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TO: Plymouth District Library Board **DATE:** September 7, 2022
RE: August Financial Report **FROM:** Shauna Anderson,
Director

REVENUES:

- Final State Aid payment of \$18,461.74 was received in August
- Waiting on penal fines along with all other Wayne County libraries. My contact assures that a check is on the way this month. Wayne County has supplied penal fine payments after the August 1 legal requirement for at least the past three years.
- CFSE final disbursement of \$23,514 is scheduled for December 2, 2022.
- We received the check for \$50,000 from the Dunning Foundation to support technology upgrades in the Walldorf and Dunning Meeting Rooms. The project is currently out to bid and will be presented at the October board meeting.

EXPENDITURES:

- The library corrected its reporting for MERS for the 2021 fiscal year and provided \$16,831.13 in back payments to support our pension fund. Now that the pension has closed to new hires, we are on a flat rate payment plan going forward. Detailed monthly reporting is still required to ensure retirees are provided with their correct benefits.

INVESTMENTS:

- The library's Michigan Class account is providing solid returns-- \$ 691.98 in August. In the coming months, I will plan to meet with the Finance Committee to come up with a plan to move interest out to general fund on a regular basis. I will also work with the committee to solidify procedures for fundraising, if needed, using MI Class for short term investments.
- The library moved our primary Chase account to a Hybrid DDA to make the best use of our banking credits. The goal of this change is to get as many banking fees covered as possible while also taking advantage of the current economic climate.

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 08/31/2022
 % Fiscal Year Completed: 66.58

