

Guilderland Public Library

Annual Report For Public And Association Libraries - 2010

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2010, except for questions related to the current library director/manager (questions 1.32 through 1.37).

1.1	Library ID Number	8400012700
1.2	Library Name	Guilderland 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	Guilderland
1.6	Beginning Fiscal Reporting Year	7/1/2009
1.7	Ending Fiscal Reporting Year	6/30/2010
1.8	Address Status	00 (for no change from previous year)
1.9	Street Address	2228 Western Avenue
1.10	City	Guilderland
1.11	Zip Code	12084
1.12	Four-Digit Zip Code Extension	9701
1.13	Mailing Address	2228 Western Avenue
1.14	City	Guilderland
1.15	Zip Code	12084
1.16	Four-Digit Zip Code Extension	9701
1.17	Telephone Number (enter 10 digits only; enter N/A if no telephone number)	(518) 456-2400
1.18	Fax Number (enter 10 digits only; enter N/A if no fax number)	(518) 456-0923
1.19	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	guilgen@guilpl.org
1.20	Library Home Page URL (Enter N/A if no home page URL)	www.guilpl.org
1.21	Population Chartered to Serve (per 2000 Census)	33,475
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):	School District
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	9/16/1988
1.27	Date the library was last registered	6/29/1993
1.28	Federal Employer Identification Number	141471790
1.29	County	Albany
1.30	School District	Guilderland
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):	Ms.
1.33	First Name of Library Director/Manager	Barbara

1.34	Last Name of Library Director/Manager	Nichols Randall
1.35	NYS Public Librarian Certification Number	10163
1.36	E-mail Address of the Director/Manager	randallb@guilpl.org
1.37	Fax Number of the Director/Manager	(518) 456-0923
1.38	Does the library charge fees for library cards to people residing outside the system's service area?	Y
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.	Y
1.	Name of municipality or district holding the vote	Guilderland Central School District
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N
4.	Dollar amount	\$3,163,013
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	5/19/2009
1.40	For the fiscal year that ended in 2010, 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.	96%
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.	N

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	37,519
2.2	Adult Non-fiction Books	55,354
2.3	Total Adult Books (Total questions 2.1 & 2.2)	92,873
2.4	Children's Fiction Books	34,700
2.5	Children's Non-fiction Books	24,860
2.6	Total Children's Books (Total questions 2.4 & 2.5)	59,560
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	152,433

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	602

2.10	All Other Print Materials	211
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	813
2.12	Total Print Materials (Total questions 2.7 and 2.11)	153,246
ELECTRONIC MATERIALS		
2.13	Electronic Books	1,889
2.14	Local Databases	8
2.15	NOVELNY Databases	9
2.16	Other Databases	4
2.17	Total Databases (Total questions 2.14, 2.15 and 2.16)	21
2.18	Other Electronic Materials (includes all other materials in digital format such as e-serials, CD-ROMs, government documents, electronic files, reference tools, scores, maps, etc.)	1,227
2.19	Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)	3,137
ALL OTHER MATERIALS		
2.20	Audio - Physical Units	19,515
2.21	Audio - Downloadable Titles	501
2.22	Video - Physical Units	17,312
2.23	Video - Downloadable Titles	0
2.24	All Other Materials (includes microform, films, slides, filmstrips, etc.)	318
2.25	Total Other Materials Holdings (Total questions 2.20 through 2.24)	37,646
2.26	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.19 and 2.25)	194,029
CURRENT SERIAL SUBSCRIPTIONS		
2.27	Current Print Serial Subscriptions	295
ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.		
2.28	Cataloged Books	12,381
2.29	All Other Print Materials	0
2.30	Electronic Materials	189
2.31	All Other Materials	3,478
2.32	Total Additions (Total questions 2.28 through 2.31)	16,048

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 2010 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	298
3.2	Young Adult Program Sessions	48
3.3	Children's Program Sessions	436
3.4	All Other Program Sessions	23
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	805
3.6	Adult Program Attendance	5,028
3.7	Young Adult Program Attendance	551
3.8	Children's Program Attendance	13,262
3.9	All Other Program Attendance	1,608
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	20,449

