



Monthly Report

Parkersburg & Wood County Public Library
April 2023

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Profit & Loss Actual vs Budget

PROFIT & LOSS	Apr 2023	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Revenue					
Affiliate Payroll Expense Reimbursement					
Calhoun County Reimbursement	\$11,082	\$61,601	\$51,222	20.26%	\$61,466
Dora B Woodyard Reimbursement	\$2,969	\$29,092	\$27,957	4.06%	\$33,548
Total Affiliate Payroll Expense Reimburseme...	\$14,051	\$90,693	\$79,178	14.54%	\$95,014
Parkersburg & Wood County					
State Funding					
State Grant	\$96,889	\$387,556	\$387,577	-0.01%	\$387,577
Local Income					
Wood County Board of Education	\$0	\$261,677	\$334,994	-21.89%	\$446,659
Wood BOE Utilities Reimbursemen	\$0	\$79	\$0	-	\$0
Wood County Commission	\$0	\$228,298	\$304,397	-25.00%	\$304,397
Wood County Excess Levy	\$164,189	\$622,559	\$549,333	13.33%	\$659,200
City of Parkersburg	\$64,550	\$258,198	\$258,198	0.00%	\$258,198
Total Local Income	\$228,739	\$1,370,810	\$1,446,923	-5.26%	\$1,668,454
Donations & Gifts					
United Way Income	\$0	\$474	\$2,083	-77.25%	\$2,500
Gifts	\$752	\$7,490	\$3,333	124.71%	\$4,000
Arboretum Donations	\$2,095	\$2,095	\$250	738.00%	\$300
Memorial Gifts	\$0	\$0	\$667	-100.00%	\$800
Total Donations & Gifts	\$2,847	\$10,059	\$6,333	58.83%	\$7,600
Fees					
Fees	\$255	\$3,531	\$4,363	-19.06%	\$5,235
Copiers	\$1,727	\$15,997	\$11,560	38.39%	\$13,872
Total Fees	\$1,982	\$19,528	\$15,923	22.64%	\$19,107
Administrative Fees					
Calhoun Administrative Fee	\$1,369	\$5,476	\$5,475	0.01%	\$5,475
Wirt Administrative Fee	\$1,142	\$4,565	\$4,565	-0.01%	\$4,565
Pleasants Administrative Fee	\$1,682	\$6,726	\$6,726	0.00%	\$6,726
Roane Administrative Fees	\$3,083	\$12,329	\$12,329	0.00%	\$12,329
Total Administrative Fees	\$7,275	\$29,095	\$29,095	0.00%	\$29,095
Total Parkersburg & Wood County	\$337,732	\$1,817,049	\$1,885,851	-3.65%	\$2,111,833
Total Revenue	\$351,783	\$1,907,742	\$1,965,029	-2.92%	\$2,206,847
Expenses					
Unapplied Cash Bill Payment Expenditure	\$75	\$75	\$0	-	\$0
Wages	\$0	\$0	\$0	-	\$0
Personnel					
Parkwoodlib Payroll					
Salaries	\$92,194	\$887,711	\$912,691	-2.74%	\$1,095,229
WV Unemployment	\$503	\$5,319	\$4,613	15.31%	\$5,535
Social Security	\$5,552	\$53,453	\$56,587	-5.54%	\$67,904
Medicare	\$1,299	\$12,501	\$13,234	-5.54%	\$15,881
Worker's Compensation	\$3,788	\$3,788	\$4,012	-5.59%	\$4,815
WV Retirement	\$6,460	\$63,359	\$72,409	-12.50%	\$86,890
Health Insurance - Main	\$8,327	\$84,325	\$87,310	-3.42%	\$104,772
OPEB Expense Main	\$1,330	\$13,300	\$14,000	-5.00%	\$16,800
Basic Life	\$35	\$352	\$472	-25.44%	\$566
Total Parkwoodlib Payroll	\$119,489	\$1,124,106	\$1,165,326	-3.54%	\$1,398,391
Calhoun County Payroll					
Calhoun County Payroll	\$0	\$0	\$51,222	-100.00%	\$61,466
Salaries-Calhoun County	\$4,245	\$42,670	\$0	-	\$0
WV Unemployment-Calhoun County	\$56	\$310	\$0	-	\$0
Social Security-Calhoun County	\$257	\$2,583	\$0	-	\$0
Medicare - Calhoun	\$60	\$604	\$0	-	\$0
WV Retirement-Calhoun County	\$342	\$3,444	\$0	-	\$0

