



UHLS Board of Trustees

March 12, 2025

4:30PM

Agenda

1. Call to Order
2. Minutes of the February 2025 Meeting
3. UHLS Staff Report – T. Burke, Executive Director
4. Committee Reports
 - a. Finance Committee - Treasurer's Report & Purchase Journal for February 2025
 - b. Services Committee – no meeting
 - c. Administration Committee – no meeting
5. Old Business
 - a. Evaluation of Executive Director
 - b. Evaluation of UHLS Board
6. New Business
 - a. Automation Restricted Account withdraw request
 - b. Approval of 2024 UHLS DLD Annual Report
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 February 12, 2025

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

I. CALL TO ORDER

S. Keitel called the meeting to order at 4:33PM.

New trustee binders are available – please make sure to grab one before you leave.

II. MINUTES

MOTION: Y. Terplak moved to approve the January 8, 2025 amended minutes. M. Savage seconded. Unanimous.

III. DIRECTOR'S REPORT

In response to T. Burke's report, S. Keitel asked how the proposed shift to Library Calendar and not including the larger libraries like BETH and EGRN may add to current issues of popularity of services with out of service area users? T. Burke doesn't think it'll add more usage as their calendars won't be synced with all of the others; patrons would have to visit the specific websites of those libraries to see upcoming programming. J. Marino noted that the software is only as good as what member libraries submit to it, which is correct. We're hoping it'll encourage those who don't currently advertise programs on their websites to do so.

J. Burke noted that he has been using Vega via NYPL and it's 1000% better than our current product. There are a number of additional features that we don't currently have and is excited for the upgrade.

Not mentioned in the report but brought up last week at the DA meeting was concern over what's been happening at the federal level. The NYS Library receives a significant amount of annual funding from the Institute of Museum and Library Services (IMLS) and much of that money goes to support staffing and services at DLD, so reductions or elimination of federal funding could seriously impact state library staff and services.

IV. COMMITTEE REPORTS

Finance Committee

On the Treasurer's Report, F. Wobrock noted that in January 2024 UHLS had received 2023 funding, that's why it looks like we're behind when comparing the two years. January is traditionally a heavy month with large annual contracts due. When looking at the Purchase Journal, you'll note the insurance policies were paid, two health insurance buyouts for employees, \$6,600 toward the Memory Project which was reimbursed by a special legislative grant, the UHLS staff focaccia class at the Honest Weight Co-op and quarterly eCommerce payments to the member libraries.

MOTION: The Finance Committee moved to adopt the January 2025 Treasurer's Reports and Purchase Journals. J. Marino seconded. Unanimous.

V. OLD BUSINESS

Search Committee: S. Keitel shared that they've received applications, Zoom interviews are happening right now and in March they have dates blocked out for in-person interviews with hopefully a decision made for the April meeting. You'll all be invited to attend the public presentations.

VI. NEW BUSINESS

Reconciled 2024 UHLS UHLS Budget: A copy was emailed to all trustees included in the board packet. A short discussion regarding the increase in interest income due to NYLAF took place.

T. Burke requested for consideration the withdrawal of \$3,500 to cover the implementation fee of Library Calendar for our member libraries from the Restricted Automation account.

MOTION: C. Dugas moved to withdraw \$3,500 from the Restricted Automation account to cover the start-up costs for Library Calendar. C. Engel seconded.

M. Savage asked if the 8 member libraries already using the service decided to switch over to this shared calendar, would UHLS make the same offer to cover the cost? T. Burke noted that we'd have to make that decision based on cost.

Unanimously passed.

Evaluation of new ED: J. Burke will lead this initiative. Every executive can benefit from the evaluation process. Y. Terplak agreed that it's a conversation and growth experience for all involved parties. R. Drysdale asked if this was probationary or annual – to be determined but the UHLS staff minus the ED is evaluated annually currently.

Evaluation of the UHLS board: D. Carr is going to lead this initiative over the coming months. S. Macinski noted that the APL board currently does annual ED reviews and quarterly evaluations of the board.

