PLYMOUTH DISTRICT LIBRARY

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

DATE: October 14, 2025
FROM: Shauna Anderson, Director

REVENUES

- The Library did not receive any significant sources of revenue this month

EXPENDITURES

- Significant expenditures included

INVESTMENTS

Account	**Interest Earned SEPTEMBER**	**Interest Earned YTD**	**Balance as of 09/30/2025**
MI Class	$ 10,649.99	$ 96,961.39	$ 3,030,879.70
Operating & Savings	$ 508.10	$ 24,830.28	$ 637,396.87
CFCU	$ 5,096.58	$ 11,078.64	$ 831,285.44 *

**As of 08/01/2025 the three CFCU CD's matured and were transferred to one Money Market account*

BUDGET

In the accompanying memo, we are recommending a number of budget amendments to finish out the 2025 Fiscal Year. There will still be a few lines that show as overbudget due to prepaids that will be moved to the 2026 fiscal year.

MOTIONED BY TRUSTEE _________, SECONDED BY TRUSTEE___________, TO ACCEPT THE AUGUST 2025 FINANCIAL REPORT AND APPROVE CHECKS #34020- 34108, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

10/06/2025 CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Amount		Status
Bank 101 101					
09/02/2025	34020	ALBAM AQUARIUMS	129.00		Open
09/02/2025	34021	AMAZON CAPITAL SERVICES, INC	589.06		Cleared
09/02/2025	34022	Baker & Taylor Entertainment	691.03		Cleared
09/02/2025	34023	City of Dearborn	15.99		Cleared
09/02/2025	34024	City of Plymouth	126.65		Cleared
09/02/2025	34025	Dee Beaver	746.28		Cleared
09/02/2025	34026	DOUGLAS, MEL HATCH	624.00		Cleared
09/02/2025	34027	DTE Energy	12,323.49		Cleared
09/02/2025	34028	GREEN EARTH COATINGS	1,000.00		Cleared
09/02/2025	34029	INGRAM LIBRARY SERVICES	2,208.20		Cleared
09/02/2025	34030	LB Office Products	228.81		Cleared
09/02/2025	34031	Library Design Associates	75,373.00		Cleared
09/02/2025	34032	MICHIGAN WEB PRESS	2,527.24		Cleared
09/02/2025	34033	Midwest Tape	390.60		Cleared
09/02/2025	34034	Mutual of Omaha	1,612.39		Cleared
09/02/2025	34035	Security 101	315.00		Cleared
09/02/2025	34036	Wayne County Treasurer	1,888.55		Cleared
09/02/2025	34037	YOUNG, KRISTOPHER	50.00		Cleared
09/08/2025	232(E)	Chase - Cardmember Service	10,346.00		Cleared
09/08/2025	233(E)	VOID	0.00	V	Open
09/08/2025	234(E)	VOID	0.00	V	Open
09/08/2025	235(E)	VOID	0.00	V	Open
09/08/2025	236(E)	VOID	0.00	V	Open
09/08/2025	34038	AMAZON CAPITAL SERVICES, INC	2,458.65		Cleared
09/08/2025	34039	BayScan Technologies	263.08		Cleared
09/08/2025	34040	BOLLYWOOD GROOVE, LLC	250.00		Open
09/08/2025	34041	CEE CLEAN WINDOW CLEANING CO	360.00		Cleared
09/08/2025	34042	CHANTIA THOMPSON	150.00		Open
09/08/2025	34043	CINTAS CORP	807.52		Cleared
09/08/2025	34044	DEMCO	146.80		Open
09/08/2025	34045	Green Brain Comics	168.71		Cleared
09/08/2025	34046	INGRAM LIBRARY SERVICES	5,656.23		Cleared
09/08/2025	34047	Kanopy, LLC.	641.75		Cleared
09/08/2025	34048	LB Office Products	607.98		Cleared
09/08/2025	34049	Leader Business Networks	1,199.99		Cleared
09/08/2025	34050	LENAWEE DISTRICT LIBRARY	8.95		Cleared
09/08/2025	34051	Library Design Associates	28,768.00		Cleared
09/08/2025	34052	Mallory Mortillaro	250.00		Cleared
09/08/2025	34053	MCLAUGHLIN'S HOME FURNISHING D	3,358.00		Cleared
09/08/2025	34054	Merritt Cieslak Design	2,280.00		Cleared
09/08/2025	34055	Midwest Tape	10,538.18		Cleared
09/08/2025	34056	OCLC, Inc.	7,263.29		Cleared
09/08/2025	34057	OverDrive, Inc.	729.18		Cleared
09/08/2025	34058	PAWS AND EFFECT	75.00		Open
09/08/2025	34059	SHAW CONSTRUCTION & MANAGEME	41,148.25		Cleared
09/08/2025	34060	WOLOSZYK, MICHAEL	150.00		Open
09/15/2025	34061	AMAZON CAPITAL SERVICES, INC	190.96		Cleared

