

Monthly Report

Parkersburg & Wood County Public Library March 2024

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Profit & Loss Actual vs Budget

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY
Revenue					
Affiliate Payroll Expense Reimbursement					
Calhoun County Reimbursement	\$5,156	\$50,236	\$51,543	-2.54%	\$68,72
Dora B Woodyard Reimbursement	\$2,004	\$21,787	\$27,959	-22.07%	\$37,27
Total Affiliate Payroll Expense Reimburseme	\$7,160	\$72,023	\$79,502	-9.41%	\$106,00
Parkersburg & Wood County					
State Funding					
State Grant	\$ O	\$291,325	\$290,667	0.23%	\$387,55
Local Income					
Wood County Board of Education	\$ O	\$286,329	\$272,784	4.97%	\$467,79
Wood County Commission	\$ O	\$246,286	\$246,286	0.00%	\$328,38
Wood County Excess Levy	\$ O	\$472,724	\$552,870	-14.50%	\$737,16
City of Parkersburg	\$0	\$216,028	\$216,028	0.00%	\$288,03
Total Local Income	\$0	\$1,221,366	\$1,287,967	-5.17%	\$1,821,37
Donations & Gifts					
United Way Income	\$0	\$117	\$0	-	\$
Gifts	\$243	\$2,794	\$4,500	-37.92%	\$6,00
Memorial Gifts	\$0	\$675	\$0	-	\$
Total Donations & Gifts	\$243	\$3,585	\$4,500	-20.33%	\$6,00
Fees					
Fees	\$575	\$3,705	\$2,998	23.58%	\$4,00
Copiers	\$1,549	\$14,889	\$14,248	4.50%	\$19,00
Total Fees	\$2,124	\$18,594	\$17,246	7.82%	\$23,00
Administrative Fees	. ,				
Calhoun Administrative Fee	\$0	\$4,107	\$4,107	0.00%	\$5,47
Wirt Administrative Fee	\$0	\$3,423	\$3,423	0.00%	\$4,56
Pleasants Administrative Fee	\$0	\$5,044	\$5,044	0.00%	\$6,72
Roane Administrative Fees	\$0	\$9,246	\$9,246	0.00%	\$12,32
Total Administrative Fees	\$0	\$21,820	\$21,820	0.00%	\$29,09
Total Parkersburg & Wood County	\$2,367	\$1,556,691	\$1,622,200	-4.04%	\$2,267,02
Total Revenue	\$9,527	\$1,628,713	\$1,701,702	-4.29%	\$2,373,02
Expenses	1.27	, ,, ,, ,	. , . , .		. ,,.
Personnel					
Parkwoodlib Payroll					
Salaries	\$81,846	\$818.854	\$871.333	-6.02%	\$1,161,77
WV Unemployment	\$991	\$4,881	\$4,353	12.13%	\$5,80
Social Security	\$4,950	\$49,804	\$54,023	-7.81%	\$72,03
Medicare	\$1,158	\$11,648	\$12,634	-7.81%	\$16,84
Worker's Compensation	\$0	\$0	\$0	7.01%	\$4,00
WV Retirement	\$6,083	\$60,150	\$67,749	-11.22%	\$90,33
Health Insurance - Main	\$11,202	\$109,993	\$112,500	-2.23%	\$150,00
Basic Life	\$40	\$382	\$329	16.27%	\$43
Total Parkwoodlib Payroll	\$106,270	\$1,055,711	\$1,122,920	-5.99%	\$1,501,22
Calhoun County Payroll	40.045	400.070	400 444	0.000/	450.54
Salaries-Calhoun County	\$3,845	\$38,272	\$39,411	-2.89%	\$52,54
WV Unemployment-Calhoun County	\$58	\$227	\$297	-23.58%	\$39
Social Security-Calhoun County	\$233	\$2,325	\$2,385	-2.52%	\$3,18
Medicare - Calhoun	\$55	\$544	\$558	-2.54%	\$74
WV Retirement-Calhoun County	\$326	\$3,099	\$3,267	-5.13%	\$4,35
Health Insurance Calhoun	\$629	\$5,761	\$5,625	2.41%	\$7,50
Total Calhoun County Payroll	\$5,146	\$50,228	\$51,543	-2.55%	\$68,72
Wirt Payroll					
Salaries-Wirt County	\$2,162	\$19,846	\$24,273	-18.24%	\$32,36
WV Unemployment-Wirt County	\$32	\$245	\$207	18.50%	\$27
Social Security - Wirt	\$134	\$1,230	\$1,503	-18.13%	\$2,00

