



TO: Plymouth District Library Board **DATE:** October 14, 2025
RE: FY 2025 Budget Amendment, **FROM:** Shauna Anderson,
Approval Director

Earlier this year, the board approved an amendment to our expenditures to account for the additional earmark of \$275,000 in unplanned expenses due to the invoice received from Wayne County, alleging a historical overpayment of penal fines. I had planned to try and include this expenditure in our regular operating expenses, but due to the costs incurred for the building renovation, I would like to suggest the additional use of \$275,000 in fund balance so that we can finish out the year strong with our current operating expenditures alongside the \$2M originally earmarked for the capital improvements to the library's interiors.

Additionally, our accountants have suggested an additional budget amendment to cover software based IT agreements related to GASB 96. As Plante Moran explained at the end of last fiscal year, GASB 96 requires the library to demonstrate the full financial weight of multi-year software subscriptions as both a revenue line item and equivalent expenditure line item, in addition to the annual service fees that are actually paid out that year.

I have attached a chart highlighting the proposed changes, alongside additional line item adjustments to account for potential over/under spending in other lines.

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2025 Activity	2025 Original Budget	2025 Amended Budget	New Amended	Change	Overbudget
101-000-692.000	OTHER FINANCING SOUR	0.00	0.00	0.00	145,000.00	145,000.00	N
101-790-706.000	SALARIES/WAGES - PER	1,695,116.70	2,325,000.00	2,355,000.00	2,400,000.00	45,000.00	N
101-790-707.000	SALARIES/WAGES-TEMPO	2,744.83	35,000.00	5,000.00	3,000.00	(2,000.00)	N
101-790-718.000	RETIREMENT	207,755.71	340,000.00	340,000.00	295,000.00	(45,000.00)	N
101-790-740.000	OPERATING SUPPLIES	31,481.13	50,000.00	50,000.00	45,000.00	(5,000.00)	N
101-790-741.000	BOOKS & MATERIALS	0.00	4,000.00	4,000.00	0.00	(4,000.00)	N
101-790-741.000-CK	BOOKS & MATERIALS	6,461.69	11,500.00	11,500.00	10,000.00	(1,500.00)	N
101-790-741.000-DEE	BOOKS & MATERIALS	11,882.58	30,000.00	30,000.00	20,000.00	(10,000.00)	N
101-790-741.000-KB	BOOKS & MATERIALS	17,763.22	28,500.00	28,500.00	23,500.00	(5,000.00)	N
101-790-741.000-LB	BOOKS & MATERIALS	568.12	2,300.00	2,300.00	800.00	(1,500.00)	N
101-790-818.000	CONTRACTUAL SERVICES	118,040.81	100,000.00	150,000.00	275,000.00	125,000.00	N
101-790-864.000	CONFERENCES & TRAINI	20,881.60	35,000.00	35,000.00	27,000.00	(8,000.00)	N
101-790-880.001	EVENTS (FRIENDS)	32,828.83	30,000.00	30,000.00	40,000.00	10,000.00	Y
101-790-911.000	WORKERS COMPENSATION	8,423.62	5,000.00	5,000.00	6,000.00	1,000.00	Y
101-790-920.000	UTILITIES	107,748.81	180,000.00	180,000.00	170,000.00	(10,000.00)	N
101-790-930.000	REPAIRS & MAINTENANC	108,926.64	130,000.00	130,000.00	135,000.00	5,000.00	Y
101-790-945.000	TAX REFUNDS - PRIOR	1,888.55	2,000.00	1,000.00	2,000.00	1,000.00	Y
101-790-976.000	BLDG ADDITIONS & IMP	989,800.13	1,100,000.00	1,375,000.00	1,825,000.00	450,000.00	N
101-790-977.000	FURNITURE	197,416.96	400,000.00	400,000.00	295,000.00	(105,000.00)	N
101-790-983.000	TECHNOLOGY	101,574.79	150,000.00	150,000.00	130,000.00	(20,000.00)	Y
Total Revenues:		0.00	0.00	0.00	4,912,000.00	(2,275,000.00)	
Total Expenditures:		0.00	0.00	0.00	7,187,000.00		
Net Rev/Exp:		0.00	0.00	0.00	(2,275,000.00)		



