

# Edgewood Community Library

## 2012/2013 New Mexico Public Library Annual Report

CURRENT YEAR

PREVIOUS YEAR

### Section A - Identification

Due Date August 16, 2013

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. Some entries may require additions or corrections.

Federally required questions are in navy font and all other questions are in gray font.

A01	Name of Library	EDGEWOOD COMMUNITY LIBRARY	EDGEWOOD COMMUNITY LIBRARY
A02	Street Address or physical location (911 address)	95, Hwy 344 North	95, Hwy 344 North
A03	City (of street address)	EDGEWOOD	EDGEWOOD
A04	Five-digit ZIP code (of street address)	87015	87015
A05	County	SANTA FE	SANTA FE
A06	Mailing address	P.O. BOX 3610	P.O. BOX 3610
A07	City (of mailing address)	EDGEWOOD	EDGEWOOD
A08	Five-digit ZIP code (of mailing address)	87015	87015
A09	Phone Number	(505) 281-0138	(505) 281-0138
A10	Fax Number	(505) 286-9107	(505) 286-9107
A11	Director's Name	Andrea Corvin	Andrea Corvin
A12	Director's Email Address	acorvin@edgewood-nm.gov	acorvin@edgewood-nm.gov
A13	Director's Phone Number	(505) 281-0138	(505) 281-0138
A14	Name of person completing report	Andrea Corvin	Andrea Corvin
A15	Email address of person completing report	acorvin@edgewood-nm.gov	acorvin@edgewood-nm.gov
A16	Phone number of person completing report	(505) 281-0138	(505) 281-0138
A17	Number of Branch Libraries	0	0
A18	Number of Bookmobiles	0	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 agreement.

Federally required questions are in navy font and all other questions are in gray font.

B01	In the last year did the Library's legal service area change Y/N (Read Only)	N	N
B02	FY2012/2013 Population of Legal Service Area (Read Only)	3,735	3,735
B03	Reporting Period Starting Date (Read Only)	07/01/2012	07/01/2012
B04	Reporting Period Ending Date (Read Only)	06/30/2013	06/30/2013
B05	FSCS ID (Read Only)	NM0078	NM0078
B06	LIBID (Read Only)	NM0078-002	NM0078-002
B07	Interlibrary Relationship Code (Read Only)	NO	NO
B08	Legal Basis Code (Read Only)	CI	CI
B09	Administrative Structure Code (Read Only)	SO	SO
B10	FSCS Public Library (Read Only)	Yes	Yes

B11	Geographic Code (Read Only)	CI1	CI1
B12	Number of Central Libraries (Read Only)	1	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 contractors, consultants, people paid by stipend or volunteers. Please report these figures in terms of Full Time Equivalent (FTE) number of individual weekly hours for all paid staff and divide by 40. Example: 3 staff who each work 20 hours per week = 60

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C01	Number of FTE ALA-MLS Librarians. Do not include staff in non-librarian positions that have ALA-MLS degrees.	0	0
C02	Number of FTE Librarians (including FTE Reported in C01)	2	2
C03	Number of all other FTE employees.	0	0
C04	Total funded FTE (C02 + C03)	2.00	2.00

### Section D - Operating Income

Please enter the amount of ALL operating income the Library received from July 1, 2012 to June 30, 2013. Do NOT include ca

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#### Local Government Income Received

D01	City Government Income Received	\$153,866	\$134,866
D02	County Government Income Received	\$13,887	\$20,000
D03	Tribal Government Income Received	0	\$0
D04	Total Income Received from Local Government (D01 + D02 + D03)	\$167,753	\$154,866

#### State Government Income Received

D05	State Grants-in-Aid Received (Read Only)	\$5,672.05	\$5,977.00
D06	State GO Bond Reimbursements Received	\$7,224	\$4,519.00
D07	Tribal Library Program Grant Received (Read Only)	N/A	\$0.00
D08	Other State Funds Received (include state appropriations or other state income)	0	\$0
D09	Total Income Received from State Government (D05 + D06 + D07 + D08)	\$12,896	\$10,496.00

#### Tribal library Program Grants - FOR TRIBAL LIBRARIES ONLY

D10	Amount of Tribal Library Program Grant received (Read Only)	N/A	\$0.00
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TRIBAL LIBRARIES MUST ANSWER D11 THROUGH D16

How much of the grant listed in D10 was spent on the following? If any of the following do not apply, enter a zero.

