



**Woodlands Library Cooperative**  
**Budget vs. Actual**  
 November 2017

	Total	Budget	Balance	% of Budget
<b>Income</b>				
566.00 Direct State Aid	\$0.00	\$298,254.00	-\$298,254.00	0.0%
587.00 State Aid	\$0.00	\$295,865.00	-\$295,865.00	0.0%
607.00 Associate Membership	\$1,800.00	\$1,800.00	\$0.00	100.0%
665.00 Interest earned	\$1,039.55	\$1,800.00	-\$760.45	57.8%
687.01 Miscellaneous	\$0.00	\$0.00	\$0.00	
687.04 Continuing ed	\$840.00	\$2,000.00	-\$1,160.00	42.0%
<b>Total Income</b>	<b>\$3,679.55</b>	<b>\$599,719.00</b>	<b>-\$596,039.45</b>	<b>0.6%</b>
<b>Gross Profit</b>				
	<b>\$3,679.55</b>			
<b>Expenses</b>				
705.00 Salary - Director	\$11,911.35	\$61,939.00	\$50,027.65	19.2%
707.00 Salary - Staff	\$8,445.95	\$43,919.00	\$35,473.05	19.2%
712.00 Board Members	\$627.86	\$3,276.00	\$2,648.14	19.2%
715.00 FICA Taxes	\$1,389.74	\$9,377.00	\$7,987.26	14.8%
716.00 Medical Ins Opt-Out	\$615.00	\$3,200.00	\$2,585.00	19.2%
716.01 Medical Insurance	\$2,269.26	\$13,268.00	\$10,998.74	17.1%
717.00 Life Insurance	\$58.14	\$250.00	\$191.86	23.3%
718.00 Retirement	\$1,628.58	\$10,586.00	\$8,957.42	15.4%
719.00 Worker's comp	\$41.94	\$265.00	\$223.06	15.8%
720.00 Unemployment Insurance	\$0.00	\$350.00	\$350.00	0.0%
722.00 Dental Ins	\$73.14	\$400.00	\$326.86	18.3%
723.00 Long-term Disability	\$71.80	\$360.00	\$288.20	19.9%
728.00 Postage	\$0.00	\$1,000.00	\$1,000.00	0.0%
735.00 Office Supplies	\$150.58	\$1,500.00	\$1,349.42	10.0%
735.01 Internet Access	\$100.00	\$600.00	\$500.00	16.7%
747.00 Periodicals - office	\$0.00	\$300.00	\$300.00	0.0%
802.00 Fiscal Services	\$846.70	\$5,080.00	\$4,233.30	16.7%
808.00 Delivery	\$0.00	\$81,814.00	\$81,814.00	0.0%
809.00 Delivery Statewide	\$0.00	\$109,888.00	\$109,888.00	0.0%
812.00 OverDrive	\$13,163.73	\$25,000.00	\$11,836.27	52.7%
812.01 Ancestry Database	\$0.00	\$0.00	\$0.00	0.0%
812.02 Consumer Reports Online	\$47,000.00	\$47,000.00	\$0.00	100.0%
813.02 Automation Services	\$2,250.00	\$13,500.00	\$11,250.00	16.7%
824.00 Audit	\$0.00	\$5,500.00	\$5,500.00	0.0%
826.00 Legal Services	\$0.00	\$500.00	\$500.00	0.0%
827.00 Consultants	\$0.00	\$10,000.00	\$10,000.00	0.0%
828.00 Memberships	\$900.00	\$2,078.00	\$1,178.00	43.3%
828.01 Membership Dues	\$125.00	\$29,673.00	\$29,548.00	0.4%
830.00 Library Grants	\$0.00	\$49,000.00	\$51,000.00	0.0%
852.01 Phone, Fax & Conf Services	\$353.73	\$1,680.00	\$1,326.27	21.1%
861.01 Travel	\$1,146.12	\$8,000.00	\$6,853.88	14.3%
881.00 Public Information	\$0.00	\$100.00	\$100.00	0.0%
901.02 Printing-Misc	\$0.00	\$500.00	\$500.00	0.0%
911.00 General Insurance	\$0.00	\$1,374.00	\$1,374.00	0.0%
933.00 Office equip - rpr/maint	\$83.96	\$700.00	\$616.04	12.0%
958.01 Cont Ed - members	\$1,136.27	\$20,250.00	\$19,113.73	5.6%
958.02 Cont Ed - Staff	\$0.00	\$1,500.00	\$1,500.00	0.0%
963.00 Bank Fees	\$130.73	\$1,000.00	\$869.27	13.1%
979.00 Office equipment	\$498.93	\$2,222.00	\$1,723.07	22.5%



