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TO: Plymouth District Library Board

DATE: June 10, 2021

RE: May 2021 Financials

FROM: Melanie Bell
Interim Director

The following addresses revenues and expenditures relevant to our current and future fiscal situation. The usual financial balance sheet and summary of operating funds are not in this board packet. They will be covered next month when our HR/Business Administrator has returned.

- We received a credit from the Michigan Municipal League Workers' Compensation Fund for \$2,212.00. This is a rebate due to a surplus for the Fund years June 30, 2011-2020.
- Received a \$2,000 credit from our insurance due the fact that we've had no claims.
- Received a \$600 donation in memory of Preston Bell from his former teachers at Allen Elementary School
- Awarded Bosch Grant of \$17,000. The grant covers the \$7000 for LinkedIn Learning and \$10,000 for hotspots and chrome books that we can circulate to patrons.

**PLYMOUTH DISTRICT LIBRARY
Check Register Report**

Check	Vendor Name		Description	Status	Check Date	CheckAmount\$
	Vchr#	Vendor's Ref#		Debit Account	\$Amount	
101						
29921		Building Automated Systems		Open	05/05/2021	\$92.50
	22455	345024080	Service call 03/11/21, BPO # 10678	101-790-930.000		\$92.50
29922		Bumler Mechanical, Inc.		Open	05/05/2021	\$3,278.32
	22456	344059512	Service call 04/08/21, BPO # 10677	101-790-930.000		\$976.82
	22457	344059587	Service agree 04/01/21-06/30/21, BPO#10677	101-790-930.000		\$1,239.00
	22458	344059511	Service call 01/13/21-01/18/21, BPO#10677	101-790-930.000		\$1,062.50
29923		Carol Souchock		Open	05/05/2021	\$53.19
	22459	04/25/21	Reimburse for supplies, PO# 12080	101-790-740.000		\$21.69
	22460	04/24/21	Reimburse for supplies- Friends, PO# 12079	101-790-880.000		\$31.50
29924		CDW Government, Inc.		Open	05/05/2021	\$4,829.25
	22461	C065330	Smartnet, BPO# 7004	101-790-983.000		\$4,829.25
29925		Consumer's Energy		Open	05/05/2021	\$1,607.60
	22462	3/24/21-4/23/21	Gas service 03/24/21-04/23/21	101-790-920.2		\$1,607.60
29926		Dana Bussard		Open	05/05/2021	\$48.00
	22463	04/05/21	Pizza & Pages - Friends, PO# 12054	101-790-880.000		\$48.00
29927		Findaway World, LLC		Open	05/05/2021	\$548.92
	22464	342233	Youth books, PO# 7123	101-790-741.000		\$74.99
	22465	316380	Teen books, PO# 6682	101-790-741.000		\$473.93
29928		Foster, Swift, Collins & Smith		Open	05/05/2021	\$168.00
	22466	806263	April 2021 Prof Serv, BPO# 5001	101-790-818.000		\$168.00
29929		Gale		Open	05/05/2021	\$422.26
	22467	74022548	Adult books, PO# 7146	101-790-741.000		\$60.78
	22468	74118866	Adult books, PO# 7170	101-790-741.000		\$150.35
	22469	73903694	Adult books, PO# 7122	101-790-741.000		\$151.15
	22470	73979734	Adult books, PO# 7127	101-790-741.000		\$59.98
29930		Greko Printing & Imaging		Open	05/05/2021	\$204.00
	22471	125071	Signage, BPO# 5547	101-790-740.000		\$204.00
29931		Jessica Keeler		Open	05/05/2021	\$85.00
	22474	04/26/21	Reimbursement MLA membership	101-790-956.000		\$85.00
29932		Library Ideas		Open	05/05/2021	\$483.40
	22473	80848	Vox books, PO# 7124	101-790-741.000		\$483.40

