



**TO:** Plymouth District Library Board      **DATE:** January 9, 2024  
**RE:** December 2023 Financial Report      **FROM:** Shauna Anderson,  
 Director

#### REVENUE

- The Library received \$397,643.38 from Plymouth Township for property tax collections thru 12/15/2023
- The Library received \$23,885 in donations from the Community Foundation for Southeast Michigan to support general operations and youth services
- CFSE disbursement is reflected on this month's financial report, however both of these revenue items will be recorded as revenue in January 2024

#### EXPENDITURES

- The Library had a \$32,144.60 payment to Michigan Hardscape LLC for the amphitheater construction project
- The Library had a \$5,198 payment to Allied Building Services for replacement of a new water fountain
- The Library had a \$9,015.61 payment to Amazon Capital Services, Inc which included payment for chromebooks, battery backups, a printer and other misc items
- The Library had two payments to MCLS in the amount of \$6,448.05 and \$5,643.75, for past due Data Axel subscriptions (July 2021 to June 2022) and Morningstar subscription (February 2024 to January 2025)

#### INVESTMENTS

Bank Account	Interest Earned December	Interest Earned YTD	Balance as of 12/31/2023
MI Class	\$ 6,569.20	\$ 26,705.82	\$ 1,396,835.57
Operating & Savings	\$ 3,285.48	\$ 59,300.45	\$ 2,010,490.69
CFCU	\$ 4,012.86	\$ 15,803.40	\$ 804,042.07
Flagstar	\$ 3,750.35	\$ 3,750.35	\$ 249,442.26

01/05/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 12/01/2023 - 12/31/2023

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
12/04/2023	32456	AMAZON CAPITAL SERVICES, INC	4,333.27	Cleared
12/04/2023	32457	Baker & Taylor	6,204.88	Cleared
12/04/2023	32458	Baker & Taylor	1,378.73	Cleared
12/04/2023	32459	Baker & Taylor	744.79	Cleared
12/04/2023	32460	CANON FINANCIAL SERVICES, INC	592.00	Cleared
12/04/2023	32461	DECKERVILLE PUBLIC LIBRARY	22.99	Cleared
12/04/2023	32462	Delta Dental Insurance	1,348.07	Cleared
12/04/2023	32463	DTE Energy	11,131.76	Cleared
12/04/2023	32464	Foster, Swift, Collins & Smith	282.00	Cleared
12/04/2023	32465	Graybar Electric Co., Inc.	25.34	Cleared
12/04/2023	32466	Lansing Sanitary Supply, Inc.	61.35	Cleared
12/04/2023	32467	MICHIGAN HARDSCAPE LLC	32,144.60	Cleared
12/04/2023	32468	MICHIGAN WEB PRESS	2,431.49	Cleared
12/04/2023	32469	Midwest Tape	1,247.82	Cleared
12/04/2023	32470	Mutual of Omaha	1,185.48	Cleared
12/04/2023	32471	NORTHERN MICHIGAN UNIVERSITY	170.00	Cleared
12/04/2023	32472	ODP BUSINESS SOLUTIONS LLC	327.24	Cleared
12/04/2023	32473	OverDrive, Inc.	2,800.19	Cleared
12/04/2023	32474	Patricia Carter	174.70	Cleared
12/04/2023	32475	PLANTE & MORAN, PLLC	1,503.75	Cleared
12/04/2023	32476	SEHI COMPUTER PRODUCTS, INC.	7,923.09	Cleared
12/04/2023	32477	Shauna Anderson	163.75	Cleared
12/04/2023	32478	St. Clair County Library	31.99	Open
12/04/2023	32479	YOUNG, SANDRA	49.52	Cleared
12/08/2023	32480	MADDEN, RYAN	79.46	Open
12/11/2023	32481	ABBY B. PHOTOGRAPHY	1,355.00	Cleared
12/11/2023	32482	ALA	58.00	Cleared
12/11/2023	32483	ALLIED BUILDING SERVICES	5,198.00	Cleared
12/11/2023	32484	AMAZON CAPITAL SERVICES, INC	9,015.61	Cleared
12/11/2023	32485	Baker & Taylor	5,056.84	Cleared
12/11/2023	32486	Baker & Taylor	2,407.86	Cleared
12/11/2023	32487	Baker & Taylor	143.66	Cleared
12/11/2023	32488	BSB Communications, Inc.	87.50	Cleared
12/11/2023	32489	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
12/11/2023	32490	City of Plymouth	498.12	Cleared
12/11/2023	32491	CONSUMERS ENERGY	2,603.88	Cleared
12/11/2023	32492	DANBOISE MECHANICAL INC	4,232.00	Cleared
12/11/2023	32493	EBSCO Subscription Services	7.52	Cleared
12/11/2023	32494	INSITE DESIGN STUDIO INC	2,997.58	Open
12/11/2023	32495	Kanopy, LLC.	609.45	Cleared
12/11/2023	32496	Lansing Sanitary Supply, Inc.	676.56	Cleared
12/11/2023	32497	Leader Business Networks	700.28	Cleared
12/11/2023	32498	Library Ideas	436.96	Cleared
12/11/2023	32499	Melanie Bell	24.96	Cleared
12/11/2023	32500	Midwest Tape	5,188.46	Cleared
12/11/2023	32501	ODP BUSINESS SOLUTIONS LLC	100.04	Cleared
12/11/2023	32502	OverDrive, Inc.	2,222.32	Cleared
12/11/2023	32503	PLAYAWAY PRODUCTS	113.98	Cleared
12/11/2023	32504	TRANSITIONS OUTDOOR SERVICES	60.00	Cleared
12/11/2023	32505	World Book, Inc.	1,199.00	Cleared

