



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

#### REVENUE

- The Library transferred \$49,000 from their VEBA trust to cover their liabilities related to retiree insurance

#### EXPENDITURES

- The Library had a \$20,141.38 payment to Michigan Hardscape LLC for the amphitheater project
- The Library had a \$13,440.40 payment to EBSCO Subscription Services for cost of periodicals
- The Library had an \$18,344 payment to Today's Business Solutions Inc. for print and time management solutions
- The Library transferred \$1,001,000 from Savings to their MI Class Investment account

#### INVESTMENTS

- The Library's Michigan Class account earned \$4,044.41 at an average monthly yield of 5.5% in November for a total earned income of \$20,136.62 in FY 2023
- The Library's Operating & Savings accounts earned \$4,160.95 in November at an average monthly yield of 2.06% and 1.75%, respectively, for a total earned income of \$56,014.97 in FY 2023
- The Library's CFCU account earned \$3,992.83 from July thru September at an average quarterly yield of 2% for a total earned income of \$11,790.54 in FY 2023
- The Library's Flagstar CD has earned \$3,750.35 in June at an annual interest rate of 1.5% for a total earned income of \$3,750.35 in FY 2023

12/08/2023

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 11/01/2023 - 11/30/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
11/01/2023	79(E)	Chase - Cardmember Service	1,146.38	Cleared
11/01/2023	80(E)	Chase - Cardmember Service	1,070.31	Cleared
11/01/2023	81(E)	Chase - Cardmember Service	90.83	Cleared
11/01/2023	82(E)	Chase - Cardmember Service	1,461.64	Cleared
11/01/2023	83(E)	Chase - Cardmember Service	306.00	Cleared
11/01/2023	84(E)	Chase - Cardmember Service	19,506.46	Cleared
11/01/2023	85(E)	Chase - Cardmember Service	868.72	Cleared
11/01/2023	86(E)	Chase - Cardmember Service	819.64	Cleared
11/06/2023	32389	ABBY B. PHOTOGRAPHY	200.00	Cleared
11/06/2023	32390	AMAZON CAPITAL SERVICES, INC	3,886.56	Cleared
11/06/2023	32391	ANNA LANGE	100.00	Cleared
11/06/2023	32392	Baker & Taylor	2,374.44	Cleared
11/06/2023	32393	CANON FINANCIAL SERVICES, INC	592.00	Cleared
11/06/2023	32394	CNA SURETY	55.00	Cleared
11/06/2023	32395	DUFRESNE, JAMES	100.00	Open
11/06/2023	32396	Engraving Connection	23.25	Cleared
11/06/2023	32397	INTERFAITH LEADERSHIP COUNCIL OF METROPC	2,500.00	Cleared
11/06/2023	32398	JOZEPPI A. MORELLI	100.00	Cleared
11/06/2023	32399	Kanopy, LLC.	641.75	Cleared
11/06/2023	32400	Leader Business Networks	746.55	Cleared
11/06/2023	32401	Midwest Tape	6,316.85	Cleared
11/06/2023	32402	Mutual of Omaha	1,185.48	Cleared
11/06/2023	32403	ODP BUSINESS SOLUTIONS LLC	445.08	Cleared
11/06/2023	32404	PEGGY GILLESPIE	100.00	Cleared
11/06/2023	32405	PLANTE & MORAN, PLLC	813.75	Cleared
11/06/2023	32406	RICHLAND COMMUNITY LIBRARY	16.00	Cleared
11/06/2023	32407	Rocket Enterprise, Inc.	350.00	Cleared
11/06/2023	32408	SEHI COMPUTER PRODUCTS, INC.	2,888.40	Cleared
11/06/2023	32409	Urbans Partition & Remodeling	338.00	Cleared
11/08/2023	32410	MADDEN, RYAN	79.46	Cleared
11/08/2023	32411		0.00	V Open
11/13/2023	32412	ALLIED BUILDING SERVICES	712.37	Cleared
11/13/2023	32413	AMAZON CAPITAL SERVICES, INC	410.41	Cleared
11/13/2023	32414	Baker & Taylor	2,033.68	Cleared
11/13/2023	32415	Baker & Taylor	883.17	Cleared
11/13/2023	32416	Baker & Taylor	596.05	Cleared
11/13/2023	32417	BROGDON, ANTHONY	200.00	Open
11/13/2023	32418	BSB Communications, Inc.	568.75	Cleared
11/13/2023	32419	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
11/13/2023	32420	CONSUMERS ENERGY	688.10	Cleared
11/13/2023	32421	Genson's Plumbing, Inc.	143.00	Cleared
11/13/2023	32422	Graybar Electric Co., Inc.	380.35	Cleared
11/13/2023	32423	H.V. Burton Company	950.00	Cleared
11/13/2023	32424	Heather Pacheco	519.99	Cleared
11/13/2023	32425	INSITE DESIGN STUDIO INC	3,258.55	Cleared
11/13/2023	32426	Lansing Sanitary Supply, Inc.	292.60	Cleared
11/13/2023	32427	Library Market	2,000.00	Cleared
11/13/2023	32428	MICHIGAN HARDSCAPE LLC	20,141.38	Cleared
11/13/2023	32429	ODP BUSINESS SOLUTIONS LLC	765.70	Cleared
11/13/2023	32430	Patricia Carter	164.90	Cleared

