



**TO:** Plymouth District Library Board  
**RE:** February 2023 Financial  
Report

**DATE:** March 15, 2023  
**FROM:** Shauna Anderson,  
Director

#### REVENUES

- The Library received approximately \$1.4M in Winter Tax Collections (from the City and Township)
- The Library received \$153,023.54 from LCSA

#### EXPENDITURES

- The Library had a \$8,590 payment to Plante Moran for accounting services
- The Library had a \$7,084.83 payment to Insite Design Studio, Inc. for Landscape Design Development
- The Library had a \$5,703.64 payment to The Library Network for TLN 2023 Databases
- All other checks were either immaterial or regular occurring payment

#### INVESTMENTS

- The Library's Michigan Class account earned \$1,346.68 in February for a total earned income of \$2,776.25 in FY 2023

03/03/2023

## REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 02/28/2023

% Fiscal Year Completed: 16.16

GL Number	Description	2023 Amended Budget	YTD Balance 02/28/2023 Normal (Abnormal)	Activity For 02/28/2023 Increase (Decrease)	Available Balance 02/28/2023 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
101-000-403.000	PROPERTY TAXES CURRENT	3,700,000.00	3,465,934.91	1,463,522.94	234,065.09	93.67
101-000-403.001	PROPERTY TAXES CURRENT - PRIOR YEAR ADJU	0.00	45,035.51	0.00	(45,035.51)	100.00
101-000-407.000	PROPERTY TAXES/DELINQUENT	150,000.00	0.00	0.00	150,000.00	0.00
101-000-538.000	GRANTS	0.00	81,808.70	0.00	(81,808.70)	100.00
101-000-574.000	STATE REVENUES	30,000.00	0.00	0.00	30,000.00	0.00
101-000-662.000	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
101-000-664.000	BOOK FINES	0.00	1,149.77	832.77	(1,149.77)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	0.00	10,036.69	5,910.27	(10,036.69)	100.00
101-000-694.000	OTHER MISC. INCOME	0.00	24,958.11	192.27	(24,958.11)	100.00
101-000-694.001	CFSE DRAW	45,000.00	0.00	0.00	45,000.00	0.00
101-000-695.000	COPIER FEES	0.00	434.60	66.10	(434.60)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	560.00	420.00	(560.00)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	84,000.00	11,144.66	11,144.66	72,855.34	13.27
101-000-696.200	ADOPT-A-MAGAZINE	0.00	100.00	0.00	(100.00)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	(16.24)	(0.09)	16.24	100.00
101-000-699.000	TRANSFER FROM FUND BALANCE	164,000.00	0.00	0.00	164,000.00	0.00
Total Dept 000 - NONE		4,193,000.00	3,641,146.71	1,482,088.92	551,853.29	86.84
Revenues		4,193,000.00	3,641,146.71	1,482,088.92	551,853.29	86.84

Account Category: Expenditures

Department: 790 LIBRARY

101-790-706.000	SALARIES/WAGES - PERMANENT	1,900,000.00	290,344.09	145,528.62	1,609,655.91	15.28
101-790-707.000	SALARIES/WAGES-TEMPORARY	20,000.00	2,262.38	1,034.41	17,737.62	11.31
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	22,104.27	11,075.65	137,895.73	13.82
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	29,640.66	13,383.71	220,359.34	11.86
101-790-717.000	LIFE & DISABILITY	14,000.00	2,281.90	1,140.95	11,718.10	16.30
101-790-718.000	RETIREMENT	300,000.00	51,978.46	26,185.78	248,021.54	17.33
101-790-740.000	OPERATING SUPPLIES	40,000.00	5,070.28	2,255.68	34,929.72	12.68
101-790-740.100	PROCESSING SUPPLIES	9,000.00	3,716.68	3,023.45	5,283.32	41.30
101-790-740.200	BUILDING SUPPLIES	20,000.00	2,228.78	863.93	17,771.22	11.14
101-790-741.000	BOOKS & MATERIALS	225,000.00	22,892.02	13,599.30	202,107.98	10.17
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	20,888.53	9,940.73	22,111.47	48.58
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	124,000.00	18,901.38	8,230.47	105,098.62	15.24
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	15.95	0.00	1,984.05	0.80
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	41.08	41.08	(41.08)	100.00
101-790-818.000	CONTRACTUAL SERVICES	84,500.00	10,591.09	10,434.02	73,908.91	12.53

