Public Library Annual Report

Financial Reporting Worksheet

**Please submit figures for reporting period (Jan – Dec or July - June)   
as indicated on your Public Library Annual Report.**

**Operating Revenue**

Municipal Appropriation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Municipal Income:

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Local Revenue: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Government Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Government Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Form 472-BEAR E-rate discount)

Other Operating Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (non-resident fees, dividends from endowments,   
 gifts, books sales, fines, etc)

Total Operating Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Local Revenue + State + Federal + Other)

**Operating Expenditures**

**Personnel:**

Salaries $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Report salaries and wages before deductions.   
 Include salaries paid directly by the municipality.)

Employee Benefits $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Only librarians who are volunteer or paid a stipend should  
 report “0”. Benefits include Social Security, Medicare,   
 retirement, workers compensation, insurance, etc.)

Total Staff Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Salaries+benefits)

**Collection:**

Print Materials Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Books, current serial subscriptions, government docs,  
 and any other print acquisitions.)

Electronic Materials Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (e-books, audio and video downloadables, e-serials,   
 databases, etc. Include membership fee for Maine   
 InfoNet Download Library.)

Other Materials Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Include audio and video physical units, DVD,   
 microform, etc.)

Total Collection Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Print+Electronic+Other Materials)

**Other:**

Other Operating Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (This includes all expenditures other than those  
 reported for staff and collection expenditures. Include  
 supplies, repair or replacement of furnishings, computer  
 hardware and software, costs of operating and maintaining  
 physical facilities, etc.)

**Capital Revenue:**

Local Government Capital Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
State Government Capital Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Government Capital Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Capital Revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Capital Expenditures:**

Capital Expenditures $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_