

Friends of the Brownsburg Public Library
October 2021 Financial Report

| Friends of the Brownsburg Public Library | | | | | | |
|---|-----------------|--------------|--------------|----------------|------------------|----------|
| Balance Sheet | | | | | | |
| Year to Date 2021 | | | | | | |
| | January 1, 2021 | | | Account | October 31, 2021 | Interest |
| | Cash Balance | Revenues | Expenditures | Transfers | Cash Balance | Rate |
| Hendricks County Bank | \$ 40,592.99 | \$ 18,915.62 | \$ 21,524.63 | \$ (37,000.00) | \$ 983.98 | 0.03% |
| First Merchants Money Market | \$ - | \$ 15.01 | \$ - | \$ 37,000.00 | \$ 37,015.01 | 0.10% |

October 2021 Expenses - \$3,673.69

| Date | Check # | Vendor | Amount | Expense – Note |
|----------|---------|------------------------------------|------------|---|
| 10/5/21 | 4388 | Kelsey Abernathy | \$64.25 | YA Program Supplies |
| 10/5/21 | 4389 | Laura O'Dell | \$225.00 | Holiday Shop Supplies – Vendor |
| 10/5/21 | 4390 | Carole Ricketts-Corey | \$78.75 | Holiday Shop Supplies – Vendor |
| 10/5/21 | 4391 | Jill Velikan | \$150.00 | Holiday Shop Supplies – Vendor |
| 10/6/21 | 4392 | Paula Phelan | \$85.38 | Holiday Shop Supplies – Vendor |
| 10/6/21 | 4393 | Laura Elkins | \$44.60 | Holiday Shop Supplies – Vendor |
| 10/8/21 | 4394 | Monsoon | \$99.00 | Online Sales Services |
| 10/11/21 | 4395 | <i>Ceramica, Inc</i> | (\$184.35) | <i>Fundraiser – Deducted from Revenue</i> |
| 10/13/21 | 4396 | <i>Brownsburg Public Library</i> | (\$51.85) | <i>Library Shop – Reimbursement to Operating</i> |
| 10/13/21 | 4397 | 4Imprint Inc | \$161.37 | Outreach General – Coasters |
| 10/22/21 | 4398 | Cristi McGill | \$58.60 | Children's Program Supplies |
| 10/22/21 | 4399 | Jess Beauchamp | \$135.00 | Holiday Shop Supplies – Vendor |
| 10/25/21 | 4400 | Amie Scott | \$196.75 | Holiday Handout Supplies |
| 10/27/21 | 4401 | First Merchants Cardmember Service | \$308.02 | Supplies - \$4.24 YA Program Supplies - \$59.10 Children's Program Supplies - \$14.68 Online Sales – Shipping Charges - \$200.00 Dues & Luncheons - \$30.00 |
| 10/27/21 | 4402 | First Merchants Cardmember Service | \$892.14 | Coffee Supplies - \$123.42 Outreach – General - \$484.21 Holiday Handout Supplies - \$232.94 Online Sales – Services - \$51.57 |
| 10/27/21 | 4403 | Kelsey Abernathy | \$81.54 | YA Program Supplies |
| 10/27/21 | 4404 | Jess Beauchamp | \$45.00 | Holiday Shop Supplies – Vendor |
| 10/28/21 | 4405 | Amazon | \$1,005.11 | Coffee Supplies - \$36.19 Library Shop Supplies - \$52.60 Holiday Shop Supplies - \$8.99 Children's Program Supplies - \$174.67 Outreach – General - \$97.06 Holiday Handout Supplies - \$635.60 |

| Automatic Payments | | | | |
|--------------------|--|--|-------------------|----------------------------|
| 10/31/21 | | October Credit Card Fees | \$27.43 | |
| 10/31/21 | | October Online Credit Card Fees (Stripe) | \$0 | No activity |
| Cash Reimbursement | | | | |
| 10/13/21 | | Virtual Cooking Club | \$15.75 | YA Program Supplies |
| Other | | | | |
| 10/29/21 | | Keithia Longworth | (\$20.00) | Library Shop Reimbursement |
| | | | \$3,673.69 | |

