PLYMOUTH DISTRICT LIBRARY

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

DATE: July 11, 2025
FROM: Shauna Anderson, Director

REVENUES

No significant revenue collected this month

EXPENDITURES

Through six months (50%) of the year, recorded expenditures to date are only at 39% of the total budget due to the building project just being in the early stages. Excluding that line item, the rest of the expenditure budget is currently at 44%.

INVESTMENTS

Account	Interest Earned JUNE	Interest Earned YTD	Balance as of 06/30/2025
MI Class	$ 10,750.45	$ 64,018.56	$ 2,997,936.87
Operating & Savings	$ 2,778.98	$ 20,653.28	$ 2,360,617.83
CFCU	$ 1,001.01	$ 5,025.65	$ 825,232.45

BUDGET

This early in the fiscal year, individual line items should have plenty of budget remaining. There are currently three accounts over budget (101-790-818.001 Catalog; 101-790-910.000 Insurance & Bonds; 101-790-911.000 Workers Compensation). The budget overages likely relate to various contracts that span into the next Fiscal Year (FYE 2026). The Library will adjust this later in the year through a journal entry reclassification to remove the FYE 2026 balance out of current year expenditures and into the Library's Prepaid Expense Account (101-000-123.000). After adjustment, the final expenditures are expected to be within budget.

07/02/2025 CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 06/01/2025 - 06/30/2025

Check Date	Check	Vendor Name	Amount		Status
Bank 101 101					
06/03/2025	33803	AMAZON CAPITAL SERVICES, INC	947.00		Cleared
06/03/2025	33804	Baker & Taylor Entertainment	332.93		Cleared
06/03/2025	33805	City of Plymouth	126.65		Cleared
06/03/2025	33806	CORRIGAN MOVING SYSTEMS	3,500.00		Cleared
06/03/2025	33807	DEMCO	125.15		Cleared
06/03/2025	33808	DTE Energy	9,651.05		Cleared
06/03/2025	33809	EXECUTIVE PROPERTY MAINTENANCE	524.50		Cleared
06/03/2025	33810	Face Flair	400.00		Cleared
06/03/2025	33811	Green Brain Comics	165.49		Cleared
06/03/2025	33812	INGRAM LIBRARY SERVICES	2,488.18		Cleared
06/03/2025	33813	Midwest Tape	929.41		Cleared
06/03/2025	33814	MML LIABILITY AND PROPERTY POOL	63,400.00		Cleared
06/03/2025	33815	Monroe County Library System	20.99	V	Open
06/03/2025	33816	Mutual of Omaha	3,127.96		Cleared
06/03/2025	33817	PLANTE & MORAN, PLLC	1,730.25		Cleared
06/03/2025	33818	PREMIER RELOCATIONS, LLC	24,500.00		Cleared
06/03/2025	33819	St. Clair County Library	14.00		Open
06/03/2025	33820	The Library Network	1,709.65		Cleared
06/03/2025	33821	Western Michigan University	75.00	V	Open
06/09/2025	33822	ALBAM AQUARIUMS	129.00		Cleared
06/09/2025	33823	AMAZON CAPITAL SERVICES, INC	204.21		Cleared
06/09/2025	33824	BIBLIOCOMMONS CORP.	26,599.39		Cleared
06/09/2025	33825	BOLLYWOOD GROOVE, LLC	250.00		Cleared
06/09/2025	33826	EQUINOX LIBRARY INITIATIVE	1,750.71		Cleared
06/09/2025	33827	EVAN HALLER	500.00		Cleared
06/09/2025	33828	Genson's Plumbing, Inc.	640.00		Cleared
06/09/2025	33829	HERDSMEN PUPPETS	250.00		Open
06/09/2025	33830	Kanopy, LLC.	656.20		Cleared
06/09/2025	33831	Midwest Tape	9,494.46		Cleared
06/09/2025	33832	SEHI COMPUTER PRODUCTS, INC.	17,676.00		Cleared
06/16/2025	33833	ABBY B. PHOTOGRAPHY	1,120.00		Cleared
06/16/2025	33834	AMAZON CAPITAL SERVICES, INC	897.08		Cleared
06/16/2025	33835	Baker & Taylor Entertainment	1,443.38		Cleared
06/16/2025	33836	Bibliotheca, LLC.	1,007.00		Cleared
06/16/2025	33837	CEE CLEAN WINDOW CLEANING CO	595.00		Cleared
06/16/2025	33838	Cintas First Aid & Safety	785.01		Cleared
06/16/2025	33839	City of Plymouth	388.21		Cleared
06/16/2025	33840	CITY OF WARREN	36.36		Open
06/16/2025	33841	CONSUMERS ENERGY	323.83		Cleared
06/16/2025	33842	Foster, Swift, Collins & Smith	2,375.50		Cleared
06/16/2025	33843	INGRAM LIBRARY SERVICES	245.80		Cleared
06/16/2025	33844	Leader Business Networks	1,506.43		Cleared