VII. TRUSTEE REPORTS AND RECOMMENDATIONS

- J. Marino (VAFL): Last Saturday the library hosted a commemoration of black poets and she thought it was well received. Though the program wasn't what they had originally envisioned 6 months ago due to some pushback, she was satisfied that it "planted some seeds" among community members. They hired a local black artist and while they spent more on the event than they typically would, it was well worth it.
Their long time director is retiring at the end of the month. They've hired someone who's been a long-time volunteer, employee and trustee = was a painless process! Welcome Julie Weston!
- S. Macinski (APL): Tonight at 6PM the library is hosting a date night at the Pine Hills branch with fun activities!
- R. Drysdale (TROY): TPL is looking for a new trustee as they've had a resignation and are questioning how they can get more community representation. They've hired a new outside HR firm and a lawyer for the union negotiations. They've had to reduce hours due to a staffing issue and last week their boiler broke (now fixed). They've lost their programming librarian and will be looking to replace her soon. She is unsure if she'll continue to be the UHLS representative, as her committee assignments with TPL is taking up more time than previously anticipated.
- L. Scoons (BETH): This summer her term will be up on the BETH board and she will not be running again. UHLS will be receiving a new Bethlehem representative.

MOTION: Y. Terplak moved to adjourn. C. Dugas seconded. Unanimous.

Meeting adjourned at 6:00 PM.

03/04/2025 JF

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

Sierra/Encore/Vega Update – We received some initial pricing information regarding our move to Vega Discover, the new discovery layer for UHLS's Sierra catalog. Based on this initial information, when Vega Discover is implemented, our annual subscription service charge for Sierra will increase by \$22,000. Because the III business model "bundles" Vega modules together, this quoted price will also include access to Innovative Mobile, the III mobile app product, which we have investigated in the recent past. This bundle would allow UHLS to replace the current Capira app, which costs \$19,712 annually, saving that amount annually. This means that the change will result in only a modest net increase in our annual costs of a little over \$2,000, which can comfortably be absorbed into our annual budget (particularly given the additional revenue UHLS is realizing from the NYLAF investments). But there is more...along with the ongoing subscription increase described above, there will also be a one-time implementation fee to install and configure Vega for UHLS. The initial quote on that cost is \$23,500. We are still negotiating with III on that fee, but even if we can get it reduced, I fully expect that UHLS will be paying something for the implementation fee. Because this change by III was a surprise, we do not have those funds built into our 2025 operating budget. For that reason, in the new business section of the board meeting, I will ask for a motion to approve the withdraw of "up to \$23,500" from the UHLS restricted automation account, which is currently at \$176,819. I know that just last month we asked the board to authorize a \$3,500 withdrawal from the same account for the start-up fee for the shared calendar project, but this is just a timing coincidence of separate activities and its important to know that these are the ONLY two instances of UHLS seeking the use of any restricted automation funds since our migration to III Sierra in 2015. I'll be happy to discuss all the details with the board at the meeting.

2025 Library Advocacy – As of this writing there is no new news regarding the NYS budget negotiations. We are still awaiting the "one-house" budgets, which will signal the start of the final negotiation period that will eventually result in an enacted budget for the state. While the Executive budget does carry a very small increase in statewide library aid, we would still like to see our legislative representatives build on the Governor's proposed increase. I will keep you informed as the process moves forward. And of course please participate and share freely any advocacy calls to action that come across your inbox. Every voice helps!

UHLS Board Election Update – For this year, there are two expiring terms on the UHLS Board.

- Lisa Scoons Bethlehem representative (Lisa has served two full terms and according to the UHLS by-laws is not eligible for re-election)
- Tara Ricard, Medium Albany County Libraries representative (Tara has serves two full terms, plus a partial term and according to the UHLS by-laws is not eligible for re-election)

I have been in touch with Susan to review the by-laws and the specific process we follow for board nominations. UHLS will reach out to the member libraries that are impacted to encourage them to think about possible candidates for these board seats. When Susan appoints a Nominating Chair and a Nominating Committee for UHLS Trustees is established, the work will begin on the preparation of a slate of trustees for election at the 2025 UHLS Annual Meeting.

