



UHLS Board of Trustees

April 9, 2025

4:30PM

Agenda

1. Call to Order
2. Oath of Office – Carolyn Fagan
3. Minutes of the March 2025 Meeting
4. UHLS Staff Report – T. Burke, Executive Director
5. Committee Reports
 - a. Finance Committee - Treasurer's Report & Purchase Journal for March 2025
 - b. Services Committee – no meeting
 - c. Administration Committee – no meeting
 - d. Executive Director Search Committee – Executive session
6. Old Business
7. New Business
 - a. Nominating Committee Chair appointment
8. Trustee Reports and Recommendations
9. Public Comment
10. Adjournment



UPPER HUDSON
LIBRARY SYSTEM
Together. For Better Libraries.

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

Board of Trustees March 12, 2025

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

I. CALL TO ORDER

M. Savage called the meeting to order at 4:34PM.

II. MINUTES

MOTION: Y. Terplak moved to approve the February 12, 2025 amended minutes. J. Burke seconded. Unanimous.

III. DIRECTOR'S REPORT

In response to T. Burke's report, J. Burke asked how long we're in a contract with III – five years, the contract expires at the end of 2026.

Advocacy news as of yesterday: Both the senate and assembly budgets include an increase for library services and construction aid. These two budgets plus the Governor's budget will get negotiated over the next month and hopefully April 1 we'll get the results. More call to actions will probably come soon via email! S. Wyner noted that the increased federal funding cuts will make the budgeting process more difficult. The state will need to figure out how to fill the gaps, but these may not be until later after the budget is finally approved.

An update not in the written report: we think we're going to have some good news about both tenant spaces at the April meeting. More information to come.

IV. COMMITTEE REPORTS

Finance Committee

On the Treasurer's Report, F. Wobrock noted that we're in the negative by almost \$60k but for those of you who are new, that is typical until we receive state funding later in the year. Our number is spot on to last year's number. We earned about \$5k in interest last month and the Automation Restricted account was reduced by \$3,500 per last month's board meeting authorizing the withdrawal for the Library Calendar project. February's Purchase Journal included an unexpected expense to fix the pipe that burst back in January in the boiler room, the final payment for the snow contract, the \$3,500 Library Calendar expense, postage funding for

the year and we returned funds to the RCS Friends group now that they are official.

MOTION: The Finance Committee moved to adopt the February 2025 Treasurer's Reports and Purchase Journals. D. Carr seconded. Unanimous.

V. OLD BUSINESS

Evaluation of the Executive Director: J. Burke reached out to some of the other system directors in the state to see if they have evaluation processes. He's wading through those responses and could have a recommendation at S. Keitel's request.

Evaluation of the Board: D. Carr has been reviewing how boards decide to evaluate themselves and how frequently – she's finding most commonly every two years. She'll bring several options to the table to discuss for implementation in the fall. T. Burke noted that a graduate student team from UAlbany evaluated the UHLS board in 2016 – he'll pass that information along for reference.

Search Committee: M. Savage shared that the committee has been working quite hard over the last month. They had received a number of resumes, narrowed it down to two candidates, one in-person interview and public presentation happened last week and the second is tomorrow – reminder: you're all invited. When we meet on April 9, the committee will have a recommendation for the full board. D. Carr asked why there will be only one candidate recommended to the board. M. Savage explained that the committee has worked very hard over the last two months and took this role very seriously. There has to be a level of trust in your colleagues on the committee. Every trustee is welcome to provide feedback to the committee following the second presentation. T. Burke noted that the search process is following what UHLS recommends to all of our member libraries. C. Dugas added that the full board will have the option to discuss both candidates in executive session when it comes to it, but recommending one candidate is typically the norm.

VI. NEW BUSINESS

As discussed earlier and in the Director's report, UHLS is being forced to upgrade to Vega through III. We've received a quote for \$23,500 for the one-time implementation fee, but T. Burke is working on negotiating that amount lower. We won't be invoiced until the features are live. J. Burke reiterated that it was a great product that he's personally used and is excited to see what it can bring the UHLS member libraries and users.

MOTION: J. Burke moved to withdraw up to \$23,500 from the Restricted Automation account to cover the implementation costs for Vega. Y. Terplak seconded. Unanimously passed.

The 2024 UHLS Annual Report has been completed and officially submitted to DLD. A copy was distributed via email, does anyone have any questions or suggested edits – no. There weren't any surprises seeing as the organization is on a cash basis and the report is submitted on a cash basis – it's basically a different form of the reconciled budget that was shared last month.

MOTION: C. Dugas moved to approved the 2024 DLD Annual Report as presented. S. Wyner seconded. Unanimously passed.

VII. TRUSTEE REPORTS AND RECOMMENDATIONS

- S. Macinski (APL): Date night at APL last month was super fun! She's now suggesting a Library Olympics.
- D. Carr (RCSC): They had a radiator spring a leak which resulted in a closure due to a lot of damage. They hosted a very popular program recently: Meet the Piggies! It was standing room only to meet this duo. Idea for a future fundraiser: Kiss the Pig! They also hosted a hot chocolate meet and greet for potential board candidates.
- J. Burke (ALTM): The Air National Guard hosted a preparedness event with a lot of good information presented. They like to host multiple events in the same community because word spreads how useful the information is. – he'll share their information upon request. At the most recent DA meeting, the group discussed Hoopla and their frustrations. It's eating up a large chunk of their digital materials budgets. Some member libraries have made some borrowing changes for their patrons and they will review in a couple of months to see if they are worth making system-wide. The UHLS Automation Advisory Committee is going to review.
- R. Drysdale (TROY): Carolyn Fagan will be the new UHLS representative to the board starting next month.
- Does anyone have a social media policy for staff and trustees?
RCSC and BETH do!
- The TPL board is looking to host a retreat, any recommendations?
S. Macinski cautioned that expectations should be made very clear (retreat vs. strategic planning). UHLS has hosted some in the past with different trainings for different lengths of time.
- They've hired a new head of circulation!
UHLS provided some board training over the last month – thank you!
- She's looking for virtual programming suggestions, as they've been closing a lot lately and may need to close a branch while hiring is restored. Or does anyone else partner with community organizations? RCS works at the local senior center and the churches up their rooms sometimes. They also deliver books to those who are homebound and go to the schools as well. T. Burke noted that it's a very delicate balance of needing a funding increase but also giving the community the opportunity to experience the library. J. Burke suggested they shift to Make & Takes, community scavenger hunts – programming with low staff impacts that volunteers or the friends can help with. M. Fellows added that food related programming has a big splash and is always popular –

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maybe pull in Honest Weight. Think virtual programmers or even a tiny desk concert. UHLS is here to help!

L. Scoons (BETH):

The TPL Board is also looking for one more trustee.

Discussions have begun to replace her seat on the board.

Consensus is that 4:30 is a difficult start time for people who work.

T. Burke reiterated that this decision is made by the board and that he'll follow up via email to hear what's most convenient for the group.

