

Irene S. Sweetkind Public Library

2010/2011 New Mexico Public Library Annual Report

Section A - Identification

Due Date September 1, 2011

Some of the entries in this section are pre-filled with last year's information provided by the Library or provided by the State Library. Please make any additions or corrections.

A01	Name of Library	IRENE S. SWEETKIND PUBLIC LIBRARY
A02	Street Address or physical location (911 address)	6515 HOOCHANEETSA BLVD.
A03	City (of street address)	COCHITI LAKE
A04	Five-digit ZIP code (of street address)	87083
A05	Four-digit ZIP code extension (of street address)	6031
A06	County	SANDOVAL
A07	Mailing address	6515 HOOCHANEETSA BLVD.
A08	City (of mailing address)	COCHITI LAKE
A09	Five-digit ZIP code (of mailing address)	87083
A10	Four-digit ZIP code extension (of mailing address)	6031
A11	Phone Number	(505) 465-2561
A12	Fax Number	(505) 465-3009
A13	Library's web page address http://	http://www.cochitilake.org/library.htm
A14	Director's Name	Mary Badarak
A15	Director's Email Address	library@cochitilake.org
A16	Director's Phone Number	(505) 465-2561
A17	Name of person completing report	Mary Badarak
A18	Email address of person completing report	library@cochitilake.org
A19	Phone number of person completing report	(505) 465-2561
A20	Number of Branch Libraries	0
A21	Number of Bookmobiles	0

Section B - Population and Federal Questions

For State Library Use Only - **READ ONLY**

Legal service area is the population the Library is legally obligated to serve through municipal, county or other ordinance, contingent on the population of the legal service area.

B01	In the last year did the Library's legal service area change Y/N (Read Only)	N
B02	FY2010/2011 Population of Legal Service Area (Read Only)	394
B03	Reporting Period Starting Date (Read Only)	07/01/2010
B04	Reporting Period Ending Date (Read Only)	06/30/2011
B05	FSCS ID (Read Only)	NM0101
B06	LIBID (Read Only)	NM0101-001
B07	Interlibrary Relationship Code (Read Only)	NO
B08	Legal Basis Code (Read Only)	CI
B09	Administrative Structure Code (Read Only)	SO
B10	FSCS Public Library (Read Only)	Yes
B11	Geographic Code (Read Only)	OTH

Section C - Funded Staff Positions (FTE)

Include ALL positions funded in the Library's budget or by another entity on behalf of the Library whether or not they are filled include contractors, consultants, people paid by stipend or volunteers. Please report these figures in terms of Full Time Equivalent total the number of individual weekly hours for all paid staff and divide by 40. Example: 3 staff who each work 20 hours per w

C01	Number of FTE ALA-MLS Librarians. Do not include staff in non-librarian positions that have ALA-MLS degrees.	0
C02	Number of FTE Librarians (including FTE Reported in C01)	0.75
C03	Number of all other FTE employees.	0
C04	Total funded FTE (C02 + C03)	0.75

Section D - Operating Income

Please enter the amount of ALL operating income the Library received from July 1, 2010 to June 30, 2011. Do NOT include ca

Local Government Income Received

D01	City Government Income Received	\$42,115
D02	County Government Income Received	\$16,313
D03	Tribal Government Income Received	\$0
D04	Total Income Received from Local Government (D01 + D02 + D03)	\$58,428

State Government Income Received

D05	State Grants-in-Aid Received (Read Only)	\$5765.22
D06	State GO Bond Reimbursements Received	\$923
D07	Tribal Library Program Grant Received (Read Only)	\$0
D08	Other State Funds Received (include state appropriations or other state income)	\$0
D09	Total Income Received from State Government (D05 + D06 + D07 + D08)	\$6,688

Other Operating Income Received

D10	Federal LSTA Grant Received from the State Library (Read Only)	\$0
D11	Other Federal Government Operating Income Received	\$0
D12	Total Federal Operating Income (D10 + D11)	\$0
D13	Other Operating Income Received	\$3,719
D14	Total Operating Income (D04 + D09 + D12 + D13)	\$68,835

Section E - Capital Revenue & Expenditures

Please report the amount of capital revenue the Library received from July 1, 2010 to June 30, 2011. Examples include funds re buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, build renovations; library automation systems; new vehicles; and other one time major projects.

