



TO: Plymouth District Library Board
 RE: February 2026 Financial Report

DATE: March 11, 2026
 FROM: Shauna Anderson,
 Library Director

REVENUE

- The Library received \$1,124,011.69 from Plymouth Township for property tax collections thru 02/19/2026
- The Library received \$402,093 from the City of Plymouth for property tax collections thru 02/17/2026

EXPENDITURES

Through one month (16.16%) of the year, recorded expenditures to date are at 14.9% of the total budget.

INVESTMENTS

Bank Account	Interest Earned FEBRUARY	Interest Earned YTD	Account Balance as of 02/28/26
MI Class	\$ 7,628.37	\$ 15,989.84	\$ 2,746,991.82
Operating & Savings	\$ 1,918.21	\$ 2,747.43	\$ 448,923.05
orsa*	\$ -**	\$ 1,050.92	\$ 336,785.50

*Community Financial Credit Union has changed their name to orsa credit union.

**We have not received statements from orsa credit union for the past two months.

BUDGET

Upon reviewing the Budget to Actual report, we noted one line item currently showing an overage. The Books & Materials –Donations/Gifts account (101-790-741.400) reflects expenditures of \$123.73 against a budget of \$0. These journal entries are in the process of being transferred to another line. However, all Books & Materials accounts are consolidated on the Financial Statements, and collectively these accounts remain under budget at this time. We will continue to monitor all expenditure accounts closely and provide budget amendments if needed.

MOTIONED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO ACCEPT THE FEB 2026 FINANCIAL REPORT AND APPROVE CHECKS #34364-34429, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

03/10/2026

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 02/01/2026 - 02/28/2026

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
02/02/2026	34364	AMAZON CAPITAL SERVICES, INC	1,095.73	Cleared
02/02/2026	34365	BC Ten Air	262.50	Cleared
02/02/2026	34366	CAREY, AMELIA	180.25	Open
02/02/2026	34367	City of Plymouth	379.95	Cleared
02/02/2026	34368	Dana Bussard	29.10	Cleared
02/02/2026	34369	DTE Energy	10,894.84	Cleared
02/02/2026	34370	INGRAM LIBRARY SERVICES	3,104.73	Cleared
02/02/2026	34371	LB Office Products	384.69	Cleared
02/02/2026	34372	Midwest Tape	410.12	Cleared
02/02/2026	34373	PLANTE & MORAN, PLLC	3,796.00	Cleared
02/02/2026	34374	SEHI COMPUTER PRODUCTS, INC.	2,157.00	Cleared
02/02/2026	34375	STANCZAK, RAYMOND E.	100.00	Cleared
02/02/2026	34376	TALKINGTECH US LTD LLC	4,750.00	Cleared
02/02/2026	34377	WHITE, JOSEPH B.	100.00	Cleared
02/09/2026	253(E)	Chase - Cardmember Service	6,825.94	Cleared
02/09/2026	254(E)	VOID	0.00	V Open
02/09/2026	255(E)	VOID	0.00	V Open
02/09/2026	256(E)	VOID	0.00	V Open
02/09/2026	257(E)	VOID	0.00	V Open
02/09/2026	34378	ALBAM AQUARIUMS	290.99	Cleared
02/09/2026	34379	AMAZON CAPITAL SERVICES, INC	768.86	Cleared
02/09/2026	34380	Associated Newspapers of MI	500.00	Cleared
02/09/2026	34381	BC Ten Air	3,448.50	Cleared
02/09/2026	34382	CINTAS CORP	638.46	Cleared
02/09/2026	34383	City of Plymouth	563.93	Cleared
02/09/2026	34384	CONSUMERS ENERGY	3,613.87	Cleared
02/09/2026	34385	DEMCO	156.44	Cleared
02/09/2026	34386	Green Brain Comics	202.22	Cleared
02/09/2026	34387	GREGORY BLACK	300.00	Open
02/09/2026	34388	INGRAM LIBRARY SERVICES	1,917.38	Cleared
02/09/2026	34389	Kanopy, LLC.	754.80	Cleared
02/09/2026	34390	Leader Business Networks	1,119.62	Cleared
02/09/2026	34391	MCLS	4,976.96	Cleared
02/09/2026	34392	Midwest Tape	376.90	Cleared
02/09/2026	34393	Mutual of Omaha	1,545.45	Cleared
02/09/2026	34394	OCLC, Inc.	391.13	Cleared
02/09/2026	34395	PLANTE & MORAN, PLLC	4,838.25	Cleared
02/09/2026	34396	The Library Network	660.00	Cleared
02/09/2026	34397	United States Postal Service	2,165.93	Cleared
02/16/2026	34398	AMAZON CAPITAL SERVICES, INC	1,310.84	Cleared
02/16/2026	34399	Assa Abloy Entrance Systems, I	4,235.13	Open
02/16/2026	34400	CEE CLEAN WINDOW CLEANING CO	460.00	Cleared
02/16/2026	34401	Guardian Alarm	1,575.00	Open
02/16/2026	34402	JORDAN VALLEY DISTRICT LIBRARY	15.00	Open
02/16/2026	34403	LB Office Products	838.56	Cleared
02/16/2026	34404	MCLS	5,987.10	Cleared
02/16/2026	34405	Midwest Tape	9,267.58	Cleared