09/15/2025	34062	Baker & Taylor Entertainment	52.86	Cleared
09/15/2025	34063	BC Ten Air	1,190.00	Cleared
09/15/2025	34064	City of Plymouth	967.61	Cleared
09/15/2025	34065	CONSUMERS ENERGY	168.60	Cleared
09/15/2025	34066	INGRAM LIBRARY SERVICES	1,564.62	Cleared
09/15/2025	34067	JEFF WEARS	51.46	Cleared
09/15/2025	34068	Library Design Associates	133,763.00	Cleared
09/15/2025	34069	LUCAS HOLDINGS, LLC	739.00	Cleared
09/15/2025	34070	Midwest Tape	605.24	Cleared
09/15/2025	34071	PLANTE & MORAN, PLLC	1,631.50	Cleared
09/15/2025	34072	SCHOOL OUTFITTERS	356.00	Cleared
09/15/2025	34073	SHAW CONSTRUCTION & MANAGEME	12,949.20	Cleared
09/15/2025	34074	The Library Network	1,000.00	Cleared
09/15/2025	34075	AMAZON CAPITAL SERVICES, INC	991.49	Cleared
09/15/2025	34076	Aventric Technologies	360.00	Open
09/15/2025	34077	BC Ten Air	1,301.92	Cleared
09/15/2025	34078	Blue Care Network	27,086.70	Cleared
09/15/2025	34079	City of Plymouth	126.65	Cleared
09/15/2025	34080	EFFICIENT OFFICE SOLUTIONS, LLC	374.10	Open
09/15/2025	34081	FERAL FLORA	1,880.00	Cleared
09/15/2025	34082	Foster, Swift, Collins & Smith	76.50	Cleared
09/15/2025	34083	GREEN EARTH COATINGS	64,843.50	Open
09/15/2025	34084	INGRAM LIBRARY SERVICES	2,721.67	Open
09/15/2025	34085	LB Office Products	563.98	Cleared
09/15/2025	34086	Library Design Associates	45,550.00	Open
09/15/2025	34087	Midwest Tape	74.97	Open
09/15/2025	34088	MIXTER II, RICHARD EARL	300.00	Open
09/15/2025	34089	MURPHY & SPAGNUOLO, P.C.	73.50	Cleared
09/15/2025	34090	ODP BUSINESS SOLUTIONS LLC	100.85	Cleared
09/15/2025	34091	PINCKNEY COMMUNITY PUBLIC LIBR/	12.99	Open
09/15/2025	34092	PLYMOUTH COMMUNITY CHAMBER C	75.00	Cleared
09/15/2025	34093	SHAW CONSTRUCTION & MANAGEME	9,541.13	Cleared
09/29/2025	34094	AMAZON CAPITAL SERVICES, INC	800.49	Open
09/29/2025	34095	BSB Communications, Inc.	525.00	Open
09/29/2025	34096	CEE CLEAN WINDOW CLEANING CO	460.00	Open
09/29/2025	34097	Delta Dental Insurance	1,836.54	Open
09/29/2025	34098	DTE Energy	11,306.35	Open
09/29/2025	34099	H.V. Burton Company	1,050.00	Open
09/29/2025	34100	INGRAM LIBRARY SERVICES	3,430.33	Open
09/29/2025	34101	JanWay Co.	381.00	Open
09/29/2025	34102	LB Office Products	927.64	Open
09/29/2025	34103	Midwest Tape	724.97	Open
09/29/2025	34104	PLYMOUTH COMMUNITY CHAMBER C	450.00	Open
09/29/2025	34105	SCHRODER, HANS	250.00	Open
09/29/2025	34106	SOUND PLANNING	27,760.00	Open
09/29/2025	34107	TODAY'S BUSINESS SOLUTIONS INC.	2,926.00	Open
09/29/2025	34108	Uline	1,049.30	Open
101 TOTALS:				
Total of 94 Checks:			583,627.47	
Less 4 Void Checks:			0.00	
Total of 90 Disbursements:			583,627.47	

