Part 11 - OPERATING FUND RECEIPTS Annual Report Examples – 2023

**Notes Required for: Lines 11.9, 11.14, 11.15, 11.17, 11.18, 11.22 and 11.23.**
**Please list each type of receipt with the related $$ amount.**(For example: Line 11.14 Gifts & Endowments $3,800 (total reported)
Note – Grant A $1,000; Grant B $1,500; Memorials $700; Donations $600)

**Line 11.1 Local Public Funds**- Local Public Funds from Municipalities or School Districts – List each source SEPARATELY!

- Towns, Villages, Cities, School Districts

- Remember to answer Questions for Public Vote and Written Contractual Agreement for EACH one.

**Line 11.3 Local Library Services Aid (LLSA)
*CCLS provides figure***

**Line 11.4 Central Library Services Aid
*CCLS provides figure to Central Libraries***

**Line 11.7 Other Cash Grants
*CCLS provides figures***

- 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) Grant

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

**-** 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)
- Gifts
- Grants
- Local community foundation grants
- Memorials

**Line 11.15 Fund Raising**

- Bake Sale- Bazaar
- Book Bags Sale

- Book Fair- Calendar Sale
- Chicken barbeque- Chocolate Sales- Coffee mug Sales
- Cookbook Sales- Election Day dinner- Food/Wine fund raising events- General fund raising- Golf Tournament **-** Library bags- donations- Memorial bricks- donations- Raffle proceeds- Sale of author's books at readings- Sale of donated NEW CDs
- Sale of food at town events- Spaghetti Dinner
- Water bottles Sale

**Line 11.16 – Income from Investments**

- Interest on Bank Account(s) – Operating Fund- Earnings on Investments and Endowments – Deposited into Operating Fund

**Line 11.17 Library Charges**

- Copier Fees/Photocopies- Fax Fees- Fines
- Genealogy/Obituaries Search Fee
- Hold/Reserve Fees

- Lost/damaged book payments- Overdue fines- PayPal collections - KOHA
- 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 to vendors- 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- Used book sales/materials sales

Part 12 - OPERATING FUND Disbursements Annual Report Examples - 2023

**Notes Required: Lines 12.4, 12.11, 12.14, 12.16, 12.21, 12.22, 12.23, 12.34, 12.36**
**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)

**Lines 12.1 and 12.2 – Salaries & Wages Paid to Certified Librarians and Other Staff**- Report GROSS wages (Wages before deductions)
- Do NOT include independent contractors

**Line 12.4 Employee Benefits Expenditures**

- FICA: Only Library/Employer’s share of Social Security & Medicare taxes- NYS Disability and Employer Paid - NYS Paid Family Leave - Worker’s Compensation
- Unemployment Insurance- Health insurance, Life insurance- NYS Retirement system

- Private Pension/Retirement benefits

- Flex plan fees

**12.6 Print Materials**- Books- Newspapers, Magazines

**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, Rugs
- Cart
- Chairs - New- Diaper changing table- Easel- Electric panel
- Exit lights - New
- Filing cabinet
- Fire alarm system
- Furnace - New
- Furniture- Hot water heater - New
- Patio construction & drainage- Planter box
- Plumbing - New
- Roof - New
- Security system
- Siding
- Tables - New
- Thermostat
- 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
- Snow removal/plowing
- Utilities: electric, gas, water, sewer
- Window cleaning

**Line 12.18 – Office and Library Supplies**

- Bank Checks Costs
- Bindery Supplies
- Book Bar Codes
- Book Binding Tape
- Book Jackets
- Copy/Printer Paper- J-Lar Tape
- Library Cards
- Receipt Printer Tape- Stationery- Toner/Ink
- Other Office Supplies: Pens, Pencils, Markers, Staples, Paper Clips, Rubber Bands, Scotch Tape, etc.

**Line 12.19 Telecommunications**-Telephone costs, including Fax line
- Broadband/Internet costs (Most member libraries billed from CCLS)

**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, describe in a Note.***

**Line 12.23 Other Miscellaneous**

- Advertising/Promotional costs
- 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
- Postage/Stamps
- Printing services
- Professional fees (ALA, NYLA)
- Programming/programs (supplies & food)
- 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”
- UPS, and other freight and delivery costs
- Video licenses
- Volunteer expenses
- Volunteer recognition/gifts
- Voting machine moving
- Web hosting
- Workshop fees

***If any expense exceeds $10,000 or 5% of the library’s budget, whichever is higher, describe in a Note.***