PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board

RE: January 2026 Financial Report

DATE: February 12, 2026

FROM: Shauna Anderson, Library Director

REVENUE

- The Library received $1,570,136 from Plymouth Township for property tax collections thru 01/15/2026
- The Library received $368,242 from the City of Plymouth for property tax collections thru 01/15/2026
- The Library received $100,000 from the *Margaret Magera Revocable Trust*

EXPENDITURES

Through one month (8.5%) of the year, recorded expenditures to date are at 7.5% of the total budget.

INVESTMENTS

Bank Account	Interest Earned JANUARY	Interest Earned YTD	Account Balance as of 1/31/26
MI Class	$ 8,361.47	$ 8,361.47	$ 256,686.54
Operating & Savings	$ 829.22	$ 829.22	$ 2,129,342.77
orsa credit union*	$ 1,050.92	$ 1,050.92	$ 336,785.50

**CFCU has re-branded to orsa credit union.*

MOTIONED BY TRUSTEE _________, SECONDED BY TRUSTEE___________, TO ACCEPT THE JANUARY 2026 FINANCIAL REPORT AND APPROVE CHECKS #34305-34363, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

02/09/2026 CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 01/01/2026 - 01/31/2026

Check Date	Check	Vendor Name	Amount		Status
Bank 101 101					
01/05/2026	34305	ACRISURE GREAT LAKES PARTNERS IN	2,152.00		Cleared
01/05/2026	34306	City of Plymouth	563.93		Cleared
01/05/2026	34307	DEMCO	3,284.02		Cleared
01/05/2026	34308	Graybar Electric Co., Inc.	3,596.80	V	Open
01/05/2026	34309	Green Brain Comics	69.56		Cleared
01/05/2026	34310	GREEN EARTH COATINGS	24,500.00		Cleared
01/05/2026	34311	INGRAM LIBRARY SERVICES	6,111.30		Cleared
01/05/2026	34312	Kanopy, LLC.	666.40		Cleared
01/05/2026	34313	LB Office Products	53.90		Cleared
01/05/2026	34314	Merritt Cieslak Design	1,140.00		Cleared
01/05/2026	34315	Midwest Tape	9,466.91		Cleared
01/05/2026	34316	THE FRIENDS OF THE LIBRARY	110.00		Cleared
01/05/2026	34317	Graybar Electric Co., Inc.	3,590.93		Cleared
01/12/2026	34318	AMAZON CAPITAL SERVICES, INC	293.79		Cleared
01/12/2026	34319	CONSUMERS ENERGY	3,282.93		Cleared
01/12/2026	34320	Delta Dental Insurance	1,698.19		Cleared
01/12/2026	34321	EAST LANSING PUBLIC LIBRARY	22.46		Cleared
01/12/2026	34322	GREEN EARTH COATINGS	1,245.00		Cleared
01/12/2026	34323	HOLOCAUST MEMORIAL CENTER	50.00		Cleared
01/12/2026	34324	INGRAM LIBRARY SERVICES	93.96		Cleared
01/12/2026	34325	Midwest Tape	5.24		Cleared
01/12/2026	34326	Mutual of Omaha	1,545.45		Cleared
01/12/2026	34327	PLANTE & MORAN, PLLC	5,739.75		Cleared
01/12/2026	34328	Security 101	315.00		Cleared
01/12/2026	34329	STANCZAK, RAYMOND E.	200.00		Cleared
01/12/2026	34330	THE FRIENDS OF THE LIBRARY	182.50		Cleared
01/12/2026	34331	WHITE, JOSEPH B.	200.00		Cleared
01/19/2026	34332	ALBAM AQUARIUMS	617.99		Open
01/19/2026	34333	AMAZON CAPITAL SERVICES, INC	121.67		Cleared
01/19/2026	34334	ASKEVIN INC.	200.00		Cleared
01/19/2026	34335	FASTSIGNS	169.72		Open
01/19/2026	34336	GIACOMINI, TRACY	100.00		Open
01/19/2026	34337	Green Electrical Solutions,LLC	378.98		Cleared
01/19/2026	34338	Guardian Alarm	1,575.00		Cleared
01/19/2026	34339	INGRAM LIBRARY SERVICES	657.15		Cleared
01/19/2026	34340	Jag Entertainment	500.00		Cleared
01/19/2026	34341	LB Office Products	1,381.67		Cleared
01/19/2026	34342	Leader Business Networks	1,151.57		Cleared
01/19/2026	34343	LIBRARY SKILLS	1,300.00		Cleared
01/19/2026	34344	Midwest Tape	897.18		Cleared
01/19/2026	34345	PAWS AND EFFECT	75.00		Open
01/19/2026	34346	Shauna Anderson	147.63		Cleared

