

Roeliff Jansen Community Library
Monthly Warrant Report
 December 2024

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01/05/2025

Cash Basis

	Date	Name	Memo	Paid Amount
Expense				
61000 · Payroll Expenses				
61100 · Salaries & Wages				
61110 · Director Salary				
	General Journal	12/11/2024 Tamara J. Gaskell	Annual bonus	4,142.12
	General Journal	12/13/2024 Tamara J. Gaskell	Payroll 11/25/24-12/08/24	2,692.31
Total 61110 · Director Salary				<u>6,834.43</u>
61120 · Salaries & Wages- Other				
	General Journal	12/11/2024 Christina Maggio	Annual bonus	604.76
	General Journal	12/11/2024 Katherine Shannon	Annual bonus	556.75
	General Journal	12/11/2024 Frances Colombo	Annual bonus	556.75
	General Journal	12/11/2024 Robin Gottlieb	Annual bonus	335.10
	General Journal	12/11/2024 Ramona Bellamy	Annual bonus	163.98
	General Journal	12/11/2024 Leah Harde	Annual bonus	163.98
	General Journal	12/13/2024 Katherine Shannon	Payroll 11/25/24-12/08/24	1,562.14
	General Journal	12/13/2024 Frances Colombo	Payroll 11/25/24-12/08/24	1,574.50
	General Journal	12/13/2024 Robin Gottlieb	Payroll 11/25/24-12/08/24	1,104.30
	General Journal	12/13/2024 Ramona Bellamy	Payroll 11/25/24-12/08/24	252.81
	General Journal	12/13/2024 Leah Harde	Payroll 11/25/24-12/08/24	134.28
Total 61120 · Salaries & Wages- Other				<u>7,009.35</u>
61130 · Annual Bonuses				
	General Journal	12/27/2024 Tamara J. Gaskell	Payroll 12/09/24-12/22/24	2,692.31
	General Journal	12/27/2024 Katherine Shannon	Payroll 12/09/24-12/22/24	1,519.92
	General Journal	12/27/2024 Frances Colombo	Payroll 12/09/24-12/22/24	1,539.25
	General Journal	12/27/2024 Robin Gottlieb	Payroll 12/09/24-12/22/24	930.48
	General Journal	12/27/2024 Ramona Bellamy	Payroll 12/09/24-12/22/24	206.64
	General Journal	12/27/2024 Leah Harde	Payroll 12/09/24-12/22/24	302.13
Total 61130 · Annual Bonuses				<u>7,190.73</u>
Total 61100 · Salaries & Wages				<u>21,034.51</u>
61200 · Employee Benefits				
61210 · Medical Insurance				
61212 · Medical Ins- Stipend to employe				
	General Journal	12/13/2024 Katherine Shannon	Payroll 11/25/24-12/08/24	270.00
	General Journal	12/13/2024 Frances Colombo	Payroll 11/25/24-12/08/24	270.00
Total 61212 · Medical Ins- Stipend to employe				<u>540.00</u>
61213 · Group health insurance premium				
	Bill	12/11/2024 Apollo partners	January 2025 coverage	778.05
Total 61213 · Group health insurance premium				<u>778.05</u>
Total 61210 · Medical Insurance				<u>1,318.05</u>
Total 61200 · Employee Benefits				<u>1,318.05</u>
61400 · Payroll taxes				
61410 · Social Security/ Medicare				
	General Journal	12/11/2024 Tamara J. Gaskell	Annual bonus	404.47
	General Journal	12/11/2024 Tamara J. Gaskell	Annual bonus	94.59
	General Journal	12/13/2024 Tamara J. Gaskell	Payroll 11/25/24-12/08/24	487.34
	General Journal	12/13/2024 Tamara J. Gaskell	Payroll 11/25/24-12/08/24	113.99
	General Journal	12/27/2024 Tamara J. Gaskell	Payroll 12/09/24-12/22/24	445.82
	General Journal	12/27/2024 Tamara J. Gaskell	Payroll 12/09/24-12/22/24	104.27
Total 61410 · Social Security/ Medicare				<u>1,650.48</u>
61420 · NYS Unemployment Insurance				
	General Journal	12/11/2024 Tamara J. Gaskell	Annual bonus	6.64
	General Journal	12/11/2024 Tamara J. Gaskell	Annual bonus	0.24
	General Journal	12/13/2024 Tamara J. Gaskell	Payroll 11/25/24-12/08/24	7.84
	General Journal	12/13/2024 Tamara J. Gaskell	Payroll 11/25/24-12/08/24	0.29
	General Journal	12/27/2024 Tamara J. Gaskell	Payroll 12/09/24-12/22/24	10.30