02/16/2026	34406	MOTOR CITY INSTALLATION	4,950.00	Cleared
02/16/2026	34407	OverDrive, Inc.	4,993.86	Cleared
02/16/2026	34408	Scholastic Inc.	276.82	Cleared
02/16/2026	34409	ShredCorp	40.00	Cleared
02/16/2026	34410	SOUND PLANNING	566.94	Open
02/16/2026	34411	Wayne County Treasurer	1,363.68	Open
02/23/2026	34412	AMAZON CAPITAL SERVICES, INC	136.17	Cleared
02/23/2026	34413	AXXESSLOGISTICSUSA	1,504.14	Open
02/23/2026	34414	Blue Care Network	26,857.65	Cleared
02/23/2026	34415	City of Plymouth	130.45	Cleared
02/23/2026	34416	Foster, Swift, Collins & Smith	267.00	Cleared
02/23/2026	34417	HARRISON TWP PUBLIC LIBRARY	25.00	Open
02/23/2026	34418	HATTERAS	219.21	Cleared
02/23/2026	34419	INGRAM LIBRARY SERVICES	6,730.79	Open
02/23/2026	34420	LAN-TEC INC.	2,200.00	Cleared
02/23/2026	34421	LB Office Products	352.94	Cleared
02/23/2026	34422	Melanie Bell	115.75	Cleared
02/23/2026	34423	MICHIGAN WEB PRESS	2,607.14	Cleared
02/23/2026	34424	Midwest Tape	362.86	Cleared
02/23/2026	34425	MURPHY & SPAGNUOLO, P.C.	588.00	Cleared
02/23/2026	34426	PORTAGE DISTRICT LIBRARY	13.82	Open
02/23/2026	34427	SHAW CONSTRUCTION & MANAGEME	61,852.27	Cleared
02/23/2026	34428	SOUND PLANNING	300.00	Open
02/23/2026	34429	UNIVERSITY OF MI - REGENTS	400.00	Open

101 TOTALS:

Total of 71 Checks:	204,244.24
Less 4 Void Checks:	0.00
Total of 67 Disbursements:	204,244.24

February 2026 Payroll and Retirement Transfer

Date	Description	Amount
2/2/2026	HCSP January payment	\$3,800.00
2/11/2026	MERS payment for January 2026	\$22,109.00
2/12/2026	Payroll	\$94,238.76
2/13/2026	Payroll - Nationwide payment	\$7,928.53
2/20/2026	HCSP February payment	\$3,800.00
2/26/2026	Payroll	\$97,635.22
2/27/2026	Payroll - Nationwide payment	\$7,928.53
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		\$237,440.04

February 2026 EFT Payments

Date	Description	Amount
2/17/2026	CC - Chase 9825	\$6,825.94
		<hr/>
		\$6,825.94

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 02/28/2026

YTD Balance
02/28/2026
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	3,229,786.10	
101-000-002.001	CFCU	336,785.50	
101-000-002.003	MICHIGAN CLASS	2,746,991.82	
101-000-039.000	RETIREE INS CO-PAY	27,790.09	
101-000-040.000	ACCOUNTS RECEIVABLE	44,000.00	
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		6,386,063.51	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	44,836.32	
101-000-215.000	ACCRUED LIABILITIES	274,638.00	
101-000-339.000	DEFERRED REVENUES	44,000.00	
Total Liabilities		363,474.32	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	3,939,057.81	
Total Fund Equity		3,939,057.81	
Total Fund 101:			
TOTAL ASSETS		6,386,063.51	
BEG. FUND BALANCE - 2025		3,939,057.81	
+ NET OF REVENUES/EXPENDITURES - 2025		(1,236,300.31)	
+ NET OF REVENUES & EXPENDITURES		3,319,831.69	
= ENDING FUND BALANCE		6,022,589.19	
+ LIABILITIES		363,474.32	
= TOTAL LIABILITIES AND FUND BALANCE		6,386,063.51	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 02/28/2026