| GL Number | Description | 2022 Amended Budget | YTD Balance 08/31/2022 Normal (Abnormal) | Activity For 08/31/2022 Increase (Decrease) | Available Balance 08/31/2022 Normal (Abnormal) | % Bdgt Used |
|---|---------------------------------|---------------------------|--|---|--|----------------|
| Fund: 101 GENERAL OPERATING FUND | | | | | | |
| 101-000-403.000 | PROPERTY TAXES CURRENT | 3,750,000.00 | 3,584,899.05 | 0.00 | 165,100.95 | 95.60 |
| 101-000-407.000 | PROPERTY TAXES/DELINQUENT | 100,000.00 | 241,587.29 | 54.62 | (141,587.29) | 241.59 |
| 101-000-538.000 | GRANTS | 0.00 | 66,595.00 | 50,000.00 | (66,595.00) | 100.00 |
| 101-000-574.000 | STATE REVENUES | 28,000.00 | 36,667.28 | 18,461.74 | (8,667.28) | 130.95 |
| 101-000-662.000 | PENAL FINES | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 101-000-664.000 | BOOK FINES | 15,000.00 | 9,440.27 | 1,911.93 | 5,559.73 | 62.94 |
| 101-000-672.000 | INTEREST ON INVESTMENTS | 5,000.00 | 324.45 | 0.00 | 4,675.55 | 6.49 |
| 101-000-694.000 | OTHER MISC. INCOME | 0.00 | 6,887.88 | 141.38 | (6,887.88) | 100.00 |
| 101-000-694.001 | CFSE DRAW | 10,000.00 | 23,514.00 | 0.00 | (13,514.00) | 235.14 |
| 101-000-695.000 | COPIER FEES | 6,000.00 | 3,705.52 | 7.60 | 2,294.48 | 61.76 |
| 101-000-696.000 | DONATIONS & CONTRIBUTIONS | 8,000.00 | 25,060.32 | 0.00 | (17,060.32) | 313.25 |
| 101-000-696.100 | FRIENDS OF THE LIBRARY | 35,000.00 | 9,762.87 | 0.00 | 25,237.13 | 27.89 |
| 101-000-696.200 | ADOPT-A-MAGAZINE | 0.00 | 1,062.95 | 0.00 | (1,062.95) | 100.00 |
| 101-000-698.000 | SUNDRY-CASH OVER/SHORT | 0.00 | 425.98 | 47.58 | (425.98) | 100.00 |
| 101-790-706.000 | SALARIES/WAGES - PERMANENT | 1,822,000.00 | 1,136,270.22 | 139,310.97 | 685,729.78 | 62.36 |
| 101-790-707.000 | SALARIES/WAGES-TEMPORARY | 37,000.00 | 36,861.89 | 1,599.40 | 138.11 | 99.63 |
| 101-790-715.000 | EMPLOYERS FICA TAXES | 135,000.00 | 88,856.22 | 10,727.29 | 46,143.78 | 65.82 |
| 101-790-716.000 | HOSPITALIZATION/DENTAL/OPTICAL | 220,100.00 | 130,746.40 | 19,739.47 | 89,353.60 | 59.40 |
| 101-790-717.000 | LIFE & DISABILITY | 14,000.00 | 8,630.64 | 1,078.83 | 5,369.36 | 61.65 |
| 101-790-718.000 | RETIREMENT | 300,000.00 | 182,583.54 | 40,823.22 | 117,416.46 | 60.86 |
| 101-790-740.000 | OPERATING SUPPLIES | 43,500.00 | 19,498.84 | 1,770.14 | 24,001.16 | 44.82 |
| 101-790-740.100 | PROCESSING SUPPLIES | 8,500.00 | 4,666.29 | 351.03 | 3,833.71 | 54.90 |
| 101-790-740.200 | BUILDING SUPPLIES | 25,000.00 | 8,166.09 | 1,095.87 | 16,833.91 | 32.66 |
| 101-790-741.000 | BOOKS & MATERIALS | 218,950.00 | 128,152.05 | 19,388.46 | 90,797.95 | 58.53 |
| 101-790-741.100 | BOOKS & MATERIALS - DATABASES | 50,500.00 | 44,351.21 | 1,519.99 | 6,148.79 | 87.82 |
| 101-790-741.200 | BOOKS & MATERIALS - E-RESOURCES | 114,500.00 | 72,139.02 | 4,511.78 | 42,360.98 | 63.00 |
| 101-790-741.300 | BOOKS & MATERIALS - ILL | 1,500.00 | 642.48 | 40.00 | 857.52 | 42.83 |
| 101-790-818.000 | CONTRACTUAL SERVICES | 64,700.00 | 57,068.50 | 5,536.38 | 7,631.50 | 88.20 |
| 101-790-818.001 | CATALOG | 125,000.00 | 95,526.65 | 2,306.72 | 29,473.35 | 76.42 |
| 101-790-850.000 | COMMUNICATIONS | 20,000.00 | 10,040.24 | 2,264.76 | 9,959.76 | 50.20 |
| 101-790-860.000 | TRANSPORTATION | 1,500.00 | 14.42 | 6.23 | 1,485.58 | 0.96 |
| 101-790-864.000 | CONFERENCES & TRAINING | 41,000.00 | 20,942.96 | 2,720.00 | 20,057.04 | 51.08 |
| 101-790-880.000 | COMMUNITY PROMOTION | 45,770.00 | 27,346.62 | 1,005.34 | 18,423.38 | 59.75 |
| 101-790-880.001 | EVENTS (FRIENDS) | 24,625.00 | 13,878.30 | 2,574.03 | 10,746.70 | 56.36 |
| 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 | 3,570.00 | 0.00 | 430.00 | 89.25 |
| 101-790-920.100 | UTILITIES - DTE | 128,000.00 | 99,119.39 | 13,096.67 | 28,880.61 | 77.44 |
| 101-790-920.200 | UTILITIES - CONS ENERGY | 47,000.00 | 19,908.71 | 0.00 | 27,091.29 | 42.36 |
| 101-790-920.300 | UTILITIES - WATER | 6,000.00 | 4,154.44 | 1,040.84 | 1,845.56 | 69.24 |
| 101-790-930.000 | REPAIRS & MAINTENANCE | 113,265.00 | 72,128.54 | 17,162.51 | 41,136.46 | 63.68 |
| 101-790-945.000 | TAX REFUNDS - PRIOR YEAR(S) | 2,000.00 | 855.96 | 0.00 | 1,144.04 | 42.80 |
| 101-790-976.001 | BLDG REPAIR PROJECT | 83,000.00 | 28,445.82 | 467.70 | 54,554.18 | 34.27 |
| 101-790-977.000 | FURNITURE | 12,500.00 | 5,396.25 | 860.25 | 7,103.75 | 43.17 |
| 101-790-983.000 | TECHNOLOGY | 180,965.00 | 36,602.35 | 2,233.40 | 144,362.65 | 20.23 |
| Fund 101 - GENERAL OPERATING FUND: | | | | | | |
| TOTAL REVENUES | | 3,977,000.00 | 4,009,932.86 | 70,624.85 | (32,932.86) | |
| TOTAL EXPENDITURES | | 3,945,875.00 | 2,412,445.04 | 293,231.28 | 1,533,429.96 | |
| NET OF REVENUES & EXPENDITURES: | | 31,125.00 | 1,597,487.82 | (222,606.43) | (1,566,362.82) | |

