Financial Sections of the Texas Public Libraries Annual Report

Valicia Greenwood, Library Statistics Specialist
Texas State Library and Archives Commission
Library Development and Networking Division
Section 3. Expenditures
Section 4. Local Financial Effort
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS
Staff Expenditures

Salaries/Wages

Benefits
- Social Security
- Retirement
- Medical Insurance
- Life Insurance
- Disability Income Protection
- Unemployment
- Compensation
- Worker’s Compensation
- Tuition
- Housing Benefits
Collection Expenditures

**Print Materials**

**Electronic Materials**

- E-books
- Audio downloadable
- Video downloadable
- Databases
- E-serials
- Any files in digital format
- Maps
- Reference tools
- Scores
- Pictures

**No TexShare**

Fees here: report in Other Operating Expenditures

**Other Collection Materials**

- DVD’s
- CD’s
- Microforms
- New formats
Other Operating Expenditures

TexShare Fees
Office Supplies
Binding Supplies
Contracts for Services
Consultant Fees
Attorney Fees
Equipment Repair or Replacement

Replacement
Replacement of Furnishings
Costs for Library Programs (SRP)
Computer Hardware or Software*

*Computer Hardware or Software: check with local governing authority for capitalization level or local accounting practice.
Capital Expenditures*

Renovations
Site Acquisition
New Buildings
Opening Day Collection
Library Automation Systems
New Vehicles
Computer Hardware*
One-Time Major Projects
TSLAC Grants Used For Capital

*Check with local governing authority for capitalization level or local accounting practice.
<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th>Capital Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney fees</td>
<td>Computer Server</td>
</tr>
<tr>
<td>Downloadable Materials</td>
<td>Library Automation System</td>
</tr>
<tr>
<td>Replacement of Shelving</td>
<td>Roof Repair</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>New Vehicles</td>
</tr>
<tr>
<td>DVD’s</td>
<td>One-time Major Project</td>
</tr>
<tr>
<td>Binding Supplies</td>
<td>Opening Day Collection</td>
</tr>
<tr>
<td>E-Books</td>
<td>Purchase of building</td>
</tr>
<tr>
<td>Books</td>
<td>Purchase of land</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>Renovations costs</td>
</tr>
<tr>
<td>Service contracts</td>
<td>New Roof</td>
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<tr>
<td>CD’s</td>
<td>OverDrive Fee</td>
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<tr>
<td>Equipment Repair</td>
<td>Worker’s Compensation</td>
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<tr>
<td>Computer Software</td>
<td>Furnishing Replacement</td>
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<td>TexShare Fees</td>
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<td>Worker’s Compensation</td>
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<tr>
<td>Costs for Library Programs</td>
<td>Reference Tools</td>
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</tbody>
</table>
Library Operating Expenditures

3.9 Total Direct Operating Expenditures

3.8 Other Operating Expenditures

3.7 Collection Material Expenditures

3.3 Staff Expenditures

Non-local grant funds
Non-Local Grant Funds

Federal Funds

Foundation or Corporate Funds

Ladd & Katherine Hancher Library Foundation

State Funds
Library Operating Expenditures

3.9 Total Direct Operating Expenditures

3.8b Other Operating Expenditures

3.7b Collection Material Expenditures

3.3b Staff Expenditures

Non-local grant funds

- 3.3a Staff
- 3.7a Collections
- 3.8a Other
Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.2 Total Local Operating Expenditures

4.3 Local Government Operating Expenditures
Local Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection

Material Expenditures

4.3 Local Government Operating Expenditures
Including Indirect Costs*

4.3 Local Government Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

3.10 Indirect Costs*

*Only if needed to meet MOE or Local Government Support criteria
Section 5. Revenue
Report expenditures as they occur.

Report revenues when received, whether or not expended (used).
Funding Used for Operating Expenditures

<table>
<thead>
<tr>
<th>Funds (Revenue) From:</th>
<th>Report In Question</th>
</tr>
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<tbody>
<tr>
<td>City</td>
<td>5.1</td>
</tr>
<tr>
<td>County</td>
<td>5.2</td>
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<tr>
<td>School District</td>
<td>5.3</td>
</tr>
<tr>
<td>State Funding (Grants)</td>
<td>5.5</td>
</tr>
<tr>
<td>Include Family Place</td>
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<tr>
<td>Federal Funding (Grants)</td>
<td>5.6</td>
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<tr>
<td>Include TSLAC Grants, ILL Reimbursement</td>
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<tr>
<td>Foundation/Corporate Funding (Grants)</td>
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<td>Report Source in the Note Box.</td>
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<td>Other Local Sources</td>
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<tr>
<td>Fines, Fees, Donations, Memorials, etc.</td>
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Funding Used for Capital Expenditures

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<tr>
<td>City</td>
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<td>County</td>
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<tr>
<td>School District</td>
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<tr>
<td>State Funding (Grants)</td>
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<td>Federal Funding (Grants)</td>
<td>5.14</td>
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<tr>
<td>Include TSLAC Grants Used For Capital</td>
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<td>Foundation/Corporate Funding (Grants)</td>
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<td>Other Local Sources</td>
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</table>
Outside Revenue

5.18 – 5.19 Revenue sources *outside* home county (legal service area)

Skip question 5.18 if all revenue came from local sources.
State Revenue

5.5 State Revenue – Operating Expenditures

**Report** Family Place funding from Texas State Library
Do **not** include any other TSLAC funding in this question.
Federal Revenue

5.6 Federal Operating Revenue

5. 14 Federal Capital Revenue

Report all funds from the Texas State Library (TSLAC)

Texas Reads Grants  Impact Grants
Special Project Grants  TexTreasures Grants

Do not include E-rate reimbursements.

New last year
Contact Us!

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