



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

DATE: April 8, 2024
FROM: Shauna Anderson,
 Director

REVENUE

- The Library received \$288,331 from the City of Plymouth for property tax collections thru 02/29/2024
- The Library received \$70,082.14 from Plymouth Township for their final property tax distribution

EXPENDITURES

- Through 3 months (25%) of the year, expenditures to date are only at 22.5% of the total budget

INVESTMENTS

Bank Account	Interest Earned January	Interest Earned YTD	Balance as of 12/31/2023
MI Class	\$6,476.08	\$19,285.24	\$1,416,120.81
Operating & Savings	\$ 6,591.53	\$18,198.79	\$4,766,202.80
CFCU	\$3,989.15	\$3,989.15	\$8 08,031.22
Flagstar	-	-	\$249,442.26

04/05/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 03/01/2024 - 03/31/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
03/01/2024	104(E)	Chase - Cardmember Service	257.04	Cleared
03/01/2024	105(E)	Chase - Cardmember Service	218.29	Cleared
03/01/2024	106(E)	Chase - Cardmember Service	2,192.93	Cleared
03/01/2024	107(E)	VOID	0.00	V Cleared
03/01/2024	108(E)	Chase - Cardmember Service	726.30	Cleared
03/01/2024	109(E)	Chase - Cardmember Service	682.35	Cleared
03/01/2024	110(E)	Chase - Cardmember Service	4,705.91	Cleared
03/01/2024	111(E)	Chase - Cardmember Service	3,227.25	Cleared
03/04/2024	32696	AMAZON CAPITAL SERVICES, INC	2,235.59	Cleared
03/04/2024	32697	Baker & Taylor	1,294.67	Cleared
03/04/2024	32698	BASS CONTROLS	1,350.00	Cleared
03/04/2024	32699	BS&A Software	1,245.00	Cleared
03/04/2024	32700	Capital Area District Library	28.66	Cleared
03/04/2024	32701	Delta Dental Insurance	1,429.05	Cleared
03/04/2024	32702	DTE Energy	10,379.82	Cleared
03/04/2024	32703	Engraving Connection	7.50	Cleared
03/04/2024	32704	FELLER EXPRESS	335.00	Cleared
03/04/2024	32705	FISH TANK MAINTENANCE LLC	572.50	Cleared
03/04/2024	32706	INGRAM LIBRARY SERVICES	1,389.65	Cleared
03/04/2024	32707	VOID	0.00	V Cleared
03/04/2024	32708	VOID	0.00	V Cleared
03/04/2024	32709	Lakeshore Learning Materials	477.42	Cleared
03/04/2024	32710	Lansing Sanitary Supply, Inc.	408.09	Cleared
03/04/2024	32711	Library Ideas	554.94	Cleared
03/04/2024	32712	Mutual of Omaha	1,310.28	V Cleared
03/04/2024	32713	ODP BUSINESS SOLUTIONS LLC	1,010.48	V Cleared
03/04/2024	32714	The Library Network	620.00	V Cleared
03/04/2024	32715	WORLD TRADE PRESS	350.00	V Cleared
03/04/2024	32716		0.00	V Cleared
03/04/2024	32717		0.00	V Cleared
03/04/2024	32718	Mutual of Omaha	1,310.28	Cleared
03/04/2024	32719	ODP BUSINESS SOLUTIONS LLC	1,010.48	Cleared
03/04/2024	32720	The Library Network	620.00	Cleared
03/04/2024	32721	WORLD TRADE PRESS	350.00	Cleared
03/05/2024	32722	KALANI, YASH	132.79	V Cleared
03/05/2024	32723	KALANI, YASH	134.79	Cleared
03/12/2024	32724	ALLIED BUILDING SERVICES	374.00	Cleared
03/12/2024	32725	AMAZON CAPITAL SERVICES, INC	707.61	Cleared
03/12/2024	32726	Baker & Taylor	503.15	Cleared
03/12/2024	32727	Baker & Taylor	14.28	Cleared
03/12/2024	32728	BMS MUSIC LLC	100.00	Cleared
03/12/2024	32729	CANON FINANCIAL SERVICES, INC	592.00	Cleared
03/12/2024	32730	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
03/12/2024	32731	CONSUMERS ENERGY	2,663.63	Cleared
03/12/2024	32732	Genson's Plumbing, Inc.	258.50	Cleared

