PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board | **DATE:** September 8, 2026

RE: August 2026 Financial Report | **FROM:** Shauna Anderson, Library Director

REVENUE

- The library received our 2026 penal fine disbursement via check on September 1. This will be reflected in next month's financial report.
- The library is still waiting on payment from the invoice we sent to the county for a total of $4,570.34 in overpayments that need to be returned to the library.

EXPENDITURES

- Through seven months (66%) of the year, recorded expenditures to date are at 69% of the total budget. We are still slightly over due to the wrap-up of our long construction project, but this will continue to even out as we reach the end of our fiscal year.

INVESTMENTS

Bank Account	Interest Earned AUGUST	Interest Earned YTD	Account Balance as of 08/31/26
MI Class	$ 9,031.59	$ 68,426.06	$ 2,799,428.04
Operating & Savings	$ 129.48	$ 10,635.42	$ 811,785.93
orsa	$ 1,073.62	$ 8,326.57	$ 344,061.15

MOTIONED BY TRUSTEE _________, SECONDED BY TRUSTEE___________, TO ACCEPT THE AUGUST 2026 FINANCIAL REPORT AND APPROVE CHECKS #34799-34881, PAYROLL, CREDIT CARD PAYMENTS, AND RETIREMENT TRANSFERS.

CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY

CHECK DATE 08/01/2026 - 08/31/2026

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
08/03/2026	34799	ALIANA LARA-VALERIO	30.00	Cleared
08/03/2026	34801	AMAZON CAPITAL SERVICES, INC	1,204.21	Cleared
08/03/2026	34802	DTE Energy	14,221.48	Cleared
08/03/2026	34803	FRIENDS OF PLY HIST MUSEUM	50.00	Cleared
08/03/2026	34804	INGRAM LIBRARY SERVICES	2,872.46	Cleared
08/03/2026	34805	KATHERINE GALLANT	30.00	Open
08/03/2026	34806	MI FISH GUY LLC	100.00	Cleared
08/03/2026	34807	Michigan.com	596.95	Cleared
08/03/2026	34808	MICHIGANENSE NATIVES LLC	466.67	Cleared
08/03/2026	34809	Mutual of Omaha	1,660.77	Cleared
08/03/2026	34810	Plymouth Comm Council on Agin	100.00	Cleared
08/03/2026	34811	ROSS, LORI ANNA	14.02	Open
08/03/2026	34812	STANCZAK, RAYMOND E.	100.00	Cleared
08/03/2026	34813	Staples Advantage	228.59	Cleared
08/03/2026	34814	THE FRIENDS OF THE LIBRARY	23.00	Open
08/03/2026	34815	THEODORA SHERIDAN	30.00	Cleared
08/03/2026	34816	Total Energy Systems, LLC	2,174.00	Cleared
08/03/2026	34817	WHITE, JOSEPH B.	100.00	Cleared
08/03/2026	34818	ALL SEASONS OUTDOOR MAINTENAN	1,175.00	Cleared
08/10/2026	34819	AMAZON CAPITAL SERVICES, INC	798.69	Cleared
08/10/2026	34820	Aventric Technologies	135.00	Cleared
08/10/2026	34821	City of Plymouth	917.15	Cleared
08/10/2026	34822	CONSUMERS ENERGY	206.12	Cleared
08/10/2026	34823	CREATIVEBUG	260.00	Cleared
08/10/2026	34824	DEMCO	82.43	Cleared
08/10/2026	34825	HOSE, ZACH	1,680.00	Cleared
08/10/2026	34826	INGRAM LIBRARY SERVICES	3,769.53	Cleared
08/10/2026	34827	Interactive Sciences, Inc.	497.61	Cleared
08/10/2026	34828	Kanopy, LLC.	687.65	Cleared
08/10/2026	34829	Leader Business Networks	1,708.05	Cleared
