



TO: Plymouth District Library Board

DATE: September 11, 2024

RE: August 2024 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- No significant revenue received in August 2024.

EXPENDITURES

- Through 8 months (67%) of the year, expenditures to date are at 62% of the total budget.

INVESTMENTS

Bank Account	Interest Earned AUGUST	Interest Earned YTD	Account Balance as of 7/31/24
MI Class	\$ 11,793.43	\$ 67,291.65	\$ 2,726,294.92
Operating & Savings	\$ 2,415.33	\$ 38,313.27	\$ 2,100,843.46
CFCU	\$ 0	\$ 7,998.09	\$ 812,040.16
Flagstar	\$ 1,070.50	\$ 12,725.44	\$ 0*

**Account closed on 07/03/2024 and balance of \$262,167.70 transferred to MI Class.*

09/05/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 08/01/2024 - 08/31/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
08/01/2024	146(E)	Chase - Cardmember Service	50.00	Cleared
08/01/2024	147(E)	Chase - Cardmember Service	490.06	Cleared
08/01/2024	148(E)	Chase - Cardmember Service	462.43	Cleared
08/01/2024	149(E)	Chase - Cardmember Service	380.29	Cleared
08/01/2024	150(E)	Chase - Cardmember Service	1,885.35	Cleared
08/01/2024	151(E)	Chase - Cardmember Service	135.93	Cleared
08/01/2024	152(E)	Chase - Cardmember Service	1,305.96	Cleared
08/01/2024	153(E)	Chase - Cardmember Service	1,293.94	Cleared
08/01/2024	154(E)	INT'L CODE COUNCIL INC	468.22	Cleared
08/07/2024	33085	Baker & Taylor Entertainment	214.61	Cleared
08/07/2024	33086	Patricia Carter	174.70	Cleared
08/07/2024	33087	City of Plymouth	365.66	Cleared
08/07/2024	33088	DEMCO	33.93	Cleared
08/07/2024	33089	DTE Energy	12,730.51	Cleared
08/07/2024	33090	Midwest Tape	954.44	Cleared
08/07/2024	33091	ODP BUSINESS SOLUTIONS LLC	1,689.78	Cleared
08/07/2024	33092	UNITED PARCEL SERVICE	13.30	Cleared
08/07/2024	33093	Baker & Taylor	655.95	Cleared
08/07/2024	33094	AMAZON CAPITAL SERVICES, INC	1,154.50	Cleared
08/07/2024	33095	GREEN EARTH COATINGS	850.00	Cleared
08/07/2024	33096	ShredCorp	38.00	Cleared
08/07/2024	33097	Mutual of Omaha	1,473.73	Cleared
08/07/2024	33098	Cherry Lake Publishing	22.45	Cleared
08/07/2024	33099	Lansing Sanitary Supply, Inc.	348.36	Cleared
08/07/2024	33100	Security 101	301.25	Cleared
08/07/2024	33101	United States Postal Service	1,775.88	Cleared
08/07/2024	33102	FUN EXPRESS	26.81	Cleared
08/07/2024	33103	CANON FINANCIAL SERVICES, INC	592.00	Cleared
08/07/2024	33104	ANDREWS HOOPER PAVLIK PLC	1,700.00	Cleared
08/07/2024	33105	INGRAM LIBRARY SERVICES	1,203.92	Cleared
08/07/2024	33106	SUPERHERO PROJECT, THE	117.93	Cleared
08/14/2024	33107	Brodart Co.	50.57	Cleared
08/14/2024	33108	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
08/14/2024	33109	CONSUMERS ENERGY	312.88	Cleared
08/14/2024	33110	City of Plymouth	1,060.52	Cleared
08/14/2024	33111	EBSCO Subscription Services	79.99	Cleared
08/14/2024	33112	Engraving Connection	7.75	Open
08/14/2024	33113	Genson's Plumbing, Inc.	140.00	Cleared
08/14/2024	33114	Guardian Alarm	1,933.95	Cleared
08/14/2024	33115	Midwest Tape	7,753.43	Cleared
08/14/2024	33116	ODP BUSINESS SOLUTIONS LLC	148.64	Cleared
08/14/2024	33117	Baker & Taylor	746.31	Cleared
08/14/2024	33118	BSB Communications, Inc.	1,647.50	Cleared
08/14/2024	33119	AMAZON CAPITAL SERVICES, INC	793.72	Cleared
08/14/2024	33120	INSITE DESIGN STUDIO INC	1,543.49	Open
08/14/2024	33121	OverDrive, Inc.	2,550.90	Cleared