September 2025 Payroll and Retirement Transfer

Date	Description	Amount
9/2/2025	Alerus HCSP payment	$4,100.00
9/11/2025	MERS payment for August 2025	$20,601.00
9/11/2025	Payroll	$89,380.42
9/12/2025	Payroll - Nationwide payment	$7,464.44
9/25/2025	Payroll	$94,516.60
9/26/2025	Payroll - Nationwide payment	$7,464.44
9/30/2025	Alerus HCSP payment	$4,100.00
		$227,626.90

September 2025 EFT Payments

Date	Description	Amount
9/15/2025	CC - Chase 9825	$10,346.00
		$10,346.00

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As Of 09/30/2025

GL Number	Description	YTD Balance 09/30/2025 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
***** Assets *****		
101-000-001.000	CASH/OPERATING CHECKING	637,396.87
101-000-002.001	CFCU	831,285.44
101-000-002.003	MICHIGAN CLASS	3,030,879.70
101-000-039.000	RETIREE INS CO-PAY	68,541.06
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		4,568,813.07
***** Liabilities *****		
101-000-202.000	ACCOUNTS PAYABLE	169.98
Total Liabilities		169.98
***** Fund Equity *****		
101-000-390.000	FUND BALANCE	4,213,695.81
Total Fund Equity		4,213,695.81
Total Fund 101:		
TOTAL ASSETS		4,568,813.07
BEG. FUND BALANCE		4,213,695.81
+ NET OF REVENUES & EXPENDITURES		354,947.28
= ENDING FUND BALANCE		4,568,643.09
+ LIABILITIES		169.98
= TOTAL LIABILITIES AND FUND BALANCE		4,568,813.07

