

**Irene S. Sweetkind Public Library**  
**2009/2010 New Mexico Public Library Annual Report**

**Section A - Identification**

Due Date September 1, 2010

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 review and 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://	<a href="http://www.cochitilake.org/library.htm">http://www.cochitilake.org/library.htm</a>
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, contract or other legal agreement.

B01	In the last year did the Library's legal service area change Y/N (Read Only)	N
B02	FY2009/2010 Population of Legal Service Area (Read Only)	394
B03	Reporting Period Starting Date (Read Only)	7/1/2009
B04	Reporting Period Ending Date (Read Only)	6/30/2010
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
B12	Number of Central Libraries (Read Only)	1

## 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 as of June 30, 2010. Do not include contractors, consultants, people paid by stipend or volunteers. Please report these figures in terms of Full Time Equivalent (FTE). To calculate FTEs, total the number of individual weekly hours for all paid staff and divide by 40. Example: 3 staff who each work 20 hours per week = 60 hours. 60/40 = 1.5 FTE.

C01	Number of FTE employees with an ALA-MLS degree	0
C02	Number of FTE Librarians (including ALA-MLS and other librarian FTEs)	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, 2009 to June 30, 2010. Do NOT include capital revenue.

### Local Government Income Received

D01 City Government Income Received \$48,809  
D02 County Government Income Received \$19,168  
D03 Tribal Government Income Received \$0  
D04 Total Income Received from Local Government (D01 + D02 + D03) \$67,977

### State Government Income Received

D05 State Grants-in-Aid Received (Read Only) \$6,682  
D06 State GO Bond Reimbursements Received \$1,682  
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) \$8,364

### Other Operating Income Received

D10 Federal Government Operating Income Received \$0  
D11 Other Operating Income Received \$2,020  
D12 Total Operating Income (D04 + D09 + D10 + D11) \$78,361

## Section E - Capital Revenue & Expenditures

Please report the amount of capital revenue the Library received from July 1, 2009 to June 30, 2010. Examples include funds received for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building 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	\$0
E02	State Government Capital Revenue Received	\$0
E03	Federal Government Capital Revenue Received	\$0
E04	Other Capital Revenue Received (private, non-governmental)	\$0
E05	<b>Total Capital Revenue (E01 + E02 + E03 +E04)</b>	\$0

#### Capital Expenditures

Please report the amount of capital expenditures the Library made from July 1, 2009 to June 30, 2010. Examples include funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one time major projects.

E06	Total Capital expenditures (from ALL sources)	\$0
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## Section F - Expenditures

### Operating Expenditures

Please report ALL operating expenditures from ALL sources made from July 1, 2009 to June 30, 2010. Do NOT include capital expenditures in operating expenditures. Do not include contractors, volunteers or people paid by stipend. If FTE staff is reported in Funded Staff Positions C01 to C04, employee salaries and benefits must be reported here.

F01	Employee Salaries	\$32,890
F02	Employee Benefits expenditures (includes Social Security, retirement, insurance, workman's compensation insurance, etc.)	\$5,472
F03	<b>Total Employee Salaries and Benefits expenditures (F01 + F02)</b>	\$38,362

### Collection Expenditures

Please report cash expenditures on library collections from ALL sources including GO Bonds, State Aid, Local, Tribal, Federal, and other sources. 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.)	\$5,093
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.	\$1,440
F07	<b>Total Collection Expenditures (F04 + F05 + F06)</b>	<b>\$6,533</b>

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.)	\$33,466
F09	<b>Total Operating expenditures (F03 + F07 + F08)</b>	<b>\$78,361</b>

Collection Expenditure by Source of Funds

F10	How much of the amount in F07 came from state library sources (State Aid, GO Bonds, or the Tribal Library Program)?	\$5,933
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	\$600

State Aid Eligibility  
in question L05.

