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TO: Plymouth District Library Board

DATE: June 12, 2020

RE: May 2020 Financials

FROM: Carol Souchock
Director

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

- Revenue account CFSEM reflects the first of two checks we will be receiving this year
- Payroll is higher this month as there were three pay periods in May.
- At the end of May we are at 41.67% through the year. Our total expenses year to date are at 39.53 % of budget. Most of our tax revenue arrives in late December and early January so our revenue year to date is at 83.84 % of budget at this time.
- 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.
- Due to COVID-19 you can expect to see increased expenses for supplies, janitorial, facility maintenance, and legal fees.

BUDGET YEAR 2020

6/12/2020

OPERATING FUND

REVENUES

	May	Y-T-D	2020 Budget	Percent Y-T-D
Property Tax, Current	0	3,068,091	3,427,555	89.51
Property Tax, Delinq *	579	142,686	100,000	142.69
State Aid Revenues	0	0	29,100	0.00
State Appropriation	0	48,000	0	0.00
Penal Fines	0	0	75,000	0.00
Book Fines & Fees	61	10,320	55,000	18.76
Print/Copy Revenue	0	4,084	15,000	27.23
Interest on Invest	0	1,501	20,000	7.50
Donations	50	1,737	20,000	8.68
Friends	0	3,538	57,000	6.21
Grants	0	0	35,000	0.00
CFSE Draw	16,322	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	0	119	8,000	1.49
Insurance Claim Reimbursement	0	0	0	0.00
Transfer from Fund Balance	0	0	0	0.00

TOTAL REVENUES 17,012 3,296,398 3,931,605 83.84

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

EXPENDITURES

	May	Y-T-D	2020 Budget	Percent Y-T-D
Salaries/Wages - Permanent	182,102	674,389	1,698,490	39.71
Salaries/Wages - Pages	12,165	41,803	95,000	44.00
Salaries/Wages - Sunday	0	27,367	98,000	27.93
Employers FICA	14,743	56,293	132,545	42.47
Hosp/Dental/Optical	10,892	59,817	204,255	29.29
Life & Disability	961	4,805	12,645	38.00
Retirement	14,531	59,300	192,780	30.76
VEBA Contribution	62,723	64,833	64,720	10.17
Operating Supplies	6,294	30,528	66,000	46.25
Books & Materials	42,940	210,816	435,235	48.44
Contractual Services	9,757	149,648	371,045	40.33
Communications	6	5,248	20,000	26.24

BUDGET YEAR 2020**6/12/2020****OPERATING FUND**

Transportation	0	323	2,000	16.17
Conferences/Training	849	15,504	30,900	50.17
Community Promotion	4,171	18,365	63,295	29.01
Printing & Publishing	36	152	1,000	15.20
Insurance & Bonds	0	0	45,000	0.00
Workers Comp	3,617	3,617	5,000	72.34
Utilities	2,822	47,420	165,000	28.74
Repairs & Maintenance	11,728	27,448	87,105	31.51
Tax Refunds (Previous Yr)	0	0	5,000	0.00
Miscellaneous	0	1,253	8,000	15.66
Furniture	-48	0	18,200	0.00
Furniture Reserve	0	0	4,040	0.00
Office Equipment & Technology	1,477	39,382	36,350	108.34
Building System Replacement	18,813	15,913	50,000	31.83
Building Reserve	0	0	0	0.00
Equipment Reserve	0	0	20,000	0.00
Technology Reserve	0	0	0	0.00

TOTAL EXPENDITURES**400,579 1,554,224 3,931,605 39.53**

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

May 2020

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	3,831,594.32	101-000-001.000
CASH-SAVINGS/CDS	1,358,591.25	101-000-002.000
RETIREE INS CO-PAY	7,153.06	101-000-039.000
TOTAL Current Assets	5,197,338.63	
Long-Term Assets		
PREPAID EXPENSES	89,383.60	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	90,093.60	
TOTAL ASSETS	5,287,432.23	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	101-000-202.000
TOTAL Current Liabilities	0.00	
Long-Term Liabilities		
DEFERRED REVENUES	396,880.28	101-000-339.000
TOTAL Long-Term Liabilities	396,880.28	
TOTAL LIABILITIES	396,880.28	
FUND EQUITY		
Fund Equity		
FUND BALANCE	3,148,376.72	101-000-390.000
CHANGE IN FUND EQUITY	1,742,175.23	
TOTAL Fund Equity	4,890,551.95	
TOTAL FUND EQUITY	4,890,551.95	
TOTAL LIABILITIES & FUND EQUITY	5,287,432.23	

