



UHLS Board of Trustees

July 9, 2025

4:30PM

Agenda

1. Call to Order
2. Approval of New UHLS Trustee – Bethlehem Public Library Representative
3. Oath of Office – Georgia Gray and Mark Kissinger
4. Minutes of the May and June 2025 Meetings
5. UHLS Staff Report – C. Sagaas, Executive Director
6. Committee Reports
 - a. Finance Committee - Treasurer's Reports & Purchase Journals for May & June 2025
 - b. Services Committee – no report
 - c. Administration Committee – no report; next meeting to be held September 10
 - d. Nomination Committee – Proposed Slate of UHLS Board Officers 2025-2026
7. Old Business
 - a. Tenant Update
8. New Business
 - a. Construction Aid Project Proposal
 - b. August Meeting?
9. Trustee Reports and Recommendations
10. Public Comment
11. 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 May 14, 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; Lisa Scoons
UHLS Staff: J. Favreau; M. Fellows

I. CALL TO ORDER

S. Keitel called the meeting to order at 4:32PM.

II. MINUTES

MOTION: C. Engel moved to approve the April 9, 2025 amended minutes. M. Savage seconded. Unanimous.

III. DIRECTOR'S REPORT

Presented by M. Fellows. In addition to the report, she was happy to share that the building has a new tenant! A lease is signed and J. Favreau is working to have the space ready for their June 1 move-in date. The new tenant is Up-Stitch.

IV. COMMITTEE REPORTS

Administration Committee

M. Savage shared that they had the pleasure of reading and reviewing the applications submitted and chose the following winners:

Volunteer of the Year – Lynne Catelotti from EGRN

Trustee of the Year – Alix Duggan from BRUN

Finance Committee

On the Treasurer's Report, F. Wobrock noted that we're in the negative by \$233k. We had \$101k in income which was mostly UHLAN fees collected and \$6k in interest. On the expense side, we spent only \$171k, which includes a three payroll month (roughly \$90k). Accounts pretty unchanged and we have \$1.2 million available in operating cash to cover us until state funding is received. The Purchase Journal included a payment to LCR Consulting for a 5-week month, page 3 reflects a \$60k Hoopla payment that will be reimbursed by the member libraries, eCommerce disbursement payments to the member libraries and Tim's retirement party expenses.

MOTION: The Finance Committee moved to adopt the April 2025 Treasurer's Reports and Purchase Journals. Y. Terplak seconded.

Unanimous.

Services Committee

Y. Terplak shared that they had the pleasure of reading through and reviewing the applications and chose the following winners:

Adult Program of the Year – Let’s Dish! from POES

Youth and Family Program of the Year – TWO! Sensory Space Play Time from COLN and Mid-Summer Mad Dash from VOOR

Nominating Committee

C. Engel reminded the group that the Nominating Committee serves two roles for the board: to find new members for the UHLS Board and to present a slate of officers. It’s been a busy month!

Looking at the current slate of officers:

S. Keitel, President, is term limited,

M. Savage, Vice-President, is eligible for two more terms,

S. Wyner, Secretary, is eligible for two more terms, and

F. Wobrock, Treasurer, requires a 2/3 vote as he has served longer than the outlined term limits.

C. Engel put out an open call to the Board and both D. Carr and S. Macinski have advanced their names to be members of the committee to put forward a slate of officers for the next year at the July meeting.

MOTION: Y. Terplak moved to appoint D. Carr and S. Macinski to the Nominating Committee. C. Dugas seconded. Unanimous.

C. Engel explained that per the UHLS Bylaws, two trustees outside of the UHLS Board should be appointed to the Nominating Committee to help fill T. Ricard’s and L. Scoons’ positions on the UHLS Board. Alix Duggan, serving on the BRUN board, and Donna Cramer Shearer from COLN, have both stepped forward to serve on the committee. Georgia Gray from VOOR has stepped forward to represent Medium Albany County libraries and will be voted on at the upcoming annual meeting. BETH will defer until their election happens, and will give us a name after their first meeting following a vote.

V. OLD BUSINESS

The time of our meetings: the result of this survey was split by those who work and those who are retired. S. Keitel would like to discuss this topic further once C. Sagaas is onboard.

MOTION: C. Dugas moved to name the room “The Timothy G. Burke Conference Room.” D. Carr seconded. Unanimous.

Both D. Carr and J. Burke have been researching how the UHLS Board should evaluate both the new Executive Director and itself. There are a variety of approaches and they will take those and integrate them into one. J. Burke recommends we wait until we have a new Executive Director, President and new DA chair, which will happen over the coming months.

VI. NEW BUSINESS

Each trustee received in their board packet a copy of the proposed resolution NYLAF would like approved by the board. They are merging with NYCLASS, that's why this documentation is required. J. Favreau noted that there will be no change in service with this merger.

MOTION: The Finance Committee moved to sign the proposed NYLAF – NYCLASS resolution. T. Ricard seconded. Unanimous.

J. Favreau presented the proposed Amended 2025 UHLS Budget.

MOTION: The Finance Committee moved to approve the proposed 2025 Amended UHLS Budget. D. Carr seconded. Unanimous.

VII. TRUSTEE REPORTS AND RECOMMENDATIONS

J. Burke (ALTM): Their annual gala is coming up on the 31st – it has sold out and we're honoring Judith Wines. NYers for Better Libraries PAC is hosting a fundraiser Tuesday evening, 5/20 from 5:30-7:30 PM at The Hollow in coordination with Penguin House. This fundraiser helps the PAC expend the voice. S. Keitel noted that you can make a donation directly to them if you can't attend the event.

The Pride Parade is happening on Sunday, June 8 – it's always a terrific time and he strongly encourages you to participate. Email M. Fellows if you plan to attend.

ALTM also held their annual book sale and though their selection was 70% of what it was last year, they made about \$1,000 more! Take what you want with a fair donation. C. Dugas noted that at GUIL patrons paid \$10 to enter the sale the night before and S. Wyner noted that STEP also offers customers to come in sooner with a set donation.

D. Carr (RCSC): For their summer reading program, their local fiber arts group is helping them kick off Color Your Words: they'll be making granny squares based on the cover of the books we're reading. They are going to take over a wall and they're inviting patrons to make them as well. After this month, they'll make blankets out of the squares for donation.

She's currently reading The Book That Held Her Heart and recommends it.

C. Dugas (GUIL): GUIL held their first book sale since the pandemic and it was a huge success, reigniting volunteer work.

The President has also fired the Registrar of Copyrights and the Archivist – it's super important to advocate on a national level. She'll share further details with all of us tomorrow.

L. Scoons (BETH): They're hosting their book sale on Saturday from 10-4:30 and still accepting donations through tomorrow. Please nothing older than

Board Meeting 05/14/2025

- 10 years.
- S. Wyner (STEP): The Board members at STEP are working on a 414 vote and need to settle on the right amount to ask for.
- S. Macinski (APL): The APL Board is switching from Google Docs to SharePoint to save them money.
- C. Fagan (TROY): The library has had a number of closures lately due to their ongoing HVAC project but come October, they will have AC! There was a recent resignation on the board; she is now the Board President.
- S. Keitel (WSTR): The WSTR board is looking for a new trustee and unfortunately, there has been very little interest.

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

Meeting adjourned at 5:52 PM.

06/30/2025 JF



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OFFICERS:

President:	Susan Keitel
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Secretary:	Scott Wyner

Board of Trustees

June 11, 2025 – Annual Celebration held at Brown’s Revolution Hall

PRESENT: Carolyn Fagan; Yvette Terplak; Lisa Scoons; Susan Keitel; Marcy Savage; Fred Wobrock; Jackie Marino; Joe Burke; Scott Wyner; Sarah Macinski; Camille Engel; Corie Dugas; Debbie Carr

Absent: Tara Ricard

UHLS Staff: Chris Sagaas; Jona Favreau; Joe Thornton; Judith Wines; Mary Fellows; Alexandra Ostwald; Anne Myers; Rob Carle

64th Annual Meeting

I. CALL TO ORDER

S. Keitel welcomed everyone to the Annual Celebration. She called the meeting to order at 6:42pm and began by acknowledging and thanking all of the UHLS Trustees for their dedicated service to the UHLS Board and to the member libraries.

