PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board
RE: April 2025 Financial Report

DATE: May 16, 2025
FROM: Shauna Anderson, Director

REVENUES

- The Library received $48,537 in grants from the Community Foundation of Southeast Michigan

EXPENDITURES

- Through three months (33%) of the year, recorded expenditures to date are only at 28% of the total budget due to the $1.1M building construction project just being in the early stages. Excluding that line item, the rest of the expenditure budget is currently at 31.3%.

INVESTMENTS

Account	Interest Earned APRIL	Interest Earned YTD	Balance as of 03/31/2025
MI Class	$ 10,732.14	$ 42,196.86	$ 2,976,115.17
Operating & Savings	$ 4,039.78	$ 14,335.07	$ 3,330,778.99
CFCU	$ 0	$ 4,024.64	$ 824,231.44

05/14/2025 CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 04/01/2025 - 04/30/2025

Check Date	Check	Vendor Name	Amount		Status
Bank 101 101					
04/08/2025	33616		0.00	V	Cleared
04/08/2025	33617		0.00	V	Cleared
04/08/2025	33618		0.00	V	Cleared
04/08/2025	33619		0.00	V	Cleared
04/08/2025	33620		0.00	V	Cleared
04/08/2025	33621		0.00	V	Cleared
04/08/2025	33622		0.00	V	Cleared
04/08/2025	33623		0.00	V	Cleared
04/08/2025	33624		0.00	V	Cleared
04/08/2025	33625		0.00	V	Cleared
04/08/2025	33626	ABBY B. PHOTOGRAPHY	660.00		Cleared
04/08/2025	33627	ALBAM AQUARIUMS	7,550.00		Cleared
04/08/2025	33628	AMAZON CAPITAL SERVICES, INC	1,155.30		Cleared
04/08/2025	33629	Baker & Taylor Entertainment	975.84		Cleared
04/08/2025	33630	BC Ten Air	2,807.43		Cleared
04/08/2025	33631	BLACKWELL, ANNE	50.00		Cleared
04/08/2025	33632	CEE CLEAN WINDOW CLEANING CO	430.00		Cleared
04/08/2025	33633	CONSUMERS ENERGY	1,611.77		Cleared
04/08/2025	33634	CROSSWINDS MARSH, WAYNE COUN	125.00		Open
04/08/2025	33635	Delta Dental Insurance	1,677.94		Cleared
04/08/2025	33636	DTE Energy	11,222.03		Cleared
04/08/2025	33637	EFFICIENT OFFICE SOLUTIONS, LLC	1,985.00		Cleared
04/08/2025	33638	Engraving Connection	24.00		Cleared
04/08/2025	33639	Guardian Alarm	90.14		Cleared
04/08/2025	33640	HOSE, ZACH	1,665.00		Cleared
04/08/2025	33641	INGRAM LIBRARY SERVICES	4,922.41		Cleared
04/08/2025	33642	Kanopy, LLC.	725.05		Cleared
04/08/2025	33643	Leader Business Networks	1,217.89		Cleared
04/08/2025	33644	LUCAS HOLDINGS, LLC	599.20		Cleared
04/08/2025	33645	Merritt Cieslak Design	11,400.00		Cleared
04/08/2025	33646	Midwest Tape	10,320.96		Cleared
04/08/2025	33647	Monroe County Library System	24.99		Cleared
04/08/2025	33648	ODP BUSINESS SOLUTIONS LLC	115.44		Cleared
04/08/2025	33649	OverDrive, Inc.	2,255.38		Cleared
04/08/2025	33650	PLANTE & MORAN, PLLC	12,903.00		Cleared
04/08/2025	33651	PLAYAWAY PRODUCTS	721.88		Cleared
04/08/2025	33652	Proquest-CSA LLC	4,825.04		Cleared
04/08/2025	33653	THE FRIENDS OF THE LIBRARY	10.00		Cleared
04/08/2025	33654	University of MI - Dearborn	90.00		Open
04/08/2025	33655	YPSILANTI DISTRICT LIBRARY	25.00		Cleared
04/14/2025	208(E)	Chase - Cardmember Service	17,632.26		Cleared
04/14/2025	209(E)	VOID	0.00	V	Cleared
04/14/2025	210(E)	VOID	0.00	V	Cleared
04/14/2025	211(E)	VOID	0.00	V	Cleared
04/14/2025	212(E)	VOID	0.00	V	Cleared