03/03/2023

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Balance As Of 02/28/2023

% Fiscal Year Completed: 16.16

GL Number	Description	2023 Amended Budget	YTD Balance 02/28/2023 Normal (Abnormal)	Activity For 02/28/2023 Increase (Decrease)	Available Balance 02/28/2023 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
101-790-818.001	CATALOG	100,000.00	353.65	0.00	99,646.35	0.35
101-790-850.000	COMMUNICATIONS	24,000.00	4,467.16	845.95	19,532.84	18.61
101-790-860.000	TRANSPORTATION	1,000.00	149.65	0.00	850.35	14.97
101-790-864.000	CONFERENCES & TRAINING	29,000.00	4,132.62	598.00	24,867.38	14.25
101-790-880.000	COMMUNITY PROMOTION	51,000.00	2,449.06	2,369.06	48,550.94	4.80
101-790-880.001	EVENTS (FRIENDS)	24,000.00	2,645.31	818.79	21,354.69	11.02
101-790-910.000	INSURANCE & BONDS	58,000.00	0.00	0.00	58,000.00	0.00
101-790-911.000	WORKERS COMPENSATION	5,000.00	0.00	0.00	5,000.00	0.00
101-790-920.000	UTILITIES	200,000.00	32,622.44	16,094.01	167,377.56	16.31
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	14,502.85	6,147.85	105,497.15	12.09
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	0.00	0.00	2,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	196,000.00	8,981.08	7,084.83	187,018.92	4.58
101-790-977.000	FURNITURE	22,500.00	0.00	0.00	22,500.00	0.00
101-790-983.000	TECHNOLOGY	169,000.00	11,772.17	4,063.81	157,227.83	6.97
Total Dept 790 - LIBRARY		4,193,000.00	565,033.54	284,760.08	3,627,966.46	13.48
Expenditures		4,193,000.00	565,033.54	284,760.08	3,627,966.46	13.48
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,193,000.00	3,641,146.71	1,482,088.92	551,853.29	
TOTAL EXPENDITURES		4,193,000.00	565,033.54	284,760.08	3,627,966.46	
NET OF REVENUES & EXPENDITURES:		0.00	3,076,113.17	1,197,328.84	(3,076,113.17)	

03/03/2023

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As Of 02/28/2023

YTD Balance  
02/28/2023

GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	5,506,572.92
101-000-002.001	CFCU	780,390.32
101-000-002.002	FLAGSTAR	245,691.91
101-000-002.003	MICHIGAN CLASS	371,881.66
101-000-039.000	RETIREE INS CO-PAY	6,756.79
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		<u>6,912,003.60</u>
*** Liabilities ***		
101-000-275.000	UNDEPOSITED CASH	<u>39.02</u>
Total Liabilities		39.02
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	<u>3,529,220.31</u>
Total Fund Equity		3,529,220.31
Total Fund 101:		
TOTAL ASSETS		<u>6,912,003.60</u>
BEG. FUND BALANCE - 2022		3,529,220.31
+ NET OF REVENUES/EXPENDITURES - 2022		306,631.10
+ NET OF REVENUES & EXPENDITURES		3,076,113.17
= ENDING FUND BALANCE		6,911,964.58
+ LIABILITIES		<u>39.02</u>
= TOTAL LIABILITIES AND FUND BALANCE		<u>6,912,003.60</u>



03/03/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 02/01/2023 - 02/28/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
02/03/2023	31629	AMAZON CAPITAL SERVICES, INC	305.39	Cleared
02/03/2023	31630	Brandon Township Public Librar	15.95	Cleared
02/03/2023	31631	CEE CLEAN WINDOW CLEANING CO	550.00	Cleared
02/03/2023	31632	CHOWHOUND GOURMET	250.00	Cleared
02/03/2023	31633	DANBOISE MECHANICAL INC	425.00	Cleared
02/03/2023	31634	Engraving Connection	7.50	Cleared
02/03/2023	31635	Keeth Heating & Air Conditioni	1,000.00	Cleared
02/03/2023	31636	MARY FERGUSON	490.31	Cleared
02/03/2023	31637	MCLS	5,468.90	Cleared
02/03/2023	31638	MisDU	47.59	Cleared
02/03/2023	31639	Office Depot	160.28	Cleared
02/03/2023	31640	Patricia Carter	164.90	Cleared
02/03/2023	31641	PAWS AND EFFECT	75.00	Cleared
02/03/2023	31642	PLANTE & MORAN, PLLC	8,590.00	Cleared
02/03/2023	31643	Regal Pest Contol, LLC	1,155.00	Cleared
02/09/2023	31644	AMAZON CAPITAL SERVICES, INC	356.77	Cleared
02/09/2023	31645	Baker & Taylor	4,288.34	Cleared
02/09/2023	31646	Baker & Taylor	1,165.14	Cleared
02/09/2023	31647	Baker & Taylor	560.60	Cleared
02/09/2023	31648	CANON FINANCIAL SERVICES, INC	592.00	Cleared
02/09/2023	31649	City of Plymouth	470.53	Cleared
02/09/2023	31650	CONSUMERS ENERGY	4,128.60	Cleared
02/09/2023	31651	DANBOISE MECHANICAL INC	360.00	Cleared
02/09/2023	31652	ENDA REILLY	225.00	Open
02/09/2023	31653	Guardian Alarm	1,841.85	Cleared
02/09/2023	31654	INSITE DESIGN STUDIO INC	7,084.83	Cleared
02/09/2023	31655	Kanopy, LLC.	639.20	Cleared
02/09/2023	31656	Keeth Heating & Air Conditioni	968.00	Open

