PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board **DATE:** December 10, 2025
RE: November 2025 Financial Report **FROM:** Shauna Anderson, Director

REVENUES

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

EXPENDITURES

- We are anticipating a significant amount of work on the building renovation line to be transferred over to FY 2026 budget.

INVESTMENTS

- The Library transferred $250,000 from the Library's CFCU account to help cover the anticipated remaining invoices that are to be received in the coming months for the Library Building Improvement project. The transfer is intended to be short-term until the Library starts to receive a majority of their revenue from Property Taxes in January, February, and March, at which time, the Library will plan to transfer the money back to into investment accounts.

Account	Interest Earned NOVEMBER	Interest Earned YTD	Balance as of 11/30/2025
MI Class	$ 8,507.33	$ 116,021.29	$ 2,549,939.60
Operating & Savings	$ 116.33	$ 25,207.50	$ 571,803.36
CFCU	$ -	$ 11,078.64	$ 331,285.44

BUDGET

After reviewing our pre-paid expenditures, there are a few line items transfers that I am recommending to close out the fiscal year. Please refer the attached listing with the updates noted.

MOTIONED BY TRUSTEE _________, SECONDED BY TRUSTEE___________, TO ACCEPT THE NOVEMBER 2025 FINANCIAL REPORT AND APPROVE CHECKS #34170- 34231, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2025 Activity	2025 Original Budget	2025 Amended Budget	New Amended	Change	Overbudget
101-790-716.000	HOSPITALIZATION/DENT	241,646.09	275,000.00	300,000.00	260,000.00	(40,000.00)	N
101-790-740.200	BUILDING SUPPLIES	28,592.59	30,000.00	30,000.00	34,000.00	4,000.00	Y
101-790-741.000-KB	BOOKS & MATERIALS	23,296.89	28,500.00	23,500.00	26,500.00	3,000.00	Y
101-790-818.000	CONTRACTUAL SERVICES	128,010.86	100,000.00	275,000.00	285,000.00	10,000.00	N
101-790-818.001	CATALOG	121,868.77	84,000.00	100,000.00	130,000.00	30,000.00	Y
101-790-880.000	COMMUNITY PROMOTION	1,814.47	0.00	0.00	2,000.00	2,000.00	Y
101-790-880.000-COM	COMMUNITY PROMOTION	18,948.72	20,000.00	24,000.00	22,000.00	(2,000.00)	N
101-790-910.000	INSURANCE & BONDS	64,710.27	62,000.00	62,000.00	65,000.00	3,000.00	Y
101-790-920.000	UTILITIES	126,505.23	180,000.00	170,000.00	160,000.00	(10,000.00)	N
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)		

12/05/2025 CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Amount		Status
Bank 101 101					
11/03/2025	34170	ABBY B. PHOTOGRAPHY	840.00		Cleared
11/03/2025	34171	AMAZON CAPITAL SERVICES, INC	405.41		Cleared
11/03/2025	34172	CINTAS CORP	687.16		Cleared
11/03/2025	34173	Guardian Alarm	2,509.40		Cleared
11/03/2025	34174	INGRAM LIBRARY SERVICES	4,142.60		Cleared
11/03/2025	34175	JanWay Co.	301.00		Cleared
11/03/2025	34176	LB Office Products	968.32		Cleared
11/03/2025	34177	MCLS	4,570.62		Cleared
11/03/2025	34178	MICHIGAN WEB PRESS	2,527.24		Cleared
11/03/2025	34179	THE FRIENDS OF THE LIBRARY	30.00		Cleared
11/03/2025	34180	The Library Store	327.05		Cleared
11/10/2025	34181	AMAZON CAPITAL SERVICES, INC	168.06		Cleared
11/10/2025	34182	BC Ten Air	4,360.00		Cleared
11/10/2025	34183	CEE CLEAN WINDOW CLEANING CO	640.00		Cleared
11/10/2025	34184	City of Plymouth	883.51		Cleared
11/10/2025	34185	CONSUMERS ENERGY	370.48		Cleared
11/10/2025	34186	EXECUTIVE PROPERTY MAINTENANCE	1,215.27		Cleared
11/10/2025	34187	Green Brain Comics	255.07		Cleared
11/10/2025	34188	Guardian Alarm	100.00		Cleared
11/10/2025	34189	H.V. Burton Company	209.45		Cleared
11/10/2025	34190	Holly Hibner	427.19		Cleared
11/10/2025	34191	INGRAM LIBRARY SERVICES	3,753.31		Cleared
11/10/2025	34192	Kanopy, LLC.	662.15		Cleared
11/10/2025	34193	Lansing Sanitary Supply, Inc.	495.05		Cleared
11/10/2025	34194	LB Office Products	145.29		Cleared
11/10/2025	34195	Leader Business Networks	1,063.20		Cleared
11/10/2025	34196	Library Design Associates	33,363.00		Cleared
11/10/2025	34197	Library Market	2,000.00		Cleared
11/10/2025	34198	Merritt Cieslak Design	2,280.00		Cleared
11/10/2025	34199	Midwest Tape	10,463.35		Cleared
11/10/2025	34200	Mutual of Omaha	1,596.31		Cleared
11/10/2025	34201	OverDrive, Inc.	3,556.83		Cleared
11/10/2025	34202	PLANTE & MORAN, PLLC	2,560.25		Cleared
11/10/2025	34203	STANCZAK, RAYMOND E.	100.00		Cleared
11/10/2025	34204	WHITE, JOSEPH B.	100.00		Cleared
11/17/2025	34205	THE FRIENDS OF THE LIBRARY	200.00		Cleared
11/17/2025	34206	AMAZON CAPITAL SERVICES, INC	296.28		Cleared
11/17/2025	34207	Blue Care Network	26,047.64		Cleared
11/17/2025	34208	COMMERCE TOWNSHIP COMMUNITY	27.99		Cleared
11/17/2025	34209	DEMCO	1,012.88		Cleared
11/17/2025	34210	EBSCO Subscription Services	10,644.52		Cleared
11/17/2025	34211	FLAT RIVER COMMUNITY LIBRARY	13.61	V	Open