03/12/2024	32733	INGRAM LIBRARY SERVICES	122.19	Cleared
03/12/2024	32734	Kanopy, LLC.	698.70	Cleared
03/12/2024	32735	KATHRYN REMLINGER	200.00	Cleared
03/12/2024	32736	Leader Business Networks	1,136.63	Cleared
03/12/2024	32737	Midwest Tape	710.21	Cleared
03/12/2024	32738	ODP BUSINESS SOLUTIONS LLC	102.52	Cleared
03/12/2024	32739	PLANTE & MORAN, PLLC	10,892.50	Cleared
03/12/2024	32740	PLYMOUTH COMMUNITY CHAMBER (156.00	Cleared
03/12/2024	32741	REDFORD LOCK SECURITY SOLUTIONS	490.00	Cleared
03/12/2024	32742	ROBERTSON MORRISON INC HEATING	825.00	Cleared
03/12/2024	32743	Scholastic Inc.	243.94	Cleared
03/12/2024	32744	TRANSITIONS OUTDOOR SERVICES	60.00	Cleared
03/22/2024	32745	ABBY B. PHOTOGRAPHY	390.00	Cleared
03/22/2024	32746	Baker & Taylor	1,366.18	Cleared
03/22/2024	32747	INGRAM LIBRARY SERVICES	689.00	Cleared
03/22/2024	32748	Midwest Tape	6,902.29	Cleared
03/22/2024	32749	ORANGEBOY, INC.	7,500.00	Open
03/22/2024	32750	OverDrive, Inc.	1,914.19	Cleared
03/22/2024	32751	PAWS AND EFFECT	75.00	Open
03/22/2024	32752	AMAZON CAPITAL SERVICES, INC	271.59	Cleared
03/22/2024	32753	BS&A Software	2,250.00	Cleared
03/22/2024	32754	City of Plymouth	498.12	Cleared
03/22/2024	32755	Lansing Sanitary Supply, Inc.	364.82	Cleared
03/22/2024	32756	ODP BUSINESS SOLUTIONS LLC	623.60	Cleared
03/22/2024	32757	Patricia Carter	174.70	Cleared
03/22/2024	32758	UNITED PARCEL SERVICE	25.69	Cleared
03/29/2024	32759	ALLIED BUILDING SERVICES	2,635.00	Open
03/29/2024	32760	AMAZON CAPITAL SERVICES, INC	1,084.38	Open
03/29/2024	32761	Baker & Taylor	855.84	Open
03/29/2024	32762	Blue Care Network	19,871.13	Cleared
03/29/2024	32763	Book Farm LLC	2,066.29	Open
03/29/2024	32764	CCH Incorporated	268.59	Open
03/29/2024	32765	Delta Dental Insurance	811.13	Cleared
03/29/2024	32766	EBSCO Subscription Services	93.85	Open
03/29/2024	32767	Engraving Connection	23.25	Open
03/29/2024	32768	Greko Printing & Imaging	51.80	Open
03/29/2024	32769	INGRAM LIBRARY SERVICES	3,273.97	Open
03/29/2024	32770	Lansing Sanitary Supply, Inc.	46.18	Cleared
03/29/2024	32771	Sirsi Corporation	60,189.26	Open
03/29/2024	32772	TRANSITIONS OUTDOOR SERVICES	760.00	Open
03/29/2024	32773	UNITED PARCEL SERVICE	14.15	Open
101 TOTALS:				
Total of 86 Checks			176,907.92	
Less 10 Void Check			3,423.55	
Total of 76 Disburs			173,484.37	

March 2024 Payroll and Retirement Transfer

Date	Description	Amount
3/1/2024	Payroll - Nationwide payment	\$6,363.04
3/11/2024	MERS Payment for February 2024	\$22,709.00
3/14/2024	Payroll	\$80,755.29
3/15/2024	Payroll - Nationwide payment	\$6,159.58
3/28/2024	Payroll	\$84,879.80
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		\$200,866.71

March 2024 Credit Card Payments

Date	Description	Amount
3/15/2024	CC - Chase 9825	\$12,010.07
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		\$12,010.07

