

**Roeliff Jansen Community Library**  
**Monthly Warrant Report**  
**February 2025**

12:57 PM

03/09/2025

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	02/07/2025	Tamara J. Gaskell	Payroll 01/20/25-02/02/25	2,826.92
	General Journal	02/21/2025	Tamara J. Gaskell	Payroll 02/03/25-02/16/25	2,826.92
Total 61110 · Director Salary					<u>5,653.84</u>
<b>61120 · Salaries &amp; Wages- Other</b>					
	General Journal	02/07/2025	Katherine Shannon	Payroll 01/20/25-02/02/25	2,009.09
	General Journal	02/07/2025	Frances Colombo	Payroll 01/20/25-02/02/25	1,539.72
	General Journal	02/07/2025	Robin Gottlieb	Payroll 01/20/25-02/02/25	936.00
	General Journal	02/07/2025	Alexondra O'Connell	Payroll 01/20/25-02/02/25	1,821.25
	General Journal	02/07/2025	Ramona Bellamy	Payroll 01/20/25-02/02/25	61.92
	General Journal	02/07/2025	Leah Harde	Payroll 01/20/25-02/02/25	282.00
	General Journal	02/21/2025	Katherine Shannon	Payroll 02/03/25-02/16/25	1,764.00
	General Journal	02/21/2025	Frances Colombo	Payroll 02/03/25-02/16/25	1,441.96
	General Journal	02/21/2025	Robin Gottlieb	Payroll 02/03/25-02/16/25	936.00
	General Journal	02/21/2025	Alexondra O'Connell	Payroll 02/03/25-02/16/25	1,697.88
	General Journal	02/21/2025	Ramona Bellamy	Payroll 02/03/25-02/16/25	69.57
	General Journal	02/21/2025	Leah Harde	Payroll 02/03/25-02/16/25	168.00
Total 61120 · Salaries & Wages- Other					<u>12,727.39</u>
Total 61100 · Salaries & Wages					<u>18,381.23</u>
<b>61200 · Employee Benefits</b>					
<b>61210 · Medical Insurance</b>					
<b>61212 · Medical Ins- Stipend to employe</b>					
	General Journal	02/07/2025	Katherine Shannon	Payroll 01/20/25-02/02/25	310.00
	General Journal	02/07/2025	Frances Colombo	Payroll 01/20/25-02/02/25	310.00
	General Journal	02/07/2025	Alexondra O'Connell	Payroll 01/20/25-02/02/25	310.00
Total 61212 · Medical Ins- Stipend to employe					<u>930.00</u>
<b>61213 · Group health insurance premium</b>					
	Bill	02/08/2025	Apollo partners		778.05
Total 61213 · Group health insurance premium					<u>778.05</u>
Total 61210 · Medical Insurance					<u>1,708.05</u>
<b>61220 · Workers Compensation</b>					
	Bill	02/08/2025	AmTrust Financial		511.00
Total 61220 · Workers Compensation					<u>511.00</u>
Total 61200 · Employee Benefits					<u>2,219.05</u>
<b>61400 · Payroll taxes</b>					
<b>61410 · Social Security/ Medicare</b>					
	General Journal	02/07/2025	Misc	Payroll 01/20/25-02/02/25	645.22
	General Journal	02/07/2025	Misc	Payroll 01/20/25-02/02/25	150.90
	General Journal	02/21/2025	Misc	Payroll 02/03/25-02/16/25	552.07
	General Journal	02/21/2025	Misc	Payroll 02/03/25-02/16/25	129.12
Total 61410 · Social Security/ Medicare					<u>1,477.31</u>
<b>61420 · NYS Unemployment Insurance</b>					
	General Journal	02/07/2025	Misc	Payroll 01/20/25-02/02/25	210.74
	General Journal	02/07/2025	Misc	Payroll 01/20/25-02/02/25	7.81
	General Journal	02/21/2025	Misc	Payroll 02/03/25-02/16/25	180.31
	General Journal	02/21/2025	Misc	Payroll 02/03/25-02/16/25	6.67
Total 61420 · NYS Unemployment Insurance					<u>405.53</u>
Total 61400 · Payroll taxes					<u>1,882.84</u>

