

Rio Rancho Public Library 2017/2018 New Mexico Public Library Annual Report and State Grants-in-Aid Application

Introduction

Due Date August 13, 2018

The New Mexico State Library (NMSL) participates in the national Public Library Survey (PLS) operated by the Institute of Museum and Library Services (IMLS) and compiled by the American Institute for Research (AIR). The data collected is used by local, state and federal agencies for planning, evaluating and budgeting. More information about the PLS can be found on the IMLS website.

Better known as the Annual Report, the PLS serves as New Mexico's public libraries application for state grants-in-aid. The data provided must be accurate and based on records maintained by the library and local financial entities. Collected data should cover FY18 activities (July 1, 2017 - June 30, 2018).

As information is entered, please be sure to place appropriate notes on any answer that is vastly different from the previous year. Inputting notes that do not reflect the issue is not acceptable.

To see what information each question is asking for, click the gray question mark circle, which is next to each question text box.

Section A - Library Identification

Due Date August 13, 2018

Administrative Entity

This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. Some of the fields in this section are pre-filled with the previous year's information. If updates are required for Read Only fields, email the State Data Coordinator to update accordingly.

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

A01	Name of Library (Read Only)	Rio Rancho Public Library
A02	Street Address or Physical Location (911 address) (Read Only)	755 Loma Colorado Blvd., NE
A03	City (of street address) (Read Only)	Rio Rancho
A04	Five-digit ZIP Code (of street address) (Read Only)	87124
A05	County (Read Only)	Sandoval
A06	Mailing Address	755 LOMA COLORADO BLVD., NE
A07	City (of mailing address)	RIO RANCHO
A08		87124

Five-digit ZIP Code (of mailing address)

A09 Library Phone Number (505) 891-5013

A10 Library Fax Number (505) 892-4782

A11 Library Director's Name Lynette Schurdevin

A12 Library Director's Work Email Address lschurdevin@rrnm.gov

A13 Library Director's Work Phone Number (505) 896-8817

A14 Name of Person Completing Report Lynette Schurdevin

A15 Work Email Address of Person Completing Report lschurdevin@rrnm.gov

A16 Work Phone Number of Person Completing Report (505) 896-8817

A17 Number of Branch Libraries (Read Only) 1

A18 Number of Bookmobiles (Read Only) 0

Section B - Population and Federal Identification

State Library Use Only - READ ONLY

Contact the State Data Coordinator if any of the information in this section is incorrect.

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

B01 Did the Library's Legal Service Area Change? Y/N (Supplied by State Library) N

B02 FY2017/2018 Legal Service Area Population (Supplied by State Library) 87,521

B03 Reporting Period Starting Date (Supplied by State Library) 7/1/2017

B04 Reporting Period Ending Date (Supplied by State Library) 6/30/2018

B05 FSCS ID (Read Only) NM0030

B06 LIBID (Read Only) NM0030-002

B07 Interlibrary Relationship Code (Read Only) NO

B08 Legal Basis Code (Read Only) CI

B09 MO

	Administrative Structure Code (Read Only)	
B10	FSCS Public Library (Read Only)	Yes
B11	Geographic Code (Read Only)	CII
B12	Number of Central Libraries (Read Only)	1

Section C - Paid Staff (Full-Time Equivalent)

Report figures as of the last day of the fiscal year, June 30, 2018. Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2018.

To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by 40-hour measure equals 1.50 FTEs.

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

C01	Number of ALA-Master of Library Science & Information Studies (MLS/MLIS) Librarians (Do not include staff in non-librarian positions that have ALA-MLS degrees).	14
C02	Number of Staff with the Title Librarian (including ALA-MLS librarians reported in C01)	18
C03	Number of ALL Other Paid Staff.	22
C04	Total Paid Employees (C02 + C03)	40.00
C05	Number of Library Volunteers	6

Section D - Operating Revenue and Expenditures

Operating Revenue

Enter the amount of ALL operating revenue the Library received from July 1, 2017 to June 30, 2018. Report revenue used for operating expenditures as defined below. Include federal, state, local, county, and 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).

