



Monthly Report

Parkersburg & Wood County Public Library
March 2025

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Profit & Loss Actual vs Budget

INCOME STATEMENT	Mar 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	\$96,250	\$288,750	\$288,750	0.00%	\$385,000
Wood County Commission	\$0	\$260,323	\$260,323	0.00%	\$347,097
Wood County Excess Levy	\$130,916	\$648,833	\$596,250	8.82%	\$795,000
City of Parkersburg	\$0	\$216,762	\$216,762	0.00%	\$289,016
Total Local Income	\$227,166	\$1,414,668	\$1,362,085	3.86%	\$1,816,113
Donations & Gifts					
United Way Income	\$0	\$87	\$0	-	\$0
Gifts	\$500	\$10,009	\$4,500	122.42%	\$6,000
Total Donations & Gifts	\$500	\$10,096	\$4,500	124.35%	\$6,000
Fees					
Fees	\$168	\$1,845	\$3,600	-48.74%	\$4,800
Copiers	\$1,600	\$14,975	\$15,000	-0.17%	\$20,000
Merchandise Sales Income	\$46	\$606	\$0	-	\$0
Total Fees	\$1,813	\$17,426	\$18,600	-6.31%	\$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	\$229,480	\$1,763,177	\$1,697,672	3.86%	\$2,263,564
Total Revenue	\$229,480	\$1,763,177	\$1,697,672	3.86%	\$2,263,564
Expenses					
Personnel					
Parkwoodlib Payroll					
Salaries	\$83,846	\$827,721	\$864,915	-4.30%	\$1,153,220
WV Unemployment	\$976	\$4,759	\$4,606	3.33%	\$6,141
Social Security	\$5,089	\$49,995	\$53,625	-6.77%	\$71,500
Medicare	\$1,190	\$11,692	\$12,542	-6.77%	\$16,722
Worker's Compensation	\$0	\$0	\$0	-	\$5,613
WV Retirement	\$5,954	\$58,479	\$60,742	-3.73%	\$80,989
Health Insurance - Main	\$12,151	\$116,113	\$119,880	-3.14%	\$159,840
Basic Life	\$38	\$354	\$375	-5.50%	\$500
Total Parkwoodlib Payroll	\$109,244	\$1,069,115	\$1,116,684	-4.26%	\$1,494,525
Calhoun County Payroll					
Salaries-Calhoun County	\$5,903	\$55,182	\$39,411	40.02%	\$52,548
WV Unemployment-Calhoun County	\$89	\$344	\$297	15.75%	\$396
Social Security-Calhoun County	\$359	\$3,357	\$2,385	40.77%	\$3,180
Medicare - Calhoun	\$84	\$785	\$558	40.72%	\$744
WV Retirement-Calhoun County	\$467	\$4,135	\$2,936	40.82%	\$3,915
Health Insurance Calhoun	\$1,434	\$12,922	\$6,147	110.21%	\$8,196
OPEB Expense Calhoun	\$0	\$0	\$306	-100.00%	\$408
Total Calhoun County Payroll	\$8,335	\$76,725	\$52,040	47.43%	\$69,387
Wirt Payroll					
Salaries-Wirt County	\$2,420	\$20,682	\$19,678	5.11%	\$26,237
WV Unemployment-Wirt County	\$36	\$309	\$295	4.48%	\$394
Social Security - Wirt	\$150	\$1,282	\$1,220	5.09%	\$1,627
Medicare - Wirt	\$35	\$300	\$285	5.21%	\$380
Total Wirt Payroll	\$2,641	\$22,573	\$21,479	5.10%	\$28,638
Pleasants Payroll					

