



TO: Plymouth District Library Board

DATE: October 9, 2024

RE: September 2024 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- The library received an \$8,000 grant from the Relentless Care Foundation for workforce development programs
- The library received a \$12,218 donation from the Friends of the Library for programs and events

EXPENDITURES

- Through 9 months (75%) of the year, expenditures to date are at 69% of the total budget.

INVESTMENTS

Bank Account	Interest Earned AUGUST	Interest Earned YTD	Account Balance as of 7/31/24
MI Class	\$ 11,721.49	\$ 79,031.14	\$ 2,738,016.41
Operating & Savings	\$ 1,494.19	\$ 39,807.46	\$ 1,785,566.90
CFCU	\$ 4,073.11	\$ 12,071.20	\$ 816,113.27
Flagstar	\$ 0	\$ 12,725.44	\$ 0*

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

10/07/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 09/01/2024 - 09/30/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
09/01/2024	155(E)	Chase - Cardmember Service	1,083.65	Cleared
09/01/2024	156(E)	Chase - Cardmember Service	1,418.81	Cleared
09/01/2024	157(E)	Chase - Cardmember Service	500.77	Cleared
09/01/2024	158(E)	Chase - Cardmember Service	1,291.58	Cleared
09/01/2024	159(E)	VOID	0.00	V Cleared
09/01/2024	160(E)	Chase - Cardmember Service	1,205.27	Cleared
09/01/2024	161(E)	Chase - Cardmember Service	104.36	Cleared
09/01/2024	162(E)	Chase - Cardmember Service	4,902.44	Cleared
09/01/2024	163(E)	Chase - Cardmember Service	710.59	Cleared
09/03/2024	33155	EXECUTIVE PROPERTY MAINTENANCE	9,262.68	Cleared
09/04/2024	33156	AMAZON CAPITAL SERVICES, INC	897.22	Cleared
09/04/2024	33157	VOID	0.00	V Open
09/04/2024	33158	BayScan Technologies	354.29	Cleared
09/04/2024	33159	BC Ten Air	800.46	Cleared
09/04/2024	33160	Green Brain Comics	373.15	Cleared
09/04/2024	33161	INGRAM LIBRARY SERVICES	1,949.93	Cleared
09/04/2024	33162	MELISSA BEHRING	400.00	Cleared
09/04/2024	33163	MI BURIAL, LLC	250.00	Cleared
09/04/2024	33164	Midwest Tape	87.69	Cleared
09/04/2024	33165	Mutual of Omaha	1,246.62	Cleared
09/04/2024	33166	ODP BUSINESS SOLUTIONS LLC	117.30	Cleared
09/04/2024	33167	ROW-HEYVELD, ZACHARY	100.00	Open
09/04/2024	33168	Sandor Slomovits	500.00	Cleared
09/09/2024	33169	AMAZON CAPITAL SERVICES, INC	762.71	Cleared
09/09/2024	33170	Baker & Taylor Entertainment	3,906.87	Cleared
09/09/2024	33171	BSB Communications, Inc.	256.25	Cleared
09/09/2024	33172	CANON FINANCIAL SERVICES, INC	592.00	Cleared
09/09/2024	33173	City of Plymouth	714.28	Cleared
09/09/2024	33174	CONSUMERS ENERGY	331.36	Cleared
09/09/2024	33175	INGRAM LIBRARY SERVICES	2,036.30	Cleared
09/09/2024	33176	INSITE DESIGN STUDIO INC	472.50	Cleared
09/09/2024	33177	Leader Business Networks	1,162.05	Cleared
09/09/2024	33178	MICHIGAN LIBRARY ASSOCIATION	215.00	Cleared
09/09/2024	33179	Patricia Carter	174.70	Cleared
09/09/2024	33180	Penworthy	976.04	Cleared
09/09/2024	33181	PLANTE & MORAN, PLLC	951.00	Cleared
09/09/2024	33182	PLYMOUTH COMMUNITY CHAMBER (70.00	Cleared
09/09/2024	33183	Security 101	100.00	Cleared
09/09/2024	33184	Wayne County Treasurer	64.10	Cleared
09/16/2024	33185	AMAZON CAPITAL SERVICES, INC	11.61	Cleared
09/16/2024	33186	City of Plymouth	365.66	Cleared
09/16/2024	33187	DEMCO	80.90	Cleared
09/16/2024	33188	INGRAM LIBRARY SERVICES	2,279.66	Cleared
09/16/2024	33189	Interactive Sciences, Inc.	500.00	Cleared
09/16/2024	33190	Kanopy, LLC.	519.35	Cleared