II. NOMINATING COMMITTEE

Report by C. Engel, Nominations Chair. The Committee presented the following slate for the UHLS Board of Trustees:

- Georgia Gray from the Voorheesville Public Library, Representing Medium Libraries in Albany County (For a full 5-year term ending in 2030)

Y. Terplak moves approval of the slate. D. Carr seconded. Carries unanimously.

S. Keitel noted that there is a second position on the UHLS Board that will be vacant representing the Bethlehem Public Library in July. Bethlehem just recently held a public vote and election of trustees, so following their next meeting, the UHLS Board of Trustees will vote on the presented slate at our July Board meeting; all are welcome to attend.

S. Keitel read a list of trustee names who have served two or more full terms on a member library board and who have retired, or will be retiring in 2025. The group gave a round of applause for their dedicated service to their library.

III. ANNUAL AWARDS PRESENTATION

Y. Terplak, Chair of the Services Committee, read the list of Program of the Year nominees in each category (Adult and Youth & Family) and then presented the following awards with staff from the awarded libraries providing a brief presentation about the program:

Youth & Family Programs of the Year: Sensory Space Play Time – WK Sanford Town Library, and
Mid-Summer Mad Dash – Voorheesville Public Library
Adult Program of the Year: Let's Dish! – Poestenkill Library

M. Savage read the list of Volunteer of the Year nominees and then presented the Award to Lynne Catelotti from the East Greenbush Community Library. She was invited to make acceptance remarks.

M. Savage presented the Trustee of the Year Award to Alix Duggan from the Brunswick Community Library. She was invited to make acceptance remarks.

IV. CONCLUSION

C. Sagaas closed the Celebration by acknowledging the UHLS staff in proximity to his office. He thanked all attendees for coming to the annual celebration and encouraged everyone to stay and mingle with each other.

Meeting adjourned at 8:14PM.

06/30/25 J. Favreau

Upper Hudson Library System (UHLS) Executive Director's Report July 2025

Internal/UHLS

- 6/4/2025 – Circulation Advisory Council Meeting (virtual)
- 6/6/2025 – Director's Association Meeting, UHLS
- 6/6/2025 – Meeting with Susan Keitel, UHLS
- 6/10/2025 – Youth Service Advisory Council Meeting, UHLS
- 6/10/2025 – Automation Advisory Committee Meeting (virtual)
- 6/11/2025 – UHLS Annual Meeting and Celebration, Revolution Hall, Troy
- 6/17, 25 & 27/2025 – Troy Public Library Board Retreat Planning Sessions with Mary Fellows
- 6/18/2025 – UHLS Managers Meeting, UHLS
- 6/18/2025 – UHLS CORE Trustee Training with Mary Fellows (virtual)
- 6/25/2025 – Plan of Service Meeting with New York State Library (NYSL) Division of Library (DLD) Development (virtual)
- 6/25/2025 – Meeting with NYSL Staff Lauren Cardinal and Christine Filippelli, UHLS
- 6/26/2025 – UHLS Equity Committee Meeting (virtual)
- 6/27/2025 – Meeting with F. Michael Zovistoski, Fort Orange Club
- 6/28/2025 – Troy Public Library Board Retreat with Mary Fellows, Troy Public Library Board of Trustees and Tim Furgal
- 7/2/2025 – UHLS CORE Trustee Training with Mary Fellows (virtual)

Member Library Visits

- 6/16/2025 – Troy Public Library – Executive Director Tim Furgal
- 6/20/2025 – Brunswick Community Library – Director Sarah Hopkins and Trustees
- 6/26/2025 – Castleton Public Library – Director Melissa Tacke
- 7/1/2025 – Arvilla E. Diver Memorial Library, Schaghticoke – Director Nick Matulis

External/Advocacy

- 6/10/2025 - Public Library Systems Directors Organization Meeting (virtual)
- 6/11/2025 – New Public Library System Director Training, New York State Library
- 7/1/2025 – Meeting with Capital District Library Council (CDLC) Executive Director and Staff, CDLC

Networking/Professional Development

None

Professional Association/Outside Activity

- 6/25/2025 – Mohawk Valley Center for the Arts (MVCA) Board Meeting (virtual)

Narrative and Updates

My first month on the job has been a whirlwind. I have been warmly welcomed by UHLS staff, member library directors, staff and trustees. Seeing familiar faces when I buy a sandwich for

lunch at Honest Weight Food Co-Op or drive down Allen Street has only served to reinforce how great it is to be back in the Upper Hudson Library System!

The UHLS 2024 New York State Annual Report has been officially approved by NYS DLD. Special thanks to Jona for getting this task done.

As the summer progresses I will be continuing to visit member libraries. In addition, I will be scheduling meetings with the New York State legislators who serve UHLS districts.

I look forward to getting to know all of you better and am encouraged by the vitality of UHLS and its member libraries.

Last but not least, I want to express my appreciation to the UHLS staff who have put up with my incessant questions about our operations and processes. You have been essential in helping me understand things as I inhabit my role as Executive Director.

UHLS AOS Services Report: May/June 2025

Outreach

- Purchased ebooks for the Rensselaer County Correctional Facility.
- Hosted a conversation with representatives from libraries and community habilitation programs on how to create a relationship that works best for all parties.
- Coordinated Pride Parade attendance. Mary Fellows and Phil Berardi kindly led a robust UHLS delegation on the day of the parade.

Adult Services

- The Adult Services Advisory Council met in May. In addition to regular updates, the group focused on online accessibility, with particular attention to the new Web Content Accessibility Guidelines (WCAG) 2.1.

E-Content

- The E-Content Advisory Committee recommended that the Directors Association adopt a 7.5% increase in e-content contributions, applicable to both new spending and ERO.
- The committee reviewed data from MHLS to compare the impact of a consortial collection model versus a member library-based Advantage model. UHLS' circulation and collection statistics continue to support the effectiveness of our consortial approach.
- As more libraries struggle with the rising cost of Hoopla, the committee is distributing a survey to gauge interest among member libraries in discontinuing the service.

Equity Committee

- The Equity Committee received two more completed modules: Berne submitted Staff Learning and Bethlehem submitted Programming.

Miscellaneous

- June 2nd was launch day for the shared Library Calendar installation, now used by 19 smaller libraries. This allows each library to host a customizable calendar featuring only their events, while patrons can filter by location to see events from multiple branches.
- Thanks to Joe Thornton's coding skills we were also able to launch a (almost) [systemwide events calendar](#) that incorporates events from the 19 libraries referenced above, along with the seven large libraries that have their own Library Calendar installations. Patrons and organizations can now search for events from 26 libraries by age, program type or location.

- Compiled and shared results for the UHLS Libraries that had levy votes on school district ballots.
- Attended in-person wrap up for the NYSL Digital Equity Academy.

Automation Services Report May 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 May 7.
- The Cataloging Advisory Council met on May 1.
- The Automation Advisory Committee (AAC) met on May 20.
- Weekly Automation Services and occasional Managers and Staff meetings. Monthly DA meetings.

Sierra/Encore:

- eCommerce: A lot of May was spent moving our *PayPal* “merchant account” from *PayPal* to *Clover*, a subsidiary of *Fiserv*. The problem, explained to me by Dave at *PayPal*, was that with *PayPal* as our payment processor and our merchant account (i.e. bank), the transactions happen so quickly that if there’s any problem at all between *PayPal* and *Sierra*, even just slowness, the payment could be collected by *PayPal* and rejected by *Sierra*. By moving our merchant account to an outside bank, the transactions are processed at the end of the day instead of immediately, and our problems should stop. But moving the merchant account out of *PayPal* wasn’t easy. Some random events related to this process:
 - I had several calls with *Clover* (NBT’s merchant service) to configure our *Clover* account.
 - Since we removed the 'Pay with PayPal' option on the *PayPal* payment screen almost all problems vanished.
 - On 5/28 I got the VAR Sheet from *Clover* and sent it to Dave at *PayPal*. Dave made the switch on 5/29.
- We made a *Sierra* Loan Rule change for RCSC fishing poles.
- *LX Starter*: We’re still working to implement this *Sierra* tool that allows libraries to configure their own notices (Courtesy, Overdue, etc.)
- I’m only including this ticket we opened with III as an example of one-off weird problems that pop up every month and can take a long time to resolve: “RENS checked out an item with Item Type 54, which uses Loan Rule 448 (28 days). The item was due in 22 days if Days Closed (Sundays, Memorial Day) aren't counted. Is there something wrong with our configuration, or is *Sierra* not skipping Days Closed when determining Due Date?” After hours of back-and-forth with the library and III it turns out that things are working as they should.
- Autonotices: BETH subscribed to *Patron Point*, which manages Circulation Notices for BETH patrons. The following was our experience trying to accommodate their project:
 - I created 38(!) (all except BETH) new autonotices jobs for the first Overdue Notice.
 - The following day only two (BERN, SCHG) ran, so I disabled the 38 new jobs and reverted to the old process where all libraries, including BETH, have their notices sent from III, i.e. not *Patron Point*.
 - III pointed us to an optional feature called Notices Administrator that they thought might work, and which they had to enable and we had to configure. It didn’t work.