04/14/2025	33656	AMAZON CAPITAL SERVICES, INC	440.54	Cleared
04/14/2025	33657	Baker & Taylor Entertainment	1,384.12	Cleared
04/14/2025	33658	Blue Care Network	21,819.18	Cleared
04/14/2025	33659	BOISIMER, CATHY	10.99	Cleared
04/14/2025	33660	EBSCO Subscription Services	5,485.00	Open
04/14/2025	33661	FERAL FLORAL	1,880.00	Cleared
04/14/2025	33662	Genson's Plumbing, Inc.	496.00	Cleared
04/14/2025	33663	Graybar Electric Co., Inc.	414.60	Cleared
04/14/2025	33664	Library Ideas	1,179.00	Cleared
04/14/2025	33665	Midwest Tape	8,294.34	Cleared
04/14/2025	33666	MML Workers' Comp Fund	166.00	Cleared
04/14/2025	33667	Mutual of Omaha	1,514.59	Open
04/14/2025	33668	ODP BUSINESS SOLUTIONS LLC	256.00	Cleared
04/14/2025	33669	THE FRIENDS OF THE LIBRARY	100.00	Cleared
04/21/2025	33670	AMAZON CAPITAL SERVICES, INC	123.85	Cleared
04/21/2025	33671	ASKEVIN INC.	200.00	Open
04/21/2025	33672	Baker & Taylor Entertainment	2,821.57	Cleared
04/21/2025	33673	Blue Care Network	21,249.06	Cleared
04/21/2025	33674	BOLLYWOOD GROOVE, LLC	250.00	Open
04/21/2025	33675	BSB Communications, Inc.	1,067.02	Cleared
04/21/2025	33676	Green Brain Comics	197.49	Cleared
04/21/2025	33677	INGRAM LIBRARY SERVICES	583.88	Cleared
04/21/2025	33678	MICHIGAN LIBRARY ASSOCIATION	2,088.00	Cleared
04/21/2025	33679	Midwest Tape	1,196.33	Cleared
04/21/2025	33680	PLAYAWAY PRODUCTS	18.93	Cleared
04/21/2025	33681	SHAFER, ELLA KAY	200.00	Open
04/21/2025	33682	SWAG CONSULTANTS	1,149.18	Cleared
04/21/2025	33683	THE FRIENDS OF THE LIBRARY	100.00	Cleared
04/21/2025	33684	The Library Network	299.00	Cleared
04/28/2025	33685	United States Postal Service	1,922.49	Open
04/28/2025	33686	ALBAM AQUARIUMS	129.00	Open
04/28/2025	33687	AMAZON CAPITAL SERVICES, INC	412.03	Open
04/28/2025	33688	Baker & Taylor Entertainment	3,294.88	Open
04/28/2025	33689	Delta Dental Insurance	1,677.94	Open
04/28/2025	33690	DTE Energy	9,841.72	Open
04/28/2025	33691	EFFICIENT OFFICE SOLUTIONS, LLC	62.00	Open
04/28/2025	33692	EXECUTIVE PROPERTY MAINTENANCE	524.50	Open
04/28/2025	33693	INGRAM LIBRARY SERVICES	3,580.78	Open
04/28/2025	33694	Kenneth Hafeli	125.00	Open
04/28/2025	33695	Mariya Fogarasi	150.00	Open
04/28/2025	33696	ODP BUSINESS SOLUTIONS LLC	350.64	Open
04/28/2025	33697	PAWS AND EFFECT	75.00	Open
04/28/2025	33698	PLYMOUTH COMMUNITY CHAMBER (	45.00	Open
04/28/2025	33699	United States Postal Service	450.00	Open
101 TOTALS:				
Total of 89 Checks:			197,443.60	
Less 14 Void Check			0.00	
Total of 75 Disburs			197,443.60	

April 2025 Payroll and Retirement Transfer

Date	Description	Amount
4/10/2025	Payroll	$90,962.48
4/11/2025	MERS payment for March 2025	$20,601.00
4/11/2025	Payroll - Nationwide payment	$6,987.26
4/24/2025	Payroll	$92,019.00
4/25/2025	Payroll - Nationwide payment	$7,047.26
3/31/2025	HCSP March 2025	$4,100.00
		$110,153.52

April 2025 EFT Payments

Date	Description	Amount
3/17/2025	CC - Chase 9825	$17,632.26
		$17,632.26

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 04/30/2025

GL Number	Description	YTD Balance 04/30/2025 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
***** Assets *****		
101-000-001.000	CASH/OPERATING CHECKING	3,330,778.99
101-000-002.001	CFCU	824,231.44
101-000-002.003	MICHIGAN CLASS	2,976,115.17
101-000-039.000	RETIREE INS CO-PAY	11,494.90
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		7,143,330.50
***** Liabilities *****		
101-000-202.000	ACCOUNTS PAYABLE	99,873.22
101-000-215.000	ACCRUED LIABILITIES	22,709.00
Total Liabilities		122,582.22
***** Fund Equity *****		
101-000-390.000	FUND BALANCE	4,014,172.79
Total Fund Equity		4,014,172.79
Total Fund 101:		
TOTAL ASSETS		7,143,330.50
BEG. FUND BALANCE - 2024		4,014,172.79
+ NET OF REVENUES/EXPENDITURES - 2024		199,523.02
+ NET OF REVENUES & EXPENDITURES		2,807,052.47
= ENDING FUND BALANCE		7,020,748.28
+ LIABILITIES		122,582.22
= TOTAL LIABILITIES AND FUND BALANCE		7,143,330.50

