PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board
RE: May 2025 Financial Report
DATE: June 11, 2025
FROM: Shauna Anderson, Director

REVENUES

- The Library received $20,000 in grants from the BOSCH Community Fund for the Upper Level Technology Renovations.

EXPENDITURES

- Through five months (41.37%) of the year, recorded expenditures to date are only at 33% 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 37%.

INVESTMENTS

Account	Interest Earned APRIL	Interest Earned YTD	Balance as of 03/31/2025
MI Class	$ 11,071.25	$ 53,268.11	$ 2,987,186.42
Operating & Savings	$ 3,539.23	$ 17,874.30	$ 2,896,021.67
CFCU	$ 0	$ 4,024.64	$ 824,231.44

06/09/2025 CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 05/01/2025 - 05/31/2025

Check Date	Check	Vendor Name	Amount		Status
Bank 101 101					
05/01/2025	213(E)	Chase - Cardmember Service	11,572.66		Cleared
05/01/2025	214(E)	VOID	0.00	V	Open
05/01/2025	215(E)	VOID	0.00	V	Open
05/01/2025	216(E)	VOID	0.00	V	Open
05/06/2025	33700	ADDISON TWP PUBLIC LIBRARY	31.95	V	Cleared
05/06/2025	33701	AMAZON CAPITAL SERVICES, INC	210.14	V	Cleared
05/06/2025	33702	ANDREWS HOOPER PAVLIK PLC	12,000.00	V	Cleared
05/06/2025	33703	BACHELOR, BRAD	117.65	V	Cleared
05/06/2025	33704	Baker & Taylor Entertainment	1,844.97	V	Cleared
05/06/2025	33705	Chesterfield Township Library	30.00	V	Cleared
05/06/2025	33706	Dana Bussard	117.65	V	Cleared
05/06/2025	33707	FERAL FLORAL	900.00	V	Cleared
05/06/2025	33708	Genson's Plumbing, Inc.	213.00		Cleared
05/06/2025	33709	Graybar Electric Co., Inc.	1,407.26		Cleared
05/06/2025	33710	GREEN EARTH COATINGS	20,016.45		Cleared
05/06/2025	33711	HATTERAS	591.52		Cleared
05/06/2025	33712	INGRAM LIBRARY SERVICES	1,424.19		Cleared
05/06/2025	33713	Kanopy, LLC.	575.45		Cleared
05/06/2025	33714	Lauren Baker	117.52		Cleared
05/06/2025	33715	Leader Business Networks	1,069.54		Cleared
05/06/2025	33716	Library Design Associates	50,810.00		Cleared
05/06/2025	33717	MCLS	1,151.92		Cleared
05/06/2025	33718	Midwest Tape	728.99		Cleared
05/06/2025	33719	MUNSON, NICOLE	117.92		Cleared
05/06/2025	33720	MURPHY & SPAGNUOLO, P.C.	333.50		Cleared
05/06/2025	33721	Mutual of Omaha	1,662.50		Cleared
05/06/2025	33722	Rochester Hills Public Library	40.95		Cleared
05/06/2025	33723	SEHI COMPUTER PRODUCTS, INC.	502.42		Cleared
05/06/2025	33724	SHAW CONSTRUCTION & MANAGEMI	3,310.40		Cleared
05/06/2025	33725	Uline	136.62		Cleared
05/06/2025	33726	Watkins Ross & Co.	1,400.00		Cleared
05/06/2025	33727	ADDISON TWP PUBLIC LIBRARY	31.95		Cleared
05/06/2025	33728	AMAZON CAPITAL SERVICES, INC	210.14		Cleared
05/06/2025	33729	ANDREWS HOOPER PAVLIK PLC	12,000.00		Cleared
05/06/2025	33730	BACHELOR, BRAD	117.65		Cleared
05/06/2025	33731	Baker & Taylor Entertainment	1,844.97		Cleared
05/06/2025	33732	Chesterfield Township Library	30.00		Open
05/06/2025	33733	Dana Bussard	117.65		Cleared
05/06/2025	33734	FERAL FLORAL	900.00		Cleared
05/12/2025	33735	ABBY B. PHOTOGRAPHY	560.00		Cleared
05/12/2025	33736	ALBAM AQUARIUMS	129.00		Cleared
05/12/2025	33737	AMAZON CAPITAL SERVICES, INC	487.55		Cleared
05/12/2025	33738	BC Ten Air	4,115.00		Cleared
05/12/2025	33739	CEE CLEAN WINDOW CLEANING CO	430.00		Cleared
05/12/2025	33740	City of Plymouth	641.51		Cleared
05/12/2025	33741	CONSUMERS ENERGY	905.37		Cleared
05/12/2025	33742	Genson's Plumbing, Inc.	239.75		Cleared
05/12/2025	33743	GRACE A. DOW MEMORIAL LIBRARY	22.99		Open
05/12/2025	33744	Guardian Alarm	1,575.00		Cleared
05/12/2025	33745	Lansing Sanitary Supply, Inc.	339.76		Cleared
05/12/2025	33746	Merritt Cieslak Design	28,500.00		Cleared