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
05/01/20 - 05/31/20					
Check		Vendor Name	Status	Date	Amount
101					
29189		Bumler Mechanical, Inc.	Cleared	05/05/2020	1,208.00
29190		CEE-CLEAN WINDOW CLEANING CO	Cleared	05/05/2020	250.00
29191		Foster, Swift, Collins & Smith	Cleared	05/05/2020	80.00
29192		Lansing Sanitary Supply, Inc.	Cleared	05/05/2020	180.52
29193		MCLS	Cleared	05/05/2020	6,448.05
29194		Observer & Eccentric Newspaper	Cleared	05/05/2020	36.20
29195		Office Depot	Cleared	05/05/2020	760.56
29196		Staples Advantage	Cleared	05/05/2020	225.12
29197		City of Plymouth	Cleared	05/17/2020	836.90
29198		GEM Facility Management LLC	Cleared	05/17/2020	962.50
29199		Library Design Associates	Cleared	05/17/2020	990.00
29200		Mariya Fogarasi	Open	05/17/2020	100.00
29201		Merritt Cieslak Design	Cleared	05/17/2020	7,168.75
29202		MisDU	Cleared	05/17/2020	47.59
29203		Mutual of Omaha	Cleared	05/17/2020	960.94
29204		Regal Pest Control, LLC	Open	05/17/2020	175.00
29205		Tel Systems	Cleared	05/17/2020	1,477.00
29206		Wanda Clouston	Open	05/17/2020	374.99
29207		Alerus Financial	Open	05/26/2020	62,723.00
29208		Alex Thomas	Open	05/26/2020	400.00
29209		Alice McCardell	Open	05/26/2020	60.00
29210		Baker & Taylor	Open	05/26/2020	3,967.08
29211		Barbara Dinan	Open	05/26/2020	112.47
29212		Bees in the D	Open	05/26/2020	300.00
29213		Blue Care Network	Open	05/26/2020	16,297.42
29214		Brian Duncan	Open	05/26/2020	400.00
29215		Brittany Rogers	Open	05/26/2020	175.00
29216		Cassie Cobb	Open	05/26/2020	95.00
29217		CCH Incorporated	Open	05/26/2020	300.67
29218		CompuSystems	Open	05/26/2020	180.00
29219		Consumer's Energy	Open	05/26/2020	1,984.66
29220		Dalton Commercial Cleaning	Open	05/26/2020	3,061.00
29221		EBSCO Subscription Services	Open	05/26/2020	3,184.20
29222		Foster, Swift, Collins & Smith	Open	05/26/2020	2,960.00
29223		GECRB/Amazon	Open	05/26/2020	312.43
29224		H.V. Burton Company	Open	05/26/2020	820.00
29225		Holly Hibner	Open	05/26/2020	308.00
29226		Kevin J. Wood	Open	05/26/2020	200.00
29227		Lansing Sanitary Supply, Inc.	Open	05/26/2020	311.56
29228		LB Office Products	Open	05/26/2020	215.92
29229		MCLS	Open	05/26/2020	22,990.97
29230		Metcom	Open	05/26/2020	260.56
29231		Millennium Business Systems	Open	05/26/2020	70.49
29232		MisDU	Open	05/26/2020	47.59
29233		MML Workers' Comp Fund	Open	05/26/2020	3,617.00
29234		Office Depot	Open	05/26/2020	82.76
29235		Otis Elevator Company	Open	05/26/2020	9,700.18
29236		Patricia Carter	Open	05/26/2020	129.50
29237		Phoenix Freerunning, LLC.	Open	05/26/2020	300.00

PLYMOUTH DISTRICT LIBRARY					
CHECK REGISTER REPORT					
05/01/20 - 05/31/20					
Check		Vendor Name	Status	Date	Amount
101					
29238		Professional Thermal Systems,	Open	05/26/2020	10,654.00
29239		Progressive Printing	Open	05/26/2020	2,184.00
29240		Swank Movie Licensing USA	Open	05/26/2020	1,608.00
29241		The Library Network	Open	05/26/2020	5,736.25
29242		Uline	Open	05/26/2020	572.77
Total 101					178,604.60
May 2020 Payroll and Retirement Transfers					
05/01/20	64,542.40	Payroll of 05/01/20			
05/01/20	3,379.00	Nationwide payment - Employee 457 P/R Deductions			
05/08/20	214.83	ADP Inv. - processing			
05/15/20	66,385.75	Payroll of 05/15/20			
05/15/20	3,379.00	Nationwide payment - Employee 457 P/R Deductions			
05/29/20	66,248.43	Payroll of 05/29/20			
05/29/20	3,379.00	Nationwide payment - Employee 457 P/R Deductions			
05/10/20	14,530.82	Retirement transfer for April 2020 payroll (\$67,711.20 FT Salaries x 21.46%)			
	10.48	Interest for Huntington Bank (Citizens) Savings for May 2020			