



TO: Plymouth District Library Board
RE: January 2024 Financial Report

DATE: February 13, 2024
FROM: Shauna Anderson,
 Director

REVENUE

- The Library received \$499,873.92 from the City of Plymouth for property tax collections through 12/31/2023
- The Library received \$1,414,207.62 from the Plymouth Township for property tax collections through 01/15/2024
- The Library received \$17,953.65 from the Plymouth Township for collections of delinquent personal property taxes collected in 2023

EXPENDITURES

- The Library had a \$7,170 payment to Allied Building Services for the Wellness Room project

INVESTMENTS

| Bank Account | Interest Earned January | Interest Earned YTD | Balance as of 12/31/2023 |
|---------------------|----------------------------|------------------------|-----------------------------|
| MI Class | \$6,564.45 | \$6,564.45 | \$1,403,400.02 |
| Operating & Savings | \$5,006.52 | \$5,006.52 | \$3,665,819.50 |
| CFCU | - | - | \$804,042.07 |
| Flagstar | - | - | \$249,442.26 |

02/12/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 01/01/2024 - 01/31/2024

| Check Date | Check | Vendor Name | Amount | Status |
|--------------|-------|--------------------------------|-----------|---------|
| Bank 101 101 | | | | |
| 01/03/2024 | 32543 | AMAZON CAPITAL SERVICES, INC | 84.91 | Cleared |
| 01/03/2024 | 32544 | Baker & Taylor | 27.78 | Cleared |
| 01/03/2024 | 32545 | DTE Energy | 11,325.11 | Cleared |
| 01/03/2024 | 32546 | Engraving Connection | 15.50 | Cleared |
| 01/03/2024 | 32547 | Lansing Sanitary Supply, Inc. | 238.04 | Cleared |
| 01/03/2024 | 32548 | Library Ideas | 87.92 | Cleared |
| 01/03/2024 | 32549 | Midwest Tape | 456.58 | Cleared |
| 01/03/2024 | 32550 | Monroe County Library System | 27.99 | Cleared |
| 01/03/2024 | 32551 | ODP BUSINESS SOLUTIONS LLC | 32.56 | Cleared |
| 01/03/2024 | 32552 | PLANTE & MORAN, PLLC | 1,580.00 | Cleared |
| 01/03/2024 | 32553 | Regal Pest Control, LLC | 110.00 | Cleared |
| 01/03/2024 | 32554 | UNITED PARCEL SERVICE | 14.26 | Cleared |
| 01/03/2024 | 32555 | COONEY, SAMANTHA | 0.01 | Open |
| 01/03/2024 | 32556 | MADDEN, RYAN | 26.48 | Cleared |
| 01/09/2024 | 32557 | AMAZON CAPITAL SERVICES, INC | 45.90 | Cleared |
| 01/09/2024 | 32558 | Baker & Taylor | 384.16 | Cleared |
| 01/09/2024 | 32559 | Baker & Taylor | 156.19 | Cleared |
| 01/09/2024 | 32560 | City of Plymouth | 498.12 | Cleared |
| 01/09/2024 | 32561 | INSITE DESIGN STUDIO INC | 505.00 | Cleared |
| 01/09/2024 | 32562 | Kanopy, LLC. | 702.95 | Cleared |
| 01/09/2024 | 32563 | LICHTMAN, CATHERINE | 1,374.00 | Cleared |
| 01/09/2024 | 32564 | MARY FERGUSON | 1,000.50 | Cleared |
| 01/09/2024 | 32565 | Midwest Tape | 6,037.34 | Cleared |
| 01/09/2024 | 32566 | Mutual of Omaha | 1,185.48 | Cleared |
| 01/09/2024 | 32567 | OCLC, Inc. | 368.68 | Cleared |
| 01/09/2024 | 32568 | ODP BUSINESS SOLUTIONS LLC | 126.10 | Cleared |
| 01/16/2024 | 32569 | AMAZON CAPITAL SERVICES, INC | 47.90 | Cleared |
| 01/16/2024 | 32570 | Assa Abloy Entrance Systems, I | 3,769.59 | Cleared |
| 01/16/2024 | 32571 | Baker & Taylor | 419.77 | Cleared |
| 01/16/2024 | 32572 | Baker & Taylor | 12.00 | Cleared |
| 01/16/2024 | 32573 | Brittany Rogers | 200.00 | Cleared |
| 01/16/2024 | 32574 | CANON FINANCIAL SERVICES, INC | 592.00 | Cleared |
| 01/16/2024 | 32575 | CONSUMERS ENERGY | 2,381.29 | Cleared |
| 01/16/2024 | 32576 | ENDEAH CANTY | 150.00 | Open |
| 01/16/2024 | 32577 | Genson's Plumbing, Inc. | 630.00 | Cleared |
| 01/16/2024 | 32578 | KELECHI UCHENDU | 200.00 | Open |
| 01/16/2024 | 32579 | Leader Business Networks | 549.78 | Cleared |
| 01/16/2024 | 32580 | Mariya Fogarasi | 100.00 | Open |
| 01/16/2024 | 32581 | OverDrive, Inc. | 1,648.90 | Cleared |
| 01/16/2024 | 32582 | Patricia Carter | 174.70 | Cleared |
| 01/16/2024 | 32583 | ROBERTSON MORRISON INC HEATING | 3,875.00 | Cleared |
| 01/16/2024 | 32584 | SirsiDynix | 948.50 | Cleared |
| 01/16/2024 | 32585 | UNITED PARCEL SERVICE | 3.85 | Cleared |
| 01/19/2024 | 32586 | MADDEN, RYAN | 79.47 | Open |
| 01/22/2024 | 32587 | ALLIED BUILDING SERVICES | 7,170.00 | Cleared |

