

MORRO BAY FRIENDS OF THE LIBRARY
Budget / Accounting Categories - 2008

INCOME

Quarterly Book Sales

Farmer's Market

Internet Sales - Books and other donated items sold over the Internet

Library Lobby Sales

 Lobby Magazines & Books

 Book Bags & Bottled Water

 Bucks for Books Can

Donations

 Direct Cash Donations

 Memorial Cash Gifts

Memberships

 Membership dues - new, renewal, life

Interest

 Interest from General Fund accounts

Other

 Funds from events or actions not listed above such as

 X-mas in July, raffles, auctions, garage sales, etc

EXPENSES - Direct for Library

Books and AV

 Books and AV materials purchased by the Branch Manager to augment the library collection

7-Day Express

 Books selected by the FOL in consultation with the Branch Manager for 7-Day Express collection

Librarian's Fund

 Materials, supplies, & Rotary fees for use by Librarians

Library/Summer Reading & Book Programs

 Activities and performer fees for children and adult programs determined by the Branch Manager; free books for Summer Reading program. Cultural/informational/educational themes that supports the library; local author events,

Subscriptions

 Periodicals determined by the Branch Manager

EXPENSES - FOL Administration

Administrative Costs

Duplication, supplies, materials to conduct FOL business, professional fees, filing fees

Book Sale Events

Supplies, use fees, advertising for Quarterly Book Sales, Farmer's Market and Internet sales

Friends Programs

Volunteer Appreciation event, recruitment, focus groups, and annual member meetings.

Mailings

Production, printing, and postage for newsletters and other notices to members and/or donors

Membership

Duplication, supplies, postage to maintain FOL membership

Public Relations

MB CofC membership fees; special promotion events (Chamber Mixer)

Special Project Reserves

All new and accumulated funds that are not budgeted, anticipated, or committed. Any request for these funds would require the individual to complete a Project Funding Request form. New PFR's must be approved by the Executive Board and do not affect the current year's budget.

Restricted Reserves

Minimum 5% of the total operating fund would not be touched or allocated to ensure the future operation of the Friends for the next year. Even if all budgeted and special project funds have been spent or allocated, these funds would not be spent or committed.

Temporary Help Fund

Established July 15, 2005. \$1,200 was set aside and deposited with the county to provide emergency staffing for Morro Bay specific needs to avoid closing. When the \$1,200 drops below \$500, the Librarian may come and ask that it be restored to the \$1,200 level. When the budget crisis is over, the funds will revert back to FOL.