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 09/30/2025
% Fiscal Year Completed: 74.79
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Activity For 09/30/2025 Increase (Decrease)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	4,200,000.00	4,201,078.88	0.00	(1,078.88)	100.03
101-000-407.000	PROPERTY TAXES/DELINQUENT	100,000.00	100,806.69	0.00	(806.69)	100.81
101-000-538.000	GRANTS	25,000.00	25,838.00	0.00	(838.00)	103.35
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	40,000.00	44,504.19	3,971.77	(4,504.19)	111.26
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	2,970.32	180.08	2,029.68	59.41
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	132,870.31	16,254.67	(22,870.31)	120.79
101-000-694.000	OTHER MISC. INCOME	8,000.00	11,121.77	2,881.07	(3,121.77)	139.02
101-000-694.001	CFSE DRAW	48,000.00	48,537.00	0.00	(537.00)	101.12
101-000-695.000	COPIER FEES	7,000.00	6,021.67	344.52	978.33	86.02
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	2,655.65	135.30	2,344.35	53.11
101-000-696.100	FRIENDS OF THE LIBRARY	37,000.00	24,090.74	26.00	12,909.26	65.11
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	10.11	7.70	(10.11)	100.00
Total Dept 000 - NONE		4,767,000.00	4,763,019.43	23,801.11	3,980.57	99.92
Revenues		4,767,000.00	4,763,019.43	23,801.11	3,980.57	99.92
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,355,000.00	1,695,116.70	182,544.47	659,883.30	71.98
101-790-707.000	SALARIES/WAGES-TEMPORARY	5,000.00	2,744.83	0.00	2,255.17	54.90
101-790-715.000	EMPLOYERS FICA TAXES	170,000.00	126,769.02	13,550.43	43,230.98	74.57
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	300,000.00	202,285.18	23,672.83	97,714.82	67.43
101-790-717.000	LIFE & DISABILITY	18,000.00	13,012.29	0.00	4,987.71	72.29
101-790-718.000	RETIREMENT	340,000.00	207,755.71	25,224.30	132,244.29	61.10
101-790-740.000	OPERATING SUPPLIES	50,000.00	30,155.21	5,883.90	19,844.79	60.31
101-790-740.200	BUILDING SUPPLIES	30,000.00	21,924.93	1,135.63	8,075.07	73.08
101-790-741.000	BOOKS & MATERIALS	270,000.00	169,140.39	19,136.89	100,859.61	62.64
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	54,598.84	0.00	401.16	99.27
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	180,000.00	145,703.61	11,582.97	34,296.39	80.95
101-790-741.300	BOOKS & MATERIALS - ILL	1,000.00	314.03	21.94	685.97	31.40
101-790-818.000	CONTRACTUAL SERVICES	150,000.00	116,500.04	2,875.32	33,499.96	77.67
101-790-818.001	CATALOG	100,000.00	121,634.59	7,263.29	(21,634.59)	121.63
101-790-850.000	COMMUNICATIONS	25,000.00	15,519.60	1,021.56	9,480.40	62.08
101-790-860.000	TRANSPORTATION	1,000.00	15.00	0.00	985.00	1.50
101-790-864.000	CONFERENCES & TRAINING	35,000.00	20,596.60	394.99	14,403.40	58.85
101-790-880.000	COMMUNITY PROMOTION	74,000.00	54,921.72	3,169.99	19,078.28	74.22
101-790-880.001	EVENTS (FRIENDS)	30,000.00	31,750.71	2,294.88	(1,750.71)	105.84
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	0.00	(3,423.62)	168.47
101-790-920.000	UTILITIES	180,000.00	106,554.65	12,569.21	73,445.35	59.20
101-790-930.000	REPAIRS & MAINTENANCE	130,000.00	105,718.14	6,476.92	24,281.86	81.32
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	1,000.00	1,888.55	0.00	(888.55)	188.86
101-790-956.000	MISCELLANEOUS	275,000.00	0.00	0.00	275,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	1,375,000.00	792,811.08	313,985.08	582,188.92	57.66
101-790-977.000	FURNITURE	400,000.00	177,145.77	52,103.13	222,854.23	44.29
101-790-983.000	TECHNOLOGY	150,000.00	88,847.65	14,341.94	61,152.35	59.23

GL Number	Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Activity For 09/30/2025 Increase (Decrease)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	6,767,000.00	4,408,072.15	699,249.67	2,358,927.85	65.14
	Expenditures	6,767,000.00	4,408,072.15	699,249.67	2,358,927.85	65.14
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,767,000.00	4,763,019.43	23,801.11	3,980.57	99.92
TOTAL EXPENDITURES		6,767,000.00	4,408,072.15	699,249.67	2,358,927.85	65.14
NET OF REVENUES & EXPENDITURES:		(2,000,000.00)	354,947.28	(675,448.56)	(2,354,947.28)	