



Woodlands Library Cooperative
Budget vs. Actual
February 2018

	Total	Budget	Balance	% of Budget
Income				
566.00 Direct State Aid	\$150,097.77	\$298,254.00	(148,156.23)	50.3%
587.00 State Aid	\$0.00	\$295,865.00	(295,865.00)	0.0%
607.00 Associate Membership	\$1,350.00	\$1,800.00	(450.00)	75.0%
665.00 Interest earned	\$36.75	\$1,800.00	(1,763.25)	2.0%
687.01 Miscellaneous	\$0.00	\$0.00	0.00	
687.04 Continuing ed	\$840.00	\$2,000.00	(1,160.00)	42.0%
Total Income	\$152,324.52	\$599,719.00	(447,394.48)	25.4%
Gross Profit				
	\$152,324.52			
Expenses				
705.00 Salary - Director	\$26,204.97	\$61,939.00	\$35,734.03	42.3%
707.00 Salary - Staff	\$18,581.09	\$43,919.00	\$25,337.91	42.3%
712.00 Board Members	\$1,163.86	\$3,276.00	\$2,112.14	35.5%
715.00 FICA Taxes	\$3,472.29	\$9,377.00	\$5,904.71	37.0%
716.00 Medical Ins Opt-Out	\$1,353.00	\$3,200.00	\$1,847.00	42.3%
716.01 Medical Insurance	\$4,498.20	\$13,268.00	\$8,769.80	33.9%
717.00 Life Insurance	\$116.28	\$250.00	\$133.72	46.5%
718.00 Retirement	\$4,071.45	\$10,586.00	\$6,514.55	38.5%
719.00 Worker's comp	\$83.88	\$265.00	\$181.12	31.7%
720.00 Unemployment Insurance	\$0.00	\$350.00	\$350.00	0.0%
722.00 Dental Ins	\$232.45	\$400.00	\$167.55	58.1%
723.00 Long-term Disability	\$178.84	\$360.00	\$181.16	49.7%
728.00 Postage	\$0.00	\$1,000.00	\$1,000.00	0.0%
735.00 Office Supplies	\$318.50	\$1,500.00	\$1,181.50	21.2%
735.01 Internet Access	\$250.00	\$600.00	\$350.00	41.7%
747.00 Periodicals - office	\$0.00	\$300.00	\$300.00	0.0%
802.00 Fiscal Services	\$1,693.36	\$5,080.00	\$3,386.64	33.3%
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	\$25,000.00	\$25,000.00	\$0.00	100.0%
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	\$4,500.00	\$13,500.00	\$9,000.00	33.3%
824.00 Audit	\$5,100.00	\$5,500.00	\$400.00	92.7%
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	\$1,384.00	\$2,078.00	\$694.00	66.6%
828.01 Membership Dues	\$750.00	\$29,673.00	\$28,923.00	2.5%
830.00 Library Grants	\$18,000.00	\$49,000.00	\$51,000.00	36.7%
852.01 Phone, Fax & Conf Services	\$818.92	\$1,680.00	\$861.08	48.7%
861.01 Travel	\$2,500.46	\$8,000.00	\$5,499.54	31.3%
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	\$151.18	\$700.00	\$548.82	21.6%
958.01 Cont Ed - members	\$1,404.35	\$20,250.00	\$18,845.65	6.9%
958.02 Cont Ed - Staff	\$10.00	\$1,500.00	\$1,490.00	0.7%
963.00 Bank Fees	\$254.48	\$1,000.00	\$745.52	25.4%
979.00 Office equipment	\$639.48	\$2,222.00	\$1,582.52	28.8%



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980.00 Fixtures & Furnishings	\$0.00	\$100.00	\$100.00	0.0%
982.07 Software	\$3,624.15	\$3,963.00	\$338.85	91.4%
999.00 Contingency	\$0.00	\$28,708.00	\$28,708.00	0.0%
Total Expenses	<u>\$173,355.19</u>	\$599,720.00		28.9%
Net Operating Income	<u>-\$21,030.67</u>			
Other Income				
9000 Member Pass Through				
687.02 Member purchases	\$6,966.42			
687.06 Overdrive Income	\$30,557.89			
687.10 Ancestry Income	\$19,804.00			
Total 9000 Member Pass Through	<u>\$57,328.31</u>			
Total Other Income	<u>\$57,328.31</u>			
Other Expenses				
9100 Member Pass Through Exp				
986.04 Member Purchases	\$7,024.20			
986.05 Overdrive Expense	\$9,038.27			
986.10 Ancestry Expense	\$19,804.00			
Total 9100 Member Pass Through Exp	<u>\$35,866.47</u>			
Total Other Expenses	<u>\$35,866.47</u>			
Net Other Income	<u>\$21,461.84</u>			
Net Income	<u>\$431.17</u>			