06/16/2025	33845	LYRASIS	2,100.00		Cleared
06/16/2025	33846	MEGA CHESS	668.00		Cleared
06/16/2025	33847	MICHIGAN WEB PRESS	2,526.64		Cleared
06/16/2025	33848	Midwest Tape	575.75		Cleared
06/16/2025	33849	MML Workers' Comp Fund	5,556.00		Cleared
06/16/2025	33850	ODP BUSINESS SOLUTIONS LLC	309.45		Cleared
06/16/2025	33851	SOUND PLANNING	27,777.05		Cleared
06/16/2025	33852	Uline	65.40		Cleared
06/23/2025	217(E)	Chase - Cardmember Service	13,119.77		Cleared
06/23/2025	218(E)	VOID	0.00	V	Open
06/23/2025	219(E)	VOID	0.00	V	Open
06/23/2025	220(E)	VOID	0.00	V	Open
06/23/2025	221(E)	VOID	0.00	V	Open
06/23/2025	33853	AMAZON CAPITAL SERVICES, INC	1,326.55		Cleared
06/23/2025	33854	Baker & Taylor Entertainment	2,760.67		Cleared
06/23/2025	33855	Blue Care Network	24,603.64		Open
06/23/2025	33856	DEMCO	83.42		Open
06/23/2025	33857	Foster, Swift, Collins & Smith	306.00		Cleared
06/23/2025	33858	INGRAM LIBRARY SERVICES	443.08		Open
06/23/2025	33859	Library Design Associates	9,165.00		Cleared
06/23/2025	33860	Midwest Tape	705.49		Open
06/23/2025	33861	MURPHY & SPAGNUOLO, P.C.	846.00		Open
06/23/2025	33862	ODP BUSINESS SOLUTIONS LLC	480.81		Cleared
06/23/2025	33863	Penworthy	723.10		Cleared
06/23/2025	33864	PLAYAWAY PRODUCTS	129.98		Cleared
06/23/2025	33865	Scholastic Inc.	479.89		Cleared
06/23/2025	33866	SHAW CONSTRUCTION & MANAGEME	2,000.00		Cleared
06/30/2025	33867	AMAZON CAPITAL SERVICES, INC	736.27		Open
06/30/2025	33868	Delta Dental Insurance	1,698.19		Open
06/30/2025	33869	DORE, RUSSELL	250.00		Open
06/30/2025	33870	EXECUTIVE PROPERTY MAINTENANCE	524.50		Open
06/30/2025	33871	FERAL FLORA	3,093.00		Open
06/30/2025	33872	MCLS	41,391.46		Open
06/30/2025	33873	PAWS AND EFFECT	75.00		Open
06/30/2025	33874	PLAYAWAY PRODUCTS	1,319.84		Open
06/30/2025	33875	Scholastic Inc.	105.10		Open
101 TOTALS:					
Total of 78 Checks:			328,586.83		
Less 6 Void Checks			95.99		
Total of 72 Disburs			328,490.84		

June 2025 Payroll and Retirement Transfer

Date	Description	Amount
6/5/2025	Payroll	$87,147.93
6/6/2025	Payroll - Nationwide payment	$7,032.26
6/11/2025	MERS payment for May 2025	$20,601.00

6/18/2025	Payroll	$87,726.56
6/20/2025	Payroll - Nationwide payment	$7,239.80
6/30/2025	Alerus - payment for June 2025	$4,100.00
		$213,847.55

June 2025 EFT Payments

Date	Description	Amount
6/16/2025	CC - Chase 9825	$13,119.77
		$13,119.77

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 06/30/2025

GL Number	Description	YTD Balance 06/30/2025 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
***** Assets *****		
101-000-001.000	CASH/OPERATING CHECKING	2,360,617.83
101-000-002.001	CFCU	825,232.45
101-000-002.003	MICHIGAN CLASS	2,997,936.87
101-000-039.000	RETIREE INS CO-PAY	23,812.83
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		6,208,309.98
***** Liabilities *****		
101-000-202.000	ACCOUNTS PAYABLE	1,245.97
Total Liabilities		1,245.97
***** Fund Equity *****		
101-000-390.000	FUND BALANCE	4,014,172.79
Total Fund Equity		4,014,172.79
Total Fund 101:		
TOTAL ASSETS		6,208,309.98
BEG. FUND BALANCE - 2024		4,014,172.79
+ NET OF REVENUES/EXPENDITURES - 2024		199,523.02
+ NET OF REVENUES & EXPENDITURES		1,993,368.20
= ENDING FUND BALANCE		6,207,064.01
+ LIABILITIES		1,245.97
= TOTAL LIABILITIES AND FUND BALANCE		6,208,309.98