09/16/2024	33191	Lansing Sanitary Supply, Inc.	303.34	Cleared
09/16/2024	33192	Midwest Tape	8,043.19	Cleared
09/16/2024	33193	ODP BUSINESS SOLUTIONS LLC	60.78	Cleared
09/16/2024	33194	OverDrive, Inc.	3,981.67	Cleared
09/16/2024	33195	REDFORD LOCK SECURITY SOLUTIONS	380.00	Cleared
09/16/2024	33196	Scholastic Inc.	74.19	Cleared
09/16/2024	33197	SIRSIDYNIX	5,800.00	Cleared
09/16/2024	33198	Total Energy Systems, LLC	341.00	Cleared
09/16/2024	33199	Uline	811.84	Cleared
09/19/2024	33200	BIBLIOCOMMONS CORP.	44,348.00	Open
09/19/2024	33201	OCLC, Inc.	12,646.97	Cleared
09/19/2024	33202	BIBLIOCOMMONS CORP.	44,348.00	Cleared
09/24/2024	33203	AMAZON CAPITAL SERVICES, INC	89.95	Cleared
09/24/2024	33204	Baker & Taylor Entertainment	1,370.01	Cleared
09/24/2024	33205	DETROIT PUPPET COMPANY	256.30	Cleared
09/24/2024	33206	Green Brain Comics	197.49	Cleared
09/24/2024	33207	INGRAM LIBRARY SERVICES	2,575.18	Cleared
09/24/2024	33208	Midwest Tape	337.14	Open
09/24/2024	33209	TONIES US	1,540.00	Open
101 TOTALS:				
Total of 64 Checks			171,604.20	
Less 3 Void Checks			44,348.00	
Total of 61 Disburs			127,256.20	

September 2024 Payroll and Retirement Transfer

Date	Description	Amount
9/11/2024	MERS Payment for August 2024	\$22,709.00
9/12/2024	Payroll	\$86,862.50
9/13/2024	Payroll - Nationwide payment	\$6,398.57
9/26/2024	Payroll	\$88,796.02
9/27/2024	Payroll - Nationwide payment	\$6,311.41
		<u>\$211,077.50</u>

September 2024 EFT Payments

Date	Description	Amount
9/10/2024	CC -Chase 6073	\$2,472.00
9/16/2024	CC - Chase 9825	\$11,217.47
		<u>\$13,689.47</u>

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 09/30/2024

YTD Balance
09/30/2024
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	1,785,566.90
101-000-002.001	CFCU	816,113.27
101-000-002.003	MICHIGAN CLASS	2,738,016.41
101-000-039.000	RETIREE INS CO-PAY	50,761.21
101-000-123.000	PREPAID EXPENSES	85,620.44
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		5,476,788.23
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	62,741.57
101-000-275.000	UNDEPOSITED CASH	(594.37)
Total Liabilities		62,147.20
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	4,014,172.79
Total Fund Equity		4,014,172.79
Total Fund 101:		
TOTAL ASSETS		5,476,788.23
BEG. FUND BALANCE		4,014,172.79
+ NET OF REVENUES & EXPENDITURES		1,400,468.24
= ENDING FUND BALANCE		5,414,641.03
+ LIABILITIES		62,147.20
= TOTAL LIABILITIES AND FUND BALANCE		5,476,788.23

