



**TO:** Plymouth District Library Board      **DATE:** April 9, 2025  
**RE:** March 2025 Financial Report      **FROM:** Shauna Anderson,  
 Director

#### REVENUES

- The Library received \$73,958.90 from Plymouth Township for their final property tax collection settlement
- The Library received \$298,972 from the City of Plymouth for property tax collections thru 02/28/2025
- The Library received \$20,007.74 in State Aid funding

#### EXPENDITURES

- Through three months (25%) of the year, recorded expenditures to date are at 19% of the budget. This is due to the significant building projects planned throughout the year.

#### INVESTMENTS

Account	Interest Earned MARCH	Interest Earned YTD	Balance as of 03/31/2025
MI Class	\$ 11,097.25	\$ 31,464.72	\$ 2,965,383.03
Operating & Savings	\$ 4,462.19	\$ 10,295.29	\$ 3,694,009.23
CFCU	\$ 4,024.64	\$ 4,024.64	\$ 824,231.44

04/07/2025

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY  
CHECK DATE 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
03/03/2025	33536	ABBY B. PHOTOGRAPHY	1,865.00	Cleared
03/03/2025	33537	AMAZON CAPITAL SERVICES, INC	720.61	Cleared
03/03/2025	33538	Assa Abloy Entrance Systems, I	3,958.07	Cleared
03/03/2025	33539	Baker & Taylor Entertainment	1,804.68	Cleared
03/03/2025	33540	BC Ten Air	8,720.00	Cleared
03/03/2025	33541	BS&A Software	6,657.00	Cleared
03/03/2025	33542	DTE Energy	11,457.67	Cleared
03/03/2025	33543	EQUINOX LIBRARY INITIATIVE	19,212.00	Cleared
03/03/2025	33544	Guardian Alarm	1,575.00	Cleared
03/03/2025	33545	INGRAM LIBRARY SERVICES	4,197.08	Cleared
03/03/2025	33546	Lansing Sanitary Supply, Inc.	433.82	Cleared
03/03/2025	33547	Midwest Tape	1,394.71	Cleared
03/03/2025	33548	ShredCorp	40.00	Cleared
03/10/2025	204(E)	Chase - Cardmember Service	9,454.51	Cleared
03/10/2025	205(E)	VOID	0.00	V Open
03/10/2025	206(E)	VOID	0.00	V Open
03/10/2025	207(E)	VOID	0.00	V Open
03/10/2025	33549	AMAZON CAPITAL SERVICES, INC	874.78	Cleared
03/10/2025	33550	Baker & Taylor Entertainment	852.46	Cleared
03/10/2025	33551	BC Ten Air	1,230.73	Cleared
03/10/2025	33552	CEE CLEAN WINDOW CLEANING CO	430.00	Cleared
03/10/2025	33553	City of Plymouth	1,106.95	Cleared
03/10/2025	33554	CONSUMERS ENERGY	2,498.95	Cleared
03/10/2025	33555	DEMCO	118.90	Cleared
03/10/2025	33556	FISH TANK MAINTENANCE LLC	200.00	Cleared
03/10/2025	33557	Genson's Plumbing, Inc.	470.00	Cleared
03/10/2025	33558	Kanopy, LLC.	725.90	Cleared
03/10/2025	33559	Leader Business Networks	1,075.38	Cleared
03/10/2025	33560	MARCK, ANNA K.	225.00	Open
03/10/2025	33561	MICHIGAN WEB PRESS	2,515.36	Cleared
03/10/2025	33562	Mutual of Omaha	1,613.89	Cleared
03/10/2025	33563	ODP BUSINESS SOLUTIONS LLC	165.47	Cleared
03/10/2025	33564	ORANGEBOY, INC.	7,500.00	Cleared
03/10/2025	33565	OverDrive, Inc.	3,182.23	Cleared
03/10/2025	33566	PLANTE & MORAN, PLLC	9,267.75	Cleared
03/10/2025	33567	SHAW CONSTRUCTION & MANAGEM	449.90	Cleared
03/10/2025	33568	Sirsi Corporation	28,375.40	Cleared
03/10/2025	33569	TENCH, BECK	300.00	Cleared
03/17/2025	33570	AMAZON CAPITAL SERVICES, INC	389.42	Cleared
03/17/2025	33571	Baker & Taylor Entertainment	2,282.58	Cleared
03/17/2025	33572	CENGAGE LEARNING INC/GALE	416.68	Cleared
03/17/2025	33573	EXECUTIVE PROPERTY MAINTENANCE	524.50	Open
03/17/2025	33574	Green Brain Comics	334.19	Cleared
03/17/2025	33575	Heather Pacheco	20.00	Cleared
03/17/2025	33576	INGRAM LIBRARY SERVICES	3,392.11	Open

