



UHLS Board of Trustees

May 14, 2025

4:30PM

Agenda

1. Call to Order
2. Minutes of the April 2025 Meeting
3. UHLS Staff Report – M. Fellows, Interim Executive Director
4. Committee Reports
 - a. Finance Committee - Treasurer's Report & Purchase Journal for April 2025
 - b. Services Committee – Award announcements
 - c. Administration Committee – Award announcements
5. Old Business
6. New Business
 - a. NYCLASS Resolution
7. Trustee Reports and Recommendations
8. 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

April 9, 2025

PRESENT: Carolyn Fagan; Fred Wobrock, Jr.; Marcy Savage; Joe Burke; Yvette Terplak; Sarah Macinski; Corie Dugas; Scott Wyner; Debbie Carr; Tara Ricard; Camille Engel; Jackie Marino; Susan Keitel

Excused: Lisa Scoons

UHLS Staff: T. Burke; J. Favreau; M. Fellows

I. CALL TO ORDER

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

II. OATH OF OFFICE

Welcome Carolyn Fagan as the TPL representative! C. Fagan took the Oath of Office. J. Favreau will file it with the Rensselaer County Clerk's office.

III. MINUTES

MOTION: J. Marino moved to approve the March 12, 2025 amended minutes. S. Macinski seconded. Unanimous.

IV. DIRECTOR'S REPORT

Presented by T. Burke.

V. COMMITTEE REPORTS

Finance Committee

On the Treasurer's Report, F. Wobrock noted that we're in the negative by almost \$166k, as we're on a cash basis and we have yet to receive our state funding. This is normal for UHLS, we'll refill our coffers later in the year – we have enough in savings to cover us until then. We earned \$6,800 in interest this month thanks to NYLAF. Looking at the Purchase Journal, there were refurbished laptops purchased via the ELFUN society, Equity Challenge payments made out to the member libraries as components of the challenge are completed, and 20k barcodes for COLN, which is reimbursable.

MOTION: The Finance Committee moved to adopt the March 2025 Treasurer's Reports and Purchase Journals. M. Savage seconded. Unanimous.

VI. OLD BUSINESS

- MOTION:** S. Keitel moved to enter executive session to discuss the two candidates for the Executive Director position. J. Burke seconded. Unanimous. The Board entered executive session at 4:55PM.
- MOTION:** Y. Terplak moved to exit executive session. F. Wobrock seconded. Unanimous. The Board exited executive session at 5:42PM.
- MOTION:** C. Dugas moved to appoint Christopher Sagaas as the next UHLS Executive Director contingent upon final approval from DLD. D. Carr seconded. Unanimous.
- MOTION:** S. Keitel moved to appoint Mary Fellows as Interim Director until C. Sagaas' official start date (to be determined), at the difference of what she currently makes and \$115,000 prorated (\$423.08 per pay period). Y. Terplak seconded. Unanimous.
- MOTION:** J. Burke moved to appoint J. Wines as the next UHLS Executive Director should C. Sagaas turn down our offer, contingent upon final approval from DLD. M. Savage seconded. Unanimous.
- MOTION:** J. Burke moved to name the conference room as the Tim Burke Conference Room (final name to be determined in coordination with T. Burke). J. Marino seconded. Unanimous.
- MOTION:** Y. Terplak moved to appoint C. Engel as the Nominating Committee Chair, who will advance officers for the board with a start date in July. J. Marino seconded. Unanimous.

VII. NEW BUSINESS

VIII. TRUSTEE REPORTS AND RECOMMENDATIONS

At this time, the Board enjoyed a slice of cake and each shared a story / note about Tim to send him off!

- Y. Terplak (ALTM): Right after I began my 3rd tenure as President of the Altamont Library Board I was faced with an employee/leadership situation. I reached out to Tim for some suggestions. He listened, gave some advice and I continued to try and "fix things". However, it was still a tense situation. When I reached out to Tim again he very quietly indicated to me that it was really an employee/leadership concern and that I needed to step back and let whatever was going to happen happen. His gentle suggestion really helped me see that I

didn't need to solve everything and in my backing off, the leadership needed the space to do their job.

J. Marino (VAFL):

When my husband was president of the Valley Falls library board, I knew that Tim was often a source of information and support ... what to do with mysterious paperwork, how to proceed with applications for funding, or guidance in updating policies and procedures. Tim was always accessible, offered helpful suggestions, was generous with praise, and provided a non-anxious presence, no matter how challenging the situation. At the time, I thought Tim must have just liked our little village library; no director with all his responsibilities could possibly be that accommodating all the time. Then, as a new UH trustee, I visited my ten small Rensselaer County libraries and discovered that we were not alone in our praise of Tim. When I asked the staff at those libraries about their experiences with the UH staff, nearly everyone had met Tim or called him on the phone with a request for help or reassurance. As Executive Director, Tim's charge was to oversee the coordination of programs, activities, resources, and efforts of 29 member libraries. Someone else might have seen that mission as a desk job. With Tim, it meant building personal relationships. He will be greatly missed.

S. Macinski (APL):

While only serving a short time on the UHLS board, she's worked with him at APL and is appreciative of all the attention she's given to that board. They are sometimes a difficult board and they thank you for all of your time and attention.

C. Dugas (GUIL):

Ditto! We've gone through a lot of struggles recently but we've all had the opportunity to reach out to you and we all appreciate it.