	Mar 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Salaries-Pleasants	\$5,803	\$13,504	\$0	-	\$0
WV Unemployment-Pleasants	\$87	\$203	\$0	-	\$0
WV Retirement-Pleasants	\$264	\$602	\$0	-	\$0
Social Security-Pleasants	\$360	\$837	\$0	-	\$0
Medicare-Pleasants	\$84	\$196	\$0	-	\$0
Total Pleasants Payroll	\$6,598	\$15,341	\$0	-	\$0
WVLN Payroll					
Salaries-WVLN	\$1,683	\$15,987	\$15,930	0.36%	\$21,240
WV Unemployment-WVLN	\$25	\$76	\$239	-68.34%	\$319
Social Security-WVLN	\$104	\$991	\$988	0.35%	\$1,317
Medicare-WVLN	\$24	\$232	\$231	0.34%	\$308
Total WVLN Payroll	\$1,837	\$17,286	\$17,388	-0.59%	\$23,184
Total Personnel	\$128,655	\$1,201,040	\$1,207,591	-0.54%	\$1,615,734
Current Operating Expenses					
Professional Fees					
Auditor Fees	\$0	\$4,752	\$4,800	-1.00%	\$4,800
Consulting Fees	\$0	\$0	\$900	-100.00%	\$1,200
Accounting Services	\$0	\$250	\$900	-72.22%	\$1,200
Total Professional Fees	\$0	\$5,002	\$6,600	-24.21%	\$7,200
Supplies					
Office & Library Supplies	\$1,116	\$8,062	\$9,000	-10.42%	\$12,000
Janitor Supplies	\$1,638	\$12,882	\$9,748	32.15%	\$13,000
Book Supplies	\$0	\$3,080	\$1,800	71.11%	\$2,400
A/V Supplies	\$11	\$6,049	\$3,000	101.62%	\$4,000
Copier Supplies	\$117	\$4,902	\$4,500	8.93%	\$6,000
Total Supplies	\$2,882	\$34,975	\$28,048	24.70%	\$37,400
Building Utilities					
Trash Removal	\$185	\$1,630	\$1,615	0.97%	\$2,153
Utilities Arboretum	\$34	\$367	\$263	39.92%	\$350
Telephone	\$803	\$7,221	\$7,245	-0.34%	\$9,660
Electric	\$3,517	\$36,736	\$35,250	4.22%	\$47,000
Gas	\$1,006	\$7,538	\$6,900	9.25%	\$9,200
Water	\$534	\$3,382	\$2,865	18.05%	\$3,820
Water - Arboretum	\$39	\$219	\$225	-2.76%	\$300
Internet Service	\$266	\$2,391	\$2,400	-0.37%	\$3,200
Total Building Utilities	\$6,382	\$59,485	\$56,762	4.80%	\$75,683
Maintenance & Repairs					
Repairs & Maintenance	\$721	\$1,798	\$43,500	-95.87%	\$58,000
Repairs & Maintenance Emerson	\$1,548	\$23,726	\$0	-	\$0
Repairs & Maintenance South	\$75	\$9,880	\$0	-	\$0
Repairs & Maintenance Williamst	\$142	\$1,009	\$0	-	\$0
Repairs & Maintenance Arboretum	\$43	\$13,136	\$2,204	495.91%	\$3,432
Online Maintenance Services	\$0	\$10,400	\$7,500	38.67%	\$10,000
Online Maintenance Wood County	\$0	\$9,404	\$20,745	-54.67%	\$27,660
Staff Software	\$212	\$4,338	\$0	-	\$0
Website Software	\$83	\$566	\$0	-	\$0
Accounting Software	\$2,235	\$9,824	\$0	-	\$0
Online Maintenance Calhoun	\$0	\$242	\$374	-35.35%	\$500
Online Maintenance Wirt	\$0	\$479	\$374	28.10%	\$500
Online Maintenance Pleasants	\$0	\$484	\$374	29.40%	\$500
Online Maintenance Roane	\$0	\$1,087	\$630	72.60%	\$840
Equipment Maintenance Services	\$0	\$0	\$11,998	-100.00%	\$16,000
Equipment Maintenance Services-Copie...	\$415	\$6,707	\$0	-	\$0
Equipment Maintenance Services-Genea...	\$0	\$859	\$0	-	\$0
Equipment Maintenance Services-Scann...	\$0	\$3,379	\$0	-	\$0
Total Maintenance & Repairs	\$5,474	\$97,320	\$87,699	10.97%	\$117,432
Vehicle Expenses					
Library Van	\$0	\$65	\$1,650	-96.07%	\$2,200
Library Van - Repairs & Maintenance	\$9	\$428	\$0	-	\$0
Library Van - Fuel	\$112	\$1,059	\$0	-	\$0

