



TO: Plymouth District Library Board
RE: December 2024 Financial Report

DATE: January 14, 2025
FROM: Shauna Anderson,
 Library Director

REVENUE

- The Library received \$378,336.10 from Plymouth Township for property tax collections thru 12/15/2024. Note: This was a receipt for FY 2025 and will be recorded as Revenue in January 2025
- The Library transferred \$60,000 from their VEBA Trust to cover liabilities related to the Retiree Health Insurance Program.

EXPENDITURES

- At the close of the year, recorded expenditures to date are at 95% of the total budget. We have begun closing the year and preparing for the audit. It is likely there will be additional accruals posted back to 12/31 in the next several months.

INVESTMENTS

Bank Account	Interest Earned NOVEMBER	Interest Earned YTD	Account Balance as of 7/31/24
MI Class	\$ 10,979.51	\$ 112,400.94	\$ 2,771,404.21
Operating & Savings	\$ 1,283.75	\$ 44,734.13	\$ 994,780.32
CFCU	\$ 4,093.53	\$ 16,164.73	\$ 820,206.80
Flagstar	\$ 0	\$ 12,725.44	\$ 0*

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

01/13/2025

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
12/04/2024	33378	AMAZON CAPITAL SERVICES, INC	1,462.22	Cleared
12/04/2024	33379	Baker & Taylor Entertainment	2,051.10	Cleared
12/04/2024	33380	City of Plymouth	365.66	Cleared
12/04/2024	33381	Engraving Connection	8.00	Cleared
12/04/2024	33382	EXECUTIVE PROPERTY MAINTENANCI	1,821.95	Cleared
12/04/2024	33383	INGRAM LIBRARY SERVICES	2,212.48	Cleared
12/04/2024	33384	Lansing Sanitary Supply, Inc.	453.44	Cleared
12/04/2024	33385	Midwest Tape	3,465.07	Cleared
12/04/2024	33386	Mutual of Omaha	1,458.97	Cleared
12/04/2024	33387	NATIONAL SATELLITE CORPORATION	12,481.77	Cleared
12/04/2024	33388	ODP BUSINESS SOLUTIONS LLC	1,627.93	Cleared
12/04/2024	33389	OverDrive, Inc.	486.71	Cleared
12/04/2024	33390	Staples Advantage	181.24	Cleared
12/04/2024	33391	THE FRIENDS OF THE LIBRARY	550.00	Cleared
12/09/2024	33392	Baker & Taylor	670.51	Cleared
12/09/2024	33393	CONTINENTAL CAFE LLC	1,272.46	Cleared
12/09/2024	33394	HOFF, RACKELINE	327.38	Open
12/09/2024	33395	INGRAM LIBRARY SERVICES	3,657.74	Cleared
12/09/2024	33396	Midwest Tape	519.61	Cleared
12/17/2024	4(S)	ODP BUSINESS SOLUTIONS LLC	0.00	Open
12/17/2024	33397	AMAZON CAPITAL SERVICES, INC	1,358.37	Cleared
12/17/2024	33398	Baker & Taylor Entertainment	1,582.16	Cleared
12/17/2024	33399	BC Ten Air	2,855.00	Cleared
12/17/2024	33400	Bibliotheca, LLC.	24,150.00	Cleared
12/17/2024	33401	CANON FINANCIAL SERVICES, INC	592.00	Cleared
12/17/2024	33402	CEE CLEAN WINDOW CLEANING CO	550.00	Cleared
12/17/2024	33403	CONSUMERS ENERGY	1,050.46	Cleared
12/17/2024	33404	CONTINENTAL CAFE LLC	550.00	Cleared
12/17/2024	33405	DANBOISE MECHANICAL INC	2,000.00	Cleared
12/17/2024	33406	Foster, Swift, Collins & Smith	2,957.50	Cleared
12/17/2024	33407	INGRAM LIBRARY SERVICES	6,188.15	Cleared
12/17/2024	33408	Kanopy, LLC.	663.00	Cleared
12/17/2024	33409	LARRY REYNOLDS	300.00	Cleared
12/17/2024	33410	Leader Business Networks	842.04	Cleared
12/17/2024	33411	Library Design Associates	19,790.00	Cleared
12/17/2024	33412	Midwest Tape	7,645.81	Cleared
12/17/2024	33413	PLANTE & MORAN, PLLC	1,603.50	Cleared
12/17/2024	33414	PLAYAWAY PRODUCTS	1,382.76	Cleared
12/17/2024	33415	SHAW CONSTRUCTION & MANAGEM	3,423.20	Open
12/17/2024	33416	Staples Advantage	91.57	Cleared
12/17/2024	33417	THE FRIENDS OF THE LIBRARY	110.00	Cleared
12/17/2024	33418	Uline	466.01	Open
12/18/2024	181(E)	Chase - Cardmember Service	488.33	Cleared
12/18/2024	182(E)	Chase - Cardmember Service	4,745.51	Cleared
12/18/2024	183(E)	VOID	0.00	Open
12/18/2024	184(E)	Chase - Cardmember Service	1,350.00	Cleared
12/18/2024	185(E)	Chase - Cardmember Service	1,436.13	Cleared
12/18/2024	186(E)	Chase - Cardmember Service	715.93	Cleared
12/18/2024	187(E)	Chase - Cardmember Service	326.41	Cleared
12/18/2024	188(E)	Chase - Cardmember Service	5,815.14	Cleared

