

Roeliff Jansen Community Library
Monthly Warrant Report
November 2024

2:45 PM
 12/16/2024
 Accrual Basis

Expense	Type	Date	Name	Memo	Amount
61000 · Payroll Expenses					
61100 · Salaries & Wages					
61110 · Director Salary					
	General Journal	11/18/2024	Tamara J. Gaskell	Payroll 10/28/24-11/10/24	2,692.31
	General Journal	11/29/2024	Tamara J. Gaskell	Payroll 11/11/24-11/24/24	2,692.31
Total 61110 · Director Salary					<u>5,384.62</u>
61120 · Salaries & Wages- Other					
	General Journal	11/18/2024	Katherine Shannon	Payroll 10/28/24-11/10/24	1,551.59
	General Journal	11/18/2024	Frances Colombo	Payroll 10/28/24-11/10/24	1,374.75
	General Journal	11/18/2024	Robin Gottlieb	Payroll 10/28/24-11/10/24	818.00
	General Journal	11/18/2024	Ramona Bellamy	Payroll 10/28/24-11/10/24	163.71
	General Journal	11/29/2024	Katherine Shannon	Payroll 11/11/24-11/24/24	1,551.59
	General Journal	11/29/2024	Frances Colombo	Payroll 11/11/24-11/24/24	1,363.00
	General Journal	11/29/2024	Robin Gottlieb	Payroll 11/11/24-11/24/24	818.00
	General Journal	11/29/2024	Ramona Bellamy	Payroll 11/11/24-11/24/24	144.63
	General Journal	11/29/2024	Leah Harde	Payroll 11/11/24-11/24/24	274.16
Total 61120 · Salaries & Wages- Other					<u>8,059.43</u>
Total 61100 · Salaries & Wages					<u>13,444.05</u>
61200 · Employee Benefits					
61210 · Medical Insurance					
61213 · Group health insurance premium					
	Bill	11/07/2024	Apollo partners		778.05
Total 61213 · Group health insurance premium					<u>778.05</u>
Total 61210 · Medical Insurance					<u>778.05</u>
Total 61200 · Employee Benefits					<u>778.05</u>
61400 · Payroll taxes					
61410 · Social Security/ Medicare					
	General Journal	11/18/2024	Tamara J. Gaskell	Payroll 10/28/24-11/10/24	409.22
	General Journal	11/18/2024	Tamara J. Gaskell	Payroll 10/28/24-11/10/24	95.70
	General Journal	11/29/2024	Tamara J. Gaskell	Payroll 11/11/24-11/24/24	424.32
	General Journal	11/29/2024	Tamara J. Gaskell	Payroll 11/11/24-11/24/24	99.24
Total 61410 · Social Security/ Medicare					<u>1,028.48</u>
61420 · NYS Unemployment Insurance					
	General Journal	11/18/2024	Tamara J. Gaskell	Payroll 10/28/24-11/10/24	3.32
	General Journal	11/18/2024	Tamara J. Gaskell	Payroll 10/28/24-11/10/24	0.12
	General Journal	11/29/2024	Tamara J. Gaskell	Payroll 11/11/24-11/24/24	8.48
	General Journal	11/29/2024	Tamara J. Gaskell	Payroll 11/11/24-11/24/24	0.32
Total 61420 · NYS Unemployment Insurance					<u>12.24</u>
Total 61400 · Payroll taxes					<u>1,040.72</u>
Total 61000 · Payroll Expenses					<u>15,262.82</u>
62000 · Personnel Related Expenses					
62500 · Contract Service expenses					
62520 · Accounting fees					
	Bill	11/25/2024	Robert H. Patterson, CPA	2024 Audit down payment	3,000.00
Total 62520 · Accounting fees					<u>3,000.00</u>
Total 62500 · Contract Service expenses					<u>3,000.00</u>
62900 · Personnel Related Expense-Other					
62910 · Membership dues					
	Bill	11/05/2024	American Library Assoc	Tammy Gaskell membership	125.00
Total 62910 · Membership dues					<u>125.00</u>