Trail & Treat Event @ Williams Park

- Packaged 2,000 bags of candy to hand out - \$1,065.29 = \$0.53 ea
- Staff packaged
- Comments –
 - How well prepared we were for the event
 - We “went all out” and bagged everything up
 - Excited the kids were to get whole bags of candy
 - Appreciative people were that we were there and that we took the time to prepare these bags for the kids
- Halloween Sunday – Rhonda, Brenda McDonald and a young volunteer dressed up and handed out candy to library visitors

Holiday Shop

- Vendor Purchases = \$838.73 as of 10/31/2021
- Supplies = \$8.99
- Preview night cards mailed to Friends Members
- Preview night cards sold at Front desk to non-members for \$10

Friends Membership

| Year | Members | # of New | % of New | Total \$ | Avg Gift | Total Mailed |
|------|---------|----------|----------|----------|----------|--------------|
| 2018 | 58 | 17 | 29% | \$2,375 | \$41 | 178 |
| 2019 | 84 | 40 | 48% | \$3,695 | \$44 | 1,054 |
| 2020 | 106 | 53 | 50% | \$4,180 | \$39 | 1,164 |
| 2021 | 108 | 56 | 52% | \$4,565 | \$42 | 862 |

**BROWNSBURG PUBLIC LIBRARY
REVENUE AND EXPENSE STATEMENT
As of October 31, 2021**

| | YEAR TO DATE | BUDGET | % RECEIVED | OVER/(UNDER) TO DATE | \$\$\$ OUTSTANDING |
|-------------------------|---------------------|------------------|---------------|-------------------------|-----------------------|
| REVENUES | | | | | |
| Sales | | | | | |
| Library Shop | \$ 5,521.52 | \$ 6,000 | 92.03% | \$ (478) | \$ 478 |
| Online Sales | \$ 7,816.81 | \$ 7,500 | 104.22% | \$ 1,567 | \$ (317) |
| Holiday Shop | \$ 182.50 | \$ 5,000 | 3.65% | \$ 183 | \$ 4,818 |
| Coffee Sales | \$ 178.30 | \$ 1,000 | 17.83% | \$ (655) | \$ 822 |
| Fundraiser | \$ 1,736.15 | \$ 1,000 | 173.62% | \$ 736 | \$ (736) |
| Other Revenues | | | | | |
| Membership | \$ 2,120.00 | \$ 2,000 | 106.00% | \$ 453 | \$ (120) |
| Donations | \$ 1,354.95 | \$ 1,000 | 135.50% | \$ 522 | \$ (355) |
| Interest Earned | \$ 20.40 | \$ 150 | 13.60% | \$ (105) | \$ 130 |
| Miscellaneous Revenues | \$ - | \$ - | | | \$ - |
| Program Revenues | | | | | |
| Adult Program Fees | \$ - | \$ - | | | \$ - |
| YA Program Fees | \$ - | \$ - | | | \$ - |
| Children's Program Fees | | | | | |
| Total revenues | \$ 18,930.63 | \$ 23,650 | 80.04% | \$ 2,222 | \$ 4,719 * |