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Vchr#	Vendor's Ref#	Debit Account	\$Amount	
101				
29933	Michigan Office Solutions	Open	05/05/2021	\$4.34
	22475 IN1912880	Patron copy machine 03/22/21-04/21/21, BPO#9144	101-790-818.000	\$4.34
29934	Midwest Tape	Open	05/05/2021	\$1,400.90
	22476 5763 04/21	April 2021 Adult CD Acct., BPO# 4783	101-790-741.000	\$1,400.90
29935	Midwest Tape	Open	05/05/2021	\$20,000.00
	22472 500303990	Hoopla- Deposit on acct., BPO# 4783	101-790-741.2	\$20,000.00
29936	Office Depot	Open	05/05/2021	\$44.92
	22477 170455196001	Office supplies, BPO# 3996	101-790-740.000	\$44.92
29937	Staples Advantage	Open	05/05/2021	\$650.06
	22478 1635155227	Office supplies, BPO# 3882	101-790-740.000	\$650.06
29938	Thomson Reuters	Open	05/05/2021	\$245.00
	22479 844020699	Reference book, PO# 7116	101-790-741.000	\$245.00
29939	T-Mobile	Open	05/05/2021	\$55.88
	22480 03/25/21	April tel services	101-790-850.000	\$55.88
29940	American Library Association	Open	05/12/2021	\$18.58
	22481 56920158001	Materials, PO# 12087	101-790-740.000	\$18.58
29941	Baker & Taylor	Open	05/12/2021	\$1,695.00
	22482 NS21040124	Annual User Agreement, BPO# 3884	101-790-741.000	\$1,695.00
29942	Barbara Dinan	Open	05/12/2021	\$46.60
	22483 051121	Friends Teen Program	101-790-880.000	\$46.60
29943	Building Automated Systems	Open	05/12/2021	\$1,973.00
	22484 345J1172-01	Bldg Repairs and Maint., BPO# 10678	101-790-930.000	\$1,973.00
29944	Bumler Mechanical, Inc.	Open	05/12/2021	\$4,915.00
	22485 344J1516-1	Humidifier Fix, BPO#10677	101-790-930.000	\$4,915.00
29945	CEE-CLEAN WINDOW CLEANING CO	Open	05/12/2021	\$1,775.00
	22486 3146	Window clean and Floor mats April 2021, BPO#4280	101-790-818.000	\$1,775.00
29946	City of Dearborn	Open	05/12/2021	\$25.99
	22487 01/04/21	Lost ILL	101-790-741.000	\$25.99

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	Vchr#	Vendor's Ref#		Debit Account	\$Amount	
101						
29947		City of Plymouth		Open	05/12/2021	\$433.64
	22488	031221040821	Trash removal 03/12/21-04/08/21	101-790-818.000		\$433.64
29948		Clear Solutions, Inc.		Open	05/12/2021	\$77.50
	22489	246025	Supplies, PO# 12093	101-790-740.000		\$77.50
29949		Evan Weiner		Open	05/12/2021	\$100.00
	22490	081821	Friends, PO# 12041	101-790-880.000		\$100.00
29950		Foster, Swift, Collins & Smith		Open	05/12/2021	\$294.00
	22491	807442	March Serivice, BPO# 5001	101-790-818.000		\$294.00
29951		Gale		Open	05/12/2021	\$302.30
	22492	74173669	Large print books, PO# 7222	101-790-741.000		\$30.39
	22493	74239685	Large print books, PO# 7223	101-790-741.000		\$271.91
29952		Library Design Associates		Open	05/12/2021	\$3,888.00
	22494	21-186-01	Cart Rental, BPO# 9785	101-790-818.000		\$3,888.00
29953		Mariya Fogarasi		Open	05/12/2021	\$100.00
	22498	072221	Friends, PO# 12034	101-790-880.000		\$100.00
29954		Mary Spencer		Open	05/12/2021	\$250.00
	22500	062221	Friends, PO# 12036	101-790-880.000		\$250.00
29955		MICHIGAN LIBRARY ASSOCIATION		Open	05/12/2021	\$125.00
	22502	9806	LB MLA 1 year membership, PO# 12088	101-790-956.000		\$85.00
	22502	9806	LB Webinar, PO# 12088	101-790-864.000		\$40.00
29956		Michigan Urban Farming Initiat		Open	05/12/2021	\$200.00
	22497	072721	Friends, PO# 12035	101-790-880.000		\$200.00
29957		Mike Ivankovich		Open	05/12/2021	\$250.00
	22499	070721	Friends	101-790-880.000		\$250.00
29958		Millennium Business Systems		Open	05/12/2021	\$520.71
	22495	INV154134	Toner, BPO# 9145	101-790-740.000		\$15.00
	22496	INV15484	Staff copier, BPO# 9145	101-790-818.000		\$505.71
29959		MisDU		Open	05/12/2021	\$47.59
	22501	051121	G. Franklin 2616300 05/14/21	101-790-956.000		\$47.59
29960		Observer & Eccentric Newspaper		Open	05/12/2021	\$65.16
	22503	113415	Notice of board meetings April 2021	101-790-900.000		\$65.16

