

**Friends of the Brownsburg Public Library  
December 2020 Financial Report**

**Friends of the Brownsburg Public Library  
Balance Sheet  
Year to Date 2020**

|                       | January 1, 2020<br>Cash Balance | Revenues            | Expenditures        | Transfers<br>between banks | December 31, 2020<br>Cash Balance | Interest<br>Rate |
|-----------------------|---------------------------------|---------------------|---------------------|----------------------------|-----------------------------------|------------------|
| Hendricks County Bank | \$ 9,085.62                     | \$ 25,956.04        | \$ 32,446.48        | \$ 37,997.81               | \$ 40,592.99                      | 0.03%            |
| TrustIndiana          | \$ 37,817.18                    | \$ 180.63           | \$ -                | \$ (37,997.81)             | \$ -                              | 0.09%            |
| <b>TOTAL</b>          | <b>\$ 46,902.80</b>             | <b>\$ 26,136.67</b> | <b>\$ 32,446.48</b> |                            | <b>\$ 40,592.99</b>               |                  |

**December 2020 Expenses - \$2,328.64**

| Date                      | Check # | Vendor                                    | Amount                            | Expense – Note  |
|---------------------------|---------|---|-----------------------------------|---|
| 12/3/20                   | 4311    | Chase Card Services                       | \$386.88<br>(\$10.77)-<br>rev red | Online Sales – (\$10.77)<br>Outreach - \$35.31<br>Online Sales – Services - \$51.57<br>Online Sales – Shipping Charges - \$300.00 |
| 12/3/20                   | 4312    | First Merchants<br>Cardmember Services    | \$793.56                          | Staff Appreciation - \$360.36<br>Staff In-Service - \$433.20  |
| 12/11/20                  | 4313    | Kelsey Abernathy                          | \$45.73                           | YA Program Supplies   |
| 12/11/20                  | 4314    | Monsoon Inc.                              | \$99.00                           | Online Sales – Services   |
| 12/11/20                  | 4315    | US Postal Service                         | \$875.00                          | Membership Supplies   |
| 12/28/20                  | 4316    | Brownsburg Public Library                 | (\$560.00) –<br>rev red           | Donations for Operating   |
| <b>Automatic Payments</b> |         |   |                                   |   |
| 12/31/20                  |         | December Credit Card Fees                 | \$35.03                           |   |
| 12/31/20                  |         | December Online Credit Card Fees (Stripe) | \$7.60                            | No Online Sales   |
| <b>Cash Reimbursement</b> |         |   |                                   |   |
| 12/4/20                   |         | Snowman Storyhour                         | \$16.64                           | Children’s Program Supplies   |
| 12/11/20                  |         | Poinsettias for Front Desk                | \$15.96                           | Supplies  |
| 12/18/20                  |         | Staff Christmas Dinner –<br>Delivery Tip  | \$40.00                           | Staff In-Service  |
| 12/23/20                  |         | Biblio Bag                                | \$13.24                           | YA Program Supplies   |

**\$2,328.64**

**Year End Financial Review**

The Friends have funds in the Hendricks County Bank (HCB) but we will be looking for another investment for the larger amount of Friends funds. HCB is a basic checking account and earns 0.03%.

Historically we've spent less than our revenues, except for this year. It's strange to think that we were able to have our Welcome Back Celebration before the world as we know it changed dramatically. If we back out the Welcome Back Difference of (\$8,368.86), then the year would have ended on a positive of \$2,059.05. I'm glad we had the celebration. It was a nice kick off to the new building and especially as we look back over the year. Below is the net difference for the past couple of years.