11/17/2025	34212	Foster, Swift, Collins & Smith	586.50	Cleared
11/17/2025	34213	INGRAM LIBRARY SERVICES	3,437.01	Cleared
11/17/2025	34214	LB Office Products	390.91	Cleared
11/17/2025	34215	Library Design Associates	10,529.00	Cleared
11/17/2025	34216	Midwest Tape	1,002.75	Cleared
11/17/2025	34217	Monroe County Library System	19.99	Open
11/17/2025	34218	PAWS AND EFFECT	75.00	Open
11/17/2025	34219	PLAYAWAY PRODUCTS	2,857.54	Cleared
11/17/2025	34220	Security 101	2,499.50	Cleared
11/17/2025	34221	SHAW CONSTRUCTION & MANAGEME	7,641.35	Cleared
11/17/2025	34222	THE FRIENDS OF THE LIBRARY	40.00	Cleared
11/17/2025	34223	TONY'S UPHOLSTERY DESIGN & BUILD	565.18	Cleared
11/24/2025	34224	AMAZON CAPITAL SERVICES, INC	214.70	Open
11/24/2025	34225	DTE Energy	10,149.46	Open
11/24/2025	34226	INGRAM LIBRARY SERVICES	4,716.36	Open
11/24/2025	34227	Midwest Tape	483.34	Open
11/24/2025	34228	MURPHY & SPAGNUOLO, P.C.	1,040.00	Open
11/24/2025	34229	SHAW CONSTRUCTION & MANAGEME	50,000.00	Open
11/24/2025	34230	THE FRIENDS OF THE LIBRARY	100.00	Cleared
11/24/2025	34231	World Book, Inc.	1,349.00	Open
101 TOTALS:				
Total of 62 Checks:			224,017.08	
Less 1 Void Checks			13.61	
Total of 61 Disburs			224,003.47	

November 2025 Payroll and Retirement Transfer

Date	Description	Amount
11/6/2025	Payroll	$90,163.96
11/7/2025	Payroll - Nationwide payment	$7,552.86
11/12/2025	MERS payment for October 2025	$20,601.00
11/20/2025	Payroll	$89,117.87
11/21/2025	Payroll - Nationwide payment	$7,552.86
		$214,988.55

November 2025 EFT Payments

Date	Description	Amount
11/17/2025	CC - Chase 9825	$6,148.21
		$6,148.21

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 11/30/2025

GL Number	Description	YTD Balance 11/30/2025 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
***** Assets *****		
101-000-001.000	CASH/OPERATING CHECKING	571,803.36
101-000-002.001	CFCU	331,285.44
101-000-002.003	MICHIGAN CLASS	2,549,939.60
101-000-039.000	RETIREE INS CO-PAY	88,733.18
101-000-123.000	PREPAID EXPENSES	97,734.09
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		3,640,205.67
***** Liabilities *****		
101-000-202.000	ACCOUNTS PAYABLE	15,756.09
Total Liabilities		15,756.09
***** Fund Equity *****		
101-000-390.000	FUND BALANCE	4,213,695.81
Total Fund Equity		4,213,695.81
Total Fund 101:		
TOTAL ASSETS		3,640,205.67
BEG. FUND BALANCE		4,213,695.81
+ NET OF REVENUES & EXPENDITURES		(589,246.23)
= ENDING FUND BALANCE		3,624,449.58
+ LIABILITIES		15,756.09
= TOTAL LIABILITIES AND FUND BALANCE		3,640,205.67

