



TO: Plymouth District Library Board

DATE: July 10, 2024

RE: June 2024 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- The Library received an \$11,250 grant from the BOSCH Community Fund.

EXPENDITURES

- Through 6 months of the year, expenditures to date are only at 46.94%. This is primarily due to merit raises that will go into effect in July and larger projects slated for later in the year.

INVESTMENTS

Bank Account	Interest Earned JUNE	Interest Earned YTD	Account Balance as of 6/30/24
MI Class	\$ 10,758.26	\$ 44,298.05	\$ 2,441,133.62
Operating & Savings	\$ 3,314.26	\$ 32,763.02	\$ 2,803,656.45
CFCU	\$ 4,008.94	\$ 7,998.09	\$ 812,040.16
Flagstar	\$ 11,654.94	\$ 11,654.94	\$ 261,097.20

07/09/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 06/01/2024 - 06/30/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
06/01/2024	128(E)	Chase - Cardmember Service	167.62	Cleared
06/01/2024	129(E)	Chase - Cardmember Service	1,133.49	Cleared
06/01/2024	130(E)	Chase - Cardmember Service	3.00	Cleared
06/01/2024	131(E)	Chase - Cardmember Service	726.58	Cleared
06/01/2024	132(E)	Chase - Cardmember Service	1,400.55	Cleared
06/01/2024	133(E)	Chase - Cardmember Service	4,264.06	Cleared
06/01/2024	134(E)	Chase - Cardmember Service	1,453.23	Cleared
06/01/2024	135(E)	Chase - Cardmember Service	899.28	Cleared
06/03/2024	32922	ABBY B. PHOTOGRAPHY	450.00	Cleared
06/03/2024	32923	AMAZON CAPITAL SERVICES, INC	1,348.70	Cleared
06/03/2024	32924	Baker & Taylor	853.82	Cleared
06/03/2024	32925	BEVERLY MEYER	350.00	Cleared
06/03/2024	32926	Delta Dental Insurance	1,106.57	Cleared
06/03/2024	32927	DORE, RUSSELL	250.00	Cleared
06/03/2024	32928	DTE Energy	10,021.43	Cleared
06/03/2024	32929	Face Flair	350.00	Cleared
06/03/2024	32930	INGRAM LIBRARY SERVICES	720.19	Cleared
06/03/2024	32931	Midwest Tape	241.41	Cleared
06/03/2024	32932	MML Workers' Comp Fund	5,751.00	Open
06/03/2024	32933	Plymouth Comm Council on Aging	120.00	Cleared
06/03/2024	32934	THE STORYTELLERS	450.00	Cleared
06/04/2024	32935	ALLEGRA MARKETING PRINT AND MAIL	2,833.83	Cleared
06/04/2024	32936	AMAZON CAPITAL SERVICES, INC	181.61	Cleared
06/04/2024	32937	EXECUTIVE PROPERTY MAINTENANCE, INC.	3,932.48	Cleared
06/04/2024	32938	Lansing Sanitary Supply, Inc.	451.44	Cleared
06/12/2024	32939	ADOBE INC.	5,808.00	Cleared
06/12/2024	32940	AMAZON CAPITAL SERVICES, INC	226.49	Cleared
06/12/2024	32941	Baker & Taylor	1,038.48	Cleared
06/12/2024	32942	Book Farm LLC	16.95	Cleared
06/12/2024	32943	Books Galore, Inc.	2,298.26	Cleared
06/12/2024	32944	CANON FINANCIAL SERVICES, INC	592.00	Cleared
06/12/2024	32945	CEE CLEAN WINDOW CLEANING CO	650.00	Cleared
06/12/2024	32946	Cherry Lake Publishing	157.15	Cleared
06/12/2024	32947	City of Plymouth	498.12	Cleared
06/12/2024	32948	CONSUMERS ENERGY	450.40	Cleared
06/12/2024	32949	Crabtree Publishing Company	322.15	Open
06/12/2024	32950	DANBOISE MECHANICAL INC	6,543.50	Cleared
06/12/2024	32951	DERO	222.00	Cleared
06/12/2024	32952	FISH TANK MAINTENANCE LLC	200.00	Cleared
06/12/2024	32953	Genson's Plumbing, Inc.	345.00	Cleared
06/12/2024	32954	Graybar Electric Co., Inc.	233.66	Cleared
06/12/2024	32955	Guardian Alarm	1,933.95	Cleared
06/12/2024	32956	INGRAM LIBRARY SERVICES	2,112.62	Cleared
06/12/2024	32957	J. Appleseed Publisher Co-Op	103.75	Cleared
06/12/2024	32958	KAMRON REYNOLDS	165.00	Open
06/12/2024	32959	KELECHI UCHENDU	200.00	Open
06/12/2024	32960	Leader Business Networks	1,374.03	Cleared
06/12/2024	32961	MCLS	100.00	Cleared
06/12/2024	32962	Midwest Tape	691.19	Cleared
06/12/2024	32963	MML LIABILITY AND PROPERTY POOL	61,179.00	Cleared
06/12/2024	32964	Mutual of Omaha	1,264.58	Cleared
06/12/2024	32965	ODP BUSINESS SOLUTIONS LLC	519.62	Cleared

