



Monthly Report

Parkersburg & Wood County Public Library
February 2025

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Profit & Loss Actual vs Budget

INCOME STATEMENT	Feb 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Revenue					
Parkersburg & Wood County					
State Funding					
State Grant	\$0	\$299,167	\$290,667	2.92%	\$387,556
Local Income					
Wood County Board of Education	\$0	\$192,500	\$256,667	-25.00%	\$385,000
Wood County Commission	\$0	\$260,323	\$260,323	0.00%	\$347,097
Wood County Excess Levy	\$15,997	\$517,917	\$530,000	-2.28%	\$795,000
City of Parkersburg	\$0	\$216,762	\$216,762	0.00%	\$289,016
Total Local Income	\$15,997	\$1,187,502	\$1,263,751	-6.03%	\$1,816,113
Donations & Gifts					
United Way Income	\$0	\$87	\$0	-	\$0
Gifts	\$200	\$9,509	\$4,000	137.72%	\$6,000
Total Donations & Gifts	\$200	\$9,596	\$4,000	139.89%	\$6,000
Fees					
Fees	\$235	\$1,678	\$3,200	-47.58%	\$4,800
Copiers	\$1,973	\$13,375	\$13,333	0.31%	\$20,000
Merchandise Sales Income	\$102	\$561	\$0	-	\$0
Total Fees	\$2,310	\$15,613	\$16,533	-5.57%	\$24,800
Administrative Fees					
Calhoun Administrative Fee	\$0	\$4,107	\$4,107	0.02%	\$5,476
Wirt Administrative Fee	\$0	\$3,423	\$3,423	0.00%	\$4,565
Pleasants Administrative Fee	\$0	\$5,043	\$5,044	-0.01%	\$6,726
Roane Administrative Fees	\$0	\$9,246	\$9,246	0.00%	\$12,329
Total Administrative Fees	\$0	\$21,820	\$21,820	0.00%	\$29,095
Total Parkersburg & Wood County	\$18,507	\$1,533,697	\$1,596,772	-3.95%	\$2,263,564
Total Revenue	\$18,507	\$1,533,697	\$1,596,772	-3.95%	\$2,263,564
Expenses					
Personnel					
Parkwoodlib Payroll					
Salaries	\$90,359	\$743,876	\$768,813	-3.24%	\$1,153,220
WV Unemployment	\$1,298	\$3,783	\$4,094	-7.59%	\$6,141
Social Security	\$5,448	\$44,906	\$47,667	-5.79%	\$71,500
Medicare	\$1,274	\$10,502	\$11,148	-5.79%	\$16,722
Worker's Compensation	\$0	\$0	\$0	-	\$5,613
WV Retirement	\$6,342	\$52,524	\$53,993	-2.72%	\$80,989
Health Insurance - Main	\$12,866	\$103,962	\$106,560	-2.44%	\$159,840
Basic Life	\$40	\$317	\$333	-4.97%	\$500
Total Parkwoodlib Payroll	\$117,628	\$959,871	\$992,608	-3.30%	\$1,494,525
Calhoun County Payroll					
Salaries-Calhoun County	\$5,865	\$49,279	\$35,032	40.67%	\$52,548
WV Unemployment-Calhoun County	\$88	\$255	\$264	-3.33%	\$396
Social Security-Calhoun County	\$357	\$2,999	\$2,120	41.44%	\$3,180
Medicare - Calhoun	\$83	\$701	\$496	41.39%	\$744
WV Retirement-Calhoun County	\$461	\$3,668	\$2,610	40.53%	\$3,915
Health Insurance Calhoun	\$1,434	\$11,488	\$5,464	110.24%	\$8,196
OPEB Expense Calhoun	\$0	\$0	\$272	-100.00%	\$408
Total Calhoun County Payroll	\$8,288	\$68,389	\$46,258	47.84%	\$69,387
Wirt Payroll					
Salaries-Wirt County	\$2,208	\$18,262	\$17,491	4.41%	\$26,237
WV Unemployment-Wirt County	\$33	\$272	\$263	3.72%	\$394
Social Security - Wirt	\$137	\$1,132	\$1,085	4.39%	\$1,627
Medicare - Wirt	\$32	\$265	\$253	4.52%	\$380
Total Wirt Payroll	\$2,410	\$19,932	\$19,092	4.40%	\$28,638
Pleasants Payroll					

