

UPPER HUDSON
LIBRARY SYSTEM

Together. For Better Libraries.

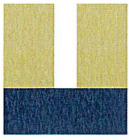
UHLS Board of Trustees

February 12, 2025

4:30PM

Agenda

1. Call to Order
2. Minutes of the January 2025 Meeting
3. UHLS Staff Report – T. Burke, Executive Director
4. Committee Reports
 - a. Finance Committee - Treasurer's Report & Purchase Journal for January 2025
 - b. Services Committee – no meeting
 - c. Administration Committee – no meeting
5. Old Business
6. New Business
 - a. Reconciled 2024 UHLS Budget
 - b. Automation Restricted Account withdraw request
 - c. Evaluation of Executive Director
 - d. Evaluation of UHLS Board
7. Trustee Reports and Recommendations
8. Public Comment
9. 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 January 8, 2025

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

I. CALL TO ORDER

S. Keitel called the meeting to order at 4:36PM.

Happy New Year!

II. OATH OF OFFICE

Welcome Rhea and Sarah! Each of them took the Oath of Office. J. Favreau will file them with corresponding county clerks.

III. MINUTES

J. Marino suggested the removal of the word 'not' under the Administration section re: public comment.

MOTION: Y. Terplak moved to approve the November 13, 2024 as amended minutes. M. Savage seconded. Unanimous.

IV. DIRECTOR'S REPORT

Advocacy Day is approaching next month. S. Keitel noted a message via NYLINE highlighting the special legislative money distributed in 2024. For UHLS, that amount totaled \$95k. We need to stay in touch with our legislators to remind them of what we can do with these funds when they are available.

New website rolled out over the last month. We heard very few grumbling from the member libraries. S. Keitel noted that it's deceptively simple – which is a compliment.

For the first time, we broke the 1 million circulation mark annually in OverDrive – a 15% increase over last year. Digital content is important; the wait times are longer than we want them to be; but every library contributes.

S. Keitel noted the SAIYL grant in the Youth Services report – it's still active. M. Fellows presented a Smart Program Management last month that was a success. If there's a need from the

community for controversial programming, this program showed a way to embrace the need and prepare for it.

V. COMMITTEE REPORTS

Finance Committee

F. Wobrock noted that the committee reviewed two months' worth of financials, but are specifically focusing on December. The Treasurer's Report shows a balance significantly higher than last year's balance due to state aid timing. We have \$1.696 million to carry us over until later this summer when we receive 2025 state aid. Looking at the income report, UHLS received \$95k of special legislative funds, with \$85k for our member libraries and \$10k to UHLS to pay for the Memory Project coordinated by J. Wines. The Purchase Journal reflected the last 10% LLSA grant totaling \$18k for the member libraries, NYT payment for all patrons for the year of 2025, Equity Challenge payments, and SAIYL reimbursements.

MOTION: The Finance Committee moved to adopt the November and December 2024 Treasurer's Reports and Purchase Journals. D. Carr seconded. Unanimous.

VI. OLD BUSINESS

Thanks to the board for the staff breakfast last month – it was fun and we were appreciative of those who contributed.

New UHLS trustee binders coming next month!

VII. NEW BUSINESS

Executive Director Search Committee Update: S. Keitel shared that M. Savage was co-chair and the remaining members are S. Wyner, C. Dugas, Andrea Nicolay from APL, and M. Fellows. They are meeting tonight following this meeting to discuss the upcoming process.

This board has never evaluated the Executive Director. S. Keitel thinks it's best practice to do so and will be thinking about how to bring that to the board in the near future with the new ED.

VIII. TRUSTEE REPORTS AND RECOMMENDATIONS

D. Carr (RCSC): Last month a former commentator for New Channel shared on social media the children's book "All About Penises" in protest. The concerned citizen spoke to the school board but no one ever showed up to the library board meeting. While there was a lot of negativity on Facebook, they received all positive feedback inside the library. Policies are in place, they're ready for any future challenge.

Y. Terplak (ALTM): Joe Burke has been the Director at ALTM for 10 years!

L. Scoons (BETH): The bonding vote failed, so now they're going back to the drawing board to discuss next steps. In response to Chris Churchill's editorial, the board decided to write a letter to the editor. The TU wanted the Board to change the letter, so they declined to have it

R. Drysdale (TROY):

published because they felt censored.

They have a new library director, they've had a lot of staff turnover, she's feeling how underfunded they are, especially with the denial of insurance funds for the Lansingburgh branch that was damaged from a rain storm last year. Staff is forming a union and she's looking for feedback, as they've never gone through this. BETH, GUIL and APL have unions. They're also reviewing policies. D. Carr offered to help, as she spent the last year reviewing policies for RCSC. They're hoping to ask for a lot more money this year from the voters.

MOTION:

Y. Terplak moved to adjourn. C. Engel seconded. Unanimous.

Meeting adjourned at 5:57 PM.

02/05/2025 JF

**UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
February 12, 2025**

2025 Library Advocacy Update – As you have likely heard, the Governor released her Executive Budget for next year and the news was mixed for public libraries. Statewide Library Aid, which largely supports the state's system infrastructure including UHLS, was increased ever so slightly from \$103.9m up to \$104.6m. This represents only a .67% increase library aid, but ANY increase in the executive budget is ALWAYS good news! Unfortunately, the executive budget also dropped the public library construction grant fund back down to \$34m statewide from the 2024 level of \$44m. Roughly speaking, that would represent a reduction in the UHLS allocation of about \$31,500 down to \$1.07m for UHLS member applications. The good news is that the Senate and the Assembly are working on their one-house budgets in response to the Executive budget and ultimately the three budgets will be negotiated down to a final approved budget, which appears on track to be passed by the April 1 deadline, unless something happens...as it frequently does!! The statewide library community funding requests are: \$176.8m in library aid and \$175m in construction funding, in addition to several other asks for the library community. All of the information is available on the [NYLA website](#) and include talking points, statistical support for our asks, etc. But this is where our annual advocacy efforts come to bear. In addition to our Library Advocacy Day activities (see below) you can expect to see several NYLA "call for action" messages to come out in the next few months as the budget negotiations continue to progress. These will be timed to impact the budget development process to the best advantage for libraries leading up to the final budget negotiations. Please help us deliver the message by taking action when those messages hit your inbox, sharing the opportunity with anyone (in or outside your library community), and encouraging people to sign up on the NYLA website to [become a library advocate](#). Any or all of these actions will allow you to make a real difference for libraries across the state.

2025 Library Advocacy Day – Wednesday, February 5 is the date that's been set for our statewide Library Advocacy Day, so by the time the board meets, it will be "in the books" (sorry about the library pun!). Based on the advanced registrations, we should have a robust group of library directors, trustees, staff and of course, UHLS staff to make up our advocacy team. We have also coordinated participation with our neighboring public, school, and ESLN systems, based on legislative district boundaries. We will provide each legislator with an information packet covering the statewide library advocacy information along with a local UHLS information packet. We've also encouraged our participating member libraries to share their own local material to help reinforce the importance of every public library in each legislative district.