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 2010 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
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	No
3.12	Library outlets offering the summer reading program	1
3.13	Children registered for the library's summer reading program	721
3.14	Young adults registered for the library's summer reading program	95
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	816
3.16	Children's program sessions - Summer 2010	102
3.17	Young adult program sessions - Summer 2010	8
3.18	Total program sessions - Summer 2010 (total 3.16 + 3.17)	110
3.19	Children's program attendance - Summer 2010	4,984
3.20	Young adult program attendance - Summer 2010	303
3.21	Total program attendance - Summer 2010 (total 3.19 + 3.20)	5,287

COLLABORATORS

3.22	Public school district(s) and/or BOCES	1
3.23	Non-public school(s)	2
3.24	Childcare center(s)	6
3.25	Summer camp(s)	1
3.26	Municipality/Municipalities	0
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	2
3.29	Total Collaborators (total 3.22 through 3.28)	12

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	Yes
c.	N/A	No
3.32	Ages birth to school entry program sessions	227
3.33	Parent and/or caregiver program sessions	1
3.34	Total program sessions (total 3.32 + 3.33)	228
3.35	Ages birth to school entry program attendance	5,212
3.36	Parent and/or caregiver program attendance	154
3.37	Total program attendance (total 3.35 + 3.36)	5,366
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)	Yes
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)	Y
3.40	Children's program sessions	0

3.41	Young adult program sessions	0
3.42	Adult program sessions	33
3.43	Total program sessions (total 3.40 + 3.41 + 3.42)	33
3.44	Children's program attendance	0
3.45	Young adult program attendance	0
3.46	Adult program attendance	359
3.47	Total program attendance (total 3.44 + 3.45 + 3.46)	359
3.48	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 School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	No

LIBRARY USE

3.49	Library visits (total annual attendance)	328,475
3.50	Registered resident borrowers	22,631
3.51	Registered non-resident borrowers	7,040

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	132,248
4.2	Adult Non-fiction Books	79,293
4.3	Total Adult Books (Total questions 4.1 & 4.2)	211,541
4.4	Children's Fiction Books	100,484
4.5	Children's Non-fiction Books	26,411
4.6	Total Children's Books (Total questions 4.4 & 4.5)	126,895
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	338,436

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	200,830
4.9	Circulation of Children's Other Materials	57,364
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	258,194
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	596,630
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	184,259

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	57,654
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INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14 TOTAL MATERIALS RECEIVED 59,891

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15 TOTAL MATERIALS PROVIDED 95,788

5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2010.

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	127,180
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Total number of Internet terminals used by the general public.	30
5.7	Number of users (in-library only) of public Internet computers per year	32,056
5.8	Type of connection on public Internet computers	Fiber
5.9	Maximum speed of connection on public library Internet computers	10.1 - 99 Mbps
5.10	Do you offer WiFi to your patrons?	Y
5.11	Do you have interactive videoconferencing capability for public use?	N

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. 37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	15.6
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)	3.54
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	27.69
6.11	Vacant Other Staff	1.64
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	47.83
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.64

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$41,925
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$96,857
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, 2010.

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	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	63
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)	63.00
8.10	Annual Total Hours - Main Library	3,400
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)	3,400.00

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	Guilderland Public Library
2. Outlet Name Status	00 (for no change)
3. Street Address	2228 Western Ave.
4. Outlet Street Address Status	00 (for no change)
5. City	Guilderland
6. Zip Code	12084
7. Four-Digit Zip Code Extension	9701
8. Phone (enter 10 digits only)	(518) 456-2400
9. Fax Number (enter 10 digits only)	(518) 456-0923
10. E-mail Address	guilgen@guilpl.org
11. Outlet URL	www.guilpl.org
12. County	Albany
13. Outlet Type Code (select one):	CE
14. Public Service Hours Per Year for This Outlet	63
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	288
19. Enter the appropriate outlet code (select one):	LRF
20. Who owns this outlet building?	School District
21. Who owns the land on which this outlet is built?	School District
22. Indicate the year this outlet was initially constructed	1992
23. Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
24. Square footage of the outlet	27,650
25. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
26. Is every public part of the outlet accessible to a person in a wheelchair?	Y
27. <i>LIBID</i>	8400012700
28. <i>FSCSID</i>	NY0703
29. <i>Metropolitan Status Code</i>	NC
30. <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
31. <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, 2010. 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, 2010 to December 31, 2010)	10
10.2 Number of voting library board positions stated in the library's charter.	5-11 11