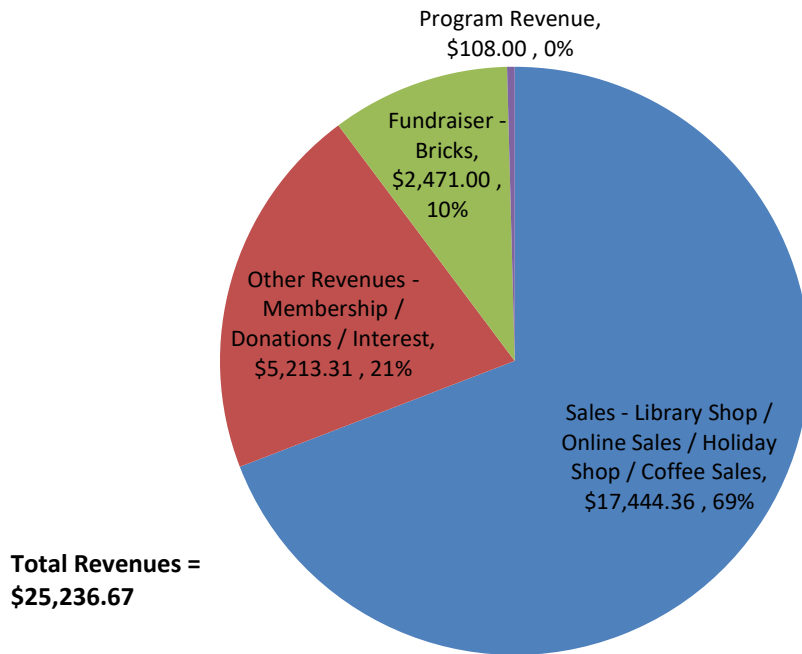
- 2020 = (\$6,309.81)                      • 2018 = \$4,232                              • 2016 = (\$384)
- (Welcome Back)                              (Centennial)                              • 2015 = \$9,457
- 2019 = \$6,506 (Building)              • 2017 = \$3,457                              • 2014 = \$2,168

Friends support programming supplies, outreach and staff programs. Below is the percentage for each of the expenditure and revenue broad groups comparing 2020 to 2019. There are some obvious changes such as less programming and outreach and more staff support. Our sales remained constant and the online sales were a blessing during our closure.

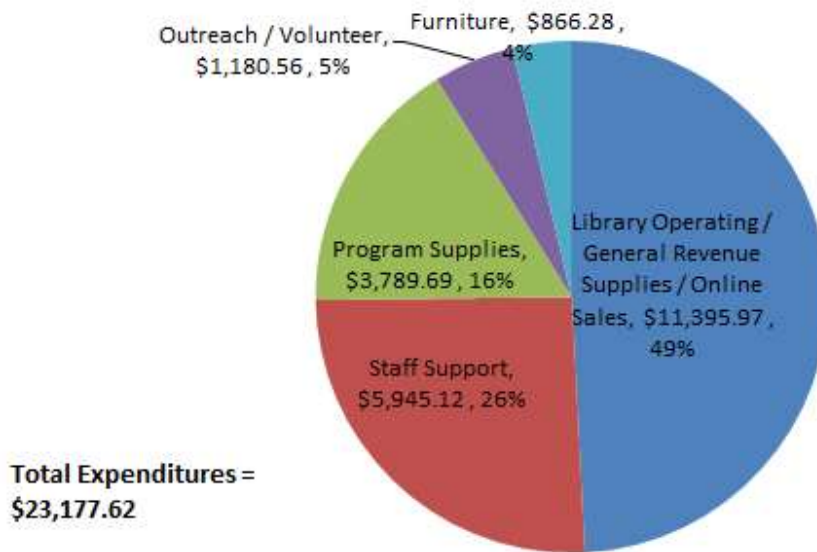
| Expenditures                               | 2020 | 2019 | Revenues            | 2020  | 2019 |
|--|------|------|---------------------|-------|------|
| Library Operating/General Revenue Supplies | 49%  | 37%  | Sales               | 69.1% | 68%  |
| Program Supplies                           | 16%  | 18%  | Programming         | 0.4%  | 4%   |
| Outreach/Volunteer                         | 5%   | 21%  | Other Revenues      | 20.7% | 22%  |
| Staff Support                              | 26%  | 16%  | Fundraiser – Bricks | 9.8%  | 6%   |
| Furniture                                  | 4%   | 8%   |                     |       |      |

|   |                                 |
|---|---------------------------------|
| Welcome Back Supplies & Services - \$9,268.86 | Welcome Back Revenue = \$900.00 |
| Welcome Back Difference = (\$8,368.86)        |                                 |

