



TO: Plymouth District Library Board

DATE: November 11, 2024

RE: October 2024 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- The library received \$33,204.12 from Wayne County for FY2024 Penal Fines. This does not include back-payments for prior year miscalculations that Wayne County and Library of Michigan are currently working through.

EXPENDITURES

- Through 10 months (83%) of the year, expenditures to date are at 78% of the total budget.

INVESTMENTS

Bank Account	Interest Earned OCTOBER	Interest Earned YTD	Account Balance as of 7/31/24
MI Class	\$ 11,510.49	\$ 90,523.63	\$ 2,749,526.90
Operating & Savings	\$ 2,002.66	\$ 41,810.12	\$ 1,326,606.00
CFCU	\$ 0	\$ 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.

11/11/2024

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
10/01/2024	33210	ABBY B. PHOTOGRAPHY	645.00	Cleared
10/01/2024	33211	ANDERSON, DIANE	108.68	Cleared
10/01/2024	33212	Baker & Taylor Entertainment	813.43	Cleared
10/01/2024	33213	BLAKE FOSTER	150.00	Cleared
10/01/2024	33214	Blue Care Network	25,474.55	Cleared
10/01/2024	33215	Budget Library Supplies	268.50	Cleared
10/01/2024	33216	CEE CLEAN WINDOW CLEANING CO	700.00	Cleared
10/01/2024	33217	Delta Dental Insurance	159.71	Cleared
10/01/2024	33218	DEMCO	85.53	Cleared
10/01/2024	33219	DTE Energy	11,913.54	Cleared
10/01/2024	33220	Engraving Connection	77.25	Cleared
10/01/2024	33221	EXECUTIVE PROPERTY MAINTENANCE	521.22	Cleared
10/01/2024	33222	FISH TANK MAINTENANCE LLC	200.00	Cleared
10/01/2024	33223	Foster, Swift, Collins & Smith	416.50	Cleared
10/01/2024	33224	GREEN EARTH COATINGS	2,400.00	Cleared
10/01/2024	33225	HIRVELA, NOAH	150.00	Cleared
10/01/2024	33226	INGRAM LIBRARY SERVICES	1,541.98	Cleared
10/01/2024	33227	Lansing Sanitary Supply, Inc.	493.95	Cleared
10/01/2024	33228	Midwest Tape	539.06	Cleared
10/01/2024	33229	NATIONAL SATELLITE CORPORATION	12,481.78	Cleared
10/01/2024	33230	ODP BUSINESS SOLUTIONS LLC	637.55	Cleared
10/01/2024	33231	PAWS AND EFFECT	75.00	Cleared
10/01/2024	33232	TONIES US	240.00	Cleared
10/01/2024	33233	Uline	2,573.34	Cleared
10/07/2024	33234	AMAZON CAPITAL SERVICES, INC	1,630.70	Cleared
10/07/2024	33235	Baker & Taylor Entertainment	1,025.01	Cleared
10/07/2024	33236	CANON FINANCIAL SERVICES, INC	592.00	Cleared
10/07/2024	33237	CONSUMERS ENERGY	426.14	Cleared
10/07/2024	33238	Delta Dental Insurance	159.71	Cleared
10/07/2024	33239	ICLE	158.50	Cleared
10/07/2024	33240	INGRAM LIBRARY SERVICES	2,579.43	Cleared
10/07/2024	33241	Kanopy, LLC.	541.45	Cleared
10/07/2024	33242	Leader Business Networks	932.59	Cleared
10/07/2024	33243	Midwest Tape	7,831.13	Cleared
10/07/2024	33244	Mutual of Omaha	1,621.54	Cleared
10/07/2024	33245	OverDrive, Inc.	4.00	Cleared
10/07/2024	33246	Patricia Carter	174.70	Cleared
10/07/2024	33247	PLANTE & MORAN, PLLC	1,563.00	Cleared
10/07/2024	33248	REDFORD LOCK SECURITY SOLUTIONS	290.00	Cleared
10/07/2024	33249	SEHI COMPUTER PRODUCTS, INC.	1,450.00	Cleared
10/07/2024	33250	TODAY'S BUSINESS SOLUTIONS INC.	2,926.00	Cleared
10/14/2024	33251	AMAZON CAPITAL SERVICES, INC	1,203.13	Cleared
10/14/2024	33252	Baker & Taylor Entertainment	870.61	Cleared
10/14/2024	33253	BARRY LEVINE	125.00	Cleared
10/14/2024	33254	City of Plymouth	1,021.08	Cleared

