

# Cohoes Public Library

## Annual Report For Public And Association Libraries - 2011

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2011, except for questions related to the current library director/manager (questions 1.32 through 1.37).

1.1	Library ID Number	8400011475
1.2	Library Name	Cohoes Public Library
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Cohoes
1.6a	Beginning Fiscal Reporting Year	01/01/2011
1.6b	Beginning <u>Local</u> Fiscal Year	01/01/2011
1.7a	Ending Fiscal Reporting Year	12/31/2011
1.7b	Ending <u>Local</u> Fiscal Year	12/31/2011
1.8	Address Status	00 (for no change from previous year)
1.9	Street Address	169 Mohawk Street
1.10	City	Cohoes
1.11	Zip Code	12047
1.12	Four-Digit Zip Code Extension	3095
1.13	Mailing Address	169 Mohawk Street
1.14	City	Cohoes
1.15	Zip Code	12047
1.16	Four-Digit Zip Code Extension	3095
1.17	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 235-2570
1.18	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 237-4195
1.19	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@cohoespubliclibrary.org
1.20	Library Home Page URL (Enter N/A if no home page URL)	www.cohoespubliclibrary.org
1.21	Population Chartered to Serve (per 2000 Census)	15,521
1.22	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.23	Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.24	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract. Answer Y for Yes, N for No.	N
1.25	Indicate the type of charter the library currently holds (select one):	Absolute
1.26	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	12/15/1978
1.27	Date the library was last registered	12/31/1973

1.28	Federal Employer Identification Number	146002136
1.29	County	Albany
1.30	School District	City of Cohoes
1.31	Library System	Upper Hudson Library System

NOTE: For questions 1.32 through 1.37, report all information for the current library director/manager.

1.32	Title of Library Director/ Manager (select one):	Mr.
1.33	First Name of Library Director/Manager	Matthew
1.34	Last Name of Library Director/Manager	Graff
1.35	NYS Public Librarian Certification Number	24353
1.36	E-mail Address of the Director/Manager	director@cohoespubliclibrary.org
1.37	Fax Number of the Director/Manager	(518) 237-4195
1.38	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.39	For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget subject to a public vote (see instructions)? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> vote held. If no, go to question 1.40.	N
1.	Name of municipality or district holding the vote	N/A
2.	Indicate the type of municipality or district holding the vote	N/A
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A
4.	Dollar amount	N/A
5.	Was the vote successful?	N/A
6.	Date the vote was held (mm/dd/yyyy)	N/A
1.40	For the fiscal year that ended in 2011, indicate the total percentage of the library's local public funding that was either subject to public vote(s) <u>or</u> that came from a previous appropriation(s) approved by public vote(s) still in effect.	0.0%
1.41	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.42.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A
1.42	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>State</u> note; if no, please go to Part 2, Library Collection.	Y

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	9,425
2.2	Adult Non-fiction Books	10,934
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	20,359
2.4	Children's Fiction Books	3,337
2.5	Children's Non-fiction Books	3,133
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	6,470
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	26,829

#### **Other Print Materials**

2.8	Total Uncataloged Books	355
2.9	Total Print Serials	998
2.10	All Other Print Materials	1,855
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	3,208
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	30,037

#### **ELECTRONIC MATERIALS**

2.13	Electronic Books	3,831
2.14	Local Databases	0
2.15	NOVELNY Databases	9
2.16	Other Databases	0
2.17	<b>Total Databases (Total questions 2.14, 2.15 and 2.16)</b>	9
2.18	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	200
2.19	<b>Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)</b>	4,040

#### **ALL OTHER MATERIALS**

2.20	Audio - Physical Units	1,536
2.21	Audio - Downloadable Titles	3,054
2.22	Video - Physical Units	2,608
2.23	Video - Downloadable Titles	324
2.24	All Other Materials (includes microform, films, slides, etc.)	13,257
2.25	<b>Total Other Materials Holdings (Total questions 2.20 through 2.24)</b>	20,779
2.26	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.19 and 2.25)</b>	54,856

#### **CURRENT SERIAL SUBSCRIPTIONS**

2.27	Current Print Serial Subscriptions	76
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#### **ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.28	Cataloged Books	913
2.29	All Other Print Materials	682
2.30	Electronic Materials	425
2.31	All Other Materials	7
2.32	<b>Total Additions (Total questions 2.28 through 2.31)</b>	2,027

### **3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.10 and 3.49 through 3.57 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2011 calendar year.

