

**Roeliff Jansen Community Library**  
**Monthly Warrant Report**  
 April 2024

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05/05/2024

Cash Basis

Expense	Type	Date	Name	Memo	Paid Amount
<b>61000 · Payroll Expenses</b>					
<b>61100 · Salaries &amp; Wages</b>					
<b>61110 · Director Salary</b>					
	General Journal	04/05/2024	Tamara J. Gaskell	Payroll Gross 3/18/24-3/31/24	2,692.31
	General Journal	04/21/2024	Tamara J. Gaskell	Payroll Gross 4/1/24-4/14/24	2,692.31
Total 61110 · Director Salary					5,384.62
<b>61120 · Salaries &amp; Wages- Other</b>					
	General Journal	04/05/2024	Christina Maggio	Payroll Gross 3/18/24-3/31/24	1,523.67
	General Journal	04/05/2024	Katherine Shannon	Payroll Gross 3/18/24-3/31/24	1,467.15
	General Journal	04/05/2024	Frances Colombo	Payroll Gross 3/18/24-3/31/24	1,351.25
	General Journal	04/05/2024	Robin Gottlieb	Payroll Gross 3/18/24-3/31/24	818.00
	General Journal	04/05/2024	Ramona Bellamy	Payroll Gross 3/18/24-3/31/24	220.95
	General Journal	04/05/2024	Leah Harde	Payroll Gross 3/18/24-3/31/24	167.85
	General Journal	04/21/2024	Christina Maggio	Payroll Gross 4/1/24-4/14/24	1,555.63
	General Journal	04/21/2024	Katherine Shannon	Payroll Gross 4/1/24-4/14/24	1,530.48
	General Journal	04/21/2024	Frances Colombo	Payroll Gross 4/1/24-4/14/24	1,363.00
	General Journal	04/21/2024	Robin Gottlieb	Payroll Gross 4/1/24-4/14/24	879.35
	General Journal	04/21/2024	Ramona Bellamy	Payroll Gross 4/1/24-4/14/24	330.66
	General Journal	04/21/2024	Leah Harde	Payroll Gross 4/1/24-4/14/24	173.45
Total 61120 · Salaries & Wages- Other					11,381.44
Total 61100 · Salaries & Wages					16,766.06
<b>61200 · Employee Benefits</b>					
<b>61210 · Medical Insurance</b>					
<b>61212 · Medical Ins- Stipend to employe</b>					
	General Journal	04/05/2024	Christina Maggio	Payroll Gross 3/18/24-3/31/24	270.00
	General Journal	04/05/2024	Katherine Shannon	Payroll Gross 3/18/24-3/31/24	270.00
	General Journal	04/05/2024	Frances Colombo	Payroll Gross 3/18/24-3/31/24	270.00
Total 61212 · Medical Ins- Stipend to employe					810.00
<b>61213 · Group health insurance premium</b>					
	Bill	04/08/2024	Apollo partners	May 2024 coverage	778.05
Total 61213 · Group health insurance premium					778.05
Total 61210 · Medical Insurance					1,588.05
<b>61230 · Disability Insurance &amp; PFL</b>					
	Bill	04/08/2024	The Hartford	Jan2024-March2024	23.95
Total 61230 · Disability Insurance & PFL					23.95
Total 61200 · Employee Benefits					1,612.00
<b>61400 · Payroll taxes</b>					
<b>61410 · Social Security/ Medicare</b>					
	General Journal	04/05/2024	Tamara J. Gaskell	Payroll 3/18/24-3/31/24	561.18
	General Journal	04/05/2024	Tamara J. Gaskell	Payroll 3/18/24-3/31/24	131.24
	General Journal	04/21/2024	Tamara J. Gaskell	Payroll 4/1/24-4/14/24	528.54
	General Journal	04/21/2024	Tamara J. Gaskell	Payroll 4/1/24-4/14/24	123.61
Total 61410 · Social Security/ Medicare					1,344.57
<b>61420 · NYS Unemployment Insurance</b>					
	General Journal	04/05/2024	Tamara J. Gaskell	Payroll 3/18/24-3/31/24	128.76
	General Journal	04/05/2024	Tamara J. Gaskell	Payroll 3/18/24-3/31/24	4.78
	General Journal	04/21/2024	Tamara J. Gaskell	Payroll 4/1/24-4/14/24	90.69
	General Journal	04/21/2024	Tamara J. Gaskell	Payroll 4/1/24-4/14/24	3.35
Total 61420 · NYS Unemployment Insurance					227.58
Total 61400 · Payroll taxes					1,572.15