## 2020 Friends of the Library Revenues



## 2020 Friends of the Library Expenditures



**FRIENDS OF THE BROWNSBURG PUBLIC LIBRARY**  
**REVENUE AND EXPENSE STATEMENT**  
**As of December 31, 2020**

|                          | YEAR TO DATE        | BUDGET           | % RECEIVED     | OVER/(UNDER)<br>TO DATE | \$\$<br>OUTSTANDING |
|--------------------------|---------------------|------------------|----------------|-------------------------|---------------------|
| <b>REVENUES</b>          |                     |                  |                |                         |                     |
| Sales                    |                     |                  |                |                         |                     |
| Library Shop             | \$ 4,923.14         | \$ 6,000         | 82.05%         | \$ (1,077)              | \$ 1,077            |
| Online Sales             | \$ 9,961.21         | \$ 1,800         | 553.40%        | \$ 8,161                | \$ -                |
| Holiday Shop             | \$ 2,281.01         | \$ 5,000         | 45.62%         | \$ (2,719)              | \$ 2,719            |
| Coffee Sales             | \$ 279.00           | \$ 1,000         | 27.90%         | \$ (721)                | \$ 721              |
| Fundraiser               | \$ 2,471.00         | \$ 1,000         | 247.10%        | \$ 1,471                | \$ -                |
| Welcome Back Celebration | \$ 900.00           | \$ -             |                | \$ 900                  | \$ -                |
| Other Revenues           |                     |                  |                |                         |                     |
| Membership               | \$ 3,825.00         | \$ 2,000         | 191.25%        | \$ 1,825                | \$ (1,825)          |
| Donations                | \$ 1,202.09         | \$ 750           | 160.28%        | \$ 452                  | \$ -                |
| Interest Earned          | \$ 186.22           | \$ 200           | 93.11%         | \$ (14)                 | \$ 14               |
| Miscellaneous Revenues   | \$ -                | \$ -             |                |                         | \$ -                |
| Program Revenues         |                     |                  |                |                         |                     |
| Adult Program Fees       | \$ 108.00           | \$ -             |                |                         | \$ -                |
| YA Program Fees          | \$ -                | \$ -             |                |                         | \$ -                |
| Children's Program Fees  | \$ -                | \$ -             |                |                         | \$ -                |
| <b>Total revenues</b>    | <b>\$ 26,136.67</b> | <b>\$ 17,750</b> | <b>147.25%</b> | <b>\$ 8,279</b>         | <b>\$ 2,706 *</b>   |

