



**Woodlands Library Cooperative**  
**Budget vs. Actual**  
 February 2020

	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	\$750.00	0.00	100.0%
665.00 Interest earned	\$0.00	\$0.00	0.00	
687.01 Miscellaneous	\$17.53	\$0.00	17.53	
687.04 Continuing ed	\$55.00	\$2,000.00	(1,945.00)	2.8%
Transfer from Fund Blance	\$150,000.00	\$150,000.00	0.00	100.0%
<b>Total Income</b>	<u>\$150,822.53</u>	<u>\$809,795.00</u>	<u>(658,972.47)</u>	<u>18.6%</u>
<b>Gross Profit</b>	<u>\$150,822.53</u>			
<b>Expenses</b>				
705.00 Salary - Director	\$27,395.94	\$64,754.00	\$37,358.06	42.3%
707.00 Salary - Staff	\$19,426.00	\$45,916.00	\$26,490.00	42.3%
712.00 Board Members	\$330.00	\$3,300.00	\$2,970.00	10.0%
715.00 FICA Taxes	\$4,107.27	\$9,937.00	\$5,829.73	41.3%
716.00 Medical Ins Opt-Out	\$1,413.25	\$3,200.00	\$1,786.75	44.2%
716.01 Medical Insurance	\$7,021.98	\$14,260.00	\$7,238.02	49.2%
717.00 Life Insurance	\$116.28	\$250.00	\$133.72	46.5%
718.00 Retirement	\$4,682.22	\$11,067.00	\$6,384.78	42.3%
719.00 Worker's comp	\$98.65	\$277.00	\$178.35	35.6%
720.00 Unemployment Insurance	\$0.00	\$350.00	\$350.00	0.0%
722.00 Dental Ins	\$447.23	\$1,514.00	\$1,066.77	29.5%
723.00 Long-term Disability	\$172.77	\$360.00	\$187.23	48.0%
728.00 Postage	\$0.00	\$1,000.00	\$1,000.00	0.0%
735.00 Office Supplies	\$202.10	\$1,500.00	\$1,297.90	13.5%
735.01 Internet Access	\$225.00	\$600.00	\$375.00	37.5%
747.00 Periodicals - office	\$2.97	\$300.00	\$297.03	1.0%
802.00 Fiscal Services	\$1,693.36	\$5,080.00	\$3,386.64	33.3%
808.00 Delivery	\$0.00	\$83,431.00	\$83,431.00	0.0%
809.00 Delivery Statewide	\$0.00	\$126,119.00	\$126,119.00	0.0%
812.00 OverDrive	\$28,041.36	\$37,000.00	\$8,958.64	75.8%
812.02 Consumer Reports Online	\$51,817.00	\$51,817.00	\$5,617.00	89.2%
812.03 Mango Languages	\$46,200.00	\$43,950.00	-\$2,250.00	105.1%
813.02 Automation Services	\$4,500.00	\$13,500.00	\$9,000.00	33.3%
824.00 Audit	\$5,300.00	\$5,500.00	\$200.00	96.4%
826.00 Legal Services	\$0.00	\$500.00	\$500.00	0.0%
827.00 Consultants	\$1,827.75	\$20,000.00	\$18,172.25	9.1%
827.01 Consultant-Comm Engagement	\$5,307.50	\$15,000.00	\$9,692.50	35.4%
828.00 Memberships	\$756.00	\$2,101.00	\$1,345.00	36.0%
828.01 Membership Dues	\$0.00	\$31,463.00	\$31,463.00	0.0%
830.00 Library Grants	\$40,000.00	\$100,000.00	\$51,000.00	40.0%
852.01 Phone, Fax & Conf Services	\$601.80	\$1,680.00	\$1,078.20	35.8%
861.01 Travel	\$3,827.64	\$8,000.00	\$4,172.36	47.8%
881.00 Public Information	\$0.00	\$100.00	\$100.00	0.0%
901.02 Printing-Misc	\$289.97	\$500.00	\$210.03	58.0%
911.00 General Insurance	\$0.00	\$1,400.00	\$1,400.00	0.0%
933.00 Office equip - rpr/maint	\$170.39	\$700.00	\$529.61	24.3%
958.01 Cont Ed - members	\$6,422.16	\$72,750.00	\$66,327.84	8.8%
958.02 Cont Ed - Staff	\$139.00	\$1,500.00	\$1,361.00	9.3%