	Mar 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
BookMobile Expense	\$0	\$0	\$3,750	-100.00%	\$5,000
Bookmobile - Repairs & Maintenance	\$0	\$1,948	\$0	-	\$0
Bookmobile - Fuel	\$224	\$1,742	\$0	-	\$0
Total Vehicle Expenses	\$345	\$5,242	\$5,400	-2.93%	\$7,200
Equipment Expense					
Office & Library Equipment	\$0	\$1,018	\$3,010	-66.18%	\$4,000
Computer Equipment	\$3,011	\$4,455	\$14,400	-69.06%	\$19,200
Total Equipment Expense	\$3,011	\$5,473	\$17,410	-68.56%	\$23,200
Insurance Fees					
Property Insurance	\$20,938	\$20,938	\$16,708	25.32%	\$22,277
D&O Insurance	\$0	\$2,328	\$2,095	11.08%	\$2,794
Fire Fee Emerson	\$0	\$3,245	\$2,921	11.10%	\$3,895
Fire Fee South	\$0	\$613	\$552	11.03%	\$736
Fire Fee Williamstown	\$0	\$42	\$38	10.72%	\$51
Total Insurance Fees	\$20,938	\$27,166	\$22,315	21.74%	\$29,753
Postage Shipping					
Postage & Freight	\$6	\$8,168	\$6,791	20.27%	\$9,055
Shipping	\$1,261	\$4,391	\$3,150	39.40%	\$4,200
Total Postage Shipping	\$1,267	\$12,559	\$9,941	26.33%	\$13,255
Marketing					
Marketing	\$0	\$0	\$4,500	-100.00%	\$6,000
Advertising	\$0	\$750	\$0	-	\$0
Giveaways	\$0	\$378	\$0	-	\$0
Total Marketing	\$0	\$1,128	\$4,500	-74.93%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$56	\$1,579	\$3,750	-57.91%	\$5,000
Programs-Emerson Young Adult	\$0	\$345	\$952	-63.77%	\$1,270
Programs-Emerson Children	\$628	\$4,799	\$4,500	6.65%	\$6,000
Programs-South	\$188	\$1,460	\$2,025	-27.91%	\$2,700
Programs-Summer Reading	\$0	\$0	\$10,500	-100.00%	\$14,000
Programs-Williamstown	\$152	\$1,500	\$1,125	33.33%	\$1,500
Programs-Bookmobile	\$102	\$381	\$1,125	-66.17%	\$1,500
Total Program Expenses	\$1,126	\$10,063	\$23,978	-58.03%	\$31,970
Travel					
Travel Reimbursements	\$0	\$139	\$0	-	\$0
Travel	\$10	\$1,838	\$3,001	-38.77%	\$4,000
Travel - Calhoun	\$15	\$55	\$0	-	\$0
Travel - Wirt	\$15	\$55	\$0	-	\$0
Travel Roane County Library	\$15	\$80	\$0	-	\$0
Total Travel	\$56	\$2,166	\$3,001	-27.82%	\$4,000
Misc Expenses					
Bank Fee	\$25	\$14,944	\$13,500	10.69%	\$18,000
Credit Card Processing Fees	\$64	\$870	\$1,050	-17.15%	\$1,400
Melio Transaction Fee	\$0	\$74	\$495	-85.15%	\$660
Bank Fee Arboretum	\$0	\$338	\$378	-10.71%	\$500
Processing Fees for Materials	\$606	\$4,390	\$5,248	-16.36%	\$7,000
Bond Payment Emerson	\$5,900	\$50,301	\$59,422	-15.35%	\$79,229
Bond Payment South	\$5,461	\$52,634	\$52,824	-0.36%	\$70,432
Professional Dues	\$235	\$2,810	\$2,500	12.39%	\$2,500
Professional Dues - Calhoun	\$0	\$40	\$0	-	\$0
Professional Dues - Wirt	\$54	\$54	\$0	-	\$0
Professional Dues - Roane	\$0	\$50	\$0	-	\$0
Electronic Databases	\$0	\$7,779	\$8,250	-5.71%	\$11,000
Continuing Education	\$0	\$350	\$1,000	-65.00%	\$2,000
Cash Shortage	\$0	\$18	\$9	97.00%	\$12
Total Misc Expenses	\$12,344	\$134,650	\$144,676	-6.93%	\$192,733
Total Current Operating Expenses	\$53,826	\$395,229	\$410,330	-3.68%	\$545,826
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$764	\$11,699	\$24,750	-52.73%	\$33,000

