



TO: Plymouth District Library Board

DATE: March 11, 2025

RE: February 2025 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- The Library received \$1,236,938 from Plymouth Township for property tax collections thru 02/15/2025
- The Library received \$145,174 from the City of Plymouth for property tax collections thru 01/31/2025
- The Library received \$162,514 from LCSA for their February distribution

EXPENDITURES

- Through two months (16%) of the year, recorded expenditures to date are only at 13% of the total budget.

INVESTMENTS

Bank Account	Interest Earned FEBRUARY	Interest Earned YTD	Account Balance as of 2/28/25
MI Class	\$ 9,732.10	\$ 20,367.47	\$ 2,954,285.78*
Operating & Savings	\$ 3,339.50	\$ 5,833.10	\$ 3,695,039.47
CFCU	\$ -	\$ -	\$ 820,206.80

*Includes the LCSA distribution

03/10/2025

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 02/01/2025 - 02/28/2025

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
02/03/2025	200(E)	Chase - Cardmember Service	13,470.24	Cleared
02/03/2025	201(E)	VOID	0.00	V Open
02/03/2025	202(E)	VOID	0.00	V Open
02/03/2025	203(E)	VOID	0.00	V Open
02/03/2025	33482	AMAZON CAPITAL SERVICES, INC	681.19	Cleared
02/03/2025	33483	Baker & Taylor Entertainment	2,123.56	Cleared
02/03/2025	33484	CEE CLEAN WINDOW CLEANING CO	400.00	Cleared
02/03/2025	33485	City of Plymouth	365.66	Cleared
02/03/2025	33486	DEBRA ERICKSON	125.00	Cleared
02/03/2025	33487	Delta Dental Insurance	3,355.88	Cleared
02/03/2025	33488	DEMCO	3,099.46	Cleared
02/03/2025	33489	GREEN EARTH COATINGS	300.00	Cleared
02/03/2025	33490	Green Electrical Solutions,LLC	648.39	Cleared
02/03/2025	33491	INGRAM LIBRARY SERVICES	904.54	Cleared
02/03/2025	33492	LAIRD GLASS & UPHOLSTERY, INC.	250.00	Cleared
02/03/2025	33493	Lansing Sanitary Supply, Inc.	409.02	Cleared
02/03/2025	33494	Midwest Tape	310.35	Cleared
02/03/2025	33495	Mutual of Omaha	1,768.81	Cleared
02/03/2025	33496	Rocket Enterprise, Inc.	375.00	Cleared
02/03/2025	33497	Security 101	1,880.00	Cleared
02/03/2025	33498	SHAW CONSTRUCTION & MANAGEM	1,617.00	Cleared
02/03/2025	33499	Total Energy Systems, LLC	341.00	Cleared
02/10/2025	33500	AMAZON CAPITAL SERVICES, INC	891.91	Cleared
02/10/2025	33501	AMTEK SERVICES	674.00	Cleared
02/10/2025	33502	Baker & Taylor Entertainment	527.95	Cleared
02/10/2025	33503	CEE CLEAN WINDOW CLEANING CO	445.00	Cleared
02/10/2025	33504	CONSUMERS ENERGY	3,219.82	Cleared
02/10/2025	33505	FISH TANK MAINTENANCE LLC	200.00	Cleared
02/10/2025	33506	Jag Entertainment	500.00	Cleared
02/10/2025	33507	Kanopy, LLC.	708.05	Cleared
02/10/2025	33508	Lansing Sanitary Supply, Inc.	200.86	Cleared
02/10/2025	33509	MCLS	13,774.45	Cleared
02/10/2025	33510	Merritt Cieslak Design	22,800.00	Cleared
02/10/2025	33511	Midwest Tape	9,294.31	Cleared
02/10/2025	33512	OCLC, Inc.	935.19	Cleared
02/10/2025	33513	ODP BUSINESS SOLUTIONS LLC	86.97	Cleared
02/10/2025	33514	PAWS AND EFFECT	75.00	Open
02/10/2025	33515	PLANTE & MORAN, PLLC	4,818.75	Cleared
02/10/2025	33516	United States Postal Service	1,922.49	Cleared
02/18/2025	33517	AMAZON CAPITAL SERVICES, INC	65.60	Cleared
02/18/2025	33518	INGRAM LIBRARY SERVICES	3,299.15	Cleared
02/18/2025	33519	Leader Business Networks	1,070.12	Open
02/18/2025	33520	The Library Network	2,327.50	Cleared
02/25/2025	33521	ABBY B. PHOTOGRAPHY	1,000.00	Cleared
02/25/2025	33522	AMAZON CAPITAL SERVICES, INC	1,336.25	Open

