



TO: Plymouth District Library Board **DATE:** August 9, 2023
RE: July 2023 Financial Report **FROM:** Shauna Anderson,
Director

REVENUE

- The Library received their settlement for delinquent property taxes on 7/06/2023 in the amount of \$79,802.86

EXPENDITURES

- The Library had a \$7,000 payment to LinkedIn for a yearly subscription from 07/01/2023 through 06/30/2024
- The Library had a \$9,308.74 payment to Insite Design Studio Inc for landscape design development
- The Library had a \$6,934 payment to Library Design Associates, Inc. for replacing the flooring in the Library Board Room

INVESTMENTS

- The Library's Michigan Class account earned \$1,698.18 in July for a total earned income of \$10,820.32 in FY 2023
- The Library's Operating & Savings accounts earned \$4,433.89 in July for a total earned income of \$33,654.36 in FY 2023

08/01/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 07/01/2023 - 07/31/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
07/01/2023	46(E)	Chase - Cardmember Service	440.56	Cleared
07/01/2023	47(E)	Chase - Cardmember Service	504.81	Cleared
07/01/2023	48(E)	Chase - Cardmember Service	266.89	Cleared
07/01/2023	49(E)	Chase - Cardmember Service	2,873.76	Cleared
07/01/2023	50(E)	VOID	0.00	V Open
07/01/2023	51(E)	Chase - Cardmember Service	380.20	Cleared
07/01/2023	52(E)	Chase - Cardmember Service	2,272.83	Cleared
07/01/2023	53(E)	Chase - Cardmember Service	4,953.03	Cleared
07/05/2023	24(E)	Chase - Cardmember Service	1,377.56	V Open
07/05/2023	25(E)	Chase - Cardmember Service	5,895.95	V Open
07/05/2023	26(E)	Chase - Cardmember Service	188.94	V Open
07/05/2023	27(E)	Chase - Cardmember Service	25.00	V Open
07/05/2023	28(E)	Chase - Cardmember Service	280.69	V Open
07/05/2023	29(E)	Chase - Cardmember Service	2,742.85	V Open
07/05/2023	30(E)	Chase - Cardmember Service	2,040.06	V Open
07/07/2023	32052	AMAZON CAPITAL SERVICES, INC	1,602.18	Cleared
07/07/2023	32053	Baker & Taylor	2,254.14	Cleared
07/07/2023	32054	Baker & Taylor	459.45	Cleared
07/07/2023	32055	Baker & Taylor	713.08	Cleared
07/07/2023	32056	BayScan Technologies	219.52	Cleared
07/07/2023	32057	Books Galore, Inc.	200.63	Cleared
07/07/2023	32058	DTE Energy	11,365.09	Cleared
07/07/2023	32059	Engraving Connection	30.00	Cleared
07/07/2023	32060	FAULKNER, MATTHEW F.	300.00	Cleared
07/07/2023	32061	Genson's Plumbing, Inc.	460.00	Cleared
07/07/2023	32062	Graybar Electric Co., Inc.	108.80	Cleared
07/07/2023	32063	KAMRON REYNOLDS	165.00	Cleared
07/07/2023	32064	Keeth Heating & Air Conditioni	300.00	Cleared
07/07/2023	32065	KINGS MILL COOPERATIVE	125.00	Cleared
07/07/2023	32066	Lansing Sanitary Supply, Inc.	280.18	Cleared
07/07/2023	32067	Linkedin	7,000.00	Cleared
07/07/2023	32068	MADDEN, RYAN	397.34	Open
07/07/2023	32069	Michigan Science Center	175.00	Cleared
07/07/2023	32070	Midwest Tape	898.49	Cleared
07/07/2023	32071	Mutual of Omaha	1,120.28	Cleared
07/07/2023	32072	ODP BUSINESS SOLUTIONS LLC	19.06	Cleared
07/07/2023	32073	Patricia Carter	164.90	Cleared
07/07/2023	32074	PAWS AND EFFECT	75.00	Cleared
07/07/2023	32075	PINCKNEY COMMUNITY PUBLIC LIBR/	29.99	Cleared
07/07/2023	32076	PLANTE & MORAN, PLLC	2,561.25	Cleared
07/07/2023	32077	PLAYAWAY PRODUCTS	612.90	Cleared
07/07/2023	32078	UNITED PARCEL SERVICE	12.51	Cleared
07/11/2023	32079	AMAZON CAPITAL SERVICES, INC	814.89	Cleared
07/11/2023	32080	BSB Communications, Inc.	72.50	Cleared
07/11/2023	32081	CANON FINANCIAL SERVICES, INC	774.10	Cleared