11/13/2023	32431	Staples Advantage	1,326.04	Cleared
11/13/2023	32432	The Library Network	3,495.00	Cleared
11/13/2023	32433	TRANSITIONS OUTDOOR SERVICES	960.75	Cleared
11/21/2023	32434	City of Plymouth	542.52	Cleared
11/21/2023	32435	EBSCO Subscription Services	13,440.40	Cleared
11/21/2023	32436	Engraving Connection	7.75	Open
11/21/2023	32437	Graybar Electric Co., Inc.	668.96	Cleared
11/21/2023	32438	Guardian Alarm	1,841.85	Cleared
11/21/2023	32439	Midwest Tape	1,334.83	Cleared
11/21/2023	32440	Merritt Cieslak Design	3,986.25	Cleared
11/21/2023	32441	ODP BUSINESS SOLUTIONS LLC	58.16	Cleared
11/21/2023	32442	Baker & Taylor	1,596.42	Cleared
11/21/2023	32443	Baker & Taylor	249.48	Cleared
11/21/2023	32444	AMAZON CAPITAL SERVICES, INC	643.35	Cleared
11/21/2023	32445	ROBERTSON MORRISON INC HEATING & COOLIN	428.00	Cleared
11/21/2023	32446	Blue Care Network	20,202.42	Cleared
11/21/2023	32447	PAWS AND EFFECT	75.00	Open
11/21/2023	32448	PLAYAWAY PRODUCTS	479.92	Cleared
11/21/2023	32449	ABBY B. PHOTOGRAPHY	190.00	Cleared
11/21/2023	32450	CNA SURETY	55.00	Open
11/21/2023	32451	MADDEN, RYAN	79.47	Cleared
11/21/2023	32452	TODAY'S BUSINESS SOLUTIONS INC.	18,344.00	Cleared
11/21/2023	32453	BAD AXE AREA DISTRICT LIBRARY	11.40	Open
11/21/2023	32454	ELYSE HUSKY	100.00	Cleared
11/21/2023	32455	CANTON COMMUNITY FOUNDATION	365.00	Open
101 TOTALS:				
Total of 75 Checks			154,713.52	
Less 1 Void Checks			0.00	
Total of 74 Disbur:			154,713.52	

#### November 2023 Payroll and Retirement Transfer

Date	Description	Amount
11/9/2023	Payroll	\$76,955.84
11/10/2023	Payroll - Nationwide payment	\$5,295.25
11/13/2023	MERS Payment for October 2023	\$24,073.00
11/22/2023	Payroll	\$78,863.38
11/24/2023	Payroll - Nationwide payment	\$5,295.25
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		\$190,482.72

#### November 2023 Credit Card Payments

Date	Description	Amount
11/15/2023	CC - Chase 9825	\$25,269.98
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		\$25,269.98

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 11/30/2023

YTD Balance  
11/30/2023  
Normal (Abnormal)

GL Number	Description	
<b>Fund: 101 GENERAL OPERATING FUND</b>		
<b>*** Assets ***</b>		
101-000-001.000	CASH/OPERATING CHECKING	1,974,356.23
101-000-002.001	CFCU	800,029.21
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	1,390,266.37
101-000-039.000	RETIREE INS CO-PAY	773.85
101-000-123.000	PREPAID EXPENSES	82,234.58
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
<b>Total Assets</b>		4,497,812.50
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	75,243.44
101-000-275.000	UNDEPOSITED CASH	4,120.51
<b>Total Liabilities</b>		79,363.95
<b>*** Fund Equity ***</b>		
101-000-390.000	FUND BALANCE	3,854,501.04
<b>Total Fund Equity</b>		3,854,501.04
<b>Total Fund 101:</b>		
<b>TOTAL ASSETS</b>		4,497,812.50
<b>BEG. FUND BALANCE</b>		3,854,501.04
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		563,947.51
<b>= ENDING FUND BALANCE</b>		4,418,448.55
<b>+ LIABILITIES</b>		79,363.95
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		4,497,812.50

