

**BIXBY MEMORIAL LIBRARY**  
**Operating Budget Report**  
**July 1, 2023 - June 30, 2024**

<u>Category/Description</u>	<b>Budget 2022-2023</b>	<b>Year to Date 6/30/2023</b>	<b>Delta to Budget</b>	<b>YE23 Actual vs Budget</b>	<b>Approved Budget 2023-2024</b>	<b>Delta to Prior Year Budget</b>
<b>INCOME</b>						
<b>FUND RAISING</b>						
Annual Appeal	\$ 34,000	\$ 35,523	\$ -		\$ 34,000	\$ -
Other Fund Raising	\$ 2,000	\$ -	\$ (2,000)		\$ -	\$ (2,000)
Bixby Ball - Prior Year	\$ 1,000	\$ 4,154	\$ 3,154		\$ 3,000	\$ 2,000
Special Events - Gala	\$ 35,000	\$ 38,576	\$ 3,576		\$ 35,000	\$ -
<b>TOTAL FUNDRAISING</b>	<b>\$ 72,000</b>	<b>\$ 78,253</b>	<b>\$ 4,730</b>	109%	<b>\$ 72,000</b>	<b>\$ -</b>
<b>GIFTS &amp; DONATIONS</b>						
Friends of the Bixby-Projects	\$ -	\$ 1,459	\$ 1,459		\$ 1,000	\$ 1,000
Restricted Gifts	\$ -	\$ 989	\$ 989		\$ 300	\$ 300
Lions	\$ -	\$ 500	\$ 500		\$ 500	\$ 500
Rotary (Summer Reading Program)	\$ 200	\$ -	\$ (200)		\$ -	\$ (200)
Unrestricted Gifts/Room Use/Visitors	\$ 2,000	\$ 1,977	\$ (23)		\$ 1,000	\$ (1,000)
Memorial Gifts	\$ 500	\$ 25	\$ (475)		\$ -	\$ (500)
<b>TOTAL Contributions</b>	<b>\$ 2,700</b>	<b>\$ 4,951</b>	<b>\$ 2,251</b>	183%	<b>\$ 2,800</b>	<b>\$ 100</b>
<b>TOWN &amp; CITY SUPPORT</b>						
Addison*	\$ 30,162	\$ 29,708	\$ (454)		\$ 29,708	\$ (454)
Ferrisburgh	\$ 61,050	\$ 61,050	\$ -		\$ 61,050	\$ -
Panton	\$ 14,894	\$ 14,894	\$ -		\$ 14,894	\$ -
Vergennes**	\$ 54,436	\$ 54,436	\$ -		\$ 54,436	\$ -
Waltham	\$ 10,692	\$ 10,692	\$ -		\$ 10,692	\$ -
<b>TOTAL Town and City Support</b>	<b>\$ 171,234</b>	<b>\$ 170,780</b>	<b>\$ (454)</b>	100%	<b>\$ 170,780</b>	<b>\$ (454)</b>
<b>MISCELLANEOUS</b>						
Book Sale Friends	\$ 3,600	\$ -	\$ (3,600)		\$ -	\$ (3,600)

Interest	\$ 40	\$ 72	\$ 32		\$ 45	\$ 5
Bank Statement Reconciliation	\$ -	\$ 777	\$ 777		\$ -	\$ -
Misc	\$ 50	\$ 536	\$ 486		\$ 200	\$ 150
<b>Total Miscellaneous</b>	<b>\$ 3,690</b>	<b>\$ 1,385</b>	<b>\$ 1,295</b>	38%	<b>\$ 245</b>	<b>\$ (3,445)</b>

#### PATRON/VISITOR

Conscience Box	\$ 50	\$ 113	\$ 63		\$ 50	\$ -
Copier Income	\$ 500	\$ 1,138	\$ 638		\$ 600	\$ 100
Gift Shop	\$ -	\$ 391	\$ 391		\$ 150	\$ 150
Out of Town Patron	\$ 100	\$ 90	\$ (10)		\$ 100	\$ -
Rent	\$ 1,000	\$ 1,700	\$ 700		\$ 500	\$ (500)
Replacement Fees	\$ 250	\$ 207	\$ (43)		\$ 100	\$ (150)
<b>TOTAL Patron/Visitor</b>	<b>\$ 1,900</b>	<b>\$ 3,640</b>	<b>\$ 1,740</b>	192%	<b>\$ 1,500</b>	<b>\$ (400)</b>