D11	Library collections	N/A	N/A
D12	Library programming	N/A	N/A
D13	Library staff salaries	N/A	N/A
D14	Library staff professional development (including travel)	N/A	N/A
D15	Library equipment	N/A	N/A
D16	Other operational expenditures associated with delivery of library services	N/A	N/A
D17	Total (D11 + D12 + D13 + D14 + D15 + D16)	\$0.00	\$0.00

#### Other Operating Income Received

D18	Federal LSTA Grant Received from the State Library (Read Only)	\$0	\$0.00
D19	Other Federal Government Operating Income Received	0	\$0

D20	Total Federal Operating Income (D18 + D19)	\$0	\$0
D21	Other Operating Income Received	\$0	\$0
D22	Total Operating Income (D04 + D09 + D20 + D21)	\$180,649	\$165,300

## Section E - Capital Revenue & Expenditures

Please report the amount of capital revenue the Library received from July 1, 2012 to June 30, 2013. Examples include funds for new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building renovations; library automation systems; new vehicles; and other one time major projects.

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

### Capital Expenditures

Please report the amount of capital expenditures the Library made from July 1, 2012 to June 30, 2013. Examples include funds for new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building renovations; library automation systems; new vehicles; and other one time major projects.

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

### Operating Expenditures

Please report ALL operating expenditures from ALL sources made from July 1, 2012 to June 30, 2013. Do NOT include capital expenditures.

Federally required questions are in navy font and all other questions are in gray font.

### 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, their salaries should be reported here.

F01	Employee Salaries	\$65,915	\$54,840
F02	Employee Benefits expenditures (includes Social Security, retirement, insurance, workman's compensation insurance, etc.)	\$36,635	\$34,140
F03	Total Employee Salaries and Benefits expenditures (F01 + F02)	\$102,550	\$88,980

### Collection Expenditures

Please report cash expenditures on library collections from ALL sources including GO Bonds, State Aid, Local, Tribal, Federal, or 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.)	\$8,356	\$10,810
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)	\$765	\$0
F06	Other materials including audio books, videos, DVDs, microform, etc.	\$0	\$0
F07	Total Collection Expenditures (F04 + F05 + F06)	\$9,121	\$10,810

### 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.)	\$75,381	\$76,32
F09	Total Operating expenditures (F03 + F07 + F08)	\$187,052	\$176,1
Collection Expenditure by Source of Funds - This information is used to calculate eligibility for State Grants-in-Aid. The amo F07.			
F10	How much of the amount in F07 came from state library sources (State Aid, GO Bonds, or the Tribal Library Program)?	\$2,562	\$4,258
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.	\$6,559	\$6,559
F12	Total collection expenditures by source of funds (F10 + F11)	\$9,121	\$10,81

## Section G - Library Collections

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, m expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditu items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

Federally required questions are in navy font and all other questions are in gray font.

G01	Number of Print Books currently in the Library's collection	14,358	17,959
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	0
G03	Number of Physical Audio materials (CDs, cassettes, etc.) including duplicates currently in the Library's collection	316	636
G04	Number of Downloadable Audio Units 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	0
G05	Number of Physical Video materials (videotape, DVD, CD-ROM) currently in the Library's collection	1,350	1,611
G06	Number of Downloadable Video Units 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	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 1 statewide electronic databases (El Portal - Magazines Online) supplied by the State Library are reported in G08.

G07	Local/Other cooperative agreements	1	0
G08	Number of licensed databases paid for by the New Mexico State Library (Read Only)	45	52
G09	Total Licensed Electronic Databases: (G07 + G08)	46	52
Current Serial Subscriptions (report individual subscriptions)			
G10	Number of Print Serial or Magazine subscriptions	8	4

## Section H - Services

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

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H01	How many actual hours was the library open to the public this year (include all hours of the main library, branches, and bookmobiles)? NOTE: For single outlet libraries, this number should match M13.	2,015	1,952
H02	How many people visited the library this year?	19,431	18,691
H03	How many Reference Questions did the library answer this year? (Do not include directional questions)	1,982	1,717
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)	19,702	17,526
H05	Number of children's items circulated (checked out of the library) this year to all patrons (children & adults)	7,187	6,585
H06	Number of electronic items circulated (checked out of the library) this year to all patrons (children & adults)	0	
H07	Number of Registered Users NOTE: Files should have been purged within the past three (3) years.	2,969	3,914
Interlibrary Loan			
H08	Number of items loaned to other libraries	0	0
H09	Number of items borrowed from other libraries (including items borrowed from the State Library).	17	25
Technology			
H10	Number of Public Internet Computers	12	12
H11	Number of uses (sessions) of Public Internet Computers	6,685	8,054
H12	What are the time limits for Public Internet Computers? Enter number of minutes, if no limits enter N/A	N/A	N/A
H13	How many times per day can a patron use a Public Internet Computer?	Unlimited	Unlimi.
H14	Name of the Library's Automation System/Catalog	Biblionix Apollo	Biblion
H15	If applicable, what is the web address of your library's catalog? If there is not a web address, enter N/A.	<a href="https://edgewood.biblionix.com/atoz/catalog/">https://edgewood.biblionix.com/atoz/catalog/</a> <a href="https://">https://</a>	

## 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 Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Co activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other Please count the total attendance at each time of program regardless of the age of the person attending the program. Example: 7 events or activities each week for 8 weeks. Count 16 programs, not 1.