05/12/2025	33747	Otis Elevator Company	11,625.12		Cleared
05/12/2025	33748	PLANTE & MORAN, PLLC	2,454.00		Cleared
05/12/2025	33749	SHAW CONSTRUCTION & MANAGEMI	396.00		Cleared
05/12/2025	33750	Total Energy Systems, LLC	2,504.00		Cleared
05/12/2025	33751	Uline	273.61		Open
05/12/2025	33752	WORLD TRADE PRESS	367.50		Cleared
05/19/2025	33753	ADOBE INC.	6,719.52		Cleared
05/19/2025	33754	AMAZON CAPITAL SERVICES, INC	1,349.93		Cleared
05/19/2025	33755	Baker & Taylor Entertainment	1,227.86		Cleared
05/19/2025	33756	BC Ten Air	3,210.00		Cleared
05/19/2025	33757	Blue Care Network	20,817.36		Cleared
05/19/2025	33758	City of Dearborn	23.99		Open
05/19/2025	33759	COMMUNITY DISTRICT LIBRARY	20.00		Open
05/19/2025	33760	FRASER PUBLIC LIBRARY	55.00		Open
05/19/2025	33761	INGRAM LIBRARY SERVICES	5,178.16		Cleared
05/19/2025	33762	Midwest Tape	10,308.66		Cleared
05/19/2025	33763	OverDrive, Inc.	2,340.37		Cleared
05/19/2025	33764	PLAYAWAY PRODUCTS	71.99		Cleared
05/19/2025	33765	PROQUEST LLC	4,844.10		Cleared
05/19/2025	33766	Uline	63.87		Cleared
05/27/2025	33767	AMAZON CAPITAL SERVICES, INC	561.85	V	Cleared
05/27/2025	33768	Baker & Taylor Entertainment	979.79	V	Cleared
05/27/2025	33769	Charter Township of Plymouth	100.00	V	Cleared
05/27/2025	33770	CINTAS CORP	660.38	V	Cleared
05/27/2025	33771	Delta Dental Insurance	1,594.20	V	Cleared
05/27/2025	33772	FERAL FLORA	1,880.00	V	Cleared
05/27/2025	33773	Foster, Swift, Collins & Smith	3,824.00	V	Cleared
05/27/2025	33774	Green Electrical Solutions,LLC	5,600.00	V	Cleared
05/27/2025	33775	INGRAM LIBRARY SERVICES	968.59	V	Cleared
05/27/2025	33776	Kenneth Hafeli	125.00	V	Cleared
05/27/2025	33777	MICHIGAN LIBRARY ASSOCIATION	1,182.09	V	Cleared
05/27/2025	33778	Midwest Tape	356.87	V	Cleared
05/27/2025	33779	ODP BUSINESS SOLUTIONS LLC	44.80	V	Cleared
05/27/2025	33780	OK FIRE EQUIPMENT CO.	354.00	V	Cleared
05/27/2025	33781	PAWS AND EFFECT	75.00	V	Cleared
05/27/2025	33782	PEERBAGH	350.00	V	Cleared
05/27/2025	33783	SHAW CONSTRUCTION & MANAGEMI	5,622.10	V	Cleared
05/27/2025	33784	United States Postal Service	1,822.59	V	Cleared
05/27/2025	33785	AMAZON CAPITAL SERVICES, INC	561.85		Open
05/27/2025	33786	Baker & Taylor Entertainment	979.79		Open
05/27/2025	33787	Charter Township of Plymouth	100.00		Open
05/27/2025	33788	CINTAS CORP	660.38		Open
05/27/2025	33789	Delta Dental Insurance	1,594.20		Open
05/27/2025	33790	FERAL FLORA	1,880.00		Open
05/27/2025	33791	Foster, Swift, Collins & Smith	3,824.00		Cleared
05/27/2025	33792	Green Electrical Solutions,LLC	5,600.00		Cleared
05/27/2025	33793	INGRAM LIBRARY SERVICES	968.59		Open
05/27/2025	33794	Kenneth Hafeli	125.00		Open
05/27/2025	33795	MICHIGAN LIBRARY ASSOCIATION	1,182.09		Cleared
05/27/2025	33796	Midwest Tape	356.87		Open
05/27/2025	33797	ODP BUSINESS SOLUTIONS LLC	44.80		Open
05/27/2025	33798	OK FIRE EQUIPMENT CO.	354.00		Open
05/27/2025	33799	PAWS AND EFFECT	75.00		Open
05/27/2025	33800	PEERBAGH	350.00		Open
05/27/2025	33801	SHAW CONSTRUCTION & MANAGEMI	5,622.10		Cleared
05/27/2025	33802	United States Postal Service	1,822.59		Open
101 TOTALS:					

