



TO: Plymouth District Library Board
RE: December 2022 Financial
Report

DATE: January 10, 2023
FROM: Shauna Anderson,
Director

REVENUES:

- The Library received \$498,001.61 of Winter Tax Collections. Currently these funds are considered Deferred/Unearned Revenue until FY 2023.
- The Library received \$1,793.15 in Delinquent Tax Collections
- The Library transferred \$45,000 from their VEBA trust to cover their liabilities related to retiree insurance.

EXPENDITURES:

- The Library had a \$36k payment to Sound Planning related to our meeting room technology upgrades
- The Library had a \$18k payment to Lansing Sanitary Supply, Inc for a Carpet Cleaner
- The Library had a \$15k to Plante Moran for account services provided during the month
- The Library had a \$19k payment to MCLS to cover our Skyriver subscription to support cataloging of items
- The Library had a \$12k payment to PSLZ PCCL for the FY 2021 Audit

INVESTMENTS:

- The Library's Michigan Class account earned \$1,334.31 in December for a total YTD earned income of \$4,922.84.

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 12/31/2022

GL Number	Description	YTD Balance	
		Normal	(Abnormal)
12/31/2022			
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	3,017,518.04	
101-000-002.001	CFCU	780,390.32	
101-000-002.002	FLAGSTAR	245,691.91	
101-000-002.003	MICHIGAN CLASS	369,105.41	
101-000-039.000	RETIREE INS CO-PAY	8,601.82	
101-000-180.000	IMPREST PETTY CASH	100.00	
101-000-185.000	IMPREST PETTY CASH EXCHANGE	350.00	
101-000-190.000	IMPREST CASH IN DRAWER	260.00	
Total Assets		4,422,017.50	
*** Liabilities ***			
101-000-275.000	UNDEPOSITED CASH	1,149.31	
101-000-339.000	DEFERRED REVENUES	498,001.61	
101-000-339.100	DEFERRED REVENUES-GIFTS	81,808.70	
Total Liabilities		580,959.62	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	3,529,220.31	
Total Fund Equity		3,529,220.31	
Total Fund 101:			
TOTAL ASSETS		4,422,017.50	
BEG. FUND BALANCE		3,529,220.31	
+ NET OF REVENUES & EXPENDITURES		311,837.57	
= ENDING FUND BALANCE		3,841,057.88	
+ LIABILITIES		580,959.62	
= TOTAL LIABILITIES AND FUND BALANCE		4,422,017.50	

01/11/2023

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 12/31/2022

% Fiscal Year Completed: 100.00

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022 Normal (Abnormal)	Activity For 12/31/2022 Increase (Decrease)	Available Balance 12/31/2022 Normal (Abnormal)	% Bdgt Used
-----------	-------------	---------------------------	--	---	--	----------------

Fund: 101 GENERAL OPERATING FUND
Account Category: Revenues

101-000-403.000	PROPERTY TAXES CURRENT	3,584,000.00	3,584,899.05	0.00	(899.05)	100.03
101-000-407.000	PROPERTY TAXES/DELINQUENT	240,000.00	243,689.30	1,903.19	(3,689.30)	101.54
101-000-538.000	GRANTS	17,000.00	26,186.30	(80,808.70)	(9,186.30)	154.04
101-000-574.000	STATE REVENUES	36,000.00	36,667.28	0.00	(667.28)	101.85
101-000-662.000	PENAL FINES	23,000.00	23,025.12	0.00	(25.12)	100.11
101-000-664.000	BOOK FINES	10,000.00	11,549.83	171.69	(1,549.83)	115.50
101-000-672.000	INTEREST ON INVESTMENTS	17,000.00	20,443.00	2,965.57	(3,443.00)	120.25
101-000-694.000	OTHER MISC. INCOME	0.00	19,104.25	919.12	(19,104.25)	100.00
101-000-694.001	CFSE DRAW	23,000.00	23,514.00	0.00	(514.00)	102.23
101-000-694.300	INSURANCE CLAIM REIMBURSEMENT	0.00	863.91	0.00	(863.91)	100.00
101-000-695.000	COPIER FEES	5,000.00	4,809.02	127.90	190.98	96.18
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	27,583.71	150.00	(27,583.71)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	25,000.00	24,747.85	0.00	252.15	98.99
101-000-696.200	ADOPT-A-MAGAZINE	2,000.00	2,266.41	772.72	(266.41)	113.32
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	1,372.43	(25.98)	(1,372.43)	100.00
Total Dept 000 - NONE		3,982,000.00	4,050,721.46	(73,824.49)	(68,721.46)	101.73
Revenues		3,982,000.00	4,050,721.46	(73,824.49)	(68,721.46)	101.73

