

BUDGET YEAR 2020

4/16/2021

OPERATING FUND**REVENUES**

	March	Y-T-D	2021 Budget	Percent Y-T-D
Property Tax, Current	639,729	3,664,875	3,490,900	104.98
Property Tax, Delinq *	188	5,289	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	2,659	4,007	45,000	8.90
Print/Copy Revenue	989	989	14,000	7.06
Interest on Invest	13	86	13,000	0.66
Donations	0	845	10,000	8.45
Friends	2,023	2,023	45,000	4.50
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	-44	-55	8,000	-0.69
Insurance Claim Reimbursement	0	2,494	0	0.00
Transfer from Fund Balance	0	0	0	0.00

TOTAL REVENUES **645,557 3,680,553 3,841,050 95.82**

* = Includes PPT Refund for 2020

EXPENDITURES

	March	Y-T-D	2021 Budget	Percent Y-T-D
Salaries/Wages - Permanent	115,876	360,196	1,700,535	21.28
Salaries/Wages - Pages	5,913	17,918	87,030	20.59
Salaries/Wages - Sunday	237	237	81,920	0.29
Employers FICA	9,230	28,605	135,000	21.19
Hosp/Dental/Optical	12,393	37,457	186,360	20.10
Life & Disability	961	2,883	12,300	23.44
Retirement	16,029	31,800	240,000	13.25
VEBA Contribution	0	2,110	67,000	3.15
Operating Supplies	6,177	16,722	86,000	19.44
Books & Materials	28,045	84,659	373,450	22.67
Contractual Services	42,961	56,618	372,630	15.19
Communications	1,321	2,716	20,000	13.58

BUDGET YEAR 2020

4/16/2021

OPERATING FUND

Transportation	9	9	1,500	0.59
Conferences/Training	0	0	9,200	0.00
Community Promotion	5,441	9,634	63,160	15.25
Printing & Publishing	130	185	1,000	18.46
Insurance & Bonds	0	0	52,000	0.00
Workers Comp	0	-196	5,000	-3.92
Utilities	16,926	31,932	166,000	19.24
Repairs & Maintenance	44,805	54,001	74,900	72.10
Tax Refunds (Previous Yr)	520	520	2,000	26.00
Miscellaneous	-39	-39	8,865	-0.44
Furniture	0	0	4,000	0.00
Furniture Reserve	0	0	0	0.00
Office Equipment & Technology	15,904	15,904	22,550	70.53
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**322,839****753,871****3,841,050****19.63**

