



TO: Plymouth District Library Board DATE: February 10, 2022
RE: January Financial Report FROM: Shauna Anderson,
Director

The library took in \$1,707,390.25 in revenue and expended \$252,580.67 during the month of January.

- \$1,702,048.06 in revenue came from property tax transfers from the City and Township.
- Book Fines continue to be a nominal revenue stream for the organization. This line includes the payment of lost items in addition to overdue fines. I would like to take the next few months to analyze the specific impact of overdue fines on this revenue line to determine if the societal impact of this measure outweighs the financial contribution.
- One of the larger purchases in January came from the deposit on the library's new Book Bike, which will go in to production soon in anticipation of spring outdoor programs.



TO: PDL Finance Committee
RE: Update on Community
Foundation of Southeast
Michigan Endowments

DATE: February 10, 2022
FROM: Shauna Anderson,
Director

I, along with other staff members, met virtually with Emily Angyal, the Philanthropic Services specialist, at CFSEM to learn more about the library's two endowments.

General Fund

Established in 1997

Current balance: \$900,939.37

Children's Fund

Established in 2004

Current balance: \$298,844.50

The annual distribution allowance is 4.5 percent of the trailing twelve calendar quarter average value of the endowment determined each December 31st. The library has elected to take the full distribution of these accounts every year starting in 2018.

CFSEM projects an average growth of 6-8% for their accounts, although the most recent year's reported growth averaged closer to 12-15%.

January 2022 Expenditures							
Account Title							
Library				This Month	Y-T-D	2022 Budget	Percent
SALARIES/WAGES - PERMANENT				\$127,461.36	\$127,461.36	\$1,747,000.00	7.30
SALARIES/WAGES-TEMPORARY				\$5,585.46	\$5,585.46	\$92,000.00	6.07
EMPLOYERS FICA TAXES				\$10,070.04	\$10,070.04	\$135,000.00	7.46
HOSPITALIZATION/DENTAL/OPTICAL				\$13,869.72	\$13,869.72	\$220,100.00	6.30
LIFE & DISABILITY				\$912.14	\$912.14	\$14,000.00	6.52
RETIREMENT				\$23,029.95	\$23,029.95	\$300,000.00	7.68
OPERATING SUPPLIES				\$2,390.30	\$2,390.30	\$50,000.00	4.78
PROCESSING SUPPLIES				\$269.76	\$269.76	\$8,000.00	3.37
BUILDING SUPPLIES				\$1,060.38	\$1,060.38	\$25,000.00	4.24
BOOKS & MATERIALS				\$19,826.13	\$19,826.13	\$206,950.00	9.58
BOOKS & MATERIALS - DATABASES				\$8,648.34	\$8,648.34	\$42,000.00	20.59
BOOKS & MATERIALS - E-RESOURCES				\$2,680.00	\$2,680.00	\$124,500.00	2.15
CONTRACTUAL SERVICES				\$4,582.49	\$4,582.49	\$54,700.00	8.38
CATALOG				\$343.35	\$343.35	\$125,000.00	0.27
COMMUNICATIONS				\$2,461.19	\$2,461.19	\$20,000.00	12.31
TRANSPORTATION				\$0.00	\$0.00	\$1,500.00	0.00
CONFERENCES & TRAINING				\$927.06	\$927.06	\$41,000.00	2.26
COMMUNITY PROMOTION				\$907.82	\$907.82	\$35,770.00	2.54
EVENTS (FRIENDS)				\$370.99	\$370.99	\$24,000.00	1.55
INSURANCE & BONDS				\$0.00	\$0.00	\$55,000.00	0.00
WORKERS COMPENSATION				\$0.00	\$0.00	\$5,000.00	0.00
UTILITIES - DTE				\$11,381.70	\$11,381.70	\$135,000.00	8.43
UTILITIES - Cons Energy				\$3,426.02	\$3,426.02	\$21,000.00	16.31
UTILITIES - Water				\$444.80	\$444.80	\$1,100.00	40.44
REPAIRS & MAINTENANCE				\$8,294.03	\$8,294.03	\$113,265.00	7.32
TAX REFUNDS - PRIOR YEAR(S)				\$0.00	\$0.00	\$2,000.00	0.00
BLDG. REPAIR PROJECT				\$0.00	\$0.00	\$63,000.00	0.00
FURNITURE				\$1,625.00	\$1,625.00	\$11,500.00	14.13
TECHNOLOGY				\$2,012.64	\$2,012.64	\$146,965.00	1.37
Total LIBRARY				\$252,580.67	\$252,580.67	\$3,820,350.00	6.61
Total Expenditures				\$252,580.67	\$252,580.67	3,820,350.00	6.61
CHANGE IN FUND EQUITY				\$1,454,809.58			