- 10.3 Number of current voting positions on library board.
- 10.4 Have the members of the library board taken and filed the Oath of Office (public libraries only)? Y
- 10.5 The date trustees took the Oath of Office (mm/dd/yyyy) 07/10/2010
- 10.6 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/14/2010

BOARD MEMBER SELECTION

- 10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members for the **2011 Calendar Year**. Complete one record for *each* board member.

BOARD PRESIDENT

- 10.8 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant Mr.
- 10.9 First Name Douglas
- 10.10 Last Name Morrissey
- 10.11 Mailing Address 3048 Sunset Lane Rear
- 10.12 City Schenectady
- 10.13 Zip Code 12303
- 10.14 Phone (518) 389-8926
- 10.15 E-mail Address dougmorrissey@nycap.rr.com
- 10.14 Term Expires - Month June
- 10.16 Term Expires - Year (yyyy) 2012

1. Title of Board Member (select one): Mr.
2. First Name of Board Member Michael
3. Last Name of Board Member Fox
4. Mailing Address 353 West Highland Drive
5. City Schenectady
6. Zip Code (5 digits only) 12303
7. E-mail address michaelfox811@gmail.com
8. Office Held or Trustee Secretary
9. Term Expires June
10. Term Expires - Year (yyyy) 2013

1. Title of Board Member (select one): Mr.
2. First Name of Board Member Robert
3. Last Name of Board Member Feller
4. Mailing Address 30 Pinewood Road
5. City Guilderland
6. Zip Code (5 digits only) 12084
7. E-mail address rfeller@nycap.rr.com
8. Office Held or Trustee Trustee
9. Term Expires June
10. Term Expires - Year (yyyy) 2014

1. Title of Board Member (select one): Mr.
2. First Name of Board Member Brian
3. Last Name of Board Member Hartson
4. Mailing Address 3231 Lydius St. E., PO Box 787
5. City Guilderland
6. Zip Code (5 digits only) 12084

7.	E-mail address	bh12084@nycap.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2015
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Carroll
3.	Last Name of Board Member	Valachovic
4.	Mailing Address	72G Devonshire Dr.
5.	City	Guilderland
6.	Zip Code (5 digits only)	12084
7.	E-mail address	crmsontde@aol.com
8.	Office Held or Trustee	Treasurer
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2012
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Diane
3.	Last Name of Board Member	Rosenbaum
4.	Mailing Address	57 Mohawk Trail
5.	City	Slingerlands
6.	Zip Code (5 digits only)	12159
7.	E-mail address	dhrose11@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2011
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Barbara
3.	Last Name of Board Member	Fraterrigo
4.	Mailing Address	21 Ableman Ave
5.	City	Albany
6.	Zip Code (5 digits only)	12203
7.	E-mail address	pbfrat@juno.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2014
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Robert
3.	Last Name of Board Member	Ganz
4.	Mailing Address	9 Aspen Heights
5.	City	Slingerlands
6.	Zip Code (5 digits only)	12159
7.	E-mail address	rganz@gwlaw.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2011
1.	Title of Board Member (select one):	Dr.
2.	First Name of Board Member	Vishnu
3.	Last Name of Board Member	Chaturvedi
4.	Mailing Address	11 Oneida Ct.

5.	City	Slingerlands
6.	Zip Code (5 digits only)	12159
7.	E-mail address	eic@mycopathologia.net
8.	Office Held or Trustee	Vice President
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2013
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Steve
3.	Last Name of Board Member	Wacksman
4.	Mailing Address	14 Kaine Drive
5.	City	Albany
6.	Zip Code (5 digits only)	12203
7.	E-mail address	stevew@CDTA.org
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2013
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Christopher
3.	Last Name of Board Member	Aldrich
4.	Mailing Address	6107 Nott Road
5.	City	Guilderland
6.	Zip Code (5 digits only)	12084
7.	E-mail address	caldrich@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2015

