



Monthly Report

Parkersburg & Wood County Public Library
September 2024

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Profit & Loss Actual vs Budget

INCOME STATEMENT	Sep 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Revenue					
Parkersburg & Wood County					
State Funding					
State Grant	\$0	\$105,389	\$96,889	8.77%	\$387,556
Local Income					
Wood County Board of Education	\$96,250	\$96,250	\$96,250	0.00%	\$385,000
Wood County Commission	\$0	\$86,774	\$86,774	0.00%	\$347,097
Wood County Excess Levy	\$291,750	\$327,480	\$198,750	64.77%	\$795,000
City of Parkersburg	\$0	\$72,254	\$72,254	0.00%	\$289,016
Total Local Income	\$387,999	\$582,758	\$454,028	28.35%	\$1,816,113
Donations & Gifts					
United Way Income	\$87	\$87	\$0	-	\$0
Gifts	\$239	\$6,712	\$1,500	347.48%	\$6,000
Total Donations & Gifts	\$326	\$6,799	\$1,500	353.28%	\$6,000
Fees					
Fees	\$260	\$954	\$1,200	-20.52%	\$4,800
Copiers	\$1,428	\$5,159	\$5,000	3.19%	\$20,000
Merchandise Sales Income	\$38	\$147	\$0	-	\$0
Total Fees	\$1,726	\$6,260	\$6,200	0.97%	\$24,800
Administrative Fees					
Calhoun Administrative Fee	\$0	\$1,369	\$1,369	0.02%	\$5,476
Wirt Administrative Fee	\$0	\$1,141	\$1,141	0.00%	\$4,565
Pleasants Administrative Fee	\$0	\$1,681	\$1,681	-0.01%	\$6,726
Roane Administrative Fees	\$0	\$3,082	\$3,082	0.00%	\$12,329
Total Administrative Fees	\$0	\$7,273	\$7,273	0.00%	\$29,095
Total Parkersburg & Wood County	\$390,051	\$708,480	\$565,890	25.20%	\$2,263,564
Total Revenue	\$390,051	\$708,480	\$565,890	25.20%	\$2,263,564
Expenses					
Uncategorized Expenditure	\$0	\$102	\$0	-	\$0
Personnel					
Parkwoodlib Payroll					
Salaries	\$87,895	\$265,474	\$288,305	-7.92%	\$1,153,220
WV Unemployment	\$211	\$818	\$1,535	-46.69%	\$6,141
Social Security	\$5,310	\$16,037	\$17,875	-10.28%	\$71,500
Medicare	\$1,242	\$3,751	\$4,181	-10.28%	\$16,722
Worker's Compensation	\$0	\$0	\$0	-	\$5,613
WV Retirement	\$6,176	\$18,562	\$20,247	-8.32%	\$80,989
Health Insurance - Main	\$12,866	\$39,632	\$39,960	-0.82%	\$159,840
Basic Life	\$40	\$119	\$125	-4.97%	\$500
Total Parkwoodlib Payroll	\$113,739	\$344,394	\$372,228	-7.48%	\$1,494,525
Calhoun County Payroll					
Salaries-Calhoun County	\$5,753	\$17,582	\$13,137	33.83%	\$52,548
WV Unemployment-Calhoun County	\$10	\$44	\$99	-55.36%	\$396
Social Security-Calhoun County	\$350	\$1,069	\$795	34.44%	\$3,180
Medicare - Calhoun	\$82	\$250	\$186	34.39%	\$744
WV Retirement-Calhoun County	\$457	\$1,384	\$979	41.44%	\$3,915
Health Insurance Calhoun	\$1,434	\$4,318	\$2,049	110.73%	\$8,196
OPEB Expense Calhoun	\$0	\$0	\$102	-100.00%	\$408
Total Calhoun County Payroll	\$8,086	\$24,647	\$17,347	42.08%	\$69,387
Wirt Payroll					