During the bond initiative, the BETH board had issues with the public thinking that the trustees will respond or have discussions during meetings but that's not the time or place. In response, they started hosting board office hours and it's been received well.

M. Savage (COLN):

She's seen legislators holding office hours at local libraries and thinks that's a neat way to bring the community in.

MOTION:

T. Ricard moved to adjourn. F. Wobrock seconded. Unanimous.

Meeting adjourned at 6:06 PM.

04/01/2025 JF

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
April 9, 2025

Sierra/Encore/Vega Update – UHLS is now officially “in the queue” for a transition from Encore to Vega Discover sometime later in the year (exact timing TBD). You will remember from my last update that the increase in the annual subscription cost UHLS pays (which does not actually increase until Vega is live) will be very small given the offsetting cost of our current mobile app that will be replaced by a comparable ILL product that is part of this bundle. I was able to negotiate the one-time implementation fee down from \$23,500 to \$15,500, so when we receive an invoice for that service, we’ll pay it from the restricted Automation account as per the Board’s vote last month to authorize use of funds from that account. I’m pleased to have at least the negotiation phase of this project “in the books” before I depart. I am confident that when the implementation phase begins, Joe Thornton and the UHLS team will successfully manage this transition, making it the highest priority to minimize the impact on the member libraries and their users.

2024 Plan of Service Satisfaction Survey – As part of the System Plan of Service process, each public library system is required to conduct an annual satisfaction survey to gather input on how the system is doing from the perspective of the member libraries. Through my own inattention, I lost track of this requirement during the pandemic and only just got back on track with it this year. I’d like to apologize for letting this task fall off my radar for the last several years. We (and by that I mean Jona!!) have it clearly on the UHLS calendar now, so it will return to being an “annual thing” going forward. Turning to the survey results, my final report on the survey is attached to this board report. I was very happy to see such strong participation from the member libraries. I believe that 25 out of 29 is the highest return rate we’ve achieved on this survey. I appreciate the couple of specific suggestions for improvement and have passed these along to the appropriate UHLS staff for consideration and we’ll factor these comments in our future planning. Even though we “scored” very high on the survey, we always have some work to do! The consistently high marks UHLS received in this year’s survey, mirror those from surveys in the past and these numbers speak directly to the high level of dedication and commitment with which the UHLS staff approach their job of helping the member libraries provide the best library service possible to their communities. Each and every one of the UHLS staff deserve our sincere appreciation. We are indeed fortunate to have such a great team working here at UHLS.

NYS Public Library Construction Grant Changes – You may recall that last year there were some changes approved by the NYS legislature to the structure and rules for the NYS Public Library Construction Grant program that were intended to simplify the process and create more system-level autonomy in the determination of the % award eligibility for member libraries. This change was passed so late in session last year, that there was no possibility to put it into effect for the 2025 grant cycle, but it will be in effect for this next grant cycle, which will open in June of this year, confusingly labeled the 2026 cycle! The most important impact of this change is that UHLS now has the authority to award grants of up to 75% of a project’s total cost to ANY member library regardless of its community’s economic circumstances. In addition, UHLS is also now solely responsible for creating its own criteria for determining a member library’s eligibility for awards of between 75% and 90%, which before this change in the law had to be determined by DLD. The bottom line is that these changes effectively make it much easier to award all of our allocated funding to UHLS member libraries and never have to give any \$ back to NYS! Judith and I are working on a draft of the basic framework for the new criteria, which we will want to have in place by June, when the next grant cycle begins.

2025 Library Advocacy Update – As of this writing there is no new news regarding the NYS budget negotiations, and it appears that the budget will not be finalized by the April 1 deadline. As often is the case, there are a few major “sticking points” that are delaying a resolution on the budget...that have nothing to do with the state’s libraries and statewide library funding! So we’ll have to wait to see how the process plays out and how long it might take to be resolved with an approved budget. The other important issue of concern that could potentially impact the statewide library funding discussion is the recent federal actions threatening the Institute of Museum and Library Services (IMLS) and those

funding streams to the NYS Library. The NYS Library and Division of Library Development currently uses most of the IMLS funding they receive annually to fund staffing for both entities, so elimination of or significant cuts to IMLS funding will have a negative ripple effect across the entire New York library community. The good news is that this move by the current administration in DC has received some media coverage, including some local coverage on Spectrum News (Channel News 9) that featured both Geoff Kirkpatrick, Library Director at Bethlehem Public Library, and myself as the director of UHLS. We will keep you informed as both the state budget process and IMLS matter moves forward...and of course please participate and share freely any advocacy calls to action that come across your inbox. Every voice always makes a difference!

2024 UHLS Annual Awards Process – The approved award criteria for the UHLS annual awards were sent out to the libraries at the beginning of April. Just a reminder that the awards are: Trustee of the Year, Volunteer of the Year, Youth and Family Program of the Year, and Adult Program of the Year. The deadline for submissions to UHLS is Wednesday, April 30, which will give us sufficient time to share the nomination information with the respective committee members for their meetings to determine the award winners (note that in this instance, the committees make those decisions, they do not need full board approval). Typically, the committees meet the same day in advance of the May 14 board meeting at 3:30pm. We'll book those times unless we hear differently from the respective committee chairs. And please remember that, because the committees are making decision, these meetings must be held in person with at least a quorum of the committee present to take action.

And In Closing... - I will simply quote from my letter of resignation that I recently submitted to Susan, "It has been an honor and a privilege, both professionally and personally, to serve in this role for the last 14 years. I would also like to take this opportunity to express my sincere appreciation to the UHLS Board and all UHLS Trustees, past and present, for their support and guidance as we worked together to enhance library service in Albany and Rensselaer Counties."

Thank you, thank you, thank you....

UHLS Department Reports

Adult and Outreach Services

UHLS AOS Services Report: March 2025

Outreach

- Worked with Colonie Library on a document translation reference question using the Language Line translation service.
- Our focus on services to adults with developmental disabilities continued with the last of our Inclusive Games trainings and participation in a joint adult and youth services meeting at Bring on the Spectrum, an organization serving neurodiverse individuals, which Mary took the lead in organizing.

Adult Services

- The highlight of the spring Adult Services meeting was a presentation by the Outreach Librarian at Saratoga Spring Public Library, who shared their library's outreach initiatives and facilitated a discussion on effective outreach strategies for our libraries
- Thanks to Joe Thornton, we're making steady progress on Library Calendar. Program categories and age groups have been set up and Joe has created a calendar for each library.
- Met with the Senior Director of Strategic, Research & Advocacy Communications at the University of Albany to develop community programs that translate the University's research into accessible, lay-audience-focused presentations. This series is expected to launch in the fall.

E-Content

- Multiple libraries implemented Hoopla cost control measures in March. These measures included implementing a \$1.99 price cap, restricting out-of-system borrowers and reducing the number of checkouts available each month from five to four.
- Established a new Overdrive Advantage account for Berlin Library.
- Mary and I met with a representative from CloudLibrary, a product from OCLC that combines features from Hoopla and Overdrive.