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 06/30/2025
% Fiscal Year Completed: 49.59
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2025 Amended Budget	YTD Balance 06/30/2025 Normal (Abnormal)	Activity For 06/30/2025 Increase (Decrease)	Available Balance 06/30/2025 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	0.00	(131,078.88)	103.22
101-000-407.000	PROPERTY TAXES/DELINQUENT	80,000.00	6,641.11	0.00	73,358.89	8.30
101-000-538.000	GRANTS	20,000.00	21,038.00	0.00	(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	2,393.77	616.69	2,606.23	47.88
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	89,697.49	14,530.44	20,302.51	81.54
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	3,154.99	111.00	(3,154.99)	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	4,132.08	506.14	2,867.92	59.03
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	8,389.35	30.00	21,610.65	27.96
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	6.27	2.57	(6.27)	100.00
	Total Dept 000 - NONE	6,590,000.00	4,568,462.03	15,796.84	2,021,537.97	69.32
	Revenues	6,590,000.00	4,568,462.03	15,796.84	2,021,537.97	69.32
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,325,000.00	1,059,698.45	173,494.65	1,265,301.55	45.58
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	79,630.87	12,996.01	80,369.13	49.77
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	300,000.00	128,682.52	21,330.39	171,317.48	42.89
101-790-717.000	LIFE & DISABILITY	18,000.00	9,687.75	0.00	8,312.25	53.82
101-790-718.000	RETIREMENT	340,000.00	152,853.98	6,312.81	187,146.02	44.96
101-790-740.000	OPERATING SUPPLIES	50,000.00	15,820.61	2,866.87	34,179.39	31.64
101-790-740.200	BUILDING SUPPLIES	30,000.00	16,042.56	3,985.36	13,957.44	53.48
101-790-741.000	BOOKS & MATERIALS	270,000.00	103,830.54	8,581.56	166,169.46	38.46
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	47,101.01	6,448.05	7,898.99	85.64
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	160,000.00	107,895.09	47,069.07	52,104.91	67.43
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	312.46	(114.63)	1,687.54	15.62
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	95,566.78	4,549.61	54,433.22	63.71
101-790-818.001	CATALOG	84,000.00	103,783.39	28,350.10	(19,783.39)	123.55
101-790-850.000	COMMUNICATIONS	25,000.00	8,508.81	495.07	16,491.19	34.04
101-790-860.000	TRANSPORTATION	2,000.00	15.00	15.00	1,985.00	0.75
101-790-864.000	CONFERENCES & TRAINING	35,000.00	14,583.67	275.00	20,416.33	41.67
101-790-880.000	COMMUNITY PROMOTION	65,000.00	38,348.33	12,170.83	26,651.67	59.00
101-790-880.001	EVENTS (FRIENDS)	30,000.00	20,755.31	1,889.07	9,244.69	69.18
101-790-910.000	INSURANCE & BONDS	62,000.00	96,223.69	0.00	(34,223.69)	155.20
101-790-911.000	WORKERS COMPENSATION	5,000.00	8,423.62	5,556.00	(3,423.62)	168.47
101-790-920.000	UTILITIES	180,000.00	55,480.33	712.04	124,519.67	30.82
101-790-930.000	REPAIRS & MAINTENANCE	130,000.00	85,781.21	5,216.50	44,218.79	65.99
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	0.00	275,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	1,250,000.00	232,870.60	38,942.05	1,017,129.40	18.63
101-790-977.000	FURNITURE	400,000.00	25,313.24	356.14	374,686.76	6.33

GL Number	Description	2025 Amended Budget	YTD Balance 06/30/2025 Normal (Abnormal)	Activity For 06/30/2025 Increase (Decrease)	Available Balance 06/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-983.000	TECHNOLOGY	150,000.00	65,139.18	21,415.17	84,860.82	43.43
Total Dept 790 - LIBRARY		6,590,000.00	2,575,093.83	402,912.72	4,014,906.17	39.08
Expenditures		6,590,000.00	2,575,093.83	402,912.72	4,014,906.17	39.08
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		6,590,000.00	4,568,462.03	15,796.84	2,021,537.97	69.32
TOTAL EXPENDITURES		6,590,000.00	2,575,093.83	402,912.72	4,014,906.17	39.08
NET OF REVENUES & EXPENDITURES:		0.00	1,993,368.20	(387,115.88)	(1,993,368.20)	