	Type	Date	Name	Memo	Paid Amount
Total 61000 · Payroll Expenses					19,950.21
<b>62000 · Personnel Related Expenses</b>					
<b>62500 · Contract Service expenses</b>					
<b>62590 · Other Consultants</b>					
	Bill	04/08/2024	Solix, Inc.		216.00
Total 62590 · Other Consultants					216.00
Total 62500 · Contract Service expenses					216.00
<b>62900 · Personnel Related Expense-Other</b>					
<b>62910 · Membership dues</b>					
	Bill	04/28/2024	NYLA		233.00
Total 62910 · Membership dues					233.00
Total 62900 · Personnel Related Expense-Other					233.00
Total 62000 · Personnel Related Expenses					449.00
<b>71000 · Non Personnel Expenses</b>					
<b>71100 · Library Services</b>					
<b>71110 · MHLS Expenses</b>					
<b>71114 · Delivery Charge</b>					
	Bill	04/08/2024	MHLS		713.00
Total 71114 · Delivery Charge					713.00
Total 71110 · MHLS Expenses					713.00
<b>71120 · Library Materials</b>					
<b>71122 · Books</b>					
	Bill	04/08/2024	Ingram Library Services Inc.		1,076.06
Total 71122 · Books					1,076.06
<b>71123 · DVDs</b>					
	Bill	04/08/2024	Amazon		30.55
Total 71123 · DVDs					30.55
<b>71124 · Magazines</b>					
	Bill	04/13/2024	EBSCO		380.45
Total 71124 · Magazines					380.45
<b>71129 · Library materials- other</b>					
	Bill	04/08/2024	Amazon	Star Finder	14.95
	Bill	04/08/2024	Amazon	Seed saving	8.99
Total 71129 · Library materials- other					23.94
Total 71120 · Library Materials					1,511.00
<b>71130 · Library E-Resources</b>					
<b>71131 · E-Books</b>					
	Bill	04/08/2024	OverDrive		44.00
	Bill	04/08/2024	hoopla		125.91
	Bill	04/13/2024	OverDrive		115.00
	Bill	04/21/2024	OverDrive		180.00
Total 71131 · E-Books					464.91
<b>71132 · E-Audio books</b>					
	Bill	04/08/2024	hoopla		256.77
	Bill	04/13/2024	OverDrive		135.99
	Bill	04/21/2024	OverDrive		178.00
	Bill	04/28/2024	OverDrive		212.97
Total 71132 · E-Audio books					783.73
<b>71133 · E-Video</b>					
	Bill	04/08/2024	kanopy		216.00
	Bill	04/08/2024	hoopla		19.05
Total 71133 · E-Video					235.05
<b>71134 · Electronic hardware</b>					
	Bill	04/08/2024	T-Mobile	Service from 1/23/24-2/22/24	120.40

	Type	Date	Name	Memo	Paid Amount
Total 71134 · Electronic hardware					120.40
<b>71139 · E-Resources- Other</b>					
	Bill	04/08/2024	hoopla		14.90
Total 71139 · E-Resources- Other					14.90
Total 71130 · Library E-Resources					1,618.99
<b>71140 · Library supplies &amp; fees</b>					
<b>71141 · Materials processing</b>					
	Bill	04/08/2024	Ingram Library Services Inc.		56.37
	Bill	04/28/2024	BOA Business Card	Kapco	136.55
Total 71141 · Materials processing					192.92
<b>71143 · Office Supplies</b>					
	Bill	04/28/2024	BOA Business Card	Staples/ copy paper	76.49
	Bill	04/28/2024	BOA Business Card	Staples/ copy paper	40.99
Total 71143 · Office Supplies					117.48
<b>71144 · Internet access</b>					
	Bill	04/08/2024	Consolidated communications		20.00
Total 71144 · Internet access					20.00
<b>71149 · Library supplies &amp; fees- Other</b>					
	Bill	04/08/2024	Amazon	Cups	26.90
Total 71149 · Library supplies & fees- Other					26.90
Total 71140 · Library supplies & fees					357.30
Total 71100 · Library Services					4,200.29
<b>71200 · Program Expenses</b>					
<b>71210 · Technology</b>					
	Bill	04/13/2024	Pam Doran	Tech labs	450.00
Total 71210 · Technology					450.00
<b>71220 · Art</b>					
	Bill	04/28/2024	Uline	Shoe boxes	73.16
	Bill	04/28/2024	Herrington's		13.98
Total 71220 · Art					87.14
<b>71230 · Youth Programs (YA &amp; Children)</b>					
	Check	04/13/2024	Christina Maggio	Firefly, Farmers market & head start	34.54
Total 71230 · Youth Programs (YA & Children)					34.54
<b>71240 · Literature</b>					
	Bill	04/28/2024	BOA Business Card	Hannaford	39.07
Total 71240 · Literature					39.07
<b>71260 · Community</b>					
	Bill	04/08/2024	David Haines	March classes	225.00
	Bill	04/08/2024	Yvonne Acevedo	English language tutoring	500.00
Total 71260 · Community					725.00
Total 71200 · Program Expenses					1,335.75
<b>71300 · Fundraising Expense</b>					
<b>71310 · Individual Donation Expense</b>					
<b>71311 · Mail Solicitation Expense</b>					
	Bill	04/08/2024	Kwik Print	NLW	2,624.00
Total 71311 · Mail Solicitation Expense					2,624.00
Total 71310 · Individual Donation Expense					2,624.00
<b>71330 · Fundraising Events Expense</b>					
<b>71331 · Gala Expense</b>					
	Bill	04/08/2024	Copake Lake Conservation Scty		80.00
	Deposit	04/28/2024	PayPal	Gala PayPal fees	57.29
	Bill	04/28/2024	Kwik Print	Gala invites	2,238.36
Total 71331 · Gala Expense					2,375.65
Total 71330 · Fundraising Events Expense					2,375.65

