



PUBLIC SERVICE HOURS—48 PER WEEK

Monday—1:00 pm—6:00 pm

Tuesday—10:00 am—6:00 pm

Wednesday—10:00 am—6:00 pm

Thursday—10:00 am—9:00 pm

Friday—10:00 am—6:00 pm

Saturday—10:00 am—6:00 pm

Yearly visits averaged for 2014-2015

29,536

STAFF

Permanent Staff:

Thayla Wright, Library Director	Full Time
Dennie Gum, Assistant Librarian	Full Time
Donna Candelario, Library Aide	Full Time
Nena Lopez, Library Aide	Part-time, 20 hrs. per week
Nick Tarufelli, Maintenance	Part-time, 10 hrs. per week
Frank Mahannah	Part-time, 3 hrs. per week

Temporary Staff:

**Colette Village Center—Aide, summer 2015—Salary paid by Friends of the
Library**

FUNDING

- **City of Raton—\$207,658.00—4% of the city budget**
- **Library Building Fund—\$340,412.00**
- **State Grant-in-Aid—Awarded \$7,780 for 2014-2015 FY, funded yearly by the NM Legislature, varying amounts—To be used in ways to promote library services to the public (collections, internet/computer hardware/software , promotions and programming, etc.)**

This grant is paid in alternating years by a lump sum or by two checks yearly. It requires completing a yearly State Library Report and meeting the criteria of funding from the City of Raton to be spent yearly on the collection in the amount of \$1.50 per person in our legal service area.

- **GO Bond Funds 2012 and 2014—Grant amount of GOB 2012 is \$16,599.20, with a current remainder of \$8,168.89 to be spent by April 1, 2016. GOB 2014 funds in the amount of \$16,434.86 are available and must be spent by April 1, 2018.**

These funds are provided by the voters of New Mexico. It is a reimbursement process, meaning that items and services must be purchased and paid for by the City of Raton and will then be reimbursed. These funds may be spent on “Equipment” relating to computer/internet services and on “Library Resources”, library holdings intended for public use.

- **Marge Leason Estate—\$500.00 yearly, administered by the Presbyterian Church.**

FUNDING CONTINUED

- **ERate—Federally funded, varying amounts per year**

These funds pay 80% of the library internet, phone and fax services. The refund comes after the fiscal year is finished. The library hires International Computer Corporation of Santa Fe to do the complex, year long application and reimbursement process and the library pays them 22% of the refund amount.

- **William H. Darden and Katheryn T. Darden Trust— \$166,53.00, remaining funds of \$124,025.00 Notification came in April 2014.**

This bequest is administered by the Darden Trustees Larry McQueary and Robert Harris. The items and services are purchased, received or installed, and the bills are paid by the trustees.

Items purchased so far are:

New checkout desk

Internal 12 camera system on basement, 1st, and 2nd floors

New microfilm machine including printer

Computer and computer lock

Rolling shelf for the Christmas collection; a book shelf for juvenile section

Book Truck

Commercial vacuum cleaner

Chairs and tables for patron use on the second floor

Two chairs for checkout desk, two high rolling chairs for front office.

COLLECTION

Books, Checkout and Reference—Adult, youth, juvenile

Periodicals—Newspapers, magazines

Movies—Adult, youth, juvenile

Audio Books—Adult, juvenile

Music CDs

Video Games—Various age levels

Ebooks—Adult, youth, juvenile (A free or affordable platform needs to be located and the collection expanded)

Microfilm—To be used in library only. Copies of articles can be printed.

Upstanding Files—To be used in library only. Copies can be made.

TOTAL OF CHECKOUT AND REFERENCE MATERIALS, June 30, 2015

(Periodicals and upstanding files excluded)

51,522

ART COLLECTION

WPA Art—The city has a contract with the Federal General Services Administration

Art purchased by the library since the time of Evlyn Shuler, Librarian

Donated Art

SERVICES PROVIDED

Internet/Computer—Free

Wireless Internet access—Free

Copies: b&w—15 cents per page, 8 1/2" x 11"

Color—25 cents per page, 8 1/2" x 11"

Scans and send—15 cent per page

Fax: \$1.00 for the first page, 25 cents per page thereafter, sending or receiving

Interlibrary Loan Services—\$2.00 per book received for return postage

Notary—Free

Proctor exams—Free

Public meeting room—Free to non-profit groups, organizations, programs

DATA BASES

Victor Grant Photographic Collection of the Maxwell/Beaubien Family—This collection was put in acid free sleeves and boxes, cataloged and put online through a New Mexico Historical Society grant.

City Directories— Scanned and put online by library staff

Obituaries—Clipped obituaries currently being scanned by staff, to be put online when complete. This data base should be finished this fiscal year.

PROGRAMMING

Pre-school Story Hour—Weekly—Library staff

Summer Story Hour—8 week summer program—Library staff

Craft Hour— Weekly—Library staff

Reading/Citizens for the Developmentally Disabled—Weekly—Library staff

Computer Training—Group or one-on-one as scheduled—Library staff

Class Tours—As scheduled—Library staff

Raton Science Café—Monthly—Conducted by R.B. Minton

Beaders Group—Twice a month—Conducted by Bobbie Jo Hurtado—Suspended

One time events during 2014—2015 include:

Zoo To You

Program on Peru—John Davidson

New Mexico Youth Challenge

Photography Class—Frank Mahannah

Sky Kids—Pat Walsh, Sugarite State Park

Book Signing

Friends of the Library Book Sale

MAINTENANCE PROJECTS

- **Painting and Repair, Outside—\$22,435.89, contractor and architectural services — August –October 2014—Paid for from Library Building Fund.**
- **Plumbing Upgrade—Currently out for bid—Work expected to begin in September. To be paid for from Library Building Fund,**

ONGOING PROJECTS

Updating adult non-fiction books on incomplete records. Juvenile non-fiction records were completed this month

Complete the obituary data base

Weed patron files (ongoing)

Withdrawing OD books up to two years from current year

Updating records and shifting some books in the collection in the back office to the basement

These jobs are not considered 'regular' duties or regular collection maintenace

PROJECTS—FORWARD PLANNING

- **Computer System Upgrade—New server, transfer of data bases, new computers as needed, new software, more wireless hot spots, installation and training—Funds from the Darden Trust**
- **Digital Conversion of Microfilm—Funds from Darden Trust**
- **Connection to fiber optic cable—80% reimbursed by ERate**