



TO: Plymouth District Library Board **DATE:** July 12, 2023
RE: June 2023 Financial Report **FROM:** Shauna Anderson,
Director

REVENUE

- The Library received a grant from the BOSCH Community Fund in the amount of \$17,500.

EXPENDITURES

- The Library had a \$20,649.17 payment to MCLS for SkyRiver Cataloging Subscription from 11/01/2023 through 10/31/2024.
- The Library had a \$10,366.97 payment to Insite Design Studio Inc for landscape design development.
- The Library had a \$57,445 payment to MML for insurance premium renewal covering 07/01/2023 through 07/01/2024.
- The Library had a \$42,417.70 payment to Sound Planning for Installation of Waldorf/Dunning meeting room A/V systems.
- There was a duplicate charge from Nationwide Retirement Solutions in June that is in the process of being refunded.

INVESTMENTS

- The Library's Michigan Class account earned \$1,620.56 in June for a total earned income of \$9,122.14 in FY 2023
- The Library's CFCUs account earned \$3,929.93 in June for a total earned income of \$7,797.91 in FY 2023
- After spending about a year acclimating to the Michigan Class Investment Pool, I would like to move forward with a more aggressive investment plan to capitalize on the affordances of our revenue streams. Since the majority of our revenue is collected within the first few months of the fiscal year, there is a considerable amount of cash left sitting in our checking account for operating costs expected later in the year. I am working on an investment plan with Plante Moran to propose alongside the 2024 budget plan.