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 08/31/2022

YTD Balance
08/31/2022
Normal (Abnormal)

| GL Number | Description | |
|---|---------------------------------|--------------|
| Fund: 101 GENERAL OPERATING FUND | | |
| *** Assets *** | | |
| 101-000-001.000 | CASH/OPERATING CHECKING | 4,133,241.91 |
| 101-000-002.000 | CASH-SAVINGS/CDS | 246,420.57 |
| 101-000-002.001 | CFCU | 777,338.89 |
| 101-000-002.002 | FLAGSTAR | 357,340.22 |
| 101-000-002.003 | MICHIGAN CLASS | (364,182.57) |
| 101-000-039.000 | RETIREE INS CO-PAY | 25,226.96 |
| 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 | | 5,176,095.98 |
| *** Liabilities *** | | |
| 101-000-202.000 | ACCOUNTS PAYABLE | 6,152.25 |
| 101-000-262.000 | PAYROLL DEDUCTION-DEFERRED COMP | (5,676.49) |
| 101-000-275.000 | UNDEPOSITED CASH | 2,106.34 |
| 101-000-339.000 | DEFERRED REVENUES | 45,035.51 |
| Total Liabilities | | 47,617.61 |
| *** Fund Equity *** | | |
| 101-000-390.000 | FUND BALANCE | 3,530,990.55 |
| Total Fund Equity | | 3,530,990.55 |
| Total Fund 101: | | |
| TOTAL ASSETS | | 5,176,095.98 |
| BEG. FUND BALANCE | | 3,529,220.31 |
| + NET OF REVENUES & EXPENDITURES | | 1,597,487.82 |
| + FUND BALANCE ADJUSTMENTS | | 1,770.24 |
| = ENDING FUND BALANCE | | 5,128,478.37 |
| + LIABILITIES | | 47,617.61 |
| = TOTAL LIABILITIES AND FUND BALANCE | | 5,176,095.98 |

