

SOUTHERN ADIRONDACK LIBRARY SYSTEM

FOR BOARD PERUSAL

Warrants & Payroll Expense For February 2023

General Fund - February 2023		
Approved	Warrant #	Amount
2/6/2023	2023-3	\$ 84,324.14
2/6/2023	PAY#3-2023	\$ 62,878.56
2/21/2023	2023-4	\$ 94,161.41
2/21/2023	2023-5	\$ 12,000.00
2/21/2023	PAY#4-2023	\$ 40,365.46
		<u>\$ 293,729.57</u>

Trust & Agency - February 2023		
Approved	Warrant #	Amount
2/1/2023	ACH-NYS Ret (Jan)	\$ 1,374.38
2/6/2023	TA23-3	\$ 24,076.90
2/6/2023	ACH-NYS DC	\$ 1,771.07
2/21/2023	TA23-4	\$ 385.09
2/23/2023	ACH-NYS DC	\$ 1,771.07
		<u>\$ 29,378.51</u>

Southern Adirondack Library System
Warrant for Payment 2023-3
Authorized Expenditures as Approved: 2/6/2023

Vou #	Claimant	Account	Amount	Date 2/7/2023 Check #
29	Arnoff Moving & Storage			
		A433A · Delivery	9,638.48	
	Total Arnoff Moving & Storage		<u>9,638.48</u>	14050
30	Davis Vision			
		A90608 · Employee Health Insurance	89.82	
	Total Davis Vision		<u>89.82</u>	14051
31	Grasshopper Gardens, Inc.			
		A452 · Building Maint. & Repair	1,550.00	
		A452 · Building Maint. & Repair	210.00	
		A452 · Building Maint. & Repair	750.00	
		A452 · Building Maint. & Repair	120.00	
	Total Grasshopper Gardens, Inc.		<u>2,630.00</u>	14052
32	Jeffords			
		A437 · Professional Fees	490.35	
	Total Jeffords		<u>490.35</u>	14053
33	Library Journal			
		A413 · Serials	104.99	
	Total Library Journal		<u>104.99</u>	14054
34	Midwest Tape			
		A436 · MARC Records	210.00	
	Total Midwest Tape		<u>210.00</u>	14055
35	MVLS/SALS Joint Automation Project			
		A445-JA · Joint Automation Fees-01	40,046.53	
		A495 · Technology Grant	14,599.21	
		A445 · Inventory	340.40	
		A445 · Inventory	1,050.70	
		A445 · Inventory	256.44	
		A445 · Inventory	256.44	
		A445 · Inventory	18.89	
		A445 · Inventory	119.68	
	Total MVLS/SALS Joint Automation Project		<u>56,688.29</u>	14056
36	National Grid			
		A450 · Utilities	3,863.00	
	Total National Grid		<u>3,863.00</u>	14057
37	Niche Academy			
		A497 · CE for Member Libraries	5,500.00	
	Total Niche Academy		<u>5,500.00</u>	14058
38	NYSID			
		A430 · Supplies	85.48	
	Total NYSID		<u>85.48</u>	14059
39	OverDrive			
		A445-1 · MemLib E-Content Contribution	459.93	
	Total OverDrive		<u>459.93</u>	14060
40	Paychex, Inc.			
		A437 · Professional Fees	738.47	
	Total Paychex, Inc.		<u>738.47</u>	14061
41	Smith, Colleen			
		A435 · Travel - Employee and Board	60.00	

Southern Adirondack Library System
Warrant for Payment 2023-3
Authorized Expenditures as Approved: 2/6/2023

Vou #	Claimant	Account	Amount	Check #
		A433 · Postage and Shipping	3.78	
	Total Smith, Colleen		63.78	14062
42	Traliant LLC			
		A435 · Travel - Employee and Board	449.28	
		A445 · Inventory	3,283.20	
	Total Traliant LLC		3,732.48	14063
43	WB Mason Co., Inc.			
		A430 · Supplies	-6.00	
		A430 · Supplies	-6.00	
		A430 · Supplies	16.54	
		A430 · Supplies	7.99	
		A430 · Supplies	16.54	
	Total WB Mason Co., Inc.		29.07	14064
TOTAL			84,324.14	