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

January 2022

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	3,551,839.79	101-000-001.000
CASH-SAVINGS/CDS	1,381,099.68	101-000-002.000
RETIREE INS CO-PAY	62,610.92	101-000-039.000
TOTAL Current Assets	4,995,550.39	
Long-Term Assets		
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	4,996,260.39	
LIABILITIES		
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	3,496,415.30	101-000-390.000
CHANGE IN FUND EQUITY	1,454,809.58	
TOTAL Fund Equity	4,951,224.88	
TOTAL FUND EQUITY	4,951,224.88	
TOTAL LIABILITIES & FUND EQUITY	4,996,260.39	

PLYMOUTH DISTRICT LIBRARY					
Check Register Report					
01/01/2022 - 01/31/2022					
Check	Vendor Name	Status	Check Date	Check Amount	
101					
30519	Art Supplies Wholesale	Cleared	01/09/2022	\$109.44	
30520	BSB Communications, Inc.	Cleared	01/09/2022	\$108.75	
30521	CEE-CLEAN WINDOW CLEANING CO	Cleared	01/09/2022	\$550.00	
30522	City of Plymouth	Cleared	01/09/2022	\$444.80	
30523	Consumer's Energy	Cleared	01/09/2022	\$3,426.02	
30524	Engraving Connection	Open	01/09/2022	\$7.50	
30525	Green Brain Comics	Cleared	01/09/2022	\$396.39	
30526	Millennium Business Systems	Cleared	01/09/2022	\$15.00	
30527	Serene Landscape Group	Cleared	01/09/2022	\$230.00	
30528	Sparr's Florist & Greenhouse	Cleared	01/09/2022	\$171.94	
30529	Staples Advantage	Cleared	01/09/2022	\$79.90	
30530	Synchrony Bank/Amazon	Cleared	01/09/2022	\$413.40	
30531	Veronica Simmons	Open	01/09/2022	\$225.00	
30532	Blue Care Network	Cleared	01/18/2022	\$17,691.44	
30533	City of Plymouth	Cleared	01/18/2022	\$50.00	
30534	Delta Dental Insurance	Cleared	01/18/2022	\$2,164.91	
30535	DEMCO	Cleared	01/18/2022	\$269.76	
30536	EIM USA, Inc.	Cleared	01/18/2022	\$165.94	
30537	Gale	Cleared	01/18/2022	\$29.59	
30538	Lansing Sanitary Supply, Inc.	Cleared	01/18/2022	\$318.86	
30539	Leader Business Networks	Cleared	01/18/2022	\$58.67	
30540	Michigan Office Solutions	Cleared	01/18/2022	\$792.20	
30541	Midwest Tape	Cleared	01/18/2022	\$3,329.04	
30542	MisDU	Cleared	01/18/2022	\$47.59	
30543	Patricia Carter	Cleared	01/18/2022	\$118.20	
30544	T-Mobile	Cleared	01/18/2022	\$111.76	
30545	MisDU	Cleared	01/18/2022	\$47.59	
30546	Assa Abloy Entrance Systems, I	Open	01/28/2022	\$3,590.09	
30547	Baker & Taylor	Open	01/28/2022	\$15,731.36	
30548	Baker & Taylor	Open	01/28/2022	\$5,586.68	
30549	Baker & Taylor	Open	01/28/2022	\$198.15	
30550	Books Galore, Inc.	Open	01/28/2022	\$213.57	
30551	BSB Communications, Inc.	Cleared	01/28/2022	\$72.50	
30552	Bumler Mechanical, Inc.	Cleared	01/28/2022	\$595.00	
30553	Cassie Cobb	Open	01/28/2022	\$190.00	
30554	City of Plymouth	Cleared	01/28/2022	\$1,106.65	
30555	Coffee Break Service, Inc.	Open	01/28/2022	\$74.95	
30556	Dalton Commercial Cleaning	Open	01/28/2022	\$1,821.00	
30557	DTE Energy	Cleared	01/28/2022	\$11,381.70	
30558	EBSCO Subscription Services	Open	01/28/2022	\$66.95	
30559	Engraving Connection	Open	01/28/2022	\$13.75	
30560	Foster, Swift, Collins & Smith	Open	01/28/2022	\$105.00	