07/11/2023	32082	CEE CLEAN WINDOW CLEANING CO	650.00	Cleared
07/11/2023	32083	City of Plymouth	484.44	Cleared
07/11/2023	32084	HEALTHIESTYOU	318.75	Cleared
07/11/2023	32085	Lansing Sanitary Supply, Inc.	782.94	Cleared
07/11/2023	32086	MARY FERGUSON	1,044.14	Cleared
07/11/2023	32087	ODP BUSINESS SOLUTIONS LLC	225.87	Cleared
07/11/2023	32088	TRANSITIONS OUTDOOR SERVICES	310.75	Cleared
07/11/2023	32089	WRITE WORD LLC	300.00	Cleared
07/11/2023	32090	Yong Heo	114.29	Cleared
07/11/2023	32091	YOUNG, SANDRA	51.48	Cleared
07/18/2023	32092	ABBY B. PHOTOGRAPHY	570.00	Cleared
07/18/2023	32093	AMAZON CAPITAL SERVICES, INC	818.01	Cleared
07/18/2023	32094	Baker & Taylor	2,212.23	Cleared
07/18/2023	32095	Baker & Taylor	914.62	Cleared
07/18/2023	32096	Baker & Taylor	160.53	Cleared
07/18/2023	32097	Brodart Co.	157.45	Cleared
07/18/2023	32098	Capital Area District Library	14.99	Open
07/18/2023	32099	CONSUMERS ENERGY	288.85	Cleared
07/18/2023	32100	EBSCO Subscription Services	194.12	Cleared
07/18/2023	32101	Engraving Connection	7.50	Cleared
07/18/2023	32102	Graybar Electric Co., Inc.	130.68	Cleared
07/18/2023	32103	INSITE DESIGN STUDIO INC	9,308.74	Open
07/18/2023	32104	JanWay Co.	808.30	Cleared
07/18/2023	32105	Kanopy, LLC.	598.40	Cleared
07/18/2023	32106	Kent District Library	29.00	Cleared
07/18/2023	32107	Lansing Sanitary Supply, Inc.	177.95	Cleared
07/18/2023	32108	Leader Business Networks	1,037.77	Cleared
07/18/2023	32109	Library Design Associates	6,934.00	Cleared
07/18/2023	32110	MADDEN, RYAN	397.35	Open
07/18/2023	32111	Mariya Fogarasi	100.00	Cleared
07/18/2023	32112	Midwest Tape	5,670.61	Cleared
07/18/2023	32113	Monroe County Library System	13.99	Cleared
07/18/2023	32114	OCLC, Inc.	1,885.53	Cleared
07/18/2023	32115	ODP BUSINESS SOLUTIONS LLC	329.67	Cleared
07/18/2023	32116	OXFORD PUBLIC LIBRARY	24.98	Cleared
07/18/2023	32117	PLAYAWAY PRODUCTS	8.93	Cleared
07/18/2023	32118	REDFORD LOCK SECURITY SOLUTIONS	184.00	Cleared
07/18/2023	32119	St. Clair County Library	43.37	Open
07/18/2023	32120	Uline	402.60	Cleared
07/18/2023	32121	Yong Heo	14.60	Cleared
07/25/2023	32122	AMAZON CAPITAL SERVICES, INC	1,148.58	Open
07/25/2023	32123	Baker & Taylor	992.21	Cleared
07/25/2023	32124	Baker & Taylor	925.84	Cleared
07/25/2023	32125	Delta Dental Insurance	1,614.70	Cleared
07/25/2023	32126	DEMCO	134.86	Open
07/25/2023	32127	Genson's Plumbing, Inc.	775.00	Open
07/25/2023	32128	Graybar Electric Co., Inc.	221.21	Cleared
07/25/2023	32129	ICLE	138.50	Open
07/25/2023	32130	Lansing Sanitary Supply, Inc.	308.14	Cleared
07/25/2023	32131	Midwest Tape	362.33	Cleared

101 TOTALS:

Total of 95 Checks	101,897.21
Less 8 Void Checks	12,551.05
Total of 87 Disburs	89,346.16

July 2023 Payroll and Retirement Transfer

Date	Description	Amount
7/6/2023	Payroll transfer	\$77,353.35
7/6/2023	MERS Payment for May 2023	\$24,073.00
7/13/2023	Payroll - Nationwide payment	\$5,252.75
7/20/2023	Payroll	\$89,238.57
7/21/2023	Payroll - Nationwide payment	\$5,610.25
		<hr/> \$201,527.92

June 2023 Credit Card Payments

Date	Description	Amount
7/17/2023	Credit Card Payment	\$11,692.08
		<hr/> \$11,692.08

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 07/31/2023

YTD Balance
07/31/2023
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	4,294,383.01
101-000-002.001	CFCU	796,036.38
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	379,950.07
101-000-039.000	RETIREE INS CO-PAY	23,007.86
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		5,743,529.58
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	(26.49)
101-000-275.000	UNDEPOSITED CASH	9,956.08
Total Liabilities		9,929.59
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,529,220.31
Total Fund Equity		3,529,220.31
Total Fund 101:		
TOTAL ASSETS		5,743,529.58
BEG. FUND BALANCE - 2022		3,529,220.31
+ NET OF REVENUES/EXPENDITURES - 2022		325,280.73
+ NET OF REVENUES & EXPENDITURES		1,879,098.95
= ENDING FUND BALANCE		5,733,599.99
+ LIABILITIES		9,929.59
= TOTAL LIABILITIES AND FUND BALANCE		5,743,529.58