#### **LIBRARY SPONSORED PROGRAMS**

3.1	Adult Program Sessions	40
3.2	Young Adult Program Sessions	5

3.3	Children's Program Sessions	10
3.4	All Other Program Sessions	4
3.5	<b>Total Number of Program Sessions (Total questions 3.1 through 3.4)</b>	<b>59</b>
3.6	Adult Program Attendance	230
3.7	Young Adult Program Attendance	0
3.8	Children's Program Attendance	191
3.9	All Other Program Attendance	8
3.10	<b>Total Program Attendance (Total questions 3.6 through 3.9)</b>	<b>429</b>

### **SUMMER READING PROGRAM**

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2011 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	No
c.	Summer Reading at New York Libraries name and/or logo used	Yes
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes
e.	N/A	Yes
3.12	Library outlets offering the summer reading program	1
3.13	Children registered for the library's summer reading program	87
3.14	Young adults registered for the library's summer reading program	7
3.15	<b>Total number registered for the library's summer reading program (total 3.13 + 3.14)</b>	<b>94</b>
3.16	Children's program sessions - Summer 2011	7
3.17	Young adult program sessions - Summer 2011	0
3.18	<b>Total program sessions - Summer 2011 (total 3.16 + 3.17)</b>	<b>7</b>
3.19	Children's program attendance - Summer 2011	194
3.20	Young adult program attendance - Summer 2011	0
3.21	<b>Total program attendance - Summer 2011 (total 3.19 + 3.20)</b>	<b>194</b>

### **COLLABORATORS**

3.22	Public school district(s) and/or BOCES	1
3.23	Non-public school(s)	0
3.24	Childcare center(s)	0
3.25	Summer camp(s)	0
3.26	Municipality/Municipalities	1
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	0
3.29	<b>Total Collaborators (total 3.22 through 3.28)</b>	<b>2</b>

### **EARLY LITERACY PROGRAMS**

3.30	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.31	Indicate age group(s) (check all that apply):	
a.	Birth - school entry	Yes
b.	Parents and Caregivers	No
c.	N/A	No
3.32	Ages birth to school entry program sessions	5
3.33	Parent and/or caregiver program sessions	0

3.34	<b>Total program sessions (total 3.32 + 3.33)</b>	5
3.35	Ages birth to school entry program attendance	20
3.36	Parent and/or caregiver program attendance	0
3.37	<b>Total program attendance (total 3.35 + 3.36)</b>	20
3.38	Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Other (describe using the State note)	No
e.	N/A	No

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.39	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.40	Children's program sessions	0
3.41	Young adult program sessions	0
3.42	Adult program sessions	0
3.43	<b>Total program sessions (total 3.40 + 3.41 + 3.42)</b>	0
3.44	Children's program attendance	0
3.45	Young adult program attendance	0
3.46	Adult program attendance	0
3.47	<b>Total program attendance (total 3.44 + 3.45 + 3.46)</b>	0
3.48	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Other (describe using the State note)	No
e.	N/A	No

**LIBRARY USE**

3.49	Library visits (total annual attendance)	34,320
3.50	Registered resident borrowers	3,811
3.51	Registered non-resident borrowers	25

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

3.52	Does the library have an open meeting policy?	Y
3.53	Does the library have a policy protecting the confidentiality of library records?	Y
3.54	Does the library have an Internet use policy?	Y
3.55	Does the library have a disaster policy?	Y

**ACCESSIBILITY (Answer Y for Yes, N for No)/b>**

3.56	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.57	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y

**4. LIBRARY TRANSACTIONS**

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

**CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	13,247
4.2	Adult Non-fiction Books	4,515
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	17,762
4.4	Children's Fiction Books	4,178
4.5	Children's Non-fiction Books	740
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	4,918
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	22,680

#### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	19,613
4.9	Circulation of Children's Other Materials	294
4.10	<b>Total Circulation of Other Materials (Total questions 4.8 &amp; 4.9)</b>	19,907
4.11	<b>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.10)</b>	42,587
4.12	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	5,212

#### **REFERENCE TRANSACTIONS**

4.13	Total Reference Transactions	2,080
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#### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.14	TOTAL MATERIALS RECEIVED	7,166
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#### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.15	TOTAL MATERIALS PROVIDED	5,991
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### **5. AUTOMATION AND TELECOMMUNICATIONS**

Report all information as of December 31, 2011.