<u>Check</u>		<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>	
101						
30561		Gale	Open	01/28/2022	\$150.35	
30562		Green Brain Comics	Open	01/28/2022	\$90.60	
30563		Green Electrical Solutions,LLC	Open	01/28/2022	\$2,908.91	
30564		H.V. Burton Company	Open	01/28/2022	\$795.00	
30565		Haley Tricycles	Open	01/28/2022	\$1,625.00	
30566		Heather Pacheco	Open	01/28/2022	\$12.82	
30567		Horton Plumbing	Open	01/28/2022	\$237.47	
30568		Kathleen Philo	Open	01/28/2022	\$45.99	
30569		Kwamsia Seals	Open	01/28/2022	\$162.06	
30570		Lansing Sanitary Supply, Inc.	Open	01/28/2022	\$1,060.38	
30571		Library Journals LLC	Open	01/28/2022	\$765.00	
30572		MCLS	Open	01/28/2022	\$5,319.30	
30573		Michigan Office Solutions	Open	01/28/2022	\$1,039.19	
30574		Millennium Business Systems	Open	01/28/2022	\$405.00	
30575		Mutual of Omaha	Open	01/28/2022	\$912.14	
30576		NovoPrint USA, Inc.	Open	01/28/2022	\$895.00	
30577		OCLC, Inc.	Open	01/28/2022	\$343.35	
30578		Office Depot	Open	01/28/2022	\$651.65	
30579		Sandy Young	Open	01/28/2022	\$9.98	
30580		Shauna Anderson	Open	01/28/2022	\$32.90	
30581		ShredCorp	Open	01/28/2022	\$38.00	
30582		The Library Network	Open	01/28/2022	\$2,461.19	
30583		Town Locksmith, Inc.	Open	01/28/2022	\$80.00	
30584		Uline	Open	01/28/2022	\$353.05	
30585		Yong Heo	Open	01/28/2022	\$5.05	
Total 101					92,520.42	
		January 2022 Payroll Retirement Transfer				
Date	Amount	Name				
01/06/2022	\$64,695.29	Payroll of 01/07/2022				
01/07/2022	\$403.30	ADP Inv. Processing				
01/19/2022	\$3,860.00	Nationwide payment - Emploment 457 P/R Deductions				
01/20/2022	\$73,504.05	Payroll of 01/21/22				
01/21/2022	\$3,860.00	Nationwide payment - Emploment 457 P/R Deductions				
01/20/2022	\$23,029.95	Retirement transfer for January 2022				
		(\$75,656.88 FT Salaries x 30.44%)				
	1.08	Interest for Hunting Bank (Citizens) Savings for Janaury				
		January 2022 Credit Card Payment				
01/05/2022	\$3,934.25	Online payment - Chase Credit Card				
01/25/2022	\$1,381.96	Online payment - Chase Credit Card				