

# Edgewood Community Library

## 2015/2016 New Mexico Public Library Annual Report

### Section A - Identification

Due Date August 15, 2016

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.

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

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

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
B02	FY2015/2016 Population of Legal Service Area (Read Only)	3,735
B03	Reporting Period Starting Date (Read Only)	07/01/2015
B04	Reporting Period Ending Date (Read Only)	06/30/2016
B05	FSCS ID (Read Only)	NM0078
B06	LIBID (Read Only)	NM0078-002
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
		CI1

B11 Geographic Code (Read Only)  
B12 Number of Central Libraries (Read Only)

1

### Section C - Paid Staff Positions (Full-Time Equivalents)

Report figures as of the last day of the fiscal year (June 30, 2016). 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, 2016. 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.

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

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)	2
C03	Number of all other FTE employees.	0
C04	Total funded FTE (C02 + C03)	2.00

### Section D - Operating Income

Please enter the amount of ALL operating income the Library received from July 1, 2015 to June 30, 2016. Report revenue used for operation expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Please enter the amount of ALL operating income the Library received from July 1, 2015 to June 30, 2016. Do NOT include capital revenue.

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

#### Local Government Income Received

D01	City Government Income Received	\$184,303
D02	County Government Income Received	\$0
D03	Tribal Government Income Received	0
D04	Total Income Received from Local Government (D01 + D02 + D03)	\$184,303

#### State Government Income Received

D05	State Grants-in-Aid Received (Read Only)	\$7,527
D06	State GO Bond Reimbursements Received	\$4,851
D07	Tribal Library Program Grant Received (Read Only)	N/A
D08	Other State Funds Received (include state appropriations or other state income)	0
D09	Total Income Received from State Government (D05 + D06 + D07 + D08)	\$12,378

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

D10	Amount of Tribal Library Program Grant received (Read Only)	N/A
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ONLY TRIBAL LIBRARIES MUST ANSWER D11 THROUGH D21

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

D11	Library collections	\$0
D12	Library programming	\$0
D13	Library staff salaries	\$0
D14	Library staff professional development (including travel)	\$0

D15	Library equipment	\$0
D16	Other operational expenditures associated with delivery of library services	\$0
D17	<b>Total (D11 + D12 + D13 + D14 + D15 + D16)</b>	\$0.00
Other Tribal Library Grants		
D18	Did you apply for the 2016 IMLS Native American Library Services Basic Grant?	No
D19	If so, how much was the library awarded?	\$0
D20	Did you apply for the 2016 IMLS Native American Library Services Enhancement Grant?	No
D21	If so, how much was the library awarded?	\$0
Other Operating Income Received		
D22	Federal LSTA Grant Received from the State Library (Read Only)	\$0
D23	Other Federal Government Operating Income Received	0
D24	<b>Total Federal Operating Income (D22 + D23)</b>	\$0
D25	Other Operating Income Received	0
D26	<b>Total Operating Income (D04 + D09 + D24 + D25)</b>	\$196,681

## Section E - Capital Revenue & Expenditures

Please report the amount of capital revenue the Library received from July 1, 2015 to June 30, 2016. 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.

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

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, 2015 to June 30, 2016. 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	<b>Total Capital expenditures (from ALL sources)</b>	0
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## Section F - Expenditures

### Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Please report ALL operating expenditures from ALL sources made from July 1, 2015 to June 30, 2016. Do NOT include capital expenditures in operating 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 Paid Staff Positions C01 to C04, employee salaries and benefits must be reported here.

F01	Employee Salaries	\$74,069
F02	Employee Benefits expenditures (includes Social Security, retirement, insurance, workman's compensation insurance, etc.)	\$36,572
F03	Total Employee Salaries and Benefits expenditures (F01 + F02)	\$110,641

## Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery. 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.

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

## Collection Expenditure Type

F04	Print materials (books, magazines, etc.)	\$9,274
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.	\$387
F07	Total Collection Expenditures (F04 + F05 + F06)	\$9,661

## 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.)	\$76,394
F09	Total Operating expenditures (F03 + F07 + F08)	\$196,696

Collection Expenditure by Source of Funds - This information is used to calculate eligibility for State Grants-in-Aid. The amount in F12 must match the amount in F07.

F10	How much of the amount in F07 came from state library sources (State Aid, GO Bonds, or the Tribal Library Program)?	\$4,007
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.	\$5,654
F12	Total collection expenditures by source of funds (F10 + F11)	\$9,661

## Section G - Library Collection

This section of the survey collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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

G01	Number of Print Materials in the Library's collection	11,725
G02	Number of Electronic Books currently in the Library's collection	0
G03	Number of Physical Audio materials (CDs, cassettes, etc.) including duplicates currently in the Library's collection	543
G04	Number of Downloadable Audio Units selected as part of the library's 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	1,380
G06	Number of Downloadable Video Units selected as part of the library's collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog	0

#### Electronic Collections

Report the number of electronic collections acquired through curation, payment or formal agreement 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 (El Portal - Magazines Online) supplied by the State Library are reported in G08.