#### **SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	55,032
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Number of uses (sessions) of public Internet computers per year	9,350
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	Matthew Graff
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 235-2570
5.9	IT contact's email address	director@cohoespubliclibrary.org

### **6. STAFF INFORMATION**

Report all staff information as of the end of the fiscal year reported in Part 1.

#### **FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40
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#### **BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0

6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	2
6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	3.00
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00

### **SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	N/A
6.15	Salary - Entry Level Librarian (certified)	N/A
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$37,500
6.18	FTE - Library Manager (not certified)	N/A
6.19	Salary - Library Manager (not certified)	N/A

## **7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2011.

7.1	1. Is governed by board-approved written bylaws.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents an annual report to the community.	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8.	Maintains a facility to meet community needs, including adequate:	
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9.	Has the equipment and connections necessary to facilitate access to information:	
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y

## **8. PUBLIC SERVICE INFORMATION**

Report all information as of the end of the fiscal year reported in Part 1.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	1
<b>PUBLIC SERVICE HOURS</b> - Report hours to <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	47
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	47.00
8.10	Annual Total Hours - Main Library	2,428
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	2,428.00

## 9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1.	Outlet Name	Cohoes Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	169 Mohawk Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Cohoes
6.	Zip Code	12047
7.	Four-Digit Zip Code Extension	3095
8.	Phone (enter 10 digits only)	(518) 235-2570
9.	Fax Number (enter 10 digits only)	(518) 237-4195
10.	E-mail Address	cohs1@uhls.lib.ny.us
11.	Outlet URL	www.cohoespubliclibrary.org
12.	County	Albany
13.	Outlet Type Code (select one):	CE
14.	Public Service Hours Per Year for This Outlet	2,428
15.	Number of Weeks This Outlet is Open	52
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
17.	Is the meeting space available for public use even when the outlet is closed?	N
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	200
19.	Enter the appropriate outlet code (select one):	LRF
20.	Who owns this outlet building?	City
21.	Who owns the land on which this outlet is built?	City



22.	Indicate the year this outlet was initially constructed	1898
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1985
24.	Square footage of the outlet	5,265
25.	Total number of Internet terminals at this outlet used by the general public	10
26.	Type of connection on the outlet's public Internet computers	Municipal Networks (wireless or other)
27.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 6 mbps and less than 10 mbps
28.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 768 kbps and less than 1.5 mbps
29.	Internet Provider	Time Warner Cable
30.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access
31.	Does the outlet have interactive videoconferencing capability for public use?	N
32.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
33.	Is every public part of the outlet accessible to a person in a wheelchair?	N
34.	<i>LIBID</i>	8400011475
35.	<i>FSCSID</i>	NY0700
36.	<i>Metropolitan Status Code</i>	NC
37.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
38.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2011. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2011 to December 31, 2011)	11
10.2	Number of voting library board positions stated in the library's charter.	5-11
10.3	Number of current <u>voting</u> positions on library board.	7

### BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)
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List Officers and Board Members for the **2012 Calendar Year**. Complete one record for *each* board member.

### BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Miss
10.6	First Name	Deborah
10.7	Last Name	Thomas
10.8	Mailing Address	5204 Admiral's Walk
10.9	City	Cohoes
10.10	Zip Code (5 digits only)	12047
10.11	Phone (enter 10 digits only)	(518) 423-7723

10.12	E-mail Address	thomas5204@gmail.com
10.13	Term Expires - Month	December
10.14	Term Expires - Year (yyyy)	2013
10.15	The date the Oath of Office was taken (mm/dd/yyyy)	05/04/2011
10.16	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/04/2011
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Linda
3.	Last Name of Board Member	Madlin
4.	Mailing Address	178 Simmons Ave
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	lindamadlin@yahoo.com
8.	Office Held or Trustee	Treasurer
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	02/02/2009
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/02/2009
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Eric
3.	Last Name of Board Member	Galarneau
4.	Mailing Address	20 Fourth Ave.
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	emgala@aol.com
8.	Office Held or Trustee	Vice President
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Beverly
3.	Last Name of Board Member	Karpiak
4.	Mailing Address	125 Bayberry Lane
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	cgampagnegardens@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	05/26/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/26/2011
1.	Title of Board Member (select one):	Miss
2.	First Name of Board Member	Joyce
3.	Last Name of Board Member	Neary

