



UHLS Board of Trustees

January 8, 2025

4:30PM

Agenda

1. Call to Order
2. Oaths of Office
3. Minutes of the November 2024 Meeting
4. UHLS Staff Report – T. Burke, Executive Director
5. Committee Reports
 - a. Finance Committee - Treasurer's Report & Purchase Journal for November and December 2024
 - b. Services Committee – no meeting
 - c. Administration Committee – no meeting
6. Old Business
7. New Business
8. Trustee Reports and Recommendations
9. Public Comment
10. Adjournment



UPPER HUDSON
LIBRARY SYSTEM
Together. For Better Libraries.

OFFICERS:

President: Susan Keitel
Vice-President: Marcy Savage
Treasurer: Fred Wobrock, Jr.
Secretary: Scott Wyner

**Board of Trustees
November 13, 2024**

PRESENT: Evelyn Greenstein; Fred Wobrock, Jr.; Scott Wyner; Camille Engel; Debbie Carr; Marcy Savage; Lisa Scoons; Corie Dugas; Susan Keitel; Tara Ricard
Excused: Jackie Marino; Joe Burke; Yvette Terplak
UHLS Staff: T. Burke; J. Favreau

I. CALL TO ORDER

S. Keitel called the meeting to order at 4:35PM.

II. MINUTES

MOTION: C. Engel moved to approve the October 9, 2024 Minutes.
D. Carr seconded. Unanimous.

III. DIRECTOR'S REPORT

T. Burke apologized for the delay in getting the report out – last week was the NYLA conference. Good news for us, it sounds like it'll be held in Saratoga for the next 5 years.

D. Carr asked if anyone was hurt at APL (reading the break-in update from Judith) – no, it occurred during the early morning hours when the library was closed. The Arnoff delivery staff acted swiftly and handled the situation appropriately.

IV. COMMITTEE REPORTS

Finance Committee

F. Wobrock noted that our balance is great, as we received a number of state grants last month including the Central Library funds and Outreach grants. We also earned \$9,500 in interest and collected almost \$90k in UHLAN membership fees. Looking at the Treasurer's Report, he noted the restricted fund amounts are increasing due to the interest from NYLAF.

The Purchase Journal reflects payments to UHY for the annual financial review, an ERO payment to APL, and roughly \$3k to the member libraries for the fines and fees collected in the third quarter.

MOTION: The Finance Committee moved to adopt the October 2024 Treasurer's Report and Purchase Journal. T. Ricard seconded.
Unanimous.

Administration Committee

M. Savage noted that these are timely conversations with recent events and visitors to the UHLS Board meetings. The committee met to review the proposed Public Comment Policy and thanked S. Wyner for his clear lens – he was able to make suggestions for improvement, which are reflected in the copies distributed to the full board now. L. Scoons noted that BETH has two public comment periods during each meeting. She’s found that there’s a misconception from the public that this is not a conversation; the board is there just to listen. They do make that announcement that there will be no comment after anyone chooses to speak. C. Engel suggested an edit to the first paragraph noting that the community has the opportunity to be heard, not participate in our meetings. That change was agreed upon by those in the room.

MOTION: The Administration Committee moved to accept the Public Comment Policy as proposed with the suggested edit documented by M. Savage. D. Carr seconded. Unanimous.

M. Savage also noted that the committee reviewed the proposed Social Media Policy. L. Scoons noted by experience that it’s great to have a policy on hand but be aware, there could be challenges to the definition of hate speech, etc.

MOTION: The Administration Committee moved to accept the proposed Social Media Policy. C. Engel seconded. Unanimous.

S. Keitel would prefer the public comment item to be near the end of the agenda before trustee reports, unless there are objections – none.

V. OLD BUSINESS

Proposed 2025 UHLS Budget: T. Burke did not get any additional questions or comments after sending out the budget to the full board with the summary. D. Carr asked if the staff was still at 35 hours – yes. C. Engel asked if 3% was what they’d like to have in the budget as a staff increase – not other suggestion was made.

MOTION: The Finance Committee moved to accept the proposed 2025 UHLS Budget as presented. M. Savage seconded. Unanimous.

Staff holiday gathering: the group agreed upon Wednesday, December 11 as a breakfast again. C. Engel will email the group to organize who is bringing what. S. Keitel acknowledged that not everyone can take time off but it is wonderful if you can swing it.

VI. NEW BUSINESS

MOTION: C. Dugas moved to cancel the December meeting. L. Scoons seconded. Unanimous.

T. Burke shared with the board that after much consideration, he will be retiring in early 2025. UHLS is as strong as it’s ever been, and stable, and feels like he has the chance to hand over something really special. Based on the pay periods, his last day will be Friday, April 11. This is

the best board he's had the opportunity to work with – thank you! The DA will be told tomorrow, along with PULISDO.

S. Keitel shared that she'll appoint a search committee, who will review the job description and ad in December. She'd like to have that posted in early January, with review of candidates starting in February. The goal is to have someone start the day after he leaves, without any overlap, but acknowledges that there may be a time of transition without an executive director which would require the board to appoint an interim director. In early 2025 she will be advancing budget amendments as needed due to this change.

VII. TRUSTEE REPORTS AND RECOMMENDATIONS

- S. Keitel (WSTR): WSTR has had bake sales for years and decided to have one at the dump one random Saturday, because that's where everyone in town goes on a Saturday. They made \$800! However, someone turned them in to the Dept. of Agriculture and Markets... so not more bake sales for them.
- D. Carr (RCSC): Sweets with Santa from Around the World happening on 12/14. On 12/7 they are participating in the local parade with the same theme.
- C. Engel (EGRN): EGRN is in the middle of an extensive construction grant project!
- E. Greenstein (TROY): As of last evening, she's been replaced – this will be her last meeting. It has been a wonderful experience – she has learned so very much and will miss this in a way she cannot express.
- E. Greenstein (TROY): They are hosting their 2nd annual Fall Fest Saturday, October 19th from 12-4PM – everyone is invited!
- L. Scoons (BETH): They have a big bond vote coming up on December 12th – a whole lot of outreach is ramping up.
- M. Savage (COLN): The day of the last board meeting, the library lost power so the meeting was canceled. T. Burke noted that a generator is a great construction project!
- C. Engel (GUIL): Fall programming at the library has been fantastic! Their Read or Treat event had 800 participants! They've also had a speed friending program (like speed dating) for adults that will be coming back, along with a make your own mocktails event.
- S. Wyner (STEP): STEP is hosting a Trivia Night this Saturday and a Day after Thanksgiving Sale at the library – he'll be there selling his handmade pots.
- F. Wobrock (BRUN): They had their memorial bricks laid out by a landscaper and now that people are seeing them, more people are interested in purchasing them.

MOTION: S. Keitel moved to adjourn, toasting T. Burke. T. Ricard seconded. Unanimous.

Meeting adjourned at 6:04 PM.

11/29/2024 JF

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
January 8, 2025

2025 Library Advocacy Day – As you know, the start of the calendar year signals the beginning of the advocacy season for UHLS. And our statewide Library Advocacy Day, scheduled for Wednesday 2/5/25 will be here in just a few weeks. I am currently putting together a meeting schedule with all of our Senators and Assembly Members and more details will be shared widely once the schedule for the day is completed. Our system's legislative representation did not change much with the recent elections. Pat Fahy is taking Neil Breslin's senate seat, so our one "new face" will be newly elected Assembly Member Gabriella Romero, who was elected to Pat's Assembly seat. NYLA will provide the statewide library support messaging and materials and we'll also be putting together leave behind packets for all of our meetings with information from the system and the member libraries. The full suite of statewide budget and legislative priorities for this year can be found [here](#) on the NYLA website.

2024 Special Legislative Grants to Member Libraries – I am pleased to report that UHLS and quite a few of our member libraries have recently received a total of \$100,000 in additional funding support in the form of Special Legislative Grants (formerly known as "bullet aid"). These grants are designated by individual legislators in both houses and each legislator has differing amounts to award annually depending on seniority, party, political power, etc. In addition to the work we (both UHLS and the member libraries) do to constantly keep public library services top of mind for all of our legislators, each year we make sure to specifically remind our legislators that public libraries in their districts are always in need of any additional funding support they can provide through the special legislative grant program. These 2024 grants are clear evidence that our legislators "got the message" and that they genuinely appreciate the value public libraries bring to their communities. The details of the grant awards are as follows:

- (outgoing) Senator Neil Breslin - \$45,000 (\$10k to APL Arbor Hill/West Hill, \$10k to APL Delaware, and \$25k to Altamont)
- Assembly Member Scott Bendett - \$20,000 (\$1,538.46 to each of the 13 libraries in his district – SCGH, VAFL, HOOV, PTBG, GRAF, BRUN,BRLN, POES, SNLK, STEP, NASS, CAST, and BETH)
- Assembly Member Chris Tague - \$30,000 (\$10k to UHLS to support the holocaust related *Memory Project: Messages from Survivors* educational display which has been made available to all UHLS libraries and \$5k each to BERN, WSTR, RCSC, RVLL)

Trustee Training for 2025 – We've scheduled the dates for our quarterly virtual CORE Trustee Training session, which have proven to be consistently well-subscribed and well-received by the member library trustees. These sessions are in addition to the "on demand" offerings which are listed on the [UHLS Trustee Training page](#) on the new UHLS website.

