



Woodlands Library Cooperative
Budget vs. Actual
 November 2018

	Total	Budget	Balance	% of Budget
Income				
566.00 Direct State Aid	\$0.00	\$329,825.00	(329,825.00)	0.0%
587.00 State Aid	\$0.00	\$327,220.00	(327,220.00)	0.0%
607.00 Associate Membership	\$1,200.00	\$1,350.00	(150.00)	88.9%
665.00 Interest earned	\$0.00	\$0.00	0.00	
687.01 Miscellaneous	\$0.00	\$0.00	0.00	
687.04 Continuing ed	\$645.00	\$2,000.00	(1,355.00)	32.3%
Transfer from Fund Blance	\$125,000.00	\$125,000.00	0.00	100.0%
Total Income	\$1,845.00	\$785,395.00	(783,550.00)	0.2%
Gross Profit				
	\$1,845.00			
Expenses				
705.00 Salary - Director	\$12,268.65	\$63,797.00	\$51,528.35	19.2%
707.00 Salary - Staff	\$8,699.40	\$45,237.00	\$36,537.60	19.2%
712.00 Board Members	\$125.38	\$3,300.00	\$3,174.62	3.8%
715.00 FICA Taxes	\$1,425.84	\$9,658.00	\$8,232.16	14.8%
716.00 Medical Ins Opt-Out	\$633.85	\$3,296.00	\$2,662.15	19.2%
716.01 Medical Insurance	\$2,228.94	\$13,666.00	\$11,437.06	16.3%
717.00 Life Insurance	\$58.14	\$258.00	\$199.86	22.5%
718.00 Retirement	\$1,677.46	\$10,903.00	\$9,225.54	15.4%
719.00 Worker's comp	\$20.97	\$273.00	\$252.03	7.7%
720.00 Unemployment Insurance	\$0.00	\$361.00	\$361.00	0.0%
722.00 Dental Ins	\$122.74	\$1,473.00	\$1,350.26	8.3%
723.00 Long-term Disability	\$72.71	\$371.00	\$298.29	19.6%
728.00 Postage	\$614.35	\$1,000.00	\$385.65	61.4%
735.00 Office Supplies	\$26.99	\$1,500.00	\$1,473.01	1.8%
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	\$423.37	\$5,080.00	\$4,656.63	8.3%
808.00 Delivery	\$1,819.00	\$80,598.00	\$78,779.00	2.3%
809.00 Delivery Statewide	\$0.00	\$123,670.00	\$123,670.00	0.0%
812.00 OverDrive	\$14,404.20	\$37,000.00	\$22,595.80	38.9%
812.02 Consumer Reports Online	\$49,350.00	\$49,350.00	\$5,350.00	89.2%
812.03 Mango Languages	\$44,000.00	\$43,950.00	-\$50.00	100.1%
813.02 Automation Services	\$1,125.00	\$13,500.00	\$12,375.00	8.3%
824.00 Audit	\$5,200.00	\$5,500.00	\$300.00	94.5%
826.00 Legal Services	\$0.00	\$500.00	\$500.00	0.0%
827.00 Consultants	\$400.00	\$20,000.00	\$19,600.00	2.0%
828.00 Memberships	\$900.00	\$2,100.00	\$1,200.00	42.9%
828.01 Membership Dues	\$0.00	\$31,219.00	\$31,219.00	0.0%
830.00 Library Grants	\$28,000.00	\$100,000.00	\$51,000.00	28.0%
852.01 Phone, Fax & Conf Services	\$253.54	\$1,680.00	\$1,426.46	15.1%
861.01 Travel	\$1,452.89	\$8,000.00	\$6,547.11	18.2%
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	\$1,400.00	\$1,400.00	0.0%
933.00 Office equip - rpr/maint	\$90.83	\$700.00	\$609.17	13.0%
958.01 Cont Ed - members	\$1,624.55	\$72,750.00	\$71,125.45	2.2%
958.02 Cont Ed - Staff	\$20.00	\$1,500.00	\$1,480.00	1.3%
963.00 Bank Fees	\$135.10	\$1,000.00	\$864.90	13.5%



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979.00 Office equipment	\$163.46	\$2,727.00	\$2,563.54	6.0%
980.00 Fixtures & Furnishings	\$0.00	\$100.00	\$100.00	0.0%
982.07 Software	\$159.99	\$5,861.00	\$5,701.01	2.7%
999.00 Contingency	\$0.00	\$20,617.00	\$20,617.00	0.0%
Total Expenses	\$177,597.35	\$785,395.00		22.6%
Net Operating Income	-\$175,752.35			
Other Income				
9000 Member Pass Through				
687.02 Member purchases	\$180.02			
687.06 Overdrive Income	\$12,018.20			
687.10 Ancestry Income	\$25,030.00			
Total 9000 Member Pass Through	\$37,228.22			
Total Other Income	\$37,228.22			
Other Expenses				
9100 Member Pass Through Exp				
986.04 Member Purchases	\$250.94			
986.05 Overdrive Expense	\$2,749.11			
986.10 Ancestry Expense	\$25,030.00			
Total 9100 Member Pass Through Exp	\$28,030.05			
Total Other Expenses	\$28,030.05			
Net Other Income	\$9,198.17			
Net Income	-\$166,554.18			