J. Burke (ALTM):

The extraordinary thing that keeps coming up - as he's heard a number of these over the weeks since Tim's announcement - what keeps coming up is how personable his leadership is, and it's felt at every level - at all types of libraries - that Tim has the time and capacity for things that are going on at APL to SCHG. There are different types of boards with different personalities and everyone says "he gets me." J. Burke has been fortunate enough to know Tim for 22 years, over the last 10 working more closely with him, he's seen him do this thing that gets J. Burke every time. When he (Tim) is talking about a trustee or legislator or someone who isn't in the profession, he'll say: they get it (2 taps over the heart was motioned). We get it.

F. Wobrock (BRUN):

Many years ago he met Tim for trustee training and then was thrust into the role of treasurer at his second finance meeting on the UHLS board. F. Wobrock asked Heidi, "who runs these meetings?" And Tim gave him a little smile. Through staff changes, COVID, and reduced state funding, thank you Tim for all of your support - wish you the best.

Board Meeting 04/09/2025

- T. Ricard (COHS): She's been on this board and known you for a decade! There have been a number of challenges but we've always known you to be the most equitable, most compassionate leader. She's fortunate that her term is ending when yours does too.
- D. Carr (VOOR): She appreciates all of the help when she was a new trustee and encouraged her to join this board. Thanks for always finding the answers to all of the strange phone calls she has placed.
- M. Savage (COLN): She commends your leadership style, always with a steady hand. You helped COLN with their new director search: they were uncertain and after you came to that summer meeting, it was a sigh of relief that yes, they could run a successful search. And they did. Thank you.
- C. Engel (EGRN): She appreciates your approachability and your willingness to answer all and any questions. In these last 3+ years, she's really come to love libraries and sees how we're the anchor in the community. Chris has some boots to fill! We wish you the best and hope you enjoy the freedom.
- C. Fagan (TROY): Brand new here on this board but has known you for a number of years. She has never heard any frustration, always kindness and empathy. She thanks you for looking out for her daughter (who was the director of WTVT at one point).
- S. Wyner (STEP): STEP is a small, under resourced library. When we have a question, we call Tim. It's that service that he's provided to us and to all of the member libraries in the system that we're appreciative of. He always has the answer or knows how to find it. Thank you.
- S. Keitel (WSTR): She's known Tim longer than he's known her from back when she started working at NYLA. He is smart, kind, conscientious and she could rely on him with whatever she needed him to do. At WSTR, he helped them as they, at the time, were the tiniest library with some big issues. He's continued to help her once she stepped off that board. What's impressed her the most is his professionalism: there is something permanently endearing when you know this man. Thank you for letting me know you over all of these years.
- T. Burke (UHLS): He's sad to be leaving, that's why he's wearing all black. He has no idea how he's going to feel on Monday because he's been a librarian for 45 years and since his freshman year, he has never had a paid job that wasn't in a library. He's sad to feel like he's stepping back but it makes it easier to hear from listening to you all. Last Friday for his last DA meeting, many of his colleagues wore suspenders and did something similar going around the room. What matters is the individual people that he's touched and made better over the years – they change lives every single day and most of our libraries do that every day. What more could he ask of from a career? This board has been his favorite from over all these

Board Meeting 04/09/2025

years: the focus is bigger. He has a lot of respect for the work you all do.

MOTION: S. Macinski moved to adjourn. C. Engel seconded. Unanimous.

Meeting adjourned at 6:24 PM.

05/05/2025 JF

UPPER HUDSON LIBRARY SYSTEM INTERIM DIRECTOR'S REPORT

May 7, 2025

Tenants

- Over the past months Tim and Jona worked with our real estate agent to come to agreement with a new tenant for our lower level empty space. We are now in final negotiations with [Up-Stich](#), a nonprofit creative reuse organization that collects donated sewing and needlework materials to resell. This month we've received revisions from our attorney on the lease Up-Stich proposes, and will be following up with the prospective tenant.
- The revenue for the proposed three-year lease is \$18,000 for the first year (6/1/25-5/31/26), with a 2% increase each subsequent year.
- Jona will arrange a deep cleaning and painting before the tenant moves in, tentatively June 1.

Staff Resignation

- Our Youth and Family Services Support Associate, Amy Jeansonne, has resigned effective May 29. Amy has been with us just over a year, and has been a valued partner and team member. She leaves to better manage health and family.
- Following consultation with Chris Sagaas, we will advertise the position this month. Interviewing will move forward after he arrives.

Sierra/Encore/Vega Update

- First, a recap on the terms!
 - Encore: our current public-facing catalog program
 - Vega Discover: the public-facing catalog program replacing Encore
 - Capira: our current mobile app, used to access our catalog
 - Vega Mobile: the mobile app replacing Capira
- We are starting the work for the transition from Encore to Vega Discover and from Capira to Vega Mobile. Joe, Judith, and I met with our project manager and Joe will meet with our engineer this week. Their timetable suggests that our new interfaces - Vega Discover and Vega Mobile - will be launched in June and July.
- Joe will create a webpage this week for our libraries that will provide information about the implementation, as well as optional marketing and public surveys provided by the vendor and another system.

- From Tim's report last month, we'll be invoiced \$15,500 for this implementation and will pay it from the restricted Automation account as per the Board's March vote.

