

Friends of the Brownsburg Public Library
October 2023 Financial Report

Friends of the Brownsburg Public Library						
Balance Sheet						
Year to Date 2023						
	January 1, 2023 Cash Balance	Revenues	Expenditures	Account Transfers	October 31, 2023 Cash Balance	Interest Rate
Hendricks County Bank	\$ 4,051.21	\$ 18,641.66	\$ 23,599.73	\$ 5,000.00	\$ 4,093.14	0.03%
First Merchants Money Market	\$ 33,135.12	\$ 422.71	\$ -	\$ (5,000.00)	\$ 28,557.83	2.02%

October 2023 Expenses - \$4,387.24

Date	Check #	Vendor	Amount	Expense – Note
10/2/23	4592	Amazon Capital Services	\$151.32	Membership Supplies - \$47.42 Coffee Supplies - \$24.99 Library Shop Supplies – (\$23.97) Adult Program Supplies - \$68.93 Outreach - \$33.95
10/5/23	4593	Monsoon	\$99.00	Online Sales Services
10/9/23	4594	Amanda Boksa	\$50.00	Booster Bunch
10/19/23	4595	Kath Bergmann	\$156.69	YA Program Supplies
10/19/23	4596	Lindy Schwartz	\$183.60	Holiday Shop Supplies
10/20/23	4597	Elan Financial Services	\$184.62	Supplies – (\$15.38) Online Sales – Shipping Charges - \$200.00
10/20/23	4598	Elan Financial Services	\$242.16 (E-\$262.05 R-\$19.89)	Online Sales – Revenues – (\$19.89) Booster Bunch - \$210.48 Online Sales – Services - \$51.57
10/20/23	4599	US Postal Service (Postage Machine)	\$750.00	Membership Supplies – Postage for Mailer
10/25/23	4600	Katherine Buck	\$50.00	Booster Bunch – Resignation Gift for 5+ years
10/25/23	4601	VOID		Program Cancelled
10/31/23	4602	Brownsburg Public Library	\$2087.65	Library Donations through Stripe
10/31/23	4603	Christmas Décor Systems	\$2,450.00	Christmas Decorations – Outside lights
10/31/23	4604	Lauren McKenzie	\$25.00	Friends Membership Refund
Automatic Payments				
10/31/23		October Credit Card Fees	\$33.57	
10/31/23		October Online Credit Card Fees (Stripe)	\$2.06	

Cash Reimbursement				
10/5/23		Itty Bitty Wind Program	\$9.84	Children's Program Supplies
10/19/23		Itty Bitty Storytime	\$4.49	Children's Program Supplies

\$4,387.24

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	121	45	37%	\$5,320	\$44	819
2023	98	16	16%	\$5,185	\$53	825

Mailed on December 5, 2022 to 118 Members and 707 prospective members. As of 9/11/2023, we received 98 membership forms.

- 16 new (2% of 707 prospective members)
- 82 returning (69% of 118 members)

2023 Revenue Analysis						
	Revenue	Expense	% of Expenses to Revenue	% of Profit to Revenue	Profit/Loss	% of each to the total
Library Shop	\$ 7,508.79	\$ 1,658.31	22%	78%	\$ 5,850.48	78%
Online Sales	\$ 3,254.24	\$ 2,498.33	77%	23%	\$ 755.91	10%
Holiday Shop (2023)	\$ -	\$ 413.22	#DIV/0!	#DIV/0!	\$ (413.22)	-6%
Coffee Sales	\$ 1,082.30	\$ 894.77	83%	17%	\$ 187.53	3%
Membership	\$ 1,910.00	\$ 808.41	42%	58%	\$ 1,101.59	15%
	\$ 13,755.33	\$ 6,273.04			\$ 7,482.29	
Library Shop - Paid 2022 Sales Tax in January for \$768.32						

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

	YEAR TO DATE	BUDGET	% RECEIVED	OVER/(UNDER) TO DATE	\$\$ OUTSTANDING
REVENUES					
Sales					
Library Shop (Jan - Nov)	\$ 7,508.79	\$ 5,000	150.18%	\$ 2,963	\$ (2,509)
Online Sales	\$ 3,254.24	\$ 4,000	81.36%	\$ (79)	\$ 746
Holiday Shop (December)	\$ 629.25	\$ 4,000	15.73%	\$ 629	\$ 3,371
Coffee Sales	\$ 1,082.30	\$ 1,000	108.23%	\$ 249	\$ (82)
Fundraiser	\$ -	\$ 1,000	0.00%	\$ -	\$ 1,000
Other Revenues					
Membership (Dec - March)	\$ 1,910.00	\$ 4,000	47.75%	\$ (1,090)	\$ 2,090
Donations	\$ 1,205.46	\$ 1,000	120.55%	\$ 372	\$ (205)
Interest Earned	\$ 424.33	\$ 50	848.66%	\$ 383	\$ (374)
Miscellaneous Revenues	\$ 50.00	\$ -			\$ (50)
Program Revenues					
MLIS Scholarship	\$ 3,000.00	\$ -			\$ -
Adult Program Fees	\$ -	\$ -			\$ -
YA Program Fees	\$ -	\$ -			\$ -
Children's Program Fees	\$ -	\$ -			\$ -
Total revenues	\$ 19,064.37	\$ 20,050	95.08%	\$ 3,427	\$ 3,986 *

