



**TO:** Plymouth District Library Board

**DATE:** June 13, 2024

**RE:** May 2024 Financial Report

**FROM:** Shauna Anderson,  
Library Director

#### REVENUE

- The Library received \$27,016.81 from the Friends of the Library

#### EXPENDITURES

- Through 5 months (42%) of the year, expenditures to date are only at 37.41% of the total budget
- The Library had a \$1,000,000 transfer to their MI Class Investment account

#### INVESTMENTS

Bank Account	Interest Earned MAY	Interest Earned YTD	Account Balance as of 5/31/24
MI Class	\$ 7,977.95	\$ 33,539.79	\$ 2,430,375.36
Operating & Savings	\$ 5,153.81	\$ 29,448.76	\$ 3,178,579.94
CFCU	\$ 3,989.15	\$ 3,989.15	\$ 808,031.22
Flagstar	-	-	\$ 249,442.26

06/07/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 05/01/2024 - 05/31/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
05/01/2024	120(E)	Chase - Cardmember Service	266.96	Cleared
05/01/2024	121(E)	Chase - Cardmember Service	83.37	Cleared
05/01/2024	122(E)	Chase - Cardmember Service	956.89	Cleared
05/01/2024	123(E)	Chase - Cardmember Service	1,589.76	Cleared
05/01/2024	124(E)	Chase - Cardmember Service	3,171.01	Cleared
05/01/2024	125(E)	Chase - Cardmember Service	84.24	Cleared
05/01/2024	126(E)	Chase - Cardmember Service	1,127.68	Cleared
05/01/2024	127(E)	Chase - Cardmember Service	2,245.01	Cleared
05/10/2024	32857	ABBY B. PHOTOGRAPHY	570.00	Cleared
05/10/2024	32858	AMAZON CAPITAL SERVICES, INC	324.80	Cleared
05/10/2024	32859	Baker & Taylor	966.96	Cleared
05/10/2024	32860	CANON FINANCIAL SERVICES, INC	592.00	Cleared
05/10/2024	32861	EBSCO Subscription Services	5,223.12	Cleared
05/10/2024	32862	Engraving Connection	23.25	Cleared
05/10/2024	32863	Green Brain Comics	143.95	Cleared
05/10/2024	32864	INGRAM LIBRARY SERVICES	2,516.39	Cleared
05/10/2024	32865	Lansing Sanitary Supply, Inc.	58.35	Cleared
05/10/2024	32866	Leader Business Networks	1,039.16	Cleared
05/10/2024	32867	MCLS	1,112.97	Cleared
05/10/2024	32868	Midwest Tape	582.49	Cleared
05/10/2024	32869	ODP BUSINESS SOLUTIONS LLC	281.07	Cleared
05/10/2024	32870	PLANTE & MORAN, PLLC	6,411.75	Cleared
05/10/2024	32871	United States Postal Service	1,775.88	Cleared
05/17/2024	32872	AMAZON CAPITAL SERVICES, INC	720.63	Open
05/17/2024	32873	Baker & Taylor	973.05	Cleared
05/17/2024	32874	Baker & Taylor	35.87	Cleared
05/17/2024	32875	BMS MUSIC LLC	100.00	Open
05/17/2024	32876	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
05/17/2024	32877	City of Plymouth	498.12	Cleared
05/17/2024	32878	CONSUMERS ENERGY	1,338.64	Cleared
05/17/2024	32879	CUSTOM FURNITURE REFINISHING &	200.00	Cleared
05/17/2024	32880	FISH TANK MAINTENANCE LLC	200.00	Cleared
05/17/2024	32881	Graphic Sciences, Inc.	750.00	Cleared
05/17/2024	32882	Green Brain Comics	83.95	Cleared
05/17/2024	32883	INGRAM LIBRARY SERVICES	1,339.87	Cleared
05/17/2024	32884	INSITE DESIGN STUDIO INC	1,548.87	Cleared
05/17/2024	32885	Kanopy, LLC.	625.60	Cleared
05/17/2024	32886	Lansing Sanitary Supply, Inc.	247.94	Cleared
05/17/2024	32887	Midwest Tape	7,228.14	Cleared
05/17/2024	32888	ODP BUSINESS SOLUTIONS LLC	404.01	Cleared
05/17/2024	32889	OK FIRE EQUIPMENT CO.	384.00	Cleared
05/17/2024	32890	Otis Elevator Company	11,271.00	Cleared
05/17/2024	32891	Patricia Carter	174.70	Cleared
05/17/2024	32892	PLAYAWAY PRODUCTS	111.98	Cleared
05/17/2024	32893	Proquest-CSA LLC	4,661.87	Cleared