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Medicare - Wirt	\$31	\$288	\$351	-18.01%	\$468
WV Retirement-Wirt County	\$0	\$0	\$1,701	-100.00%	\$2,268
Total Wirt Payroll	\$2,360	\$21,610	\$28,035	-22.92%	\$37,380
WVLN Payroll					
Salaries-WVLN	\$1,634	\$15,522	\$15,930	-2.56%	\$21,240
WV Unemployment-WVLN	\$25	\$74	\$131	-43.89%	\$175
Social Security-WVLN	\$101	\$962	\$1,000	-3.79%	\$1,334
Medicare-WVLN	\$24	\$225	\$234	-3.78%	\$312
Total WVLN Payroll	\$1,783	\$16,782	\$17,295	-2.96%	\$23,060
Total Personnel	\$115,558	\$1,144,331	\$1,219,794	-6.19%	\$1,630,393
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$4,536	\$8,856	\$4,800	84.50%	\$4,800
Consulting Fees	\$0	\$0	\$900	-100.00%	\$1,200
Accounting Services	\$0	\$0	\$900	-100.00%	\$1,200
Total Professional Fees	\$4,536	\$8,856	\$6,600	34.18%	\$7,200
Supplies	* ',	73,233	7-,		***
Office & Library Supplies	\$501	\$8,469	\$9,000	-5.90%	\$12,000
Janitor Supplies	\$72	\$8,146	\$9,748	-16.43%	\$13,000
Book Supplies	\$0	\$1,511	\$1,800	-16.07%	\$2,400
	\$0	\$746	\$4,500	-83.42%	\$6,000
A/V Supplies				-27.05%	
Copier Supplies	\$175	\$3,283	\$4,500		\$6,000
Total Supplies	\$748	\$22,155	\$29,548	-25.02%	\$39,400
Building Utilities	4050	44.544	44.050	4.4.407	44.000
Trash Removal	\$359	\$1,544	\$1,350	14.41%	\$1,800
Utilities Arboretum	\$31	\$292	\$223	31.07%	\$310
Telephone	\$801	\$7,203	\$6,822	5.59%	\$9,096
Telephone - Bookmobile	\$0	\$360	\$405	-11.11%	\$540
Electric	\$2,414	\$33,765	\$29,998	12.56%	\$40,000
Gas	\$1,577	\$6,596	\$6,373	3.49%	\$8,500
Water	\$129	\$2,850	\$2,548	11.85%	\$3,400
Water - Arboretum	\$0	\$189	\$225	-16.14%	\$300
Internet Service	\$0	\$1,983	\$1,957	1.33%	\$2,610
Total Building Utilities	\$5,310	\$54,782	\$49,900	9.78%	\$66,557
Maintenance & Repairs					
Repairs & Maintenance	\$81	\$2,217	\$54,000	-95.89%	\$72,000
Repairs & Maintenance Emerson	\$373	\$14,373	\$0	-	\$0
Repairs & Maintenance South	\$200	\$15,784	\$0	-	\$0
Repairs & Maintenance Williamst	\$40	\$2,707	\$0	-	\$0
Repairs & Maintenance Arboretum	\$0	\$2,500	\$2,204	13.41%	\$3,432
Online Maintenance Services	\$0	\$10,003	\$0	-	\$0
Online Maintenance Wood County	\$1,306	\$25,851	\$29,998	-13.82%	\$40,000
Online Maintenance Calhoun	\$20	\$165	\$374	-55.79%	\$500
Online Maintenance Wirt	\$20	\$166	\$374	-55.60%	\$500
Online Maintenance Pleasants	\$20	\$238	\$374	-36.41%	\$500
Online Maintenance Roane	\$20	\$497	\$630	-21.06%	\$840
Equipment Maintenance Services	\$1,468	\$7,309	\$11,998	-39.08%	\$16,000
Equip Maint Services-Emerson	\$0	\$4,228	\$0	-	\$0
Total Maintenance & Repairs	\$3,547	\$86,040	\$99,952	-13.92%	\$133,772
Vehicle Expenses	+0,0 12	400,0.0	400,002	2010270	4200,772
BookMobile Expense	\$0	\$1,427	\$1,800	-20.75%	\$2,400
Library Van	\$166	\$1,430	\$1,470	-20.73%	\$1,920
Total Vehicle Expenses	\$166	\$2,856	\$3,2 7 0	-12.65%	\$4,320
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Equipment Expense	40	φ1 11 7	¢2.010	60.00%	¢4.000
Office & Library Equipment	\$0	\$1,117	\$3,010	-62.89%	\$4,000
Computer Equipment	\$2,954	\$6,864	\$14,400	-52.33%	\$19,200
Total Equipment Expense	\$2,954	\$7,981	\$17,410	-54.16%	\$23,200
Insurance Fees	4 -				
Property Insurance	\$18,564	\$18,564	\$18,500	0.35%	\$18,500
D&O Insurance	\$0	\$2,328	\$2,500	-6.89%	\$2,5

