



TO: Plymouth District Library Board

DATE: June 4, 2026

RE: May 2026 Financial Report

FROM: Shauna Anderson,
Library Director

REVENUE

- Due to a reported issue with their record-keeping, Wayne County improperly paid out PDL's 2026 penal fines to the City of Plymouth. I updated the library's paperwork with the county and expect to see a check cut soon. I am in the midst of reviewing tax refunds invoiced by the county this year, as they have been significantly higher than prior years.
- The library received \$4,300 from the State of Michigan for SBTE funding from 2025.

EXPENDITURES

- Through five months (41.37%) of the year, recorded expenditures to date are at 42.01% 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	\$ 8,734.57	\$ 41,971.71	\$ 2,772,973.69
Operating & Savings	\$ 1,652.29	\$ 8,990.76	\$ 2,410,652.60
orsa*	\$ 1,063.71	\$ 5,150.11	\$ 340,884.69

MOTIONED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO ACCEPT THE MAY 2026 FINANCIAL REPORT AND APPROVE CHECKS #34566-34645, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 05/01/2026 - 05/31/2026

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
05/04/2026	34566	ALBAM AQUARIUMS	279.00	Cleared
05/04/2026	34567	AMAZON CAPITAL SERVICES, INC	553.87	Cleared
05/04/2026	34568	CEE CLEAN WINDOW CLEANING CO	460.00	Cleared
05/04/2026	34569	COLLEEN KINGSBURY	88.44	Cleared
05/04/2026	34570	DEMCO	81.18	Cleared
05/04/2026	34571	DTE Energy	11,819.22	Cleared
05/04/2026	34572	EXECUTIVE PROPERTY MAINTENANC	421.03	Cleared
05/04/2026	34573	INGRAM LIBRARY SERVICES	4,279.37	Cleared
05/04/2026	34574	Lansing Sanitary Supply, Inc.	137.87	Cleared
05/04/2026	34575	LB Office Products	151.93	Cleared
05/04/2026	34576	Library Design Associates	1,485.00	Cleared
05/04/2026	34577	MICHIGAN LIBRARY ASSOCIATION	25.00	Cleared
05/04/2026	34578	MICHIGANESE NATIVES LLC	466.67	Cleared
05/04/2026	34579	Midwest Tape	160.97	Cleared
05/04/2026	34580	Mutual of Omaha	1,551.97	Cleared
05/04/2026	34581	REDFORD LOCK SECURITY SOLUTIO	200.00	Cleared
05/04/2026	34582	Staples Advantage	1,477.08	Cleared
05/04/2026	34583	Wayne County Treasurer	48.19	Cleared
05/04/2026	34584	STANCZAK, RAYMOND E.	100.00	Cleared
05/04/2026	34585	WHITE, JOSEPH B.	100.00	Cleared
05/11/2026	34586	AMAZON CAPITAL SERVICES, INC	212.16	Cleared
05/11/2026	34587	BC Ten Air	4,578.00	Cleared
05/11/2026	34588	CINTAS CORP	780.77	Cleared
05/11/2026	34589	City of Plymouth	563.93	Cleared
05/11/2026	34590	Kanopy, LLC.	565.25	Cleared
05/11/2026	34591	MATTHEW WATROBA	300.00	Open
05/11/2026	34592	MCLS	1,192.24	Cleared
05/11/2026	34593	Midwest Tape	9,317.23	Cleared
05/11/2026	34594	MING A. LOUIE	400.00	Open
05/11/2026	34595	THE PEWABIC SOCIETY	150.00	Open
05/13/2026	34596	United States Postal Service	2,165.93	Cleared
05/18/2026	10(S)	EBSCO Subscription Services	0.00	Open
05/18/2026	34597	ABBY B. PHOTOGRAPHY	570.00	Cleared
05/18/2026	34598	AMAZON CAPITAL SERVICES, INC	753.41	Cleared
05/18/2026	34599	Blue360Media, LLC	85.95	Cleared
05/18/2026	34600	CAROUSEL ACRES	550.00	Open
05/18/2026	34601	City of Plymouth	130.45	Cleared
05/18/2026	34602	CONSUMERS ENERGY	851.91	Cleared
05/18/2026	34603	Green Brain Comics	107.95	Cleared
05/18/2026	34604	INGRAM LIBRARY SERVICES	2,867.15	Cleared
05/18/2026	34605	Library Ideas	177.85	Cleared
05/18/2026	34606	Melanie Bell	51.70	Cleared
05/18/2026	34607	MICHIGAN LIBRARY ASSOCIATION	1,197.50	Cleared
05/18/2026	34608	Midwest Tape	491.34	Cleared
05/18/2026	34609	MUNSON, NICOLE	43.15	Cleared
05/18/2026	34610	NORTHVILLE ART HOUSE	100.00	Open
05/18/2026	34611	OverDrive, Inc.	4,139.98	Cleared
05/18/2026	34612	PAWS AND EFFECT	75.00	Open
05/18/2026	34613	PLANTE & MORAN, PLLC	2,505.75	Cleared
05/18/2026	34614	Shauna Anderson	900.00	Cleared
05/18/2026	34615	The Library Network	1,074.45	Cleared
05/20/2026	264(E)	Chase - Cardmember Service	14,753.90	Cleared
05/20/2026	270(E)	Chase - Cardmember Service	1,504.14	Cleared
05/26/2026	34616	AMAZON CAPITAL SERVICES, INC	1,001.48	Open
05/26/2026	34617	AMBIUS DETROIT	236.34	Open
05/26/2026	34618	APRIL BARRETT	200.00	Open
05/26/2026	34619	BC Ten Air	575.00	Cleared
05/26/2026	34620	Blue Care Network	23,850.67	Open
05/26/2026	34621	CRYSTAL LAMPTON	200.00	Open
05/26/2026	34622	Delta Dental Insurance	1,947.57	Open
05/26/2026	34623	EXECUTIVE PROPERTY MAINTENANC	439.97	Cleared
05/26/2026	34624	Face Flair	400.00	Open
05/26/2026	34625	Genson's Plumbing, Inc.	650.00	Open
05/26/2026	34626	Guardian Alarm	1,575.00	Open
05/26/2026	34627	HATTERAS	219.21	Cleared
05/26/2026	34628	INGRAM LIBRARY SERVICES	5,162.48	Open
05/26/2026	34629	LB Office Products	427.84	Open
05/26/2026	34630	MANER COSTERISAN	2,500.00	Open
05/26/2026	34631	MICHIGAN WEB PRESS	2,670.12	Cleared
05/26/2026	34632	MICHIGANESE NATIVES LLC	466.67	Open
05/26/2026	34633	Midwest Tape	264.90	Open