	Sep 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Salaries-Wirt County	\$2,313	\$6,322	\$6,559	-3.61%	\$26,237
WV Unemployment-Wirt County	\$35	\$95	\$98	-3.70%	\$394
Social Security - Wirt	\$143	\$392	\$407	-3.63%	\$1,627
Medicare - Wirt	\$34	\$92	\$95	-3.52%	\$380
Total Wirt Payroll	\$2,525	\$6,901	\$7,160	-3.61%	\$28,638
WVLN Payroll					
Salaries-WVLN	\$1,683	\$5,049	\$5,310	-4.92%	\$21,240
WV Unemployment-WVLN	\$0	\$0	\$80	-100.00%	\$319
Social Security-WVLN	\$104	\$313	\$329	-4.93%	\$1,317
Medicare-WVLN	\$24	\$73	\$77	-4.95%	\$308
Total WVLN Payroll	\$1,812	\$5,435	\$5,796	-6.23%	\$23,184
Total Personnel	\$126,161	\$381,376	\$402,530	-5.26%	\$1,615,734
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$0	\$0	\$0	-	\$4,800
Consulting Fees	\$0	\$0	\$300	-100.00%	\$1,200
Accounting Services	\$0	\$0	\$300	-100.00%	\$1,200
Total Professional Fees	\$0	\$0	\$600	-100.00%	\$7,200
Supplies					
Office & Library Supplies	\$492	\$1,462	\$3,000	-51.25%	\$12,000
Janitor Supplies	\$1,045	\$2,960	\$3,249	-8.91%	\$13,000
Book Supplies	\$297	\$1,356	\$600	126.00%	\$2,400
A/V Supplies	\$0	\$231	\$1,000	-76.86%	\$4,000
Copier Supplies	\$683	\$3,211	\$1,500	114.06%	\$6,000
Total Supplies	\$2,517	\$9,220	\$9,349	-1.38%	\$37,400
Building Utilities					
Trash Removal	\$0	\$359	\$538	-33.35%	\$2,153
Utilities Arboretum	\$45	\$132	\$88	50.29%	\$350
Telephone	\$802	\$2,403	\$2,415	-0.50%	\$9,660
Electric	\$4,787	\$14,231	\$11,750	21.11%	\$47,000
Gas	\$78	\$291	\$2,300	-87.33%	\$9,200
Water	\$356	\$1,097	\$955	14.83%	\$3,820
Water - Arboretum	\$22	\$72	\$75	-4.00%	\$300
Internet Service	\$221	\$797	\$800	-0.37%	\$3,200
Total Building Utilities	\$6,310	\$19,381	\$18,921	2.43%	\$75,683
Maintenance & Repairs					
Repairs & Maintenance	\$39	\$144	\$14,500	-99.01%	\$58,000
Repairs & Maintenance Emerson	\$773	\$3,898	\$0	-	\$0
Repairs & Maintenance South	\$412	\$1,596	\$0	-	\$0
Repairs & Maintenance Williamst	\$210	\$490	\$0	-	\$0
Repairs & Maintenance Arboretum	\$557	\$1,394	\$1,579	-11.77%	\$3,432
Online Maintenance Services	\$0	\$0	\$2,500	-100.00%	\$10,000
Online Maintenance Wood County	\$0	\$5,551	\$6,915	-19.72%	\$27,660
Staff Software	\$165	\$937	\$0	-	\$0
Website Software	\$3	\$89	\$0	-	\$0
Accounting Software	\$1,067	\$2,868	\$0	-	\$0
Online Maintenance Calhoun	\$0	\$114	\$123	-7.68%	\$500
Online Maintenance Wirt	\$0	\$192	\$123	55.94%	\$500
Online Maintenance Pleasants	\$0	\$260	\$123	111.34%	\$500
Online Maintenance Roane	\$0	\$534	\$210	154.33%	\$840
Equipment Maintenance Services	\$0	\$0	\$3,999	-100.00%	\$16,000
Total Maintenance & Repairs	\$3,226	\$18,068	\$30,072	-39.92%	\$117,432
Vehicle Expenses					
Library Van	\$0	\$0	\$550	-100.00%	\$2,200