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 04/30/2025
% Fiscal Year Completed: 32.88
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Activity For 04/30/2025 Increase (Decrease)	Available Balance 04/30/2025 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	4,201,078.88	473.89	(131,078.88)	103.22
101-000-407.000	PROPERTY TAXES/DELINQUENT	80,000.00	5,755.31	104.60	74,244.69	7.19
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	0.00	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	1,404.98	122.69	3,595.02	28.10
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	60,556.57	14,771.92	49,443.43	55.05
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	2,556.19	151.00	(2,556.19)	100.00
101-000-694.001	CFSE DRAW	45,000.00	48,537.00	48,537.00	(3,537.00)	107.86
101-000-695.000	COPIER FEES	7,000.00	2,921.39	808.00	4,078.61	41.73
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	871.25	630.00	4,128.75	17.43
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	0.00	0.00	30,000.00	0.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	2.70	0.40	(2.70)	100.00
Total Dept 000 - NONE		6,090,000.00	4,506,206.11	65,599.50	1,583,793.89	73.99
Revenues		6,090,000.00	4,506,206.11	65,599.50	1,583,793.89	73.99
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,325,000.00	707,696.13	180,832.61	1,617,303.87	30.44
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	53,133.22	13,679.48	106,866.78	33.21
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	275,000.00	97,826.12	43,036.40	177,173.88	35.57
101-790-717.000	LIFE & DISABILITY	18,000.00	6,559.79	3,177.09	11,440.21	36.44
101-790-718.000	RETIREMENT	340,000.00	117,629.40	28,918.04	222,370.60	34.60
101-790-740.000	OPERATING SUPPLIES	50,000.00	11,010.68	2,715.41	38,989.32	22.02
101-790-740.200	BUILDING SUPPLIES	30,000.00	8,950.74	3,991.25	21,049.26	29.84
101-790-741.000	BOOKS & MATERIALS	270,000.00	80,802.96	24,100.27	189,197.04	29.93
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	35,441.36	12,640.96	19,558.64	64.44
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	160,000.00	49,129.24	19,569.30	110,870.76	30.71
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	214.17	171.94	1,785.83	10.71
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	81,256.84	29,234.20	18,743.16	81.26
101-790-818.001	CATALOG	84,000.00	75,433.29	0.00	8,566.71	89.80
101-790-850.000	COMMUNICATIONS	25,000.00	7,518.25	4,202.51	17,481.75	30.07
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	10,866.69	4,644.54	24,133.31	31.05
101-790-880.000	COMMUNITY PROMOTION	65,000.00	22,167.07	3,825.42	42,832.93	34.10
101-790-880.001	EVENTS (FRIENDS)	30,000.00	15,861.95	10,782.03	14,138.05	52.87
101-790-910.000	INSURANCE & BONDS	62,000.00	32,823.69	166.00	29,176.31	52.94
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	43,443.71	11,453.49	136,556.29	24.14
101-790-930.000	REPAIRS & MAINTENANCE	130,000.00	44,703.34	7,938.90	85,296.66	34.39
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	0.00	0.00	2,000.00	0.00
101-790-956.000	MISCELLANEOUS	0.00	115.20	115.20	(115.20)	100.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	1,100,000.00	135,306.45	82,406.45	964,693.55	12.30
101-790-977.000	FURNITURE	400,000.00	20,414.18	5,308.09	379,585.82	5.10

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Activity For 04/30/2025 Increase (Decrease)	Available Balance 04/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-983.000	TECHNOLOGY	150,000.00	35,236.72	4,356.65	114,763.28	23.49
Total Dept 790 - LIBRARY		6,090,000.00	1,699,153.64	497,266.23	4,390,846.36	27.90
Expenditures		6,090,000.00	1,699,153.64	497,266.23	4,390,846.36	27.90
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		6,090,000.00	4,506,206.11	65,599.50	1,583,793.89	73.99
TOTAL EXPENDITURES		6,090,000.00	1,699,153.64	497,266.23	4,390,846.36	27.90
NET OF REVENUES & EXPENDITURES:		0.00	2,807,052.47	(431,666.73)	(2,807,052.47)	