



TO: Plymouth District Library Board

DATE: August 14, 2024

RE: July 2024 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- The Library received a tax settlement from Wayne County in the amount of \$88,883.38.
- The Library received their final state aid payment in the amount \$19,291.44.

EXPENDITURES

- Through 7 months (58%) of the year, expenditures to date are at 55% of the total budget.

INVESTMENTS

Bank Account	Interest Earned JULY	Interest Earned YTD	Account Balance as of 7/31/24
MI Class	\$ 11,200.17	\$ 55,498.22	\$ 2,452,333.79
Operating & Savings	\$ 3,134.92	\$ 35,897.94	\$ 2,787,009.93
CFCU	\$ 4,008.94	\$ 7,998.09	\$ 812,040.16
Flagstar	\$ 1,070.50	\$ 12,725.44	*

**Account closed on 07/03/2024 and balance of \$262,167.70 transferred to Chase Operating account. Transferred to MI Class 8/14/2024 and will be represented in next month's financials.*

BUDGET

Per review of the Budget to Actual report, there are two line items (listed below) that are currently over budget. Plante Moran will review these items next month to determine if any of the balance is considered a prepayment and correct the account with a reclassifying Journal Entry.

Account Number	Account Name	FYE 2024 Budget	YTD Balance	Amount Over Budget
101-790-910.000	Insurance & Bonds	\$ 60,000.00	\$ 89,901.50	\$ 29,901.50
101-790-911.000	Workers Compensation	\$ 5,000.00	\$ 5,751.00	\$ 751.00

08/07/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 07/01/2024 - 07/31/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
07/01/2024	137(E)	Chase - Cardmember Service	957.29	Cleared
07/01/2024	138(E)	Chase - Cardmember Service	425.76	Cleared
07/01/2024	139(E)	Chase - Cardmember Service	4,281.58	Cleared
07/01/2024	140(E)	Chase - Cardmember Service	691.25	Cleared
07/01/2024	141(E)	Chase - Cardmember Service	724.46	Cleared
07/01/2024	142(E)	Chase - Cardmember Service	4,896.42	Cleared
07/01/2024	143(E)	Chase - Cardmember Service	959.28	Cleared
07/01/2024	144(E)	Chase - Cardmember Service	556.41	Cleared
07/01/2024	145(E)	VIDEOLIBRARIAN.COM	75.00	Cleared
07/02/2024	33013	AMAZON CAPITAL SERVICES, INC	2,482.79	Cleared
07/02/2024	33014	Baker & Taylor	1,496.06	Cleared
07/02/2024	33015	Blue360Media, LLC	72.95	Cleared
07/02/2024	33016	BSB Communications, Inc.	87.50	Cleared
07/02/2024	33017	DTE Energy	12,313.19	Cleared
07/02/2024	33018	EXECUTIVE PROPERTY MAINTENANCE	521.22	Cleared
07/02/2024	33019	INGRAM LIBRARY SERVICES	1,262.23	Cleared
07/02/2024	33020	Lansing Sanitary Supply, Inc.	85.69	Cleared
07/02/2024	33021	Midwest Tape	1,916.46	Cleared
07/02/2024	33022	Mutual of Omaha	1,314.63	Cleared
07/02/2024	33023	ODP BUSINESS SOLUTIONS LLC	69.22	Cleared
07/02/2024	33024	PLAYAWAY PRODUCTS	1,474.91	Cleared
07/02/2024	33025	SEHI COMPUTER PRODUCTS, INC.	17,918.00	Cleared
07/02/2024	33026	The Library Network	2,852.00	Cleared
07/02/2024	33027	Uline	428.84	Cleared
07/04/2024	33028	MENOTTI, RAFAEL	269.58	Cleared
07/08/2024	33029	ABBY B. PHOTOGRAPHY	800.00	Cleared
07/08/2024	33030	AMAZON CAPITAL SERVICES, INC	132.94	Cleared
07/08/2024	33031	Baker & Taylor	813.35	Cleared
07/08/2024	33032	CANON FINANCIAL SERVICES, INC	592.00	Cleared
07/08/2024	33033	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
07/08/2024	33034	City of Plymouth	498.12	Cleared
07/08/2024	33035	CONSUMERS ENERGY	318.14	Cleared
07/08/2024	33036	GLOWFORGE	239.00	Cleared
07/08/2024	33037	Graybar Electric Co., Inc.	263.34	Cleared
07/08/2024	33038	ICLE	158.50	Cleared
07/08/2024	33039	INGRAM LIBRARY SERVICES	3,280.51	Cleared
07/08/2024	33040	INSITE DESIGN STUDIO INC	8,352.89	Cleared
07/08/2024	33041	Lansing Sanitary Supply, Inc.	394.04	Cleared
07/08/2024	33042	MICHIGAN LIBRARY ASSOCIATION	1,253.75	Cleared
07/08/2024	33043	ODP BUSINESS SOLUTIONS LLC	332.35	Cleared
07/08/2024	33044	Patricia Carter	174.70	Cleared
07/08/2024	33045	PLANTE & MORAN, PLLC	537.25	Cleared
07/08/2024	33046	Security 101	441.25	Cleared
07/19/2024	33047	AMAZON CAPITAL SERVICES, INC	487.72	Cleared
07/19/2024	33048	Baker & Taylor	690.05	Cleared
07/19/2024	33049	City of Plymouth	3,987.44	Cleared
07/19/2024	33050	COX, MICHAEL	150.00	Open
07/19/2024	33051	INGRAM LIBRARY SERVICES	2,340.24	Cleared
07/19/2024	33052	Kanopy, LLC.	602.65	Open
07/19/2024	33053	Leader Business Networks	1,444.36	Cleared
07/19/2024	33054	Linkedin	7,000.00	Cleared
07/19/2024	33055	MARY FERGUSON	1,135.58	Cleared