G07	Electronic Collections (Local/Other cooperative agreements)	1
G08	Number of licensed databases paid for by the New Mexico State Library (Read Only)	49
G09	Total Licensed Electronic Databases: (G07 + G08)	50
Current Serial Subscriptions (report individual subscriptions)		
G10	Number of Print Serial or Magazine subscriptions	10

## Section H - Services

Please include data from ALL outlets - including Main Library, Branches and Bookmobiles.

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

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.	2,281
H02	How many people visited the library this year?	21,182
H03	How many Reference Transactions did the Library answer this year? (Do not include directional questions)	5,540
H04	Number of Registered Users NOTE: Files should have been purged within the past three (3) years.	2,813

H05	Total Circulation of Materials (H07 + H08)	19,683
H06	Number of children's items circulated (checked out of the library) this year to all patrons (children & adults)	9,182
H07	Use of Electronic Material	0
H08	Physical Item Circulation	19,683
H09	Successful Retrieval of Electronic Information	0
H10	Electronic Content Use (H07 + H09)	0
H11	Total Collection Use (H07 + H08 + H09)	19,683
Interlibrary Loans		
H12	Number of items Provided To other libraries	0
H13	Number of items Received From other libraries (including items Received From the State Library).	40
Technology		
H14	Number of Public Internet Computers	12
H15	Number of uses (sessions) of Public Internet Computers	7,326
H16	What are the time limits for Public Internet Computers?	N/A
H17	How many times per day can a patron use a Public Internet Computer?	Unlimited
H18	Name of the Library's Automation System/Catalog	Apollo Biblionix
H19	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/catalog/">https://edgewood.biblionix.com/catalog/</a>
H20	Number of Wireless Sessions provided by the library annually	N/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 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.

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

I01	Total number of individual events or programs held this year that was geared to children 11 years of age and younger.	84
I02	Total number of individual events or programs held this year that was geared to young adults 12-18 years of age.	10
I03	Total number of other events or programs held this year.	40
I04	Total number of ALL Programs (I01 + I02 + I03)	134
I05	Total attendance at programs geared to children 11 years of age and younger reported in I01. (Count total attendance at these programs regardless of the age of the person attending).	2,063
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).	146
I07	Total attendance at all other programs reported in I03. (Count total attendance at these programs regardless of the age of the person attending)	497
I08	Total attendance at All Programs (I05 + I06 + I07)	2,706

## 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 **Week Total** 45

## Section K - Library Board

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

K01 Board President Name Barbara Holden  
K02 Board President Phone Number (505) 286-5042

## 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 review the rule before answering these questions.

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

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

L01 Library Director Certified? Y/N Yes  
L02 Type of Certification Grade II  
L03 Does the library have a Basic Reference Collection as specified or approved by the State Library? (Y/N) Yes  
L04 FY2015/2016 Library status (Read Only) Public  
L05 Total local funds spent per-capita on Library collections (F11 / B02) (Read Only) \$1.51  
L06 Total local funds needed to be spent on Library collections (Read Only) \$5,602.50  
L07 Does the library provide basic public library service as required by NMAC 4.5.2? Yes  
<http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0002.htm>  
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 FY2015/2016? (July 1, 2015 to June 30, 2016) 10

### Plans & Policies

What year were the following documents last updated?

L10 Collection Development Policy 2007  
L11 Long Range Plan 2016  
L12 Community Assessment 2016  
2015/2016 State Aid Grant Expenditures

Please report on how your library expended the State Aid grant received in FY2015/2016. If the library did not receive a grant, please put zero. The amount of the grant is provided by the State Library in L13 and cannot be changed. Total must equal L13.

L13	Amount of State Aid Grant received in FY2015/2016 (Read Only)	\$7,526.55
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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	\$4,006.36
L15	Library staff salaries	\$0
L16	Library staff professional development (including travel)	\$280.71
L17	Library equipment	\$0
L18	Other operational expenditures associated with delivery of library services	\$3,239.48
L19	<b>Total (L14 + L15 + L16 + L17 + L18)</b>	<b>\$7,526.55</b>

## Section M - Outlet Information

Questions M01 through M12 have been prefilled. 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. If a branch or bookmobile opened this year, please add an entry.

