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TO: Plymouth District Library Board

DATE: August 14, 2020

RE: July 2020 Financials

FROM: Carol Souchock
Director

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

- Revenue account State Aid reflects receipt this month of the second of two checks we normally receive. We had been concerned that the State of Michigan would not provide the second State Aid check due to the impact of COVID-19 on State of Michigan finances.
- Revenue Account Property Taxes Current includes a payment of \$351,845 and Revenue Account Property Taxes Delinquent includes a payment of \$61,371.
- Revenue Account Grants includes our recently received Dunning Foundation grant of \$50,000 to offset expenses for our HVAC Duct Work project.
- Revenue Account Insurance Claim reflects a \$25,000 payment by our insurance company to offset expenses for our HVAC Duct Work project.
- 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 a budget adjustment for these unexpected purchases. Our technology budget reflects equipment purchases in three areas:
 - Equipment purchases that cost less than \$500 for each item - I had planned to include \$23,850 of these purchases
 - Replacement equipment that costs more than \$500 for each item that is covered by Equipment Reserve funds. I had planned to include \$20,000 of these purchases.
 - New equipment that costs more than \$500 for each item. I had planned to include \$12,500 for these purchases.

- The HVAC project budget adjustment approved in June is now reflected in this month's budget. Due to the unexpected requirements by the fire inspector to address work from 2009 in this area we will be over budget on this project and will need to implement a budget adjustment at our August board meeting to close this project out.
- As shared last month due to the library building closure from mid-March to the end of May we can expect to see decreased expenses for: utilities, conferences and training, book processing supplies as we have decreased our print budget. As shared last month due to COVID-19 you can expect to see increased expenses for supplies, janitorial, facility maintenance, and legal fees.
- 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.
- 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. Initial discussions have taken place with our electrician and electrical engineer on this project.

BUDGET YEAR 2020

8/14/2020

OPERATING FUND

REVENUES

	July	Y-T-D	2020 Budget	Percent Y-T-D
Property Tax, Current	351,845	3,419,936	3,427,555	99.78
Property Tax, Delinq *	61,371	204,058	100,000	204.06
State Aid Revenues	14,798	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	416	11,256	55,000	20.46
Print/Copy Revenue	0	4,084	15,000	27.23
Interest on Invest	3,482	9,750	20,000	48.75
Donations	900	2,737	20,000	13.68
Friends	0	3,538	57,000	6.21
Grants	50,000	50,000	35,000	142.86
CFSE Draw	0	16,322	29,000	56.28
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	-48	23	8,000	0.29
Insurance Claim Reimbursement	25,000	25,000	25,000	100.00
Transfer from Fund Balance	0	0	434,039	0.00

TOTAL REVENUES **507,764 3,824,050 4,390,644 87.10**

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

Budgeted PPT Refund of \$100,000

EXPENDITURES

	July	Y-T-D	2020 Budget	Percent Y-T-D
Salaries/Wages - Permanent	113,841	909,974	1,698,490	53.58
Salaries/Wages - Pages	4,461	54,310	95,000	57.17
Salaries/Wages - Sunday	0	27,367	98,000	27.93
Employers FICA	8,930	75,061	132,545	56.63
Hosp/Dental/Optical	13,491	84,978	204,255	41.60
Life & Disability	1,922	7,688	12,645	60.79
Retirement	14,587	95,768	192,780	49.68
VEBA Contribution	0	64,833	64,720	100.17
Operating Supplies	6,317	44,239	66,000	67.03
Books & Materials	70,853	315,788	435,235	72.56
Contractual Services	40,937	207,673	434,045	47.85
Communications	657	9,737	20,000	48.69

BUDGET YEAR 2020**8/14/2020****OPERATING FUND**

Transportation	0	323	2,000	16.17
Conferences/Training	-1,359	14,194	30,900	45.94
Community Promotion	4,076	23,072	63,295	36.45
Printing & Publishing	0	224	1,000	22.44
Insurance & Bonds	51,691	51,691	45,000	114.87
Workers Comp	0	3,617	5,000	72.34
Utilities	9,455	68,007	161,000	42.24
Repairs & Maintenance	2,353	30,467	150,105	20.30
Tax Refunds (Previous Yr)	0	0	5,000	0.00
Miscellaneous	1,236	6,114	8,000	76.42
Furniture	0	0	18,200	0.00
Furniture Reserve	0	0	4,040	0.00
Office Equipment & Technology	-1,218	44,202	42,389	104.28
Building System Replacement	3,398	19,311	381,000	5.07
Building Reserve	0	0	0	0.00
Equipment Reserve	0	0	20,000	0.00
Technology Reserve	0	0	0	0.00