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 03/31/2024

YTD Balance
03/31/2024
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	4,766,202.80
101-000-002.001	CFCU	808,031.22
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	1,416,120.81
101-000-039.000	RETIREE INS CO-PAY	23,283.01
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		7,263,790.10
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	24,354.01
101-000-275.000	UNDEPOSITED CASH	(551.11)
Total Liabilities		23,802.90
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,854,501.04
Total Fund Equity		3,854,501.04
Total Fund 101:		
TOTAL ASSETS		7,263,790.10
BEG. FUND BALANCE - 2023		3,854,501.04
+ NET OF REVENUES/EXPENDITURES - 2023		159,671.75
+ NET OF REVENUES & EXPENDITURES		3,225,814.41
= ENDING FUND BALANCE		7,239,987.20
+ LIABILITIES		23,802.90
= TOTAL LIABILITIES AND FUND BALANCE		7,263,790.10

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 03/31/2024

% Fiscal Year Completed: 24.86

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

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 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	3,977,930.62	358,413.14	22,069.38	99.45
101-000-407.000	PROPERTY TAXES/DELINQUENT	200,000.00	18,374.86	88.27	181,625.14	9.19
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	0.00	(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	1,685.97	427.58	1,314.03	56.20
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	41,473.18	17,056.76	58,526.82	41.47
101-000-694.000	OTHER MISC. INCOME	0.00	1,044.13	196.99	(1,044.13)	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	2,403.12	1,369.46	(403.12)	120.16
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,415.00	300.00	2,585.00	48.30
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	0.00	(100.00)	30,000.00	0.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	84.96	35.90	(84.96)	100.00
Total Dept 000 - NONE		4,460,000.00	4,231,167.84	377,788.10	228,832.16	94.87
Revenues		4,460,000.00	4,231,167.84	377,788.10	228,832.16	94.87
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,040,000.00	464,219.56	241,931.37	1,575,780.44	22.76
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	10,645.02	5,509.11	39,354.98	21.29
101-790-715.000	EMPLOYERS FICA TAXES	180,000.00	35,911.81	18,788.19	144,088.19	19.95
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	57,970.24	14,105.39	207,029.76	21.88
101-790-717.000	LIFE & DISABILITY	14,000.00	3,683.04	0.00	10,316.96	26.31
101-790-718.000	RETIREMENT	310,000.00	52,503.90	26,747.78	257,496.10	16.94
101-790-740.000	OPERATING SUPPLIES	60,000.00	11,225.50	3,293.83	48,774.50	18.71
101-790-740.200	BUILDING SUPPLIES	30,000.00	2,886.83	1,959.34	27,113.17	9.62
101-790-741.000	BOOKS & MATERIALS	235,000.00	50,148.52	13,950.46	184,851.48	21.34
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	26,595.82	0.00	16,404.18	61.85
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	31,341.87	9,063.14	131,658.13	19.23
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	(1.57)	18.19	2,001.57	(0.08)
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	27,134.66	20,209.24	72,865.34	27.13
101-790-818.001	CATALOG	115,000.00	89,199.25	60,189.26	25,800.75	77.56
101-790-850.000	COMMUNICATIONS	20,000.00	4,171.18	3,665.12	15,828.82	20.86
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	5,733.95	1,792.70	29,266.05	16.38
101-790-880.000	COMMUNITY PROMOTION	55,000.00	16,165.90	8,740.04	38,834.10	29.39
101-790-880.001	EVENTS (FRIENDS)	30,000.00	7,535.66	2,009.10	22,464.34	25.12
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	33,859.73	12,525.80	166,140.27	16.93
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	22,422.87	5,300.00	97,577.13	18.69
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	8,303.47	3,450.00	41,696.53	16.61
101-790-983.000	TECHNOLOGY	150,000.00	14,973.72	4,710.34	135,026.28	9.98
Total Dept 790 - LIBRARY		4,460,000.00	1,005,353.43	457,958.40	3,454,646.57	22.54

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 03/31/2024

% Fiscal Year Completed: 24.86

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

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
	Expenditures	4,460,000.00	1,005,353.43	457,958.40	3,454,646.57	22.54
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,460,000.00	4,231,167.84	377,788.10	228,832.16	
	TOTAL EXPENDITURES	4,460,000.00	1,005,353.43	457,958.40	3,454,646.57	
	NET OF REVENUES & EXPENDITURES:	0.00	3,225,814.41	(80,170.30)	(3,225,814.41)	