06/12/2024	32966	Patricia Carter	174.70	Cleared
06/12/2024	32967	Proquest-CSA LLC	1,634.40	Cleared
06/12/2024	32968	SARAH WINTER	108.54	Cleared
06/12/2024	32969	U.S. Diary	206.86	Cleared
06/17/2024	32970	AMAZON CAPITAL SERVICES, INC	1,925.96	Cleared
06/17/2024	32971	ANN ARBOR LIBRARY	28.99	Cleared
06/17/2024	32972	Cherry Lake Publishing	64.35	Cleared
06/17/2024	32973	Coughlan Companies LLC	851.54	Cleared
06/17/2024	32974	DEMCO	138.67	Cleared
06/17/2024	32975	EBSCO Subscription Services	6.59	Cleared
06/17/2024	32976	Engraving Connection	7.75	Open
06/17/2024	32977	Foster, Swift, Collins & Smith	302.50	Cleared
06/17/2024	32978	Green Brain Comics	288.55	Cleared
06/17/2024	32979	INGRAM LIBRARY SERVICES	2,603.90	Cleared
06/17/2024	32980	INSITE DESIGN STUDIO INC	6,661.00	Cleared
06/17/2024	32981	JC WHEELER PUBLIC LIBRARY	8.00	Open
06/17/2024	32982	KALKASKA COUNTY LIBRARY	30.99	Cleared
06/17/2024	32983	Kanopy, LLC.	564.40	Cleared
06/17/2024	32984	Linda VanderLaan	1,832.00	Cleared
06/17/2024	32985	MCLS	3,291.29	Cleared
06/17/2024	32986	Midwest Tape	6,883.43	Cleared
06/17/2024	32987	ODP BUSINESS SOLUTIONS LLC	366.39	Cleared
06/17/2024	32988	OverDrive, Inc.	3,115.03	Cleared
06/17/2024	32989	PAWS AND EFFECT	75.00	Open
06/17/2024	32990	PLANTE & MORAN, PLLC	3,099.50	Cleared
06/17/2024	32991	PLAYAWAY PRODUCTS	245.96	Cleared
06/17/2024	32992	Proquest-CSA LLC	3,045.89	Cleared
06/17/2024	32993	Scholastic Library Publishing	323.91	Cleared
06/17/2024	32994	THE MOTLEY MISFITS	162.50	Open
06/21/2024	136(E)	EXECUTIVE PROPERTY MAINTENANCE, INC.	6,761.96	Cleared
06/21/2024	32995	MENOTTI, RAFAEL	53.92	Cleared
06/21/2024	32996	ZHENG, ALAN	53.92	Cleared
06/24/2024	32997	AMAZON CAPITAL SERVICES, INC	602.47	Open
06/24/2024	32998	Baker & Taylor	1,343.67	Open
06/24/2024	32999	Blue Care Network	21,224.69	Open
06/24/2024	33000	Budget Library Supplies	89.50	Open
06/24/2024	33001	CENGAGE LEARNING INC/GALE	397.68	Open
06/24/2024	33002	Delta Dental Insurance	1,396.48	Open
06/24/2024	33003	EBSCO Subscription Services	75.40	Open
06/24/2024	33004	Engraving Connection	31.00	Open
06/24/2024	33005	Foster, Swift, Collins & Smith	1,500.00	Open
06/24/2024	33006	Greko Printing & Imaging	120.40	Open
06/24/2024	33007	INGRAM LIBRARY SERVICES	1,364.96	Open
06/24/2024	33008	Lansing Sanitary Supply, Inc.	377.09	Open
06/24/2024	33009	MCLS	125.00	Open
06/24/2024	33010	MICHIGAN HARDSCAPE LLC	16,474.54	Cleared
06/24/2024	33011	Midwest Tape	119.93	Open
06/24/2024	33012	SARAH WINTER	34.84	Open
101 TOTALS:				
Total of 100 Check			218,902.23	
Less 0 Void Checks			0.00	
Total of 100 Disbu			218,902.23	

June 2024 Payroll and Retirement Transfer

Date	Description	Amount
6/6/2024	Payroll	\$80,781.13
6/7/2024	Payroll - Nationwide payment	\$6,222.73

6/20/2024 Payroll	\$83,615.34
6/21/2024 Payroll - Nationwide payment	\$6,180.00
6/26/2024 MERS Payment for May 2024	\$22,709.00
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	\$199,508.20

June 2024 EFT Payments

Date	Description	Amount
6/17/2024	CC - Chase 9825	\$10,047.81
6/24/2024	Executive Proper EFT	\$6,761.96
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		\$16,809.77