Equity Committee

- In March the Equity Committee received completed action areas from Brunswick (Collection Development and Purchasing), Berne (Facilities and Equipment) and Colonie (Marketing).
- Worked with East Greenbush and North Greenbush Libraries to provide, with Joe's assistance, representative samples for their collection audits.

Miscellaneous

- Presented *Show Me the Money: Finance 101 for Library Trustees* to the Board of the A.E. Diver (Schaghticoke) Library.
- Tim and I facilitated a Sustainable Funding Meet-up on Zoom for libraries in varying stages of undertaking a 414 or 259 levy vote.

Other work included assisting Westerlo with patron-type questions, advising Watervliet on 259 vote timelines, updating UHLAN fees for the coming year, and delivering a mini presentation on the *World Map Project* for a teen SRP workshop.

Automation Services

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

Sierra/Encore:

- *eCommerce* is still a problem. The frequency of events is increasing and my patience is dwindling. My communications with Ill are not pleasant and I plan to go over the head of our support rep.
- We changed the Reply-To email address for 'card expiring' emails for APL.
- We made a Loan Rule change for COLN
- I spent a lot of time in March on patron self-registration. I'll propose a major change to AAC, which will require the acceptance of the DA, but it should greatly decrease the number of ineligible people who register online to get access to our online content, especially *hoopla*.
- In *Create Lists*, our *Saved Query* and *Saved Export* lists are full. We asked the Circulation and Cataloging groups to delete all unneeded content.
- At the library's request, Rob applied the "library value calculator" template to PTRB's receipt printouts.
- We purged fines for 446 COLN patrons where the fines were assessed before 1/1/2016. These all had "Fine for item with barcode..." in the description. I deleted the fines whether or not they were for COLN items. I don't think other libraries will care.

I also purged Lost fees for 79 COLN patrons where the fees were assessed before 1/1/2016. These all had "Lost fee for item with barcode 00" in the description.

- On 3/09 *Encore* went down. ILL fixed the problem and gave us this explanation:
"This is to notify you that our investigation identified excessive web activity originating from suspect origins and have since implemented blocks for the suspect IP ranges. Sierra and Encore web services look to be operating within normal time expectations."
- On 3/14 we emailed OCLC to ask for another quote to update our holdings in OCLC, and if possible to switch from SkyRiver to OCLC as our cataloging utility. *SkyRiver* is okay but OCLC is better as a cataloging utility. Our main goal is to update our holdings so we don't get as many ILL requests that we can't fill because we no longer own the items.
- We made a Loan Rule change for COLN (Blu-rays).
- The SMS notices had a broken link (Member libraries) embedded in the message because the link changed when we moved to our new web server. I fixed it.
- On 3/19 *Sierra* went down at 6:00 PM. It was a short outage and we don't know what caused it.
- Hold Pick Notices for POES have been disabled for five years at the library's request because they preferred to contact their patrons by phone. We enabled them at the director's request.
- BETH subscribed to *Patron Point*, which can handle the library's Hold and Overdue notices as well as bills. Separating BETH from the list of libraries that receive those notices from *Sierra* is a difficult project, but we're working on it.
- On 3/24 we changed the Patron Type from '8' to '9' for 378 APL patrons because APL wants to delete Patron Type '8.' We also changed the Loan Rules for Patron Type '9' (APL Computer Use Only) so they're not allowed to check out anything from any library. We also needed to accommodate, with Judith's help, the borrowing rules for *hoopla* and *Libby*.

Reports:

- Iframe reports (e.g. [annual reports](#)) were not printing correctly from our new website. Iframe is a method used to display pages from a remote website (our 'reports' server) in the active site. I redirected the reports to the 'reports' server and that solved the printing problem.
- Mary asked for help in combining a LOT of *MS Word* Docs into one PDF file. I managed it with brute force, but from now on it will be easier because that process is a built-in function of *Adobe Acrobat* which we just bought for Jona to perform similar operations.
- We continued to add libraries to *Google Analytics*. Eventually we want to use that tool to replace our current [web stats reports](#).
- I created a new [Google Sheet of all libraries' current Loan Rules](#) for all items.
- I rewrote the [Registered Borrowers](#) reports for branches (APL and TROY). Because all branches share the same Patron Types, until now I hadn't included a report for APL patrons, for example, who used the Bach Branch as their Home Library.
- I sent EGRN a spreadsheet of 654 randomly selected records with Location Code egjfi, using Judith's formula for a statistically significant number to judge the diversity of their collection
- I did the same diversity report for NGRN, showing 546 randomly selected records with Location Code ngjpb.
- I wrote a (pretty difficult) report for BETH that produces a spreadsheet of all circulation transactions in a specified date range. They'll use the output as input to [Tableau](#) programs.

Calendar:

- I created branches and usernames for all the libraries that are participating in our shared Library Programs Calendar - a work in progress and a big job.
- We restricted users' editing rights to their own calendars.
- We switched the default display to *Calendar Modal* like [Virginia Beach Public Library](#).
- Judith gathered Categories, e.g. Adults, Tween, All Ages, etc., and I updated the Categories in the calendar. (We'll have more on this in the coming months.)

Miscellaneous:

- We purchased *Adobe Acrobat Pro DC* through *TechSoup*, mainly for Jona's use, but it's usable by any UHLS staff.
- Rob and I are looking for ways to simplify support of the libraries' IT. We consulted with GUIL and BETH to get their advice on staging and securing PCs. Remote support is something we have to deal with and BETH and GUIL don't, but their help was very useful and much appreciated.
- We asked *FirstLight* several times for a quote for a *Meraki* (firewall) license for GRAF, which expires in April.
- We looked into purchasing *Quickbooks* through *TechSoup* for HOOF. We gave them some options and are waiting for a response.

- BRLN purchased a laptop for library use, and it came with *MS Office* pre-installed, but it was a trial license that expired with an offer to purchase a full license for \$99/year. The library sent the laptop to us and we staged it with a 'staff' image, including a full, free-for-the-library *Office* license, and returned it.
- We spent a lot of time, including time by our consultant Rawdon, troubleshooting wireless printing from a BETH laptop.
- STEP is planning a renovation and asked us to move the IT equipment in their telecom closet. We enlisted Rawdon for this project, too, since he installed the equipment.
- HOOF couldn't share events on their *Google Calendar* with the public. I logged into their Google Admin account, changed a setting, and they're okay now. (This sounds a lot easier than it was.)
- We ordered two laptops from *GE Efun* to be used at COHS.
- We ordered a barcode scanner for PTRB and will bill them for it.