02/25/2025	33523	Baker & Taylor Entertainment	1,799.73	Open
02/25/2025	33524	Blue Care Network	16,551.43	Open
02/25/2025	33525	Brodart Co.	1,298.26	Open
02/25/2025	33526	City of Plymouth	514.86	Open
02/25/2025	33527	DEMCO	184.87	Open
02/25/2025	33528	Foster, Swift, Collins & Smith	1,326.00	Cleared
02/25/2025	33529	INGRAM LIBRARY SERVICES	3,090.05	Open
02/25/2025	33530	Midwest Tape	597.30	Open
02/25/2025	33531	MURPHY & SPAGNUOLO, P.C.	49.00	Cleared
02/25/2025	33532	ODP BUSINESS SOLUTIONS LLC	395.61	Open
02/25/2025	33533	SEHI COMPUTER PRODUCTS, INC.	4,270.30	Cleared
02/25/2025	33534	THE FRIENDS OF THE LIBRARY	50.00	Cleared
02/25/2025	33535	The Library Network	640.00	Open
101 TOTALS:				
Total of 58 Checks			133,365.88	
Less 3 Void Checks			0.00	
Total of 55 Disburs			133,365.88	

February 2025 Payroll and Retirement Transfer

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/7/2025	Payroll - Nationwide payment	\$1,950.37
2/11/2025	MERS Payment for January 2025	\$20,601.00
2/13/2025	Payroll	\$92,907.45
2/14/2025	Payroll - Nationwide payment	\$6,847.86
2/27/2025	Payroll	\$91,580.71
2/28/2025	Payroll - Nationwide payment	\$6,487.86
2/28/2025	HCSP February 2025	\$4,100.00
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		\$224,475.25

February 2025 EFT Payments

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/15/2025	CC - Chase 9825	\$13,470.24
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		\$13,470.24

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 02/28/2025

YTD Balance
02/28/2025
Normal (Abnormal)

GL Number	Description	
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	3,695,039.47
101-000-002.001	CFCU	820,206.80
101-000-002.003	MICHIGAN CLASS	2,954,285.78
101-000-039.000	RETIREE INS CO-PAY	13,267.90
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		7,483,509.95
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	62,110.64
101-000-215.000	ACCRUED LIABILITIES	22,709.00
101-000-275.000	UNDEPOSITED CASH	835.08
Total Liabilities		85,654.72
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	4,014,172.79
Total Fund Equity		4,014,172.79
Total Fund 101:		
TOTAL ASSETS		7,483,509.95
BEG. FUND BALANCE - 2024		4,014,172.79
+ NET OF REVENUES/EXPENDITURES - 2024		163,518.50
+ NET OF REVENUES & EXPENDITURES		3,220,163.94
= ENDING FUND BALANCE		7,397,855.23
+ LIABILITIES		85,654.72
= TOTAL LIABILITIES AND FUND BALANCE		7,483,509.95

