

Roeliff Jansen Community Library
Monthly Warrant Report
October 2024

12:14 PM

11/03/2024

Cash Basis

Expense	Type	Date	Name	Memo	Paid Amount
61000 · Payroll Expenses					
61100 · Salaries & Wages					
61110 · Director Salary					
	General Journa	10/13/2024	Tamara J. Gaskell	Payroll Gross 9/16/24-9/29/24	2,692.31
	General Journa	10/20/2024	Tamara J. Gaskell	Payroll Gross 9/30/24-10/13/24	2,692.31
	General Journa	10/31/2024	Tamara J. Gaskell	Payroll 10/14/24-10/27/24	<u>2,692.31</u>
Total 61110 · Director Salary					8,076.93
61120 · Salaries & Wages- Other					
	General Journa	10/13/2024	Christina Maggio	Payroll Gross 9/16/24-9/29/24	948.30
	General Journa	10/13/2024	Katherine Shannon	Payroll Gross 9/16/24-9/29/24	1,551.59
	General Journa	10/13/2024	Frances Colombo	Payroll Gross 9/16/24-9/29/24	1,363.00
	General Journa	10/13/2024	Robin Gottlieb	Payroll Gross 9/16/24-9/29/24	950.93
	General Journa	10/13/2024	Ramona Bellamy	Payroll Gross 9/16/24-9/29/24	82.62
	General Journa	10/13/2024	Leah Harde	Payroll Gross 9/16/24-9/29/24	44.76
	General Journa	10/20/2024	Christina Maggio	Payroll Gross 9/30/24-10/13/24	948.30
	General Journa	10/20/2024	Katherine Shannon	Payroll Gross 9/30/24-10/13/24	1,541.03
	General Journa	10/20/2024	Frances Colombo	Payroll Gross 9/30/24-10/13/24	1,374.75
	General Journa	10/20/2024	Robin Gottlieb	Payroll Gross 9/30/24-10/13/24	879.35
	General Journa	10/20/2024	Ramona Bellamy	Payroll Gross 9/30/24-10/13/24	124.02
	General Journa	10/20/2024	Leah Harde	Payroll Gross 9/30/24-10/13/24	173.45
	General Journa	10/31/2024	Christina Maggio	Payroll 10/14/24-10/27/24	1,555.63
	General Journa	10/31/2024	Katherine Shannon	Payroll 10/14/24-10/27/24	1,477.70
	General Journa	10/31/2024	Frances Colombo	Payroll 10/14/24-10/27/24	1,374.75
	General Journa	10/31/2024	Robin Gottlieb	Payroll 10/14/24-10/27/24	818.00
	General Journa	10/31/2024	Ramona Bellamy	Payroll 10/14/24-10/27/24	276.66
	General Journa	10/31/2024	Leah Harde	Payroll 10/14/24-10/27/24	<u>44.76</u>
Total 61120 · Salaries & Wages- Other					<u>15,529.60</u>
Total 61100 · Salaries & Wages					23,606.53
61200 · Employee Benefits					
61210 · Medical Insurance					
61212 · Medical Ins- Stipend to employe					
	General Journa	10/13/2024	Katherine Shannon	Payroll Gross 9/16/24-9/29/24	270.00
	General Journa	10/13/2024	Frances Colombo	Payroll Gross 9/16/24-9/29/24	270.00
	General Journa	10/13/2024	Christina Maggio	Payroll Gross 9/16/24-9/29/24	270.00
	General Journa	10/31/2024	Katherine Shannon	Payroll 10/14/24-10/27/24	270.00
	General Journa	10/31/2024	Christina Maggio	Payroll 10/14/24-10/27/24	270.00
	General Journa	10/31/2024	Frances Colombo	Payroll 10/14/24-10/27/24	<u>270.00</u>
Total 61212 · Medical Ins- Stipend to employe					1,620.00
61213 · Group health insurance premium					
	Bill	10/13/2024	Apollo partners	November coverage	<u>778.05</u>
Total 61213 · Group health insurance premium					<u>778.05</u>
Total 61210 · Medical Insurance					2,398.05
61220 · Workers Compensation					
	Bill	10/01/2024	AmTrust Financial		<u>1,092.00</u>
Total 61220 · Workers Compensation					1,092.00
61230 · Disability Insurance & PFL					
	Bill	10/07/2024	The Hartford		<u>27.87</u>
Total 61230 · Disability Insurance & PFL					<u>27.87</u>
Total 61200 · Employee Benefits					3,517.92
61400 · Payroll taxes					
61410 · Social Security/ Medicare					
	General Journa	10/13/2024	Tamara J. Gaskell	Payroll 9/16/24-9/29/24	523.50
	General Journa	10/13/2024	Tamara J. Gaskell	Payroll 9/16/24-9/29/24	122.44
	General Journa	10/20/2024	Tamara J. Gaskell	Payroll 9/30/24-10/13/24	479.44