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980.00 Fixtures & Furnishings	\$0.00	\$100.00	\$100.00	0.0%
982.07 Software	\$177.15	\$3,963.00	\$3,785.85	4.5%
999.00 Contingency	\$0.00	\$28,708.00	\$28,708.00	0.0%
<b>Total Expenses</b>	<b>\$95,195.66</b>	<b>\$599,720.00</b>		<b>15.9%</b>
<b>Net Operating Income</b>	<b>-\$91,516.11</b>			
<b>Other Income</b>				
9000 Member Pass Through				
687.02 Member purchases	\$55.56			
687.06 Overdrive Income	\$9,582.12			
687.10 Ancestry Income	\$19,804.00			
<b>Total 9000 Member Pass Through</b>	<b>\$29,441.68</b>			
<b>Total Other Income</b>	<b>\$29,441.68</b>			
<b>Other Expenses</b>				
9100 Member Pass Through Exp				
986.04 Member Purchases	\$111.12			
986.05 Overdrive Expense	\$0.00			
986.10 Ancestry Expense	\$19,804.00			
<b>Total 9100 Member Pass Through Exp</b>	<b>\$19,915.12</b>			
<b>Total Other Expenses</b>	<b>\$19,915.12</b>			
<b>Net Other Income</b>	<b>\$9,526.56</b>			
<b>Net Income</b>	<b>-\$81,989.55</b>			



**Woodlands Library Cooperative**  
**Expenses**  
November 2017

<b>Account</b>	<b>Item</b>	<b>Amount</b>
718.00 Retirement	Ameriprise	\$814.29
712.00 Board Members	Anne Good	\$54.00
958.01 Cont Ed - Members	Branch District Library-Workshop Refund	\$40.00
712.00 Board Members	Carol Walker	\$54.00
712.00 Board Members	Cindy Goodrich	\$54.00
712.00 Board Members	Colleen Mauren	\$54.00
712.00 Board Members	Elizabeth Raduazo	\$54.00
958.01 Cont Ed - Members	Imprest Account	-\$94.58
712.00 Board Members	Jane Poczatek	\$54.00
Split	Kate - Reimbursements	\$1,018.79
705.00 Salary-Director	Kate Pohjola Andrade	\$4,764.54
707.00 Salary-Staff	Laura Claucherty	\$3,624.38
Split	Laura - Reimbursements	\$46.40
712.00 Board Members	Laurence Gregory	\$54.00
958.01 Cont Ed - Members	Meijer	\$45.60
Split	MCLS - Contract Services	\$3,211.78
Split	Office Depot	\$127.98
812.00 OverDrive	OverDrive	\$4,098.86
712.00 Board Members	Peggy Townshend	\$54.00
Split	PNC Bank-Credit Card	\$1,273.33
712.00 Board Members	Randy Westbrook	\$54.00
958.01 Cont Ed - Members	Sam's Club	\$72.91
723.00 Long-Term Disability	Standard Ins. Co	\$35.68
715.00 FICA Tax	Woodlands MI & US Tax	\$694.87
<b>Total</b>		<b>\$20,260.83</b>
986.04 Member Purchasing		\$0.00
986.05 OverDrive	OverDrive	\$0.00
<b>Total</b>		<b>\$20,260.83</b>