**Woodlands Library Cooperative**  
**Budget vs. Actual**  
**February 2020**

963.00 Bank Fees	\$260.36	\$1,000.00	\$739.64	26.0%
979.00 Office equipment	\$1,086.52	\$5,057.00	\$3,970.48	21.5%
980.00 Fixtures & Furnishings	\$0.00	\$100.00	\$100.00	0.0%
982.07 Software	\$4,838.11	\$6,455.00	\$1,616.89	75.0%
999.00 Contingency	\$0.00	\$16,508.00	\$16,508.00	0.0%
<b>Total Expenses</b>	<u>\$268,720.58</u>	<b>\$809,796.00</b>		<b>33.2%</b>
<b>Net Operating Income</b>	<u>-\$117,898.05</u>			
<b>Other Income</b>				
9000 Member Pass Through				
687.02 Member Purchases	\$4,112.75			
687.06 Overdrive Income	\$30,105.00			
687.10 Ancestry Income	\$24,790.38			
687.12 Labor Law Poster Income	\$2,524.50			
<b>Total 9000 Member Pass Through</b>	<u>\$61,532.63</u>			
<b>Total Other Income</b>	<u>\$61,532.63</u>			
<b>Other Expenses</b>				
9100 Member Pass Through Exp				
986.04 Member Purchases	\$4,051.15			
986.05 Overdrive Expense	\$4,452.59			
986.10 Ancestry Expense	\$24,790.38			
986.12 Labor Law Poster Expense	\$2,291.99			
<b>Total 9100 Member Pass Through Exp</b>	<u>\$35,586.11</u>			
<b>Total Other Expenses</b>	<u>\$35,586.11</u>			
<b>Net Other Income</b>	<u>\$25,946.52</u>			
<b>Net Income</b>	<u>-\$91,951.53</u>			



**Woodlands Library Cooperative**  
**Expenses**  
**February 2020**

<b>Account</b>	<b>Item</b>	<b>Amount</b>
718.00 Retirement	Ameriprise Financial	\$851.31
933.00 Office Equip - rpr/maint	D.L. Gallivan	\$51.74
958.01 Cont Ed-Members	Dean Trailways	\$609.00
830.00 Library Grants	East Lansing Public Library	\$2,000.00
830.00 Library Grants	Jackson District Library	\$2,000.00
Split	Jonesville District Library	\$1,017.60
Split	Kate-reimburseables	\$1,198.26
705.00 Salary-Director	Kate Pohjola Andrade	\$4,981.08
707.00 Salary-Staff	Laura Claucherty	\$3,789.30
735.01 Office Internet	Laura-reimburseables	\$25.00
958.01 Cont Ed-Members	Milan Public Library	\$625.00
Split	Monroe County Library System	\$1,649.88
Split	Office Depot	\$214.48
812.00 OverDrive	OverDrive	\$3,666.34
Split	PNC Bank	\$1,300.48
827.01 Consultant-Comm Engagement	Publishers Consulting LLC	\$1,265.00
830.00 Library Grants	Schultz-Holmes Memorial Library	\$2,000.00
Split	Stair District Library	\$2,016.99
719.00 Worker's Comp	Standard Insurance Co.	\$69.02
830.00 Library Grants	Tekonsha Township Library	\$2,000.00
715.00 FICA Taxes	Woodlands US Tax	\$754.78
<b>Total</b>		<b>\$32,085.26</b>
986.04 Member Purchasing	Michigan Chamber Services	\$2,275.00
986.05 OverDrive	OverDrive	\$0.00
<b>Total</b>		<b>\$34,360.26</b>