| | | | | |
|---------------------|-------|--------------------------------|------------|---------|
| 01/22/2024 | 32588 | AMAZON CAPITAL SERVICES, INC | 412.86 | Cleared |
| 01/22/2024 | 32589 | ANSHU VARMA | 550.00 | Cleared |
| 01/22/2024 | 32590 | Baker & Taylor | 1,395.57 | Cleared |
| 01/22/2024 | 32591 | Green Brain Comics | 270.25 | Cleared |
| 01/22/2024 | 32592 | INGRAM LIBRARY SERVICES | 462.19 | Cleared |
| 01/22/2024 | 32593 | Linda VanderLaan | 1,832.00 | Cleared |
| 01/22/2024 | 32594 | MARY FERGUSON | 67.20 | Cleared |
| 01/22/2024 | 32595 | Midwest Tape | 281.91 | Cleared |
| 01/22/2024 | 32596 | ODP BUSINESS SOLUTIONS LLC | 889.33 | Cleared |
| 01/22/2024 | 32597 | The Library Network | 168.42 | Cleared |
| 01/22/2024 | 32598 | UNITED PARCEL SERVICE | 30.18 | Cleared |
| 01/31/2024 | 32599 | AMAZON CAPITAL SERVICES, INC | 194.87 | Open |
| 01/31/2024 | 32600 | Baker & Taylor | 917.28 | Open |
| 01/31/2024 | 32601 | Baker & Taylor | 6.71 | Open |
| 01/31/2024 | 32602 | Blue Care Network | 20,202.42 | Open |
| 01/31/2024 | 32603 | Brodart Co. | 23.86 | Open |
| 01/31/2024 | 32604 | BROGDON, ANTHONY | 250.00 | Open |
| 01/31/2024 | 32605 | CEE CLEAN WINDOW CLEANING CO | 550.00 | Open |
| 01/31/2024 | 32606 | DTE Energy | 12,542.11 | Open |
| 01/31/2024 | 32607 | Foster, Swift, Collins & Smith | 987.00 | Open |
| 01/31/2024 | 32608 | Graybar Electric Co., Inc. | 98.01 | Open |
| 01/31/2024 | 32609 | INGRAM LIBRARY SERVICES | 2,536.21 | Open |
| 01/31/2024 | 32610 | VOID | 0.00 | Open |
| 01/31/2024 | 32611 | Lansing Sanitary Supply, Inc. | 669.03 | Open |
| 01/31/2024 | 32612 | MADDEN, RYAN | 80.88 | Open |
| 01/31/2024 | 32613 | Midwest Tape | 848.96 | Open |
| 01/31/2024 | 32614 | NNAC, LLC | 800.00 | Open |
| 01/31/2024 | 32615 | ODP BUSINESS SOLUTIONS LLC | 294.40 | Open |
| 01/31/2024 | 32616 | PAWS AND EFFECT | 75.00 | Open |
| 01/31/2024 | 32617 | Susan Stoney | 2,653.00 | Open |
| 01/31/2024 | 32618 | TRANSITIONS OUTDOOR SERVICES | 660.00 | Open |
| 101 TOTALS: | | | | |
| Total of 76 Checks | | | 100,113.96 | |
| Less 1 Void Checks | | | 0.00 | |
| Total of 75 Disburs | | | 100,113.96 | |

