



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

REVENUES

- After transferring over deferred revenues from tax payments that came through at the end of 2021 to the current fiscal year, we are at 102% of our expected revenue.

EXPENDITURES

- Issues with our new check run process culminated in a large amount of checks issued at the beginning of the month to resolve outstanding invoices.
- Workers Compensation Coverage was renewed in May.

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 05/01/2022 - 05/31/2022

<u>Check Date</u>	<u>Check</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Status</u>
Bank 101 101				
05/05/2022	30762	Patricia Carter	\$118.20	Cleared
05/05/2022	30763	City of Plymouth	\$273.13	Cleared
05/05/2022	30764	Dalton Commercial Cleaning	\$1,821.00	Cleared
05/05/2022	30765	DTE Energy	\$11,542.02	Cleared
05/05/2022	30766	Foster, Swift, Collins & Smith	\$225.00	Cleared
05/05/2022	30767	Guardian Alarm	\$1,705.38	Cleared
05/05/2022	30768	Horton Plumbing	\$129.50	Cleared
05/05/2022	30769	JanWay Co.	\$760.00	Cleared
05/05/2022	30770	Midwest Tape	\$918.41	Cleared
05/05/2022	30771	Midwest Tape	\$681.26	Cleared
05/05/2022	30772	Midwest Tape	\$76.47	Cleared
05/05/2022	30773	Midwest Tape	\$275.61	Cleared
05/05/2022	30776	Office Depot	\$201.64	Cleared
05/05/2022	30777	Office Depot	\$353.70	Cleared
05/05/2022	30778	Office Depot	\$109.28	Cleared
05/05/2022	30779	Office Depot	\$152.76	Cleared
05/05/2022	30780	Office Depot	\$29.47	Cleared
05/05/2022	30781	Office Depot	\$515.56	Cleared
05/05/2022	30782	Office Depot	\$257.78	Cleared
05/05/2022	30783	Office Depot	\$773.34	Cleared
05/05/2022	30784	Office Depot	\$229.78	Cleared
05/05/2022	30785	Office Depot	\$30.28	Cleared
05/05/2022	30786	Office Depot	\$23.00	Cleared
05/05/2022	30787	Office Depot	\$67.80	Cleared
05/05/2022	30788	Office Depot	\$25.58	Cleared
05/05/2022	30789	Office Depot	\$83.12	Cleared
05/05/2022	30790	Office Depot	\$84.90	Cleared
05/05/2022	30791	Office Depot	\$122.04	Cleared
05/05/2022	30792	Office Depot	\$50.94	Cleared
05/05/2022	30793	Watkins Ross & Co.	\$4,100.00	Cleared
05/05/2022	30794	Baker & Taylor	\$8,416.51	Cleared
05/05/2022	30795	Baker & Taylor	\$2,067.62	Cleared
05/05/2022	30796	Baker & Taylor	\$1,038.93	Open
05/05/2022	30797	Coughlan Companies LLC	\$471.76	Cleared
05/05/2022	30798	Findaway World, LLC	\$74.99	Cleared
05/05/2022	30799	Findaway World, LLC	\$58.91	Cleared
05/05/2022	30800	Findaway World, LLC	\$74.99	Cleared
05/05/2022	30801	Gale	\$60.78	Cleared
05/05/2022	30802	Gale	\$119.16	Cleared
05/05/2022	30803	Gale	\$91.17	Cleared
05/05/2022	30804	Gale	\$121.56	Cleared