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I01	Total number of individual events or programs held this year that was geared to children 11 years of age and younger.	58	55
I02	Total number of individual events or programs held this year that was geared to young adults 12-18 years of age.	2	0
I03	Total number of other events or programs held this year.	110	27
I04	Total number of All Programs (I01 + I02 + I03)	170	82
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).	1,353	1,344

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).	38	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)	310	412
I08	Total attendance at All Programs (I05 + I06 + I07)	1,701	1,756

## Section J - Hours for Main Library

J01 Please click [here](#) to report the number of hours the main library is open to the public on a daily basis.

Form Instructions:

- \* Enter the opening hour and include AM or PM.
- \* Enter the closing hour and include AM or PM.
- \* Times are entered in this format: 00:00 or 0:00 with AM or PM.
- \* Example: 10:15 AM - 6:30 PM.
- \* Noon is entered as 12:00 PM.
- \* The total for the week automatically calculates from the times entered.
- \* Click the SAVE TO COLLECT button to exit the hours reporting form.

J02	<b>Week Total</b>	45	40.00
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## Section K - Library Board

Federally required questions are in navy font and all other questions are in gray font.

K01	Board President Name	John Suda	<i>John Si</i>
K02	Board President Phone Number	(505) 281-1395	<i>(505) 2</i>

## 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. <http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0002.htm>

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L01	Director Certified? Y/N	Yes	<i>Yes</i>
L02	Type of Certification	Grade II	<i>Grade</i>
L03	Does the library have a Basic Reference Collection as specified or approved by the State Library? (Y/N)	Yes	<i>Yes</i>
L04	FY2012/2013 Library status ( <b>Read Only</b> )	Public	<i>Public</i>
L05	Total local funds spent per-capita on Library collections (F11 / B02) ( <b>Read Only</b> )	\$1.76	<i>\$1.76</i>
L06	Total local funds needed to be spent on Library collections ( <b>Read Only</b> )	\$5,602.50	<i>\$5,602.</i>
L07	Does the library provide basic public library service as required by NMAC 4.5.2 <a href="http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0002.htm">http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0002.htm</a> ?	Yes	<i>Yes</i>
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	<i>Yes</i>
L09	How many times did the Library Board meet in FY2012/2013? (July 1, 2012 to June 30, 2013)	10	<i>11</i>

Plans & Policies

What year were the following documents last updated?

L10	Collection Development Policy	2007	2007
L11	Long Range Plan	2009	2009
L12	Community Assessment	2009	2009
2012/2013 State Aid Grant Expenditures			

Please report on how your library expended the State Aid grant received in FY2012/2013. If the library did not receive a grant, 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 FY2012/2013 (Read Only)	\$5,672.05	\$5,977.
How much of the grant listed in L13 was spent on the following? If any of the following do not apply, enter a zero.			
L14	Library collections	\$1,797.20	\$4,258
L15	Library staff salaries	\$0	\$0
L16	Library staff professional development (including travel)	\$0	\$0
L17	Library equipment	\$0	\$388.6
L18	Other operational expenditures associated with delivery of library services	\$3,874.85	\$1,330.
L19	Total (L14 + L15 + L16 + L17 + L18)	\$5,672.05	\$5,977.

### Section M - Outlet Information

This section has replaced the Branch library section. Questions M01 through M12 have been prefilled for you. An outlet is a unit or bookmobile that provides direct public library services. Every library has at least one outlet - so there must be one entry for each 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

Questions for M22-M24 are State Aid eligibility questions for Branches or Bookmobiles Only (outlets that are NOT a branch s

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M01	FSCSKEY and FSCS_SEQ (Read Only)	NM0078-002	NM007
M02	LIBID (Read Only)	NM0078-002	NM007
M03	Outlet Name (Read Only)	EDGEWOOD COMMUNITY LIBRARY	EDGE
M04	Street address or physical location (911 address) (Read Only)	95 Hwy 344 North	95 Hwy
M05	City (Read Only)	EDGEWOOD	EDGE
M06	Five-digit ZIP Code (Read Only)	87015	87015
M07	County (Read Only)	SANTA FE	SANTA
M08	Telephone (Read Only)	(505) 281-0138	(505) 2
M09	Number of Bookmobiles (for Bookmobile records only) (Read Only)	0	0
M10	Outlet Type Code (Read Only)	CE	CE
M11	Metropolitan Status Code (Read Only)	NC	NC
M12	Square Footage of Outlet (not applicable for Bookmobiles) (Read Only)	4000	4000
M13	How many actual hours was this outlet open to the public between July 1, 2012 to June 30, 2013?	2,015	1,952
NOTE: For single outlet libraries, this number should match H01.			
M14	How many actual weeks was this outlet open to the public between July 1, 2012 to June 30, 2013?	39	52
M15	Internet Service Provider for the outlet's public access Internet Connection	Century Link	Centur