F12 Total collection  
expenditures by  
source of funds (F10 \$6,533  
+ F11)

## Section G - Library Collections

Please report the total number of physical or electronic units in the Library's collection (including duplicates) that the Library currently owns, whether by 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 and Bound  
Volumes currently in 10,689  
the Library's  
collection

G02 Number of Electronic  
Books (e-books that  
can be read on a 0  
computer) currently  
in the Library's  
collection

G03 Number of Physical  
Audio materials  
(CDs, cassettes, etc.) 527  
including duplicates  
currently in the  
Library's collection

G04 Number of  
Downloadable Audio  
titles selected as part  
of the collection and  
made accessible 0  
through the library's  
Online Public Access  
Catalog (OPAC) or  
through a physical  
library catalog

G05 Number of Physical  
Video materials  
(videotape, DVD, 1,583  
CD-ROM) currently  
in the Library's  
collection \_

G06 Number of  
Downloadable Video  
Titles selected as part  
of the collection and  
made accessible 0  
through the library's  
Online Public Access  
Catalog (OPAC) or  
through a physical  
library catalog

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 access to through a cooperative agreement with other libraries (i.e. ELIN in southeast New Mexico). Do not count products like Athena Follett, TLC, or other library system software. The statewide electronic databases (Magazines Online) supplied by the State Library are reported in G08.

G07 Number of databases the Library pays for 1

G08 Number of databases provided by the New Mexico State Library (Read Only) 40

G09 Number of databases available through cooperative agreements with other libraries 0

G10 **Total Licensed Electronic Databases:** 41  
(G05 + G06 + G07)

Current Serial Subscriptions (report individual subscriptions)

G11 Number of Print Serial or Magazine subscriptions 12

G12 Number of Electronic Serial or Magazine subscriptions (Electronic magazines or serials are those read using a computer or similar device. Report only individual subscriptions, do NOT include title count from databases) 2

## 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)? 1,508

H02 How many people visited the library this year? 8,531

H03 How many Reference Questions did the library answer this year? (Do not include directional questions) 1,515

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 5,285  
all patrons (children  
& adults)

H05 Number of children's  
items circulated  
(checked out of the 377  
library) this year to  
all patrons; children  
and adult

#### Borrowers

H06 Number of  
Registered Borrowers 1,089

#### Interlibrary Loan

H07 Number of items  
loaned to other 0  
libraries

H08 Number of items  
borrowed from other  
libraries (including 12  
items borrowed from  
the State Library).

#### Electronic Technology

H09 Number of Public  
Internet Computers 8

H10 Number of users of  
Public Internet 2,798  
Computers

### 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 provides information to participants. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count all programs or events or activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. Please count the total attendance at each time of program regardless of the age of the person attending the program. Example: The Summer Reading 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 6  
year that were geared  
to children 11 years  
of age.

I02 Total number of  
individual events or  
programs held this 0  
year that were geared  
to young adults 12-18  
years of age.

I03	Total number of other events or programs held this year.	63
I04	<b>Total number of All Programs (I01 + I02 + I03)</b>	69
I05	Total attendance at programs geared to children 11 and under. (Count total attendance at these programs regardless of the age of the person attending).	90
I06	Total attendance at programs geared to young adults 12 to 18 years of age. (Count total attendance at these programs regardless of the age of the person attending).	0
I07	Total attendance at all other programs. (Count total attendance at these programs regardless of the age of the person attending).	517
I08	<b>Total attendance at All Programs (I05 + I06 + I07)</b>	607

## Section J - Hours for Main Library

Please list daily total of hours open to the public.

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 receive State Aid grants, libraries must meet applicable requirements described in NMAC 4.5.2. Please review the rule before answering these questions.

- L01 Director Certified? Y/N Y
- 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) Y
- L04 FY2009/2010 Library status (**Read Only**) Public
- L05 **Total local funds spent per-capita on Library collections (F11 / B02) (Read Only)** \$1.52
- L06 Total local funds needed to be spent on Library collections (**Read Only**) \$591
- L07 Does the library offer Interlibrary Loan services to its patrons? Y/N Y

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 **Y**

L09 How many times did the Library Board meet in FY2009/2010? (July 1, 2009 to June 30, 2010) **7**

#### Plans & Policies

What year were the following documents last updated?