Account Category: Expenditures

Department: 790 LIBRARY

101-790-706.000	SALARIES/WAGES - PERMANENT	1,800,000.00	1,785,171.37	145,767.14	14,828.63	99.18
101-790-707.000	SALARIES/WAGES-TEMPORARY	44,000.00	42,602.47	975.81	1,397.53	96.82
101-790-715.000	EMPLOYERS FICA TAXES	138,000.00	138,091.78	11,082.12	(91.78)	100.07
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	186,808.85	14,706.10	33,291.15	84.87
101-790-717.000	LIFE & DISABILITY	14,000.00	12,177.27	0.00	1,822.73	86.98
101-790-718.000	RETIREMENT	300,000.00	288,761.61	25,855.10	11,238.39	96.25
101-790-740.000	OPERATING SUPPLIES	43,500.00	32,552.01	2,436.34	10,947.99	74.83
101-790-740.100	PROCESSING SUPPLIES	8,500.00	5,732.39	0.00	2,767.61	67.44
101-790-740.200	BUILDING SUPPLIES	25,000.00	22,992.31	3,128.03	2,007.69	91.97

101-790-741.000	BOOKS & MATERIALS	232,000.00	221,839.99	24,498.19	10,160.01	95.62
101-790-741.100	BOOKS & MATERIALS - DATABASES	44,500.00	44,351.21	0.00	148.79	99.67
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	114,500.00	115,760.91	7,514.12	(1,260.91)	101.10
101-790-741.300	BOOKS & MATERIALS - ILL	1,500.00	724.07	(7.99)	775.93	48.27
101-790-818.000	CONTRACTUAL SERVICES	97,400.00	92,397.42	28,070.87	5,002.58	94.86
101-790-818.001	CATALOG	120,000.00	118,876.63	19,854.98	1,123.37	99.06
101-790-850.000	COMMUNICATIONS	15,000.00	14,147.26	602.30	852.74	94.32
101-790-860.000	TRANSPORTATION	2,000.00	1,748.37	181.20	251.63	87.42
101-790-864.000	CONFERENCES & TRAINING	27,000.00	26,326.10	506.00	673.90	97.50
101-790-880.000	COMMUNITY PROMOTION	48,000.00	44,180.13	5,499.07	3,819.87	92.04
101-790-880.001	EVENTS (FRIENDS)	25,000.00	24,616.70	379.51	383.30	98.47
101-790-910.000	INSURANCE & BONDS	56,000.00	55,881.00	0.00	119.00	99.79
101-790-911.000	WORKERS COMPENSATION	4,000.00	3,725.00	155.00	275.00	93.13
101-790-920.100	UTILITIES - DTE	134,000.00	142,648.18	10,975.50	(8,648.18)	106.45
101-790-920.200	UTILITIES - CONS ENERGY	32,000.00	25,273.74	3,394.50	6,726.26	78.98
101-790-920.300	UTILITIES - WATER	9,000.00	7,444.59	470.53	1,555.41	82.72
101-790-930.000	REPAIRS & MAINTENANCE	114,000.00	116,508.35	27,662.84	(2,508.35)	102.20
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	208.05	(647.91)	1,791.95	10.40
101-790-956.000	MISCELLANEOUS	12,000.00	10,453.56	114.00	1,546.44	87.11
101-790-976.001	BLDG REPAIR PROJECT	47,000.00	40,110.47	2,627.50	6,889.53	85.34
101-790-977.000	FURNITURE	12,000.00	11,967.41	1,524.60	32.59	99.73
101-790-983.000	TECHNOLOGY	148,565.00	149,840.20	77,888.86	(1,275.20)	100.86
Total Dept 790 - LIBRARY		3,890,565.00	3,783,919.40	415,214.31	106,645.60	97.26
Expenditures		3,890,565.00	3,783,919.40	415,214.31	106,645.60	97.26
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,982,000.00	4,050,721.46	(73,824.49)	(68,721.46)	
TOTAL EXPENDITURES		3,890,565.00	3,783,919.40	415,214.31	106,645.60	
NET OF REVENUES & EXPENDITURES:		91,435.00	266,802.06	(489,038.80)	(175,367.06)	

01/06/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 12/01/2022 - 12/31/2022

