

Cohoes Public Library

Annual Report For Public And Association Libraries - 2014

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, except for questions related to the current library director/manager (questions 1.35 through 1.40).

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
1.6	Beginning Fiscal Reporting Year	01/01/2014
1.7	Ending Fiscal Reporting Year	12/31/2014
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2014
1.12	Ending <u>Local</u> Fiscal Year	12/31/2014
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	169 MOHAWK STREET
1.15	City	COHOES
1.16	Zip Code	12047
1.17	Mailing Address	169 MOHAWK STREET
1.18	City	COHOES
1.19	Zip Code	12047
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 235-2570
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 237-4195
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@cohoespubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	wwwcohoespubliclibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	16,168
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	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

1.30	Date the library was last registered	12/31/1973
1.31	Federal Employer Identification Number	611697161
1.32	County	ALBANY
1.33	School District	City of Cohoes
1.34	Town/City	Cohoes
1.35	Library System	Upper Hudson Library System

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

1.36	Title of Library Director/ Manager (select one):	Mr.
1.37	First Name of Library Director/Manager	Matthew
1.38	Last Name of Library Director/Manager	Graff
1.39	NYS Public Librarian Certification Number	24353
1.40	E-mail Address of the Director/Manager	director@cohoespubliclibrary.org
1.41	Fax Number of the Director/Manager	(518) 237-4195

1.42	Does the library charge fees for library cards to people residing outside the system's service area?	N
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1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	N
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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	\$0
5.	Was the vote successful?	N/A
6.	Date the vote was held (mm/dd/yyyy)	N/A

1.44	<i>For the fiscal year that ended in 2014, indicate the total percentage of the library's local public funding that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote</i>	0.00
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1.45	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 1.46.	N
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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	0
4.	Dollar amount of contract	\$0
5.	Enter the appropriate code for range of services provided (select one):	N/A

1.46	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.	N
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2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#)

to read general instructions before completing this section.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	8,592
2.2	Adult Non-fiction Books	9,921
2.3	Total Adult Books (Total questions 2.1 & 2.2)	18,513
2.4	Children's Fiction Books	6,710
2.5	Children's Non-fiction Books	2,837
2.6	Total Children's Books (Total questions 2.4 & 2.5)	9,547
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	28,060

Other Print Materials

2.8	Total Uncataloged Books	140
2.9	Total Print Serials	841
2.10	All Other Print Materials	1,700
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,681
2.12	Total Print Materials (Total questions 2.7 and 2.11)	30,741

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	22,344
2.14	Local Databases	0
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	11
2.17	Audio - Downloadable Units	7,542
2.18	Video - Downloadable Units	645
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	100
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	30,642

Non-Electronic Materials

2.21	Audio - Physical Units	935
2.22	Video - Physical Units	2,251
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	100
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	3,286
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	64,669

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	40
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	1,031
2.28	All Other Print Materials	901
2.29	Electronic Materials	9,339
2.30	All Other Materials	1,119
2.31	Total Additions (Total questions 2.27 through 2.30)	12,390

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the fiscal year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	70,412
3.2	Registered resident borrowers	7,682
3.3	Registered non-resident borrowers	620

Please report information on WRITTEN POLICIES as of 12/31/14.

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	N
3.9	Does the library have a board-approved whistle blower policy?	N

Please report information on ACCESSIBILITY as of 12/31/14.

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

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

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.12	Adult Program Sessions	93
3.13	Young Adult Program Sessions	1
3.14	Children's Program Sessions	18
3.15	All Other Program Sessions	1
3.16	Total Number of Program Sessions (Total questions 3.12 through 3.15)	113
3.17	Adult Program Attendance	758
3.18	Young Adult Program Attendance	10
3.19	Children's Program Attendance	300
3.20	All Other Program Attendance	8
3.21	Total Program Attendance (Total questions 3.17 through 3.20)	1,076

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (check all that apply):

a.	Program(s) for children	Yes
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b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.23	Library outlets offering a summer reading program	1
3.24	Children registered for the library's summer reading program	83
3.25	Young adults registered for the library's summer reading program	6
3.26	Adults registered for the library's summer reading program	0
3.27	Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26)	89
3.28	Children's program sessions - Summer 2014	7
3.29	Young adult program sessions - Summer 2014	1
3.30	Adult program sessions - Summer 2014	0
3.31	Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30)	8
3.32	Children's program attendance - Summer 2014	222
3.33	Young adult program attendance - Summer 2014	8
3.34	Adult program attendance - Summer 2014	0
3.35	Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34)	230

COLLABORATORS

3.36	Public school district(s) and/or BOCES	1
3.37	Non-public school(s)	1
3.38	Childcare center(s)	1
3.39	Summer camp(s)	0
3.40	Municipality/Municipalities	1
3.41	Literacy provider(s)	0
3.42	Other (describe using the State note)	0
3.43	Total Collaborators (total 3.36 through 3.42)	4

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

EARLY LITERACY PROGRAMS

3.44	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	N
3.45	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	No
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	Yes
3.46	Number of sessions	
a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.47	Total Sessions	0
3.48	Attendance at sessions	
a.	Focus on birth - school entry	0

b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.49	Total Attendance	0
3.50 Collaborators (check all that apply):		
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
f.	N/A	Yes

Please report information on ADULT LITERACY for the 2014 calendar year.