E01	Local Government Capital Revenue Received from City, County and/or Tribal Government	\$100
E02	State Government Capital Revenue Received	\$0
E03	Federal Government Capital Revenue Received	\$0
E04	Other Capital Revenue Received (private, non-governmental)	\$1,467
E05	Total Capital Revenue (E01 + E02 + E03 + E04)	\$1,567

Capital Expenditures

Please report the amount of capital expenditures the Library made from July 1, 2010 to June 30, 2011. Examples include funds for new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, renovations; library automation systems; new vehicles; and other one time major projects.

E06 Total Capital expenditures (from ALL sources) \$1,476

Section F - Expenditures

Operating Expenditures

Please report ALL operating expenditures from ALL sources made from July 1, 2010 to June 30, 2011. Do NOT include capital expenditures.

Salary and Benefits

Do not include contractors, volunteers or people paid by stipend. If FTE staff is reported in Funded Staff Positions C01 to C04, must be reported here.

F01	Employee Salaries	\$32,270
F02	Employee Benefits expenditures (includes Social Security, retirement, insurance, workman's compensation insurance, etc.)	\$5,141
F03	Total Employee Salaries and Benefits expenditures (F01 + F02)	\$37,411

Collection Expenditures

Please report cash expenditures on library collections from ALL sources including GO Bonds, State Aid, Local, Tribal, Federal. Do not include donated library materials or software or library automation or any software or tools used by library staff.

Collection Expenditure Type

F04	Print materials (books, magazines, etc.)	\$5,635
F05	Electronic materials such as Electronic Books, Electronic Journals, Databases or other electronic materials (Do not include library automation software or maintenance or any software)	\$0
F06	Other materials including audio books, videos, DVDs, microform, etc.	\$1,469
F07	Total Collection Expenditures (F04 + F05 + F06)	\$7,104

Other Operating Expenditures

F08	Other Operating expenditures not yet reported (such as office supplies, library automation software, software, furniture, software or equipment maintenance, utilities, computer equipment, cleaning supplies, crafts, etc.)	\$23,572
F09	Total Operating expenditures (F03 + F07 + F08)	\$68,087

Collection Expenditure by Source of Funds - This information is used to calculate eligibility for State Grants-in-Aid. The amount is reported in F07.

F10	How much of the amount in F07 came from state library sources (State Aid, GO Bonds, or the Tribal Library Program)?	\$2,128
F11	How much of the amount in F07 came from local and other sources (City, County, Tribal, Federal, Private or other)? Note: This amount will be used to calculate the library's per-capita responsibility for State Aid Eligibility in question L05.	\$4,976
F12	Total collection expenditures by source of funds (F10 + F11)	\$7,104

Section G - Library Collections

Please report the total number of physical or electronic units in the Library's collection (including duplicates) that the Library c

purchase, lease, license or gifts for ALL collections including branches and bookmobiles.
 This section of the survey collects data on selected types of materials. It does not cover all materials.

G01	Number of Print Books currently in the Library's collection	8,854
G02	Number of Electronic Books currently in the Library's collection. E-books can be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time selected as part of the collection and made accessible	0
G03	Number of Physical Audio materials (CDs, cassettes, etc.) including duplicates currently in the Library's collection	459
G04	Number of Downloadable Audio Titles selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog	0
G05	Number of Physical Video materials (videotape, DVD, CD-ROM) currently in the Library's collection	1,669
G06	Number of Downloadable Video Titles selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog	0

Licensed Electronic Databases

Report the number of individual licensed databases (locally mounted or remote, full-text or not) that the library pays for or has agreement with other libraries (i.e. ELIN in southeast New Mexico). Do not count products like Athena Follett, TLC, or other statewide electronic databases (Magazines Online) supplied by the State Library are reported in G08.

