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.***