	Mar 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Books-Adult Fiction	\$1,538	\$24,722	\$24,188	2.21%	\$32,250
Books-Young Adult Fiction	\$209	\$1,829	\$3,337	-45.18%	\$4,450
Books-Graphic Novels	\$930	\$3,921	\$6,750	-41.91%	\$9,000
Books-Adult Reference	\$0	\$4,001	\$2,998	33.45%	\$4,000
Books-Genealogy	\$0	\$1,133	\$1,125	0.70%	\$1,500
Adult Memorial Books	\$0	\$66	\$0	-	\$0
Spartan Adult Books	\$1,154	\$1,921	\$9,375	-79.51%	\$12,500
Total Adult Books	\$4,595	\$49,293	\$72,523	-32.03%	\$96,700
Juvenile Books					
Books-Juvenile Non-Fiction	\$276	\$7,836	\$15,000	-47.76%	\$20,000
Books- Juvenile Fiction	\$980	\$14,895	\$24,375	-38.89%	\$32,500
Books - Juvenile Reference	\$0	\$50	\$375	-86.67%	\$500
Spartan Young Reader's Books	\$88	\$88	\$9,375	-99.06%	\$12,500
Total Juvenile Books	\$1,345	\$22,869	\$49,125	-53.45%	\$65,500
Periodicals					
Periodicals	\$0	\$4,572	\$3,375	35.48%	\$4,500
Electronic Materials					
Ebooks	\$2,224	\$28,794	\$33,750	-14.68%	\$45,000
Eaudiobooks	\$5,965	\$50,692	\$44,250	14.56%	\$59,000
Total Electronic Materials	\$8,189	\$79,486	\$78,000	1.91%	\$104,000
Games					
Video Games	\$782	\$5,766	\$4,125	39.77%	\$5,500
Board Games	\$0	\$1,000	\$827	20.90%	\$1,100
Total Games	\$782	\$6,766	\$4,952	36.62%	\$6,600
Video Materials					
Videos	\$1,449	\$11,930	\$10,575	12.82%	\$14,100
Total Library Materials	\$16,360	\$174,916	\$218,550	-19.97%	\$291,400
Office Supplies & Software	\$18	\$18	\$0	-	\$0
Reimbursements	\$192	\$1,546	\$0	-	\$0
Total Expenses	\$199,051	\$1,772,749	\$1,836,471	-3.47%	\$2,452,960
Operating Profit	\$30,429	(\$9,572)	(\$138,799)	93.10%	(\$189,396)
Other Income					
Other Income					
Grant Money	\$0	\$60,000	\$0	-	\$0
WVLN Revenue	\$940	\$310,458	\$224,081	38.55%	\$298,775
Calhoun County Reimbursement	\$5,940	\$75,309	\$52,040	44.71%	\$69,387
Dora B Woodyard Reimbursement	\$2,648	\$22,630	\$21,479	5.36%	\$28,638
Pleasants County Reimbursement	\$10,315	\$15,691	\$0	-	\$0
Insurance Claim	\$0	\$1,800	\$0	-	\$0
Cash Overage	\$2	\$35	\$27	30.19%	\$36
Motor Fuel Refunds	\$0	\$429	\$0	-	\$0
Total Other Income	\$19,846	\$486,352	\$297,627	63.41%	\$396,836
Investment Income					
Interest Income	\$5,150	\$66,685	\$52,500	27.02%	\$70,000
Interest Arboretum	\$49	\$1,281	\$1,350	-5.15%	\$1,800
Change in Market Value-Port	(\$384,849)	(\$363,149)	\$0	-	\$0
Change in Market Value-Arb Port	(\$12,572)	(\$11,601)	\$0	-	\$0
Realized Gains	\$324,077	\$404,529	\$21,000	1,826.33%	\$28,000
Realized Gains - Arboretum	\$11,441	\$13,811	\$375	3,582.55%	\$500
Total Investment Income	(\$56,704)	\$111,556	\$75,225	48.30%	\$100,300
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$295,262	\$213,847	38.07%	\$285,130
Grant Expenses	\$3,448	\$10,427	\$0	-	\$0
Total Other Expenses	\$3,448	\$305,689	\$213,847	42.95%	\$285,130
Earnings Before Interest & Tax	(\$9,878)	\$282,647	\$20,206	1,298.85%	\$22,610
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,420	\$24,580	\$15,459	59.00%	\$20,612
Bond Interest South	\$2,640	\$20,275	\$20,085	0.95%	\$26,780

