



TO: Plymouth District Library Board

DATE: May 15, 2024

RE: April 2024 Financial Report

FROM: Shauna Anderson,
Director

REVENUE

- The Library received \$18,783.74 for their State Aid funding from the State of Michigan
- The Library received their \$48,825 CFSE disbursement for the year on 04/09/2024
- I plan to make a number of line-item budget transfers this month to more accurately reflect our revenue streams. I will report on the specific transfers in next month's packet.

EXPENDITURES

- Through 4 months (33%) of the year, expenditures to date are only at 29.72% of the total budget. Projects, such as the final Amphitheater planting and the installation of the rest of the Centennial Gardens in the Fall is expected to take up significant expenditures. We will also be implementing merit-based raises in July, which will increase our salaries expenditures.

INVESTMENTS

- I am planning to make a \$1M transfer from the library's Operating account at Chase to the library's MI Class account to capitalize on the added interest revenue available through that source.
- I will also seek to transfer the Flagstar CD to MI Class for similar reasons. Expect that to be on a future agenda as the account comes up for renewal.

Bank Account	Interest Earned January	Interest Earned YTD	Balance as of 4/30/2024
MI Class	\$6,276.60	\$25,561.84	\$1,422,397.41
Operating & Savings	\$ 6,096.16	\$24,294.95	\$4,491,225.83
CFCU	\$3,989.15	\$3,989.15	\$8 08,031.22
Flagstar	-	-	\$249,442.26

05/06/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 04/01/2024 - 04/30/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
04/01/2024	112(E)	Chase - Cardmember Service	322.71	Cleared
04/01/2024	113(E)	Chase - Cardmember Service	168.42	Cleared
04/01/2024	114(E)	Chase - Cardmember Service	2,083.06	Cleared
04/01/2024	115(E)	Chase - Cardmember Service	501.48	Cleared
04/01/2024	116(E)	Chase - Cardmember Service	293.25	Cleared
04/01/2024	117(E)	Chase - Cardmember Service	1,258.80	Cleared
04/01/2024	118(E)	Chase - Cardmember Service	683.71	Cleared
04/01/2024	119(E)	Chase - Cardmember Service	6,344.72	Cleared
04/02/2024	32774	AMAZON CAPITAL SERVICES, INC	1,530.27	Cleared
04/02/2024	32775	Baker & Taylor	612.99	Cleared
04/02/2024	32776	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
04/02/2024	32777	CONTE, MICHAEL	18.19	Cleared
04/02/2024	32778	DTE Energy	9,364.05	Cleared
04/02/2024	32779	Foster, Swift, Collins & Smith	147.00	Cleared
04/02/2024	32780	INGRAM LIBRARY SERVICES	872.38	Cleared
04/02/2024	32781	Michigan.com	1,180.54	Cleared
04/02/2024	32782	Midwest Tape	503.07	Cleared
04/02/2024	32783	ODP BUSINESS SOLUTIONS LLC	294.91	Cleared
04/02/2024	32784	PLANTE & MORAN, PLLC	5,765.75	Cleared
04/02/2024	32785	PLAYAWAY PRODUCTS	267.86	Cleared
04/02/2024	32786	THE FRIENDS OF THE LIBRARY	150.00	Cleared
04/02/2024	32787	The Library Network	2,852.00	Cleared
04/02/2024	32788	United States Postal Service	320.00	Cleared
04/08/2024	32789	ABBY B. PHOTOGRAPHY	390.00	Cleared
04/08/2024	32790	AMAZON CAPITAL SERVICES, INC	732.30	Cleared
04/08/2024	32791	Baker & Taylor	1,639.16	Cleared
04/08/2024	32792	CANON FINANCIAL SERVICES, INC	592.00	Cleared
04/08/2024	32793	Kanopy, LLC.	724.20	Cleared
04/08/2024	32794	Leader Business Networks	943.85	Cleared
04/08/2024	32795	MATTHEW BALL	350.00	Open
04/08/2024	32796	Midwest Tape	6,903.32	Cleared
04/08/2024	32797	OverDrive, Inc.	2,105.21	Cleared
04/08/2024	32798	TRANSITIONS OUTDOOR SERVICES	260.00	Cleared
04/16/2024	32799	ALLIED BUILDING SERVICES	6,120.00	Cleared
04/16/2024	32800	AMAZON CAPITAL SERVICES, INC	1,040.68	Cleared
04/16/2024	32801	ANDREWS HOOPER PAVLIK PLC	5,000.00	Cleared
04/16/2024	32802	Baker & Taylor	736.32	Cleared
04/16/2024	32803	City of Plymouth	498.12	Cleared
04/16/2024	32804	CONSUMERS ENERGY	2,047.80	Cleared
04/16/2024	32805	DEMCO	115.48	Cleared
04/16/2024	32806	GREEN EARTH COATINGS	5,000.00	Cleared
04/16/2024	32807	INGRAM LIBRARY SERVICES	1,096.47	Cleared
04/16/2024	32808	INSITE DESIGN STUDIO INC	229.00	Open
04/16/2024	32809	Joseph Oldenburg	70.00	Open
04/16/2024	32810	Lansing Sanitary Supply, Inc.	370.32	Cleared