- We stopped there, but will try to accommodate BETH if we can with any method that *Patron Point* might suggest.

Online registration

I spent a lot of time working on an online registration process that would, I hoped, answer AAC's (Automation Advisory Committee) questions about simplifying/improving the process. I wrote a system that verifies that the registrant lives in Albany or Rensselaer County and that enables them to submit, securely, an ID Document (e.g. drivers license) to be examined by library staff, who would then issue a real barcode, instead of the temporary one they get now, to the registrants. I emailed the proposal to AAC and we'll discuss it at our next meeting.

Reports

- I sent an Excel spreadsheet to EGRN with the titles that match the criteria for their Diverse Book Finder project.
- For COHS I generated a report for "weeding from all available materials titles (that are not archived and suppressed) here at 10 Cayuga Plaza, that have not been checked out back to 5/20/2022." I also sent a report of all items that are archived or suppressed and have not been checked out since 12/31/2019.
- For APL I wrote a weeding report that shows the total checkouts and other stats for Periodicals at each APL branch. This was a little difficult because one Periodical title (e.g. Adirondack Explorer) can have many (e.g. 20) item records that circulate and I had to aggregate the circ stats.

Websites

- On May 6 Rob reported that all the websites we host were down and he rebooted the server. I missed the event but I think it was a one-off because our web server has been running without downtime for many weeks.
- Months ago I wrote a process to backup the *MySQL* databases of the 20+ *WordPress* websites that we host on our server. I noticed one night that SNLK's *MySQL* database is larger than COLN's and almost as large as UHLS's. And it's not just SNLK. ALTM, BERN, HOOF, VAFL are also very big. This inspired a project for us to find out why. There are old plug-ins, for example, that are taking up a lot of space even though they're no longer used. For this project I installed two plugins on the ALTM site and they seem really useful:
 - *Adminer*, which gives you a phpmyadmin view of the database.
 - *WP-Optimize*, which does exactly what it says.

One library, and probably all the other sites, have plugins like *wp_Counterize* that track usage, and some of the data is very old, and useless. *Adminer* displayed some big space hogs, some of which can be truncated.

- On 5/19 I renewed all SSL certificates on our server. This is tricky because I have to turn off geofencing at *cloudflare* first in order for *letsencrypt* to update the certs, because *letsencrypt* uses servers in Europe for their work.
- On 5/21 the calendar widget (Featured Events) on our [homepage](#) stopped working. I upgraded *The Events Calendar* from version 7.3 to 7.6 and that fixed the problem, although the widget had to be reformatted.

Vega Mobile

- We had a Kickoff call on 5/9 with Dane and Andrew at III. We have some work to do to get this mobile app configured, approved (by Apple), and deployed by 7/31, when our *Capira* subscription expires.
 - I uploaded all library logos.
 - Rob configured the UHLS spreadsheet and I sent a spreadsheet to each library with instructions and a deadline. I mistakenly asked Rob to do much more work than III required on the UHLS spreadsheet, but his efforts saved the libraries a lot of time in filling out theirs.

Vega Discover:

This is the discovery interface that will replace [Encore](#). I created a [Vega Discover](#) page on the UHLS website. It's incomplete but should be enough to give you an idea of what it looks like. It has documents and videos from III and Mid-Hudson. I'll be adding more content as I find it.

Calendar

I spent a lot of time working on the new unified calendar, which will harvest events from the libraries' calendars and display them to the public so they can see on one screen what's going on at all the libraries.

Miscellaneous

- We ordered a new monitor for NGRN.
- TROY has 34 new PCs and I volunteered our help to deploy them.
My email to TROY:
Because our entire department is just Rob and myself, we won't be able to spend what I think would be a long time at Troy to stage these. My offer to help was a scenario like:
 - *You (TROY) stage one public PC and one staff PC (if you'll have both).*
 - *Send them to us along with the others to be staged.*
 - *We'll create a staff image and a public image and then copy those images to the 30+ PCs and let you know when they're done.*
 - *If you (TROY) have a simple method for us to do this remotely then we'll give it a try.*
- I tried to order two NUCs (small computers) for NGRN, but they were sold out at *newegg* (supplied by China), our usual supplier. So I ordered them from *Amazon*, where they were cheaper.
- I also ordered two 27" Samsung monitors for NGRN.
- I spent a few days negotiating the purchase of a printer on *ebay* for COHS.
- We ordered an all-in-one printer for PTRB through Amazon.
- I updated the [Circulation contact list](#) on our website.
- ILL took a lot of time in May. The following email snippet from me to the Cataloging list and others describes the problem

We have thousands of records in OCLC with our holdings symbol attached, and we no longer own a lot of the titles. Because they're in OCLC we get a lot of ILL requests that we have to decline. The options that we're considering are: 1) do a one-time cleanup of our holdings in OCLC for \$20,000, which we would have to do periodically; 2) switch to OCLC as our cataloging utility (and drop SkyRiver) for \$28,000/year; or 3) continue to use SkyRiver and find an alternative to OCLC like the one below (omitted in this report) for ILL.

- We requested two refurbished GE laptops for BERN.
- STEP is renovating and asked for or help to relocate the wiring closet. Rawdon went there to consult.
- Other duties as assigned: NYSCASA (a former tenant in our building) moved out and we finally found a renter for the space. Part of our preparation was the removal of their ancient phone wiring and a telecom rack. More about screwdrivers and pry bars than IT.

Rob:

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

- **BRUN** – Installed new receipt printer.
- **NGRN**- Staged and delivered a new public computer.
- **PTRB** – Prepared for the installation of a new printer.
- **POES** – Staged a staff computer. The computers will be installed next month.
- **COHS** – Repaired a staff computer.
- **UHLS** – Helped prepare for Vega Discover.

Automation Services Report June 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 June 4.
- The Cataloging Advisory Council met on June 5.
- The Automation Advisory Committee (AAC) met on June 10.
- Weekly Automation Services and occasional Managers and Staff meetings. Monthly DA meetings.

Sierra/Encore:

- Slow, freezing/crashing!: A lot of June was spent (is still being spent) troubleshooting problems at every library. The first scan of anything in *Sierra* takes 3-5 minutes to complete, then things are okay for the rest of the day. Sporadically, though, *Sierra* will freeze or crash. On 6/30 BETH and GUIL are totally down. They're the only two of our libraries that use Verizon FIOS and I'm now confident that that's where the problem is.
- eCommerce: Since we changed our merchant account from *PayPal* to *Clover (NBT Bank)* we haven't had any reports of problems when patrons pay their fines and fees online. However, the problems were usually spotted by me rather than the patrons, and they're harder to spot with the new system, but I'm confident that things are now working as they should. For Jona the reimbursement process will change: instead of transferring money from *PayPal* to *NBT Bank* before reimbursing the libraries, she'll just transfer directly from *NBT Bank* since the payments don't pass through *PayPal* anymore. Jona uses an [Ad Hoc Report](#) to calculate the payments to the libraries, and that's based completely on *Sierra* and not *PayPal*, so that part should be okay, except I have to modify that report to use the *Clover* fees instead of *PayPal*'s.
- We had a call with our account rep at III to ask if we could get a full or partial refund of the payment we made for *SkyRiver* (cataloging utility) since we were (until she said no) considering switching to OCLC.
- I created a new Loan Rule for VOOR to accommodate their switch to fine-free for some of their *Library of Things* items.
- We looked into the possibility of COLN patrons paying fines/fees at a new RFID-based checkout station. It required a feature called "Add money to my account" that *Sierra* doesn't support, so the answer was, "Sorry, no."
- I changed the [Patron self registration program](#) to test for residency in Albany or Rensselaer Counties. I thought it would stop the obvious bad registrations (e.g. Name: iuwdhh Street: ohohy8fnoi City: fsksjdf*n\$ Zip: gsgsgeretj). It didn't. I opened a ticket with III.
- I changed the Loan Rules to allow only 'Adult' patrons from any library to borrow Item Type 95 at RCSC. I didn't include any Out-of-System Adults.

