



**TO:** Plymouth District Library Board      **DATE:** May 15, 2023  
**RE:** April 2023 Financial Report      **FROM:** Shauna Anderson,  
Director

#### EXPENDITURES

- The library had a \$7,284 payment to Chowhound Gourmet for catering fees related to the Library's Centennial Gala
- The library also had a \$5,289 payment to Edwards Glass company for glass repairs.

#### INVESTMENTS

- The library's Michigan Class account earned \$1,543 in April, for a total earned income of \$5,855.74 in FY 2023.

05/12/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 04/01/2023 - 04/30/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
04/01/2023	3(E)	Chase - Cardmember Service	296.73	Cleared
04/01/2023	4(E)	Chase - Cardmember Service	95.00	Cleared
04/01/2023	5(E)	Chase - Cardmember Service	3,034.22	Cleared
04/01/2023	6(E)	Chase - Cardmember Service	1,156.40	Cleared
04/01/2023	7(E)	Chase - Cardmember Service	4,087.44	Cleared
04/01/2023	8(E)	Chase - Cardmember Service	3,229.63	Cleared
04/01/2023	9(E)	Chase - Cardmember Service	1,948.72	Cleared
04/03/2023	31775	AMAZON CAPITAL SERVICES, INC	609.76	Cleared
04/03/2023	31776	Baker & Taylor	2,360.47	Cleared
04/03/2023	31777	Baker & Taylor	1,940.02	Cleared
04/03/2023	31778	Baker & Taylor	809.54	Cleared
04/03/2023	31779	Baker & Taylor	149.99	Cleared
04/03/2023	31780	Book Farm LLC	3,262.03	Cleared
04/03/2023	31781	Books Galore, Inc.	42.94	Cleared
04/03/2023	31782	Constance Hallinan Lagan	175.00	Cleared
04/03/2023	31783	GRACE A. DOW MEMORIAL LIBRARY	43.00	Cleared
04/03/2023	31784	Greko Printing & Imaging	406.24	Cleared
04/03/2023	31785	Mariya Fogarasi	100.00	Open
04/03/2023	31786	Mason County Library	30.00	Cleared
04/03/2023	31787	Michigan.com	579.78	Cleared
04/03/2023	31788	MisDU	95.18	Cleared
04/03/2023	31789	Mutual of Omaha	1,140.95	Cleared
04/03/2023	31790	ODP BUSINESS SOLUTIONS LLC	122.20	Cleared
04/03/2023	31791	OverDrive, Inc.	2,473.30	Cleared
04/03/2023	31792	Patricia Carter	164.90	Cleared
04/03/2023	31793	PAWS AND EFFECT	75.00	Cleared
04/03/2023	31794	PLANTE & MORAN, PLLC	6,150.00	Cleared
04/03/2023	31795	Rochester Hills Public Library	19.95	Cleared
04/03/2023	31796	Uline	204.38	Cleared
04/03/2023	31797	United States Postal Service	290.00	Cleared
04/10/2023	31798	AMAZON CAPITAL SERVICES, INC	292.49	Cleared
04/10/2023	31799	Baker & Taylor	2,231.57	Cleared
04/10/2023	31800	Baker & Taylor	179.49	Cleared
04/10/2023	31801	Baker & Taylor	296.26	Cleared
04/10/2023	31802	Baker & Taylor	492.72	Cleared
04/10/2023	31803	BASS CONTROLS	1,112.50	Cleared
04/10/2023	31804	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
04/10/2023	31805	City of Plymouth	470.53	Cleared
04/10/2023	31806	COLLEEN KINGSBURY	61.00	Cleared
04/10/2023	31807	Dana Bussard	61.00	Cleared
04/10/2023	31808	EDWARDS GLASS COMPANY	5,289.00	Cleared
04/10/2023	31809	Genson's Plumbing, Inc.	559.00	Open
04/10/2023	31810	Kanopy, LLC.	572.05	Cleared
04/10/2023	31811	Lansing Sanitary Supply, Inc.	828.11	Cleared
04/10/2023	31812	Lauren Baker	61.00	Cleared
04/10/2023	31813	Library Ideas	589.78	Cleared
04/10/2023	31814	Midwest Tape	1,026.31	Cleared
04/10/2023	31815	New England Historic Gene Soc	84.35	Cleared
04/10/2023	31816	ODP BUSINESS SOLUTIONS LLC	484.80	Cleared
04/10/2023	31817	SARAH PERRY	61.00	Open
04/10/2023	31818	The Library Network	2,370.12	Cleared
04/10/2023	31819	Genson's Plumbing, Inc.	347.00	Cleared
04/17/2023	31820	AMAZON CAPITAL SERVICES, INC	675.96	Cleared