2025 Library Advocacy Update

- State budget: as of this writing (5/7 a.m.), we have no information that libraries' relevant budget bills have been passed. That will hopefully change by our board meeting next week.
- Other bills: the library community is active in shaping and closely watching the progress of other bills related to censorship.
- Institute of Museum and Library Services (IMLS) dismantling: The U.S. District Court for the District of Columbia [granted a temporary restraining order](#) to block the order to eliminate IMLS, just before mass IMLS employee lay-offs would go into effect. It's positive news, but the final outcome is still very much uncertain. If IMLS is dismantled, we won't know for sure those implications on NY systems and local libraries until the State Library determines how to adjust to the cuts.
- On a "hit the ground running" theme, in the first hour of my first day as interim, NYLA staff called to request UHLS's help for a panel discussion, with press, instigated and led by Congressman Paul Tonko. The event's focus was the impact of elimination of IMLS. I was asked to find a UHLS library venue for the event happening in two days, and to represent the system perspective on the panel. Director Geoff Kirkpatrick arranged a top-notch setting in Bethlehem Public Library, and ably spoke for the impact on local libraries. Other panelists were the NYLA Director and the State Librarian. After the event, we saw newspaper stories but no televised coverage.

Annual Celebration on June 9

Jona is putting final touches on the invitations for our Annual Celebration at Revolution Hall in Troy on Wednesday, June 11 beginning at 5:30. Invitations will be out this week.

2024 UHLS Annual Awards Process

- A robust array of applications for our Programs, Volunteer, and Trustee of the Year awards mean a lively discussion at committee meetings before the Board meeting.
- Reminder: the meetings are in-person and need a quorum of the committee to take action.

Building

- During routine generator maintenance, an accident occurred that sliced its belt, which then punctured its radiator.
- Upon our request, the company brought in a temporary generator to fill the gap. Our generator is now operational again!

Other activities/items of note:

- News releases announcing Chris's appointment sent to media all member library staff and board presidents, and all UHLS state legislators
- Extensive work with a library in the throes of leadership team struggle
- Touched base with Chris Sagaas about June trustee training requests and to address hiring a new staff member

Departmental Reports

UHLS AOS Services Report: April 2025

Outreach

- Purchased print and digital books for the Rensselaer County Correctional Facility.
- Worked with Albany Public Library to have patron-facing information translated into Spanish via Language Line.

Adult Services

- The terms under which we provide access to *The New York Times* specify that once the URL for an access code has been used 15,000 times, a new link is required. Due to the resource's popularity, we reached this threshold sooner than expected and worked with libraries to update the link on their websites.
- The *Messages From Survivors* exhibit rotated again. Currently, the full size freestanding displays are at the RCS Community Library, the banners are at Colonie Town Library and the tabletop version is at Valley Falls Free Library.

E-Content

- The Econtent Advisory Committee grappled with member library minimum contributions, the consortium-first model of collection development, Hoopla cost containment and Cloudlibrary, a competing e-content provider.
- Follow-up from the meeting included seeking statistics from the Mid-Hudson Library System, which uses Advantage Plus collection development instead of a

consortium-first approach, and speaking with OverDrive to better understand how their cost-per-circulation offerings compare to those of Hoopla and CloudLibrary.

Equity Committee

- The Equity Committee received four additional completed modules in April: Voorheesville submitted Outreach; Menands, Facilities; Poestenkill, Organizational Culture and Recruitment; and RCS submitted Board Learning and Recruitment.
- The Committee decided to conduct and share interviews with libraries that submit modules in order to celebrate the work being done and share the ideas that come out of it. We're sharing these interviews both on the Equity Challenge Libraries listserv and on UHLS' social media accounts.

Miscellaneous

- We had a couple of libraries ask for training with Quickbooks Online (QBO). I put a call out to ascertain member library interest and to find a presenter. Jill Dugas Huges generously offered her time and expertise and helped four smaller libraries learn how best to navigate their financial software.
- Provided financial policy templates for Schaghticoke.
- Worked with the eleven libraries (including UHLS) that had open 2024 construction grants to submit progress reports to the Division of Library Development.

Automation Services Report April, 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 April 2.
- The Cataloging Advisory Council met on April 3.
- 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. Progress! For the last time, I sincerely hope, the problem is (I hope I mean "was") that occasionally a patron would try two or more times to pay their

library fines in *PayPal*. *PayPal* would collect the money but the patron's *Sierra* record would not be credited. I've been pushing ILL relentlessly and unpleasantly to fix this. I went as high as I could in the chain of command at ILL, who said, eventually, "We don't know." So I went back through my notes from 2018(!) and found a name (Dave Codemo) at *PayPal* whom I had talked to back when I was a (relatively) young man. Dave said, "I can't believe you've been living with this for that long." I won't give you the details (You're welcome), but the problem (Dave and I are 99% sure) is that "Pay with PayPal" was enabled on the *PayPal* payment screen. It should only be "Pay with your credit card." It's a change *PayPal* had to make. They did, and I'm optimistic that we're close to calling this fixed. We have one more job to do on our end (details: never mind) and when that's done I believe the problem will be, too. FYI: By the way, Dave says that he sees this problem with *Sierra* integration a lot. [At one point I asked *PayPal* if they could not charge us fees because ILL thought that might be the cause of our trouble, and because we're so nice. Do I need to tell you their answer?]

- BETH subscribed to *Patron Point* to manage most of their Circulation notices (Hold Pickup, Overdue, etc.). We're working with the library to manage notices from *Patron Point* and *Sierra*.
- We had a web call with OCLC to discuss our options for cleaning up our holdings in the OCLC database and potentially switching to OCLC from *SkyRiver* for our daily cataloging work. OCLC is very expensive but they gave us a large discount. We could continue with *SkyRiver* as our cataloging utility, but for ILL purposes we really need to clean up our holdings in the OCLC database.

Reports:

- We created a Diversity Audit spreadsheet and "problem report" for EGRN.
- We rewrote the [Upcoming bills for your items](#) report on the [Ad Hoc Reports](#) page. The revised version includes Patron Type and no longer shows Location Code.
- We provided Annual Narrative stats (what we own, how much we lend, most popular titles, etc.) to Jona.