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 09/30/2024

% Fiscal Year Completed: 74.86

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

GL Number	Description	2024 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Activity For 09/30/2024 Increase (Decrease)	Available Balance 09/30/2024 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	19,250.00	8,000.00	18,750.00	50.66
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	4,618.66	346.52	381.34	92.37
101-000-672.000	INTEREST ON INVESTMENTS	150,000.00	143,617.24	17,288.79	6,382.76	95.74
101-000-694.000	OTHER MISC. INCOME	6,000.00	7,800.95	966.39	(1,800.95)	130.02
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	6,545.01	1,069.14	(1,545.01)	130.90
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	4,551.26	1,502.00	448.74	91.03
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	39,556.78	12,217.97	(9,556.78)	131.86
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	112.80	(10.05)	(112.80)	100.00
Total Dept 000 - NONE		4,626,000.00	4,585,258.17	41,380.76	40,741.83	99.12
Revenues		4,626,000.00	4,585,258.17	41,380.76	40,741.83	99.12
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,050,000.00	1,556,565.92	171,973.43	493,434.08	75.93
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	36,301.33	1,739.94	13,698.67	72.60
101-790-715.000	EMPLOYERS FICA TAXES	172,000.00	120,430.11	13,141.55	51,569.89	70.02
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	163,708.99	24,038.34	101,291.01	61.78
101-790-717.000	LIFE & DISABILITY	20,000.00	11,711.96	0.00	8,288.04	58.56
101-790-718.000	RETIREMENT	310,000.00	206,600.99	25,729.00	103,399.01	66.65
101-790-740.000	OPERATING SUPPLIES	60,000.00	34,926.25	2,385.93	25,073.75	58.21
101-790-740.200	BUILDING SUPPLIES	30,000.00	14,831.16	2,736.21	15,168.84	49.44
101-790-741.000	BOOKS & MATERIALS	235,000.00	149,952.74	17,644.04	85,047.26	63.81
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	57,353.03	(8,385.95)	(6,353.03)	112.46
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	124,638.67	12,114.86	38,361.33	76.47
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	164.09	0.00	1,835.91	8.20
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	95,832.76	19,662.04	54,167.24	63.89
101-790-818.001	CATALOG	115,000.00	101,330.26	12,131.01	13,669.74	88.11
101-790-850.000	COMMUNICATIONS	25,000.00	16,031.23	257.82	8,968.77	64.12
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	18,610.58	2,121.49	16,389.42	53.17
101-790-880.000	COMMUNITY PROMOTION	55,000.00	46,184.35	(344.99)	8,815.65	83.97
101-790-880.001	EVENTS (FRIENDS)	30,000.00	24,865.95	1,046.60	5,134.05	82.89
101-790-910.000	INSURANCE & BONDS	60,000.00	59,395.81	(30,505.69)	604.19	98.99
101-790-911.000	WORKERS COMPENSATION	6,000.00	2,883.38	(2,867.62)	3,116.62	48.06
101-790-920.000	UTILITIES	170,000.00	116,572.61	13,324.84	53,427.39	68.57
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	74,131.28	836.69	45,868.72	61.78
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	64.10	0.00	1,935.90	3.21
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	225,000.00	54,900.97	472.50	170,099.03	24.40
101-790-977.000	FURNITURE	69,000.00	17,649.65	5,951.52	51,350.35	25.58
101-790-983.000	TECHNOLOGY	155,000.00	78,668.02	14,404.10	76,331.98	50.75

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 09/30/2024

% Fiscal Year Completed: 74.86

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

GL Number	Description	2024 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Activity For 09/30/2024 Increase (Decrease)	Available Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	4,626,000.00	3,184,789.93	299,607.66	1,441,210.07	68.85
	Expenditures	4,626,000.00	3,184,789.93	299,607.66	1,441,210.07	68.85
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,626,000.00	4,585,258.17	41,380.76	40,741.83	
	TOTAL EXPENDITURES	4,626,000.00	3,184,789.93	299,607.66	1,441,210.07	
	NET OF REVENUES & EXPENDITURES:	0.00	1,400,468.24	(258,226.90)	(1,400,468.24)	