Notes

* Revenue = 95.08% received and Expenditures = 65.60% spent

	YEAR TO DATE	BUDGET	% USED	OVER/(UNDER) TO DATE	\$ REMAINING
EXPENSES					
Sale Supplies					
Library Shop Supplies	\$ 459.29	\$ 400	114.82%	\$ 126	\$ (59)
Library Shop Taxes & Credit Card Fees	\$ 1,199.02	\$ 1,400	85.64%	\$ 32	\$ 201
Online Sales - Supplies	\$ 124.87	\$ 800	15.61%	\$ (542)	\$ 675
Online Sales - Services	\$ 1,373.46	\$ 1,500	91.56%	\$ 123	\$ 127
Online Sales - Shipping Charges	\$ 1,000.00	\$ 3,000	33.33%	\$ (1,500)	\$ 2,000
Holiday Shop Supplies (Sept-Nov)	\$ 413.22	\$ 1,500	27.55%	\$ (587)	\$ 1,087
Coffee Supplies	\$ 894.77	\$ 1,000	89.48%	\$ 61	\$ 105
Other Revenue Supplies					
Membership Supplies	\$ 808.41	\$ 150	538.94%	\$ 733	\$ (658)
Fundraiser Supplies	\$ 50.00	\$ 100	50.00%	\$ 50	\$ 50
Library Meeting Supplies	\$ -	\$ 200	0.00%	\$ (167)	\$ 200
Library Materials & Support					
General Supplies	\$ 19.22	\$ 100	19.22%	\$ (64)	\$ 81
Christmas Decorations	\$ 2,450.00	\$ 3,000	81.67%	\$ (550)	\$ 550
General Services	\$ -	\$ -	0.00%	\$ -	\$ -
Library Materials (Online Resources, Equipment, Books, Magazines, Non-Print)	\$ -	\$ -	0.00%	\$ -	\$ -
Program Supplies					
Adult Program Supplies	\$ 712.45	\$ 800	89.06%	\$ 46	\$ 88
Winter Reading Program	\$ -	\$ 500	0.00%	\$ -	\$ 500
YA Program Supplies	\$ 759.18	\$ 1,500	50.61%	\$ (491)	\$ 741
Children's Program Supplies	\$ 939.66	\$ 2,000	46.98%	\$ (727)	\$ 1,060
All Family Special Programs	\$ -	\$ 800	0.00%	\$ (667)	\$ 800
Summer Reading Program	\$ 1,000.00	\$ 1,000	100.00%	\$ -	\$ -
General Program Supplies	\$ 432.80	\$ 750		\$ (192)	\$ 317
Outreach/Volunteer					
Outreach-General	\$ 4,286.54	\$ 3,000	142.88%	\$ 1,287	\$ (1,287)
Book Weeks	\$ -	\$ 150	0.00%	\$ (125)	\$ 150
Holiday Handout Supplies	\$ 1,177.17	\$ 750	156.96%	\$ 552	\$ (427)
Business Outreach	\$ -	\$ 200	0.00%	\$ (167)	\$ 200
School Outreach	\$ -	\$ 100	0.00%	\$ (83)	\$ 100
Volunteer Recognition	\$ 125.00	\$ 300	41.67%	\$ (125)	\$ 175
Dues & Luncheons	\$ 81.89	\$ 225	36.40%	\$ (106)	\$ 143
Staff Support					
Booster Bunch	\$ 4,462.63	\$ 4,750	93.95%	\$ 504	\$ 287
MLIS Scholarship	\$ -	\$ 2,500	0.00%	\$ -	\$ 2,500
Staff In-Service	\$ 830.15	\$ 3,500	23.72%	\$ (920)	\$ 2,670
Total Expenses	\$ 23,599.73	\$ 35,975	65.60%	\$ (1,213)	\$ 12,375
Net Difference	\$ (4,535.36)	\$ (15,925)			