07/10/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 06/01/2023 - 06/30/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
06/01/2023	38(E)	Chase - Cardmember Service	408.09	Open
06/01/2023	39(E)	Chase - Cardmember Service	638.92	Open
06/01/2023	40(E)	Chase - Cardmember Service	3.00	Open
06/01/2023	41(E)	Chase - Cardmember Service	1,571.37	Open
06/01/2023	42(E)	Chase - Cardmember Service	672.21	Open
06/01/2023	43(E)	Chase - Cardmember Service	1,141.89	Open
06/05/2023	31957	ALA	221.00	Cleared
06/05/2023	31958	AMAZON CAPITAL SERVICES, INC	747.34	Cleared
06/05/2023	31959	BASS CONTROLS	526.00	Cleared
06/05/2023	31960	Blue Care Network	18,905.81	Cleared
06/05/2023	31961	CITY OF SOUTHGATE VETERAN'S MEI	9.95	Cleared
06/05/2023	31962	EBSCO Subscription Services	275.00	Cleared
06/05/2023	31963	MCLS	20,649.17	Cleared
06/05/2023	31964	MICHIGAN LIBRARY ASSOCIATION	1,267.92	Cleared
06/05/2023	31965	Mutual of Omaha	1,253.09	Cleared
06/05/2023	31966	ODP BUSINESS SOLUTIONS LLC	79.47	Cleared
06/05/2023	31967	Patricia Carter	164.90	Cleared
06/05/2023	31968	PAWS AND EFFECT	75.00	Open
06/06/2023	10(E)	Chase - Cardmember Service	1,377.56	V Cleared
06/06/2023	11(E)	Chase - Cardmember Service	5,895.95	V Cleared
06/06/2023	12(E)	Chase - Cardmember Service	188.94	V Cleared
06/06/2023	13(E)	Chase - Cardmember Service	1,056.48	V Cleared
06/06/2023	14(E)	Chase - Cardmember Service	280.69	V Cleared
06/06/2023	15(E)	Chase - Cardmember Service	2,742.85	V Cleared
06/06/2023	16(E)	Chase - Cardmember Service	2,040.06	V Cleared
06/08/2023	31969	ELHAGE, ELISSA	37.15	Cleared
06/13/2023	31970	AMAZON CAPITAL SERVICES, INC	299.58	Cleared
06/13/2023	31971	Baker & Taylor	4,144.85	Cleared
06/13/2023	31972	Baker & Taylor	1,235.37	Cleared
06/13/2023	31973	Baker & Taylor	300.10	Cleared
06/13/2023	31974	Baker & Taylor	575.76	V Open
06/13/2023	31975	Baldwin Public Library	12.98	Cleared
06/13/2023	31976	BLIXT, DAVID	200.00	Cleared
06/13/2023	31977	City of Plymouth	470.53	Cleared
06/13/2023	31978	Comic City	170.40	Cleared
06/13/2023	31979	CONSUMERS ENERGY	518.31	Cleared
06/13/2023	31980	Esko Roofing & Sheet Metal	528.00	Cleared
06/13/2023	31981	Graphic Sciences, Inc.	269.25	Cleared
06/13/2023	31982	Green Brain Comics	228.73	Cleared
06/13/2023	31983	INSITE DESIGN STUDIO INC	10,366.97	Open
06/13/2023	31984	Kanopy, LLC.	637.50	Cleared
06/13/2023	31985	Lauren Baker	79.05	Cleared
06/13/2023	31986	Leader Business Networks	865.36	Cleared
06/13/2023	31987	Midwest Tape	7,492.03	Cleared
06/13/2023	31988	MING A. LOUIE	300.00	Open
06/13/2023	31989	ODP BUSINESS SOLUTIONS LLC	879.74	Cleared
06/13/2023	31990	OverDrive, Inc.	2,133.03	Cleared
06/13/2023	31991	PLAYAWAY PRODUCTS	1,079.94	Cleared
06/13/2023	31992	ROBERTSON MORRISON INC HEATIN	161.00	Cleared
06/13/2023	31993	U.S. Diary	180.82	Cleared
06/13/2023	31994	VICTORIA'S TEA SALON	1,117.20	Cleared
06/13/2023	31995	WEB PRESS OF MICHIGAN	2,431.49	Cleared
06/15/2023	31996	Baker & Taylor	575.76	Cleared
06/21/2023	31997	ALLIED BUILDING SERVICES	463.76	Cleared
06/21/2023	31998	AMAZON CAPITAL SERVICES, INC	1,460.54	Cleared
06/21/2023	31999	ASAM, OLIVIA	52.98	Cleared
06/21/2023	32000	Blue Care Network	19,454.91	V Cleared
06/21/2023	32001	BSB Communications, Inc.	870.00	V Cleared
06/21/2023	32002	CANON FINANCIAL SERVICES, INC	2,003.10	V Cleared
06/21/2023	32003	CNA SURETY	110.00	V Cleared
06/21/2023	32004	Cord Cutters/Electronic Techno	150.00	V Cleared
06/21/2023	32005	INTERFAITH LEADERSHIP COUNCIL O	500.00	V Cleared
06/21/2023	32006	JanWay Co.	1,057.50	V Cleared
06/21/2023	32007	Lansing Sanitary Supply, Inc.	407.54	V Cleared
06/21/2023	32008	MADDEN, RYAN	52.98	V Cleared
06/21/2023	32009	Michigan Municipal Liability	57,445.00	V Cleared
06/21/2023	32010	Michigan Science Center	187.50	V Cleared
06/21/2023	32011	ODP BUSINESS SOLUTIONS LLC	257.10	V Cleared
06/21/2023	32012	PBC GURU	3,500.00	V Cleared
06/21/2023	32013	ROBERTSON MORRISON INC HEATIN	3,250.00	V Cleared
06/21/2023	32014	TRANSITIONS OUTDOOR SERVICES	690.75	V Cleared
06/21/2023	32015	UNITED PARCEL SERVICE	11.76	V Cleared
06/21/2023	32016	Blue Care Network	19,454.91	Cleared
06/21/2023	32017	BSB Communications, Inc.	870.00	Cleared
06/21/2023	32018	CANON FINANCIAL SERVICES, INC	2,003.10	Cleared
06/21/2023	32019	CNA SURETY	110.00	Cleared
06/21/2023	32020	Cord Cutters/Electronic Techno	150.00	Cleared