2024 UHLS Annual Awards Process – Because the Annual meeting will be here before you know it, we are starting to make our annual preparations, which include the annual awards. I have updated the dates on the award criteria documents for the four annual awards (Trustee of the Year, Volunteer of the Year, Youth and Family Program of the Year, and Adult Program of the Year) and have shared them with the respective committees who determine these awards. If there are no suggested changes to any of the documents, we'll be able to send them out to the member libraries in plenty of time before the award nominations will be reviewed by the committees at the May 14 meeting

(Service and Administration Committee members, please mark your calendars for that date for your committee meetings immediately prior to the Board meeting.

NYS Annual Reports for the member libraries – We are coming down the home stretch for the task of reviewing and submitting all of the member library annual reports to NYS. Jona is the point person here at UHLS for this process and each year, she works with all of our library directors to help them through this process. Her work with our new directors who have never completed a report like this is always of special note because helping them through the sometimes arcane and obtuse experience that is the NYS Annual Report for Public Libraries is a real challenge. Jona is to be commended and thanked for her attentiveness, her dedication, her patience, and her sense of humor throughout this process (which isn't quite over yet!).

NYS Annual Report for UHLS – The UHLS Annual Report is also in process, also with Jona taking the lead role. The UHLS Board has a final approval role in the process, but the completion of the report, the timing of the submission date and the UHLS Board meeting schedule rarely line up perfectly. It appears that the report will be completed in the next few days, which will allow us to share a pdf of the report with the UHLS Board in advance of next week's meeting so it can be discussed and hopefully approved at the meeting.

UHLS Department Reports

Adult and Outreach Services

UHLS AOS Services Report: February 2025

Outreach

- Thanks to a lead from Sarah Clark at the Voorheesville Library, the NYS Office for the Aging (OFA) director of public information gave a pre-DA presentation on potential collaborations between libraries and OFA.
- Coordinated an opportunity for library staff to see different hearing technology options. Bethlehem Public Library has both infrared and hearing loop technology. Geoff Kirkpatrick and Phil Berardi kindly talked our small group through the pros and cons of both approaches.

Adult Services

- Joe and I met with staff from Library Calendar to discuss the UHLS implementation. We're hoping to be up and running with 21 libraries before May.

E-Content

- The E-Content Advisory Committee decided that our Overdrive collection is large enough that we could add the 29,000 public domain titles available through Project Gutenberg without swamping the rest of our collection. In order to avoid the appearance that all our new titles were from Dickens and Dostoyevsky, I coordinated with our larger libraries to ensure that they placed orders with titles first published in 2025 immediately after I added the Gutenberg titles so that the 'New Books' section of Libby didn't create the impression of time travel.
- More of our libraries are electing to implement various Hoopla price controls. Because each library is selecting a different variable to change, we have a natural experiment taking shape. I'm hoping to be able to extrapolate from the results in a way that's useful to all of our Hoopla libraries.

Equity Committee

- The Equity Committee is pleased to welcome Sarah Kerr-Mace, director of the Menands Public Library, as its newest member.

- The committee reflected on the one-year anniversary of the Equity Challenge. Twelve action items have been completed, and 19 of the 21 participating libraries have engaged with the challenge.

Miscellaneous

- Coordinated with Questar and Capital Region BOCES to follow up on Advocacy Day information requests.
- Presented *Show Me the Money: Finance 101 for Library Trustees* to the Troy Library Board.
- Tim and I presented *Sustainable Library Funding for EVERY Library* to the Stephentown Library Board.
- I was pleased to coordinate and deliver UHLS staff donations to the U.S. Committee for Refugees and Immigrants for newly arrived individuals. Staff generosity was so overwhelming that I needed Anne's assistance, as one car was not enough to transport all the donations.