03/17/2025	33577	MICHIGAN LIBRARY ASSOCIATION	25.00	Cleared
03/17/2025	33578	Midwest Tape	854.70	Cleared
03/17/2025	33579	MUNSON, NICOLE	65.12	Cleared
03/17/2025	33580	ODP BUSINESS SOLUTIONS LLC	390.55	Cleared
03/17/2025	33581	REILLY, ANNE MARIE	15.90	Cleared
03/17/2025	33582	ROBERTSON MORRISON INC HEATING	3,875.00	Cleared
03/17/2025	33583	THE FRIENDS OF THE LIBRARY	50.00	Cleared
03/24/2025	33598	AMAZON CAPITAL SERVICES, INC	431.25	Cleared
03/24/2025	33599	Baker & Taylor Entertainment	722.04	Cleared
03/24/2025	33600	EBSCO Subscription Services	30.00	Open
03/24/2025	33601	Foster, Swift, Collins & Smith	127.50	Cleared
03/24/2025	33602	INGRAM LIBRARY SERVICES	837.94	Open
03/24/2025	33603	Merritt Cieslak Design	22,800.00	Cleared
03/24/2025	33604	PLYMOUTH COMMUNITY CHAMBER (	156.00	Cleared
03/31/2025	33605	AMAZON CAPITAL SERVICES, INC	262.20	Open
03/31/2025	33606	Baker & Taylor Entertainment	1,469.98	Open
03/31/2025	33607	BC Ten Air	1,624.30	Open
03/31/2025	33608	City of Plymouth	253.30	Open
03/31/2025	33609	INGRAM LIBRARY SERVICES	1,596.92	Open
03/31/2025	33610	Lansing Sanitary Supply, Inc.	310.30	Open
03/31/2025	33611	Michigan.com	596.95	Open
03/31/2025	33612	Midwest Tape	124.72	Open
03/31/2025	33613	MOTOR CITY INSTALLATION	7,300.00	Cleared
03/31/2025	33614	MURPHY & SPAGNUOLO, P.C.	1,966.00	Open
03/31/2025	33615	ShredCorp	40.00	Open

101 TOTALS:

Total of 70 Checks	187,954.35
Less 3 Void Checks	0.00
Total of 67 Disburs	187,954.35

**March 2025 Payroll and Retirement Transfer**

Date	Description	Amount
3/11/2025	MERS payment for February 2025	\$20,601.00
3/13/2025	Payroll	\$88,331.31
3/14/2025	Payroll - Nationwide payment	\$6,917.56
3/27/2025	Payroll	\$90,152.11
3/28/2025	Payroll - Nationwide payment	\$7,056.96
3/31/2025	HCSP March 2025	\$4,900.00
		<u>\$197,357.94</u>

**March 2025 EFT Payments**

Date	Description	Amount
3/17/2025	CC - Chase 9825	\$9,454.51
		<u>\$9,454.51</u>

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 03/31/2025

YTD Balance  
03/31/2025  
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
<b>Fund: 101 GENERAL OPERATING FUND</b>			
<b>*** Assets ***</b>			
101-000-001.000	CASH/OPERATING CHECKING	3,694,009.23	
101-000-002.001	CFCU	824,231.44	
101-000-002.003	MICHIGAN CLASS	2,965,383.03	
101-000-039.000	RETIREE INS CO-PAY	13,072.90	
101-000-123.000	PREPAID EXPENSES	11,154.44	
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	
<b>Total Assets</b>		7,508,561.04	
<b>*** Liabilities ***</b>			
101-000-202.000	ACCOUNTS PAYABLE	75.00	
101-000-215.000	ACCRUED LIABILITIES	22,709.00	
<b>Total Liabilities</b>		22,784.00	
<b>*** Fund Equity ***</b>			
101-000-390.000	FUND BALANCE	4,014,172.79	
<b>Total Fund Equity</b>		4,014,172.79	
<b>Total Fund 101:</b>			
<b>TOTAL ASSETS</b>		7,508,561.04	
<b>BEG. FUND BALANCE - 2024</b>		4,014,172.79	
<b>+ NET OF REVENUES/EXPENDITURES - 2024</b>		199,523.02	
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		3,272,081.23	
<b>= ENDING FUND BALANCE</b>		7,485,777.04	
<b>+ LIABILITIES</b>		22,784.00	
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		7,508,561.04	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 03/31/2025

