

Roeliff Jansen Community Library
Monthly Warrant Report
March 2024

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04/13/2024

Cash Basis

Expense	Type	Date	Name	Memo	Paid Amount
61000 · Payroll Expenses					
61100 · Salaries & Wages					
61110 · Director Salary					
	General Journal	03/07/2024	Tamara J. Gaskell	Payroll Gross 2/19/24-3/3/24	2,692.31
	General Journal	03/21/2024	Tamara J. Gaskell	Payroll Gross 3/4/24-3/17/24	2,692.31
Total 61110 · Director Salary					<u>5,384.62</u>
61120 · Salaries & Wages- Other					
	General Journal	03/07/2024	Christina Maggio	Payroll Gross 2/19/24-3/3/24	1,566.29
	General Journal	03/07/2024	Katherine Shannon	Payroll Gross 2/19/24-3/3/24	1,577.97
	General Journal	03/07/2024	Frances Colombo	Payroll Gross 2/19/24-3/3/24	1,351.25
	General Journal	03/07/2024	Robin Gottlieb	Payroll Gross 2/19/24-3/3/24	818.00
	General Journal	03/07/2024	Ramona Bellamy	Payroll Gross 2/19/24-3/3/24	263.88
	General Journal	03/07/2024	Leah Harde	Payroll Gross 2/19/24-3/3/24	100.71
	General Journal	03/21/2024	Christina Maggio	Payroll Gross 3/4/24-3/17/24	1,555.63
	General Journal	03/21/2024	Katherine Shannon	Payroll Gross 3/4/24-3/17/24	1,541.03
	General Journal	03/21/2024	Frances Colombo	Payroll Gross 3/4/24-3/17/24	1,386.50
	General Journal	03/21/2024	Robin Gottlieb	Payroll Gross 3/4/24-3/17/24	756.65
	General Journal	03/21/2024	Ramona Bellamy	Payroll Gross 3/4/24-3/17/24	256.05
	General Journal	03/21/2024	Leah Harde	Payroll Gross 3/4/24-3/17/24	145.47
Total 61120 · Salaries & Wages- Other					<u>11,319.43</u>
Total 61100 · Salaries & Wages					<u>16,704.05</u>
61200 · Employee Benefits					
61210 · Medical Insurance					
61212 · Medical Ins- Stipend to employe					
	General Journal	03/07/2024	Katherine Shannon	Payroll Gross 2/19/24-3/3/24	270.00
	General Journal	03/07/2024	Christina Maggio	Payroll Gross 2/19/24-3/3/24	270.00
	General Journal	03/07/2024	Frances Colombo	Payroll Gross 2/19/24-3/3/24	270.00
Total 61212 · Medical Ins- Stipend to employe					<u>810.00</u>
61213 · Group health insurance premium					
	Bill	03/10/2024	Apollo partners	April 2024	778.05
Total 61213 · Group health insurance premium					<u>778.05</u>
Total 61210 · Medical Insurance					<u>1,588.05</u>
Total 61200 · Employee Benefits					<u>1,588.05</u>
61400 · Payroll taxes					
61410 · Social Security/ Medicare					
	General Journal	03/07/2024	Tamara J. Gaskell	Payroll 2/19/24-3/3/24	569.18
	General Journal	03/07/2024	Tamara J. Gaskell	Payroll 2/19/24-3/3/24	133.13
	General Journal	03/21/2024	Tamara J. Gaskell	Payroll 3/4/24-3/17/24	516.68
	General Journal	03/21/2024	Tamara J. Gaskell	Payroll 3/4/24-3/17/24	120.83
Total 61410 · Social Security/ Medicare					<u>1,339.82</u>
61420 · NYS Unemployment Insurance					
	General Journal	03/07/2024	Tamara J. Gaskell	Payroll 2/19/24-3/3/24	166.42
	General Journal	03/07/2024	Tamara J. Gaskell	Payroll 2/19/24-3/3/24	6.18
	General Journal	03/21/2024	Tamara J. Gaskell	Payroll 3/4/24-3/17/24	114.25
	General Journal	03/21/2024	Tamara J. Gaskell	Payroll 3/4/24-3/17/24	4.24
Total 61420 · NYS Unemployment Insurance					<u>291.09</u>
Total 61400 · Payroll taxes					<u>1,630.91</u>
Total 61000 · Payroll Expenses					<u>19,923.01</u>
62000 · Personnel Related Expenses					
62900 · Personnel Related Expense-Other					
62910 · Membership dues					
	Check	03/10/2024	Suffolk Cooperative Lib. Sys.	Sustainable Libraries Initiative	50.00
Total 62910 · Membership dues				membership	<u>50.00</u>
Total 62900 · Personnel Related Expense-Other					<u>50.00</u>

