

West Milford Township Library
2023 Operating Budget
 January 2023 through December 2023

Accrual Basis

	Jan - Dec 23	Budget
Ordinary Income/Expense		
Income		
INCOME		
4100 · Allocation-WM Tnsp	0.00	1,279,024.00
4200 · Aid - State	0.00	14,186.00
4310 · Fines	0.00	3,000.00
4320 · Copier	0.00	1,000.00
4340 · Fax	0.00	700.00
4350 · Printer	0.00	2,500.00
4430 · Interest & Dividends	0.00	5,500.00
Total INCOME	0.00	1,305,910.00
Total Income	0.00	1,305,910.00
Gross Profit	0.00	1,305,910.00
Expense		
ADULT/TEEN RESOURCES/SERVICES		
6220 · Audio Books	0.00	10,000.00
6230 · Adult Books	0.00	30,000.00
6240 · Periodicals	0.00	3,500.00
6250 · Young Adult Books	0.00	6,000.00
6310 · DVDs	0.00	6,000.00
6320 · Databases	0.00	35,000.00
6340 · Adult Programs	0.00	22,000.00
6341 · Museum Pass	0.00	3,000.00
6350 · Young Adult Programs	0.00	5,000.00
Total ADULT/TEEN RESOURCES/SERVIC...	0.00	120,500.00
BUILDING		
7310 · Cleaning Service	0.00	20,000.00
7320 · Equipment	0.00	4,000.00
7340 · Repair & Maintenance	0.00	27,800.00
7350 · Supplies	0.00	2,000.00
Total BUILDING	0.00	53,800.00
CHILDRENS RESOURCES/SERVICES		
6410 · Audio	0.00	1,500.00
6420 · Books	0.00	20,000.00
6430 · DVDs	0.00	2,000.00
6440 · Programs	0.00	25,000.00
Total CHILDRENS RESOURCES/SERVICES	0.00	48,500.00
FEES FOR SERVICES		
8110 · Audit	0.00	3,500.00
8120 · Copier Contract	0.00	7,000.00
8150 · Misc Fees (State, ads, Lib Mat)	0.00	400.00
8160 · Professional Fees	0.00	7,000.00
8180 · ILL Delivery	0.00	1,000.00
Total FEES FOR SERVICES	0.00	18,900.00
GROUNDS		
7210 · Landscaping	0.00	10,000.00
7220 · Snow Removal	0.00	7,500.00
Total GROUNDS	0.00	17,500.00
INSURANCE		
5240 · Worker Comp Insurance	0.00	250.00
7360 · Property & Casual Insurance	0.00	25,000.00
Total INSURANCE	0.00	25,250.00

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MARKETING		
8210 · Outreach Programs	0.00	1,000.00
8220 · Summer Reading Club	0.00	5,000.00
Total MARKETING	0.00	6,000.00
PAYROLL & RELATED COSTS		
3110 · Administration	0.00	2,000.00
5100 · Payroll	0.00	580,000.00
5210 · Health Insurance	0.00	140,000.00
5220 · Pension (PERS)	0.00	75,750.00
5230 · Social Security/Medicare	0.00	44,370.00
Total PAYROLL & RELATED COSTS	0.00	842,120.00
STAFF TRAINING, TRAVEL		
9100 · Membership Dues	0.00	1,000.00
9200 · Staff/Trustee Development	0.00	2,500.00
Total STAFF TRAINING, TRAVEL	0.00	3,500.00
SUPPLIES/FURNITURE		
6110 · General Office	0.00	7,000.00
6120 · Office Equip & Furniture	0.00	2,500.00
6130 · Packaging Media	0.00	3,000.00
6140 · Postage	0.00	500.00
Total SUPPLIES/FURNITURE	0.00	13,000.00
TECHNOLOGY		
8310 · Hardware	0.00	5,000.00
8320 · PALS Plus	0.00	40,000.00
8330 · Software	0.00	6,500.00
8340 · Tech Support	0.00	15,000.00
8350 · Telecommunications	0.00	4,000.00
Total TECHNOLOGY	0.00	70,500.00
UTILITIES		
7110 · Electric	0.00	30,030.00
7120 · Natural Gas/Off-Road Diesel	0.00	1,500.00
7130 · Telephone	0.00	2,000.00
Total UTILITIES	0.00	33,530.00
Total Expense	0.00	1,253,100.00
Net Ordinary Income	0.00	52,810.00
Net Income	0.00	52,810.00