01/19/2026	34347	Sparr's Florist & Greenhouse	161.00		Cleared
01/19/2026	34348	Uline	961.15		Cleared
01/26/2026	34349	ABBY B. PHOTOGRAPHY	840.00		Open
01/26/2026	34350	AMAZON CAPITAL SERVICES, INC	1,734.79		Cleared
01/26/2026	34351	BC Ten Air	4,578.00		Cleared
01/26/2026	34352	Blue Care Network	26,857.65		Cleared
01/26/2026	34353	CINTAS CORP	1,013.00		Cleared
01/26/2026	34354	Delta Dental Insurance	1,698.19		Open
01/26/2026	34355	Foster, Swift, Collins & Smith	51.00		Cleared
01/26/2026	34356	HATTERAS	219.21		Cleared
01/26/2026	34357	ILLION DIGITAL TECH (US) LLC	4,750.00	V	Open
01/26/2026	34358	INGRAM LIBRARY SERVICES	5,223.55		Open
01/26/2026	34359	Lansing Sanitary Supply, Inc.	511.38		Cleared
01/26/2026	34360	MURPHY & SPAGNUOLO, P.C.	972.50		Open
01/26/2026	34361	ROMEO DISTRICT LIBRARY	15.57		Open
01/26/2026	34362	SHAW CONSTRUCTION & MANAGEME	8,724.10		Cleared
01/26/2026	34363	The Library Network	2,498.11		Cleared
101 TOTALS:					
Total of 59 Checks:			140,262.78		
Less 2 Void Checks			8,346.80		
Total of 57 Disburs			131,915.98		

January 2026 Payroll and Retirement Transfer

Date	Description	Amount
1/2/2026	Payroll - Nationwide payment	$7,552.86
1/15/2026	Payroll	$91,905.56
1/13/2026	MERS payment for December 2025	$20,601.00
1/16/2026	Payroll - Nationwide payment	$7,557.70
1/29/2026	Payroll	$95,958.56
1/30/2026	Payroll - Nationwide payment	$7,618.53
		$231,194.21

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 01/31/2026

GL Number	Description	YTD Balance 01/31/2026 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
***** Assets *****		
101-000-001.000	CASH/OPERATING CHECKING	2,129,342.77
101-000-002.001	CFCU	336,785.50
101-000-002.003	MICHIGAN CLASS	2,566,863.54
101-000-039.000	RETIREE INS CO-PAY	18,429.12
101-000-040.000	ACCOUNTS RECEIVABLE	49,938.01
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		5,102,068.94
***** Liabilities *****		
101-000-202.000	ACCOUNTS PAYABLE	29,986.69
101-000-215.000	ACCRUED LIABILITIES	274,638.00
101-000-339.000	DEFERRED REVENUES	44,000.00
Total Liabilities		348,624.69
***** Fund Equity *****		
101-000-390.000	FUND BALANCE	3,939,057.81
Total Fund Equity		3,939,057.81
Total Fund 101:		
TOTAL ASSETS		5,102,068.94
BEG. FUND BALANCE - 2025		3,939,057.81
+ NET OF REVENUES/EXPENDITURES - 2025		(1,220,363.14)
+ NET OF REVENUES & EXPENDITURES		2,034,749.58
= ENDING FUND BALANCE		4,753,444.25
+ LIABILITIES		348,624.69
= TOTAL LIABILITIES AND FUND BALANCE		5,102,068.94