UHLS/Member Library Calendar Collaborative Project – UHLS has been working on a long term project to identify a solution to provide a common program calendar tool for the member libraries that would also provide a shared program calendar for library users who wish to attend programs at multiple libraries. Judith and Joe Thornton led the investigation and, in collaboration with the member libraries, have determined that the product from Library Calendar is the best choice. Not coincidentally, this product is already in use by our 6 largest libraries and is being implemented by 2 others, so we know it's a proven product. We now have 19 other member libraries that have expressed willingness to share the ongoing costs for this product (\$4,250 shared between those libraries on an equity formula). If you do the math, that only leaves two libraries that did not feel they could participate at this time, but I am confident that this project will prove successful and will go a long way to convincing those two libraries to join. This project also requires a one-time implementation cost of \$3,500, which I am requesting the UHLS Board approve us taking that from the UHLS restricted automation account, which is currently at \$179,736. The fact that UHLS is willing to share the cost with the member libraries, demonstrates the system's commitment to this project. At the meeting in the new business section, I will ask for a motion to approve that withdraw from the automation restricted account.

III Sierra Changes – A week ago, we received notice from Clarivate (the current parent company of III, our ILS vendor, Innovative Interfaces Inc.) that there are some immediate changes happening related to our current Sierra configuration. Sorry to get in the weeds a little bit, but here goes...Encore is the current "discovery layer" for Sierra that

generally makes the shared catalog accessible for the public to search and identify specific items in our ~1.5 million item collection. The notice informed us that Encore will no longer be fully supported by III and will be moving to "limited support status" as of 2/1/25 (3 weeks from the notice!!). From the notice, the "corporate intent" was clearly for all Encore public library accounts to move to III's newer Vega discovery layer product and this Encore support change is designed to move libraries in that direction as quickly as possible. We had follow up call with our III rep to discuss this change, with all of the above information confirmed. So for all practical purposes, this means that UHLS will need to plan a move to Vega during the 2025 year. We're still waiting for cost and timeline information for such a move, but essentially we do not have a choice, as the limited support status isn't a realistic option for us to rely on for any longer than we have to. I will keep the board informed as we get more information.

UHLS 2024 Reconciled Budget – Just a reminder that the UHLS 2024 Reconciled Budget is included in your board packet. The budget will be discussed with the Finance Committee before the board meeting and we'll also have it on the agenda for the board meeting to provide an opportunity for discussion and questions.

Tenant Space Update – After a long period of inactivity, there have been some recent developments regarding the vacant tenant spaces at 28 Essex St. We have some interest in one of the spaces from a small local non-profit organization that is looking for more space. We don't think they can completely occupy either current space as configured, but our real estate broker is in contact with them and we are going to fully explore this possibility. In addition, there has been some interest expressed to our broker from a different individual about the possibility of selling the entire building and having UHLS switch from being landlords to being tenants at 28 Essex. This interest is very preliminary and if it seems likely to move forward, the UHLS administration and the board will have to carefully consider the options and the impacts for such a move. And of course, we will keep the board fully informed as these possibilities are fully explored.

UHLS Department Reports

Adult and Outreach Services

UHLS AOS Services Report: January 2025

Outreach

- January saw a marked increase in Books-by-Mail registrations. Of our thirty participants, twenty have signed up since January 1st. We think this is attributable to Albany Public's promotion of the program. In a testament to the reach of Albany Public's publicity, in addition to Albany, new sign-ups have come from Cohoes, New Scotland and Menands. Our most recent registrant is a resident at Convent of Mercy, a retirement facility for elderly Sisters.
- We hosted a staff member from Language Line for a 30-minute training session on using the interpretation service. A recording will be shared with library staff members.

Adult Services

- Anne Myers tracks the origin of the materials we acquire via interlibrary loan. In 2024, UHLS patrons borrowed material from all 50 states (In 2023, we were missing Hawai'i). UHLS placed 394 requests for materials not otherwise available in the system.
- Trainings for Inclusive Games were held at Sand Lake and Bethlehem libraries. It's been great to see libraries develop partnerships to host these all-abilities game sessions.

E-Content

- The E-content Advisory Committee decided to ask Overdrive to regularly purge holds that have been suspended and are over 12 months old. These holds negatively impact our average wait time. We've done a one-off purge in the past and had no reports of ill effects.

- The Committee also decided that following two years in a row of 15% growth, we want to ask the Director's Association to consider increasing the annual spending bump from 5% to 7.5%.

Equity Committee

- The Equity Committee hosted a second Getting it Done session prior to January's Director's Association meeting. The meetup focused on the Collection Development and Purchasing action area. We were gratified to see Grafton's submission of this section of the Equity Challenge — they did a fantastic job documenting both their work and the changes that will result from the analysis they've done.

Miscellaneous

- Created maps and graphics for Library Advocacy Day
- After a fair amount of back and forth with the libraries, Joe and I are pleased that 27 of our 29 libraries will be using some iteration of *Library Calendar*. This will create a more uniform experience for patrons and allow for the creation of a system wide events calendar.
- Attended Senator Fahy's open house and UHLS introductory meeting with Assembly Member Romero.

Automation

Automation Services Automation Services Report January, 2025

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 did not meet in January.
- The Cataloging Advisory Council did not meet in January.
- The Automation Advisory Committee (AAC) did not meet in January.
- Weekly Automation Services and occasional Managers and Staff meetings. Monthly DA meetings.

Sierra/Encore:

- On our [new website](#), we added an entry in the .htaccess file to redirect <https://www.uhls.org/sierraweb> to [sierraweb](#) so our libraries can get to *sierraweb* without remembering its long URL.
- On 1/21 we learned that [Encore](#) was not working on smartphones. We notified III and they fixed the problem quickly.
- We changed the Hold Pickup Notice text for COHS to reflect their new hours.
- On 1/17 III announced, without warning, that [Encore](#) would no longer be supported after 2025. We could continue to use it after that and III would fix outages and other serious problems, but they won't develop it further or respond to enhancement requests or non-critical trouble reports. We had a call with our III rep to discuss our options (basically [Vega Discover](#)), costs (basically high), and timeline (surprisingly long for implementation). To get an idea of what it'll look like, check out the [Mid-Hudson Library System](#). We'll have much more on this in the coming months.
- A library asked if the automatic renewal of patron records had happened yet. No, because we don't renew patron records automatically, but thanks for the reminder. A year or more ago we proposed an automatic renewal process to the libraries but it was slowed (aka stopped) by a lack of agreement as to how it should work. I'll revive the project now, though.
- A library asked about Recall Notices. I replied that I didn't think we ever recalled loaned items, and that I thought that was mainly an academic library function. Then I was told that "When a staff member requests an item that is overdue Sierra gives you 3 options and one of them is to do a recall." So we may have more *Sierra* tweaking to do, ten years in.
- NASS will start loaning Library of Things items (kitchen appliances, tools, gardening equipment and seeds, electronics, toys, games, that sort of thing) and asked for help to accommodate the project in *Sierra*. We helped.

