



Monthly Report

Parkersburg & Wood County Public Library
June 2024

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Profit & Loss Actual vs Budget

PROFIT & LOSS	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Revenue					
Parkersburg & Wood County					
State Funding					
State Grant	\$0	\$388,215	\$387,556	0.17%	\$387,556
Local Income					
Wood County Board of Education	\$97,506	\$481,341	\$467,795	2.90%	\$467,795
Wood County Commission	\$0	\$328,381	\$328,381	0.00%	\$328,381
Wood County Excess Levy	\$44,346	\$717,368	\$737,160	-2.68%	\$737,160
City of Parkersburg	\$0	\$288,037	\$288,037	0.00%	\$288,037
Total Local Income	\$141,851	\$1,815,126	\$1,821,373	-0.34%	\$1,821,373
Donations & Gifts					
United Way Income	\$100	\$1,662	\$0	-	\$0
Gifts	\$431	\$3,866	\$6,000	-35.56%	\$6,000
Arboretum Donations	\$0	\$25	\$0	-	\$0
Memorial Gifts	\$0	\$705	\$0	-	\$0
Total Donations & Gifts	\$531	\$6,259	\$6,000	4.31%	\$6,000
Fees					
Fees	\$420	\$4,774	\$4,000	19.35%	\$4,000
Copiers	\$1,375	\$19,814	\$19,000	4.28%	\$19,000
Total Fees	\$1,794	\$24,588	\$23,000	6.90%	\$23,000
Administrative Fees					
Calhoun Administrative Fee	\$0	\$5,476	\$5,476	0.00%	\$5,476
Wirt Administrative Fee	\$0	\$4,565	\$4,565	-0.01%	\$4,565
Pleasants Administrative Fee	\$0	\$6,726	\$6,726	0.00%	\$6,726
Roane Administrative Fees	\$0	\$12,329	\$12,329	0.00%	\$12,329
Total Administrative Fees	\$0	\$29,094	\$29,095	0.00%	\$29,095
Total Parkersburg & Wood County	\$144,176	\$2,263,282	\$2,267,024	-0.17%	\$2,267,024
Total Revenue	\$144,176	\$2,263,282	\$2,267,024	-0.17%	\$2,267,024
Expenses					
Unapplied Cash Bill Payment Expenditure	\$8	\$26	\$0	-	\$0
Personnel					
Parkwoodlib Payroll					
Salaries	\$86,239	\$1,115,562	\$1,161,777	-3.98%	\$1,161,777
WV Unemployment	\$418	\$6,482	\$5,805	11.66%	\$5,805
Social Security	\$5,227	\$67,779	\$72,030	-5.90%	\$72,030
Medicare	\$1,223	\$15,852	\$16,846	-5.90%	\$16,846
Worker's Compensation	\$0	\$3,289	\$4,000	-17.77%	\$4,000
WV Retirement	\$6,121	\$81,859	\$90,332	-9.38%	\$90,332
Health Insurance - Main	\$11,202	\$143,649	\$150,000	-4.23%	\$150,000
Basic Life	\$40	\$501	\$438	14.31%	\$438
Total Parkwoodlib Payroll	\$110,470	\$1,434,973	\$1,501,228	-4.41%	\$1,501,228
Calhoun County Payroll					
Salaries-Calhoun County	\$4,035	\$51,887	\$52,548	-1.26%	\$52,548
WV Unemployment-Calhoun County	\$42	\$383	\$396	-3.35%	\$396
Social Security-Calhoun County	\$243	\$3,147	\$3,180	-1.03%	\$3,180
Medicare - Calhoun	\$42	\$706	\$744	-5.16%	\$744
WV Retirement-Calhoun County	\$326	\$4,241	\$4,356	-2.63%	\$4,356
Health Insurance Calhoun	\$629	\$7,648	\$7,500	1.97%	\$7,500
Total Calhoun County Payroll	\$5,317	\$68,012	\$68,724	-1.04%	\$68,724
Wirt Payroll					

