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TO: Plymouth District Library Board

DATE: 11 January 2022

RE: December Financials 2021

FROM: Shauna Anderson, Director

The December revenues and expenditures, balance sheet, and checks are included in this report.

EXPENDITURES

	December	YTD	2021 Budget	Percent YTD
Salaries/Wages - Permanent	\$127,683	\$1,642,762	\$1,659,435	99.00
Salaries/Wages - Pages	\$5,583	\$68,296	\$87,030	78.47
Salaries/Wages - Sunday	\$0	\$237	\$41,980	0.56
Employers FICA	\$10,072	\$129,422	\$135,000	95.87
Hosp/Dental/Optical	\$13,655	\$181,557	\$186,360	97.42
Life & Disability	\$1,538	\$11,085	\$12,300	90.12
Retirement	\$17,257	\$198,078	\$240,000	82.53
VEBA Contribution	\$0	\$2,110	\$0	0
Operating Supplies	\$7,224	\$68,234	\$86,000	78.62
Books & Materials	\$31,829	\$375,777	\$373,450	107.46
Contractual Services	\$32,815	\$388,673	\$400,230	97.11
Communications	\$0	\$11,321	\$20,000	60.98
Transportation	\$0	\$9	\$1,500	.60
Conference/Training	\$0	\$1,341	\$9,200	14.58
Community Promotion	\$12,332	\$50,647	\$63,160	80.19
Printing & Publishing	\$0	\$923	\$1,000	92.31
Insurance & Bonds	\$0	\$50,287	\$52,000	96.71
Worker's Comp	\$0	\$3,905	\$5,000	78.10
Utilities	\$16,295	\$171,005	\$166,000	87.30
Repairs & Maintenance	\$11,191	\$133,185	\$154,700	84.63
Tax Refunds (Previous Year)	\$446	\$1,088	\$2,000	54.38
Miscellaneous	\$540	\$5,398	\$8,865	60.9
Equipment	\$0	\$39,484	\$67,250	58.71
Furniture Reserve	\$0	\$0	\$0	0
Building Reserve	\$0	\$0	\$0	0
Equipment Reserve	\$3,680	\$3,680	\$68,650	5.36
Technology Reserve	\$0	\$0	\$0	0
TOTAL EXPENDITURES	\$292,140	\$3,538,504	\$3,841,110	92.12

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

December 2021

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	2,101,392.60	101-000-001.000
CASH-SAVINGS/CDS	1,381,099.68	101-000-002.000
RETIREE INS CO-PAY	58,248.53	101-000-039.000
TOTAL Current Assets	3,540,740.81	
Long-Term Assets		
PREPAID EXPENSES	0.00	101-000-123.000
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	3,541,450.81	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	101-000-202.000
TOTAL Current Liabilities	0.00	
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	3,138,232.33	101-000-390.000
CHANGE IN FUND EQUITY	358,182.97	
TOTAL Fund Equity	3,496,415.30	
TOTAL FUND EQUITY	3,496,415.30	
TOTAL LIABILITIES & FUND EQUITY	3,541,450.81	

Plymouth District Library					
Check Register Report					
12/01/2021 - 12/31/2021					
Check 101	Vendor Name	Status	Check Date	Check Amount	
30438	Book Farm LLC	Open	12/7/2021	\$161.99	
30439	City of Plymouth	Open	12/7/2021	\$614.84	
30440	Consumer's Energy	Open	12/7/2021	\$3,189.98	
30441	Jag Entertainment	Open	12/7/2021	\$400.00	
30442	Lansing Sanitary Supply, Inc.	Open	12/7/2021	\$1,036.37	
30443	Michigan Office Solutions	Open	12/7/2021	\$274.16	
30444	Millennium Business Systems	Open	12/7/2021	\$392.32	
30445	Mutual of Omaha	Open	12/7/2021	\$983.75	
30446	Office Depot	Open	12/7/2021	\$556.33	
30447	Progressive Printing	Open	12/7/2021	\$4,805.00	
30448	Wayne County Treasurer	Open	12/7/2021	\$303.02	
30449	Heather Pacheco	Open	12/16/2021	\$28.79	
30450	Blue Care Network	Open	12/17/2021	\$21,533.86	
30451	BNE Services	Open	12/17/2021	\$2,566.00	
30452	Books Galore, Inc.	Open	12/17/2021	\$4,549.15	
30453	CEE-CLEAN WINDOW CLEANING CO	Open	12/17/2021	\$400.00	
30454	Coffee Break Service, Inc.	Open	12/17/2021	\$95.70	
30455	Engraving Connection	Open	12/17/2021	\$37.50	
30456	Horton Plumbing	Open	12/17/2021	\$160.00	
30457	JanWay Co.	Open	12/17/2021	\$1,111.55	
30458	Leader Business Networks	Open	12/17/2021	\$52.69	
30459	Michigan Office Solutions	Open	12/17/2021	\$631.98	
30460	Midwest Tape	Open	12/17/2021	\$5,142.64	
30461	MisDU	Open	12/17/2021	\$47.59	
30462	Progressive Printing	Open	12/17/2021	\$4,523.00	
30463	PSLZ PCCL	Open	12/17/2021	\$12,200.00	
30464	Serene Landscape Group	Open	12/17/2021	\$985.00	
30465	T-Mobile	Open	12/17/2021	\$55.88	
30466	Total Energy Systems, LLC	Open	12/17/2021	\$200.00	
30467	United States Postal Service	Open	12/17/2021	\$1,485.76	
30468	World Book, Inc.	Open	12/17/2021	\$999.00	
30469	Baker & Taylor	Open	12/21/2021	\$7,164.82	
30470	Baker & Taylor	Open	12/21/2021	\$2,196.37	
30471	Baker & Taylor	Open	12/21/2021	\$108.79	
30472	Baker & Taylor	Open	12/21/2021	\$386.82	
30473	Brandon Township Public Library	Open	12/21/2021	\$27.99	
30474	BSB Communications, Inc.	Open	12/21/2021	\$3,979.00	
30475	Cass District Library	Open	12/21/2021	\$18.99	
30476	CDW Government, Inc.	Open	12/21/2021	\$3,342.96	
30477	City of Plymouth	Open	12/21/2021	\$223.83	
30478	Crystal Clear Aquarium L.L.C.	Open	12/21/2021	\$65.00	
30479	Dalton Commercial Cleaning	Open	12/21/2021	\$616.00	