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 11/30/2025
% Fiscal Year Completed: 91.51
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Activity For 11/30/2025 Increase (Decrease)	Available Balance 11/30/2025 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	101,405.72	599.03	(1,405.72)	101.41
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	0.00	(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	3,713.58	378.08	1,286.42	74.27
101-000-672.000	INTEREST ON INVESTMENTS	110,000.00	152,307.43	8,623.66	(42,307.43)	138.46
101-000-692.000	OTHER FINANCING SOURCES - SUBSCRIPTI	145,000.00	0.00	0.00	145,000.00	0.00
101-000-694.000	OTHER MISC. INCOME	8,000.00	11,317.77	31.00	(3,317.77)	141.47
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	7,363.05	531.05	(363.05)	105.19
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	3,195.65	40.00	1,804.35	63.91
101-000-696.100	FRIENDS OF THE LIBRARY	37,000.00	35,066.14	6.00	1,933.86	94.77
101-000-696.200	ADOPT-A-MAGAZINE	0.00	631.82	631.82	(631.82)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	(11.90)	(23.00)	11.90	100.00
	Total Dept 000 - NONE	4,912,000.00	4,797,461.43	10,817.64	114,538.57	97.67
	Revenues	4,912,000.00	4,797,461.43	10,817.64	114,538.57	97.67
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,400,000.00	2,060,355.08	177,741.33	339,644.92	85.85
101-790-707.000	SALARIES/WAGES-TEMPORARY	3,000.00	2,744.83	0.00	255.17	91.49
101-790-715.000	EMPLOYERS FICA TAXES	170,000.00	153,889.10	13,196.19	16,110.90	90.52
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	300,000.00	241,646.09	20,288.97	58,353.91	80.55
101-790-717.000	LIFE & DISABILITY	18,000.00	16,209.23	1,596.31	1,790.77	90.05
101-790-718.000	RETIREMENT	295,000.00	259,021.15	25,632.72	35,978.85	87.80
101-790-740.000	OPERATING SUPPLIES	45,000.00	40,772.14	5,451.51	4,227.86	90.60
101-790-740.200	BUILDING SUPPLIES	30,000.00	27,070.99	1,865.72	2,929.01	90.24
101-790-741.000	BOOKS & MATERIALS	248,000.00	211,187.74	20,751.60	36,812.26	85.16
101-790-741.100	BOOKS & MATERIALS - DATABASES	55,000.00	50,203.72	(8,965.74)	4,796.28	91.28
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	180,000.00	155,125.76	(3,066.88)	24,874.24	86.18
101-790-741.300	BOOKS & MATERIALS - ILL	1,000.00	362.01	47.98	637.99	36.20
101-790-818.000	CONTRACTUAL SERVICES	275,000.00	124,515.86	5,777.67	150,484.14	45.28
101-790-818.001	CATALOG	100,000.00	104,118.77	(17,515.82)	(4,118.77)	104.12
101-790-850.000	COMMUNICATIONS	25,000.00	16,513.60	497.00	8,486.40	66.05
101-790-860.000	TRANSPORTATION	1,000.00	30.00	15.00	970.00	3.00
101-790-864.000	CONFERENCES & TRAINING	27,000.00	23,435.32	531.76	3,564.68	86.80
101-790-880.000	COMMUNITY PROMOTION	74,000.00	61,472.56	(785.47)	12,527.44	83.07
101-790-880.001	EVENTS (FRIENDS)	40,000.00	35,052.99	1,312.20	4,947.01	87.63
101-790-910.000	INSURANCE & BONDS	62,000.00	64,710.27	(31,513.42)	(2,710.27)	104.37
101-790-911.000	WORKERS COMPENSATION	6,000.00	5,653.23	(2,770.39)	346.77	94.22
101-790-920.000	UTILITIES	170,000.00	125,588.08	7,270.70	44,411.92	73.88
101-790-930.000	REPAIRS & MAINTENANCE	135,000.00	113,477.40	2,877.76	21,522.60	84.06
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	1,888.55	0.00	111.45	94.43
101-790-956.000	MISCELLANEOUS	275,000.00	0.00	0.00	275,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	1,825,000.00	1,149,069.33	69,596.35	675,930.67	62.96

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 11/30/2025
% Fiscal Year Completed: 91.51
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Activity For 11/30/2025 Increase (Decrease)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-977.000	FURNITURE	295,000.00	232,216.36	16,211.40	62,783.64	78.72
101-790-983.000	TECHNOLOGY	130,000.00	110,377.50	5,522.31	19,622.50	84.91
Total Dept 790 - LIBRARY		7,187,000.00	5,386,707.66	311,566.76	1,800,292.34	74.95
Expenditures		7,187,000.00	5,386,707.66	311,566.76	1,800,292.34	74.95
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,912,000.00	4,797,461.43	10,817.64	114,538.57	97.67
TOTAL EXPENDITURES		7,187,000.00	5,386,707.66	311,566.76	1,800,292.34	74.95
NET OF REVENUES & EXPENDITURES:		(2,275,000.00)	(589,246.23)	(300,749.12)	(1,685,753.77)	