Notes

\* Revenue = 147.25% received and Expenditures = 120.96% spent

|  | YEAR TO DATE         | BUDGET            | % USED         | OVER/(UNDER)<br>TO DATE | \$ REMAINING      |
|--|----------------------|-------------------|----------------|-------------------------|-------------------|
| <b>EXPENSES</b>  |                      |                   |                |                         |                   |
| Library Operating/General  |                      |                   |                |                         |                   |
| Revenue Supplies (Library Shop, Holiday Shop, Coffee Sales, Fundraiser)      | \$ 1,022.41          | \$ 2,000          | 51.12%         | \$ (978)                | \$ 978            |
| Membership Supplies  | \$ 921.83            | \$ 150            | 614.55%        | \$ 772                  | \$ (772)          |
| Scholarship  | \$ 250.00            | \$ 250            | 100.00%        | \$ -                    | \$ -              |
| General Supplies   | \$ 813.40            | \$ 400            | 203.35%        | \$ 413                  | \$ (413)          |
| Library Meeting Supplies   | \$ -                 | \$ 200            | 0.00%          | \$ (200)                | \$ 200            |
| Christmas Decorations  | \$ 2,867.64          | \$ 1,500          | 191.18%        | \$ 1,368                | \$ (1,368)        |
| General Services (Online Sales)  | \$ 1,834.63          |                   |                |                         |                   |
| Shipping Charges (Online Sales)  | \$ 3,158.28          | \$ 1,000          | 315.83%        | \$ 2,158                | \$ (2,158)        |
| Library Shop Taxes & Credit Card Fees  | \$ 527.78            | \$ 2,000          | 26.39%         | \$ (1,472)              | \$ 1,472          |
| Library Materials (Online Resources, Equipment, Books, Magazines, Non-Print) | \$ 866.28            | \$ -              | 0.00%          |                         | \$ (866)          |
| Welcome Back Celebration   |                      |                   |                |                         |                   |
| Supplies   | \$ 863.20            | \$ -              |                | \$ 863                  | \$ (863)          |
| Services   | \$ 8,405.66          | \$ -              |                | \$ 8,406                | \$ (8,406)        |
| Program Supplies   |                      |                   |                |                         |                   |
| Computer Class Supplies/Instrud  | \$ -                 | \$ 1,000          | 0.00%          | \$ (1,000)              | \$ 1,000          |
| Adult Program Supplies & Prese   | \$ 293.16            | \$ 800            | 36.65%         | \$ (507)                | \$ 507            |
| YA Program Supplies  | \$ 207.38            | \$ 1,000          | 20.74%         | \$ (793)                | \$ 793            |
| Children's Program Supplies  | \$ 656.83            | \$ 1,500          | 43.79%         | \$ (843)                | \$ 843            |
| All Family Special Programs  | \$ 2,632.32          | \$ 800            | 329.04%        | \$ 1,832                | \$ (1,832)        |
| Outreach/Volunteer   |                      |                   |                |                         |                   |
| Outreach-General   | \$ 258.03            | \$ 2,000          | 12.90%         | \$ (1,742)              | \$ 1,742          |
| Book Weeks   | \$ -                 | \$ 150            | 0.00%          | \$ (150)                | \$ 150            |
| Holiday Handout Supplies   | \$ 725.55            | \$ 300            | 241.85%        | \$ 426                  | \$ (426)          |
| Parades  | \$ -                 | \$ 750            | 0.00%          | \$ (750)                | \$ 750            |
| Business Outreach  | \$ -                 | \$ 200            | 0.00%          | \$ (200)                | \$ 200            |
| School Outreach  | \$ -                 | \$ 100            | 0.00%          | \$ (100)                | \$ 100            |
| Volunteer Recognition  | \$ 126.98            | \$ 300            | 42.33%         | \$ (173)                | \$ 173            |
| Dues & Luncheons   | \$ 70.00             | \$ 225            | 31.11%         | \$ (155)                | \$ 155            |
| Staff Support  |                      |                   |                |                         |                   |
| Staff Appreciation Gifts   | \$ 4,988.92          | \$ 3,500          | 142.54%        | \$ 1,489                | \$ (1,489)        |
| Staff Wellness Program   | \$ -                 | \$ 200            | 0.00%          | \$ (200)                | \$ 200            |
| Staff Risky Business Grant   | \$ -                 | \$ 2,500          | 0.00%          | \$ (2,500)              | \$ 2,500          |
| Christmas Dinner/Lunch   | \$ 40.00             | \$ 500            | 8.00%          | \$ (460)                | \$ 460            |
| Staff In-Service   | \$ 916.20            | \$ 3,500          | 26.18%         | \$ (2,584)              | \$ 2,584          |
| <b>Total Expenses</b>  | <b>\$ 32,446.48</b>  | <b>\$ 26,825</b>  | <b>120.96%</b> | <b>\$ 3,126</b>         | <b>\$ (5,621)</b> |
| <b>Net Difference</b>  | <b>\$ (6,309.81)</b> | <b>\$ (9,075)</b> |                |                         |                   |