M16	Internet connection type for outlet's public access Internet Connection	DSL	<i>DSL</i>
M17	Maximum speed of the outlet's public access Internet Connection	1.6Mbps - 3.0Mbps	<i>Greater</i>
M18	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? Y/N	No	<i>Yes</i>
M19	Does THIS outlet provide wireless access (WIFI) for the public? Y/N	Yes	<i>Yes</i>
M20	Was this outlet (main library, branch or bookmobile) open to the public before July 1, 2012? Y/N	Yes	<i>Yes</i>
M21	Does this branch/bookmobile have separate quarters from the main public library? Y/N	N/A	<i>N/A</i>
M22	Does this branch/bookmobile have its own staff dedicated to the branch or bookmobile? Y/N	N/A	<i>N/A</i>
M23	Total number of hours this branch or bookmobile is open each week (for bookmobiles count scheduled stops open to the public only).	N/A	<i>N/A</i>
M24	Does this branch/bookmobile have a Basic Reference Collection and a permanent circulating collection? (Y/N)	N/A	<i>N/A</i>

## Section N - Additional Questions

We use this information to assist the New Mexico State Library and its Library Development Bureau in working with your library. These questions are required.

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N01	Did the Library receive E-Rate funding from July 1, 2012 to June 30, 2013? Y/N	No	<i>No</i>
N02	Are you interested in applying for E-Rate in 2013-2014? Y/N	No	<i>No</i>
N03	Are you using Filtering Software? Y/N	Yes	<i>Yes</i>
N04	Name of Filtering Software Enter N/A if you answered "No" to N03.	Sonic Firewall	<i>Sonic Firewall</i>
Briefly describe your most successful library marketing campaign during FY2012-2013. If your library did not have any marketing campaign, enter N/A.			
N05	(Please click Input Answer to enter your text) 12,000 character limit.	N/A	<i>Response</i>
Briefly describe any programs or training your library offers on Digital Literacy. Examples: basic Internet use, Internet use for job, etc.) If your library does not offer any Digital Literacy programs or training, enter N/A. Definition of Digital Literacy (DL): DL involves a working knowledge current technology and an understanding of how it can be used for professional, business or recreational uses. DL encompasses computer hardware, software, the Internet, cell phones, PDAs and applications using DL are web sites, blogs, digital cameras, and email, as well as Twitter, Facebook and other forms of social media.			
N06	(Please click Input Answer to enter your text) 12,000 character limit.	We offer free Beginner's, Word 2013, and Excel 2013 to teenagers and adults on a monthly/demand basis. We also offer "on the fly" assistance with email accounts, job applications, job resumes, and some e-devices.	<i>Response</i>
Briefly describe any programs or training your library offers on Adult Literacy. Adult Literacy is defined by the National Coalition on Adult Literacy as the ability to read and write information to function in society, to achieve one's goals, and to develop one's knowledge and potential. If your library does not offer any Adult Literacy programs or training, enter N/A.			
N07	(Please click Input Answer to enter your text) 12,000 character limit.	Although we do not offer adult literacy as a library program, we are host site for the Read Write Adult Literacy program.	<i>Response</i>

N08 How many grants has your library applied for AND received in FY2012-2013? Do NOT include State Aid or GO Bonds. If your library did not receive any grants, enter N/A. N/A N/A

From question N08, list the top ONE to THREE dollar amounts and the names of ONE to THREE grants your library received not receive any grants, enter N/A.

N09 (Please click Input Answer to enter your text) 12,000 character limit. N/A Respon

Please enter any other comments about your library that you would like reflected in the annual report. If you don't add any com

N10 (Please click Input Answer to enter your text) 12,000 character limit. N/A Respon

## Section O - Public Library Annual Report Certifica

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

Federally required questions are in navy font and all other questions are in gray font.

O01	Date Report Completed (mm/dd/yyyy)	8/13/2013	8/21/20
O02	Name of person completing the report	Andrea Corvin	Andrea
O03	Title of person completing the report	Librarian	Librari
O04	Name of Fiscal Officer	Estefanie Muller	Estefan
O05	Title of Fiscal Officer	Town of Edgewood Clerk-Treasurer	Town o