	Apr 2023	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Health Insurance Calhoun	\$475	\$4,795	\$0	-	\$0
OPEB Expense Calhoun	\$70	\$700	\$0	-	\$0
Total Calhoun County Payroll	\$5,505	\$55,105	\$51,222	7.58%	\$61,466
Wirt Payroll					
Wirt Payroll	\$0	\$0	\$27,957	-100.00%	\$33,548
Salaries-Wirt County	\$2,858	\$26,651	\$0	-	\$0
WV Unemployment-Wirt County	\$43	\$220	\$0	-	\$0
Social Security - Wirt	\$177	\$1,652	\$0	-	\$0
Medicare - Wirt	\$41	\$386	\$0	-	\$0
WV Retirement-Wirt County	\$180	\$1,819	\$0	-	\$0
Total Wirt Payroll	\$3,300	\$30,728	\$27,957	9.91%	\$33,548
WVLN Payroll					
WVLN Payroll	\$0	\$0	\$16,370	-100.00%	\$19,644
Salaries-WVLN	\$1,500	\$15,000	\$0	-	\$0
WV Unemployment-WVLN	\$23	\$101	\$0	-	\$0
Social Security-WVLN	\$93	\$930	\$0	-	\$0
Medicare-WVLN	\$22	\$218	\$0	-	\$0
Total WVLN Payroll	\$1,637	\$16,249	\$16,370	-0.74%	\$19,644
Total Personnel	\$129,931	\$1,226,189	\$1,260,875	-2.75%	\$1,513,049
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$0	\$0	\$3,780	-100.00%	\$4,536
Consulting Fees	\$0	\$0	\$1,000	-100.00%	\$1,200
Accounting Services	\$0	\$0	\$625	-100.00%	\$1,250
Total Professional Fees	\$0	\$0	\$5,405	-100.00%	\$6,986
Supplies					
Office & Library Supplies	\$363	\$8,626	\$9,200	-6.24%	\$11,040
Janitor Supplies	\$1,385	\$12,057	\$9,600	25.60%	\$11,520
Book Supplies	\$193	\$2,480	\$1,880	31.93%	\$2,256
A/V Supplies	\$0	\$2,721	\$5,000	-45.58%	\$6,000
Copier Supplies	\$0	\$3,125	\$4,600	-32.06%	\$5,520
Total Supplies	\$1,940	\$29,010	\$30,280	-4.19%	\$36,336
Building Utilities					
Trash Removal	\$344	\$1,661	\$1,980	-16.11%	\$2,376
Utilities Arboretum	\$28	\$250	\$500	-49.92%	\$600
Telephone	\$799	\$6,723	\$5,000	34.47%	\$6,000
Telephone - Emerson	\$0	\$1,210	\$0	-	\$0
Telephone - South	\$0	\$580	\$0	-	\$0
Telephone - Williamstown	\$0	\$145	\$0	-	\$0
Telephone - Bookmobile	\$45	\$400	\$0	-	\$0
Electric	\$3,704	\$35,136	\$31,300	12.25%	\$37,560
Gas	\$1,676	\$8,230	\$5,300	55.28%	\$6,360
Water	\$374	\$2,838	\$2,400	18.23%	\$2,880
Water - Arboretum	\$20	\$203	\$250	-18.67%	\$300
Internet Service	\$217	\$2,004	\$2,000	0.20%	\$2,400
Total Building Utilities	\$7,207	\$59,380	\$48,730	21.85%	\$58,476
Maintenance & Repairs					
Repairs & Maintenance	\$58	\$6,092	\$0	-	\$0
Repairs & Maintenance Emerson	\$1,776	\$32,038	\$50,000	-35.92%	\$60,000
Repairs & Maintenance South	\$1,108	\$10,670	\$0	-	\$0
Repairs & Maintenance Williamst	\$285	\$1,511	\$0	-	\$0
Repairs & Maintenance Arboretum	\$625	\$2,829	\$2,000	41.47%	\$2,400
Online Maintenance Services	\$272	\$10,899	\$14,000	-22.15%	\$16,800
Online Maintenance Wood County	\$746	\$24,404	\$0	-	\$0
Online Maintenance Calhoun	\$203	\$397	\$0	-	\$0
Online Maintenance Wirt	\$0	\$251	\$0	-	\$0
Online Maintenance Pleasants	\$0	\$315	\$0	-	\$0
Online Maintenance Roane	\$0	\$700	\$0	-	\$0
Equipment Maintenance Services	\$1,054	\$10,414	\$4,000	160.36%	\$4,800
Equip Maint Services-Emerson	\$0	\$3,498	\$0	-	\$0

