



**Woodlands Library Cooperative**  
**Budget vs. Actual**  
 February 2019

	Total	Budget	Balance	% of Budget
<b>Income</b>				
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	\$750.00	\$1,350.00	(600.00)	55.6%
665.00 Interest earned	\$0.00	\$0.00	0.00	
687.01 Miscellaneous	\$0.00	\$0.00	0.00	
687.04 Continuing ed	\$1,020.00	\$2,000.00	(980.00)	51.0%
Transfer from Fund Blance	\$125,000.00	\$125,000.00	0.00	100.0%
<b>Total Income</b>	<b>\$126,770.00</b>	<b>\$785,395.00</b>	<b>(658,625.00)</b>	<b>16.1%</b>
<b>Gross Profit</b>				
	<b>\$126,770.00</b>			
<b>Expenses</b>				
705.00 Salary - Director	\$26,991.03	\$63,797.00	\$36,805.97	42.3%
707.00 Salary - Staff	\$19,138.68	\$45,237.00	\$26,098.32	42.3%
712.00 Board Members	\$448.00	\$3,300.00	\$2,852.00	13.6%
715.00 FICA Taxes	\$3,628.68	\$9,658.00	\$6,029.32	37.6%
716.00 Medical Ins Opt-Out	\$1,394.47	\$3,296.00	\$1,901.53	42.3%
716.01 Medical Insurance	\$5,714.28	\$13,666.00	\$7,951.72	41.8%
717.00 Life Insurance	\$116.28	\$258.00	\$141.72	45.1%
718.00 Retirement	\$4,193.65	\$10,903.00	\$6,709.35	38.5%
719.00 Worker's comp	\$86.40	\$273.00	\$186.60	31.6%
720.00 Unemployment Insurance	\$0.00	\$361.00	\$361.00	0.0%
722.00 Dental Ins	\$494.41	\$1,473.00	\$978.59	33.6%
723.00 Long-term Disability	\$175.58	\$371.00	\$195.42	47.3%
728.00 Postage	\$614.35	\$1,000.00	\$385.65	61.4%
735.00 Office Supplies	\$157.53	\$1,500.00	\$1,342.47	10.5%
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	\$80,598.00	\$80,598.00	0.0%
809.00 Delivery Statewide	\$1,819.00	\$123,670.00	\$121,851.00	1.5%
812.00 OverDrive	\$33,114.68	\$37,000.00	\$3,885.32	89.5%
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	\$4,500.00	\$13,500.00	\$9,000.00	33.3%
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	\$1,350.15	\$20,000.00	\$18,649.85	6.8%
828.00 Memberships	\$1,251.00	\$2,100.00	\$849.00	59.6%
828.01 Membership Dues	\$125.00	\$31,219.00	\$31,094.00	0.4%
830.00 Library Grants	\$50,500.00	\$100,000.00	\$51,000.00	50.5%
852.01 Phone, Fax & Conf Services	\$655.10	\$1,680.00	\$1,024.90	39.0%
861.01 Travel	\$2,563.94	\$8,000.00	\$5,436.06	32.0%
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	\$325.06	\$700.00	\$374.94	46.4%
958.01 Cont Ed - members	\$6,230.49	\$72,750.00	\$66,519.51	8.6%
958.02 Cont Ed - Staff	\$20.00	\$1,500.00	\$1,480.00	1.3%
963.00 Bank Fees	\$289.45	\$1,000.00	\$710.55	28.9%



**Woodlands Library Cooperative**  
**Budget vs. Actual**  
**February 2019**

979.00 Office equipment	\$205.46	\$2,727.00	\$2,521.54	7.5%
980.00 Fixtures & Furnishings	\$0.00	\$100.00	\$100.00	0.0%
982.07 Software	\$3,441.99	\$5,861.00	\$2,419.01	58.7%
999.00 Contingency	\$0.00	\$20,617.00	\$20,617.00	0.0%
<b>Total Expenses</b>	<b>\$270,038.02</b>	<b>\$785,395.00</b>		<b>34.4%</b>
<b>Net Operating Income</b>	<b>-\$143,268.02</b>			
<b>Other Income</b>				
9000 Member Pass Through				
687.02 Member purchases	\$4,723.45			
687.06 Overdrive Income	\$32,880.20			
687.10 Ancestry Income	\$25,030.00			
<b>Total 9000 Member Pass Through</b>	<b>\$62,633.65</b>			
<b>Total Other Income</b>	<b>\$62,633.65</b>			
<b>Other Expenses</b>				
9100 Member Pass Through Exp				
986.04 Member Purchases	\$4,624.85			
986.05 Overdrive Expense	\$2,749.11			
986.10 Ancestry Expense	\$25,030.00			
<b>Total 9100 Member Pass Through Exp</b>	<b>\$32,403.96</b>			
<b>Total Other Expenses</b>	<b>\$32,403.96</b>			
<b>Net Other Income</b>	<b>\$30,229.69</b>			
<b>Net Income</b>	<b>-\$113,038.33</b>			