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05/05/2022	30805	PERMA-BOUND	\$13.78	Cleared
05/05/2022	30806	BASS CONTROLS	\$150.00	Cleared
05/05/2022	30807	NINTENDO OF AMERICA INC.	\$26.49	Cleared
05/05/2022	30808	ASHLEY KEINATH	\$100.00	Open
05/05/2022	30809	EDWARD S. BALIAN	\$200.00	Open
05/05/2022	30810	MACOMB COMMUNITY COLLEGE	\$50.00	Cleared
05/05/2022	30811	JESSE INGALSBE	\$58.00	Cleared
05/05/2022	30812	Thomson Reuters	\$274.00	Cleared
05/05/2022	30813	Mutual of Omaha	\$1,078.83	Cleared
05/05/2022	30814	Heather Pacheco	\$36.99	Cleared
05/05/2022	30815	Cherry Lake Publishing	\$379.05	Cleared
05/05/2022	30816	Crabtree Publishing Company	\$113.70	Cleared
05/05/2022	30817	Alex Thomas	\$200.00	Cleared
05/05/2022	30818	Books Galore, Inc.	\$43.90	Cleared
05/05/2022	30819	J. Appleseed Publisher Co-Op	\$131.70	Cleared
05/05/2022	30820	Library Ideas	\$527.40	Cleared
05/05/2022	30821	MisDU	\$47.59	Cleared
05/05/2022	30822	Jessica Keeler	\$473.54	Cleared
05/05/2022	30823	Calvin University - Hekman Lib	\$100.00	Cleared
05/05/2022	30824	Book Farm LLC	\$1,069.50	Cleared
05/05/2022	30825	Book Farm LLC	\$258.82	Cleared
05/05/2022	30826	Book Farm LLC	\$552.30	Cleared
05/05/2022	30827	Book Farm LLC	\$99.79	Cleared
05/05/2022	30828	Book Farm LLC	\$846.24	Cleared
05/05/2022	30829	Book Farm LLC	\$1,164.50	Cleared
05/05/2022	30830	Synchrony Bank/Amazon	\$3,934.36	Cleared
05/05/2022	30831	AFFIRMATIONS COMMUNITY CENTER	\$250.00	Cleared
05/05/2022	30832	AMAZON CAPITAL SERVICES, INC.	\$876.97	Cleared
05/05/2022	30833	AMAZON CAPITAL SERVICES, INC.	\$974.84	Cleared
05/05/2022	30834	CARNEY-COSTON, BARBARA	\$100.00	Open
05/05/2022	30835	DEMCO	\$79.13	Cleared
05/05/2022	30836	LESLIE SCIENCE AND NATURE CENTER	\$220.30	Cleared
05/05/2022	30837	Office Depot	\$206.74	Cleared
05/05/2022	30838	Otis Elevator Company	\$10,636.32	Cleared
05/05/2022	30839	Sarah Vargas	\$49.30	Cleared
05/05/2022	30840	Consumer's Energy	\$2,850.59	Cleared
05/05/2022	30841	BC Ten Air	\$245.00	Cleared
05/05/2022	30842	BC Ten Air	\$251.64	Cleared
05/05/2022	30843	CEE-CLEAN WINDOW CLEANING CO	\$400.00	Cleared
05/05/2022	30844	DR. IMELDA HUNT	\$150.00	Open
05/05/2022	30846	HEAT & SWEEP FIREPLACE & BARBECUE	\$350.00	Cleared
05/05/2022	30848	OK FIRE EQUIPMENT CO.	\$1,265.00	Cleared

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05/13/2022	30849	City of Plymouth	\$444.80	Cleared
05/13/2022	30850	Clear Solutions, Inc.	\$75.72	Open
05/13/2022	30851	Library Design Associates	\$1,665.00	Cleared
05/13/2022	30852	Midwest Tape	\$3,085.69	Cleared
05/13/2022	30853	Office Depot	\$394.64	Cleared
05/13/2022	30854	Proquest-CSA LLC	\$7,161.35	Cleared
05/13/2022	30855	Staples Advantage	\$801.03	Cleared
05/13/2022	30856	Swank Movie Licensing USA	\$600.00	Cleared
05/19/2022	30857	BARRY D. LEVINE	\$15.00	Cleared
05/19/2022	30858	Blue Care Network	\$23,028.80	Cleared
05/19/2022	30859	Book Farm LLC	\$60.93	Cleared
05/19/2022	30860	BS&A Software	\$10,000.00	Cleared
05/19/2022	30861	Cherry Lake Publishing	\$556.77	Open
05/19/2022	30862	Coffee Break Service, Inc.	\$41.25	Open
05/19/2022	30863	Coughlan Companies LLC	\$141.92	Open
05/19/2022	30864	Gale	\$547.31	Cleared
05/19/2022	30865	GEM Facility Management LLC	\$1,767.74	Cleared
05/19/2022	30866	IDLEWILD TOURS	\$150.00	Open
05/19/2022	30867	MILLROSS, STEPHANIE	\$150.00	Open
05/19/2022	30868	Observer & Eccentric Newspaper	\$228.06	Cleared
05/19/2022	30869	Office Depot	\$403.85	Cleared
05/20/2022	30870	Baker & Taylor	\$8,000.89	Cleared
05/20/2022	30871	Baker & Taylor	\$3,097.63	Cleared
05/20/2022	30872	Baker & Taylor	\$1,801.14	Cleared
05/20/2022	30873	Michigan.com	\$590.77	Cleared
05/20/2022	30874	Midwest Tape	\$2,781.58	Cleared
05/20/2022	30875	SIMONS, DONNA	\$100.00	Open
05/23/2022	30876	United States Postal Service	\$1,491.62	Cleared
05/27/2022	30877	City of Plymouth	\$273.13	Open
05/27/2022	30878	COMCAST	\$258.56	Open
05/27/2022	30879	Dalton Commercial Cleaning	\$3,813.00	Open
05/27/2022	30880	Delta Dental Insurance	\$1,475.58	Open
05/27/2022	30881	DTE Energy	\$10,464.13	Open
05/27/2022	30882	Foster, Swift, Collins & Smith	\$247.50	Open
05/27/2022	30883	Guardian Alarm	\$1,705.38	Open
05/27/2022	30884	Horton Plumbing	\$470.00	Open
05/27/2022	30885	Kathleen Philo	\$50.00	Open
05/27/2022	30886	KRISTEL DOBSON	\$8.19	Open
05/27/2022	30887	Leader Business Networks	\$435.49	Open
05/27/2022	30888	Midwest Tape	\$3,043.11	Open
05/27/2022	30889	Millennium Business Systems	\$50.00	Open
05/27/2022	30890	MML Workers' Comp Fund	\$3,570.00	Open