January 2024 Payroll and Retirement Transfer

| Date | Description | Amount |
|-----------|--------------------------------|---------------------|
| 1/4/2024 | Payroll | \$74,783.31 |
| 1/5/2024 | Payroll - Nationwide payment | \$10,634.34 * |
| 1/11/2024 | MERS Payment for December 2023 | \$24,073.00 |
| 1/18/2024 | Payroll | \$76,508.11 |
| 1/19/2024 | Payroll - Nationwide payment | \$5,086.18 |
| | | <u>\$191,084.94</u> |

*Book vs Bank Difference on 01.05.2024 Payroll (Nationwide). Per payroll register, nationwide balance was \$4,277.10, however, bank withdrew \$4,360.84 for payment, a difference of \$83.74. PDL is aware and looking into the discrepancy.

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 01/31/2024

YTD Balance
01/31/2024
Normal (Abnormal)

| GL Number | Description | |
|--|-----------------------------|--------------|
| Fund: 101 GENERAL OPERATING FUND | | |
| *** Assets *** | | |
| 101-000-001.000 | CASH/OPERATING CHECKING | 3,665,819.50 |
| 101-000-002.001 | CFCU | 804,042.07 |
| 101-000-002.002 | FLAGSTAR | 249,442.26 |
| 101-000-002.003 | MICHIGAN CLASS | 1,403,400.02 |
| 101-000-039.000 | RETIREE INS CO-PAY | 15,404.43 |
| 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 | | 6,138,818.28 |
| *** Liabilities *** | | |
| 101-000-202.000 | ACCOUNTS PAYABLE | 1,760.03 |
| 101-000-275.000 | UNDEPOSITED CASH | 3,993.01 |
| Total Liabilities | | 5,753.04 |
| *** Fund Equity *** | | |
| 101-000-390.000 | FUND BALANCE | 3,854,501.04 |
| Total Fund Equity | | 3,854,501.04 |
| Total Fund 101: | | |
| TOTAL ASSETS | | 6,138,818.28 |
| BEG. FUND BALANCE - 2023 | | 3,854,501.04 |
| + NET OF REVENUES/EXPENDITURES - 2023 | | 259,505.06 |
| + NET OF REVENUES & EXPENDITURES | | 2,019,059.14 |
| = ENDING FUND BALANCE | | 6,133,065.24 |
| + LIABILITIES | | 5,753.04 |
| = TOTAL LIABILITIES AND FUND BALANCE | | 6,138,818.28 |

