

Monthly Report

Parkersburg & Wood County Public Library May 2025

Table of Contents

Profit & Loss Actual vs Budget	1
Balance Sheet	6

Profit & Loss Actual vs Budget

	May 2025		Budget (YTD)	(%)	Budget (full FY
Revenue					
Parkersburg & Wood County					
State Funding					
State Grant	\$ O	\$396,056	\$387,556	2.19%	\$387,55
Local Income					
Wood County Board of Education	\$ O	\$288,750	\$352,917	-18.18%	\$385,00
Wood County Commission	\$O	\$347,097	\$347,097	0.00%	\$347,09
Wood County Excess Levy	\$0	\$743,494	\$728,750	2.02%	\$795,00
City of Parkersburg	\$0	\$289,016	\$289,016	0.00%	\$289,01
Total Local Income	\$0	\$1,668,358	\$1,717,780	-2.88%	\$1,816,11
Donations & Gifts					
United Way Income	\$0	\$87	\$0	-	\$
Gifts	\$289	\$11,505	\$5,500	109.18%	\$6,00
Total Donations & Gifts	\$289	\$11,592	\$5,500	110.76%	\$6,00
Fees	,	7,	7-,		7-,
Fees	\$214	\$3,293	\$4,400	-25.15%	\$4,80
Copiers	\$1,479	\$18,032	\$18,333	-1.65%	\$20,00
Merchandise Sales Income	\$1,479	\$18,032	\$0	-1.05%	\$20,00
Total Fees	\$1,814	\$22,086	\$22,733	-2.85%	\$24,80
Administrative Fees	φ1,014	Ψ22,000	ΨΖΖ,733	-2.03%	φ24,00
Calhoun Administrative Fee	\$0	\$5,477	\$5.476	0.02%	¢E 47
Wirt Administrative Fee			,		\$5,47 \$4.56
	\$0	\$4,565	\$4,565	0.00%	. ,
Pleasants Administrative Fee	\$0	\$6,725	\$6,726	-0.01%	\$6,72
Roane Administrative Fees	\$0	\$12,329	\$12,329	0.00%	\$12,32
Total Administrative Fees	\$0	\$29,095	\$29,095	0.00%	\$29,09
Total Parkersburg & Wood County	\$2,103	\$2,127,186	\$2,162,664	-1.64%	\$2,263,56
Total Revenue	\$2,103	\$2,127,186	\$2,162,664	-1.64%	\$2,263,56
Cost of Goods Sold					
Cost of Goods Sold	\$1,429	\$1,429	\$0	-	\$
Gross Profit	\$674	\$2,125,757	\$2,162,664	-1.71%	\$2,263,56
Expenses					
Wages	\$848	\$848	\$0	-	\$
Personnel					
Parkwoodlib Payroll					
Salaries	\$128,701	\$1,040,942	\$1,057,118	-1.53%	\$1,153,22
WV Unemployment	\$599	\$5,881	\$5,629	4.48%	\$6,14
Social Security	\$7,812	\$62,937	\$65,542	-3.97%	\$71,50
Medicare	\$1,827	\$14,719	\$15,329	-3.98%	\$16,72
Worker's Compensation	\$ O	\$3,016	\$5,613	-46.27%	\$5,61
WV Retirement	\$9,112	\$73,531	\$74,240	-0.95%	\$80,98
Health Insurance - Main	\$12,916	\$141,180	\$146,520	-3.64%	\$159,84
Basic Life	\$40	\$432	\$458	-5.83%	\$50
Total Parkwoodlib Payroll	\$161,007	\$1,342,639	\$1,370,449	-2.03%	\$1,494,52
Calhoun County Payroll					
Salaries-Calhoun County	\$9,016	\$69,993	\$48,169	45.31%	\$52,54
WV Unemployment-Calhoun County	\$25	\$424	\$363	16.80%	\$39
Social Security-Calhoun County	\$548	\$4,258	\$2,915	46.07%	\$3,18
Medicare - Calhoun	\$128	\$996	\$682	46.02%	\$74
WV Retirement-Calhoun County	\$718	\$5,309	\$3,589	47.93%	\$3,91
Health Insurance Calhoun	\$1,434	\$15,790	\$7,513	110.16%	\$8,19
OPEB Expense Calhoun	\$0	\$0	\$374	-100.00%	\$40
Total Calhoun County Payroll	\$11,870	\$96,770	\$63,605	52.14%	\$69,38
Wirt Payroll	Ф11,67 U	φ30,770	φυ3,005	32.14%	φυσ,30

