



Monthly Report

Parkersburg & Wood County Public Library
December 2022

Published on 05 Jan 2023

Table of Contents

Profit & Loss Actual vs Budget	1
Balance Sheet	6

Profit & Loss Actual vs Budget

PROFIT & LOSS	Dec 2022	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Revenue					
Unapplied Cash Payment Revenue	\$0	\$10	\$0	-	\$0
Calhoun County Reimbursement	\$0	\$34,074	\$30,733	10.87%	\$61,466
Dora B Woodyard Reimbursement	\$3,208	\$16,462	\$16,774	-1.86%	\$33,548
Parkersburg & Wood County					
State Funding					
State Grant	\$0	\$193,778	\$193,789	-0.01%	\$387,577
Local Income					
Wood County Board of Education	\$5,405	\$164,171	\$223,330	-26.49%	\$446,659
Wood BOE Utilities Reimbursemen	\$0	\$79	\$0	-	\$0
Wood County Commission	\$0	\$152,199	\$152,199	0.00%	\$304,397
Wood County Excess Levy	\$0	\$374,983	\$329,600	13.77%	\$659,200
City of Parkersburg	\$0	\$129,099	\$129,099	0.00%	\$258,198
Total Local Income	\$5,405	\$820,530	\$834,227	-1.64%	\$1,668,454
Donations & Gifts					
United Way Income	\$0	\$463	\$1,250	-63.00%	\$2,500
Gifts	\$3,181	\$6,073	\$2,000	203.63%	\$4,000
Arboretum Donations	\$0	\$0	\$150	-100.00%	\$300
Memorial Gifts	\$0	\$0	\$400	-100.00%	\$800
Total Donations & Gifts	\$3,181	\$6,535	\$3,800	71.98%	\$7,600
Fees					
Fees	\$265	\$1,940	\$2,618	-25.89%	\$5,235
Copiers	\$1,006	\$9,096	\$6,936	31.14%	\$13,872
Total Fees	\$1,271	\$11,036	\$9,554	15.52%	\$19,107
Administrative Fees					
Calhoun Administrative Fee	\$0	\$2,738	\$2,738	0.00%	\$5,475
Wirt Administrative Fee	\$0	\$2,282	\$2,283	-0.02%	\$4,565
Pleasants Administrative Fee	\$0	\$3,363	\$3,363	-0.01%	\$6,726
Roane Administrative Fees	\$0	\$6,164	\$6,165	-0.01%	\$12,329
Total Administrative Fees	\$0	\$14,546	\$14,548	-0.01%	\$29,095
Total Parkersburg & Wood County	\$9,857	\$1,046,425	\$1,055,917	-0.90%	\$2,111,833
Cash Overage	\$1	\$18	\$0	-	\$0
Total Revenue	\$13,065	\$1,096,990	\$1,103,424	-0.58%	\$2,206,847
Expenses					
Unapplied Cash Bill Payment Expenditure	(\$205)	(\$205)	\$0	-	\$0
Reimbursements	\$369	\$1,885	\$0	-	\$0
Personnel					
Parkwoodlib Payroll					
Salaries	\$89,318	\$529,896	\$547,614	-3.24%	\$1,095,229
WV Unemployment	\$77	\$1,239	\$2,768	-55.23%	\$5,535
Social Security	\$5,380	\$31,906	\$33,952	-6.03%	\$67,904
Medicare	\$1,258	\$7,462	\$7,940	-6.03%	\$15,881
Worker's Compensation	\$0	\$0	\$2,407	-100.00%	\$4,815
WV Retirement	\$6,337	\$37,993	\$43,445	-12.55%	\$86,890
Health Insurance - Main	\$8,327	\$51,015	\$52,386	-2.62%	\$104,772
OPEB Expense Main	\$1,330	\$7,980	\$8,400	-5.00%	\$16,800
Basic Life	\$35	\$211	\$283	-25.35%	\$566
Total Parkwoodlib Payroll	\$112,063	\$667,702	\$699,196	-4.50%	\$1,398,391
Calhoun County Payroll					
Calhoun County Payroll	\$0	\$0	\$30,733	-100.00%	\$61,466

