



TO: Plymouth District Library Board

DATE: April 10, 2026

RE: March 2026 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- The Library received \$1,361,709.74 from Plymouth Township for property tax collections thru 03/30/2026
- The Library received \$501,174.38 from the City of Plymouth for property tax collections thru 03/24/2026

EXPENDITURES

Through three month (24.66%) of the year, recorded expenditures to date are at 22.77% of the total budget.

INVESTMENTS

Bank Account	Interest Earned FEBRUARY	Interest Earned YTD	Account Balance as of 02/28/26
MI Class	\$ 8,746.19	\$ 24,736.03	\$ 2,755,738.01
Operating & Savings	\$ 2,442.60	\$ 5,190.03	\$ 3,324,582.39
orsa*	\$ 2,009.24	\$ 3,060.16	\$ 338,794.74

MOTIONED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO ACCEPT THE MARCH 2026 FINANCIAL REPORT AND APPROVE CHECKS #34430-34501, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

04/08/2026

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY
CHECK DATE 03/01/2026 - 03/31/2026

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
03/02/2026	34430	AMAZON CAPITAL SERVICES, INC	673.20	Cleared
03/02/2026	34431	BS&A Software	6,837.00	Cleared
03/02/2026	34432	Delta Dental Insurance	1,698.19	Cleared
03/02/2026	34433	DTE Energy	12,546.62	Cleared
03/02/2026	34434	Green Brain Comics	115.12	Cleared
03/02/2026	34435	INGRAM LIBRARY SERVICES	3,382.45	Cleared
03/02/2026	34436	Midwest Tape	79.98	Cleared
03/02/2026	34437	Mutual of Omaha	1,685.65	Cleared
03/02/2026	34438	PAWS AND EFFECT	75.00	Cleared
03/02/2026	34439	STANCZAK, RAYMOND E.	100.00	Cleared
03/02/2026	34440	THE FRIENDS OF THE LIBRARY	22.00	Cleared
03/02/2026	34441	WHITE, JOSEPH B.	100.00	Cleared
03/09/2026	258(E)	Chase - Cardmember Service	8,890.64	Cleared
03/09/2026	259(E)	VOID	0.00	V Cleared
03/09/2026	260(E)	VOID	0.00	V Cleared
03/09/2026	34442	ABBY B. PHOTOGRAPHY	1,050.00	Cleared
03/09/2026	34443	ALBAM AQUARIUMS	282.00	Open
03/09/2026	34444	AMAZON CAPITAL SERVICES, INC	134.62	Cleared
03/09/2026	34445	BARRY LEVINE	125.00	V Open
03/09/2026	34446	BC Ten Air	352.50	Cleared
03/09/2026	34447	CANTON COMMUNITY FOUNDATION	365.00	Open
03/09/2026	34448	City of Plymouth	563.93	Cleared
03/09/2026	34449	CONSUMERS ENERGY	3,147.00	Cleared
03/09/2026	34450	GREEN EARTH COATINGS	7,527.00	Cleared
03/09/2026	34451	HOLOCAUST MEMORIAL CENTER	50.00	Open
03/09/2026	34452	Lansing Sanitary Supply, Inc.	408.59	Cleared
03/09/2026	34453	LB Office Products	281.49	Cleared
03/09/2026	34454	Midwest Tape	8,970.22	Cleared
03/09/2026	34455	ORANGEBOY, INC.	7,500.00	Cleared
03/09/2026	34456	PLANTE & MORAN, PLLC	9,973.00	Cleared
03/09/2026	34457	SHAW CONSTRUCTION & MANAGEM	5,168.80	Cleared
03/16/2026	34458	AMAZON CAPITAL SERVICES, INC	822.39	Cleared
03/16/2026	34459	BC Ten Air	1,267.00	Cleared
03/16/2026	34460	CEE CLEAN WINDOW CLEANING CO	460.00	Cleared
03/16/2026	34461	CINTAS CORP	617.80	Cleared
03/16/2026	34462	EXECUTIVE PROPERTY MAINTENANCE	421.03	Cleared
03/16/2026	34463	FERNDALE AREA DISTRICT LIBRARY	28.00	Cleared
03/16/2026	34464	Foster, Swift, Collins & Smith	293.70	Cleared
03/16/2026	34465	Green Electrical Solutions,LLC	1,040.00	Cleared
03/16/2026	34466	HATTERAS	219.21	Cleared
03/16/2026	34467	INGRAM LIBRARY SERVICES	5,293.49	Cleared
03/16/2026	34468	Kanopy, LLC.	598.40	Cleared
03/16/2026	34469	Leader Business Networks	1,146.45	Cleared
03/16/2026	34470	Library Design Associates	1,519.00	Cleared
03/16/2026	34471	Library Ideas	109.90	Cleared

