



**TO:** Plymouth District Library Board

**DATE:** May 13, 2026

**RE:** April 2026 Financial Report

**FROM:** Shauna Anderson,  
Library Director

#### REVENUE

- The library received a check for \$40,106.10 from Wayne County Treasurer on 13 May 2026, representing 2025 penal fine payment. They have confirmed receipt and payment of our side of the settlement.
- The library was awarded a new grant from the BOSCH Community Fund to support teen internships this summer.

#### EXPENDITURES

- Through four months (32.88%) of the year, recorded expenditures to date are at 34.28% of the total budget. This is due to the wrap-up of our long construction project.

#### INVESTMENTS

Bank Account	Interest Earned APRIL	Interest Earned YTD	Account Balance as of 04/30/26
MI Class	\$ 8,501.11	\$ 33,237.14	\$ 2,764,239.12
Operating & Savings	\$ 2,148.44	\$ 7,338.47	\$ 2,687,513.35
orsa*	\$ 1,026.24	\$ 4,086.40	\$ 339,820.98

#### BUDGET

- I am recommending the attached line item transfers to our budget to cover a required contribution to our VEBA trust and to move some construction funding toward furniture as we wrap up the renovation.

MOTIONED BY TRUSTEE \_\_\_\_\_, SECONDED BY TRUSTEE \_\_\_\_\_, TO ACCEPT THE APRIL 2026 FINANCIAL REPORT AND APPROVE CHECKS #34502-34565, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

## CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 04/01/2026 - 04/30/2026

Check Date	Check	Vendor Name	Amount	Status
<b>Bank 101 101</b>				
04/06/2026	34502	ALBAM AQUARIUMS	279.00	Cleared
04/06/2026	34503	AMAZON CAPITAL SERVICES, INC	794.15	Cleared
04/06/2026	34504	ASKEVIN INC.	200.00	Cleared
04/06/2026	34505	BC Ten Air	1,200.00	Cleared
04/06/2026	34506	CEE CLEAN WINDOW CLEANING CO	460.00	Cleared
04/06/2026	34507	CINTAS CORP	451.22	Cleared
04/06/2026	34508	City of Plymouth	563.93	Cleared
04/06/2026	34509	Kanopy, LLC.	542.30	Cleared
04/06/2026	34510	Leader Business Networks	1,294.16	Cleared
04/06/2026	34511	Mutual of Omaha	1,551.97	Cleared
04/06/2026	34512	OverDrive, Inc.	1,524.39	Cleared
04/06/2026	34513	PLANTE & MORAN, PLLC	2,091.00	Cleared
04/06/2026	34514	Rochester Hills Public Librar	24.95	Open
04/06/2026	34515	SEHI COMPUTER PRODUCTS, INC.	4,292.50	Cleared
04/06/2026	34516	SHAW CONSTRUCTION & MANAGEMEN	847.80	Cleared
04/06/2026	34517	STANCZAK, RAYMOND E.	100.00	Cleared
04/06/2026	34518	THE FRIENDS OF THE LIBRARY	96.00	Cleared
04/06/2026	34519	WHITE, JOSEPH B.	100.00	Cleared
04/08/2026	261(E)	Chase - Cardmember Service	8,446.33	Cleared
04/14/2026	34520	ABBY B. PHOTOGRAPHY	380.00	Cleared
04/14/2026	34521	AMAZON CAPITAL SERVICES, INC	1,123.57	Cleared
04/14/2026	34522	AMBIUS DETROIT	236.34	Cleared
04/14/2026	34523	BC Ten Air	375.00	Cleared
04/14/2026	34524	Charter Township of Plymouth	2,475.82	Cleared
04/14/2026	34525	CONSUMERS ENERGY	1,729.80	Cleared
04/14/2026	34526	DEMCO	177.07	Cleared
04/14/2026	34527	EBSCO Subscription Services	5,676.98	Cleared
04/14/2026	34528	Graybar Electric Co., Inc.	1,483.68	Cleared
04/14/2026	34529	Green Brain Comics	143.15	Cleared
04/14/2026	34530	HOSE, ZACH	1,680.00	Cleared
04/14/2026	34531	INGRAM LIBRARY SERVICES	7,963.85	Cleared
04/14/2026	34532	Library Ideas	1,181.54	Cleared
04/14/2026	34533	Midwest Tape	10,347.56	Cleared
04/14/2026	34534	MML LIABILITY AND PROPERTY PO	204.00	Cleared
04/14/2026	34535	ORION TOWNSHIP PUBLIC LIBRARY	32.00	Cleared
04/14/2026	34536	OverDrive, Inc.	2,247.21	Cleared
04/14/2026	34537	PLAYAWAY PRODUCTS	2,079.88	Cleared
04/14/2026	34538	School Specialty	46.36	Cleared
04/14/2026	34539	Wayne County Treasurer	274,637.39	Cleared
04/14/2026	34540	WOLOSZYK, MICHAEL	150.00	Open
04/20/2026	34541	THE FRIENDS OF THE LIBRARY	10.00	Cleared
04/20/2026	34542	AMAZON CAPITAL SERVICES, INC	570.76	Cleared
04/20/2026	34543	BC Ten Air	3,900.00	Cleared
04/20/2026	34544	Blue Care Network	24,829.45	Cleared
04/20/2026	34545	City of Plymouth	130.45	Cleared
04/20/2026	34546	Foster, Swift, Collins & Smit	80.10	Cleared
04/20/2026	34547	INGRAM LIBRARY SERVICES	4,571.34	Cleared
04/20/2026	34548	Lansing Sanitary Supply, Inc.	699.28	Cleared
04/20/2026	34549	LB Office Products	33.22	Cleared
04/20/2026	34550	Leader Business Networks	136.00	Cleared
04/20/2026	34551	MICHIGAN LIBRARY ASSOCIATION	2,088.00	Cleared
04/20/2026	34552	SHAW CONSTRUCTION & MANAGEMEN	29,993.70	Cleared
04/20/2026	34553	THE FRIENDS OF THE LIBRARY	45.00	Cleared
04/20/2026	34554	The Library Network	670.00	Cleared
04/27/2026	9(S)	EBSCO Subscription Services	0.00	Cleared
04/27/2026	34555	AMAZON CAPITAL SERVICES, INC	1,168.20	Open
04/27/2026	34556	ANDREW SPONGBERG	177.90	Open
04/27/2026	34557	Delta Dental Insurance	1,508.07	Open
04/27/2026	34558	HATTERAS	219.21	Cleared
04/27/2026	34559	INGRAM LIBRARY SERVICES	1,779.02	Open
04/27/2026	34560	MANER COSTERISAN	2,800.00	Cleared
04/27/2026	34561	Midwest Tape	428.08	Open
04/27/2026	34562	MURPHY & SPAGNUOLO, P.C.	24.50	Open
04/27/2026	34563	PLANTE & MORAN, PLLC	2,359.75	Open
04/27/2026	34564	THE FRIENDS OF THE LIBRARY	100.00	Cleared
04/27/2026	34565	watkins Ross & Co.	4,500.00	Open

