

Friends of the Brownsburg Public Library
January 2022 Financial Report

Friends of the Brownsburg Public Library						
Balance Sheet						
Year to Date 2022						
	January 1, 2022 Cash Balance	Revenues	Expenditures	Account Transfers	January 31, 2022 Cash Balance	Interest Rate
Hendricks County Bank	\$ 7,750.26	\$ 2,336.66	\$ 3,187.31	\$ -	\$ 6,899.61	0.03%
First Merchants Money Market	\$ 33,016.62	\$ 0.28	\$ -	\$ -	\$ 33,016.90	0.01%

January 2022 Expenses - \$3,187.31

Date	Check #	Vendor	Amount	Expense – Note
1/3/22	4427	Amazon	\$283.33	Membership Supplies - \$84.14 Coffee Supplies - \$28.79 YA Program Supplies - \$18.48 Children’s Program Supplies - \$151.92
1/4/22	4428	Brownsburg Chamber of Commerce	\$125.00	Business Outreach – Membership Dues
1/4/22	4429	Kelsey Abernathy	\$34.04	YA Program Supplies
1/6/22	4430	Monsoon	\$99.00	Online Sales Services
1/18/22	4431	Brownsburg Public Library	(\$25.00)	Donation to Operating – Transferred to Operating
1/24/22	4432	First Merchants Cardmember Service	\$161.08	Children’s Program Supplies - \$3.79 Supplies - \$7.29 Online Sales – Shipping Charges - \$150.00
1/24/22	4433	First Merchants Cardmember Service	\$1,426.39	Booster Bunch – Shirts - \$1,411.82 Online Sales – Services - \$14.57
1/24/22	4434	Amazon	\$336.13	Coffee Supplies - \$86.04 Online Sales – Supplies - \$87.45 Children’s Program Supplies - \$82.07 Outreach – General - \$80.57
Automatic Payments				
1/31/22		January Credit Card Fees	\$24.51	
1/31/22		January Online Credit Card Fees (Stripe)	\$1.03	Memorial Donation
Cash Reimbursement				
1/11/22		Teen Interactive Movie	\$39.76	YA Program Supplies
1/27/22		Rewards for Winter Reading Program	\$27.77	Adult Program Supplies

Other				
1/6/22		Indiana Department of Revenue	\$629.27	2021 Sales Tax for Coffee Sales, Library Shop & Holiday Shop

\$3,187.31

Holiday Shop

- 1/7/2022 the Holiday Shop closed and became the Library Shop again.
 - Final Revenue for the 2021 Sale = \$3,101.90
 - Final Expenses = \$1,046.97
 - Profit of \$2,054.93
- Vendor Sales – This is our first year to add these items to the shop inventory.
 - Bath Bombs were the most popular item. We ordered more after the first week.
 - Only sold 4 of the 25 scrunchies. The lowest percentage sale item – 16%.
 - The wooden ornaments are the loss leader at \$102.
 - Everything can be stored and sold next year with the loss absorbed this year.
 - If the vendor items were not sold, we would have made an estimated \$2,432. (\$3,101.90 - \$597 vendor sales - \$73.24 supplies)
 - Recommendation is to try again next year with a modified application that requests information to identify price point and our out-of-pocket costs.

2021 Holiday Shop Vendors

Items	Quantity	Our Cost - Expense	Shop Price	Qty. Sold	Revenue	Loss/Profit
Wooden Earrings	5	\$45.00	\$12.00	2	\$24.00	(\$21.00)
Handstamped Jewelry	3	\$33.75	\$15.00	2	\$30.00	(\$3.75)
4 oz. Soy Candle	6	\$26.94	\$7.00	2	\$14.00	(\$12.94)
12 oz. Soy Candle	6	\$58.44	\$15.00	2	\$30.00	(\$28.44)
Stained Glass Christmas Tree Ornaments	10	\$44.60	\$7.00	4	\$28.00	(\$16.60)
Tie Dye Scrunchies	25	\$75.00	\$5.00	4	\$20.00	(\$55.00)
Grinch Glasses (per pair)	10	\$75.00	\$12.00	5	\$60.00	(\$15.00)
Snowman Kit, Mistletoe Farm, etc.	4	\$30.00	\$12.00	2	\$24.00	(\$6.00)
Signs	6	\$45.00	\$12.00	2	\$24.00	(\$21.00)
Wooden Ornaments	20	\$150.00	\$12.00	4	\$48.00	(\$102.00)
Wine Ornaments	10	\$75.00	\$12.00	5	\$60.00	(\$15.00)
Bath Bombs	40	\$150.00	\$5.00	21	\$105.00	(\$45.00)
Soap	10	\$45.00	\$7.00	10	\$70.00	\$25.00
Bath Bomb Kits	8	\$120.00	\$20.00	3	\$60.00	(\$60.00)
		Expenses \$973.73			Revenue \$597.00	(\$376.73) Net Loss/Profit
				<i>Projected Shop Sales</i>	<i>\$1,462.00</i>	<i>\$488.27 Projected Profits</i>

Application Fees \$60.00
 Expense - Revenue + Application Fees (\$316.73)

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 2/1/2022	101	33	33%	\$4,215	\$42	819

Mailed on December 13 to 108 2021 Members and 711 prospective members. As of 2/1/2022, we received 101 membership forms.