Total of 107 Checks:	291,687.02
Less 29 Void Checks:	41,353.62
Total of 78 Disbursements:	250,333.40

May 2025 Payroll and Retirement Transfer

Date	Description	Amount
5/8/2025	Payroll	$89,283.93
5/9/2025	Payroll - Nationwide payment	$7,033.32
5/12/2025	MERS payment for April 2025	$20,601.00
5/22/2025	Payroll	$91,214.09
5/23/2025	Payroll - Nationwide payment	$7,032.26
		$215,164.60

May 2025 EFT Payments

Date	Description	Amount
5/15/2025	CC - Chase 9825	$11,572.66
		$11,572.66

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 05/31/2025

GL Number	Description	YTD Balance 05/31/2025 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
***** Assets *****		
101-000-001.000	CASH/OPERATING CHECKING	2,896,021.67
101-000-002.001	CFCU	824,231.44
101-000-002.003	MICHIGAN CLASS	2,987,186.42
101-000-039.000	RETIREE INS CO-PAY	22,683.42
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		6,730,832.95
***** Liabilities *****		
101-000-202.000	ACCOUNTS PAYABLE	113,944.06
101-000-215.000	ACCRUED LIABILITIES	22,709.00
Total Liabilities		136,653.06
***** Fund Equity *****		
101-000-390.000	FUND BALANCE	4,014,172.79
Total Fund Equity		4,014,172.79
Total Fund 101:		
TOTAL ASSETS		6,730,832.95
BEG. FUND BALANCE - 2024		4,014,172.79
+ NET OF REVENUES/EXPENDITURES - 2024		199,523.02
+ NET OF REVENUES & EXPENDITURES		2,380,484.08
= ENDING FUND BALANCE		6,594,179.89
+ LIABILITIES		136,653.06
= TOTAL LIABILITIES AND FUND BALANCE		6,730,832.95

6/9/2025

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As Of 05/31/2025
% Fiscal Year Completed: 41.37
***NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.**