CORE Board Leadership Training – On a similar note, Mary Fellows and I are excited to once again offer a special session of the CORE Trustee Training suite focusing on Library Leadership. This session will be held on Wednesday February 26 at UHLS from 9am-1pm. CORE Board Leadership Training is a specialized training opportunity for member library Leadership Teams - the Board President and the Library Director/Manager attending together as a team. The Board President and the Library Director form a unique leadership unit that powerfully impacts the success of the board and the library and this is an opportunity we offer for us to work

with teams from member libraries on growing and developing that relationship. It's always exciting to start the New Year off with this important training program for our library leadership teams.

UHLS Website – The new UHLS website has been live for a few weeks now and almost all of the feedback we've received has been positive, both for the look and feel of the site and the layout of the information. Joe Thornton has continued to spend a lot of time behind the scenes to fix any problems that he identifies and anything that we hear about from the member libraries and library users. Once again, I would like to acknowledge Joe's significant contribution to the new website project, along with Jona, Mary, and Judith who all put in a lot of time and effort to bring the new site into reality.

And Sincere Appreciation to the UHLS Board – The UHLS staff truly enjoyed both the bountiful breakfast harvest that the Board laid out, as well as the opportunity to casually interact with the system trustees. This very thoughtful gesture was sincerely appreciated by the entire UHLS staff. I feel strongly that the Board's decision to "institutionalize" this event as a way to allow the Board to acknowledge the UHLS staff on an annual basis is a wonderful and appropriate gesture by the UHLS trustees, so THANK YOU!!

UHLS Department Reports

Adult and Outreach Services

UHLS AOS Services Report: November/December 2024

Outreach

- Participated in the inaugural session of the NYSL Digital Equity Academy in December, joining a cohort of library system staff for a year-long program of shared learning.
- UHLS' Coordinated Outreach Services Advisory Committee met. This group is composed of representative non-profit organizations, along with one member library representative. This committee helps UHLS understand community needs and updates committee members on library services. We focused on Digital Literacy needs and resources.
- Attended the *Inclisible Games* session at Voorheesville Library, where staff and community members of varying abilities engaged in fun, skill-building activities.

Adult Services

- Held a meeting of the Adult Services Advisory Council, which included updates and a mini-CE session focused on census resources.
- New York Times remote access is off to a strong start. Patrons gain 24 hours of remote access to the Times by redeeming a code from their Library's website. Libraries started promoting the service on November 5th. From November to December, our code redemption numbers went up 83% to 14,971 in December.
- Drove over the hill out to Berlin to help install their Messages from Survivors exhibit.

E-Content

- We broke the million check out threshold in Overdrive for the first time with a total of 1,032,961 borrowed ebooks, audiobooks and magazines. This is a 15.6% increase over 2023.
- E-content Advisory Committee met to discuss Project Gutenberg titles, the increase in average hold time and the possibility of purchasing a collection of simultaneous-use romance titles. Given that more than 25% of our circulation is romance, the committee decided to try and find the funds to add to this collection. Guilderland,

Colonie, Bethlehem, Sand Lake, North Greenbush and Menands were among the libraries that stepped up to make this happen.

Equity Committee

- The committee met to reexamine and suggest updates to the Equity Committee's Charge and Composition Document and to plan the next "Getting it Done" session.

Miscellaneous

- Joe and I met with representatives from Facilities Insight to learn about their door count technology.
- I appreciated the opportunity to attend the NYLA conference in Syracuse. Highlights included sessions on Key Performance Indicators, Library Services to Jails and a tour of accessibility technology at Onondaga County Public library.

Automation Services

Automation Services Report December, 2024

We continued to provide the usual services to our libraries and the UHLS staff, such as website maintenance, desktop support, helpdesk, and troubleshooting. The highlights of the month follow, in no special order:

Advisory Councils/Committees:

- The Circulation Advisory Council met online on 12/4.
- The Cataloging Advisory Council met online on 12/5.
- The Automation Advisory Committee (AAC) did not meet in December.
- Weekly Automation Services and occasional Managers and Staff meetings. Monthly DA meetings.

Sierra/Encore:

- We made some Loan Rule changes for COHS to make their material more accessible to non-COHS patrons.
- APL reported several times that their patrons and staff weren't receiving expected Hold Pickup and Overdue notices. Jimpson Pell (APL) and I worked to identify and fix the problem, which was the lack of an SPF record in APL's DNS settings. We provided the SPF record and Jimpson installed it.
- BERN reported a similar problem and we think we fixed that as well with the addition of an SPF record to BERN's DNS records, which we manage.
- We changed the recipient for COHS 'bill' emails at the library's request.
- We thought we had fixed the *eCommerce* function in *Encore*, but if it's changed at all, it's worse. We've had a few less-than-cordial email exchanges with III to try to get this problem solved. We're talking about actual money here. The problem (for the tenth time), is that *PayPal* collects multiple payments from a patron and credits her *Sierra* record one or zero times. I can identify most of these and I refund the extra payments when I do.
- We've also had a lot of reports of problems with SMS (text) notices. In some cases the function just stopped working - patrons who used it for years stopped getting notices. In other cases new registrants saw their status as 'Pending' indefinitely. We reported the problem several times to III. Their latest response was hopeful, but we'll wait and see.
- We changed the text of the 'card expiring' email message for TROY and TROL patrons.
- We were informed that the UHLS logo was not displaying in *Encore* since our new website was launched. I copied the logo to the new site and updated *Encore* and all is well.
- We changed the text of the *Hold Pickup* notice for COHS.

Miscellaneous:

- We added an SPF record to BERN's DNS settings to try to solve the problem of email bounces going to the director's Inbox.
- We created a directorsearch@uhls.org Google Group for the 'UHLS Executive Director' search committee but deleted it shortly after when the committee decided to stick with the searchcommittee@uhls.org email address for application submissions.
- The new TROY director (Tim Furgal) called about a construction project that involves *FirstLight*, our ISP and, apparently, TROY's. For some reason I can't imagine, Anne Pitlyk was the UHLS contact on TROY's *FirstLight* contract. Tim thinks that *FirstLight* may have tried to contact Anne at that address. We managed after a while to access Anne's email account and found no communication at all from *FirstLight*. We informed Tim and offered our services if TROY needs help with the project.

Websites:

- Over the weekend of 12/7 we launched the new [UHLS web site](#). The effort to create the site is much too complicated to recount here, so you'll have to wait for the movie. [Production has been delayed by the bitter fight between Emma Stone and Amy Adams over who gets to play Mary Fellows.]
- Some months ago we moved DNS management from *namecheap* to *cloudflare* for most of the libraries we support on our server because with *cloudflare* we can do geofencing (e.g. no access from outside the U.S.). We also manage SSL (Secure Sockets Layer) certificates for those libraries. You won't be surprised to learn that there's a complication: We manage SSL with *letsencrypt* but the certificates have to be renewed periodically (every 90 days), and *letsencrypt* manages that process from servers that are (you guessed it) outside the U.S. So when we get a warning from *letsencrypt* that they were unable to renew our certs, we disable geofencing temporarily in *cloudflare*, renew the certs manually, and then re-enable geofencing. It's really not that hard.
- RCSC used *Network Solutions* for their domain registrar and DNS management. The library asked if UHLS would take over, so we moved the RCSC domain registrar to *namecheap* and DNS management to *cloudflare*.

Reports:

- We sent *hoopla* a spreadsheet with the titles and ISBNs of all *OverDrive* records owned by Grafton. GRAF would like to save money by not paying *hoopla* for titles that are also available in *OverDrive*.
- I need to revise all monthly and annual reports to remove the wrapper (banner, menu bar, etc.) because they're not used on the new web site.
- While I was whining to my dear, dear friend Judith about the challenge of rewriting the monthly and annual reports because of the new website, she (always sympathetic and eager to help) suggested that as long as I was stressed anyway, could I also write four new reports? Most of them are revisions of existing reports that apply to individual libraries, and Judith thought it would be useful to run them for the system as a whole and add them to the list of [monthly reports](#). Of course she's right. That's why we're friends.

Rob:

This month's report highlights the various technical and training tasks undertaken across different locations, resolving network issues, managing data, and providing training for staff and new employees.

- **STEP** – Addressed a public computer with printer problems.
- **GRAF** – Installed a new circulation computer.
- **COHS** – Scheduled training for copy cataloging. Did original cataloging on a local author title.
- **RENS** – Worked on printer problems.
- **RVLL** – Scheduled cataloging training.
- **BRLN** – Circulation training for new staff.
- **UHLS** - Updated the *Sierra* Days Closed table for 2025.

Youth and Family Services

Youth and Family Services

November-December 2024 Highlights
Mary Fellows, Manager, Youth and Family Services

Tim's news: It's always hard to sort out feelings about an event that will bring someone we care about happiness, while creating a sense of loss for us. I'm glad for Tim because he chose this and he's glad, and sad for us because we'll miss him. A lot.

SAIYL (Sex, Accurate Information for Youth, and Libraries) grant: Library collections were our main area of effort these two months. We have:

- Assessed our youth e-book sexual and reproductive health (SRH) holdings, boosted those collections with purchasing, and weeded outdated titles with assistance from Anne Myers
- Purchased all the print youth books on SRH topics I could find
- Reviewed hands-on each title, in collaboration with a retired Voorheesville librarian colleague, Joyce Laiosa
- Created a list of recommended titles and some to avoid, with order information
- Presented and recorded, with Joyce, 90-minutes of book talks of our recommended titles
- Assembled a preview collection of the recommended titles for loan to libraries (already in high demand)
- Supplied funds to each participant library to purchase sexual and reproductive health materials for youth
- Taken a "snapshot" of each grant library's youth nonfiction collections in the area of sexual and reproductive health, and offered (diplomatic) suggestions for weeding, replacing, and new purchases. Joe Thornton's reports proved invaluable in gathering the data.

