

**Friends of the Brownsburg Public Library  
February 2021 Financial Report**

**Friends of the Brownsburg Public Library  
Balance Sheet  
Year to Date 2021**

	January 1, 2021				February 28, 2021		Interest
	Cash Balance	Revenues	Expenditures		Cash Balance		Rate
Hendricks County Bank	\$ 40,592.99	\$ 4,477.16	\$ 6,264.07		\$ 38,806.08		0.03%

**February 2021 Expenses - \$1,999.45**

Date	Check #	Vendor	Amount	Expense – Note
2/9/21	4327	Monsoon Inc.	\$99.00	Online Sales – Services
2/11/21	4328	Ceramica, Inc.	\$1,179.00	Fundraiser Supplies – 2020 Brick Order
2/17/21	4329	Brownsburg Chamber of Commerce	\$100.00	Business Outreach – Chamber Membership
2/23/21	4330	First Merchants Cardmember Services	\$300.00	Online Sales – Shipping Charges - \$300.00
2/23/21	4331	First Merchants Cardmember Services	\$27.47	Online Sales – Services - \$14.57 General Services – \$12.90
2/23/21	4332	Amazon	\$137.99	Online Sales – Supplies - \$43.79 Library Shop Supplies - \$38.74 Adult Program Supplies - \$47.48 Outreach – General - \$7.98
<b>Automatic Payments</b>				
2/28/21		February Credit Card Fees	\$31.77	
2/28/21		February Online Credit Card Fees (Stripe)	\$0	No Online Sales
<b>Cash Reimbursement</b>				
2/11/21		Take ‘n Make Valentines	\$30.32	Children’s Program Supplies
2/19/21		Staff Survey Raffle	\$25.00	Booster Bunch (Staff)
2/26/21		Interactive Movie Kit	\$38.90	YA Program Supplies
2/25/21		Staff Anniversary	\$0.00	Booster Bunch (Staff)

**\$1,999.45**

### **Friends Membership Drive**

We mailed 862 letters which included 782 new candidates. To date we've made 43 new members for a 6.1% return rate. The due total is \$4,095 with an average gift of \$41.

<b>Year</b>	<b>Members</b>	<b># of New</b>	<b>% of New</b>	<b>Total \$</b>	<b>Avg Gift</b>	<b>Total Mailed</b>
2018	58	17	29%	\$2,375	\$41	178
219	84	40	48%	\$3,695	\$44	1,054
2020	106	53	50%	\$4,180	\$39	1,164
2021 – as of 3/11/21	100	48	48%	\$4,095	\$41	862

**BROWNSBURG PUBLIC LIBRARY  
REVENUE AND EXPENSE STATEMENT  
As of February 28, 2021**

	YEAR TO DATE	BUDGET	% RECEIVED	OVER/(UNDER) TO DATE	\$\$ OUTSTANDING
<b>REVENUES</b>					
Sales					
Library Shop	\$ 811.53	\$ 6,000	13.53%	\$ (188)	\$ 5,188
Online Sales	\$ 1,716.95	\$ 7,500			
Holiday Shop	\$ 122.50	\$ 5,000	2.45%	\$ (294)	\$ 4,878
Coffee Sales	\$ -	\$ 1,000	0.00%	\$ (167)	\$ 1,000
Fundraiser	\$ 170.00	\$ 1,000	17.00%	\$ 3	\$ 830
Other Revenues					
Membership	\$ 1,400.00	\$ 2,000	70.00%	\$ 900	\$ 600
Donations	\$ 254.27	\$ 1,000	25.43%	\$ 88	\$ 746
Interest Earned	\$ 1.91	\$ 150	1.27%	\$ (23)	\$ 148
Miscellaneous Revenues	\$ -	\$ -			\$ -
Program Revenues					
Adult Program Fees	\$ -	\$ -			\$ -
YA Program Fees	\$ -	\$ -			\$ -
Children's Program Fees	\$ -	\$ -			\$ -
<b>Total revenues</b>	<b>\$ 4,477.16</b>	<b>\$ 23,650</b>	<b>18.93%</b>	<b>\$ 319</b>	<b>\$ 13,390</b>

Notes

\* Revenue = 18.93% received and Expenditures = 20.09% spent

	YEAR TO DATE	BUDGET	% USED	OVER/(UNDER) TO DATE	\$ REMAINING
<b>EXPENSES</b>					
Sale Supplies					
Library Shop Supplies	\$ 49.73	\$ 400	12.43%	\$ (17)	\$ 350
Library Shop Taxes & Credit Card Fees	\$ 580.08	\$ 2,050	28.30%	\$ 238	\$ 1,470
Holiday Shop Supplies	\$ -	\$ 500			
Coffee Supplies	\$ -	\$ 1,000			
Online Sales - Supplies	\$ 131.69	\$ 800			
Online Sales - Services	\$ 278.71	\$ 1,500			
Online Sales - Shipping Charges	\$ 750.00	\$ 2,500	30.00%	\$ 333	\$ 1,750
Other Revenue Supplies					
Membership Supplies	\$ 112.69	\$ 150	75.13%	\$ 88	\$ 37
Fundraiser Supplies	\$ 1,179.00	\$ 100			
Library Meeting Supplies	\$ -	\$ 200	0.00%	\$ (33)	\$ 200
Library Materials & Support					
General Supplies	\$ 1.70	\$ 100	1.70%	\$ (15)	\$ 98
Christmas Decorations	\$ 2,006.70	\$ 1,500	133.78%	\$ 1,757	\$ (507)
General Services	\$ (2.03)	\$ -			
Library Material (Online Resources, Equipment, Books, Magazines, Non-Print)	\$ -	\$ -	0.00%		\$ -
Program Supplies					
Adult Program Supplies	\$ 86.62	\$ 800	10.83%	\$ (47)	\$ 713
YA Program Supplies	\$ 81.37	\$ 1,000	8.14%	\$ (85)	\$ 919
Children's Program Supplies	\$ 96.68	\$ 1,500	6.45%	\$ (153)	\$ 1,403
All Family Special Programs	\$ -	\$ 800	0.00%	\$ (133)	\$ 800
Outreach/Volunteer					
Outreach-General	\$ 62.64	\$ 3,000	2.09%	\$ (437)	\$ 2,937
Book Weeks	\$ -	\$ 150	0.00%	\$ -	\$ 150
Holiday Handout Supplies	\$ 24.00	\$ 300	8.00%	\$ -	\$ 276
Parades	\$ -	\$ 750	0.00%	\$ -	\$ 750
Business Outreach	\$ 100.00	\$ 200	50.00%	\$ 67	\$ 100
School Outreach	\$ -	\$ 100	0.00%	\$ (17)	\$ 100
Volunteer Recognition	\$ -	\$ 300	0.00%	\$ -	\$ 300
Dues & Luncheons	\$ -	\$ 225	0.00%	\$ (38)	\$ 225
Staff Support					
Scholarship	\$ -	\$ 500	0.00%	\$ -	\$ 500
Booster Bunch	\$ 724.49	\$ 4,750	15.25%	\$ (67)	\$ 4,026
Staff Risky Business Grant	\$ -	\$ 2,500	0.00%	\$ -	\$ 2,500
Staff In-Service	\$ -	\$ 3,500	0.00%	\$ -	\$ 3,500
<b>Total Expenses</b>	<b>\$ 6,264.07</b>	<b>\$ 31,175</b>	<b>20.09%</b>	<b>\$ (911)</b>	<b>\$ 24,911</b>
<b>Net Difference</b>	<b>\$ (1,786.91)</b>	<b>\$ (7,525)</b>			