 Authorized Signature

TRUST & AGENCY FUND
Journal Entry for Set Up of Payroll

PAY#3-2023

	<u>Acct.#</u>	<u>Debit</u>	<u>Credit</u>
Cash	TA200	\$ 62,878.56	
Net Payroll	TA10		25,975.13
Deferred Compensation 457	TA17		1,771.07
ROTH 457	TA17A		
NYS Empl Retire.Contribution	TA18		352.93
NYS Empl Retire.Arrears	TA18A		
NYS Empl Retire.Loans	TA18B		333.00
Group Insurance	TA20A		23,096.80
NYS Income Tax	TA21		1,649.15
Federal Income Tax	TA22		3,784.59
Income Executions	TA23		
Social Security	TA26		5,610.65
Disability Insurance	TA27		
Annuity 403 (b)	TA29		
URM Med FSA	TA30		225.39
DDC Child Care	TA31		
AFLAC Cancer	TA32A		
AFLAC Accident	TA32B		
NYCON Dental	TA32C		79.85
AFLAC DBL	TA33		
AFLAC Life Ins.	TA33A		
To set up payroll for period			
Including employer's social security, hospitalization and disability.			30,897.61 .141
<u>Check # 14049</u>	<u>Total</u>	<u>\$ 62,878.56</u>	<u>2/7/2023</u>
<u>Expense</u>		<u>Total</u>	<u>1,981.12 .144</u>
FICA	9030.8	2,805.34	37,571.43
HOSPITALIZATION	9060.8	22,501.79	
RETIREMENT ARREARS			

\$40,376.77

Paychex Cash Req'd

Southern Adirondack Library System
Warrant for Payment 2023-4
Authorized Expenditures as Approved:2/21/2023

Date 2/21/2023

Vou #	Claimant	Account	Amount	Check #
44	Allerdice Building Supply			
		A430 · Supplies	12.97	
	Total Allerdice Building Supply		12.97	14067
45	Arnoff Moving & Storage			
		A433A · Delivery	10,187.25	
	Total Arnoff Moving & Storage		10,187.25	14068
46	B&T			
		A410B · GTM Books	28.14	
	Total B&T		28.14	14069
47	Electronic Office Products			
		A439 · Equipment Maintenance & Repair	33.00	
	Total Electronic Office Products		33.00	14070
48	FirstLight Fiber			
		A431 · Telephone	935.26	
	Total FirstLight Fiber		935.26	14071
49	Grasshopper Gardens, Inc.			
		A452 · Building Maint. & Repair	270.00	
		A452 · Building Maint. & Repair	210.00	
	Total Grasshopper Gardens, Inc.		480.00	14072
50	OverDrive			
		A491B · County Aid	1,562.81	
		A491B · County Aid	1,923.99	
		A491B · County Aid	1,844.73	
	Total OverDrive		5,331.53	14073
51	SHI International Corp			
		A203 · Equipment	2,554.85	
		A203 · Equipment	68,654.69	
	Total SHI International Corp		71,209.54	14074
52	Staples, Inc.			
		A430 · Supplies	68.11	
		A430 · Supplies	199.53	
	Total Staples, Inc.		267.64	14075
53	Swank Movie Licensing USA			
		A445 · Inventory	5,655.00	
	Total Swank Movie Licensing USA		5,655.00	14076
54	WB Mason Co., Inc.			
		A430 · Supplies	-6.00	
		A430 · Supplies	-6.00	
		A430 · Supplies	16.54	
		A430 · Supplies	16.54	
	Total WB Mason Co., Inc.		21.08	14077
TOTAL			94,161.41	

Authorized Signature

Southern Adirondack Library System
Warrant for Payment 2023-5
Authorized Expenditures as Approved: 2/21/2023