Websites:

- On 3/27 *Apache* crashed on our Linux web server, taking 25 websites down with it. (Stop reading here, all you who have actual lives.) We've had trouble for a while with occasional crashes of *MySQL* (the database management system), and we've taken many steps to address the problem. None of them worked permanently. I discovered a Linux function called *oom-killer* (*out-of-memory killer*). By default when a job needs more memory it kills the job that's using the most. For us that's always *MySQL* so I changed *oom-killer* to kill the requesting job instead. I think in this case the requesting job was *Apache*, so *MySQL* stayed up but *Apache* was killed. So that's not very helpful, is it? Later I changed *oom-killer* back to the default and made some other changes to our *MySQL* configurations. We're monitoring this constantly.
- Jona shared with me a [Google Sheet](#) that was produced by a UHLS trustee, which shows problem links in *Google Search*. We moved to a new website at the end of 2024, so all links on our website have changed. If users have bookmarked old pages or added them to their websites, our options are few. I could try to redirect all the old links that start with 'www.uhls.org' to the correct pages on our new site, but that's about all I can do, and it would be a big project. Also, it would allow the problem of wrong links to persist indefinitely. Anything starting with 'catalog.uhls.org' or 'sierra.uhls.org' can't be fixed (at least I don't know of a way at the moment), and those are the large majority of the URLs in the spreadsheet. Maybe there's a way to tell Google to refresh their index of our site (i.e. start from scratch). That would fix problem searches but do nothing for the bookmarked links. Also, now that I see that Google is indexing 'catalog' and 'sierra' links, the problem links (or new, similar ones) would return. We've heard almost no reports of problems with the new site. Of course we never want users to get a 'Page Not Found' screen, but a lot of those are beyond our control and don't seem to be much of a practical problem.

Rob:

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

- **BRUN** – Staged two laptops for patron use. Worked on the scan/email feature on the printer.
- **MEND** – Fixed three broken public computers. Fixed a receipt printer problem on a staff circulation computer. Provided original cataloging for new items.
- **VAFL** – Hosted two *Zoom* sessions: 1) New Library Director orientation; 2) assisted in redesigning the library website. Provided original cataloging for new items.
- **PTRB** - Fixed a public computer; created a new username and password for the bookkeeper on a staff computer.
- **BRLN** – Prepared a laptop for the Library Director. Provided original cataloging for new items.
- **UHLS** – Watched an *Innovative* web seminar on *Vega Discovery*. Preparing for a Vega implementation by reviewing *Innovative* documentation.
- **All:** Throughout the month, various Help Desk questions were raised, such as broken *Sierra* links, website problems, and records that could not be deleted.

Apologies:

Since this report is so annoyingly long already, I decided to include Rawdon's work as a contractor in March. It's not a typical month (those don't exist), but I'm adding it as dessert (unedited - well, minimally edited):

- **UHLS** – troubleshot macrium image not working for NUC 13
- **UHLS** – continued troubleshot macrium image working for NUC 13. Tested loading a few libraries' image. Some of them worked while some did not. There is no consistency why some failed while others worked.

- **UHLS** – wrote up instructions for setting up staff and public computers when doing clean install of OS. Also found out cloudflare dns has issue with vpn access.
- **VAFL** – guided new director to set up authentication app on her cell phone
- **CAST** – troubleshoot library public wifi not working
- **RCSC** – created new public computer image, tested deploying on older hardware to ensure compatibility.
- **RCSC** – Showed library tech staff how to deploy new public computers.
- **VOOR** – troubleshoot new public computer not be able to print in wireless but able to print when on wire
- **ALTM** – worked with library contractor to troubleshoot security cameras not connecting to NVR at the police station
- **ALTM** – continued working on security cameras connecting to police station. setup VPN tunnel as per request by their contractor
- **BRUN** – fixed library scan to email login error. It was using deprecated login method. Now it is using UHLS DoNotReply email address
- **PTRB** – researched and recommend 2D barcode scanner for the library.

Youth and Family Services

Youth and Family Services

March 2025 Highlights

Mary Fellows, Manager, Youth and Family Services

Collaborations:

- **Summer Reading Program (SRP) workshop #3:** Last month I referenced UHLS’s collaboration with 12 other NYS library systems to offer a virtual SRP training centered entirely on children’s programming. This month, teen summer programming was the focus. We welcomed 191 live participants for the three-hour session. The recording is also regularly accessed.
- **AI Challenge:** We launched another collaboration with multiple systems this month. The six-week “AI Challenge” offers a youth services framework around AI tools. After completing the weekly task, participants share their experiences and question in a [Padlet](#) (digital bulletin board).
- **Read It Forward (RIF):** This summer program motivates teens to read a chosen title and pass the book to their peers who continue the cycle of reading and sharing. Our goals are to foster teen reading and communication with librarians and peers about books, heighten teens’ positive view of the library, and offer parents a new avenue into reading and discussing books with teens. UHLS has done this program for 11 years now; this year Mohawk Valley Library System and Southern Adirondack Library System are joining us. This month member library staff nominated and discussed titles.

Youth Services Advisory Committee: We met this month at [Bring On the Spectrum](#) (BOTS), a local community space and sensory gym. Member library adult services staff were also invited. Following a tour and presentation by BOTS’s founder, Judith Wines and I facilitated a discussion about library services to people on the Spectrum, informed by our expert partner. We anticipate a continued connection to Bring On the Spectrum of benefit to our libraries.

Politics: As a member of the New York Library Association Legislative Committee, I’ve had increased advocacy work this month. In addition to our library budget asks, there are more library-focused bills being introduced in the legislature than seems usual, some of them competing. Bill topics include protections against censorship, literacy education guidance for public libraries, and a social worker pilot program. There are other bills with deeper roots that NYLA is championing, among them eBook licensing reform and a suite of school-focused media literacy bills. Full information on legislative initiatives is on the [NYLA website](#).

On a federal level, we’ve been following and engaging with legislators on the Executive Order reducing the Institute of Museum and Library Services (IMLS) to its statutory duties. This change is on track to negatively and significantly impact funding for New York State Library, which will impact systems and member libraries as the superstructure above us crumbles. The current situation:

- New York State Library relies on \$8.1 million in federal funding from IMLS, with 55 of the NYS Library’s 84 positions funded by these federal dollars.

- The Executive Order states that IMLS must be reduced to its "statutory functions." It also requires that "non-statutory components and functions ...shall be eliminated to the maximum extent...".
- Already nearly all IMLS staff have been placed on administrative leave and, as a result, all processing of grants (including Grants to States) has been suspended.
- NY's State Education Department is pushing for an increase in the State revenue source for the NY State Library, the Office of Cultural Education Revenue Stabilization. They're asking for either \$12M or fee increase of \$10 per real estate transaction. This funding would fill the hole left by the cessation of IMLS funding. The New York Library Association is supporting this ask – carefully, to discourage this money "coming out of" library operating aid.

Webinar: Following our in-person presentation in Denver last fall, two colleagues and I presented a webinar for a national audience through the Association for Library Service to Children, called "Climbing the Leadership Ladder: What You Need to Know Before Starting and How to Decide Where to Stop."

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.

Search Committee: Many hours of work this month in this process.

Other: Thanks to Amy Jeansonne, programming resources and rotating collections move smoothly around the System and other departmental projects are creatively marketed and efficient. She also capably fills in on interlibrary loan duties when other staff are absent.