TOTAL EXPENDITURES**345,628 2,158,638 4,390,644****49.16**

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

July 2020

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	3,492,011.08	101-000-001.000
CASH-SAVINGS/CDS	1,366,721.02	101-000-002.000
RETIREE INS CO-PAY	5,560.14	101-000-039.000
TOTAL Current Assets	4,864,292.24	
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	4,865,002.24	
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	1,665,410.69	
TOTAL Fund Equity	4,819,966.73	
TOTAL FUND EQUITY	4,819,966.73	
TOTAL LIABILITIES & FUND EQUITY	4,865,002.24	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
07/01/20 - 07/31/20					
Check		Vendor Name	Status	Date	Amount
101					
29290		ALA	Open	07/12/2020	225.00
29291		Baker & Taylor	Open	07/12/2020	3,090.78
29292		Baker & Taylor	Open	07/12/2020	190.52
29293		Baker & Taylor	Open	07/12/2020	261.36
29294		Baker & Taylor	Open	07/12/2020	27.18
29295		CEE-CLEAN WINDOW CLEANING CO	Open	07/12/2020	500.00
29296		City of Plymouth	Cleared	07/12/2020	365.09
29297		Consumer's Energy	Cleared	07/12/2020	435.71
29298		Crystal Clear Aquarium L.L.C.	Open	07/12/2020	65.00
29299		DTE Energy	Cleared	07/12/2020	8,653.88
29300		EBSCO Subscription Services	Open	07/12/2020	10.66
29301		GDI Services, Inc.	Cleared	07/12/2020	567.00
29302		GEM Facility Management LLC	Open	07/12/2020	2,255.00
29303		Green Electrical Solutions,LLC	Open	07/12/2020	245.50
29304		H & P Protective Services, Inc	Open	07/12/2020	1,701.00
29305		Lansing Sanitary Supply, Inc.	Cleared	07/12/2020	493.44
29306		Library Design Associates	Cleared	07/12/2020	6,852.00
29307		Michigan Municipal Liability	Open	07/12/2020	51,691.00
29308		Michigan Office Solutions	Open	07/12/2020	389.34
29309		Midwest Tape	Open	07/12/2020	708.51
29310		Millennium Business Systems	Cleared	07/12/2020	182.67
29311		MisDU	Cleared	07/12/2020	47.59
29312		Mutual of Omaha	Open	07/12/2020	960.94
29313		Office Depot	Open	07/12/2020	1,098.01
29314		Patricia Carter	Open	07/12/2020	121.50
29315		Progressive Printing	Cleared	07/12/2020	2,184.00
29316		Regal Pest Control, LLC	Cleared	07/12/2020	175.00
29317		Rotary Club of Plymouth	Open	07/12/2020	330.00
29318		Serene Landscape Group	Cleared	07/12/2020	1,060.00
29319		Town Locksmith, Inc.	Cleared	07/12/2020	582.25
29320		Trilogy Corporate Services, In	Open	07/12/2020	450.00
29321		Uline	Cleared	07/12/2020	454.11
29322		Bumler Mechanical, Inc.	Open	07/30/2020	1,208.00
29323		Delta Dental Insurance	Open	07/30/2020	739.59
29324		Foster, Swift, Collins & Smith	Open	07/30/2020	2,751.00
29325		GDI Services, Inc.	Open	07/30/2020	2,268.00
29326		GEARB/Amazon	Open	07/30/2020	1,440.98
29327		Green Electrical Solutions,LLC	Open	07/30/2020	478.50
29328		Greko Printing & Imaging	Open	07/30/2020	497.86
29329		Lansing Sanitary Supply, Inc.	Open	07/30/2020	176.31
29330		Michigan Office Solutions	Open	07/30/2020	13.23
29331		Midwest Tape	Open	07/30/2020	20,000.00
29332		NovoPrint USA, Inc.	Open	07/30/2020	895.00
29333		Plymouth Community Chamber of	Open	07/30/2020	325.00
29334		Security 101	Open	07/30/2020	919.25
Total 101					118,086.76

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
07/01/20 - 07/31/20					
Check		Vendor Name	Status	Date	Amount
101					
July 2020 Payroll and Retirement Transfers					
07/10/20	411.45	ADP Inv. - processing			
07/10/20	62,760.98	Payroll of 07/10/20			
07/10/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
07/24/20	55,949.58	Payroll of 07/24/20			
07/24/20	3,429.00	Nationwide payment - Employee 457 P/R Deductions			
07/10/20	14,586.96	Retirement transfer for June 2020 payroll (\$67,972.80 FT Salaries x 21.46%)			
	10.83	Interest for Huntington Bank (Citizens) Savings for July 2020			