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

Questions M22 - M24 are State Aid eligibility questions for Branches or Bookmobiles Only. Outlets that are NOT a branch should answer N/A.

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

M01	FSCSKEY and FSCS_SEQ (Read Only)	NM0078-002
M02	LIBID (Read Only)	NM0078-002
M03	Outlet Name (Read Only)	EDGEWOOD COMMUNITY LIBRARY
M04	Street address or physical location (911 address) (Read Only)	95 Hwy 344 North
M05	City (Read Only)	EDGEWOOD
M06	Five-digit ZIP Code (Read Only)	87015
M07	County (Read Only)	SANTA FE
M08	Telephone (Read Only)	(505) 281-0138
M09	Number of Bookmobiles (for Bookmobile records only) (Read Only)	0
M10	Outlet Type Code (Read Only)	CE
M11	Square Footage of Outlet (not applicable for Bookmobiles) (Read Only)	4,000
M12	How many actual hours was this outlet open to the public between July 1, 2015 to June 30, 2016?	2,281
	NOTE: For single outlet libraries, this number should match H01.	
M13	How many actual weeks was this outlet open to the public between July 1, 2015 to June 30, 2016?	52
M14	Internet Service Provider for the outlet's public access Internet Connection	Plateau
M15	Internet connection type for outlet's public access Internet Connection	Fiber Optic
M16	Maximum speed of the outlet's public access Internet Connection	6.1Mbps - 10Mbps
M17	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	Yes

M18	Does THIS outlet provide wireless Internet access (WIFI) for the public? Y/N	Yes
M19	Was this outlet (Main Library, Branch or Bookmobile) open to the public before July 1, 2015? Y/N	Yes
M20	Does this Branch/Bookmobile have separate quarters from the main public library? Y/N	N/A
M21	Does this Branch/Bookmobile have its own staff dedicated to the branch or bookmobile? Y/N/N/A	N/A
M22	Total number of hours this Branch or Bookmobile is open each week (for bookmobiles count scheduled stops open to the public only).	N/A
M23	Does this Branch/Bookmobile have a Basic Reference Collection and a permanent circulating collection? Y/N/N/A	N/A

## Section N - Additional Questions

The information in this section is used to assist the New Mexico State Library and its Library Development Bureau in working with libraries in these areas. A response to these questions is required.

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

### Administration

N01	Did the Library receive E-Rate funding from July 1, 2015 to June 30, 2016? Y/N	No
N02	Are you interested in applying for E-Rate in 2016-2017? Y/N	Yes
N03	What is the source of local funding for the library? (e.g., gross receipt tax, property tax, county tax, city tax, etc.)	Gros Receipt Tax
N04	Does the library have a Friends Group?	Yes
N05	Title of the person the Library Director reports to? (e.g., mayor, library board, city council, etc.)	Clerk-Treasurer
N06	Describe how your library tracks and records reference transactions	We keep a pen & paper tally at our circulation desk of reference transactions occurring in-library and over the phone throughout our hours of operation.
N07	Describe how your library tracks and records visitors	We keep a pen & paper tally at our circulation desk of observed visitors throughout our hours of operation.

### Resource Sharing

N08	Is the library part of an E-book Consortium?	No
N09	Name of Consortium	N/A
N10	If you answered "No" to N07, does the library have an E-book Contract?	No
N11	Name of Contract Vendor	N/A
	Enter N/A if you answered "No" to N09.	
N12	What is the Annual cost for the library's ILS?	\$1,413
N13	What is the library's Annual cost for ILL postage or postage for other items sent between libraries?	\$150
N14	Was the DCA/NMSL FamilyPass circulated? Y/N	Yes
N15	If you answered "Yes" to N13, please indicate how many times the FamilyPass was circulated.	36
N16	Would you like to see the FamilyPass program continue? Y/N	Yes

### Continuing Education

N17 Please select (3) topics of interest for possible Continuing Education Training Opportunities:

If there is an area of interest that is not in the list, please use the "Other" comment box to insert the topic.

Weeding	No
Safety / security	Yes
Teen programming	Yes
Customer relations	No
Reference	No
Cataloging	Yes
Policy writing	Yes
Board training	Yes
Community relations	No
Emergency response	Yes
Grant writing	Yes
Fundraising	No
Budget / finances	Yes
Using data to improve service / advocacy	Yes
Collection development	No
Early literacy programming	No
Other	

## **Section O - 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.

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

O01	Date Report Completed (mm/dd/yyyy)	8/3/2016
O02	Name of person completing the report	Andrea Corvin
O03	Title of person completing the report	Librarian
O04	Name of Fiscal Officer	Juan Muller
O05	Title of Fiscal Officer	Town of Edgewood Clerk-Treasurer