

Friends of the Brownsburg Public Library

December 2023 Financial Report

Friends of the Brownsburg Public Library Balance Sheet Year to Date 2023						
	January 1, 2023 Cash Balance	Revenues	Expenditures	Account Transfers	December 31, 2023 Cash Balance	Interest Rate
Hendricks County Bank	\$ 4,051.21	\$ 28,097.07	\$ 32,063.92	\$ 5,000.00	\$ 5,084.36	0.03%
First Merchants Money Market	\$ 33,135.12	\$ 515.11	\$ -	\$ (5,000.00)	\$ 28,650.23	2.02%

December 2023 Expenses - \$5,295.72

Date	Check #	Vendor	Amount	Expense – Note
12/3/23	4613	Amazon Capital Services	\$271.51	Adult Program Supplies - \$31.97 YA Program Supplies - \$35.34 Children's Program Supplies - \$173.80 Graphics Room Supplies - \$30.40
12/4/23	4614	Staples Business Credit	\$42.96	Graphics Room Supplies
12/7/23	4615	Brownsburg Chamber of Commerce	\$125.00	Business Outreach
12/7/23	4616	Monsoon	\$99.00	Online Sales Services
12/15/23	4617	Amanda Boksa	\$22.30	Adult Program Supplies
12/15/23	4618	Denise Robinson	\$37.27	Staff In-Service Supplies
12/19/23	4619	Brownsburg Public Library	\$900.00	Donations – Hylton & Shoemaker Donation – move to Operating-Gifts
12/19/23	4620	First Merchants Cardmember Service	\$39.16 (R-\$22.41 E-\$61.57)	Online Sales – (\$22.41) Booster Bunch - \$10.00 Online Sales – Services - \$51.57
12/19/23	4621	First Merchants Cardmember Service	\$1,496.73	Booster Bunch - \$401.89 Membership Supplies - \$54.19 Coffee Supplies - \$130.12 General Outreach - \$53.46 Staff In-Service - \$32.03 Christmas Decorations - \$725.04 Online Sales – Shipping - \$100.00
12/19/23	4622	Emily Fox	\$1,500.00	MLIS Tuition Reimbursement
12/19/23	4623	Farah Ahmed	\$1,500.00	MLIS Tuition Reimbursement
12/19/23	4624	Kath Bergmann	\$26.93	YA Program Supplies
12/29/23	4625	Brownsburg Public Library	\$550.00	Donations – Giving Tuesday Donations – move to Operating-Gifts

Automatic Payments				
12/31/23		December Credit Card Fees	\$63.18	
12/31/23		December Online Credit Card Fees (Stripe)	\$44.27	Memberships
Cash Reimbursement				
12/15/23		Staff Birthday Gift	\$5.00	Booster Bunch
12/29/23		Linda Cook Book Commission	\$10.00	Taken from Library Shop

\$5,295.72

Friends Membership

Year	Members	# of Returning	# of New	Total Mailed	Return %	Total \$	Avg Gift
2018	58		17	178	33%	\$2,375	\$41
2019	84		40	1,054	8%	\$3,695	\$44
2020	106		53	1,164	9%	\$4,180	\$39
2021	108	52 of 106 / 49%	56	862	13%	\$4,565	\$42
2022	121	76 of 108 / 70%	45	819	15%	\$5,320	\$44
2023	99	83 of 118 / 70%	16	825	12%	\$5,235	\$53
2024	87	67 of 99 / 57%	20	1,019	8%	\$5,250	\$60

**BROWNSBURG PUBLIC LIBRARY
REVENUE AND EXPENSE STATEMENT
As of December 31, 2023**

YEAR TO DATE		BUDGET	% RECEIVED	OVER/(UNDER) TO DATE	\$\$ OUTSTANDING
REVENUES					
Sales					
Library Shop (Jan - Nov)	\$ 8,253.54	\$ 5,000	165.07%	\$ 3,254	\$ (3,254)
Online Sales	\$ 3,596.34	\$ 4,000	89.91%	\$ (404)	\$ 404
Holiday Shop (December)	\$ 3,638.79	\$ 4,000	90.97%	\$ (361)	\$ 361
Coffee Sales	\$ 1,282.30	\$ 1,000	128.23%	\$ 282	\$ (282)
Fundraiser	\$ -	\$ 1,000	0.00%	\$ -	\$ 1,000
Other Revenues					
Membership (Dec - March)	\$ 6,185.00	\$ 4,000	154.63%	\$ 2,185	\$ (2,185)
Donations	\$ 2,089.23	\$ 1,000	208.92%	\$ 1,089	\$ (1,089)
Interest Earned	\$ 516.98	\$ 50	1033.96%	\$ 467	\$ (467)
Miscellaneous Revenues	\$ 50.00	\$ -			\$ (50)
Program Revenues					
MLIS Scholarship	\$ 3,000.00	\$ -			\$ -
Adult Program Fees	\$ -	\$ -			\$ -
YA Program Fees	\$ -	\$ -			\$ -
Children's Program Fees					
Total revenues	\$ 28,612.18	\$ 20,050	142.70%	\$ 6,512	\$ (5,562) *