Selected meetings/trainings/activities:

- CORE trustee training at Brunswick with Tim
- NYLA Legislative Committee meeting
- CDLC Finance Committee, Board, and ad hoc committee meetings
- New Director Orientation with management team at Valley Falls
- Visits to Brunswick, Grafton, Petersburg, Berlin, Nassau, Colonie, Guilderland, Altamont



Plan of Service Satisfaction Survey Report - 2024

April 2, 2025

Introduction

2024 was the fourth year under the 2022-2026 Plan of Service (POS). As required by NYS DLD, UHLS creates a satisfaction survey to be administered annually as part of the POS. There were 25 responses to the survey from the 29 member libraries. The report that follows includes: 1) the specific performance thresholds required in the UHLS POS to measure success in various areas of System services with the POS targets; 2) the complete results of the annual satisfaction survey of the member libraries that UHLS included in the POS with the POS targets and; 3) some general remarks on the survey results.

Specific Performance Measures Required in the Plan of Service

4.2 Element 1 - Resource Sharing/Cooperative Collection Development

1. During this reporting year all UHLS member library users had full access to **97.6%** of the combined collections of the UHLS member libraries (POS target - 80%).

4.3 Element 1 - Resource Sharing/Integrated Library System

1. During this reporting year UHLS ILS achieved a **99.9%** availability rate (POS target - 99%)

4.4 Element 1 - Resource Sharing/Delivery

1. During this reporting year the UHLS delivery service achieved a **99.7%** rate of completed delivery stops to member libraries (POS target - 97%).
2. During this reporting year UHLS delivery service achieved an item loss rate of **.0000058%** (POS target - 0.5%).

4.5 Element 1 - Resource Sharing/Interlibrary Loan

1. During this reporting year the UHLS interlibrary loan service achieved an **89%** fill rate for member library interlibrary loan requests (POS target - 80%).

4.9 Element 2 - Special Client Groups/Correctional Facilities (State and Local)

1. For this reporting year staff at both the Albany County Jail and the Rensselaer County Jail, respectively, reported a very high level of satisfaction with the resources and consulting services offered by UHLS.

Comments:

"We receive a yearly grant from the Upper Hudson Library System for our incarcerated individual's library items. This service is very much appreciated as we are able to keep our library updated and relevant. At any time we order books, either physical or e-books offered through Overdrive; Judith Wines makes sure to order and deliver such books in a very quick time period. We also depend on her expertise when we ask her to order all the new releases that come out that she finds to be useful and that the I/I would like to read to stay current. We appreciate Judith and the UHLS immensely and count on her to guide us with her services."

Kathleen Grady, Inmate Services Coordinator, Rensselaer County Jail

"I would like to thank you and the Upper Hudson Library System for the generosity provided over the years, and specifically for providing self-help textbooks (Alcoholics Anonymous, Narcotics Anonymous, in Spanish and English), and the Anger Management Journaling Curriculum) in 2024. The textbooks and journaling are used as part of a treatment plan as we address the disease of addiction with incarcerated individuals. Allowing individuals to have a personal copy of recovery textbooks provides a resource for them to access 24 hours a day, take with them upon release and use as a key component as they begin their path toward wellness and sobriety. Again, thank you."

Theron J. Rockwell, Director of Programs, Albany County Jail

4.23 Element 10 - Construction

1. During the year for this report UHLS distributed **115.38%** of the NYS Public Library Construction Grant funds allocated to the System to a total of 10 UHLS member libraries and a grant award to UHLS as well. The total formula based grant allocation for UHLS was \$1,072,744 with an additional \$164,961 added in additional funds from NYS turned back from other public library systems. (POS target 100%).

Annual Satisfaction Survey Results – 25 member library responses

- 1) Are you the director of your library?

Yes	96%
No	4% (Library manager, not director)

- 2) Please describe your level of satisfaction with UHLS' efforts to provide your users maximum access to the combined collections of the UHLS member libraries.

Very Satisfied	92%
Satisfied	8%
Not Satisfied	0%

Satisfaction level – 100% (POS target 80%)

- 3) Please describe your level of satisfaction with UHLS' efforts to provide and maintain the current Integrated Library System (Sierra).

Very Satisfied	88%
Satisfied	12%
Not Satisfied	0%

Satisfaction level – 100% (POS target 80%)

4) Please describe your level of satisfaction with UHLS' efforts to provide and maintain the current delivery service.

Very Satisfied	84%
Satisfied	12%
Not Satisfied	4%

Satisfaction level – 96% (POS target 80%)

5) Please describe your level of satisfaction with UHLS' efforts to provide and maintain interlibrary loan services to give users access to material outside the UHLS service area.

Very Satisfied	84%
Satisfied	16%
Not Satisfied	0%

Satisfaction level –100% (POS target 80%)

6) Please describe your level of satisfaction with UHLS' efforts to support member library adult resources and services.

Very Satisfied	84%
Satisfied	12%
Not Satisfied	4%

Satisfaction level – 96% (POS target 80%)

7) Please describe your level of satisfaction with UHLS' efforts to support member library resources and services to address the needs of the NYS designated outreach populations ("persons who are educationally disadvantaged or who are members of ethnic or minority groups in need of special library services, or who are unemployed and in need of job placement assistance, or who live in areas underserved by a library, or who are blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions, or who are at-risk youth from birth to age twenty-one").

Very Satisfied	72%
Satisfied	24%
Not Satisfied	4%

Satisfaction level – 96% (POS target 80%)

8) Please describe your level of satisfaction with UHLS' efforts to support member libraries Youth and Family resources and services?

Very Satisfied	92%
Satisfied	8%

Not Satisfied 0%

Satisfaction level - 100% (POS target 80%)

9) Please describe your level of satisfaction with the UHLS professional development and continuing education programs and services.

Very Satisfied 70.8%

Satisfied 29.2%

Not Satisfied 0%

Satisfaction level – 100% (POS target 80%)

10) Please describe your level of satisfaction with the UHLS consulting services to member library directors, staff, and trustees.

Very Satisfied 80%

Satisfied 20%

Not Satisfied 0%

Satisfaction level – 100% (POS target 80%)

11) Please describe your level of satisfaction with the UHLS coordinated and group purchasing efforts. Please describe your level of satisfaction with the UHLS coordinated and group purchasing efforts (BookPage, UHLAN cards, etc.)

Very Satisfied 76%

Satisfied 20%

Not Satisfied 4%

Satisfaction level – 96% (POS target 80%)

12) Please describe your level of satisfaction with the UHLS awareness and advocacy efforts.

Very Satisfied 88%

Satisfied 12%

Not Satisfied 0%

Satisfaction level – 100% (POS target 80%)

13) Please describe your level of satisfaction with UHLS' efforts to facilitate communication between the member libraries and UHLS, and between the member libraries.

Very Satisfied 87.5%

Satisfied 8.3%

Not Satisfied 4.2%

Satisfaction level –95.8% (POS target 80%)

- 14) Please describe your level of satisfaction with UHLS' efforts to collaborate and share programs and services with other NYS Public Library Systems (examples - Overdrive Reciprocal Lending Agreement, joint programming with SALS and MVLS, etc.