Notes

* Revenue = 80.04% received and Expenditures = 69.04% spent

| | YEAR TO DATE | BUDGET | % USED | OVER/(UNDER) TO DATE | \$\$\$ REMAINING |
|--|----------------------|-------------------|---------------|-------------------------|---------------------|
| EXPENSES | | | | | |
| Sale Supplies | | | | | |
| Library Shop Supplies | \$ 283.81 | \$ 400 | 70.95% | \$ (50) | \$ 116 |
| Library Shop Taxes & Credit Card Fees | \$ 997.95 | \$ 2,050 | 48.68% | \$ (710) | \$ 1,052 |
| Online Sales - Supplies | \$ 304.79 | \$ 800 | 38.10% | \$ (362) | \$ 495 |
| Online Sales - Services | \$ 1,309.72 | \$ 1,500 | 87.31% | \$ 60 | \$ 190 |
| Online Sales - Shipping Charges | \$ 2,750.00 | \$ 2,500 | 110.00% | \$ 667 | \$ (250) |
| Holiday Shop Supplies | \$ 847.72 | \$ 500 | 169.54% | \$ 431 | \$ (348) |
| Coffee Supplies | \$ 401.10 | \$ 1,000 | 40.11% | \$ (432) | \$ 599 |
| Other Revenue Supplies | | | | | |
| Membership Supplies | \$ 112.69 | \$ 150 | 75.13% | \$ (37) | \$ 37 |
| Fundraiser Supplies | \$ 1,179.00 | \$ 100 | 1179.00% | \$ 1,079 | \$ (1,079) |
| Library Meeting Supplies | \$ 24.17 | \$ 200 | 12.09% | \$ (142) | \$ 176 |
| Library Materials & Support | | | | | |
| General Supplies | \$ 877.23 | \$ 100 | 877.23% | \$ 794 | \$ (777) |
| Christmas Decorations | \$ 3,757.54 | \$ 1,500 | 250.50% | \$ 2,508 | \$ (2,258) |
| General Services | \$ 62.46 | \$ - | 0.00% | \$ 62 | \$ (62) |
| Library Materials (Online Resources, Equipment, Books, Magazines, Non-Print) | \$ - | \$ - | | | \$ - |
| Program Supplies | | | | | |
| Adult Program Supplies | \$ 302.93 | \$ 800 | 37.87% | \$ (364) | \$ 497 |
| YA Program Supplies | \$ 889.34 | \$ 1,000 | 88.93% | \$ 56 | \$ 111 |
| Children's Program Supplies | \$ 955.35 | \$ 1,500 | 63.69% | \$ (295) | \$ 545 |
| All Family Special Programs | \$ 1,032.00 | \$ 800 | 129.00% | \$ 365 | \$ (232) |
| Outreach/Volunteer | | | | | |
| Outreach-General | \$ 1,113.89 | \$ 3,000 | 37.13% | \$ (1,386) | \$ 1,886 |
| Book Weeks | \$ 82.30 | \$ 150 | 54.87% | \$ (43) | \$ 68 |
| Holiday Handout Supplies | \$ 1,089.29 | \$ 300 | 363.10% | \$ 839 | \$ (789) |
| Parades | \$ - | \$ 750 | 0.00% | \$ (625) | \$ 750 |
| Business Outreach | \$ 100.00 | \$ 200 | 50.00% | \$ (67) | \$ 100 |
| School Outreach | \$ - | \$ 100 | 0.00% | \$ (83) | \$ 100 |
| Volunteer Recognition | \$ 122.80 | \$ 300 | 40.93% | \$ (127) | \$ 177 |
| Dues & Luncheons | \$ 266.10 | \$ 225 | 118.27% | \$ 79 | \$ (41) |
| Staff Support | | | | | |
| Scholarship | \$ 500.00 | \$ 500 | 100.00% | \$ - | \$ - |
| Booster Bunch | \$ 2,162.45 | \$ 4,750 | 45.53% | \$ (1,796) | \$ 2,588 |
| Staff Risky Business Grant | \$ - | \$ 2,500 | 0.00% | \$ (2,083) | \$ 2,500 |
| Staff In-Service | \$ - | \$ 3,500 | 0.00% | \$ (2,917) | \$ 3,500 |
| Total Expenses | \$ 21,524.63 | \$ 31,175 | 69.04% | \$ (8,446) | \$ 9,650 |
| Net Difference | \$ (2,594.00) | \$ (7,525) | | | |