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05/27/2022	30891	Mutual of Omaha	\$1,078.83	Open
05/27/2022	30892	Office Depot	\$1,011.00	Open
05/27/2022	30893	Plymouth Community Chamber of	\$319.00	Open
05/27/2022	30894	TDS Metrocom	\$127.79	Open
Total of 130 Checks:			\$166,753.82	
April 2022 Payroll Retirement Transfer				
Date	Amount	Name		
05/13/22	\$32,381.01	Retirement transfer for April 2022 (\$106,376.52 FT Salaries x 30.44%)		
5/16/2022	\$3,605.62	Nationwide payment - Employment 457 P/R Deductions		
	\$415.50	Nationwide payment - Employment 457 P/R Deductions (457 Employer Contributions)		
May 2022 Payroll Retirement Transfer				
Date	Amount	Name		
05/06/22	\$462.35	ADP Inv. Processing		
05/12/22	\$68,127.65	Payroll of 05/13/22		
5/17/2022	\$3,605.62	Nationwide payment - Employment 457 P/R Deductions		
	\$415.50	Nationwide payment - Employment 457 P/R Deductions (457 Employer Contributions)		
05/26/22	\$70,200.27	Payroll of 05/27/22		
05/27/22	\$3,605.62	Nationwide payment - Employment 457 P/R Deductions		
	\$415.50	Nationwide payment - Employment 457 P/R Deductions (457 Employer Contributions)		
05/16/22	\$21,587.34	Retirement transfer for May 2022 (\$70,917.68 FT Salaries x 30.44%)		
	1.09	Interest for Huntington Bank Savings for May		
May 2022 Credit Card Payments				
05/05/22	\$1,667.34	Online payment - Chase Credit Card		
05/12/22	\$1,057.86	Online payment - Chase Credit Card		

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 05/31/2022
 % Fiscal Year Completed: 41.37