Very Satisfied	79.2%
Satisfied	20.8%
Not Satisfied	0%

Satisfaction level – 100% (POS target 80%)

- 15) Please describe your level of satisfaction with UHLS services and support for member libraries seeking NYS Public Library Construction grant funds.

Very Satisfied	88%
Satisfied	12%
Not Satisfied	0%

Satisfaction level – 100% (POS target 80%)

- 18) Anything else you would like to share with UHLS regarding the System's overall program of service?

Full text of all comments listed below:

UHLS is great. Can't thank you all enough for all that you do.

I'm the new kid on the block! So I'm seeing through rose-colored glasses. Next year I may have more useful feedback. As a small library, we haven't been able to purchase new library cards due to the large expense and quantity required to meet the minimum purchase order by the vendors. I realize that many libraries already offer their patrons library cards with the library's name and logo, however, it would be helpful if UHLS offered an option for libraries to be able to be purchase cards in smaller quantities as another option to purchasing library cards with the UHLS logo. The library cards could have logos related to the theme "libraries are for everyone" or "freedom to read" or something else related to these themes.

The system has been very accommodating and resourceful.

-Thank you for offering online meetings and trainings. They make it easier for me to attend while running a small library without much staff coverage. -The online Libby collections and graphics have been beautiful and diverse. -Your IT team has helped our library many, many times with patience and kindness. We are so grateful to them. -I am thrilled about your books by mail program to help our disabled patrons. Thank you for thinking of our disabled community!

Our experience with UHLS has been, as indicated above, overwhelmingly positive. If we have ever identified a product, service, or training that is not currently offered, UHLS staff have made every effort to provide information about and

access to that thing. I'm proud of the Equity Committee's efforts, and UHLS' courage to anticipate and respond to weaknesses in our ability to reach underserved or underrepresented patrons and meet their needs.

The UHLS team was wonderful onboarding me as a new director and they do a great job as a resource for me, my Board, and the entire staff of my library.

UHLS provides so many valuable services, especially for new directors and staff members!

Thank you for administering this survey.

Everyone on the UHLS team is phenomenal, and all of us at CAST could not do what we do without you! Thank you for all of your great work.

*UHLS provides member libraries with an exceptional level of service.
Thanks for all that you do!*

Excellent Response Time. Very Professional.

Our trustees very much appreciated the advice and counsel this year, it was a particularly challenging year for the library and the support received from the UHLS staff was excellent.

My answers for delivery and member library communication facilitation would be higher on a different scale -- overall, I'm happy with delivery but we've been having numerous issues with drivers being unavailable; I'm not unhappy with the member library facilitation, but I do think it could be greatly improved. Delivery = 6/10 Communication between members = 7/10. Priya Parker's, "The Art of Gathering," is a great resource for intentional facilitation. Overall, Troy is very happy with the support provided by UHLS staff. It has been a challenging time and the staff have been responsive and accommodating. The Equity Challenge is a great project to lead member libraries to more diverse practices and I would like to see that framework used for more programs in the future. I would like to see UHLS offer more continuing education for leaders/managers/directors on topics like terminations, HR difficult conversations, performance evaluations, how to build a team, how to hire effectively, etc. I know small libraries do not have the capacity for this and many of my managers have never received formal training on how to perform a staff evaluation. Middle manager training is something I'm working on internally and in partnership with Brooklyn Public Library -- I would be happy to share once we've developed the program further. As a new director of a large library, I would be interested in trainings that focus on sustainable board development, best practices for board development, how to build a culture of giving in the community/local philanthropy, anything related to union negotiations, and best practices for communication with trustees, as an example. Keep up the great work!

Overall Satisfaction level (average score from questions 2-15 on the survey): 98.5%

General Remarks - First off, I'd like to apologize for letting this state required annual survey fall off my radar for the last several years. Like many things, I lost track of it during the pandemic and it took a few years for me the circle back to getting it out to our member libraries. We (meaning Jona) have it clearly on the UHLS calendar now, so it will return to being an "annual thing" going forward. Turning to the survey results, I was very happy to see such strong participation from the member libraries. I believe that 25 out of 29 is the highest return rate we've achieved on this survey. I

appreciate the specific suggestions for improvement and have passed these along to the appropriate UHLS staff for consideration and we'll factor these comments into our future planning. Even though we "scored" very high on the survey, we always have some work to do! The consistently high marks UHLS received in this year's survey, mirror those from surveys in the past and these numbers speak directly to the high level of dedication and commitment with which the UHLS staff approach their job of helping the member libraries provide the best library service possible to their communities. Each and every one of the UHLS staff deserve our sincere appreciation. We are indeed fortunate to have such a great team working here at UHLS.

Upper Hudson Library System
Treasurer's Report
For the Three months ending March 31, 2025

INCOME YEAR TO DATE:

	<u>April 2025</u>	<u>March 2025</u>	<u>March 2024</u>
Grants	0.00	0.00	438,319.00
Carryovers & Other Income	207,773.72	216,362.49	189,139.58
TOTAL INCOME	207,773.72	216,362.49	627,458.58
TOTAL EXPENSES	(267,763.73)	(381,935.58)	(810,920.29)
BALANCE	(59,990.01)	(165,573.09)	(183,461.71)

ACCOUNT BALANCES YEAR TO DATE:

Restricted Accounts

(Restricted by UHLS Board)

10610 Automation	176,819.26	177,453.34	174,896.62
<i>Major automation expenses</i>			
10620 Building	137,488.48	137,981.85	99,070.98
<i>Major building expenses.</i>			
10640 Equipment	45,302.02	45,464.48	43,946.10
<i>Office equipment</i>			
10660 Retirement	60,663.18	60,880.72	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	420,272.94	421,780.39	376,736.50

Petty Cash Account

10000 Petty Cash	311.70	271.70	303.94
TOTAL PETTY CASH	311.70	271.70	303.94

Checking Accounts

10200NB Cash - NBT Operating Checking	122,592.65	78,450.96	161,702.18
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	(684.60)	0.00	(3,459.53)
10400NB Cash - NBT Money Mkt	59.96	25,040.85	250,021.47
10500NB Cash - NBT PayPal	0.01	0.01	0.02

Operational Account

TOTAL CHECKING	121,968.02	103,491.82	408,264.14
10510 Cash - Operational	1,507,148.77	1,487,478.45	996,300.44
**TOTAL OPERATING	1,507,148.77	1,487,478.45	996,300.44

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

TOTAL CASH	2,049,701.43	2,013,022.36	1,781,605.02
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Income Report
For the Three Month(s) Ending March 31, 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	5,330.57	0.00	0.00	15,978.98	15,978.98	14,021.02	53.26
Interest Income - Restricted Accounts	15,000.00	1,507.45	0.00	0.00	4,412.62	4,412.62	10,587.38	29.42
Rental Income	18,849.00	1,750.75	0.00	0.00	5,252.25	5,252.25	13,596.75	27.86
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	97,837.83	0.00	0.00	0.00	96,302.64	96,302.64	1,535.19	98.43
Total Other Income	541,430.83	8,588.77	0.00	0.00	216,362.49	216,362.49	325,068.34	39.96
Total One Year Income	2,310,355.83	8,588.77	0.00	0.00	216,362.49	216,362.49	2,093,993.34	9.36
	<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	2,626,820.83	8,588.77	0.00	318,348.00	216,362.49	534,710.49	2,092,110.34	20.36