	Type	Date	Name	Memo	Amount
62930 · Travel					
	Check	11/18/2024	Katherine Shannon	Reimburse for travel to MHLS	60.03
	Check	11/25/2024	Tamara Gaskell	Reimburse for travel	67.00
Total 62930 · Travel					<u>127.03</u>
62940 · Recruitment					
	Bill	11/16/2024	BOA Business Card	Idealist	125.00
	Bill	11/16/2024	BOA Business Card	Indeed	69.68
Total 62940 · Recruitment					<u>194.68</u>
Total 62900 · Personnel Related Expense-Other					<u>446.71</u>
Total 62000 · Personnel Related Expenses					<u>3,446.71</u>
71000 · Non Personnel Expenses					
71100 · Library Services					
71110 · MHLS Expenses					
71119 · MHLS Expenses- Other					
	Bill	11/19/2024	MHLS	Telephone notification system	172.13
Total 71119 · MHLS Expenses- Other					<u>172.13</u>
Total 71110 · MHLS Expenses					<u>172.13</u>
71120 · Library Materials					
71122 · Books					
	Bill	11/01/2024	Ingram Library Services		1,206.31
	Bill	11/16/2024	BOA Business Card		34.60
Total 71122 · Books					<u>1,240.91</u>
71123 · DVDs					
	Bill	11/01/2024	Amazon		59.89
	Bill	11/01/2024	Midwest Tape		17.99
Total 71123 · DVDs					<u>77.88</u>
71129 · Library materials- other					
	Bill	11/20/2024	Advantage Archives	Microfiche- Columbia Paper	5,175.00
Total 71129 · Library materials- other					<u>5,175.00</u>
Total 71120 · Library Materials					<u>6,493.79</u>
71130 · Library E-Resources					
71131 · E-Books					
	Bill	11/01/2024	hoopla		92.70
	Bill	11/05/2024	OverDrive		105.00
	Bill	11/12/2024	OverDrive		120.00
	Bill	11/19/2024	OverDrive		21.03
Total 71131 · E-Books					<u>338.73</u>
71132 · E-Audio books					
	Bill	11/01/2024	hoopla		311.79
	Bill	11/05/2024	OverDrive		95.00
	Bill	11/12/2024	OverDrive		95.00
	Bill	11/19/2024	OverDrive		47.50
Total 71132 · E-Audio books					<u>549.29</u>
71133 · E-Video					
	Bill	11/01/2024	hoopla		54.45
	Bill	11/01/2024	kanopy		210.00
	Bill	11/30/2024	kanopy		247.00
Total 71133 · E-Video					<u>511.45</u>
71139 · E-Resources- Other					
	Bill	11/01/2024	hoopla		11.95
Total 71139 · E-Resources- Other					<u>11.95</u>
Total 71130 · Library E-Resources					<u>1,411.42</u>
71140 · Library supplies & fees					
71141 · Materials processing					

	Type	Date	Name	Memo	Amount
	Bill	11/01/2024	Ingram Library Services		70.69
Total 71141 · Materials processing					70.69
71143 · Office Supplies					
	Bill	11/01/2024	Amazon		42.99
	Check	11/08/2024	Main St. Checks		108.32
	Bill	11/16/2024	BOA Business Card	Staples/ paper	75.49
Total 71143 · Office Supplies					226.80
71144 · Internet access					
	Bill	11/01/2024	Consolidated Comm.		20.00
Total 71144 · Internet access					20.00
Total 71140 · Library supplies & fees					317.49
Total 71100 · Library Services					8,394.83
71200 · Program Expenses					
71230 · Youth Programs (YA & Children)					
	Bill	11/01/2024	Ingram Library Services		472.57
	Bill	11/14/2024	The Puppet People		850.00
	Bill	11/16/2024	BOA Business Card	Golden Harvest	70.00
	Bill	11/16/2024	BOA Business Card	John Komsa/ Donuts	33.00
	Bill	11/16/2024	BOA Business Card	Fresh Town	12.73
Total 71230 · Youth Programs (YA & Children)					1,438.30
71260 · Community					
	Bill	11/01/2024	David Haines	October classes	375.00
	Bill	11/01/2024	Amazon		60.97
	Bill	11/05/2024	David Haines	Sept 2024 classes	300.00
	Bill	11/26/2024	David Haines	November classes (3)	225.00
Total 71260 · Community					960.97
Total 71200 · Program Expenses					2,399.27
71300 · Fundraising Expense					
71350 · Fundraising Support					
	Check	11/12/2024	DonorPerfect		208.07
Total 71350 · Fundraising Support					208.07
71360 · PayPal fees					
	Deposit	11/12/2024	PayPal	PayPal fees	21.32
	Deposit	11/18/2024	PayPal	PayPal fees	1.21
	Deposit	11/25/2024	PayPal	PayPal fees	1.21
Total 71360 · PayPal fees					23.74
71390 · Fundraising Expense- Other					
	Bill	11/20/2024	Kwik Print	Letterhead and envelopes	360.00
Total 71390 · Fundraising Expense- Other					360.00
Total 71300 · Fundraising Expense					591.81
71400 · Marketing					
71410 · Email newsletter					
	Bill	11/16/2024	BOA Business Card	Constant Contact	495.60
Total 71410 · Email newsletter					495.60
71440 · Website					
	Bill	11/16/2024	BOA Business Card	BlueHost	1,067.52
Total 71440 · Website					1,067.52
Total 71400 · Marketing					1,563.12
71500 · Bldng. Operations & Maintenance					
71510 · Utilities					
71511 · Electric					
	Bill	11/19/2024	NYSEG	Service from 10/16/24-11/14/24	491.93
Total 71511 · Electric					491.93
71513 · Telephone					

