



TO: Plymouth District Library Board **DATE:** March 8, 2022
RE: February Financial Report **FROM:** Shauna Anderson,
Director

This month, the library took in significant revenue from Friends of Plymouth District Library (\$4,186.12) and property taxes (\$1,145,015.83).

Rate increases for Consumers Energy will likely require some reallocation of resources, however the charges for Consumers Energy will wane as the weather changes.

The credit listed in Books & Materials was from the re-categorization of an Amazon invoice. Checks for large collection expenditures will be listed in the March financials.

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

February 2022

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	4,468,894.77	101-000-001.000
CASH-SAVINGS/CDS	1,381,099.68	101-000-002.000
RETIREE INS CO-PAY	67,702.49	101-000-039.000
TOTAL Current Assets	5,917,696.94	
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	5,918,406.94	
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	2,376,956.13	
TOTAL Fund Equity	5,873,371.43	
TOTAL FUND EQUITY	5,873,371.43	
TOTAL LIABILITIES & FUND EQUITY	5,918,406.94	

February 2022 Expenditures							
Account Title				This Month	Y-T-D	2022 Budget	Percent
LIBRARY							
SALARIES/WAGES - PERMANENT				\$131,718.89	\$259,180.25	\$1,747,000.00	14.84
SALARIES/WAGES-TEMPORARY				\$5,610.67	\$11,196.13	\$92,000.00	12.17
EMPLOYERS FICA TAXES				\$10,362.70	\$20,432.74	\$135,000.00	15.14
HOSPITALIZATION/DENTAL/OPTICAL				\$17,204.48	\$31,074.20	\$220,100.00	14.12
LIFE & DISABILITY				\$1,245.52	\$2,157.66	\$14,000.00	15.41
RETIREMENT				\$21,587.34	\$44,617.29	\$300,000.00	14.87
OPERATING SUPPLIES				\$2,016.65	\$4,406.95	\$50,000.00	8.81
PROCESSING SUPPLIES				\$1,463.75	\$1,733.51	\$8,000.00	21.67
BUILDING SUPPLIES				\$529.13	\$1,589.51	\$25,000.00	6.36
BOOKS & MATERIALS				-\$528.65	\$21,877.48	\$206,950.00	10.57
BOOKS & MATERIALS - DATABASES				\$0.00	\$5,319.30	\$42,000.00	12.66
BOOKS & MATERIALS - E-RESOURCES				\$0.00	\$3,329.04	\$124,500.00	2.67
CONTRACTUAL SERVICES				\$1,885.95	\$6,468.44	\$54,700.00	11.83
CATALOG				\$0.00	\$343.35	\$125,000.00	0.27
COMMUNICATIONS				\$0.00	\$2,461.19	\$20,000.00	12.31
TRANSPORTATION				\$0.00	\$0.00	\$1,500.00	0.00
CONFERENCES & TRAINING				\$3,503.66	\$4,430.72	\$41,000.00	10.81
COMMUNITY PROMOTION				\$2,165.00	\$3,072.82	\$35,770.00	8.59
EVENTS (FRIENDS)				\$848.36	\$1,219.35	\$24,000.00	5.08
INSURANCE & BONDS				\$0.00	\$0.00	\$55,000.00	0.00
WORKERS COMPENSATION				\$0.00	\$0.00	\$5,000.00	0.00
UTILITIES - DTE				\$13,311.72	\$24,693.42	\$125,000.00	19.75
UTILITIES - Cons Energy				\$4,407.51	\$7,833.53	\$27,000.00	29.01
UTILITIES - Water				\$444.80	\$889.60	\$9,000.00	9.88
REPAIRS & MAINTENANCE				\$6,673.39	\$14,967.42	\$113,265.00	13.21
TAX REFUNDS - PRIOR YEAR(S)				\$0.00	\$0.00	\$2,000.00	0.00
MISCELLANEOUS				\$95.18	\$95.18	\$0.00	0.00
BLDG. REPAIR PROJECT				\$0.00	\$0.00	\$63,000.00	0.00
FURNITURE				\$1,025.02	\$2,650.02	\$11,500.00	23.04
TECHNOLOGY				\$3,489.00	\$5,501.64	\$146,965.00	3.74
Total LIBRARY				\$229,060.07	\$481,540.74	\$3,824,250.00	12.59
Total Expenditures				\$229,060.07	\$481,540.74	\$3,824,250.00	12.59