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

March 2021

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	4,695,505.26	101-000-001.000
CASH-SAVINGS/CDS	1,380,521.56	101-000-002.000
RETIREE INS CO-PAY	11,488.26	101-000-039.000
TOTAL Current Assets	6,087,515.08	
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	6,109,933.08	
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	2,926,665.24	
TOTAL Fund Equity	6,064,897.57	
TOTAL FUND EQUITY	6,064,897.57	
TOTAL LIABILITIES & FUND EQUITY	6,109,933.08	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
03/01/21 - 03/31/21					
Check	Vendor Name	Status	Date	Amount	
101					
29775	Baudville	Cleared	03/04/2021	41.96	
29776	Bibliotheca, LLC.	Cleared	03/04/2021	11,010.00	
29777	BSB Communications, Inc.	Cleared	03/04/2021	337.85	
29778	Bumler Mechanical, Inc.	Cleared	03/04/2021	2,485.00	
29779	CDW Government, Inc.	Cleared	03/04/2021	2,848.54	
29780	Dalton Commercial Cleaning	Cleared	03/04/2021	616.00	
29781	DEMCO Software	Cleared	03/04/2021	596.00	
29782	DEMCO	Cleared	03/04/2021	238.06	
29783	Findaway World, LLC	Cleared	03/04/2021	149.98	
29784	Gale	Cleared	03/04/2021	548.75	
29785	GDI Services, Inc.	Cleared	03/04/2021	4,338.75	
29786	GEM Facility Management LLC	Cleared	03/04/2021	2,091.67	
29787	Leader Business Networks	Cleared	03/04/2021	27.56	
29788	Lee Murdock/Depot Recordings	Cleared	03/04/2021	39.00	
29789	Mergent, Inc.	Cleared	03/04/2021	5,516.00	
29790	Michigan Gardener	Open	03/04/2021	91.00	
29791	MisDU	Cleared	03/04/2021	47.59	
29792	Mutual of Omaha	Cleared	03/04/2021	960.94	
29793	Observer & Eccentric Newspaper	Cleared	03/04/2021	130.32	
29794	Office Depot	Cleared	03/04/2021	315.18	
29795	Patricia Carter	Cleared	03/04/2021	121.50	
29796	Serene Landscape Group	Cleared	03/04/2021	960.00	
29797	Staples Advantage	Cleared	03/04/2021	345.47	
29798	TDS Metrocom	Cleared	03/04/2021	645.44	
29799	Tempco Mechanical Contractors,	Cleared	03/04/2021	779.00	
29800	Wayne County Treasurer	Cleared	03/04/2021	276.49	
29801	BSB Communications, Inc.	Cleared	03/12/2021	353.75	
29802	CDW Government, Inc.	Cleared	03/12/2021	221.70	
29803	CEE-CLEAN WINDOW CLEANING CO	Cleared	03/12/2021	400.00	
29804	Chesterfield Township Library	Open	03/12/2021	20.27	
29805	City of Plymouth	Cleared	03/12/2021	433.64	
29806	Consumer's Energy	Cleared	03/12/2021	4,240.31	
29807	DEMCO	Cleared	03/12/2021	83.55	
29808	DTE Energy	Cleared	03/12/2021	12,252.52	
29809	Foster, Swift, Collins & Smith	Cleared	03/12/2021	315.00	
29810	Gale	Cleared	03/12/2021	4,875.61	
29811	Greko Printing & Imaging	Cleared	03/12/2021	113.96	
29812	Karel Neubacher	Cleared	03/12/2021	8.88	
29813	Library Design Associates	Cleared	03/12/2021	17,130.00	
29814	Michigan Office Solutions	Cleared	03/12/2021	4.34	
29815	Michigan.com	Open	03/12/2021	1,025.90	
29816	Office Depot	Cleared	03/12/2021	410.92	
29817	Progressive Printing	Cleared	03/12/2021	3,915.00	
29818	The Library Network	Open	03/12/2021	1,048.32	
29819	T-Mobile	Cleared	03/12/2021	55.84	
29820	Town Locksmith, Inc.	Open	03/12/2021	20.50	
29821	Baker & Taylor	Cleared	03/18/2021	5,386.08	
29822	Baker & Taylor	Cleared	03/18/2021	2,600.85	
29823	Baker & Taylor	Cleared	03/18/2021	253.99	
29824	Building Automated Systems	Cleared	03/18/2021	10,053.00	
29825	Delta Dental Insurance	Cleared	03/18/2021	888.93	
29826	DEMCO	Cleared	03/18/2021	122.24	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
03/01/21 - 03/31/21					
Check		Vendor Name	Status	Date	Amount
101					
29827		GDI Services, Inc.	Cleared	03/18/2021	3,575.38
29828		GECRB/Amazon	Cleared	03/18/2021	4,101.53
29829		Green Electrical Solutions,LLC	Cleared	03/18/2021	6,011.50
29830		Greko Printing & Imaging	Cleared	03/18/2021	383.88
29831		H.V. Burton Company	Cleared	03/18/2021	130.04
29832		Mary Kelly	Cleared	03/18/2021	102.81
29833		Michigan State Univ. Libraries	Open	03/18/2021	200.00
29834		Midwest Tape	Cleared	03/18/2021	1,666.22
29835		MisDU	Cleared	03/18/2021	47.59
29836		Plymouth Community Chamber of	Open	03/18/2021	138.00
29837		POSTMASTER - PLYMOUTH	Open	03/18/2021	1,392.90
29838		Serene Landscape Group	Cleared	03/18/2021	1,872.01
29839		Staples Advantage	Cleared	03/18/2021	897.00
29840		Tel Systems	Cleared	03/18/2021	140.00
29841		Wayne County Treasurer	Cleared	03/18/2021	243.49
29842		Blue Care Network	Open	03/24/2021	17,144.03
29843		BSB Communications, Inc.	Open	03/24/2021	108.75
29844		Building Automated Systems	Open	03/24/2021	869.00
29845		Bumler Mechanical, Inc.	Open	03/24/2021	590.00
29846		DEMCO	Open	03/24/2021	664.40
29847		Foster, Swift, Collins & Smith	Open	03/24/2021	483.00
29848		Greko Printing & Imaging	Open	03/24/2021	196.36
29849		Guardian Alarm	Open	03/24/2021	1,624.14
29850		Leader Business Nerworks	Open	03/24/2021	27.76
29851		Library Design Associates	Open	03/24/2021	7,333.00
29852		Millennium Business Systems	Open	03/24/2021	399.76
29853		MisDU	Open	03/24/2021	47.59
29854		Office Depot	Open	03/24/2021	448.98
29855		Otis Elevator Company	Open	03/24/2021	26,197.27
29856		TDS Metrocom	Open	03/24/2021	620.20
29857		Tel Systems	Open	03/24/2021	165.00
Total 101					179,614.74
March 2021 Payroll and Retirement Transfers					
03/05/21	537.69	ADP Inv. - processing			
03/05/21	60,894.44	Payroll of 03/05/21			
03/05/21	3,284.00	Nationwide payment - Employee 457 P/R Deductions			
03/19/21	62,326.91	Payroll of 03/19/21			
03/19/21	3,284.00	Nationwide payment - Employee 457 P/R Deductions			
03/10/21	16,028.57	Retirement transfer for February 2021 (\$66,206.40 FT Salaries x 24.21%)			
	1.09	Interest for Huntington Bank (Citizens) Savings for March 2021			