



Monthly Report

Parkersburg & Wood County Public Library
December 2024

Table of Contents

Profit & Loss Actual vs Budget	1
Balance Sheet	6

Profit & Loss Actual vs Budget

INCOME STATEMENT	Dec 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Revenue					
Parkersburg & Wood County					
State Funding					
State Grant	\$0	\$202,278	\$193,778	4.39%	\$387,556
Local Income					
Wood County Board of Education	\$96,250	\$192,500	\$192,500	0.00%	\$385,000
Wood County Commission	\$0	\$173,549	\$173,549	0.00%	\$347,097
Wood County Excess Levy	\$0	\$479,087	\$397,500	20.53%	\$795,000
City of Parkersburg	\$0	\$144,508	\$144,508	0.00%	\$289,016
Total Local Income	\$96,250	\$989,644	\$908,057	8.98%	\$1,816,113
Donations & Gifts					
United Way Income	\$0	\$87	\$0	-	\$0
Gifts	\$784	\$8,422	\$3,000	180.73%	\$6,000
Total Donations & Gifts	\$784	\$8,509	\$3,000	183.63%	\$6,000
Fees					
Fees	\$162	\$1,286	\$2,400	-46.40%	\$4,800
Copiers	\$1,173	\$9,673	\$10,000	-3.27%	\$20,000
Merchandise Sales Income	\$87	\$428	\$0	-	\$0
Total Fees	\$1,421	\$11,387	\$12,400	-8.17%	\$24,800
Administrative Fees					
Calhoun Administrative Fee	\$0	\$2,738	\$2,738	0.02%	\$5,476
Wirt Administrative Fee	\$0	\$2,282	\$2,282	0.00%	\$4,565
Pleasants Administrative Fee	\$0	\$3,362	\$3,363	-0.01%	\$6,726
Roane Administrative Fees	\$0	\$6,164	\$6,164	0.00%	\$12,329
Total Administrative Fees	\$0	\$14,546	\$14,546	0.00%	\$29,095
Total Parkersburg & Wood County	\$98,455	\$1,226,364	\$1,131,781	8.36%	\$2,263,564
Total Revenue	\$98,455	\$1,226,364	\$1,131,781	8.36%	\$2,263,564
Expenses					
Unapplied Cash Bill Payment Expenditure	\$0	\$91	\$0	-	\$0
Wages	\$0	\$0	\$0	-	\$0
Personnel					
Parkwoodlib Payroll					
Salaries	\$86,368	\$567,088	\$576,610	-1.65%	\$1,153,220
WV Unemployment	\$64	\$1,189	\$3,071	-61.29%	\$6,141
Social Security	\$5,216	\$34,252	\$35,750	-4.19%	\$71,500
Medicare	\$1,220	\$8,010	\$8,361	-4.19%	\$16,722
Worker's Compensation	\$0	\$0	\$0	-	\$5,613
WV Retirement	\$6,174	\$40,083	\$40,494	-1.02%	\$80,989
Health Insurance - Main	\$12,866	\$78,230	\$79,920	-2.11%	\$159,840
Basic Life	\$40	\$238	\$250	-4.97%	\$500
Total Parkwoodlib Payroll	\$111,948	\$729,089	\$744,456	-2.06%	\$1,494,525
Calhoun County Payroll					
Salaries-Calhoun County	\$5,918	\$37,773	\$26,274	43.77%	\$52,548
WV Unemployment-Calhoun County	\$11	\$83	\$198	-58.26%	\$396
Social Security-Calhoun County	\$363	\$2,299	\$1,590	44.62%	\$3,180
Medicare - Calhoun	\$85	\$538	\$372	44.56%	\$744
WV Retirement-Calhoun County	\$245	\$2,747	\$1,958	40.35%	\$3,915
Health Insurance Calhoun	\$1,434	\$8,620	\$4,098	110.34%	\$8,196
OPEB Expense Calhoun	\$0	\$0	\$204	-100.00%	\$408
Total Calhoun County Payroll	\$8,056	\$52,060	\$34,694	50.06%	\$69,387