	Feb 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Salaries-Pleasants	\$5,426	\$7,701	\$0	-	\$0
WV Unemployment-Pleasants	\$81	\$116	\$0	-	\$0
WV Retirement-Pleasants	\$338	\$338	\$0	-	\$0
Social Security-Pleasants	\$336	\$477	\$0	-	\$0
Medicare-Pleasants	\$79	\$112	\$0	-	\$0
Total Pleasants Payroll	\$6,261	\$8,744	\$0	-	\$0
WVLN Payroll					
Salaries-WVLN	\$1,683	\$14,304	\$14,160	1.02%	\$21,240
WV Unemployment-WVLN	\$25	\$50	\$213	-76.26%	\$319
Social Security-WVLN	\$104	\$887	\$878	1.01%	\$1,317
Medicare-WVLN	\$24	\$207	\$205	1.00%	\$308
Total WVLN Payroll	\$1,837	\$15,449	\$15,456	-0.04%	\$23,184
Total Personnel	\$136,423	\$1,072,384	\$1,073,414	-0.10%	\$1,615,734
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$0	\$4,752	\$4,800	-1.00%	\$4,800
Consulting Fees	\$0	\$0	\$800	-100.00%	\$1,200
Accounting Services	\$250	\$250	\$800	-68.75%	\$1,200
Total Professional Fees	\$250	\$5,002	\$6,400	-21.84%	\$7,200
Supplies					
Office & Library Supplies	\$1,598	\$6,877	\$8,000	-14.04%	\$12,000
Janitor Supplies	\$1,838	\$11,244	\$8,664	29.78%	\$13,000
Book Supplies	\$706	\$3,080	\$1,600	92.50%	\$2,400
A/V Supplies	\$0	\$6,037	\$2,667	126.40%	\$4,000
Copier Supplies	\$466	\$4,785	\$4,000	19.63%	\$6,000
Total Supplies	\$4,609	\$32,023	\$24,931	28.45%	\$37,400
Building Utilities					
Trash Removal	\$185	\$1,446	\$1,435	0.72%	\$2,153
Utilities Arboretum	\$73	\$333	\$233	42.82%	\$350
Telephone	\$803	\$6,417	\$6,440	-0.35%	\$9,660
Electric	\$5,472	\$33,220	\$31,333	6.02%	\$47,000
Gas	\$3,681	\$6,533	\$6,133	6.51%	\$9,200
Water	\$353	\$2,849	\$2,547	11.86%	\$3,820
Water - Arboretum	\$21	\$180	\$200	-10.13%	\$300
Internet Service	\$266	\$2,125	\$2,133	-0.37%	\$3,200
Total Building Utilities	\$10,853	\$53,102	\$50,455	5.25%	\$75,683
Maintenance & Repairs					
Repairs & Maintenance	\$124	\$1,069	\$38,667	-97.24%	\$58,000
Repairs & Maintenance Emerson	\$2,208	\$22,145	\$0	-	\$0
Repairs & Maintenance South	\$2,711	\$9,805	\$0	-	\$0
Repairs & Maintenance Williamst	\$125	\$868	\$0	-	\$0
Repairs & Maintenance Arboretum	\$0	\$13,094	\$2,204	493.97%	\$3,432
Online Maintenance Services	\$0	\$10,400	\$6,667	56.00%	\$10,000
Online Maintenance Wood County	\$0	\$9,404	\$18,440	-49.00%	\$27,660
Staff Software	\$129	\$4,126	\$0	-	\$0
Website Software	\$3	\$483	\$0	-	\$0
Accounting Software	\$271	\$7,588	\$0	-	\$0
Online Maintenance Calhoun	\$0	\$242	\$332	-27.17%	\$500
Online Maintenance Wirt	\$0	\$479	\$332	44.30%	\$500
Online Maintenance Pleasants	\$0	\$484	\$332	45.77%	\$500
Online Maintenance Roane	\$0	\$1,087	\$560	94.18%	\$840
Equipment Maintenance Services	\$0	\$0	\$10,664	-100.00%	\$16,000
Equipment Maintenance Services-Copie...	\$997	\$6,292	\$0	-	\$0
Equipment Maintenance Services-Genea...	\$0	\$859	\$0	-	\$0
Equipment Maintenance Services-Scann...	\$3,379	\$3,379	\$0	-	\$0
Total Maintenance & Repairs	\$9,947	\$91,805	\$78,198	17.40%	\$117,432
Vehicle Expenses					
Library Van	\$65	\$65	\$1,467	-95.58%	\$2,200
Library Van - Repairs & Maintenance	\$173	\$420	\$0	-	\$0
Library Van - Fuel	\$128	\$947	\$0	-	\$0