Library staff, using the booklist as a guide, can watch the recording to hear our reviews while looking at the titles in our preview collection. Especially with a sensitive topic, these extra supports help staff to overcome fear and lack of knowledge to make purchase decisions.

I must admit that the "snapshot" assessment was disheartening - and also evidence of how much this project is needed. While one library has a stellar youth collection in this area and a couple have pretty good ones, most libraries have very little current, youth-focused information. One library had literally nothing at all. I'll do a second assessment in late 2025 to see how the collections have changed.

This fall I initiated a collaboration with five other systems that resulted in a CE session for directors, trustees, and system staff in December. "Smart Program Risk Management: When Topics Are Sensitive" was live-only and netted 114 participants. Our own Bethlehem and Brunswick director-board president duos - Geoff Kirkpatrick and Mark Kissinger; Sara Hopkins and Alix Duggan - were four of our seven speakers, sharing their recent experiences with controversial programs. It's difficult to relive painful experiences; we appreciated their willingness to share their learning for the benefit of others around the state. Our libraries are collaborative and generous!

Last on SAIYL: it's a grant with many moving parts. Amy Jeansonne is an excellent partner in helping to manage them, and adeptly creates slide shows, preview collections, booklists, training marketing materials, and much more.

Youth Services Advisory Council: In November, we focused on services to upper elementary kids (grades 3-5), an age group often invisible between early literacy audiences and middle schoolers. Tony Rivera, counselor at Blue Creek Elementary School, was our guest speaker, invited to help us better understand the characteristics and needs of this age group. I shared a number of grades 3-5 service-related ideas and impacts, and a terrific discussion among the 12 attendees followed. Our December meeting was cancelled due to illness.

Other: CDLC board work, website work, Summer Reading Program work, rotating collection work (primarily Amy), book review preparation (Amy), and arranging spring training (libraries, not baseball).

Selected meetings/trainings/activities:

- CORE Trustee Training session, Petersburg
- New Director Orientation, Troy
- NYLA Conference, Syracuse

Income Report

For the Twelve Month(s) Ending December 31, 2024

	<u>Total Budget</u>	<u>Current Month</u>			<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Received</u>
One Year Grant Income:								
Basic State Aid - 2024	961,450.00	0.00	0.00	0.00	960,353.00	960,353.00	1,097.00	99.89
Central Library Services Aid 2024	223,543.00	0.00	0.00	0.00	222,797.00	222,797.00	746.00	99.67
LLSA - 2024	181,393.00	18,079.00	0.00	0.00	180,788.00	180,788.00	605.00	99.67
LSSA - 2024	128,341.00	12,792.00	0.00	0.00	127,913.00	127,913.00	428.00	99.67
Outreach Basic Grant - 2024	105,028.00	0.00	0.00	0.00	105,028.00	105,028.00	0.00	100.00
Outreach Adult Grant - 2024	8,714.00	0.00	0.00	0.00	8,714.00	8,714.00	0.00	100.00
Outreach YS Grant - 2024	13,555.00	0.00	0.00	0.00	13,555.00	13,555.00	0.00	100.00
Jail Grant - 2024	6,995.00	0.00	0.00	0.00	6,995.00	6,995.00	0.00	100.00
Supplemental State Aid - 2024	144,031.00	0.00	0.00	0.00	143,867.00	143,867.00	164.00	99.89
Total One Year Grant Income	1,773,050.00	30,871.00	0.00	0.00	1,770,010.00	1,770,010.00	3,040.00	99.83
Other Income:								
Annual Meeting	7,500.00	0.00	0.00	0.00	5,550.00	5,550.00	1,950.00	74.00
eCommerce Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income - Operating Accounts	1,000.00	6,568.74	0.00	0.00	22,077.99	22,077.99	(21,077.99)	2,207.80
Interest Income - Restricted Accounts	766.00	1,581.05	0.00	0.00	32,360.05	32,360.05	(31,594.05)	4,224.55
Rental Income	18,849.00	1,750.75	0.00	0.00	21,009.00	21,009.00	(2,160.00)	111.46
UHLAN Fees - Member Libraries	358,667.00	0.00	0.00	0.00	358,680.00	358,680.00	(13.00)	100.00
UHLAN Supplies - Reimbursable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	386,782.00	9,900.54	0.00	0.00	439,677.04	439,677.04	(52,895.04)	113.68
Total One Year Income	2,159,832.00	40,771.54	0.00	0.00	2,209,687.04	2,209,687.04	(49,855.04)	102.31
	<u>Total Budget</u>	<u>Current Month</u>	<u>2022 Totals</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Received</u>
Two Year Aid and Grant Income:								
eContent Reorder 2024	93,784.66	0.00	0.00	0.00	93,784.68	93,784.68	(0.02)	100.00
LLSA - 2023	173,965.00	0.00	0.00	156,568.00	17,397.00	173,965.00	0.00	100.00
LSSA - 2023	123,085.00	0.00	0.00	110,776.00	12,309.00	123,085.00	0.00	100.00
Security Camera - NYS	6,731.00	6,492.00	0.00	0.00	6,492.00	6,492.00	239.00	96.45
Jail Grant - 2023	6,731.00	0.00	0.00	0.00	6,731.00	6,731.00	0.00	100.00
Outreach Basic Grant - 2023	100,224.00	0.00	0.00	0.00	100,224.00	100,224.00	0.00	100.00
Outreach Adult Grant - 2023	8,714.00	0.00	0.00	0.00	8,714.00	8,714.00	0.00	100.00
Outreach YS Grant - 2023	13,555.00	0.00	0.00	0.00	13,555.00	13,555.00	0.00	100.00
AD 2023 Earned Income	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00	100.00
YS 2023 Earned Income	2,446.45	0.00	0.00	2,446.45	0.00	2,446.45	0.00	100.00
Love Your Library 2024	3,155.00	0.00	0.00	0.00	3,155.00	3,155.00	0.00	100.00
NYS Special Leg. Grant '23	65,000.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00	100.00
NYS Special Leg. Grant '24	85,000.00	95,000.00	0.00	0.00	95,000.00	95,000.00	(10,000.00)	111.76
Central Library Services Aid 2023	213,917.00	0.00	0.00	0.00	214,389.00	214,389.00	(472.00)	100.22
Total Two Year Grant Income	897,508.11	101,492.00	0.00	270,990.45	636,750.68	907,741.13	(10,233.02)	101.14
Total All Income	3,057,340.11	142,263.54	0.00	270,990.45	2,846,437.72	3,117,428.17	(60,088.06)	101.97

Expense Report

For the Twelve Month(s) Ending December 31, 2024

	<u>Total Budget</u>	<u>Current Month</u>			<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Program Expenses:								
Direct Member Aid - 2024	405,936.00	18,080.89	0.00	0.00	446,226.89	446,226.89	(40,290.89)	109.93
Automation Services	449,618.00	23,219.87	0.00	0.00	451,093.31	451,093.31	(1,475.31)	100.33
Youth and Family Services	195,957.00	16,987.72	0.00	0.00	191,594.89	191,594.89	4,362.11	97.77
Adult & Information Services	436,250.00	34,899.72	0.00	0.00	400,331.45	400,331.45	35,918.55	91.77
Outreach - 2024	104,504.00	7,001.52	0.00	0.00	92,342.56	92,342.56	12,161.44	88.36
Administration	362,459.00	28,792.11	0.00	0.00	360,745.32	360,745.32	1,713.68	99.53
Building	230,309.00	13,229.23	0.00	0.00	134,325.75	134,325.75	95,983.25	58.32
Total Program Expenses	2,185,033.00	142,211.06	0.00	0.00	2,076,660.17	2,076,660.17	108,372.83	95.04
Program Carryover Expenses:								
	<u>Total Budget</u>	<u>Current Month</u>	<u>2022 Totals</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Direct Member Aid - 2023	398,689.00	0.00	0.00	165,938.89	232,750.11	398,689.00	0.00	100.00
Outreach - 2023	100,224.00	1,315.24	0.00	92,954.25	4,268.04	97,222.29	3,001.71	97.00
Outreach - 2022	99,954.00	43.41	77,567.33	21,660.20	726.47	99,954.00	0.00	100.00
Total Program Carryover Expenses	598,867.00	1,358.65	77,567.33	280,553.34	237,744.62	595,865.29	3,001.71	99.50
Grant Expenses:								
eContent Reorder - 2024	93,784.66	4,671.97	0.00	0.00	91,133.79	91,133.79	2,650.87	97.17
eContent Reorder - 2023	89,453.75	0.00	0.00	88,667.29	786.46	89,453.75	0.00	100.00
Jail Grant - 2023	6,731.00	0.00	0.00	5,612.29	1,118.71	6,731.00	0.00	100.00
Jail Grant - 2022	6,905.00	0.00	0.00	3,900.34	3,004.66	6,905.00	0.00	100.00
Jail Grant - 2024	6,905.00	878.38	0.00	0.00	6,063.62	6,063.62	841.38	87.81
NYS Special Legislative - 2024	85,000.00	85,000.00	0.00	0.00	85,000.00	85,000.00	0.00	100.00
NYS Special Legislative - 2023	65,000.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00	100.00
NYS Special Legislative (System)-2018	13,000.00	6,038.49	5,362.31	258.20	6,524.49	12,145.00	855.00	93.42
Outreach Adult Grant - 2024	8,714.00	0.00	0.00	0.00	13.75	13.75	8,700.25	0.16
Outreach Adult Grant - 2023	8,714.00	0.00	0.00	0.00	1,753.76	1,753.76	6,960.24	20.13
Outreach Adult Grant - 2022	8,714.00	0.00	0.00	0.00	8,714.00	8,714.00	0.00	100.00
Outreach YS Grant - 2024	13,555.00	0.00	0.00	0.00	0.00	0.00	13,555.00	0.00
Outreach YS Grant - 2023	13,555.00	204.07	0.00	0.00	8,161.12	8,161.12	5,393.88	60.21
Outreach YS Grant - 2022	13,555.00	0.00	0.00	4,201.48	9,353.52	13,555.00	0.00	100.00
Love Your Library 2	6,000.00	0.00	0.00	100.00	5,900.00	6,000.00	0.00	100.00
Love Your Library 3	3,155.00	99.93	0.00	0.00	3,242.01	3,242.01	(87.01)	102.76
AD Earned Income	1,200.00	0.00	0.00	359.30	27.24	386.54	813.46	32.21
YS Earned Income	2,446.45	0.00	0.00	888.86	453.00	1,341.86	1,104.59	54.85
Total Grant Expenses	446,387.86	96,892.84	5,362.31	103,987.76	296,250.13	405,600.20	40,787.66	90.86
Total All Expenses	3,230,287.86	240,462.55	82,929.64	384,541.10	2,610,654.92	3,078,125.66	152,162.20	95.29