07/19/2024	33056	Midwest Tape	8,308.96	Cleared
07/19/2024	33057	ROSE, BRIAN	250.00	Cleared
07/19/2024	33058	Scholastic Inc.	415.33	Cleared
07/19/2024	33059	SirsiDynix	1,757.00	Cleared
07/19/2024	33060	Staples Advantage	919.96	Cleared
07/19/2024	33061	Susan Stoney	2,332.20	Cleared
07/19/2024	33062	PAWS AND EFFECT	75.00	Open
07/19/2024	33063	MENOTTI, RAFAEL	404.38	Cleared
07/22/2024	33064	AMAZON CAPITAL SERVICES, INC	375.87	Cleared
07/22/2024	33065	Baker & Taylor	1,156.78	Cleared
07/22/2024	33066	Blue Care Network	20,348.03	Cleared
07/22/2024	33067	BSB Communications, Inc.	87.50	Cleared
07/22/2024	33068	Engraving Connection	46.50	Open
07/22/2024	33069	EXECUTIVE PROPERTY MAINTENANCE	521.22	Open
07/22/2024	33070	FISH TANK MAINTENANCE LLC	180.00	Cleared
07/22/2024	33071	Foster, Swift, Collins & Smith	2,768.50	Cleared
07/22/2024	33072	Green Brain Comics	155.03	Cleared
07/22/2024	33073	INGRAM LIBRARY SERVICES	773.97	Cleared
07/22/2024	33074	MCLS	38,561.91	Cleared
07/22/2024	33075	Midwest Tape	137.43	Open
07/22/2024	33076	ODP BUSINESS SOLUTIONS LLC	67.74	Cleared
07/22/2024	33077	PBC GURU	3,500.00	Cleared
07/22/2024	33078	Total Energy Systems, LLC	1,892.00	Cleared
07/29/2024	33079	ADOBE INC.	759.60	Open
07/29/2024	33080	AMAZON CAPITAL SERVICES, INC	602.94	Open
07/29/2024	33081	Baker & Taylor	1,470.96	Open
07/29/2024	33082	INGRAM LIBRARY SERVICES	942.98	Open
07/30/2024	33083	MENOTTI, RAFAEL	404.37	Open
07/30/2024	33084	EDWARDS, JAMES	42.67	Open
101 TOTALS:				
Total of 81 Checks:			184,211.72	
Less 0 Void Checks:			0.00	
Total of 81 Disbursements:			184,211.72	

July 2024 Payroll and Retirement Transfer

Date	Description	Amount
7/3/2024	Payroll	\$87,050.31
7/5/2024	Payroll - Nationwide payment	\$6,222.73
7/11/2024	MERS Payment for June 2024	\$22,709.00
7/18/2024	Payroll	\$93,546.51
7/19/2024	Payroll - Nationwide payment	\$2,180.98
7/22/2024	Payroll - Nationwide payment	\$4,549.78
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		\$216,259.31

July 2024 EFT Payments

Date	Description	Amount
7/15/2024	CC - Chase 9825	\$13,567.45
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		\$13,567.45