	Feb 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
BookMobile Expense	\$0	\$0	\$3,333	-100.00%	\$5,000
Bookmobile - Repairs & Maintenance	\$548	\$1,948	\$0	-	\$0
Bookmobile - Fuel	\$127	\$1,518	\$0	-	\$0
Total Vehicle Expenses	\$1,040	\$4,897	\$4,800	2.03%	\$7,200
Equipment Expense					
Office & Library Equipment	\$0	\$1,018	\$2,680	-62.01%	\$4,000
Computer Equipment	\$241	\$1,685	\$12,800	-86.84%	\$19,200
Total Equipment Expense	\$241	\$2,703	\$15,480	-82.54%	\$23,200
Insurance Fees					
Property Insurance	\$0	\$0	\$14,851	-100.00%	\$22,277
D&O Insurance	\$0	\$2,328	\$1,863	24.97%	\$2,794
Fire Fee Emerson	\$0	\$3,245	\$2,597	24.99%	\$3,895
Fire Fee South	\$0	\$613	\$491	24.91%	\$736
Fire Fee Williamstown	\$42	\$42	\$34	24.56%	\$51
Total Insurance Fees	\$42	\$6,228	\$19,835	-68.60%	\$29,753
Postage Shipping					
Postage & Freight	\$1,212	\$8,162	\$6,037	35.21%	\$9,055
Shipping	\$292	\$3,130	\$2,800	11.78%	\$4,200
Total Postage Shipping	\$1,504	\$11,292	\$8,837	27.78%	\$13,255
Marketing					
Marketing	\$0	\$0	\$4,000	-100.00%	\$6,000
Advertising	\$0	\$750	\$0	-	\$0
Giveaways	\$0	\$420	\$0	-	\$0
Total Marketing	\$0	\$1,170	\$4,000	-70.75%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$382	\$1,523	\$3,333	-54.32%	\$5,000
Programs-Emerson Young Adult	\$0	\$345	\$847	-59.25%	\$1,270
Programs-Emerson Children	\$463	\$4,171	\$4,000	4.28%	\$6,000
Programs-South	\$109	\$1,272	\$1,800	-29.33%	\$2,700
Programs-Summer Reading	\$0	\$0	\$9,333	-100.00%	\$14,000
Programs-Williamstown	\$66	\$1,348	\$1,000	34.77%	\$1,500
Programs-Bookmobile	\$26	\$278	\$1,000	-72.17%	\$1,500
Total Program Expenses	\$1,046	\$8,937	\$21,313	-58.07%	\$31,970
Travel					
Travel Reimbursements	\$0	\$139	\$0	-	\$0
Travel	\$0	\$1,828	\$2,668	-31.50%	\$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	\$2,111	\$2,668	-20.90%	\$4,000
Misc Expenses					
Bank Fee	\$2,963	\$14,919	\$12,000	24.32%	\$18,000
Credit Card Processing Fees	\$62	\$806	\$933	-13.60%	\$1,400
Melio Transaction Fee	\$0	\$74	\$440	-83.30%	\$660
Bank Fee Arboretum	\$38	\$338	\$336	0.45%	\$500
Processing Fees for Materials	\$625	\$3,784	\$4,664	-18.86%	\$7,000
Bond Payment Emerson	\$5,613	\$44,401	\$52,819	-15.94%	\$79,229
Bond Payment South	\$5,461	\$45,765	\$46,955	-2.53%	\$70,432
Professional Dues	\$100	\$2,575	\$1,700	51.45%	\$2,500
Professional Dues - Calhoun	\$40	\$40	\$0	-	\$0
Professional Dues - Roane	\$0	\$50	\$0	-	\$0
Electronic Databases	\$0	\$7,779	\$7,333	6.08%	\$11,000
Continuing Education	\$350	\$350	\$1,000	-65.00%	\$2,000
Cash Shortage	\$4	\$18	\$8	121.63%	\$12
Total Misc Expenses	\$15,257	\$120,898	\$128,189	-5.69%	\$192,733
Total Current Operating Expenses	\$44,789	\$340,168	\$365,106	-6.83%	\$545,826
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$1,058	\$10,935	\$22,000	-50.30%	\$33,000
Books-Adult Fiction	\$2,586	\$23,184	\$21,500	7.83%	\$32,250