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 05/01/2026 - 05/31/2026

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
05/26/2026	34634	MML LIABILITY AND PROPERTY PO	68,956.00	Open
05/26/2026	34635	MURPHY & SPAGNUOLO, P.C.	171.50	Open
05/26/2026	34636	OK FIRE EQUIPMENT CO.	385.00	Open
05/26/2026	34637	Proquest-CSA LLC	10,007.56	Open
05/26/2026	34638	Security 101	634.42	Open
05/26/2026	34639	SMART BUSINESS SOURCE	239.97	Open
05/26/2026	34640	Wayne County Treasurer	2,016.44	Open
05/27/2026	34641	Charter Township of Plymouth	144.00	Open
05/27/2026	34642	HATTERAS	25.00	Cleared
05/27/2026	34643	Leader Business Networks	1,925.41	Cleared
05/27/2026	34644	Library Design Associates	14,567.00	Cleared
05/27/2026	34645	Security 101	435.03	Open
101 TOTALS:				
Total of 83 Checks:			219,338.46	
Less 0 Void Checks:			0.00	
Total of 83 Disbursements:			<u>219,338.46</u>	

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY
Balance As of 05/31/2026

YTD Balance
05/31/2026
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 101 GENERAL OPERATING FUND			
*** Assets ***			
101-000-001.000	CASH/OPERATING CHECKING	2,286,678.96	
101-000-002.001	CFCU	340,884.69	
101-000-002.003	MICHIGAN CLASS	2,772,973.69	
101-000-039.000	RETIREE INS CO-PAY	53,347.00	
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		5,498,594.34	
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	37,243.46	
101-000-215.000	ACCRUED LIABILITIES	274,638.00	
101-000-339.000	DEFERRED REVENUES	44,000.00	
Total Liabilities		355,881.46	
*** Fund Equity ***			
101-000-390.000	FUND BALANCE	3,939,057.81	
Total Fund Equity		3,939,057.81	
Total Fund 101:			
TOTAL ASSETS		5,498,594.34	
BEG. FUND BALANCE - 2025		3,939,057.81	
+ NET OF REVENUES & EXPENDITURES		2,439,955.38	
= ENDING FUND BALANCE		5,142,712.88	
+ LIABILITIES		355,881.46	
= TOTAL LIABILITIES AND FUND BALANCE		5,498,594.34	