PLYMOUTH DISTRICT LIBRARY					
Check Register Report					
02/01/2022 - 02/28/2022					
<u>Check</u>		<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>
101					
30587		Aventric Technologies	Open	02/03/2022	\$114.00
30588		City of Plymouth	Cleared	02/03/2022	\$444.80
30589		Graybar Electric Co., Inc.	Cleared	02/03/2022	\$36.96
30590		Regal Pest Control, LLC	Cleared	02/03/2022	\$1,155.00
30591		Blue Care Network	Cleared	02/15/2022	\$25,412.66
30592		CEE-CLEAN WINDOW CLEANING CO	Cleared	02/15/2022	\$400.00
30593		Charter Township of Plymouth	Cleared	02/15/2022	\$150.00
30594		Consumer's Energy	Cleared	02/15/2022	\$4,407.51
30595		Crystal Clear Aquarium L.L.C.	Open	02/15/2022	\$65.00
30596		EBSCO Subscription Services	Cleared	02/15/2022	\$1,635.00
30597		Graybar Electric Co., Inc.	Cleared	02/15/2022	\$257.48
30598		Greko Printing & Imaging	Cleared	02/15/2022	\$392.65
30599		Jessica Keeler	Cleared	02/15/2022	\$25.16
30600		Keeth Heating & Air Condition	Cleared	02/15/2022	\$115.00
30601		Leader Business Networks	Cleared	02/15/2022	\$57.91
30602		Millennium Business Systems	Cleared	02/15/2022	\$425.62
30603		MisDU	Cleared	02/15/2022	\$47.59
30604		Nicola's Books	Cleared	02/15/2022	\$124.71
30605		Observer & Eccentric Newspaper	Cleared	02/15/2022	\$152.04
30606		Office Depot	Cleared	02/15/2022	\$1,769.05
30607		Pontem Software by RIA	Cleared	02/15/2022	\$175.00
30608		Serene Landscape Group	Cleared	02/15/2022	\$495.00
30609		Tempco Mechanical Contractors,	Cleared	02/15/2022	\$860.00
30610		The Library Network	Voided	02/15/2022	\$0.00
30611		Town Locksmith, Inc.	Cleared	02/15/2022	\$7.50
30612		Uline	Cleared	02/15/2022	\$42.15
30613		MisDU	Cleared	02/15/2022	\$47.59
30614		Synchrony Bank/Amazon	Cleared	02/15/2022	\$2,122.87
30615		Associated Newspapers of MI	Open	02/24/2022	\$500.00
30616		Building Automated Systems	Open	02/24/2022	\$2,309.50
30617		Coffee Break Service, Inc.	Open	02/24/2022	\$40.95
30618		Dalton Commercial Cleaning	Open	02/24/2022	\$616.00
30619		Delta Dental Insurance	Open	02/24/2022	\$1,507.03
30620		DEMCO	Open	02/24/2022	\$834.97
30621		DTE Energy	Open	02/24/2022	\$13,311.72
30622		Engraving Connection	Open	02/24/2022	\$22.50
30623		Findaway World, LLC	Open	02/24/2022	\$685.38
30624		Foster, Swift, Collins & Smith	Open	02/24/2022	\$231.00
30625		Greko Printing & Imaging	Open	02/24/2022	\$392.65
<u>Check</u>		<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>
101					
30626		Horton Plumbing	Open	02/24/2022	\$362.97
30627		Lansing Sanitary Supply, Inc.	Open	02/24/2022	\$185.04