03/03/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 02/01/2023 - 02/28/2023

Check Date	Check	Vendor Name	Amount	Status
02/09/2023	31657	Lansing Sanitary Supply, Inc.	335.74	Cleared
02/09/2023	31658	Leader Business Networks	626.62	Cleared
02/09/2023	31659	MCLS	4,701.43	Cleared
02/09/2023	31660	MICHIGAN AIR PRODUCTS	1,613.00	Cleared
02/09/2023	31661	Michigan Gardener	49.00	Open
02/09/2023	31662	Midwest Tape	5,227.30	Cleared
02/09/2023	31663	Mutual of Omaha	1,140.95	Cleared
02/09/2023	31664	Office Depot	607.82	Cleared
02/09/2023	31665	Staples Advantage	475.95	Cleared
02/09/2023	31666	United States Postal Service	1,570.06	Cleared
02/21/2023	31667	AMAZON CAPITAL SERVICES, INC	1,497.71	Cleared
02/21/2023	31668	American Library Association	151.00	Cleared
02/21/2023	31669	BARRY LEVINE	100.00	Open
02/21/2023	31670	Blue Care Network	18,528.45	Cleared
02/21/2023	31671	COMCAST	264.83	Cleared
02/21/2023	31672	Foster, Swift, Collins & Smith	157.50	Cleared
02/21/2023	31673	Graybar Electric Co., Inc.	201.22	Cleared
02/21/2023	31674	Lansing Sanitary Supply, Inc.	173.86	Cleared
02/21/2023	31675	Mike Ivankovich	150.00	Open
02/21/2023	31676	Office Depot	364.16	Cleared
02/21/2023	31677	OverDrive, Inc.	9.00	Cleared
02/21/2023	31678	ROBERTSON MORRISON INC HEATING & COOLING	185.00	Open
02/21/2023	31679	Rocket Enterprise, Inc.	350.00	Cleared
02/21/2023	31680	Serene Landscape Group	780.00	Cleared
02/21/2023	31681	The Library Network	5,703.64	Cleared
02/21/2023	31682	Town Locksmith, Inc.	16.50	Open
02/27/2023	31683	AMAZON CAPITAL SERVICES, INC	203.27	Open
02/27/2023	31684	Associated Newspapers of MI	500.00	Open
02/27/2023	31685	Baker & Taylor	3,459.64	Open
02/27/2023	31686	Baker & Taylor	832.05	Open
02/27/2023	31687	Baker & Taylor	112.94	Open
02/27/2023	31688	Baker & Taylor	149.99	Open
02/27/2023	31689	Brodart Co.	88.47	Open
02/27/2023	31690	BSB Communications, Inc.	72.50	Open

03/03/2023

**CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY**  
**CHECK DATE 02/01/2023 - 02/28/2023**

Check Date	Check	Vendor Name	Amount	Status
02/27/2023	31691	CEE CLEAN WINDOW CLEANING CO	400.00	Open
02/27/2023	31692	CENGAGE LEARNING INC/GALE	618.60	Open
02/27/2023	31693	Delta Dental Insurance	126.54	Open
02/27/2023	31694	DEMCO	539.14	Open
02/27/2023	31695	DTE Energy	11,494.88	Open
02/27/2023	31696	Engraving Connection	7.50	Open
02/27/2023	31697	Envisionware, Inc.	2,881.00	Open
02/27/2023	31698	Findaway World, LLC	233.96	Open
02/27/2023	31699	Midwest Tape	840.16	Open
02/27/2023	31700	MisDU	47.59	Open
02/27/2023	31701	ODP BUSINESS SOLUTIONS LLC	48.86	Open
02/27/2023	31702	OverDrive, Inc.	2,990.68	Open
02/27/2023	31703	CENGAGE LEARNING INC/GALE	151.15	Open
<b>101 TOTALS:</b>				
Total of 75 Checks:			112,166.34	
Less 0 Void Checks:			0.00	
Total of 75 Disbursements:			112,166.34	

**February 2023 Payroll and Retirement Transfer**

Date	Description	Amount
2/6/2023	MERS Payment for February 2023	\$ 24,525.52
2/2/2023	Payroll - Period ending 1/28/2023; Pay date 02/03/2023	\$ 72,185.88
2/3/2023	Nationwide payment - matching & deductions for PR 02/03	\$ 4,759.26
2/3/2023	ADP Payment for Payroll Processing Fees	\$ 773.71
2/16/2023	Payroll - Period ending 02/10; Pay date 02/17	\$ 75,649.93
2/17/2023	Nationwide payment - matching & deductions for PR 02/10	\$ 4,825.38
2/22/2023	ADP Payment for Payroll Processing Fees	\$ 537.20
		\$ 183,256.88

**February 2023 Credit Card Payments**

Date	Description	Amount
2/28/2023	Credit Card Payment	\$ 2,663.57
		\$ 2,663.57