10/14/2024	33255	DEMCO	45.91	Cleared
10/14/2024	33256	Engraving Connection	23.25	Cleared
10/14/2024	33257	EXECUTIVE PROPERTY MAINTENANCE	2,373.75	Cleared
10/14/2024	33258	FISH TANK MAINTENANCE LLC	200.00	Cleared
10/14/2024	33259	Graybar Electric Co., Inc.	194.70	Cleared
10/14/2024	33260	H.V. Burton Company	950.00	Cleared
10/14/2024	33261	INGRAM LIBRARY SERVICES	2,034.32	Cleared
10/14/2024	33262	INSITE DESIGN STUDIO INC	1,420.00	Cleared
10/14/2024	33263	Midwest Tape	424.34	Cleared
10/14/2024	33264	MML Workers' Comp Fund	5,751.00	Cleared
10/14/2024	33265	Plymouth Canton Comm Schools	80.00	Cleared
10/14/2024	33266	Staples Advantage	660.70	Cleared
10/14/2024	33267	The Library Network	470.40	Cleared
10/22/2024	33268	AMAZON CAPITAL SERVICES, INC	487.81	Cleared
10/22/2024	33269	Baker & Taylor Entertainment	544.55	Cleared
10/22/2024	33270	Brittany Rogers	200.00	Open
10/22/2024	33271	Graybar Electric Co., Inc.	782.40	Cleared
10/22/2024	33272	H2O EXTERIOR WASH	350.00	Cleared
10/22/2024	33273	INGRAM LIBRARY SERVICES	3,206.70	Cleared
10/22/2024	33274	MCLS	80.00	Cleared
10/22/2024	33275	MICHIGAN LIBRARY ASSOCIATION	1,695.00	Cleared
10/22/2024	33276	Midwest Tape	279.15	Cleared
10/22/2024	33277	PARKS, JASSMINE	75.00	Open
10/22/2024	33278	REICH, POLLY	19.95	Cleared
10/22/2024	33279	Scholastic Library Publishing	17.49	Open
10/22/2024	33280	SEHI COMPUTER PRODUCTS, INC.	2,268.00	Cleared
10/28/2024	164(E)	Chase - Cardmember Service	896.54	Cleared
10/28/2024	165(E)	Chase - Cardmember Service	2,544.66	Cleared
10/28/2024	166(E)	VOID	0.00	V Cleared
10/28/2024	167(E)	Chase - Cardmember Service	915.98	Cleared
10/28/2024	168(E)	Chase - Cardmember Service	771.50	Cleared
10/28/2024	169(E)	Chase - Cardmember Service	2,070.12	Cleared
10/28/2024	170(E)	Chase - Cardmember Service	934.49	Cleared
10/28/2024	171(E)	Chase - Cardmember Service	610.63	Cleared
10/28/2024	33281	AMAZON CAPITAL SERVICES, INC	1,399.20	Open
10/28/2024	33282	APPEL ENVIRONMENTAL DESIGN	74,173.61	Open
10/28/2024	33283	Baker & Taylor Entertainment	752.03	Open
10/28/2024	33284	BC Ten Air	315.00	Cleared
10/28/2024	33285	Blue Care Network	26,866.18	Open
10/28/2024	33286	CENGAGE LEARNING INC/GALE	416.68	Open
10/28/2024	33287	City of Plymouth	731.32	Open
10/28/2024	33288	Delta Dental Insurance	1,725.63	Open
10/28/2024	33289	DTE Energy	10,468.59	Open
10/28/2024	33290	EXECUTIVE PROPERTY MAINTENANCE	5,389.72	Cleared
10/28/2024	33291	Foster, Swift, Collins & Smith	810.00	Open
10/28/2024	33292	INGRAM LIBRARY SERVICES	1,762.94	Open
10/28/2024	33293	Lansing Sanitary Supply, Inc.	360.28	Cleared
10/28/2024	33294	Midwest Tape	1,243.25	Open
10/28/2024	33295	ODP BUSINESS SOLUTIONS LLC	1,481.39	Open
10/28/2024	33296	OverDrive, Inc.	3,015.01	Open
10/28/2024	33297	PAWS AND EFFECT	75.00	Open