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 07/31/2023
 % Fiscal Year Completed: 58.08

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023 (Abnormal)	Activity For 07/31/2023 (Decrease)	Available Balance 07/31/2023 (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	3,745,000.00	3,746,800.19	0.00	(1,800.19)	100.05
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	243,000.00	242,936.85	80,040.75	63.15	99.97
101-000-538.000	GRANTS	100,000.00	100,808.70	0.00	(808.70)	100.81
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	24.34	0.00	(24.34)	100.00
101-000-574.000	STATE REVENUES	36,000.00	18,783.74	0.00	17,216.26	52.18
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	3,079.11	532.16	(3,079.11)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	50,000.00	56,022.74	6,132.07	(6,022.74)	112.05
101-000-694.000	OTHER MISC. INCOME	0.00	30,095.07	264.17	(30,095.07)	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	13,954.83	2.00	(13,954.83)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	84,000.00	5,118.57	0.00	78,881.43	6.09
101-000-696.200	ADOPT-A-MAGAZINE	0.00	500.00	400.00	(500.00)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	22.63	12.31	(22.63)	100.00
Total Dept 000 - NONE		4,323,000.00	4,264,620.88	87,383.46	58,379.12	98.65
Revenues		4,323,000.00	4,264,620.88	87,383.46	58,379.12	98.65
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,910,000.00	1,051,465.59	157,886.22	858,534.41	55.05
101-790-707.000	SALARIES/WAGES-TEMPORARY	25,000.00	15,061.64	7,483.14	9,938.36	60.25
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	80,698.34	12,500.95	79,301.66	50.44
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	250,000.00	105,110.13	(25.01)	144,889.87	42.04
101-790-717.000	LIFE & DISABILITY	14,000.00	8,157.88	0.00	5,842.12	58.27
101-790-718.000	RETIREMENT	300,000.00	157,566.09	25,894.46	142,433.91	52.52
101-790-740.000	OPERATING SUPPLIES	55,000.00	26,228.57	3,272.46	28,771.43	47.69
101-790-740.100	PROCESSING SUPPLIES	14,000.00	6,080.87	694.91	7,919.13	43.43
101-790-740.200	BUILDING SUPPLIES	20,000.00	18,104.99	1,131.21	1,895.01	90.52
101-790-741.000	BOOKS & MATERIALS	225,000.00	117,845.20	6,452.28	107,154.80	52.38
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	50,708.25	0.00	(7,708.25)	117.93
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	132,500.00	91,096.43	5,811.69	41,403.57	68.75
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	519.77	91.33	1,480.23	25.99
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	785.61	785.61	(785.61)	100.00
101-790-818.000	CONTRACTUAL SERVICES	110,500.00	71,626.56	845.01	38,873.44	64.82
101-790-818.001	CATALOG	130,000.00	124,915.55	1,885.53	5,084.45	96.09
101-790-850.000	COMMUNICATIONS	24,000.00	7,809.49	397.00	16,190.51	32.54
101-790-860.000	TRANSPORTATION	1,000.00	506.01	180.37	493.99	50.60
101-790-864.000	CONFERENCES & TRAINING	32,000.00	18,899.23	4,082.52	13,100.77	59.06
101-790-880.000	COMMUNITY PROMOTION	60,000.00	33,561.00	974.64	26,439.00	55.94
101-790-880.001	EVENTS (FRIENDS)	24,000.00	17,836.88	1,320.99	6,163.12	74.32
101-790-910.000	INSURANCE & BONDS	65,000.00	85,495.50	0.00	(20,495.50)	131.53
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	80,854.61	773.29	119,145.39	40.43
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	61,599.28	1,735.75	58,400.72	51.33
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	64,695.97	16,242.74	131,304.03	33.01

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 07/31/2023
 % Fiscal Year Completed: 58.08

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023 Normal (Abnormal)	Activity For 07/31/2023 Increase (Decrease)	Available Balance 07/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-977.000	FURNITURE	28,000.00	353.04	24.99	27,646.96	1.26
101-790-983.000	TECHNOLOGY	175,000.00	83,615.45	7,730.12	91,384.55	47.78
Total Dept 790 - LIBRARY		4,323,000.00	2,385,521.93	258,172.20	1,937,478.07	55.18
Expenditures		4,323,000.00	2,385,521.93	258,172.20	1,937,478.07	55.18
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,323,000.00	4,264,620.88	87,383.46	58,379.12	
TOTAL EXPENDITURES		4,323,000.00	2,385,521.93	258,172.20	1,937,478.07	
NET OF REVENUES & EXPENDITURES:		0.00	1,879,098.95	(170,788.74)	(1,879,098.95)	