Websites:

- We created a [hoopla-help](#) page on our new site for new *hoopla* subscribers (patrons) to use to find which library they belong to, which they need to know to create a *hoopla* account. We also created a [hoopla-retry](#) page for when they enter a bad barcode on the [hoopla-help](#) page.
- Cleaned up and updated the [Board minutes](#) page on the new website.
- On 1/27 we removed *letsencrypt* from our *Windows* web server to avoid a conflict with the SSL certificate of the same name (uhls.org) on the new site.
- TROY reported that their website is being flooded with bots. We offered to move them to *namecheap* for domain registration and *cloudflare* for DNS management. That combination has worked very well for us for the 20+ libraries we host on our server.
- On 1/17 the COHS website went down, and all other sites were very slow. We deactivated all COHS plugins and the site came back up. Then we reactivated them one at a time until we found the problem plugin.
- COLN asked that we restore their site from backup because it was behaving erratically after they updated a plugin. *VEEAM* (our backup software) failed to restore the site after many tries. Eventually we were able to restore it after splitting it into several pieces. The restore problem is apparently related to the size of the COLN site (5.6 GB). The good news is that we can restore it and other large sites if needed. The bad news (for us) is that it shouldn't take so long and shouldn't require tricks, but that's our problem and we'll work on it.
- We spent a lot of time troubleshooting a problem reported by COLN that their *WordPress* auto-loaded options took a long time to load. We couldn't see a negative effect of the problem.

Reports:

- [Annual reports](#) dominated the early part of January. They always take a long time to create, but this year was complicated by changes to the reports by the state, and also by the need to change the display for our new website.
- We also needed to make major changes to the [Monthly reports](#) so they would display correctly in the new website.
- For TROY we wrote a report of all Museum Pass circulation in 2024.
- Also for TROY, we wrote a [report](#) of all TROY and TROL books added since 1/1/2024 that were not donations.
- For Judith, we wrote new "all libraries" versions of the Monthly and Annual reports. On the [Monthly Reports](#) page they're accessible with the "All (combined)" link.

Miscellaneous:

- HOOF has resubscribed to *hoopla* and we handled the required *DocuSign* agreement.
- We purchased, configured, delivered, and installed two NUCs (small PCs) and a 22" monitor for WTVT.
- We worked with a board member at BRLN to transfer ownership of a Gmail account.
- We assisted EGRN with installing an SPF record in their DNS records to address a problem with bouncing emails.
- We purchased two NUCs for RCSC after increasing the limit on my UHLS credit card. (We're using it a lot lately to buy equipment for the libraries).
- We purchased two NUCs for BRUN.
- We requested two refurbished laptops from GE Elfun, to be used at BRUN.
- In the UHLS Mobile app, Arvilla E Diver Memorial Library is not displayed as a Library to search in the Search function. We reported the problem to OCLC (*Capira*).
- On 1/17 all websites that we host reported slowness. We identified a possible cause: We manage the libraries' DNS at *cloudflare*. Every request for our websites passes through *cloudflare* so if they're slow then we're slow. They had a problem that caused them to be slow, so ...
- We ordered a replacement laptop battery for a BRLN(?) trustee and will install it when it arrives.
- We asked GE Elfun about the possibility of purchasing fifteen refurbished PCs. If they do PCs (i.e. not just laptops) and if fifteen isn't too many to request, then we might be able to help TROY with their reported PC crisis.
- We're working with RCSC on their implementation of *Library Calendar*. We manage the library's DNS and we'll install DKIM records when they're available.
- POES is subscribing to *Freegal Music* and we're working with the library and the company to make that happen: test patron records, database access, etc.

Rob:

In addition to his many routine tasks, in January Rob did the following:

- **GRAF** – Resolved a USB port problem on a new circulation computer.

- **COHS** – Scheduled training for copy cataloging and original cataloging on a local author title. The training took place at the library. The staff demonstrated an excellent aptitude for original cataloging based on my methods for creating original records.
- **RVLL** – Scheduled catalog training via *Zoom*. The trainee missed the scheduled appointment.
- **TROY** – Copy cataloging training for Loreen Kaiser, Laurie Burns’s temporary replacement.
- **MEND** – Repaired a broken public computer. Problem resolved.
- **COLN** – Worked on restoring the website using *Veeam*, our backup utility. The results were unsatisfactory as the copying process was never initiated. When testing other websites, the backups were completely restored as expected.
- **WTVT** – Staged two new public computers and they are ready for installation.

Youth and Family Services

Youth and Family Services
January 2025 Highlights
Mary Fellows, Manager, Youth and Family Services

Collaborations:

- **Summer Reading Program (SRP) Planning Workshop:** This all-day training at Colonie Town Library was held in-person for the first time since the pandemic, to the joy of our 60 participants. The training is a collaboration with Mohawk Valley Library System. The 2025 theme is art-related: “Color Our World.”

Our agenda mixed ideas from member library staff, a few performers briefly showcasing their programs for hire, guided discussions, fun activity interludes, and presentations by UHLS and MVLS on topics related to planning and project management, programs, and the science of reading. The challenge of the day is delivering useful content to staff in both their first and 25th year of executing a SRP. Persistent microphone problems notwithstanding, evaluations were very positive.

Amy Jeansonne did tremendously good work in preparations and in behind-the-scenes management on this extremely packed, tightly scheduled, and complex day. She also took the spotlight to present a get-everyone-back-from-lunch Caldecott book trivia.

- **SRP Virtual Children’s and Teen Programming Trainings:** UHLS also collaborates with 12 other NYS library systems to offer virtual SRP training focused entirely on programming. More on this next month after the first one is over.
- **AI Challenge:** Another collaboration with my colleagues around the State, the AI Challenge will offer a youth services framework around AI tools and tasks. This has been a heavy lift as we’ve struggled to define and frame tasks. We’re getting close to launching now.

New UHLS Website: Speaking of heavy lifts, we’re extremely glad to have the new UHLS website launched – a major team effort.

Loanables: Amy has been preparing new “kits” for libraries to borrow for programming, focused on glow parties, dinosaurs, and building. Our kits are heavily used in summer especially, and Amy manages the loan program smoothly.

SAIYL – Sex, Accurate Information for Youth, and Libraries project: Our review titles for libraries to examine prior to purchasing continue to be in much demand. We’ve also planned our next CE, an April session on serving LGBTQIA+ youth. Last, I’m presenting with Albany Public Library staff Sarah Stanwicks and Alex Bernat Cardinal, who won UHLS Program of the Year for APL’s Period Party, at a conference in April about their program and SAIYL.

Selected meetings/trainings/activities:

- Search Committee for UHLS ED
- CORE virtual trustee training session

- Meeting with legislator G. Romero (with Tim, Judith, others)
- CDLC Finance Committee and Board meeting

	Actual 2024	Approved 2024	Increase (Decrease)
CBA (Central Book Aid)			
CLDG (Central Library Development Grant)	222,797	223,543	(746)
LLSA (Local Library Services Aid)	180,788	181,393	(605)
Outreach Grant	105,028	104,504	524
Basic State Aid	960,353	961,450	(1,097)
Supplemental Aid	143,867	144,031	(164)
LSSA (Local Support Services Aid)	127,913	128,341	(428)
UHLAN fees from member libraries	358,680	358,667	13
Rental Income	21,009	18,849	2,160
Alarm Maintenance Income	0	0	0
NYS Love Your Library Grant	0	0	0
Transfer from Restricted Building Account	0	65,000	(65,000)
Annual Meeting	5,550	7,500	(1,950)
Interest Income	54,438	1,000	53,438
TOTAL INCOME	2,180,423	2,194,278	
TOTAL EXPENSES (see page 2)	2,131,228	2,194,278	
	49,195	0	

