

Part 11 - OPERATING FUND RECEIPTS

Annual Report Examples – 2021

Notes Required for: Lines 11.9 through 11.15, 11.17, 11.18 and 11.23.

Please list each type of receipt with the related \$\$ amount.

(For example: Line 11.14 Gifts & Endowments \$1,800 (total reported)

Note – Memorials \$1,300; Friends Group \$500)

Line 11.3 Local Library Services Aid (LLSA)

CCLS provides figure

Line 11.7 Other Cash Grants

CCLS provides figure

- Annual Cash Grant
- Materials Plan/Book Plan
- SRP Grant (Summer Reading)
- Adult Literacy Grant
- NYLA Travel Grant
- Outreach Mini Grant
- CCLS Family Literacy Workshop Stipends

Line 11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA) or other State aid reported as system cash grants

- Bullet Aid: Member item from Assemblyman
- NYS Public Library Construction Grant: **ONLY IF there is NOT a separate capital fund.**
- NYSCA (Council on the Arts) Decentralization Grant

Line 11.11 Other Federal Aid – *Possible FOR 2021*

- PPP (Paycheck Protection Program) Loan
- Employee Retention Credit
- Federal COVID Sick Leave

Line 11.14 Gifts & Endowments (*Private persons or foundations*)

- Anonymous gift
- Arts Pool of Chautauqua County grant
- Bequests
- Cattaraugus County Arts Council Grant
- Chautauqua Region Community Foundation Grant
- Coffee donations
- Donations
- Endowment
- Friends of the Library (Only report \$ given to library)
- Gates Foundation
- Gates Grant matching funds from Rotary
- Gifts
- Grant
- Local community foundation grants
- Maple Festival donation
- Memorials

Line 11.15 Fund Raising

- Bake Sale
- Bazaar
- Book Bags Sale
- Book Fair
- Calendar Sale
- Chamber Booth
- Chicken barbeque
- Chocolate Sales
- Coffee mug Sales
- Cookbook Sales
- Doll house drawing
- Election Day dinner
- Food/Wine fund raising events
- Funding Factory
- General fund raising
- Golf Tournament
- Library bags- donations
- Memorial bricks- donations
- Mums Sale
- Raffle proceeds
- Sale of author's books at readings
- Sale of donated NEW CDs
- Sale of food at town events
- Sales of various items
- Scavenger Rally
- Spaghetti Dinner
- Water bottles Sale

Line 11.17 Library Charges

- Copier Fees/Photocopies
- Fax Fees
- Fees
- Fines
- Genealogy/Obituaries Search Fee
- Hold/Reserve Fees
- Lost/damaged book payments
- Overdue fines
- Printer fees
- Research Fee

Line 11.18 Other

- Book sale proceeds/receipts
- Café sales at library
- Commissions from payphones, photocopiers
- E- Rate Rebate Checks
- Federal Refund for Health Care Costs
- "Hot Spot" Rentals
- Insurance recovery
- Miscellaneous (under \$100)
- Other Compensation for Loss from an individual (not from insurance company)
- Refunds from prior year payments
- Refund on subscriptions
- Reimbursements
- Rental receipts from lease of land/buildings
- Rental receipts from leasing out equipment
- Sale of land/buildings
- Sale of scrap/excess materials
- Sale of unneeded books
- Sale of used equipment/vehicles
- United Way
- Used book sales/materials sales

Part 12 - OPERATING FUND Disbursements Annual Report Examples - 2021

Notes Required for: Lines 12.4, 12.11, 12.14, 12.16, 12.22, 12.23 and 12.24.

Please list each type of disbursement with the related \$\$ amount.

(For example: Line 12.4 Employee Benefits \$6,350 (total reported)

Note – FICA taxes \$4,750; Workers Comp \$1,250; Disability \$350)

Line 12.4 Employee Benefits Expenditures

- FICA: Only Library/Employer's share of Social Security & Medicare taxes
- Flex plan fees
- Health insurance
- Life insurance
- NYS Retirement system
- Other Insurance (*Ex. NYS Disability and Employer Paid - NYS Paid Family Leave, Unemployment*)
- Private Pension/Retirement benefits
- Worker's Compensation

12.6 Print Materials

- Books
- Magazines, Newspapers

12.7 Electronic Materials Expenditures

- OverDrive titles (eBooks, eMagazines and Downloadable audiobooks)
- Databases
- Downloadable titles
- Local digitized materials

12.8 Other Materials Expenditures

- Audio books
- DVDs
- Microfilm
- Puzzles
- Toys/Manipulatives

Line 12.10 From Local Public Funds - ONLY IF \$ GIVEN FOR SPECIFIC ITEM. OTHERWISE, USE LINE 12.11