#### Grants

2022 CVNHP Grant Hist Kits	\$ 7,500	\$ -	\$ (7,500)		\$ -	\$ (7,500)
Grant-CVNHP (Internship)	\$ -	\$ -	\$ -		\$ 8,000	\$ 8,000
Grant-CVNHP (Waterways Programs)	\$ -	\$ -	\$ -		\$ 8,000	\$ 8,000
2022 ARPA Grant	\$ -	\$ 3,856	\$ 3,856		\$ -	\$ -
2022/2023 Grants	\$ 1,500	\$ -	\$ (1,500)		\$ -	\$ (1,500)
Freda Fishman Stroh Series	\$ 1,500	\$ 1,735	\$ 235		\$ 1,500	\$ -
ILL Courier Grant	\$ 1,000	\$ 571	\$ (429)		\$ 500	\$ (500)
Libraries Transforming Communities	\$ -	\$ 10,000	\$ 10,000		\$ -	\$ -
VT Comm Foundation-Lego	\$ -	\$ 3,000	\$ 3,000		\$ -	\$ -
VT Humanities Creative Futures	\$ -	\$ 35,000	\$ 35,000		\$ -	\$ -
VT Preservation Trust 1772	\$ -	\$ 5,000	\$ 5,000		\$ -	\$ -
Winnie Bell Learned Youth Grant	\$ -	\$ 500	\$ 500		\$ -	\$ -
Summer Performance	\$ 300	\$ 300	\$ -		\$ 300	\$ -
<b>Grants</b>	<b>\$ 11,800</b>	<b>\$ 59,962</b>	<b>\$ 48,162</b>	508%	<b>\$ 18,300</b>	<b>\$ 6,500</b>

<b>SUBTOTAL INCOME</b>	<b>\$ 263,324</b>	<b>\$ 318,971</b>	<b>\$ 57,724</b>	121%	<b>\$ 265,625</b>	<b>\$ 2,301</b>
<b>Cash Carryover</b>	<b>\$ 75,833</b>	<b>\$ 100,915</b>	<b>\$ -</b>		<b>\$ 98,088</b>	<b>\$ 22,255</b>
<b>TOTAL INCOME w/Carryover</b>	<b>\$ 339,157</b>	<b>\$ 419,886</b>	<b>\$ 57,724</b>	124%	<b>\$ 363,713</b>	<b>\$ 24,556</b>

ERTC	\$ -	\$ -	\$ -		\$ 50,000	\$ 50,000
TOTAL INCOME w/Carryover+	\$ 339,157	\$ 419,886	\$ 57,724	124%	\$ 413,713	\$ 74,556

\*\*Vergennes support is reduced by \$2,000 for mowing and parking lot maintenance

\* Addison reduces all voter approved requests by a % to offset election expense.

^Carryover reconciles to bank statement

<u>Category/Description</u>	Budget 2022-2023	Year to Date 6/30/2023	Balance	YE23 Actual vs Budget	Approved Budget 2023-2024	Delta to Budget
<b>EXPENSES</b>						
<b>STAFF &amp; ADMINISTRATION</b>						
Admin Supplies	\$ 1,000	\$ 652	\$ 348		\$ 1,000	\$ -
Bank Charges	\$ 75	\$ 28	\$ 48		\$ -	\$ (75)
Computer Expense	\$ 4,000	\$ 958	\$ 3,042		\$ 1,500	\$ (2,500)
D&O Insurance	\$ 1,751	\$ 1,836	\$ (85)		\$ 1,836	\$ 85
Dues & Prof. Develop.	\$ 1,000	\$ 655	\$ 345		\$ 1,000	\$ -
<b>Employee Benefit Program</b>	<b>\$ 20,597</b>	<b>\$ 16,401</b>	<b>\$ 4,196</b>		<b>\$ 22,559</b>	<b>\$ 1,962</b>
Healthcare	\$ 13,920	\$ 10,586	\$ 3,334		\$ 15,552	\$ 1,632
Dental	\$ 998	\$ 1,031	\$ (33)		\$ 998	\$ -
Vision	\$ 369	\$ 367	\$ 2		\$ 461	\$ 92
Retirement	\$ 5,310	\$ 4,418	\$ 892		\$ 5,548	\$ 238
HR Resources	\$ -	\$ 2,774	\$ (2,774)		\$ 3,226	\$ 3,226
Librarian's Resources	\$ 250	\$ 315	\$ (65)		\$ 250	\$ -
<b>Total Payroll</b>	<b>\$ 194,593</b>	<b>\$ 186,280</b>	<b>\$ 8,313</b>		<b>\$ 211,673</b>	<b>\$ 17,080</b>
Salary & Wages	\$ 174,002	\$ 168,114	\$ 5,888		\$ 184,946	\$ 10,944
Bonus	\$ 3,000	\$ 3,100	\$ (100)		\$ 4,000	\$ 1,000
Social Security - Employer	\$ 13,541	\$ 12,817	\$ 724		\$ 14,148	\$ 607
Unemployment Ins.	\$ 1,200	\$ 649	\$ 551		\$ 2,520	\$ 1,320