04/16/2024	32811	LICHTMAN, CATHERINE	1,374.00	Open
04/16/2024	32812	MCLS	7,517.86	Cleared
04/16/2024	32813	Midwest Tape	23.24	Cleared
04/16/2024	32814	Mutual of Omaha	1,364.68	Cleared
04/16/2024	32815	ODP BUSINESS SOLUTIONS LLC	944.54	Cleared
04/16/2024	32816	Patricia Carter	174.70	Cleared
04/16/2024	32817	PINCKNEY COMMUNITY PUBLIC LIBR/	15.69	Cleared
04/16/2024	32818	REDFORD LOCK SECURITY SOLUTIONS	414.00	Cleared
04/16/2024	32819	RODOLFO ALVARADO	150.00	Open
04/16/2024	32820	Shauna Anderson	329.91	Cleared
04/16/2024	32821	Staples Advantage	416.25	Cleared
04/16/2024	32822	The Library Network	1,019.85	Cleared
04/16/2024	32823	THE MOTLEY MISFITS	162.50	Cleared
04/16/2024	32824	UNBOUND EVENTS, INC	1,500.00	Cleared
04/16/2024	32825	UNITED PARCEL SERVICE	13.24	Cleared
04/22/2024	32826	AMAZON CAPITAL SERVICES, INC	216.84	Cleared
04/22/2024	32827	Baker & Taylor	948.80	Cleared
04/22/2024	32828	Blue Care Network	20,871.68	Cleared
04/22/2024	32829	FISH TANK MAINTENANCE LLC	200.00	Cleared
04/22/2024	32830	Foster, Swift, Collins & Smith	925.00	Cleared
04/22/2024	32831	Genson's Plumbing, Inc.	967.00	Cleared
04/22/2024	32832	GIANOLA, LEONARDO	175.00	Open
04/22/2024	32833	Kathleen Philo	107.20	Cleared
04/22/2024	32834	Library Ideas	1,179.00	Open
04/22/2024	32835	Midwest Tape	340.36	Cleared
04/22/2024	32836	ODP BUSINESS SOLUTIONS LLC	166.79	Cleared
04/22/2024	32837	ShredCorp	38.00	Open
04/22/2024	32838	The Library Network	656.00	Cleared
04/22/2024	32839	Uline	83.67	Cleared
04/29/2024	32840	ALLIED BUILDING SERVICES	510.00	Open
04/29/2024	32841	AMAZON CAPITAL SERVICES, INC	697.47	Open
04/29/2024	32842	ANN ARBOR HANDS-ON MUSEUM	322.75	Open
04/29/2024	32843	Baker & Taylor	842.90	Open
04/29/2024	32844	BSB Communications, Inc.	1,095.58	Open
04/29/2024	32845	COLLEEN KINGSBURY	58.90	Open
04/29/2024	32846	Delta Dental Insurance	1,571.06	Open
04/29/2024	32847	DTE Energy	10,536.46	Open
04/29/2024	32848	Foster, Swift, Collins & Smith	940.00	Open
04/29/2024	32849	Genson's Plumbing, Inc.	135.00	Open
04/29/2024	32850	INGRAM LIBRARY SERVICES	5,661.37	Open
04/29/2024	32851	Mutual of Omaha	1,364.68	Open
04/29/2024	32852	ODP BUSINESS SOLUTIONS LLC	283.42	Open
04/29/2024	32853	PAWS AND EFFECT	75.00	Open
04/29/2024	32854	PLYMOUTH COMMUNITY CHAMBER (175.00	Open
04/29/2024	32855	ROBERTSON MORRISON INC HEATINC	1,075.00	Open
04/29/2024	32856	Watkins Ross & Co.	4,300.00	Open