GL Number	Description	2025 Amended Budget	YTD Balance 05/31/2025 Normal (Abnormal)	Activity For 05/31/2025 Increase (Decrease)	Available Balance 05/31/2025 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	0.00	(131,078.88)	103.22
101-000-407.000	PROPERTY TAXES/DELINQUENT	80,000.00	6,641.11	885.80	73,358.89	8.30
101-000-538.000	GRANTS	20,000.00	21,038.00	21,038.00	(1,038.00)	105.19
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	1,777.08	372.10	3,222.92	35.54
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	75,167.05	14,610.48	34,832.95	68.33
101-000-691.000	PRIOR YEAR FUND BALANCE	2,000,000.00	0.00	0.00	2,000,000.00	0.00
101-000-694.000	OTHER MISC. INCOME	0.00	3,043.99	487.80	(3,043.99)	100.00
101-000-694.001	CFSE DRAW	45,000.00	48,537.00	0.00	(3,537.00)	107.86
101-000-695.000	COPIER FEES	7,000.00	3,625.94	704.55	3,374.06	51.80
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	871.25	0.00	4,128.75	17.43
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	8,359.35	8,359.35	21,640.65	27.86
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	3.70	1.00	(3.70)	100.00
Total Dept 000 - NONE		6,590,000.00	4,552,665.19	46,459.08	2,037,334.81	69.08
Revenues		6,590,000.00	4,552,665.19	46,459.08	2,037,334.81	69.08
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,325,000.00	886,203.80	178,507.67	1,438,796.20	38.12
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	66,634.86	13,501.64	93,365.14	41.65
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	300,000.00	107,352.13	9,526.01	192,647.87	35.78
101-790-717.000	LIFE & DISABILITY	18,000.00	9,687.75	3,127.96	8,312.25	53.82
101-790-718.000	RETIREMENT	340,000.00	146,541.17	28,911.77	193,458.83	43.10

101-790-740.000	OPERATING SUPPLIES	50,000.00	12,953.74	1,943.06	37,046.26	25.91
101-790-740.200	BUILDING SUPPLIES	30,000.00	12,057.20	3,106.46	17,942.80	40.19
101-790-741.000	BOOKS & MATERIALS	270,000.00	95,248.98	14,446.02	174,751.02	35.28
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	40,652.96	5,211.60	14,347.04	73.91
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	160,000.00	60,826.02	11,696.78	99,173.98	38.02
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	427.09	212.92	1,572.91	21.35
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	91,017.17	9,760.33	58,982.83	60.68
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	8,013.74	495.49	16,986.26	32.05
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	14,308.67	3,441.98	20,691.33	40.88
101-790-880.000	COMMUNITY PROMOTION	65,000.00	26,177.50	4,010.43	38,822.50	40.27
101-790-880.001	EVENTS (FRIENDS)	30,000.00	18,866.24	3,004.29	11,133.76	62.89
101-790-910.000	INSURANCE & BONDS	62,000.00	96,223.69	63,400.00	(34,223.69)	155.20
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	54,768.29	11,324.58	125,231.71	30.43
101-790-930.000	REPAIRS & MAINTENANCE	130,000.00	80,564.71	35,861.37	49,435.29	61.97
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	275,000.00	0.00	(115.20)	275,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	1,250,000.00	193,928.55	58,622.10	1,056,071.45	15.51
101-790-977.000	FURNITURE	400,000.00	24,957.10	4,542.92	375,042.90	6.24
101-790-983.000	TECHNOLOGY	150,000.00	43,724.01	8,487.29	106,275.99	29.15
Total Dept 790 - LIBRARY		6,590,000.00	2,172,181.11	473,027.47	4,417,818.89	32.96
Expenditures		6,590,000.00	2,172,181.11	473,027.47	4,417,818.89	32.96
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		6,590,000.00	4,552,665.19	46,459.08	2,037,334.81	69.08
TOTAL EXPENDITURES		6,590,000.00	2,172,181.11	473,027.47	4,417,818.89	32.96
NET OF REVENUES & EXPENDITURES:		0.00	2,380,484.08	(426,568.39)	(2,380,484.08)	