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
12/01/2022	31437	ALA	\$ 56.00	Cleared
12/01/2022	31438	AMAZON CAPITAL SERVICES, INC	\$ 3,159.81	Cleared
12/01/2022	31439	CDW Government, Inc.	\$ 3,075.12	Cleared
12/01/2022	31440	CEE CLEAN WINDOW CLEANING CO	\$ 2,390.00	Cleared
12/01/2022	31441	CENGAGE LEARNING INC/GALE	\$ 275.11	Cleared
12/01/2022	31442	COLLEEN KINGSBURY	\$ 68.50	Cleared
12/01/2022	31444	Dalton Commercial Cleaning	\$ 752.00	Cleared
12/01/2022	31445	Delta Dental Insurance	\$ 1,323.37	Cleared
12/01/2022	31446	DEMCO	\$ 85.87	Cleared
12/01/2022	31447	DTE Energy	\$ 9,925.22	Cleared
12/01/2022	31448	Engraving Connection	\$ 22.50	Cleared
12/01/2022	31449	Findaway World, LLC	\$ 359.94	Cleared
12/01/2022	31450	Foster, Swift, Collins & Smith	\$ 275.00	Cleared
12/01/2022	31451	GLOWFORGE	\$ 4,995.00	Cleared
12/01/2022	31452	GovConnection, Inc.	\$ 4,703.92	Cleared
12/01/2022	31453	Green Brain Comics	\$ 141.52	Cleared
12/01/2022	31454	H.V. Burton Company	\$ 545.00	Cleared
12/01/2022	31455	Heather Pacheco	\$ 525.00	Cleared
12/01/2022	31456	J. D. POWER	\$ 252.00	Cleared
12/01/2022	31457	Kathleen Philo	\$ 54.33	Cleared
12/01/2022	31458	Lakeshore Learning Materials	\$ 399.00	Cleared
12/01/2022	31459	Lansing Sanitary Supply, Inc.	\$ 18,457.46	Cleared
12/01/2022	31460	LARRY REYNOLDS	\$ 150.00	Cleared
12/01/2022	31461	MCLS	\$ 80.00	Cleared
12/01/2022	31462	Meadowbrook, Inc.	\$ 2,110.00	Cleared
12/01/2022	31463	Millennium Business Systems	\$ 15.00	Cleared
12/01/2022	31464	Mutual of Omaha	\$ 1,017.63	Cleared
12/01/2022	31465	Office Depot	\$ 271.85	Cleared
12/01/2022	31466	ORION TOWNSHIP PUBLIC LIBRARY	\$ 19.99	Cleared
12/01/2022	31467	Patricia Carter	\$ 164.90	Cleared
12/01/2022	31468	PAWS AND EFFECT	\$ 75.00	Cleared
12/01/2022	31469	PLANTE & MORAN, PLLC	\$ 8,387.50	Cleared
12/01/2022	31470	Scholastic Library Publishing	\$ 81.20	Cleared
12/01/2022	31471	Shauna Anderson	\$ 226.50	Cleared
12/01/2022	31472	Uline	\$ 1,166.66	Cleared
12/08/2022	31473	AMAZON CAPITAL SERVICES, INC	\$ 3,210.66	Cleared
12/08/2022	31474	AMERICAN LIBRARY ASSOCIATION	\$ 126.00	Cleared
12/08/2022	31475	Baker & Taylor	\$ 8,967.09	Cleared
12/08/2022	31476	Baker & Taylor	\$ 3,088.92	Cleared
12/08/2022	31477	Baker & Taylor	\$ 1,553.75	Cleared
12/08/2022	31478	Baker & Taylor	\$ 330.36	Cleared
12/08/2022	31479	BSB Communications, Inc.	\$ 72.50	Cleared
12/08/2022	31480	CANON FINANCIAL SERVICES, INC	\$ 552.53	Cleared
12/08/2022	31481	City of Plymouth	\$ 470.53	Cleared
12/08/2022	31482	CONSUMERS ENERGY	\$ 3,394.50	Cleared
12/08/2022	31483	Foster, Swift, Collins & Smith	\$ 270.00	Cleared
12/08/2022	31484	Insight Public Sector, Inc.	\$ 4,092.65	Cleared
12/08/2022	31485	INSITE DESIGN STUDIO INC	\$ 2,165.00	Open
12/08/2022	31486	Jessica Keeler	\$ 23.97	Cleared
12/08/2022	31487	Kanopy, LLC.	\$ 425.00	Cleared
12/08/2022	31488	Lansing Sanitary Supply, Inc.	\$ 1,188.57	Cleared
12/08/2022	31489	Library Ideas	\$ 540.84	Cleared