CHECK DATE 08/01/2022 - 08/31/2022

| Check Date | Check | Vendor Name | | Amount | Status |
|-------------------|--------------|-------------------------------|----|---------------|---------------|
| Bank 101 101 | | | | | |
| 08/09/2022 | 31105 | The Library Network | \$ | 2,003.83 | Cleared |
| 08/09/2022 | 31106 | Baker & Taylor | \$ | 16.79 | Cleared |
| 08/09/2022 | 31107 | ICLE | \$ | 138.50 | Cleared |
| 08/09/2022 | 31108 | Gale | \$ | 565.68 | Cleared |
| 08/09/2022 | 31109 | AMAZON CAPITAL SERVICES, INC | \$ | 858.59 | Cleared |
| 08/09/2022 | 31110 | BOOKSHOP, INC | \$ | 106.36 | Cleared |
| 08/09/2022 | 31111 | DISCOVERY TOYS | \$ | 92.80 | Open |
| 08/09/2022 | 31112 | ALLIED BUILDING SERVICES | \$ | 2,971.00 | Cleared |
| 08/09/2022 | 31113 | Green Brain Comics | \$ | 220.62 | Cleared |
| 08/09/2022 | 31114 | Uline | \$ | 88.64 | Cleared |
| 08/09/2022 | 31115 | OCLC, Inc. | \$ | 1,808.66 | Cleared |
| 08/09/2022 | 31116 | Town Locksmith, Inc. | \$ | 467.70 | Cleared |
| 08/09/2022 | 31117 | MERS of Michigan | \$ | 410.00 | Cleared |
| 08/09/2022 | 31118 | Cherry Lake Publishing | \$ | 19.95 | Cleared |
| 08/09/2022 | 31119 | Serene Landscape Group | \$ | 355.50 | Cleared |
| 08/09/2022 | 31120 | Lansing Sanitary Supply, Inc. | \$ | 442.49 | Cleared |
| 08/09/2022 | 31121 | Millennium Business Systems | \$ | 1,479.63 | Cleared |
| 08/09/2022 | 31122 | Security 101 | \$ | 1,078.83 | Cleared |
| 08/09/2022 | 31123 | Kanopy, LLC. | \$ | 446.10 | Cleared |
| 08/09/2022 | 31124 | STATE OF MICHIGAN | \$ | 450.00 | Cleared |
| 08/09/2022 | 31125 | T-Mobile | \$ | 59.72 | Cleared |
| 08/09/2022 | 31126 | Synchrony Bank/Amazon | \$ | 871.57 | Cleared |
| 08/09/2022 | 31127 | Yong Heo | \$ | 6.23 | Cleared |
| 08/09/2022 | 31128 | ESL PUBLISHING | \$ | 81.95 | Cleared |
| 08/09/2022 | 31129 | ANDREW SCHWANK | \$ | 362.70 | Cleared |
| 08/09/2022 | 31130 | Graphic Sciences, Inc. | \$ | 306.66 | Cleared |
| 08/09/2022 | 31131 | Graybar Electric Co., Inc. | \$ | 1,273.14 | Cleared |
| 08/09/2022 | 31132 | Guardian Alarm | \$ | 1,705.38 | Cleared |
| 08/09/2022 | 31133 | Lakeshore Learning Materials | \$ | 731.25 | Cleared |
| 08/09/2022 | 31134 | Lerner Publishing Group | \$ | 199.99 | Cleared |
| 08/09/2022 | 31135 | Midwest Tape | \$ | 4,568.77 | Cleared |
| 08/09/2022 | 31136 | MICHIGAN LIBRARY ASSOCIATION | \$ | 1,110.00 | Cleared |
| 08/18/2022 | 31137 | Patricia Carter | \$ | 118.20 | Open |
| 08/18/2022 | 31138 | City of Plymouth | \$ | 1,313.97 | Cleared |
| 08/18/2022 | 31139 | DEMCO | \$ | 330.04 | Cleared |
| 08/18/2022 | 31140 | EBSCO Subscription Services | \$ | 4.40 | Cleared |
| 08/18/2022 | 31141 | Engraving Connection | \$ | 37.92 | Cleared |
| 08/18/2022 | 31142 | Lakeshore Learning Materials | \$ | 809.41 | Cleared |
| 08/18/2022 | 31143 | MICHIGAN LIBRARY ASSOCIATION | \$ | 435.00 | Cleared |
| 08/18/2022 | 31144 | Office Depot | \$ | 29.02 | Cleared |
| 08/18/2022 | 31145 | Staples Advantage | \$ | 162.99 | Cleared |