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	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
INCOME		
4100 · Allocation-WM Tnsp	-1,279,024.00	0.0%
4200 · Aid - State	-14,186.00	0.0%
4310 · Fines	-3,000.00	0.0%
4320 · Copier	-1,000.00	0.0%
4340 · Fax	-700.00	0.0%
4350 · Printer	-2,500.00	0.0%
4430 · Interest & Dividends	-5,500.00	0.0%
Total INCOME	-1,305,910.00	0.0%
Total Income	-1,305,910.00	0.0%
Gross Profit	-1,305,910.00	0.0%
Expense		
ADULT/TEEN RESOURCES/SERVICES		
6220 · Audio Books	-10,000.00	0.0%
6230 · Adult Books	-30,000.00	0.0%
6240 · Periodicals	-3,500.00	0.0%
6250 · Young Adult Books	-6,000.00	0.0%
6310 · DVDs	-6,000.00	0.0%
6320 · Databases	-35,000.00	0.0%
6340 · Adult Programs	-22,000.00	0.0%
6341 · Museum Pass	-3,000.00	0.0%
6350 · Young Adult Programs	-5,000.00	0.0%
Total ADULT/TEEN RESOURCES/SERVIC...	-120,500.00	0.0%
BUILDING		
7310 · Cleaning Service	-20,000.00	0.0%
7320 · Equipment	-4,000.00	0.0%
7340 · Repair & Maintenance	-27,800.00	0.0%
7350 · Supplies	-2,000.00	0.0%
Total BUILDING	-53,800.00	0.0%
CHILDRENS RESOURCES/SERVICES		
6410 · Audio	-1,500.00	0.0%
6420 · Books	-20,000.00	0.0%
6430 · DVDs	-2,000.00	0.0%
6440 · Programs	-25,000.00	0.0%
Total CHILDRENS RESOURCES/SERVICES	-48,500.00	0.0%
FEES FOR SERVICES		
8110 · Audit	-3,500.00	0.0%
8120 · Copier Contract	-7,000.00	0.0%
8150 · Misc Fees (State, ads, Lib Mat)	-400.00	0.0%
8160 · Professional Fees	-7,000.00	0.0%
8180 · ILL Delivery	-1,000.00	0.0%
Total FEES FOR SERVICES	-18,900.00	0.0%
GROUNDS		
7210 · Landscaping	-10,000.00	0.0%
7220 · Snow Removal	-7,500.00	0.0%
Total GROUNDS	-17,500.00	0.0%
INSURANCE		
5240 · Worker Comp Insurance	-250.00	0.0%
7360 · Property & Casual Insurance	-25,000.00	0.0%
Total INSURANCE	-25,250.00	0.0%

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	\$ Over Budget	% of Budget
MARKETING		
8210 · Outreach Programs	-1,000.00	0.0%
8220 · Summer Reading Club	-5,000.00	0.0%
Total MARKETING	-6,000.00	0.0%
PAYROLL & RELATED COSTS		
3110 · Administration	-2,000.00	0.0%
5100 · Payroll	-580,000.00	0.0%
5210 · Health Insurance	-140,000.00	0.0%
5220 · Pension (PERS)	-75,750.00	0.0%
5230 · Social Security/Medicare	-44,370.00	0.0%
Total PAYROLL & RELATED COSTS	-842,120.00	0.0%
STAFF TRAINING, TRAVEL		
9100 · Membership Dues	-1,000.00	0.0%
9200 · Staff/Trustee Development	-2,500.00	0.0%
Total STAFF TRAINING, TRAVEL	-3,500.00	0.0%
SUPPLIES/FURNITURE		
6110 · General Office	-7,000.00	0.0%
6120 · Office Equip & Furniture	-2,500.00	0.0%
6130 · Packaging Media	-3,000.00	0.0%
6140 · Postage	-500.00	0.0%
Total SUPPLIES/FURNITURE	-13,000.00	0.0%
TECHNOLOGY		
8310 · Hardware	-5,000.00	0.0%
8320 · PALS Plus	-40,000.00	0.0%
8330 · Software	-6,500.00	0.0%
8340 · Tech Support	-15,000.00	0.0%
8350 · Telecommunications	-4,000.00	0.0%
Total TECHNOLOGY	-70,500.00	0.0%
UTILITIES		
7110 · Electric	-30,030.00	0.0%
7120 · Natural Gas/Off-Road Diesel	-1,500.00	0.0%
7130 · Telephone	-2,000.00	0.0%
Total UTILITIES	-33,530.00	0.0%
Total Expense	-1,253,100.00	0.0%
Net Ordinary Income	-52,810.00	0.0%
Net Income	-52,810.00	0.0%