**Woodlands Library Cooperative**  
**Expenses**  
**February 2019**

<b>Account</b>	<b>Item</b>	<b>Amount</b>
718.00 Retirement	Ameriprise Financial	\$838.73
828.01 Membership Dues	Bath Township Public Library	\$125.00
830.00 Library Grants	Dorothy Hull Library	\$2,000.00
830.00 Library Grants	Hudson Carnegie District Library	\$2,000.00
958.01 Continuing Ed-Members	Jonesville District Library	\$895.00
Split	Kate	\$1,372.76
705.00 Salary-Director	Kate Pohjola Andrade	\$4,907.46
707.00 Salary-Staff	Laura Clauncherty	\$3,733.30
Split	Laura	\$41.24
830.00 Library Grants	Litchfield District Library	\$2,000.00
Split	Monroe County Library System	\$1,696.12
812.00 OverDrive	OverDrive	\$4,161.49
Split	PNC Bank-Credit Card & Bank Fees	\$849.75
723.00 Long-term Disability	Standard Ins Co.	\$34.29
830.00 Library Grants	Vermontville Township Library	\$500.00
715.00 FICA Taxes	Woodlands US Tax	\$744.96
<b>Total</b>		<b>\$25,900.10</b>
986.04 Member Purchasing	Michigan Chamber Services	\$2,395.00
	Office Depot-Shipping Tubes	\$276.58
	Faronics-Deep Freeze	\$45.00
986.05 OverDrive	OverDrive	\$0.00
<b>Total</b>		<b>\$28,616.68</b>



**Woodlands Library Cooperative**  
**Trial Balance**  
 February 2019

	<u>Debit</u>	<u>Credit</u>
101.00 Homestead	\$100.00	
103.00 Ameriprise Management	\$540,210.70	
110.00 PNC - Monroe	\$534,373.51	
115.00 Petty Cash	\$100.00	
120.00 Account Receivable	\$3,603.71	
149.9 Undeposited Funds		\$164,200.06
200.00 Accounts Payable	\$22,122.82	
210.10 Payroll Liabilities:Federal Withholding		\$774.30
210.20 Payroll Liabilities:State Withholding		\$1,130.80
210.30 Payroll Liabilities:City Withholding		\$121.08
210.40 Payroll Liabilities:FICA/Medicare Withholding		\$417.66
210.50 Payroll Liabilities:Deferred Compensation		\$100.00
210.60 Payroll Liabilities:Health Savings Account		\$41.94
390.00 Retained Earnings		\$1,184,831.54
566.00 Direct State Aid		\$0.00
587.00 State Aid		\$0.00
607.00 Associate Membership		\$750.00
664.00 Unrealized Gain/Loss	\$13,068.31	
665.00 Interest Earned		\$0.00
687.01 Miscellaneous		\$0.00
687.04 Continuing Education		\$1,020.00
705.00 Salary - Director	\$26,991.03	
707.00 Salary - Staff	\$19,138.68	
712.00 Board Members	\$448.00	
715.00 FICA Taxes	\$3,628.68	
716.00 Medical Insurance Opt-Out	\$1,394.47	
716.01 Medical Insurance	\$5,714.28	
717.00 Life Insurance	\$116.28	
718.00 Retirement	\$4,193.65	
719.00 Worker's Compensation	\$86.40	
720.00 Unemployment Insurance	\$0.00	
722.00 Dental Insurance	\$494.41	
723.00 Long-Term Disability	\$175.58	
728.00 Postage	\$614.35	
735.00 Office Supplies	\$157.53	
735.01 Office Internet	\$250.00	
747.00 Periodicals - Office	\$0.00	
802.00 Fiscal Services	\$1,693.36	
808.00 Delivery - Service Contracts	\$0.00	
809.00 Delivery Statewide	\$1,819.00	
812.00 OverDrive	\$33,114.68	
812.02 Consumer Reports Online	\$49,350.00	
812.03 Mango Languages	\$44,000.00	
813.02 Automation Services	\$4,500.00	
824.00 Audit	\$5,200.00	
827.00 IT Consultants/Grants	\$1,350.15	
828.00 Memberships - Cooperative	\$1,251.00	
828.01 Memberships - Members	\$125.00	
830.00 Library Grants	\$50,500.00	
852.01 Phone, Fax & Conference Services	\$655.10	



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February 2019

861.01 Travel	\$2,563.94	
901.02 Printing-Misc	\$0.00	
911.00 General Insurance	\$0.00	
933.00 Office Equipment - Repair/Maintenance	\$325.06	
958.01 Continuing Education - Members	\$6,230.49	
958.02 Continuing Education - Staff	\$20.00	
963.00 Bank Fees	\$289.45	
979.00 Office Equipment	\$205.46	
980.00 Fixtures & Furnishings	\$0.00	
982.07 Software	\$3,441.99	
999.00 Contingency	\$0.00	
687.02 Member Pass Through:Member Purchases		\$4,723.45
687.06 Member Pass Through:Overdrive Income		\$32,880.20
687.10 Member Pass Through: Ancestry Income		\$25,030.00
986.04 Member Pass Through: Exp: Member Purchases	\$4,624.85	
986.05 Member Pass Through Exp: Overdrive Expense	\$2,749.11	
986.10 Member Pass Through: Exp: Ancestry Expense	\$25,030.00	
<b>TOTAL</b>	<b>\$1,416,021.03</b>	<b>\$1,416,021.03</b>