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 11/30/2023

% Fiscal Year Completed: 91.51

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023 Normal (Abnormal)	Activity For 11/30/2023 Increase (Decrease)	Available Balance 11/30/2023 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 NONE</b>						
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	40,000.00	45,035.51	0.00	(5,035.51)	112.59
101-000-407.000	PROPERTY TAXES/DELINQUENT	243,000.00	243,226.83	0.00	(226.83)	100.09
101-000-538.000	GRANTS	100,000.00	101,308.70	0.00	(1,308.70)	101.31
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	37,832.98	0.00	(1,832.98)	105.09
101-000-662.000	PENAL FINES	20,000.00	23,101.40	0.00	(3,101.40)	115.51
101-000-664.000	BOOK FINES	0.00	5,418.67	614.22	(5,418.67)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	70,000.00	91,692.48	8,205.36	(21,692.48)	130.99
101-000-694.000	OTHER MISC. INCOME	0.00	11,681.65	295.24	(11,681.65)	100.00
101-000-694.001	CFSE DRAW	25,000.00	23,885.00	0.00	1,115.00	95.54
101-000-695.000	COPIER FEES	0.00	3,701.10	639.50	(3,701.10)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	23,364.18	2,000.25	(23,364.18)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	44,000.00	21,972.84	5,308.71	22,027.16	49.94
101-000-696.200	ADOPT-A-MAGAZINE	0.00	1,776.42	611.79	(1,776.42)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	12.14	4.00	(12.14)	100.00
Total Dept 000 - NONE		4,323,000.00	4,380,834.43	17,679.07	(57,834.43)	101.34
Revenues		4,323,000.00	4,380,834.43	17,679.07	(57,834.43)	101.34
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,910,000.00	1,735,343.57	150,833.59	174,656.43	90.86
101-790-707.000	SALARIES/WAGES-TEMPORARY	42,000.00	35,549.10	3,818.16	6,450.90	84.64
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	133,814.62	11,690.22	26,185.38	83.63
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	212,000.00	181,981.02	14,990.44	30,018.98	85.84
101-790-717.000	LIFE & DISABILITY	14,000.00	14,104.51	2,370.96	(104.51)	100.75
101-790-718.000	RETIREMENT	338,000.00	308,430.06	25,755.66	29,569.94	91.25
101-790-740.000	OPERATING SUPPLIES	55,000.00	39,385.26	2,076.09	15,614.74	71.61
101-790-740.100	PROCESSING SUPPLIES	14,000.00	7,342.75	36.50	6,657.25	52.45
101-790-740.200	BUILDING SUPPLIES	20,000.00	11,749.00	(4,232.04)	8,251.00	58.75
101-790-741.000	BOOKS & MATERIALS	225,000.00	203,621.01	32,026.48	21,378.99	90.50
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	50,854.75	0.00	145.25	99.72
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	132,500.00	110,489.46	9,309.74	22,010.54	83.39
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	945.94	252.38	1,054.06	47.30
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	1,000.00	785.61	0.00	214.39	78.56
101-790-818.000	CONTRACTUAL SERVICES	110,500.00	98,142.69	8,685.78	12,357.31	88.82
101-790-818.001	CATALOG	105,000.00	96,274.24	0.00	8,725.76	91.69
101-790-850.000	COMMUNICATIONS	24,000.00	17,662.65	1,370.40	6,337.35	73.59
101-790-860.000	TRANSPORTATION	1,500.00	1,363.68	0.00	136.32	90.91
101-790-864.000	CONFERENCES & TRAINING	31,500.00	30,837.96	3,152.54	662.04	97.90
101-790-880.000	COMMUNITY PROMOTION	60,000.00	45,471.62	4,030.65	14,528.38	75.79
101-790-880.001	EVENTS (FRIENDS)	30,000.00	28,707.00	3,894.95	1,293.00	95.69
101-790-910.000	INSURANCE & BONDS	65,000.00	56,928.00	55.00	8,072.00	87.58
101-790-911.000	WORKERS COMPENSATION	5,000.00	4,324.00	0.00	676.00	86.48
101-790-920.000	UTILITIES	187,000.00	145,033.47	12,362.38	41,966.53	77.56
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	93,465.40	4,475.22	26,534.60	77.89
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	1,082.38	0.00	917.62	54.12

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 11/30/2023

% Fiscal Year Completed: 91.51

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023 Normal (Abnormal)	Activity For 11/30/2023 Increase (Decrease)	Available Balance 11/30/2023 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	196,000.00	185,978.74	68,442.78	10,021.26	94.89
101-790-977.000	FURNITURE	34,000.00	33,445.30	19,854.72	554.70	98.37
101-790-983.000	TECHNOLOGY	175,000.00	143,773.13	39,662.25	31,226.87	82.16
Total Dept 790 - LIBRARY		4,323,000.00	3,816,886.92	414,914.85	506,113.08	88.29
Expenditures		4,323,000.00	3,816,886.92	414,914.85	506,113.08	88.29
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
TOTAL REVENUES		4,323,000.00	4,380,834.43	17,679.07	(57,834.43)	
TOTAL EXPENDITURES		4,323,000.00	3,816,886.92	414,914.85	506,113.08	
NET OF REVENUES & EXPENDITURES:		0.00	563,947.51	(397,235.78)	(563,947.51)	