08/10/2026	34830	Library Design Associates	18,680.00	Cleared
08/10/2026	34831	Midwest Tape	106.47	Cleared
08/10/2026	34832	Midwest Tape	455.66	Cleared
08/10/2026	34833	OverDrive, Inc.	5,315.10	Cleared
08/10/2026	34834	THE FRIENDS OF THE LIBRARY	32.00	Cleared
08/17/2026	334(E)	Chase - Cardmember Service	9,238.04	Cleared
08/17/2026	34835	ABBY B. PHOTOGRAPHY	950.00	Cleared
08/17/2026	34836	AMAZON CAPITAL SERVICES, INC	1,138.77	Cleared
08/17/2026	34837	BENJAMIN KOLK	400.00	Open
08/17/2026	34838	CEE CLEAN WINDOW CLEANING CO	460.00	Cleared
08/17/2026	34839	City of Plymouth	130.45	Cleared
08/17/2026	34840	DOUGLAS, MEL HATCH	664.00	Open
08/17/2026	34841	GREEN EARTH COATINGS	6,336.00	Cleared
08/17/2026	34842	INGRAM LIBRARY SERVICES	4,944.61	Cleared
08/17/2026	34843	MI FISH GUY LLC	355.00	Cleared
08/17/2026	34844	MICHIGAN WEB PRESS	2,748.84	Cleared
08/17/2026	34845	Midwest Tape	11,145.72	Open
08/17/2026	34846	SATURN PRINTING	124.14	Cleared
08/17/2026	34847	SEHI COMPUTER PRODUCTS, INC.	2,632.00	Cleared
08/24/2026	34848	AMAZON CAPITAL SERVICES, INC	239.76	Cleared
08/24/2026	34849	AMBIUS DETROIT	236.34	Open
08/24/2026	34850	BC Ten Air	4,578.00	Cleared
08/24/2026	34851	BLUE CARE NETWORK OF MICHIGAN	35,787.62	Cleared
08/24/2026	34852	CINTAS CORP	1,036.16	Cleared
08/24/2026	34853	DETROIT HISTORICAL SOCIETY	275.00	Open
08/24/2026	34854	Guardian Alarm	1,575.00	Open
08/24/2026	34855	HARRISON TWP PUBLIC LIBRARY	30.00	Open
08/24/2026	34856	INGRAM LIBRARY SERVICES	3,032.73	Cleared
08/24/2026	34857	PLYMOUTH COMMUNITY CHAMBER OF	50.00	Cleared
08/24/2026	34858	SUPERIOR MEDICAL WASTE DISPOS	70.00	Cleared
08/31/2026	34859	ALIANA LARA-VALERIO	30.00	Open
08/31/2026	34860	AMAZON CAPITAL SERVICES, INC	995.16	Open
08/31/2026	34861	BayScan Technologies	114.13	Open
08/31/2026	34862	BC Ten Air	262.50	Open
08/31/2026	34863	CREATIVEBUG	460.00	Open
08/31/2026	34864	Delta Dental Insurance	1,902.25	Open
08/31/2026	34865	DTE Energy	14,142.77	Open
08/31/2026	34866	EXECUTIVE PROPERTY MAINTENANC	421.03	Open
08/31/2026	34867	Green Brain Comics	226.30	Open
08/31/2026	34868	HATTERAS	219.21	Open
08/31/2026	34869	INGRAM LIBRARY SERVICES	9,773.39	Open

Check Date	Check	Vendor Name	Amount	Status
Bank 101 101				
08/31/2026	34870	KATHERINE GALLANT	30.00	Open
08/31/2026	34871	Library Design Associates	1,350.00	Open
08/31/2026	34872	MI FISH GUY LLC	175.00	Open
08/31/2026	34873	MICHIGANENSE NATIVES LLC	466.67	Open
08/31/2026	34874	Midwest Tape	319.39	Open
08/31/2026	34875	PLAYAWAY PRODUCTS	1,904.72	Open
08/31/2026	34876	SMART BUSINESS SOURCE	489.51	Open
08/31/2026	34877	Staples Advantage	1,123.27	Open
08/31/2026	34878	THEODORA SHERIDAN	30.00	Open
08/31/2026	34879	WEST BRANCH DISTRICT LIBRARY	25.00	Open
08/31/2026	34880	United States Postal Service	390.00	Open
08/31/2026	34881	United States Postal Service	2,050.00	Open
101 TOTALS:				
Total of 83 Checks:			185,587.09	
Less 0 Void Checks:			0.00	
Total of 83 Disbursements:			185,587.09	

