



**TO:** Plymouth District Library Board      **DATE:** April 14, 2023  
**RE:** March 2023 Financial Report      **FROM:** Shauna Anderson,  
Director

#### REVENUES

- The Library received approximately \$280k in Winter Tax Collections (from the City and Township)

#### EXPENDITURES

- The Library had a \$8,500 payment to OrangeBoy, Inc. for Annual Savannah Subscriptions
- The Library had a \$16,402.72 payment to Secruity 101 for final costs associated with the upgrade to keyfob system
- The Library had a \$7,900 payment to Green Earth Coatings for painting services
- The Library had a \$68,602 payment to SirsiDynix for ILS support and maintenance

#### INVESTMENTS

- The Library's Michigan Class account earned \$1,535.97 in March for a total earned income of \$4,312.22 in FY 2023
- The Library's CFCU account earned \$3,867.78 in Q1 for a total earned income of \$3,867.78 in FY 2023

04/14/2023

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 03/31/2023

% Fiscal Year Completed: 24.66

GL Number	Description	2023 Amended Budget	YTD Balance 03/31/2023 Normal (Abnormal)	Activity For 03/31/2023 Increase (Decrease)	Available Balance 03/31/2023 Normal (Abnormal)	% Bdgt Used
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Fund: 101 GENERAL OPERATING FUND

Account Category: Revenues

101-000-403.000	PROPERTY TAXES CURRENT	3,700,000.00	3,746,800.19	280,865.28	(46,800.19)	101.26
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	153,292.30	153,292.30	(3,292.30)	102.19
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	1,512.96	363.19	(1,512.96)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	0.00	21,611.24	11,574.55	(21,611.24)	100.00
101-000-694.000	OTHER MISC. INCOME	0.00	5,428.63	3,984.52	(5,428.63)	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	794.60	360.00	(794.60)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	4,760.00	4,200.00	(4,760.00)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	84,000.00	0.00	0.00	84,000.00	0.00
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	(18.22)	(1.98)	18.22	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	4,061,125.91	454,637.86	131,874.09	96.85

Revenues

4,193,000.00	4,061,125.91	454,637.86	131,874.09	96.85
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Account Category: Expenditures

Department: 790 LIBRARY

101-790-706.000	SALARIES/WAGES - PERMANENT	1,900,000.00	438,685.11	219,869.92	1,461,314.89	23.09
101-790-707.000	SALARIES/WAGES-TEMPORARY	20,000.00	3,459.65	1,779.01	16,540.35	17.30
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	33,544.02	16,819.79	126,455.98	20.97
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	59,478.82	14,721.53	190,521.18	23.79
101-790-717.000	LIFE & DISABILITY	14,000.00	4,563.80	2,281.90	9,436.20	32.60
101-790-718.000	RETIREMENT	300,000.00	53,641.72	25,733.26	246,358.28	17.88
101-790-740.000	OPERATING SUPPLIES	40,000.00	7,863.20	2,787.42	32,136.80	19.66
101-790-740.100	PROCESSING SUPPLIES	9,000.00	4,012.28	295.60	4,987.72	44.58
101-790-740.200	BUILDING SUPPLIES	20,000.00	6,370.30	1,579.42	13,629.70	31.85
101-790-741.000	BOOKS & MATERIALS	225,000.00	55,335.00	17,340.91	169,665.00	24.59

101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	28,096.92	0.00		14,903.08	65.34
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	124,000.00	25,044.43	9,889.82		98,955.57	20.20
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	155.01	108.06		1,844.99	7.75
101-790-818.000	CONTRACTUAL SERVICES	84,500.00	27,672.25	17,081.16		56,827.75	32.75
101-790-818.001	CATALOG	100,000.00	100,685.85	68,602.00		(685.85)	100.69
101-790-850.000	COMMUNICATIONS	24,000.00	2,526.95	0.00		21,473.05	10.53
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	4,184.62	52.00		24,815.38	14.43
101-790-880.000	COMMUNITY PROMOTION	51,000.00	14,274.66	11,825.60		36,725.34	27.99
101-790-880.001	EVENTS (FRIENDS)	24,000.00	5,043.57	2,323.26		18,956.43	21.01
101-790-910.000	INSURANCE & BONDS	58,000.00	27,940.50	0.00		30,059.50	48.17
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	39,906.43	17,125.00		160,093.57	19.95
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	34,822.43	14,398.64		85,177.57	29.02
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	32,961.25	25,876.42		163,038.75	16.82
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	18,906.46	2,159.29		150,093.54	11.19
Total Dept 790 - LIBRARY		4,193,000.00	1,029,324.88	472,650.01		3,163,675.12	24.55
Expenditures		4,193,000.00	1,029,324.88	472,650.01		3,163,675.12	24.55
Fund 101 - GENERAL OPERATING FUND:							
TOTAL REVENUES		4,193,000.00	4,061,125.91	454,637.86		131,874.09	
TOTAL EXPENDITURES		4,193,000.00	1,029,324.88	472,650.01		3,163,675.12	
NET OF REVENUES & EXPENDITURES:		0.00	3,031,801.03	(18,012.15)		(3,031,801.03)	