10/28/2024	33298	The Library Network	3,495.00	Open
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101 TOTALS:				
Total of 97 Checks			257,651.46	
Less 1 Void Checks			0.00	
Total of 96 Disburs			257,651.46	

October 2024 Payroll and Retirement Transfer

Date	Description	Amount
10/9/2024	Payroll	\$548.68
10/9/2024	Payroll	\$88,350.64
10/10/2024	MERS Payment for September 2024	\$22,709.00
10/11/2024	Payroll - Nationwide payment	\$6,880.11
10/24/2024	Payroll	\$88,344.93
10/25/2024	Payroll - Nationwide payment	\$7,128.56
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		\$213,961.92

October 2024 EFT Payments

Date	Description	Amount
10/15/2024	CC - Chase 9825	\$8,743.92
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		\$8,743.92

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 10/31/2024

YTD Balance
10/31/2024
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	1,358,445.40	
101-000-002.001	CFCU	816,113.27	
101-000-002.003	MICHIGAN CLASS	2,749,526.90	
101-000-039.000	RETIREE INS CO-PAY	56,584.79	
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		5,067,000.80	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	32,054.10	
101-000-275.000	UNDEPOSITED CASH	835.08	
Total Liabilities		32,889.18	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	4,014,172.79	
Total Fund Equity		4,014,172.79	
Total Fund 101:			
TOTAL ASSETS		5,067,000.80	
BEG. FUND BALANCE		4,014,172.79	
+ NET OF REVENUES & EXPENDITURES		1,019,938.83	
= ENDING FUND BALANCE		5,034,111.62	
+ LIABILITIES		32,889.18	
= TOTAL LIABILITIES AND FUND BALANCE		5,067,000.80	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 10/31/2024

