

**Valley City Barnes County Public Library**  
**Profit & Loss Budget vs. Actual**  
 January through February 2023

	Jan - Feb 23	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Government Income</b>				
<b>City Fund Income</b>				
City Property Mills	71,880.51	173,100.00	-101,219.49	41.5%
Homestead Credit, City	0.00	0.00	0.00	0.0%
State Aid Public Libraries	0.00	8,218.75	-8,218.75	0.0%
<b>Total City Fund Income</b>	71,880.51	181,318.75	-109,438.24	39.6%
<b>County Fund Income</b>				
County Penalty and Interest	83.31	250.00	-166.69	33.3%
County Property Mills	69,768.03	151,274.23	-81,506.20	46.1%
Disabled Veteran's HSTD	0.00	200.00	-200.00	0.0%
Homestead Credit County	0.00	300.00	-300.00	0.0%
State Aid Public Libraries	0.00	11,845.00	-11,845.00	0.0%
State Aid Telecom	0.00	1,250.00	-1,250.00	0.0%
<b>Total County Fund Income</b>	69,851.34	165,119.23	-95,267.89	42.3%
<b>Total Government Income</b>	141,731.85	346,437.98	-204,706.13	40.9%
<b>Local Donat., Grants, Fund Rais</b>				
<b>Community Donations</b>				
Donations				
Staff Developmnt	50.00			
Donations - Other	965.94	1,000.00	-34.06	96.6%
<b>Total Donations</b>	1,015.94	1,000.00	15.94	101.6%
Special Events(Fund Raising)	0.00	500.00	-500.00	0.0%
<b>Total Community Donations</b>	1,015.94	1,500.00	-484.06	67.7%
Summer Reading Prog. Income	0.00	1,000.00	-1,000.00	0.0%
<b>Total Local Donat., Grants, Fund Rais</b>	1,015.94	2,500.00	-1,484.06	40.6%
<b>Other Income</b>				
Interest Earned				
Dacotah Bank Interest	243.40			
<b>Total Interest Earned</b>	243.40			
<b>Library Services Income</b>				
Book Sales	2.00	50.00	-48.00	4.0%
Credit Card Machine	0.00	200.00	-200.00	0.0%
Fax Income	37.55	100.00	-62.45	37.6%
Fines Collected	5.15	200.00	-194.85	2.6%
ILL Postage Paid	15.00	50.00	-35.00	30.0%
Misc./headphones	264.51			
Photocopy/Copy income	150.10	700.00	-549.90	21.4%
<b>Total Library Services Income</b>	474.31	1,300.00	-825.69	36.5%
<b>Other Funds Source</b>				
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%
<b>Total Other Funds Source</b>	0.00	2,000.00	-2,000.00	0.0%
Transfer from Memorial Account	0.00	6,000.00	-6,000.00	0.0%
<b>Total Other Income</b>	717.71	9,300.00	-8,582.29	7.7%
<b>Total Income</b>	143,465.50	358,237.98	-214,772.48	40.0%
<b>Gross Profit</b>	143,465.50	358,237.98	-214,772.48	40.0%
<b>Expense</b>				

