

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

Friends of the Brownsburg Public Library Balance Sheet Year to Date 2021						
	January 1, 2021 Cash Balance	Revenues	Expenditures	Account Transfers	December 31, 2021 Cash Balance	Interest Rate
Hendricks County Bank	\$ 40,592.99	\$ 25,892.36	\$ 25,735.09	\$ (33,000.00)	\$ 7,750.26	0.03%
First Merchants Money Market	\$ -	\$ 16.62	\$ -	\$ 33,000.00	\$ 33,016.62	0.01%

December 2021 Expenses - \$2,750.08

Date	Check #	Vendor	Amount	Expense – Note
12/2/21	4411	Chase	\$50.00	Children’s Program Supplies
12/2/21	4412	Kelsey Abernathy	\$98.00	YA Program Supplies
12/8/21	4413	Brownsburg Public Library	(\$50.00)	Memorial pd by Credit Card – Transferred to Operating
12/8/21	4414	Cristi McGill	\$50.74	Booster Bunch
12/8/21	4415	Monsoon	\$99.00	Online Sales Services
12/8/21	4416	Second Nature Landscapes	\$750.84	Christmas Decorations
12/10/21	4417	Leslie Smyser	\$33.19	Children’s Program Supplies
12/13/21	4418	US Postal Service	\$875.00	Membership Supplies
12/14/21	4419	Laurie Watson	\$299.54	Booster Bunch
12/23/21	4420	Brownsburg Public Library	(\$500.00)	Donation to Operating – Transferred to Operating
12/23/21	4421	Cristi McGill	\$50.00	Booster Bunch
12/23/21	4422	Erin Sigler	\$50.00	Booster Bunch
12/23/21	4423	Keithia Longworth	\$50.00	Booster Bunch
12/23/21	4424	Laurie Watson	\$50.00	Booster Bunch
12/29/21	4425	First Merchants Cardmember Service	\$50.00	Online Sales – Shipping Charges - \$50.00
12/29/21	4426	First Merchants Cardmember Service	\$51.57	Online Sales – Services - \$51.57
Automatic Payments				
12/31/21		December Credit Card Fees	\$28.11	
12/31/21		December Online Credit Card Fees (Stripe)	\$5.25	Memorial Donation & Friends Membership
Cash Reimbursement				
12/2/21		Retirement Card	\$6.79	Booster Bunch

12/8/21		Public Open House for Keithia's Retirement	\$14.56	Children's Program Supplies
12/9/21		Hot Cocoa & Chill Take 'n Make	\$6.49	YA Program Supplies
12/14/21		Year End Staff Gift	\$95.00	Booster Bunch
12/21/21		Board Meeting Refreshments – Final Meeting for B.Green	\$36.00	Library Meeting Supplies

\$2,750.08

Holiday Shop

- Vendor Purchases = \$973.73 as of 12/31/2021
- Supplies = \$73.24
- 1/7/2022 the Holiday Shop closed and became the Library Shop again.
 - Final Revenue for the 2021-22 Sale = \$3,101.90
 - Final Expenses = \$1,046.97
 - Profit of \$2,054.93
 - Amie will share at the meeting how each of the vendors did and the inventory that we have remaining.

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
2022 – as of 1/11/2022	90	31	34%	\$3,610	\$40	819

Mailed on December 13 to 108 2021 Members and 711 prospective members. As of 1/11/2022, we received 90 membership forms.

- 31 new (4% of 711 prospective members)
- 59 returning (55% of 108 2021 members)

I would really like to see 100% renewal for our returning members. I'm thinking that we can send a postcard or email mailer in March and maybe again in June to remind them that we count on their support. I would like to see our membership build each year.

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

	YEAR TO DATE	BUDGET	% RECEIVED	OVER/(UNDER) TO DATE	\$\$\$ OUTSTANDING
REVENUES					
Sales					
Library Shop	\$ 5,594.52	\$ 6,000	93.24%	\$ (1,605)	\$ 405
Online Sales	\$ 8,460.88	\$ 7,500	112.81%	\$ 961	\$ (961)
Holiday Shop	\$ 3,195.90	\$ 5,000	63.92%	\$ (1,804)	\$ 1,804
Coffee Sales	\$ 265.30	\$ 1,000	26.53%	\$ (735)	\$ 735
Fundraiser	\$ 1,736.15	\$ 1,000	173.62%	\$ 736	\$ (736)
Other Revenues					
Membership	\$ 5,045.00	\$ 2,000	252.25%	\$ 3,045	\$ (3,045)
Donations	\$ 1,589.03	\$ 1,000	158.90%	\$ 589	\$ (589)
Interest Earned	\$ 22.20	\$ 150	14.80%	\$ (128)	\$ 128
Miscellaneous Revenues	\$ -	\$ -			\$ -
Program Revenues					
Adult Program Fees	\$ -	\$ -			\$ -
YA Program Fees	\$ -	\$ -			\$ -
Children's Program Fees					
Total revenues	\$ 25,908.98	\$ 23,650	109.55%	\$ 1,059	\$ (2,259) *