12/08/2022	31490	MCLS	\$	19,854.98	Cleared
12/08/2022	31491	Midwest Tape	\$	8,859.95	Cleared
12/08/2022	31492	Millennium Business Systems	\$	680.29	Cleared
12/08/2022	31493	MisDU	\$	95.18	Cleared
12/08/2022	31494	MML Workers' Comp Fund	\$	155.00	Cleared
12/08/2022	31495	Office Depot	\$	195.16	Cleared
12/08/2022	31496	Progressive Printing	\$	4,860.00	Cleared
12/08/2022	31497	Shauna Anderson	\$	160.00	Cleared
12/08/2022	31498	Staples Advantage	\$	529.02	Cleared
12/08/2022	31499	T-Mobile	\$	59.72	Cleared
12/08/2022	31500	The Library Store	\$	199.74	Cleared
12/15/2022	31501	4imprint, Inc.	\$	373.39	Cleared
12/15/2022	31502	AMAZON CAPITAL SERVICES, INC	\$	5,034.33	Cleared
12/15/2022	31503	Assa Abloy Entrance Systems, I	\$	3,590.09	Cleared
12/15/2022	31504	Baker & Taylor	\$	2,093.17	Cleared
12/15/2022	31505	Baker & Taylor	\$	129.58	Cleared
12/15/2022	31506	Baker & Taylor	\$	163.91	Cleared
12/15/2022	31507	Blue Care Network	\$	17,556.17	Cleared
12/15/2022	31508	CENGAGE LEARNING INC/GALE	\$	151.15	Open
12/15/2022	31509	City of Plymouth	\$	696.50	Cleared
12/15/2022	31510	Delta Dental Insurance	\$	1,260.37	Cleared
12/15/2022	31511	EBSCO Subscription Services	\$	5.50	Cleared
12/15/2022	31512	FISH TANK MAINTENANCE LLC	\$	50.00	Cleared
12/15/2022	31513	Foster, Swift, Collins & Smith	\$	445.00	Cleared
12/15/2022	31514	Guardian Alarm	\$	1,705.38	Cleared
12/15/2022	31515	Midwest Tape	\$	718.95	Cleared
12/15/2022	31517	OANA CIOCOIU	\$	9.01	Open
12/15/2022	31518	PSLZ PCCL	\$	12,200.00	Cleared
12/15/2022	31519	Serene Landscape Group	\$	805.00	Cleared
12/15/2022	31520	THE ROCK SHOPPE	\$	210.00	Open
12/15/2022	31521	Yong Heo	\$	55.02	Cleared
12/16/2022	31522	Insight Public Sector, Inc.	\$	11,795.49	Cleared
12/16/2022	31523	Lauren Baker	\$	49.00	Cleared
12/16/2022	31524	Merritt Cieslak Design	\$	462.50	Open
12/16/2022	31525	OverDrive, Inc.	\$	2,745.88	Cleared
12/16/2022	31526	Total Energy Systems, LLC	\$	341.00	Cleared
12/16/2022	31527	Uline	\$	1,153.92	Open
12/20/2022	31528	CDW Government, Inc.	\$	44.61	Cleared
12/20/2022	31529	Crabtree Publishing Company	\$	199.90	Open
12/20/2022	31530	DERO	\$	49.80	Open
12/20/2022	31531	Genson's Plumbing, Inc.	\$	212.00	Open
12/20/2022	31532	Lansing Sanitary Supply, Inc.	\$	364.32	Cleared
12/20/2022	31534	SOUND PLANNING	\$	36,191.30	Cleared
12/29/2022	31535	AMAZON CAPITAL SERVICES, INC	\$	13,477.66	Open
12/29/2022	31536	CDW Government, Inc.	\$	5,937.75	Open
12/29/2022	31537	DTE Energy	\$	10,975.50	Open
12/29/2022	31538	Focal Point	\$	595.00	Open
12/29/2022	31539	Graybar Electric Co., Inc.	\$	1,602.57	Open
12/29/2022	31540	MisDU	\$	47.59	Open
12/29/2022	31541	Office Depot	\$	275.40	Open
12/29/2022	31542	OverDrive, Inc.	\$	1,379.09	Open
12/29/2022	31543	Patricia Carter	\$	170.10	Open
12/29/2022	31544	PLANTE & MORAN, PLLC	\$	6,422.50	Open
12/29/2022	31545	CDW Government, Inc.	\$	418.73	Open
101 TOTALS:					
Total of 106 Check			\$	273,893.94	
Less 0 Void Checks			\$	-	
Total of 106 Disbu			\$	273,893.94	

December 2022 Payroll and Retirement Transfer

Date	Description	Amount
12/7/2022	MERS Payment for December 2022	\$ 24,070.00
12/8/2022	Payroll - Period ending 12/03; Pay date 12/09	\$ 73,392.90
12/9/2022	Nationwide payment - matching & deductions for PR 12/09	\$ 4,925.22
12/9/2022	ADP Payment for Payroll Processing Fees	\$ 325.00
12/22/2022	Payroll - Period ending 12/17; Pay date 12/23	\$ 74,393.16
12/23/2022	Nationwide payment - matching & deductions for PR 12/23	\$ 4,925.22
		\$ 182,031.50

December 2022 Credit Card Payments

Date	Description	Amount
12/7/2022	Credit Card Payment	\$ 615.71
12/9/2022	Credit Card Payment	\$ 1,296.47
12/14/2022	Credit Card Payment	\$ 255.25
12/16/2022	Credit Card Payment	\$ 1,355.06
12/30/2022	Credit Card Payment	\$ 3,291.98
12/30/2022	Credit Card Payment	\$ 529.80
		\$ 7,344.27