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TO: Plymouth District Library Board **DATE:** July 14, 2022
RE: June 2022 Financial Report **FROM:** Shauna Anderson,
Director

REVENUES

- PDL received another disbursement from the Local Community Stabilization Authority funds, in the amount of \$111.91.

EXPENDITURES

- We are working on a new shelving system for video games and youth graphic novels, which required a furniture purchase from Library Design. \$967 was spent on a new top for a long shelf that will be added to the main level.

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 06/30/2022
 % Fiscal Year Completed: 49.59

GL Number	Description	2022 Amended Budget	YTD Balance 06/30/2022 Normal (Abnormal)	Activity For 06/30/2022 Increase (Decrease)	Available Balance 06/30/2022 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
TAXES						
101-000-403.000	PROPERTY TAXES CURRENT	3,569,400.00	3,866,185.51	0.00	(296,785.51)	108.31
101-000-407.000	PROPERTY TAXES/DELINQUENT	100,000.00	970.71	0.00	99,029.29	0.97
	TAXES	3,669,400.00	3,867,156.22	0.00	(197,756.22)	105.39
STATE GRANTS						
101-000-574.000	STATE REVENUES	28,000.00	18,205.54	0.00	9,794.46	65.02
	STATE GRANTS	28,000.00	18,205.54	0.00	9,794.46	65.02
FINES AND FORFEITS						
101-000-662.000	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
	FINES AND FORFEITS	20,000.00	0.00	0.00	20,000.00	0.00
INTEREST AND RENTS						
101-000-664.000	BOOK FINES	35,000.00	4,686.92	634.61	30,313.08	13.39
	INTEREST AND RENTS	35,000.00	4,686.92	634.61	30,313.08	13.39
OTHER REVENUE						
101-000-672.000	INTEREST ON INVESTMENTS	5,000.00	34.98	0.00	4,965.02	0.70
101-000-694.000	OTHER MISC. INCOME	0.00	1,364.50	154.47	(1,364.50)	100.00
101-000-694.001	CFSE DRAW	10,000.00	0.00	0.00	10,000.00	0.00
101-000-695.000	COPIER FEES	14,000.00	3,196.32	571.22	10,803.68	22.83
101-000-696.000	DONATIONS & CONTRIBUTIONS	8,000.00	24,860.07	0.90	(16,860.07)	310.75
101-000-696.100	FRIENDS OF THE LIBRARY	35,000.00	9,752.87	0.00	25,247.13	27.87
101-000-696.200	ADOPT-A-MAGAZINE	0.00	662.95	0.00	(662.95)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	431.66	(2.06)	(431.66)	100.00
	OTHER REVENUE	72,000.00	40,303.35	724.53	31,696.65	55.98
	Total Dept 000 - NONE	3,824,400.00	3,930,352.03	1,359.14	(105,952.03)	102.77
	Revenues	3,824,400.00	3,930,352.03	1,359.14	(105,952.03)	102.77
Account Category: Expenditures						
Department: 790 LIBRARY						
Unclassified						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,747,000.00	860,648.84	137,865.30	886,351.16	49.26
101-790-707.000	SALARIES/WAGES-TEMPORARY	92,000.00	33,855.27	917.80	58,144.73	36.80
101-790-715.000	EMPLOYERS FICA TAXES	135,000.00	67,319.90	10,199.34	67,680.10	49.87
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	87,094.53	11,001.22	133,005.47	39.57
101-790-717.000	LIFE & DISABILITY	14,000.00	5,394.15	0.00	8,605.85	38.53
101-790-718.000	RETIREMENT	300,000.00	141,760.32	21,587.34	158,239.68	47.25
101-790-740.000	OPERATING SUPPLIES	50,000.00	15,652.97	2,556.23	34,347.03	31.31
101-790-740.100	PROCESSING SUPPLIES	8,000.00	3,316.12	910.85	4,683.88	41.45
101-790-740.200	BUILDING SUPPLIES	25,000.00	4,776.89	937.24	20,223.11	19.11
101-790-741.000	BOOKS & MATERIALS	206,950.00	87,142.83	4,779.85	119,807.17	42.11
101-790-741.100	BOOKS & MATERIALS - DATABASES	42,000.00	34,271.57	5,304.57	7,728.43	81.60
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	124,500.00	60,290.33	13,926.39	64,209.67	48.43
101-790-741.300	BOOKS & MATERIALS - ILL	0.00	597.88	349.98	(597.88)	100.00
101-790-818.000	CONTRACTUAL SERVICES	54,700.00	48,786.57	1,951.92	5,913.43	89.19
101-790-818.001	CATALOG	125,000.00	93,219.93	0.00	31,780.07	74.58
101-790-850.000	COMMUNICATIONS	20,000.00	4,406.81	485.96	15,593.19	22.03