Upper Hudson Library System
Treasurer's Report
For the Twelve months ending December 31, 2024

INCOME YEAR TO DATE:	<u>November 2024</u>	<u>December 2024</u>	<u>December 2023</u>
Grants	2,180,613.00	2,312,976.00	1,525,732.00
Carryovers & Other Income	523,561.18	533,461.72	473,251.46
	<hr/>	<hr/>	<hr/>
TOTAL INCOME	2,704,174.18	2,846,437.72	1,998,983.46
TOTAL EXPENSES	(2,370,192.37)	(2,610,654.92)	(2,146,273.70)
	<hr/>	<hr/>	<hr/>
BALANCE	333,981.81	235,782.80	(147,290.24)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

ACCOUNT BALANCES YEAR TO DATE:

Restricted Accounts

(Restricted by UHLS Board)

10610 Automation	178,412.70	179,085.46	174,809.43
<i>Major automation expenses</i>			
10620 Building	136,031.79	136,544.71	99,035.13
<i>Major building expenses.</i>			
10640 Equipment	44,821.89	44,990.94	43,924.19
<i>Office equipment</i>			
10660 Retirement	60,020.34	60,246.66	58,822.80
<i>Established 12/2004 for ERS payments</i>			
10680 Unemployment	0.00	0.00	0.00
<i>Less expensive than carrying unemployment insurance</i>			
TOTAL RESTRICTED	419,286.72	420,867.77	376,591.55

Petty Cash Account

10000 Petty Cash	379.67	311.70	298.94
TOTAL PETTY CASH	379.67	311.70	298.94

Checking Accounts

10200NB Cash - NBT Operating Checking	21,730.98	70,144.93	105,462.81
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	(323.08)	0.00	0.00
10400NB Cash - NBT Money Mkt	50,077.07	79.27	151,778.90
10500NB Cash - NBT PayPal	0.01	0.01	0.02

Operational Account

TOTAL CHECKING	71,484.98	70,224.21	257,241.73
10510 Cash - Operational	1,794,934.51	1,696,501.05	1,341,605.28
**TOTAL OPERATING	1,794,934.51	1,696,501.05	1,341,605.28

**Must cover all operating expenses until receipt of state aid

TOTAL CASH	2,286,085.88	2,187,904.73	1,975,737.50
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/4/24	5165YO Professional Developme 20000 Accounts Payable	112024	Refreshments for YSAC meeting Mary J. Fellows	17.97	17.97
12/4/24	50351ML-24 Central Lib Ser. Aid. 202 20000 Accounts Payable	11429326	Interpretation service Language Line Services, Inc.	1.09	1.09
12/4/24	51820AS Salaries 20000 Accounts Payable	120124	November 2024 Consulting fee LCR Consulting	1,540.00	1,540.00
12/4/24	51665AD Programs for Members 20000 Accounts Payable	12536767	Homeless training 2025 membership Empathy Studios, LLC	1,649.00	1,649.00
12/4/24	51630AM Postage Expense 20000 Accounts Payable	17557788	Postage for replacement meter from March 2024 Quadient, Inc.	19.99	19.99
12/4/24	50550AM Equipment - Maintenanc 20000 Accounts Payable	20802	10/13-11/12/24 Printing services Metroland Business Machines	45.38	45.38
12/4/24	51840BD Services - Contractual 20000 Accounts Payable	24-11	Lawn care/ fall clean up Olsen's Property Maintenance	125.00	125.00
12/4/24	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	24367326	11 eBooks 86 Audio books OverDrive, Inc.	232.86 3,300.99	3,533.85
12/4/24	51880AM Supplies 51880AM Supplies 51880AM Supplies 51880AM Supplies 20000 Accounts Payable	250568858	Paper Yellow Paper orange Paper green Paper white W.B. Mason Co., Inc.	23.59 19.99 24.99 17.99	86.56
12/4/24	51630AM Postage Expense 20000 Accounts Payable	61531641	12/23-3/22/25 postage meter rental Quadient, Inc.	35.97	35.97
12/4/24	51840BD Services - Contractual 20000 Accounts Payable	7986005-0449	12/1-31/24 Recycling service Waste Management	376.40	376.40
12/4/24	50465AD-24 e-content reorder	CP24371959	49 eBooks	247.92	

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20000 Accounts Payable		OverDrive, Inc.		247.92
12/4/24	51315OR-23 Materials	CP24372015	66 eBooks	99.21	
	51315OR-23 Materials		10 Audio books	24.37	
	20000 Accounts Payable		OverDrive, Inc.		123.58
12/11/24	51325AM Memberships - Institutio	11805	Excelsior Membership	3,142.00	
	20000 Accounts Payable		NYLA		3,142.00
12/11/24	51840AD Services - Contractual	120924	Damaged book Caska Cold Eyes	18.00	
	20000 Accounts Payable		Guilderland Public Library		18.00
12/11/24	51840BD Services - Contractual	163786	Dec.Pest Control	85.00	
	20000 Accounts Payable		ATTENTION Pest Solutions		85.00
12/11/24	51920AM Telephone Expense	18717803	Telephone	34.60	
	50975AS Internet		Internet	300.00	
	20000 Accounts Payable		FirstLight Fiber		334.60
12/11/24	51840AD Services - Contractual	199853	Delivery Service 11/18-22/24	6,783.93	
	20000 Accounts Payable		Arnoff Moving & Storage of Albany, INC.		6,783.93
12/11/24	51840AD Services - Contractual	199854	Delivery Service 11/25-29/24	5,466.50	
	20000 Accounts Payable		Arnoff Moving & Storage of Albany, INC.		5,466.50
12/11/24	50465AD-24 e-content reorder	24376025	54 eBooks	1,865.47	
	50465AD-24 e-content reorder		5 Audio books	445.96	
	20000 Accounts Payable		OverDrive, Inc.		2,311.43
12/11/24	51315or-24 Materials	24376640	eBooks	6.09	
	20000 Accounts Payable		OverDrive, Inc.		6.09
12/11/24	51010JG-24 Jail Grant 2024	24376831	4 eBooks	344.97	
	20000 Accounts Payable		OverDrive, Inc.		344.97
12/11/24	51885AD Supplies - Reimbursable	24383356	5 eBooks and 12 Audio	977.26	
	20000 Accounts Payable		OverDrive, Inc.		977.26
12/11/24	51885AD	24383359	18 eBooks and 11 Audio	2,203.17	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Supplies - Reimbursable 20000 Accounts Payable		OverDrive, Inc.		2,203.17
12/11/24	51885AD Supplies - Reimbursable 20000 Accounts Payable	24383370	18 eBooks & 11 Audio OverDrive, Inc.	1,573.70	1,573.70
12/11/24	52050BD Utilities 20000 Accounts Payable	3260	Monthly solar cost 2012 Light Energy Fund 1	256.03	256.03
12/11/24	52050BD Utilities 20000 Accounts Payable	71107-120524	11/4-12/5/24 Electric Service National Grid	1,185.54	1,185.54
12/11/24	52050BD Utilities 20000 Accounts Payable	71109-120524	11/4-12/5/24 Gas Service National Grid	742.52	742.52
12/11/24	51315OR-22 Materials 51315OR-22 Materials 20000 Accounts Payable	CO24376640	audio book eBook OverDrive, Inc.	14.90 28.51	43.41
12/11/24	51315OR-23 Materials 20000 Accounts Payable	O24376640	eBooks OverDrive, Inc.	119.70	119.70
12/17/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Albany Public Library	3,872.60	3,872.60
12/18/24	51665OR-23 Programs - Special 20000 Accounts Payable	112624	Games for Libraries Diane Guendel	235.00	235.00
12/18/24	51970AD Travel 20000 Accounts Payable	121124	Nov. and Dec. 2024 mileage reimbursement Judith Wines	245.22	245.22
12/18/24	51880AM Supplies 20000 Accounts Payable	121524	Kitchen supplies Judith Wines	13.74	13.74
12/18/24	51320AM Member Trustee / Staff 20000 Accounts Payable	121624	Focaccia class for UHLS staff Honest Weight Food Co-Op, Inc.	45.00	45.00
12/18/24	51970AM Travel 20000 Accounts Payable	121624	Travel reimbursement for July thru Dec. 2024 Timothy G. Burke	458.95	458.95