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Salaries-Wirt County	\$2,395	\$27,398	\$32,364	-15.34%	\$32,364
WV Unemployment-Wirt County	\$36	\$359	\$276	29.92%	\$276
Social Security - Wirt	\$148	\$1,699	\$2,004	-15.24%	\$2,004
Medicare - Wirt	\$35	\$397	\$468	-15.11%	\$468
WV Retirement-Wirt County	\$0	\$0	\$2,268	-100.00%	\$2,268
Total Wirt Payroll	\$2,614	\$29,852	\$37,380	-20.14%	\$37,380
WVLN Payroll					
Salaries-WVLN	\$1,634	\$21,240	\$21,240	0.00%	\$21,240
WV Unemployment-WVLN	\$8	\$143	\$175	-18.26%	\$175
Social Security-WVLN	\$101	\$1,317	\$1,334	-1.26%	\$1,334
Medicare-WVLN	\$24	\$308	\$312	-1.25%	\$312
Total WVLN Payroll	\$1,767	\$23,008	\$23,060	-0.23%	\$23,060
Total Personnel	\$120,167	\$1,555,845	\$1,630,393	-4.57%	\$1,630,393
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$0	\$8,856	\$4,800	84.50%	\$4,800
Consulting Fees	\$0	\$0	\$1,200	-100.00%	\$1,200
Accounting Services	\$0	\$0	\$1,200	-100.00%	\$1,200
Total Professional Fees	\$0	\$8,856	\$7,200	23.00%	\$7,200
Supplies					
Office & Library Supplies	\$261	\$11,367	\$12,000	-5.28%	\$12,000
Janitor Supplies	\$1,383	\$11,520	\$13,000	-11.39%	\$13,000
Book Supplies	\$0	\$2,312	\$2,400	-3.68%	\$2,400
A/V Supplies	\$0	\$1,259	\$6,000	-79.02%	\$6,000
Copier Supplies	\$977	\$4,544	\$6,000	-24.27%	\$6,000
Total Supplies	\$2,621	\$31,000	\$39,400	-21.32%	\$39,400
Building Utilities					
Trash Removal	\$179	\$2,083	\$1,800	15.70%	\$1,800
Utilities Arboretum	\$89	\$381	\$310	22.78%	\$310
Telephone	\$799	\$9,601	\$9,096	5.55%	\$9,096
Telephone - Bookmobile	\$45	\$495	\$540	-8.33%	\$540
Electric	\$8,311	\$48,593	\$40,000	21.48%	\$40,000
Gas	\$155	\$8,231	\$8,500	-3.17%	\$8,500
Water	\$304	\$3,830	\$3,400	12.64%	\$3,400
Water - Arboretum	\$21	\$283	\$300	-5.51%	\$300
Internet Service	\$221	\$2,645	\$2,610	1.32%	\$2,610
Total Building Utilities	\$10,124	\$76,141	\$66,557	14.40%	\$66,557
Maintenance & Repairs					
Repairs & Maintenance	\$130	\$2,844	\$72,000	-96.05%	\$72,000
Repairs & Maintenance Emerson	\$2,420	\$23,953	\$0	-	\$0
Repairs & Maintenance South	\$822	\$21,515	\$0	-	\$0
Repairs & Maintenance Williamst	\$205	\$3,246	\$0	-	\$0
Repairs & Maintenance Arboretum	\$394	\$3,670	\$3,432	6.93%	\$3,432
Online Maintenance Services	\$0	\$10,000	\$0	-	\$0
Online Maintenance Wood County	\$1,402	\$34,458	\$40,000	-13.86%	\$40,000
Online Maintenance Calhoun	\$0	\$405	\$500	-18.96%	\$500
Online Maintenance Wirt	\$0	\$406	\$500	-18.81%	\$500
Online Maintenance Pleasants	\$0	\$478	\$500	-4.46%	\$500
Online Maintenance Roane	\$0	\$737	\$840	-12.24%	\$840
Equipment Maintenance Services	\$2,065	\$10,183	\$16,000	-36.36%	\$16,000
Equip Maint Services-Emerson	\$0	\$4,228	\$0	-	\$0
Total Maintenance & Repairs	\$7,439	\$116,123	\$133,772	-13.19%	\$133,772
Vehicle Expenses					