	Type	Date	Name	Memo	Paid Amount
Total 62000 · Personnel Related Expenses					50.00
71000 · Non Personnel Expenses					
71100 · Library Services					
71120 · Library Materials					
71121 · Audio Books					
	Deposit	03/17/2024	Blackstone	Refund for books on CD	-159.18
Total 71121 · Audio Books					-159.18
71122 · Books					
	Bill	03/10/2024	Ingram Library Services Inc.		893.82
	Bill	03/10/2024	Amazon		41.47
	Bill	03/24/2024	BOA Business Card	2/17/24-3/16/24	35.00
Total 71122 · Books					970.29
71123 · DVDs					
	Bill	03/10/2024	Midwest Tape		50.22
	Bill	03/10/2024	Amazon		45.74
Total 71123 · DVDs					95.96
71129 · Library materials- other					
	Bill	03/10/2024	Amazon	Night sky	234.21
Total 71129 · Library materials- other					234.21
Total 71120 · Library Materials					1,141.28
71130 · Library E-Resources					
71131 · E-Books					
	Bill	03/03/2024	OverDrive		80.50
	Bill	03/10/2024	hoopla		108.30
	Bill	03/10/2024	OverDrive		82.50
	Bill	03/17/2024	OverDrive		65.00
	Bill	03/24/2024	OverDrive		56.10
	Bill	03/30/2024	OverDrive		41.25
Total 71131 · E-Books					433.65
71132 · E-Audio books					
	Bill	03/03/2024	OverDrive		59.99
	Bill	03/10/2024	hoopla		280.39
	Bill	03/10/2024	OverDrive		54.95
	Bill	03/17/2024	OverDrive		98.00
	Bill	03/24/2024	OverDrive		85.50
Total 71132 · E-Audio books					578.83
71133 · E-Video					
	Bill	03/10/2024	hoopla		31.55
	Bill	03/10/2024	kanopy		319.00
Total 71133 · E-Video					350.55
71139 · E-Resources- Other					
	Bill	03/10/2024	hoopla		7.46
Total 71139 · E-Resources- Other					7.46
Total 71130 · Library E-Resources					1,370.49
71140 · Library supplies & fees					
71141 · Materials processing					
	Bill	03/10/2024	Ingram Library Services Inc.		46.67
Total 71141 · Materials processing					46.67
71144 · Internet access					
	Bill	03/10/2024	Consolidated communications		20.00
Total 71144 · Internet access					20.00
71149 · Library supplies & fees- Other					
	Bill	03/03/2024	BOA Business Card	USPS/ PO Box	385.48
	Bill	03/03/2024	BOA Business Card	USPS/ PO Box	10.52
	Bill	03/24/2024	BOA Business Card	Thermal paper	123.98
Total 71149 · Library supplies & fees- Other					519.98
Total 71140 · Library supplies & fees					586.65
Total 71100 · Library Services					3,098.42