Salaries-Wirt County	\$3,705	\$26,656	\$24,051	10.83%	\$26,23

	May 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Social Security - Wirt	\$230	\$1,653	\$1,491	10.82%	\$1,627
Medicare - Wirt	\$54	\$387	\$348	10.95%	\$380
Total Wirt Payroll	\$4,044	\$29,094	\$26,252	10.83%	\$28,638
Pleasants Payroll					
Salaries-Pleasants	\$9,109	\$28,588	\$0	-	\$0
WV Unemployment-Pleasants	\$91	\$384	\$0	-	\$0
WV Retirement-Pleasants	\$338	\$1,165	\$0	-	\$0
Social Security-Pleasants	\$565	\$1,772	\$0	-	\$0
Medicare-Pleasants	\$132	\$415	\$0	-	\$0
Total Pleasants Payroll	\$10,235	\$32,324	\$0	-	\$0
WVLN Payroll					
Salaries-WVLN	\$2,524	\$20,194	\$19,470	3.72%	\$21,240
WV Unemployment-WVLN	\$38	\$139	\$292	-52.51%	\$319
Social Security-WVLN	\$157	\$1,252	\$1,207	3.71%	\$1,317
Medicare-WVLN	\$37	\$293	\$282	3.70%	\$308
Total WVLN Payroll	\$2,755	\$21,878	\$21,252	2.95%	\$23,184
Total Personnel	\$189,911	\$1,522,704	\$1,481,557	2.78%	\$1,615,734
Current Operating Expenses	\$109,911	\$1,522,704	ψ1,401,337	2.70%	ψ1,013,734
Professional Fees					
	Φ0	\$4.750	\$4.000	1.000/	# 4.000
Auditor Fees	\$0	\$4,752	\$4,800	-1.00%	\$4,800
Consulting Fees	\$0	\$0	\$1,100	-100.00%	\$1,200
Accounting Services	\$0	\$250	\$1,100	-77.27%	\$1,200
Total Professional Fees	\$0	\$5,002	\$7,000	-28.54%	\$7,200
Supplies					
Office & Library Supplies	\$2,211	\$11,033	\$11,000	0.30%	\$12,000
Janitor Supplies	\$1,725	\$14,861	\$11,916	24.72%	\$13,000
Book Supplies	\$0	\$3,080	\$2,200	40.00%	\$2,400
A/V Supplies	\$0	\$6,117	\$3,667	66.82%	\$4,000
Copier Supplies	\$2,834	\$7,807	\$5,500	41.94%	\$6,000
Total Supplies	\$6,770	\$42,898	\$34,283	25.13%	\$37,400
Building Utilities					
Trash Removal	\$185	\$2,000	\$1,974	1.33%	\$2,153
Utilities Arboretum	\$81	\$449	\$321	39.82%	\$350
Telephone	\$803	\$8,827	\$8,855	-0.31%	\$9,660
Electric	\$6,045	\$44,044	\$43,083	2.23%	\$47,000
Gas	\$355	\$7,893	\$8,433	-6.41%	\$9,200
Water	\$373	\$3,796	\$3,502	8.41%	\$3,820
Water - Arboretum	\$0	\$219	\$275	-20.44%	\$300
Internet Service	\$266	\$2,922	\$2,933	-0.37%	\$3,200
Total Building Utilities	\$8,107	\$70,150	\$69,376	1.12%	\$75,683
Maintenance & Repairs					
Repairs & Maintenance	\$493	\$4,651	\$53,167	-91.25%	\$58,000
Repairs & Maintenance Emerson	\$2,040	\$30,935	\$0	-	\$0
Repairs & Maintenance South	\$652	\$14,154	\$0	-	\$0
Repairs & Maintenance Williamst	\$173	\$1,387	\$0	_	\$0
Repairs & Maintenance Arboretum	\$500	\$14,011	\$3,432	308.21%	\$3,432
Total Maintenance & Repairs	\$3,858	\$65,138	\$56,599	15.09%	\$61,432
Online Maintenance	**,***	, , , , , , ,	, , , , , ,		**-,**-
Online Maintenance Services	\$0	\$10,400	\$9,167	13.45%	\$10,000
Online Maintenance Wood County	\$3	\$9,407	\$25,355	-62.90%	\$27,660
Staff Software	\$6,001	\$10,493	\$0	02.50%	\$0
Website Software					
Accounting Software	\$0 \$1,439	\$572 \$12,528	\$0 \$0	-	\$0 \$0
•					
Online Maintenance Calhoun	\$240	\$882	\$458	92.48%	\$500
Online Maintenance Wirt	\$240	\$719	\$458	56.98%	\$500
Online Maintenance Pleasants	\$240	\$724	\$458	58.04%	\$500
Online Maintenance Roane	\$240	\$1,327	\$770	72.38%	\$840
Total Online Maintenance	\$8,402	\$47,052	\$36,666	28.33%	\$40,000
Equipment Maintenance Services					

