

Valley City Barnes County Public Library Profit & Loss Budget vs. Actual January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Government Income				
City Fund Income				
City Property Mills	0.00	180,600.00	-180,600.00	0.0%
Homestead Credit, City	0.00	0.00	0.00	0.0%
State Aid Public Libraries	0.00	7,500.00	-7,500.00	0.0%
Total City Fund Income	0.00	188,100.00	-188,100.00	0.0%
County Fund Income				
County Penalty and Interest	32.04	250.00	-217.96	12.8%
County Property Mills	34,632.74	149,172.59	-114,539.85	23.2%
Homestead Credit County	0.00	300.00	-300.00	0.0%
State Aid Public Libraries	0.00	8,500.00	-8,500.00	0.0%
State Aid Telecom	0.00	1,250.00	-1,250.00	0.0%
Total County Fund Income	34,664.78	159,472.59	-124,807.81	21.7%
Total Government Income	34,664.78	347,572.59	-312,907.81	10.0%
Local Donat., Grants, Fund Rais				
Community Donations				
Donations				
Childrens' Programming	0.00	5,000.00	-5,000.00	0.0%
Roof	5,200.00			
Donations - Other	0.00	1,000.00	-1,000.00	0.0%
Total Donations	5,200.00	6,000.00	-800.00	86.7%
Special Events(Fund Raising)	0.00	1,000.00	-1,000.00	0.0%
Total Community Donations	5,200.00	7,000.00	-1,800.00	74.3%
Summer Reading Prog. Income	0.00	1,000.00	-1,000.00	0.0%
Total Local Donat., Grants, Fund Rais	5,200.00	8,000.00	-2,800.00	65.0%
Other Income				
Interest Earned				
Dacotah Bank Interest	91.53			
Total Interest Earned	91.53			
Library Services Income				
Book Sales	2.00			
Fax Income	15.50	150.00	-134.50	10.3%
Fines Collected	0.00	50.00	-50.00	0.0%
ILL Postage Paid	0.00	100.00	-100.00	0.0%
Misc./headphones	5.00	500.00	-495.00	1.0%
Photocopy/Copy income	42.95	900.00	-857.05	4.8%
Total Library Services Income	65.45	1,700.00	-1,634.55	3.9%
Other Funds Source				
BC Housing Authority	0.00	1,000.00	-1,000.00	0.0%
BC Museum ILS Cost Share	0.00	500.00	-500.00	0.0%
Litchville Elem. ILS Cost Share	0.00	500.00	-500.00	0.0%
Total Other Funds Source	0.00	2,000.00	-2,000.00	0.0%
Transfer from Memorial Account	0.00	10,000.00	-10,000.00	0.0%
Total Other Income	156.98	13,700.00	-13,543.02	1.1%
Total Income	40,021.76	369,272.59	-329,250.83	10.8%
Gross Profit	40,021.76	369,272.59	-329,250.83	10.8%
Expense				
1 People - Who We Are				

Valley City Barnes County Public Library
Profit & Loss Budget vs. Actual
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Employee Benefits				
Director Health Insurance	0.00	9,615.00	-9,615.00	0.0%
Director HSA	3,150.00	3,150.00	0.00	100.0%
ND Workers Compensation	0.00	550.00	-550.00	0.0%
SEP - Employee	729.87	9,200.00	-8,470.13	7.9%
Total Employee Benefits	3,879.87	22,515.00	-18,635.13	17.2%
Payroll				
Direct Deposit Fees	0.00	600.00	-600.00	0.0%
Employee Payroll	15,577.04	215,143.80	-199,566.76	7.2%
Medicare Expense	225.86	3,119.57	-2,893.71	7.2%
Social Security Expense	965.79	13,338.92	-12,373.13	7.2%
Payroll - Other	3.50			
Total Payroll	16,772.19	232,202.29	-215,430.10	7.2%
Staff Development				
In House Training	88.63	250.00	-161.37	35.5%
Memberships and Dues	541.00	750.00	-209.00	72.1%
Off Site Trning & Conf & Virt	0.00	2,000.00	-2,000.00	0.0%
Total Staff Development	629.63	3,000.00	-2,370.37	21.0%
Total 1 People - Who We Are	21,281.69	257,717.29	-236,435.60	8.3%
2 Prod, Prog, Svc - What We Do				
Lib Prog-In Person & Virtual				
Adult Programs	67.55	1,200.00	-1,132.45	5.6%
Children's Programs	225.40	1,000.00	-774.60	22.5%
Outreach Programs	0.00	1,000.00	-1,000.00	0.0%
Summer Reading Program	787.72	4,000.00	-3,212.28	19.7%
Teen Programs	159.87	1,200.00	-1,040.13	13.3%
Total Lib Prog-In Person & Virtual	1,240.54	8,400.00	-7,159.46	14.8%
Library Materials				
Physical Materials				
Audio (Audio Books)	0.00	200.00	-200.00	0.0%
Book - Adults	732.86	8,000.00	-7,267.14	9.2%
Book - Juvenile	1,092.82	8,000.00	-6,907.18	13.7%
Book - Large Pring	130.75	6,000.00	-5,869.25	2.2%
Book - Young Adult	206.93	3,000.00	-2,793.07	6.9%
Circulating Kits	34.00	1,000.00	-966.00	3.4%
Material Processing Supplies	540.10	3,500.00	-2,959.90	15.4%
Newspaper	0.00	1,000.00	-1,000.00	0.0%
OCLC CAT Express	0.00	2,200.00	-2,200.00	0.0%
Periodicals	0.00	500.00	-500.00	0.0%
Video (DVD)	106.72	5,000.00	-4,893.28	2.1%
Total Physical Materials	2,844.18	38,400.00	-35,555.82	7.4%
Virtual Materials				
eBooks (Overdrive)	0.00	2,000.00	-2,000.00	0.0%
ODIN	73.00	300.00	-227.00	24.3%
Total Virtual Materials	73.00	2,300.00	-2,227.00	3.2%
Total Library Materials	2,917.18	40,700.00	-37,782.82	7.2%
Library Services				
Advertising & Marketing	500.00	5,200.00	-4,700.00	9.6%
Copier Expense	96.00	2,000.00	-1,904.00	4.8%
Credit Card Machine Processing	16.19	200.00	-183.81	8.1%
DVD resurfacing	25.00	400.00	-375.00	6.3%
ILS System	0.00	4,600.00	-4,600.00	0.0%
Postage for ongoing ILL	8.86	200.00	-191.14	4.4%
Website Maintenance-Firespring	0.00	1,440.00	-1,440.00	0.0%