	Dec 2022	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Salaries-Calhoun County	\$4,255	\$25,630	\$0	-	\$0
WV Unemployment-Calhoun County	\$7	\$62	\$0	-	\$0
Social Security-Calhoun County	\$258	\$1,551	\$0	-	\$0
Medicare - Calhoun	\$60	\$363	\$0	-	\$0
WV Retirement-Calhoun County	\$342	\$2,074	\$0	-	\$0
Health Insurance Calhoun	\$475	\$2,897	\$0	-	\$0
OPEB Expense Calhoun	\$70	\$420	\$0	-	\$0
Total Calhoun County Payroll	\$5,466	\$32,997	\$30,733	7.37%	\$61,466
Wirt Payroll					
Wirt Payroll	\$0	\$0	\$16,774	-100.00%	\$33,548
Salaries-Wirt County	\$2,939	\$15,838	\$0	-	\$0
WV Unemployment-Wirt County	\$12	\$58	\$0	-	\$0
Social Security - Wirt	\$182	\$982	\$0	-	\$0
Medicare - Wirt	\$43	\$230	\$0	-	\$0
WV Retirement-Wirt County	\$190	\$1,088	\$0	-	\$0
Total Wirt Payroll	\$3,367	\$18,195	\$16,774	8.47%	\$33,548
WVLN Payroll					
WVLN Payroll	\$0	\$0	\$9,822	-100.00%	\$19,644
Salaries-WVLN	\$1,500	\$9,000	\$0	-	\$0
WV Unemployment-WVLN	\$0	\$11	\$0	-	\$0
Social Security-WVLN	\$93	\$558	\$0	-	\$0
Medicare-WVLN	\$22	\$131	\$0	-	\$0
Total WVLN Payroll	\$1,615	\$9,700	\$9,822	-1.24%	\$19,644
Total Personnel	\$122,511	\$728,594	\$756,525	-3.69%	\$1,513,049
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$0	\$0	\$2,268	-100.00%	\$4,536
Consulting Fees	\$0	\$0	\$600	-100.00%	\$1,200
Accounting Services	\$0	\$0	\$625	-100.00%	\$1,250
Total Professional Fees	\$0	\$0	\$3,493	-100.00%	\$6,986
Supplies					
Office & Library Supplies	\$1,071	\$6,157	\$5,520	11.55%	\$11,040
Janitor Supplies	\$1,166	\$7,606	\$5,760	32.05%	\$11,520
Book Supplies	\$338	\$1,626	\$1,128	44.18%	\$2,256
A/V Supplies	\$0	\$529	\$3,000	-82.37%	\$6,000
Copier Supplies	\$38	\$1,170	\$2,760	-57.60%	\$5,520
Total Supplies	\$2,613	\$17,089	\$18,168	-5.94%	\$36,336
Building Utilities					
Trash Removal	\$0	\$810	\$1,188	-31.78%	\$2,376
Utilities Arboretum	\$28	\$164	\$300	-45.46%	\$600
Telephone	\$769	\$3,458	\$3,000	15.26%	\$6,000
Telephone - Emerson	\$0	\$1,196	\$0	-	\$0
Telephone - South	\$0	\$580	\$0	-	\$0
Telephone - Williamstown	\$0	\$145	\$0	-	\$0
Telephone - Bookmobile	\$45	\$265	\$0	-	\$0
Electric	\$3,585	\$20,636	\$18,780	9.88%	\$37,560
Gas	\$0	\$1,314	\$3,180	-58.67%	\$6,360
Water	\$0	\$1,555	\$1,440	7.98%	\$2,880
Water - Arboretum	\$20	\$123	\$150	-17.81%	\$300
Internet Service	\$199	\$1,194	\$1,200	-0.47%	\$2,400
Total Building Utilities	\$4,647	\$31,441	\$29,238	7.53%	\$58,476
Maintenance & Repairs					
Repairs & Maintenance	\$152	\$774	\$0	-	\$0
Repairs & Maintenance Emerson	\$2,515	\$15,409	\$30,000	-48.64%	\$60,000