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
BookMobile Expense	\$129	\$1,708	\$2,400	-28.85%	\$2,400
Library Van	\$639	\$2,564	\$1,920	33.53%	\$1,920
Total Vehicle Expenses	\$768	\$4,271	\$4,320	-1.12%	\$4,320
Equipment Expense					
Office & Library Equipment	\$0	\$1,702	\$4,000	-57.44%	\$4,000
Computer Equipment	\$9,121	\$19,071	\$19,200	-0.67%	\$19,200
Total Equipment Expense	\$9,121	\$20,774	\$23,200	-10.46%	\$23,200
Insurance Fees					
Property Insurance	\$0	\$18,564	\$18,500	0.35%	\$18,500
D&O Insurance	\$0	\$2,328	\$2,500	-6.89%	\$2,500
Fire Fee Emerson	\$0	\$3,245	\$3,321	-2.27%	\$3,321
Fire Fee South	\$1	\$614	\$615	-0.19%	\$615
Fire Fee Williamstown	\$0	\$42	\$45	-5.89%	\$45
Total Insurance Fees	\$1	\$24,793	\$24,981	-0.75%	\$24,981
Postage Shipping					
Postage & Freight	\$707	\$8,252	\$10,800	-23.60%	\$10,800
Shipping	\$481	\$4,273	\$3,000	42.45%	\$3,000
Total Postage Shipping	\$1,188	\$12,525	\$13,800	-9.24%	\$13,800
Public Relations					
Public Relations	\$1,042	\$5,983	\$6,000	-0.28%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$373	\$2,994	\$3,000	-0.19%	\$3,000
Programs-Emerson Young Adult	\$181	\$1,015	\$1,020	-0.50%	\$1,020
Programs-Emerson Children	\$28	\$5,401	\$5,400	0.01%	\$5,400
Programs-South	\$253	\$1,793	\$2,700	-33.59%	\$2,700
Programs-Summer Reading	\$2,783	\$9,002	\$9,000	0.02%	\$9,000
Programs-Williamstown	\$10	\$957	\$960	-0.31%	\$960
Programs-Bookmobile	\$291	\$1,076	\$1,500	-28.24%	\$1,500
Total Program Expenses	\$3,919	\$22,238	\$23,580	-5.69%	\$23,580
Travel					
Reimbursements	\$222	\$2,453	\$0	-	\$0
Travel	\$0	\$887	\$4,000	-77.82%	\$4,000
Travel - Calhoun	\$16	\$75	\$0	-	\$0
Travel - Wirt	\$16	\$75	\$0	-	\$0
Travel Roane County Library	\$16	\$90	\$0	-	\$0
Total Travel	\$271	\$3,581	\$4,000	-10.49%	\$4,000
Misc Expenses					
Bank Fee	\$1,610	\$17,075	\$18,000	-5.14%	\$18,000
Credit Card Processing Fees	\$41	\$1,226	\$1,200	2.17%	\$1,200
Melio Transaction Fee	\$44	\$440	\$660	-33.41%	\$660
Bank Fee Arboretum	\$44	\$503	\$500	0.62%	\$500
Processing Fees for Materials	\$208	\$7,660	\$7,000	9.42%	\$7,000
Bond Payment Emerson	\$5,393	\$63,540	\$64,390	-1.32%	\$64,390
Bond Payment South	\$5,461	\$67,839	\$69,038	-1.74%	\$69,038
Professional Dues	\$0	\$3,091	\$2,500	23.64%	\$2,500
Professional Dues - Calhoun	\$0	\$35	\$0	-	\$0
Professional Dues - Wirt	\$0	\$50	\$0	-	\$0
Professional Dues - Roane	\$0	\$50	\$0	-	\$0
Continuing Education	\$0	\$1,300	\$2,000	-35.00%	\$2,000
Contingency Fund	\$0	\$13,861	\$0	-	\$0
Cash Shortage	\$2	\$16	\$12	32.42%	\$12
Total Misc Expenses	\$12,803	\$176,686	\$165,300	6.89%	\$165,300
Total Current Operating Expenses	\$49,296	\$502,973	\$512,110	-1.78%	\$512,110
Library Materials					