Workers Comp Ins.	\$ 1,250	\$ -	\$ 1,250	\$ 1,250	\$ -
Summer Intern	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
Payroll Processing	\$ 1,600	\$ 1,601	\$ (1)	\$ 1,809	\$ 209
Treasurer's Expenses	\$ 1,000	\$ 1,362	\$ (362)	\$ 1,200	\$ 200
Mileage	\$ 500	\$ -	\$ 500	\$ 200	\$ (300)
Postage - General	\$ 250	\$ -	\$ 250	\$ -	\$ (250)
Volunteer Recognition	\$ 1,200	\$ 1,027	\$ 173	\$ 1,200	\$ -

<b>TOTAL Staff/Admin</b>	<b>\$ 226,216</b>	<b>\$ 212,289</b>	<b>\$ 13,927</b>	94%	<b>\$ 245,644</b>	<b>\$ 19,428</b>
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**PATRON EXPENSES**

<b>Books &amp; Periodicals</b>	<b>\$ 20,000</b>	<b>\$ 19,817</b>	<b>\$ 183</b>	<b>\$ 20,000</b>	<b>\$ -</b>
Adult Collection		\$ 6,939			
Electronic Media - Adult		\$ 2,929			
Juvenile Collection		\$ 6,433			
Electronic Media - Juvenile		\$ 80			
Large Print Books		\$ 429			
Periodicals		\$ 209			
Young Adult		\$ 2,777			
Replacement Books		\$ 20			
Library of Things	\$ 500	\$ 387	\$ 113	\$ 500	\$ -
Digital Resources (Listen Up)	\$ 3,550	\$ 3,097	\$ 453	\$ 1,200	\$ (2,350)
Computer Expense	\$ 1,500	\$ 2,863	\$ (1,363)	\$ 1,500	\$ -
Copier/Printer Expense	\$ 3,000	\$ 4,926	\$ (1,926)	\$ 5,000	\$ 2,000
Interlibrary Courier Service	\$ 2,000	\$ 2,059	\$ (59)	\$ 2,000	\$ -
Internet/WIFI	\$ 3,360	\$ 3,631	\$ (271)	\$ 3,360	\$ -
Library Services Supplies	\$ 1,200	\$ 456	\$ 744	\$ 1,000	\$ (200)
Water Cooler	\$ 700	\$ 595	\$ 105	\$ 700	\$ -
Museum & Park Passes	\$ 150	\$ -	\$ 150	\$ 150	\$ -
Newsletter/Website	\$ 1,000	\$ 853	\$ 147	\$ 1,000	\$ -
Postage - Interlibrary Loans	\$ 500	\$ 279	\$ 221	\$ 300	\$ (200)
Preschool Outreach (mileage)	\$ 150	\$ -	\$ 150	\$ 100	\$ (50)
<b>Program Expenses</b>					
Children's Programs	\$ 2,250	\$ 1,464	\$ 786	\$ 2,250	\$ -

Adult Programming	\$ 2,000	\$ 1,525	\$ 475	\$ 2,000	\$ -
Frieda Fishman Stroh	\$ 1,500	\$ 750	\$ 750	\$ 1,500	\$ -
Summer Programs	\$ 500	\$ -	\$ 500	\$ 500	\$ -
Communications & Outreach (Advertisi	\$ 300	\$ 670	\$ (370)	\$ 300	\$ -
Historical Collections	\$ 2,000	\$ 920	\$ 1,080	\$ 2,000	\$ -
<b>TOTAL Patron Services</b>	<b>\$ 46,160</b>	<b>\$ 44,292</b>	<b>\$ 1,868</b>	96% <b>\$ 45,360</b>	<b>\$ (800)</b>

### FUND RAISING

Annual Appeal Printing	\$ 300	\$ -	\$ 300	\$ 300	\$ -
Annual Appeal Postage	\$ 350	\$ 614	\$ (264)	\$ 750	\$ 400
Annual Appeal Misc. Exp.	\$ -	\$ 67	\$ (67)	\$ -	\$ -
Other Fundraising - Gift Shop	\$ 250	\$ 448	\$ (198)	\$ 500	\$ 250
Gala Expense Prior Year	\$ -	\$ 2,735	\$ (2,735)	\$ 1,000	\$ 1,000
Gala Expense Current Year	\$ 4,000	\$ 5,402	\$ (1,402)	\$ 4,000	\$ -
<b>TOTAL Fund Raising</b>	<b>\$ 4,900</b>	<b>\$ 9,266</b>	<b>\$ (4,366)</b>	189% <b>\$ 6,550</b>	<b>\$ 1,650</b>