	Dec 2022	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Repairs & Maintenance South	\$825	\$6,713	\$0	-	\$0
Repairs & Maintenance Williamst	\$117	\$1,141	\$0	-	\$0
Repairs & Maintenance Arboretum	\$0	\$2,204	\$1,200	83.70%	\$2,400
Online Maintenance Services	\$9,500	\$9,500	\$8,400	13.10%	\$16,800
Online Maintenance Wood County	\$6,268	\$21,384	\$0	-	\$0
Online Maintenance Calhoun	\$0	\$96	\$0	-	\$0
Online Maintenance Wirt	\$0	\$136	\$0	-	\$0
Online Maintenance Pleasants	\$0	\$217	\$0	-	\$0
Online Maintenance Roane	\$0	\$420	\$0	-	\$0
Equipment Maintenance Services	\$1,834	\$4,410	\$2,400	83.74%	\$4,800
Equip Maint Services-Emerson	\$0	\$3,498	\$0	-	\$0
Total Maintenance & Repairs	\$21,211	\$65,901	\$42,000	56.91%	\$84,000
Vehicle Expenses					
BookMobile Expense	\$0	\$1,209	\$1,200	0.77%	\$2,400
Library Van	\$138	\$914	\$1,500	-39.08%	\$3,000
Total Vehicle Expenses	\$138	\$2,123	\$2,700	-21.37%	\$5,400
Equipment Expense					
Office & Library Equipment	\$0	\$1,717	\$4,000	-57.08%	\$8,000
Computer Equipment	\$35	\$1,407	\$8,000	-82.41%	\$16,000
Total Equipment Expense	\$35	\$3,124	\$12,000	-73.97%	\$24,000
Insurance Fees					
Property Insurance	\$0	\$453	\$8,118	-94.42%	\$16,236
D&O Insurance	\$0	\$2,328	\$1,230	89.25%	\$2,460
Fire Fee Emerson	\$0	\$3,266	\$1,440	126.82%	\$2,880
Fire Fee South	\$0	\$613	\$324	89.15%	\$648
Fire Fee Williamstown	\$0	\$0	\$24	-100.00%	\$48
Total Insurance Fees	\$0	\$6,660	\$11,136	-40.20%	\$22,272
Postage Shipping					
Postage & Freight	\$705	\$5,239	\$4,020	30.32%	\$8,040
Shipping	\$147	\$1,412	\$1,500	-5.84%	\$3,000
Total Postage Shipping	\$852	\$6,651	\$5,520	20.49%	\$11,040
Public Relations	\$968	\$5,241	\$2,500	109.64%	\$5,000
Program Expenses					
Programs-Emerson Adult	\$88	\$872	\$1,500	-41.83%	\$3,000
Programs-Emerson Young Adult	\$8	\$58	\$500	-88.45%	\$1,000
Programs-Emerson Children	\$454	\$1,306	\$2,500	-47.75%	\$5,000
Programs-South	\$39	\$376	\$1,500	-74.90%	\$3,000
Programs-Summer Reading	\$0	\$42	\$4,000	-98.95%	\$8,000
Programs-Williamstown	\$0	\$387	\$450	-14.07%	\$900
Programs-Bookmobile	\$65	\$635	\$500	27.06%	\$1,000
Total Program Expenses	\$655	\$3,677	\$10,950	-66.42%	\$21,900
Travel					
Travel	\$0	\$1,203	\$2,100	-42.72%	\$4,200
Travel - Calhoun	\$0	\$47	\$0	-	\$0
Travel - Wirt	\$0	\$25	\$0	-	\$0
Travel Roane County Library	\$0	\$25	\$0	-	\$0
Total Travel	\$0	\$1,300	\$2,100	-38.11%	\$4,200
Misc Expenses					
Bank Fee	\$1,505	\$7,491	\$10,200	-26.56%	\$20,400
Credit Card Processing Fees	\$97	\$690	\$534	29.16%	\$1,068
Melio Transaction Fee	\$54	\$179	\$0	-	\$0
Bank Fee Arboretum	\$42	\$242	\$300	-19.32%	\$600
Processing Fees for Materials	\$577	\$4,354	\$5,100	-14.62%	\$10,200
Bond Payment Emerson	\$6,198	\$36,686	\$37,116	-1.16%	\$74,232