12/19/2023	32506	AMAZON CAPITAL SERVICES, INC	1,029.20	Cleared
12/19/2023	32507	Baker & Taylor	1,082.93	Cleared
12/19/2023	32508	Baker & Taylor	25.78	Cleared
12/19/2023	32509	BSB Communications, Inc.	3,324.35	Open
12/19/2023	32510	Foster, Swift, Collins & Smith	423.00	Cleared
12/19/2023	32511	Genson's Plumbing, Inc.	339.50	Cleared
12/19/2023	32512	Green Brain Comics	218.28	Cleared
12/19/2023	32513	Greko Printing & Imaging	113.50	Cleared
12/19/2023	32514	Horton Plumbing	130.00	Cleared
12/19/2023	32515	JanWay Co.	565.00	Cleared
12/19/2023	32516	MCLS	6,448.05	Open
12/19/2023	32517	MICHIGAN LEGO USERS GROUP	550.00	Open
12/19/2023	32518	Midwest Tape	1,390.44	Cleared
12/19/2023	32519	Oakland University	90.00	Open
12/19/2023	32520	ODP BUSINESS SOLUTIONS LLC	168.30	Cleared
12/19/2023	32521	SEHI COMPUTER PRODUCTS, INC.	3,375.00	Open
12/19/2023	32522	Shelby Township Library	24.95	Open
12/19/2023	32523	STERLING HEIGHTS PUBLIC LIBRARY	12.95	Open
12/19/2023	32524	Total Energy Systems, LLC	341.00	Cleared
12/22/2023	32525	MADDEN, RYAN	105.96	Open
12/27/2023	32526	ALA	158.00	Open
12/27/2023	32527	AMAZON CAPITAL SERVICES, INC	385.49	Open
12/27/2023	32528	Baker & Taylor	2,052.62	Cleared
12/27/2023	32529	Baker & Taylor	113.55	Cleared
12/27/2023	32530	Baker & Taylor	49.58	Cleared
12/27/2023	32531	Blue Care Network	20,202.42	Cleared
12/27/2023	32532	Book Farm LLC	1,485.08	Open
12/27/2023	32533	BS&A Software	750.00	Open
12/27/2023	32534	Delta Dental Insurance	1,348.07	Open
12/27/2023	32535	Engraving Connection	15.50	Open
12/27/2023	32536	Lansing Sanitary Supply, Inc.	62.07	Cleared
12/27/2023	32537	MCLS	5,643.75	Open
12/27/2023	32538	Meadowbrook, Inc.	2,110.00	Cleared
12/27/2023	32539	Midwest Tape	351.84	Cleared
12/27/2023	32540	ROBERTSON MORRISON INC HEATING & COOLIN	735.00	Open
12/27/2023	32541	SOUND PLANNING	839.85	Open
12/27/2023	32542	Sparr's Florist & Greenhouse	228.00	Cleared
12/29/2023	87(E)	Chase - Cardmember Service	1,893.28	Cleared
12/29/2023	88(E)	Chase - Cardmember Service	171.74	Cleared
12/29/2023	89(E)	Chase - Cardmember Service	4,887.31	Cleared
12/29/2023	90(E)	Chase - Cardmember Service	1,768.46	Cleared
12/29/2023	91(E)	VOID	0.00	V Open
12/29/2023	92(E)	Chase - Cardmember Service	391.64	Cleared
12/29/2023	93(E)	Chase - Cardmember Service	2,041.95	Cleared
12/29/2023	94(E)	Chase - Cardmember Service	3,604.06	Cleared
12/29/2023	95(E)	Chase - Cardmember Service	17,518.88	Cleared
12/29/2023	96(E)	VOID	0.00	V Open
101 TOTALS:				
Total of 97 Checks			210,318.17	
Less 2 Void Checks			0.00	
Total of 95 Disbur:			210,318.17	

**December 2023 Payroll and Retirement Transfer**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
12/7/2023	Payroll	\$76,095.81
12/8/2023	Payroll - Nationwide payment	\$5,295.25
12/12/2023	MERS Payment for November 2023	\$24,073.00
12/21/2023	Payroll	\$79,677.79
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		\$185,141.85

**December 2023 Credit Card Payments**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
12/15/2023	CC - Chase 9825	\$6,467.31
12/29/2023	Commercial Card - Chase 7900	\$25,810.01
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		\$32,277.32

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 12/31/2023

YTD Balance  
12/31/2023  
Normal (Abnormal)