4.	Mailing Address	6 Sunset Court
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	jneary2@nycap.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	02/25/2009
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/25/2009
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Tara
3.	Last Name of Board Member	Ricard
4.	Mailing Address	23 Trull Street
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	tricard@nycap.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2012
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/27/2012
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Christine
3.	Last Name of Board Member	Van Ullen
4.	Mailing Address	41 Roosevelt Blvd.
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	crvanullen@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	01/30/2012
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/30/2012

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y
1.	Source of Funds	City
2.	Name of funding County, Municipality or District	City of Cohoes
3.	Amount	\$218,328
4.	Subject to Public Vote	N

5.	Written Contractual Agreement	N/A
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$218,328
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>		
11.3	Local Library Services Aid (LLSA)	\$3,673
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$4,316
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$500
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$8,489
<b>OTHER STATE AID</b>		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>OTHER RECEIPTS</b>		
11.14	Gifts and Endowments	\$1,100
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$4,173
11.18	Other	\$2,161
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$7,434
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$234,251
11.21	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$73,254
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)	\$307,505

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$32,098
12.2	Other Staff	\$76,879
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$108,977

12.4	<b>Employee Benefits Expenditures</b>	\$53,667
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$162,644
<b>COLLECTION EXPENDITURES</b>		
12.6	Print Materials Expenditures	\$21,492
12.7	Electronic Materials Expenditures	\$0
12.8	Other Materials Expenditures	\$500
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$21,992
<b>CAPITAL EXPENDITURES FROM OPERATING FUNDS</b>		
12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>		
<b>Repairs to Building &amp; Building Equipment</b>		
12.13	From Local Public Funds (72PF)	\$888
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$888
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$40,720
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$41,608
<b>MISCELLANEOUS EXPENSES</b>		
12.18	Office and Library Supplies	\$1,683
12.19	Telecommunications	\$0
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$0
12.22	Other Miscellaneous	\$310
12.23	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$1,993
12.24	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$6,014
<b>DEBT SERVICE</b>		
<b>Capital Purposes Loans (Principal and Interest)</b>		
12.25	From Local Public Funds (73PF)	\$0
12.26	From Other Funds (73OF)	\$0
12.27	<b>Total</b> (Add Questions 12.25 and 12.26)	\$0
12.28	Budget Loans (Principal and Interest)	\$0
12.29	Short-Term Loans	\$0
12.30	<b>Total Debt Service</b> (Add Questions 12.27, 12.28 and 12.29)	\$0
12.31	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)	\$234,251
<b>TRANSFERS</b>		
<b>Transfers to Capital Fund</b>		
12.32	From Local Public Funds (76PF)	\$0
12.33	From Other Funds (76OF)	\$0
12.34	<b>Total Transfers to Capital Fund</b> (Add Questions 12.32 and 12.33; same as Question 13.8)	\$0
12.35	<b>Transfer to Other Funds</b>	\$0

12.36	<b>TOTAL TRANSFERS</b> (Add Questions 12.34 and 12.35)	\$0
12.37	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.31 and 12.36)	\$234,251
12.38	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2011	\$73,254
12.39	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.37 and 12.38; same as Question 11.26)	\$307,505

#### ASSURANCE

12.40	The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2/14/2012
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#### FISCAL AUDIT

12.41	Last audit performed (mm/dd/yyyy)	03/01/11
12.42	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2009-01/01/2010
12.43	Indicate type of audit (select one):	Private Accounting Firm

#### CAPITAL FUND

12.44	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N
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### 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

#### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0

#### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0

#### FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0
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#### INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.34)	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

### 14. CAPITAL FUND DISBURSEMENTS

#### PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0
<b>Other Disbursements</b>		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2011	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

## 15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	1.00
15.2	Total Librarians	1.00
15.3	All Other Paid Staff	2.00
15.4	Total Paid Employees	3.00
15.5	State Government Revenue	\$7,989
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$7,934
15.8	Total Operating Revenue	\$234,251
15.9	Other Operating Expenditures	\$49,615
15.10	Total Operating Expenditures	\$234,251
15.11	Total Capital Expenditures	\$0
15.12	Print Materials	28,182
15.13	Total Registered Borrowers	3,836
15.14	Other Capital Revenue and Receipts	\$0
15.15	Total Number of Internet Terminals Used by the General Public	10

## 16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8400011475
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	CI
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	CII
16.7	<i>FSCS ID</i>	NY0700

## SUGGESTED IMPROVEMENTS

Library Name:

Cohoes Public Library

Library System:

Upper Hudson Library System

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. Thank you!