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	Vchr#	Vendor's Ref#		Debit Account	\$Amount	
101						
29961		Office Depot		Open	05/12/2021	\$517.65
	22504	171079810001	Office Supplies, BPO# 3996	101-790-740.000	\$135.90	
	22505	172494605001	Office Supplies, BPO# 3996	101-790-740.000	\$188.76	
	22506	170414370001	Office Supplies, BPO# 3996	101-790-740.000	\$192.99	
29962		Otis Elevator Company		Open	05/12/2021	\$10,077.00
	22507	100400337804	Annual Service Contract, PO# 12089	101-790-930.000	\$10,077.00	
29963		Serene Landscape Group		Open	05/12/2021	\$2,440.00
	22508	59885	Lawn Maintenance April 2021, BPO# 9665	101-790-818.000	\$2,440.00	
29964		Tel Systems		Open	05/12/2021	\$1,422.00
	22512	8523	TV Teen area, PO# 12090	101-790-983.000	\$1,422.00	
29965		The Library Network		Open	05/12/2021	\$6,678.50
	22509	67847	SP 01/21-03/31, PO# 12092	101-790-850.001	\$2,598.50	
	22510	67801	Online tutoring and career assist., PO# 12091	101-790-741.1	\$4,080.00	
29966		Tom Carr		Open	05/12/2021	\$250.00
	22511	060721	Friends, PO# 12024	101-790-880.000	\$250.00	
29967		White Pine District Library		Open	05/12/2021	\$17.99
	22513	050421	Lost ILL	101-790-741.000	\$17.99	
29968		Calvin University - Hekman Lib		Open	05/18/2021	\$100.00
	22520	040821	Lost ILL	101-790-741.000	\$50.00	
	22521	011821	Lost ILL	101-790-741.000	\$50.00	
29969		Dee Beaver		Open	05/18/2021	\$133.56
	22514	051021	Reimburse for book purchase	101-790-741.000	\$133.56	
29970		Delta Dental Insurance		Open	05/18/2021	\$1,038.27
	22515	RIS0003477935	Employee dental insurance for June 2021	101-790-716.000	\$1,038.27	
29971		DeWitt District Library		Open	05/18/2021	\$18.00
	22516	040721	Lost ILL	101-790-741.000	\$18.00	
29972		Greko Printing & Imaging		Open	05/18/2021	\$204.00
	22517	125071	Signage, BPO# 5547	101-790-740.000	\$204.00	
29973		Heather Pacheco		Open	05/18/2021	\$52.85
	22518	051321	Friends	101-790-880.000	\$52.85	

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101						
29974		Horton Plumbing		Open	05/18/2021	\$628.75
	22523	193822	Service Call 04/30/21, BPO# 9784	101-790-930.000		\$628.75
29975		Leader Business Networks		Open	05/18/2021	\$50.63
	22524	40962	Printer Maintenance May 2021, BPO# 11958	101-790-818.000		\$50.63
29976		Library Design Associates		Open	05/18/2021	\$3,681.00
	22525	21-178-01	Moving, BPO# 9785	101-790-818.000		\$435.00
	22526	21-152-01	Furniture BPO# 9785	101-790-818.000		\$1,275.00
	22527	21-148-01	Plexiglass BPO# 9785	101-790-818.000		\$1,971.00
29977		MML Workers' Comp Fund		Open	05/18/2021	\$4,101.00
	22529	2178206	Workers Comp. Policy 07/01/21-07/01/22, PO# 12096	101-790-911.000		\$4,101.00
29978		Mossey Library		Open	05/18/2021	\$100.00
	22522	042821	Lost ILL	101-790-741.000		\$100.00
29979		Office Depot		Open	05/18/2021	\$317.58
	22530	171074308001	Office Supplies, BPO# 3996	101-790-740.000		\$317.58
29980		Patricia Carter		Open	05/18/2021	\$121.50
	22531	VEBA-0521	VEBA, out of area, May 2021	101-000-039.000		\$121.50
29981		Plymouth Community Chamber of		Open	05/18/2021	\$50.00
	22519	29486	Friends, PO# 12098	101-790-880.000		\$50.00
29982		Public Libraries of Saginaw		Open	05/18/2021	\$14.95
	22532	M185H	LOST ILL	101-790-741.000		\$14.95
29983		Regal Pest Contol, LLC		Open	05/18/2021	\$175.00
	22533	68460	April Pest Control, PO# 12097	101-790-818.000		\$175.00
29984		Southfield Public Library		Open	05/18/2021	\$15.00
	22534	SPL 294	LOST ILL	101-790-741.000		\$15.00
29985		St. Clair County Library		Open	05/18/2021	\$14.99
	22535	040221	LOST ILL	101-790-741.000		\$14.99
29986		The Library Network		Open	05/18/2021	\$936.00
	22528	68081	Annual EAP Program, PO# 12095	101-790-716.000		\$936.00
29987		University of Detroit Mercy		Open	05/18/2021	\$45.00
	22536	051321	LOST ILL	101-790-741.000		\$45.00