% Fiscal Year Completed: 16.16

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Normal (Abnormal)	Activity For 02/28/2026 Increase (Decrease)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgdt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	4,336,000.00	3,865,345.24	1,522,227.53	470,654.76	89.15
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	4,004.50	4,004.50	45,995.50	8.01
101-000-538.000	GRANTS	20,000.00	1,000.00	1,000.00	19,000.00	5.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	155,000.00	172,499.91	172,499.91	(17,499.91)	111.29
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	432.43	294.51	5,567.57	7.21
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	19,788.19	9,546.58	80,211.81	19.79
101-000-694.000	OTHER MISC. INCOME	0.00	283.84	281.84	(283.84)	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	1,785.38	754.29	5,214.62	25.51
101-000-696.000	DONATIONS & CONTRIBUTIONS	105,000.00	103,048.78	2,550.00	1,951.22	98.14
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	185.00	(20.00)	29,815.00	0.62
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	1.11	0.01	(1.11)	100.00
Total Dept 000 - NONE		4,920,000.00	4,168,374.38	1,713,139.17	751,625.62	84.72
Revenues		4,920,000.00	4,168,374.38	1,713,139.17	751,625.62	84.72
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,435,000.00	348,178.48	189,811.08	2,086,821.52	14.30
101-790-715.000	EMPLOYERS FICA TAXES	185,000.00	26,015.53	14,114.50	158,984.47	14.06
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	330,000.00	67,181.53	21,191.79	262,818.47	20.36
101-790-717.000	LIFE & DISABILITY	20,000.00	4,776.55	3,231.10	15,223.45	23.88
101-790-718.000	RETIREMENT	340,000.00	53,272.94	27,605.44	286,727.06	15.67
101-790-740.000	OPERATING SUPPLIES	60,000.00	6,515.46	1,984.03	53,484.54	10.86
101-790-740.200	BUILDING SUPPLIES	30,000.00	5,361.47	3,387.24	24,638.53	17.87
101-790-741.000	BOOKS & MATERIALS	240,000.00	35,762.17	14,240.69	204,237.83	14.90
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,000.00	20,589.80	11,624.06	29,410.20	41.18
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	235,000.00	32,161.40	14,895.28	202,838.60	13.69
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	91.85	53.82	1,908.15	4.59
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	123.73	0.00	(123.73)	100.00
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	18,482.43	6,743.59	81,517.57	18.48
101-790-818.001	CATALOG	70,000.00	17,906.95	391.13	52,093.05	25.58
101-790-850.000	COMMUNICATIONS	25,000.00	3,011.49	513.38	21,988.51	12.05
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	1,183.00	1,183.00	33,817.00	3.38
101-790-880.000	COMMUNITY PROMOTION	75,000.00	9,458.35	3,900.33	65,541.65	12.61
101-790-880.001	EVENTS (FRIENDS)	30,000.00	4,391.37	2,915.56	25,608.63	14.64
101-790-910.000	INSURANCE & BONDS	68,000.00	31,513.42	0.00	36,486.58	46.34
101-790-911.000	WORKERS COMPENSATION	6,000.00	2,770.39	0.00	3,229.61	46.17
101-790-920.000	UTILITIES	180,000.00	28,129.66	16,854.87	151,870.34	15.63
101-790-930.000	REPAIRS & MAINTENANCE	140,000.00	21,878.55	10,644.12	118,121.45	15.63
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	1,363.68	1,363.68	636.32	68.18
101-790-956.000	MISCELLANEOUS	275,000.00	0.00	0.00	275,000.00	0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	560,000.00	75,526.37	66,802.27	484,473.63	13.49
101-790-977.000	FURNITURE	40,000.00	1,504.14	1,504.14	38,495.86	3.76
101-790-983.000	TECHNOLOGY	160,000.00	31,391.98	12,901.96	128,608.02	19.62

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 02/28/2026

% Fiscal Year Completed: 16.16

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026 Amended Budget	YTD Balance 02/28/2026 Normal (Abnormal)	Activity For 02/28/2026 Increase (Decrease)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
	Total Dept 790 - LIBRARY	5,695,000.00	848,542.69	427,857.06	4,846,457.31	14.90
	Expenditures	5,695,000.00	848,542.69	427,857.06	4,846,457.31	14.90
Fund 101 - GENERAL OPERATING FUND:						
	TOTAL REVENUES	4,920,000.00	4,168,374.38	1,713,139.17	751,625.62	84.72
	TOTAL EXPENDITURES	5,695,000.00	848,542.69	427,857.06	4,846,457.31	14.90
	NET OF REVENUES & EXPENDITURES:	(775,000.00)	3,319,831.69	1,285,282.11	(4,094,831.69)	