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 07/31/2024

YTD Balance
07/31/2024
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	2,787,009.93
101-000-002.001	CFCU	812,040.16
101-000-002.003	MICHIGAN CLASS	2,452,333.79
101-000-039.000	RETIREE INS CO-PAY	48,929.13
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		6,101,023.01
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	75.00
101-000-275.000	UNDEPOSITED CASH	(536.41)
Total Liabilities		(461.41)
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,854,501.04
Total Fund Equity		3,854,501.04
Total Fund 101:		
TOTAL ASSETS		6,101,023.01
BEG. FUND BALANCE - 2023		3,854,501.04
+ NET OF REVENUES/EXPENDITURES - 2023		159,671.75
+ NET OF REVENUES & EXPENDITURES		2,087,311.63
= ENDING FUND BALANCE		6,101,484.42
+ LIABILITIES		(461.41)
= TOTAL LIABILITIES AND FUND BALANCE		6,101,023.01

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 07/31/2024

% Fiscal Year Completed: 58.20

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

GL Number	Description	2024 Amended Budget	YTD Balance 07/31/2024 Normal (Abnormal)	Activity For 07/31/2024 Increase (Decrease)	Available Balance 07/31/2024 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	4,067,576.68	88,883.38	(92,576.68)	102.33
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	0.00	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	38,075.18	19,291.44	(3,075.18)	108.79
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	3,802.39	557.56	(802.39)	126.75
101-000-672.000	INTEREST ON INVESTMENTS	115,000.00	112,119.69	15,405.59	2,880.31	97.50
101-000-694.000	OTHER MISC. INCOME	0.00	6,710.09	5,558.97	(6,710.09)	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	4,941.96	1,494.60	(2,941.96)	247.10
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,848.26	23.26	2,151.74	56.97
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	27,016.81	0.00	2,983.19	90.06
101-000-696.200	ADOPT-A-MAGAZINE	0.00	400.00	400.00	(400.00)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	116.49	0.00	(116.49)	100.00
Total Dept 000 - NONE		4,460,000.00	4,528,011.16	131,614.80	(68,011.16)	101.52
Revenues		4,460,000.00	4,528,011.16	131,614.80	(68,011.16)	101.52
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,040,000.00	1,129,917.76	173,177.90	910,082.24	55.39
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	25,950.82	6,306.23	24,049.18	51.90
101-790-715.000	EMPLOYERS FICA TAXES	172,000.00	87,233.43	13,566.35	84,766.57	50.72
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	115,802.75	13,456.14	149,197.25	43.70
101-790-717.000	LIFE & DISABILITY	16,000.00	8,991.61	0.00	7,008.39	56.20
101-790-718.000	RETIREMENT	310,000.00	153,673.31	25,598.12	156,326.69	49.57
101-790-740.000	OPERATING SUPPLIES	60,000.00	26,347.99	4,154.02	33,652.01	43.91
101-790-740.200	BUILDING SUPPLIES	30,000.00	9,896.90	1,159.67	20,103.10	32.99
101-790-741.000	BOOKS & MATERIALS	235,000.00	113,454.26	13,688.51	121,545.74	48.28
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	65,738.98	13,448.05	(14,738.98)	128.90
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	101,859.07	39,842.70	61,140.93	62.49
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	107.10	0.00	1,892.90	5.36
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	70,157.72	4,736.15	79,842.28	46.77
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	13,048.75	404.03	6,951.25	65.24
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	14,506.12	2,396.04	20,493.88	41.45
101-790-880.000	COMMUNITY PROMOTION	55,000.00	39,102.48	6,421.79	15,897.52	71.10
101-790-880.001	EVENTS (FRIENDS)	30,000.00	20,960.95	4,877.65	9,039.05	69.87
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	76,865.71	4,803.70	93,134.29	45.22
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	67,698.17	6,366.47	52,301.83	56.42
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	43,622.30	8,352.89	81,377.70	34.90
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	58,857.39	4,268.47	91,142.61	39.24

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 07/31/2024

% Fiscal Year Completed: 58.20

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

GL Number	Description	2024 Amended Budget	YTD Balance 07/31/2024 Normal (Abnormal)	Activity For 07/31/2024 Increase (Decrease)	Available Balance 07/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	4,460,000.00	2,440,699.53	347,024.88	2,019,300.47	54.72
	Expenditures	4,460,000.00	2,440,699.53	347,024.88	2,019,300.47	54.72
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,460,000.00	4,528,011.16	131,614.80	(68,011.16)	
	TOTAL EXPENDITURES	4,460,000.00	2,440,699.53	347,024.88	2,019,300.47	
	NET OF REVENUES & EXPENDITURES:	0.00	2,087,311.63	(215,410.08)	(2,087,311.63)	