G07	Number of local licensed databases paid for by the library	0
G08	Number of licensed databases paid for by the New Mexico State Library (Read Only)	52
G09	Number of licensed databases available through cooperative agreements with other libraries	0
G10	Total Licensed Electronic Databases: (G07 + G08 + G09)	52

Current Serial Subscriptions (report individual subscriptions)

G11	Number of Print Serial or Magazine subscriptions	10
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Section H - Services

Please include data from all outlets - including main library, branches and bookmobiles.

H01	How many actual hours was the library open to the public this year (include all hours of the main library, branches, and bookmobiles)?	1,561
H02	How many people visited the library this year?	8,640
H03	How many Reference Questions did the library answer this year? (Do not include directional questions)	1,425

Circulation (Do not include in-house circulation or in-house use)

Please report the total amount of items circulated outside the Library.

H04	Number of items circulated (checked out of the library) to all patrons (children & adults)	6,862
H05	Number of children's items circulated (checked out of the library) this year to all patrons; children and adult	618
H06	Number of Registered Borrowers	1,160
Interlibrary Loan		
H07	Number of items loaned to other libraries	0

H08	Number of items borrowed from other libraries (including items borrowed from the State Library).	14
Technology		
H09	Number of Public Internet Computers	8
H10	Number of uses of Public Internet Computers	2,623
H11	What are the time limits for Public Internet Computers? Enter number of minutes, if no limits enter N/A	N/A
H12	How many times per day can a patron use a Public Internet Computer?	Unlimited
H13	Name of the Library's Automation System/Catalog	Follett Destiny
H14	If applicable, what is the web address of your library's catalog?	www.cochitilake.org/library.htm

Section I - Library Programs/Events

A program is an individual planned event or activity which introduces a group to library services or activities or which directly participants. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social events or activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored facilities. Please count the total attendance at each time of program regardless of the age of the person attending the program. If Program has 2 events or activities each week for 8 weeks. Count 16 programs, not 1.

I01	Total number of individual events or programs held this year that were geared to children 11 years of age and younger.	8
I02	Total number of individual events or programs held this year that were geared to young adults 12-18 years of age.	0
I03	Total number of other events or programs held this year.	51
I04	Total number of All Programs (I01 + I02 + I03)	59
I05	Total attendance at programs geared to children 11 and younger reported in I01. (Count total attendance at these programs regardless of the age of the person attending).	99
I06	Total attendance at programs geared to young adults 12 to 18 years of age reported in I02. (Count total attendance at these programs regardless of the age of the person attending).	0
I07	Total attendance at all other programs reported in I03. (Count total attendance at these programs regardless of the age of the person attending)	546
I08	Total attendance at All Programs (I05 + I06 + I07)	645

Section J - Hours for Main Library

Please report the number of hours the main library is open to the public on a daily basis.

J01	Monday: total number of hours open to the public (ex: 10)	6
J02	Tuesday: total number of hours open to the public (ex: 10)	6
J03	Wednesday: total number of hours open to the public (ex: 10)	5
J04	Thursday: total number of hours open to the public (ex: 10)	5
J05	Friday: total number of hours open to the public (ex: 10)	4
J06	Saturday: total number of hours open to the public (ex: 10)	3
J07	Sunday: total number of hours open to the public (ex: 10)	0
J08	Week Total (J01 + J02 + J03 + J04 + J05 + J06 + J07)	29.00

Section K - Library Board

K01	Board President Name	Cindy Eakin
K02	Board President Phone Number	(505) 465-2878

Section L - State Aid Eligibility

In order to be eligible to receive State Grants-in-Aid, libraries must meet applicable requirements described in NMAC 4.5.2. Please answer these questions.

L01	Director Certified? Y/N	Yes
L02	Type of Certification	Grade I
L03	Does the library have a Basic Reference Collection as specified or approved by the State Library? (Y/N)	Yes
L04	FY2010/2011 Library status (Read Only)	Public
L05	Total local funds spent per-capita on Library collections (F11 / B02) (Read Only)	\$12.63
L06	Total local funds needed to be spent on Library collections (Read Only)	\$591
L07	Does the library provide basic public library service as required by NMAC 4.5.2 http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0002.htm ?	Yes
L08	Does the library have a library board that is a planning and advisory group for the library comprised of representative members of the community? Y/N	Yes
L09	How many times did the Library Board meet in FY2010/2011? (July 1, 2010 to June 30, 2011)	8

Plans & Policies

What year were the following documents last updated?