**Woodlands Library Cooperative**  
**Trial Balance**  
February 2020

	<u>Debit</u>	<u>Credit</u>
101.00 Homestead	\$100.00	
103.00 Ameriprise Management	\$569,904.27	
110.00 PNC - Monroe	\$285,302.06	
115.00 Petty Cash	\$100.00	
120.00 Account Receivable	\$6,301.75	
149.9 Undeposited Funds	\$832.00	
200.00 Accounts Payable	\$50,249.97	
210.10 Payroll Liabilities:Federal Withholding		\$295.30
210.20 Payroll Liabilities:State Withholding		\$1,141.13
210.30 Payroll Liabilities:City Withholding		\$122.87
210.40 Payroll Liabilities:FICA/Medicare Withholding		\$92.96
210.50 Payroll Liabilities:Deferred Compensation		\$0.00
210.60 Payroll Liabilities:Health Savings Account		\$0.00
390.00 Retained Earnings		\$1,147,763.43
566.00 Direct State Aid		\$0.00
587.00 State Aid		\$0.00
607.00 Associate Membership		\$750.00
664.00 Unrealized Gain/Loss		\$5,325.89
665.00 Interest Earned		\$0.00
687.01 Miscellaneous		\$17.53
687.04 Continuing Education		\$55.00
705.00 Salary - Director	\$27,395.94	
707.00 Salary - Staff	\$19,426.00	
712.00 Board Members	\$330.00	
715.00 FICA Taxes	\$4,107.27	
716.00 Medical Insurance Opt-Out	\$1,413.25	
716.01 Medical Insurance	\$7,021.98	
717.00 Life Insurance	\$116.28	
718.00 Retirement	\$4,682.22	
719.00 Worker's Compensation	\$98.65	
720.00 Unemployment Insurance	\$0.00	
722.00 Dental Insurance	\$447.23	
723.00 Long-Term Disability	\$172.77	
728.00 Postage	\$0.00	
735.00 Office Supplies	\$202.10	
735.01 Office Internet	\$225.00	
747.00 Periodicals - Office	\$2.97	
802.00 Fiscal Services	\$1,693.36	
808.00 Delivery - Service Contracts	\$0.00	
809.00 Delivery Statewide	\$0.00	
812.00 OverDrive	\$28,041.36	
812.02 Consumer Reports Online	\$51,817.00	
812.03 Mango Languages	\$46,200.00	
813.02 Automation Services	\$4,500.00	
824.00 Audit	\$5,300.00	
827.00 IT Consultants/Grants	\$1,827.75	
827.01 Consultant-Comm Engagement	\$5,307.50	
828.00 Memberships - Cooperative	\$756.00	
828.01 Memberships - Members	\$0.00	
830.00 Library Grants	\$40,000.00	



**Woodlands Library Cooperative**  
**Trial Balance**  
**February 2020**

852.01 Phone, Fax & Conference Services	\$601.80	
861.01 Travel	\$3,827.64	
901.02 Printing-Misc	\$289.97	
911.00 General Insurance	\$0.00	
933.00 Office Equipment - Repair/Maintenance	\$170.39	
958.01 Continuing Education - Members	\$6,422.16	
958.02 Continuing Education - Staff	\$139.00	
963.00 Bank Fees	\$260.36	
979.00 Office Equipment	\$1,086.52	
980.00 Fixtures & Furnishings	\$0.00	
982.07 Software	\$4,838.11	
999.00 Contingency	\$0.00	
687.02 Member Pass Through:Member Purchases		\$4,112.75
687.06 Member Pass Through:Overdrive Income		\$30,105.00
687.10 Member Pass Through: Ancestry Income		\$24,790.38
687.12 Member Pass Through: Labor Law Poster Income		\$2,524.50
986.04 Member Pass Through: Exp: Member Purchases	\$4,051.15	
986.05 Member Pass Through Exp: Overdrive Expense	\$4,452.59	
986.10 Member Pass Through: Exp: Ancestry Expense	\$24,790.38	
986.12 Member Pass Through: Exp: Labor Law Poster Expense	\$2,291.99	
<b>TOTAL</b>	<b>\$1,217,096.74</b>	<b>\$1,217,096.74</b>