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/18/24	51970AS Travel 20000 Accounts Payable	121724	2024 mileage reimbursement Robert F. Carle	446.22	446.22
12/18/24	51970AM Travel 20000 Accounts Payable	121824	Q4 Mileage reimburesment Jona L. Favreau	45.46	45.46
12/18/24	50962YO Insurance - Workers Co 50962AS Insurance - Workers Co 50962AD Insurance - Workers Co 50962or-24 Insurance - Workers Co 50962AM Insurance - Workers Co 20000 Accounts Payable	1275074-25	Workers Compensation Workers Compensation Workers Compensation Workers Compensation Workers Compensation The Hartford	863.63 1,692.92 294.42 431.82 1,624.21	4,907.00
12/18/24	51840AD Services - Contractual 20000 Accounts Payable	199968	Delivery Service 12/2-6/24 Arnoff Moving & Storage of Albany, INC.	6,833.13	6,833.13
12/18/24	50550AM Equipment - Maintenanc 20000 Accounts Payable	21386	11/13-12/12/24 Photo copies service Metroland Business Machines	26.16	26.16
12/18/24	51010JG-24 Jail Grant 2024 51010JG-24 Jail Grant 2024 20000 Accounts Payable	24382104	5 eBooks 3 Audio books OverDrive, Inc.	299.99 233.42	533.41
12/18/24	50465AD-24 e-content reorder 50465AD-24 e-content reorder 50465AD-24 e-content reorder 20000 Accounts Payable	24390464	52 eBooks 9 Audio books credit OverDrive, Inc.	1,553.55 661.73	102.66 2,112.62
12/18/24	51880AM Supplies 20000 Accounts Payable	250852787	Binders for trustee training W.B. Mason Co., Inc.	39.96	39.96
12/18/24	51880AM Supplies 20000 Accounts Payable	250960244	Water cooler rental fee W.B. Mason Co., Inc.	7.98	7.98
12/18/24	51630AM Postage Expense 20000 Accounts Payable	250999152	Postage meter labels W.B. Mason Co., Inc.	25.18	25.18

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/18/24	50162YO DVD's 20000 Accounts Payable	506443064	5 DVDs Midwest Tape	130.45	 130.45
12/18/24	51315OR-23 Materials 20000 Accounts Payable	5340	Mail Rack cards Modern Press	116.96	 116.96
12/18/24	51212or-24 Large Print Book Collecti 20000 Accounts Payable	86024423	6 Large print books Cengage Learning Inc / Gale	194.34	 194.34
12/18/24	51310BD Maintenance & Repair 50770SY-18 Grant - NYS Special Leg 20000 Accounts Payable	99938	Replacement of front door Replacement of front door ASSA ABLOY Entrance Systems US Inc	8,961.51 6,038.49	 15,000.00
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment William K. Sanford	2,641.30	 2,641.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Westerlo Public Library	149.30	 149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Watervliet Public Library	341.30	 341.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Voorheesville Public Library	543.90	 543.90
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Valley Falls Free Library	173.70	 173.70
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Troy Public Library	1,674.70	 1,674.70
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Stephentown Memorial Library	149.30	 149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Sand Lake Town Library	257.60	 257.60
12/18/24	51245ML-24 LLSA Disbursed 2024 20000	LLSA balance	2024 10% LLSA Payment Rensselaerville Library	149.30	 149.30

**Upper Hudson Library System
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Rensselaer Public Library	284.20	284.20
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment RCS Community Library	452.70	452.70
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Poestenkill Library	149.30	149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Petersburgh Public Library	149.30	149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment North Greenbush	410.20	410.20
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Nassau Free Library	154.00	154.00
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Menands Public Library	149.30	149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Guilderland Public Library	1,172.30	1,172.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Grafton Community Library	149.30	149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment East Greenbush Community	516.80	516.80
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Arvilla E. Diver	149.70	149.70
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Cohoes Public Library	560.00	560.00
12/18/24	51245ML-24 LLSA Disbursed 2024 20000	LLSA balance	2024 10% LLSA Payment Cheney Free Public Library	207.10	207.10

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Castleton Public Library	149.30	149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Brunswick Community Library	388.20	388.20
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Bethlehem Public Library	2,636.20	2,636.20
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Berne Public Library	150.30	150.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Berlin Free Town Library	149.30	149.30
12/18/24	51245ML-24 LLSA Disbursed 2024 20000 Accounts Payable	LLSA balance	2024 10% LLSA Payment Altamont Free Library	149.30	149.30
12/31/24	52050BD Utilities 20000 Accounts Payable	012196-123124	water for 7/1-13/31/24 Albany Water Board	89.46	89.46
12/31/24	51665YO Programs for Members 20000 Accounts Payable	0459	Book House books for member libraries Elan Financial Servies	100.72	100.72
12/31/24	51850AS Software Maintenance 20000 Accounts Payable	1187	PayPal Pro monthly Elan Financial Servies	30.00	30.00
12/31/24	51665OR-23 Programs - Special 20000 Accounts Payable	121724	Inclusion Staff Training Diane Guendel	720.00	720.00
12/31/24	51653YO Professional Materials 20000 Accounts Payable	122024	School Library Journal subscription Mary J. Fellows	169.00	169.00
12/31/24	51320AM Member Trustee / Staff 20000 Accounts Payable	122324	2 \$25 Amazon GC for couriers Petty Cashier - Heidi Fuge	50.00	50.00
12/31/24	51970YO Travel 20000	122324	Expenses for June - December Mary J. Fellows	1,597.82	1,597.82

Upper Hudson Library System Purchase Journal For the Period From Dec 1, 2024 to Dec 31, 2024

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
12/31/24	51850AS Software Maintenance 20000 Accounts Payable	1959	Chat GPT monthly subscription Elan Financial Servies	21.60	21.60
12/31/24	51840AD Services - Contractual 20000 Accounts Payable	200374	Delivery Service 12/9-13/24 Arnoff Moving & Storage of Albany, INC.	6,385.91	6,385.91
12/31/24	51665YO Programs for Members 20000 Accounts Payable	2124	Debbielynn Poster Markers for SRP workshop Elan Financial Servies	43.89	43.89
12/31/24	50957AD Insurance - Health 20000 Accounts Payable	243480019638	Retiree's medical insurance CDPHP	1,926.80	1,926.80
12/31/24	50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health 50957YO Insurance - Health 50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health 50957YO Insurance - Health 20000 Accounts Payable	24348005864	Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance CDPHP	2,272.79 3,070.26 4,665.20 948.24 73.56 147.12 100.35 57.07	11,334.59
12/31/24	51630AM Postage Expense 20000 Accounts Payable	2485	Postage for holiday postcards Elan Financial Servies	28.00	28.00
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Westerlo Public Library	5,000.00	5,000.00
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Valley Falls Free Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Stephentown Memorial Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Sand Lake Town Library	1,538.46	1,538.46

**Upper Hudson Library System
Purchase Journal
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Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Rensselaerville Library	5,000.00	5,000.00
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding RCS Community Library	5,000.00	5,000.00
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Poestenkill Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Petersburgh Public Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Nassau Free Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Grafton Community Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Arvilla E. Diver	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Cheney Free Public Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Castleton Public Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Brunswick Community Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Bethlehem Public Library	1,538.46	1,538.46
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Berne Public Library	5,000.00	5,000.00
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Berlin Free Town Library	1,538.48	1,538.48

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Altamont Free Library	25,000.00	25,000.00
12/31/24	50770ML-24 Grant - NYS Special Leg 20000 Accounts Payable	24SpLegFund	2024 Special Legislative Project Funding Albany Public Library	20,000.00	20,000.00
12/31/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	2515	Balls Elan Financial Servies	118.51	118.51
12/31/24	50958AM Insurance - Health Retire 20000 Accounts Payable	286428-125	Retiree's medical insurance Highmark Blue Shield of Northeastern	992.00	992.00
12/31/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	3142	Lights, Bingo and other supplies Elan Financial Servies	21.60	21.60
12/31/24	51310BD Maintenance & Repair 20000 Accounts Payable	3583	Murphy Overhead doors replaced roller Elan Financial Servies	257.04	257.04
12/31/24	51310BD Maintenance & Repair 20000 Accounts Payable	3596	credit for tax Elan Financial Servies	19.04	19.04
12/31/24	51845BD Services - Contractual J 20000 Accounts Payable	3864	Monthly cleaning Martinez Cleaning, LLC	1,169.77	1,169.77
12/31/24	50975AS Internet 20000 Accounts Payable	4051	Name Cheap Elan Financial Servies	15.16	15.16
12/31/24	51320AM Member Trustee / Staff 20000 Accounts Payable	4359	Hannaford snacks for New Trustee orientation Elan Financial Servies	9.23	9.23
12/31/24	51880AM Supplies 20000 Accounts Payable	4744	Embroidery of Staff swag Elan Financial Servies	55.00	55.00
12/31/24	51880LM-Y3 Love Your Library 3 20000 Accounts Payable	4909	Lakeshore art kits Elan Financial Servies	99.93	99.93
12/31/24	51665YO Programs for Members 20000 Accounts Payable	5188	Imagination Playground parts Elan Financial Servies	150.50	150.50