Notes

* Revenue = 142.70% received and Expenditures = 89.13% spent

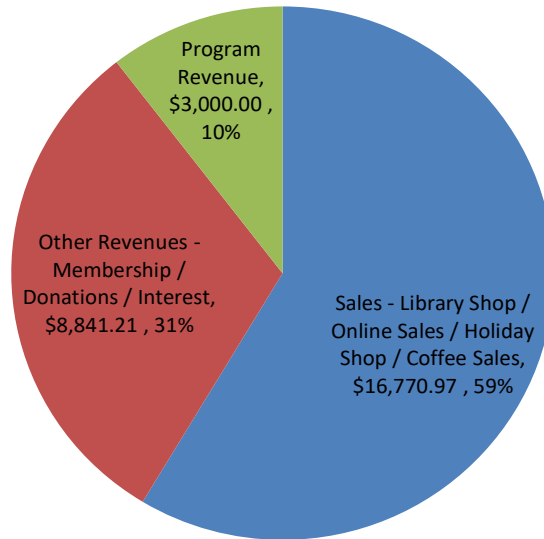
YEAR TO DATE		BUDGET	% USED	OVER/(UNDER) TO DATE	\$ REMAINING
EXPENSES					
Sale Supplies					
Library Shop Supplies	\$ 459.29	\$ 400	114.82%	\$ 59	\$ (59)
Library Shop Taxes & Credit Card Fees	\$ 1,367.97	\$ 1,400	97.71%	\$ (32)	\$ 32
Online Sales - Supplies	\$ 124.87	\$ 800	15.61%	\$ (675)	\$ 675
Online Sales - Services	\$ 1,674.60	\$ 1,500	111.64%	\$ 175	\$ (175)
Online Sales - Shipping Charges	\$ 1,100.00	\$ 3,000	36.67%	\$ (1,900)	\$ 1,900
Holiday Shop Supplies (Sept-Nov)	\$ 413.22	\$ 1,500	27.55%	\$ (1,087)	\$ 1,087
Coffee Supplies	\$ 1,109.82	\$ 1,000	110.98%	\$ 110	\$ (110)
Other Revenue Supplies					
Membership Supplies	\$ 862.60	\$ 150	575.07%	\$ 713	\$ (713)
Fundraiser Supplies	\$ 50.00	\$ 100	50.00%	\$ (50)	\$ 50
Library Meeting Supplies	\$ 13.95	\$ 200	6.98%	\$ (186)	\$ 186
Library Materials & Support					
General Supplies	\$ 19.22	\$ 100	19.22%	\$ (81)	\$ 81
Christmas Decorations	\$ 3,175.04	\$ 3,000	105.83%	\$ 175	\$ (175)
General Services	\$ -	\$ -	0.00%	\$ -	\$ -
Library Materials (Online Resources, Equipment, Books, Magazines, Non-Print)	\$ -	\$ -	0.00%	\$ -	\$ -
Program Supplies					
Adult Program Supplies	\$ 791.72	\$ 800	98.97%	\$ (8)	\$ 8
Winter Reading Program	\$ -	\$ 500	0.00%	\$ (500)	\$ 500
YA Program Supplies	\$ 821.45	\$ 1,500	54.76%	\$ (679)	\$ 679
Children's Program Supplies	\$ 1,200.97	\$ 2,000	60.05%	\$ (799)	\$ 799
All Family Special Programs	\$ -	\$ 800	0.00%	\$ (800)	\$ 800
Summer Reading Program	\$ 1,000.00	\$ 1,000	100.00%	\$ -	\$ -
General Program Supplies	\$ 506.16	\$ 750		\$ (244)	\$ 244
Outreach/Volunteer					
Outreach-General	\$ 4,351.98	\$ 3,000	145.07%	\$ 1,352	\$ (1,352)
Book Weeks	\$ -	\$ 150	0.00%	\$ (150)	\$ 150
Holiday Handout Supplies	\$ 1,177.17	\$ 750	156.96%	\$ 427	\$ (427)
Business Outreach	\$ 125.00	\$ 200	62.50%	\$ (75)	\$ 75
School Outreach	\$ -	\$ 100	0.00%	\$ (100)	\$ 100
Volunteer Recognition	\$ 125.00	\$ 300	41.67%	\$ (175)	\$ 175
Dues & Luncheons	\$ 81.89	\$ 225	36.40%	\$ (143)	\$ 143
Staff Support					
Booster Bunch	\$ 4,939.09	\$ 4,750	103.98%	\$ 189	\$ (189)
MLIS Scholarship	\$ 3,000.00	\$ 2,500	120.00%	\$ 500	\$ (500)
Staff In-Service	\$ 3,572.91	\$ 3,500	102.08%	\$ 73	\$ (73)
Total Expenses	\$ 32,063.92	\$ 35,975	89.13%	\$ (1,132)	\$ 3,911
Net Difference	\$ (3,451.74)	\$ (15,925)			