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 08/31/2026

GL Number	Description	YTD Balance 08/31/2026 Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
****** Assets ******		
101-000-001.000	CASH/OPERATING CHECKING	760,138.35
101-000-002.001	CFCU	344,061.15
101-000-002.003	MICHIGAN CLASS	2,799,428.04
101-000-039.000	RETIREE INS CO-PAY	131,988.49
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		4,080,326.03
****** Liabilities ******		
101-000-202.000	ACCOUNTS PAYABLE	16,005.47
101-000-215.000	ACCRUED LIABILITIES	274,638.00
101-000-339.000	DEFERRED REVENUES	44,000.00
Total Liabilities		334,643.47
****** Fund Equity ******		
101-000-390.000	FUND BALANCE	2,702,757.50
Total Fund Equity		2,702,757.50
Total Fund 101:		
TOTAL ASSETS		4,080,326.03
BEG. FUND BALANCE		2,702,757.50
+ NET OF REVENUES & EXPENDITURES		1,042,925.06
= ENDING FUND BALANCE		3,745,682.56
+ LIABILITIES		334,643.47
= TOTAL LIABILITIES AND FUND BALANCE		4,080,326.03

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As Of 08/31/2026
% Fiscal Year Completed: 66.58
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026 Amended Budget	YTD Balance 08/31/2026 Normal (Abnormal)	Activity For 08/31/2026 Increase (Decrease)	Available Balance 08/31/2026 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	4,353,431.97	0.00	(17,431.97)	100.40
101-000-407.000	PROPERTY TAXES/DELINQUENT	50,000.00	116,476.17	0.00	(66,476.17)	232.95
101-000-538.000	GRANTS	20,000.00	16,600.00	6,000.00	3,400.00	83.00
101-000-569.000	STATE GRANTS OTHER	0.00	10,655.57	0.00	(10,655.57)	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	40,552.90	0.00	(2,552.90)	106.72
101-000-662.000	PENAL FINES	25,000.00	40,106.10	0.00	(15,106.10)	160.42
101-000-664.000	BOOK FINES	6,000.00	2,103.02	359.10	3,896.98	35.05
101-000-672.000	INTEREST ON INVESTMENTS	100,000.00	87,388.05	10,234.69	12,611.95	87.39
101-000-694.000	OTHER MISC. INCOME	0.00	743.29	312.45	(743.29)	100.00
101-000-694.001	CFSE DRAW	48,000.00	49,020.00	0.00	(1,020.00)	102.13
101-000-695.000	COPIER FEES	7,000.00	8,762.64	1,067.28	(1,762.64)	125.18
101-000-696.000	DONATIONS & CONTRIBUTIONS	105,000.00	110,165.06	1,250.00	(5,165.06)	104.92
101-000-696.100	FRIENDS OF THE LIBRARY	30,000.00	14,838.67	8,530.62	15,161.33	49.46
101-000-696.200	ADOPT-A-MAGAZINE	0.00	400.00	0.00	(400.00)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	14.63	1.18	(14.63)	100.00
Total Dept 000 - NONE		4,920,000.00	5,023,757.98	27,755.32	(103,757.98)	102.11
Revenues		4,920,000.00	5,023,757.98	27,755.32	(103,757.98)	102.11
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-706.000	SALARIES/WAGES - PERMANENT	2,435,000.00	1,571,011.70	194,020.30	863,988.30	64.52
101-790-715.000	EMPLOYERS FICA TAXES	185,000.00	117,285.81	14,372.69	67,714.19	63.40
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	330,000.00	150,900.87	(21,339.20)	179,099.13	45.73