06/21/2023	32021	INTERFAITH LEADERSHIP COUNCIL O	500.00	Cleared
06/21/2023	32022	JanWay Co.	1,057.50	Cleared
06/21/2023	32023	Lansing Sanitary Supply, Inc.	407.54	Cleared
06/21/2023	32024	MADDEN, RYAN	52.98	Open
06/21/2023	32025	Michigan Municipal Liability	57,445.00	Cleared
06/21/2023	32026	Michigan Science Center	187.50	Cleared
06/21/2023	32027	ODP BUSINESS SOLUTIONS LLC	257.10	Cleared
06/21/2023	32028	PBC GURU	3,500.00	Open
06/21/2023	32029	ROBERTSON MORRISON INC HEATIN	3,250.00	Cleared
06/21/2023	32030	TRANSITIONS OUTDOOR SERVICES	690.75	Cleared
06/21/2023	32031	UNITED PARCEL SERVICE	11.76	Cleared
06/26/2023	32032	AMAZON CAPITAL SERVICES, INC	1,076.06	Open
06/26/2023	32033	Baker & Taylor	2,694.63	Cleared
06/26/2023	32034	Baker & Taylor	1,134.11	Cleared
06/26/2023	32035	Baker & Taylor	199.76	Cleared
06/26/2023	32036	Blue360Media, LLC	67.75	Open
06/26/2023	32037	Books Galore, Inc.	2,052.40	Open
06/26/2023	32038	CENGAGE LEARNING INC/GALE	378.51	Cleared
06/26/2023	32039	CITY OF RICHMOND	22.99	Open
06/26/2023	32040	Delta Dental Insurance	1,267.09	Cleared
06/26/2023	32041	Engraving Connection	52.50	Cleared
06/26/2023	32042	Foster, Swift, Collins & Smith	1,399.00	Cleared
06/26/2023	32043	Greko Printing & Imaging	735.80	Cleared
06/26/2023	32044	LENAWEE DISTRICT LIBRARY	12.95	Open
06/26/2023	32045	Lerner Publishing Group	199.99	Open
06/26/2023	32046	MCLS	125.00	Open
06/26/2023	32047	Midwest Tape	1,444.64	Cleared
06/26/2023	32048	Monroe County Library System	35.00	Open
06/26/2023	32049	ODP BUSINESS SOLUTIONS LLC	451.10	Cleared
06/26/2023	32050	OverDrive, Inc.	1,229.96	Cleared
06/26/2023	32051	SOUND PLANNING	42,417.70	Cleared
06/30/2023	31(E)	Chase - Cardmember Service	1,377.56	V Cleared
06/30/2023	32(E)	Chase - Cardmember Service	5,895.95	V Cleared
06/30/2023	33(E)	Chase - Cardmember Service	188.94	V Cleared
06/30/2023	34(E)	Chase - Cardmember Service	25.00	Open
06/30/2023	35(E)	Chase - Cardmember Service	280.69	V Cleared
06/30/2023	36(E)	Chase - Cardmember Service	2,742.85	V Cleared
06/30/2023	37(E)	Chase - Cardmember Service	2,040.06	V Cleared
101 TOTALS:				
Total of 115 Checks:			350,905.11	
Less 31 Void Checks:			116,667.48	
Total of 84 Disbursements:			234,237.63	

June 2023 Payroll and Retirement Transfer

Date	Description	Amount	
6/5/2023	Payroll - Nationwide payment	\$4,545.60	< Possible duplicate payment - Melanie is working with Nationwide
6/8/2023	Payroll transfer	\$75,601.35	
6/9/2023	ADP payroll fees	\$19.80	
6/12/2023	Payroll - Nationwide payment	\$5,252.75	
6/14/2023	MERS Payment for May 2023	\$24,073.00	
6/22/2023	Payroll	\$79,710.82	
6/23/2023	Payroll - Nationwide payment	\$5,252.75	
		\$194,456.07	

June 2023 Credit Card Payments

Date	Description	Amount
6/15/2023	Credit Card Payment	\$4,298.84
		\$4,298.84

Revenue

The Library received their annual contribution from the Bosch Community in the amount of \$17,500

Expenditures

The Library had a \$20,649.17 payment to MCLS for SkyRiver Cataloging Subscription from 11/01/2023 through 10/31/2024

The Library had a \$10,366.97 payment to Insite Design Studio Inc for landscape design development

The Library had a \$57,445 payment to MML for insurance premium renewal covering 07/01/2023 through 07/01/2024

The Library had a \$42,417.70 payment to Sound Planning for Installation of Waldorf/Dunning meeting room A/V systems

Investments

The Library's Michigan Class account earned \$1,620.56 in June for a total earned income of \$9,122.14 in FY 2023

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BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 06/30/2023

YTD Balance
06/30/2023
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	4,491,491.54	
101-000-002.001	CFCU	796,036.38	
101-000-002.002	FLAGSTAR	249,442.26	
101-000-002.003	MICHIGAN CLASS	378,251.89	
101-000-039.000	RETIREE INS CO-PAY	22,344.72	
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		5,938,276.79	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	29,954.59	
101-000-275.000	UNDEPOSITED CASH	3,933.47	
Total Liabilities		33,888.06	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	3,529,220.31	
Total Fund Equity		3,529,220.31	
Total Fund 101:			
TOTAL ASSETS		5,938,276.79	
BEG. FUND BALANCE - 2022		3,529,220.31	
+ NET OF REVENUES/EXPENDITURES - 2022		325,280.73	
+ NET OF REVENUES & EXPENDITURES		2,049,887.69	
= ENDING FUND BALANCE		5,904,388.73	
+ LIABILITIES		33,888.06	
= TOTAL LIABILITIES AND FUND BALANCE		5,938,276.79	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 06/30/2023
 % Fiscal Year Completed: 49.59

