

Valley City Barnes County Public Library
Profit & Loss Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
City Fund Income			
City Property Mills	136,409.97	141,000.00	-4,590.03
Homestead Credit, City	4,596.35	4,200.00	396.35
State Aid Public Libraries	10,501.64	9,000.00	1,501.64
Total City Fund Income	151,507.96	154,200.00	-2,692.04
Community Donations			
Donations	2,536.34		
Eagles	200.00		
United Way, CFC Contributions			
Ready Set Read	0.00	100.00	-100.00
United Way, CFC Contributions - Other	504.00	600.00	-96.00
Total United Way, CFC Contributions	504.00	700.00	-196.00
Total Community Donations	3,240.34	700.00	2,540.34
County Fund Income			
County Penalty and Interest	628.11	250.00	378.11
County Property Mills	142,131.27	145,362.00	-3,230.73
Disabled Veteran's HSTD	311.29		
Homestead Credit County	331.94		
State Aid Public Libraries	13,053.30	9,300.00	3,753.30
State Aid Telecom	1,252.79	1,250.00	2.79
Total County Fund Income	157,708.70	156,162.00	1,546.70
Government Grants			
Library Vision 2014	0.00	2,000.00	-2,000.00
Total Government Grants	0.00	2,000.00	-2,000.00
ILL Postage Paid	0.11	50.00	-49.89
Interest Earned			
Dacotah Bank Interest	91.45		
FCCU CD	86.12		
Interest-Savings, Short-term CD	47.02		
Total Interest Earned	224.59		
Library Services Income			
Book Sales	21.60	50.00	-28.40
Credit Card Machine	237.48	200.00	37.48
Fax Income	52.50	150.00	-97.50
Fines Collected	270.65	500.00	-229.35
Misc./headphones	255.52		
Photocopy/Copy income	364.44	700.00	-335.56
Total Library Services Income	1,202.19	1,600.00	-397.81
Other Funds Source			
BC Housing Authority	1,000.00	1,500.00	-500.00
Litchville Elem. ILS Cost Share	500.00	500.00	0.00
Total Other Funds Source	1,500.00	2,000.00	-500.00
State Fund Source			
State Library Grant	2,000.00		
Total State Fund Source	2,000.00		
Summer Reading Prog. Income	795.00		
Transfers from savings	0.00	5,000.00	-5,000.00
Total Income	318,178.89	321,712.00	-3,533.11

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Gross Profit	318,178.89	321,712.00	-3,533.11
Expense			
Library Materials Purchased			
Library Material			
Adults	6,482.90	9,000.00	-2,517.10
Books On Wheels-United Way	400.00	400.00	0.00
Juvenile Book	8,801.12	7,000.00	1,801.12
Large Print	5,229.65	6,000.00	-770.35
Lib Vision 2020 Grant	2,000.00	2,000.00	0.00
Young Adult	2,566.57	3,000.00	-433.43
Total Library Material	25,480.24	27,400.00	-1,919.76
Non-Book Library Materials			
Audio (Audio Books)	2,634.89	3,000.00	-365.11
eBooks (Overdrive)	3,000.00	3,000.00	0.00
Newspaper	736.28	700.00	36.28
ODIN	265.00	1,500.00	-1,235.00
Periodicals	20.00	500.00	-480.00
Video (DVD)	5,445.30	6,000.00	-554.70
Total Non-Book Library Materials	12,101.47	14,700.00	-2,598.53
Total Library Materials Purchased	37,581.71	42,100.00	-4,518.29
Library Services			
Library Programs			
Adult Programs	720.23	1,500.00	-779.77
Children's Programs	1,209.16	1,000.00	209.16
Out-Reach Programs	0.00	300.00	-300.00
Ready Set Read Programs	0.00	300.00	-300.00
Summer Reading Program	3,607.27	4,500.00	-892.73
Teen Programs	1,586.12	2,000.00	-413.88
Library Programs - Other	1,494.41		
Total Library Programs	8,617.19	9,600.00	-982.81
OCLC			
CAT Express	2,781.24	3,960.00	-1,178.76
Postage for ongoing ILL	15.25	300.00	-284.75
Total OCLC	2,796.49	4,260.00	-1,463.51
Total Library Services	11,413.68	13,860.00	-2,446.32
Overhead			
Communication			
Acqiusition Module	1,000.00	1,300.00	-300.00
B & T Content Cafe	0.00	300.00	-300.00
Communication Other(Centurylink	954.88	900.00	54.88
Gabby Text Messaging Service	100.00	100.00	0.00
ILS System	2,800.00	2,400.00	400.00
Internet Expense-ICTC	0.00	1,080.00	-1,080.00
Telephone Expense-BEK	3,389.32	1,800.00	1,589.32
Zero Client Annual	2,079.55	2,080.00	-0.45
Total Communication	10,323.75	9,960.00	363.75
IT System			
Copier Expense	2,115.56	1,600.00	515.56
Equipment Computer	14,202.33	2,500.00	11,702.33
Internet Filtering Subscription	638.50	600.00	38.50
IT System Equipment	370.34		
Outside IT Expense	5,757.30	5,000.00	757.30
Software Expense	848.03	1,600.00	-751.97
Website Maintenance-Firespring	1,140.00	1,200.00	-60.00