05/17/2024	32894	ROBERTSON MORRISON INC HEATING	162.50	Cleared
05/17/2024	32895	TRANSITIONS OUTDOOR SERVICES	60.00	Cleared
05/17/2024	32896	United States Postal Service	1,781.11	Cleared
05/17/2024	32897	WAYNE STATE UNIVERSITY	25.00	Cleared
05/20/2024	32898	AMAZON CAPITAL SERVICES, INC	355.68	Cleared
05/20/2024	32899	INGRAM LIBRARY SERVICES	15.00	Cleared
05/20/2024	32900	Midwest Tape	364.30	Cleared
05/22/2024	32901	AMAZON CAPITAL SERVICES, INC	264.81	Cleared
05/22/2024	32902	BARRY LEVINE	125.00	Open
05/22/2024	32903	Blue Care Network	18,289.83	Cleared
05/22/2024	32904	DEMCO	322.19	Open
05/22/2024	32905	Foster, Swift, Collins & Smith	465.00	Open
05/22/2024	32906	IMAGINATION PLAYGROUND	3,067.00	Cleared
05/22/2024	32907	INGRAM LIBRARY SERVICES	1,815.76	Cleared
05/22/2024	32908	JO-ANN STORES, LLC	1,320.00	Cleared
05/22/2024	32909	KAREN DYBIS	200.00	Open
05/22/2024	32910	Library Ideas	527.52	Cleared
05/22/2024	32911	PAWS AND EFFECT	75.00	Open
05/22/2024	32912	Security 101	2,434.17	Cleared
05/29/2024	32913	AMAZON CAPITAL SERVICES, INC	355.76	Open
05/29/2024	32914	ANDREWS HOOPER PAVLIK PLC	10,000.00	Open
05/29/2024	32915	Baker & Taylor	1,403.76	Open
05/29/2024	32916	EBSCO Subscription Services	48.40	Open
05/29/2024	32917	INGRAM LIBRARY SERVICES	2,804.90	Open
05/29/2024	32918	MELISSA A. FELLER	335.00	Open
05/29/2024	32919	MICHIGAN WEB PRESS	2,431.98	Open
05/29/2024	32920	ODP BUSINESS SOLUTIONS LLC	215.73	Open
05/29/2024	32921	PLAYAWAY PRODUCTS	116.98	Open
101 TOTALS:				
Total of 73 Checks			113,827.68	
Less 0 Void Checks			0.00	
Total of 73 Disburs			113,827.68	

#### May 2024 Payroll and Retirement Transfer

Date	Description	Amount
5/3/2024	Payroll - Nationwide payment	\$4,874.29
5/9/2024	Payroll	\$82,522.21
5/10/2024	MERS Payment for April 2024	\$22,709.00
5/10/2024	Payroll - Nationwide payment	\$6,265.46
5/23/2024	Payroll	\$87,389.58
5/24/2024	Payroll - Nationwide payment	\$6,222.73
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		\$209,983.27

#### May 2024 Credit Card Payments

Date	Description	Amount
5/15/2024	CC - Chase 9825	\$9,524.92
5/22/2024	Chase Card ending 6073	\$120.00
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		\$9,644.92

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 05/31/2024

YTD Balance  
05/31/2024  
Normal (Abnormal)

GL Number	Description	
<b>Fund: 101 GENERAL OPERATING FUND</b>		
<b>*** Assets ***</b>		
101-000-001.000	CASH/OPERATING CHECKING	3,178,579.94
101-000-002.001	CFCU	808,031.22
101-000-002.002	FLAGSTAR	249,442.26
101-000-002.003	MICHIGAN CLASS	2,430,375.36
101-000-039.000	RETIREE INS CO-PAY	35,061.59
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>		6,702,200.37
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	29,487.48
101-000-275.000	UNDEPOSITED CASH	(597.50)
<b>Total Liabilities</b>		28,889.98
<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>		6,702,200.37
<b>BEG. FUND BALANCE - 2023</b>		3,854,501.04
<b>+ NET OF REVENUES/EXPENDITURES - 2023</b>		159,671.75
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		2,659,137.60
<b>= ENDING FUND BALANCE</b>		6,673,310.39
<b>+ LIABILITIES</b>		28,889.98
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		6,702,200.37