**Woodlands Library Cooperative**  
**Trial Balance**  
 November 2017

	<u>Debit</u>	<u>Credit</u>
100.00 FirstMerit Bank	\$0.00	
101.00 Homestead	\$0.00	
102.00 Chemical Bank	\$0.00	
103.00 Ameriprise Management	\$246,906.57	
110.00 PNC, Monroe	\$727,987.67	
115.00 Petty Cash	\$100.00	
120.00 Account Receivable	\$1,813.00	
149.9 Undeposited Funds	\$0.00	
200.00 Accounts Payable	\$50,249.97	
210.10 Payroll Liabilities:Federal W.H		\$768.12
210.20 Payroll Liabilities:State W/H		\$225.84
210.30 Payroll Liabilities:City Withholding		\$113.09
210.40 Payroll Liabilities:FICA/Medicare Wthld		\$377.11
210.50 Payroll Liabilities:Deferred Comp		\$0.00
210.51 Payroll Liabilities:Roth Deferred Comp		\$0.00
210.60 Payroll Liabilities:Health Savings		\$40.71
390.00 Retained Earnings		\$1,107,521.89
566.00 Direct State Aid		\$0.00
587.00 State Aid		\$0.00
607.00 Associate Membership		\$1,800.00
665.00 Interest earned		\$1,039.55
687.01 Miscellaneous		\$0.00
687.04 Continuing Ed		\$840.00
705.00 Salary - Director	\$11,911.35	
707.00 Salary - Staff	\$8,445.95	
712.00 Board Members	\$627.86	
715.00 FICA Taxes	\$1,389.74	
716.00 Medical Ins Opt-Out	\$615.00	
716.01 Medical Insurance	\$2,269.26	
717.00 Life Insurance	\$58.14	
718.00 Retirement	\$1,628.58	
719.00 Worker's Comp	\$41.94	
720.00 Unemployment Ins	\$0.00	
722.00 Dental Ins	\$73.14	
723.00 Long-Term Disability	\$71.80	
728.00 Postage	\$0.00	
735.00 Office Supplies	\$150.58	
735.01 Office Internet	\$100.00	
747.00 Periodicals - office	\$0.00	
802.00 Fiscal Services	\$846.70	
808.00 Delivery	\$0.00	
809.00 Delivery Statewide	\$0.00	
812.00 OverDrive	\$13,163.73	
812.01 Ancestry	\$0.00	
812.02 Consumer Reports Online	\$47,000.00	
813.02 Automation Services	\$2,250.00	
824.00 Audit	\$0.00	
828.00 Memberships	\$900.00	
828.01 Membership Dues	\$125.00	
830.00 Library Grants	\$0.00	





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November 2017

852.01 Office Telephone	\$353.73	
861.01 Travel	\$1,146.12	
901.02 Printing-Misc	\$0.00	
911.00 General Insurance	\$0.00	
933.00 Office equip - rpr/maint	\$83.96	
958.01 Cont Ed - Members	\$1,136.27	
958.02 Cont Ed-Staff	\$0.00	
963.00 Bank Fees	\$130.73	
979.00 Office Equipment	\$498.93	
982.07 Software	\$177.15	
986.01 Professional Collection	\$0.00	
999.00 Contingency	\$0.00	
687.02 Member Pass Through:Member purchases		\$55.56
687.06 Member Pass Through:Overdrive Income		\$9,582.12
687.10 Member Pass Through: Ancestry Income		\$19,804.00
986.04 Member Pass Through: Exp: Member Purchases	\$111.12	
986.05 Member Pass Through Exp:Overdrive Expense	\$0.00	
986.10 Member Pass Through: Exp: Ancestry Expense	\$19,804.00	
<b>TOTAL</b>	<b>\$1,142,167.99</b>	<b>\$1,142,167.99</b>