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 01/31/2024

% Fiscal Year Completed: 8.47

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

| GL Number | Description | 2024 Amended Budget | YTD Balance 01/31/2024 Normal (Abnormal) | Activity For 01/31/2024 Increase (Decrease) | Available Balance 01/31/2024 Normal (Abnormal) | % Bdgt Used |
|---|---------------------------------|---------------------|--|---|--|-------------|
| Fund: 101 GENERAL OPERATING FUND | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 000 NONE | | | | | | |
| 101-000-403.000 | PROPERTY TAXES CURRENT | 4,000,000.00 | 2,311,724.92 | 2,311,724.92 | 1,688,275.08 | 57.79 |
| 101-000-407.000 | PROPERTY TAXES/DELINQUENT | 200,000.00 | 18,286.59 | 18,286.59 | 181,713.41 | 9.14 |
| 101-000-538.000 | GRANTS | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 101-000-574.000 | STATE REVENUES | 35,000.00 | 0.00 | 0.00 | 35,000.00 | 0.00 |
| 101-000-662.000 | PENAL FINES | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 101-000-664.000 | BOOK FINES | 3,000.00 | 917.23 | 917.23 | 2,082.77 | 30.57 |
| 101-000-672.000 | INTEREST ON INVESTMENTS | 100,000.00 | 11,570.97 | 11,570.97 | 88,429.03 | 11.57 |
| 101-000-694.001 | CFSE DRAW | 45,000.00 | 0.00 | 0.00 | 45,000.00 | 0.00 |
| 101-000-695.000 | COPIER FEES | 2,000.00 | 904.19 | 904.19 | 1,095.81 | 45.21 |
| 101-000-696.000 | DONATIONS & CONTRIBUTIONS | 5,000.00 | 1,150.00 | 1,150.00 | 3,850.00 | 23.00 |
| 101-000-696.100 | FRIENDS OF THE LIBRARY | 30,000.00 | 1,150.00 | 1,150.00 | 28,850.00 | 3.83 |
| 101-000-698.000 | SUNDRY-CASH OVER/SHORT | 0.00 | (43.79) | (43.79) | 43.79 | 100.00 |
| Total Dept 000 - NONE | | 4,460,000.00 | 2,345,660.11 | 2,345,660.11 | 2,114,339.89 | 52.59 |
| Revenues | | 4,460,000.00 | 2,345,660.11 | 2,345,660.11 | 2,114,339.89 | 52.59 |
| Account Category: Expenditures | | | | | | |
| Department: 790 LIBRARY | | | | | | |
| 101-790-706.000 | SALARIES/WAGES - PERMANENT | 2,040,000.00 | 147,587.43 | 147,587.43 | 1,892,412.57 | 7.23 |
| 101-790-707.000 | SALARIES/WAGES-TEMPORARY | 50,000.00 | 2,785.56 | 2,785.56 | 47,214.44 | 5.57 |
| 101-790-715.000 | EMPLOYERS FICA TAXES | 180,000.00 | 11,160.15 | 11,160.15 | 168,839.85 | 6.20 |
| 101-790-716.000 | HOSPITALIZATION/DENTAL/OPTICAL | 265,000.00 | 14,842.33 | 14,842.33 | 250,157.67 | 5.60 |
| 101-790-717.000 | LIFE & DISABILITY | 14,000.00 | 1,185.48 | 1,185.48 | 12,814.52 | 8.47 |
| 101-790-718.000 | RETIREMENT | 310,000.00 | 25,569.50 | 25,569.50 | 284,430.50 | 8.25 |
| 101-790-740.000 | OPERATING SUPPLIES | 60,000.00 | 1,559.75 | 1,559.75 | 58,440.25 | 2.60 |
| 101-790-740.200 | BUILDING SUPPLIES | 30,000.00 | 767.04 | 767.04 | 29,232.96 | 2.56 |
| 101-790-741.000 | BOOKS & MATERIALS | 8,000.00 | 0.00 | 0.00 | 8,000.00 | 0.00 |
| 101-790-741.000-AM | BOOKS & MATERIALS | 55,000.00 | 2,350.12 | 2,350.12 | 52,649.88 | 4.27 |
| 101-790-741.000-CK | BOOKS & MATERIALS | 10,200.00 | 368.55 | 368.55 | 9,831.45 | 3.61 |
| 101-790-741.000-DB | BOOKS & MATERIALS | 13,850.00 | 471.50 | 471.50 | 13,378.50 | 3.40 |
| 101-790-741.000-DEE | BOOKS & MATERIALS | 13,000.00 | 851.58 | 851.58 | 12,148.42 | 6.55 |
| 101-790-741.000-HH | BOOKS & MATERIALS | 22,700.00 | 660.89 | 660.89 | 22,039.11 | 2.91 |
| 101-790-741.000-JK | BOOKS & MATERIALS | 15,500.00 | 0.00 | 0.00 | 15,500.00 | 0.00 |
| 101-790-741.000-KK | BOOKS & MATERIALS | 5,150.00 | 354.63 | 354.63 | 4,795.37 | 6.89 |
| 101-790-741.000-KZ | BOOKS & MATERIALS | 22,700.00 | 932.29 | 932.29 | 21,767.71 | 4.11 |
| 101-790-741.000-LB | BOOKS & MATERIALS | 13,350.00 | 253.59 | 253.59 | 13,096.41 | 1.90 |
| 101-790-741.000-MK | BOOKS & MATERIALS | 3,350.00 | 0.00 | 0.00 | 3,350.00 | 0.00 |
| 101-790-741.000-SC | BOOKS & MATERIALS | 5,900.00 | 270.18 | 270.18 | 5,629.82 | 4.58 |
| 101-790-741.000-SDG | BOOKS & MATERIALS | 10,150.00 | 12.00 | 12.00 | 10,138.00 | 0.12 |
| 101-790-741.000-SP | BOOKS & MATERIALS | 8,550.00 | 0.00 | 0.00 | 8,550.00 | 0.00 |
| 101-790-741.000-SW | BOOKS & MATERIALS | 9,100.00 | 286.73 | 286.73 | 8,813.27 | 3.15 |
| 101-790-741.000-TS | BOOKS & MATERIALS | 18,500.00 | 366.73 | 366.73 | 18,133.27 | 1.98 |
| 101-790-741.100 | BOOKS & MATERIALS - DATABASES | 43,000.00 | 6,301.55 | 6,301.55 | 36,698.45 | 14.65 |
| 101-790-741.200 | BOOKS & MATERIALS - E-RESOURCES | 163,000.00 | 15,258.37 | 15,258.37 | 147,741.63 | 9.36 |
| 101-790-741.300 | BOOKS & MATERIALS - ILL | 2,000.00 | (127.90) | (127.90) | 2,127.90 | (6.40) |
| 101-790-818.000 | CONTRACTUAL SERVICES | 100,000.00 | 1,982.93 | 1,982.93 | 98,017.07 | 1.98 |
| 101-790-818.001 | CATALOG | 115,000.00 | 29,009.99 | 29,009.99 | 85,990.01 | 25.23 |
| 101-790-850.000 | COMMUNICATIONS | 20,000.00 | 168.42 | 168.42 | 19,831.58 | 0.84 |