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

Local Government Revenue Received

D01	City Government Revenue Received	\$2,103,902
D02		\$625,797

	County Government Revenue Received	
D03	Tribal Government Revenue Received	\$0
D04	Total Local Government Operating Revenue Received (D01 + D02 + D03)	\$2,729,699
	State Government Revenue Received	
D05	State Grants-in-Aid Received (Read Only)	\$11,397.06
D06	State GO Bond Reimbursements Received	\$37,705
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 State Government Operating Revenue Received from (D05 + D06 + D07 + D08)	\$49,102
	Other Operating Revenue Received	
D10	Federal LSTA Grant Received from the State Library (Read Only)	\$0
D11	Other Federal Government Operating Revenue Received	\$0
D12	Total Federal Operating Revenue Received (D10 + D11)	\$0
D13	Other Operating Revenue Received	\$0
D14	Total Operating Revenue (D04 + D09 + D12 + D13)	\$2,778,801

Operating Expenditures

Report ALL operating expenditures from ALL sources made from July 1, 2017 to June 30, 2018.

Operating expenditures are the current and recurrent costs necessary to support the delivery of library services. Significant costs, especially library staff 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 include capital expenditures in operating expenditures.

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

Staff Expenditures

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

D15	Staff Salaries & Wages	\$1,316,612
D16	Staff Benefits (includes Social Security, retirement, medical insurance, life insurance, workman's compensation, etc.)	\$477,851
D17	Total Staff Expenditures (D15 + D16)	\$1,794,463

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 library's collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery. Do NOT include donated library materials, software, library automation or any software or tools used by library staff. Report expenditures on library collections from ALL funding sources including GO Bond reimbursements, State Aid, Local, Tribal, Federal, and other sources (grants, fundraising, etc.)

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

Collection Expenditure Type

D18	Print Materials (books, magazines, etc.)	\$207,709
D19	Electronic Materials (e-books, electronic journals, databases or other electronic materials (Do not include library automation software or maintenance of any software)	\$181,725
D20	Other Materials (audio-books, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.)	\$67,411
D21	Total Collection Expenditures (D18 + D19 + D20)	\$456,845

Collection Expenditures by Funding Source

This information is used to calculate eligibility for State Grants-in-Aid. The amount in D24 must match the amount in D21.

D22	How Much of the Amount in D21 Came from State Library Sources (State Aid, GO Bond-reimbursements, or the Tribal Library Program Grant)?	\$1,736
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D22a	State Aid	\$0
D22b	GO Bond Reimbursements	\$1,736
D22c	Tribal Library Program Grant	\$0
	Total (D22a + D22b + D22c)	\$1,736
D23	How Much of the Amount in D21 Came from Local and Other Sources (city, county, tribal, federal, private, friends group, fundraising, grants, or other)? Note: This amount is used to calculate the library's per-capita responsibility for State Aid Eligibility in question J12.	\$455,109
D24	Total Collection Expenditures by Funding Source (D22 + D23)	\$456,845
Other Operating Expenditures		
D25	Other Operating Expenditures Not Yet Reported (e.g., office supplies, library automation software, software, furniture, software or equipment maintenance, utilities, computer equipment, cleaning supplies, crafts, etc.)	\$191,720
D26	Total Operating Expenditures (D17 + D21 + D25)	\$2,443,028

Section E - Capital Revenue & Expenditures

Report all revenue used for major capital expenditures, by source of revenue from July 1, 2017 to June 30, 2018. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

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

E01 \$0

	Local Government Capital Revenue Received (city, county and/or tribal government)	
E02	State Government Capital Revenue Received	\$0
E03	Federal Government Capital Revenue Received	\$0
E04	Other Capital Revenue Received (private, non- governmental)	\$0
E05	Total Capital Revenue Received (E01 + E02 + E03 + E04)	\$0

Capital Expenditures

Report the amount of capital expenditures the Library made from July 1, 2017 to June 30, 2018. 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 - 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. Report only items 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.

F01	Number of Print Materials Currently in the Library's Collection	126,470
F02	How Often Does the Library Weed its Collection?	monthly
F03	Number of Physical Audio Materials Currently in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaways, etc.)	14,624

F04	Number of Physical Video Materials Currently in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.)	12,180
F05	Number of Electronic Books (eBooks) Currently in the Library's Collection	19,028
F06	Number of Downloadable Audio Units Currently in the Library's Collection	42,658
F07	Number of Downloadable Video Units Currently in the Library's Collection	13,293

Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, text, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third-party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

Electronic collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

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 (EI Portal) supplied by the State Library are reported in F09.