Line 12.11 From Other Funds (Capital Expenditures: Vehicles and New items for the Building)

- Blinds, Curtains, Rods
- Bookshelves
- Book return - New
- Building Addition
- Built-in Cabinets
- Carpet & tile
- Cart
- Chairs - New
- Diaper changing table
- Easel
- Electric panel
- Exit lights - New
- Filing cabinet
- Fire alarm system
- Folding tables
- Furnace - New
- Furniture
- Hot water heater - New
- Keyboard shelves
- Ladder
- Laptop cart
- Patio construction & drainage
- Planter box
- Plumbing - New
- Roof - New
- Rug
- Security system
- Shelving
- Siding
- Tables - New
- Thermostat
- Vacuum Cleaner - New
- Well - New
- Windows

Line 12.14 From Other Funds (Repairs to Building and Building Equipment)

- Air conditioning repair
- Bathroom faucet replacement
- Crash bar replacement
- Door frame repair
- Electrical repairs
- Exit lights repairs
- Fire alarm system repairs
- Flag pole repair
- Furnace repair
- Gas shut-off repair
- Glass replacement
- Heating system repair
- HVAC – Heater fan repair
- Lawn mower repair
- Lighting repairs
- Lock repair
- Paint/Painting
- Parking lot seal coating
- Parking lot restriping
- Plumbing repairs
- Re-wiring Ethernet
- Roof repair
- Sidewalk repair
- Snow blower repair
- Storm/screen door repair
- Storm window repair
- Tree removal
- Vacuum repair
- Wall repair
- Window repair

Line 12.16 Other Disbursements for Operation & Maintenance of Buildings

- Batteries (Building/Building Equipment related)
- Boiler inspection
- Building & cleaning supplies
- Building & grounds maintenance
- Carpet/Rug cleaning
- Cleaning/housekeeping supplies
- Cleaning service
- Custodial/Janitor supplies
- Energy audit
- Fire alarm inspection
- Fire extinguisher inspection
- Furnace filters
- Furnace service agreement
- Garbage removal/Trash service
- Heat/air maintenance contract
- Insurance (Property & Liability)
- Landscape/Lawn care & mowing
- Light bulbs (Building/Building Equipment related)
- Maintenance service contracts
- Maintenance supplies
- Rent
- Rock Salt
- Security monitoring fee
- Security system maintenance
- Septic maintenance/service
- Septic tank cleaning
- Snow removal/plowing
- Utilities: electric, gas, water, sewer
- Window cleaning

Line 12.21 Professional & Consultant Fees

- Accountant/Bookkeeping
- Architectural fee for study for building addition
- Attorney
- Auditor
- Educators
- Financial advisor
- IRS 990 preparation
- Payroll service
- Performers
- Program presenters

If the cost for any one consultant fee is over \$10,000 please describe in the Note.

Line 12.22 Equipment

- Barcode scanners
- Batteries (Equipment related)
- Camera/Digital Camera
- CD players
- Computer
- Computer installation
- Computer maintenance/repairs/upgrades
- Copier (Public and/or Staff)
- Copier lease/rental
- Copier maintenance/repair
- Fax machine
- Fax maintenance agreements
- Flat Screen TV
- Laptop
- Light bulbs (Equipment related)
- Office equipment
- Office equipment lease/rental
- Office equipment maintenance/repairs
- Printer
- Projector
- Receipt printer
- Scanners
- Television
- Video game consoles

If any expense exceeds \$10,000 or 5% of the library's budget, whichever is higher, indicate in a Note how the funds were spent.

Line 12.23 Other Miscellaneous

- Advertising fundraising expenses
- Antivirus/virus protection
- Art Gallery & Exhibit
- Bank charges/bank fees
- Book fair
- Collection agency fees
- Conferences
- Continuing education
- Director & Officer insurance
- Directors' Bonding & Insurance
- Donations
- Dues
- Fundraising expenses
- Indian lease
- Interlibrary Loan Fees
- Investment expense
- Lost materials
- Marketing/fundraising
- Membership Line
- Mileage
- Movie licenses
- NYLA Travel Expenses
- PO Box Rental
- Printing services
- Professional fees (ALA, NYLA)
- Programming/programs (supplies & food)
- Promotional costs
- Publicity & printing
- Refunds to patrons
- Returned check fee charges
- Safety deposit box rental
- Sam's Club
- Software licenses & installation
- Summer Reading Program
- Travel (workshops, conferences, meetings)
- Unique Management Services "Robo-Calls"
- Video licenses
- Volunteer expenses
- Volunteer recognition/gifts
- Voting machine moving
- Web hosting
- Workshop fees

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