| | | | | | |
|------------|-------|--------------------------------------|----|-----------|---------|
| 08/18/2022 | 31146 | The Library Network | \$ | 30.00 | Cleared |
| 08/18/2022 | 31147 | Baker & Taylor | \$ | 6,377.92 | Cleared |
| 08/18/2022 | 31148 | Baker & Taylor | \$ | 2,949.25 | Cleared |
| 08/18/2022 | 31149 | Baker & Taylor | \$ | 832.88 | Cleared |
| 08/18/2022 | 31150 | Baker & Taylor | \$ | 137.00 | Cleared |
| 08/18/2022 | 31151 | Thomson Reuters | \$ | 294.00 | Cleared |
| 08/18/2022 | 31152 | Monroe County Library System | \$ | 40.00 | Open |
| 08/18/2022 | 31153 | OverDrive, Inc. | \$ | 1,106.48 | Cleared |
| 08/18/2022 | 31154 | ROBERTSON MORRISON INC HEATING & COC | \$ | 217.50 | Cleared |
| 08/18/2022 | 31155 | Uline | \$ | 386.33 | Cleared |
| 08/18/2022 | 31156 | Blue Care Network | \$ | 22,834.97 | Cleared |
| 08/18/2022 | 31157 | Lansing Sanitary Supply, Inc. | \$ | 609.09 | Cleared |
| 08/18/2022 | 31158 | Esko Roofing & Sheet Metal | \$ | 488.00 | Cleared |
| 08/18/2022 | 31159 | MisDU | \$ | 237.95 | Cleared |
| 08/18/2022 | 31160 | Total Energy Systems, LLC | \$ | 7,236.03 | Cleared |
| 08/18/2022 | 31161 | Chicago Distribution Center | \$ | 20.41 | Open |
| 08/18/2022 | 31162 | Library Journals LLC | \$ | 765.00 | Cleared |
| 08/18/2022 | 31163 | JO-ANN STORES, LLC | \$ | 1,320.00 | Cleared |
| 08/18/2022 | 31164 | ADP, INC. | \$ | 300.00 | Cleared |
| 08/25/2022 | 31165 | AMAZON CAPITAL SERVICES, INC | \$ | 3,960.05 | Cleared |
| 08/25/2022 | 31166 | Central Business Systems, Inc. | \$ | 160.00 | Open |
| 08/25/2022 | 31167 | CIRQUE AMONGUS | \$ | 400.00 | Open |
| 08/25/2022 | 31168 | City of Plymouth | \$ | 273.13 | Cleared |
| 08/25/2022 | 31169 | COMCAST | \$ | 260.93 | Open |
| 08/25/2022 | 31170 | DTE Energy | \$ | 13,096.67 | Cleared |
| 08/25/2022 | 31171 | Engraving Connection | \$ | 52.50 | Cleared |
| 08/25/2022 | 31172 | Foster, Swift, Collins & Smith | \$ | 2,087.50 | Cleared |
| 08/25/2022 | 31173 | Interactive Sciences, Inc. | \$ | 498.06 | Cleared |
| 08/25/2022 | 31174 | JRS ENTERPRISES, INC. | \$ | 196.40 | Open |
| 08/25/2022 | 31175 | Leader Business Networks | \$ | 117.41 | Cleared |
| 08/25/2022 | 31176 | Millennium Business Systems | \$ | 15.00 | Cleared |
| 08/25/2022 | 31177 | Observer & Eccentric Newspaper | \$ | 111.85 | Cleared |
| 08/25/2022 | 31178 | Office Depot | \$ | 355.53 | Cleared |
| 08/25/2022 | 31179 | PAWS AND EFFECT | \$ | 50.00 | Cleared |
| 08/25/2022 | 31180 | Thomson Reuters - West | \$ | 270.00 | Cleared |

Total of 76 Checks: \$ 96,627.82

August 2022 Payroll and Retirement Transfers

| Date | Description | Amount |
|--|--|---------------------|
| 8/2/2022 | July MERS payment | \$23,139.27 |
| 8/4/2022 | Payroll of 08/05/2022 | \$65,060.01 |
| 8/5/2022 | Nationwide payment - Employee 457 P/R Deductions | \$4,122.58 |
| 8/5/2022 | ADP Invoice | \$442.34 |
| 8/10/2022 | MERS Corrections 2021 | \$16,831.13 |
| 8/18/2022 | Payroll of 08/19/2022 | \$75,570.25 |
| 8/19/2022 | Nationwide payment - Employee 457 P/R Deductions | <u>\$4,042.94</u> |
| Total of Payroll & Retirement | | \$189,208.52 |

August 2022 Credit Card Payment

| Date | Description | Amount |
|-----------------------------------|---------------------|--------------------|
| 8/4/2022 | Credit Card Payment | \$ 2,111.09 |
| 8/12/2022 | Credit Card Payment | \$ 363.62 |
| 8/18/2022 | Credit Card Payment | \$ 211.89 |
| 8/26/2022 | Credit Card Payment | <u>\$ 40.91</u> |
| Total Credit Card Payments | | \$ 2,727.51 |