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 06/30/2022
% Fiscal Year Completed: 49.59

GL Number	Description	2022 Amended Budget	YTD Balance 06/30/2022 Normal (Abnormal)	Activity For 06/30/2022 Increase (Decrease)	Available Balance 06/30/2022 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
Unclassified						
101-790-860.000	TRANSPORTATION	1,500.00	8.19	0.00	1,491.81	0.55
101-790-864.000	CONFERENCES & TRAINING	41,000.00	15,018.31	4,802.29	25,981.69	36.63
101-790-880.000	COMMUNITY PROMOTION	35,770.00	24,630.34	6,288.19	11,139.66	68.86
101-790-880.001	EVENTS (FRIENDS)	24,000.00	6,328.16	1,504.28	17,671.84	26.37
101-790-910.000	INSURANCE & BONDS	55,000.00	55,881.00	55,881.00	(881.00)	101.60
101-790-911.000	WORKERS COMPENSATION	5,000.00	3,570.00	0.00	1,430.00	71.40
101-790-920.100	UTILITIES - DTE	125,000.00	59,373.33	0.00	65,626.67	47.50
101-790-920.200	UTILITIES - CONS ENERGY	27,000.00	19,546.31	724.68	7,453.69	72.39
101-790-920.300	UTILITIES - WATER	9,000.00	2,668.80	444.80	6,331.20	29.65
101-790-930.000	REPAIRS & MAINTENANCE	113,265.00	48,219.65	4,016.55	65,045.35	42.57
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	855.96	208.05	1,144.04	42.80
101-790-976.001	BLDG REPAIR PROJECT	63,000.00	0.00	0.00	63,000.00	0.00
101-790-977.000	FURNITURE	11,500.00	4,257.00	967.00	7,243.00	37.02
101-790-983.000	TECHNOLOGY	146,965.00	30,914.62	3,013.17	116,050.38	21.04
Unclassified		3,824,250.00	1,819,806.58	290,624.00	2,004,443.42	47.59
Total Dept 790 - LIBRARY		3,824,250.00	1,819,806.58	290,624.00	2,004,443.42	47.59
Expenditures		3,824,250.00	1,819,806.58	290,624.00	2,004,443.42	47.59
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,824,400.00	3,930,352.03	1,359.14	(105,952.03)	
TOTAL EXPENDITURES		3,824,250.00	1,819,806.58	290,624.00	2,004,443.42	
NET OF REVENUES & EXPENDITURES:		150.00	2,110,545.45	(289,264.86)	(2,110,395.45)	

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 06/01/2022 - 06/30/2022

<u>Check Date</u>	<u>Check</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Status</u>
Bank 101 101				
06/10/2022	30895	Alice McCardell	\$423.73	Cleared
06/10/2022	30896	ANDREW SPONGBERG	\$177.90	Open
06/10/2022	30897	AUDREY LEBLANC	\$100.00	Cleared
06/10/2022	30898	BOOKSHOP, INC	\$259.90	Open
06/10/2022	30899	Cassie Cobb	\$443.77	Cleared
06/10/2022	30900	CCH Incorporated	\$170.01	Cleared
06/10/2022	30901	COLLEEN KINGSBURY	\$96.85	Open
06/10/2022	30902	Consumer's Energy	\$724.68	Cleared
06/10/2022	30903	Dana Bussard	\$87.17	Cleared
06/10/2022	30904	Findaway World, LLC	\$454.42	Cleared
06/10/2022	30905	Green Brain Comics	\$382.77	Cleared
06/10/2022	30906	J. Appleseed Publisher Co-Op	\$75.80	Cleared
06/10/2022	30907	JEFF WEARS	\$10.00	Open
06/10/2022	30908	Jessica Keeler	\$226.08	Cleared
06/10/2022	30909	Katie Page	\$76.85	Open
06/10/2022	30910	Katy Kramp	\$90.00	Cleared
06/10/2022	30911	KIM BUTTERBAUGH	\$50.00	Cleared
06/10/2022	30912	Library Ideas	\$527.40	Open
06/10/2022	30913	Mary Kelly	\$277.00	Cleared
06/10/2022	30914	Melanie Bell	\$444.00	Cleared
06/10/2022	30915	Norwood House Press	\$91.80	Open
06/10/2022	30916	REBECCA VANSTRATEN	\$39.10	Cleared
06/10/2022	30917	SANDY YOUNG	\$50.00	Open
06/10/2022	30918	Sarah Vargas	\$123.63	Open
06/10/2022	30919	SEAN GLASGOW	\$66.85	Open
06/10/2022	30920	Yong Heo	\$394.23	Cleared
06/17/2022	2(S)	Lansing Sanitary Supply, Inc.	\$0.00	Cleared
06/17/2022	30930	AMAZON CAPITAL SERVICES, INC	\$203.93	Cleared
06/17/2022	30931	Baker & Taylor	\$21.59	Cleared
06/17/2022	30932	Books Galore, Inc.	\$177.62	Cleared
06/17/2022	30933	BOOKSHOP, INC	\$598.03	Open
06/17/2022	30934	Brodart Co.	\$195.64	Cleared
06/17/2022	30935	CEE-CLEAN WINDOW CLEANING CO	\$1,600.00	Open
06/17/2022	30936	City of Plymouth	\$717.93	Cleared
06/17/2022	30937	DEMCO	\$435.70	Cleared
06/17/2022	30938	Foster, Swift, Collins & Smith	\$1,440.00	Cleared
06/17/2022	30939	Friends of the Penn Theatre	\$475.00	Open