Automation Services

Automation Services Report February, 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 met on February 5.
- The Cataloging Advisory Council met on February 6.
- The Automation Advisory Committee (AAC) did not meet in February.
- Weekly Automation Services and occasional Managers and Staff meetings. Monthly DA meetings.

Sierra/Encore:

- The *ecommerce* function is still awful, maybe worse than ever. For the nth time: *PayPal* collects the money but doesn't credit the patron's *Sierra* record. I continue to 1) look for the problem transactions and refund them when I can, and 2) press III to fix the problem.
- We changed the text (phone #) of TROY's 'card expiring' notices.
- We had a problem on 2/23, caused by me, but it was clear that there's a lot of confusion about the *Offline Circ* process. Rob will email the Circulation list with instructions, and maybe schedule a Zoom session to cover it. [Only if you're interested: I moved DNS management for *uhls.org* from *namecheap* to *cloudflare* so we could apply geofencing (block all traffic from outside the US). Part of that process requires proxying by *cloudflare* and because *sierra.uhls.org* is part of the domain we moved, our now-proxyed IP address wasn't recognized by III so the libraries couldn't launch *Sierra*. So ... no more proxying and no more geofencing for poor, vulnerable *uhls.org*.]
- We changed a lot of Loan Rules for COLN.

Reports:

- I created some reports for Judith that are similar to the libraries' monthly reports, but which show the data for all libraries combined.
- I updated the "APL (All)" monthly reports to accommodate display on our new website.
- I added "EGRN - All" and "GUIL - All" to the choices on the Checkouts by unique borrowers in your library (grouped by Patron Type) Ad Hoc report.
- EGRN asked me to double-check the numbers in their Circ by Category annual report for both "branches" combined. I think the numbers are correct. They have a special situation in that they have two "branches" but one collection. The "combined" report shows the total number of items checked out at either the Circ Desk or the Drive-thru. The 'Loaned To' column shows EGRN items checked out at other libraries. This report doesn't count EGRN and EGRD as separate branches. [Editor's note: Sorry for all the detail (so far) in this report. I'll try to lighten up a bit for the rest.]
- We sent WSTR a file with the names and email addresses of 341 WSTR adults whose cards are not expired.
- I wrote versions of the following annual reports at (I think) Judith's request. They're similar to the reports I produce for individual libraries, but these are the combined numbers for the system as a whole:
 - nys 2024 2.1 2.7 ALL.html

- [nys_2024_2.13_2.16_ALL.html](#)
- [nys_2024_2.18_2.21_ALL.html](#)
- I wrote “All branches” [annual reports](#) for APL at Jona’s request. All reports with the suffix “All branches” show the totals for all APL branches combined.
- I wrote “combined” reports like the ones above for TROY and EGRN.
- Because the [Weed by Call Number](#) report on the [Ad Hoc Reports](#) page often times out for very large searches (explained for masochists below), I manually generated a spreadsheet for TROY showing all their items with Call Numbers that start with ‘92.’
[Explanation: The report accepts a Call Number prefix and searches for all matching items. If someone enters, say, ‘FIC’ as a prefix, the report, already doing a lot of work, times out because of the huge number of results.]

Websites:

- We’ve had more than occasional events where the 25 websites that we host go down with the message, “Error establishing database connection.” We can recover quickly, but nights and weekends are a problem, and we need to eliminate the problem in any case. To that end we took the following shots in the dark:
 - Seeing a lot of MyISAM errors in the log files, we converted all databases from MyISAM to the InnoDB storage engine. MyISAM is older and less efficient than InnoDB. InnoDB is the default storage engine for all new *WordPress* installations, but because many of our websites predate the switch to InnoDB, some were still using MyISAM.
 - We doubled the disk space allotted to the websites from 100GB to 200GB. Also, we increased the server’s memory from 12GB to 20GB, and added a CPU (there are now three).
 - We reconfigured *MySQL* to optimize it for the InnoDB storage engine and to take advantage of the increased server resources.
 - We learned that Linux has a strange behavior that might be contributing to our problem. In Linux, when a process needs more memory than is available, it stops the process that’s using the most memory. In our case, the system that always uses the most memory is *MySQL*, so this seems like a strong candidate for the culprit. We made a change to the operating system that now kills the requesting process instead of the busiest process. We don’t know what negative impact this may have, but we’re absolutely sure that we don’t want *MySQL* to be killed.
- Because the websites’ access logs are huge, and grow rapidly, we’re trying to move web traffic analysis to *Google Analytics*. We installed it on the new UHLS site and will do all the others if we can.
- We created a cron (batch) job to backup all *WordPress* websites every day at 11:00PM to help us recover quickly if needed.
- On 2/14 we experienced slowness for most of the 25 websites that we host. After checking our server, we determined that the problem was with *cloudflare* because two of our libraries (i.e. on our server) used other DNS providers and they loaded quickly.
- Many updates to the [UHLS site](#), including changes for Mary, managing sliders, and creating a new page ([Downloads](#)) to replace the ‘Downloads’ site that got left behind when we moved to our new site.
- We’re looking at the [Duplicator](#) WordPress plugin as an alternative to VEEAM for backing up our websites. I’ll spare you the details. For once.
- Some of our websites have a lot of images, some of them huge, and few optimized. We tried the [EWWW Image Optimizer](#) plugin to shrink and optimize web images, and were satisfied with the results, so we’ll recommend it to our libraries.
- We renewed *letsencrypt* (a security app) for 16 of our websites.
- We renewed the domain registrations for BRLN, WTVT, RENS, and COHS.

Miscellaneous:

- POES is subscribing to [freegalmusic](#) and we helped with the *Sierra* Patron API for authentication, and had ILL whitelist four *freegalmusic* IP addresses.
- Rawdon, Rob, and I met to discuss how we can support TROY with their IT needs, and we made some recommendations to the director.
- We also made some recommendations to RENS for how they could spend the \$3000 they have for public PCs and a color printer.
- We purchased and replaced a laptop battery for a POES trustee.
- We created logins to prepare to assist our “Microsoft” (i.e. not Google) libraries: BERN, COHS, NGRN, WSTR.
- Judith and I talked to a *hoopla* rep about a potential improvement to the way we download MARC records for *hoopla* content.
- We made several DNS changes to accommodate RCSC’s calendar project (Library Market).
- We purchased a NUC (small PC) for HOOF and will stage and deliver it.
- We requested a refurbished laptop from GE Elfun for BRLN.

- After troubleshooting a COHS laptop and deciding it would be too expensive to repair it, we requested two refurbished laptops for the library from GE Elfun.
- Judith and I met online with a *Library Market* rep to discuss our upcoming shared (by 19 libraries) calendar.
- The domain controller at WTVT has been down, affecting backups. The director had moved some hardware around and we're working to put things back in order.
- We worked on in-library access (IP based) to the NYT. It's a matter of finding the IP range used in the building.

Rob:

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

- **HOOF** – Repaired one public computer and staged another public computer.
- **COHS** – Continued assisting their cataloger with original records.
- **NGRN** – Repaired a public computer and assisted with other corrupted public computers.
- **BETH** – Assisted with Acquisitions, specifically *Edifact* ordering.
- **UHLS** – Assisting in trying to resolve MYSQL problems with the Wordpress web server.
- **BRLN** – Assisted with website problems.
- **APL** – Assisting Laurie Louis with receipt printer problem via Innovative support.

Throughout the month, various help desk questions were raised, such as broken Sierra links, website problems, and records that would not be deleted.

