

TO: Plymouth District Library Board

RE: February Financial Report

DATE: March 8, 2022

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 CASH-SAVINGS/CDS RETIREE INS CO-PAY	4,468,894.77 1,381,099.68 67,702.49	101-000-001.000 101-000-002.000 101-000-039.000
TOTAL Current Assets	5,917,696.94	
Long-Term Assets		
IMPREST PETTY CASH IMPREST PETTY CASH EXCHANGE IMPREST CASH IN DRAWER	100.00 350.00 260.00	101-000-180.000 101-000-185.000 101-000-190.000
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 CHANGE IN FUND EQUITY	3,496,415.30 2,376,956.13	101-000-390.000
TOTAL Fund Equity	5,873,371.43	
TOTAL FUND EQUITY	5,873,371.43	
TOTAL LIABILITIES & FUND EQUITY	5,918,406.94	

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	F	PLYMOUTH DIS	TRICT LIBRARY			
		BUDGET Y				
		03/15/			+	
		OPERATII				
	1	OPERATII	NG FUND	T	+	+
F	 ebruarv 20)22 Revenues			+	
Account			This Month	Y-T-D	2022 Budget	Percent
	Taxes					
		S CURRENT	\$1,145,015.83	\$2,847,063.89	\$3,569,400.00	79.76
PROPER		S/DELINQUENT	\$322.80	\$322.80	\$100,000.00	0.32
	Total Ta	xes Total General Revenu	\$1,145,338.63	\$2,847,386.69	\$3,669,400.00	77.60
		Total General Revent	les \$1,145,338.63	\$2,847,386.69	\$3,669,400.00	77.60
	State Gr	ants			+	
STATE F	REVENUES		\$0.00	\$0.00	\$28,000.00	0.00
		ate Grants	\$0.00	\$0.00	\$28,000.00	0.00
	Fines an	d Forfeits				
PENAL F	FINES		\$0.00	\$0.00	\$20,000.00	0.00
	Total Fin	nes and Forfeits	\$0.00	\$0.00	\$20,000.00	0.00
	Interest	and Rents				
BOOK F			\$1,062.13	\$2,311.14	\$35,000.00	6.60
	Total Int	erest and Rents	\$1,062.13	\$2,311.14	\$35,000.00	6.60
		Total Program Reven	ues \$1,062.13	\$2,311.14	\$83,000.00	2.78
	Other Re	evenue	+			
INTERES		ESTMENTS	\$0.00	\$0.00	\$5,000.00	0.00
	MISC. INC		\$53.19	\$499.70	\$0.00	0.00
CFSE DI			\$0.00	\$0.00	\$10,000.00	0.00
COPIER	FEES		\$370.70	\$399.00	\$14,000.00	2.85
DONATI	ONS & CO	NTRIBUTIONS	\$195.20	\$1,685.20	\$8,000.00	21.07
	S OF THE		\$4,186.12	\$6,049.64	\$35,000.00	17.28
	A-MAGAZI		\$0.00	\$162.95	\$0.00	0.00
SUNDRY		VER/SHORT	\$0.65	\$2.55	\$0.00	0.00
	Total Otl	her Revenue	\$4,805.86	\$8,799.04	\$72,000.00	12.22
	Total Re	venues	\$1,151,206.62	\$2,858,496.87	\$3,824,400.00	74.74
		1 1				

February 2022 Expenditures				
		\ <u></u>		
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
Total Expolication	Ψ220,000.01	Ψ 10 1,0 40.7 4	ψο,ο2-1,200.00	12.00

	PLYMOUTH DISTRICT L	IBRARY			
	Check Register Re				
	02/01/2022 - 02/28/2022				
Check	<u>Vendor Name</u>	<u>Status</u>	Check Date	<u>Check</u> <u>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	
	Transfer and the second			Check	
Check	<u>Vendor Name</u>	<u>Status</u>	Check Date	<u>Amount</u>	
101					
30626	Horton Plumbing	Open	02/24/2022	\$362.97	
30627	Lansing Sanitary Supply, Inc.	Open	02/24/2022	\$185.04	

30628		Mutual of Omaha	Open	02/24/2022	\$1,245.52	
30629		Patricia Carter	Open	02/24/2022	\$118.20	
30630		The Library Network	Open	02/24/2022	\$312.00	
Total 101					\$63,613.68	
		February 2022 Payroll Retirement Transfer				
Date	Amount	N:				
02/03/2022	\$69,741.71	Payroll of 02/04/2022				
02/04/2022	\$455.11	ADP Inv. Processing				
02/04/2022	\$3,140.12	Nationwide payment - Employment 457 P/R Deductions				
02/18/2022	\$69,655.79	Payroll of 02/18/2022	10.10 107 17			
02/18/2022	\$3,240.12	Nationwide payment - Employment 457 P/R Deductions				
02/04/2022 \$21,587.34	Retirement transfer for February 202	<u> </u>				
		(\$70,917.68 FT Salaries x 30.44%)				
		February 2022 Credit	Card Payn	nent		
		1 cordary 2022 Great	Odra i ayıı			
Date	Amount					
02/07/2022	\$2,607.66	Online payment - Chase Credit Card				
02/11/2022 \$1,666.43		Online payment - Chase Credit Card				
	-					
	+					