L10 Collection Development Policy 2006

L11 Long Range Plan 2008

L12 Community Assessment 2008

#### 2009/2010 State Aid Grant Expenditures

Please report on how your library expended the State Aid grant received in FY2009/2010. If the library did not receive a grant, please just put zero. 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 FY2009/2010 (**Read Only**) \$6,682

How much of the grant listed in L13 was spent on?

L14 Library collections? \$5,068

L15 Library staff salaries? \$0

L16 Library staff training? \$649

L17 Library equipment? \$300

L18 Other operational expenditures associated with delivery of library services? \$665

L19 **Total (L14 + L15 + L16 + L17 + L18)** \$6,682

### 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 direct public library services. Every library has at least one outlet - so there must be one entry for every library. Most of the information has been prefilled for you, but please verify 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 delete the entry.

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

State Eligibility questions M16-M20 for Branch or Bookmobile Grants Only (outlets that are NOT a branch should answer N/A)

M01	FSCSKEY (Read Only)	NM0101
M02	FSCS_SEQ. (Read Only)	1
M03	LIBID (Read Only)	NM0101-001
M04	Outlet Name	IRENE S. SWEETKIND PUBLIC LIBRARY
M05	Street address or physical location (911 address)	6515 HOOCHANEETSA BLVD.
M06	City	COCHITI LAKE
M07	Five-digit ZIP Code	87083
M08	Four-digit ZIP Code extension	6031
M09	County	SANDOVAL
M10	Telephone	(505) 465-2561
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, 2009 to June 30, 2010	1,508
M15	How many actual weeks was this outlet open to the public between July 1, 2009 to June 30, 2010?	52
M16	Number of Bookmobiles (for Bookmobile records only)	N/A
M17	Was this branch or bookmobile open to the public before July 1, 2009? Y/N	N/A

- M18 Does this branch have separate quarters from the main public library? N/A  
Y/N
- M19 Does this branch/bookmobile have its own staff dedicated to the branch or bookmobile? Y/N N/A
- M20 Total number of hours this branch or bookmobile is open each week (for bookmobiles count scheduled stops open to the public only). N/A
- M21 Does this branch/bookmobile have a Basic Reference Collection and a permanent circulating collection? (Y/N) N/A

## Section N - Informational Questions

- N01 Name of the Library's Automation System/Catalog Destiny
- N02 If applicable, what is the web address of your library's catalog? [www.cochitilake.org/library.htm](http://www.cochitilake.org/library.htm)
- N03 Library's Internet Service Provider (ISP) QWest
- N04 Type of connection to the ISP DSL
- N05 Speed of the connection to the ISP 1.5 Mbps (T1)
- N06 Does the library provide wireless access for the public? Yes  
Y/N

## Section O - Optional Questions

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

- O01 Did the Library receive E-Rate funding from July 1, 2009 to June 30, 2010? Y/N N

- O02 Are you interested in applying for E-Rate in 2011? Y/N N
- O03 Are you using Filtering Software or measures? Y/N Y
- O04 Name of Filtering Software AVG

Promotional/Marketing Activities

Describe how the library promoted library services, programs, and activities in FY2009/2010

- O05 (Please click Input Answer to enter your text) 12,000 character limit. Our biggest and most successful promotion this year was The Memorial Day Book Fair: The library sponsored a holiday event on the Cochiti Lake Town Green which included a concert by the Los Alamos Choral Society, an Ice Cream Social and used book sale. The library was open for visitors, and our WiFi and internet services were available. The event was attended by more than 150 people, and a good time was had by all! We continue to send out the Library Newsletter to residents of our Legal Services Area, and copies are available free to library visitors. We have created a "temporary" library card (30 day) for visitors who are staying at the campground. We had "Friday Flix" movie night -8 weeks this summer, previewing new videos in the library, with an average weekly attendance of 10-12. This has become a traditional "date night" for some of the town residents. Popcorn is free. (so are the movies) We estimate that more than half of our registered borrower come from surrounding communities beyond our Legal Services Area from Pena Blanca& Sile, the Pueblo de Cochiti and Kewa Pueblo, to Bernallilo, Santa Fe and beyond. We are on the RailRunner Express line and many riders have begun to use the bus to visit our library. This is especially true during the summer months when high school age students take advantage of the free bus passes provided by the NM Rail Runner to come from San Filipe, Bernallilo, and the neighboring communities to use the library. Our library is the repository for public copies of all town documents including minutes of assembly meetings and various board meetings, financials, resolutions and ordinances. Various town organizations and committees use our library for meetings and events, including the Art Guild, Community Fund and book clubs.

