

Roeliff Jansen Community Library
Monthly Warrant Report
March 2025

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04/09/2025

Cash Basis

	Type	Date	Name	Memo	Paid Amount
Expense					
61000 · Payroll Expenses					
61100 · Salaries & Wages					
61110 · Director Salary					
	General Journal	03/07/2025	Tamara J. Gaskell	Payroll 02/17/25-03/02/25	2,826.92
	General Journal	03/21/2025	Tamara J. Gaskell	Payroll 03/03/25-03/16/25	2,826.92
Total 61110 · Director Salary					<u>5,653.84</u>
61120 · Salaries & Wages- Other					
	General Journal	03/07/2025	Katherine Shannon	Payroll 02/17/25-03/02/25	1,776.00
	General Journal	03/07/2025	Frances Colombo	Payroll 02/17/25-03/02/25	1,539.72
	General Journal	03/07/2025	Robin Gottlieb	Payroll 02/17/25-03/02/25	948.00
	General Journal	03/07/2025	Alexondra O'Connell	Payroll 02/17/25-03/02/25	1,868.25
	General Journal	03/07/2025	Ramona Bellamy	Payroll 02/17/25-03/02/25	90.90
	General Journal	03/07/2025	Leah Harde	Payroll 02/17/25-03/02/25	156.00
	General Journal	03/21/2025	Katherine Shannon	Payroll 03/03/25-03/16/25	1,740.00
	General Journal	03/21/2025	Frances Colombo	Payroll 03/03/25-03/16/25	1,490.84
	General Journal	03/21/2025	Robin Gottlieb	Payroll 03/03/25-03/16/25	996.00
	General Journal	03/21/2025	Alexondra O'Connell	Payroll 03/03/25-03/16/25	1,750.75
	General Journal	03/21/2025	Ramona Bellamy	Payroll 03/03/25-03/16/25	100.41
	General Journal	03/21/2025	Leah Harde	Payroll 03/03/25-03/16/25	84.00
Total 61120 · Salaries & Wages- Other					<u>12,540.87</u>
Total 61100 · Salaries & Wages					<u>18,194.71</u>
61200 · Employee Benefits					
61210 · Medical Insurance					
61212 · Medical Ins- Stipend to employe					
	General Journal	03/07/2025	Tamara J. Gaskell	Payroll 02/17/25-03/02/25	310.00
	General Journal	03/07/2025	Tamara J. Gaskell	Payroll 02/17/25-03/02/25	310.00
	General Journal	03/07/2025	Tamara J. Gaskell	Payroll 02/17/25-03/02/25	310.00
Total 61212 · Medical Ins- Stipend to employe					<u>930.00</u>
61213 · Group health insurance premium					
	Bill	03/09/2025	Apollo partners	April 2025	919.43
Total 61213 · Group health insurance premium					<u>919.43</u>
Total 61210 · Medical Insurance					<u>1,849.43</u>
Total 61200 · Employee Benefits					<u>1,849.43</u>
61400 · Payroll taxes					
61410 · Social Security/ Medicare					
	General Journal	03/07/2025	Misc	Payroll 02/17/25-03/02/25	628.42
	General Journal	03/07/2025	Misc	Payroll 02/17/25-03/02/25	146.97
	General Journal	03/21/2025	Misc	Payroll 03/03/25-03/16/25	557.32
	General Journal	03/21/2025	Misc	Payroll 03/03/25-03/16/25	130.35
Total 61410 · Social Security/ Medicare					<u>1,463.06</u>
61420 · NYS Unemployment Insurance					
	General Journal	03/07/2025	Misc	Payroll 02/17/25-03/02/25	180.96
	General Journal	03/07/2025	Misc	Payroll 02/17/25-03/02/25	6.70
	General Journal	03/21/2025	Misc	Payroll 03/03/25-03/16/25	124.78
	General Journal	03/21/2025	Misc	Payroll 03/03/25-03/16/25	4.63
Total 61420 · NYS Unemployment Insurance					<u>317.07</u>
Total 61400 · Payroll taxes					<u>1,780.13</u>
Total 61000 · Payroll Expenses					<u>21,824.27</u>
62000 · Personnel Related Expenses					
62900 · Personnel Related Expense-Other					
62910 · Membership dues					
	Bill	03/09/2025	Sustainable Libraries Initiative		50.00
Total 62910 · Membership dues					<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					
71110 · MHLS Expenses					
71115 · Sierra Licenses					
	Bill	03/09/2025	MHLS		991.50
Total 71115 · Sierra Licenses					991.50
Total 71110 · MHLS Expenses					991.50
71120 · Library Materials					
71122 · Books					
	Bill	03/09/2025	Ingram Library Services Inc.		537.67
	Check	03/23/2025	Irene Mitchell		20.00
Total 71122 · Books					557.67
71123 · DVDs					
	Bill	03/09/2025	Amazon		19.95
Total 71123 · DVDs					19.95
Total 71120 · Library Materials					577.62
71130 · Library E-Resources					
71131 · E-Books					
	Bill	03/09/2025	hoopla		294.81
	Bill	03/09/2025	OverDrive		114.99
	Bill	03/18/2025	OverDrive		27.50
Total 71131 · E-Books					437.30
71132 · E-Audio books					
	Bill	03/09/2025	hoopla		132.37
	Bill	03/09/2025	OverDrive		69.99
	Bill	03/18/2025	OverDrive		95.00
	Bill	03/23/2025	OverDrive		76.99
Total 71132 · E-Audio books					374.35
71133 · E-Video					
	Bill	03/09/2025	kanopy		291.00
	Bill	03/09/2025	hoopla		35.00
Total 71133 · E-Video					326.00
71134 · Electronic hardware					
	Bill	03/02/2025	T-Mobile		90.30
Total 71134 · Electronic hardware					90.30
71139 · E-Resources- Other					
	Bill	03/09/2025	hoopla		14.45
Total 71139 · E-Resources- Other					14.45
Total 71130 · Library E-Resources					1,242.40
71140 · Library supplies & fees					
71141 · Materials processing					
	Bill	03/09/2025	Ingram Library Services Inc.		39.76
Total 71141 · Materials processing					39.76
71143 · Office Supplies					
	Bill	03/02/2025	BOA Business Card	Staples/tape	17.89
Total 71143 · Office Supplies					17.89
71144 · Internet access					
	Bill	03/18/2025	Consolidated communications		20.00
Total 71144 · Internet access					20.00
Total 71140 · Library supplies & fees					77.65
Total 71100 · Library Services					2,889.17
71200 · Program Expenses					
71230 · Youth Programs (YA & Children)					
	Bill	03/02/2025	BOA Business Card		16.85
	Check	03/09/2025	Full Circus Farm	Adventure Wed program	55.00
Total 71230 · Youth Programs (YA & Children)					71.85
71240 · Literature					