Expense Report

For the Three Month(s) Ending March 31, 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>
<u>Program Expenses:</u>								
Direct Member Aid - 2025	405,585.00	1,100.08	0.00	0.00	13,629.62	13,629.62	391,955.38	3.36
Automation Services	436,815.00	22,287.84	0.00	0.00	66,110.07	66,110.07	370,704.93	15.13
Youth and Family Services	204,563.00	13,072.62	0.00	0.00	43,788.20	43,788.20	160,774.80	21.41
Adult & Information Services	454,521.00	33,124.07	0.00	0.00	75,350.97	75,350.97	379,170.03	16.58
Outreach - 2025	104,033.00	6,349.91	0.00	0.00	19,698.32	19,698.32	84,334.68	18.93
Administration	386,220.00	26,879.70	0.00	0.00	76,022.14	76,022.14	310,197.86	19.68
Building	143,639.50	4,463.95	0.00	0.00	51,382.09	51,382.09	92,257.41	35.77
Total Program Expenses	2,135,376.50	107,278.17	0.00	0.00	345,981.41	345,981.41	1,789,395.09	16.20
<u>Program Carryover Expenses:</u>								
	<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	0.00	92,954.25	4,268.04	683.75	97,906.04	2,317.96	97.69
Outreach - 2024	104,504.00	66.36	0.00	92,342.56	231.36	92,573.92	11,930.08	88.58
Total Program Carryover Expenses	204,728.00	66.36	92,954.25	96,610.60	915.11	190,479.96	14,248.04	93.04
<u>Grant Expenses:</u>								
eContent Reorder - 2024	93,784.66	0.00	0.00	91,133.79	2,650.87	93,784.66	0.00	100.00
eContent Reorder - 2025	97,837.83	4,830.70	0.00	0.00	22,022.11	22,022.11	75,815.72	22.51
Jail Grant - 2025	6,905.00	11.62	0.00	0.00	229.74	229.74	6,675.26	3.33
Jail Grant - 2024	6,995.00	485.00	0.00	6,063.62	931.38	6,995.00	0.00	100.00
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	1,000.00	0.00	13.75	1,139.76	1,153.51	7,560.49	13.24
Outreach Adult Grant - 2023	18,714.00	500.00	0.00	1,753.76	7,460.24	9,214.00	9,500.00	49.24
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	285,975.94	6,827.32	1,248.16	107,606.28	35,039.06	143,893.50	142,082.44	50.32
Total All Expenses	2,626,080.44	114,171.85	94,202.41	204,216.88	381,935.58	680,354.87	1,945,725.57	25.91

Upper Hudson Library System
Purchase Orders Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	PO No	Line Description	Debit Amount	Credit Amount
3/5/25	50351ML-25 Central Lib. Aid 2025	17668	45 eBooks & 48 Audio books	269.48	
	50351ML-25 Central Lib. Aid 2025		71 Bboks & 49 Audio books	353.62	
	50351ML-25 Central Lib. Aid 2025		83 eBooks & 46 Audio books	428.52	
	50351ML-25 Central Lib. Aid 2025		5 eBooks & 13 Audio books	48.46	
	20000 Accounts Payable		OverDrive, Inc.		1,100.08
3/5/25	51885AD Supplies - Reimbursabl	17674	2 eBooks	120.00	
	51885AD Supplies - Reimbursabl		1 Audio book	75.00	
	20000 Accounts Payable		OverDrive, Inc.		195.00
3/5/25	50565AS Equipment - Reimbursa	17746	2 Laptops for Brun	20.00	
	20000 Accounts Payable		GE Elfun Computer Rehab		20.00
3/5/25	51840BD Services - Contractual	17747	Recycling & Garbage services	383.67	
	20000 Accounts Payable		Waste Management		383.67
3/5/25	51880AM Supplies	17748	2000 bar codes	70.06	
	20000 Accounts Payable		Symbology, Incorporated		70.06
3/5/25	51880AM Supplies	17749	colored cardstock	69.07	
	20000 Accounts Payable		W.B. Mason Co., Inc.		69.07
3/11/25	52050BD Utilities	17754	Gas Service 2/6-3/6/25	1,242.22	
	20000 Accounts Payable		National Grid		1,242.22
3/11/25	52050BD Utilities	17755	Electric services 2/5-3/6/25	1,310.57	
	20000 Accounts Payable		National Grid		1,310.57
3/12/25	50465AD-25 e-content reorder	17682	35 eBooks	1,319.14	
	50465AD-25 e-content reorder		7 audio books	1,124.07	
	20000 Accounts Payable		OverDrive, Inc.		2,443.21
3/12/25	51840AD Services - Contractual	17684	Delivery service 2/17-21/25	6,833.13	
	20000 Accounts Payable		Arnoff Moving & Storage of Albany, INC.		6,833.13
3/12/25	50162YO DVD's	17690	5 DVD's	99.70	
	20000 Accounts Payable		Midwest Tape		99.70

Upper Hudson Library System
Purchase Orders Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	PO No	Line Description	Debit Amount	Credit Amount
3/12/25	51630AM Postage Expense 20000 Accounts Payable	17751	Postage meter rental Quadient, Inc.	143.88	143.88
3/12/25	51310BD Maintenance & Repair 20000 Accounts Payable	17756	Seal air duct after pipe burst Stark Tech Services, LLC	57.36	57.36
3/12/25	51655AS Professional Services 51665AS <Inactive Account> 20000 Accounts Payable	17758	Consulting fee Jan 5 weeks Consulting fee Feb LCR Consulting	1,925.00 1,540.00	3,465.00
3/12/25	51920AM Telephone Expense 50975AS Internet 20000 Accounts Payable	17759	Telephone Internet FirstLight Fiber	34.60 300.00	334.60
3/19/25	51840AD Services - Contractual 20000 Accounts Payable	17685	2/24-28/25 Delivery service Arnoff Moving & Storage of Albany, INC.	6,833.13	6,833.13
3/19/25	51885AD Supplies - Reimbursabl 51885AD Supplies - Reimbursabl 20000 Accounts Payable	17686	19 eBooks 17 Audio books OverDrive, Inc.	744.48 1,008.89	1,753.37
3/19/25	51885AD Supplies - Reimbursabl 20000 Accounts Payable	17760	1 eBook OverDrive, Inc.	51.99	51.99
3/19/25	51885AD Supplies - Reimbursabl 51885AD Supplies - Reimbursabl 20000 Accounts Payable	17761	9 eBooks 9 Audio books OverDrive, Inc.	195.87 306.76	502.63
3/19/25	51885AD Supplies - Reimbursabl 51885AD Supplies - Reimbursabl 20000 Accounts Payable	17762	19 eBooks 13 Audio books OverDrive, Inc.	746.13 759.04	1,505.17
3/19/25	51885AD Supplies - Reimbursabl 20000 Accounts Payable	17763	1 eBook OverDrive, Inc.	30.64	30.64
3/19/25	50550AM Equipment - Maintenanc 20000 Accounts Payable	17774	Copier Service 2/13-3/12/25 Metroland Business Machines		

