

Superiorland Library Cooperative
FY 2017/2018 Line Item Detail 2017/2018

Operating Supplies

	Total	<u>slc</u> 43%	<u>gltb</u> 15%	<u>uprlc</u> 42%	Doublecheck
Photocopier lease	2,688	1,156	403	1,129	2,688
Survey Monkey	300	300			300
5/18/2018 Budget Adj	500		9	491	
8/3/18 budget Adj		137		(497)	
Postage Ink Cartridges	175	75	26	74	175
Supplies, Misc	139	60	21	58	139
Supplies-Dalco	400	172	60	168	400
Supplies-Air Fresheners	82	35	12	34	82
Sharp Printer Toner	961	413	144	404	961
GLTB -paper,toner	1,361		1,361		
Postage-Packages	75	32	11	32	75
Postage-Metered	900	387	135	378	900
	7,581.00	2,767.60	\$ 2,183	\$ 2,270	7,221.00

Adj 5/22/18

Computer Supplies

	Total	SLC 43%	GLTB 15%	UPRLC 42%
OpenDNS Web Filtering	60	60		
5/18 Budget Adjustment	(700.00)	(700.00)		
8/30/18 Budget Adjustment	(868.00)	(821.00)		(47)
8/30/18 Add TV Whitespace	8,923.00	8,923.00		
Anti-virus for staff machines, servers	290	290		
Miscellaneous Computer Supplies	\$ 1,500	1500		
New computer for Director	\$ 600	600		
Replace 2005 UPS	\$ 500	500		
Replace SLC 2011 Server	\$ 5,000	5000		
uphistory.org domain name	\$ 41	41		
EZProxy Upgrade	\$ 500	500		
Plymouth Rocket Calendar Program	\$ 525	525		
Plymouth Rocket Calendar Registration	\$ 125	125		
Makerspace Lab/Petting Zoo	\$3,000	3000		
AppAssure data backup/restore	\$ 1,425	1425		
Zoom annual license:	600	600		
Quickbooks payroll update	\$ 575	247.25	86.25	241.5
Quickbooks upgrade	\$ 250	107.5	37.5	105
	\$ 22,346	\$ 21,923	\$ 124	\$ 300

cables, flash drives, toner for local printers

will have to upgrade if we buy more databases

22,346.00

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Professional and Contractual	<u>Total</u>	<u>SLC</u> 43%	<u>GLTB</u> 15%	<u>UPRLC</u> 42%	
Performers/Workshops/etc.	2,500.00	2,500.00			spent \$1,400 in FY2017
OCLC - Cataloging	18,686.24	18,686.24			
White Pine Contract OCLC ILL	3,000.00	3,000.00			\$2,624 in FY2017
Firewall upgrades/Training/Support	2,500.00	2,500.00			Firewall Training for Jean's Replacement
RIDES subsidy Oct - September	22,387.50	22,387.50			
ALS Sirsi operations fee	429.02	429.02			
Internet	1,455.00	1,018.50	58.20	378.30	
Attorney fees	8,000.00	8,000.00			
Attorney fees-5/18/18 Budget Adjust	6,000.00	6,000.00			
SLC Audit--45% to GLTB (bal in 3-80)	346.00		346.00		adj 5/22/2018
8/31/18 Budget Adjust	857.99	823.44	4.25	30.30	
Erate Advisor - EdTechStrategies	5,000.00	5,000.00			
Fiber Reimbursement	0.00	0.00			
Telephone, Solutions Telcomm.	300	129	45	126	
Security System. Midwest	200.00	86.00	30.00	84.00	
Custodians/Lawn/Snowshoveling	2,850.00	1,225.50	427.50	1,197.00	
Garbage pickup	720.00	309.60	108.00	302.40	
Snowplowing	1,100.00	473.00	165.00	462.00	
	76,331.75	72,567.80	1,183.95	2,580.00	\$ 76,332

Communications	Total	SLC	GLTB	
Cell Phone (Pam Christensen)	555.50	556.00		No more USF Erate discounts for voice
5/18/18 Budget Adjust	(300.00)	(300.00)		
8/31/18 Budget Adjust		(539.00)	150.00	
SLC Local/Long Distance	2,983.00	1,983.00	1,000.00	
	3,238.50	1,700.00	1,150.00	2,850.00