ADULT LITERACY

3.51	Did the library offer adult literacy programs?	Yes
3.52	Total program sessions	3
3.53	Total program attendance	30
3.54 Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	No
e.	N/A	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.55	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.56	Children's program sessions	0
3.57	Young adult program sessions	0
3.58	Adult program sessions	0
3.59	Total program sessions (total 3.56 + 3.57 + 3.58)	0
3.60	Children's program attendance	0
3.61	Young adult program attendance	0
3.62	Adult program attendance	0
3.63	Total program attendance (total 3.60 + 3.61 + 3.62)	0
3.64 Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

Please report information on DIGITAL LITERACY for the 2014 calendar year.

DIGITAL LITERACY

3.65	Did the library offer digital literacy programs?	Y
3.66	Total program sessions	2
3.67	Total program attendance	18

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	13,543
4.2	Adult Non-fiction Books	6,072
4.3	Total Adult Books (Total questions 4.1 & 4.2)	19,615
4.4	Children's Fiction Books	3,466
4.5	Children's Non-fiction Books	915
4.6	Total Children's Books (Total questions 4.4 & 4.5)	4,381
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	23,996

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	10,180
4.9	Circulation of Children's Other Materials	818
4.10	Circulation of Electronic Materials	2,743
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	13,741
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	37,737
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	5,199

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	2,300
4.15	Does the library offer virtual reference?	N

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	7,325
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	5,134
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

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	59,997
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	13,441
5.7	Name of the person responsible for the library's 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

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions

funded in the library's budget whether those positions are filled or not . This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

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

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 3
 6.11 Vacant Other Staff 0
 6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 4.00
 6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** 0.00

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) 0
 6.15 Salary - Entry Level Librarian (certified) \$0
 6.16 FTE - Library Director (certified) 1
 6.17 Salary - Library Director (certified) \$45,550
 6.18 FTE - Library Manager (not certified) 0
 6.19 Salary - Library Manager (not certified) \$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2014. Please click [here](#) to read general instructions before completing this section.

7.1 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. Y
 7.2 2. Has a board-approved written long range plan of service. Y
 7.3 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. Y
 7.4 4. Has board-approved written policies for the operation of the library. Y
 7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. Y
 7.6 6. Periodically evaluates the effectiveness of the library's 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.	Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:	
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. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved 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 Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

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	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1
PUBLIC SERVICE HOURS - 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	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	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	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	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.	Phone (enter 10 digits only)	(518) 235-2570
8.	Fax Number (enter 10 digits only)	(518) 237-4195
9.	E-mail Address	cohs1@uhls.lib.ny.us
10.	Outlet URL	www.cohoespubliclibrary.org
11.	County	Albany
12.	School District	Cohoes
13.	Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,428
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	200
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	City
22.	Who owns the land on which this outlet is built?	City
23.	Indicate the year this outlet was initially constructed	1898
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1985
25.	Square footage of the outlet	5,265
26.	Total number of Internet terminals at this outlet used by the general public	10
27.	Type of connection on the outlet's public Internet computers	Cable
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps
30.	Internet Provider	Time Warner Cable
31.	WiFi Access	No restrictions to access
32.	Number of wireless sessions provided by the library wireless service per year	2,600
33.	Does the outlet have interactive videoconferencing capability for public use?	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	<i>LIBID</i>	8400011475
37.	<i>FSCSID</i>	NY0700
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<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, 2014. 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, 2014 to December 31, 2014) | 10 |
| 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. | 9 |
| 10.4 | Trustee term length | 5 years |

BOARD MEMBER SELECTION

- | | | |
|------|---|--|
| 10.5 | Enter Board Member Selection Code (select one): | A - board members are appointed by municipality(ies) |
|------|---|--|