GL Number	Description	
<b>Fund: 101 GENERAL OPERATING FUND</b>		
<b>*** Assets ***</b>		
101-000-001.000	CASH/OPERATING CHECKING	2,010,490.69
101-000-002.001	CFCU	804,042.07
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	1,396,835.57
101-000-039.000	RETIREE INS CO-PAY	3,275.44
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>		4,547,030.61
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	14,000.65
101-000-275.000	UNDEPOSITED CASH	4,611.22
101-000-339.000	DEFERRED REVENUES	397,643.38
<b>Total Liabilities</b>		416,255.25
<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>		4,547,030.61
<b>BEG. FUND BALANCE</b>		3,854,501.04
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		276,274.32
<b>= ENDING FUND BALANCE</b>		4,130,775.36
<b>+ LIABILITIES</b>		416,255.25
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		4,547,030.61

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 12/31/2023

% Fiscal Year Completed: 100.00

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

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Normal (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 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	6,110.18	691.51	(6,110.18)	100.00
101-000-672.000	INTEREST ON INVESTMENTS	70,000.00	105,560.02	13,867.54	(35,560.02)	150.80
101-000-694.000	OTHER MISC. INCOME	0.00	11,786.64	104.99	(11,786.64)	100.00
101-000-694.001	CFSE DRAW	25,000.00	47,770.00	23,885.00	(22,770.00)	191.08
101-000-695.000	COPIER FEES	0.00	3,761.15	60.05	(3,761.15)	100.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	0.00	30,861.18	7,497.00	(30,861.18)	100.00
101-000-696.100	FRIENDS OF THE LIBRARY	44,000.00	22,372.84	400.00	21,627.16	50.85
101-000-696.200	ADOPT-A-MAGAZINE	0.00	2,246.39	469.97	(2,246.39)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	17.33	5.19	(17.33)	100.00
Total Dept 000 - NONE		4,323,000.00	4,427,815.68	46,981.25	(104,815.68)	102.42
Revenues		4,323,000.00	4,427,815.68	46,981.25	(104,815.68)	102.42
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,910,000.00	1,886,370.50	151,026.93	23,629.50	98.76
101-790-707.000	SALARIES/WAGES-TEMPORARY	42,000.00	38,896.19	3,347.09	3,103.81	92.61
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	145,483.25	11,668.63	14,516.75	90.93
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	212,000.00	196,958.71	14,977.69	15,041.29	92.91
101-790-717.000	LIFE & DISABILITY	15,000.00	14,104.51	0.00	895.49	94.03
101-790-718.000	RETIREMENT	338,000.00	334,300.72	25,870.66	3,699.28	98.91
101-790-740.000	OPERATING SUPPLIES	55,000.00	44,635.48	5,250.22	10,364.52	81.16
101-790-740.100	PROCESSING SUPPLIES	14,000.00	7,342.75	0.00	6,657.25	52.45
101-790-740.200	BUILDING SUPPLIES	20,000.00	12,067.71	318.71	7,932.29	60.34
101-790-741.000	BOOKS & MATERIALS	225,000.00	221,625.10	18,004.09	3,374.90	98.50
101-790-741.100	BOOKS & MATERIALS - DATABASES	63,000.00	62,946.55	12,091.80	53.45	99.92
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	132,500.00	118,509.69	8,020.23	13,990.31	89.44
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	1,101.83	155.89	898.17	55.09
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	101,437.22	3,294.53	9,062.78	91.80
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	29,732.92	12,070.27	(5,732.92)	123.89
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	34,827.10	3,989.14	(3,327.10)	110.56
101-790-880.000	COMMUNITY PROMOTION	60,000.00	47,426.97	1,955.35	12,573.03	79.04
101-790-880.001	EVENTS (FRIENDS)	30,000.00	32,160.91	3,453.91	(2,160.91)	107.20
101-790-910.000	INSURANCE & BONDS	65,000.00	59,038.00	2,110.00	5,962.00	90.83
101-790-911.000	WORKERS COMPENSATION	5,000.00	4,324.00	0.00	676.00	86.48
101-790-920.000	UTILITIES	174,000.00	159,460.58	14,427.11	14,539.42	91.64
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	106,203.93	12,738.53	13,796.07	88.50
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 12/31/2023

% Fiscal Year Completed: 100.00

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

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Normal (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 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	188,976.32	2,997.58	7,023.68	96.42
101-790-976.001	BLDG REPAIR PROJECT	0.00	333.03	333.03	(333.03)	100.00
101-790-977.000	FURNITURE	34,000.00	33,445.30	0.00	554.70	98.37
101-790-983.000	TECHNOLOGY	175,000.00	170,326.18	26,553.05	4,673.82	97.33
Total Dept 790 - LIBRARY		4,323,000.00	4,151,541.36	334,654.44	171,458.64	96.03
Expenditures		4,323,000.00	4,151,541.36	334,654.44	171,458.64	96.03
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
TOTAL REVENUES		4,323,000.00	4,427,815.68	46,981.25	(104,815.68)	
TOTAL EXPENDITURES		4,323,000.00	4,151,541.36	334,654.44	171,458.64	
NET OF REVENUES & EXPENDITURES:		0.00	276,274.32	(287,673.19)	(276,274.32)	