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	Jan - Dec 20	Budget	\$ Over Budget
Total IT System	25,072.06	12,500.00	12,572.06
Maintenance Facility Expense			
Bldg Interior Maintenance Exp			
Electrowatchman	540.00	540.00	0.00
Elevator Maint. Expense	1,840.40	2,100.00	-259.60
Furnace Maint. & Repair	5,743.36	500.00	5,243.36
Janitorial Maint. Exp.	1,015.49	1,200.00	-184.51
Janitorial Services (Open Door)	1,362.75	4,000.00	-2,637.25
Janitorial Supplies	638.58	3,000.00	-2,361.42
Office Furnishing Items	1,310.04	750.00	560.04
Bldg Interior Maintenance Exp - Other	6,065.86	500.00	5,565.86
Total Bldg Interior Maintenance Exp	18,516.48	12,590.00	5,926.48
Bldg. Exterior Maintenance Exp.	2,889.14	500.00	2,389.14
Grounds			
General Landscaping	0.00	2,500.00	-2,500.00
Total Grounds	0.00	2,500.00	-2,500.00
Insurance -Building	1,273.00	1,300.00	-27.00
Total Maintenance Facility Expense	22,678.62	16,890.00	5,788.62
Supplies			
Building Supplies	618.79	1,000.00	-381.21
Dues & Fees	350.00		
DVD resurfacing	323.00	400.00	-77.00
Library Furniture	1,010.16	750.00	260.16
Marketing Supplies	736.48	2,000.00	-1,263.52
Material Processing Supplies	4,708.28	5,000.00	-291.72
Office Furniture	0.00	500.00	-500.00
Office Supplies	1,347.44	2,000.00	-652.56
Postage, Mailing Service	247.66	400.00	-152.34
Total Supplies	9,341.81	12,050.00	-2,708.19
Utilities			
Building Insurance	0.00		
Electric	4,009.98	5,500.00	-1,490.02
Garbage	900.00	850.00	50.00
Infrastr R &R	156.00	150.00	6.00
Natural Gas -MDU	1,379.11	2,000.00	-620.89
Storm Sewer	350.10	300.00	50.10
Water	630.99	500.00	130.99
Total Utilities	7,426.18	9,300.00	-1,873.82
Total Overhead	74,842.42	60,700.00	14,142.42
Staff and Contracted Services			
Outside Prof Contract Services			
Accounting Fees	260.00	3,000.00	-2,740.00
Auditor Fees	240.00	1,000.00	-760.00
Total Outside Prof Contract Services	500.00	4,000.00	-3,500.00
Payroll Expenses			
Direct Deposit Fees	296.00	250.00	46.00
Director HSA	2,400.00	2,400.00	0.00
Employee Benefits			
Director Health Insurance	18,111.66	24,036.00	-5,924.34
Medicare Expense	2,152.08	2,539.00	-386.92
ND Workers Compensation	317.21	750.00	-432.79
SEP - Employee	5,184.51	6,000.00	-815.49
Social Security Expense	9,202.06	9,461.00	-258.94
Total Employee Benefits	34,967.52	42,786.00	-7,818.48

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Accrual Basis

Valley City Barnes County Public Library
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	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Employee Payroll	151,437.74	152,600.00	-1,162.26
Unemployment Ins Claims	5.34		
Total Payroll Expenses	<u>189,106.60</u>	<u>198,036.00</u>	<u>-8,929.40</u>
Staff Development			
Memberships and Dues	754.00	750.00	4.00
Off Site Training & Conferences	54.00	2,000.00	-1,946.00
Staff Development Local	605.33	250.00	355.33
Total Staff Development	<u>1,413.33</u>	<u>3,000.00</u>	<u>-1,586.67</u>
Total Staff and Contracted Services	<u>191,019.93</u>	<u>205,036.00</u>	<u>-14,016.07</u>
Total Expense	<u>314,857.74</u>	<u>321,696.00</u>	<u>-6,838.26</u>
Net Ordinary Income	<u>3,321.15</u>	<u>16.00</u>	<u>3,305.15</u>
Net Income	<u><u>3,321.15</u></u>	<u><u>16.00</u></u>	<u><u>3,305.15</u></u>