03/16/2026	34472	Midwest Tape	310.38	Cleared
03/16/2026	34473	OverDrive, Inc.	5,310.97	Cleared
03/16/2026	34474	PLYMOUTH COMMUNITY CHAMBER (156.00	Cleared
03/23/2026	34475	AMAZON CAPITAL SERVICES, INC	339.48	Cleared
03/23/2026	34476	Blue Care Network	26,857.65	Cleared
03/23/2026	34477	Horton Plumbing	150.00	Cleared
03/23/2026	34478	INGRAM LIBRARY SERVICES	3,614.35	Cleared
03/23/2026	34479	LB Office Products	266.33	Cleared
03/23/2026	34480	LUMENS-ACCOUNTS RECEIVABLE	9,180.00	Open
03/23/2026	34481	Midwest Tape	553.31	Cleared
03/23/2026	34482	MURPHY & SPAGNUOLO, P.C.	294.00	Cleared
03/23/2026	34483	SHAW CONSTRUCTION & MANAGEM	63,951.80	Cleared
03/23/2026	34484	The Library Network	299.00	Cleared
03/30/2026	34485	AMAZON CAPITAL SERVICES, INC	386.28	Open
03/30/2026	34486	City of Plymouth	130.45	Open
03/30/2026	34487	Delta Dental Insurance	1,698.19	Open
03/30/2026	34488	DTE Energy	11,797.52	Open
03/30/2026	34489	INGRAM LIBRARY SERVICES	3,518.47	Open
03/30/2026	34490	LB Office Products	287.94	Open
03/30/2026	34491	MANER COSTERISAN	13,500.00	Open
03/30/2026	34492	MCLS	4,616.32	Open
03/30/2026	34493	Michigan.com	596.95	Open
03/30/2026	34494	MICHIGANESE NATIVES LLC	466.67	Open
03/30/2026	34495	Midwest Tape	425.81	Open
03/30/2026	34496	PAWS AND EFFECT	75.00	Open
03/30/2026	34497	RESTAURANT FURNITURE PLUS	3,920.68	Open
03/30/2026	34498	SCHWARTZ TECH INC	820.00	Open
03/30/2026	34499	Sean Glasgow	192.29	Open
03/30/2026	34500	Staples Advantage	571.22	Open
03/30/2026	34501	Wayne County Treasurer	1,949.98	Open

101 TOTALS:

Total of 75 Checks	252,178.41
Less 3 Void Checks	125.00
Total of 72 Disburs	252,053.41

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 03/31/2026

YTD Balance
03/31/2026
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	3,267,708.96	
101-000-002.001	CFCU	338,794.74	
101-000-002.003	MICHIGAN CLASS	2,755,738.01	
101-000-039.000	RETIREE INS CO-PAY	30,825.06	
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		6,437,776.77	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	18,386.63	
101-000-215.000	ACCRUED LIABILITIES	274,638.00	
101-000-339.000	DEFERRED REVENUES	44,000.00	
Total Liabilities		337,024.63	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	3,939,057.81	
Total Fund Equity		3,939,057.81	
Total Fund 101:			
TOTAL ASSETS		6,437,776.77	
BEG. FUND BALANCE - 2025		3,939,057.81	
+ NET OF REVENUES/EXPENDITURES - 2025		(1,236,300.31)	
+ NET OF REVENUES & EXPENDITURES		3,397,994.64	
= ENDING FUND BALANCE		6,100,752.14	
+ LIABILITIES		337,024.63	
= TOTAL LIABILITIES AND FUND BALANCE		6,437,776.77	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 03/31/2026