GL Number	Description	2023 Amended Budget	YTD Balance 06/30/2023 (Abnormal)	Activity For 06/30/2023 (Decrease)	Available Balance 06/30/2023 (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
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	0.00	45,035.51	0.00	(45,035.51)	100.00
101-000-407.000	PROPERTY TAXES/DELINQUENT	150,000.00	162,896.10	0.00	(12,896.10)	108.60
101-000-538.000	GRANTS	0.00	100,808.70	18,000.00	(100,808.70)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	24.34	0.00	(24.34)	100.00
101-000-574.000	STATE REVENUES	30,000.00	18,783.74	0.00	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	2,546.95	210.46	(2,546.95)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	0.00	49,890.67	14,147.68	(49,890.67)	100.00
101-000-694.000	OTHER MISC. INCOME	0.00	29,830.90	24,146.99	(29,830.90)	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	1,438.60	0.00	(1,438.60)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	13,952.83	140.00	(13,952.83)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	84,000.00	5,118.57	5,118.57	78,881.43	6.09
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	10.32	10.72	(10.32)	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	4,177,237.42	61,774.42	15,762.58	99.62
Revenues		4,193,000.00	4,177,237.42	61,774.42	15,762.58	99.62
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,900,000.00	893,579.37	151,977.81	1,006,420.63	47.03
101-790-707.000	SALARIES/WAGES-TEMPORARY	20,000.00	7,578.50	2,237.67	12,421.50	37.89
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	68,197.39	11,648.80	91,802.61	42.62
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	105,135.14	15,309.80	144,864.86	42.05
101-790-717.000	LIFE & DISABILITY	14,000.00	8,157.88	2,373.37	5,842.12	58.27
101-790-718.000	RETIREMENT	300,000.00	131,671.63	25,733.26	168,328.37	43.89
101-790-740.000	OPERATING SUPPLIES	40,000.00	22,956.11	3,524.54	17,043.89	57.39
101-790-740.100	PROCESSING SUPPLIES	9,000.00	5,385.96	242.02	3,614.04	59.84
101-790-740.200	BUILDING SUPPLIES	20,000.00	16,973.78	1,634.14	3,026.22	84.87
101-790-741.000	BOOKS & MATERIALS	225,000.00	111,392.92	22,113.07	113,607.08	49.51
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	50,708.25	7,199.99	(7,708.25)	117.93
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	124,000.00	85,284.74	9,137.69	38,715.26	68.78
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	428.44	113.91	1,571.56	21.42
101-790-818.000	CONTRACTUAL SERVICES	84,500.00	70,781.55	4,384.67	13,718.45	83.77
101-790-818.001	CATALOG	100,000.00	123,030.02	0.00	(23,030.02)	123.03
101-790-850.000	COMMUNICATIONS	24,000.00	7,412.49	1,424.25	16,587.51	30.89
101-790-860.000	TRANSPORTATION	1,000.00	325.64	79.05	674.36	32.56
101-790-864.000	CONFERENCES & TRAINING	29,000.00	14,816.71	2,029.84	14,183.29	51.09
101-790-880.000	COMMUNITY PROMOTION	51,000.00	32,586.36	4,245.43	18,413.64	63.89
101-790-880.001	EVENTS (FRIENDS)	24,000.00	16,515.89	7,289.35	7,484.11	68.82
101-790-910.000	INSURANCE & BONDS	58,000.00	85,495.50	57,555.00	(27,495.50)	147.41
101-790-911.000	WORKERS COMPENSATION	5,000.00	4,324.00	0.00	676.00	86.48
101-790-920.000	UTILITIES	200,000.00	80,081.32	12,353.93	119,918.68	40.04
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	59,863.53	5,853.51	60,136.47	49.89
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	48,453.23	10,366.97	147,546.77	24.72

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 06/30/2023
 % Fiscal Year Completed: 49.59

GL Number	Description	2023 Amended Budget	YTD Balance 06/30/2023 Normal (Abnormal)	Activity For 06/30/2023 Increase (Decrease)	Available Balance 06/30/2023 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-977.000	FURNITURE	22,500.00	328.05	328.05	22,171.95	1.46
101-790-983.000	TECHNOLOGY	169,000.00	75,885.33	47,858.71	93,114.67	44.90
Total Dept 790 - LIBRARY		4,193,000.00	2,127,349.73	407,014.83	2,065,650.27	50.74
Expenditures		4,193,000.00	2,127,349.73	407,014.83	2,065,650.27	50.74
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,193,000.00	4,177,237.42	61,774.42	15,762.58	
TOTAL EXPENDITURES		4,193,000.00	2,127,349.73	407,014.83	2,065,650.27	
NET OF REVENUES & EXPENDITURES:		0.00	2,049,887.69	(345,240.41)	(2,049,887.69)	