- 33 new (5% of 711 prospective members)
- 68 returning (63% of 108 2021 members)

**BROWNSBURG PUBLIC LIBRARY
REVENUE AND EXPENSE STATEMENT
As of January 31, 2022**

	YEAR TO DATE	BUDGET	% RECEIVED	OVER/(UNDER) TO DATE	\$\$ OUTSTANDING
REVENUES					
Sales					
Library Shop (Jan - Nov)	\$ 576.00	\$ 5,000	11.52%	\$ 121	\$ 4,424
Online Sales	\$ 311.94	\$ 8,000	3.90%	\$ (355)	\$ 7,688
Holiday Shop (December)	\$ 58.00	\$ 4,000	1.45%	\$ 58	\$ 3,942
Coffee Sales	\$ 46.00	\$ 1,000	4.60%	\$ (37)	\$ 954
Fundraiser	\$ -	\$ 1,000	0.00%	\$ -	\$ 1,000
Other Revenues					
Membership (Dec - March)	\$ 1,215.00	\$ 3,000	40.50%	\$ 465	\$ 1,785
Donations	\$ 129.51	\$ 1,000	12.95%	\$ 46	\$ 870
Interest Earned	\$ 0.49	\$ 25	1.96%	\$ (2)	\$ 25
Miscellaneous Revenues	\$ -	\$ -			\$ -
Program Revenues					
Adult Program Fees	\$ -	\$ -			\$ -
YA Program Fees	\$ -	\$ -			\$ -
Children's Program Fees	\$ -	\$ -			\$ -
Total revenues	\$ 2,336.94	\$ 23,025	10.15%	\$ 297	\$ 20,688 *

Notes

* Revenue = 10.15% received and Expenditures = 9.38% spent

	YEAR TO DATE	BUDGET	% USED	OVER/(UNDER) TO DATE	\$ REMAINING
EXPENSES					
Sale Supplies					
Library Shop Supplies	\$ -	\$ 400	0.00%	\$ (33)	\$ 400
Library Shop Taxes & Credit Card Fees	\$ 654.81	\$ 1,150	56.94%	\$ 559	\$ 495
Online Sales - Supplies	\$ 87.45	\$ 800	10.93%	\$ 21	\$ 713
Online Sales - Services	\$ 113.57	\$ 1,500	7.57%	\$ (11)	\$ 1,386
Online Sales - Shipping Charges	\$ 150.00	\$ 3,000	5.00%	\$ (100)	\$ 2,850
Holiday Shop Supplies	\$ -	\$ 1,500	0.00%	\$ -	\$ 1,500
Coffee Supplies	\$ 114.83	\$ 1,000	11.48%	\$ 31	\$ 885
Other Revenue Supplies					
Membership Supplies	\$ 84.14	\$ 150	56.09%	\$ 9	\$ 66
Fundraiser Supplies	\$ -	\$ 100	0.00%	\$ -	\$ 100
Library Meeting Supplies	\$ -	\$ 200	0.00%	\$ (17)	\$ 200
Library Materials & Support					
General Supplies	\$ 7.29	\$ 100	7.29%	\$ (1)	\$ 93
Christmas Decorations	\$ -	\$ 3,000	0.00%	\$ -	\$ 3,000
General Services	\$ -	\$ -	0.00%		\$ -
Library Materials (Online Resources, Equipment, Books, Magazines, Non-Print)	\$ -	\$ -	0.00%		\$ -
Program Supplies					
Adult Program Supplies	\$ 27.77	\$ 800	3.47%	\$ (39)	\$ 772
YA Program Supplies	\$ 92.28	\$ 1,000	9.23%	\$ 9	\$ 908
Children's Program Supplies	\$ 237.78	\$ 1,500	15.85%	\$ 113	\$ 1,262
All Family Special Programs	\$ -	\$ 800	0.00%	\$ (67)	\$ 800
Summer Reading Program	\$ -	\$ 1,000	0.00%	\$ (83)	\$ 1,000
Winter Reading Program	\$ -	\$ 500	0.00%	\$ (42)	\$ 500
General Program Supplies	\$ -	\$ -		\$ -	\$ -
Outreach/Volunteer					
Outreach-General	\$ 80.57	\$ 3,000	2.69%	\$ (169)	\$ 2,919
Book Weeks	\$ -	\$ 150	0.00%	\$ (13)	\$ 150
Holiday Handout Supplies	\$ -	\$ 750	0.00%	\$ (63)	\$ 750
Business Outreach	\$ 125.00	\$ 200	62.50%	\$ 108	\$ 75
School Outreach	\$ -	\$ 100	0.00%	\$ (8)	\$ 100
Volunteer Recognition	\$ -	\$ 300	0.00%	\$ (25)	\$ 300
Dues & Luncheons	\$ -	\$ 225	0.00%	\$ (19)	\$ 225
Staff Support					
Booster Bunch	\$ 1,411.82	\$ 4,750	29.72%	\$ 1,016	\$ 3,338
Staff Risky Business Grant	\$ -	\$ 2,500	0.00%	\$ -	\$ 2,500
Staff In-Service	\$ -	\$ 3,500	0.00%	\$ -	\$ 3,500
Total Expenses	\$ 3,187.31	\$ 33,975	9.38%	\$ 719	\$ 30,788 4
Net Difference	\$ (850.37)	\$ (10,950)			

2022 Revenue Analysis

	Revenue	Expense	% of Expenses to Revenue	% of Profit to Revenue	Profit/Loss	% of each to the total
Library Shop	\$ 576.00	\$ 654.81	114%	-14%	\$ (78.81)	-8%
Online Sales	\$ 311.94	\$ 351.02	113%	-13%	\$ (39.08)	-4%
Holiday Shop (2022)	\$ -	\$ -	0%	0%	\$ -	0%
Coffee Sales	\$ 46.00	\$ 114.83	250%	-150%	\$ (68.83)	-7%
Membership	\$ 1,215.00	\$ 84.14	7%	93%	\$ 1,130.86	120%
	\$ 2,148.94	\$ 1,204.80			\$ 944.14	

Library Shop - Paid 2021 Sales Tax in January for \$629.27

Online Sales - Paid Annual Services in January along with regular supplies & shipping