	Feb 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Books-Young Adult Fiction	\$120	\$1,620	\$2,967	-45.38%	\$4,450
Books-Graphic Novels	\$1,066	\$2,992	\$6,000	-50.14%	\$9,000
Books-Adult Reference	\$0	\$4,001	\$2,664	50.18%	\$4,000
Books-Genealogy	\$564	\$1,133	\$1,000	13.28%	\$1,500
Adult Memorial Books	\$32	\$66	\$0	-	\$0
Spartan Adult Books	\$36	\$768	\$8,333	-90.79%	\$12,500
Total Adult Books	\$5,462	\$44,699	\$64,464	-30.66%	\$96,700
Juvenile Books					
Books-Juvenile Non-Fiction	\$1,087	\$7,560	\$13,333	-43.30%	\$20,000
Books- Juvenile Fiction	\$1,485	\$13,898	\$21,667	-35.86%	\$32,500
Books - Juvenile Reference	\$0	\$50	\$250	-80.00%	\$500
Spartan Young Reader's Books	\$0	\$0	\$8,333	-100.00%	\$12,500
Total Juvenile Books	\$2,572	\$21,508	\$43,583	-50.65%	\$65,500
Periodicals					
Periodicals	\$0	\$4,572	\$3,000	52.41%	\$4,500
Electronic Materials					
Ebooks	\$2,251	\$26,570	\$30,000	-11.43%	\$45,000
Eaudiobooks	\$5,587	\$44,727	\$39,333	13.71%	\$59,000
Total Electronic Materials	\$7,839	\$71,297	\$69,333	2.83%	\$104,000
Games					
Video Games	\$172	\$4,983	\$3,667	35.91%	\$5,500
Board Games	\$269	\$1,000	\$736	35.85%	\$1,100
Total Games	\$441	\$5,983	\$4,403	35.90%	\$6,600
Video Materials					
Videos	\$573	\$10,481	\$9,400	11.50%	\$14,100
Total Library Materials	\$16,886	\$158,539	\$194,183	-18.36%	\$291,400
Reimbursements	\$211	\$1,355	\$0	-	\$0
Total Expenses	\$198,309	\$1,572,446	\$1,632,703	-3.69%	\$2,452,960
Operating Profit	(\$179,802)	(\$38,749)	(\$35,931)	-7.84%	(\$189,396)
Other Income					
Other Income					
Grant Money	\$0	\$60,000	\$0	-	\$0
WVLN Revenue	\$836	\$309,517	\$199,183	55.39%	\$298,775
Calhoun County Reimbursement	\$8,308	\$69,369	\$46,258	49.96%	\$69,387
Dora B Woodyard Reimbursement	\$4,140	\$19,982	\$19,092	4.66%	\$28,638
Pleasants County Reimbursement	\$2,886	\$5,376	\$0	-	\$0
Insurance Claim	\$0	\$1,800	\$0	-	\$0
Cash Overage	\$0	\$33	\$24	36.88%	\$36
Motor Fuel Refunds	\$0	\$429	\$0	-	\$0
Total Other Income	\$16,170	\$466,506	\$264,557	76.33%	\$396,836
Investment Income					
Interest Income	\$3,634	\$61,536	\$46,667	31.86%	\$70,000
Interest Arboretum	\$89	\$1,232	\$1,200	2.66%	\$1,800
Change in Market Value-Port	(\$5,099)	\$21,700	\$0	-	\$0
Change in Market Value-Arb Port	\$676	\$971	\$0	-	\$0
Realized Gains	\$0	\$80,452	\$18,667	330.99%	\$28,000
Realized Gains - Arboretum	(\$299)	\$2,370	\$333	610.85%	\$500
Total Investment Income	(\$999)	\$168,260	\$66,867	151.64%	\$100,300
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$295,262	\$190,087	55.33%	\$285,130
Grant Expenses	\$3,405	\$10,528	\$0	-	\$0
Total Other Expenses	\$3,405	\$305,791	\$190,087	60.87%	\$285,130
Earnings Before Interest & Tax	(\$168,036)	\$290,226	\$105,406	175.34%	\$22,610
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,707	\$22,160	\$13,741	61.26%	\$20,612
Bond Interest South	\$2,640	\$19,043	\$17,853	6.66%	\$26,780
Total Interest Expenses	\$5,346	\$41,203	\$31,595	30.41%	\$47,392
Earnings Before Tax	(\$173,382)	\$249,024	\$73,811	237.38%	(\$24,782)