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 05/31/2024

% Fiscal Year Completed: 41.53

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

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 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	3,975,000.00	3,978,693.30	0.00	(3,693.30)	100.09
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	18,572.61	197.75	31,427.39	37.15
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	160,000.00	161,871.00	0.00	(1,871.00)	101.17
101-000-574.000	STATE REVENUES	35,000.00	18,783.74	0.00	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	2,757.87	451.53	242.13	91.93
101-000-672.000	INTEREST ON INVESTMENTS	115,000.00	66,977.70	13,131.76	48,022.30	58.24
101-000-694.000	OTHER MISC. INCOME	0.00	1,151.12	106.99	(1,151.12)	100.00
101-000-694.001	CFSE DRAW	45,000.00	72,710.00	0.00	(27,710.00)	161.58
101-000-695.000	COPIER FEES	2,000.00	3,222.52	306.85	(1,222.52)	161.13
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,775.00	70.00	2,225.00	55.50
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	97.29	5.25	(97.29)	100.00
Total Dept 000 - NONE		4,460,000.00	4,327,612.15	14,270.13	132,387.85	97.03
Revenues		4,460,000.00	4,327,612.15	14,270.13	132,387.85	97.03
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,040,000.00	795,883.42	165,342.66	1,244,116.58	39.01
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	17,124.90	3,314.20	32,875.10	34.25
101-790-715.000	EMPLOYERS FICA TAXES	172,000.00	61,303.13	12,571.64	110,696.87	35.64
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	86,675.22	12,905.96	178,324.78	32.71
101-790-717.000	LIFE & DISABILITY	16,000.00	6,412.40	0.00	9,587.60	40.08
101-790-718.000	RETIREMENT	310,000.00	102,859.61	25,215.58	207,140.39	33.18
101-790-740.000	OPERATING SUPPLIES	60,000.00	18,280.71	2,351.33	41,719.29	30.47
101-790-740.100	PROCESSING SUPPLIES	0.00	134.78	0.00	(134.78)	100.00
101-790-740.200	BUILDING SUPPLIES	30,000.00	5,706.66	1,306.57	24,293.34	19.02
101-790-741.000	BOOKS & MATERIALS	235,000.00	78,681.59	16,549.86	156,318.41	33.48
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	47,610.64	12,317.96	3,389.36	93.35
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	48,162.22	7,247.30	114,837.78	29.55
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	39.12	25.00	1,960.88	1.96
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	59,425.09	18,357.55	90,574.91	39.62
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	9,144.94	813.12	10,855.06	45.72
101-790-860.000	TRANSPORTATION	1,000.00	375.20	0.00	624.80	37.52
101-790-864.000	CONFERENCES & TRAINING	35,000.00	10,479.16	5,250.65	24,520.84	29.94
101-790-880.000	COMMUNITY PROMOTION	55,000.00	28,416.71	11,347.20	26,583.29	51.67
101-790-880.001	EVENTS (FRIENDS)	30,000.00	14,069.01	2,635.20	15,930.99	46.90
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	5,751.00	5,751.00	(751.00)	115.02
101-790-920.000	UTILITIES	170,000.00	58,800.30	11,858.19	111,199.70	34.59
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	50,307.07	16,025.98	69,692.93	41.92
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	6,027.87	1,548.87	118,972.13	4.82
101-790-977.000	FURNITURE	28,000.00	11,570.47	3,267.00	16,429.53	41.32
101-790-983.000	TECHNOLOGY	150,000.00	27,311.58	6,419.38	122,688.42	18.21

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 05/31/2024

% Fiscal Year Completed: 41.53

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GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
	Total Dept 790 - LIBRARY	4,460,000.00	1,668,474.55	342,422.20	2,791,525.45	37.41
	Expenditures	4,460,000.00	1,668,474.55	342,422.20	2,791,525.45	37.41
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
	TOTAL REVENUES	4,460,000.00	4,327,612.15	14,270.13	132,387.85	
	TOTAL EXPENDITURES	4,460,000.00	1,668,474.55	342,422.20	2,791,525.45	
	NET OF REVENUES & EXPENDITURES:	0.00	2,659,137.60	(328,152.07)	(2,659,137.60)	