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 05/31/2026

% Fiscal Year Completed: 41.37

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

GL Number	Description	2026 Amended Budget	YTD Balance 05/31/2026 (Normal (Abnormal))	Activity For 05/31/2026 Increase (Decrease)	Available Balance 05/31/2026 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	4,351,309.67	0.00	(15,309.67)	100.35
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	8,062.02	0.00	41,937.98	16.12
101-000-538.000	GRANTS	20,000.00	10,600.00	9,600.00	9,400.00	53.00
101-000-569.000	STATE GRANTS OTHER	0.00	9,157.72	4,300.88	(9,157.72)	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	40,106.10	40,106.10	(15,106.10)	160.42
101-000-664.000	BOOK FINES	6,000.00	900.98	85.68	5,099.02	15.02
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	56,112.58	11,450.57	43,887.42	56.11
101-000-694.000	OTHER MISC. INCOME	0.00	331.84	17.00	(331.84)	100.00
101-000-694.001	CFSE DRAW	48,000.00	49,020.00	49,020.00	(1,020.00)	102.13
101-000-695.000	COPIER FEES	7,000.00	5,299.99	879.90	1,700.01	75.71
101-000-696.000	DONATIONS & CONTRIBUTIONS	105,000.00	103,527.64	200.00	1,472.36	98.60
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	6,268.05	5,923.05	23,731.95	20.89
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	16.09	0.01	(16.09)	100.00
Total Dept 000 - NONE		4,920,000.00	4,833,213.63	121,583.19	86,786.37	98.24
Revenues		4,920,000.00	4,833,213.63	121,583.19	86,786.37	98.24
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,435,000.00	904,168.27	186,805.34	1,530,831.73	37.13
101-790-715.000	EMPLOYERS FICA TAXES	185,000.00	67,358.54	13,888.95	117,641.46	36.41
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	330,000.00	125,955.64	18,479.22	204,044.36	38.17
101-790-717.000	LIFE & DISABILITY	20,000.00	9,541.26	1,660.77	10,458.74	47.71
101-790-718.000	RETIREMENT	340,000.00	137,305.44	28,989.99	202,694.56	40.38
101-790-740.000	OPERATING SUPPLIES	60,000.00	13,807.41	2,367.73	46,192.59	23.01
101-790-740.200	BUILDING SUPPLIES	30,000.00	13,889.05	2,406.79	16,110.95	46.30
101-790-741.000	BOOKS & MATERIALS	240,000.00	83,609.45	11,569.49	156,390.55	34.84
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,000.00	42,082.90	11,199.80	7,917.10	84.17
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	235,000.00	74,561.56	13,802.02	160,438.44	31.73
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	159.81	0.00	1,840.19	7.99
101-790-741.400	BOOKS & MATERIALS - DONATIONS/GIFTS	0.00	0.00	(123.73)	0.00	0.00
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	63,317.89	5,835.63	36,682.11	63.32
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	5,496.74	(1,132.27)	19,503.26	21.99
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	12,380.24	4,461.88	22,619.76	35.37
101-790-880.000	COMMUNITY PROMOTION	75,000.00	36,906.97	13,769.18	38,093.03	49.21
101-790-880.001	EVENTS (FRIENDS)	30,000.00	13,243.40	5,422.46	16,756.60	44.14
101-790-910.000	INSURANCE & BONDS	68,000.00	100,469.42	68,956.00	(32,469.42)	147.75
101-790-911.000	WORKERS COMPENSATION	6,000.00	2,974.39	0.00	3,025.61	49.57
101-790-920.000	UTILITIES	180,000.00	71,653.55	13,641.59	108,346.45	39.81
101-790-930.000	REPAIRS & MAINTENANCE	140,000.00	43,784.07	9,987.01	96,215.93	31.27
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	7,854.11	2,016.44	(5,854.11)	392.71
101-790-956.000	MISCELLANEOUS	275,000.00	274,852.24	(108.36)	147.76	99.95
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	560,000.00	190,624.71	0.00	369,375.29	34.04
101-790-977.000	FURNITURE	40,000.00	26,629.13	17,125.65	13,370.87	66.57

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 05/31/2026
 % Fiscal Year Completed: 41.37

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

GL Number	Description	2026 Amended Budget	YTD Balance 05/31/2026 Normal (Abnormal)	Activity For 05/31/2026 Increase (Decrease)	Available Balance 05/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-983.000	TECHNOLOGY	160,000.00	52,725.11	9,521.84	107,274.89	32.95
Total Dept 790 - LIBRARY		5,695,000.00	2,393,258.25	440,543.42	3,301,741.75	42.02
Expenditures		5,695,000.00	2,393,258.25	440,543.42	3,301,741.75	42.02
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,920,000.00	4,833,213.63	121,583.19	86,786.37	98.24
TOTAL EXPENDITURES		5,695,000.00	2,393,258.25	440,543.42	3,301,741.75	42.02
NET OF REVENUES & EXPENDITURES:		(775,000.00)	2,439,955.38	(318,960.23)	(3,214,955.38)	