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 01/31/2024

% Fiscal Year Completed: 8.47

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

| GL Number | Description | 2024 Amended Budget | YTD Balance 01/31/2024 Normal (Abnormal) | Activity For 01/31/2024 Increase (Decrease) | Available Balance 01/31/2024 Normal (Abnormal) | % Bdgt Used |
|---|-------------------------------|---------------------------|--|---|--|----------------|
| Fund: 101 GENERAL OPERATING FUND | | | | | | |
| Account Category: Expenditures | | | | | | |
| Department: 790 LIBRARY | | | | | | |
| 101-790-860.000 | TRANSPORTATION | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-790-864.000 | CONFERENCES & TRAINING | 35,000.00 | 0.00 | 0.00 | 35,000.00 | 0.00 |
| 101-790-880.000 | COMMUNITY PROMOTION | 55,000.00 | 1,416.67 | 1,416.67 | 53,583.33 | 2.58 |
| 101-790-880.001 | EVENTS (FRIENDS) | 30,000.00 | 2,334.56 | 2,334.56 | 27,665.44 | 7.78 |
| 101-790-910.000 | INSURANCE & BONDS | 60,000.00 | 28,622.50 | 28,622.50 | 31,377.50 | 47.70 |
| 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 | 14,923.40 | 14,923.40 | 185,076.60 | 7.46 |
| 101-790-930.000 | REPAIRS & MAINTENANCE | 120,000.00 | 12,932.67 | 12,932.67 | 107,067.33 | 10.78 |
| 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 | 125,000.00 | 0.00 | 0.00 | 125,000.00 | 0.00 |
| 101-790-977.000 | FURNITURE | 50,000.00 | 0.00 | 0.00 | 50,000.00 | 0.00 |
| 101-790-983.000 | TECHNOLOGY | 150,000.00 | 1,141.78 | 1,141.78 | 148,858.22 | 0.76 |
| Total Dept 790 - LIBRARY | | 4,460,000.00 | 326,600.97 | 326,600.97 | 4,133,399.03 | 7.32 |
| Expenditures | | 4,460,000.00 | 326,600.97 | 326,600.97 | 4,133,399.03 | 7.32 |
| Fund 101 - GENERAL OPERATING FUND: | | | | | | |
| TOTAL REVENUES | | 4,460,000.00 | 2,345,660.11 | 2,345,660.11 | 2,114,339.89 | |
| TOTAL EXPENDITURES | | 4,460,000.00 | 326,600.97 | 326,600.97 | 4,133,399.03 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 2,019,059.14 | 2,019,059.14 | (2,019,059.14) | |