	Date	Name	Memo	Paid Amount
General Journal	12/27/2024	Tamara J. Gaskell	Payroll 12/09/24-12/22/24	0.38
Total 61420 · NYS Unemployment Insurance				25.69
Total 61400 · Payroll taxes				1,676.17
Total 61000 · Payroll Expenses				24,028.73
62000 · Personnel Related Expenses				
62900 · Personnel Related Expense-Other				
62940 · Recruitment				
Bill	12/29/2024	BOA Business Card	Indeed.com	270.00
Total 62940 · Recruitment				270.00
Total 62900 · Personnel Related Expense-Other				270.00
Total 62000 · Personnel Related Expenses				270.00
71000 · Non Personnel Expenses				
71100 · Library Services				
71110 · MHLS Expenses				
71119 · MHLS Expenses- Other				
Bill	12/02/2024	MHLS	Telephone notification system	172.13
Total 71119 · MHLS Expenses- Other				172.13
Total 71110 · MHLS Expenses				172.13
71120 · Library Materials				
71122 · Books				
Bill	12/02/2024	Ingram Library Services		316.15
Total 71122 · Books				316.15
71123 · DVDs				
Bill	12/02/2024	Amazon		54.48
Total 71123 · DVDs				54.48
Total 71120 · Library Materials				370.63
71130 · Library E-Resources				
71131 · E-Books				
Bill	12/02/2024	hoopla	September invoice	94.90
Bill	12/02/2024	hoopla		103.11
Bill	12/11/2024	OverDrive		87.49
Bill	12/16/2024	OverDrive		121.79
Bill	12/22/2024	OverDrive		123.18
Total 71131 · E-Books				530.47
71132 · E-Audio books				
Bill	12/02/2024	hoopla	September invoice	243.05
Bill	12/02/2024	hoopla		281.44
Bill	12/11/2024	OverDrive		187.49
Bill	12/16/2024	OverDrive		47.50
Bill	12/22/2024	OverDrive		218.38
Bill	12/29/2024	OverDrive		144.22
Total 71132 · E-Audio books				1,122.08
71133 · E-Video				
Bill	12/02/2024	hoopla	September invoice	42.67
Bill	12/02/2024	hoopla		55.11
Bill	12/02/2024	kanopy		247.00
Total 71133 · E-Video				344.78
71139 · E-Resources- Other				
Bill	12/02/2024	hoopla	September invoice	10.43
Bill	12/02/2024	hoopla		6.97
Total 71139 · E-Resources- Other				17.40
Total 71130 · Library E-Resources				2,014.73
71140 · Library supplies & fees				
71141 · Materials processing				
Bill	12/02/2024	Ingram Library Services Inc.		38.58
Total 71141 · Materials processing				38.58
71142 · Postage & Freight				
Bill	12/29/2024	BOA Business Card	USPS	1.77

