

Nottawa Township Library Director's Report - December 2024

Timi Sloat, Director - 685 East Main Street Centreville, MI 49032 -- Phone (269)467-6289 timi.sloat@monroe.lib.mi.us -- www.nottawatownshiplibrary.com

Circulation by material:

| | | | |
|--------------------------|------|-------------|-----|
| Nottawa | 1108 | Fax: | 60 |
| Lockport | 370 | Copies: | 474 |
| Florence | 150 | Laminating: | 32 |
| Non Resident Full | 154 | OverDues: | 4 |
| Non Resident Physical | 644 | | |
| Vested Community Partner | 116 | | |

Sales and Service:

| | |
|------------------------|------|
| Facility Usage: | |
| Meeting Room: | 14 |
| Children's Classroom: | 561 |
| Tutor Room: | 34 |
| Pavilion Use: | 0 |
| People Count: | 1842 |

Total Circulation Count:

2542

Circulation by patron:

| | |
|--------------------------|-----|
| Nottawa | 709 |
| Lockport | 157 |
| Florence | 62 |
| Non Resident Full | 102 |
| Non Resident Physical | 363 |
| Vested Community Partner | 56 |

Total Circulation Count:

1449

Circulation Count by Type:

| | | | |
|-------------------------|------|---------------------------|--|
| Fiction -- Adult: | 623 | Adult Classes: | |
| Audiobooks -- Adult: | 65 | Adult Programs: | Sturgis Writers Group, Book Clubs, Maj Jong group, participation in hometown christmas festivities (wreath contest and adult craft at booth) |
| Nonfiction--Adult: | 320 | Adult Take-n-Make: | |
| Fiction -- Young Adult: | 168 | Children's Classes: | |
| Nonfiction -- Children: | 148 | Children's Programs: | Winter take-n-make, Children's story time, children's craft at Hometown Christmas booth and Holiday Open House |
| Fiction -- Children: | 1161 | | |
| Audiobooks-- Children: | 72 | | |
| Kits: | 51 | | |
| DVDs: | 209 | | |
| Music: | 21 | Teen Classes: | |
| Magazines: | 37 | Teen Programs: | Lit Loot |
| OverDrive: | 211 | Upcoming Programs: | Winter take-n-make, Children's story time and Creative Café. |
| Hoopla: | 220 | | |
| Interloan Library loan: | 300 | | |

Total Circulation Count:

3606

Nottawa Township Library
General Ledger
 December 2024

| Date | Transaction Type | Num | Name | Memo/Description | Split | Amount | Balance |
|------------|-------------------|-------------|-------------------------------|---|---|-------------|------------------|
| | | | | | | | 439,684.55 |
| 12/01/2024 | Beginning Balance | | | | | | 439,684.55 |
| 12/04/2024 | Expense | | EPS | | 271-801 CONTRACT MEMBERSHIP | -66.84 | 439,617.71 |
| 12/04/2024 | Expense | | City of Sturgis | | 271-920 LIBRARY UTILITIES | -343.40 | 439,274.31 |
| 12/04/2024 | Tax Payment | | IRS | Tax Payment for Period: 11/27/2024-11/29/2024 | Payroll Liabilities:Federal Taxes (941/943/944) | -1,002.61 | 438,271.70 |
| 12/06/2024 | Expense | | Comcast | | 271-861 TELEPHONE INTERNET | -357.14 | 437,914.56 |
| 12/10/2024 | Check | 17528 | Laurel Rafick | | 271-930 REPAIR & MAINTENANCE | -262.50 | 437,652.06 |
| 12/12/2024 | Check | 17529 | Wayne State University | | 271-978 BOOKS AND VIDEOS | -12.69 | 437,639.37 |
| 12/12/2024 | Check | 17531 | Woodlands Library Cooperative | | 271-801 CONTRACT MEMBERSHIP:*271-801 DIGITAL SERVICES | -800.00 | 436,839.37 |
| 12/12/2024 | Check | 17530 | Advantage Achieves, LLC | | 271-801 CONTRACT MEMBERSHIP:*271-801 DIGITAL SERVICES | -500.00 | 436,339.37 |
| 12/12/2024 | Check | 17532 | Hoopla | | 271-801 CONTRACT MEMBERSHIP:*271-801 DIGITAL SERVICES | -463.63 | 435,875.74 |
| 12/13/2024 | Payroll Check | DD | Harmony J. Miller | Pay Period: 12/01/2024-12/15/2024 | Direct Deposit Payable | -760.80 | 435,114.94 |
| 12/13/2024 | Payroll Check | DD | Leelu Meyer | Pay Period: 12/01/2024-12/15/2024 | Direct Deposit Payable | -169.36 | 434,945.58 |
| 12/13/2024 | Payroll Check | DD | Rachael Arrington | Pay Period: 12/01/2024-12/15/2024 | Direct Deposit Payable | -299.38 | 434,646.20 |
| 12/13/2024 | Payroll Check | DD | Timi S. Sloat | Pay Period: 12/01/2024-12/15/2024 | Direct Deposit Payable | -1,308.64 | 433,337.56 |
| 12/13/2024 | Payroll Check | DD | Rebecca J. Koelje | Pay Period: 12/01/2024-12/15/2024 | Direct Deposit Payable | -622.65 | 432,714.91 |
| 12/13/2024 | Payroll Check | DD | Azealia S. Lafler | Pay Period: 12/01/2024-12/15/2024 | Direct Deposit Payable | -551.68 | 432,163.23 |
| 12/17/2024 | Expense | | Semco Energy | | 271-920 LIBRARY UTILITIES | -230.93 | 431,932.30 |
| 12/17/2024 | Expense | | Ingram | | 271-978 BOOKS AND VIDEOS | -1,259.69 | 430,672.61 |
| 12/18/2024 | Tax Payment | | IRS | Tax Payment for Period: 12/11/2024-12/13/2024 | Payroll Liabilities:Federal Taxes (941/943/944) | -1,062.32 | 429,610.29 |
| 12/22/2024 | Expense | | Cardmember Service | | -Split- | -1,871.23 | 427,739.06 |
| 12/22/2024 | Deposit | | 271-675 Private Donations | | 271-675 PRIVATE DONATIONS | 470.20 | 428,209.26 |
| 12/27/2024 | Deposit | | | | -Split- | 491.51 | 428,700.77 |
| 12/27/2024 | Check | 17534 | Ascend Computer Technology | | 271-801 CONTRACT MEMBERSHIP | -119.40 | 428,581.37 |
| 12/27/2024 | Check | 17533 | Village of Centreville | | 271-920 LIBRARY UTILITIES | -111.77 | 428,469.60 |
| 12/31/2024 | Payroll Check | DD | Rachael Arrington | Pay Period: 12/16/2024-12/31/2024 | Direct Deposit Payable | -391.50 | 428,078.10 |
| 12/31/2024 | Payroll Check | DD | Azealia S. Lafler | Pay Period: 12/16/2024-12/31/2024 | Direct Deposit Payable | -561.51 | 427,516.59 |
| 12/31/2024 | Payroll Check | DD | Rebecca J. Koelje | Pay Period: 12/16/2024-12/31/2024 | Direct Deposit Payable | -688.85 | 426,827.74 |
| 12/31/2024 | Payroll Check | DD | Leelu Meyer | Pay Period: 12/16/2024-12/31/2024 | Direct Deposit Payable | -112.91 | 426,714.83 |
| 12/31/2024 | Payroll Check | DD | Harmony J. Miller | Pay Period: 12/16/2024-12/31/2024 | Direct Deposit Payable | -854.97 | 425,859.86 |
| 12/31/2024 | Payroll Check | DD | Timi S. Sloat | Pay Period: 12/16/2024-12/31/2024 | Direct Deposit Payable | -1,404.94 | 424,454.92 |
| 12/31/2024 | Deposit | INTEREST | | Interest Earned | 271-664 LIB INTEREST | 380.38 | 424,835.30 |
| 12/31/2024 | Check | SVCCHR G | | Service Charge | 271-801 CONTRACT MEMBERSHIP | -5.00 | 424,830.30 |
| | | | | | | <u>- \$</u> | <u>14,854.25</u> |