% Fiscal Year Completed: 24.66

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

GL Number	Description	2025 Amended Budget	YTD Balance 03/31/2025 Normal (Abnormal)	Activity For 03/31/2025 Increase (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 NONE</b>						
101-000-403.000	PROPERTY TAXES CURRENT	4,070,000.00	4,200,604.99	372,930.90	(130,604.99)	103.21
101-000-407.000	PROPERTY TAXES/DELINQUENT	80,000.00	5,650.71	4,535.43	74,349.29	7.06
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	0.00	(2,514.10)	101.57
101-000-574.000	STATE REVENUES	36,000.00	20,007.74	20,007.74	15,992.26	55.58
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	1,282.29	424.44	3,717.71	25.65
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	45,784.65	19,584.08	64,215.35	41.62
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	2,405.19	1,286.63	(2,405.19)	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	2,113.39	925.66	4,886.61	30.19
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	241.25	60.25	4,758.75	4.83
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	10.00	10.00	29,990.00	0.03
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	2.30	(5.20)	(2.30)	100.00
Total Dept 000 - NONE		6,090,000.00	4,440,616.61	419,759.93	1,649,383.39	72.92
Revenues		6,090,000.00	4,440,616.61	419,759.93	1,649,383.39	72.92
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,325,000.00	526,863.52	176,564.45	1,798,136.48	22.66
101-790-707.000	SALARIES/WAGES-TEMPORARY	35,000.00	2,744.83	0.00	32,255.17	7.84
101-790-715.000	EMPLOYERS FICA TAXES	160,000.00	39,453.74	13,354.97	120,546.26	24.66
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	275,000.00	53,111.78	(1,683.42)	221,888.22	19.31
101-790-717.000	LIFE & DISABILITY	18,000.00	3,382.70	1,613.89	14,617.30	18.79
101-790-718.000	RETIREMENT	340,000.00	88,711.36	29,118.04	251,288.64	26.09
101-790-740.000	OPERATING SUPPLIES	50,000.00	7,629.38	1,614.93	42,370.62	15.26
101-790-740.200	BUILDING SUPPLIES	30,000.00	4,959.49	1,657.61	25,040.51	16.53
101-790-741.000	BOOKS & MATERIALS	270,000.00	45,068.07	14,048.41	224,931.93	16.69
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	22,800.40	0.00	32,199.60	41.46
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	160,000.00	29,045.96	3,908.13	130,954.04	18.15
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	42.23	0.00	1,957.77	2.11
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	52,022.64	12,268.74	47,977.36	52.02
101-790-818.001	CATALOG	84,000.00	75,433.29	28,375.40	8,566.71	89.80
101-790-850.000	COMMUNICATIONS	25,000.00	3,315.74	496.66	21,684.26	13.26
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	4,557.15	2,659.37	30,442.85	13.02
101-790-880.000	COMMUNITY PROMOTION	65,000.00	17,681.65	10,993.56	47,318.35	27.20
101-790-880.001	EVENTS (FRIENDS)	30,000.00	5,079.92	2,162.77	24,920.08	16.93
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	20,768.19	3,859.20	159,231.81	11.54
101-790-930.000	REPAIRS & MAINTENANCE	130,000.00	33,436.87	9,244.43	96,563.13	25.72
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	52,900.00	30,100.00	1,047,100.00	4.81
101-790-977.000	FURNITURE	400,000.00	13,121.09	0.00	386,878.91	3.28
101-790-983.000	TECHNOLOGY	150,000.00	30,880.07	3,470.50	119,119.93	20.59

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 03/31/2025

% Fiscal Year Completed: 24.66

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

GL Number	Description	2025 Amended Budget	YTD Balance 03/31/2025 Normal (Abnormal)	Activity For 03/31/2025 Increase (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
	Total Dept 790 - LIBRARY	6,090,000.00	1,168,535.38	343,827.64	4,921,464.62	19.19
	Expenditures	6,090,000.00	1,168,535.38	343,827.64	4,921,464.62	19.19
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
	TOTAL REVENUES	6,090,000.00	4,440,616.61	419,759.93	1,649,383.39	72.92
	TOTAL EXPENDITURES	6,090,000.00	1,168,535.38	343,827.64	4,921,464.62	19.19
	NET OF REVENUES & EXPENDITURES:	0.00	3,272,081.23	75,932.29	(3,272,081.23)	