	Dec 2022	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Bond Payment South	\$5,461	\$33,010	\$32,400	1.88%	\$64,800
Professional Dues	\$360	\$1,025	\$1,750	-41.43%	\$3,500
Continuing Education	\$0	\$99	\$1,000	-90.10%	\$2,000
Cash Shortage	\$1	\$5	\$0	-	\$0
Total Misc Expenses	\$14,295	\$83,781	\$88,400	-5.23%	\$176,800
Total Current Operating Expenses	\$45,414	\$226,987	\$228,205	-0.53%	\$456,410
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$2,289	\$12,750	\$15,000	-15.00%	\$30,000
Books-Adult Fiction	\$2,284	\$18,454	\$20,000	-7.73%	\$40,000
Books-Young Adult Fiction	\$218	\$1,030	\$1,800	-42.79%	\$3,600
Books-Graphic Novels	\$245	\$2,277	\$2,400	-5.14%	\$4,800
Books-Adult Reference	\$605	\$3,009	\$1,920	56.73%	\$3,840
Books-Genealogy	\$23	\$1,865	\$1,250	49.21%	\$2,500
Adult Memorial Books	\$0	\$0	\$225	-100.00%	\$450
Total Adult Books	\$5,664	\$39,385	\$42,595	-7.54%	\$85,190
Juvenile Books					
Books-Juvenile Non-Fiction	\$402	\$5,430	\$12,998	-58.23%	\$26,000
Books- Juvenile Fiction	\$3,832	\$9,791	\$16,000	-38.80%	\$32,000
Books - Juvenile Reference	\$0	\$0	\$499	-100.00%	\$1,000
Total Juvenile Books	\$4,234	\$15,221	\$29,497	-48.40%	\$59,000
Periodicals					
Periodicals	\$4,824	\$5,825	\$3,900	49.37%	\$7,800
Electronic Materials					
Ebooks	\$2,527	\$27,458	\$22,500	22.04%	\$45,000
Eaudiobooks	\$3,795	\$33,881	\$24,000	41.17%	\$48,000
Electronic Databases	\$0	\$2,478	\$5,000	-50.43%	\$10,000
Total Electronic Materials	\$6,321	\$63,818	\$51,500	23.92%	\$103,000
Games					
Video Games	\$409	\$2,559	\$3,000	-14.68%	\$6,000
Board Games	\$89	\$333	\$502	-33.60%	\$1,000
Total Games	\$498	\$2,893	\$3,502	-17.39%	\$7,000
Video Materials					
Videos	\$1,724	\$8,558	\$11,498	-25.57%	\$23,000
Audio Materials					
Adult Audiobooks	\$0	\$12	\$0	-	\$0
Music	\$0	\$30	\$0	-	\$0
Total Audio Materials	\$0	\$42	\$0	-	\$0
Total Library Materials	\$23,264	\$135,742	\$142,492	-4.74%	\$284,990
Total Expenses	\$191,352	\$1,093,003	\$1,127,222	-3.04%	\$2,254,449
Operating Profit	(\$178,287)	\$3,987	(\$23,798)	116.75%	(\$47,602)
Other Income					
Grant Money					
Grant Money	\$20,000	\$27,300	\$0	-	\$0
WVLN Revenue	\$184	\$7,470	\$8,490	-12.02%	\$16,980
WV Reads Income	\$5,638	\$6,479	\$0	-	\$0
Interest Income	\$11,663	\$37,408	\$30,000	24.69%	\$60,000
Interest Arboretum	\$351	\$778	\$873	-10.83%	\$1,746
Change in Market Value-Port	(\$80,823)	\$28,635	\$0	-	\$0
Change in Market Value-Arb Port	\$0	\$2,434	\$0	-	\$0
Realized Gains	\$1,771	(\$18,339)	\$13,500	-235.84%	\$27,000
Realized Gains - Arboretum	(\$2,236)	(\$2,493)	\$777	-420.72%	\$1,555
Insurance Claim	\$0	\$4,080	\$0	-	\$0

	Dec 2022	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Other Expenses					
WVLN Expenses	(\$42)	\$258,653	\$0	-	\$0
WV Reads Expenses	\$0	\$21,830	\$0	-	\$0
Grant Expenses	\$1,350	\$45,489	\$0	-	\$0
Earnings Before Interest & Tax	(\$223,048)	(\$228,233)	\$29,842	-864.79%	\$59,679
Interest Expenses					
Bond Interest Emerson	\$2,122	\$13,234	\$12,804	3.36%	\$25,608
Bond Interest South	\$2,640	\$15,596	\$16,206	-3.76%	\$32,412
Earnings Before Tax	(\$227,809)	(\$257,063)	\$832	-30,980.66%	\$1,659
Tax Expenses					
WV Sales Tax	\$0	\$0	\$50	-100.00%	\$100
Earnings After Tax	(\$227,809)	(\$257,063)	\$782	-32,954.86%	\$1,559
Net Income	(\$227,809)	(\$257,063)	\$782	-32,954.86%	\$1,559