08/14/2024	33122	Books Galore, Inc.	177.50	Cleared
08/14/2024	33123	Delta Dental Insurance	1,663.26	Cleared
08/14/2024	33124	Kanopy, LLC.	658.75	Cleared
08/14/2024	33125	PLANTE & MORAN, PLLC	1,333.50	Cleared
08/14/2024	33126	FISH TANK MAINTENANCE LLC	350.00	Cleared
08/14/2024	33127	SEHI COMPUTER PRODUCTS, INC.	2,108.00	Cleared
08/14/2024	33128	INGRAM LIBRARY SERVICES	3,272.31	Cleared
08/19/2024	33129	Baker & Taylor Entertainment	1,518.18	Cleared
08/19/2024	33130	Midwest Tape	395.04	Cleared
08/19/2024	33131	Security 101	275.00	Cleared
08/19/2024	33132	Plymouth Fall Festival	200.00	Open
08/19/2024	33133	Leader Business Networks	858.45	Cleared
08/19/2024	33134	United States Postal Service	400.00	Cleared
08/19/2024	33135	ABBY B. PHOTOGRAPHY	760.00	Cleared
08/19/2024	33136	LICHTMAN, CATHERINE	1,374.00	Cleared
08/19/2024	33137	INGRAM LIBRARY SERVICES	3,179.17	Cleared
08/27/2024	33138	Baker & Taylor Entertainment	932.14	Open
08/27/2024	33139	DTE Energy	11,912.49	Open
08/27/2024	33140	Foster, Swift, Collins & Smith	1,768.00	Open
08/27/2024	33141	Midwest Tape	417.58	Open
08/27/2024	33142	PLYMOUTH COMMUNITY CHAMBER OF C	50.00	Open
08/27/2024	33143	TriStar Fire Protection, Inc.	425.00	Open
08/27/2024	33144	AMAZON CAPITAL SERVICES, INC	30.00	Open
08/27/2024	33145	Blue Care Network	20,490.27	Open
08/27/2024	33146	Delta Dental Insurance	3,008.45	Open
08/27/2024	33147	Envisionware, Inc.	2,882.00	Open
08/27/2024	33148	MICHIGAN WEB PRESS	2,432.73	Open
08/27/2024	33149	COMMUNITY PUBLISHING & MARKETINC	495.00	Open
08/27/2024	33150	AUBURN HILLS PUBLIC LIBRARY	29.99	Open
08/27/2024	33151	ABBY B. PHOTOGRAPHY	570.00	Open
08/27/2024	33152	INGRAM LIBRARY SERVICES	1,965.31	Open
08/27/2024	33153	CHIPPEWA RIVER DISTRICT LIBRARY	27.00	Open
08/27/2024	33154	EXECUTIVE PROPERTY MAINTENANCE, IN	521.22	Open

101 TOTALS:

Total of 79 Checks: 118,559.88

August 2024 Payroll and Retirement Transfer

Date	Description	Amount
8/1/2024	Payroll	\$87,433.59
8/2/2024	Payroll - Nationwide payment	\$6,141.34
8/12/2024	MERS Payment for July 2024	\$22,709.00
8/15/2024	Payroll	\$94,357.56
8/16/2024	Payroll - Nationwide payment	\$6,731.34
8/29/2024	Payroll	\$86,051.38
8/30/2024	Payroll - Nationwide payment	\$5,974.24
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		\$309,398.45

August 2024 EFT Payments

Date	Description	Amount
8/15/2024	CC - Chase 9825	\$6,472.18
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		\$6,472.18

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 08/31/2024

YTD Balance
08/31/2024
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	2,100,843.46	
101-000-002.001	CFCU	812,040.16	
101-000-002.003	MICHIGAN CLASS	2,726,294.92	
101-000-039.000	RETIREE INS CO-PAY	50,477.83	
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		5,690,366.37	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	16,377.92	
101-000-275.000	UNDEPOSITED CASH	(592.37)	
Total Liabilities		15,785.55	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	4,014,172.79	
Total Fund Equity		4,014,172.79	
Total Fund 101:			
TOTAL ASSETS		5,690,366.37	
BEG. FUND BALANCE		4,014,172.79	
+ NET OF REVENUES & EXPENDITURES		1,660,408.03	
= ENDING FUND BALANCE		5,674,580.82	
+ LIABILITIES		15,785.55	
= TOTAL LIABILITIES AND FUND BALANCE		5,690,366.37	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 08/31/2024