L10	Collection Development Policy	2006
L11	Long Range Plan	2008
L12	Community Assessment	2008

2010/2011 State Aid Grant Expenditures

Please report on how your library expended the State Aid grant received in FY2010/2011. If the library did not receive a grant, the amount of the grant is provided by the State Library in L13 and can not be changed. Total must equal L13.

L13	Amount of State Aid Grant received in FY2010/2011 (Read Only)	\$5,765.22
How much of the grant listed in L13 was spent on?		
L14	Library collections?	\$1,205.22
L15	Library staff salaries?	\$4,000
L16	Library staff professional development (including travel)	\$135
L17	Library equipment?	\$0
L18	Other operational expenditures associated with delivery of library services?	\$425
L19	Total (L14 + L15 + L16 + L17 + L18)	\$5,765.22

Section M - Outlet Information

This section has replaced the Branch library section. An outlet is a unit including a main library, branch, or bookmobile that provides services. Every library has at least one outlet - so there must be one entry for every library. Most of the information has been provided and correct as needed. If you have opened a branch or bookmobile this year, please add an entry. If you have closed a branch, please

Example: Tucumcari has 1 outlet - the main library. Truth or Consequences has 2 outlets - the main library and the Downtown

Questions for M22-M25 are State Aid eligibility questions for Branches or Bookmobiles Only (outlets that are NOT a branch or bookmobile)

M01	FSCSKEY and FSCS_SEQ(Read Only)	NM0101-001
M02	LIBID (Read Only)	NM0101-001

M03	Outlet Name	IRENE S. SWEETKIND PUBLIC LIBRARY
M04	Street address or physical location (911 address)	6515 HOOCHANEETSA BLVD.
M05	City	COCHITI LAKE
M06	Five-digit ZIP Code	87083
M07	Four-digit ZIP Code extension	6031
M08	County	SANDOVAL
M09	Telephone	(505) 465-2561
M10	Number of Bookmobiles (for Bookmobile records only)	0
M11	Outlet Type Code	CE
M12	Metropolitan Status Code	NC
M13	Square Footage of Outlet (not applicable for Bookmobiles)	2200
M14	How many actual hours was this outlet open to the public between July 1, 2010 to June 30, 2011	1,561
M15	How many actual weeks was this outlet open to the public between July 1, 2010 to June 30, 2011?	52
M16	Internet Service Provider for the outlet's public access Internet Connection	ValuTel
M17	Internet connection type for outlet's public access Internet Connection	DSL
M18	Maximum speed of the outlet's public access Internet Connection	1.5 Mbps (T1)
M19	Given the observed uses of THIS Outlet's public Internet access services by patrons, does the library branch's public Internet service connection speed meet patron needs?	Yes
M20	Does THIS outlet provide wireless access (WIFI) for the public?	Yes
M21	Was this outlet (main library, branch or bookmobile) open to the public before July 1, 2010? Y/N	Yes
M22	Does this branch/bookmobile have separate quarters from the main public library? Y/N	N/A
M23	Does this branch/bookmobile have its own staff dedicated to the branch or bookmobile? Y/N	N/A
M24	Total number of hours this branch or bookmobile is open each week (for bookmobiles count scheduled stops open to the public only).	N/A
M25	Does this branch/bookmobile have a Basic Reference Collection and a permanent circulating collection? (Y/N)	N/A

Section N - Digital Literacy

Digital Literacy skills means the skills associated with using technology to enable users to find, evaluate, organize, create and c

N01 Which of the following scheduled group training do you currently offer to your patrons? (select all that apply) Do not incl

Computer Basics	No
Creating an Email Account	No
Searching the Internet Effectively	Yes
Searching Electronic (i.e. Gale, etc.) Databases	No
Managing electronic files	No
Intro to Microsoft Word, Excel, Access or PowerPoint	Yes
Using Social Media (Twitter, Facebook, Blogs, etc.)	No
Selecting and Maintaining a Computer	No
Internet Tools for Business	No
Work Skills (Resume, Applying for Jobs Online, etc.)	No
Online Taxes	No