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Adult Books					
Books-Adult Non-Fiction	\$834	\$34,091	\$32,000	6.54%	\$32,000
Books-Adult Fiction	\$2,204	\$35,866	\$36,000	-0.37%	\$36,000
Books-Young Adult Fiction	\$77	\$2,575	\$2,700	-4.64%	\$2,700
Books-Graphic Novels	\$239	\$4,732	\$5,000	-5.37%	\$5,000
Books-Adult Reference	\$356	\$3,424	\$4,000	-14.40%	\$4,000
Books-Genealogy	\$0	\$1,016	\$2,500	-59.34%	\$2,500
Adult Memorial Books	\$0	\$476	\$0	-	\$0
Total Adult Books	\$3,710	\$82,180	\$82,200	-0.02%	\$82,200
Juvenile Books					
Books-Juvenile Non-Fiction	\$6,641	\$18,495	\$20,000	-7.52%	\$20,000
Books- Juvenile Fiction	\$140	\$27,447	\$30,000	-8.51%	\$30,000
Books - Juvenile Reference	\$0	\$240	\$500	-52.00%	\$500
Total Juvenile Books	\$6,781	\$46,182	\$50,500	-8.55%	\$50,500
Periodicals					
Periodicals	\$139	\$4,366	\$7,000	-37.63%	\$7,000
Electronic Materials					
Ebooks	\$2,439	\$41,782	\$48,000	-12.95%	\$48,000
Eaudiobooks	\$5,155	\$61,133	\$52,800	15.78%	\$52,800
Electronic Databases	\$0	\$10,987	\$2,500	339.48%	\$2,500
Total Electronic Materials	\$7,595	\$113,902	\$103,300	10.26%	\$103,300
Games					
Video Games	\$1,496	\$6,261	\$6,000	4.34%	\$6,000
Board Games	\$0	\$1,021	\$1,100	-7.21%	\$1,100
Total Games	\$1,496	\$7,281	\$7,100	2.55%	\$7,100
Video Materials					
Videos	\$578	\$13,165	\$14,069	-6.42%	\$14,069
Total Library Materials	\$20,299	\$267,077	\$264,169	1.10%	\$264,169
Total Expenses	\$189,770	\$2,325,921	\$2,406,671	-3.36%	\$2,406,671
Operating Profit	(\$45,594)	(\$62,639)	(\$139,647)	55.14%	(\$139,647)
Other Income					
Other Income					
Grant Money	\$9,066	\$41,456	\$0	-	\$0
WVLN Revenue	\$0	\$302,751	\$292,462	3.52%	\$292,462
WV Reads Income	\$0	\$0	\$21,830	-100.00%	\$21,830
Calhoun County Reimbursement	\$4,699	\$68,058	\$68,724	-0.97%	\$68,724
Dora B Woodyard Reimbursement	\$6,056	\$32,416	\$37,278	-13.04%	\$37,278
Insurance Claim	(\$6,551)	\$0	\$0	-	\$0
Cash Overage	\$14	\$77	\$36	113.64%	\$36
Total Other Income	\$13,284	\$444,758	\$420,330	5.81%	\$420,330
Investment Income					
Interest Income	\$27,115	\$92,489	\$60,000	54.15%	\$60,000
Interest Arboretum	\$439	\$1,903	\$1,596	19.22%	\$1,596
Change in Market Value-Port	\$37,333	\$187,094	\$0	-	\$0
Change in Market Value-Arb Port	\$217	\$5,024	\$0	-	\$0
Realized Gains	\$8,191	\$46,031	\$27,600	66.78%	\$27,600
Realized Gains - Arboretum	\$0	\$376	\$0	-	\$0
Total Investment Income	\$73,296	\$332,916	\$89,196	273.24%	\$89,196
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$285,450	\$273,000	4.56%	\$273,000
WV Reads Expenses	\$0	\$0	\$21,830	-100.00%	\$21,830
Grant Expenses	\$7,851	\$55,153	\$0	-	\$0
Total Other Expenses	\$7,851	\$340,603	\$294,830	15.53%	\$294,830

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Earnings Before Interest & Tax	\$33,135	\$374,433	\$75,049	398.92%	\$75,049
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,927	\$36,301	\$35,451	2.40%	\$35,451
Bond Interest South	\$2,640	\$29,373	\$28,175	4.25%	\$28,175
Total Interest Expenses	\$5,567	\$65,674	\$63,626	3.22%	\$63,626
Earnings Before Tax	\$27,568	\$308,759	\$11,423	2,602.99%	\$11,423
Tax Expenses					
WV Sales Tax	\$0	\$123	\$70	76.06%	\$70
Earnings After Tax	\$27,568	\$308,636	\$11,353	2,618.57%	\$11,353
Net Income	\$27,568	\$308,636	\$11,353	2,618.57%	\$11,353

Balance Sheet

BALANCE SHEET	2023/2024
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$288,483
WesBanco Operating	\$74,997
WesBanco Payroll	\$76,944
WesBanco Special Projects	\$3,378
WesBanco Arboretum	\$769
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$66
Total Cash & Equivalents	\$445,215
Other Current Assets	
Fidelity Arboretum Portfolio	\$70,416
Fidelity Library Portfolio	\$2,586,689
Fidelity Moneyline	\$153
Taxes Receivable	\$37,805
Undeposited Funds	\$2,621
Total Other Current Assets	\$2,697,683
Total Current Assets	\$3,142,898
Fixed Assets	
Accumulated Depreciation	(\$2,623,446)
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	\$458,329
Land - Emerson Library	\$131,042
Materials	\$1,005,777
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	\$5,247,063
Total Non-Current Assets	\$5,247,063

Total Assets	\$8,389,961
LIABILITIES	
Short Term Debt	
Lowe's	\$503
WesBanco Visa	\$1,905
Total Short Term Debt	\$2,409
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
Deferred Inflow of Resources-Di	\$11,260
Staff Memorial Fund Liability	\$66
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	\$1,915
PERS WV Retirement	(\$79)
Health Insurance (pre-tax)	\$84
AFLAC	\$621
Total Other Current Liabilities	\$711,262
Total Current Liabilities	\$713,670
Other Non-Current Liabilities	
Bonds Payable Emerson	\$583,283
Bonds Payable South Building	\$906,279
Total Other Non-Current Liabilities	\$1,489,562
Total Non-Current Liabilities	\$1,489,562
Total Liabilities	\$2,203,232
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$409,307)
Unrestricted Net Assets	\$1,369,376
Total Retained Earnings	\$960,069
Current Earnings	
Net Income	\$308,636
Other Equity	
Amt to Be Provided for LT Debt	\$391,157
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$364,202)
Total Other Equity	\$4,918,024
Total Equity	\$6,186,729
Total Liabilities & Equity	\$8,389,961