	Dec 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Wirt Payroll					
Salaries-Wirt County	\$2,091	\$14,478	\$13,119	10.37%	\$26,237
WV Unemployment-Wirt County	\$30	\$216	\$197	9.48%	\$394
Social Security - Wirt	\$130	\$898	\$813	10.35%	\$1,627
Medicare - Wirt	\$30	\$210	\$190	10.48%	\$380
Total Wirt Payroll	\$2,281	\$15,802	\$14,319	10.35%	\$28,638
WVLN Payroll					
Salaries-WVLN	\$1,683	\$10,939	\$10,620	3.00%	\$21,240
WV Unemployment-WVLN	\$0	\$0	\$159	-100.00%	\$319
Social Security-WVLN	\$104	\$678	\$659	2.99%	\$1,317
Medicare-WVLN	\$24	\$159	\$154	2.98%	\$308
Total WVLN Payroll	\$1,812	\$11,775	\$11,592	1.58%	\$23,184
Total Personnel	\$124,096	\$808,726	\$805,061	0.46%	\$1,615,734
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$352	\$352	\$4,800	-92.67%	\$4,800
Consulting Fees	\$0	\$0	\$600	-100.00%	\$1,200
Accounting Services	\$0	\$0	\$600	-100.00%	\$1,200
Total Professional Fees	\$352	\$352	\$6,000	-94.13%	\$7,200
Supplies					
Office & Library Supplies	\$912	\$4,375	\$6,000	-27.09%	\$12,000
Janitor Supplies	\$1,627	\$7,292	\$6,498	12.22%	\$13,000
Book Supplies	\$206	\$1,802	\$1,200	50.17%	\$2,400
A/V Supplies	\$0	\$6,037	\$2,000	201.86%	\$4,000
Copier Supplies	\$0	\$3,880	\$3,000	29.33%	\$6,000
Total Supplies	\$2,745	\$23,386	\$18,698	25.07%	\$37,400
Building Utilities					
Trash Removal	\$179	\$897	\$1,077	-16.69%	\$2,153
Utilities Arboretum	\$0	\$225	\$175	28.60%	\$350
Telephone	\$803	\$4,811	\$4,830	-0.39%	\$9,660
Electric	\$1,144	\$23,358	\$23,500	-0.60%	\$47,000
Gas	\$845	\$1,749	\$4,600	-61.97%	\$9,200
Water	\$358	\$2,113	\$1,910	10.63%	\$3,820
Water - Arboretum	\$22	\$139	\$150	-7.47%	\$300
Internet Service	\$266	\$1,594	\$1,600	-0.37%	\$3,200
Total Building Utilities	\$3,618	\$34,886	\$37,842	-7.81%	\$75,683
Maintenance & Repairs					
Repairs & Maintenance	\$55	\$776	\$29,000	-97.32%	\$58,000
Repairs & Maintenance Emerson	\$859	\$14,840	\$0	-	\$0
Repairs & Maintenance South	\$305	\$4,549	\$0	-	\$0
Repairs & Maintenance Williamst	\$0	\$658	\$0	-	\$0
Repairs & Maintenance Arboretum	\$0	\$13,094	\$2,204	493.97%	\$3,432
Online Maintenance Services	\$0	\$0	\$5,000	-100.00%	\$10,000
Online Maintenance Wood County	\$709	\$8,904	\$13,830	-35.62%	\$27,660
Staff Software	\$173	\$2,860	\$0	-	\$0
Website Software	\$243	\$477	\$0	-	\$0
Accounting Software	\$271	\$5,282	\$0	-	\$0
Online Maintenance Calhoun	\$0	\$158	\$248	-36.11%	\$500
Online Maintenance Wirt	\$0	\$396	\$248	59.57%	\$500
Online Maintenance Pleasants	\$0	\$401	\$248	61.53%	\$500
Online Maintenance Roane	\$0	\$837	\$420	99.37%	\$840
Equipment Maintenance Services	\$0	\$0	\$7,998	-100.00%	\$16,000
Copiers	\$624	\$4,102	\$0	-	\$0
Genealogy	\$859	\$859	\$0	-	\$0