04/14/2023

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As Of 03/31/2023

YTD Balance  
03/31/2023

GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	5,498,119.47
101-000-002.001	CFCU	792,106.45
101-000-002.002	FLAGSTAR	245,691.91
101-000-002.003	MICHIGAN CLASS	373,417.63
101-000-039.000	RETIREE INS CO-PAY	11,640.15
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		6,921,685.61
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	27,205.06
101-000-262.000	PAYROLL DEDUCTION-DEFERRED COMP	4,065.25
101-000-275.000	UNDEPOSITED CASH	4,113.23
Total Liabilities		35,383.54
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,529,220.31
Total Fund Equity		3,529,220.31
Total Fund 101:		
TOTAL ASSETS		6,921,685.61
BEG. FUND BALANCE - 2022		3,529,220.31
+ NET OF REVENUES/EXPENDITURES - 2022		325,280.73
+ NET OF REVENUES & EXPENDITURES		3,031,801.03
= ENDING FUND BALANCE		6,886,302.07
+ LIABILITIES		35,383.54
= TOTAL LIABILITIES AND FUND BALANCE		6,921,685.61

04/07/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 03/01/2023 - 03/31/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
03/06/2023	31704	ALLIED BUILDING SERVICES	4,998.00	Cleared
03/06/2023	31705	AMAZON CAPITAL SERVICES, INC	1,191.55	Cleared
03/06/2023	31706	Baker & Taylor	1,924.10	Cleared
03/06/2023	31707	Baker & Taylor	337.89	Cleared
03/06/2023	31708	Baker & Taylor	138.74	Cleared
03/06/2023	31709	BS&A Software	4,975.00	Cleared
03/06/2023	31710	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
03/06/2023	31711	Crabtree Publishing Company	16.95	Cleared
03/06/2023	31712	Greko Printing & Imaging	74.25	Cleared
03/06/2023	31713	Kanopy, LLC.	582.25	Cleared
03/06/2023	31714	Lansing Sanitary Supply, Inc.	2,960.48	Cleared
03/06/2023	31715	MICHIGAN LIBRARY ASSOCIATION	25.00	Cleared
03/06/2023	31716	MisDU	47.59	Cleared
03/06/2023	31717	Mutual of Omaha	1,140.95	Cleared
03/06/2023	31718	ODP BUSINESS SOLUTIONS LLC	236.86	Cleared
03/06/2023	31719	OverDrive, Inc.	2,627.80	Cleared
03/06/2023	31720	PAWS AND EFFECT	75.00	Cleared
03/06/2023	31721	PLAYAWAY PRODUCTS	125.98	Cleared
03/06/2023	31722	RACHEL GUNNETT	31.00	Cleared
03/06/2023	31723	Town Locksmith, Inc.	5.50	Cleared
03/06/2023	31724	UNITED PARCEL SERVICE	12.50	Cleared
03/06/2023	31725	WEB PRESS OF MICHIGAN	2,404.11	Cleared
03/06/2023	31726	AMAZON CAPITAL SERVICES, INC	799.08	Cleared
03/06/2023	31727	Baker & Taylor	1,340.47	Cleared
03/06/2023	31728	Baker & Taylor	369.54	Cleared
03/06/2023	31729	BASS CONTROLS	867.14	Cleared
03/06/2023	31730	City of Plymouth	570.53	Cleared
03/06/2023	31731	CONSUMERS ENERGY	4,251.99	Cleared
03/06/2023	31732	Heather Pacheco	76.61	Cleared
03/06/2023	31733	INSITE DESIGN STUDIO INC	965.20	Cleared
03/06/2023	31734	Leader Business Networks	563.65	Cleared
03/06/2023	31735	Michigan Science Center	362.50	Cleared
03/06/2023	31736	Midwest Tape	6,150.76	Cleared
03/06/2023	31737	ODP BUSINESS SOLUTIONS LLC	279.13	Cleared
03/06/2023	31738	ORANGEBOY, INC.	8,500.00	Cleared
03/06/2023	31739	Patricia Carter	164.90	Cleared
03/06/2023	31740	PLANTE & MORAN, PLLC	4,300.00	Cleared
03/06/2023	31741	PLYMOUTH COMMUNITY CHAMBER OF COMMERCE	151.00	Cleared
03/06/2023	31742	ROBERTSON MORRISON INC HEATING & COOLING	4,999.50	Cleared
03/06/2023	31743	West Bloomfield Twp Public Lib	15.11	Cleared
03/21/2023	31744	AMAZON CAPITAL SERVICES, INC	195.09	Cleared
03/21/2023	31745	Baker & Taylor	2,533.05	Cleared
03/21/2023	31746	Blue Care Network	18,524.92	Cleared
03/21/2023	31747	DEMCO	68.87	Cleared
03/21/2023	31748	Engraving Connection	7.50	Cleared
03/21/2023	31749	Foster, Swift, Collins & Smith	3,391.00	Cleared
03/21/2023	31750	Genson's Plumbing, Inc.	239.50	Cleared
03/21/2023	31751	Green Brain Comics	307.20	Cleared
03/21/2023	31752	Lansing Sanitary Supply, Inc.	122.40	Cleared
03/21/2023	31753	Linda VanderLaan	1,672.00	Cleared
03/21/2023	31754	Mallory Mortillaro	250.00	Cleared
03/21/2023	31755	Michigan.com	590.95	Cleared
03/21/2023	31756	Midwest Tape	575.50	Cleared
03/21/2023	31757	ODP BUSINESS SOLUTIONS LLC	419.57	Cleared
03/21/2023	31758	Security 101	16,402.72	Cleared
03/21/2023	31759	Uline	45.34	Cleared
03/21/2023	31760	Varitronics, LLC	725.97	Cleared
03/21/2023	31761	Woodlands Library Cooperative	27.00	Cleared
03/27/2023	31762	ALLIED BUILDING SERVICES	208.00	Cleared