04/17/2023	31821	Brodart Co.	411.87	Cleared
04/17/2023	31822	CONSUMERS ENERGY	3,062.26	Cleared
04/17/2023	31823	Dee Beaver	34.94	Open
04/17/2023	31824	EBSCO Subscription Services	5,065.10	Cleared
04/17/2023	31825	Leader Business Networks	767.61	Cleared
04/17/2023	31826	Midwest Tape	4,965.20	Cleared
04/17/2023	31827	MisDU	47.59	Cleared
04/17/2023	31828	ODP BUSINESS SOLUTIONS LLC	906.88	Cleared
04/17/2023	31829	OverDrive, Inc.	6,849.27	Cleared
04/17/2023	31830	ROBERTSON MORRISON INC HEATING & COOLING	510.00	Cleared
04/17/2023	31831	ShredCorp	76.00	Open
04/17/2023	31832	TRANSITIONS OUTDOOR SERVICES	310.75	Cleared
04/17/2023	31833	United States Postal Service	1,590.00	Cleared
04/17/2023	31834	Watkins Ross & Co.	1,300.00	Cleared
04/25/2023	31835	AMAZON CAPITAL SERVICES, INC	1,898.00	Open
04/25/2023	31836	Baker & Taylor	2,786.05	Open
04/25/2023	31837	Baker & Taylor	493.17	Open
04/25/2023	31838	Baker & Taylor	232.13	Open
04/25/2023	31839	Baker & Taylor	187.94	Open
04/25/2023	31840	Blue Care Network	19,331.86	Cleared
04/25/2023	31841	Delta Dental Insurance	1,560.07	Open
04/25/2023	31842	Engraving Connection	15.00	Open
04/25/2023	31843	Greko Printing & Imaging	415.00	Open
04/25/2023	31844	INSITE DESIGN STUDIO INC	1,140.25	Open
04/25/2023	31845	JanWay Co.	220.00	Open
04/25/2023	31846	Midwest Tape	278.85	Cleared
04/25/2023	31847	St. Clair County Library	20.04	Open
04/27/2023	31848	AMAZON CAPITAL SERVICES, INC	248.70	Open
04/27/2023	31849	CHOWHOUND GOURMET	7,284.00	Open
04/27/2023	31850	DEMCO	122.06	Open
04/27/2023	31851	ELHAGE, ELISSA	74.12	Open
101 TOTALS:				
Total of 84 Checks			115,843.52	
Less 1 Void Checks			559.00	
Total of 83 Disbur:			115,284.52	

#### April 2023 Payroll and Retirement Transfer

Date	Description	Amount
4/10/2023	MERS Payment for March 2023	\$24,073.00
4/3/2023	Payroll - Nationwide payment	\$4,895.38
4/7/2023	ADP Payment for Payroll Processing Fees	\$762.29
4/13/2023	Payroll	\$74,790.92
4/14/2023	Payroll - Nationwide payment	\$4,895.38
4/28/2023	Payroll - Nationwide payment	\$5,362.75
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		\$114,779.72

#### April 2023 Credit Card Payments

Date	Description	Amount
4/4/2023	Credit Card Payment	\$2,159.83
4/17/2023	Credit Card Payment	\$13,848.14
4/24/2023	Credit Card Payment	\$1,320.33
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		\$17,328.30

05/12/2023

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
 Balance As Of 04/30/2023

YTD Balance  
 04/30/2023

GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	5,233,202.05
101-000-002.001	CFCU	792,106.45
101-000-002.002	FLAGSTAR	245,691.91
101-000-002.003	MICHIGAN CLASS	374,961.15
101-000-039.000	RETIREE INS CO-PAY	15,050.43
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>6,661,721.99</u>
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	45,814.50
101-000-275.000	UNDEPOSITED CASH	5,625.44
Total Liabilities		<u>51,439.94</u>
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	<u>3,529,220.31</u>
Total Fund Equity		<u>3,529,220.31</u>
Total Fund 101:		
TOTAL ASSETS		<u>6,661,721.99</u>
BEG. FUND BALANCE - 2022		<u>3,529,220.31</u>
+ NET OF REVENUES/EXPENDITURES - 2022		325,280.73
+ NET OF REVENUES & EXPENDITURES		2,755,781.01
= ENDING FUND BALANCE		6,610,282.05
+ LIABILITIES		<u>51,439.94</u>
= TOTAL LIABILITIES AND FUND BALANCE		<u>6,661,721.99</u>