	Type	Date	Name	Memo	Paid Amount
	Bill	03/02/2025	BOA Business Card		681.38
	Bill	03/09/2025	Amazon		63.80
Total 71240 · Literature					745.18
71260 · Community					
	Bill	03/09/2025	David Haines	Feb classes	300.00
Total 71260 · Community					300.00
Total 71200 · Program Expenses					1,117.03
71300 · Fundraising Expense					
71330 · Fundraising Events Expense					
71331 · Gala Expense					
	Bill	03/02/2025	Kwik Print	Save the dates	1,064.88
Total 71331 · Gala Expense					1,064.88
Total 71330 · Fundraising Events Expense					1,064.88
71350 · Fundraising Support					
	Check	03/12/2025	SofterWare		260.09
Total 71350 · Fundraising Support					260.09
71360 · PayPal fees					
	Deposit	03/02/2025	PayPal	PayPal fees	1.28
	Deposit	03/09/2025	PayPal	PayPal fees	0.78
	Deposit	03/18/2025	PayPal	PayPal fees	1.40
	Deposit	03/23/2025	PayPal	PayPal fees	1.21
Total 71360 · PayPal fees					4.67
Total 71300 · Fundraising Expense					1,329.64
71400 · Marketing					
71490 · Marketing- Other					
	Deposit	03/23/2025	Columbia County Library Assoc	Reimburse for Char500 filing fee	-50.00
Total 71490 · Marketing- Other					-50.00
Total 71400 · Marketing					-50.00
71500 · Bldng. Operations & Maintenance					
71510 · Utilities					
71511 · Electric					
	Bill	03/02/2025	NYSEG		1,339.74
Total 71511 · Electric					1,339.74
71513 · Telephone					
	Bill	03/18/2025	Consolidated communications		142.12
Total 71513 · Telephone					142.12
Total 71510 · Utilities					1,481.86
71520 · Building Systems					
71524 · Alarm System					
	Bill	03/18/2025	Columbia Cnty Alarm Program	False alarm	50.00
Total 71524 · Alarm System					50.00
Total 71520 · Building Systems					50.00
71530 · Exterior & Grounds					
71533 · Plowing					
	Bill	03/09/2025	KEK Residential Servcies	Plowing x 5, sand/salt x 2	1,250.00
Total 71533 · Plowing					1,250.00
Total 71530 · Exterior & Grounds					1,250.00
71540 · Interior Maintenance					
71542 · Supplies					
	Bill	03/02/2025	BOA Business Card	Staples/ cleaning supplies	37.39
Total 71542 · Supplies					37.39
71543 · Trash & Recyclables					
	Bill	03/18/2025	Carmen Barbato Inc.		36.00
Total 71543 · Trash & Recyclables					36.00
71549 · Interior Maintenance- Other					
	Bill	03/02/2025	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					90.00

	Type	Date	Name	Memo	Paid Amount
Total 71540 · Interior Maintenance					163.39
Total 71500 · Bldng. Operations & Maintenance					2,945.25
71600 · Equipment					
71610 · Office Equipment rental & fees					
	Bill	03/18/2025	National Business Leasing		312.16
Total 71610 · Office Equipment rental & fees					312.16
Total 71600 · Equipment					312.16
71700 · Computers					
71720 · Computer Software					
	Bill	03/02/2025	BOA Business Card	Adobe acrobat pro	95.00
Total 71720 · Computer Software					95.00
Total 71700 · Computers					95.00
71900 · Other Expenses					
71930 · Bank fees					
	Bill	03/07/2025	PayChex		32.09
	Check	03/10/2025	Bank of Greene County	Online bill pay	3.50
	Bill	03/21/2025	PayChex	Online bill pay	32.09
Total 71930 · Bank fees					67.68
71990 · Other					
	Deposit	03/05/2025	Square	Square fees	0.15
	Deposit	03/14/2025	Square	Square fees	0.19
	Deposit	03/27/2025	Square	Square fees	0.57
Total 71990 · Other					0.91
Total 71900 · Other Expenses					68.59
Total 71000 · Non Personnel Expenses					8,706.84
Total Expense					30,581.11
91500 · Capital Improvements					
91520 · Construction in progress					
	Bill	03/23/2025	Warren Temple Smith Architects	Designs, meetings, planning for pavilion	3,146.62
Total 91520 · Construction in progress					3,146.62
91500 · Capital Improvements - Other					
	Bill	03/23/2025	BCI Generator Sales & Service	Down payment for generator & install	55,000.00
Total 91500 · Capital Improvements - Other					55,000.00
Total 91500 · Capital Improvements					58,146.62