	Apr 2023	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Total Maintenance & Repairs	\$6,128	\$104,019	\$70,000	48.60%	\$84,000
Vehicle Expenses					
BookMobile Expense	\$0	\$1,268	\$2,000	-36.60%	\$2,400
Library Van	\$145	\$1,623	\$2,500	-35.08%	\$3,000
Total Vehicle Expenses	\$145	\$2,891	\$4,500	-35.75%	\$5,400
Equipment Expense					
Office & Library Equipment	\$0	\$2,524	\$6,667	-62.14%	\$8,000
Computer Equipment	\$278	\$2,549	\$13,333	-80.88%	\$16,000
Total Equipment Expense	\$278	\$5,073	\$20,000	-74.63%	\$24,000
Insurance Fees					
Property Insurance	(\$271)	\$17,488	\$13,530	29.25%	\$16,236
D&O Insurance	\$0	\$2,328	\$2,050	13.55%	\$2,460
Fire Fee Emerson	\$0	\$3,266	\$2,400	36.09%	\$2,880
Fire Fee South	\$0	\$613	\$540	13.49%	\$648
Fire Fee Williamstown	\$0	\$42	\$40	5.88%	\$48
Total Insurance Fees	(\$271)	\$23,737	\$18,560	27.89%	\$22,272
Postage Shipping					
Postage & Freight	\$705	\$9,060	\$6,700	35.22%	\$8,040
Shipping	\$178	\$2,233	\$2,500	-10.68%	\$3,000
Total Postage Shipping	\$883	\$11,293	\$9,200	22.75%	\$11,040
Public Relations					
Public Relations	\$200	\$6,499	\$4,167	55.98%	\$5,000
Program Expenses					
Programs-Emerson Adult	\$212	\$1,983	\$2,500	-20.66%	\$3,000
Programs-Emerson Young Adult	\$35	\$329	\$833	-60.57%	\$1,000
Programs-Emerson Children	\$577	\$3,416	\$4,167	-18.03%	\$5,000
Programs-South	\$111	\$1,234	\$2,500	-50.63%	\$3,000
Programs-Summer Reading	\$49	\$4,023	\$6,667	-39.65%	\$8,000
Programs-Williamstown	\$141	\$741	\$750	-1.17%	\$900
Programs-Bookmobile	\$0	\$980	\$833	17.54%	\$1,000
Total Program Expenses	\$1,126	\$12,706	\$18,250	-30.38%	\$21,900
Travel					
Reimbursements	\$438	\$3,050	\$0	-	\$0
Travel	\$0	\$1,203	\$3,500	-65.63%	\$4,200
Travel - Calhoun	\$0	\$65	\$0	-	\$0
Travel - Wirt	\$0	\$43	\$0	-	\$0
Travel Roane County Library	\$0	\$43	\$0	-	\$0
Total Travel	\$438	\$4,403	\$3,500	25.81%	\$4,200
Misc Expenses					
Bank Fee	\$1,516	\$13,435	\$17,000	-20.97%	\$20,400
Credit Card Processing Fees	\$115	\$1,164	\$890	30.82%	\$1,068
Melio Transaction Fee	\$53	\$380	\$0	-	\$0
Bank Fee Arboretum	\$42	\$409	\$500	-18.15%	\$600
Processing Fees for Materials	\$737	\$5,928	\$8,500	-30.26%	\$10,200
Bond Payment Emerson	\$6,207	\$61,601	\$61,860	-0.42%	\$74,232
Bond Payment South	\$5,461	\$55,348	\$54,000	2.50%	\$64,800
Professional Dues	\$0	\$2,262	\$2,917	-22.45%	\$3,500
Continuing Education	\$60	\$822	\$1,667	-50.68%	\$2,000
Cash Shortage	\$1	\$10	\$0	-	\$0
Total Misc Expenses	\$14,192	\$141,359	\$147,333	-4.06%	\$176,800
Total Current Operating Expenses	\$32,266	\$400,370	\$379,925	5.38%	\$456,410
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$3,153	\$22,354	\$25,000	-10.58%	\$30,000
Books-Adult Fiction	\$4,000	\$29,306	\$33,333	-12.08%	\$40,000
Books-Young Adult Fiction	\$329	\$2,069	\$3,000	-31.02%	\$3,600
Books-Graphic Novels	\$408	\$3,461	\$4,000	-13.48%	\$4,800
Books-Adult Reference	\$45	\$3,788	\$3,200	18.38%	\$3,840
Books-Genealogy	\$100	\$2,430	\$2,083	16.64%	\$2,500
Adult Memorial Books	\$0	\$0	\$375	-100.00%	\$450