101-790-717.000	LIFE & DISABILITY	20,000.00	12,808.40	0.00	7,191.60	64.04
101-790-718.000	RETIREMENT	305,000.00	225,861.15	28,794.71	79,138.85	74.05
101-790-719.000	VEBA PAYMENTS	35,000.00	0.00	0.00	35,000.00	0.00
101-790-740.000	OPERATING SUPPLIES	60,000.00	23,738.18	2,442.70	36,261.82	39.56
101-790-740.200	BUILDING SUPPLIES	30,000.00	22,342.10	2,117.95	7,657.90	74.47
101-790-741.000	BOOKS & MATERIALS	240,000.00	150,369.41	23,471.86	89,630.59	62.65
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,000.00	56,747.51	1,217.61	(6,747.51)	113.50
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	235,000.00	150,793.13	16,195.86	84,206.87	64.17
101-790-741.300	BOOKS & MATERIALS - ILL	2,000.00	214.81	55.00	1,785.19	10.74
101-790-818.000	CONTRACTUAL SERVICES	100,000.00	71,040.53	1,246.51	28,959.47	71.04
101-790-818.001	CATALOG	70,000.00	56,565.86	0.00	13,434.14	80.81
101-790-850.000	COMMUNICATIONS	25,000.00	10,532.72	482.95	14,467.28	42.13
101-790-860.000	TRANSPORTATION	2,000.00	31.46	0.00	1,968.54	1.57
101-790-864.000	CONFERENCES & TRAINING	35,000.00	16,845.38	2,727.85	18,154.62	48.13
101-790-880.000	COMMUNITY PROMOTION	75,000.00	54,055.23	8,699.54	20,944.77	72.07
101-790-880.001	EVENTS (FRIENDS)	30,000.00	22,609.06	1,885.02	7,390.94	75.36
101-790-910.000	INSURANCE & BONDS	68,000.00	98,389.42	0.00	(30,389.42)	144.69
101-790-911.000	WORKERS COMPENSATION	6,000.00	9,169.39	0.00	(3,169.39)	152.82
101-790-920.000	UTILITIES	175,000.00	116,282.39	15,396.49	58,717.61	66.45
101-790-930.000	REPAIRS & MAINTENANCE	140,000.00	93,280.77	15,110.54	46,719.23	66.63
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	7,000.00	7,854.11	0.00	(854.11)	112.20
101-790-956.000	MISCELLANEOUS	275,000.00	274,852.24	0.00	147.76	99.95
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	545,000.00	531,621.46	0.00	13,378.54	97.55

Balance As Of 08/31/2026
% Fiscal Year Completed: 66.58
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026 Amended Budget	YTD Balance 08/31/2026 Normal (Abnormal)	Activity For 08/31/2026 Increase (Decrease)	Available Balance 08/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL OPERATING FUND						
Account Category: Expenditures						
Department: 790 LIBRARY						
101-790-977.000	FURNITURE	55,000.00	52,971.95	20,135.00	2,028.05	96.31
101-790-983.000	TECHNOLOGY	160,000.00	82,657.88	8,542.37	77,342.12	51.66
Total Dept 790 - LIBRARY		5,695,000.00	3,980,832.92	335,575.75	1,714,167.08	69.90
Expenditures		5,695,000.00	3,980,832.92	335,575.75	1,714,167.08	69.90
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,920,000.00	5,023,757.98	27,755.32	(103,757.98)	102.11
TOTAL EXPENDITURES		5,695,000.00	3,980,832.92	335,575.75	1,714,167.08	69.90
NET OF REVENUES & EXPENDITURES:		(775,000.00)	1,042,925.06	(307,820.43)	(1,817,925.06)	