	Dec 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Total Maintenance & Repairs	\$4,098	\$58,192	\$59,196	-1.70%	\$117,432
Vehicle Expenses					
Library Van	\$0	\$0	\$1,100	-100.00%	\$2,200
Library Van - Repairs & Maintenance	\$0	\$9	\$0	-	\$0
Library Van - Fuel	\$101	\$712	\$0	-	\$0
BookMobile Expense	\$0	\$0	\$2,500	-100.00%	\$5,000
Bookmobile - Repairs & Maintenance	\$0	\$1,401	\$0	-	\$0
Bookmobile Fuel	\$188	\$1,136	\$0	-	\$0
Total Vehicle Expenses	\$289	\$3,258	\$3,600	-9.50%	\$7,200
Equipment Expense					
Office & Library Equipment	\$390	\$1,018	\$2,010	-49.35%	\$4,000
Computer Equipment	\$108	\$1,203	\$9,600	-87.47%	\$19,200
Total Equipment Expense	\$497	\$2,221	\$11,610	-80.87%	\$23,200
Insurance Fees					
Property Insurance	\$0	\$0	\$11,139	-100.00%	\$22,277
D&O Insurance	\$0	\$2,328	\$1,397	66.63%	\$2,794
Fire Fee Emerson	\$0	\$3,245	\$1,947	66.65%	\$3,895
Fire Fee South	\$0	\$613	\$368	66.55%	\$736
Fire Fee Williamstown	\$0	\$0	\$26	-100.00%	\$51
Total Insurance Fees	\$0	\$6,186	\$14,876	-58.42%	\$29,753
Postage Shipping					
Postage & Freight	\$707	\$6,944	\$4,527	53.37%	\$9,055
Shipping	\$281	\$2,443	\$2,100	16.31%	\$4,200
Total Postage Shipping	\$988	\$9,386	\$6,627	41.63%	\$13,255
Marketing					
Marketing	\$0	\$0	\$3,000	-100.00%	\$6,000
Advertising	\$0	\$750	\$0	-	\$0
Total Marketing	\$0	\$750	\$3,000	-75.00%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$100	\$759	\$2,500	-69.65%	\$5,000
Programs-Emerson Young Adult	\$0	\$263	\$635	-58.52%	\$1,270
Programs-Emerson Children	\$1,030	\$3,411	\$3,000	13.70%	\$6,000
Programs-South	\$117	\$1,078	\$1,350	-20.15%	\$2,700
Programs-Summer Reading	\$0	\$0	\$7,000	-100.00%	\$14,000
Programs-Williamstown	\$177	\$864	\$750	15.15%	\$1,500
Programs-Bookmobile	\$24	\$253	\$750	-66.31%	\$1,500
Total Program Expenses	\$1,449	\$6,627	\$15,985	-58.54%	\$31,970
Travel					
Travel Reimbursements	\$0	\$139	\$0	-	\$0
Travel	\$0	\$1,853	\$2,002	-7.44%	\$4,000
Travel - Calhoun	\$0	\$40	\$0	-	\$0
Travel - Wirt	\$0	\$40	\$0	-	\$0
Travel Roane County Library	\$0	\$65	\$0	-	\$0
Total Travel	\$0	\$2,136	\$2,002	6.69%	\$4,000
Misc Expenses					
Bank Fee	\$1,735	\$10,165	\$9,000	12.94%	\$18,000
Credit Card Processing Fees	\$39	\$596	\$700	-14.79%	\$1,400
Melio Transaction Fee	\$0	\$75	\$330	-77.27%	\$660
Bank Fee Arboretum	\$38	\$262	\$252	4.16%	\$500
Processing Fees for Materials	\$165	\$2,721	\$3,498	-22.21%	\$7,000
Bond Payment Emerson	\$5,645	\$33,202	\$39,615	-16.19%	\$79,229
Bond Payment South	\$5,461	\$34,414	\$35,216	-2.28%	\$70,432
Professional Dues	\$120	\$1,860	\$1,200	55.00%	\$2,500
Electronic Databases	\$0	\$2,732	\$5,500	-50.32%	\$11,000