	Type	Date	Name	Memo	Paid Amount
71200 · Program Expenses					
71230 · Youth Programs (YA & Children)					
	Bill	03/03/2024	BOA Business Card	S&S/ Color Me craft items	151.82
	Bill	03/03/2024	BOA Business Card	S&S/ Color Me craft items	4.14
	Bill	03/03/2024	BOA Business Card	Walmart	64.17
	Bill	03/03/2024	BOA Business Card	Walmart	1.75
	Bill	03/24/2024	BOA Business Card	Walmart	72.21
Total 71230 · Youth Programs (YA & Children)					294.09
71240 · Literature					
	Bill	03/03/2024	BOA Business Card	Hannaford/ snacks	49.31
	Bill	03/03/2024	BOA Business Card	Hannaford/ snacks	1.34
Total 71240 · Literature					50.65
71260 · Community					
	Bill	03/03/2024	CCE Columbia, Greene Cnties	Presentations 3/17, 4/28, 5/19	175.00
	Bill	03/10/2024	David Haines	Feb Qigong classes	300.00
	Bill	03/24/2024	BOA Business Card	Big Y	15.59
Total 71260 · Community					490.59
Total 71200 · Program Expenses					835.33
71300 · Fundraising Expense					
71310 · Individual Donation Expense					
71311 · Mail Solicitation Expense					
	Check	03/10/2024	USPS	Stamps	150.00
Total 71311 · Mail Solicitation Expense					150.00
Total 71310 · Individual Donation Expense					150.00
71320 · Business Partnerships Expense					
	Bill	03/30/2024	Kwik Print	Brochure	315.00
Total 71320 · Business Partnerships Expense					315.00
71330 · Fundraising Events Expense					
71331 · Gala Expense					
	Bill	03/10/2024	Kwik Print	Save the dates	962.43
	Bill	03/24/2024	Catamount Mountain Resort		1,900.00
Total 71331 · Gala Expense					2,862.43
Total 71330 · Fundraising Events Expense					2,862.43
71350 · Fundraising Support					
	Check	03/11/2024	DonorPerfect		243.14
Total 71350 · Fundraising Support					243.14
71360 · PayPal fees					
	Deposit	03/03/2024	PayPal	PayPal fees	0.63
	Deposit	03/17/2024	PayPal	PayPal fees	9.12
	Deposit	03/24/2024	PayPal	Dispute fee reversal	-15.00
	Deposit	03/24/2024	PayPal	PayPal fees	8.07
	Deposit	03/30/2024	PayPal	PayPal fees	47.24
	Deposit	03/31/2024	PayPal	PayPal fees	15.50
Total 71360 · PayPal fees					65.56
Total 71300 · Fundraising Expense					3,636.13
71400 · Marketing					
71490 · Marketing- Other					
	Bill	03/03/2024	BOA Business Card	UpWork/ Museum pass brochure	97.35
	Bill	03/03/2024	BOA Business Card	UpWork/ Museum pass brochure	2.65
Total 71490 · Marketing- Other					100.00
Total 71400 · Marketing					100.00
71500 · Bldng. Operations & Maintenance					
71510 · Utilities					
71511 · Electric					
	Bill	03/24/2024	NYSEG	Service from 2/15/24-3/18/24	656.85
Total 71511 · Electric					656.85
71513 · Telephone					
	Bill	03/10/2024	Consolidated communications		47.37

	Type	Date	Name	Memo	Paid Amount
Total 71513 · Telephone					47.37
Total 71510 · Utilities					704.22
71540 · Interior Maintenance					
71541 · Weekly Cleaning					
	Bill	03/10/2024	Christa Shook	1/23/24-3/4/24	1,162.00
Total 71541 · Weekly Cleaning					1,162.00
71542 · Supplies					
	Bill	03/10/2024	Amazon	Multi surface cleaner, paper towels	192.56
Total 71542 · Supplies					192.56
71543 · Trash & Recyclables					
	Bill	03/24/2024	Carmen Barbato Inc.	Collection 4/1/24-4/30/24	36.00
Total 71543 · Trash & Recyclables					36.00
71549 · Interior Maintenance- Other					
	Bill	03/03/2024	BOA Business Card	Thomas Pest	2.39
	Bill	03/03/2024	BOA Business Card	Thomas Pest	87.61
	Bill	03/24/2024	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					180.00
Total 71540 · Interior Maintenance					1,570.56
Total 71500 · Bldng. Operations & Maintenance					2,274.78
71600 · Equipment					
71610 · Office Equipment rental & fees					
	Bill	03/17/2024	National Business Leasing	payment	349.77
	Bill	03/17/2024	National Business Leasing	insurance	19.82
Total 71610 · Office Equipment rental & fees					369.59
71620 · Audio Equipment					
	Bill	03/24/2024	BOA Business Card	B&H Photo/ Sound system	993.90
	Bill	03/24/2024	BOA Business Card	Best Buy/ Sound system	42.49
Total 71620 · Audio Equipment					1,036.39
Total 71600 · Equipment					1,405.98
71900 · Other Expenses					
71930 · Bank fees					
	Credit	03/03/2024	BOA Business Card	Q'books payroll refund	-22.79
	Bill	03/08/2024	PayChex	Payroll	25.89
	Check	03/08/2024	Bank of Greene County	Online bill pay	3.00
	Bill	03/22/2024	PayChex	Online bill pay	25.89
Total 71930 · Bank fees					31.99
Total 71900 · Other Expenses					31.99
Total 71000 · Non Personnel Expenses					11,382.63
Total Expense					31,355.64
91500 · Capital Improvements					
91520 · Construction in progress					
	Check	03/17/2024	Beth Gordon	Public notice for pavilion	102.43
	Check	03/17/2024	Katherine Shannon	Public notice for pavilion	24.26
Total 91520 · Construction in progress					126.69
Total 91500 · Capital Improvements					126.69