% Fiscal Year Completed: 83.33

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

GL Number	Description	2024 Amended Budget	YTD Balance 10/31/2024 Normal (Abnormal)	Activity For 10/31/2024 Increase (Decrease)	Available Balance 10/31/2024 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	19,250.00	0.00	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	33,204.12	33,204.12	(13,204.12)	166.02
101-000-664.000	BOOK FINES	5,000.00	4,945.57	326.91	54.43	98.91
101-000-672.000	INTEREST ON INVESTMENTS	150,000.00	157,130.39	13,513.15	(7,130.39)	104.75
101-000-694.000	OTHER MISC. INCOME	6,000.00	7,798.95	0.00	(1,798.95)	129.98
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	7,304.64	759.63	(2,304.64)	146.09
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	4,551.26	0.00	448.74	91.03
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	39,576.78	20.00	(9,576.78)	131.92
101-000-696.200	ADOPT-A-MAGAZINE	0.00	1,402.71	1,002.71	(1,402.71)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	116.20	3.40	(116.20)	100.00
Total Dept 000 - NONE		4,626,000.00	4,634,086.09	48,829.92	(8,086.09)	100.17
Revenues		4,626,000.00	4,634,086.09	48,829.92	(8,086.09)	100.17
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,050,000.00	1,730,897.63	174,331.71	319,102.37	84.43
101-790-707.000	SALARIES/WAGES-TEMPORARY	50,000.00	38,290.36	1,989.03	11,709.64	76.58
101-790-715.000	EMPLOYERS FICA TAXES	172,000.00	133,719.42	13,289.31	38,280.58	77.74
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	265,000.00	185,210.56	21,501.57	79,789.44	69.89
101-790-717.000	LIFE & DISABILITY	20,000.00	14,792.47	3,080.51	5,207.53	73.96
101-790-718.000	RETIREMENT	310,000.00	233,001.13	26,400.14	76,998.87	75.16
101-790-740.000	OPERATING SUPPLIES	60,000.00	41,786.02	6,859.77	18,213.98	69.64
101-790-740.200	BUILDING SUPPLIES	30,000.00	18,579.42	3,688.26	11,420.58	61.93
101-790-741.000	BOOKS & MATERIALS	235,000.00	170,759.14	20,508.72	64,240.86	72.66
101-790-741.100	BOOKS & MATERIALS - DATABASES	51,000.00	57,353.03	0.00	(6,353.03)	112.46
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	163,000.00	135,347.77	10,709.10	27,652.23	83.04
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	192.09	28.00	1,807.91	9.60
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	103,406.05	7,573.29	46,593.95	68.94
101-790-818.001	CATALOG	115,000.00	101,330.26	0.00	13,669.74	88.11
101-790-850.000	COMMUNICATIONS	25,000.00	16,641.86	610.63	8,358.14	66.57
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	23,435.56	4,824.98	11,564.44	66.96
101-790-880.000	COMMUNITY PROMOTION	55,000.00	47,017.20	832.85	7,982.80	85.49
101-790-880.001	EVENTS (FRIENDS)	30,000.00	28,132.18	3,145.32	1,867.82	93.77
101-790-910.000	INSURANCE & BONDS	60,000.00	59,395.81	0.00	604.19	98.99
101-790-911.000	WORKERS COMPENSATION	6,000.00	2,883.38	0.00	3,116.62	48.06
101-790-920.000	UTILITIES	170,000.00	129,907.00	13,334.39	40,093.00	76.42
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	78,807.13	4,445.85	41,192.87	65.67
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	143,954.10	89,053.13	81,045.90	63.98
101-790-977.000	FURNITURE	69,000.00	17,649.65	0.00	51,350.35	25.58
101-790-983.000	TECHNOLOGY	155,000.00	101,110.20	22,442.18	53,889.80	65.23

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 10/31/2024
 % Fiscal Year Completed: 83.33

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

GL Number	Description	2024 Amended Budget	YTD Balance 10/31/2024 Normal (Abnormal)	Activity For 10/31/2024 Increase (Decrease)	Available Balance 10/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	4,626,000.00	3,614,147.26	428,648.74	1,011,852.74	78.13
	Expenditures	4,626,000.00	3,614,147.26	428,648.74	1,011,852.74	78.13
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,626,000.00	4,634,086.09	48,829.92	(8,086.09)	
	TOTAL EXPENDITURES	4,626,000.00	3,614,147.26	428,648.74	1,011,852.74	
	NET OF REVENUES & EXPENDITURES:	0.00	1,019,938.83	(379,818.82)	(1,019,938.83)	

5.1



TO: Plymouth District Library Board **DATE:** November 13, 2024
RE: 2024 Budget Amendment, **FROM:** Shauna Anderson,
Approval Director

This year, the library received revenues in excess of our anticipated budget. We also require a number of line-item transfers between expenditure lines to support final projects as we wrap up the fiscal year and prepare for large building upgrades in 2025. I have attached the line-by-line breakdown of all changes to this memo.

The updated budget includes an addition of \$42,000 in revenue and \$42,000 in expenditures from what we originally budgeted for this fiscal year.

RESOLVED BY _____ SECONDED BY _____ TO APPROVE INCREASING REVENUE AND EXPENDITURES BY \$42,000 AND ADJUSTING THE AMENDED 2024 BUDGET AS PROPOSED, TOTALLING \$4,668,000.