Downloading media (music, eBooks, etc.)	No
Computer Security and virus prevention	No
Digital Photography	Yes
None	No
Other (please specify) (100 characters text entry)	
N02 Which of the following one on one assistance do you currently offer to your patrons? (select all that apply)	
Computer Basics	Yes
Creating an Email Account	Yes
Searching the Internet Effectively	Yes
Searching Electronic (i.e. Gale, etc.) Databases	Yes
Managing electronic files	No
Intro to Microsoft Word, Excel, Access or PowerPoint	Yes
Using Social Media (Twitter, Facebook, Blogs, etc.)	Yes
Selecting and Maintaining a Computer	Yes
Internet Tools for Business	No
Work Skills (Resume, Applying for Jobs Online, etc.)	Yes
Online Taxes	Yes
Downloading media (music, eBooks, etc.)	Yes
Computer Security and virus prevention	Yes
Digital Photography	Yes
None	No
Other (please specify) (100 characters text entry)	
N03 What social media services does the public library use on regular (weekly or several times per month) basis to promote lit activities? (select all that apply)	
Blogs	Yes
Cell Phone Messaging	No
Constant Contact	No
Electronic Newsletter	No
Electronic Reference	No
Facebook	Yes
Flickr or other photo sharing service	No
LinkedIn	No
Your Library Website	Yes
My Space	No
Mobile App for Your Library	No
Tumblr	No
Twitter	No
You Tube	No
Wikis	No
None	No
Other (please specify) (100 characters text entry)	
N04 Please enter the addresses for any social media accounts used by the library.	http://kidzreadnblog.blogspot.com/ http://www.facebook.com/pages/Irene-S-Sweetkind-1
N05 My staff and I feel confident in helping library users with digital literacy assistance and training.	Agree
N06 Our library staff need more training in order to assist library users with digital literacy assistance and training	Agree
N07 What issues would you be interested in learning more about to support your library services? (select all that apply)	

Blogs	No
Cell Phone Messaging	No
Constant Contact	No
Electronic Newsletter	No
Electronic Reference	No
Facebook, LinkedIn, My Space, Twitter, Tumblr, etc.	No
Flickr or other photo sharing service	No
Designing Your Library Website	No
None	No
Other (please specify) (100 characters text entry)	

Section O - Optional Questions

These questions are not required. We use this information to assist Library Development in working with your libraries in these

O01	Did the Library receive E-Rate funding from July 1, 2010 to June 30, 2011? Y/N	No
O02	Are you interested in applying for E-Rate in 2011? Y/N	No
O03	Are you using Filtering Software? Y/N	Yes
O04	Name of Filtering Software	AVG

Promotional/Marketing Activities

Describe how the library promoted library services, programs, and activities in FY2010/2011

O05	(Please click Input Answer to enter your text) 12,000 character limit.	Our most effective means of promoting our programs continues to be with fliers, brochures and posters. We have "Library News" which includes lists of new acquisitions, upcc library. This year, some of the middle school and high school students recorded and editing of a video about the Volunteers the largest and best-attended event that the library sponsored Picnic and Book Fair. This year we had more than 175 people from our community and surrounding communities to folk dancing many from Santa Fe, Albuquerque and Los Alamos. Local businesses and organizations had booths and there was a free concert by the Los Alamos Choral Society, under the direction of Deborah "her librarian hat", picked up her baton and led the choir to sing show tunes, patriotic songs and folk songs. Samples of the video will be sent under separate cover.
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Narrative Question

The State Library wants to know how your library is making a difference in your community. Please describe major successes and challenges. Include information about significant programs, people, services and events, and information about new or improved facilities. Pamphlets used to promote library activities may be mailed separately.

