



**TO:** Plymouth District Library Board      **DATE:** March 17, 2024  
**RE:** February 2024 Financial Report      **FROM:** Shauna Anderson,  
 Director

#### REVENUE

- The Library received \$114,807 from the City of Plymouth for property tax collections thru 02/15/2024.
- The Library received \$1,192,985.56 from Plymouth Township for property tax collections thru 02/15/2024.
- The Library received \$161,871 from the Local Community Stabilization Authority.

#### EXPENDITURES

- The Library had a \$5,249 payment to BS&A Software for the yearly contract renewal (03/01/2024 - 03/01/2025)

#### INVESTMENTS

Bank Account	Interest Earned January	Interest Earned YTD	Balance as of 12/31/2023
MI Class	\$6,244.71	\$12,809.16	\$1,409,644.73
Operating & Savings	\$ 6,600.74	\$11,607.26	\$4,861,175.77
CFCU	-	-	\$804,042.07
Flagstar	-	-	\$249,442.26

03/14/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 02/01/2024 - 02/29/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
02/01/2024	97(E)	Chase - Cardmember Service	109.52	Cleared
02/01/2024	98(E)	Chase - Cardmember Service	8.60	Cleared
02/01/2024	99(E)	Chase - Cardmember Service	994.00	Cleared
02/01/2024	100(E)	Chase - Cardmember Service	3,688.07	Cleared
02/01/2024	101(E)	Chase - Cardmember Service	4,417.01	Cleared
02/01/2024	102(E)	Chase - Cardmember Service	1,620.65	Cleared
02/01/2024	103(E)	Chase - Cardmember Service	806.62	Cleared
02/06/2024	32619	ABBY B. PHOTOGRAPHY	385.00	Cleared
02/06/2024	32620	AMAZON CAPITAL SERVICES, INC	1,153.41	Cleared
02/06/2024	32621	AUTOMOTIVE HALL OF FAME	341.33	Cleared
02/06/2024	32622	Baker & Taylor	1,821.90	Cleared
02/06/2024	32623	Baker & Taylor	47.79	Cleared
02/06/2024	32624	Calvin University - Hekman Lib	50.00	Cleared
02/06/2024	32625	CANON FINANCIAL SERVICES, INC	592.00	Cleared
02/06/2024	32626	Delta Dental Insurance	1,510.03	Cleared
02/06/2024	32627	ELECTRONIC TECHNOLOGIES, INC.	150.00	Open
02/06/2024	32628	ELYSE HUSKY	100.00	Cleared
02/06/2024	32629	Foster, Swift, Collins & Smith	352.50	Cleared
02/06/2024	32630	Green Brain Comics	117.50	Cleared
02/06/2024	32631	INGRAM LIBRARY SERVICES	1,561.82	Cleared
02/06/2024	32632	VOID	0.00	V Open
02/06/2024	32633	VOID	0.00	V Open
02/06/2024	32634	Kanopy, LLC.	741.20	Cleared
02/06/2024	32635	KATHERINE ROTHLEY	250.00	Cleared
02/06/2024	32636	Midwest Tape	241.36	Cleared
02/06/2024	32637	Mutual of Omaha	1,187.28	Cleared
02/06/2024	32638	PLANTE & MORAN, PLLC	3,050.50	Cleared
02/06/2024	32639	Security 101	275.00	Cleared
02/06/2024	32640	SHEFFIELD, HEIDI	300.00	Open
02/06/2024	32641	Uline	408.51	Cleared
02/06/2024	32642	Veolia ES Technical Solutions	294.40	Cleared
02/16/2024	32643	AMAZON CAPITAL SERVICES, INC	608.99	Cleared
02/16/2024	32644	Associated Newspapers of MI	500.00	Cleared
02/16/2024	32645	Baker & Taylor	1,555.11	Cleared
02/16/2024	32646	CCH Incorporated	618.48	Cleared
02/16/2024	32647	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
02/16/2024	32648	CHIPPEWA RIVER DISTRICT LIBRARY	16.99	Open
02/16/2024	32649	City of Plymouth	498.12	Cleared
02/16/2024	32650	CONSUMERS ENERGY	3,994.90	Cleared
02/16/2024	32651	DOWNPUP YOGA	125.00	Open
02/16/2024	32652	Guardian Alarm	1,933.95	Cleared
02/16/2024	32653	INGRAM LIBRARY SERVICES	1,243.58	Cleared
02/16/2024	32654	VOID	0.00	V Open
02/16/2024	32655	Lakeshore Learning Materials	68.99	Cleared
02/16/2024	32656	Leader Business Networks	857.41	Cleared