	Sep 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Library Van - Fuel	\$153	\$403	\$0	-	\$0
BookMobile Expense	\$0	\$0	\$1,250	-100.00%	\$5,000
Bookmobile - Repairs & Maintenance	\$0	\$1,401	\$0	-	\$0
Bookmobile Fuel	\$208	\$419	\$0	-	\$0
Total Vehicle Expenses	\$361	\$2,223	\$1,800	23.50%	\$7,200
Equipment Expense					
Office & Library Equipment	\$235	\$235	\$1,005	-76.60%	\$4,000
Computer Equipment	\$336	\$433	\$4,800	-90.99%	\$19,200
Copiers	\$658	\$2,295	\$0	-	\$0
Total Equipment Expense	\$1,229	\$2,963	\$5,805	-48.96%	\$23,200
Insurance Fees					
Property Insurance	\$0	\$0	\$5,569	-100.00%	\$22,277
D&O Insurance	\$2,328	\$2,328	\$698	233.25%	\$2,794
Fire Fee Emerson	\$0	\$3,245	\$974	233.29%	\$3,895
Fire Fee South	\$0	\$613	\$184	233.10%	\$736
Fire Fee Williamstown	\$0	\$0	\$13	-100.00%	\$51
Total Insurance Fees	\$2,328	\$6,186	\$7,438	-16.83%	\$29,753
Postage Shipping					
Postage & Freight	\$2,212	\$3,924	\$2,264	73.36%	\$9,055
Shipping	\$267	\$881	\$1,050	-16.12%	\$4,200
Total Postage Shipping	\$2,478	\$4,805	\$3,314	45.01%	\$13,255
Marketing					
Marketing	\$0	\$0	\$1,500	-100.00%	\$6,000
Advertising	\$750	\$750	\$0	-	\$0
Total Marketing	\$750	\$750	\$1,500	-50.00%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$190	\$430	\$1,250	-65.64%	\$5,000
Programs-Emerson Young Adult	\$149	\$194	\$317	-38.96%	\$1,270
Programs-Emerson Children	\$618	\$1,119	\$1,500	-25.42%	\$6,000
Programs-South	\$625	\$758	\$675	12.35%	\$2,700
Programs-Summer Reading	\$0	\$0	\$3,500	-100.00%	\$14,000
Programs-Williamstown	\$107	\$107	\$375	-71.55%	\$1,500
Programs-Bookmobile	\$0	\$37	\$375	-90.20%	\$1,500
Total Program Expenses	\$1,689	\$2,644	\$7,993	-66.92%	\$31,970
Travel					
Travel Reimbursements	\$0	\$139	\$0	-	\$0
Travel	\$733	\$733	\$1,003	-26.96%	\$4,000
Travel - Calhoun	\$17	\$17	\$0	-	\$0
Travel - Wirt	\$17	\$17	\$0	-	\$0
Travel Roane County Library	\$17	\$17	\$0	-	\$0
Total Travel	\$784	\$922	\$1,003	-8.03%	\$4,000
Misc Expenses					
Bank Fee	\$25	\$3,323	\$4,500	-26.15%	\$18,000
Credit Card Processing Fees	\$53	\$318	\$350	-9.09%	\$1,400
Melio Transaction Fee	\$9	\$75	\$165	-54.55%	\$660
Bank Fee Arboretum	\$0	\$89	\$126	-29.31%	\$500
Processing Fees for Materials	\$551	\$1,326	\$1,749	-24.21%	\$7,000
Bond Payment Emerson	\$5,474	\$16,434	\$19,807	-17.03%	\$79,229
Bond Payment South	\$5,461	\$16,736	\$17,608	-4.95%	\$70,432
Professional Dues	\$555	\$1,390	\$800	73.75%	\$2,500
Electronic Databases	\$0	\$0	\$2,750	-100.00%	\$11,000
Continuing Education	\$0	\$0	\$0	-	\$2,000
Cash Shortage	\$0	\$2	\$3	-30.33%	\$12
Total Misc Expenses	\$12,129	\$39,694	\$47,858	-17.06%	\$192,733

