Roeliff Jansen Community Library
Monthly Warrant Report
April 2025

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05/07/2025
Cash Basis

	Type	Date	Name	Memo	Paid Amount
Expense					
61000 · Payroll Expenses					
61100 · Salaries & Wages					
61110 · Director Salary					
	General Journal	04/04/2025	Tamara J. Gaskell	Payroll 03/17/25-03/30/25	2,826.92
	General Journal	04/18/2025	Tamara J. Gaskell	Payroll 03/31/25-04/13/25	2,826.92
Total 61110 · Director Salary					5,653.84
61120 · Salaries & Wages- Other					
	General Journal	04/04/2025	Katherine Shannon	Payroll 03/17/25-03/30/25	1,800.00
	General Journal	04/04/2025	Frances Colombo	Payroll 03/17/25-03/30/25	1,441.96
	General Journal	04/04/2025	Robin Gottlieb	Payroll 03/17/25-03/30/25	948.00
	General Journal	04/04/2025	Alexondra O'Connell	Payroll 03/17/25-03/30/25	1,797.75
	General Journal	04/04/2025	Ramona Bellamy	Payroll 03/17/25-03/30/25	92.76
	General Journal	04/04/2025	Leah Harde	Payroll 03/17/25-03/30/25	108.00
	General Journal	04/18/2025	Katherine Shannon	Payroll 03/31/25-04/13/25	1,776.00
	General Journal	04/18/2025	Frances Colombo	Payroll 03/31/25-04/13/25	1,454.18
	General Journal	04/18/2025	Robin Gottlieb	Payroll 03/31/25-04/13/25	936.00
	General Journal	04/18/2025	Alexondra O'Connell	Payroll 03/31/25-04/13/25	1,821.25
	General Journal	04/18/2025	Ramona Bellamy	Payroll 03/31/25-04/13/25	293.82
	General Journal	04/18/2025	Leah Harde	Payroll 03/31/25-04/13/25	163.92
Total 61120 · Salaries & Wages- Other					12,633.64
61140 · Salaries & Wages- Overtime					
	General Journal	04/04/2025	Tamara J. Gaskell	Payroll 03/17/25-03/30/25	52.88
Total 61140 · Salaries & Wages- Overtime					52.88
Total 61100 · Salaries & Wages					18,340.36
61200 · Employee Benefits					
61210 · Medical Insurance					
61212 · Medical Ins- Stipend to employe					
	General Journal	04/04/2025	Katherine Shannon	Payroll 03/17/25-03/30/25	310.00
	General Journal	04/04/2025	Frances Colombo	Payroll 03/17/25-03/30/25	310.00
	General Journal	04/04/2025	Alexondra O'Connell	Payroll 03/17/25-03/30/25	310.00
Total 61212 · Medical Ins- Stipend to employe					930.00
61213 · Group health insurance premium					
	Bill	04/09/2025	Apollo partners	May	919.43
Total 61213 · Group health insurance premium					919.43
Total 61210 · Medical Insurance					1,849.43
61230 · Disability Insurance & PFL					
	Bill	04/02/2025	The Hartford		25.45
Total 61230 · Disability Insurance & PFL					25.45
Total 61200 · Employee Benefits					1,874.88
61400 · Payroll taxes					
61410 · Social Security/ Medicare					
	General Journal	04/04/2025	Misc	Payroll 03/17/25-03/30/25	619.90
	General Journal	04/04/2025	Misc	Payroll 03/17/25-03/30/25	144.99
	General Journal	04/18/2025	Misc	Payroll 03/31/25-04/13/25	574.87
	General Journal	04/18/2025	Misc	Payroll 03/31/25-04/13/25	134.45
Total 61410 · Social Security/ Medicare					1,474.21
61420 · NYS Unemployment Insurance					
	General Journal	04/04/2025	Misc	Payroll 03/17/25-03/30/25	126.45
	General Journal	04/04/2025	Misc	Payroll 03/17/25-03/30/25	4.68
	General Journal	04/18/2025	Misc	Payroll 03/31/25-04/13/25	50.56
	General Journal	04/18/2025	Misc	Payroll 03/31/25-04/13/25	1.86
Total 61420 · NYS Unemployment Insurance					183.55
Total 61400 · Payroll taxes					1,657.76
Total 61000 · Payroll Expenses					21,873.00
62000 · Personnel Related Expenses					
62500 · Contract Service expenses					
62520 · Accounting fees					