Notes re 2024 figures

No transfer due to no new tenants

NYLAF

Outreach rollover: \$12,161

Equity Challenge Reimbursements: \$10,000

SUMMARY - EXPENSES

	Actual 2024	Approved 2024	Increase (Decrease)
Pool and Professional Collection: Books, DVDs, CDs, Magazines	2,281	6,000	(3,719)
Direct Aid to member libraries	446,227	405,936	40,291
Programs/Workshops for members	3,994	32,574	(28,580)
Cataloguing Services	116,511	113,000	3,511
Internet	3,576	3,600	(24)
Professional Services (Lawyer, auditor, outside consultants)	8,060	8,250	(191)
Equipment Purchase	357	4,500	(4,143)
Equipment Maintenance	480	900	(420)
Bank Charges	450	450	0
Supplies	4,660	4,500	160
Postage	1,212	2,900	(1,688)
Memberships	9,524	6,000	3,524
Printing	2,206	1,500	706
Annual Meeting	5,997	7,500	(1,503)
Trustee Training	1,118	1,680	(562)
Insurance	30,682	28,621	2,061
Telephone	2,643	2,745	(102)
Utilities	22,256	23,000	(744)
Telecommunications charges	62	100	(38)
Maintenance - janitorial supplies and building projects	66,488	130,781	(64,293)
Contractual Services - Building and Courier	376,827	393,885	(17,058)
Janitorial Services	16,293	16,407	(114)
Professional Development and travel	6,999	8,750	(1,751)
Salaries	725,089	726,163	(1,074)
Health Insurance	89,224	90,876	(1,652)
Retirees' Health Insurance	11,535	17,800	(6,265)
Retirement	115,928	93,624	22,304
Benefit Planning Fee (Flexible Spending Account)	429	550	(121)
FICA	50,142	55,552	(5,410)
Workers Comp and Disability	9,978	6,134	3,844
TOTAL EXPENSES	2,131,228	2,194,278	

Notes re 2024 figures

Outreach rollover & Equity Challenge reimbursements

NYCON, NYLA (\$2k increase), PULISDO, CDLC, NYLA Excelsior

No tenant remodeling work
Delivery fuel surcharge savings

2.9% increase tier 4, 1.8% increase tier 6

2025 Workers Comp pymt made in '24 (2024 total = \$3795)

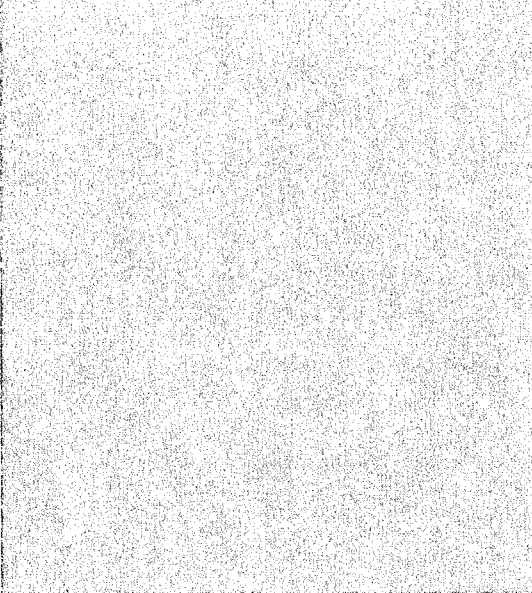
DETAIL - EXPENSES BY PROGRAM

	Actual 2024	Approved 2024	Increase (Decrease)	Notes re 2024 figures
DIRECT MEMBER AID				
Central Book Aid (CBA)				
Central Library Development Grant (CLDG)	264,438	223,543	40,895	Prepaid NYT and OverDrive for 2025 Central Library expenses
Award - Program of the Year	500	500	0	
Award - Trustee of the Year	250	250	0	
Award - Volunteer of the Year	250	250	0	
Award - Advocate of the Year	0	0	0	
Local Library Services Aid (LLSA)	180,789	181,393	(604)	
Direct Member Aid Totals	446,227	405,936		
AUTOMATION SERVICES				
Cataloguing Services (OCLC)	116,511	113,000	3,511	
Professional services	372	250	122	
Cell phone service	62	100	(38)	
Internet	3,576	3,600	(24)	
Equipment Purchase	357	4,500	(4,143)	
Professional development	0	500	(500)	
Travel	590	1,500	(910)	
Staff Salary (3 FTE) (includes \$1,200 evening supervision fee)	229,079	227,539	1,540	
Insurance - Disability	-16	54	(70)	
Insurance-Workers Comp	3,436	2,000	1,436	
Insurance - Health	31,073	30,674	399	
Retirement	43,113	48,493	(5,380)	
FICA	14,953	17,407	(2,454)	
Automation Services totals	443,106	449,617		

DETAIL - EXPENSES BY PROGRAM

YOUTH AND FAMILY SERVICES

	Actual 2024	Approved 2024	Increase (Decrease)
Summer Reading supplies	1,014	3,200	(2,186)
DVDs	1,000	1,500	(500)
Professional Collection materials	327	500	(173)
Programs for member libraries	392	1,000	(608)
Professional Development	876	1,000	(124)
Travel	1,973	1,500	473
Staff Salary (2 FTE)	141,974	144,589	(2,615)
Insurance - Disability	18	78	(60)
Insurance - Workers Comp	1,753	1,025	728
Insurance - Health	8,409	11,139	(2,730)
Retirement	23,824	19,365	4,459
FICA	10,035	11,062	(1,027)
Youth Services Totals	191,595	195,958	



DETAIL - EXPENSES BY PROGRAM

ADULT AND INFORMATION SERVICES

Programs for member libraries
 Contractual services - courier
 Professional Development
 ILL
 Travel
 Salaries (1 FTE)
 Insurance - Disability
 Insurance - Workers Comp
 Insurance - Health
 Retirement
 FICA expense

Adult and Information Services Totals

Actual 2024	Approved 2024	Increase (Decrease)
2,588	3,630	(1,042)
337,533	351,885	(14,352)
1,067	1,000	67
614	8,500	(804)
696	1,500	0
45,980	45,980	(31)
8	39	230
595	365	7,934
24,567	16,633	2,151
5,352	3,201	(679)
2,838	3,517	
421,838	436,250	

OUTREACH SERVICES

Materials
 Large Print
 Programs
 Staff salary (1 FTE)
 Insurance - Disability
 Insurance - Workers Comp
 Insurance - Health
 Retirement
 FICA
 Outreach Program Totals

17	2,000	(1,983)
937	2,000	(1,063)
0	14,744	(14,744)
75,240	75,240	0
8	39	(31)
878	525	353
750	1,000	(250)
8,757	3,200	5,557
5,756	5,756	(0)
92,343	104,504	