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Fire Fee Emerson	\$0	\$3,245	\$3,321	-2.27%	\$3,321
Fire Fee South	\$0	\$613	\$615	-0.35%	\$615
Fire Fee Williamstown	\$0	\$42	\$45	-5.89%	\$45
Total Insurance Fees	\$18,564	\$24,792	\$24,981	-0.75%	\$24,981
Postage Shipping					
Postage & Freight	\$6	\$6,338	\$8,100	-21.76%	\$10,800
Shipping	\$436	\$3,427	\$2,250	52.32%	\$3,000
Total Postage Shipping	\$442	\$9,765	\$10,350	-5.65%	\$13,800
Public Relations					
Public Relations	\$1,485	\$4,942	\$4,500	9.82%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$300	\$2,134	\$2,250	-5.17%	\$3,000
Programs-Emerson Young Adult	\$45	\$458	\$765	-40.15%	\$1,020
Programs-Emerson Children	\$623	\$4,919	\$4,050	21.44%	\$5,400
Programs-South	\$126	\$1,134	\$2,025	-44.01%	\$2,700
Programs-Summer Reading	\$5,344	\$5,745	\$4,300	33.61%	\$9,000
Programs-Williamstown	\$63	\$956	\$720	32.83%	\$960
Programs-Bookmobile	\$24	\$347	\$1,125	-69.15%	\$1,500
Total Program Expenses	\$6,526	\$15,693	\$15,235	3.00%	\$23,580
Travel	, , , , ,	, .,,	, ,, ,,		,
Reimbursements	\$54	\$1,837	\$0	_	\$0
Travel	\$0	\$887	\$3,001	-70.43%	\$4,000
Travel - Calhoun	\$0	\$58	\$0	-	\$0
Travel - Wirt	\$0	\$59	\$0	_	\$0
Travel Roane County Library	\$38	\$74	\$0	_	\$0
Total Travel	\$92	\$2,915	\$3,001	-2.85%	\$4,000
Misc Expenses	432	\$2,310	40,001	2.00%	ψ-1,000
Bank Fee	\$1,602	\$13,823	\$13,500	2.39%	\$18,000
Credit Card Processing Fees	\$62	\$1,051	\$900	16.74%	\$1,200
Melio Transaction Fee	\$38	\$308	\$495	-37.88%	\$660
Bank Fee Arboretum	\$43	\$372	\$378	-1.57%	\$500
Processing Fees for Materials	\$768	\$6,225	\$5,248	18.62%	\$7,000
•	\$5,506	\$47,349	\$48,292	-1.95%	\$64,390
Bond Payment Emerson				-1.95%	\$69,038
Bond Payment South Professional Dues	\$5,461 \$297	\$51,148 \$2,929	\$51,779 \$2,500	17.16%	\$2,500
				17.16%	
Professional Dues - Calhoun	\$0	\$35	\$0	-	\$0
Professional Dues - Wirt	\$0	\$50	\$0	-	\$0
Professional Dues - Roane	\$0	\$50	\$0	-	\$0
Continuing Education	\$0	\$1,050	\$1,000	5.00%	\$2,000
Contingency Fund	\$0	\$13,861	\$0	-	\$0
Cash Shortage	\$1	\$10	\$9	9.56%	\$12
Total Misc Expenses	\$13,778	\$138,260	\$124,101	11.41%	\$165,300
Total Current Operating Expenses	\$58,148	\$379,037	\$388,849	-2.52%	\$512,110
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$4,083	\$28,583	\$24,002	19.08%	\$32,000
Books-Adult Fiction	\$3,134	\$26,692	\$27,000	-1.14%	\$36,000
Books-Young Adult Fiction	\$328	\$2,116	\$2,025	4.50%	\$2,700
Books-Graphic Novels	\$392	\$3,680	\$3,740	-1.61%	\$5,000
Books-Adult Reference	\$200	\$2,485	\$2,998	-17.11%	\$4,000
Books-Genealogy	\$320	\$452	\$1,872	-75.83%	\$2,500
Adult Memorial Books	\$0	\$443	\$0	-	\$0
Total Adult Books	\$8,457	\$64,451	\$61,637	4.56%	\$82,200
Juvenile Books					
Books-Juvenile Non-Fiction	\$429	\$10,106	\$15,002	-32.63%	\$20,000
Books- Juvenile Fiction	\$2,137	\$24,126	\$22,500	7.22%	\$30,000
Books - Juvenile Reference	\$0	\$240	\$375	-36.00%	\$500
	40.555	¢24.472	\$37,877	-8.99%	\$50,500
Total Juvenile Books	\$2,565	\$34,472	\$37,677	0.55%	Ψ00,000
Total Juvenile Books Periodicals	\$2,565	\$34,472	\$37,677	0.5578	ψου,σου