	Dec 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Continuing Education	\$0	\$0	\$0	-	\$2,000
Cash Shortage	\$0	\$4	\$6	-36.67%	\$12
Total Misc Expenses	\$13,203	\$86,031	\$95,317	-9.74%	\$192,733
Total Current Operating Expenses	\$27,238	\$233,413	\$274,753	-15.05%	\$545,826
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$662	\$8,544	\$16,500	-48.22%	\$33,000
Books-Adult Fiction	\$860	\$16,840	\$18,500	-8.97%	\$37,000
Books-Young Adult Fiction	\$0	\$1,236	\$1,600	-22.78%	\$3,200
Books-Graphic Novels	\$22	\$1,507	\$2,750	-45.21%	\$5,500
Books-Adult Reference	\$0	\$3,131	\$1,998	56.69%	\$4,000
Books-Genealogy	\$0	\$393	\$750	-47.54%	\$1,500
Total Adult Books	\$1,544	\$31,650	\$42,098	-24.82%	\$84,200
Juvenile Books					
Books-Juvenile Non-Fiction	\$720	\$5,470	\$10,000	-45.30%	\$20,000
Books- Juvenile Fiction	\$632	\$10,282	\$16,250	-36.72%	\$32,500
Books - Juvenile Reference	\$0	\$50	\$250	-80.00%	\$500
Total Juvenile Books	\$1,352	\$15,802	\$26,500	-40.37%	\$53,000
Periodicals					
Periodicals	\$108	\$4,572	\$2,250	103.21%	\$4,500
Electronic Materials					
Ebooks	\$2,000	\$21,591	\$22,500	-4.04%	\$45,000
Eaudiobooks	\$5,064	\$32,714	\$29,500	10.89%	\$59,000
Total Electronic Materials	\$7,065	\$54,305	\$52,000	4.43%	\$104,000
Games					
Video Games	\$504	\$4,559	\$2,750	65.76%	\$5,500
Board Games	\$109	\$687	\$552	24.55%	\$1,100
Total Games	\$613	\$5,246	\$3,302	58.87%	\$6,600
Video Materials					
Videos	\$1,412	\$9,038	\$7,050	28.21%	\$14,100
Total Library Materials	\$12,094	\$120,614	\$133,200	-9.45%	\$266,400
Reimbursements	\$56	\$987	\$0	-	\$0
Total Expenses	\$163,484	\$1,163,831	\$1,213,014	-4.05%	\$2,427,960
Operating Profit	(\$65,029)	\$62,532	(\$81,233)	176.98%	(\$164,396)
Other Income					
Other Income					
Grant Money	\$25,000	\$35,000	\$0	-	\$0
WV LN Revenue	\$0	\$302,609	\$149,388	102.57%	\$298,775
Calhoun County Reimbursement	\$11,269	\$43,945	\$34,694	26.67%	\$69,387
Dora B Woodyard Reimbursement	\$3,828	\$13,556	\$14,319	-5.33%	\$28,638
Insurance Claim	\$0	\$1,800	\$0	-	\$0
Cash Overage	\$1	\$32	\$18	79.72%	\$36
Motor Fuel Refunds	\$0	\$300	\$0	-	\$0
Total Other Income	\$40,098	\$397,242	\$198,418	100.20%	\$396,836
Investment Income					
Interest Income	\$23,882	\$54,567	\$35,000	55.91%	\$70,000
Interest Arboretum	\$524	\$1,134	\$900	26.01%	\$1,800
Change in Market Value-Port	(\$84,025)	(\$31,421)	\$0	-	\$0
Change in Market Value-Arb Port	(\$1,738)	(\$813)	\$0	-	\$0
Realized Gains	\$0	\$80,452	\$14,000	474.66%	\$28,000
Realized Gains - Arboretum	\$0	\$2,668	\$250	967.30%	\$500
Total Investment Income	(\$61,357)	\$106,587	\$50,150	112.54%	\$100,300