Notes re 2024 figures

Because this is a grant, the unspent funds (\$12,161) will roll into 2025

DETAIL - EXPENSES BY PROGRAM

ADMINISTRATION

Notes re 2024 figures

	Actual 2024	Approved 2024	Increase
Bank charges - NBT fees	450	450	0
Benefit Planning Fee	429	550	(121)
Professional Services (Lawyer, Auditors)	7,688	8,000	(313)
Contractual Services	5,006	2,000	3,006
Supplies - office, meetings	4,660	4,500	160
Telephone	2,643	2,745	(102)
Postage	1,212	2,900	(1,688)
Memberships - CDLC, PULISDO, NYLA, Excelsior	9,524	6,000	3,524
Printing (Annual Report)	2,206	1,500	706
Insurance - Directors & Officers liability	756	756	0
Insurance - Disability	2	89	(87)
Insurance - Health	24,426	31,430	(7,004)
Insurance - Health Retirees	11,535	17,800	(6,265)
Insurance - Workers Comp	3,297	1,920	1,377
Trustee Training / Member programs	1,118	1,680	(562)
Annual Meeting	5,997	7,500	(1,503)
Equipment - maintenance (photocopier)	480	900	(420)
Equipment - purchase	0	0	0
Professional development	911	750	161
Travel	887	1,000	(113)
Staff Salary (3 FTE)	232,815	232,815	0
Retirement	34,882	19,365	15,517
FICA	16,560	17,810	(1,250)
Transfer to savings: Equity Challenge Reimbursements	0	10,000	(10,000)
Administration Totals	367,484	372,460	
BUILDING			
Transfer to building fund	34,310	34,310	0
Contractual - janitorial	16,293	16,407	(114)
Contractual - other: snow removal, trash & recycling, Sonitrol, TBS, Pest Control	33,673	31,500	2,173
Utilities	22,256	23,000	(744)
Insurance - Business owners, Fire and Theft	29,926	27,865	2,061
Maintenance - janitorial supplies, repairs, building projects	32,178	96,471	(64,293)
Building Totals	168,636	229,553	
TOTAL EXPENSES	2,131,228	2,194,278	

We didn't transfer funds because we didn't renovate tenant space

Upper Hudson Library System
Treasurer's Report
For the One months ending January 31, 2025

INCOME YEAR TO DATE:

	December '24	January 2025	January '24
Grants	2,312,976.00	0.00	343,613.00
Carryovers & Other Income	532,545.72	199,741.35	185,469.21
TOTAL INCOME	2,845,521.72	199,741.35	529,082.21
TOTAL EXPENSES	(2,633,612.34)	(129,687.03)	(371,825.58)
BALANCE	211,909.38	70,054.32	157,256.63

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

(Restricted by UHLS Board)

10610 Automation	179,085.46	179,736.71	174,896.62
<i>Major automation expenses</i>			
10620 Building	136,544.71	137,041.26	99,035.13
<i>Major building expenses.</i>			
10640 Equipment	44,990.94	45,154.52	43,924.19
<i>Office equipment</i>			
10660 Retirement	60,246.66	60,465.73	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	420,867.77	422,398.22	376,678.74

Petty Cash Account

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

Checking Accounts

10200NB Cash - NBT Operating Checking	70,144.93	184,285.04	37,916.62
<i>Money transferred to this account from AVC 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	0.00	(253.84)	(1,857.69)
10400NB Cash - NBT Money Mkt	79.27	59.96	250,015.57
10500NB Cash - NBT PayPal	0.01	0.01	0.02

Operational Account

TOTAL CHECKING	70,224.21	184,091.17	286,074.52
10510 Cash - Operational	1,696,501.05	1,502,241.87	1,340,245.11
**TOTAL OPERATING	1,696,501.05	1,502,241.87	1,340,245.11

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

TOTAL CASH	2,187,904.73	2,109,042.96	2,003,297.31
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Income Report

For the One Month(s) Ending January 31, 2025

	<u>Total Budget</u>	<u>Current Month</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>2025 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Received</u>
One Year Grant Income:								
Basic State Aid - 2025	960,353.00	0.00	0.00	0.00	0.00	0.00	960,353.00	0.00
Central Library Services Aid 2025	222,797.00	0.00	0.00	0.00	0.00	0.00	222,797.00	0.00
LLSA - 2025	180,788.00	0.00	0.00	0.00	0.00	0.00	180,788.00	0.00
LSSA - 2025	127,913.00	0.00	0.00	0.00	0.00	0.00	127,913.00	0.00
Outreach Basic Grant - 2025	104,033.00	0.00	0.00	0.00	0.00	0.00	104,033.00	0.00
Outreach Adult Grant - 2025	8,714.00	0.00	0.00	0.00	0.00	0.00	8,714.00	0.00
Outreach YS Grant - 2025	1,355.00	0.00	0.00	0.00	0.00	0.00	1,355.00	0.00
Jail Grant - 2025	6,995.00	0.00	0.00	0.00	0.00	0.00	6,995.00	0.00
Supplemental State Aid - 2025	143,867.00	0.00	0.00	0.00	0.00	0.00	143,867.00	0.00
Total One Year Grant Income	1,756,815.00	0.00	0.00	0.00	0.00	0.00	1,756,815.00	0.00
Other Income:								
Annual Meeting	5,750.00	0.00	0.00	0.00	0.00	0.00	5,750.00	0.00
eCommerce Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income - Operating Accounts	30,000.00	5,741.51	0.00	0.00	5,741.51	5,741.51	24,258.49	19.14
Interest Income - Restricted Accounts	15,000.00	1,530.45	0.00	0.00	1,530.45	1,530.45	13,469.55	10.20
Rental Income	18,849.00	1,750.75	0.00	0.00	1,750.75	1,750.75	17,098.25	9.29
UHLAN Fees - Member Libraries	373,994.00	94,416.00	0.00	0.00	94,416.00	94,416.00	279,578.00	25.25
UHLAN Supplies - Reimbursable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
eContent Reorder - 2025	98,282.87	96,302.64	0.00	0.00	96,302.64	96,302.64	1,980.23	97.99
Total Other Income	541,875.87	199,741.35	0.00	0.00	199,741.35	199,741.35	342,134.52	36.86
Total One Year Income	2,298,690.87	199,741.35	0.00	0.00	199,741.35	199,741.35	2,098,949.52	8.69
Two Year Aid and Grant Income:								
LLSA - 2024	181,393.00	0.00	0.00	180,788.00	0.00	180,788.00	605.00	99.67
LSSA - 2024	128,341.00	0.00	0.00	127,913.00	0.00	127,913.00	428.00	99.67
Security Camera - NYS	6,731.00	0.00	0.00	6,492.00	0.00	6,492.00	239.00	96.45
Total Two Year Grant Income	316,465.00	0.00	0.00	318,348.00	0.00	318,348.00	(1,883.00)	100.60
Total All Income	2,615,155.87	199,741.35	0.00	318,348.00	199,741.35	518,089.35	2,097,066.52	19.81

Expense Report
For the One Month(s) Ending January 31, 2025

	<u>Total Budget</u>	<u>Current Month</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>2025 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Program Expenses:								
Direct Member Aid - 2025	405,585.00	12,014.66	0.00	0.00	12,014.66	12,014.66	393,570.34	2.96
Automation Services	436,815.00	18,065.55	0.00	0.00	18,065.55	18,065.55	418,749.45	4.14
Youth and Family Services	203,563.00	17,528.22	0.00	0.00	17,528.22	17,528.22	186,034.78	8.61
Adult & Information Services	454,521.00	(3,384.10)	0.00	0.00	(3,384.10)	(3,384.10)	457,905.10	(0.74)
Outreach - 2025	104,033.00	6,933.47	0.00	0.00	6,933.47	6,933.47	97,099.53	6.66
Administration	386,220.00	19,825.61	0.00	0.00	19,825.61	19,825.61	366,394.39	5.13
Building	102,174.50	35,814.71	0.00	0.00	35,814.71	35,814.71	66,359.79	35.05
Total Program Expenses	2,092,911.50	106,798.12	0.00	0.00	106,798.12	106,798.12	1,986,113.38	5.10