GL Number	Description	2022 Amended Budget	YTD Balance 05/31/2022 Normal (Abnormal)	Activity For 05/31/2022 Increase (Decrease)	Available Balance 05/31/2022 Normal (Abnormal)	% Bdgt 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	18,205.54	9,794.46	65.02
	STATE GRANTS	28,000.00	18,205.54	18,205.54	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	4,052.31	706.08	30,947.69	11.58
	INTEREST AND RENTS	35,000.00	4,052.31	706.08	30,947.69	11.58
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	1,210.03	548.33	(1,210.03)	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	2,625.10	1,242.80	11,374.90	18.75
101-000-696.000	DONATIONS & CONTRIBUTIONS	8,000.00	24,859.17	22,870.92	(16,859.17)	310.74
101-000-696.100	FRIENDS OF THE LIBRARY	35,000.00	9,752.87	3,701.23	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	433.72	432.57	(433.72)	100.00
	OTHER REVENUE	72,000.00	39,578.82	28,795.85	32,421.18	54.97
	Total Dept 000 - NONE	3,824,400.00	3,928,992.89	47,707.47	(104,592.89)	102.73
	Revenues	3,824,400.00	3,928,992.89	47,707.47	(104,592.89)	102.73
Account Category: Expenditures						
Department: 790 LIBRARY						
Unclassified						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,747,000.00	722,688.36	131,395.76	1,024,311.64	41.37
101-790-707.000	SALARIES/WAGES-TEMPORARY	92,000.00	32,937.47	5,638.09	59,062.53	35.80
101-790-715.000	EMPLOYERS FICA TAXES	135,000.00	57,120.56	10,349.31	77,879.44	42.31
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	76,093.31	14,959.69	144,006.69	34.57
101-790-717.000	LIFE & DISABILITY	14,000.00	5,394.15	1,078.83	8,605.85	38.53
101-790-718.000	RETIREMENT	300,000.00	120,172.98	53,968.35	179,827.02	40.06
101-790-740.000	OPERATING SUPPLIES	50,000.00	13,096.74	2,075.66	36,903.26	26.19
101-790-740.100	PROCESSING SUPPLIES	8,000.00	2,405.27	195.64	5,594.73	30.07
101-790-740.200	BUILDING SUPPLIES	25,000.00	3,839.65	1,922.82	21,160.35	15.36
101-790-741.000	BOOKS & MATERIALS	206,950.00	82,362.98	17,861.04	124,587.02	39.80
101-790-741.100	BOOKS & MATERIALS - DATABASES	42,000.00	28,967.00	7,161.35	13,033.00	68.97
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	124,500.00	46,363.94	6,128.80	78,136.06	37.24
101-790-741.300	BOOKS & MATERIALS - ILL	0.00	247.90	0.00	(247.90)	100.00
101-790-818.000	CONTRACTUAL SERVICES	54,700.00	47,914.65	10,399.72	6,785.35	87.60
101-790-818.001	CATALOG	125,000.00	93,219.93	1,695.00	31,780.07	74.58
101-790-850.000	COMMUNICATIONS	20,000.00	3,920.85	764.86	16,079.15	19.60

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 05/31/2022
 % Fiscal Year Completed: 41.37

GL Number	Description	2022 Amended Budget	YTD Balance 05/31/2022 Normal (Abnormal)	Activity For 05/31/2022 Increase (Decrease)	Available Balance 05/31/2022 Normal (Abnormal)	% Bdg't Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
Unclassified						
101-790-860.000	TRANSPORTATION	1,500.00	8.19	8.19	1,491.81	0.55
101-790-864.000	CONFERENCES & TRAINING	41,000.00	10,216.02	627.18	30,783.98	24.92
101-790-880.000	COMMUNITY PROMOTION	35,770.00	18,342.15	2,276.36	17,427.85	51.28
101-790-880.001	EVENTS (FRIENDS)	24,000.00	4,823.88	1,295.30	19,176.12	20.10
101-790-910.000	INSURANCE & BONDS	55,000.00	0.00	0.00	55,000.00	0.00
101-790-911.000	WORKERS COMPENSATION	5,000.00	3,570.00	3,570.00	1,430.00	71.40
101-790-920.100	UTILITIES - DTE	125,000.00	59,373.33	10,464.13	65,626.67	47.50
101-790-920.200	UTILITIES - CONS ENERGY	27,000.00	18,821.63	2,850.59	8,178.37	69.71
101-790-920.300	UTILITIES - WATER	9,000.00	2,224.00	444.80	6,776.00	24.71
101-790-930.000	REPAIRS & MAINTENANCE	113,265.00	42,818.10	16,495.96	70,446.90	37.80
101-790-930.100	REPAIRS & MAINTENANCE - EQUIPMT	0.00	305.00	0.00	(305.00)	100.00
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	647.91	0.00	1,352.09	32.40
101-790-956.000	MISCELLANEOUS	0.00	95.18	0.00	(95.18)	100.00
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	3,290.00	1,665.00	8,210.00	28.61
101-790-983.000	TECHNOLOGY	146,965.00	27,901.45	8,549.06	119,063.55	18.99
Unclassified		3,824,250.00	1,529,182.58	313,841.49	2,295,067.42	39.99
Total Dept 790 - LIBRARY		3,824,250.00	1,529,182.58	313,841.49	2,295,067.42	39.99
Expenditures		3,824,250.00	1,529,182.58	313,841.49	2,295,067.42	39.99
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,824,400.00	3,928,992.89	47,707.47	(104,592.89)	
TOTAL EXPENDITURES		3,824,250.00	1,529,182.58	313,841.49	2,295,067.42	
NET OF REVENUES & EXPENDITURES:		150.00	2,399,810.31	(266,134.02)	(2,399,660.31)	