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2024 Activity	2024 Original Budget	2024 Amended Budget	New Amended	Change	Overbudget
101-000-407.000	PROPERTY TAXES/DELIN	18,572.61	200,000.00	30,000.00	18,000.00	(12,000.00)	N
101-000-538.000	GRANTS	47,150.00	20,000.00	38,000.00	47,000.00	9,000.00	N
101-000-573.000	LOCAL COMMUNITY STAB	161,871.00	0.00	160,000.00	161,000.00	1,000.00	Y
101-000-662.000	PENAL FINES	33,204.12	20,000.00	20,000.00	33,000.00	13,000.00	N
101-000-672.000	INTEREST ON INVESTME	157,130.39	100,000.00	150,000.00	160,000.00	10,000.00	N
101-000-694.000	OTHER MISC. INCOME	7,798.95	0.00	6,000.00	7,000.00	1,000.00	Y
101-000-695.000	COPIER FEES	7,443.64	2,000.00	5,000.00	7,000.00	2,000.00	Y
101-000-696.000	DONATIONS & CONTRIBU	4,651.26	5,000.00	5,000.00	4,000.00	(1,000.00)	N
101-000-696.100	FRIENDS OF THE LIBRA	48,284.65	30,000.00	30,000.00	48,000.00	18,000.00	N
101-000-696.200	ADOPT-A-MAGAZINE	1,402.71	0.00	0.00	1,000.00	1,000.00	Y
101-790-706.000	SALARIES/WAGES - PER	1,730,897.63	2,040,000.00	2,050,000.00	2,150,000.00	100,000.00	N
101-790-707.000	SALARIES/WAGES-TEMPO	38,290.36	50,000.00	50,000.00	41,000.00	(9,000.00)	N
101-790-715.000	EMPLOYERS FICA TAXES	133,719.42	180,000.00	172,000.00	165,000.00	(7,000.00)	N
101-790-716.000	HOSPITALIZATION/DENT	185,210.56	265,000.00	265,000.00	240,000.00	(25,000.00)	N
101-790-717.000	LIFE & DISABILITY	14,792.47	14,000.00	20,000.00	18,000.00	(2,000.00)	N
101-790-718.000	RETIREMENT	233,001.13	310,000.00	310,000.00	295,000.00	(15,000.00)	N
101-790-741.000-BB	BOOKS & MATERIALS	8,353.82	15,500.00	12,700.00	10,700.00	(2,000.00)	N
101-790-741.000-CK	BOOKS & MATERIALS	7,211.31	10,200.00	11,200.00	9,000.00	(2,200.00)	N
101-790-741.000-DB	BOOKS & MATERIALS	11,655.37	13,850.00	11,650.00	11,850.00	200.00	N
101-790-741.000-HH	BOOKS & MATERIALS	8,732.79	19,700.00	14,700.00	10,700.00	(4,000.00)	N
101-790-741.000-KB	BOOKS & MATERIALS	13,457.81	22,700.00	22,700.00	19,700.00	(3,000.00)	N
101-790-741.000-NM	BOOKS & MATERIALS	6,389.65	8,550.00	11,600.00	8,600.00	(3,000.00)	N
101-790-741.200	BOOKS & MATERIALS -	148,840.91	163,000.00	163,000.00	155,000.00	(8,000.00)	Y
101-790-741.300	BOOKS & MATERIALS -	192.09	2,000.00	2,000.00	500.00	(1,500.00)	N
101-790-860.000	TRANSPORTATION	483.74	1,000.00	1,000.00	500.00	(500.00)	N
101-790-864.000	CONFERENCES & TRAINI	23,435.56	35,000.00	35,000.00	26,000.00	(9,000.00)	N
101-790-880.000	COMMUNITY PROMOTION	50,215.63	55,000.00	55,000.00	60,000.00	5,000.00	Y
101-790-977.000	FURNITURE	17,649.65	50,000.00	69,000.00	97,000.00	28,000.00	N
Total Revenues:		4,671,320.12	4,460,000.00	4,626,000.00	4,668,000.00	0.00	
Total Expenditures:		3,661,218.60	4,460,000.00	4,626,000.00	4,668,000.00		
Net Rev/Exp:		1,010,101.52	0.00	0.00	0.00		