Calendar:

- Met several times with Judith to discuss the status of the project and to plan our next steps.
- We added three DKIM records and one DMARC record to the uhls.org DNS settings to accommodate emails from the calendar to patrons who register for programs.
- Added an image (mastodon) for the COHS calendar.

Websites:

April was a difficult month for the websites that we host on our server. The sites were often very slow and occasionally down. Following are some of the changes we made to deal with the problems:

- I created cron (batch) jobs to backup all library *MySQL* databases every night and on the 15th and last day of every month. This will make restoring a website easy if its database gets corrupted or if the library staff makes a change that has a negative impact. We're not often asked to restore a site, but on 4/21 STEP needed a restore. Using our new method I was able to restore their site in minutes.
- Because some sites on our server were running as fast as ever, I determined that the problem was not the server itself. The thing that all problem sites had in common was *cloudflare*, our DNS provider. I made some major changes there, e.g. disabling the *cloudflare* cache, and that helped a little but was not the ultimate solution. I added 10GB of swap space to the server and that, maybe just coincidentally, made things much better. I re-enabled the *cloudflare* cache and changed how it caches our sites' content, and the websites have been up and running quickly for more than a week.
- One night a bad actor was flooding one of our websites with calendar requests, which effectively brought the server down. I blocked that user's IP address at the firewall and the load on our system dropped instantly.

Online registration

I made major changes to the patron "self registration" process, which we'll discuss at the 5/20 AAC meeting and, I hope, ask the DA to approve at their June meeting.

Miscellaneous:

- I renewed our subscription to *Zoom Phone* and *Zoom Meetings*, and because my credit card now has a larger balance than last year, we didn't lose phone service this time.
- We purchased a barcode scanner for PTRB through Amazon.
- I created the director@uhls.org email address for Chris Sagaas to use when he arrives, and also created a new UHLS *Gmail* account for a Troy trustee.
- Offboarding Tim Burke:
 - Forwarded all calls to Tim's phone to Mary.

- Made Mary a delegate on Tim's emails so she gets everything sent to his UHLS email address.
 - Copied all Tim's *OneDrive* files to a shared *Google* folder so we'll have access if needed.
 - Removed Tim's photo on the [uhls team](#) page, and removed all other traces of whatshisname.
- Purchased and installed a new router for GRAF. Time consuming, confusing, and expensive, i.e. normal.
 - Ordered a NUC (small PC) for NGRN from *newegg* and a 22" monitor from Dell (NYS contract).
 - BETH asked if we could be available to help with the installation of a new phone system. As always, we'll do everything we can within our resource constraints.
 - We're researching [Cybrarian](#) as a possible solution for remote support of the libraries' computers.

Rob:

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

- **BRUN** – Repaired a receipt printer.
- **MEND** – Repaired a problem with a staff computer.
- **HOOF** – Restaged a public computer with a new image.
- **NGRN** - Staged a new staff computer for the circulation desk.
- **COHS** – Staged two public (GE) laptops.
- **TROY** – Conducted two separate *Zoom* training sessions for new catalogers.

**Youth and Family Services
April 2025**

In addition to interim director responsibilities for half of the month:

SAIYL – Sex, Accurate Information for Youth, and Libraries project: We offered a webinar, “Welcoming LGBTQIA+ Youth in the Library,” presented by staff at Planned Parenthood. Comments from the 22 staff members attending live indicated its value. The recording is also available for viewing.

AI Challenge: The six-week “AI Challenge,” a collaborative project concluded this month, offered a youth services framework around AI tools. We extend the learning by presenting a webinar on the topic next month.

Read It Forward (RIF): One graphic novel and one print novel are the selected titles for this year's teen-focused program.

Youth Services Advisory Committee: no meeting due to SAIYL webinar.

Youth Services Section of the New York Library Association Conference: I co-presented with Sarah Stanwicks and Alex Bernat-Cardinal. You may remember their winning 2024 UHLS Youth and Family Program of the Year, "Period Party." They shared their process and outcomes for that program, and I added information on our SAIYL project.

Selected meetings/trainings/activities:

- NYLA Legislative Committee meeting
- CDLC Finance Committee, Board, and ad hoc committee meetings

Upper Hudson Library System
Treasurer's Report
For the Four months ending April 30, 2025

INCOME YEAR TO DATE:	<u>March 2025</u>	<u>April 2025</u>	<u>April 2024</u>
Grants	0.00	0.00	438,319.00
Carryovers & Other Income	216,362.49	317,696.57	280,671.18
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TOTAL INCOME	216,362.49	317,696.57	718,990.18
TOTAL EXPENSES	(380,285.79)	(551,190.11)	(937,753.33)
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BALANCE	<u>(163,923.30)</u>	<u>(233,493.54)</u>	<u>(218,763.15)</u>

ACCOUNT BALANCES YEAR TO DATE:

Restricted Accounts

(Restricted by UHLS Board)

10610 Automation	177,453.34	178,067.74	174,896.62
<i>Major automation expenses</i>			
10620 Building	137,981.85	138,459.56	99,070.98
<i>Major building expenses.</i>			
10640 Equipment	45,464.48	45,621.88	43,946.10
<i>Office equipment</i>			
10660 Retirement	60,880.72	61,091.45	58,852.14
<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	421,780.39	423,240.63	376,765.84

Petty Cash Account

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

Checking Accounts

10200NB Cash - NBT Operating Checking	78,450.96	116,503.59	180,022.67
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	0.00	(761.52)	(323.08)
10400NB Cash - NBT Money Mkt	25,040.85	25,064.96	246,872.38
10500NB Cash - NBT PayPal	0.01	0.01	0.01