F08	Electronic Collections/Databases (Local/Other cooperative agreements)	4
F09	Number of Licensed Databases Paid for by the New Mexico State Library (Read Only)	49
F10	Total Licensed Electronic Databases: (F08 + F09)	53

Current Print Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current individual serial subscriptions in print.

F11		124
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Number of Current
Print Serial
Subscriptions

Section G - Library Services

Library Services

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.

- | | | |
|-----|--|---------------------------|
| G01 | Number of Public
Service Hours the
Library was Open to the
Public (include all hours
of the main library,
branches, and
bookmobiles) | 4,716 |
| | NOTE: For single outlet
libraries, this number
should match L12. | |
| G02 | Number of Library
Visitors | 306,857 |
| G03 | How Does the Library
Track and Record
Library Visitors? | Bibliotheca gate counters |
| G04 | Number of Reference
Transactions/Questions
Answered by Library
Staff (do not include
directional questions) | 52,374 |
| G05 | How Does the Library
Track and Record
Reference
Transactions/Questions? | hand ticks |
| G06 | Number of Registered
Users | 72,039 |
| G07 | Number of ALL
Children's Items
Circulated (items
checked out of the
library to children &
adults) | 239,547 |
| G08 | Number of Physical
Items Circulated
(includes books, CDs,
DVDs, Blu-Rays, etc.) | 659,895 |
| G09 | Electronic Material Use
(includes e-books,
downloadable electronic
videos and audio files) | 110,208 |
| G10 | Successful Retrieval of
Electronic Information
(i.e., database usage) | 282,149 |

- G11 Total Circulation of Library Materials (G08 + G09) 770,103
- G12 Total Electronic Content Use (G09 + G10) 392,357
- G13 Total Library Collection Use (G08 + G09 + G10) 1,052,252

Interlibrary Loans

- G14 Number of Items Provided to Other Libraries 393
- G15 Number of Items Received from Other Libraries (including items received from the State Library). 465
- G16 What is the Library's Annual Cost for Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries? \$590

Technology

- G17 Number of Public Internet Computers 63
- G18 Number of Public Internet Computer Uses (sessions) 58,305
- G19 What Are the Time Limits for Public Internet Computers? N/A
- G20 How Many Times Per Day Can a Patron Use a Public Internet Computer? Unlimited
- G21 Name of the Library's Automation System/Catalog Innovative Sierra
- G22 What is the Library's Annual Cost for its Library's Automation System/Catalog? \$85,011
- G23 Provide the Web Address of the Library's Website and/or Library's Catalog. <http://discover.ci.rio-rancho.nm.us/iii/encore/?jsessionid=38B36468D0E3CC89B471AFAE33E68E1D?lang=eng>
- G24 Number of Wireless (Wi-Fi) Internet Sessions 26,879
- G25 Xirrus Cloud software

How Does the Library
Track and Record Wi-Fi
Sessions?

G26 Number of Virtual
Visits to the Library's Website 163,591

G27 How Does the Library
Track and Record
Virtual Visits to the
Library's Website? CivicPlus

Section H - Library Programs

Library Programs

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, 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.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. *EXCLUDE* library activities that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, mentoring activities, passive programming, etc.

If a program is combined and offered to both children and young adults, count the program only once under either children or young adult programs rather than counting it in each of the two categories. Do not count the one program in each category. Report attendance at all programs regardless of attendees' age.

If a program is offered and is intended to be for all ages, count the program only once under ALL Other Programs rather than counting it in each of the other categories (children, young adult). Do not count the one program in each category. Report attendance at all programs regardless of attendees' age.

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

H01 Number of Library
Programs Geared to
Children 11 Years of
Age and Younger 515

H02 Number of Library
Programs Geared to
Young Adults 12-18
Years of Age 74

H03 Number of ALL Other
Library Programs 431

H04 Total Number of
Library Programs (H01 1,020
+ H02 + H03)

Library Programs Attendance

H05 Number of Attendees at
Library Programs 18,549

Geared to Children 11
Years of Age and
Younger (count total
attendance regardless of
attendees' age)

H06 Number of Attendees at
Library Programs
Geared to Young Adults
12 to 18 Years of Age 1,319
(count total attendance
regardless of attendees'
age)

H07 Number of Attendees at
ALL Other Library
Programs (count total 10,037
attendance regardless of
attendees' age)

H08 Total Attendance at
Library Programs (H05 29,905
+ H06 + H07)

H09 What was the Most
Successful Library
Program this Year? We continue to have 1100+ attendees at our annual Star Wars Fest. This 3 hour
(Provide number of
attendees) program is geared to all ages and hands on crafts, Star Wars characters, Q-Lab
demonstrates laser swords, costume contests and more!