Youth and Family Services

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

Collaborations:

- **Summer Reading Program (SRP) workshop #2:** UHLS collaborates with 12 other NYS library systems to offer virtual SRP training focused entirely on programming. It's a feat of planning and organization that netted us 227 live participants for this month's children-focused event. The three-hour session, consisting of presentations by member library staff, is also recorded for staff who can't attend any or all of it.
- **AI Challenge:** Another collaboration with my colleagues around the State, the AI Challenge will offer a youth services framework around AI tools and tasks. We launch the Challenge March 3.
- **New tool:** Libraries hiring performers often benefit cost-wise from "block booking" – two libraries in near proximity booking on the same day. We now have a spreadsheet to help libraries share and identify opportunities, shared with Mohawk Valley Library System and Southern Adirondack Library System.

SAIYL – Sex, Accurate Information for Youth, and Libraries project: We continue to circulate our review titles for libraries to examine prior to purchasing, and to consult with libraries on implementing this project.

SRP materials – UHLS purchases SRP materials for member libraries. It's a lot of stuff, and Amy Jeansonne keeps track of it and gets orders out to our libraries. Amy is also the creative muscle behind our marketing for meetings, CE, loanable items, and more.

Selected meetings/trainings/activities:

- Search Committee for UHLS ED, multiple meetings
- Board Leadership training with Tim
- Advocacy Day meetings
- NYLA Legislative Committee meeting
- CDLC Finance Committee and Board meeting
- Capital Region BOCES School Library System Liaison Council meeting

Upper Hudson Library System
Treasurer's Report
For the Two months ending February 28, 2025

INCOME YEAR TO DATE:

	January 2025	February 2025	February 2024
Grants	0.00	0.00	373,319.00
Carryovers & Other Income	199,741.35	207,773.72	187,297.59
TOTAL INCOME	199,741.35	207,773.72	560,616.59
TOTAL EXPENSES	(129,687.03)	(267,638.73)	(627,345.96)
BALANCE	70,054.32	(59,865.01)	(66,729.37)

ACCOUNT BALANCES YEAR TO DATE:

Restricted Accounts

(Restricted by UHLS Board)

10610 Automation	179,736.71	176,819.26	174,896.62
<i>Major automation expenses</i>			
10620 Building	137,041.26	137,488.48	99,070.98
<i>Major building expenses.</i>			
10640 Equipment	45,154.52	45,302.02	43,924.19
<i>Office equipment</i>			
10660 Retirement	60,465.73	60,663.18	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	422,398.22	420,272.94	376,714.59

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	184,285.04	122,592.65	40,475.25
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	(253.84)	(684.60)	(1,844.12)
10400NB Cash - NBT Money Mkt	59.96	59.96	204,932.06
10500NB Cash - NBT PayPal	0.01	0.01	0.02

Operational Account

TOTAL CHECKING	184,091.17	121,968.02	243,563.21
10510 Cash - Operational	1,502,241.87	1,507,148.77	1,235,370.40
**TOTAL OPERATING	1,502,241.87	1,507,148.77	1,235,370.40

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

TOTAL CASH	2,109,042.96	2,049,701.43	1,855,947.14
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Income Report
For the Two Month(s) Ending February 28, 2025

	<u>Total Budget</u>	<u>Current Month</u>			<u>2025 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 - 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	13,555.00	0.00	0.00	0.00	0.00	0.00	13,555.00	0.00		
Jail Grant - 2025	6,905.00	0.00	0.00	0.00	0.00	0.00	6,905.00	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	1,768,925.00	0.00	0.00	0.00	0.00	0.00	1,768,925.00	0.00		
<u>Other Income:</u>										
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	4,906.90	0.00	0.00	10,648.41	10,648.41	19,351.59	35.49		
Interest Income - Restricted Accounts	15,000.00	1,374.72	0.00	0.00	2,905.17	2,905.17	12,094.83	19.37		
Rental Income	18,849.00	1,750.75	0.00	0.00	3,501.50	3,501.50	15,347.50	18.58		
UHLAN Fees - Member Libraries	373,994.00	0.00	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	0.00	0.00	0.00	96,302.64	96,302.64	1,980.23	97.99		
Total Other Income	541,875.87	8,032.37	0.00	0.00	207,773.72	207,773.72	334,102.15	38.34		
Total One Year Income	2,310,800.87	8,032.37	0.00	0.00	207,773.72	207,773.72	2,103,027.15	8.99		
	<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>
<u>Two Year Aid and Grant Income:</u>										
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	2,627,265.87	8,032.37	0.00	318,348.00	207,773.72	526,121.72	2,101,144.15	20.03		