	Type	Date	Name	Memo	Paid Amount
	Bill	04/29/2025	Robert H. Patterson, CPA	2024 audit, bill 2 of 3	3,500.00
Total 62520 · Accounting fees					3,500.00
62590 · Other Consultants					
	Bill	04/16/2025	Solix, Inc.		216.00
Total 62590 · Other Consultants					216.00
Total 62500 · Contract Service expenses					3,716.00
62900 · Personnel Related Expense-Other					
62910 · Membership dues					
	Bill	04/16/2025	NYLA		500.00
Total 62910 · Membership dues					500.00
62920 · Staff development					
	Bill	04/02/2025	BOA Business Card	Public Library Youth Services Leadership Summit	67.50
Total 62920 · Staff development					67.50
Total 62900 · Personnel Related Expense-Other					567.50
Total 62000 · Personnel Related Expenses					4,283.50
71000 · Non Personnel Expenses					
71100 · Library Services					
71110 · MHLS Expenses					
71111 · General Fee					
	Bill	04/09/2025	MHLS		940.93
Total 71111 · General Fee					940.93
Total 71110 · MHLS Expenses					940.93
71120 · Library Materials					
71121 · Audio Books					
	Bill	04/23/2025	OverDrive		38.00
Total 71121 · Audio Books					38.00
71122 · Books					
	Bill	04/09/2025	Ingram Library Services Inc.		560.55
	Deposit	04/16/2025	Dover Plains Library	Reimburse for book	-10.00
Total 71122 · Books					550.55
71125 · Museum Passes					
	Deposit	04/10/2025	Columbia Cnty Library Assoc	Reimbursement for museum pass brochure design	-100.00
	Deposit	04/16/2025	Columbia Cnty Library Assoc	Reimburse for pass printing	-568.49
Total 71125 · Museum Passes					-668.49
Total 71120 · Library Materials					-79.94
71130 · Library E-Resources					
71131 · E-Books					
	Bill	04/02/2025	hoopla		336.66
	Bill	04/02/2025	OverDrive		11.00
	Bill	04/09/2025	OverDrive		45.00
	Bill	04/16/2025	OverDrive		82.98
	Bill	04/23/2025	OverDrive		75.00
	Bill	04/29/2025	OverDrive	01938DA25126707	55.00
	Bill	04/29/2025	OverDrive	01938CO25125703	47.99
Total 71131 · E-Books					653.63
71132 · E-Audio books					
	Bill	04/02/2025	hoopla		102.75
	Bill	04/02/2025	OverDrive		26.60
	Bill	04/09/2025	OverDrive		109.00
Total 71132 · E-Audio books					238.35
71133 · E-Video					
	Bill	04/02/2025	kanopy		214.00
	Bill	04/02/2025	hoopla		43.41
Total 71133 · E-Video					257.41
71134 · Electronic hardware					
	Bill	04/02/2025	T-Mobile		90.30
Total 71134 · Electronic hardware					90.30
71139 · E-Resources- Other					
	Bill	04/02/2025	hoopla		1.49
Total 71139 · E-Resources- Other					1.49
Total 71130 · Library E-Resources					1,241.18

	Type	Date	Name	Memo	Paid Amount
71140 · Library supplies & fees					
71141 · Materials processing					
	Bill	04/09/2025	Ingram Library Services		36.79
Total 71141 · Materials processing					36.79
71142 · Postage & Freight					
	Bill	04/02/2025	BOA Business Card	USPS	73.00
Total 71142 · Postage & Freight					73.00
71143 · Office Supplies					
	Bill	04/02/2025	BOA Business Card	Staples	73.25
	Bill	04/02/2025	Staples	Labels & paper	60.08
	Bill	04/09/2025	Staples	Manila folders	9.60
Total 71143 · Office Supplies					142.93
71144 · Internet access					
	Bill	04/02/2025	Consolidated communications		20.00
Total 71144 · Internet access					20.00
71149 · Library supplies & fees- Other					
	Bill	04/01/2025	Amazon	Membership credit	-7.07
	Bill	04/01/2025	Amazon	Membership credit	-12.86
	Bill	04/01/2025	Amazon	Membership credit	-26.66
	Bill	04/23/2025	BOA Business Card	EcoChit/ Thermal rolls	69.99
Total 71149 · Library supplies & fees- Other					23.40
Total 71140 · Library supplies & fees					296.12
Total 71100 · Library Services					2,398.29
71200 · Program Expenses					
71230 · Youth Programs (YA & Children)					
	Bill	04/01/2025	Amazon	Easter eggs, glue	26.66
	Bill	04/02/2025	BOA Business Card	Shoprite	4.99
	Bill	04/02/2025	Amazon	Easter eggs, glue	35.47
	Bill	04/16/2025	Greenagers		48.00
	Bill	04/23/2025	BOA Business Card	Staples	58.49
Total 71230 · Youth Programs (YA & Children)					173.61
71240 · Literature					
	Bill	04/01/2025	Amazon		7.07
	Bill	04/02/2025	Amazon		9.40
	Bill	04/02/2025	OverDrive		10.19
Total 71240 · Literature					26.66
71250 · Music					
	Check	04/23/2025	Elliot Spero	Program 4/27/25	500.00
Total 71250 · Music					500.00
71260 · Community					
	Bill	04/02/2025	Yvonne Acevedo	Jan-March 2025	700.00
	Bill	04/06/2025	David Haines	March classes	225.00
	Bill	04/16/2025	Turtle Tree Biodynamic Seed Initiative	Seeds	91.75
Total 71260 · Community					1,016.75
Total 71200 · Program Expenses					1,717.02
71300 · Fundraising Expense					
71310 · Individual Donation Expense					
71311 · Mail Solicitation Expense					
	Bill	04/02/2025	Kwik Print	NLW mailing	2,989.05
Total 71311 · Mail Solicitation Expense					2,989.05
Total 71310 · Individual Donation Expense					2,989.05
71350 · Fundraising Support					
	Check	04/14/2025	SofterWare		260.09
Total 71350 · Fundraising Support					260.09
71360 · PayPal fees					
	Deposit	04/01/2025	PayPal	PayPal fees	126.99
	Deposit	04/10/2025	PayPal	PayPal fees	23.36
	Deposit	04/16/2025	PayPal	PayPal fees	46.77
	Deposit	04/23/2025	PayPal	PayPal fees	96.37
	Deposit	04/29/2025	PayPal	PayPal fees	11.33
Total 71360 · PayPal fees					304.82