Patron record purge?

The III engineer who's managing our [Vega Discover](#) installation said that he was having trouble ingesting patron records from *Sierra* into *Discover*. I don't know why patron records have to be

in *Discover*, but apparently they do. Although a cleanup of our Patron database isn't required for the *Vega Discover project*, it reminded us that it's been a long time since we purged old records. We have a total of 307,402 patron records in *Sierra* and only 128,464 are non-expired. Of the expired cards, 135,553 records expired more than three years ago.

Our suggestion: We purge all Patron Records that expired more than three years ago - i.e. any cards that have an expiration date prior to 7/1/2022.

Fines and fees are usually a complication when we discuss deleting records. We could not purge records of patrons who owe money if the libraries think there's a possibility that they'll ever recover it. In recent discussions about going fine-free and deleting old billed item records, I think the general opinion was that the money will never be paid.

Vega Discover:

On 6/19 Ill informed us that our [Vega Discover](#) instance is live. This is great, but we have work to do. I'll do as much as I can to configure *Vega Discover*, but there may be design and other choices that we should discuss. Also, AAC wants to be involved so we should talk about how to handle their input.

Vega Mobile

- We distributed, and collected from the libraries when completed, spreadsheets for configuring *Vega Mobile*.
- We canceled our subscription to *Capira*, our current mobile app.

Reports

- I sent APL a report of total, YTD, and last YTD checkouts for APLM periodicals. This was a little tricky since a single title, e.g. *Adirondack Explorer*, can have many item records and I needed to sum the circ stats for all of them. I did a similar report for the other six branches.
- I ran the [monthly 'ALL' reports](#) for March, April and May. I put the jobs in the crontab (never mind) so they'll run automatically every month. This is a set of reports that Judith requested to see circ stats for the system as a whole.

Calendar (The call is coming from inside the house)

Judith and I had planned tentatively for Fall 2025 as a target date for finishing a calendar that would aggregate the events from the seven libraries that have their own *Library Calendar* instances, and the 19 libraries that joined the [UHLS Library Calendar instance](#). This is a major programming project, not including design, but we at UHLS have the chops to get it done and I was confident that Fall was a reasonable target date. On a whim I decided to run it by ChatGPT and was stunned by the [output](#). It took many iterations of queries to ChatGPT, and then a lot of modifications by me, but I'm extremely satisfied with the result, which took about a week to get off the ground (while doing my other jobs) and a week or two (total) of manageable tweaks since the release. (So ChatGPT has arrived at UHLS and I think the world (at least mine) has changed).

Some changes since the beginning:

- I added the RCSC calendar (not live in the beginning)
- I excluded some VOOR events if they had 'No Program Type'
- I mapped the seven libraries' Age Groups and Program Types to the categories chosen by the 19 UHLS libraries.
- I changed my program to dedupe Program Types and Age Groups. The duplicates are caused by our mapping of the seven libraries' categories to ours. In some cases, a

library would have several Program Types, e.g., that mapped to just one of ours, and both displayed in the calendar. I dedupe them before displaying.

- I made library-specific changes, such as mapping APL's "Community Partnership" and "Workshops" Program Types to "Other."
- I added keyword search.
- I added a "Registration required" button to reduce the number of people who might show up to an event that's already full.
- I excluded all events if they weren't labeled "lc_event" - e.g. meetings.

Miscellaneous

- Onboarding Chris and offboarding Tim and Amy: There's a lot involved in onboarding and offboarding: laptops, email accounts, docs, phone system, website, mailing lists. A lot.
- I canceled *searchWP*, a failed attempt at a search tool for our website. It was set to renew automatically 6/13.
- We started looking into penetration testing tools, e.g. *Mitnick Security*, to test everyone (libraries, UHLS staff) with tempting emails, apparently (but not really) from trusted sources, and containing potentially dangerous (but not really) links to see how many people clicked them.
- The mailing address for COHS changed to 18 Mohawk Street and we changed web pages, calendars, Sierra notices, and other things to reflect the change.
- I created the Google Group (mailing list) trustees@uhls.org with the email addresses of UHLS trustees. I made Chris the Owner and Jona is a Manager. Only members of the group can post to it.
- I requested 3 GE laptops for COHS.
- We recommended a new laser printer for NGRN.

Youth and Family Services

May/June 2025 Highlights

Mary Fellows, Manager, Youth and Family Services

In addition to interim director responsibilities during May:

Staff transition: We're glad to have Chris Sagaas at the helm and having fun showing him the more obscure UHLS "ropes!"

The Youth and Family Services Support Associate, Amy Jeansonne, left us the end of May. I consulted with Chris in early May, and we posted the job with a June 6 deadline. The team interviewed two candidates on July 24, and we're happy to announce the coming of our new coworker Alisa Brancatelli. Alisa brings experience working for LexisNexis and at both Albany and East Greenbush public libraries. She starts on July 15.

AI Challenge: The six-week "AI Challenge," a collaborative project, concluded with webinar - by a nationally known expert on AI and libraries - titled "Future Ready Teens: Preparing Our Patrons to Navigate the Age of AI." Ninety-five people attended, and the recording is available for viewing.

Read It Forward (RIF): One graphic novel (The Dire Days of Willowweep Manor) and one print novel (Pet) are the selected titles for this year's teen-focused program. UHLS is the lead agency, with Mohawk Valley Library System and Southern Adirondack Library System as partners. RIF was bumpy this year, as vendors were elusive about timelines for fulfilling orders. All books are now out to libraries and hopefully in the hands of teen readers!

Youth Services Advisory Committee: In May, our meeting focused on a discussion of mindset – for adults working with youth in the library, and fostering a positive mindset in young learners through specific techniques. Other elements included program ideas, highlights of the review book list, and participants' Summer Reading Program plans and questions. For our June combination YSAC + CE (Continuing Education) meeting, we learned about "the myth of school readiness".

Selected meetings/trainings/activities:

- Effective Meetings training with Troy and Voorheesville boards (separately)
- Troy Board retreat with Chris

- CORE trustee training with Chris
- NYLA Legislative Committee meeting
- NYLA Spring on the Hill
- CDLC Annual Meeting, Finance Committee and Board meetings
- Colonie Summer Reading Program kickoff

Upper Hudson Library System
Treasurer's Report
For the Six months ending June 30, 2025

INCOME YEAR TO DATE:	<u>May 2025</u>	<u>June 2025</u>	<u>June 2024</u>
Grants	0.00	0.00	438,319.00
Carryovers & Other Income	326,454.89	339,587.51	288,842.49
	<hr/>	<hr/>	<hr/>
TOTAL INCOME	326,454.89	339,587.51	727,161.49
TOTAL EXPENSES	(666,810.18)	(894,723.83)	(1,163,648.86)
	<hr/>	<hr/>	<hr/>
BALANCE	(340,355.29)	(555,136.32)	(436,487.37)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

ACCOUNT BALANCES YEAR TO DATE:

Restricted Accounts

(Restricted by UHLS Board)

10610 Automation	178,701.45	179,313.61	174,896.62
<i>Major automation expenses</i>			
10620 Building	138,952.28	139,428.25	99,123.53
<i>Major building expenses.</i>			
10640 Equipment	45,784.22	45,941.03	43,946.10
<i>Office equipment</i>			
10660 Retirement	61,308.87	61,518.90	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	424,746.82	426,201.79	376,818.39

Petty Cash Account

10000 Petty Cash	241.70	481.70	343.94
TOTAL PETTY CASH	241.70	481.70	343.94

Checking Accounts

10200NB Cash - NBT Operating Checking	105,968.93	71,142.98	153,263.22
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	(253.84)	(253.84)	(323.08)
10400NB Cash - NBT Money Mkt	25,066.02	25,067.82	83,366.44
10500NB Cash - NBT PayPal	1,500.01	2,551.53	0.01

Operational Account

TOTAL CHECKING	132,281.12	98,508.49	236,306.59
10510 Cash - Operational	1,246,517.75	1,080,562.85	894,698.72
**TOTAL OPERATING	1,246,517.75	1,080,562.85	894,698.72