101 TOTALS:

Total of 66 Checks:	422,052.93
Less 0 Void Checks:	0.00
Total of 66 Disbursements:	<u>422,052.93</u>

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 04/30/2026

YTD Balance  
04/30/2026  
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
<b>Fund: 101 GENERAL OPERATING FUND</b>			
<b>*** Assets ***</b>			
101-000-001.000	CASH/OPERATING CHECKING	2,626,203.52	
101-000-002.001	CFCU	339,820.98	
101-000-002.003	MICHIGAN CLASS	2,764,239.12	
101-000-039.000	RETIREE INS CO-PAY	43,986.03	
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	
<b>Total Assets</b>		5,818,959.65	
<b>*** Liabilities ***</b>			
101-000-202.000	ACCOUNTS PAYABLE	38,448.54	
101-000-215.000	ACCRUED LIABILITIES	274,638.00	
101-000-339.000	DEFERRED REVENUES	44,000.00	
<b>Total Liabilities</b>		357,086.54	
<b>*** Fund Equity ***</b>			
101-000-390.000	FUND BALANCE	3,939,057.81	
<b>Total Fund Equity</b>		3,939,057.81	
<b>Total Fund 101:</b>			
<b>TOTAL ASSETS</b>		5,818,959.65	
<b>BEG. FUND BALANCE - 2025</b>		3,939,057.81	
<b>+ NET OF REVENUES/EXPENDITURES - 2025</b>		(1,236,300.31)	
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		2,759,115.61	
<b>= ENDING FUND BALANCE</b>		5,461,873.11	
<b>+ LIABILITIES</b>		357,086.54	
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		5,818,959.65	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 04/30/2026