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 01/31/2026
% Fiscal Year Completed: 8.49
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026 Amended Budget	YTD Balance 01/31/2026 Normal (Abnormal)	Activity For 01/31/2026 Increase (Decrease)	Available Balance 01/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	4,336,000.00	2,343,117.71	2,343,117.71	1,992,882.29	54.04
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	0.00	0.00	50,000.00	0.00
101-000-538.000	GRANTS	20,000.00	0.00	0.00	20,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	155,000.00	0.00	0.00	155,000.00	0.00
101-000-574.000	STATE REVENUES	38,000.00	0.00	0.00	38,000.00	0.00
101-000-662.000	PENAL FINES	25,000.00	0.00	0.00	25,000.00	0.00
101-000-664.000	BOOK FINES	6,000.00	137.92	137.92	5,862.08	2.30
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	10,241.61	10,241.61	89,758.39	10.24
101-000-694.000	OTHER MISC. INCOME	0.00	2.00	2.00	(2.00)	100.00
101-000-694.001	CFSE DRAW	48,000.00	0.00	0.00	48,000.00	0.00
101-000-695.000	COPIER FEES	7,000.00	1,031.09	1,031.09	5,968.91	14.73
101-000-696.000	DONATIONS & CONTRIBUTIONS	5,000.00	100,498.78	100,498.78	(95,498.78)	2,009.98
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	205.00	205.00	29,795.00	0.68
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	1.10	1.10	(1.10)	100.00
Total Dept 000 - NONE		4,820,000.00	2,455,235.21	2,455,235.21	2,364,764.79	50.94
Revenues		4,820,000.00	2,455,235.21	2,455,235.21	2,364,764.79	50.94
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,435,000.00	158,367.40	158,367.40	2,276,632.60	6.50
101-790-715.000	EMPLOYERS FICA TAXES	185,000.00	11,901.03	11,901.03	173,098.97	6.43
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	330,000.00	45,989.74	45,989.74	284,010.26	13.94
101-790-717.000	LIFE & DISABILITY	20,000.00	1,545.45	1,545.45	18,454.55	7.73
101-790-718.000	RETIREMENT	340,000.00	25,667.50	25,667.50	314,332.50	7.55
101-790-740.000	OPERATING SUPPLIES	60,000.00	4,531.43	4,531.43	55,468.57	7.55
101-790-740.200	BUILDING SUPPLIES	30,000.00	1,974.23	1,974.23	28,025.77	6.58
101-790-741.000	BOOKS & MATERIALS	240,000.00	21,521.48	21,521.48	218,478.52	8.97
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,000.00	8,965.74	8,965.74	41,034.26	17.93
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	235,000.00	17,266.12	17,266.12	217,733.88	7.35
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	38.03	38.03	1,961.97	1.90
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	123.73	123.73	(123.73)	100.00
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	11,738.84	11,738.84	88,261.16	11.74
101-790-818.001	CATALOG	70,000.00	17,515.82	17,515.82	52,484.18	25.02
101-790-850.000	COMMUNICATIONS	25,000.00	2,498.11	2,498.11	22,501.89	9.99
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	0.00	0.00	35,000.00	0.00
101-790-880.000	COMMUNITY PROMOTION	75,000.00	5,358.02	5,358.02	69,641.98	7.14
101-790-880.001	EVENTS (FRIENDS)	30,000.00	1,475.81	1,475.81	28,524.19	4.92
101-790-910.000	INSURANCE & BONDS	68,000.00	31,513.42	31,513.42	36,486.58	46.34
101-790-911.000	WORKERS COMPENSATION	6,000.00	2,770.39	2,770.39	3,229.61	46.17
101-790-920.000	UTILITIES	180,000.00	11,274.79	11,274.79	168,725.21	6.26
101-790-930.000	REPAIRS & MAINTENANCE	140,000.00	11,234.43	11,234.43	128,765.57	8.02
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	500,000.00	8,724.10	8,724.10	491,275.90	1.74
101-790-983.000	TECHNOLOGY	160,000.00	18,490.02	18,490.02	141,509.98	11.56
Total Dept 790 - LIBRARY		5,595,000.00	420,485.63	420,485.63	5,174,514.37	7.52

GL Number	Description	2026 Amended Budget	YTD Balance 01/31/2026 Normal (Abnormal)	Activity For 01/31/2026 Increase (Decrease)	Available Balance 01/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Expenditures		5,595,000.00	420,485.63	420,485.63	5,174,514.37	7.52
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,820,000.00	2,455,235.21	2,455,235.21	2,364,764.79	50.94
TOTAL EXPENDITURES		5,595,000.00	420,485.63	420,485.63	5,174,514.37	7.52
NET OF REVENUES & EXPENDITURES:		(775,000.00)	2,034,749.58	2,034,749.58	(2,809,749.58)	

5.1

PLYMOUTH
DISTRICT LIBRARY

TO: Plymouth District Library Board

RE: 2026 Budget Amendment

DATE: February 12, 2026

FROM: Shauna Anderson, Library Director

The library received a $100,000 donation from the Margaret Magera Trust at the beginning of January. I am recommending that we apply this donation to additional upgrades to the library that were recommended by our designers but postponed due to budget constraints.

Projects include additional lighting upgrades throughout the building and additional furniture purchases. A report on the budget updates is attached to this memo.

MOTIONED BY TRUSTEE _________, SECONDED BY TRUSTEE___________, TO APPROVE THE UPDATED 2026 BUDGET AS AMENDED.

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2026 Activity	2026 Original Budget	2026 Amended Budget	New Amended	Change	Overbudget
101-000-696.000	DONATIONS & CONTRIBU	100,498.78	5,000.00	5,000.00	105,000.00	100,000.00	Y
101-790-976.000	BLDG ADDITIONS & IMP	8,724.10	0.00	500,000.00	560,000.00	60,000.00	N
101-790-977.000	FURNITURE	0.00	0.00	0.00	40,000.00	40,000.00	N
Total Revenues:		0.00	0.00	0.00	4,920,000.00	(775,000.00)	
Total Expenditures:		0.00	0.00	0.00	5,695,000.00		
Net Rev/Exp:		0.00	0.00	0.00	(775,000.00)		