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 06/30/2024

YTD Balance
06/30/2024
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	2,803,656.45	
101-000-002.001	CFCU	812,040.16	
101-000-002.002	FLAGSTAR	261,097.20	
101-000-002.003	MICHIGAN CLASS	2,441,133.62	
101-000-039.000	RETIREE INS CO-PAY	42,161.47	
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		6,360,798.90	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	44,370.69	
101-000-275.000	UNDEPOSITED CASH	(541.29)	
Total Liabilities		43,829.40	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	3,854,501.04	
Total Fund Equity		3,854,501.04	
Total Fund 101:			
TOTAL ASSETS		6,360,798.90	
BEG. FUND BALANCE - 2023		3,854,501.04	
+ NET OF REVENUES/EXPENDITURES - 2023		159,671.75	
+ NET OF REVENUES & EXPENDITURES		2,302,796.71	
= ENDING FUND BALANCE		6,316,969.50	
+ LIABILITIES		43,829.40	
= TOTAL LIABILITIES AND FUND BALANCE		6,360,798.90	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 06/30/2024

% Fiscal Year Completed: 49.73

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

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024 Normal (Abnormal)	Activity For 06/30/2024 Increase (Decrease)	Available Balance 06/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
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	0.00	31,427.39	37.15
101-000-538.000	GRANTS	20,000.00	11,250.00	11,250.00	8,750.00	56.25
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	3,244.83	486.96	(244.83)	108.16
101-000-672.000	INTEREST ON INVESTMENTS	115,000.00	96,714.10	29,736.40	18,285.90	84.10
101-000-694.000	OTHER MISC. INCOME	0.00	1,151.12	0.00	(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	3,447.36	224.84	(1,447.36)	172.37
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,825.00	50.00	2,175.00	56.50
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	27,016.81	27,016.81	2,983.19	90.06
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	116.49	19.20	(116.49)	100.00
Total Dept 000 - NONE		4,460,000.00	4,396,396.36	68,784.21	63,603.64	98.57
Revenues		4,460,000.00	4,396,396.36	68,784.21	63,603.64	98.57
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,040,000.00	956,739.86	160,856.44	1,083,260.14	46.90
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	19,644.59	2,519.69	30,355.41	39.29
101-790-715.000	EMPLOYERS FICA TAXES	172,000.00	73,667.08	12,363.95	98,332.92	42.83
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	102,346.61	15,671.39	162,653.39	38.62
101-790-717.000	LIFE & DISABILITY	16,000.00	8,991.61	1,314.63	7,008.39	56.20
101-790-718.000	RETIREMENT	310,000.00	128,075.19	25,215.58	181,924.81	41.31
101-790-740.000	OPERATING SUPPLIES	60,000.00	22,193.97	3,186.78	37,806.03	36.99
101-790-740.100	PROCESSING SUPPLIES	0.00	0.00	(134.78)	0.00	0.00
101-790-740.200	BUILDING SUPPLIES	30,000.00	8,737.23	3,030.57	21,262.77	29.12
101-790-741.000	BOOKS & MATERIALS	235,000.00	99,765.75	21,084.16	135,234.25	42.45
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	52,290.93	0.00	(1,290.93)	102.53
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	62,016.37	13,854.15	100,983.63	38.05
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	107.10	67.98	1,892.90	5.36
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	65,421.57	5,996.48	84,578.43	43.61
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	12,644.72	3,499.78	7,355.28	63.22
101-790-860.000	TRANSPORTATION	1,000.00	483.74	0.00	516.26	48.37
101-790-864.000	CONFERENCES & TRAINING	35,000.00	12,110.08	1,530.92	22,889.92	34.60
101-790-880.000	COMMUNITY PROMOTION	55,000.00	32,680.69	4,263.98	22,319.31	59.42
101-790-880.001	EVENTS (FRIENDS)	30,000.00	16,008.30	1,701.79	13,991.70	53.36
101-790-910.000	INSURANCE & BONDS	60,000.00	89,901.50	0.00	(29,901.50)	149.84
101-790-911.000	WORKERS COMPENSATION	5,000.00	5,751.00	0.00	(751.00)	115.02
101-790-920.000	UTILITIES	170,000.00	72,062.01	13,261.71	97,937.99	42.39
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	61,331.70	11,024.63	58,668.30	51.11
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	35,269.41	29,241.54	89,730.59	28.22
101-790-977.000	FURNITURE	28,000.00	11,570.47	0.00	16,429.53	41.32
101-790-983.000	TECHNOLOGY	150,000.00	54,588.92	27,277.34	95,411.08	36.39

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 06/30/2024

% Fiscal Year Completed: 49.73

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

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024 Normal (Abnormal)	Activity For 06/30/2024 Increase (Decrease)	Available Balance 06/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	4,460,000.00	2,093,599.65	356,828.71	2,366,400.35	46.94
	Expenditures	4,460,000.00	2,093,599.65	356,828.71	2,366,400.35	46.94
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,460,000.00	4,396,396.36	68,784.21	63,603.64	
	TOTAL EXPENDITURES	4,460,000.00	2,093,599.65	356,828.71	2,366,400.35	
	NET OF REVENUES & EXPENDITURES:	0.00	2,302,796.71	(288,044.50)	(2,302,796.71)	