List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

- | | | |
|-------|--|---------------------|
| 10.6 | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant | Mrs. |
| 10.7 | First Name | Carol |
| 10.8 | Last Name | Clingan |
| 10.9 | Mailing Address | 135 Simmons |
| 10.10 | City | Cohoes |
| 10.11 | Zip Code (5 digits only) | 12047 |
| 10.12 | Phone (enter 10 digits only) | (515) 235-8068 |
| 10.13 | E-mail Address | chclingan@gmail.com |
| 10.14 | Term Begins - Month | February |
| 10.15 | Term Begins - Year (yyyy) | 2012 |
| 10.16 | Term Expires - Month | December |
| 10.17 | Term Expires - Year (yyyy) | 2016 |
| 10.18 | The date the Oath of Office was taken (mm/dd/yyyy) | 2/21/2012 |
| 10.19 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 2/21/2012 |
| 10.20 | Is this a brand new trustee? | N |

- | | | |
|-----|--|-----------------------|
| 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 Simons 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 Begins - Month | January |
| 10. | Term Begins - Year (year) | 2014 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2018 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 1/29/2014 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 1/29/2014 |
| 15. | Is this a brand new trustee? | N |

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 St.
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 Begins - Month	September
10.	Term Begins - Year (year)	2012
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	9/10/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	9/10/2012

15. Is this a brand new trustee? N

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	champagnegardens@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2011
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	5/26/2011
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	5/26/2011

15. Is this a brand new trustee? N

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 Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	12/29/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/29/2013

15. Is this a brand new trustee? N

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 Begins - Month	January
10.	Term Begins - Year (year)	2012
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	1/27/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/27/2012

15. Is this a brand new trustee? N

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 St.
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	tricar@nycap.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	12/29/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/29/2013

15. Is this a brand new trustee? N

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Lansing
3.	Last Name of Board Member	Ten Eyck, III
4.	Mailing Address	310 Ogden Mill Plaza
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	greateast100@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	12/29/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/29/2013

15. Is this a brand new trustee? N

1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Julie
3.	Last Name of Board Member	Basile
4.	Mailing Address	51 Baker Ave
5.	City	Cohoes
6.	Zip Code (5 digits only)	12047
7.	E-mail address	joo_joo24@hotmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	12/29/13
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/29/13
15.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

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	\$219,035
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$219,035

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$4,422
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$75
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$4,497

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$99
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$9,612
11.18	Other	\$4,779
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$14,490
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$238,022
11.21	BUDGET LOANS	\$0
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$39,092
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$277,114

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click [here](#) to read general instructions before completing this section.

12.1	Certified Librarians	\$43,733
12.2	Other Staff	\$81,618
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$125,351
12.4	Employee Benefits Expenditures	\$46,225
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$171,576

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$16,405
12.7	Electronic Materials Expenditures	\$1,507
12.8	Other Materials Expenditures	\$5,938
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$23,850

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$500
12.14	From Other Funds (72OF)	\$0

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$500
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$24,731
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$25,231
MISCELLANEOUS EXPENSES		
12.18	Office and Library Supplies	\$1,948
12.19	Telecommunications	\$0
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$0
12.22	Professional & Consultant Fees	\$0
12.23	Equipment	\$473
12.24	Other Miscellaneous	\$1,973
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$4,394
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$4,079
DEBT SERVICE		
Capital Purposes Loans (Principal and Interest)		
12.27	From Local Public Funds (73PF)	\$0
12.28	From Other Funds (73OF)	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$0
12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$0
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$229,130
TRANSFERS		
Transfers to Capital Fund		
12.34	From Local Public Funds (76PF)	\$0
12.35	From Other Funds (76OF)	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0
12.37	Transfer to Other Funds	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$229,130
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014	\$47,984
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$277,114
ASSURANCE		
12.42	The Library operated in accordance with all 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).	2/26/15

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	3/14/14
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2013-12/31/2013
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.46 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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$0
13.3	Total Revenues from Local Sources (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	Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0

13.10 NON-REVENUE RECEIPTS

13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0
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14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

Please click [here](#) to read general instructions before completing this section.

14.1	Construction	\$0
14.2	Incidental Construction	\$0

Other Disbursements

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	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2014	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	1.00
16.2	Total Librarians	1.00
16.3	All Other Paid Staff	3.00
16.4	Total Paid Employees	4.00
16.5	State Government Revenue	\$4,422
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$14,565
16.8	Total Operating Revenue	\$238,022
16.9	Other Operating Expenditures	\$33,704
16.10	Total Operating Expenditures	\$229,130
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	29,041
16.13	Total Registered Borrowers	8,302
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	10

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8400011475
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CI1
17.7	<i>FSCS ID</i>	NY0700

SUGGESTED IMPROVEMENTS

Library Name:	COHOES PUBLIC LIBRARY
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Matthew Graff
Phone Number:	(518) 235-2570

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!