Operational Account

TOTAL CHECKING	103,491.82	140,807.04	426,571.98
10510 Cash - Operational	1,487,478.45	1,242,097.43	894,521.04
**TOTAL OPERATING	1,487,478.45	1,242,097.43	894,521.04

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

TOTAL CASH	<u>2,013,022.36</u>	<u>1,806,416.80</u>	<u>1,698,162.80</u>
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Income Report
For the Four Month(s) Ending April 30, 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	4,623.09	0.00	0.00	20,602.07	20,602.07	9,397.93	68.67
Interest Income - Restricted Accounts	15,000.00	1,460.24	0.00	0.00	5,872.86	5,872.86	9,127.14	39.15
Rental Income	18,849.00	1,750.75	0.00	0.00	7,003.00	7,003.00	11,846.00	37.15
UHLAN Fees - Member Libraries	373,994.00	93,500.00	0.00	0.00	187,916.00	187,916.00	186,078.00	50.25
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	101,334.08	0.00	0.00	317,696.57	317,696.57	223,734.26	58.68
Total One Year Income	2,310,355.83	101,334.08	0.00	0.00	317,696.57	317,696.57	1,992,659.26	13.75
	<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	101,334.08	0.00	318,348.00	317,696.57	636,044.57	1,990,776.26	24.21

Expense Report

For the Four Month(s) Ending April 30, 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	783.41	0.00	0.00	14,413.03	14,413.03	391,171.97	3.55
Automation Services	436,815.00	27,397.80	0.00	0.00	91,934.58	91,934.58	344,880.42	21.05
Youth and Family Services	204,563.00	19,841.69	0.00	0.00	63,209.70	63,209.70	141,353.30	30.90
Adult & Information Services	454,521.00	46,753.62	0.00	0.00	122,450.20	122,450.20	332,070.80	26.94
Outreach - 2025	104,033.00	9,872.38	0.00	0.00	29,341.16	29,341.16	74,691.84	28.20
Administration	386,220.00	44,486.60	0.00	0.00	120,736.36	120,736.36	265,483.64	31.26
Building	181,606.00	4,602.54	0.00	0.00	55,984.63	55,984.63	125,621.37	30.83
Total Program Expenses	2,173,343.00	153,738.04	0.00	0.00	498,069.66	498,069.66	1,675,273.34	22.92
<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	353.30	97,575.59	2,648.41	97.36
Outreach - 2024	104,504.00	215.97	0.00	92,342.56	777.78	93,120.34	11,383.66	89.11
Total Program Carryover Expenses	204,728.00	215.97	92,954.25	96,610.60	1,131.08	190,695.93	14,032.07	93.15
<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	14,706.78	0.00	0.00	36,728.89	36,728.89	61,108.94	37.54
Jail Grant - 2025	6,905.00	743.53	0.00	0.00	973.27	973.27	5,931.73	14.10
Jail Grant - 2024	6,995.00	0.00	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	0.00	0.00	13.75	1,139.76	1,153.51	7,560.49	13.24
Outreach Adult Grant - 2023	18,714.00	1,000.00	0.00	1,753.76	8,460.24	10,214.00	8,500.00	54.58
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	500.00	0.00	8,161.12	1,104.96	9,266.08	4,288.92	68.36
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	16,950.31	1,248.16	107,606.28	51,989.37	160,843.81	125,132.13	56.24
Total All Expenses	2,664,046.94	170,904.32	94,202.41	204,216.88	551,190.11	849,609.40	1,814,437.54	31.89

Upper Hudson Library System
Purchase Journal
For the Period From Apr 1, 2025 to Apr 30, 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
4/1/25	51840AD Services - Contractual 20000 Accounts Payable	203126-2	Delivery service 1/2-24/25 Arnoff Moving & Storage of Albany, INC.	5,548.50	5,548.50
4/2/25	51970AM Travel 20000 Accounts Payable	040225	Travel Reimbursement Jan-April 2025 Timothy G. Burke	153.55	153.55
4/2/25	51655AS Professional Services 20000 Accounts Payable	040225	March 2025 Consulting fee LCR Consulting	1,540.00	1,540.00
4/2/25	51840AD Services - Contractual 20000 Accounts Payable	205654	Delivery Service 3/17-21/25 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93
4/2/25	51840AD Services - Contractual 20000 Accounts Payable	205658	Delivery service 3/24-28/25 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93
4/2/25	51310BD Maintenance & Repair 20000 Accounts Payable	215517	PM on generator Kinsley Group	460.00	460.00
4/2/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25092092	1 eBook 2 Audio Books OverDrive, Inc.	60.00 139.98	199.98
4/2/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25092404	2 eBooks 3 Audio books OverDrive, Inc.	87.50 246.97	334.47
4/2/25	51840BD Services - Contractual 20000 Accounts Payable	7993745-0449	Trash and Recycling Services Waste Management	428.23	428.23
4/2/25	51212or-24 Large Print Book Collecti 20000 Accounts Payable	87057434	3 Large Print books Cengage Learning Inc / Gale	95.97	95.97
4/16/25	51320AM Member Trustee / Staff 20000 Accounts Payable	041525	Reimbursement for Dessert for Tim's party Susan Keitel	145.88	145.88
4/16/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	1025102583	CPC part 1 OverDrive, Inc.	358.94	358.94
4/16/25	50351ML-25	11566130	Language interpretation	22.21	