Date 2/21/2023

Vou #	Claimant	Account	Amount	Check #
55	Argyle Free Library-V			
		A497 · CE for Member Libraries	1,500.00	
	Total Argyle Free Library-V		1,500.00	14078
56	BUR			
		A497 · CE for Member Libraries	1,500.00	
	Total BUR		1,500.00	14079
57	CPH			
		A497 · CE for Member Libraries	1,500.00	
	Total CPH		1,500.00	14080
58	GLE			
		A497 · CE for Member Libraries	1,500.00	
	Total GLE		1,500.00	14081
59	IND			
		A497 · CE for Member Libraries	1,500.00	
	Total IND		1,500.00	14082
60	LKG			
		A497 · CE for Member Libraries	1,500.00	
	Total LKG		1,500.00	14083
61	Mechanicville District Public Library-V			
		A497 · CE for Member Libraries	1,500.00	
	Total Mechanicville District Public Library-V		1,500.00	14084
62	WAR			
		A497 · CE for Member Libraries	1,500.00	
	Total WAR		1,500.00	14085
TOTAL			12,000.00	

 Authorized Signature

SOUTHERN ADIRONDACK LIBRARY SYSTEM
22 WHITNEY PLACE
SARATOGA SPRINGS, NY 12866

To: Robert Jeffords

1/21/2023

From: Sara Dallas

Subject: 2023 AARP OATS Grant - Part 1 stipends (50%)

Please issue the following checks for **2023 AARP OATS Grant - 50% stipend**

VOU #	CLAIMANT	ACCOUNT	AMOUNT	Ck.#
55	Argyle Free Library	A497 · CE for Member Libraries	\$ 1,500.00	14078
56	Town of Ballston Community Library	A497 · CE for Member Libraries	\$ 1,500.00	14079
57	Clifton Park-Halfmoon Public Library	A497 · CE for Member Libraries	\$ 1,500.00	14080
58	Crandall Public Library	A497 · CE for Member Libraries	\$ 1,500.00	14081
59	Town Of Indian Lake Public Library	A497 · CE for Member Libraries	\$ 1,500.00	14082
60	Caldwell-Lake George Library	A497 · CE for Member Libraries	\$ 1,500.00	14083
61	Mechanicville District Public Library	A497 · CE for Member Libraries	\$ 1,500.00	14084
62	Richards Library	A497 · CE for Member Libraries	\$ 1,500.00	14085
			<u>\$ 12,000.00</u>	

AUTHORIZED SIGNATURE

CHECK # _____

DATE _____

CODE _____ A497 _____

TRUST & AGENCY FUND
Journal Entry for Set Up of Payroll

PAY#4-2023

	<u>Acct.#</u>	<u>Debit</u>	<u>Credit</u>
Cash	TA200	\$ 40,365.46	
Net Payroll	TA10		25,966.12
Deferred Compensation 457	TA17		1,771.07
ROTH 457	TA17A		
NYS Empl Retire.Contribution	TA18		352.62
NYS Empl Retire.Arrears	TA18A		
NYS Empl Retire.Loans	TA18B		333.00
Group Insurance	TA20A		595.01
NYS Income Tax	TA21		1,648.73
Federal Income Tax	TA22		3,784.59
Income Executions	TA23		
Social Security	TA26		5,609.08
Disability Insurance	TA27		
Annuity 403 (b)	TA29		
URM Med FSA	TA30		225.39
DDC Child Care	TA31		
AFLAC Cancer	TA32A		
AFLAC Accident	TA32B		
NYCON Dental	TA32C		79.85
AFLAC DBL	TA33		
AFLAC Life Ins.	TA33A		
To set up payroll for period			
Including employer's social security, hospitalization and disability.			
			30,897.61 .141
Check # 14066	Total	\$ 40,365.46	2/21/2023
			4,682.20 .142
<u>Expense</u>		<u>Total</u>	<u>1,981.12 .144</u>
FICA	9030.8	2,804.53	37,560.93
HOSPITALIZATION	9060.8	-	
RETIREMENT ARREARS			