12/18/2024	189(E)	Chase - Cardmember Service	4,326.36	Cleared
12/23/2024	5(S)	ODP BUSINESS SOLUTIONS LLC	0.00	Open
12/23/2024	33419	ABBY B. PHOTOGRAPHY	1,140.00	Open
12/23/2024	33420	AMAZON CAPITAL SERVICES, INC	1,068.20	Cleared
12/23/2024	33421	Aventric Technologies	140.00	Cleared
12/23/2024	33422	City of Plymouth	545.54	Cleared
12/23/2024	33423	Foster, Swift, Collins & Smith	300.00	Cleared
12/23/2024	33424	Green Brain Comics	275.80	Cleared
12/23/2024	33425	Greko Printing & Imaging	75.00	Cleared
12/23/2024	33426	INGRAM LIBRARY SERVICES	3,257.62	Open
12/23/2024	33427	Linda VanderLaan	3,156.00	Open
12/23/2024	33428	Midwest Tape	641.28	Open
12/23/2024	33429	Sparr's Florist & Greenhouse	240.00	Cleared
12/23/2024	33430	THE FRIENDS OF THE LIBRARY	150.00	Cleared
12/23/2024	33431	TODAY'S BUSINESS SOLUTIONS INC.	6,755.00	Open
12/30/2024	33432	AMAZON CAPITAL SERVICES, INC	6,296.71	Open
12/30/2024	33433	Baker & Taylor Entertainment	244.46	Open
12/30/2024	33434	BC Ten Air	670.00	Open
12/30/2024	33435	Blue Care Network	24,496.23	Open
12/30/2024	33436	DTE Energy	10,800.49	Open
12/30/2024	33437	EQUINOX LIBRARY INITIATIVE	24,015.00	Open
12/30/2024	33438	FISH TANK MAINTENANCE LLC	200.00	Open
12/30/2024	33439	HOSE, ZACH	1,665.00	Open
12/30/2024	33440	Lansing Sanitary Supply, Inc.	999.12	Open
12/30/2024	33441	Mutual of Omaha	1,458.97	Open
12/30/2024	33442	PAWS AND EFFECT	75.00	Open
12/30/2024	33443	PLANTE & MORAN, PLLC	2,975.25	Open
12/30/2024	33444	THE FRIENDS OF THE LIBRARY	250.00	Open
101 TOTALS:				
Total of 78 Checks:			226,320.25	
Less 1 Void Checks:			0.00	
Total of 77 Disbursements:			226,320.25	

December 2024 Payroll and Retirement Transfer

Date	Description	Amount
12/5/2024	Payroll	\$89,180.26
12/6/2024	Payroll - Nationwide payment	\$7,157.00
12/11/2024	MERS Payment for November 2024	\$22,709.00
12/13/2024	HCSP Initial Contribution	\$5,000.00
12/19/2024	Payroll	\$92,353.29
12/20/2024	Payroll - Nationwide payment	\$6,736.17
		<u>\$223,135.72</u>