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	Other (specify using the State note)
2.	Name of funding County, Municipality or District	tax levy
3.	Amount	\$2,852,873
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$2,852,873
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
11.3	Local Library Services Aid (LLSA)	\$8,946
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$700
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$2,794
TOTAL SYSTEM CASH GRANTS		

11.8	(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$12,440
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	\$34,806
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	\$19,738
11.15	Fund Raising	\$0
11.16	Income from Investments	\$27,614
11.17	Library Charges	\$90,243
11.18	Other	\$29,017
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$166,612
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$3,066,731
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 2010 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$1,285,685
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)	\$4,352,416

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$830,386
12.2	Other Staff	\$986,969
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,817,355
12.4	Employee Benefits Expenditures	\$363,656
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$2,181,011

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$234,797
12.7	Electronic Materials Expenditures	\$22,654
12.8	Other Materials Expenditures	\$91,556
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$349,007

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$29,941
		\$0

12.11	From Other Funds (71OF)	
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$29,941
OPERATION AND MAINTENANCE OF BUILDINGS		
Repairs to Building & Building Equipment		
12.13	From Local Public Funds (72PF)	\$37,815
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$37,815
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$132,548
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$170,363
MISCELLANEOUS EXPENSES		
12.18	Office and Library Supplies	\$30,561
12.19	Telecommunications	\$5,230
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$27,756
12.22	Other Miscellaneous	\$112,967
12.23	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$176,514
12.24	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$33,014
DEBT SERVICE		
Capital Purposes Loans (Principal and Interest)		
12.25	From Local Public Funds (73PF)	\$11,545
12.26	From Other Funds (73OF)	\$0
12.27	Total (Add Questions 12.25 and 12.26)	\$11,545
12.28	Budget Loans (Principal and Interest)	\$0
12.29	Short-Term Loans	\$0
12.30	Total Debt Service (Add Questions 12.27, 12.28 and 12.29)	\$11,545
12.31	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)	\$2,951,395
TRANSFERS		
Transfers to Capital Fund		
12.32	From Local Public Funds (76PF)	\$0
12.33	From Other Funds (76OF)	\$0
12.34	Total Transfers to Capital Fund (Add Questions 12.32 and 12.33; same as Question 13.8)	\$0
12.35	Transfer to Other Funds	\$0
12.36	TOTAL TRANSFERS (Add Questions 12.34 and 12.35)	\$0
12.37	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.31 and 12.36)	\$2,951,395
12.38	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2010	\$1,401,021
12.39	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.37 and 12.38; same as Question 11.26)	\$4,352,416
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). 3/11/2010

FISCAL AUDIT

12.41 Last audit performed (mm/dd/yyyy) 06/30/2010
 12.42 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2009-06/30/2010
 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. Y

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 **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 \$17,381
 13.5 Other State Aid \$0
 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$17,381

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** (Same as Question 12.34) \$0
 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$17,381
 13.10 **NON-REVENUE RECEIPTS** \$0
 13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$17,381
 13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2010** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$76,833
 13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$94,214

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1 Construction \$17,381
 14.2 Incidental Construction \$2,890

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) \$20,271
 14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$0
 14.9 **NON-PROJECT EXPENDITURES** \$0
TOTAL CASH DISBURSEMENTS AND TRANSFERS

14.10	(Add Questions 14.7, 14.8 and 14.9)	\$20,271
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2010	\$73,943
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$94,214

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	15.56
15.2	Total Librarians	18.88
15.3	All Other Paid Staff	27.50
15.4	Total Paid Employees	46.38
15.5	State Government Revenue	\$44,452
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$169,406
15.8	Total Operating Revenue	\$3,066,731
15.9	Other Operating Expenditures	\$379,891
15.10	Total Operating Expenditures	\$2,909,909
15.11	Total Capital Expenditures	\$50,212
15.12	Print Materials	153,035
15.13	Total Registered Borrowers	29,671
15.14	Other Capital Revenue and Receipts	\$0

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8400012700
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	LD
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	SD1
16.7	<i>FSCS ID</i>	NY0703

SUGGESTED IMPROVEMENTS

Library Name:	Guilderland Public Library
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Barbara Nichols Randall
Phone Number:	(518) 456-1658

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