05/12/2023

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 04/30/2023

% Fiscal Year Completed: 32.88

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023 Normal (Abnormal)	Activity For 04/30/2023 Increase (Decrease)	Available Balance 04/30/2023 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	0.00	(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	162,631.70	9,339.40	(12,631.70)	108.42
101-000-538.000	GRANTS	0.00	82,808.70	1,000.00	(82,808.70)	100.00
101-000-574.000	STATE REVENUES	30,000.00	18,783.74	18,783.74	11,216.26	62.61
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	1,868.88	355.92	(1,868.88)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	0.00	28,728.97	7,117.73	(28,728.97)	100.00
101-000-694.000	OTHER MISC. INCOME	0.00	5,578.83	150.20	(5,578.83)	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	0.00	(794.60)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	10,568.83	5,808.83	(10,568.83)	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	1.47	19.69	(1.47)	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	4,103,701.42	42,575.51	89,298.58	97.87
Revenues		4,193,000.00	4,103,701.42	42,575.51	89,298.58	97.87

Account Category: Expenditures

Department: 790 LIBRARY

101-790-706.000	SALARIES/WAGES - PERMANENT	1,900,000.00	587,419.58	148,734.47	1,312,580.42	30.92
101-790-707.000	SALARIES/WAGES-TEMPORARY	20,000.00	5,002.75	1,543.10	14,997.25	25.01
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	44,727.80	11,183.78	115,272.20	27.95
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	72,845.93	13,367.11	177,154.07	29.14
101-790-717.000	LIFE & DISABILITY	14,000.00	4,563.80	0.00	9,436.20	32.60
101-790-718.000	RETIREMENT	300,000.00	80,205.11	26,563.39	219,794.89	26.74
101-790-740.000	OPERATING SUPPLIES	40,000.00	16,426.78	8,563.58	23,573.22	41.07
101-790-740.100	PROCESSING SUPPLIES	9,000.00	4,437.91	425.63	4,562.09	49.31
101-790-740.200	BUILDING SUPPLIES	20,000.00	7,983.33	1,613.03	12,016.67	39.92
101-790-741.000	BOOKS & MATERIALS	225,000.00	70,005.45	14,670.45	154,994.55	31.11
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	33,162.02	5,065.10	9,837.98	77.12

101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	124,000.00	42,477.65	17,433.22	81,522.35	34.26
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	189.04	34.03	1,810.96	9.45
101-790-818.000	CONTRACTUAL SERVICES	84,500.00	51,606.10	23,933.85	32,893.90	61.07
101-790-818.001	CATALOG	100,000.00	100,685.85	0.00	(685.85)	100.69
101-790-850.000	COMMUNICATIONS	24,000.00	5,450.34	2,923.39	18,549.66	22.71
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	8,219.55	4,034.93	20,780.45	28.34
101-790-880.000	COMMUNITY PROMOTION	51,000.00	25,786.39	11,511.73	25,213.61	50.56
101-790-880.001	EVENTS (FRIENDS)	24,000.00	6,426.56	1,307.99	17,573.44	26.78
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	55,693.39	15,786.96	144,306.61	27.85
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	37,833.18	3,010.75	82,166.82	31.53
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	34,101.50	1,140.25	161,898.50	17.40
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	24,580.25	5,673.79	144,419.75	14.54
Total Dept 790 - LIBRARY		4,193,000.00	1,347,920.41	318,520.53	2,845,079.59	32.15
Expenditures		4,193,000.00	1,347,920.41	318,520.53	2,845,079.59	32.15
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,193,000.00	4,103,701.42	42,575.51	89,298.58	
TOTAL EXPENDITURES		4,193,000.00	1,347,920.41	318,520.53	2,845,079.59	
NET OF REVENUES & EXPENDITURES:		0.00	2,755,781.01	(275,945.02)	(2,755,781.01)	