	Type	Date	Name	Memo	Paid Amount
<b>71350 · Fundraising Support</b>					
	Check	04/11/2024	SofterWare		243.14
Total 71350 · Fundraising Support					<u>243.14</u>
<b>71360 · PayPal fees</b>					
	Deposit	04/13/2024	PayPal	PayPal fees	4.92
	Deposit	04/28/2024	PayPal	PayPal fees	3.78
Total 71360 · PayPal fees					<u>8.70</u>
<b>71390 · Fundraising Expense- Other</b>					
	Bill	04/28/2024	Kwik Print	Envelopes & letterhead	360.00
Total 71390 · Fundraising Expense- Other					<u>360.00</u>
Total 71300 · Fundraising Expense					<u>5,611.49</u>
<b>71400 · Marketing</b>					
<b>71420 · Direct Mail</b>					
	Bill	04/08/2024	Jeanine Dunn	Annual report redesign	425.00
Total 71420 · Direct Mail					<u>425.00</u>
Total 71400 · Marketing					<u>425.00</u>
<b>71500 · Bldng. Operations &amp; Maintenance</b>					
<b>71510 · Utilities</b>					
<b>71511 · Electric</b>					
	Bill	04/28/2024	NYSEG	Service from 3/19/24-4/16/24	622.26
Total 71511 · Electric					<u>622.26</u>
<b>71513 · Telephone</b>					
	Bill	04/08/2024	Consolidated communications		79.62
Total 71513 · Telephone					<u>79.62</u>
Total 71510 · Utilities					<u>701.88</u>
<b>71520 · Building Systems</b>					
<b>71524 · Alarm System</b>					
	Bill	04/28/2024	S&F Technologies Corp.	Smoke detector	729.38
Total 71524 · Alarm System					<u>729.38</u>
Total 71520 · Building Systems					<u>729.38</u>
<b>71540 · Interior Maintenance</b>					
<b>71541 · Weekly Cleaning</b>					
	Bill	04/13/2024	Christa Shook	3/7/24-3/28/24	595.00
Total 71541 · Weekly Cleaning					<u>595.00</u>
<b>71542 · Supplies</b>					
	Bill	04/08/2024	Amazon	Paper towels	86.98
Total 71542 · Supplies					<u>86.98</u>
<b>71543 · Trash &amp; Recyclables</b>					
	Bill	04/28/2024	Carmen Barbato Inc.	May collection	36.00
Total 71543 · Trash & Recyclables					<u>36.00</u>
<b>71549 · Interior Maintenance- Other</b>					
	Bill	04/28/2024	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					<u>90.00</u>
Total 71540 · Interior Maintenance					<u>807.98</u>
Total 71500 · Bldng. Operations & Maintenance					<u>2,239.24</u>
<b>71600 · Equipment</b>					
<b>71610 · Office Equipment rental &amp; fees</b>					
	Bill	04/13/2024	National Business Leasing	payment	349.77
	Bill	04/13/2024	National Business Leasing	insurance	19.82
Total 71610 · Office Equipment rental & fees					<u>369.59</u>
<b>71620 · Audio Equipment</b>					
	Bill	04/08/2024	Amazon	Sound system	219.51
Total 71620 · Audio Equipment					<u>219.51</u>
Total 71600 · Equipment					<u>589.10</u>

	Type	Date	Name	Memo	Paid Amount
<b>71900 · Other Expenses</b>					
<b>71930 · Bank fees</b>					
	Bill	04/05/2024	PayChex	payroll processing	25.89
	Bill	04/05/2024	PayChex	filing state returns	10.00
	Check	04/08/2024	Bank of Greene County	Online bill pay	4.50
	Bill	04/19/2024	PayChex	Payroll	25.89
					<u>66.28</u>
Total 71930 · Bank fees					66.28
Total 71900 · Other Expenses					<u>66.28</u>
Total 71000 · Non Personnel Expenses					14,467.15
Total Expense					<u>34,866.36</u>
<b>91500 · Capital Improvements</b>					
<b>91520 · Construction in progress</b>					
	Bill	04/13/2024	Beth Gordon	RFP mailer	37.00
					<u>37.00</u>
Total 91520 · Construction in progress					37.00
Total 91500 · Capital Improvements					<u>37.00</u>