**Upper Hudson Library System
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/24	51880AM Supplies 20000 Accounts Payable	5901	Credit adjustment for tax Elan Financial Servies	20.96	20.96
12/31/24	51653YO Professional Materials 20000 Accounts Payable	5963	Library Journal Elan Financial Servies	157.99	157.99
12/31/24	51840AD Services - Contractual 51840AD Services - Contractual 20000 Accounts Payable	6032	Industrial shelving.com 50 delivery bins Credit from NY Lib Assoc Elan Financial Servies	1,091.00	59.00 1,032.00
12/31/24	51880YO Supplies - Summer Rea 20000 Accounts Payable	8216	Imagination Playgrounds blocks Elan Financial Servies	740.05	740.05
12/31/24	50565AS Equipment - Reimbursab 20000 Accounts Payable	8425	Newegg Elan Financial Servies	600.00	600.00
12/31/24	51880YO Supplies - Summer Rea 51880YO Supplies - Summer Rea 20000 Accounts Payable	8466	Accucut roller tray kit Numbers set Elan Financial Servies	200.00 45.00	245.00
12/31/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	9855	Amazon Glow decoratrions Elan Financial Servies	63.96	63.96
				196,320.33	196,320.33

Income Report

For the Eleven Month(s) Ending November 30, 2024

	<u>Total Budget</u>	<u>Current Month</u>			<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Received</u>
<u>One Year Grant Income:</u>								
Basic State Aid - 2024	961,450.00	0.00	0.00	0.00	960,353.00	960,353.00	1,097.00	99.89
Central Library Services Aid 2024	223,543.00	0.00	0.00	0.00	222,797.00	222,797.00	746.00	99.67
LLSA - 2024	181,393.00	0.00	0.00	0.00	162,709.00	162,709.00	18,684.00	89.70
LSSA - 2024	128,341.00	0.00	0.00	0.00	115,121.00	115,121.00	13,220.00	89.70
Outreach Basic Grant - 2024	104,504.00	0.00	0.00	0.00	105,028.00	105,028.00	(524.00)	100.50
Outreach Adult Grant - 2024	8,714.00	0.00	0.00	0.00	8,714.00	8,714.00	0.00	100.00
Outreach YS Grant - 2024	13,555.00	0.00	0.00	0.00	13,555.00	13,555.00	0.00	100.00
Jail Grant - 2024	6,905.00	0.00	0.00	0.00	6,995.00	6,995.00	(90.00)	101.30
Supplemental State Aid - 2024	144,031.00	0.00	0.00	0.00	143,867.00	143,867.00	164.00	99.89
	<u>1,772,436.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,739,139.00</u>	<u>1,739,139.00</u>	<u>33,297.00</u>	<u>98.12</u>
<u>Other Income:</u>								
Annual Meeting	7,500.00	0.00	0.00	0.00	5,550.00	5,550.00	1,950.00	74.00
eCommerce Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income - Operating Accounts	1,000.00	6,974.76	0.00	0.00	15,509.25	15,509.25	(14,509.25)	1,550.93
Interest Income - Restricted Accounts	766.00	1,577.55	0.00	0.00	30,779.00	30,779.00	(30,013.00)	4,018.15
Rental Income	18,849.00	1,750.75	0.00	0.00	19,258.25	19,258.25	(409.25)	102.17
UHLAN Fees - Member Libraries	358,667.00	0.00	0.00	0.00	358,680.00	358,680.00	(13.00)	100.00
UHLAN Supplies - Reimbursable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>386,782.00</u>	<u>10,303.06</u>	<u>0.00</u>	<u>0.00</u>	<u>429,776.50</u>	<u>429,776.50</u>	<u>(42,994.50)</u>	<u>111.12</u>
Total One Year Income	<u>2,159,218.00</u>	<u>10,303.06</u>	<u>0.00</u>	<u>0.00</u>	<u>2,168,915.50</u>	<u>2,168,915.50</u>	<u>(9,697.50)</u>	<u>100.45</u>
	<u><u>Total Budget</u></u>	<u><u>Current Month</u></u>	<u><u>2022 Totals</u></u>	<u><u>2023 Totals</u></u>	<u><u>2024 Totals</u></u>	<u><u>Grand Total</u></u>	<u><u>Remaining Budget</u></u>	<u><u>Percentage of Budget Received</u></u>
<u>Two Year Aid and Grant Income:</u>								
eContent Reorder 2024	93,784.66	0.00	0.00	0.00	93,784.68	93,784.68	(0.02)	100.00
LLSA - 2023	173,583.00	0.00	0.00	156,568.00	17,397.00	173,965.00	(382.00)	100.22
LSSA - 2023	122,813.00	0.00	0.00	110,776.00	12,309.00	123,085.00	(272.00)	100.22
Security Camera - NYS	6,731.00	0.00	0.00	0.00	0.00	0.00	6,731.00	0.00
Jail Grant - 2023	6,905.00	0.00	0.00	0.00	6,731.00	6,731.00	174.00	97.48
Outreach Basic Grant - 2023	100,224.00	0.00	0.00	0.00	100,224.00	100,224.00	0.00	100.00
Outreach Adult Grant - 2023	8,714.00	0.00	0.00	0.00	8,714.00	8,714.00	0.00	100.00
Outreach YS Grant - 2023	13,555.00	0.00	0.00	0.00	13,555.00	13,555.00	0.00	100.00
AD 2023 Earned Income	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00	100.00
YS 2023 Earned Income	2,446.45	0.00	0.00	2,446.45	0.00	2,446.45	0.00	100.00
Love Your Library 2024	3,155.00	0.00	0.00	0.00	3,155.00	3,155.00	0.00	100.00
NYS Special Leg. Grant '23	65,000.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00	100.00
Central Library Services Aid 2023	213,917.00	0.00	0.00	0.00	214,389.00	214,389.00	(472.00)	100.22
	<u>812,028.11</u>	<u>0.00</u>	<u>0.00</u>	<u>270,990.45</u>	<u>535,258.68</u>	<u>806,249.13</u>	<u>5,778.98</u>	<u>99.29</u>
Total All Income	<u><u>2,971,246.11</u></u>	<u><u>10,303.06</u></u>	<u><u>0.00</u></u>	<u><u>270,990.45</u></u>	<u><u>2,704,174.18</u></u>	<u><u>2,975,164.63</u></u>	<u><u>(3,918.52)</u></u>	<u><u>100.13</u></u>

Expense Report

For the Eleven Month(s) Ending November 30, 2024

	<u>Total Budget</u>	<u>Current Month</u>			<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Program Expenses:								
Direct Member Aid - 2024	405,936.00	41,640.00	0.00	0.00	428,146.00	428,146.00	(22,210.00)	105.47
Automation Services	449,618.00	64,448.08	0.00	0.00	427,873.44	427,873.44	21,744.56	95.16
Youth and Family Services	195,957.00	36,466.06	0.00	0.00	174,607.17	174,607.17	21,349.83	89.10
Adult & Information Services	436,250.00	42,544.20	0.00	0.00	365,431.73	365,431.73	70,818.27	83.77
Outreach - 2024	104,504.00	15,543.84	0.00	0.00	85,341.04	85,341.04	19,162.96	81.66
Administration	362,459.00	62,610.85	0.00	0.00	331,953.21	331,953.21	30,505.79	91.58
Building	230,309.00	4,930.05	0.00	0.00	121,096.52	121,096.52	109,212.48	52.58
Total Program Expenses	2,185,033.00	268,183.08	0.00	0.00	1,934,449.11	1,934,449.11	250,583.89	88.53
Program Carryover Expenses:								
	<u>Total Budget</u>	<u>Current Month</u>	<u>2022 Totals</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Direct Member Aid - 2023	398,689.00	0.00	0.00	165,938.89	232,750.11	398,689.00	0.00	100.00
Outreach - 2023	100,224.00	0.00	0.00	92,954.25	2,952.80	95,907.05	4,316.95	95.69
Outreach - 2022	99,954.00	0.00	77,567.33	21,660.20	683.06	99,910.59	43.41	99.96
Total Program Carryover Expenses	598,867.00	0.00	77,567.33	280,553.34	236,385.97	594,506.64	4,360.36	99.27
Grant Expenses:								
eContent Reorder - 2024	93,784.66	4,718.16	0.00	0.00	86,461.82	86,461.82	7,322.84	92.19
eContent Reorder - 2023	89,453.75	0.00	0.00	88,667.29	786.46	89,453.75	0.00	100.00
Jail Grant - 2023	6,905.00	0.00	0.00	5,612.29	1,292.71	6,905.00	0.00	100.00
Jail Grant - 2022	6,905.00	0.00	0.00	3,900.34	3,004.66	6,905.00	0.00	100.00
Jail Grant - 2024	6,905.00	365.73	0.00	0.00	5,011.24	5,011.24	1,893.76	72.57
NYS Special Legislative - 2023	65,000.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00	100.00
NYS Special Legislative (System)-2018	13,000.00	0.00	5,362.31	258.20	486.00	6,106.51	6,893.49	46.97
Outreach Adult Grant - 2024	8,714.00	0.00	0.00	0.00	13.75	13.75	8,700.25	0.16
Outreach Adult Grant - 2023	8,714.00	1,753.76	0.00	0.00	1,753.76	1,753.76	6,960.24	20.13
Outreach Adult Grant - 2022	8,714.00	1,496.24	0.00	0.00	8,714.00	8,714.00	0.00	100.00
Outreach YS Grant - 2024	13,555.00	0.00	0.00	0.00	0.00	0.00	13,555.00	0.00
Outreach YS Grant - 2023	13,555.00	7,336.55	0.00	0.00	7,979.83	7,979.83	5,575.17	58.87
Outreach YS Grant - 2022	13,555.00	6,500.00	0.00	4,201.48	9,353.52	13,555.00	0.00	100.00
Love Your Library 2	6,000.00	0.00	0.00	100.00	5,900.00	6,000.00	0.00	100.00
Love Your Library 3	3,155.00	0.00	0.00	0.00	3,142.08	3,142.08	12.92	99.59
AD Earned Income	1,200.00	0.00	0.00	359.30	27.24	386.54	813.46	32.21
YS Earned Income	2,446.45	0.00	0.00	888.86	453.00	1,341.86	1,104.59	54.85
Total Grant Expenses	361,561.86	22,170.44	5,362.31	103,987.76	199,380.07	308,730.14	52,831.72	85.39
Total All Expenses	3,145,461.86	290,353.52	82,929.64	384,541.10	2,370,215.15	2,837,685.89	307,775.97	90.22