	May 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Equipment Maintenance Services-Copie	\$1,096	\$8,627	\$0	-	\$0
Equipment Maintenance Services-Genea	\$0	\$859	\$0	-	\$0
Equipment Maintenance Services-Scann	\$300	\$3,679	\$0	-	\$0
Total Equipment Maintenance Services	\$1,396	\$13,166	\$14,666	-10.23%	\$16,000
Vehicle Expenses					
Library Van	\$0	\$100	\$2,017	-95.05%	\$2,200
Library Van - Repairs & Maintenance	\$0	\$428	\$0	-	\$0
Library Van - Fuel	\$144	\$1,294	\$0	-	\$0
BookMobile Expense	\$0	\$0	\$4,583	-100.00%	\$5,000
Bookmobile - Repairs & Maintenance	\$0	\$1,948	\$0	-	\$0
Bookmobile - Fuel	\$267	\$2,328	\$0	-	\$0
Total Vehicle Expenses	\$411	\$6,098	\$6,600	-7.60%	\$7,200
Equipment Expense					
Office & Library Equipment	\$0	\$1,135	\$3,670	-69.07%	\$4,000
Computer Equipment	\$9,155	\$14,585	\$17,600	-17.13%	\$19,200
Total Equipment Expense	\$9,155	\$15,720	\$21,270	-26.09%	\$23,200
Insurance Fees					
Property Insurance	\$0	\$20,938	\$20,421	2.53%	\$22,277
D&O Insurance	\$0	\$2,328	\$2,561	-9.11%	\$2,794
Fire Fee Emerson	\$0	\$3,245	\$3,570	-9.10%	\$3,895
Fire Fee South	\$0	\$613	\$675	-9.15%	\$736
Fire Fee Williamstown	\$0	\$42	\$47	-9.41%	\$51
Total Insurance Fees	\$0	\$27,166	\$27,274	-0.39%	\$29,753
Postage Shipping					
Postage & Freight	\$2,751	\$11,626	\$8,300	40.06%	\$9,055
Shipping	\$697	\$5,078	\$3,850	31.88%	\$4,200
Total Postage Shipping	\$3,448	\$16,703	\$12,150	37.47%	\$13,255
Marketing					
Marketing	\$0	\$213	\$5,500	-96.13%	\$6,000
Advertising	\$0	\$849	\$0	-	\$0
Giveaways	\$0	\$378	\$0	-	\$0
Total Marketing	\$0	\$1,440	\$5,500	-73.82%	\$6,000
Program Expenses					
Programs-Emerson Adult	\$617	\$2,246	\$4,583	-51.01%	\$5,000
Programs-Emerson Young Adult	\$187	\$532	\$1,164	-54.30%	\$1,270
Programs-Emerson Children	\$282	\$6,000	\$5,500	9.09%	\$6,000
Programs-South	\$171	\$1,631	\$2,475	-34.10%	\$2,700
Programs-Summer Reading	\$7,579	\$10,118	\$12,833	-21.16%	\$14,000
Programs-Williamstown	\$0	\$1,435	\$1,375	4.35%	\$1,500
Programs-Bookmobile	\$65	\$525	\$1,375	-61.80%	\$1,500
Total Program Expenses	\$8,902	\$22,487	\$29,306	-23.27%	\$31,970
Travel	,	, , ,	,		
Travel Reimbursements	\$0	\$139	\$0	_	\$0
Travel	\$35	\$1,912	\$3,667	-47.86%	\$4,000
Travel - Calhoun	\$0	\$55	\$0	-	\$0
Travel - Wirt	\$0	\$55	\$0	_	\$0
Travel Roane County Library	\$0	\$80	\$0		\$0
Total Travel	\$35	\$2,241	\$3,667	-38.89%	\$4,000
Misc Expenses	Ψυυ	ΨΖ,Ζ-Τ	ψ3,007	30.03%	ψ-1,000
Bank Fee	\$28	\$14,997	\$16,500	-9.11%	\$18,000
	\$32	\$975	\$1,283	-24.06%	\$1,400
Credit Card Processing Fees					
Melio Transaction Fee	\$0	\$74	\$605	-87.85%	\$660
Bank Fee Arboretum	\$0 \$695	\$338	\$460	-26.63%	\$500
Processing Fees for Materials	\$685	\$5,420	\$6,416	-15.52%	\$7,000
Bond Payment Emerson	\$5,784	\$62,153	\$72,627	-14.42%	\$79,229
Bond Payment South	\$10,131	\$63,225	\$64,563	-2.07%	\$70,432
Professional Dues	\$300	\$3,228	\$2,500	29.11%	\$2,500
	\$0	\$40	\$0	-	\$0
Professional Dues - Calhoun					
Professional Dues - Calhoun Professional Dues - Wirt Professional Dues - Roane	\$0 \$0	\$54 \$50	\$0 \$0	-	\$