% Fiscal Year Completed: 66.67

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

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024 Normal (Abnormal)	Activity For 08/31/2024 Increase (Decrease)	Available Balance 08/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	4,067,000.00	4,067,576.68	0.00	(576.68)	100.01
101-000-407.000	PROPERTY TAXES/DELINQUENT	30,000.00	18,572.61	0.00	11,427.39	61.91
101-000-538.000	GRANTS	38,000.00	11,250.00	0.00	26,750.00	29.61
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	38,000.00	38,075.18	0.00	(75.18)	100.20
101-000-662.000	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
101-000-664.000	BOOK FINES	5,000.00	4,272.14	469.75	727.86	85.44
101-000-672.000	INTEREST ON INVESTMENTS	150,000.00	126,328.45	14,208.76	23,671.55	84.22
101-000-694.000	OTHER MISC. INCOME	6,000.00	6,834.56	124.47	(834.56)	113.91
101-000-694.001	CFSE DRAW	72,000.00	72,710.00	0.00	(710.00)	100.99
101-000-695.000	COPIER FEES	5,000.00	5,475.87	533.91	(475.87)	109.52
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	3,049.26	201.00	1,950.74	60.99
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	27,338.81	322.00	2,661.19	91.13
101-000-696.200	ADOPT-A-MAGAZINE	0.00	400.00	0.00	(400.00)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	122.85	6.36	(122.85)	100.00
Total Dept 000 - NONE		4,626,000.00	4,543,877.41	15,866.25	82,122.59	98.22
Revenues		4,626,000.00	4,543,877.41	15,866.25	82,122.59	98.22
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,050,000.00	1,384,592.49	254,674.73	665,407.51	67.54
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	34,561.39	8,610.57	15,438.61	69.12
101-790-715.000	EMPLOYERS FICA TAXES	172,000.00	107,288.56	20,055.13	64,711.44	62.38
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	139,670.65	23,867.90	125,329.35	52.71
101-790-717.000	LIFE & DISABILITY	20,000.00	11,711.96	1,246.62	8,288.04	58.56
101-790-718.000	RETIREMENT	310,000.00	180,871.99	27,198.68	129,128.01	58.35
101-790-740.000	OPERATING SUPPLIES	60,000.00	32,540.32	5,518.27	27,459.68	54.23
101-790-740.200	BUILDING SUPPLIES	30,000.00	11,755.19	1,439.48	18,244.81	39.18
101-790-741.000	BOOKS & MATERIALS	235,000.00	131,970.99	16,067.76	103,029.01	56.16
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	65,738.98	0.00	(14,738.98)	128.90
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	112,523.81	10,664.74	50,476.19	69.03
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	164.09	56.99	1,835.91	8.20
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	76,170.72	6,013.00	73,829.28	50.78
101-790-818.001	CATALOG	115,000.00	89,199.25	0.00	25,800.75	77.56
101-790-850.000	COMMUNICATIONS	25,000.00	15,517.16	2,468.41	9,482.84	62.07
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	16,489.09	1,982.97	18,510.91	47.11
101-790-880.000	COMMUNITY PROMOTION	55,000.00	46,529.34	5,167.10	8,470.66	84.60
101-790-880.001	EVENTS (FRIENDS)	30,000.00	23,744.35	2,354.00	6,255.65	79.15
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	6,000.00	5,751.00	0.00	249.00	95.85
101-790-920.000	UTILITIES	170,000.00	103,247.77	13,285.89	66,752.23	60.73
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	73,294.59	4,445.17	46,705.41	61.08
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	225,000.00	54,428.47	10,806.17	170,571.53	24.19
101-790-977.000	FURNITURE	69,000.00	11,698.13	127.66	57,301.87	16.95
101-790-983.000	TECHNOLOGY	155,000.00	63,623.85	4,766.46	91,376.15	41.05

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 08/31/2024
 % Fiscal Year Completed: 66.67

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

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024 Normal (Abnormal)	Activity For 08/31/2024 Increase (Decrease)	Available Balance 08/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	4,626,000.00	2,883,469.38	420,817.70	1,742,530.62	62.33
	Expenditures	4,626,000.00	2,883,469.38	420,817.70	1,742,530.62	62.33
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,626,000.00	4,543,877.41	15,866.25	82,122.59	
	TOTAL EXPENDITURES	4,626,000.00	2,883,469.38	420,817.70	1,742,530.62	
	NET OF REVENUES & EXPENDITURES:	0.00	1,660,408.03	(404,951.45)	(1,660,408.03)	