



TO: Plymouth District Library Board **DATE:** November 9, 2022
RE: October 2022 Financial Report **FROM:** Shauna Anderson,
Director

REVENUES:

- We received the \$40,000 grant from the Wilcox Foundation to support the centennial grounds improvement project.
- Also received about \$5,000 in contributions from individuals and the Friends of the Library.

EXPENDITURES:

- We are wrapping up spending for the fiscal year. Lots of collection orders are coming through.

INVESTMENTS:

- The library's Michigan Class account earned \$980.01 in October for a total earned income of \$2,448.09 YTD.

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 10/31/2022

		YTD Balance 10/31/2022
GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	3,554,963.06
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	24,458.36
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		4,597,048.53
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	9,250.95
101-000-262.000	PAYROLL DEDUCTION-DEFERRED COMP	2,388.85
101-000-275.000	UNDEPOSITED CASH	2,539.20
101-000-339.000	DEFERRED REVENUES	45,035.51
Total Liabilities		59,214.51
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,533,768.79
Total Fund Equity		3,533,768.79
Total Fund 101:		
TOTAL ASSETS		4,597,048.53
BEG. FUND BALANCE		3,529,220.31
+ NET OF REVENUES & EXPENDITURES		1,004,065.23
+ FUND BALANCE ADJUSTMENTS		4,548.48
= ENDING FUND BALANCE		4,537,834.02
+ LIABILITIES		59,214.51
= TOTAL LIABILITIES AND FUND BALANCE		4,597,048.53

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 10/31/2022
% Fiscal Year Completed: 83.29

GL Number	Description	2022 Amended Budget	YTD Balance 10/31/2022 Normal (Abnormal)	Activity For 10/31/2022 Increase (Decrease)	Available Balance 10/31/2022 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	264,753.29	140.88	(164,753.29)	264.75
101-000-538.000	GRANTS	0.00	106,595.00	40,000.00	(106,595.00)	100.00
101-000-574.000	STATE REVENUES	28,000.00	36,667.28	0.00	(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	10,327.92	302.84	4,672.08	68.85
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	6,942.88	22.00	(6,942.88)	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	4,569.52	123.40	1,430.48	76.16
101-000-696.000	DONATIONS & CONTRIBUTIONS	8,000.00	27,043.34	1,383.02	(19,043.34)	338.04
101-000-696.100	FRIENDS OF THE LIBRARY	35,000.00	13,475.64	3,712.77	21,524.36	38.50
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	471.99	(4.07)	(471.99)	100.00
101-790-706.000	SALARIES/WAGES - PERMANENT	1,822,000.00	1,490,624.46	143,047.37	331,375.54	81.81
101-790-707.000	SALARIES/WAGES-TEMPORARY	37,000.00	40,398.88	1,506.64	(3,398.88)	109.19
101-790-715.000	EMPLOYERS FICA TAXES	135,000.00	115,988.28	10,925.60	19,011.72	85.92
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	178,927.14	23,039.83	41,172.86	81.29
101-790-717.000	LIFE & DISABILITY	14,000.00	11,159.64	1,202.61	2,840.36	79.71
101-790-718.000	RETIREMENT	300,000.00	233,021.99	24,070.00	66,978.01	77.67
101-790-740.000	OPERATING SUPPLIES	43,500.00	23,360.89	1,412.45	20,139.11	53.70
101-790-740.100	PROCESSING SUPPLIES	8,500.00	4,508.13	417.28	3,991.87	53.04
101-790-740.200	BUILDING SUPPLIES	25,000.00	16,161.18	2,902.06	8,838.82	64.64
101-790-741.000	BOOKS & MATERIALS	218,950.00	163,621.37	18,170.09	55,328.63	74.73
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,500.00	44,351.21	0.00	6,148.79	87.82
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	114,500.00	104,978.28	19,739.57	9,521.72	91.68
101-790-741.300	BOOKS & MATERIALS - ILL	1,500.00	682.12	0.00	817.88	45.47
101-790-818.000	CONTRACTUAL SERVICES	64,700.00	59,610.54	1,114.79	5,089.46	92.13
101-790-818.001	CATALOG	125,000.00	95,526.65	0.00	29,473.35	76.42
101-790-850.000	COMMUNICATIONS	20,000.00	13,076.18	780.39	6,923.82	65.38
101-790-860.000	TRANSPORTATION	1,500.00	1,262.55	1,169.00	237.45	84.17
101-790-864.000	CONFERENCES & TRAINING	41,000.00	25,064.77	3,359.11	15,935.23	61.13
101-790-880.000	COMMUNITY PROMOTION	45,770.00	36,606.02	3,226.44	9,163.98	79.98
101-790-880.001	EVENTS (FRIENDS)	24,625.00	19,981.95	2,487.58	4,643.05	81.14
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	121,747.46	10,484.89	6,252.54	95.12
101-790-920.200	UTILITIES - CONS ENERGY	47,000.00	20,907.08	408.63	26,092.92	44.48
101-790-920.300	UTILITIES - WATER	6,000.00	6,169.69	1,013.02	(169.69)	102.83
101-790-930.000	REPAIRS & MAINTENANCE	113,265.00	84,376.50	8,519.03	28,888.50	74.49
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	37,482.97	8,620.23	45,517.03	45.16
101-790-977.000	FURNITURE	12,500.00	10,043.81	4,198.66	2,456.19	80.35
101-790-983.000	TECHNOLOGY	180,965.00	56,975.88	15,678.83	123,989.12	31.48
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,977,000.00	4,080,647.31	45,680.84	(103,647.31)	
TOTAL EXPENDITURES		3,945,875.00	3,076,922.58	307,494.10	868,952.42	
NET OF REVENUES & EXPENDITURES:		31,125.00	1,003,724.73	(261,813.26)	(972,599.73)	