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<b>1 People - Who We Are</b>				
Employee Benefits				
Director Health Insurance	0.00	21,000.00	-21,000.00	0.0%
Director HSA	0.00	3,150.00	-3,150.00	0.0%
ND Workers Compensation	0.00	500.00	-500.00	0.0%
SEP - Employee	950.36	9,600.00	-8,649.64	9.9%
<b>Total Employee Benefits</b>	950.36	34,250.00	-33,299.64	2.8%
Payroll				
Direct Deposit Fees	60.00	300.00	-240.00	20.0%
Employee Payroll	28,869.84	190,000.00	-161,130.16	15.2%
Medicare Expense	418.60	2,750.00	-2,331.40	15.2%
Social Security Expense	1,789.91	11,700.00	-9,910.09	15.3%
<b>Total Payroll</b>	31,138.35	204,750.00	-173,611.65	15.2%
Staff Development				
In House Training	120.16	250.00	-129.84	48.1%
Memberships and Dues	583.00	750.00	-167.00	77.7%
Off Site Trning & Conf & Virt	0.00	2,000.00	-2,000.00	0.0%
<b>Total Staff Development</b>	703.16	3,000.00	-2,296.84	23.4%
<b>Total 1 People - Who We Are</b>	32,791.87	242,000.00	-209,208.13	13.6%
<b>2 Prod, Prog, Svc - What We Do</b>				
Lib Prog-In Person & Virtual				
Adult Programs	359.35	1,200.00	-840.65	29.9%
Children's Programs	240.53	1,800.00	-1,559.47	13.4%
Outreach Programs				
Parade Throws	2,076.56	1,500.00	576.56	138.4%
Outreach Programs - Other	0.00	500.00	-500.00	0.0%
<b>Total Outreach Programs</b>	2,076.56	2,000.00	76.56	103.8%
Summer Reading Program	1,660.48	4,000.00	-2,339.52	41.5%
Teen Programs	133.64	1,800.00	-1,666.36	7.4%
<b>Total Lib Prog-In Person &amp; Virtual</b>	4,470.56	10,800.00	-6,329.44	41.4%
Library Materials				
Physical Materials				
Audio (Audio Books)	197.47	400.00	-202.53	49.4%
Book - Adults	1,198.44	9,000.00	-7,801.56	13.3%
Book - Juvenile	1,035.38	8,000.00	-6,964.62	12.9%
Book - Large Pring	1,084.55	5,000.00	-3,915.45	21.7%
Book - Young Adult	429.33	3,000.00	-2,570.67	14.3%
Circulating Kits	0.00	1,000.00	-1,000.00	0.0%
Material Processing Supplies	425.77	4,000.00	-3,574.23	10.6%
Newspaper	291.20	1,000.00	-708.80	29.1%
OCLC CAT Express	0.00	3,000.00	-3,000.00	0.0%
Periodicals	0.00	1,000.00	-1,000.00	0.0%
Video (DVD)	905.18	5,000.00	-4,094.82	18.1%
<b>Total Physical Materials</b>	5,567.32	40,400.00	-34,832.68	13.8%
Virtual Materials				
eBooks (Overdrive)	0.00	4,000.00	-4,000.00	0.0%
ODIN	0.00	300.00	-300.00	0.0%
<b>Total Virtual Materials</b>	0.00	4,300.00	-4,300.00	0.0%
<b>Total Library Materials</b>	5,567.32	44,700.00	-39,132.68	12.5%
Library Services				
Advertising & Marketing	2,626.97	4,000.00	-1,373.03	65.7%
Copier Expense	583.42	2,300.00	-1,716.58	25.4%
Credit Card Machine Processing	34.85			