02/16/2024	32657	MCLS	4,783.69	Cleared
02/16/2024	32658	Midwest Tape	7,119.53	Cleared
02/16/2024	32659	OverDrive, Inc.	1,841.89	Cleared
02/16/2024	32660	Patricia Carter	174.70	Cleared
02/16/2024	32661	REDFORD TOWNSHIP DISTRICT LIBRA	12.49	Cleared
02/16/2024	32662	THE FRIENDS OF THE LIBRARY	2,451.00	Cleared
02/16/2024	32663	MADDEN, RYAN	80.88	Cleared
02/23/2024	32664	AMAZON CAPITAL SERVICES, INC	1,516.57	Cleared
02/23/2024	32665	Blue Care Network	18,995.51	Cleared
02/23/2024	32666	BS&A Software	104.00	Cleared
02/23/2024	32667	DEMCO	504.32	Cleared
02/23/2024	32668	Engraving Connection	7.75	Open
02/23/2024	32669	Green Brain Comics	139.89	Cleared
02/23/2024	32670	HIRVELA, NOAH	100.00	Open
02/23/2024	32671	INGRAM LIBRARY SERVICES	2,688.04	Cleared
02/23/2024	32672	VOID	0.00	V Open
02/23/2024	32673	VOID	0.00	V Open
02/23/2024	32674	VOID	0.00	V Open
02/23/2024	32675	Jag Entertainment	500.00	Cleared
02/23/2024	32676	Lansing Sanitary Supply, Inc.	201.82	Cleared
02/23/2024	32677	MILES MERCIER	250.00	Open
02/23/2024	32678	PAWS AND EFFECT	75.00	Open
02/23/2024	32679	Uline	891.68	Open
02/23/2024	32680	UNITED PARCEL SERVICE	14.30	Open
02/23/2024	32681	United States Postal Service	1,775.88	Cleared
02/27/2024	32682	AMAZON CAPITAL SERVICES, INC	182.78	Open
02/27/2024	32683	Baker & Taylor	802.47	Open
02/27/2024	32684	Baker & Taylor	54.02	Open
02/27/2024	32685	BS&A Software	5,249.00	Open
02/27/2024	32686	CATHRINE COTTONE	75.00	Open
02/27/2024	32687	CENGAGE LEARNING INC/GALE	396.52	Open
02/27/2024	32688	Foster, Swift, Collins & Smith	282.00	Open
02/27/2024	32689	INGRAM LIBRARY SERVICES	306.57	Open
02/27/2024	32690	MCLS	5,892.80	Open
02/27/2024	32691	MICHIGAN WEB PRESS	2,431.98	Open
02/27/2024	32692	Midwest Tape	702.77	Open
02/27/2024	32693	Plymouth Canton Comm Schools	75.00	Open
02/27/2024	32694	THOMSON REUTERS - WEST	332.00	Open
02/27/2024	32695	UNITED PARCEL SERVICE	15.09	Open
101 TOTALS:				
Total of 84 Checks			100,024.46	
Less 6 Void Checks			0.00	
Total of 78 Disburs			100,024.46	

### February 2024 Payroll and Retirement Transfer

Date	Description	Amount
2/1/2024	Payroll	\$78,582.06
2/2/2024	Payroll - Nationwide payment	\$5,132.51
2/12/2024	MERS Payment for December 2023	\$22,709.00

2/15/2024 Payroll	\$78,474.43
2/16/2024 Payroll - Nationwide payment	\$5,427.89
2/29/2024 Payroll	\$84,294.95 *
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	\$274,620.84

\*Book vs Bank Difference - Payroll Paydate 03.01.2024

February 2024 Credit Card Payments		
<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/15/2024	CC - Chase 9825	\$11,644.47
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		\$11,644.47

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 02/29/2024

YTD Balance  
02/29/2024  
Normal (Abnormal)

GL Number	Description	
<b>Fund: 101 GENERAL OPERATING FUND</b>		
<b>*** Assets ***</b>		
101-000-001.000	CASH/OPERATING CHECKING	4,861,175.77
101-000-002.001	CFCU	804,042.07
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	1,409,644.73
101-000-039.000	RETIREE INS CO-PAY	20,606.72
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
<b>Total Assets</b>		7,345,621.55
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	25,976.15
101-000-275.000	UNDEPOSITED CASH	4,024.12
<b>Total Liabilities</b>		30,000.27
<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>		7,345,621.55
<b>BEG. FUND BALANCE - 2023</b>		3,854,501.04
<b>+ NET OF REVENUES/EXPENDITURES - 2023</b>		263,701.31
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		3,197,418.93
<b>= ENDING FUND BALANCE</b>		7,315,621.28
<b>+ LIABILITIES</b>		30,000.27
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		7,345,621.55