	Mar 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Total Interest Expenses	\$5,060	\$44,855	\$35,544	26.20%	\$47,392
Earnings Before Tax	(\$14,938)	\$237,792	(\$15,338)	1,650.30%	(\$24,782)
Tax Expenses					
WV Sales Tax	\$0	\$61	\$70	-13.17%	\$70
Earnings After Tax	(\$14,938)	\$237,731	(\$15,408)	1,642.86%	(\$24,852)
Net Income	(\$14,938)	\$237,731	(\$15,408)	1,642.86%	(\$24,852)

Balance Sheet

BALANCE SHEET	2024/2025 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$472,848
WesBanco Operating	\$63,016
WesBanco Payroll	\$78,715
WesBanco Special Projects	\$8,378
WesBanco Arboretum	\$800
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Friends Book Sale Cash	\$20
Staff Memorial Fund	\$198
Total Cash & Equivalents	\$624,553
Inventory	
Inventory Asset	\$2,164
Other Current Assets	
Fidelity Library Portfolio	\$12
Taxes Receivable	\$37,805
Undeposited Funds	\$2,648
WesBanco Arboretum Portfolio	\$60,069
WesBanco Library Portfolio	\$2,660,570
Total Other Current Assets	\$2,761,104
Total Current Assets	\$3,387,821
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

	2024/2025 (YTD)
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	\$8,634,883
LIABILITIES	
Short Term Debt	
Lowe's	\$350
WesBanco Visa	\$8,168
Total Short Term Debt	\$8,518
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
Deferred Inflow of Resources-Di	\$11,260
Friends of the Library	\$20
Staff Memorial Fund Liability	\$198
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	\$4,173
PERS WV Retirement	(\$79)
Health Insurance (pre-tax)	(\$272)
AFLAC	(\$956)
Total Other Current Liabilities	\$711,738
Total Current Liabilities	\$720,256
Other Non-Current Liabilities	
Bonds Payable Emerson	\$532,982
Bonds Payable South Building	\$847,508
Total Other Non-Current Liabilities	\$1,380,490
Total Non-Current Liabilities	\$1,380,490
Total Liabilities	\$2,100,746
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$407,143)
Unrestricted Net Assets	\$1,676,455
Total Retained Earnings	\$1,269,311
Current Earnings	
Net Income	\$237,731
Other Equity	
Amt to Be Provided for LT Debt	\$500,228
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$364,202)
Total Other Equity	\$5,027,095
Total Equity	\$6,534,137
Total Liabilities & Equity	\$8,634,883