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	% of Budget
Ordinary Income/Expense	
Income	
City Fund Income	
City Property Mills	96.7%
Homestead Credit, City	109.4%
State Aid Public Libraries	116.7%
Total City Fund Income	98.3%
Community Donations	
Donations	
Eagles	
United Way, CFC Contributions	
Ready Set Read	0.0%
United Way, CFC Contributions - Other	84.0%
Total United Way, CFC Contributions	72.0%
Total Community Donations	462.9%
County Fund Income	
County Penalty and Interest	251.2%
County Property Mills	97.8%
Disabled Veteran's HSTD	
Homestead Credit County	
State Aid Public Libraries	140.4%
State Aid Telecom	100.2%
Total County Fund Income	101.0%
Government Grants	
Library Vision 2014	0.0%
Total Government Grants	0.0%
ILL Postage Paid	0.2%
Interest Earned	
Dacotah Bank Interest	
FCCU CD	
Interest-Savings, Short-term CD	
Total Interest Earned	
Library Services Income	
Book Sales	43.2%
Credit Card Machine	118.7%
Fax Income	35.0%
Fines Collected	54.1%
Misc./headphones	
Photocopy/Copy income	52.1%
Total Library Services Income	75.1%
Other Funds Source	
BC Housing Authority	66.7%
Litchville Elem. ILS Cost Share	100.0%
Total Other Funds Source	75.0%
State Fund Source	
State Library Grant	
Total State Fund Source	
Summer Reading Prog. Income	
Transfers from savings	0.0%
Total Income	98.9%

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	% of Budget
Gross Profit	98.9%
Expense	
Library Materials Purchased	
Library Material	
Adults	72.0%
Books On Wheels-United Way	100.0%
Juvenile Book	125.7%
Large Print	87.2%
Lib Vision 2020 Grant	100.0%
Young Adult	85.6%
Total Library Material	93.0%
Non-Book Library Materials	
Audio (Audio Books)	87.8%
eBooks (Overdrive)	100.0%
Newspaper	105.2%
ODIN	17.7%
Periodicals	4.0%
Video (DVD)	90.8%
Total Non-Book Library Materials	82.3%
Total Library Materials Purchased	89.3%
Library Services	
Library Programs	
Adult Programs	48.0%
Children's Programs	120.9%
Out-Reach Programs	0.0%
Ready Set Read Programs	0.0%
Summer Reading Program	80.2%
Teen Programs	79.3%
Library Programs - Other	
Total Library Programs	89.8%
OCLC	
CAT Express	70.2%
Postage for ongoing ILL	5.1%
Total OCLC	65.6%
Total Library Services	82.3%
Overhead	
Communication	
Acqiusition Module	76.9%
B & T Content Cafe	0.0%
Communication Other(Centurylink	106.1%
Gabby Text Messaging Service	100.0%
ILS System	116.7%
Internet Expense-ICTC	0.0%
Telephone Expense-BEK	188.3%
Zero Client Annual	100.0%
Total Communication	103.7%
IT System	
Copier Expense	132.2%
Equipment Computer	568.1%
Internet Filtering Subscription	106.4%
IT System Equipment	
Outside IT Expense	115.1%
Software Expense	53.0%
Website Maintenance-Firespring	95.0%

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	<u>% of Budget</u>
Total IT System	200.6%
Maintenance Facility Expense	
Bldg Interior Maintenance Exp	
Electrowatchman	100.0%
Elevator Maint. Expense	87.6%
Furnace Maint. & Repair	1,148.7%
Janitorial Maint. Exp.	84.6%
Janitorial Services (Open Door)	34.1%
Janitorial Supplies	21.3%
Office Furnishing Items	174.7%
Bldg Interior Maintenance Exp - Other	1,213.2%
Total Bldg Interior Maintenance Exp	147.1%
Bldg. Exterior Maintenance Exp.	577.8%
Grounds	
General Landscaping	0.0%
Total Grounds	0.0%
Insurance -Building	97.9%
Total Maintenance Facility Expense	134.3%
Supplies	
Building Supplies	61.9%
Dues & Fees	
DVD resurfacing	80.8%
Library Furniture	134.7%
Marketing Supplies	36.8%
Material Processing Supplies	94.2%
Office Furniture	0.0%
Office Supplies	67.4%
Postage, Mailing Service	61.9%
Total Supplies	77.5%
Utilities	
Building Insurance	
Electric	72.9%
Garbage	105.9%
Infrastr R &R	104.0%
Natural Gas -MDU	69.0%
Storm Sewer	116.7%
Water	126.2%
Total Utilities	79.9%
Total Overhead	123.3%
Staff and Contracted Services	
Outside Prof Contract Services	
Accounting Fees	8.7%
Auditor Fees	24.0%
Total Outside Prof Contract Services	12.5%
Payroll Expenses	
Direct Deposit Fees	118.4%
Director HSA	100.0%
Employee Benefits	
Director Health Insurance	75.4%
Medicare Expense	84.8%
ND Workers Compensation	42.3%
SEP - Employee	86.4%
Social Security Expense	97.3%
Total Employee Benefits	81.7%

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	<u>% of Budget</u>
Employee Payroll	99.2%
Unemployment Ins Claims	
Total Payroll Expenses	<u>95.5%</u>
Staff Development	
Memberships and Dues	100.5%
Off Site Training & Conferences	2.7%
Staff Development Local	242.1%
Total Staff Development	<u>47.1%</u>
Total Staff and Contracted Services	<u>93.2%</u>
Total Expense	<u>97.9%</u>
Net Ordinary Income	<u>20,757.2%</u>
Net Income	<u><u>20,757.2%</u></u>