03/27/2023	31763	AMAZON CAPITAL SERVICES, INC	522.44	Open
03/27/2023	31764	BASS CONTROLS	1,350.00	Cleared
03/27/2023	31765	Delta Dental Insurance	1,467.89	Open
03/27/2023	31766	DTE Energy	12,402.48	Cleared
03/27/2023	31767	FUN EXPRESS	26.59	Open
03/27/2023	31768	Graybar Electric Co., Inc.	309.12	Open
03/27/2023	31769	GREEN EARTH COATINGS	7,900.00	Open
03/27/2023	31770	Lansing Sanitary Supply, Inc.	51.82	Cleared
03/27/2023	31771	ODP BUSINESS SOLUTIONS LLC	26.77	Cleared
03/27/2023	31772	Scholastic Inc.	420.00	Cleared
03/27/2023	31773	Serene Landscape Group	885.00	Cleared
03/27/2023	31774	SirsiDynix	68,602.00	Cleared

101 TOTALS:

Total of 71 Checks:	199,329.30
Less 0 Void Checks:	0.00
Total of 71 Disbursements:	199,329.30

**March 2023 Payroll and Retirement Transfer**

Date	Description	Amount
3/13/2023	MERS Payment for February 2023	\$24,073.00
3/2/2023	Payroll - Period ending 2/25/2023; Pay date 03/03/2023	\$74,670.21
3/3/2023	Nationwide payment - matching & deductions for PR 02/25/2023	\$4,895.38
3/10/2023	ADP Payment for Payroll Processing Fees	\$925.74
3/16/2023	Payroll - Period ending 03/11; Pay date 03/17	\$75,697.33
3/17/2023	Nationwide payment - matching & deductions for PR 03/11/2023	\$4,895.38
3/25/2023	Payroll - Period ending 03/25; Pay date 03/31	\$73,979.35
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		\$259,136.39

**March 2023 Credit Card Payments**

Date	Description	Amount
3/15/2023	Credit Card Payment	\$4,156.43
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		\$4,156.43