	<u>Total Budget</u>	<u>Current Month</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>2025 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Program Carryover Expenses:								
Outreach - 2023	100,224.00	0.00	92,954.25	4,268.04	0.00	97,222.29	3,001.71	97.00
Outreach - 2024	104,504.00	165.00	0.00	92,342.56	165.00	92,507.56	11,996.44	88.52
Total Program Carryover Expenses	204,728.00	165.00	92,954.25	96,610.60	165.00	189,729.85	14,998.15	92.67

	<u>Total Budget</u>	<u>Current Month</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>2025 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Grant Expenses:								
eContent Reorder - 2024	93,784.66	349.51	0.00	91,133.79	349.51	91,483.30	2,301.36	97.55
eContent Reorder - 2025	98,282.87	14,666.83	0.00	0.00	14,666.83	14,666.83	83,616.04	14.92
Jail Grant - 2025	6,905.00	0.00	0.00	0.00	0.00	0.00	6,905.00	0.00
Jail Grant - 2024	6,905.00	502.61	0.00	6,063.62	502.61	6,566.23	338.77	95.09
Outreach Adult Grant - 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outreach Adult Grant - 2024	8,714.00	0.00	0.00	13.75	0.00	13.75	8,700.25	0.16
Outreach Adult Grant - 2023	8,714.00	6,600.00	0.00	1,753.76	6,600.00	8,353.76	360.24	95.87
Outreach YS Grant - 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outreach YS Grant - 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outreach YS Grant - 2023	13,555.00	604.96	0.00	8,161.12	604.96	8,766.08	4,788.92	64.67
AD Eamed Income	1,200.00	0.00	359.30	27.24	0.00	386.54	813.46	32.21
YS Eamed Income	2,446.45	0.00	888.86	453.00	0.00	1,341.86	1,104.59	54.85
Total Grant Expenses	240,506.98	22,723.91	1,248.16	107,606.28	22,723.91	131,578.35	108,928.63	54.71
Total All Expenses	2,538,146.48	129,687.03	94,202.41	204,216.88	129,687.03	428,106.32	2,110,040.16	16.87

**Upper Hudson Library System
Purchase Journal**

For the Period From Jan 1, 2025 to Jan 31, 2025

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
1/8/25	50957OR-25 Insurance - Health 20000 Accounts Payable	010225	4th Qtr 2024 Health Insurance buy out payment Judith Wines	250.00	250.00
1/8/25	51820AS Salaries 20000 Accounts Payable	010225	December 2024 consulting fee LCR Consulting	1,540.00	1,540.00
1/8/25	50957YO Insurance - Health 20000 Accounts Payable	010225	4th Qtr 2024 Health Insurance buy out payment Amy Jeansonne	250.00	250.00
1/8/25	51840AD Services - Contractual 20000 Accounts Payable	200467	Delivery service 12/16-20/24 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93
1/8/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	24394487	1 eBook 15 Audiobooks OverDrive, Inc.	34.49 1,065.61	1,100.10
1/8/25	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	24395709	SRH youth materials OverDrive, Inc.	604.96	604.96
1/8/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25000724	4 eBooks 1 Audio book OverDrive, Inc.	116.71 89.99	206.70
1/8/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25000756	3 eBooks 1 Audio book OverDrive, Inc.	56.96 45.95	102.91
1/8/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	25000764	3 eBooks OverDrive, Inc.	142.08	142.08
1/8/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25000765	1eBook 2 Audio books OverDrive, Inc.	27.50 129.22	156.72
1/8/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25000771	2 eBooks 2 Audio books OverDrive, Inc.	85.00 109.59	194.59

**Upper Hudson Library System
Purchase Journal**

For the Period From Jan 1, 2025 to Jan 31, 2025

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/8/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	25000790	5 eBooks OverDrive, Inc.	196.94	196.94
1/8/25	51840BD Services - Contractual 20000 Accounts Payable	50341	Service to metal accordion door All Type Professional Door	202.50	202.50
1/8/25	50162YO DVD's 20000 Accounts Payable	506487639	3 DVDs Midwest Tape	71.22	71.22
1/8/25	50162YO DVD's 20000 Accounts Payable	506487639-2	1 DVD Midwest Tape	24.74	24.74
1/8/25	50954AM Insurance - Directors&Of 20000 Accounts Payable	5226588962007C-	Director's & Officers Insurance 2025 Chubb	756.00	756.00
1/8/25	50960BD Insurance - BusOwn/Fire 50960BD Insurance - BusOwn/Fire 50960BD Insurance - BusOwn/Fire 20000 Accounts Payable	5226588965001-2	Umbrella policy Commercial Auto policy Building policy Chubb	8,956.00 378.00 22,359.00	31,693.00
1/8/25	51840BD Services - Contractual 20000 Accounts Payable	60004683456	Jan Monthly generator monitoring 2025 Securitas Technology Corp	280.88	280.88
1/8/25	51840BD Services - Contractual 20000 Accounts Payable	6004683455	Jan Burgler alarm monitoring 2025 Securitas Technology Corp	139.09	139.09
1/8/25	51315or-24 Materials 20000 Accounts Payable	6166	Books by mail rack cards Modern Press	99.42	99.42
1/8/25	51840BD Services - Contractual 20000 Accounts Payable	7988044-0449	January 2025 waste & recycling Waste Management	376.58	376.58
1/8/25	50465AD-24 e-content reorder 50465AD-24 e-content reorder 20000 Accounts Payable	CP24402631	55 eBooks 21 Audio books OverDrive, Inc.	302.50 44.52	347.02
1/8/25	50465AD-24 e-content reorder 20000 Accounts Payable	CP24402828	1 eBook OverDrive, Inc.	2.49	2.49

**Upper Hudson Library System
Purchase Journal
For the Period From Jan 1, 2025 to Jan 31, 2025**

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
1/8/25	50955AM Insurance - Disability	D586231-25	DBL/PFL Insurance	692.64	
	50955AS Insurance - Disability		DBL/PFL Insurance	785.03	
	50955YO Insurance - Disability		DBL/PFL Insurance	498.19	
	50955OR-25 Insurance - Disability		DBL/PFL Insurance	268.54	
	50955AD Insurance - Disability		DBL/PFL Insurance	192.89	
	20000 ShelterPoint Life				2,437.29
	Accounts Payable				
1/8/25	50465AD-25 e-content reorder	Q1 ERO Holds	Q1 2025 ERO hold allocaion	9,939.67	
	20000 Accounts Payable		Albany Public Library		9,939.67
1/8/25	51885AD Supplies - Reimbursable	SU24396776	eBooks	4,875.00	
	20000 Accounts Payable		OverDrive, Inc.		4,875.00
1/15/25	51320AD-23 Outreach Adult Grant 20	010725	Final Payment for Message from Survivors	6,600.00	
	20000 Accounts Payable		The Memory Project Productions, Inc		6,600.00
1/15/25	51320AM Member Trustee / Staff	011325	Filling Oath of Office for S Macinski	5.00	
	20000 Accounts Payable		Albany County Clerk		5.00
1/15/25	51325AM Memberships - Institutio	011425	2025 Dues for UHLS	400.00	
	20000 Accounts Payable		PULISDO		400.00
1/15/25	50351ML-25 Central Lib. Aid 2025	11484477	Phone Interpretation	14.66	
	20000 Accounts Payable		Language Line Services, Inc.		14.66
1/15/25	50465AD-25 e-content reorder	25000548	44 eBooks	1,618.67	
	50465AD-25 e-content reorder		9 Audio books	801.04	
	20000 Accounts Payable		OverDrive, Inc.		2,419.71
1/15/25	51885AD Supplies - Reimbursable	25000600	4 eBooks	181.98	
	51885AD Supplies - Reimbursable		3 Audio books	209.72	
	20000 Accounts Payable		OverDrive, Inc.		391.70
1/15/25	51885AD Supplies - Reimbursable	25000609	4 eBooks	136.41	
	51885AD Supplies - Reimbursable		3 Audio books	219.98	
	20000 Accounts Payable		OverDrive, Inc.		356.39