Valley City Barnes County Public Library

Profit & Loss Budget vs. Actual

02/05/24

January 2024

Accrual Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Zero Client Annual	0.00	1,000.00	-1,000.00	0.0%
Total Library Services	646.05	15,040.00	-14,393.95	4.3%
Total 2 Prod, Prog, Svc - What We Do	4,803.77	64,140.00	-59,336.23	7.5%
3 Facility & Infrastructure				
Facility Maintenance				
Exterior				
Exterior Maintenance Exp.				
Building Supplies	0.00	200.00	-200.00	0.0%
General Maintenance & Repair	0.00	800.00	-800.00	0.0%
Yearly Flag Replacement x 4	0.00	325.00	-325.00	0.0%
Exterior Maintenance Exp. - Other	592.93			
Total Exterior Maintenance Exp.	592.93	1,325.00	-732.07	44.7%
Grounds Maintenance				
Flower Beds	0.00	1,500.00	-1,500.00	0.0%
Snow & Ice Removal	0.00	1,200.00	-1,200.00	0.0%
Total Grounds Maintenance	0.00	2,700.00	-2,700.00	0.0%
Total Exterior	592.93	4,025.00	-3,432.07	14.7%
Interior				
Int Maint & Rep				
Elevator Maint. Expense	0.00	2,100.00	-2,100.00	0.0%
Furnace Maint. & Repair	0.00	500.00	-500.00	0.0%
Interior Repairs	0.00	500.00	-500.00	0.0%
Library Furniture	309.98	750.00	-440.02	41.3%
Total Int Maint & Rep	309.98	3,850.00	-3,540.02	8.1%
Janitorial				
Floor Mat Service - Aramark	126.00	1,500.00	-1,374.00	8.4%
Janitorial Services (Open Door)	0.00	4,000.00	-4,000.00	0.0%
Janitorial Supplies	522.01	3,000.00	-2,477.99	17.4%
Total Janitorial	648.01	8,500.00	-7,851.99	7.6%
Total Interior	957.99	12,350.00	-11,392.01	7.8%
Total Facility Maintenance	1,550.92	16,375.00	-14,824.08	9.5%
Insurance & Utilities				
Insurance -Building	0.00	2,400.00	-2,400.00	0.0%
Utilities				
Electric	372.54	4,800.00	-4,427.46	7.8%
Electrowatchman	540.00	540.00	0.00	100.0%
Garbage	83.00	1,000.00	-917.00	8.3%
Infrastr R &R	15.00	150.00	-135.00	10.0%
Natural Gas -MDU	360.61	2,600.00	-2,239.39	13.9%
Storm Sewer	22.38	350.00	-327.62	6.4%
Telephone Expense-BEK	269.59	3,400.00	-3,130.41	7.9%
Water	32.29	500.00	-467.71	6.5%
Total Utilities	1,695.41	13,340.00	-11,644.59	12.7%
Total Insurance & Utilities	1,695.41	15,740.00	-14,044.59	10.8%
Staff Space & Usage				
IT System				
Equipment Computer	88.66	2,000.00	-1,911.34	4.4%
Internet Filtering Subscription	0.00	650.00	-650.00	0.0%
Outside IT Expense	580.40	7,000.00	-6,419.60	8.3%
Software Expense	1,209.00	1,000.00	209.00	120.9%
Total IT System	1,878.06	10,650.00	-8,771.94	17.6%
Prof Contract Services				

Valley City Barnes County Public Library

02/05/24

Profit & Loss Budget vs. Actual

Accrual Basis

January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Auditor Fees	0.00	1,250.00	-1,250.00	0.0%
Total Prof Contract Services	0.00	1,250.00	-1,250.00	0.0%
Staff Office				
Dues & Fees	45.00	460.00	-415.00	9.8%
Office Furniture	0.00	750.00	-750.00	0.0%
Office Supplies	602.79	1,500.00	-897.21	40.2%
Postage, Mailing Service	0.00	500.00	-500.00	0.0%
Total Staff Office	647.79	3,210.00	-2,562.21	20.2%
Total Staff Space & Usage	2,525.85	15,110.00	-12,584.15	16.7%
Total 3 Facility & Infrastructure	5,772.18	47,225.00	-41,452.82	12.2%
Total Expense	31,857.64	369,082.29	-337,224.65	8.6%
Net Ordinary Income	8,164.12	190.30	7,973.82	4,290.1%
Net Income	8,164.12	190.30	7,973.82	4,290.1%