Expense Report

For the Two Month(s) Ending February 28, 2025

	<u>Total Budget</u>	<u>Current Month</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	514.88	0.00	0.00	12,529.54	12,529.54	393,055.46	3.09
Automation Services	436,815.00	25,631.68	0.00	0.00	43,697.23	43,697.23	393,117.77	10.00
Youth and Family Services	204,563.00	13,187.36	0.00	0.00	30,715.58	30,715.58	173,847.42	15.02
Adult & Information Services	454,521.00	45,611.00	0.00	0.00	42,226.90	42,226.90	412,294.10	9.29
Outreach - 2025	104,033.00	6,414.94	0.00	0.00	13,348.41	13,348.41	90,684.59	12.83
Administration	386,220.00	29,316.83	0.00	0.00	49,142.44	49,142.44	337,077.56	12.72
Building	143,639.50	11,103.43	0.00	0.00	46,918.14	46,918.14	96,721.36	32.66
Total Program Expenses	2,135,376.50	131,780.12	0.00	0.00	238,578.24	238,578.24	1,896,798.26	11.17
Program Carryover Expenses:								
	<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>
Outreach - 2023	100,224.00	683.75	92,954.25	4,268.04	683.75	97,906.04	2,317.96	97.69
Outreach - 2024	104,504.00	0.00	0.00	92,342.56	165.00	92,507.56	11,996.44	88.52
Total Program Carryover Expenses	204,728.00	683.75	92,954.25	96,610.60	848.75	190,413.60	14,314.40	93.01
Grant Expenses:								
eContent Reorder - 2024	93,784.66	2,301.36	0.00	91,133.79	2,650.87	93,784.66	0.00	100.00
eContent Reorder - 2025	98,282.87	2,524.58	0.00	0.00	17,191.41	17,191.41	81,091.46	17.49
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	161.89	0.00	6,063.62	664.50	6,728.12	176.88	97.44
Outreach Adult Grant - 2025	8,714.00	0.00	0.00	0.00	0.00	0.00	8,714.00	0.00
Outreach Adult Grant - 2024	8,714.00	139.76	0.00	13.75	139.76	153.51	8,560.49	1.76
Outreach Adult Grant - 2023	8,714.00	360.24	0.00	1,753.76	6,960.24	8,714.00	0.00	100.00
Outreach YS Grant - 2025	13,555.00	0.00	0.00	0.00	0.00	0.00	13,555.00	0.00
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	0.00	0.00	8,161.12	604.96	8,766.08	4,788.92	64.67
AD Earned Income	1,200.00	0.00	359.30	27.24	0.00	386.54	813.46	32.21
YS Earned Income	2,446.45	0.00	888.86	453.00	0.00	1,341.86	1,104.59	54.85
Total Grant Expenses	276,330.98	5,487.83	1,248.16	107,606.28	28,211.74	137,066.18	139,264.80	49.60
Total All Expenses	2,616,435.48	137,951.70	94,202.41	204,216.88	267,638.73	566,058.02	2,050,377.46	21.63

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 Jeanssonne	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
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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	Filing 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
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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	

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

**Upper Hudson Library System
Purchase Journal
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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

**Upper Hudson Library System
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
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 Libraries	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	

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
	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 Libaries	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 Libaries	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 Libaries	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 Libaries	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 Libaries	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 Libaries	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 Libaries	43.98	

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

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
	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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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
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