Woodlands Library Cooperative
Expenses
February 2018

Account	Item	Amount
718.00 Retirement	Ameriprise Financial	\$814.29
830.00 Library Grants	Branch District Library	\$1,000.00
830.00 Library Grants	East Lansing Public Library	\$1,000.00
830.00 Library Grants	Hillsdale Community Library	\$1,000.00
830.00 Library Grants	Jackson District Library	\$1,000.00
830.00 Library Grants	Jonesville District Library	\$1,000.00
Split	Kate	\$1,060.05
705.00 Salary-Director	Kate Pohjola Andrade	\$4,764.54
707.00 Salary-Staff	Laura Claucherty	\$3,624.38
735.01 Office Internet	Laura	\$25.00
830.00 Library Grants	Milan Public Library	\$1,000.00
Split	Monroe County Library System	\$1,692.04
Split	Office Depot	\$119.97
Split	PNC Bank-Credit Card	\$1,773.60
830.00 Library Grants	Schultz-Holmes Mem Library	\$1,000.00
723.00 Long-Term Disability	Standard Insurance Co.	\$35.68
830.00 Library Grants	Tecumseh District Library	\$1,000.00
715.00 FICA	Woodlands US Tax	\$693.84
Total		\$22,603.39
986.04 Member Purchasing	CM Paper & Faronics	\$851.00
986.05 OverDrive	OverDrive	\$6,222.13
Total		\$29,676.52



Woodlands Library Cooperative
Trial Balance
February 2018

	<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	\$544,366.29	
110.00 PNC, Monroe	\$512,555.35	
115.00 Petty Cash	\$100.00	
120.00 Account Receivable	\$2,591.41	
149.9 Undeposited Funds	\$0.00	
200.00 Accounts Payable	\$50,202.52	
210.10 Payroll Liabilities:Federal W.H		\$652.48
210.20 Payroll Liabilities:State W/H		\$1,055.19
210.30 Payroll Liabilities:City Withholding		\$112.13
210.40 Payroll Liabilities:FICA/Medicare Wthld		\$376.08
210.50 Payroll Liabilities:Deferred Comp		\$50.00
210.51 Payroll Liabilities:Roth Deferred Comp		\$0.00
210.60 Payroll Liabilities:Health Savings		\$40.71
390.00 Retained Earnings		\$1,107,097.81
566.00 Direct State Aid		\$150,097.77
587.00 State Aid		\$0.00
607.00 Associate Membership		\$1,350.00
665.00 Interest earned		\$36.75
687.01 Miscellaneous		\$0.00
687.04 Continuing Ed		\$840.00
705.00 Salary - Director	\$26,204.97	
707.00 Salary - Staff	\$18,581.09	
712.00 Board Members	\$1,163.86	
715.00 FICA Taxes	\$3,472.29	
716.00 Medical Ins Opt-Out	\$1,353.00	
716.01 Medical Insurance	\$4,498.20	
717.00 Life Insurance	\$116.28	
718.00 Retirement	\$4,071.45	
719.00 Worker's Comp	\$83.88	
720.00 Unemployment Ins	\$0.00	
722.00 Dental Ins	\$232.45	
723.00 Long-Term Disability	\$178.84	
728.00 Postage	\$0.00	
735.00 Office Supplies	\$318.50	
735.01 Office Internet	\$250.00	
747.00 Periodicals - office	\$0.00	
802.00 Fiscal Services	\$1,693.36	
808.00 Delivery	\$0.00	
809.00 Delivery Statewide	\$0.00	
812.00 OverDrive	\$25,000.00	
812.01 Ancestry	\$0.00	
812.02 Consumer Reports Online	\$47,000.00	
813.02 Automation Services	\$4,500.00	
824.00 Audit	\$5,100.00	
828.00 Memberships	\$1,384.00	
828.01 Membership Dues	\$750.00	
830.00 Library Grants	\$18,000.00	



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852.01 Office Telephone	\$818.92	
861.01 Travel	\$2,500.46	
901.02 Printing-Misc	\$0.00	
911.00 General Insurance	\$0.00	
933.00 Office equip - rpr/maint	\$151.18	
958.01 Cont Ed - Members	\$1,404.35	
958.02 Cont Ed-Staff	\$10.00	
963.00 Bank Fees	\$254.48	
979.00 Office Equipment	\$639.48	
982.07 Software	\$3,624.15	
986.01 Professional Collection	\$0.00	
999.00 Contingency	\$0.00	
687.02 Member Pass Through:Member purchases		\$6,966.42
687.06 Member Pass Through:Overdrive Income		\$30,557.89
687.10 Member Pass Through: Ancestry Income		\$19,804.00
986.04 Member Pass Through: Exp: Member Purchases	\$7,024.20	
986.05 Member Pass Through Exp:Overdrive Expense	\$9,038.27	
986.10 Member Pass Through: Exp: Ancestry Expense	\$19,804.00	
TOTAL	\$1,319,037.23	\$1,319,037.23