101 TOTALS:

Total of 91 Checks	144,839.78
Less 0 Void Checks	0.00
Total of 91 Disburs	144,839.78

April 2024 Payroll and Retirement Transfer

Date	Description	Amount
4/1/2024	Payroll - Nationwide payment	\$1,478.44
4/11/2024	MERS Payment for March 2024	\$22,709.00
4/11/2024	Payroll	\$83,926.47
4/12/2024	Payroll - Nationwide payment	\$6,352.73
4/25/2024	Payroll	\$86,683.75
4/26/2024	Payroll - Nationwide payment	\$6,352.73
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		\$207,503.12

April 2024 Credit Card Payments

Date	Description	Amount
4/15/2024	CC - Chase 9825	\$11,656.15
		<hr/>
		\$11,656.15

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 04/30/2024

YTD Balance
04/30/2024
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	4,491,225.83
101-000-002.001	CFCU	808,031.22
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	1,422,397.41
101-000-039.000	RETIREE INS CO-PAY	29,859.30
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		7,001,666.02
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	366.06
101-000-275.000	UNDEPOSITED CASH	(597.50)
Total Liabilities		(231.44)
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,854,501.04
Total Fund Equity		3,854,501.04
Total Fund 101:		
TOTAL ASSETS		7,001,666.02
BEG. FUND BALANCE - 2023		3,854,501.04
+ NET OF REVENUES/EXPENDITURES - 2023		159,671.75
+ NET OF REVENUES & EXPENDITURES		2,987,724.67
= ENDING FUND BALANCE		7,001,897.46
+ LIABILITIES		(231.44)
= TOTAL LIABILITIES AND FUND BALANCE		7,001,666.02