% Fiscal Year Completed: 24.66

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

GL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026 Normal (Abnormal)	Activity For 03/31/2026 Increase (Decrease)	Available Balance 03/31/2026 Normal (Abnormal)	% Bgdt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Revenues						
Department: 000 NONE						
101-000-403.000	PROPERTY TAXES CURRENT	4,336,000.00	4,351,309.67	485,964.43	(15,309.67)	100.35
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	4,004.50	0.00	45,995.50	8.01
101-000-538.000	GRANTS	20,000.00	1,000.00	0.00	19,000.00	5.00
101-000-569.000	STATE GRANTS OTHER	0.00	4,856.84	4,856.84	(4,856.84)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	155,000.00	172,499.91	0.00	(17,499.91)	111.29
101-000-574.000	STATE REVENUES	38,000.00	20,001.04	20,001.04	17,998.96	52.63
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	699.53	267.10	5,300.47	11.66
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	32,986.22	13,198.03	67,013.78	32.99
101-000-694.000	OTHER MISC. INCOME	0.00	306.84	23.00	(306.84)	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	3,376.43	1,591.05	3,623.57	48.23
101-000-696.000	DONATIONS & CONTRIBUTIONS	105,000.00	103,302.64	253.86	1,697.36	98.38
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	205.00	20.00	29,795.00	0.68
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	15.32	14.21	(15.32)	100.00
Total Dept 000 - NONE		4,920,000.00	4,694,563.94	526,189.56	225,436.06	95.42
Revenues		4,920,000.00	4,694,563.94	526,189.56	225,436.06	95.42
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,435,000.00	535,841.92	187,663.44	1,899,158.08	22.01
101-790-715.000	EMPLOYERS FICA TAXES	185,000.00	39,965.74	13,950.21	145,034.26	21.60
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	330,000.00	88,373.32	21,191.79	241,626.68	26.78
101-790-717.000	LIFE & DISABILITY	20,000.00	6,328.52	1,551.97	13,671.48	31.64
101-790-718.000	RETIREMENT	340,000.00	80,812.26	27,539.32	259,187.74	23.77
101-790-740.000	OPERATING SUPPLIES	60,000.00	8,510.70	1,995.24	51,489.30	14.18
101-790-740.200	BUILDING SUPPLIES	30,000.00	6,881.12	1,519.65	23,118.88	22.94
101-790-741.000	BOOKS & MATERIALS	4,000.00	0.00	0.00	4,000.00	0.00
101-790-741.000-BB	BOOKS & MATERIALS	13,000.00	2,171.29	932.91	10,828.71	16.70
101-790-741.000-CK	BOOKS & MATERIALS	8,800.00	571.69	0.00	8,228.31	6.50
101-790-741.000-DB	BOOKS & MATERIALS	10,700.00	1,141.03	582.07	9,558.97	10.66
101-790-741.000-DEE	BOOKS & MATERIALS	60,500.00	10,301.91	2,743.25	50,198.09	17.03
101-790-741.000-HH	BOOKS & MATERIALS	14,000.00	10,429.56	973.43	3,570.44	74.50
101-790-741.000-KB	BOOKS & MATERIALS	37,500.00	6,130.36	1,830.03	31,369.64	16.35
101-790-741.000-KK	BOOKS & MATERIALS	10,000.00	2,317.71	499.29	7,682.29	23.18
101-790-741.000-LW	BOOKS & MATERIALS	22,000.00	5,058.43	2,090.94	16,941.57	22.99
101-790-741.000-NM	BOOKS & MATERIALS	13,100.00	2,729.35	1,102.09	10,370.65	20.83
101-790-741.000-SDG	BOOKS & MATERIALS	12,000.00	1,471.88	456.07	10,528.12	12.27
101-790-741.000-SS	BOOKS & MATERIALS	14,400.00	3,507.28	1,617.32	10,892.72	24.36
101-790-741.000-TS	BOOKS & MATERIALS	20,000.00	2,875.80	2,021.72	17,124.20	14.38
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,000.00	25,206.12	4,616.32	24,793.88	50.41
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	235,000.00	46,868.80	14,707.40	188,131.20	19.94
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	144.80	52.95	1,855.20	7.24
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	43,566.09	25,083.66	56,433.91	43.57
101-790-818.001	CATALOG	70,000.00	17,906.95	0.00	52,093.05	25.58
101-790-850.000	COMMUNICATIONS	25,000.00	6,164.17	3,152.68	18,835.83	24.66

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 03/31/2026
 % Fiscal Year Completed: 24.66

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

GL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026 Normal (Abnormal)	Activity For 03/31/2026 Increase (Decrease)	Available Balance 03/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
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	2,892.70	1,709.70	32,107.30	8.26
101-790-880.000	COMMUNITY PROMOTION	75,000.00	19,268.39	8,937.92	55,731.61	25.69
101-790-880.000-MAR	COMMUNITY PROMOTION	0.00	1,232.88	0.00	(1,232.88)	100.00
101-790-880.001	EVENTS (FRIENDS)	30,000.00	5,943.05	1,551.68	24,056.95	19.81
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	43,768.56	15,638.90	136,231.44	24.32
101-790-930.000	REPAIRS & MAINTENANCE	140,000.00	25,753.25	3,874.70	114,246.75	18.40
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	3,313.66	1,949.98	(1,313.66)	165.68
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	162,173.97	86,647.60	397,826.03	28.96
101-790-977.000	FURNITURE	40,000.00	6,943.82	5,439.68	33,056.18	17.36
101-790-983.000	TECHNOLOGY	160,000.00	35,594.68	4,202.70	124,405.32	22.25
Total Dept 790 - LIBRARY		5,695,000.00	1,296,569.30	447,826.61	4,398,430.70	22.77
Expenditures		5,695,000.00	1,296,569.30	447,826.61	4,398,430.70	22.77
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,920,000.00	4,694,563.94	526,189.56	225,436.06	95.42
TOTAL EXPENDITURES		5,695,000.00	1,296,569.30	447,826.61	4,398,430.70	22.77
NET OF REVENUES & EXPENDITURES:		(775,000.00)	3,397,994.64	78,362.95	(4,172,994.64)	