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

TOTAL CASH	1,803,787.39	1,605,754.83	1,508,167.64
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Income Report
For the Six Month(s) Ending June 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	983,209.00	0.00	0.00	0.00	0.00	0.00	983,209.00	0.00
Central Library Services Aid 2025	228,100.00	0.00	0.00	0.00	0.00	0.00	228,100.00	0.00
LLSA - 2025	185,091.00	0.00	0.00	0.00	0.00	0.00	185,091.00	0.00
LSSA - 2025	130,957.00	0.00	0.00	0.00	0.00	0.00	130,957.00	0.00
Outreach Basic Grant - 2025	106,509.00	0.00	0.00	0.00	0.00	0.00	106,509.00	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	147,291.00	0.00	0.00	0.00	0.00	0.00	147,291.00	0.00
Total One Year Grant Income	1,810,331.00	0.00	0.00	0.00	0.00	0.00	1,810,331.00	0.00
<u>Other Income:</u>								
Annual Meeting	5,750.00	4,380.00	0.00	0.00	5,460.00	5,460.00	290.00	94.96
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	4,046.90	0.00	0.00	29,070.35	29,070.35	929.65	96.90
Interest Income - Restricted Accounts	15,000.00	1,454.97	0.00	0.00	8,834.02	8,834.02	6,165.98	58.89
Rental Income	30,429.00	3,250.75	0.00	0.00	12,004.50	12,004.50	18,424.50	39.45
UHLAN Fees - Member Libraries	373,994.00	0.00	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	553,010.83	13,132.62	0.00	0.00	339,587.51	339,587.51	213,423.32	61.41
Total One Year Income	2,363,341.83	13,132.62	0.00	0.00	339,587.51	339,587.51	2,023,754.32	14.37
	<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	2,679,806.83	13,132.62	0.00	318,348.00	339,587.51	657,935.51	2,021,871.32	24.55

Expense Report

For the Six Month(s) Ending June 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>
Program Expenses:								
Direct Member Aid - 2025	415,191.00	2,830.39	0.00	0.00	18,098.19	18,098.19	397,092.81	4.36
Automation Services	446,761.00	138,326.12	0.00	0.00	251,774.57	251,774.57	194,986.43	56.36
Youth and Family Services	217,812.00	13,455.75	0.00	0.00	91,011.10	91,011.10	126,800.90	41.78
Adult & Information Services	454,490.00	30,137.78	0.00	0.00	187,040.94	187,040.94	267,449.06	41.15
Outreach - 2025	106,509.00	6,414.94	0.00	0.00	42,171.04	42,171.04	64,337.96	39.59
Administration	378,916.00	27,318.08	0.00	0.00	163,603.23	163,603.23	215,312.77	43.18
Building	214,553.00	3,772.70	0.00	0.00	75,130.22	75,130.22	139,422.78	35.02
Total Program Expenses	2,234,232.00	222,255.76	0.00	0.00	828,829.29	828,829.29	1,405,402.71	37.10
Program Carryover Expenses:								
	<u>Total Budget</u>	<u>Current Month</u>	<u>2023 Totals</u>	<u>2024 Totals</u>	<u>2025 Totals</u>	<u>Grand Total</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Spent</u>
Outreach - 2023	100,224.00	0.00	92,954.25	4,268.04	353.30	97,575.59	2,648.41	97.36
Outreach - 2024	104,504.00	320.70	0.00	92,342.56	1,641.19	93,983.75	10,520.25	89.93
Total Program Carryover Expenses	204,728.00	320.70	92,954.25	96,610.60	1,994.49	191,559.34	13,168.66	93.57
Grant Expenses:								
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	4,837.19	0.00	0.00	46,361.44	46,361.44	51,476.39	47.39
Jail Grant - 2025	6,905.00	0.00	0.00	0.00	1,522.40	1,522.40	5,382.60	22.05
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	500.00	0.00	13.75	2,639.76	2,653.51	6,060.49	30.45
Outreach Adult Grant - 2023	18,714.00	0.00	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	0.00	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	229.00	1,570.86	875.59	64.21
Total Grant Expenses	285,975.94	5,337.19	1,248.16	107,606.28	63,900.05	172,754.49	113,221.45	60.41
Total All Expenses	2,724,935.94	227,913.65	94,202.41	204,216.88	894,723.83	1,193,143.12	1,531,792.82	43.79

**Upper Hudson Library System
Purchase Journal
For the Period From Jun 1, 2025 to Jun 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
6/4/25	51880AM Supplies 20000 Accounts Payable	110129	10000 barcodes Symbology, Incorporated	324.27	324.27
6/4/25	51880AM Supplies 20000 Accounts Payable	110130	2000 barcodes Symbology, Incorporated	70.06	70.06
6/4/25	51840AD Services - Contractual 20000 Accounts Payable	209209	Delivery service 5/19-23/25 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93
6/4/25	51840AD Services - Contractual 20000 Accounts Payable	210559	Delivery service 5/27-30/25 Arnoff Moving & Storage of Albany, INC.	5,441.54	5,441.54
6/4/25	51840BD Services - Contractual 20000 Accounts Payable	25-5	May Lawncare Olsen's Property Maintenance	180.00	180.00
6/4/25	51880AM Supplies 20000 Accounts Payable	253558255	4 5 Gal water W.B. Mason Co., Inc.	23.96	23.96
6/4/25	50957YO Insurance - Health 20000 Accounts Payable	Health Insur	Health Insurance buyout for April & May Amy Jeansonne	165.38	165.38
6/4/25	50185ML-25 Award- Program of the Y 20000 Accounts Payable	Prg of the Year	Youth & Family program of the year award William K. Sanford	250.00	250.00
6/4/25	50185ML-25 Award- Program of the Y 20000 Accounts Payable	Prg of the Year	Youth & Family Program of the year award Voorheesville Public Library	250.00	250.00
6/4/25	50185ML-25 Award- Program of the Y 20000 Accounts Payable	Prg of the Year	Adult Program of the year award Poestenkill Library	500.00	500.00
6/4/25	50186ML-25 Award - Trustee of the Y 20000 Accounts Payable	Trst of the Year	Trustee of the Year award Brunswick Community Library	500.00	500.00
6/4/25	50187ML-25 Award - Volunteer of the 20000 Accounts Payable	Vltr of the Year	Volunteer of the year award East Greenbush Community	500.00	500.00
6/4/25	51885AD Supplies - Reimbursable 20000 Accounts Payable	lost book	Lost Ill 229378722 book Sand Lake Town Library	22.50	22.50

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6/11/25	50135AM Annual Meeting 20000 Accounts Payable	061025	2025 Annual Celebration Brown's Brewing Company	6,501.20	6,501.20
6/11/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	25171361	CPC OverDrive, Inc.	542.07	542.07
6/11/25	20000 Accounts Payable	25171580	OverDrive, Inc.		
6/11/25	50465AD-25 e-content reorder 50465AD-25 e-content reorder 20000 Accounts Payable	25176511	39 eBooks 13 Audio books OverDrive, Inc.	1,437.40 970.85	2,408.25
6/11/25	51880AM Supplies 20000 Accounts Payable	254174716	water cooler rental fee W.B. Mason Co., Inc.	7.98	7.98
6/11/25	51880AM Supplies 20000 Accounts Payable	254232465	Labels for ILL W.B. Mason Co., Inc.	17.38	17.38
6/11/25	52050BD Utilities 20000 Accounts Payable	3418	Monthly Solar 2012 Light Energy Fund 1	260.51	260.51
6/11/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	CP25171580	CPC OverDrive, Inc.	203.58	203.58
6/18/25	51820AS Salaries 20000 Accounts Payable	061125	Consulting fee for May 2025 LCR Consulting	1,925.00	1,925.00
6/18/25	51320AD-24 Outreach Adult Grant 20 20000 Accounts Payable	061425	Equity Challenge Bethlehem Public Library	500.00	500.00
6/18/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	11636510	Translation services Language Line Services, Inc.	84.74	84.74
6/18/25	51840BD Services - Contractual 20000 Accounts Payable	129142544	Garbage and recycling Casella	389.32	389.32
6/18/25	51920AM Telephone Expense 51920AM Telephone Expense 20000	20221822	Telephone Internet FirstLight Fiber	34.75 300.00	334.75