	May 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Electronic Databases	\$0	\$11,386	\$10,083	12.92%	\$11,000
Continuing Education	\$41	\$391	\$2,000	-80.47%	\$2,000
Cash Shortage	\$0	\$18	\$11	65.73%	\$12
Total Misc Expenses	\$17,000	\$162,347	\$177,048	-8.30%	\$192,733
Total Current Operating Expenses	\$67,485	\$497,610	\$501,404	-0.76%	\$545,826
Library Materials					
Adult Books					
Books-Adult Non-Fiction	\$1,431	\$13,665	\$30,250	-54.83%	\$33,000
Books-Adult Fiction	\$2,034	\$27,426	\$29,563	-7.23%	\$32,250
Books-Young Adult Fiction	\$382	\$2,495	\$4,079	-38.84%	\$4,450
Books-Graphic Novels	\$377	\$4,549	\$8,250	-44.86%	\$9,000
Books-Adult Reference	\$0	\$4,051	\$3,666	10.50%	\$4,000
Books-Genealogy	\$0	\$1,133	\$1,375	-17.61%	\$1,500
Adult Memorial Books	\$0	\$66	\$0	_	\$0
Spartan Adult Books	\$2,756	\$6,001	\$11,458	-47.63%	\$12,500
Total Adult Books	\$6,979	\$59,386	\$88,641	-33.00%	\$96,700
Juvenile Books	40,070	400,000	400,0 .2	00.00%	400,700
Books-Juvenile Non-Fiction	\$184	\$8,161	\$18,333	-55.48%	\$20,000
Books- Juvenile Fiction	\$710	\$16,772	\$29,792	-43.70%	\$32,500
Books - Juvenile Reference	\$0	\$71	\$375	-81.11%	\$500
Spartan Young Reader's Books	\$2,612	\$3,376	\$11,458	-70.54%	\$12,500
Total Juvenile Books	\$3,506	\$28,380	\$59,958	-52.67%	\$65,500
	\$3,500	\$20,300	\$59,956	-52.07%	\$65,500
Periodicals	40	\$4.570	\$4.10 F	10.040/	\$4.500
Periodicals	\$0	\$4,572	\$4,125	10.84%	\$4,500
Electronic Materials	\$0.400	#0.4.F00	†41.050	10.000/	* 45.000
Ebooks	\$2,438	\$34,530	\$41,250	-16.29%	\$45,000
Eaudiobooks	\$6,100	\$63,267	\$54,083	16.98%	\$59,000
Total Electronic Materials	\$8,538	\$97,798	\$95,333	2.58%	\$104,000
Games	4.0	45.000	4=		
Video Games	\$0	\$5,866	\$5,042	16.36%	\$5,500
Board Games	\$0	\$1,108	\$1,009	9.80%	\$1,100
Total Games	\$0	\$6,974	\$6,051	15.27%	\$6,600
Video Materials					
Videos	\$1,178	\$14,056	\$12,925	8.75%	\$14,100
Total Library Materials	\$20,201	\$211,167	\$267,033	-20.92%	\$291,400
Reimbursements	\$116	\$2,368	\$0	-	\$0
Total Expenses	\$278,560	\$2,234,696	\$2,249,995	-0.68%	\$2,452,960
Operating Profit	(\$277,886)	(\$108,939)	(\$87,331)	-24.74%	(\$189,396)
Other Income					
Other Income					
Grant Money	\$22,808	\$84,308	\$0	-	\$0
WVLN Revenue	\$303	\$313,713	\$273,877	14.55%	\$298,775
Calhoun County Reimbursement	\$0	\$83,504	\$63,605	31.29%	\$69,387
Dora B Woodyard Reimbursement	\$0	\$25,113	\$26,252	-4.34%	\$28,638
Pleasants County Reimbursement	\$3,215	\$25,654	\$0	-	\$0
Insurance Claim	\$0	\$1,800	\$0	-	\$0
Cash Overage	\$6	\$43	\$33	30.67%	\$36
Motor Fuel Refunds	\$0	\$429	\$0	-	\$0
Total Other Income	\$26,333	\$534,564	\$363,766	46.95%	\$396,836
Investment Income					
Interest Income	\$3,518	\$79,195	\$64,167	23.42%	\$70,000
Interest Arboretum	\$119	\$1,638	\$1,650	-0.75%	\$1,800
Change in Market Value-Port	\$87,284	(\$275,990)	\$0	-	\$0
Change in Market Value-Arb Port	\$1,017	(\$10,606)	\$0	-	\$0
onango m markot valao / mo r ore					
Realized Gains	\$0	\$404,529	\$25,667	1,476.09%	\$28,000
•	\$0 \$3	\$404,529 \$13,813	\$25,667 \$458	1,476.09% 2,913.55%	\$28,000 \$500