% Fiscal Year Completed: 32.88

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

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 NONE</b>						
101-000-403.000	PROPERTY TAXES CURRENT	4,336,000.00	4,351,309.67	0.00	(15,309.67)	100.35
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	8,062.02	4,057.52	41,937.98	16.12
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	0.00	(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	0.00	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	815.30	115.77	5,184.70	13.59
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	44,662.01	11,675.79	55,337.99	44.66
101-000-694.000	OTHER MISC. INCOME	0.00	314.84	8.00	(314.84)	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	4,420.09	1,043.66	2,579.91	63.14
101-000-696.000	DONATIONS & CONTRIBUTIONS	105,000.00	103,327.64	25.00	1,672.36	98.41
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	345.00	140.00	29,655.00	1.15
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	16.08	0.76	(16.08)	100.00
Total Dept 000 - NONE		4,920,000.00	4,711,630.44	17,066.50	208,369.56	95.76
Revenues		4,920,000.00	4,711,630.44	17,066.50	208,369.56	95.76
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,435,000.00	717,362.93	181,521.01	1,717,637.07	29.46
101-790-715.000	EMPLOYERS FICA TAXES	185,000.00	53,469.59	13,503.85	131,530.41	28.90
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	330,000.00	107,476.42	19,103.10	222,523.58	32.57
101-790-717.000	LIFE & DISABILITY	20,000.00	7,880.49	1,551.97	12,119.51	39.40
101-790-718.000	RETIREMENT	340,000.00	108,315.45	27,503.19	231,684.55	31.86
101-790-740.000	OPERATING SUPPLIES	60,000.00	11,439.68	2,928.98	48,560.32	19.07
101-790-740.200	BUILDING SUPPLIES	30,000.00	11,482.26	4,601.14	18,517.74	38.27
101-790-741.000	BOOKS & MATERIALS	240,000.00	72,039.96	23,333.67	167,960.04	30.02
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,000.00	30,883.10	5,676.98	19,116.90	61.77
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	235,000.00	60,759.54	13,890.74	174,240.46	25.86
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	159.81	15.01	1,840.19	7.99
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	57,482.26	13,916.17	42,517.74	57.48
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	6,629.01	464.84	18,370.99	26.52
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	7,918.36	5,025.66	27,081.64	22.62
101-790-880.000	COMMUNITY PROMOTION	75,000.00	22,937.79	2,236.52	52,062.21	30.58
101-790-880.001	EVENTS (FRIENDS)	30,000.00	7,820.94	1,877.89	22,179.06	26.07
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	2,974.39	204.00	3,025.61	49.57
101-790-920.000	UTILITIES	180,000.00	58,011.96	14,243.40	121,988.04	32.23
101-790-930.000	REPAIRS & MAINTENANCE	140,000.00	33,797.06	8,043.81	106,202.94	24.14
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	5,837.67	2,524.01	(3,837.67)	291.88
101-790-956.000	MISCELLANEOUS	275,000.00	274,960.60	274,960.60	39.40	99.99
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	560,000.00	190,624.71	28,450.74	369,375.29	34.04
101-790-977.000	FURNITURE	40,000.00	9,503.48	2,559.66	30,496.52	23.76

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 04/30/2026  
 % Fiscal Year Completed: 32.88

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

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
101-790-983.000	TECHNOLOGY	160,000.00	43,203.27	7,608.59	116,796.73	27.00
Total Dept 790 - LIBRARY		5,695,000.00	1,952,514.83	655,745.53	3,742,485.17	34.28
Expenditures		5,695,000.00	1,952,514.83	655,745.53	3,742,485.17	34.28
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
TOTAL REVENUES		4,920,000.00	4,711,630.44	17,066.50	208,369.56	95.76
TOTAL EXPENDITURES		5,695,000.00	1,952,514.83	655,745.53	3,742,485.17	34.28
NET OF REVENUES & EXPENDITURES:		(775,000.00)	2,759,115.61	(638,679.03)	(3,534,115.61)	

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2026 Activity	2026 Original Budget	2026 Amended Budget	New Amended	Change	Overbudget
101-790-718.000	RETIREMENT	108,315.45	340,000.00	340,000.00	305,000.00	(35,000.00)	N
101-790-719.000	VEBA PAYMENTS	0.00	0.00	0.00	35,000.00	35,000.00	N
101-790-920.000	UTILITIES	58,575.89	180,000.00	180,000.00	175,000.00	(5,000.00)	N
101-790-945.000	TAX REFUNDS - PRIOR	5,837.67	2,000.00	2,000.00	7,000.00	5,000.00	Y
101-790-976.000	BLDG ADDITIONS & IMP	190,624.71	0.00	560,000.00	545,000.00	(15,000.00)	N
101-790-977.000	FURNITURE	9,503.48	0.00	40,000.00	55,000.00	15,000.00	Y
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)		