11/08/2022

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 10/01/2022 - 10/31/2022

Check Date	Bank	Check	Vendor Name	Amount	Status
Bank 101 101					
10/06/2022	101	31296	Alice McCardell	308.75	Cleared
10/06/2022	101	31297	BSB Communications, Inc.	362.50	Cleared
10/06/2022	101	31298	CEE-CLEAN WINDOW CLEANING CO	400.00	Cleared
10/06/2022	101	31299	City of Plymouth	1,013.02	Cleared
10/06/2022	101	31300	CONSUMERS ENERGY	408.63	Cleared
10/06/2022	101	31301	DEMCO	38.93	Cleared
10/06/2022	101	31302	Engraving Connection	7.50	Cleared
10/06/2022	101	31303	GovConnection, Inc.	1,960.28	Cleared
10/06/2022	101	31304	Graybar Electric Co., Inc.	144.70	Cleared
10/06/2022	101	31305	Kanopy, LLC.	390.15	Cleared
10/06/2022	101	31306	Lakeshore Learning Materials	599.00	Cleared
10/06/2022	101	31307	Lansing Sanitary Supply, Inc.	245.05	Cleared
10/06/2022	101	31308	Lauren Baker	1,312.40	Cleared
10/06/2022	101	31309	Melanie Bell	308.75	Cleared
10/06/2022	101	31310	Midwest Tape	2,851.22	Cleared
10/06/2022	101	31311	Millennium Business Systems	644.52	Cleared
10/06/2022	101	31312	Office Depot	32.18	Cleared
10/06/2022	101	31313	OverDrive, Inc.	9,847.55	Cleared
10/06/2022	101	31314	PAWS AND EFFECT	50.00	Open
10/06/2022	101	31315	Serene Landscape Group	308.00	Cleared
10/06/2022	101	31316	Shauna Anderson	79.13	Cleared
10/06/2022	101	31317	T-Mobile	59.72	Cleared
10/06/2022	101	31318	The Library Network	470.40	Cleared