Account	Type	Date	Name	Memo	Paid Amount
71390 · Fundraising Expense- Other					
	Bill	04/02/2025	BOA Business Card	USPS	221.87
	Bill	04/02/2025	BOA Business Card	USPS	150.00
Total 71390 · Fundraising Expense- Other					371.87
Total 71300 · Fundraising Expense					2,989.05
71400 · Marketing					
71420 · Direct Mail					
	Bill	04/02/2025	Jeanine Dunn	Annual report	425.00
	Bill	04/16/2025	Kwik Print	Annual report	3,820.15
Total 71420 · Direct Mail					4,245.15
71490 · Marketing- Other					
	Bill	04/23/2025	BOA Business Card	CCLA NYS Charities Bureau filing fee	50.00
	Bill	04/23/2025	BOA Business Card	CCLA Upwork	110.39
	Bill	04/23/2025	BOA Business Card	ProPrinters/ museum pass brochure	568.49
Total 71490 · Marketing- Other					728.88
Total 71400 · Marketing					4,974.03
71500 · Bldng. Operations & Maintenance					
71510 · Utilities					
71511 · Electric					
	Bill	04/02/2025	NYSEG		875.03
	Bill	04/29/2025	NYSEG	Service from 03/20/25-04/17/25	747.55
Total 71511 · Electric					1,622.58
71513 · Telephone					
	Bill	04/02/2025	Consolidated communications		142.26
Total 71513 · Telephone					142.26
Total 71510 · Utilities					1,764.84
71520 · Building Systems					
71523 · Electrical/ Lighting					
	Bill	04/23/2025	MRP Electric LLC		725.00
Total 71523 · Electrical/ Lighting					725.00
Total 71520 · Building Systems					725.00
71540 · Interior Maintenace					
71541 · Weekly Cleaning					
	Bill	04/23/2025	Christa Shook	Feb & March cleaning	1,764.00
Total 71541 · Weekly Cleaning					1,764.00
71542 · Supplies					
	Bill	04/01/2025	Amazon	Multi surface cleanser	12.86
	Bill	04/02/2025	Amazon	Multi surface cleanser	17.10
	Bill	04/02/2025	Staples	Paper towels	124.22
	Bill	04/09/2025	Staples	PT	48.98
Total 71542 · Supplies					203.16
71543 · Trash & Recyclables					
	Bill	04/23/2025	Carmen Barbato Inc.	May collection	36.00
Total 71543 · Trash & Recyclables					36.00
71549 · Interior Maintenance- Other					
	Bill	04/02/2025	BOA Business Card	Thomas Pest	90.00
	Bill	04/23/2025	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					180.00
Total 71540 · Interior Maintenace					2,183.16
Total 71500 · Bldng. Operations & Maintenance					4,673.00
71600 · Equipment					
71610 · Office Equipment rental & fees					
	Bill	04/16/2025	National Business Leasing		325.52
Total 71610 · Office Equipment rental & fees					325.52
Total 71600 · Equipment					325.52
71700 · Computers					
71710 · Computer Hardware					
	Check	04/16/2025	MHLS	barcode scanners	680.00
Total 71710 · Computer Hardware					680.00
71720 · Computer Software					
	Check	04/23/2025	Claverack Library	Zoom license	115.00

	Type	Date	Name	Memo	Paid Amount
Total 71720 · Computer Software					115.00
Total 71700 · Computers					795.00
71900 · Other Expenses					
71910 · Furniture					
	Bill	04/23/2025	BOA Business Card	Staples/ new staff chairs	591.94
Total 71910 · Furniture					591.94
71930 · Bank fees					
	Bill	04/04/2025	PayChex		42.09
	Check	04/08/2025	Bank of Greene County	Online bill pay	3.00
	Bill	04/18/2025	PayChex	Payroll	32.09
Total 71930 · Bank fees					77.18
71990 · Other					
	Bill	04/02/2025	BOA Business Card	Certficate of Amendment/ Articles of Inc. name change	55.00
	Deposit	04/18/2025	Square	Square fees	0.18
	Deposit	04/22/2025	Square	Square fees	0.80
Total 71990 · Other					55.98
Total 71900 · Other Expenses					725.10
Total 71000 · Non Personnel Expenses					18,597.01
Total Expense					44,753.51
91500 · Capital Improvements					
91520 · Construction in progress					
	Check	04/02/2025	Town of Copake	Planning board fee	75.00
Total 91520 · Construction in progress					75.00
Total 91500 · Capital Improvements					75.00