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 06/01/2022 - 06/30/2022

<u>Check Date</u>	<u>Check</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Status</u>
06/17/2022	30940	Gale	\$302.30	Cleared
06/17/2022	30941	GECRB/Amazon	\$70.60	Open
06/17/2022	30942	Horton Plumbing	\$427.27	Cleared
06/17/2022	30943	Jessica Keeler	\$23.97	Cleared
06/17/2022	30944	Kathleen Kozakowski	\$15.00	Cleared
06/17/2022	30945	KENDRA MILLER	\$25.00	Cleared
06/17/2022	30946	Leader Business Networks	\$122.86	Cleared
06/17/2022	30947	LISA LEBLANC	\$20.00	Cleared
06/17/2022	30948	MCLS	\$9,312.83	Open
06/17/2022	30949	MICHIGAN LIBRARY ASSOCIATION	\$3,427.75	Cleared
06/17/2022	30950	Michigan Municipal Liability	\$55,881.00	Open
06/17/2022	30951	Midwest Tape	\$3,263.31	Cleared
06/17/2022	30952	Office Depot	\$813.57	Cleared
06/17/2022	30953	OverDrive, Inc.	\$3,529.19	Cleared
06/17/2022	30954	Patricia Carter	\$118.20	Cleared
06/17/2022	30955	Progressive Printing	\$5,389.00	Cleared
06/17/2022	30956	Sarah Vargas	\$41.20	Open
06/17/2022	30957	Scholastic Inc.	\$123.01	Cleared
06/17/2022	30958	Serene Landscape Group	\$2,112.70	Cleared
06/17/2022	30959	T-Mobile	\$77.14	Cleared
06/17/2022	30960	University of Detroit Mercy	\$200.00	Open
06/17/2022	30961	Wayne County Treasurer	\$208.05	Open
06/17/2022	30962	Yong Heo	\$754.35	Cleared
06/21/2022	30963	AMAZON CAPITAL SERVICES, INC	\$172.20	Cleared
06/21/2022	30964	Baker & Taylor	\$57.59	Cleared
06/21/2022	30965	Blue Care Network	\$11,205.00	Cleared
06/21/2022	30966	Blue360Media, LLC	\$65.75	Cleared
06/21/2022	30967	Books Galore, Inc.	\$2,568.43	Cleared
06/21/2022	30968	Dalton Commercial Cleaning	\$616.00	Open
06/21/2022	30969	Green Brain Comics	\$295.73	Cleared
06/21/2022	30970	Sandy Young	\$35.00	Cleared
101 TOTALS:			\$113,003.38	
Total of 68 Disbursements:				

June 2022 Payroll and Retirement Transfers				
06/09/22	\$64,025.63	Payroll of 06/10/22		
06/10/22	\$3,605.62	Nationwide payment - Employee 457 P/R Deductions		
	\$415.50	Nationwide payment - Employee 457 P/R Deductions		
06/10/22	\$406.92	ADP Inv. - processing		
06/23/22	\$68,920.00	Payroll of 06/24/22		
06/23/22	\$3,605.62	Nationwide payment - Employee 457 P/R Deductions		
	\$415.50	Nationwide payment - Employee 457 P/R Deductions		
06/27/22	\$21,587.34	Retirement transfer for June 2022 payroll		
		(\$70,917.68 FT Salaries x 30.44%)		
	1.05	Interest for Huntington Bank Savings for June		
		June 2022 Credit Card Payment		
06/03/22	\$3,697.37	Credit Card Payment		
06/13/22	\$485.52	Credit Card Payment		
06/15/22	\$1,000.00	Credit Card Payment		