	Apr 2023	2022/2023 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Total Adult Books	\$8,036	\$63,408	\$70,992	-10.68%	\$85,190
Juvenile Books					
Books-Juvenile Non-Fiction	\$2,267	\$12,351	\$21,666	-42.99%	\$26,000
Books- Juvenile Fiction	\$3,909	\$19,588	\$26,667	-26.54%	\$32,000
Books - Juvenile Reference	\$0	\$0	\$833	-100.00%	\$1,000
Total Juvenile Books	\$6,176	\$31,939	\$49,166	-35.04%	\$59,000
Periodicals					
Periodicals	\$1,112	\$1,188	\$6,500	-81.73%	\$7,800
Electronic Materials					
Ebooks	\$1,997	\$38,653	\$37,500	3.07%	\$45,000
Eaudiobooks	\$3,080	\$49,193	\$40,000	22.98%	\$48,000
Electronic Databases	\$0	\$2,478	\$8,333	-70.26%	\$10,000
Total Electronic Materials	\$5,078	\$90,324	\$85,833	5.23%	\$103,000
Games					
Video Games	\$573	\$5,025	\$5,000	0.50%	\$6,000
Board Games	\$0	\$927	\$834	11.10%	\$1,000
Total Games	\$573	\$5,952	\$5,834	2.02%	\$7,000
Video Materials					
Videos	\$1,314	\$13,283	\$19,166	-30.69%	\$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	\$22,289	\$206,135	\$237,491	-13.20%	\$284,990
Total Expenses	\$184,561	\$1,832,769	\$1,878,290	-2.42%	\$2,254,449
Operating Profit	\$167,222	\$74,973	\$86,739	-13.57%	(\$47,602)
Other Income					
Other Income					
Grant Money	\$0	\$31,645	\$0	-	\$0
WVLN Revenue	\$1,818	\$285,967	\$14,150	1,920.97%	\$16,980
WV Reads Income	\$471	\$21,240	\$0	-	\$0
Insurance Claim	\$0	\$4,080	\$0	-	\$0
Cash Overage	\$1	\$29	\$0	-	\$0
Total Other Income	\$2,290	\$342,961	\$14,150	2,323.75%	\$16,980
Investment Income					
Interest Income	\$2,987	\$50,759	\$50,000	1.52%	\$60,000
Interest Arboretum	\$73	\$1,091	\$1,455	-24.99%	\$1,746
Change in Market Value-Port	\$23,508	\$96,267	\$0	-	\$0
Change in Market Value-Arb Port	\$187	\$5,429	\$0	-	\$0
Realized Gains	\$0	\$21,768	\$22,500	-3.26%	\$27,000
Realized Gains - Arboretum	\$442	(\$1,586)	\$1,296	-222.43%	\$1,555
Total Investment Income	\$27,197	\$173,729	\$75,251	130.87%	\$90,301
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$272,681	\$0	-	\$0
WV Reads Expenses	\$0	\$21,830	\$0	-	\$0
Grant Expenses	\$0	\$45,849	\$0	-	\$0
Total Other Expenses	\$0	\$340,360	\$0	-	\$0
Earnings Before Interest & Tax	\$196,709	\$251,303	\$176,139	42.67%	\$59,679
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,113	\$21,600	\$21,340	1.22%	\$25,608
Bond Interest South	\$2,640	\$25,662	\$27,010	-4.99%	\$32,412
Total Interest Expenses	\$4,753	\$47,262	\$48,350	-2.25%	\$58,020
Earnings Before Tax	\$191,956	\$204,041	\$127,789	59.67%	\$1,659
Tax Expenses					
WV Sales Tax	\$0	\$65	\$83	-21.97%	\$100
Earnings After Tax	\$191,956	\$203,976	\$127,706	59.72%	\$1,559
Net Income	\$191,956	\$203,976	\$127,706	59.72%	\$1,559