Narrative Question

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

- O06 (Please click Input Answer to enter your text) 12,000 character limit. """"""This year the Irene S. Sweetkind Public Library in the Town of Cochiti Lake entered the 21st century with new high-speed DSL and WiFi internet for our public access and our library services computers. With the help of our State Grant-in-Aid, N.M. State G.O. Bonds and our Sandoval County Bond we purchased a new Dell PowerEdge Server and six new Dell Optiplex 360 computers: four computers for our public access computer center, one computer for circulation desk and one computer for the library administrator. With our improved internet services we were able to purchase and installed a new library management and catalog system: Follett Destiny. The new Destiny Catalog also allows online access from any computer through our web pages at [www.cochitilake.org/library.htm](http://www.cochitilake.org/library.htm). Library volunteers and board members took a day-long webinar course provided by Follett to learn about the features and use of the new catalog. Concurrent with the installation of the new catalog, we issued new bar-coded durable plastic library cards to all of our patrons. Patrons now have to present their library cards to the circulation desk in order to check out any materials in the collection. Public response to our improved internet services, our new library catalog, and our spiffy new library cards has been resoundingly positive. Visits to the library have increased by almost 10 percent. As with so many public libraries, our computer center is constantly busy. In the coming year we will be seeking a computer log-in management system for our patrons to ensure fair access to all. While the number of registered borrowers increased by 8% this year, we do not currently require computer users to have a library card and we cannot really know how many of our computer users are actually registered borrowers. While we believe that free access to the computers is an essential library service, we hope that a new computer login/management

system will help us account for the actual number of users we serve. Our Childrens Summer Reading Program, under the direction of Nancy Hart with assistance from library board members Claralyn Howard and Dorothy McDonald has been a consistent draw for school aged children in our community. This summer, we featured six weekly sessions using the curriculum materials provided by the State Library with 15 to 20 children and adults attending. Next on our agenda will be improvements in the Library's children's center: We want to develop a more open and inviting "Idea Space" with a variety of media including: books and games, art materials and puzzles, videos and learning softwares. We will be rearranging the space to include a table for four new "Kids" computers: two computers for young children ages 3-7 which will be loaded with games, stories and learning programs but without internet access and two computers for children ages 8-13 with filtered internet access, video and music capabilities. With the redesign of the Children's Area, next year we hope to provide programming for older children (age 10 - 15). With that in mind, we have purchased video recording equipment and will guide our teens and pre-teens in the art of creating photos and videos. In other activities, the Town of Cochiti Lake now has two book groups - a day group which meets once a month, and an evening group. Among the local authors who have been featured this year is town resident, Lee Maynard whose new book, "The Pale Light of Sunset" was recently released. Both book groups read the book, and Mr. Maynard addressed both book groups in a lecture and discussion sponsored by the Cochiti Lake Art Guild. We hope to have more guest authors in the coming year. In keeping with our mission statement, our long range plan and our collection development and technology plans the library is constantly updating and upgrading our services to the community. Our recent Community Assessment confirms this. While our primary purpose is to provide books and materials for our borrowers, the library is so much more: People use our public access computers to look for jobs or to make plane reservations or to read the newspaper or to send email or to communicate with government agencies from the Department of Motor Vehicles to Social Security and the State Unemployment Office. Children come off the school bus and into the library: they tell us about their day, begin their schoolwork, and wait for their parents to return from work. Visitors to the town stop in the library for directions or seeking information about our town. The Irene S. Sweetkind Public Library is a lively and busy cultural center for our small community. One of our patrons remarked, "If it weren't for the library, this would truly be a desert." """"""

## 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 Submitted (mm/dd/yyyy)	8/30/2010
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