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 04/30/2024

% Fiscal Year Completed: 33.06
 *NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget	YTD Balance 04/30/2024		Activity For 04/30/2024 Increase (Decrease)	Balance Normal	Available 04/30/2024 (Abnormal)	% Bdg Used
			Normal	(Abnormal)				
Fund: 101 GENERAL OPERATING FUND								
Account Category: Revenues								
Department: 000 NONE								
101-000-403.000	PROPERTY TAXES CURRENT	4,000,000.00	3,978,693.30	762.68	21,306.70	99.47		
101-000-407.000	PROPERTY TAXES/DELINQUENT	200,000.00	18,374.86	0.00	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	18,783.74	18,783.74	16,216.26	53.67		
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	2,306.34	620.37	693.66	76.88		
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	53,845.94	12,372.76	46,154.06	53.85		
101-000-694.000	OTHER MISC. INCOME	0.00	1,044.13	0.00	(1,044.13)	100.00		
101-000-694.001	CFSE DRAW	45,000.00	72,710.00	48,825.00	(27,710.00)	161.58		
101-000-695.000	COPIER FEES	2,000.00	2,915.67	512.55	(915.67)	145.78		
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,705.00	290.00	2,295.00	54.10		
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	0.00	0.00	30,000.00	0.00		
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	92.04	7.08	(92.04)	100.00		
Total Dept 000 - NONE		4,460,000.00	4,313,342.02	82,174.18	146,657.98	96.71		
Revenues		4,460,000.00	4,313,342.02	82,174.18	146,657.98	96.71		
Account Category: Expenditures								
Department: 790 LIBRARY								
101-790-706.000	SALARIES/WAGES - PERMANENT	2,040,000.00	630,540.76	166,321.20	1,409,459.24	30.91		
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	13,160.70	3,165.68	36,189.30	27.62		
101-790-715.000	EMPLOYERS FICA TAXES	180,000.00	48,731.49	12,819.68	131,268.51	27.07		
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	73,769.26	15,799.02	191,230.74	27.84		
101-790-717.000	LIFE & DISABILITY	14,000.00	6,412.40	2,729.36	7,587.60	45.80		
101-790-718.000	RETIREMENT	310,000.00	77,644.03	25,140.13	232,355.97	25.05		
101-790-740.000	OPERATING SUPPLIES	60,000.00	15,929.38	4,690.64	44,070.62	26.55		
101-790-740.100	PROCESSING SUPPLIES	0.00	134.78	134.78	(134.78)	100.00		
101-790-740.200	BUILDING SUPPLIES	30,000.00	4,400.09	1,216.28	25,599.91	14.67		
101-790-741.000	BOOKS & MATERIALS	235,000.00	62,131.73	11,983.21	172,868.27	26.44		
101-790-741.100	BOOKS & MATERIALS - DATABASES	43,000.00	35,292.68	8,696.86	7,707.32	82.08		
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	40,914.92	9,573.05	122,085.08	25.10		
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	14.12	15.69	1,985.88	0.71		
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	41,067.54	12,913.03	58,932.46	41.07		
101-790-818.001	CATALOG	115,000.00	89,199.25	0.00	25,800.75	77.56		
101-790-850.000	COMMUNICATIONS	20,000.00	8,331.82	4,160.64	11,668.18	41.66		
101-790-860.000	TRANSPORTATION	1,000.00	375.20	375.20	624.80	37.52		
101-790-864.000	CONFERENCES & TRAINING	35,000.00	5,228.51	(505.44)	29,771.49	14.94		
101-790-880.000	COMMUNITY PROMOTION	55,000.00	16,969.51	803.61	38,030.49	30.85		
101-790-880.001	EVENTS (FRIENDS)	30,000.00	11,098.81	3,232.64	18,901.19	37.00		
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	46,942.11	13,082.38	153,057.89	23.47		
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	34,281.09	11,858.22	85,718.91	28.57		
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	4,479.00	4,479.00	120,521.00	3.58		
101-790-977.000	FURNITURE	50,000.00	8,303.47	0.00	41,696.53	16.61		
101-790-983.000	TECHNOLOGY	150,000.00	20,892.20	5,918.48	129,107.80	13.93		

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 04/30/2024
 % Fiscal Year Completed: 33.06
 *NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget		YTD Balance 04/30/2024		Activity For 04/30/2024		Available Balance 04/30/2024		% Bdgt Used
		Normal	(Abnormal)	Normal	(Abnormal)	Increase (Decrease)	(Decrease)	Normal	(Abnormal)	
Fund: 101 GENERAL OPERATING FUND										
Account Category: Expenditures										
Department: 790 LIBRARY										
Total Dept 790 - LIBRARY		4,460,000.00		1,325,617.35		318,603.34		3,134,382.65		29.72
Expenditures		4,460,000.00		1,325,617.35		318,603.34		3,134,382.65		29.72
Fund 101 - GENERAL OPERATING FUND:										
TOTAL REVENUES		4,460,000.00		4,313,342.02		82,174.18		146,657.98		
TOTAL EXPENDITURES		4,460,000.00		1,325,617.35		318,603.34		3,134,382.65		
NET OF REVENUES & EXPENDITURES:		0.00		2,987,724.67		(236,429.16)		(2,987,724.67)		