	Dec 2024	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$293,179	\$142,565	105.65%	\$285,130
Grant Expenses	\$367	\$3,243	\$0	-	\$0
Total Other Expenses	\$367	\$296,422	\$142,565	107.92%	\$285,130
Earnings Before Interest & Tax	(\$86,655)	\$269,940	\$24,770	989.80%	\$47,610
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,675	\$16,719	\$10,306	62.22%	\$20,612
Bond Interest South	\$2,640	\$14,192	\$13,390	5.99%	\$26,780
Total Interest Expenses	\$5,315	\$30,911	\$23,696	30.45%	\$47,392
Earnings Before Tax	(\$91,969)	\$239,029	\$1,074	22,163.84%	\$218
Tax Expenses					
WV Sales Tax	\$0	\$0	\$0	-	\$70
Earnings After Tax	(\$91,969)	\$239,029	\$1,074	22,163.84%	\$148
Net Income	(\$91,969)	\$239,029	\$1,074	22,163.84%	\$148

Balance Sheet

BALANCE SHEET	2024/2025 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$535,308
WesBanco Operating	\$64,571
WesBanco Payroll	\$25,317
WesBanco Special Projects	\$8,378
WesBanco Arboretum	\$1,002
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$183
Total Cash & Equivalents	\$635,337
Inventory	
Inventory Asset	\$2,164
Other Current Assets	
Fidelity Arboretum Portfolio	\$59,643
Fidelity Library Portfolio	\$2,663,808
Fidelity Moneyline	\$0
Taxes Receivable	\$37,805
Total Other Current Assets	\$2,761,255
Total Current Assets	\$3,398,757
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

	2024/2025 (YTD)
Total Non-Current Assets	\$5,247,063
Total Assets	\$8,645,819
LIABILITIES	
Short Term Debt	
Lowe's	\$222
WesBanco Visa	\$7,767
Total Short Term Debt	\$7,990
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
Deferred Inflow of Resources-Di	\$11,260
Friends of the Library	(\$13)
Staff Memorial Fund Liability	\$196
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	\$2,176
Federal Taxes (941/944)	\$10,029
WV Unemployment Tax	\$499
PERS WV Retirement	(\$79)
Health Insurance (pre-tax)	\$72
Marietta - Withholding	(\$814)
OH Local Tax	\$814
OH Income Tax	\$405
AFLAC	(\$112)
Child Support	\$99
Total Other Current Liabilities	\$721,927
Total Current Liabilities	\$729,917
Other Non-Current Liabilities	
Bonds Payable Emerson	\$550,081
Bonds Payable South Building	\$871,130
Total Other Non-Current Liabilities	\$1,421,211
Total Non-Current Liabilities	\$1,421,211
Total Liabilities	\$2,151,128
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$407,143)
Unrestricted Net Assets	\$1,676,432
Total Retained Earnings	\$1,269,289
Current Earnings	
Net Income	\$239,029
Other Equity	
Amt to Be Provided for LT Debt	\$459,507
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$364,202)
Total Other Equity	\$4,986,374

2024/2025 (YTD)

Total Equity	\$6,494,692
Total Liabilities & Equity	\$8,645,819