December 2024 EFT Payments

Date	Description	Amount
12/16/2024	CC - Chase 9825	\$19,265.39
12/27/2024	CC - Commercial Card 7900	\$7,853.79
		<u>\$27,119.18</u>

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 12/31/2024

YTD Balance
12/31/2024
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	994,780.32	
101-000-002.001	CFCU	820,206.80	
101-000-002.003	MICHIGAN CLASS	2,771,404.21	
101-000-039.000	RETIREE INS CO-PAY	6,755.85	
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		4,679,477.62	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	21,390.97	
101-000-275.000	UNDEPOSITED CASH	835.08	
101-000-339.000	DEFERRED REVENUES	378,336.10	
Total Liabilities		400,562.15	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	4,014,172.79	
Total Fund Equity		4,014,172.79	
Total Fund 101:			
TOTAL ASSETS		4,679,477.62	
BEG. FUND BALANCE		4,014,172.79	
+ NET OF REVENUES & EXPENDITURES		264,742.68	
= ENDING FUND BALANCE		4,278,915.47	
+ LIABILITIES		400,562.15	
= TOTAL LIABILITIES AND FUND BALANCE		4,679,477.62	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 12/31/2024

% Fiscal Year Completed: 100.00

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

GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024 Normal (Abnormal)	Activity For 12/31/2024 Increase (Decrease)	Available Balance 12/31/2024 Normal (Abnormal)	% Bdg't Used
Fund: 101 GENERAL OPERATING FUND						
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	18,000.00	18,572.61	0.00	(572.61)	103.18
101-000-538.000	GRANTS	47,000.00	47,150.00	0.00	(150.00)	100.32
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	161,000.00	161,871.00	0.00	(871.00)	100.54
101-000-574.000	STATE REVENUES	38,000.00	38,075.18	0.00	(75.18)	100.20
101-000-662.000	PENAL FINES	33,000.00	33,204.12	0.00	(204.12)	100.62
101-000-664.000	BOOK FINES	5,000.00	6,763.82	1,384.22	(1,763.82)	135.28
101-000-672.000	INTEREST ON INVESTMENTS	160,000.00	186,025.24	16,356.79	(26,025.24)	116.27
101-000-692.000	OTHER FINANCING SOURCES - SUBSCRIPTI	250,000.00	0.00	0.00	250,000.00	0.00
101-000-694.000	OTHER MISC. INCOME	7,000.00	8,036.95	238.00	(1,036.95)	114.81
101-000-694.001	CFSE DRAW	72,000.00	72,710.00	0.00	(710.00)	100.99
101-000-695.000	COPIER FEES	7,000.00	8,262.63	580.15	(1,262.63)	118.04
101-000-696.000	DONATIONS & CONTRIBUTIONS	4,000.00	6,596.26	1,945.00	(2,596.26)	164.91
101-000-696.100	FRIENDS OF THE LIBRARY	48,000.00	48,084.65	50.00	(84.65)	100.18
101-000-696.200	ADOPT-A-MAGAZINE	1,000.00	1,502.71	100.00	(502.71)	150.27
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	112.70	(2.20)	(112.70)	100.00
101-790-706.000	SALARIES/WAGES - PERMANENT	2,200,000.00	2,082,723.48	177,122.12	117,276.52	94.67
101-790-707.000	SALARIES/WAGES-TEMPORARY	44,500.00	42,444.25	2,089.08	2,055.75	95.38
101-790-715.000	EMPLOYERS FICA TAXES	169,000.00	160,637.32	13,552.40	8,362.68	95.05
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	230,000.00	221,589.89	17,577.78	8,410.11	96.34
101-790-717.000	LIFE & DISABILITY	19,000.00	17,710.41	1,458.97	1,289.59	93.21
101-790-718.000	RETIREMENT	305,000.00	291,210.61	31,609.74	13,789.39	95.48
101-790-740.000	OPERATING SUPPLIES	57,000.00	55,730.26	6,405.95	1,269.74	97.77