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DVD resurfacing	50.00	400.00	-350.00	12.5%
ILS System	0.00	4,600.00	-4,600.00	0.0%
Postage for ongoing ILL	25.05	150.00	-124.95	16.7%
Website Maintenance-Firespring	190.00	1,200.00	-1,010.00	15.8%
Zero Client Annual	956.00	800.00	156.00	119.5%
<b>Total Library Services</b>	<b>4,466.29</b>	<b>13,450.00</b>	<b>-8,983.71</b>	<b>33.2%</b>
<b>Total 2 Prod, Prog, Svc - What We Do</b>	<b>14,504.17</b>	<b>68,950.00</b>	<b>-54,445.83</b>	<b>21.0%</b>
<b>3 Facility &amp; Infrastructure</b>				
<b>Facility Maintenance</b>				
<b>Exterior</b>				
<b>Exterior Maintenance Exp.</b>				
Building Supplies	0.00	500.00	-500.00	0.0%
General Maintenance & Repair	0.00	500.00	-500.00	0.0%
Yearly Flag Replacement x 4	0.00	325.00	-325.00	0.0%
<b>Total Exterior Maintenance Exp.</b>	<b>0.00</b>	<b>1,325.00</b>	<b>-1,325.00</b>	<b>0.0%</b>
<b>Grounds Maintenance</b>				
Flower Beds	0.00	2,000.00	-2,000.00	0.0%
Snow & Ice Removal	58.69	100.00	-41.31	58.7%
<b>Total Grounds Maintenance</b>	<b>58.69</b>	<b>2,100.00</b>	<b>-2,041.31</b>	<b>2.8%</b>
<b>Total Exterior</b>	<b>58.69</b>	<b>3,425.00</b>	<b>-3,366.31</b>	<b>1.7%</b>
<b>Interior</b>				
<b>Int Maint &amp; Rep</b>				
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	188.11	500.00	-311.89	37.6%
Library Furniture	0.00	750.00	-750.00	0.0%
<b>Total Int Maint &amp; Rep</b>	<b>188.11</b>	<b>3,850.00</b>	<b>-3,661.89</b>	<b>4.9%</b>
<b>Janitorial</b>				
Floor Mat Service - Aramark	204.40	1,200.00	-995.60	17.0%
Janitorial Services (Open Door)	0.00	4,000.00	-4,000.00	0.0%
Janitorial Supplies	173.76	3,000.00	-2,826.24	5.8%
<b>Total Janitorial</b>	<b>378.16</b>	<b>8,200.00</b>	<b>-7,821.84</b>	<b>4.6%</b>
<b>Total Interior</b>	<b>566.27</b>	<b>12,050.00</b>	<b>-11,483.73</b>	<b>4.7%</b>
<b>Total Facility Maintenance</b>	<b>624.96</b>	<b>15,475.00</b>	<b>-14,850.04</b>	<b>4.0%</b>
<b>Insurance &amp; Utilities</b>				
<b>Insurance -Building</b>	0.00	2,400.00	-2,400.00	0.0%
<b>Utilities</b>				
Electric	827.68	4,800.00	-3,972.32	17.2%
Electrowatchman	540.00	540.00	0.00	100.0%
Garbage	166.00	1,000.00	-834.00	16.6%
Infrastr R &R	26.00	150.00	-124.00	17.3%
Natural Gas -MDU	962.37	2,730.00	-1,767.63	35.3%
Storm Sewer	47.71	440.00	-392.29	10.8%
Telephone Expense-BEK	576.29	3,200.00	-2,623.71	18.0%
Water	72.88	750.00	-677.12	9.7%
<b>Total Utilities</b>	<b>3,218.93</b>	<b>13,610.00</b>	<b>-10,391.07</b>	<b>23.7%</b>
<b>Total Insurance &amp; Utilities</b>	<b>3,218.93</b>	<b>16,010.00</b>	<b>-12,791.07</b>	<b>20.1%</b>
<b>Staff Space &amp; Usage</b>				
<b>IT System</b>				
Equipment Computer	0.00	2,000.00	-2,000.00	0.0%
Internet Filtering Subscription	0.00	650.00	-650.00	0.0%
Outside IT Expense	1,101.20	7,000.00	-5,898.80	15.7%

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Software Expense	598.00	1,000.00	-402.00	59.8%
Total IT System	1,699.20	10,650.00	-8,950.80	16.0%
Prof Contract Services				
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	10.00	400.00	-390.00	2.5%
Office Furniture	733.82	750.00	-16.18	97.8%
Office Supplies	253.42	1,500.00	-1,246.58	16.9%
Postage, Mailing Service	184.13	350.00	-165.87	52.6%
Total Staff Office	1,181.37	3,000.00	-1,818.63	39.4%
Total Staff Space & Usage	2,880.57	14,900.00	-12,019.43	19.3%
Total 3 Facility & Infrastructure	6,724.46	46,385.00	-39,660.54	14.5%
Total Expense	54,020.50	357,335.00	-303,314.50	15.1%
Net Ordinary Income	89,445.00	902.98	88,542.02	9,905.5%
Net Income	<u>89,445.00</u>	<u>902.98</u>	<u>88,542.02</u>	<u>9,905.5%</u>