Type	Date	Name	Memo	Paid Amount
General Journs	10/20/2024	Tamara J. Gaskell	Payroll 9/30/24-10/13/24	112.13
General Journs	10/31/2024	Tamara J. Gaskell	Payroll 10/14/24-10/27/24	561.09
General Journs	10/31/2024	Tamara J. Gaskell	Payroll 10/14/24-10/27/24	131.22
Total 61410 · Social Security/ Medicare				1,929.82
61420 · NYS Unemployment Insurance				
General Journs	10/13/2024	Tamara J. Gaskell	Payroll 9/16/24-9/29/24	2.58
General Journs	10/13/2024	Tamara J. Gaskell	Payroll 9/16/24-9/29/24	0.09
General Journs	10/20/2024	Tamara J. Gaskell	Payroll 9/30/24-10/13/24	6.02
General Journs	10/20/2024	Tamara J. Gaskell	Payroll 9/30/24-10/13/24	0.22
General Journs	10/31/2024	Tamara J. Gaskell	Payroll 10/14/24-10/27/24	6.51
General Journs	10/31/2024	Tamara J. Gaskell	Payroll 10/14/24-10/27/24	0.24
Total 61420 · NYS Unemployment Insurance				15.66
Total 61400 · Payroll taxes				1,945.48
Total 61000 · Payroll Expenses				29,069.93
62000 · Personnel Related Expenses				
62900 · Personnel Related Expense-Other				
62920 · Staff development				
Bill	10/28/2024	BOA Business Card	MHLS	37.00
Total 62920 · Staff development				37.00
Total 62900 · Personnel Related Expense-Other				37.00
Total 62000 · Personnel Related Expenses				37.00
71000 · Non Personnel Expenses				
71100 · Library Services				
71110 · MHLS Expenses				
71114 · Delivery Charge				
Bill	10/13/2024	MHLS		713.00
Total 71114 · Delivery Charge				713.00
71115 · Sierra Licenses				
Check	10/04/2024	MHLS		950.00
Total 71115 · Sierra Licenses				950.00
Total 71110 · MHLS Expenses				1,663.00
71120 · Library Materials				
71122 · Books				
Bill	10/13/2024	Ingram Library Services		933.60
Total 71122 · Books				933.60
Total 71120 · Library Materials				933.60
71130 · Library E-Resources				
71131 · E-Books				
Bill	10/01/2024	OverDrive		142.49
Bill	10/13/2024	OverDrive		50.00
Bill	10/13/2024	hoopla		94.90
Bill	10/20/2024	OverDrive		87.50
Bill	10/20/2024	OverDrive		95.49
Bill	10/28/2024	OverDrive		26.64
Total 71131 · E-Books				497.02
71132 · E-Audio books				
Bill	10/01/2024	OverDrive		194.58
Bill	10/13/2024	OverDrive		107.99
Bill	10/13/2024	hoopla		243.05
Bill	10/20/2024	OverDrive		95.00
Bill	10/20/2024	OverDrive		142.50
Bill	10/28/2024	OverDrive		169.98
Total 71132 · E-Audio books				953.10
71133 · E-Video				
Bill	10/01/2024	kanopy		215.00
Bill	10/13/2024	hoopla		42.67
Total 71133 · E-Video				257.67
71134 · Electronic hardware				