**Upper Hudson Library System
Purchase Journal**

For the Period From Jan 1, 2025 to Jan 31, 2025

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
1/15/25	51885AD Supplies - Reimbursable	25000620	1 eBook	35.00	
	51885AD Supplies - Reimbursable		1 Audio book	75.00	
	20000 Accounts Payable		OverDrive, Inc.		110.00
1/15/25	51885AD Supplies - Reimbursable	25000634	10 eBooks	405.98	
	51885AD Supplies - Reimbursable		4 Audio Books	246.71	
	20000 Accounts Payable		OverDrive, Inc.		652.69
1/15/25	51885AD Supplies - Reimbursable	25000723	3 eBooks	110.49	
	51885AD Supplies - Reimbursable		4 Audio Books	242.97	
	20000 Accounts Payable		OverDrive, Inc.		353.46
1/15/25	51885AD Supplies - Reimbursable	25000740	6 eBooks	354.64	
	51885AD Supplies - Reimbursable		3 Audio Books	224.20	
	20000 Accounts Payable		OverDrive, Inc.		578.84
1/15/25	51885AD Supplies - Reimbursable	25000749	5 eBooks	158.12	
	51885AD Supplies - Reimbursable		3 Audio Books	200.99	
	20000 Accounts Payable		OverDrive, Inc.		359.11
1/15/25	51885AD Supplies - Reimbursable	25000784	2 eBooks	87.49	
	51885AD Supplies - Reimbursable		3 Audio Books	147.98	
	20000 Accounts Payable		OverDrive, Inc.		235.47
1/15/25	51885AD Supplies - Reimbursable	25000793	5 eBooks	187.99	
	51885AD Supplies - Reimbursable		2 Audio Books	171.00	
	20000 Accounts Payable		OverDrive, Inc.		358.99
1/15/25	51885AD Supplies - Reimbursable	25000805	1 eBooks	27.50	
	51885AD Supplies - Reimbursable		4 Audio Books	315.98	
	20000 Accounts Payable		OverDrive, Inc.		343.48
1/15/25	51885AD Supplies - Reimbursable	25000821	2 eBooks	119.99	
	51885AD Supplies - Reimbursable		6 Audio Books	369.70	
	20000 Accounts Payable		OverDrive, Inc.		489.69
1/15/25	51010JG-24 Jail Grant 2024	250074702	7 eBooks	311.28	

**Upper Hudson Library System
Purchase Journal**

For the Period From Jan 1, 2025 to Jan 31, 2025

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
	51010JG-24 Jail Grant 2024		2 Audio books	218.00	
	51010JG-24 Jail Grant 2024		credit		26.67
	20000 Accounts Payable		OverDrive, Inc.		502.61
1/15/25	51880AM Supplies 20000 Accounts Payable	251403745	6 Water jugs W.B. Mason Co., Inc.	30.00 30.00	
1/15/25	52050BD Utilities 20000 Accounts Payable	3288	Monthly Solar 2012 Light Energy Fund 1	260.51 260.51	
1/15/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	506582750	Q1 2025 Advance Digital Payment Hoopla Midwest Tape	51,893.49	51,893.49
1/15/25	51880AM Supplies 20000 Accounts Payable	527218-2	shipping and set up fee Vanguard	97.16 97.16	
1/15/25	52050BD Utilities 20000 Accounts Payable	71107-010725	Electric Service 12/5-1/7/25 National Grid	1,181.11 1,181.11	
1/15/25	52050BD Utilities 20000 Accounts Payable	71109-010725	Gas Service 12/5-1/7/25 National Grid	1,261.07 1,261.07	
1/15/25	51212or-24 Large Print Book Collecti 20000 Accounts Payable	86173083	2 Large print books Cengage Learning Inc / Gale	65.58 65.58	
1/15/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	H-0110319	2025 Content Service Plan OverDrive, Inc.	12,000.00 12,000.00	
1/22/25	51920AM Telephone Expense 50975AS Internet 20000 Accounts Payable	18940799	Telephone Internet FirstLight Fiber	34.60 300.00 334.60	
1/22/25	50550AM Equipment - Maintenanc 20000 Accounts Payable	21992	12/13/24-1/12/25 billing period Metroland Business Machines	29.71 29.71	
1/22/25	50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health	25014000904	Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance	2,272.79 3,070.26 3,867.73	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50957YO Insurance - Health		Employee Medical Insurance	948.24	
	50957AD Insurance - Health		Employee Dental Insurance	73.56	
	50957AM Insurance - Health		Employee Dental Insurance	147.12	
	50957AS Insurance - Health		Employee Dental Insurance	73.56	
	50957YO Insurance - Health		Employee Dental Insurance	57.07	
	50958AM Insurance - Health Retire 20000		Retiree Medical and dental	824.26	
	Accounts Payable		CDPHP		11,334.59
1/22/25	50958AM Insurance - Health Retire 20000	250140019347	Retiree's medical insurance	1,926.80	
	Accounts Payable		CDPHP		1,926.80
1/22/25	51665YO Programs for Members 20000	251568496	Creamer and tea for SRP workshop W.B. Mason Co., Inc.	48.76	
	Accounts Payable				48.76
1/22/25	50958AM Insurance - Health Retire 20000	26573-022825	Retiree's Medical Insurance	992.00	
	Accounts Payable		Highmark Blue Shield of Northeastern		992.00
1/22/25	50162YO DVD's 20000	506577500	1 DVD	26.99	
	Accounts Payable		Midwest Tape		26.99
1/22/25	50162YO DVD's 20000	506608452	2 DVD's	32.98	
	Accounts Payable		Midwest Tape		32.98
1/22/25	50162YO DVD's 20000	506608453	6 DVD's	145.44	
	Accounts Payable		Midwest Tape		145.44
1/22/25	51840BD Services - Contractual 20000	6004757825	Feb Bugler alarm monitoring 2025	139.09	
	Accounts Payable		Securitas Technology Corp		139.09
1/22/25	51840BD Services - Contractual 20000	6004757826	Feb Monthly generator monitoring 2025	280.88	
	Accounts Payable		Securitas Technology Corp		280.88
1/29/25	51320AM Member Trustee / Staff 20000	121624	Focaccia class for UHLS staff	45.00	
	Accounts Payable		Honest Weight Food Co-Op, Inc.		45.00
1/29/25	51840AD Services - Contractual 20000	201660	Delivery 12/23-27/24	5,441.54	
	Accounts Payable		Arnoff Moving & Storage of Albany, INC.		5,441.54