Transportation	SLC	GLTB	
Mileage for Tech. Staff travel to libraries	7,500.00		
Lodging, Meals for Tech Staff	700.00		
S.Andary travel to libraries-training	1,000.00		
Board Travel	2,750.00		
Director Travel: Mileage	3,500.00		
Meals, Lodging for Director Travel	1,600.00		
5/18/18 Budget Adjust	(2,500.00)		
8/31/18 Adjust: V.Wolf Fund Travel	86.40		
8/31/18 Adjust: TWWS Travel	78.65		
8/31/18 Adjust GLTB Travel		100.00	
GLTB Mileage and Lodging		500.00	\$200 estimated through 9/30/2017
Mileage Increase to \$.585 per mile	1,000.00		
	15,715	600	

Conferences/Workshops	SLC	GLTB	
Board Conferences: UPRLC Annual Meeting	445		
UPRLC Annual Meeting--SLC Staff (4@55)	220		
Staff for Rural Libraries Conference (2)	700		
Rural Libraries Conference for Board Members?	1300		
GLTB Conferences-		1,500	
8/31/18 Adjust GLTB Conferences		(1,000)	
Regional Advisory Board Meetings and Mileage	\$ 1,500		
Other Conferences for Director	\$ 1,000		\$1,296 spent in FY 2,017, included Digipalooza
5/18/18 Budget Adjust	\$(2,300)		
8/31/18 Budget Adjust: V. Wolf Conferences	\$ 7		
Rural Libraries Conference Stipends @ \$250 each	5,000		
Webinars--Pam C.	360		
Webinars for Library Training, meetings: Readytalk	475		
MLA Annual Conference Registrations (2)	590		
MLA Annual Conference Lodging (2)	960		
MLA Mileage (1) and Meals (2)	550		Assumes carpooling
Beginning Workshop Stipends @ 250 each	1,250		5 at \$250 each
New/Advance Directors Workshops @ 250 each	1,250		5 at \$250 each
Workshop Scholarships \$100/library	2,500		25 at \$100 each
	\$ 15,807	\$ 500	

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Insurance	Total	SLC 43%	GLTB 15%	uprlc 42%
Property/Liability Insurance	1050	452	158	441
Directors and Officers Liability Ins.	1500	1500		0
8/31/18 Budget Adjustment		140	31	(400.00)
Accident Fund (Worker's Comp.)	950	409	143	399
	\$ 3,500	\$ 2,500	\$ 331	\$ 440

Office Equipment Maintenance	Total	SLC 43%	GLTB 15%	UPRLC 42%	dbl chk
Office Equip. Sys.: Photocopier Share	676	291	101	284	676
Repair contingency	500	500			500
8/31/18 Budget Adjustment			18		
Postage Meter Rental	635.4	273	95	267	635.4
Photocopier-Xerox	434	187	65	182	434
	\$ 2,245	\$ 1,251	\$ 280	\$ 733	2,263.40

Bldg Equip. Mtn. Done for FY 2018

Building Equipment Maintenance	Total	SLC 43%	GLTB 15%	uprlc 42%
Furnace & AC PM	525	226	79	221
Other/Contingency	500	500		
	\$ 1,025	725.75	78.75	220.50

1,025.00

Utilities Done for FY 2018

Utilities	Total	SLC 43%	GLTB 15%	uprlc 42%	doubleck
Semco-Heat	1,054	453	158	443	1,054
Electric	4,661	2,004	699	1,957	4,661
Water and Sewer	556	239	83	233	556
	6,270	2,696	941	2,633	6,270

Electronic Subscriptions done for FY 2018

Electronic Subscriptions

Licenses:	SLC
<i>Zinio digital magazines</i>	\$ 7,600
<i>8/31/18 Adjust to actual</i>	\$ (600)
Overdrive	\$ 37,500
Content dM OCLC	\$ 1,756
	\$ 46,256

Libraries contribute \$17,650

Includes platform fee (\$12,500), content (\$25,000); libraries: \$32,500

Capital Outlay	SLC
VOIP	\$ -

\$10,000 Estimated for VOIP Equipment

Memberships Done for FY18

Membership institution	SLC
GLCYD	200
MLA Institution and Director	500
MLA Shawn Andary	85
MLA--Affiliated Trustee	50
<i>5/18/18 Budget Adjustment</i>	<i>(200.00)</i>
ALA and PLA	225
Friends Michigan Libraries	35
MCLS	125
UPRLC	40
Cooperative Directors Association	300
	\$ 1,360

\$449.08 paid in FY 2017