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Electronic Materials				(75)	
Ebooks	\$2,363	\$33,953	\$36,000	-5.69%	\$48,000
Eaudiobooks	\$5,181	\$45,695	\$39,600	15.39%	\$52,800
Electronic Databases	\$0	\$10,987	\$2,500	339.48%	\$2,500
Total Electronic Materials	\$7,544	\$90,636	\$78,100	16.05%	\$103,300
Games					
Video Games	\$194	\$3,465	\$4,500	-23.00%	\$6,000
Board Games	\$0	\$1,010	\$827	22.09%	\$1,100
Total Games	\$194	\$4,475	\$5,327	-16.00%	\$7,100
Video Materials					
Videos	\$1,460	\$11,043	\$11,969	-7.74%	\$14,069
Total Library Materials	\$20,219	\$208,193	\$201,910	3.11%	\$264,169
Total Expenses	\$193,926	\$1,731,562	\$1,810,552	-4.36%	\$2,406,671
Operating Profit	(\$184,400)	(\$102,848)	(\$108,851)	5.51%	(\$33,645)
Other Income					
Other Income					
Grant Money	\$0	\$30,290	\$0	-	\$0
WVLN Revenue	\$804	\$298,775	\$284,098	5.17%	\$292,462
WV Reads Income	\$0	\$0	\$20,769	-100.00%	\$21,830
Cash Overage	\$4	\$52	\$27	93.96%	\$36
Total Other Income	\$808	\$329,118	\$304,894	7.94%	\$314,328
Investment Income					
Interest Income	\$4,962	\$58,909	\$45,000	30.91%	\$60,000
Interest Arboretum	\$167	\$1,275	\$1,197	6.54%	\$1,596
Change in Market Value-Port	\$39,177	\$180,310	\$0	-	\$0
Change in Market Value-Arb Port	\$2,030	\$4,946	\$0	-	\$0
Realized Gains	\$0	\$45,978	\$20,700	122.12%	\$27,600
Realized Gains - Arboretum	(\$512)	\$376	\$0	-	\$0
Total Investment Income	\$45,824	\$291,795	\$66,897	336.19%	\$89,196
Other Expenses					
Other Expenses					
WVLN Expenses	(\$234)	\$285,130	\$273,000	4.44%	\$273,000
WV Reads Expenses	\$0	\$0	\$21,830	-100.00%	\$21,830
Grant Expenses	\$7,252	\$26,899	\$0	-	\$0
Total Other Expenses	\$7,017	\$312,029	\$294,830	5.83%	\$294,830
Earnings Before Interest & Tax	(\$144,785)	\$206,035	(\$31,890)	746.08%	\$75,049
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,814	\$27,532	\$26,588	3.55%	\$35,451
Bond Interest South	\$2,640	\$21,761	\$21,131	2.98%	\$28,175
Total Interest Expenses	\$5,454	\$49,293	\$47,720	3.30%	\$63,626
Earnings Before Tax	(\$150,239)	\$156,742	(\$79,609)	296.89%	\$11,423
Tax Expenses					
WV Sales Tax	\$0	\$123	\$70	76.06%	\$70
Earnings After Tax	(\$150,239)	\$156,619	(\$79,679)	296.56%	\$11,353
Net Income	(\$150,239)	\$156,619	(\$79,679)	296.56%	\$11,353