	Type	Date	Name	Memo	Paid Amount
Total 61000 · Payroll Expenses					22,483.12
<b>62000 · Personnel Related Expenses</b>					
<b>62900 · Personnel Related Expense-Other</b>					
<b>62940 · Recruitment</b>					
	Bill	02/02/2025	BOA Business Card	Checkr	32.39
Total 62940 · Recruitment					32.39
Total 62900 · Personnel Related Expense-Other					32.39
Total 62000 · Personnel Related Expenses					32.39
<b>71000 · Non Personnel Expenses</b>					
<b>71100 · Library Services</b>					
<b>71110 · MHLS Expenses</b>					
<b>71114 · Delivery Charge</b>					
	Bill	02/08/2025	MHLS		940.93
Total 71114 · Delivery Charge					940.93
Total 71110 · MHLS Expenses					940.93
<b>71120 · Library Materials</b>					
<b>71122 · Books</b>					
	Bill	02/08/2025	Ingram Library Services Inc.		714.61
Total 71122 · Books					714.61
<b>71123 · DVDs</b>					
	Bill	02/08/2025	Amazon		71.87
Total 71123 · DVDs					71.87
Total 71120 · Library Materials					786.48
<b>71130 · Library E-Resources</b>					
<b>71131 · E-Books</b>					
	Bill	02/02/2025	OverDrive		150.00
	Bill	02/08/2025	hoopla		126.01
	Bill	02/15/2025	OverDrive	01938CO25037951	27.50
	Bill	02/15/2025	OverDrive	01938CO25044990	35.00
	Bill	02/23/2025	OverDrive		27.50
Total 71131 · E-Books					366.01
<b>71132 · E-Audio books</b>					
	Bill	02/02/2025	OverDrive		7.96
	Bill	02/08/2025	hoopla		293.59
	Bill	02/15/2025	OverDrive	01938CO25037951	225.31
	Bill	02/15/2025	OverDrive	01938CO25044990	165.24
	Bill	02/23/2025	OverDrive		274.99
Total 71132 · E-Audio books					967.09
<b>71133 · E-Video</b>					
	Bill	02/08/2025	hoopla		38.83
	Bill	02/08/2025	kanopy		224.00
Total 71133 · E-Video					262.83
<b>71134 · Electronic hardware</b>					
	Bill	02/08/2025	T-Mobile		90.30
Total 71134 · Electronic hardware					90.30
<b>71139 · E-Resources- Other</b>					
	Bill	02/08/2025	hoopla		7.45
Total 71139 · E-Resources- Other					7.45
Total 71130 · Library E-Resources					1,693.68
<b>71140 · Library supplies &amp; fees</b>					
<b>71141 · Materials processing</b>					
	Bill	02/08/2025	Ingram Library Services Inc.		43.64
Total 71141 · Materials processing					43.64
<b>71143 · Office Supplies</b>					