	Date	Name	Memo	Paid Amount
Total 71142 · Postage & Freight				1.77
71144 · Internet access				
Bill	12/11/2024	Consolidated		20.00
Total 71144 · Internet access		communications		20.00
Total 71140 · Library supplies & fees				60.35
Total 71100 · Library Services				2,617.84
71200 · Program Expenses				
71230 · Youth Programs (YA & Children)				
Bill	12/02/2024	Ingram Library Services		52.15
Total 71230 · Youth Programs (YA & Children)				52.15
71260 · Community				
Bill	12/02/2024	Amazon	Centerpiece workshop	134.26
Bill	12/02/2024	David Haines	November classes (3)	225.00
Bill	12/29/2024	Yvonne Acevedo	Oct-Dec 2024 English language tutoring	600.00
Total 71260 · Community				959.26
Total 71200 · Program Expenses				1,011.41
71300 · Fundraising Expense				
71310 · Individual Donation Expense				
71311 · Mail Solicitation Expense				
Bill	12/22/2024	Kwik Print	Annual appeal	3,153.07
Total 71311 · Mail Solicitation Expense				3,153.07
Total 71310 · Individual Donation Expense				3,153.07
71320 · Business Partnerships Expense				
Bill	12/22/2024	Kwik Print	Poster	90.00
Total 71320 · Business Partnerships Expense				90.00
71350 · Fundraising Support				
Check	12/12/2024	SofterWare		260.09
Total 71350 · Fundraising Support				260.09
71360 · PayPal fees				
Deposit	12/02/2024	PayPal	PayPal fees	31.20
Deposit	12/11/2024	PayPal	PayPal fees	118.15
Deposit	12/16/2024	PayPal	PayPal fees	49.37
Deposit	12/22/2024	PayPal	PayPal fees	16.97
Deposit	12/29/2024	PayPal	PayPal fees	131.31
Total 71360 · PayPal fees				347.00
Total 71300 · Fundraising Expense				3,850.16
71500 · Bldng. Operations & Maintenance				
71510 · Utilities				
71511 · Electric				
Bill	12/29/2024	NYSEG	Service from 11/15/24- 12/17/24	869.33
Total 71511 · Electric				869.33
71513 · Telephone				
Bill	12/11/2024	Consolidated		138.14
Total 71513 · Telephone		communications		138.14
Total 71510 · Utilities				1,007.47
71520 · Building Systems				
71523 · Electrical/ Lighting				
Bill	12/16/2024	MRP Electric LLC	Check out leak	275.00
Total 71523 · Electrical/ Lighting				275.00
71529 · Building Systems- Other				
Bill	12/16/2024	Community Rescue Squad	Defibrillator pads & battery	532.34
Bill	12/29/2024	BOA Business Card	Budget Blinds of East Troy	150.00
Total 71529 · Building Systems- Other				682.34
Total 71520 · Building Systems				957.34
71530 · Exterior & Grounds				
71532 · Lawn Care				
Bill	12/16/2024	KEK Residential Servcies	Brush hogging	300.00

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Total 71532 · Lawn Care				300.00
Total 71530 · Exterior & Grounds				300.00
71540 · Interior Maintenance				
71541 · Weekly Cleaning				
	Bill	12/16/2024 Christa Shook	Cleaning 11/4/24-11/30/24	819.00
Total 71541 · Weekly Cleaning				819.00
71543 · Trash & Recyclables				
	Bill	12/22/2024 Carmen Barbato Inc.	Jan collection	36.00
Total 71543 · Trash & Recyclables				36.00
71549 · Interior Maintenance- Other				
	Bill	12/29/2024 BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other				90.00
Total 71540 · Interior Maintenance				945.00
Total 71500 · Bldng. Operations & Maintenance				3,209.81
71600 · Equipment				
71610 · Office Equipment rental & fees				
	Bill	12/16/2024 National Business Equip.		325.52
Total 71610 · Office Equipment rental & fees				325.52
71620 · Audio Equipment				
	Bill	12/02/2024 Amazon	Sound system	6.99
Total 71620 · Audio Equipment				6.99
Total 71600 · Equipment				332.51
71700 · Computers				
71710 · Computer Hardware				
	Bill	12/02/2024 Amazon	iPad	249.99
Total 71710 · Computer Hardware				249.99
Total 71700 · Computers				249.99
71900 · Other Expenses				
71930 · Bank fees				
	Check	12/09/2024 Bank of Greene County	Online bill pay	5.50
	Bill	12/11/2024 PayChex	Bonus payroll processing	32.09
	Bill	12/13/2024 PayChex	Payroll processing	30.83
	Bill	12/27/2024 PayChex	Payroll	30.83
	Bill	12/31/2024 PayChex	Process 1099 contractor info	38.46
Total 71930 · Bank fees				137.71
71990 · Other				
	Deposit	12/06/2024 Square	Deposit	0.68
	Deposit	12/16/2024 Square	Square fees	1.00
Total 71990 · Other				1.68
Total 71900 · Other Expenses				139.39
Total 71000 · Non Personnel Expenses				11,411.11
Total Expense				35,709.84