Balance Sheet

BALANCE SHEET	2022/2023 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$204,433
WesBanco Operating	\$74,999
WesBanco Payroll	\$74,609
WesBanco Special Projects	\$3,378
WesBanco Arboretum	\$1,578
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$141
Total Cash & Equivalents	\$359,715
Other Current Assets	
Fidelity Arboretum Portfolio	\$66,642
Fidelity Library Portfolio	\$2,273,727
Fidelity Moneyline	\$135,332
Taxes Receivable	\$37,805
Payroll Refunds	\$135
Payroll Corrections	(\$247)
Total Other Current Assets	\$2,513,393
Total Current Assets	\$2,873,108
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	\$8,330,969
LIABILITIES	
Short Term Debt	
Lowe's	\$205
WesBanco Visa	\$1,228
Total Short Term Debt	\$1,432
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
Deferred Inflow of Resources-Di	\$11,260
Payroll Liabilities	(\$39)
Staff Memorial Fund Liability	\$141
United Way	\$50
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)
Federal Taxes (941/944)	\$2
WV Unemployment Tax	\$722
WV Local Tax	\$444
Renaissance Vision	(\$50)
Health Insurance (pre-tax)	\$854
Wage Garnishment	(\$3)
Renaissance Dental	(\$885)
OH Local Tax	\$312
OH Income Tax	(\$389)
SPD	\$26
AFLAC	(\$155)
Child Support	\$1
Total Other Current Liabilities	\$709,682
Total Current Liabilities	\$711,115
Other Non-Current Liabilities	
Bonds Payable Emerson	\$663,785
Bonds Payable South Building	\$980,500
Total Other Non-Current Liabilities	\$1,644,285
Total Non-Current Liabilities	\$1,644,285
Total Liabilities	\$2,355,400
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$409,307)
Unrestricted Net Assets	\$1,206,802
Total Retained Earnings	\$797,495
Current Earnings	
Net Income	\$203,976

Other Equity	
Amt to Be Provided for LT Debt	\$236,433
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$153,404)
Total Other Equity	\$4,974,098
Total Equity	\$5,975,569
Total Liabilities & Equity	\$8,330,969