Nottawa Township Library

| | 2024-2025 | 2023-2024 |
|-----------------------------------|----------------|----------------|
| Revenues | | |
| 271-403 LIB PROP TAX 1.6351 MIL | 255,000 | 257,689 |
| 271-575 LIB STATE AID | 6,000 | 6,027 |
| 271-642 LIB SALES-SERVICE | 6,000 | 6,571 |
| 271-664 LIB INTEREST | 2,000 | 4,068 |
| 271-665 LIB PENAL FINES | 14,000 | 11,163 |
| 271-675 PRIVATE DONATIONS | 500 | 4,513 |
| 271-693 LIB MISC REVENUE | 100 | |
| 271-693 * INSURANCE CLAIM | | |
| 271-694 INTERGOV'T SUPPORT | 22,000 | 21,985 |
| 971-698 GRANT REVENUE | 1,000 | 7,857 |
| Total Revenues | 306,600 | 319,873 |
| Fund Balance -Beginning of year | 470,276 | 364,661 |
| Building Improvement Reserve | 50,000 | 50,000 |
| Expenditures | | |
| 271-702 DIRECTOR PAY | 46,000 | 40,674 |
| 271-707 PART TIME PAY | 90,000 | 75,041 |
| 271-710 Payroll Expenses | 12,000 | 8,286 |
| 271-728 MAGAZINES | 1,400 | 660 |
| 271-729 RECREATION PROGRAM | 6,000 | 4,330 |
| 271-740 SUPPLIES | 9,000 | 6,224 |
| 271-801 CONTRACT MEMBERSHIP | 9,000 | 10,853 |
| 271-801* DIGITAL SERVICES | 13,000 | 13,317 |
| 271-805 LIBRARY TRAVEL | 1,000 | 321 |
| 271-861 TELEPHONE INTERNET | 4,000 | 3,884 |
| 271-900 LIBRARY PRINTING | 500 | 0 |
| 271-902 INSERVICE & TRAINING | 500 | 0 |
| 271-910 INSURANCE | 5,000 | 4,695 |
| 271-920 LIBRARY UTILITIES | 9,000 | 7,718 |
| 271-930 REPAIR & MAINTENANCE | 8,000 | 15,538 |
| 271-956 LIBRARY MISC | 500 | 0 |
| 271-975 BUILDING IMPROVEMENT | 10,000 | 1,225 |
| 271-975* INSURANCE CLAIM | | |
| 271-978 BOOKS AND VIDEOS | 25,000 | 17,685 |
| 271-979 EQUIPMENT/TECHNOLOGY | 5,000 | 3,807 |
| Total Expenditures | 254,900 | 214,258 |
| Fund Balance - End of year | | 520,276 |
| Prepared: 05/2024 | | |
| Adopted: 6/30/24, Amend: 11/18/24 | | |
| Revised by CPA: 12/31/2024 | | |