	May 2025	2024/2025 (YTD)	Budget (YTD)	YTD vs YTD budget (%)	Budget (full FY)
Other Expenses					
Other Expenses					
WVLN Expenses	\$0	\$295,582	\$261,369	13.09%	\$285,130
Grant Expenses	\$19,225	\$87,797	\$0	-	\$0
Total Other Expenses	\$19,225	\$383,380	\$261,369	46.68%	\$285,130
Earnings Before Interest & Tax	(\$178,838)	\$254,824	\$107,008	138.14%	\$22,610
Interest Expenses					
Interest Expenses					
Bond Interest Emerson	\$2,536	\$29,367	\$18,894	55.43%	\$20,612
Bond Interest South	\$6,071	\$25,886	\$24,548	5.45%	\$26,780
Total Interest Expenses	\$8,607	\$55,253	\$43,443	27.19%	\$47,392
Earnings Before Tax	(\$187,445)	\$199,571	\$63,565	213.96%	(\$24,782)
Tax Expenses					
WV Sales Tax	\$0	\$61	\$70	-13.17%	\$70
Earnings After Tax	(\$187,445)	\$199,510	\$63,495	214.21%	(\$24,852)
Net Income	(\$187,445)	\$199,510	\$63,495	214.21%	(\$24,852)

Balance Sheet

BALANCE SHEET	2024/2025 (YTD)
ASSETS	
Cash & Equivalents	
WesBanco Money Market	\$321,887
WesBanco Operating	\$75,640
WesBanco Payroll	\$74,997
WesBanco Special Projects	\$8,378
WesBanco Arboretum	\$1,761
Main Office Change Fund	\$150
South Branch Change Fund	\$123
Williamstown Change Fund	\$55
Petty Cash	\$250
Staff Memorial Fund	\$198
Total Cash & Equivalents	\$483,439
Inventory	
Inventory Asset	\$2,164
Other Current Assets	
Taxes Receivable	\$37,805
WesBanco Arboretum Portfolio	\$59,423
WesBanco Library Portfolio	\$2,757,924
Total Other Current Assets	\$2,855,152
Total Current Assets	\$3,340,755
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 Outlow-net dif	\$10,244
Total Fixed Assets	\$5,247,063
Total Non-Current Assets	\$5,247,063

Total Assets	2024/2023 (11D) ¢0 507 010
	\$8,587,818
LIABILITIES	
Short Term Debt	***
Lowe's	\$283
WesBanco Visa	\$14
Total Short Term Debt	\$296
Other Current Liabilities	
Accrued Compensated Absences	\$37,208
City User Fee	\$1,025
Deferred Inflow of Resources-Di	\$11,260
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	\$1,515
PERS WV Retirement	(\$79)
Health Insurance (pre-tax)	\$30
OH Local Tax	\$631
AFLAC	(\$860)
Total Other Current Liabilities	\$711,114
Total Current Liabilities	\$711,411
Other Non-Current Liabilities	
Bonds Payable Emerson	\$521,527
Bonds Payable South Building	\$830,438
Total Other Non-Current Liabilities	\$1,351,965
Total Non-Current Liabilities	\$1,351,965
Total Liabilities	\$2,063,376
EQUITY	
Retained Earnings	
Opening Balance Equity	(\$407,143)
Unrestricted Net Assets	\$1,676,455
Total Retained Earnings	\$1,269,311
Current Earnings	
Net Income	\$199,510
Other Equity	
Amt to Be Provided for LT Debt	\$528,753
Capital Fund Balance	\$4,889,068
Capital Imp. Fund - Rollover	\$2,000
Net Investment in Capital Asset	(\$364,202)
Total Other Equity	\$5,055,620
Total Equity	\$6,524,442
Total Liabilities & Equity	\$8,587,818