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Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
6/18/25	51880AM Supplies	254618339	yellow Paper	25.69	
	51880AM Supplies		orange paper	22.18	
	51880AM Supplies		green paper	23.99	
	51880AM Supplies		distilled water disc cleaner	11.99	
	51880AM Supplies		labels postage meter	24.78	
	20000 Accounts Payable		W.B. Mason Co., Inc.		108.63
6/18/25	51310BD Maintenance & Repair	4113	cleaning of Up-Stitch including of shampoo-ing of carpets	1,191.93	
	20000 Accounts Payable		Martinez Cleaning, LLC		1,191.93
6/18/25	52050BD Utilities	71107-060525	Electric Service 5/6-6/15/25	1,011.41	
	20000 Accounts Payable		National Grid		1,011.41
6/18/25	52050BD Utilities	71109-060625	Gas Service 5/6-6/6/25	329.56	
	20000 Accounts Payable		National Grid		329.56
6/18/25	51880AM Supplies	8279194	Magnetic badge for Chris	20.00	
	20000 Accounts Payable		HALO Branded Sloutions, Inc.		20.00
6/18/25	20000 Accounts Payable	INC39113	Innovative Interfaces, Inc.		
6/18/25	51850AS Software Maintenance	INC39113-1	Sierra Annual Subscription	101,327.93	
	50310AS Cataloguing - Services		Catalog services	18,807.23	
	20000 Accounts Payable		Innovative Interfaces, Inc.		120,135.16
6/25/25	51885AD Supplies - Reimbursable	061825	Serving Neurodiverse Patrons Hotel and travel expenses	550.00	
	20000 Accounts Payable		Courtney Tsalalis		550.00
6/25/25	51880AM Supplies	110590	NGRN 2000 bar codes	71.09	
	20000 Accounts Payable		Symbology, Incorporated		71.09
6/25/25	51880AM Supplies	110591	HOOF 1000 bar codes	45.21	
	20000 Accounts Payable		Symbology, Incorporated		45.21
6/25/25	51840AD Services - Contractual	210986	6/2-6/25 Delivery service	6,801.93	
	20000		Arnoff Moving & Storage of Albany, INC.		6,801.93

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable		Albany, INC.		
6/25/25	51840AD Services - Contractual 20000 Accounts Payable	211038	6/9-17/25 delivery service	6,801.93	
			Arnoff Moving & Storage of Albany, INC.		6,801.93
6/25/25	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 50958AM Insurance - Health Retire 20000 Accounts Payable	251630008297	Employee Medical Insurance	2,272.79	
			Employee Medical Insurance	2,272.79	
			Employee Medical Insurance	3,867.73	
			Employee Medical Insurance	948.24	
			Employee Dental Insurance	73.56	
			Employee Dental Insurance	90.05	
			Employee Dental Insurance	73.56	
			Employee Dental Insurance	57.07	
			Retiree's Medical	1,594.94	
			Retiree's Dental	53.58	
			CDPHP		11,304.31
6/25/25	50958AM Insurance - Health Retire 20000 Accounts Payable	251630019236	Retirees medical insurance	1,926.80	
			CDPHP		1,926.80
6/25/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25163842	2 eBooks	51.45	
			9 Audio books	210.83	
			OverDrive, Inc.		262.28
6/25/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25172400	1 eBook	2.30	
			1 audio books	9.50	
			OverDrive, Inc.		11.80
6/25/25	50465AD-25 e-content reorder 50465AD-25 e-content reorder 20000 Accounts Payable	25188539	23 eBooks	1,019.92	
			17 Audio books	1,409.02	
			OverDrive, Inc.		2,428.94
6/25/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25189081	20 eBooks	1,002.95	
			14 Audio books	1,018.74	
			OverDrive, Inc.		2,021.69
6/25/25	51885AD Supplies - Reimbursable	25189086	1 eBooks	35.48	

**Upper Hudson Library System
Purchase Journal
For the Period From Jun 1, 2025 to Jun 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
	51885AD Supplies - Reimbursable 20000 Accounts Payable		2 Audio books OverDrive, Inc.	153.21	188.69
6/25/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25189087	9 eBooks 9 Audio books OverDrive, Inc.	134.19 257.38	391.57
6/25/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25189092	12 eBooks 8 Audio Books OverDrive, Inc.	644.98 455.22	1,100.20
6/25/25	51880AM Supplies 20000 Accounts Payable	254780976	coffee pods W.B. Mason Co., Inc.	43.96	43.96
6/25/25	51880AM Supplies 20000 Accounts Payable	254784454	water cooler rental fee W.B. Mason Co., Inc.	7.98	7.98
6/25/25	51880AM Supplies 20000 Accounts Payable	254843948	Labels for the annual meeting W.B. Mason Co., Inc.	54.29	54.29
6/25/25	51665YO Programs for Members 20000 Accounts Payable	254933483	Labels for RIF W.B. Mason Co., Inc.	30.23	30.23
6/25/25	50550AM Equipment - Maintenanc 20000 Accounts Payable	25612	5/13-6/12/25 BP photo copies Metroland Business Machines	17.60	17.60
6/25/25	50958AM Insurance - Health Retire 20000 Accounts Payable	286428*073125	Retiree Medical Insurance Highmark Blue Shield of Northeastern	992.00	992.00
6/25/25	51840BD Services - Contractual 20000 Accounts Payable	6005061048	July Monthly generator monitoring 2025 Securitas Technology Corp	280.88	280.88
6/25/25	51840BD Services - Contractual 20000 Accounts Payable	6005061048-1	July Burgler alarm monitoring 2025 Securitas Technology Corp	139.09	139.09
6/25/25	51212or-24 Large Print Book Collecti 20000 Accounts Payable	999100548798	10 Large print Cengage Learning Inc / Gale	320.70	320.70
				186,794.28	186,794.28

Upper Hudson Library System
Treasurer's Report
For the Five months ending May 31, 2025

INCOME YEAR TO DATE:

	<u>April 2025</u>	<u>May 2025</u>	<u>May 2024</u>
Grants	0.00	0.00	438,319.00
Carryovers & Other Income	317,696.57	326,932.60	285,067.72
	<hr/>	<hr/>	<hr/>
TOTAL INCOME	317,696.57	326,932.60	723,386.72
TOTAL EXPENSES	(551,190.11)	(666,810.17)	(1,046,402.98)
	<hr/>	<hr/>	<hr/>
BALANCE	(233,493.54)	(339,877.57)	(323,016.26)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

ACCOUNT BALANCES YEAR TO DATE:

Restricted Accounts

(Restricted by UHLS Board)

10610 Automation	178,067.74	178,701.45	174,896.62
<i>Major automation expenses</i>			
10620 Building	138,459.56	139,429.99	99,070.98
<i>Major building expenses.</i>			
10640 Equipment	45,621.88	45,784.22	43,946.10
<i>Office equipment</i>			
10660 Retirement	61,091.45	61,308.87	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	423,240.63	425,224.53	376,765.84

Petty Cash Account

10000 Petty Cash	271.70	241.70	303.94
TOTAL PETTY CASH	271.70	241.70	303.94

Checking Accounts

10200NB Cash - NBT Operating Checking	116,503.59	105,968.93	81,534.84
<i>Money transferred to this account from A/C 10510 as CDARS mature to cover monthly expenses</i>			
10300NB Cash - NBT Payroll Checking	(761.52)	(253.84)	(323.08)
10400NB Cash - NBT Money Mkt	25,064.96	25,066.02	246,893.35
10500NB Cash - NBT PayPal	0.01	1,500.01	0.01

Operational Account

TOTAL CHECKING	140,807.04	132,281.12	328,105.12
10510 Cash - Operational	1,242,097.43	1,246,517.75	894,534.86
**TOTAL OPERATING	1,242,097.43	1,246,517.75	894,534.86