	Type	Date	Name	Memo	Amount
	Bill	11/01/2024	Consolidated Comm		138.14
Total 71513 · Telephone					138.14
Total 71510 · Utilities					630.07
71520 · Building Systems					
71524 · Alarm System					
	Bill	11/14/2024	Columbia Cnty Alarm	Annual permit renewal	25.00
Total 71524 · Alarm System			Program		25.00
Total 71520 · Building Systems					25.00
71530 · Exterior & Grounds					
71532 · Lawn Care					
	Bill	11/03/2024	KEK Residential Servcies	Mowing x 1	132.00
Total 71532 · Lawn Care					132.00
71539 · Exterior & Grounds- Other					
	Check	11/03/2024	Town of Copake	Sign permit	60.00
	Bill	11/05/2024	Larkin Enterprises	Sign	3,625.00
Total 71539 · Exterior & Grounds- Other					3,685.00
Total 71530 · Exterior & Grounds					3,817.00
71540 · Interior Maintenance					
71541 · Weekly Cleaning					
	Bill	11/05/2024	Christa Shook	10/02-11/02	887.60
Total 71541 · Weekly Cleaning					887.60
71542 · Supplies					
	Bill	11/01/2024	Amazon		111.83
Total 71542 · Supplies					111.83
71543 · Trash & Recyclables					
	Bill	11/15/2024	Carmen Barbato Inc.		36.00
Total 71543 · Trash & Recyclables					36.00
71544 · Cleaning Services					
	Bill	11/14/2024	Valley Carpet Cleaning		675.00
Total 71544 · Cleaning Services					675.00
71549 · Interior Maintenance- Other					
	Bill	11/16/2024	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					90.00
Total 71540 · Interior Maintenance					1,800.43
Total 71500 · Bldng. Operations & Maintenance					6,272.50
71600 · Equipment					
71610 · Office Equipment rental & fees					
	Bill	11/09/2024	National Business Equipment	Documentation fee	62.97
Total 71610 · Office Equipment rental & fees					62.97
71690 · Equipment- Other					
	Bill	11/01/2024	Amazon		13.99
Total 71690 · Equipment- Other					13.99
Total 71600 · Equipment					76.96
71700 · Computers					
71710 · Computer Hardware					
	Bill	11/01/2024	MHLS		800.00
Total 71710 · Computer Hardware					800.00
71720 · Computer Software					
	Bill	11/16/2024	BOA Business Card	Titan HQ	675.00
Total 71720 · Computer Software					675.00
Total 71700 · Computers					1,475.00
71900 · Other Expenses					
71930 · Bank fees					
	Bill	11/01/2024	PayChex	Payroll processing	32.09

	Type	Date	Name	Memo	Amount
	Check	11/08/2024	Bank of Greene County	Online bill pay	3.50
	Bill	11/15/2024	PayChex	Payroll	29.57
	Bill	11/29/2024	PayChex	payroll	30.83
Total 71930 · Bank fees					<u>95.99</u>
71990 · Other					
	Deposit	11/01/2024	Square	Square fees	0.88
	Deposit	11/12/2024	Square	Square fees	0.75
	Deposit	11/12/2024	Square	Square fees	0.21
	Deposit	11/18/2024	Square	Square fees	0.62
	Deposit	11/25/2024	Square	Square fees	0.75
	Deposit	11/25/2024	Square	Square fees	13.93
	Deposit	11/26/2024	Square	Square fees	0.75
	Deposit	11/27/2024	Square	Square fees	0.67
Total 71990 · Other					<u>18.56</u>
Total 71900 · Other Expenses					<u>114.55</u>
Total 71000 · Non Personnel Expenses					<u>20,888.04</u>
Total Expense					<u>39,597.57</u>