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Vchr#	Vendor's Ref#	Debit Account	\$Amount	
101				
29988	Baker & Taylor	Open	05/26/2021	\$13,752.08
22538	L5283562-0421	101-790-741.000	\$13,752.08	
29989	Baker & Taylor	Open	05/26/2021	\$1,039.42
22540	L5480242	101-790-741.000	\$1,039.42	
29990	Baker & Taylor	Open	05/26/2021	\$341.82
22539	C0192403	101-790-741.000	\$341.82	
29991	Blue Care Network	Open	05/26/2021	\$17,144.03
22541	211270050058	101-790-716.000	\$12,875.61	
22542	211270050058	101-000-039.000	\$4,268.42	
29992	BSB Communications, Inc.	Open	05/26/2021	\$135.00
22543	158734	101-790-818.000	\$135.00	
29993	Coffee Break Service, Inc.	Open	05/26/2021	\$36.25
22544	227661	101-790-740.000	\$36.25	
29994	Dee Beaver	Open	05/26/2021	\$200.00
22545	05152021	101-790-880.000	\$200.00	
29995	Engraving Connection	Open	05/26/2021	\$18.75
22546	43843	101-790-740.000	\$6.25	
22547	43842	101-790-740.000	\$12.50	
29996	GDI Services, Inc.	Open	05/26/2021	\$4,928.00
22548	MIINV20205423	101-790-818.000	\$4,928.00	
29997	GECRB/Amazon	Open	05/26/2021	\$3,645.33
22537	6601-0421	101-790-741.000	\$3,645.33	
29998	GEM Facility Management LLC	Open	05/26/2021	\$3,120.51
22549	5515	101-790-818.000	\$3,120.51	
29999	Lansing Sanitary Supply, Inc.	Open	05/26/2021	\$341.86
22550	1122274	101-790-740.2	\$341.86	
30000	MisDU	Open	05/26/2021	\$47.59
22551	05262021	101-790-956.000	\$47.59	
30001	Office Depot	Open	05/26/2021	\$136.68
22552	173640637001	101-790-740.000	\$136.68	

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	Vchr#	Vendor's Ref#		Debit Account	\$Amount	
101						
30002	OK FIRE EQUIPMENT CO.			Open	05/26/2021	\$182.50
	22553	8766	Annual Fire Ext. Inspection, PO# 12103	101-790-818.000		\$182.50
30003	Swank Movie Licensing USA			Open	05/26/2021	\$1,608.00
	22554	3015957	Annual copyright 060121-053122, PO# 12106	101-790-818.000		\$1,608.00
30004	Town Locksmith, Inc.			Open	05/26/2021	\$37.50
	22555	53008	Cost of keys, PO# 12100	101-790-740.000		\$37.50
Total 101						\$131,241.15
Grand Total:						\$131,241.15

Bank Account Totals:

<u>Bank Account Code</u>	<u>Check Amount</u>	<u>E-Check Amount</u>
101	\$131,241.15	\$0.00

[Report Filter Criteria](#)

Check Date Range: 05/01/2021 to 05/31/2021