Balance Sheet

BALANCE SHEET	2023/2024 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$175,115
WesBanco Operating	\$74,553
WesBanco Payroll	\$78,978
WesBanco Special Projects	\$3,378
WesBanco Arboretum	\$974
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$56
Total Cash & Equivalents	\$333,631
Other Current Assets	
Fidelity Arboretum Portfolio	\$70,643
Fidelity Library Portfolio	\$2,553,298
Fidelity Moneyline	\$149
Taxes Receivable	\$37,805
Total Other Current Assets	\$2,661,895
Total Current Assets	\$2,995,526
Fixed Assets	
Accumulated Depreciation	(\$2,519,481)
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	\$444,748
Land - Emerson Library	\$131,042
Materials	\$1,041,849
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 Outlow-net dif	\$10,244
Total Fixed Assets	\$5,373,519
Total Non-Current Assets	\$5,373,519
Total Assets	\$8,369,045

LIABILITIES	
Short Term Debt	
Lowe's	\$271
WesBanco Visa	\$5,363
Total Short Term Debt	\$5,635
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
Deferred Inflow of Resources-Di	\$11,260
Staff Memorial Fund Liability	\$56
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 Unemployment Tax	\$3,951
Health Insurance (pre-tax)	(\$192)
AFLAC	\$221
Total Other Current Liabilities	\$712,691
Total Current Liabilities	\$718,325
Other Non-Current Liabilities	
Bonds Payable Emerson	\$599,542
Bonds Payable South Building	\$917,877
Total Other Non-Current Liabilities	\$1,517,419
Total Non-Current Liabilities	\$1,517,419
Total Liabilities	\$2,235,744
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$409,307)
Unrestricted Net Assets	\$1,369,366
Total Retained Earnings	\$960,059
Current Earnings	
Net Income	\$156,619
Other Equity	
Amt to Be Provided for LT Debt	\$363,300
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$237,746)
Total Other Equity	\$5,016,622
Total Equity	\$6,133,301
Total Liabilities & Equity	\$8,369,045