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1/29/25	51850AS Software Maintenance 20000 Accounts Payable	2127	Monthly fee for PayPal Pro Elan Financial Servies	30.00	 30.00
1/29/25	50465AD-25 e-content reorder 50465AD-25 e-content reorder 20000 Accounts Payable	25012479	52 eBooks 5 Audio books OverDrive, Inc.	2,007.58 299.87	 2,307.45
1/29/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25020876	22 eBooks 17 Audio Books OverDrive, Inc.	995.10 1,242.23	 2,237.33
1/29/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	25020877	2 eBooks OverDrive, Inc.	67.50	 67.50
1/29/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25020879	26 eBooks 12 Audio Books OverDrive, Inc.	1,009.89 758.44	 1,768.33
1/29/25	51880AM Supplies 20000 Accounts Payable	251545510	Water cooler rental fee W.B. Mason Co., Inc.	7.98	 7.98
1/29/25	51880AM Supplies 20000 Accounts Payable	4216	Amazon Binders and Facial tissue Elan Financial Servies	56.68	 56.68
1/29/25	51880YO Supplies - Summer Rea 20000 Accounts Payable	4465	Amazon SRP supplies Elan Financial Servies	41.17	 41.17
1/29/25	51880AM Supplies 20000 Accounts Payable	4678	Doodle Poll access for ED search Elan Financial Servies	15.24	 15.24
1/29/25	51880AM Supplies 20000 Accounts Payable	4846	Amazon coffee and kitchen supplies Elan Financial Servies	12.98	 12.98
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	764.15	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		15.21
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		24.99
	20018 eCommerce for Mem. Li		Extra Per Joe	30.25	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20000 Accounts Payable		William K. Sanford		754.20
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	54.00	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		1.07
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		2.45
	20000 Accounts Payable		Watervliet Public Library		50.48
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	192.30	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		3.83
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		3.43
	20000 Accounts Payable		Voorheesville Public Library		185.04
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	30.50	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.61
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		0.49
	20000 Accounts Payable		Valley Falls Free Library		29.40
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	200.54	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		3.99
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		6.37
	20000 Accounts Payable		Troy Public Library		190.18
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	54.35	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		1.08
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		3.43
	20000 Accounts Payable		Sand Lake Town Library		49.84
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	25.00	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.50
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		3.92
	20000 Accounts Payable		Rensselaer Public Library		20.58
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	43.98	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50217AM		Libaries		
	Bank Charges - Pay Pal		Less PayPal flat fee		0.88
	50217AM		Less PayPal transaction fee		1.47
	Bank Charges - Pay Pal		Poestenkill Library		41.63
	20000				
	Accounts Payable				
1/29/25	20018	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	25.00	
	eCommerce for Mem. Li				
	50217AM		Less PayPal flat fee		0.50
	Bank Charges - Pay Pal		Petersburgh Public Library		24.50
	20000				
	Accounts Payable				
1/29/25	20018	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	26.00	
	eCommerce for Mem. Li				
	50217AM		Less PayPal flat fee		0.52
	Bank Charges - Pay Pal		Less PayPal transaction fee		3.43
	50217AM		North Greenbush		22.05
	Bank Charges - Pay Pal				
	20000				
	Accounts Payable				
1/29/25	20018	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	15.49	
	eCommerce for Mem. Li				
	50217AM		Less PayPal flat fee		0.31
	Bank Charges - Pay Pal		Less PayPal transaction fee		0.49
	50217AM		Nassau Free Library		14.69
	Bank Charges - Pay Pal				
	20000				
	Accounts Payable				
1/29/25	20018	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	112.44	
	eCommerce for Mem. Li				
	50217AM		Less PayPal flat fee		2.24
	Bank Charges - Pay Pal		Less PayPal transaction fee		1.96
	50217AM		Less per Joe		3.97
	Bank Charges - Pay Pal		Guilderland Public Library		104.27
	20018				
	eCommerce for Mem. Li				
	20000				
	Accounts Payable				
1/29/25	20018	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	5.19	
	eCommerce for Mem. Li				
	50217AM		Less PayPal flat fee		0.10
	Bank Charges - Pay Pal		Grafton Community Library		5.09
	20000				
	Accounts Payable				
1/29/25	20018	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libaries	294.29	
	eCommerce for Mem. Li				
	50217AM		Less PayPal flat fee		5.86
	Bank Charges - Pay Pal		Less PayPal transaction fee		2.94
	50217AM		Extra Per Joe		30.00
	Bank Charges - Pay Pal				
	20018				
	eCommerce for Mem. Li				

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20000 Accounts Payable		East Greenbush Community		315.49
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	18.99	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.38
	20000 Accounts Payable		Castleton Public Library		18.61
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	14.00	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.28
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		1.47
	20000 Accounts Payable		Brunswick Community Library		12.25
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	477.55	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		9.50
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		11.27
	20018 eCommerce for Mem. Li		Extra Per Joe	20.24	
	20000 Accounts Payable		Bethlehem Public Library		477.02
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	10.00	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.20
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		0.98
	20000 Accounts Payable		Berne Public Library		8.82
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	25.00	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.50
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		0.49
	20000 Accounts Payable		Altamont Free Library		24.01
1/29/25	20018 eCommerce for Mem. Li	4th Q eCom	Fourth Qrt 2024 Fines & Fees Collected for Member Libraries	216.13	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		4.30
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		9.31
	20018 eCommerce for Mem. Li		Extra Per Joe	4.25	
	20000 Accounts Payable		Albany Public Library		206.77

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1/29/25	51665YO Programs for Members 20000 Accounts Payable	5547	Honest Weight Lunch for SRP workshop Elan Financial Servies	1,161.35	1,161.35
1/29/25	51880YO Supplies - Summer Rea 20000 Accounts Payable	5743	CSLP Partial SRP supplies for 2025 Elan Financial Servies	1,842.58	1,842.58
1/29/25	51880YO Supplies - Summer Rea 20000 Accounts Payable	6282	Home Depot velcro for Story walk Elan Financial Servies	219.70	219.70
1/29/25	51880YO Supplies - Summer Rea 20000 Accounts Payable	6651	WB Mason construction paper for story walk Elan Financial Servies	14.38	14.38
1/29/25	51850AS Software Maintenance 20000 Accounts Payable	7002	Chat GPT monthly subscription Elan Financial Servies	21.60	21.60
1/29/25	51665YO Programs for Members 20000 Accounts Payable	7017	Market 32 Fruit for SRP workshop Elan Financial Servies	144.98	144.98
1/29/25	51665AD Programs for Members 20000 Accounts Payable	7395	Dotsquare Geo coding Elan Financial Servies	4.25	4.25
1/29/25	51880AM Supplies 20000 Accounts Payable	7820	Amazon coffee and kitchen supplies Elan Financial Servies	55.35	55.35
1/29/25	50975AS Internet 20000 Accounts Payable	9186-7481	Namecheap Domain name renewals Elan Financial Servies	56.64	56.64
1/29/25	51665YO Programs for Members 20000 Accounts Payable	9404	Laminator.com laminating pouches Elan Financial Servies	332.46	332.46
1/29/25	51665YO Programs for Members 20000 Accounts Payable	9563	Honest Weight Lunch for SRP workshop Elan Financial Servies	2.89	2.89
				177,648.08	177,648.08