101-790-740.200	BUILDING SUPPLIES	28,000.00	26,378.07	5,491.27	1,621.93	94.21
101-790-741.000	BOOKS & MATERIALS	13,050.00	12,373.64	12.50	676.36	94.82
101-790-741.000-AM	BOOKS & MATERIALS	57,000.00	56,934.59	2,963.03	65.41	99.89
101-790-741.000-BB	BOOKS & MATERIALS	13,700.00	13,011.88	4,632.82	688.12	94.98
101-790-741.000-CK	BOOKS & MATERIALS	9,000.00	8,707.28	1,040.32	292.72	96.75
101-790-741.000-DB	BOOKS & MATERIALS	11,950.00	11,921.42	137.61	28.58	99.76
101-790-741.000-DEE	BOOKS & MATERIALS	22,050.00	21,814.97	3,031.86	235.03	98.93
101-790-741.000-HH	BOOKS & MATERIALS	22,700.00	22,337.48	878.05	362.52	98.40
101-790-741.000-KB	BOOKS & MATERIALS	20,700.00	19,996.81	1,699.16	703.19	96.60
101-790-741.000-KK	BOOKS & MATERIALS	5,150.00	4,957.77	575.95	192.23	96.27
101-790-741.000-LB	BOOKS & MATERIALS	2,650.00	2,410.03	532.95	239.97	90.94
101-790-741.000-MK	BOOKS & MATERIALS	250.00	234.00	0.00	16.00	93.60
101-790-741.000-NM	BOOKS & MATERIALS	8,600.00	7,952.25	754.73	647.75	92.47
101-790-741.000-SDG	BOOKS & MATERIALS	10,750.00	9,976.82	1,869.72	773.18	92.81
101-790-741.000-SS	BOOKS & MATERIALS	17,950.00	17,247.42	2,537.16	702.58	96.09
101-790-741.000-SW	BOOKS & MATERIALS	4,000.00	3,849.80	0.00	150.20	96.25
101-790-741.000-TS	BOOKS & MATERIALS	21,000.00	20,197.27	1,650.18	802.73	96.18
101-790-741.100	BOOKS & MATERIALS - DATABASES	58,000.00	57,353.03	0.00	646.97	98.88
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	167,000.00	166,146.59	16,818.97	853.41	99.49
101-790-741.300	BOOKS & MATERIALS - ILL	500.00	206.08	0.00	293.92	41.22
101-790-818.000	CONTRACTUAL SERVICES	185,000.00	142,611.97	33,945.78	42,388.03	77.09
101-790-818.001	CATALOG	325,000.00	101,330.26	0.00	223,669.74	31.18
101-790-850.000	COMMUNICATIONS	20,000.00	17,675.91	746.40	2,324.09	88.38
101-790-860.000	TRANSPORTATION	500.00	485.74	2.00	14.26	97.15
101-790-864.000	CONFERENCES & TRAINING	37,000.00	34,420.59	7,865.71	2,579.41	93.03
101-790-880.000	COMMUNITY PROMOTION	58,000.00	55,223.19	3,969.40	2,776.81	95.21
101-790-880.001	EVENTS (FRIENDS)	33,000.00	32,226.11	1,113.72	773.89	97.65

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 12/31/2024

% Fiscal Year Completed: 100.00

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

GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024 Normal (Abnormal)	Activity For 12/31/2024 Increase (Decrease)	Available Balance 12/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
101-790-910.000	INSURANCE & BONDS	60,000.00	59,395.81	0.00	604.19	98.99
101-790-911.000	WORKERS COMPENSATION	4,000.00	2,883.38	0.00	1,116.62	72.08
101-790-920.000	UTILITIES	160,000.00	153,173.21	12,993.19	6,826.79	95.73
101-790-930.000	REPAIRS & MAINTENANCE	120,000.00	98,630.59	13,153.11	21,369.41	82.19
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	175,000.00	172,688.89	0.00	2,311.11	98.68
101-790-977.000	FURNITURE	67,000.00	63,647.61	41,710.03	3,352.39	95.00
101-790-983.000	TECHNOLOGY	153,000.00	149,291.09	22,694.02	3,708.91	97.58
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,918,000.00	4,704,544.55	20,651.96	213,455.45	
TOTAL EXPENDITURES		4,918,000.00	4,439,801.87	432,635.68	478,198.13	
NET OF REVENUES & EXPENDITURES:		0.00	264,742.68	(411,983.72)	(264,742.68)	