10/06/2022	101	31319	Yong Heo	11.37	Cleared
10/07/2022	101	31320	City of Plymouth	273.13	Cleared
10/13/2022	101	31321	AMAZON CAPITAL SERVICES, INC	7,584.46	Cleared
10/13/2022	101	31322	BASS CONTROLS	1,350.00	Cleared
10/13/2022	101	31323	Cherry Lake Publishing	39.90	Cleared
10/13/2022	101	31324	Coughlan Companies LLC	335.82	Cleared
10/13/2022	101	31325	DEMCO	378.35	Cleared
10/13/2022	101	31326	Findaway World, LLC	451.42	Cleared
10/13/2022	101	31327	FISH TANK MAINTENANCE LLC	100.00	Cleared
10/13/2022	101	31328	H.V. Burton Company	895.00	Cleared
10/13/2022	101	31329	ICLE	138.50	Cleared
10/13/2022	101	31330	Kathleen Philo	599.50	Cleared
10/13/2022	101	31331	LUCAS HOLDINGS, LLC	1,044.64	Cleared
10/13/2022	101	31332	Midwest Tape	2,982.61	Cleared
10/13/2022	101	31333	NORTHVILLE CLOCK	260.00	Cleared
10/13/2022	101	31334	Norwood House Press	137.70	Cleared
10/13/2022	101	31335	Observer & Eccentric Newspaper	304.08	Cleared
10/13/2022	101	31336	ROBERTSON MORRISON INC HEATING & COOLING	2,298.18	Cleared
10/20/2022	101	31337	AMAZON CAPITAL SERVICES, INC	935.92	Cleared
10/20/2022	101	31338	Baker & Taylor	6,513.14	Cleared
10/20/2022	101	31339	Baker & Taylor	3,959.87	Cleared
10/20/2022	101	31340	Baker & Taylor	1,131.69	Cleared
10/20/2022	101	31341	Baker & Taylor	33.58	Cleared
10/20/2022	101	31342	Blue Care Network	23,327.30	Cleared
10/20/2022	101	31343	BRUEGL, HEATHER	250.00	Open
10/20/2022	101	31344	Delta Dental Insurance	1,464.43	Cleared
10/20/2022	101	31345	DR. IMELDA HUNT	200.00	Open
10/20/2022	101	31346	Gale	214.33	Cleared
10/20/2022	101	31347	Graybar Electric Co., Inc.	47.22	Cleared
10/20/2022	101	31348	Green Brain Comics	215.85	Cleared
10/20/2022	101	31349	HERRELL, TRACY	220.40	Cleared

10/20/2022	101	31350	Insight Public Sector, Inc.	2,573.15	Cleared
10/20/2022	101	31351	JOHNSON, SARAH WASSBERG	250.00	Cleared
10/20/2022	101	31352	Lansing Sanitary Supply, Inc.	266.65	Cleared
10/20/2022	101	31353	Leader Business Networks	161.25	Cleared
10/20/2022	101	31354	Millennium Business Systems	15.00	Cleared
10/20/2022	101	31355	MisDU	47.59	Cleared
10/20/2022	101	31356	Office Depot	624.26	Cleared
10/20/2022	101	31357	OverDrive, Inc.	2,329.67	Cleared
10/20/2022	101	31358	Security 101	8,481.18	Cleared
10/20/2022	101	31359	THIRSTY RADISH	200.00	Cleared
10/28/2022	101	31360	ADP, INC.	310.00	Open
10/28/2022	101	31361	Alice McCardell	105.00	Open
10/28/2022	101	31362	Cassie Cobb	79.00	Cleared
10/28/2022	101	31363	Dalton Commercial Cleaning	1,821.00	Open
10/28/2022	101	31364	Dana Bussard	16.25	Cleared
10/28/2022	101	31365	DTE Energy	10,484.89	Open
10/28/2022	101	31366	Graybar Electric Co., Inc.	621.80	Open
10/28/2022	101	31367	Jag Entertainment	500.00	Open
10/28/2022	101	31368	JanWay Co.	284.73	Open
10/28/2022	101	31369	Jessica Keeler	183.04	Cleared
10/28/2022	101	31370	Lansing Sanitary Supply, Inc.	137.87	Cleared
10/28/2022	101	31371	MECHANIC SHOP FEMME	475.00	Open
10/28/2022	101	31372	Office Depot	189.06	Open
10/28/2022	101	31373	PAWS AND EFFECT	50.00	Open
10/28/2022	101	31374	SARAH PERRY	189.11	Cleared
10/28/2022	101	31375	Sarah Vargas	129.10	Open

101 TOTALS:

Total of 80 Checks:

110,065.37

October 2022 Payroll and Retirement Transfers

Date	Description	Amount	
10/14/2022	Payroll of 10/14/22		\$70,980.21
10/7/2022	ADP Invoice		\$544.43
	October MERS		
10/3/2022	Payment		\$24,070.00
10/28/2022	Payroll of 10/28/22		\$74,603.16
Total of Payroll & Retirement			\$170,197.80

October 2022 Credit Card Payment

Date	Description	Amount	
10/14/2022	Credit Card Payment	\$	5,714.47
10/20/2022	Credit Card Payment	\$	1,594.22
10/24/2022	Credit Card Payment	\$	3,584.29
Total Credit Card Payments		\$	10,892.98