Balance Sheet

BALANCE SHEET	2022/2023 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$76,298
WesBanco Operating	\$56,871
WesBanco Payroll	\$12,588
WesBanco Special Projects	\$3,378
WesBanco Arboretum	\$372
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$141
Total Cash & Equivalents	\$150,225
Other Current Assets	
Fidelity Arboretum Portfolio	\$64,594
Fidelity Library Portfolio	\$2,160,686
Fidelity Moneyline	\$8,503
Taxes Receivable	\$37,805
Undeposited Funds	(\$8)
Total Other Current Assets	\$2,271,578
Total Current Assets	\$2,421,803
Fixed Assets	
Accumulated Depreciation	(\$2,436,180)
Building - Emerson Library	
Emerson Building Renovation	\$1,276,416
Emerson Lower Level Renovations	\$29,151
Emerson Roof Replacement	\$232,000
Building - Emerson Library	\$2,012,738
Total Building - Emerson Library	\$3,550,305
Building - South Parkersburg	\$2,206,027
Building - Williamstown	\$47,500
Deferred Outflow of Res Changes	\$154
Deferred Outflow of Res Diff	\$37,608
Deferred Outflow of Res Emp	\$75,117
Deferred Outflow of Res Net Dif	\$80,999
Furniture and Equipment	\$398,558
Land - Emerson Library	\$131,042
Materials	\$1,089,080
New Williamstown Building	\$18,000
Parking Lot - Emerson Library	\$51,950
Parking Lot - Williamstown	\$7,650
Vehicles	\$130,345
WV RHBT Deferred Out-Changes in	\$18,615
WV RHBT Deferred Outflow	\$40,846
WV RHBT Deferred Outflow-net dif	\$10,244
Total Fixed Assets	\$5,457,861
Total Non-Current Assets	\$5,457,861

Total Assets	\$7,879,664
LIABILITIES	
Short Term Debt	
Lowe's	\$247
WesBanco Visa	\$8,669
Total Short Term Debt	\$8,916
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
Deferred Inflow of Resources-Di	\$11,260
Payroll Liabilities	(\$39)
Staff Memorial Fund Liability	\$141
WV PERS Deferred Inflow	\$5,269
WV PERS Deferred Inflow-Changes	\$9,289
WV PERS Payable	\$255,560
WV RHBT Deferred Inflow	\$3,159
WV RHBT Deferred Inflow Changes	\$22,366
WV RHBT Deferred Inflow Diff	\$60,319
WV RHBT Deferred Inflow-Changes	\$210,886
WV RHBT Net OPEB Liability	\$93,339
WV Income Tax	(\$3)
WV Unemployment Tax	\$335
WV Local Tax	\$1,491
Federal Unemployment (940)	\$1
Renaissance Vision	(\$65)
Health Insurance (pre-tax)	\$861
Wage Garnishment	(\$3)
Renaissance Dental	(\$769)
Marietta - Withholding	\$134
OH Local Tax	\$896
SPD	\$18
AFLAC	\$202
Child Support	\$1
Total Other Current Liabilities	\$711,855
Total Current Liabilities	\$720,771
Other Non-Current Liabilities	
Bonds Payable Emerson	\$682,533
Bonds Payable South Building	\$1,002,909
Total Other Non-Current Liabilities	\$1,685,443
Total Non-Current Liabilities	\$1,685,443
Total Liabilities	\$2,406,214
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$409,307)
Unrestricted Net Assets	\$1,206,880
Total Retained Earnings	\$797,573
Current Earnings	
Net Income	(\$257,063)
Other Equity	
Amt to Be Provided for LT Debt	\$195,276
Capital Fund Balance	\$4,889,068

	2022/2023 (YTD)
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$153,404)
Total Other Equity	\$4,932,941
Total Equity	\$5,473,451
Total Liabilities & Equity	\$7,879,664