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Date	Account ID Account Description	PO No	Line Description	Debit Amount	Credit Amount
3/19/25	52050BD Utilities 20000 Accounts Payable	17776	Water use 11/1/24-2/28/25 Albany Water Board	93.86	93.86
3/19/25	51880AM Supplies 20000 Accounts Payable	17777	Trail mix for meetings W.B. Mason Co., Inc.	42.78	42.78
3/19/25	51880AM Supplies 20000 Accounts Payable	17778	Water cooler rental W.B. Mason Co., Inc.	7.98	7.98
3/26/25	51650YO Professional Developm 20000 Accounts Payable	17618	ALA membership Elan Financial Servies	327.00	327.00
3/26/25	51630AM Postage Expense 20000 Accounts Payable	17675	USPS III postage Elan Financial Servies	28.53	28.53
3/26/25	51880AM Supplies 20000 Accounts Payable	17740-1	Credit adjustment Elan Financial Servies	135.00	135.00
3/26/25	51320AM Member Trustee / Staff 20000 Accounts Payable	17741	Market 32 snacks for CORE leadership Elan Financial Servies	11.98	11.98
3/26/25	51320AM Member Trustee / Staff 20000 Accounts Payable	17742	Panera Lunch for 20, CORE leadership Elan Financial Servies	346.66	346.66
3/26/25	50975AS Internet 20000 Accounts Payable	17744	Namecheap domain renewals Elan Financial Servies	60.64	60.64
3/26/25	50975AS Internet 20000 Accounts Payable	17745	Namecheap Domain renewal Elan Financial Servies	15.16	15.16
3/26/25	51880AM Supplies 20000 Accounts Payable	17750	Adobe subscription Elan Financial Servies	16.20	16.20
3/26/25	51880AM Supplies 20000 Accounts Payable	17752	Amazon envelopes for invitations Elan Financial Servies	12.99	12.99
3/26/25	51880AM Supplies 20000 Accounts Payable	17753	Ironflow Tech/Purely HR PTO tracking system Elan Financial Servies	29.33	29.33

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3/26/25	50465AD-25 e-content reorder	17764	53 eBooks	1,814.54	
	50465AD-25 e-content reorder		8 Audio books	572.95	
	20000 Accounts Payable		OverDrive, Inc.		2,387.49
3/26/25	51885AD Supplies - Reimbursabl	17765	1 eBook	27.99	
	51885AD Supplies - Reimbursabl		1 Audio book	89.99	
	20000 Accounts Payable		OverDrive, Inc.		117.98
3/26/25	51885AD Supplies - Reimbursabl	17766	1 eBook	27.99	
	51885AD Supplies - Reimbursabl		1 Audio Book	89.99	
	51885AD Supplies - Reimbursabl		credit		52.50
	20000 Accounts Payable		OverDrive, Inc.		65.48
3/26/25	51840AD Services - Contractual	17767	Delivery service 3/3-7/25	6,801.93	
	20000 Accounts Payable		Arnoff Moving & Storage of Albany, INC.		6,801.93
3/26/25	51840AD Services - Contractual	17768	Delivery Service 3/10-14/25	6,801.93	
	20000 Accounts Payable		Arnoff Moving & Storage of Albany, INC.		6,801.93
3/26/25	51010JG-24 Jail Grant 2024	17780	9 eBooks Res. Jail	450.00	
	20000 Accounts Payable		OverDrive, Inc.		450.00
3/26/25	51212or-24 Large Print Book Collec	17781	1 LP book	32.79	
	51212AD Large Print Book Collec		5 LP	163.95	
	20000 Accounts Payable		Cengage Learning Inc / Gale		196.74
3/26/25	51970AD Travel	17782	Q1 Mileage Reimbursment	132.30	
	20000 Accounts Payable		Judith Wines		132.30
3/26/25	51010JG-24 Jail Grant 2024	17783	Amazon books	25.57	
	51010JG-24 Jail Grant 2024		Amazon Books	21.05	
	20000 Accounts Payable		Elan Financial Servies		46.62
3/26/25	51665or-24 Programs - Special	17784	Honest Weight snacks for Equity	17.63	
	20000 Accounts Payable		Judith Wines		17.63
3/26/25	51665or-24 Programs - Special	17785	Honest Weight snacks for ASAC	15.94	
	20000		Elan Financial Servies		15.94

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Date	Account ID Account Description	PO No	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
3/26/25	51320AD-23 Outreach Adult Grant 2 20000 Accounts Payable	17786	Equity Challenge Berne Public Library	500.00	500.00
3/26/25	51320AD-24 Outreach Adult Grant 2 20000 Accounts Payable	17787	Equity Challenge Brunswick Community Library	500.00	500.00
3/26/25	51320AD-24 Outreach Adult Grant 2 20000 Accounts Payable	17787	Equity Chalenge Berne Public Library	500.00	500.00
3/26/25	51320AD-24 Outreach Adult Grant 2 20000 Accounts Payable	17788	Equity Challenge William K. Sanford	500.00	500.00
3/26/25	51880AM Supplies 20000 Accounts Payable	17789	Toner for Finance printer W.B. Mason Co., Inc.	47.59	47.59
3/26/25	51880AM Supplies 20000 Accounts Payable	17790	20000 Barcodes Symbology, Incorporated	524.57	524.57
3/26/25	51880AM Supplies 20000 Accounts Payable	17791	2000 Barcodes Symbology, Incorporated	70.10	70.10
3/26/25	51880AM Supplies 51880AM Supplies 20000 Accounts Payable	17792	Coffee K-cups 5 Water jugs W.B. Mason Co., Inc.	16.98 29.95	46.93
3/26/25	51880AM Supplies 20000 Accounts Payable	17793	Purely HR PTO platform for annual subscribtion Elan Financial Servies	288.15	288.15
3/26/25	51880AM Supplies 20000 Accounts Payable	17794	Amazon Envelopes for invitations Elan Financial Servies	9.29	9.29
3/26/25	51650YO Professional Developm 20000 Accounts Payable	17795	NYLA conference Elan Financial Servies	75.00	75.00
3/26/25	51850AS Software Maintenance 51850AS Software Maintenance 20000 Accounts Payable	17796	Events Calendar annual subscription credit for tax Elan Financial Servies	149.00	7.92 141.08

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Date	Account ID Account Description	PO No	Line Description	Debit Amount	Credit Amount
3/26/25	50565AS Equipment - Reimbursa 20000 Accounts Payable	17797	2 Refurbished Laptops for COHS GE Elfun Computer Rehab	20.00	20.00
				49,889.76	49,889.76
				49,889.76	49,889.76