2023

- Projected at a loss of \$10,950 based on Budget and ended with a loss of \$3,580.55
- Library Shop (\$6,426.28) and Membership (\$5,322.40) were the profit leaders in 2023 with Holiday Shop (\$2,596.32) not far behind.
- Online Sales did better this year. We increased the price floor which means that we're selling higher priced items and making a better return. We may want to look at increasing it again. We'll give it another year and see if online sales continue to trend up.
- Coffee is not intended to produce revenue, but thanks to our end of the year sponsors, Coffee made a strong finish. I've been tracking the expenses to ensure that Friends are not funding the service. As long as we have sponsors, coffee cost can remain at \$1.
 - Total Cost for K-Cup and Cup = \$0.59
 - K-Cup Cost = \$0.54 per (1,342 K-Cups / \$723.68)
 - Cup, Lid & Sleeve = \$0.05 per (3,400 pieces / \$174.79)
 - Extras – Sugar, creamer, stir sticks - \$0.04 per (4,420 pieces / \$181.38)
 - Taxes 7% of \$1 = \$0.07
 - \$0.66 for k-cup, cup and tax
 - Free Coffee – Staff Events and membership cards

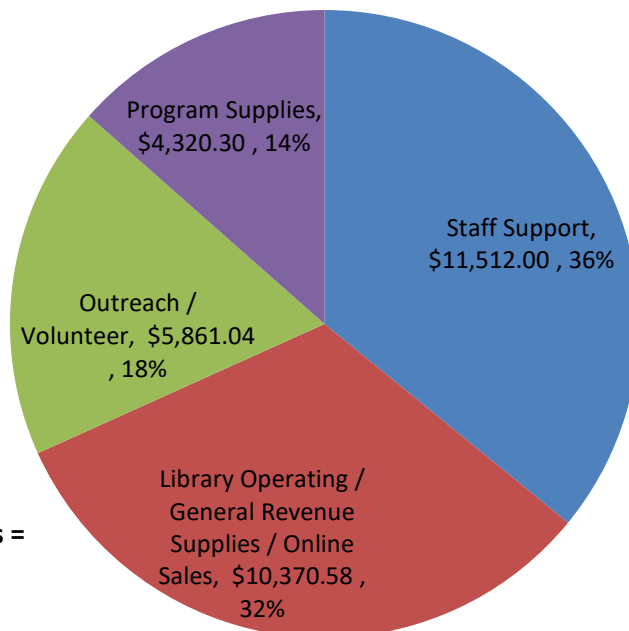
2023 Revenue Analysis								
	Revenue	Expense	% of Expenses to Revenue	% of Profit to Revenue	Profit/Loss	% of each to the total	2022 Profit/Loss and %	
Library Shop	\$ 8,253.54	\$1,827.26	22%	78%	\$ 6,426.28	42%	\$ 6,017.53	45%
Online Sales	\$ 3,596.34	\$2,899.47	81%	19%	\$ 696.87	5%	\$ 415.29	3%
Holiday Shop (2023)	\$ 3,009.54	\$ 413.22	14%	86%	\$ 2,596.32	17%	\$ 1,736.54	13%
Coffee Sales	\$ 1,282.30	\$1,109.82	87%	13%	\$ 172.48	1%	\$ 78.24	1%
Membership	\$ 6,185.00	\$ 862.60	14%	86%	\$ 5,322.40	35%	\$ 5,164.52	39%
	\$22,326.72	\$7,112.37			\$15,214.35		\$ 13,412.12	
Library Shop - Paid 2022 Sales Tax in January for \$768.32								

2023 Friends of the Library Revenues



**Total Revenues =
\$28,612.18**

2023 Friends of the Library Expenditures



**Total Expenditures =
\$32,063.92**