\$40,365.46

Paychex Cash Req'd

Post Submission Process

[Report Summary](#) |
 [Report Details](#) |
 [Warnings](#) |
 [New Hire Summary](#)

Location 50780 S ADIRONDACK LIBRARY SYSTEM Report Date 01/31/2023 Report Format Enhanced [Return to Dashboard](#)
 Report ID 202301507802 Report Status Posted Report Type Regular

Report Summary

Employer Reported:		NYSLRS Accepted:	
Total Days Reported	248.00	Total Days Accepted	248.00
Total Earnings Reported	\$75,226.86		
Contributions		Contributions	
Pre Tax	\$708.38	Pre Tax	\$708.38
Post Tax	\$0.00	Post Tax	\$0.00
Loans		Loans	
Post Tax	\$666.00	Post Tax	\$666.00
Service Credit Purchase		Service Credit Purchase	
Pre Tax	\$0.00	Pre Tax	\$0.00
Post Tax	\$0.00	Post Tax	\$0.00
Total Withholding Reported	\$1,374.38	Total Withholdings Accepted	\$1374.38
Excess Withholdings			

Comments

Errors and Warnings Count

Message	Type

I agree the submission of this Employer Report. 1/30/2023 9:51:50 AM

Submit

SALS Payroll Account
T&A Warrant for Payment TA23-3
 Authorized Expenditures as Approved: 2/6/2023

Date 2/7/2023

Vou #	Claimant	Account	Amount	Check #
6	NYCON, Inc.			
		TA32D · NYCON Dental	159.70	
	Total NYCON, Inc.		<u>159.70</u>	2117
7	NYS Health Insurance			
		TA20A · Health Insurance	23,691.81	
	Total NYS Health Insurance		<u>23,691.81</u>	2118
8	SALS Employee			
		TA30 · UnReimbursed Medical - 125	225.39	
	Total SALS Employee		<u>225.39</u>	2119
TOTAL			<u><u>24,076.90</u></u>	

 Authorized Signature



Contact us at 1-877-496-1630 or NRSPlan@nationwide.com.

FastPay

Payroll detail payment submission

Plan name	NEW YORK STATE DEFERRED COMPENSATION PLAN
Plan number	0045420001
Pay Center	SOUTHERN ADIRONDACK LIBRARY SYSTEM (DCP)
Submission date	02-07-2023
Submission time	1:46:33 PM
Pay date	02-10-2023
Payment amount	\$1,771.07
Debit ACH account	THE ADIRONDACK TRUST CO
Bank routing number	*****2884
Bank account number	***2565
Debit account type	Checking
Debit ACH draft date	02-09-2023

[+] Feedback

SALS Payroll Account
T&A Warrant for Payment TA23-4
 Authorized Expenditures as Approved: 2/21/2023

Date 2/21/2023

Vou #	Claimant	Account	Amount	Check #
9	NYCON, Inc.			
		TA32D · NYCON Dental	159.70	
	Total NYCON, Inc.		<u>159.70</u>	2120
10	SALS Employee			
		TA30 · UnReimbursed Medical - 125	225.39	
	Total SALS Employee		<u>225.39</u>	2121
TOTAL			<u><u>385.09</u></u>	

 Authorized Signature



Contact us at 1-877-496-1630 or NRSPlan@nationwide.com.

FastPay

Payroll detail payment submission

Plan name	NEW YORK STATE DEFERRED COMPENSATION PLAN
Plan number	0045420001
Pay Center	SOUTHERN ADIRONDACK LIBRARY SYSTEM (DCP)
Submission date	02-22-2023
Submission time	10:13:25 AM
Pay date	02-24-2023
Payment amount	\$1,771.07
Debit ACH account	THE ADIRONDACK TRUST CO
Bank routing number	*****2884
Bank account number	***2565
Debit account type	Checking
Debit ACH draft date	02-23-2023

[+] Feedback