	Sep 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Total Current Operating Expenses	\$33,801	\$106,856	\$135,653	-21.23%	\$545,826
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$1,630	\$3,920	\$8,250	-52.48%	\$33,000
Books-Adult Fiction	\$2,235	\$9,019	\$9,250	-2.50%	\$37,000
Books-Young Adult Fiction	\$107	\$451	\$800	-43.67%	\$3,200
Books-Graphic Novels	\$149	\$795	\$1,375	-42.21%	\$5,500
Books-Adult Reference	\$0	\$2,429	\$999	143.11%	\$4,000
Books-Genealogy	\$0	\$0	\$375	-100.00%	\$1,500
Total Adult Books	\$4,120	\$16,613	\$21,049	-21.07%	\$84,200
Juvenile Books					
Books-Juvenile Non-Fiction	\$1,027	\$2,382	\$5,000	-52.36%	\$20,000
Books- Juvenile Fiction	\$3,399	\$3,910	\$8,125	-51.88%	\$32,500
Books - Juvenile Reference	\$50	\$50	\$125	-60.01%	\$500
Total Juvenile Books	\$4,477	\$6,342	\$13,250	-52.14%	\$53,000
Periodicals					
Periodicals	\$728	\$1,238	\$1,125	10.05%	\$4,500
Electronic Materials					
Ebooks	\$2,730	\$8,305	\$11,250	-26.18%	\$45,000
Eaudiobooks	\$5,575	\$15,951	\$14,750	8.14%	\$59,000
Total Electronic Materials	\$8,305	\$24,256	\$26,000	-6.71%	\$104,000
Games					
Video Games	\$572	\$1,487	\$1,375	8.14%	\$5,500
Board Games	\$0	\$130	\$276	-52.93%	\$1,100
Total Games	\$572	\$1,617	\$1,651	-2.07%	\$6,600
Video Materials					
Videos	\$1,022	\$4,538	\$3,525	28.74%	\$14,100
Total Library Materials	\$19,224	\$54,603	\$66,600	-18.01%	\$266,400
Reimbursements	\$271	\$271	\$0	-	\$0
Total Expenses	\$179,457	\$543,209	\$604,783	-10.18%	\$2,427,960
Operating Profit	\$210,593	\$165,271	(\$38,893)	524.94%	(\$164,396)
Other Income					
Other Income					
Grant Money	\$0	\$10,000	\$0	-	\$0
WVLN Revenue	\$713	\$17,638	\$74,694	-76.39%	\$298,775
Calhoun County Reimbursement	\$8,102	\$24,544	\$17,347	41.49%	\$69,387
Dora B Woodyard Reimbursement	\$2,531	\$6,919	\$7,160	-3.37%	\$28,638
Insurance Claim	\$0	\$1,800	\$0	-	\$0
Cash Overage	\$2	\$10	\$9	9.22%	\$36
Total Other Income	\$11,348	\$60,910	\$99,209	-38.60%	\$396,836
Investment Income					
Interest Income	\$743	\$17,042	\$17,500	-2.62%	\$70,000
Interest Arboretum	\$0	\$201	\$450	-55.35%	\$1,800
Change in Market Value-Port	\$0	\$81,757	\$0	-	\$0
Change in Market Value-Arb Port	\$0	\$2,395	\$0	-	\$0
Realized Gains	\$0	\$5,322	\$7,000	-23.97%	\$28,000
Realized Gains - Arboretum	\$0	\$254	\$125	103.32%	\$500
Total Investment Income	\$743	\$106,971	\$25,075	326.60%	\$100,300
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$12,618	\$71,282	-82.30%	\$285,130
Grant Expenses	\$35	\$1,941	\$0	-	\$0
Total Other Expenses	\$35	\$14,559	\$71,282	-79.58%	\$285,130
Earnings Before Interest & Tax	\$222,650	\$318,593	\$14,109	2,158.14%	\$47,610

	Sep 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,846	\$8,526	\$5,153	65.46%	\$20,612
Bond Interest South	\$2,640	\$7,567	\$6,695	13.02%	\$26,780
Total Interest Expenses	\$5,486	\$16,093	\$11,848	35.83%	\$47,392
Earnings Before Tax	\$217,164	\$302,500	\$2,261	13,281.35%	\$218
Tax Expenses					
WV Sales Tax	\$0	\$0	\$0	-	\$70
Earnings After Tax	\$217,164	\$302,500	\$2,261	13,281.35%	\$148
Net Income	\$217,164	\$302,500	\$2,261	13,281.35%	\$148

Balance Sheet

BALANCE SHEET	2024/2025 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$512,691
WesBanco Operating	\$58,586
WesBanco Payroll	\$77,247
WesBanco Special Projects	\$8,378
WesBanco Arboretum	\$363
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$66
Total Cash & Equivalents	\$657,908
Inventory	
Inventory Asset	\$2,164
Other Current Assets	
Fidelity Arboretum Portfolio	\$72,177
Fidelity Library Portfolio	\$2,676,361
Fidelity Moneyline	\$153
Taxes Receivable	\$37,805
Undeposited Funds	\$192
Total Other Current Assets	\$2,786,687
Total Current Assets	\$3,446,759
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	\$8,693,822
LIABILITIES	
Short Term Debt	
Lowe's	\$699
Pitney Bowes Purchase Power	(\$6)
WesBanco Visa	\$4,076
Total Short Term Debt	\$4,769
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	\$927
PERS WV Retirement	(\$79)
Health Insurance (pre-tax)	(\$291)
AFLAC	\$401
Total Other Current Liabilities	\$709,679
Total Current Liabilities	\$714,448
Other Non-Current Liabilities	
Bonds Payable Emerson	\$566,849
Bonds Payable South Building	\$888,808
Total Other Non-Current Liabilities	\$1,455,656
Total Non-Current Liabilities	\$1,455,656
Total Liabilities	\$2,170,104
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$407,143)
Unrestricted Net Assets	\$1,676,432
Total Retained Earnings	\$1,269,289
Current Earnings	
Net Income	\$302,500
Other Equity	
Amt to Be Provided for LT Debt	\$425,062
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$364,202)
Total Other Equity	\$4,951,929
Total Equity	\$6,523,718
Total Liabilities & Equity	\$8,693,822