Plymouth District Library					
Check Register Report					
12/01/2021 - 12/31/2021					
30480		Delta Dental Insurance	Open	12/21/2021	\$1,350.81
30481		Eastern Michigan University	Open	12/21/2021	\$30.00
30482		EBSCO Subscription Services	Open	12/21/2021	\$38.50
30483		Electronic Systems, Inc.	Open	12/21/2021	\$3,680.36
30484		Erica Seidel	Open	12/21/2021	\$63.51
30485		Gale	Open	12/21/2021	\$411.59
30486		GDI Services, Inc.	Open	12/21/2021	\$4,997.00
30487		GEM Facility Management LLC	Open	12/21/2021	\$1,875.50
30488		Graphic Sciences, Inc.	Open	12/21/2021	\$750.00
30489		Heather Fraser	Open	12/21/2021	\$18.00
30490		Lansing Sanitary Supply, Inc.	Open	12/21/2021	\$1,870.86
30491		Library Ideas	Open	12/21/2021	\$511.40
30492		Marilyn Stroh	Open	12/21/2021	\$21.00
30493		Mason County Library	Open	12/21/2021	\$14.99
30494		Meadowbrook, Inc.	Open	12/21/2021	\$2,110.00
30495		Midwest Tape	Open	12/21/2021	\$2,765.84
30496		Milford Public Library	Open	12/21/2021	\$27.99
30497		Millennium Business Systems	Open	12/21/2021	\$15.00
30498		MisDU	Open	12/21/2021	\$47.59
30499		Monroe County Library System	Open	12/21/2021	\$19.95
30500		North Adams Community Memorial	Open	12/21/2021	\$13.99
30501		Oak Park Public Library	Open	12/21/2021	\$27.00
30502		Patricia Carter	Open	12/21/2021	\$118.20
30503		Peter White Public Library	Open	12/21/2021	\$32.95
30504		Public Libraries of Saginaw	Open	12/21/2021	\$16.95
30505		Saline District Library	Open	12/21/2021	\$27.99
30506		Synchrony Bank/Amazon	Open	12/21/2021	\$7,061.11
30507		Waterford Township Library	Open	12/21/2021	\$14.95
30508		Wayne County Treasurer	Open	12/21/2021	\$143.01
30509		West Bloomfield Twp. Public Lib	Open	12/21/2021	\$15.12
30510		Bumler Mechanical, Inc.	Open	12/29/2021	\$7,874.59
30511		DTE Energy	Open	12/29/2021	\$12,434.74
30512		GovConnection, Inc.	Open	12/29/2021	\$539.65
30513		Kathy Petlewski	Open	12/29/2021	\$210.00
30514		Mutual of Omaha	Open	12/29/2021	\$554.09
30515		Office Depot	Open	12/29/2021	\$206.74
30516		Progressive Printing	Open	12/29/2021	\$135.00
30517		Terence O'Leary	Open	12/29/2021	\$100.00
30518		Town Locksmith, Inc.	Open	12/29/2021	\$3.75

December 2021 Payroll Retirement Transfers					
Date	Amount	Name			
12/09/21	\$ 65,347.41	Payroll of 12/10/2021			
12/10/21	\$ 440.66	ADP Inv. Processing			
12/15/21	\$ 3,860.00	Nationwide payment - Employee 457 P/R Deductions			
12/22/21	\$ 66,122.03	Payroll of 12/24/21			
12/22/21	\$ 3,860.00	Nationwide payment - Employee 457 P/R Deductions			
12/15/21	\$ 17,256.99	Retirement transfer for December 2021			
	1.09	Interest for Hunting Bank (Citizens) Savings for December 2021			