Woodlands Library Cooperative
Expenses
November 2018

Account	Item	Amount
718.00 Retirement	Ameriprise Financial	\$838.73
830.00 Library Grants	Athens Community Library	\$2,000.00
830.00 Library Grants	Branch District Library	\$2,000.00
830.00 Library Grants	Colon Townshhip Library	\$2,000.00
824.00 Audit	Cooley Hehl Sabo & Calkins, CPA's	\$5,200.00
933.00 Office Equip Maitenance	D.L. Gallivan	\$90.83
830.00 Library Grants	East Lansing Public Library	\$2,000.00
812.02 Consumer Reports Online	EBSCO	\$49,350.00
712.00 Board Members	Family Fare	\$5.79
830.00 Library Grants	Grand Ledge Area District Library	\$2,000.00
830.00 Library Grants	G.W. Spindler Memorial Library	\$2,000.00
830.00 Library Grants	Hillsdale Community Library	\$2,000.00
Split	Kate-Reimbursements	\$1,122.61
705.00 Salary-Director	Kate Pohjola Andrade	\$4,907.46
707.00 Salary-Staff	Laura Claucherty	\$3,733.30
Split	Laura-Reimbursements	\$58.79
958.01 Continuing Ed-Members	Meijer	\$90.43
Split	Office Depot	\$90.95
963.00 Bank Fees	PayPal	\$13.00
Split	PNC Bank-Credit Card	\$1,576.09
830.00 Library Grants	Portland District Library	\$2,000.00
830.00 Library Grants	Reading Community Library	\$2,000.00
958.01 Continuing Ed-Members	Sam's Club	\$35.94
830.00 Library Grants	Schoolcraft Community Library	\$2,000.00
830.00 Library Grants	Schultz-Holmes Memorial Library	\$2,000.00
723.00 Long Term Disability	Standard Insurance Co.	\$36.13
715.00 FICA Taxes	Woodlands FICA Tax	\$712.92
Total		\$89,862.97
986.04 Member Purchasing		\$0.00
986.05 OverDrive	OverDrive	\$6,026.62
Total		\$95,889.59



Woodlands Library Cooperative
Trial Balance
 November 2018

	Debit	Credit
101.00 Homestead	\$0.00	
103.00 Ameriprise Management	\$544,366.29	
110.00 PNC - Monroe	\$507,163.65	
115.00 Petty Cash	\$100.00	
120.00 Account Receivable	\$5,297.97	
149.9 Undeposited Funds	\$0.00	
200.00 Accounts Payable		\$45,169.99
210.10 Payroll Liabilities:Federal Withholding		\$673.54
210.20 Payroll Liabilities:State Withholding		\$1,077.40
210.30 Payroll Liabilities:City Withholding		\$114.78
210.40 Payroll Liabilities:FICA/Medicare Withholding		\$385.62
210.50 Payroll Liabilities:Deferred Compensation		\$100.00
210.60 Payroll Liabilities:Health Savings Account		\$41.94
390.00 Retained Earnings		\$1,175,918.82
566.00 Direct State Aid		\$0.00
587.00 State Aid		\$0.00
607.00 Associate Membership		\$1,200.00
665.00 Interest Earned		\$0.00
687.01 Miscellaneous		\$0.00
687.04 Continuing Education		\$645.00
705.00 Salary - Director	\$12,268.65	
707.00 Salary - Staff	\$8,699.40	
712.00 Board Members	\$125.38	
715.00 FICA Taxes	\$1,425.84	
716.00 Medical Insurance Opt-Out	\$633.85	
716.01 Medical Insurance	\$2,228.94	
717.00 Life Insurance	\$58.14	
718.00 Retirement	\$1,677.46	
719.00 Worker's Compensation	\$20.97	
720.00 Unemployment Insurance	\$0.00	
722.00 Dental Insurance	\$122.74	
723.00 Long-Term Disability	\$72.71	
728.00 Postage	\$614.35	
735.00 Office Supplies	\$26.99	
735.01 Office Internet	\$100.00	
747.00 Periodicals - Office	\$0.00	
802.00 Fiscal Services	\$423.37	
808.00 Delivery - Service Contracts	\$1,819.00	
809.00 Delivery Statewide	\$0.00	
812.00 OverDrive	\$14,404.20	
812.02 Consumer Reports Online	\$49,350.00	
812.03 Mango Languages	\$44,000.00	
813.02 Automation Services	\$1,125.00	
824.00 Audit	\$5,200.00	
827.00 IT Consultants/Grants	\$400.00	
828.00 Memberships - Cooperative	\$900.00	
828.01 Memberships - Members	\$0.00	
830.00 Library Grants	\$28,000.00	
852.01 Phone, Fax & Conference Services	\$253.54	
861.01 Travel	\$1,452.89	



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901.02 Printing-Misc	\$0.00	
911.00 General Insurance	\$0.00	
933.00 Office Equipment - Repair/Maintenance	\$90.83	
958.01 Continuing Education - Members	\$1,624.55	
958.02 Continuing Education - Staff	\$20.00	
963.00 Bank Fees	\$135.10	
979.00 Office Equipment	\$163.46	
980.00 Fixtures & Furnishings	\$0.00	
982.07 Software	\$159.99	
999.00 Contingency	\$0.00	
687.02 Member Pass Through:Member Purchases		\$180.02
687.06 Member Pass Through:Overdrive Income		\$12,018.20
687.10 Member Pass Through: Ancestry Income		\$25,030.00
986.04 Member Pass Through: Exp: Member Purchases	\$250.94	
986.05 Member Pass Through Exp: Overdrive Expense	\$2,749.11	
986.10 Member Pass Through: Exp: Ancestry Expense	\$25,030.00	
TOTAL	\$1,262,555.31	\$1,262,555.31