Notes

* Revenue = 109.55% received and Expenditures = 82.55% spent

	YEAR TO DATE	BUDGET	% USED	OVER/(UNDER) TO DATE	\$\$\$ REMAINING
EXPENSES					
Sale Supplies					
Library Shop Supplies	\$ 328.57	\$ 400	82.14%	\$ (71)	\$ 71
Library Shop Taxes & Credit Card Fees	\$ 1,079.90	\$ 2,050	52.68%	\$ (970)	\$ 970
Online Sales - Supplies	\$ 304.79	\$ 800	38.10%	\$ (495)	\$ 495
Online Sales - Services	\$ 1,601.84	\$ 1,500	106.79%	\$ 102	\$ (102)
Online Sales - Shipping Charges	\$ 3,000.00	\$ 2,500	120.00%	\$ 500	\$ (500)
Holiday Shop Supplies	\$ 1,046.97	\$ 500	209.39%	\$ 547	\$ (547)
Coffee Supplies	\$ 413.09	\$ 1,000	41.31%	\$ (587)	\$ 587
Other Revenue Supplies					
Membership Supplies	\$ 987.69	\$ 150	658.46%	\$ 838	\$ (838)
Fundraiser Supplies	\$ 1,179.00	\$ 100	1179.00%	\$ 1,079	\$ (1,079)
Library Meeting Supplies	\$ 60.17	\$ 200	30.09%	\$ (140)	\$ 140
Library Materials & Support					
General Supplies	\$ 877.23	\$ 100	877.23%	\$ 777	\$ (777)
Christmas Decorations	\$ 4,508.38	\$ 1,500	300.56%	\$ 3,008	\$ (3,008)
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%	\$ (497)	\$ 497
YA Program Supplies	\$ 1,010.72	\$ 1,000	101.07%	\$ 11	\$ (11)
Children's Program Supplies	\$ 1,088.22	\$ 1,500	72.55%	\$ (412)	\$ 412
All Family Special Programs	\$ 1,032.00	\$ 800	129.00%	\$ 232	\$ (232)
Outreach/Volunteer					
Outreach-General	\$ 1,186.51	\$ 3,000	39.55%	\$ (1,813)	\$ 1,813
Book Weeks	\$ 82.30	\$ 150	54.87%	\$ (68)	\$ 68
Holiday Handout Supplies	\$ 1,089.29	\$ 300	363.10%	\$ 789	\$ (789)
Parades	\$ -	\$ 750	0.00%	\$ (750)	\$ 750
Business Outreach	\$ 100.00	\$ 200	50.00%	\$ (100)	\$ 100
School Outreach	\$ -	\$ 100	0.00%	\$ (100)	\$ 100
Volunteer Recognition	\$ 122.80	\$ 300	40.93%	\$ (177)	\$ 177
Dues & Luncheons	\$ 266.10	\$ 225	118.27%	\$ 41	\$ (41)
Staff Support					
Scholarship	\$ 500.00	\$ 500	100.00%	\$ -	\$ -
Booster Bunch	\$ 2,837.71	\$ 4,750	59.74%	\$ (1,912)	\$ 1,912
Staff Risky Business Grant	\$ -	\$ 2,500	0.00%	\$ (2,500)	\$ 2,500
Staff In-Service	\$ 666.42	\$ 3,500	19.04%	\$ (2,834)	\$ 2,834
Total Expenses	\$ 25,735.09	\$ 31,175	82.55%	\$ (10,090)	\$ 5,440
Net Difference	\$ 173.89	\$ (7,525)			

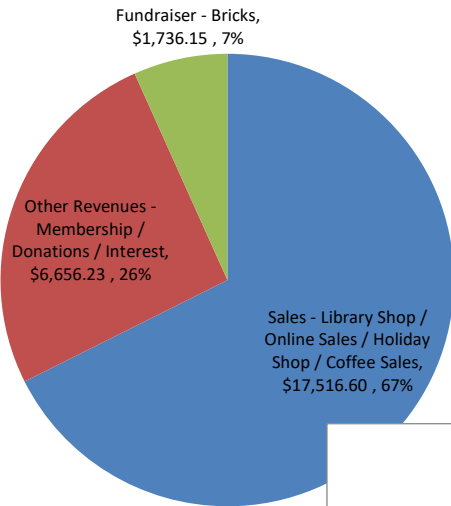
2021

- Projected at a loss of \$7,525 based on Budget and ended with a positive of \$173.89
- Library Shop was the profit leader in 2021 with Memberships a close second.
- Online Sales bring in the most revenue but also have the higher expenses. We'll continue to tweak the settings and try for a more 50/50 split, if not higher revenue portion.
- Coffee wasn't reintroduced until April 19 and then we had to purchase fresh supplies. We also updated the water system to eliminate the quarterly cost of a plumber to descale and change the filter. Now we only have to change the filter once a year. Hoping for a better year in 2022.

2021 Revenue Analysis

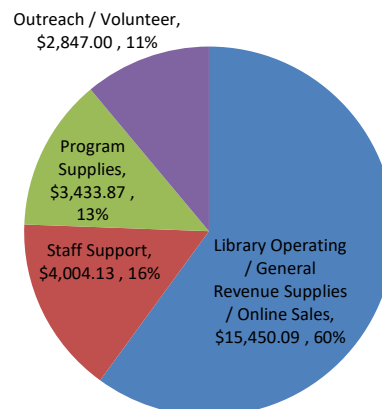
	Revenue	Expense	% of Expenses to Revenue	% of Profit to Revenue	Profit/Loss	% of each to the total
Library Shop	\$ 5,594.52	\$ 1,408	25%	75%	\$ 4,186.05	31%
Online Sales	\$ 8,460.88	\$ 4,907	58%	42%	\$ 3,554.25	26%
Holiday Shop (2021-2022)	\$ 3,073.40	\$ 1,047	34%	66%	\$ 2,026.43	15%
Coffee Sales	\$ 265.30	\$ 413	156%	-56%	\$ (147.79)	-1%
Membership	\$ 5,045.00	\$ 987.69	20%	80%	\$ 4,057.31	30%
	\$ 22,439.10	\$ 8,762.85			\$ 13,676.25	

2021 Friends of the Library Revenues



Total Revenues = \$25,908.98

2021 Friends of the Library Expenditures



Total Expenditures = \$25,735.09