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

TOTAL CASH	1,806,416.80	1,804,265.10	1,599,709.76
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Income Report
For the Five Month(s) Ending May 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	983,209.00	0.00	0.00	0.00	0.00	0.00	983,209.00	0.00
Central Library Services Aid 2025	228,100.00	0.00	0.00	0.00	0.00	0.00	228,100.00	0.00
LLSA - 2025	185,091.00	0.00	0.00	0.00	0.00	0.00	185,091.00	0.00
LSSA - 2025	130,957.00	0.00	0.00	0.00	0.00	0.00	130,957.00	0.00
Outreach Basic Grant - 2025	106,509.00	0.00	0.00	0.00	0.00	0.00	106,509.00	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	147,291.00	0.00	0.00	0.00	0.00	0.00	147,291.00	0.00
Total One Year Grant Income	1,810,331.00	0.00	0.00	0.00	0.00	0.00	1,810,331.00	0.00
<u>Other Income:</u>								
Annual Meeting	5,750.00	1,080.00	0.00	0.00	1,080.00	1,080.00	4,670.00	18.78
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	4,421.38	0.00	0.00	25,023.45	25,023.45	4,976.55	83.41
Interest Income - Restricted Accounts	15,000.00	1,983.90	0.00	0.00	7,856.76	7,856.76	7,143.24	52.38
Rental Income	30,429.00	1,750.75	0.00	0.00	8,753.75	8,753.75	21,675.25	28.77
UHLAN Fees - Member Libraries	373,994.00	0.00	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	553,010.83	9,236.03	0.00	0.00	326,932.60	326,932.60	226,078.23	59.12
Total One Year Income	2,363,341.83	9,236.03	0.00	0.00	326,932.60	326,932.60	2,036,409.23	13.83
	<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	2,679,806.83	9,236.03	0.00	318,348.00	326,932.60	645,280.60	2,034,526.23	24.08

Expense Report

For the Five Month(s) Ending May 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	415,191.00	854.77	0.00	0.00	15,267.80	15,267.80	399,923.20	3.68
Automation Services	446,761.00	21,513.86	0.00	0.00	113,448.44	113,448.44	333,312.56	25.39
Youth and Family Services	217,173.00	14,345.65	0.00	0.00	77,555.35	77,555.35	139,617.65	35.71
Adult & Information Services	454,490.00	34,452.96	0.00	0.00	156,903.16	156,903.16	297,586.84	34.52
Outreach - 2025	106,509.00	6,414.94	0.00	0.00	35,756.10	35,756.10	70,752.90	33.57
Administration	378,916.00	15,548.79	0.00	0.00	136,285.15	136,285.15	242,630.85	35.97
Building	214,553.00	15,372.89	0.00	0.00	71,357.52	71,357.52	143,195.48	33.26
Total Program Expenses	<u>2,233,593.00</u>	<u>108,503.86</u>	<u>0.00</u>	<u>0.00</u>	<u>606,573.52</u>	<u>606,573.52</u>	<u>1,627,019.48</u>	<u>27.16</u>
<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	542.71	0.00	92,342.56	1,320.49	93,663.05	10,840.95	89.63
Total Program Carryover Expenses	<u>204,728.00</u>	<u>542.71</u>	<u>92,954.25</u>	<u>96,610.60</u>	<u>1,673.79</u>	<u>191,238.64</u>	<u>13,489.36</u>	<u>93.41</u>
<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	4,795.36	0.00	0.00	41,524.25	41,524.25	56,313.58	42.44
Jail Grant - 2025	6,905.00	549.13	0.00	0.00	1,522.40	1,522.40	5,382.60	22.05
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	1,000.00	0.00	13.75	2,139.76	2,153.51	6,560.49	24.71
Outreach Adult Grant - 2023	18,714.00	0.00	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	0.00	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	229.00	888.86	453.00	229.00	1,570.86	875.59	64.21
Total Grant Expenses	<u>285,975.94</u>	<u>6,573.49</u>	<u>1,248.16</u>	<u>107,606.28</u>	<u>58,562.86</u>	<u>167,417.30</u>	<u>118,558.64</u>	<u>58.54</u>
Total All Expenses	<u>2,724,296.94</u>	<u>115,620.06</u>	<u>94,202.41</u>	<u>204,216.88</u>	<u>666,810.17</u>	<u>965,229.46</u>	<u>1,759,067.48</u>	<u>35.43</u>

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/7/25	51820AS Salaries 20000 Accounts Payable	050125	Monthly consulting fee Arpil LCR Consulting	2,035.00	2,035.00
5/7/25	51840AD Services - Contractual 20000 Accounts Payable	207438	Delivery service 4/21-25/25 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93
5/7/25	51840BD Services - Contractual 20000 Accounts Payable	25-4	April Lawncare Olsen's Property Maintenance	390.00	390.00
5/7/25	50351ML-25 Central Lib. Aid 2025 50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	25137757	116 eBooks 81 Audio books OverDrive, Inc.	459.94 310.09	770.03
5/7/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25138987	1 eBook 3 Audio Books OverDrive, Inc.	2.30 28.50	30.80
5/7/25	51880AM Supplies 20000 Accounts Payable	CM3653885	cups returned W.B. Mason Co., Inc.	48.89	48.89
5/21/25	51880AM Supplies 20000 Accounts Payable	109231	10000 barcodes Symbology, Incorporated	272.97	272.97
5/21/25	51880AM Supplies 20000 Accounts Payable	109676	1000 Barcodes for NAA Symbology, Incorporated	45.04	45.04
5/21/25	50351ML-25 Central Lib. Aid 2025 20000 Accounts Payable	11605376	Translations services Language Line Services, Inc.	84.74	84.74
5/21/25	51920AM Telephone Expense 50975AS Internet 20000 Accounts Payable	19972849	Telephone Internet service FirstLight Fiber	34.75 300.00	334.75
5/21/25	51840AD Services - Contractual 20000 Accounts Payable	208722	Delivery service 4/28-5/2/25 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93
5/21/25	51840AD Services - Contractual 20000 Accounts Payable	208856	Delivery Service 5/5-9/25 Arnoff Moving & Storage of Albany, INC.	6,801.93	6,801.93

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/21/25	51840BD Services - Contractual 20000 Accounts Payable	218294	Generator maintenance Kinsley Group	4,463.78	4,463.78
5/21/25	50550AM Equipment - Maintenanc 20000 Accounts Payable	24930	4/13-5/12/25 printing fees Metroland Business Machines	44.33	44.33
5/21/25	51310BD Maintenance & Repair 20000 Accounts Payable	250512550	Replacement locks for Asian Arts doors Edward C. Mangione	295.20	295.20
5/21/25	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 50958AM Insurance - Health Retire 20000 Accounts Payable	251330008277	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's Medical Retiree's Dental CDPHP	2,272.79 2,272.79 3,867.73 948.24 73.56 90.05 73.56 57.07 1,594.94 53.58	11,304.31
5/21/25	50958AM Insurance - Health Retire 20000 Accounts Payable	251330018704	Retiree's Medical Insurance CDPHP	1,926.80	1,926.80
5/21/25	50465AD-25 e-content reorder 50465AD-25 e-content reorder 20000 Accounts Payable	25141803	39 eBooks 9 Audio books OverDrive, Inc.	1,750.39 669.42	2,419.81
5/21/25	51010JG-25 Jail Grant 2025 51010JG-25 Jail Grant 2025 20000 Accounts Payable	25150386	8 eBooks 2 Audio books OverDrive, Inc.	426.97 122.16	549.13
5/21/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	25151806	18 eBooks 19 Audio Books OverDrive, Inc.	666.62 1,186.61	1,853.23

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/21/25	51885AD Supplies - Reimbursable	25151814	18 eBooks	764.07	
	51885AD Supplies - Reimbursable		9 Audio books	534.35	
	20000 Accounts Payable		OverDrive, Inc.		1,298.42
5/21/25	50465AD-25 e-content reorder	25152510	30 eBooks	1,489.04	
	50465AD-25 e-content reorder		12 Audio books	941.46	
	50465AD-25 e-content reorder		credit		54.95
	20000 Accounts Payable		OverDrive, Inc.		2,375.55
5/21/25	51885AD Supplies - Reimbursable	25155888	2 eBooks	105.00	
	51885AD Supplies - Reimbursable		3 Audio books	234.61	
	20000 Accounts Payable		OverDrive, Inc.		339.61
5/21/25	51885AD Supplies - Reimbursable	25155893	2 eBooks	20.70	
	51885AD Supplies - Reimbursable		21 Audio books	281.13	
	20000 Accounts Payable		OverDrive, Inc.		301.83
5/21/25	50958AM Insurance - Health Retire	286428-063025	Retiree's Medical insurance	992.00	
	20000 Accounts Payable		Highmark Blue Shield of Northeastern		992.00
5/21/25	51840BD Services - Contractual	29142544	Trash and recycling for May	232.70	
	20000 Accounts Payable		Casella		232.70
5/21/25	52050BD Utilities	3392	Monthly Solar plus short payment from 3/25 of 52.90	313.41	
	20000 Accounts Payable		2012 Light Energy Fund 1		313.41
5/21/25	51845BD Services - Contractual J	4024	Monthly cleaning for 2025	1,169.77	
	20000 Accounts Payable		Martinez Cleaning, LLC		1,169.77
5/21/25	51310BD Maintenance & Repair	4520	Prep and paint for UpStitch space	4,950.00	
	20000 Accounts Payable		Hoffman Painting		4,950.00
5/21/25	50162YO DVD's	507060029	2 DVD's	47.98	
	20000 Accounts Payable		Midwest Tape		47.98
5/21/25	50162YO DVD's	507098395	1 DVD's	23.24	
	20000 Accounts Payable		Midwest Tape		23.24