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 02/28/2025

% Fiscal Year Completed: 16.16

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

GL Number	Description	2025 Amended Budget	YTD Balance 02/28/2025 Normal (Abnormal)	Activity For 02/28/2025 Increase (Decrease)	Available Balance 02/28/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	4,070,000.00	3,827,674.09	1,382,112.36	242,325.91	94.05
101-000-407.000	PROPERTY TAXES/DELINQUENT	80,000.00	1,115.28	0.00	78,884.72	1.39
101-000-538.000	GRANTS	20,000.00	0.00	0.00	20,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	160,000.00	162,514.10	162,514.10	(2,514.10)	101.57
101-000-574.000	STATE REVENUES	36,000.00	0.00	0.00	36,000.00	0.00
101-000-662.000	PENAL FINES	22,000.00	0.00	0.00	22,000.00	0.00
101-000-664.000	BOOK FINES	5,000.00	857.85	609.69	4,142.15	17.16
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	26,200.57	13,071.60	83,799.43	23.82
101-000-691.000	PRIOR YEAR FUND BALANCE	1,500,000.00	0.00	0.00	1,500,000.00	0.00
101-000-694.000	OTHER MISC. INCOME	0.00	1,118.56	971.56	(1,118.56)	100.00
101-000-694.001	CFSE DRAW	45,000.00	0.00	0.00	45,000.00	0.00
101-000-695.000	COPIER FEES	7,000.00	1,187.73	651.51	5,812.27	16.97
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	181.00	6.00	4,819.00	3.62
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	0.00	9,998.08	30,000.00	0.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	7.50	7.50	(7.50)	100.00
Total Dept 000 - NONE		6,090,000.00	4,020,856.68	1,569,942.40	2,069,143.32	66.02
Revenues		6,090,000.00	4,020,856.68	1,569,942.40	2,069,143.32	66.02
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,325,000.00	350,299.07	180,722.11	1,974,700.93	15.07
101-790-707.000	SALARIES/WAGES-TEMPORARY	35,000.00	2,744.83	1,271.52	32,255.17	7.84
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	26,098.77	13,765.23	133,901.23	16.31
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	275,000.00	54,795.20	13,773.55	220,204.80	19.93
101-790-717.000	LIFE & DISABILITY	18,000.00	1,768.81	0.00	16,231.19	9.83
101-790-718.000	RETIREMENT	340,000.00	59,593.32	28,778.64	280,406.68	17.53
101-790-740.000	OPERATING SUPPLIES	50,000.00	6,014.45	4,592.86	43,985.55	12.03
101-790-740.200	BUILDING SUPPLIES	30,000.00	3,301.88	2,267.47	26,698.12	11.01
101-790-741.000	BOOKS & MATERIALS	270,000.00	31,019.66	17,941.05	238,980.34	11.49
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	22,800.40	14,414.45	32,199.60	41.46
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	160,000.00	25,137.83	9,212.87	134,862.17	15.71
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	42.23	17.28	1,957.77	2.11
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	15,738.90	7,300.26	84,261.10	15.74
101-790-818.001	CATALOG	84,000.00	47,057.89	20,147.19	36,942.11	56.02
101-790-850.000	COMMUNICATIONS	25,000.00	2,819.08	2,819.08	22,180.92	11.28
101-790-860.000	TRANSPORTATION	2,000.00	0.00	0.00	2,000.00	0.00
101-790-864.000	CONFERENCES & TRAINING	35,000.00	1,897.78	1,857.98	33,102.22	5.42
101-790-880.000	COMMUNITY PROMOTION	65,000.00	6,688.09	3,379.98	58,311.91	10.29
101-790-880.001	EVENTS (FRIENDS)	30,000.00	2,917.15	1,800.16	27,082.85	9.72
101-790-910.000	INSURANCE & BONDS	62,000.00	32,657.69	0.00	29,342.31	52.67
101-790-911.000	WORKERS COMPENSATION	5,000.00	2,867.62	0.00	2,132.38	57.35
101-790-920.000	UTILITIES	180,000.00	16,908.99	15,192.35	163,091.01	9.39
101-790-930.000	REPAIRS & MAINTENANCE	130,000.00	24,192.44	14,898.07	105,807.56	18.61
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	1,100,000.00	22,800.00	22,800.00	1,077,200.00	2.07
101-790-977.000	FURNITURE	400,000.00	13,121.09	10,021.63	386,878.91	3.28
101-790-983.000	TECHNOLOGY	150,000.00	27,409.57	12,942.90	122,590.43	18.27

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 02/28/2025

% Fiscal Year Completed: 16.16

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

GL Number	Description	2025 Amended Budget	YTD Balance 02/28/2025 Normal (Abnormal)	Activity For 02/28/2025 Increase (Decrease)	Available Balance 02/28/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	6,090,000.00	800,692.74	399,916.63	5,289,307.26	13.15
	Expenditures	6,090,000.00	800,692.74	399,916.63	5,289,307.26	13.15
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	6,090,000.00	4,020,856.68	1,569,942.40	2,069,143.32	66.02
	TOTAL EXPENDITURES	6,090,000.00	800,692.74	399,916.63	5,289,307.26	13.15
	NET OF REVENUES & EXPENDITURES:	0.00	3,220,163.94	1,170,025.77	(3,220,163.94)	