### MISCELLANEOUS

Deaccessioning Expense	\$ 500	\$ -	\$ 500	\$ 500	\$ -
Employment Search	\$ 200	\$ -	\$ 200	\$ 200	\$ -
Misc.(Admin/Special Gifts)	\$ 200	\$ 20	\$ 180	\$ 100	\$ (100)
Misc.(Legal Fees) or Audit	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ (1,000)
Misc.Uncategorized Expenses	\$ -	\$ 313	\$ (313)	\$ -	\$ -
Restricted Gifts Expenses	\$ -	\$ 217	\$ (217)	\$ -	\$ -
<b>TOTAL Misc.</b>	<b>\$ 1,900</b>	<b>\$ 551</b>	<b>\$ 1,349</b>	29% <b>\$ 800</b>	<b>\$ (1,100)</b>

### Grant Expenses

<b>Grant-ARPA II</b>	\$ -	\$ 4,658	\$ -	\$ -	\$ -
<b>Grant-NAGPRA</b>	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ (1,000)
<b>Grant-CVNHP (History Kits Project)</b>	\$ 7,000	\$ 405	\$ 6,595	\$ -	\$ (7,000)
<b>Grant-CVNHP (Internship)</b>	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -
<b>Grant-CVNHP (Waterways Program)</b>	\$ 4,000	\$ -	\$ 4,000	\$ 8,000	\$ 4,000
<b>Grant-VT Preservation Trust 1772</b>	\$ -	\$ 10,141	\$ (10,141)	\$ -	\$ -
<b>ARSL NE Lighting Grant</b>	\$ -	\$ 58	\$ -	\$ -	\$ -
<b>VT Comm Foundation-Lego</b>	\$ -	\$ 1,882	\$ (1,882)	\$ -	\$ -

<b>TOTAL Grant Expenses</b>	<b>\$ 16,000</b>	<b>\$ 17,144</b>	<b>\$ (1,144)</b>	107%	<b>\$ 12,000</b>	<b>\$ (4,000)</b>
<b>BUILDING OPERATIONS</b>						
Electricity	\$ 3,000	\$ 3,592	\$ (592)		\$ 3,500	\$ 500
Fuel	\$ 8,000	\$ 12,368	\$ (4,368)		\$ 12,000	\$ 4,000
<b>Insurance</b>	<b>\$ 7,400</b>	<b>\$ 6,712</b>	<b>\$ 688</b>		<b>\$ 7,400</b>	<b>\$ -</b>
Insurance - Library	\$ -	\$ 3,256			\$ -	\$ -
Insurance - City	\$ -	\$ 3,456			\$ -	\$ -
Furnishings	\$ 1,000	\$ 942	\$ 58		\$ 1,000	\$ -
Covid 19 Expenses	\$ 500	\$ -	\$ 500		\$ -	\$ (500)
Rubbish & Recycling	\$ 400	\$ 117	\$ 283		\$ 200	\$ (200)
Snow Removal	\$ 2,000	\$ 1,325	\$ 675		\$ 1,500	\$ (500)
Telephone	\$ 2,700	\$ 2,288	\$ 412		\$ 2,700	\$ -
Water-Sewer	\$ 773	\$ 813	\$ (40)		\$ 860	\$ 87
Maintenance Supplies	\$ 1,500	\$ 926	\$ 574		\$ 1,500	\$ -
Repairs and Maintenance	\$ 6,000	\$ 4,730	\$ 1,270		\$ 6,000	\$ -
Grounds	\$ 500	\$ -	\$ 500		\$ 500	\$ -
<b>TOTAL Bldg Operation</b>	<b>\$ 33,773</b>	<b>\$ 33,812</b>	<b>\$ (39)</b>	100%	<b>\$ 37,160</b>	<b>\$ 3,387</b>
<b>FACILITY PROJECTS</b>						
<b>Bixby Hall Renovation</b>	<b>\$ -</b>	<b>\$ 4,444</b>	<b>\$ (4,444)</b>		<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 328,949</b>	<b>\$ 321,797</b>	<b>\$ 7,152</b>	98%	<b>\$ 347,514</b>	<b>\$ 18,565</b>
<b>NET WITH CARRY OVER</b>	<b>\$ 10,208</b>	<b>\$ 98,088</b>			<b>\$ 16,199</b>	
<b>NET WITH CARRY OVER +ERTC</b>	<b>\$ 10,208</b>	<b>\$ 98,088</b>			<b>\$ 66,199</b>	