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	Central Lib. Aid 2025 20000 Accounts Payable		Language Line Services, Inc.		22.21
4/16/25	51920AM Telephone Expense 50975AS Internet 20000 Accounts Payable	19684803	Telephone	34.60	
			Internet	300.00	
			FirstLight Fiber		334.60
4/16/25	51665or-24 Programs - Special 20000 Accounts Payable	2/28 Training	Training for Beth	120.00	
			Diane Guendel		120.00
4/16/25	51310BD Maintenance & Repair 20000 Accounts Payable	210431	PM on fire extinguishers and replacement Albany Fire Extinguisher	494.60	
					494.60
4/16/25	50550AM Equipment - Maintenanc 20000 Accounts Payable	24168	Photocopies for 3/13-4/12/25	26.86	
			Metroland Business Machines		26.86
4/16/25	51010JG-25 Jail Grant 2025 51010JG-25 Jail Grant 2025 20000 Accounts Payable	25098541	9 eBooks	515.96	
			1 Audio book	52.49	
			OverDrive, Inc.		568.45
4/16/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	25100270	CPC part 3	177.03	
			OverDrive, Inc.		177.03
4/16/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	25100292	CPC part 3	13.47	
			OverDrive, Inc.		13.47
4/16/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	2510114	CPC part 2	211.76	
			OverDrive, Inc.		211.76
4/16/25	50465AD-25 e-content reorder 50465AD-25 e-content reorder 20000 Accounts Payable	25107408	18 eBooks	925.18	
			19 Audio books	1,449.69	
			OverDrive, Inc.		2,374.87
4/16/25	52050BD Utilities 20000 Accounts Payable	3366	Monthly Solar	260.51	
			2012 Light Energy Fund 1		260.51
4/16/25	50162YO DVD's 20000 Accounts Payable	506937528	1 DVD	26.99	
			Midwest Tape		26.99

**Upper Hudson Library System
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4/16/25	50162YO DVD's 20000 Accounts Payable	506967408	4 DVD's Midwest Tape	72.71	 72.71
4/16/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	507001683	Q2 Advance Digital Hoopla payment Midwest Tape	60,075.49	 60,075.49
4/16/25	51325AM Memberships - Institutio 20000 Accounts Payable	5304	Membership renewal 6/25-5/31/26 NYLA	1,500.00	 1,500.00
4/16/25	50220AM Benefit Planning Fee (F 20000 Accounts Payable	6698	Q1 FSA Admin fees New York Council of Nonprofits, Inc.	97.50	 97.50
4/16/25	51310BD Maintenance & Repair 20000 Accounts Payable	69888997	Toilet paper 3 cases and Paper towels 2 cases AramSCO Inc.	396.59	 396.59
4/16/25	52050BD Utilities 20000 Accounts Payable	71107-040425	Electric service 3/6-4/4/25 National Grid	923.38	 923.38
4/16/25	52050BD Utilities 20000 Accounts Payable	71109-040425	Gas service 3/6-4/4/25 National Grid	910.72	 910.72
4/16/25	50465AD-25 e-content reorder 20000 Accounts Payable	ERO Overdrv	Q2 ERO allocation Albany Public Library	9,939.67	 9,939.67
4/16/25	51320AD-23 Outreach Adult Grant 20 20000 Accounts Payable	Equity Chal	Equity Challenge RCS Community Library	500.00	 500.00
4/16/25	50957OR-25 Insurance - Health 20000 Accounts Payable	Q12025	Q1 Health Insurance buyout stipend Judith Wines	250.00	 250.00
4/16/25	50957YO Insurance - Health 20000 Accounts Payable	Q12025	Q1 Health insurance buyout stipend Amy Jeansonne	250.00	 250.00
4/23/25	51665AD Programs for Members 20000 Accounts Payable	041725	On site training for APLM Diane Guendel	240.00	 240.00
4/23/25	20018 eCommerce for Mem. Li 50217AM Bank Charges - Pay Pal	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries Less PayPal flat fee	926.73	 18.44

Upper Hudson Library System Purchase Journal For the Period From Apr 1, 2025 to Apr 30, 2025

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		25.48
	20018 eCommerce for Mem. Li		credit per Joe	63.75	
	20000 Accounts Payable		William K. Sanford		946.56
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	134.53	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		2.68
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		4.90
	20018 eCommerce for Mem. Li		Credit per Joe	2.75	
	20000 Accounts Payable		Voorheesville Public Library		129.70
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	194.68	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		3.87
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		6.37
	20018 eCommerce for Mem. Li		Credit per Joe	18.49	
	20000 Accounts Payable		Troy Public Library		202.93
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	25.04	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		0.50
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		0.98
	20000 Accounts Payable		Stephentown Memorial Library		23.56
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	109.30	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		2.18
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		2.45
	20000 Accounts Payable		Sand Lake Town Library		104.67
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	53.24	
	50217AM Bank Charges - Pay Pal		Less PayPal flat fee		1.06
	50217AM Bank Charges - Pay Pal		Less PayPal transaction fee		2.94
	20000 Accounts Payable		RCS Community Library		49.24
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	40.20	
	50217AM		Less PayPal flat fee		0.80