Upper Hudson Library System
Treasurer's Report
For the Eleven months ending November 30, 2024

INCOME YEAR TO DATE:

Grants	2,180,613.00	2,180,613.00	1,525,732.00
Carryovers & Other Income	513,258.12	523,561.18	471,445.24
	<hr/>	<hr/>	<hr/>
TOTAL INCOME	2,693,871.12	2,704,174.18	1,997,177.24
TOTAL EXPENSES	(2,079,861.63)	(2,370,215.15)	(1,986,277.00)
	<hr/>	<hr/>	<hr/>
BALANCE	614,009.49	333,959.03	10,900.24
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

ACCOUNT BALANCES YEAR TO DATE:**Restricted Accounts**

(Restricted by UHLS Board)

10610 Automation	177,741.47	178,412.70	174,809.43
<i>Major automation expenses</i>			
10620 Building	135,519.97	136,031.79	99,031.74
<i>Major building expenses.</i>			
10640 Equipment	44,653.22	44,821.89	43,924.19
<i>Office equipment</i>			
10660 Retirement	59,794.51	60,020.34	58,822.80
<i>Established 12/2004 for ERS payments</i>			
10680 Unemployment	0.00	0.00	0.00
<i>Less expensive than carrying unemployment insurance</i>			
TOTAL RESTRICTED	417,709.17	419,286.72	376,588.16

Petty Cash Account

10000 Petty Cash	329.67	379.67	298.94
TOTAL PETTY CASH	329.67	379.67	298.94

Checking Accounts

10200NB Cash - NBT Operating Checking	194,442.25	21,708.20	213,389.97
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	(323.08)	(323.08)	(1,131.90)
10400NB Cash - NBT Money Mkt	73.09	50,077.07	151,762.38
10500NB Cash - NBT PayPal	0.01	0.01	0.02

Operational Account

TOTAL CHECKING	194,192.27	71,462.20	364,020.47
10510 Cash - Operational	1,937,963.73	1,794,934.51	1,341,569.72
**TOTAL OPERATING	1,937,963.73	1,794,934.51	1,341,569.72

**Must cover all operating expenses until receipt of state aid

TOTAL CASH	2,550,194.84	2,286,063.10	2,082,477.29
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Upper Hudson Library System
Purchase Journal
For the Period From Nov 1, 2024 to Nov 30, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/6/24	51820AS Salaries 20000 Accounts Payable	110124	October Consulting fee LCR Consulting	1,925.00	 1,925.00
11/6/24	51840AD Services - Contractual 20000 Accounts Payable	197929	10/14-18/24 Delivery service Arnoff Moving & Storage of Albany, INC.	5,466.50	 5,466.50
11/6/24	51320YS-23 Outreach YS Grant 2023 51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	202403	Speaker Fee Flight expense Barbara Alvarez	2,500.00 787.23	 3,287.23
11/6/24	51885AD Supplies - Reimbursable 20000 Accounts Payable	226374174	Replacement for book III 226374174 Brooklyn Public Library	29.99	 29.99
11/6/24	50351ML-24 Central Lib Ser. Aid. 202 20000 Accounts Payable	36836EF12443	Subscription 10/28/24-10/26/25 New York Times	16,640.00	 16,640.00
11/6/24	51840BD Services - Contractual 20000 Accounts Payable	6003855526	February Generator Monitoring Securitas Technology Corp	267.50	 267.50
11/6/24	51840BD Services - Contractual 20000 Accounts Payable	6004567083	November Generator Monitoring Securitas Technology Corp	267.50	 267.50
11/6/24	51840BD Services - Contractual 20000 Accounts Payable	7984086-04	Waste services 11/1-30/24 Waste Management	377.47	 377.47
11/6/24	51212or-24 Large Print Book Collecti 20000 Accounts Payable	85792971	6 Large Print books Cengage Learning Inc / Gale	196.74	 196.74
11/6/24	50465AD-24 e-content reorder 20000 Accounts Payable	CP24338635	67 eBooks OverDrive, Inc.	368.50	 368.50
11/11/24	51840AD Services - Contractual 20000 Accounts Payable	198018	Delivery Service 10/21-25/24 Arnoff Moving & Storage of Albany, INC.	6,833.13	 6,833.13
11/11/24	51840AD Services - Contractual 20000 Accounts Payable	198078	Delivery service 10/28-11/1/24 Arnoff Moving & Storage of Albany, INC.	6,833.13	 6,833.13
11/11/24	51840AM Services - Contractual 20000	24-25 snow	Initial payment for Snow contract Olsen's Property Maintenance	3,000.00	 3,000.00

Upper Hudson Library System Purchase Journal For the Period From Nov 1, 2024 to Nov 30, 2024

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable		Maintenance		
11/11/24	52050BD Utilities 20000 Accounts Payable	71107-1104	Electric Service 10/3-11/4/24	1,087.55	
			National Grid		1,087.55
11/11/24	52050BD Utilities 20000 Accounts Payable	71109-1104	Gas Service 10/3-11/4/24	394.27	
			National Grid		394.27
11/20/24	51730AS Retirement 51730YO Retirement 51730or-24 Retirement 51730AD Retirement 51730AM Retirement 20000 Accounts Payable	110624	Retirement Annual Invoice	43,113.00	
			Retirement Annual Invoice	23,824.00	
			Retirement Annual Invoice	8,757.00	
			Retirement Annual Invoice	5,352.00	
			Retirement Annual Invoice	34,882.00	
			New York State and		115,928.00
11/20/24	51840BD Services - Contractual 20000 Accounts Payable	110724	Fix women's room toilet	440.00	
			Mustari Mechanical Systems		440.00
11/20/24	51880AM Supplies 20000 Accounts Payable	111224	Refund for barcodes ordered in August	42.37	
			North Greenbush		42.37
11/20/24	51920AM Telephone Expense 20000 Accounts Payable	18517806	Telephone	34.60	
			FirstLight Fiber		34.60
11/20/24	50975AS Internet 20000 Accounts Payable	18517806-1	Internet	300.00	
			FirstLight Fiber		300.00
11/20/24	51840BD Services - Contractual 20000 Accounts Payable	24-10	October Lawn Care	270.00	
			Olsen's Property Maintenance		270.00
11/20/24	50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health 50957YO Insurance - Health 50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health 50957YO	243170002477	Employee Medical Insurance	2,057.64	
			Employee Medical Insurance	2,779.62	
			Employee Medical Insurance	4,223.58	
			Employee Medical Insurance	841.64	
			Employee Dental Insurance	73.56	
			Employee Dental Insurance	147.12	
			Employee Dental Insurance	100.35	
			Employee Dental Insurance	57.07	

**Upper Hudson Library System
Purchase Journal
For the Period From Nov 1, 2024 to Nov 30, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Insurance - Health 50957AM		Employee Medical Credit		2,599.42
	Insurance - Health 20000		from Sept CDPHP		7,681.16
	Accounts Payable				
11/20/24	50958AM Insurance - Health Retire 20000	243170018715	Retiree's Medical Insurance	1,431.50	
	Accounts Payable		CDPHP		1,431.50
11/20/24	50465AD-24 e-content reorder	24342363	34 eBooks	1,516.66	
	50465AD-24 e-content reorder		10 Audio books	779.90	
	20000		OverDrive, Inc.		2,296.56
	Accounts Payable				
11/20/24	51880AM Supplies 20000	250173239	Kraft envelope 9x12	29.39	
	Accounts Payable		W.B. Mason Co., Inc.		29.39
11/20/24	50958AM Insurance - Health Retire 20000	286428-123124	Retiree December Medical	922.00	
	Accounts Payable		Highmark Blue Shield of Northeastern		922.00
11/20/24	52050BD Utilities 20000	3236	Monthly solar cost	256.03	
	Accounts Payable		2012 Light Energy Fund 1		256.03
11/20/24	51840BD Services - Contractual 20000	6004622636	December Burglar Alarm Monitoring	132.46	
	Accounts Payable		Securitas Technology Corp		132.46
11/20/24	51840BD Services - Contractual 20000	6004622637	December Generator Monitoring	267.50	
	Accounts Payable		Securitas Technology Corp		267.50
11/20/24	51885AD Supplies - Reimbursable 20000	84328	2025 Subscription	6,192.00	
	Accounts Payable		BookPage		6,192.00
11/20/24	51320AD-22 Outreach Adult Grant 20	Equity	Equity Chalange	496.24	
	51320AD-23 Outreach Adult Grant 20		Equity Chalange	3.76	
	20000		Poestenkill Library		500.00
	Accounts Payable				
11/20/24	51320AD-23 Outreach Adult Grant 20 20000	Equity	Equity Chalange	1,500.00	
	Accounts Payable		Bethlehem Public Library		1,500.00
11/25/24	51850AS Software Maintenance 20000	3657	PayPal Pro monthly	30.00	
	Accounts Payable		Elan Financial Servies		30.00