	Type	Date	Name	Memo	Paid Amount
	Bill	02/02/2025	BOA Business Card	Namebadge.com	23.52
Total 71143 · Office Supplies					23.52
<b>71144 · Internet access</b>					
	Bill	02/08/2025	Consolidated communications		20.00
Total 71144 · Internet access					20.00
Total 71140 · Library supplies & fees					87.16
Total 71100 · Library Services					3,508.25
<b>71200 · Program Expenses</b>					
<b>71230 · Youth Programs (YA &amp; Children)</b>					
	Bill	02/02/2025	Berkcirque	2/18 Class	200.00
	Bill	02/08/2025	Amazon		22.47
Total 71230 · Youth Programs (YA & Children)					222.47
<b>71240 · Literature</b>					
	Bill	02/08/2025	Amazon		15.95
Total 71240 · Literature					15.95
<b>71260 · Community</b>					
	Bill	02/02/2025	BOA Business Card	Big Y	35.10
	Bill	02/02/2025	David Haines	Jan classes	300.00
Total 71260 · Community					335.10
<b>71290 · Program Expenses- Other</b>					
	Bill	02/02/2025	Swank Movie Licensing		125.00
Total 71290 · Program Expenses- Other					125.00
Total 71200 · Program Expenses					698.52
<b>71300 · Fundraising Expense</b>					
<b>71350 · Fundraising Support</b>					
	Check	02/10/2025	SofterWare		260.09
Total 71350 · Fundraising Support					260.09
<b>71360 · PayPal fees</b>					
	Deposit	02/02/2025	PayPal	PayPal fees	7.74
	Deposit	02/11/2025	PayPal	PayPal fees	2.18
	Deposit	02/23/2025	PayPal	PayPal fees	1.21
Total 71360 · PayPal fees					11.13
<b>71390 · Fundraising Expense- Other</b>					
	Bill	02/02/2025	Kwik Print	Letterhead & envelopes	360.00
Total 71390 · Fundraising Expense- Other					360.00
Total 71300 · Fundraising Expense					631.22
<b>71500 · Bldng. Operations &amp; Maintenance</b>					
<b>71510 · Utilities</b>					
<b>71511 · Electric</b>					
	Bill	02/15/2025	NYSEG		1,370.78
Total 71511 · Electric					1,370.78
<b>71513 · Telephone</b>					
	Bill	02/08/2025	Consolidated communications		142.89
Total 71513 · Telephone					142.89
Total 71510 · Utilities					1,513.67
<b>71530 · Exterior &amp; Grounds</b>					
<b>71533 · Plowing</b>					
	Bill	02/08/2025	KEK Residential Servcies	Plow x 2 Salt x 1	550.00
Total 71533 · Plowing					550.00
Total 71530 · Exterior & Grounds					550.00
<b>71540 · Interior Maintenace</b>					
<b>71541 · Weekly Cleaning</b>					
	Bill	02/23/2025	Christa Shook		1,029.00
Total 71541 · Weekly Cleaning					1,029.00

	Type	Date	Name	Memo	Paid Amount
<b>71543 · Trash &amp; Recyclables</b>					
	Bill	02/23/2025	Carmen Barbato Inc.	March collection	36.00
Total 71543 · Trash & Recyclables					<u>36.00</u>
<b>71549 · Interior Maintenance- Other</b>					
	Bill	02/02/2025	BOA Business Card	Thomas Pest	90.00
Total 71549 · Interior Maintenance- Other					<u>90.00</u>
Total 71540 · Interior Maintenance					<u>1,155.00</u>
Total 71500 · Bldng. Operations & Maintenance					<u>3,218.67</u>
<b>71600 · Equipment</b>					
<b>71610 · Office Equipment rental &amp; fees</b>					
	Bill	02/23/2025	National Business Equipment	payment	325.52
Total 71610 · Office Equipment rental & fees					<u>325.52</u>
Total 71600 · Equipment					<u>325.52</u>
<b>71900 · Other Expenses</b>					
<b>71930 · Bank fees</b>					
	Bill	02/07/2025	PayChex		32.09
	Check	02/10/2025	Bank of Greene County	Online bill pay	3.50
	Bill	02/21/2025	PayChex	Payroll	32.09
Total 71930 · Bank fees					<u>67.68</u>
<b>71990 · Other</b>					
	Deposit	02/09/2025	Square	Square fees	0.98
	Deposit	02/11/2025	Square	Square fees	1.03
	Deposit	02/21/2025	Square	Square fees	0.15
Total 71990 · Other					<u>2.16</u>
Total 71900 · Other Expenses					<u>69.84</u>
Total 71000 · Non Personnel Expenses					<u>8,452.02</u>
Total Expense					<u>30,967.53</u>
<b>91500 · Capital Improvements</b>					
<b>91520 · Construction in progress</b>					
	Bill	02/15/2025	Warren Temple Smith Architects	Pavilion	2,500.00
Total 91520 · Construction in progress					<u>2,500.00</u>
Total 91500 · Capital Improvements					<u>2,500.00</u>
					<u>2,500.00</u>