O06	(Please click Input Answer to enter your text) 12,000 character limit.	""""Following the mission statement of our library, a Collection Development Plan (2008) and our Technology Plan we continue to update our collection of books and materials at the Public Computer Center. With the implementation of a new catalog, this year we completed our first inventory of enumerating the materials in our collection, we assessed some items needed new barcodes and/or spine labels and were weeded from the collection; some damaged books were replaced. With the help of a generous donation from the Crafts Guild the library purchased and installed door shelving workroom. The workroom is serves as a secure storage area for computer server and the room is used for our ongoing work space where library volunteers can catalog and update the collection. The Town of Cochiti Lake is proud of its high level of collection.
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volunteers from the town and the surrounding areas v
our Volunteer Fire Department and Emergency Medi
recycling program (Cochiti Lake Recycles), in the to
committees and clubs, and of course, in our library. C
twenty-five library volunteers, each of whom works
library. Volunteer activities include working in shelv
and cataloging, working with children in the summer
events, helping maintain our 10 public computers and
the computers, working on the library archives, repai
materials, serving on the library Board of Directors a
Book Fair. This year, we also had three high school v
community service credits for their school) who were
inventorying media materials. As these dedicated vol
talents to the library, in turn they give to the commun
nearly impossible to conduct business without comput
Computer Center is the most used facility in the town
addresses; we assist them with Social Security and M
documentation; we help them search and apply for jo
airplane reservations and boarding passes; we assist t
of our regular "customers" uses the computer to do re
We helped one gentleman register in Facebook where
from his high school class of 1961 as they prepared f
Another author has used our computer assistance to r
new books. Through our "Search and Research" com
found lost relatives, new cars, places to live, new job
book. This year, we added four new computers to ou
this year: two PCs and two iMacs. The iMacs are esp
who work in digital photography and multi-media de
one-on-one tutorials and classes in digital photograph
with the purchase of these two iMac computers we've
create their own innovative and imaginative projects.
create DVDs on the Mac and created a video of fami
background music, then she made a dozen copies to j
occasion of their 50th wedding anniversary. Another
video of photos taken on their vacation. Yet another j
photographer made a CD of photos of birds and flow
had taken around Cochiti Lake which she made avail
One of our most popular computer classes hands-on
(an elderly gentleman) learned how to use Power Poi
family photos. He learned about scanning and editing
photos into his Power Point demonstration, with back
era of each group of photos. He then made CDs of hi
children and grandchildren. Another Power Point stu
and maps for AKC dog show agility competitions wh
another student used Power Point to create presentati
jewels and gems with which she travels all over the c
fall a couple of 5th grade students came into the libra
math problem which they learned to solve using a "L
of such a thing (having graduated from 5th grade mat
picture of the lattice matrix, and I began to see what
for an age-old, abstract problem. I suggested to them
computer presentation to demonstrate the lattice mati
they learned how to put it into Power Point. At the er
created an animated demonstration of the Lattice Ma
them. As the demographics of Cochiti Lake and the s
more young families, we have been developing our fi
school age children. We try to have complete collecti
books-in-series, popular chapter books and the latest
redesigned the children's area to make more room for

we put our four new computers in the Public Access
 four of the older computers into the children's area: t
 (filtered), and two are not on the internet but are load
 children's DVDs. Using our Sandoval County G.O. E
 shelving and tables in this area to accommodate the r
 presented the summer reading program for children u
 Library Program's national curriculum package: "Ma
 the fourth consecutive year that our library has prese
 children in our area. Ms. Hart set clear, accessible go
 to READ and helping to develop reading skills to enc
 library, promoting library services throughout the cor
 experiences through which the children could learn to
 average of ten children, between the ages of 3 and 8 :
 where they shared a variety of library materials inclu
 puppets, art materials, games and, of course, comput
 wall mural which was mounted in the Town Hall hal
 school age students were recruited to assist with the s
 assisted in making videos of volunteer activities in th
 addition to providing classes in computer application
 library serves as a meeting place for various town co
 movies on Friday Nights throughout the year using o
 year, the library has begun to make video recordings
 meetings. And the library is instrumental in posting t
 meeting minutes and resolutions on the town web pa
 (<http://www.cochitilake.org/government.htm>) """"

Section P - Public Library Annual Report Certification

By completing this section, you are certifying that all the information in the annual report is accurate, truthful and complete.

P01	Date Report Completed (mm/dd/yyyy)	08/26/2011
P02	Name of person completing the report	Mary Badarak
P03	Title of person completing the report	Library Director
P04	Name of Fiscal Officer	Mary Wheeler
P05	Title of Fiscal Officer	Town Administrator