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/25/24	51850AS Software Maintenance 20000 Accounts Payable	5287	Envato USA 6 month support license Elan Financial Servies	57.12	57.12
11/25/24	51970AD Travel 20000 Accounts Payable	6718	Marriott Registration Syracuse Elan Financial Servies	342.70	342.70
11/25/24	50560AS Equipment - Purchases 20000 Accounts Payable	9056	Ebay 3 CPU cooling fans for NUCS Elan Financial Servies	25.17	25.17
11/25/24	51970AD Travel 51970AD Travel 51970AD Travel 20000 Accounts Payable	9814	Harrison parking Panini's Strong Hearts Elan Financial Servies	45.00 8.69 7.85	61.54
11/25/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	SAIYL	Mileage for SAIYL training 10/15/24 Suzanne Cardinal	33.50	33.50
11/25/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	SAIYL	Mileage for SAIYL training 10/15/24 Kelly Alcin	44.22	44.22
11/25/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	SAIYL	Mileage for SAIYL training 10/15/24 Deborah Stenklar	11.39	11.39
11/27/24	51325AM Memberships - Institutio 20000 Accounts Payable	0022	2025 NYCON Membership Elan Financial Servies	225.00	225.00
11/27/24	51880AM Supplies 20000 Accounts Payable	0554	Cotopaxi Staff swag Elan Financial Servies	544.96	544.96
11/27/24	51650AM Professional Developme 20000 Accounts Payable	0768	Harrison parking fees for 11/6-8/24 Elan Financial Servies	45.00	45.00
11/27/24	51880AM Supplies 20000 Accounts Payable	105949	1000 Barcodes Symbology, Incorporated	42.34	42.34
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	111824	Presenter fee for SAIYL training Joyce R. Laiosa	300.00	300.00
11/27/24	51320YS-23	112524	Mileage for SAIYL training	11.39	

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	Outreach YS Grant 2023 20000 Accounts Payable		Debbie Sternklar		11.39
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	112524	Mileage for SAIYL training	33.50	
			Suzanne Cardinal		33.50
11/27/24	51970AD Travel 20000 Accounts Payable	1154	Strong Hearts	22.34	
			Elan Financial Servies		22.34
11/27/24	51010JG-24 Jail Grant 2024 51010JG-24 Jail Grant 2024 20000 Accounts Payable	1359	Amazon	171.06	
			Amazon	194.67	
			Elan Financial Servies		365.73
11/27/24	51880AM Supplies 20000 Accounts Payable	1527218	2500 Plastic UHLAN cards	1,250.00	
			Vanguard		1,250.00
11/27/24	51840AD Services - Contractual 20000 Accounts Payable	198553	Delivery service 11/4-8/24	6,833.13	
			Arnoff Moving & Storage of Albany, INC.		6,833.13
11/27/24	51840AD Services - Contractual 20000 Accounts Payable	198638	Delivery service 11/11-15/24	5,466.50	
			Arnoff Moving & Storage of Albany, INC.		5,466.50
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	2038674901	Books for SAIYL grant	37.75	
			Baker & Taylor Inc.		37.75
11/27/24	51880AM Supplies 20000 Accounts Payable	2282	Market 32 cookies for Board Meeting	17.98	
			Elan Financial Servies		17.98
11/27/24	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	24353324	26 eBooks	1,024.01	
			24 Audio books	1,335.12	
			OverDrive, Inc.		2,359.13
11/27/24	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	24353326	5 eBooks	213.18	
			1 Audio book	37.50	
			OverDrive, Inc.		250.68
11/27/24	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000	24353335	27 eBooks	1,179.25	
			23 Audio books	1,532.05	
			OverDrive, Inc.		2,711.30

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
11/27/24	50465AD-24 e-content reorder	24355386	36 eBooks	1,188.27	
	50465AD-24 e-content reorder		12 Audio books	864.83	
	20000 Accounts Payable		OverDrive, Inc.		2,053.10
11/27/24	51885AD Supplies - Reimbursable	24359439	6 eBooks	383.46	
	51885AD Supplies - Reimbursable		5 Audio books	355.93	
	20000 Accounts Payable		OverDrive, Inc.		739.39
11/27/24	51885AD Supplies - Reimbursable	24359444	17 eBooks	699.64	
	51885AD Supplies - Reimbursable		16 Audio books	822.47	
	20000 Accounts Payable		OverDrive, Inc.		1,522.11
11/27/24	51880AM Supplies	250330715	5 Water jugs	30.00	
	20000 Accounts Payable		W.B. Mason Co., Inc.		30.00
11/27/24	51880AM Supplies	250394255	Monthly water cooler rental	7.98	
	20000 Accounts Payable		W.B. Mason Co., Inc.		7.98
11/27/24	51880AM Supplies	2972	Amazon ink for postage meter	47.95	
	20000 Accounts Payable		Elan Financial Servies		47.95
11/27/24	20000 Accounts Payable	3360	Longhorn Print Co.		
11/27/24	51845BD Services - Contractual J	3803	Monthly cleaning	1,169.77	
	20000 Accounts Payable		Martinez Cleaning, LLC		1,169.77
11/27/24	51665YO Programs for Members	6256	IRead SRP Program	25.00	
	20000 Accounts Payable		Elan Financial Servies		25.00
11/27/24	51650AM Professional Developme	7047	Marriott 2024 NYLA Conference	410.84	
	20000 Accounts Payable		Elan Financial Servies		410.84
11/27/24	51880AM Supplies	7956	Canva Holiday cards 50 postcards	26.00	
	20000 Accounts Payable		Elan Financial Servies		26.00
11/27/24	51320YS-23 Outreach YS Grant 2023	7997	Amazon books for SAIYL grant	65.99	
	20000 Accounts Payable		Elan Financial Servies		65.99

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11/27/24	51325AM Memberships - Institutio 20000 Accounts Payable	8	Membership through 5/31/25 NYLA	668.00	668.00
11/27/24	51212or-24 Large Print Book Collecti 20000 Accounts Payable	85940156	6 Large print books Cengage Learning Inc / Gale	194.34	194.34
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	8595	Amazon Saiyl books Elan Financial Servies	40.19	40.19
11/27/24	51850AS Software Maintenance 20000 Accounts Payable	8646	Chat GPT subscription Elan Financial Servies	21.60	21.60
11/27/24	51665AD Programs for Members 20000 Accounts Payable	9631	Foaming Freinds Elan Financial Servies	59.40	59.40
11/27/24	51320AD-22 Outreach Adult Grant 20 20000 Accounts Payable	Equity C	Equity Challenge programming William K. Sanford	500.00	500.00
11/27/24	51320AD-22 Outreach Adult Grant 20 20000 Accounts Payable	Equity C	Equity Challenge programming Brunswick Community Library	500.00	500.00
11/27/24	50351ML-24 Central Lib Ser. Aid. 202 20000 Accounts Payable	MG24359973	2025 Overdrive magazine subscription OverDrive, Inc.	25,000.00	25,000.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training Troy Public Library	21.44	21.44
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training Sand Lake Town Library	34.84	34.84
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training RCS Community Library	36.85	36.85
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training East Greenbush Community	20.10	20.10
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training Cheney Free Public Library	64.99	64.99

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training Bethlehem Public Library	16.75	16.75
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage reimbursement for SAIYL Grant training Albany Public Library	14.74	14.74
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage for SAIYL training 10/15/24 Suzanne Cardinal	33.50	33.50
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage for SAIYL training 10/15/24 Kelly Alcin	44.22	44.22
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Mileage	Mileage for SAIYL training 10/15/24 Deborah Stenklar	11.39	11.39
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	SAIYL	Mileage for SAIYL training Kathleen Stemple	29.48	29.48
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	SAIYL	Mileage for SAIYL training 10/15/24 Sarah Kerr-Mace	18.09	18.09
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Voorheesville Public Library	400.00	400.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Valley Falls Free Library	300.00	300.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Troy Public Library	500.00	500.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Sand Lake Town Library	400.00	400.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials RCS Community Library	400.00	400.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Nassau Free Library	400.00	400.00

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Menands Public Library	300.00	300.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Guilderland Public Library	500.00	500.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials East Greenbush Community	500.00	500.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Cheney Free Public Library	300.00	300.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Bethlehem Public Library	500.00	500.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Berne Public Library	300.00	300.00
11/27/24	51320YS-22 Outreach YS Grant 2022 20000 Accounts Payable	SRH	SAIYL Grant for SRH materials Albany Public Library	1,700.00	1,700.00
11/27/24	51320AD-23 Outreach Adult Grant 20 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Voorheesville Public Library	250.00	250.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Valley Falls Free Library	125.00	125.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Troy Public Library	250.00	250.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Sand Lake Town Library	125.00	125.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training RCS Community Library	250.00	250.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Nassau Free Library	125.00	125.00

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11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Menands Public Library	125.00	125.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Guilderland Public Library	750.00	750.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training East Greenbush Community	250.00	250.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Cheney Free Public Library	250.00	250.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Bethlehem Public Library	125.00	125.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Substitute Staff stipend 10/15 training Berne Public Library	125.00	125.00
11/27/24	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Stipend	Staff stipend for 10/15 SAIYL grant training Albany Public Library	625.00	625.00
				252,222.92	252,222.92
				252,222.92	252,222.92