

**Vista Grande Public Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

	Jul '23 - Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>All Income</b>	
Bank Interest	30.00
Contribution	
Restricted	
Grants	1,000.00
Grants-Corporate	
LANL Grants	2,000.00
Total Grants-Corporate	2,000.00
Grants-Governmental	
Grants-In-Aid/State Library	9,500.00
Total Grants-Governmental	9,500.00
Total Restricted	12,500.00
Unrestricted	
Book Sales	
Better World Books	700.00
Fall Book Sale	7,500.00
Ongoing Book/CD Sales	3,000.00
OpCit Book Sale	1,500.00
Spring Book Sale	7,000.00
Total Book Sales	19,700.00
Business Connections	
Business Partner	3,000.00
Total Business Connections	3,000.00
Donations	
Annual Appeal & Unsolicited Don	30,000.00
Art Exhibitions-Program Revenue	1,000.00
Donation Box-Program Revenue	500.00
Matching Gifts	3,000.00
Memorial Donations	500.00
Total Donations	35,000.00
Fundraisers	
Miscellaneous Fundraisers	2,500.00
Octoberfest	2,500.00
Total Fundraisers	5,000.00
Santa Fe County	60,000.00
Total Unrestricted	122,700.00
Total Contribution	135,200.00
Cost Recovery	
Copier/Printer	900.00
Inter-Library Loan Postage	15.00
Lost or Damaged Books	250.00
Total Cost Recovery	1,165.00
Rebates	
eRate Reimb-Comcast	4,000.00
Total Rebates	4,000.00
All Income - Other	169,145.00
<b>Total All Income</b>	<b>309,540.00</b>

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<b>Total Income</b>	309,540.00
<b>Expense</b>	
<b>All Expenses</b>	
<b>Administrative Expenses</b>	
Accounting Services	5,000.00
Corporation Report Fees	32.00
Volunteer Recognition	200.00
<b>Total Administrative Expenses</b>	5,232.00
<b>Bank Fees</b>	
Printing of Checks	300.00
Printing of Deposit Slips	100.00
<b>Total Bank Fees</b>	400.00
<b>Credit Card Expenses</b>	
Processing	
Pay Pal	100.00
Square	200.00
<b>Total Processing</b>	300.00
<b>Total Credit Card Expenses</b>	300.00
<b>Development</b>	
Advertising and Publicity	200.00
Book Sales	
Volunteer Snacks	200.00
<b>Total Book Sales</b>	200.00
Business Partner Wall	100.00
Development Postage	400.00
Octoberfest Fundraiser	500.00
Promotional Products (Inc SWAG)	1,000.00
Reception Food & Supplies	500.00
Supplies-Variou	100.00
<b>Total Development</b>	3,000.00
<b>Dues</b>	
American Library Association	300.00
New Mexico Library Association	60.00
Sam's Club Membership	500.00
<b>Total Dues</b>	860.00
<b>Equipment and Furniture</b>	
Equipment and Furniture-NonGrant	6,000.00
<b>Total Equipment and Furniture</b>	6,000.00
<b>Insurance</b>	
Commercial - Property	2,000.00
Directors & Officers	1,530.00
Group Accident	500.00
Worker's Compensation	320.00
<b>Total Insurance</b>	4,350.00
<b>Patron Materials</b>	
Collection	
Adult Books on CD	5,000.00
Adult DVD	1,000.00
Adult Electronic	450.00
Adult Print	7,500.00
Reference	575.00
Youth Books on CD	1,000.00

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Youth DVD	225.00
Youth Electronic	50.00
Youth Print	5,000.00
<b>Total Collection</b>	<b>20,800.00</b>
E-Book Consortium - Fees	3,100.00
Magazines	160.00
Newspapers	320.00
<b>Total Patron Materials</b>	<b>24,380.00</b>
<b>Payroll Expenses</b>	
Compensation Pool	5,000.00
Direct Deposit Expenses	100.00
Health Insurance Allowance	5,000.00
Payroll Expense-Other	3.00
Taxes-Payroll	6,500.00
Wages	80,000.00
<b>Total Payroll Expenses</b>	<b>96,603.00</b>
<b>Postage / Freight</b>	
Admin Postage	250.00
ILL Postage	120.00
Mailbox Rental	220.00
<b>Total Postage / Freight</b>	<b>590.00</b>
<b>Programs</b>	
Youth	
After School Reading	200.00
Family Movie Night	500.00
Halloween Party	50.00
Summer Reading	300.00
<b>Total Youth</b>	<b>1,050.00</b>
<b>Total Programs</b>	<b>1,050.00</b>
<b>Service Contracts/Licenses</b>	
Copier/Printer	1,500.00
IT Support-TechNiche	10,000.00
Security System	1,500.00
Software License Renewals	1,500.00
WebSite	1,000.00
<b>Total Service Contracts/Licenses</b>	<b>15,500.00</b>
<b>Staff</b>	
Conference Travel and Lodging	750.00
NMLA Conference	400.00
<b>Total Staff</b>	<b>1,150.00</b>
<b>Supplies</b>	
Supplies - Grants	
Program/Operations	5,000.00
<b>Total Supplies - Grants</b>	<b>5,000.00</b>
<b>Total Supplies</b>	<b>5,000.00</b>
<b>Utilities</b>	
eRate Program	
Comcast Internet	1,200.00
<b>Total eRate Program</b>	<b>1,200.00</b>

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Telephone	3,500.00
Total Utilities	4,700.00
Total All Expenses	169,115.00
Total Expense	169,115.00
Net Ordinary Income	140,425.00
Net Income	<u>140,425.00</u>