	Feb 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Tax Expenses					
WV Sales Tax	\$0	\$61	\$70	-13.17%	\$70
Earnings After Tax	(\$173,382)	\$248,963	\$73,741	237.62%	(\$24,852)
Net Income	(\$173,382)	\$248,963	\$73,741	237.62%	(\$24,852)

Balance Sheet

BALANCE SHEET	2024/2025 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$432,606
WesBanco Operating	\$61,754
WesBanco Payroll	\$75,000
WesBanco Special Projects	\$8,378
WesBanco Arboretum	\$853
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$203
Total Cash & Equivalents	\$579,372
Inventory	
Inventory Asset	\$2,164
Other Current Assets	
Fidelity Arboretum Portfolio	\$2
Fidelity Library Portfolio	\$5,233
Taxes Receivable	\$37,805
WesBanco Arboretum Portfolio	\$61,149
WesBanco Library Portfolio	\$2,711,950
Total Other Current Assets	\$2,816,140
Total Current Assets	\$3,397,675
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	\$8,644,738
LIABILITIES	
Short Term Debt	
Lowe's	\$376
WesBanco Visa	\$5,856
Total Short Term Debt	\$6,233
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
City User Fee	\$820
Deferred Inflow of Resources-Di	\$11,260
Staff Memorial Fund Liability	\$203
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	\$2,959
PERS WV Retirement	(\$79)
Health Insurance (pre-tax)	(\$194)
OH Local Tax	\$588
AFLAC	(\$307)
Total Other Current Liabilities	\$712,646
Total Current Liabilities	\$718,878
Other Non-Current Liabilities	
Bonds Payable Emerson	\$538,882
Bonds Payable South Building	\$865,240
Total Other Non-Current Liabilities	\$1,404,122
Total Non-Current Liabilities	\$1,404,122
Total Liabilities	\$2,123,000
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$407,143)
Unrestricted Net Assets	\$1,676,455
Total Retained Earnings	\$1,269,311
Current Earnings	
Net Income	\$248,963
Other Equity	
Amt to Be Provided for LT Debt	\$476,596
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$364,202)
Total Other Equity	\$5,003,463
Total Equity	\$6,521,738
Total Liabilities & Equity	\$8,644,738