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 02/29/2024

% Fiscal Year Completed: 16.39

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

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024 Normal (Abnormal)	Activity For 02/29/2024 Increase (Decrease)	Available Balance 02/29/2024 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	4,000,000.00	3,619,517.48	1,307,792.56	380,482.52	90.49
101-000-407.000	PROPERTY TAXES/DELINQUENT	200,000.00	18,286.59	0.00	181,713.41	9.14
101-000-538.000	GRANTS	20,000.00	0.00	0.00	20,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	161,871.00	161,871.00	(161,871.00)	100.00
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	1,258.39	341.16	1,741.61	41.95
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	24,416.42	12,845.45	75,583.58	24.42
101-000-694.000	OTHER MISC. INCOME	0.00	847.14	847.14	(847.14)	100.00
101-000-694.001	CFSE DRAW	45,000.00	23,885.00	0.00	21,115.00	53.08
101-000-695.000	COPIER FEES	2,000.00	1,033.66	129.47	966.34	51.68
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,115.00	965.00	2,885.00	42.30
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	100.00	3,923.89	29,900.00	0.33
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	49.06	92.85	(49.06)	100.00
Total Dept 000 - NONE		4,460,000.00	3,853,379.74	1,488,808.52	606,620.26	86.40
Revenues		4,460,000.00	3,853,379.74	1,488,808.52	606,620.26	86.40
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,040,000.00	299,714.93	152,127.50	1,740,285.07	14.69
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	6,456.53	3,670.97	43,543.47	12.91
101-790-715.000	EMPLOYERS FICA TAXES	180,000.00	22,944.04	11,783.89	157,055.96	12.75
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	43,864.85	13,847.69	221,135.15	16.55
101-790-717.000	LIFE & DISABILITY	14,000.00	3,683.04	2,497.56	10,316.96	26.31
101-790-718.000	RETIREMENT	310,000.00	49,829.12	24,259.62	260,170.88	16.07
101-790-740.000	OPERATING SUPPLIES	60,000.00	7,931.67	6,371.92	52,068.33	13.22
101-790-740.200	BUILDING SUPPLIES	30,000.00	927.49	160.45	29,072.51	3.09
101-790-741.000	BOOKS & MATERIALS	235,000.00	36,198.06	17,374.63	198,801.94	15.40
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	26,595.82	11,646.49	16,404.18	61.85
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	22,278.73	8,964.57	140,721.27	13.67
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	(19.76)	108.14	2,019.76	(0.99)
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	6,925.42	6,027.11	93,074.58	6.93
101-790-818.001	CATALOG	115,000.00	29,009.99	0.00	85,990.01	25.23
101-790-850.000	COMMUNICATIONS	20,000.00	506.06	337.64	19,493.94	2.53
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	3,941.25	3,941.25	31,058.75	11.26
101-790-880.000	COMMUNITY PROMOTION	55,000.00	7,425.86	6,009.19	47,574.14	13.50
101-790-880.001	EVENTS (FRIENDS)	30,000.00	5,451.56	3,042.00	24,548.44	18.17
101-790-910.000	INSURANCE & BONDS	60,000.00	28,722.50	0.00	31,277.50	47.87
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	21,333.93	14,872.84	178,666.07	10.67
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	17,122.87	5,158.95	102,877.13	14.27
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	4,853.47	4,853.47	45,146.53	9.71
101-790-983.000	TECHNOLOGY	150,000.00	10,263.38	9,121.60	139,736.62	6.84
Total Dept 790 - LIBRARY		4,460,000.00	655,960.81	306,177.48	3,804,039.19	14.71

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 02/29/2024

% Fiscal Year Completed: 16.39

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

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024 Normal (Abnormal)	Activity For 02/29/2024 Increase (Decrease)	Available Balance 02/29/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Expenditures</b>						
	Expenditures	4,460,000.00	655,960.81	306,177.48	3,804,039.19	14.71
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,460,000.00	3,853,379.74	1,488,808.52	606,620.26	
	TOTAL EXPENDITURES	4,460,000.00	655,960.81	306,177.48	3,804,039.19	
	NET OF REVENUES & EXPENDITURES:	0.00	3,197,418.93	1,182,631.04	(3,197,418.93)	