Upper Hudson Library System
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		1.96
	Bank Charges - Pay Pal 20000 Accounts Payable		North Greenbush		37.44
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	18.50	
	50217AM Bank Charges - Pay Pal 50217AM		Less PayPal flat fee		0.37
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		0.98
	Bank Charges - Pay Pal 20000 Accounts Payable		Nassau Free Library		17.15
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	279.53	
	50217AM Bank Charges - Pay Pal 50217AM		Less PayPal flat fee		5.56
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		2.94
	Bank Charges - Pay Pal 20018 eCommerce for Mem. Li 20000 Accounts Payable		credit per Joe	40.98	
			Guilderland Public Library		312.01
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	196.45	
	50217AM Bank Charges - Pay Pal 50217AM		Less PayPal flat fee		3.91
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		3.92
	Bank Charges - Pay Pal 20000 Accounts Payable		East Greenbush Community		188.62
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	60.13	
	50217AM Bank Charges - Pay Pal 50217AM		Less PayPal flat fee		1.20
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		0.98
	Bank Charges - Pay Pal 20000 Accounts Payable		Castleton Public Library		57.95
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	50.95	
	50217AM Bank Charges - Pay Pal 50217AM		Less PayPal flat fee		1.01
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		0.98
	Bank Charges - Pay Pal 20000 Accounts Payable		Brunswick Community Library		48.96
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	419.56	
	50217AM Bank Charges - Pay Pal 50217AM		Less PayPal flat fee		8.35
	Bank Charges - Pay Pal 50217AM		Less PayPal transaction fee		10.29

**Upper Hudson Library System
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20018 eCommerce for Mem. Li 20000 Accounts Payable		credit per Joe Bethlehem Public Library	59.72	460.64
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	18.35	
	50217AM Bank Charges - Pay Pal 50217AM Bank Charges - Pay Pal 20000 Accounts Payable		Less PayPal flat fee Less PayPal transaction fee Berne Public Library		0.37 0.98 17.00
4/23/25	20018 eCommerce for Mem. Li	1st Qrt eComm	First Qrt 2025 Fines & Fees Collected for Member Libraries	383.82	
	50217AM Bank Charges - Pay Pal 50217AM Bank Charges - Pay Pal 20018 eCommerce for Mem. Li 20000 Accounts Payable		Less PayPal flat fee Less PayPal transaction fee credit per Joe Albany Public Library		7.63 11.27 17.75 382.67
4/23/25	51840AD Services - Contractual 20000 Accounts Payable	20247	Delivery service 4/14-11/25 Arnoff Moving & Storage of Albany, INC.	6,770.73	6,770.73
4/23/25	51840AD Services - Contractual 20000 Accounts Payable	207128	Delivery service 3/31-/4/4/25 Arnoff Moving & Storage of Albany, INC.	6,801.30	6,801.30
4/23/25	51840AD Services - Contractual 20000 Accounts Payable	207136	Delivery Service 4/7-11/25 Arnoff Moving & Storage of Albany, INC.	6,770.73	6,770.73
4/23/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25118187	26 eBooks 17 Audio books OverDrive, Inc.	1,268.14 1,133.58	2,401.72
4/23/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25118191	10 eBooks 8 Audio books OverDrive, Inc.	489.35 597.20	1,086.55
4/23/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	25118201	1 Audio book OverDrive, Inc.	35.00	35.00
4/23/25	50465AD-25 e-content reorder 50465AD-25 e-content reorder	25118484	43 eBooks 10 Audio books	1,521.60 870.64	

Upper Hudson Library System Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20000 Accounts Payable		OverDrive, Inc.		2,392.24
4/23/25	51885AD Supplies - Reimbursable	25119147	2 eBooks	82.50	
	51885AD Supplies - Reimbursable		1 Audio Book	66.49	
	20000 Accounts Payable		OverDrive, Inc.		148.99
4/23/25	51885AD Supplies - Reimbursable	25119174	3 eBooks	166.64	
	20000 Accounts Payable		OverDrive, Inc.		166.64
4/23/25	51885AD Supplies - Reimbursable	25119178	2 eBooks	37.95	
	51885AD Supplies - Reimbursable		2 Audio books	155.37	
	20000 Accounts Payable		OverDrive, Inc.		193.32
4/23/25	51885AD Supplies - Reimbursable	25119217	3 eBooks	75.46	
	51885AD Supplies - Reimbursable		2 Audio Books	149.23	
	20000 Accounts Payable		OverDrive, Inc.		224.69
4/23/25	51885AD Supplies - Reimbursable	25119223	3 eBooks	165.64	
	51885AD Supplies - Reimbursable		4 Audio books	183.44	
	20000 Accounts Payable		OverDrive, Inc.		349.08
4/23/25	51885AD Supplies - Reimbursable	25119239	3 eBooks	130.97	
	51885AD Supplies - Reimbursable		1 Audio book	65.00	
	20000 Accounts Payable		OverDrive, Inc.		195.97
4/23/25	51880AM Supplies	253485524	Plates	39.98	
	51880AM Supplies		coffee	17.98	
	51880AM Supplies		forks	19.06	
	51880AM Supplies		cups (pending refund)	48.89	
	20000 Accounts Payable		W.B. Mason Co., Inc.		125.91
4/23/25	51880AM Supplies	253521452	Monthly water cooler rental	7.98	
	20000 Accounts Payable		W.B. Mason Co., Inc.		7.98
4/23/25	50958AM Insurance - Health Retire	286428*053125	Retiree Medical Insurance	992.00	
	20000 Accounts Payable		Highmark Blue Shield of Northeastern		992.00
4/23/25	50162YO	507010659	6 DVD's	147.69	