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/21/25	52050BD Utilities 20000 Accounts Payable	71107-050625	Electric service 4/4-5/6/25 National Grid	915.91	915.91
5/21/25	52050BD Utilities 20000 Accounts Payable	71109-050625	Gas Service 4/4-5/6/25 National Grid	638.68	638.68
5/21/25	51212or-24 Large Print Book Collecti 20000 Accounts Payable	86778935	6 Large Print books Cengage Learning Inc / Gale	194.34	194.34
5/21/25	51212or-24 Large Print Book Collecti 20000 Accounts Payable	999100347270	3 Large Pint books Cengage Learning Inc / Gale	98.37	98.37
5/21/25	51212AD Large Print Book Collecti 20000 Accounts Payable	999100419853	5 Large Print books Cengage Learning Inc / Gale	161.55	161.55
5/21/25	51885AD Supplies - Reimbursable 51885AD Supplies - Reimbursable 20000 Accounts Payable	DA25153768	3 eBooks 2 Audio books OverDrive, Inc.	164.99 175.16	340.15
5/21/25	51320AD-24 Outreach Adult Grant 20 20000 Accounts Payable	EquityChal	Equity Challenge Staff Training Menands Public Library	500.00	500.00
5/21/25	51320AD-24 Outreach Adult Grant 20 20000 Accounts Payable	EquityChal	Equity Challenge Staff Training Berne Public Library	500.00	500.00
5/27/25	51880AM Supplies 20000 Accounts Payable	254320429	4 jugs of water W.B. Mason Co., Inc.	23.96	23.96
5/27/25	51880AM Supplies 20000 Accounts Payable	254346795	Wall clock for large conference room W.B. Mason Co., Inc.	27.39	27.39
5/28/25	51310BD Maintenance & Repair 20000 Accounts Payable	0539	Home Depot Room divider for Up-Stitch Elan Financial Servies	68.94	68.94
5/28/25	51880AM Supplies 20000 Accounts Payable	1060	Amazon mousepad for Chris Elan Financial Servies	12.73	12.73
5/28/25	51850AS Software Maintenance 20000	1367	Monthly fee for PayPal Pro Elan Financial Servies	30.00	30.00

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
5/28/25	51880AM Supplies 20000 Accounts Payable	1488	Purely HR credit		13.24
			Elan Financial Servies	13.24	
5/28/25	51650YO Professional Developme 20000 Accounts Payable	1661	NYLA	165.00	
			Elan Financial Servies		165.00
5/28/25	51880AM Supplies 20000 Accounts Payable	1673	AeroPress coffee maker and paper filters	56.29	
			Elan Financial Servies		56.29
5/28/25	51840AD Services - Contractual 51840AD Services - Contractual 20000 Accounts Payable	199373-2	Delivery service 11/11-15/24 underpayment PO 15716 short pay	1,366.63 40.00	
			Arnoff Moving & Storage of Albany, INC.		1,406.63
5/28/25	51840AD Services - Contractual 20000 Accounts Payable	209088	Delivery service 5/12-16/25	6,801.93	
			Arnoff Moving & Storage of Albany, INC.		6,801.93
5/28/25	51310BD Maintenance & Repair 20000 Accounts Payable	2123	Negegg set of two security cameras	219.99	
			Elan Financial Servies		219.99
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	2139	Newegg	16.59	
			Elan Financial Servies		16.59
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	2253	Newegg NUC for NGRE	600.00	
			Elan Financial Servies		600.00
5/28/25	51880AM Supplies 20000 Accounts Payable	2617	Honest Weight coffee	15.16	
			Elan Financial Servies		15.16
5/28/25	50565AS Equipment - Reimbursab 51880AM Supplies 20000 Accounts Payable	2699	Amazon 2 NUCS for POES	1,136.00	
			Amazon 2 Samsung 27" monitors for POES	259.98	
			Elan Financial Servies		1,395.98
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	2831	3 refurbished laptops	30.00	
			GE Elfun Computer Rehab		30.00
5/28/25	51665AD Programs for Members 51665AD Programs for Members	2962	Market 32 refreshments	41.03	
			crisp cannoli	30.00	

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20000 Accounts Payable		Elan Financial Servies		71.03
5/28/25	51665YO Programs for Members 20000 Accounts Payable	3401	Home Depot screwdriver	6.45	
			Elan Financial Servies		6.45
5/28/25	51665YO Programs for Members 20000 Accounts Payable	3720	Amazon RIF Books	72.08	
			Elan Financial Servies		72.08
5/28/25	51845BD Services - Contractual J 20000 Accounts Payable	4077	Monthly cleaning for 2025	1,169.77	
			Martinez Cleaning, LLC		1,169.77
5/28/25	51325AM Memberships - Institutio 20000 Accounts Payable	4077	Market 32 refreshments for DA	17.14	
			Elan Financial Servies		17.14
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	4714	Amazon Label maker tape	12.99	
			Elan Financial Servies		12.99
5/28/25	51653YO Professional Materials 20000 Accounts Payable	5443	Amazon Prof cell book	24.95	
			Elan Financial Servies		24.95
5/28/25	51840BD Services - Contractual 20000 Accounts Payable	6004873644-1	April Monthly generator monitoring 2025	280.88	
			Securitas Technology Corp		280.88
5/28/25	51840BD Services - Contractual 20000 Accounts Payable	6004997564	June Burgler alarm monitoring 2025	139.09	
			Securitas Technology Corp		139.09
5/28/25	51840BD Services - Contractual 20000 Accounts Payable	6004997564-1	June Monthly generator monitoring 2025	280.88	
			Securitas Technology Corp		280.88
5/28/25	51840BD Services - Contractual 20000 Accounts Payable	604873644	April Burgler alarm monitoring 2025	139.09	
			Securitas Technology Corp		139.09
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	6627	Newegg receipt printer for BRUN	298.95	
			Elan Financial Servies		298.95
5/28/25	51695YS-23 YS Earned Income '23 E 20000 Accounts Payable	6679	Best Buy chromebook	229.00	
			Elan Financial Servies		229.00
5/28/25	51320AM Member Trustee / Staff	7007	Honest Weight refreshments for Board mtg	12.73	

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20000 Accounts Payable		Elan Financial Servies		12.73
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	7097	eBay laser jet printer for COHS Elan Financial Servies	186.69	186.69
5/28/25	51650AD Professional Developme 20000 Accounts Payable	8350	Spring on the Hill registration fee Elan Financial Servies	165.00	165.00
5/28/25	50975AS Internet 20000 Accounts Payable	8373	Name Cheap 4 Domain name renewals Elan Financial Servies	60.64	60.64
5/28/25	50560AS Equipment - Purchases 20000 Accounts Payable	8988	Amazon Elan Financial Servies	437.93	437.93
5/28/25	50565AS Equipment - Reimbursab 20000 Accounts Payable	9048	Ubiquiti Store router/firewall for GRAF Elan Financial Servies	229.72	229.72
5/28/25	51850AS Software Maintenance 20000 Accounts Payable	9161	WP Forms renewal for WP forms plugin for UHLS website Elan Financial Servies	99.00	99.00
5/28/25	51880AM Supplies 20000 Accounts Payable	9240	CPU Medics Keyboard & Mouse for Chris Elan Financial Servies	149.00	149.00
5/28/25	51665or-24 Programs - Special 20000 Accounts Payable	9622	Capital Pride Center donation Elan Financial Servies	250.00	250.00
5/28/25	51850AS Software Maintenance 20000 Accounts Payable	9865	Chat GPT monthly subscription Elan Financial Servies	21.60	21.60
				77,961.50	77,961.50
				77,961.50	77,961.50