	Type	Date	Name	Memo	Paid Amount
	Bill	10/13/2024	T-Mobile	8/23/24-9/22/24	90.30
Total 71134 · Electronic hardware					90.30
71139 · E-Resources- Other					
	Bill	10/13/2024	hoopla		10.43
Total 71139 · E-Resources- Other					10.43
Total 71130 · Library E-Resources					1,808.52
71140 · Library supplies & fees					
71141 · Materials processing					
	Bill	10/13/2024	Ingram Library Services		55.60
Total 71141 · Materials processing					55.60
71143 · Office Supplies					
	Bill	10/13/2024	Amazon		20.58
Total 71143 · Office Supplies					20.58
71144 · Internet access					
	Bill	10/13/2024	Consolidated Comm.		20.00
Total 71144 · Internet access					20.00
Total 71140 · Library supplies & fees					96.18
Total 71100 · Library Services					4,501.30
71200 · Program Expenses					
71230 · Youth Programs (YA & Children)					
	Bill	10/13/2024	Ingram Library Services		750.30
	Bill	10/28/2024	BOA Business Card	Golden Harvest	100.00
Total 71230 · Youth Programs (YA & Children)					850.30
71260 · Community					
	Check	10/01/2024	Mimi Coleman	Reimburse for repair cafe supplies	30.00
	Check	10/01/2024	Frances Colombo cust	Reimburse repair cafe expense	60.49
	Bill	10/07/2024	Yvonne Acevedo	July-Sept 2024 tutoring	550.00
	Bill	10/13/2024	Amazon		113.63
	Bill	10/28/2024	BOA Business Card	Big Y	25.25
	Bill	10/28/2024	BOA Business Card	Stewarts	50.46
Total 71260 · Community					829.83
Total 71200 · Program Expenses					1,680.13
71300 · Fundraising Expense					
71320 · Business Partnerships Expense					
	Bill	10/28/2024	Larkin Enterprises	Decals	75.20
Total 71320 · Business Partnerships Expense					75.20
71350 · Fundraising Support					
	Check	10/15/2024	SofterWare		208.07
Total 71350 · Fundraising Support					208.07
71360 · PayPal fees					
	Deposit	10/01/2024	PayPal	PayPal fees	0.63
	Deposit	10/13/2024	PayPal	PayPal fees	2.18
	Deposit	10/28/2024	PayPal	PayPal fees	16.78
Total 71360 · PayPal fees					19.59
Total 71300 · Fundraising Expense					302.86
71500 · Bldng. Operations & Maintenance					
71510 · Utilities					
71511 · Electric					
	Bill	10/28/2024	NYSEG	Service from 9/19/24-10/15/24	444.31
Total 71511 · Electric					444.31
71513 · Telephone					
	Bill	10/13/2024	Consolidated comm.		115.56
Total 71513 · Telephone					115.56
Total 71510 · Utilities					559.87
71530 · Exterior & Grounds					
71532 · Lawn Care					
	Bill	10/13/2024	KEK Residential Srvc.	Mowing x 1	132.00

	Type	Date	Name	Memo	Paid Amount
Total 71532 · Lawn Care					132.00
Total 71530 · Exterior & Grounds					132.00
71540 · Interior Maintenance					
71541 · Weekly Cleaning					
	Bill	10/28/2024	Christa Shook		3,263.00
Total 71541 · Weekly Cleaning					3,263.00
71542 · Supplies					
	Bill	10/13/2024	Amazon		121.90
Total 71542 · Supplies					121.90
71543 · Trash & Recyclables					
	Bill	10/28/2024	Carmen Barbato Inc.		36.00
Total 71543 · Trash & Recyclables					36.00
71549 · Interior Maintenance- Other					
	Bill	10/28/2024	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					90.00
Total 71540 · Interior Maintenance					3,510.90
Total 71500 · Bldng. Operations & Maintenance					4,202.77
71600 · Equipment					
71610 · Office Equipment rental & fees					
	Bill	10/20/2024	Nati'l Business Leasing	payment	349.77
	Bill	10/20/2024	Nati'l Business Leasing	insurance	19.82
Total 71610 · Office Equipment rental & fees					369.59
Total 71600 · Equipment					369.59
71800 · Insurance					
71810 · Umbrella					
	Bill	10/28/2024	Preferred Mutual		1,530.00
Total 71810 · Umbrella					1,530.00
Total 71800 · Insurance					1,530.00
71900 · Other Expenses					
71930 · Bank fees					
	Bill	10/04/2024	PayChex	Payroll	42.09
	Check	10/04/2024	Square	Square test	0.13
	Check	10/08/2024	Bank of Greene County	Online bill pay	4.50
	Bill	10/18/2024	PayChex	Payroll	32.09
Total 71930 · Bank fees					78.81
71990 · Other					
	Deposit	10/03/2024	Square	Square fees	0.13
	Deposit	10/15/2024	Square	Square fees	0.79
	Deposit	10/15/2024	Square	Square fees	0.75
Total 71990 · Other					1.67
Total 71900 · Other Expenses					80.48
Total 71000 · Non Personnel Expenses					12,667.13
Total Expense					41,774.06
91500 · Capital Improvements					
91520 · Construction in progress					
	Bill	10/02/2024	Jay Elsoffer, Inc.	Roof replacement	45,000.00
Total 91520 · Construction in progress					45,000.00
Total 91500 · Capital Improvements					45,000.00