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	DVD's 20000 Accounts Payable		Midwest Tape		147.69
4/23/25	51840BD Services - Contractual 20000 Accounts Payable	600494287	May Burgler alarm monitoring 2025 Securitas Technology Corp	139.09	139.09
4/23/25	51840BD Services - Contractual 20000 Accounts Payable	6004942873	May Monthly generator monitoring 2025 Securitas Technology Corp	280.88	280.88
4/28/25	50958AM Insurance - Health Retire 20000 Accounts Payable	251050019039	Retiree's Medical Insurance CDPHP	1,926.80	1,926.80
4/28/25	51310BD Maintenance & Repair 20000 Accounts Payable	6004981122	Replacement Battery in security panel Securitas Technology Corp	108.54	108.54
4/28/25	51320AD-23 Outreach Adult Grant 20 20000 Accounts Payable	Equity Chal	Equity Challenge Voorheesville Public Library	500.00	500.00
4/29/25	50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health 50957YO Insurance - Health 50957AD Insurance - Health 50957AM Insurance - Health 50957AS Insurance - Health 50957YO Insurance - Health 50958AM Insurance - Health Retire 20000 Accounts Payable	251050007198	Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance Employee Medical Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Employee Dental Insurance Retiree Medical and Dental CDPHP	2,272.79 2,272.79 3,867.73 948.24 73.56 90.05 73.56 57.07 1,648.52	11,304.31
4/30/25	51880AM Supplies 20000 Accounts Payable	1065	Amazon Tablecloth and Napkins Elan Financial Servies	54.74	54.74
4/30/25	51880AM Supplies 20000 Accounts Payable	109229	10,000 barcodes for Guil Symbology, Incorporated	272.97	272.97
4/30/25	51880AM Supplies 20000 Accounts Payable	109230	2,000 barcodes for Cohs Symbology, Incorporated	70.15	70.15

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4/30/25	51850AS Software Maintenance 20000 Accounts Payable	1938	Chat GPT monthly subscription Elan Financial Servies	21.60	21.60
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25118940	4 eBooks 2 Audio books OverDrive, Inc.	213.31 177.98	391.29
4/30/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	25118956	5 Audio books OverDrive, Inc.	359.96	359.96
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25118964	1 eBook 1 Audio book OverDrive, Inc.	27.50 83.00	110.50
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25118994	8 eBooks 4 Audio books OverDrive, Inc.	406.12 244.58	650.70
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25119006	2 eBooks 3 Audio books OverDrive, Inc.	95.00 242.57	337.57
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25119106	5 eBooks 6 Audio books OverDrive, Inc.	202.50 430.46	632.96
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25119108	4 eBooks 4 Audio Books OverDrive, Inc.	200.98 160.57	361.55
4/30/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25119156	2 eBooks 1 Audio book OverDrive, Inc.	50.49 47.50	97.99
4/30/25	51880AM Supplies 20000 Accounts Payable	253777910	Rubber bands W.B. Mason Co., Inc.	19.77	19.77
4/30/25	51320AM	2845	Trader Joes' flowers for party	16.17	

Upper Hudson Library System
Purchase Journal
For the Period From Apr 1, 2025 to Apr 30, 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
	Member Trustee / Staff 20000 Accounts Payable		Elan Financial Servies		16.17
4/30/25	51880AM Supplies 20000 Accounts Payable	3113	Purely Frgn Trans fee Elan Financial Servies	6.21	6.21
4/30/25	50975AS Internet 20000 Accounts Payable	3735	Name Cheap 4 Domain name renewals Elan Financial Servies	30.32	30.32
4/30/25	51920AM Telephone Expense 20000 Accounts Payable	4303	Zoom Annual payment for phone and meetings plus fees Elan Financial Servies	2,242.17	2,242.17
4/30/25	51310BD Maintenance & Repair 20000 Accounts Payable	464	Annual Inspection City of Albany	50.00	50.00
4/30/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	4658	Amazon barcode scanner for PTRB Elan Financial Servies	79.41	79.41
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	4692	Coccadotts Pie for Tim's lunch Elan Financial Servies	18.72	18.72
4/30/25	51850AS Software Maintenance 20000 Accounts Payable	4925	Monthly fee for PayPal Pro Elan Financial Servies	30.00	30.00
4/30/25	51665AD Programs for Members 20000 Accounts Payable	6162	Market 32 Snacks for ASAC Elan Financial Servies	16.87	16.87
4/30/25	51310BD Maintenance & Repair 20000 Accounts Payable	666	Inspection of building per City of Albany Certified Inspection Servies	150.00	150.00
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	6673	Hannaford credit Elan Financial Servies	13.12	13.12
4/30/25	50975AS Internet 20000 Accounts Payable	6861	Namecheap Domain renewal Elan Financial Servies	15.16	15.16
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	8424	Refund for Tapenade Elan Financial Servies	77.76	77.76

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	8651	Spinners Pizza for staff lunch with Tim Elan Financial Servies	40.71	40.71
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	8790	Hannaford snacks cups and ice for Tim's party Elan Financial Servies	43.83	43.83
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	9039	Hannaford Drinks and Plastic wrap Elan Financial Servies	50.13	50.13
4/30/25	51650YO Professional Developme 20000 Accounts Payable	9590	The Turk Food at YSS Spring Conf Elan Financial Servies	43.30	43.30
4/30/25	51320AM Member Trustee / Staff 20000 Accounts Payable	9927	Nicoles Catering Tims event Elan Financial Servies	713.92	713.92
4/30/25	51010JG-25 Jail Grant 2025 51010JG-25 Jail Grant 2025 20000 Accounts Payable	9971	Amazon books for Rens Jail Amazon books for Rens Jail Elan Financial Servies	29.18 145.90	175.08
4/30/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	DA25126594	1 eBook OverDrive, Inc.	27.50	27.50
4/30/25	51320YS-23 Outreach YS Grant 2023 20000 Accounts Payable	Equity Chal	Equity Challenge Poestenkill Library	500.00	500.00
				156,563.53	156,563.53
				156,563.53	156,563.53