TO: Plymouth District Library Board
RE: Blanket Purchase Order
 Update, Approval

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

To support the completion of the Lower Level Playscape, I am seeking an addition to the current Blanket Purchase Order with Shaw Construction. Below is a listing of the current projects that have been paid or encumbered. With the addition of the new quote for the Lower Level, I am requesting the Blanket Purchase Order be increased from \$400,000 to \$900,000.

SHAW CONSTRUCTION & MANAGEMENT CO.

PAID

Staff Office Electrical	\$	5,622.10
Drive-Thru Window	\$	28,756.40
Upper Level Study Rooms (1/2)	\$	36,869.25
Upper Level Ventilation	\$	4,279.00
Upper Level Electrical	\$	12,949.20
Lightbulb Purchase	\$	642.63
Main Level Floor Core Removals	\$	1,900.80
Stairwell Spindle Rework	\$	1,381.60
Additional Main Level Floor Electrical	\$	4,841.10
Main Level Chandelier Installation	\$	20,345.60
Main Level Teen Zone Column Removal	\$	3,897.30
Demo and Removal	\$	5,352.77
<u>Lower Level Electrical</u>	<u>\$</u>	<u>1,073.60</u>
TOTAL PAID	\$	127,911.35

Upper Level Floor Box Covers	\$	6,570.30
Upper Level Study Rooms (2/2)	\$	36,838.25
Technology Commons Installation	\$	37,402.72
Broken Glass Replacement	\$	7,641.35
Lower Level Restroom Door	\$	5,729.90
<u>LED Rope Lighting Installation</u>	<u>\$</u>	<u>50,294.20</u>
<i>TOTAL ENCUMBERED</i>	<i>\$</i>	<i>144,476.72</i>

Lower Level Playscape	\$ 612,150.00
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TOTAL	\$	884,538.07
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I am also requesting a new Blanket Purchase Order for our longstanding vendor, Cee Clean for \$6,000. We had anticipated spending under \$5,000 with them this year but we added on a few additional services that will put us slightly over the threshold for board approval.

Below is a chart highlighting the requested changes:

Vendor	Current Amount	Updated Amount	Change
Shaw Construction Company	\$400,000	\$900,000	+\$500,000
BC Ten Air	\$35,000	\$40,000	+\$5,000
Cee Clean	-	\$6,000	+\$2,000
Executive Property Maintenance	\$10,000	\$7,300	-\$2,700
Assa Abloy	\$10,000	\$4,000	-\$6,000

MOTIONED BY _____, SECONDED BY _____ TO APPROVE THE UPDATED BLANKET PURCHASE ORDERS AS AMENDED.



TO: Plymouth District Library Board **DATE:** October 14, 2025
RE: Proposed Banking Transfers, **FROM:** Shauna Anderson,
Approval Director

To ensure proper cash flow for the rest of the fiscal year, I am proposing a timed transfer of funds from our current investment accounts with MI Class and CFCU into our checking account with JPMorgan Chase Bank. This will allow us to meet our obligations for the end of the year while still accruing significant interest in our investment accounts.

Based on the advice of our accounting team, we propose transferring \$500,000 from our Money Market account at CFCU before the end of October, and another \$500,000 from our MI Class account before the end of November.

This proposal allows us to meet our obligations for the end of the year while still accruing significant interest in our investment accounts.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE TRANSFER OF \$500,000 FROM COMMUNITY FINANCIAL CREDIT UNION AND \$500,000 FROM MICHIGAN CLASS TO THE LIBRARY'S CHECKING ACCOUNT AT JPMORGAN CHASE.