Section I - Hours for Main Library

I01 Click [here](#) to report the daily number of hours the Main Library is open to the public.

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.

I02 Week Total 54

I03 If the Library Closes for
the Lunch Hour, Enter
the Timeframe. If the
library does not close N/A
for the lunch hour, enter
N/A.

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

Completing this survey serves as the library's application for state grants-in-aid. To be eligible to receive State Grants-in-Aid, libraries must meet all applicable requirements described in the 4.5.2 NMAC.

<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.

J01 FY2017/2018 Library Status (Read Only) Public

J02 Library Director Certification Required? Yes
Y/N (Read Only)

J03 Library Director Certified? Y/N Yes

J04 Type of Certification Perm.

Basic Library Services

As part of state aid eligibility, the library (and any library branch) must provide the following FREE basic library services as required by NMAC 4.5.2.7 B.

J05 Circulating Materials? (Y/N) Yes

J06 Reference Services? (Y/N) Yes

J07 A Catalog of Library Holdings Accessible by the Public? (Y/N) Yes

J08 Educational Programs? (Y/N) Yes

J09 Interlibrary Loan Services? (Y/N) Yes

J10 Public Access Computers Connected to the Internet? (Y/N) Yes

Matching Funds

As part of state aid eligibility the library must demonstrate the receipt of financial support from sources other than the state; in particular, matching funds in relation to the population of the library's legal service area shall be at least \$1.50 per person as required by NMAC 4.5.2.9 C(4).

Matching funds means the amount expended in a fiscal year for library collections from any source other than the state. Sources for matching funds may include municipal funds, county funds, tribal funds, or money acquired through donations, fund-raising, friend's groups, or grants. In-kind contributions are NOT matching funds. Matching funds DO NOT include funds used for operating costs, administrative costs, or regular staff salaries.

J11 Total Local Funds Needed to be Spent on Library Collections (Read Only) \$131,281.50

J12 Total Local Funds Spent Per-Capita on Library Collections (D23 / B02) (Read Only) \$5.20

2017/2018 State Aid Grant Expenditures

As part of continued state aid eligibility, the library must successfully expend the entire amount of the state aid grant received during the prior fiscal year as required by NMAC 4.5.2.9 C(11). Report how the library expended the State Aid grant received in FY2017/2018. If the library did not receive a grant, enter zero. The grant amount is provided by the State Library in J13 and cannot be changed. J19 must equal the amount in J13.

J13 Amount of State Aid Grant Received in FY2017/2018 (Read Only) \$11,397.06

How much of the grant listed in J13 was spent on the following? If any of the following do not apply, enter a zero.

J14 Library Collections \$2,612

J15 Library Staff Salaries \$0

J16 Library Staff Professional Development (including travel) \$8,430.06

List What Staff

Professional Development Trainings or Conferences were Attended and Paid for with State Aid Funds Library Marketing conference, New Mexico Library Association annual conference, Library Director Symposium, Public Library Association Annual Conference, Mountain Plains Library Association Leadership Institute, Library ALA webinars.

J17 Library Equipment \$355

List What Library

Equipment was Purchased and Paid for with State Aid Funds Router for wireless

J18 Other Operational Expenditures Associated with Delivery of Library Services \$0

List What Other Operational Expenditures

Associated with Delivery of Library Services were Purchased and Paid for with State Aid Funds 0

J19 Total (J14 + J15 + J16 + J17 + J18) \$11,397.06

Library Board

As part of state aid eligibility, the library must maintain a library board that meets at least two times a year and adheres to the state open meetings law as required by NMAC 4.5.2.9 C(9).

J20 Does the Library Maintain a Library Board? Y/N Yes

J21 Library Board President Name Debbie Coston

J22 Library Board President Phone Number (505) 453-4551

J23 Number of Meetings the Library Board Held Between July 1, 2017 to June 30, 2018. 12

J24

Provide the Dates of the 07/10/2017, 08/14/2017, 09/11/2017, 10/16/2017, 11/13/2017, 12/11/2017, Library Board Meetings 01/08/2018, 02/12/2018, 03/12/2018, 04/09/2018, 05/14/2018, 06/11/2018 Held Between July 1, 2017 to June 30, 2018 (mm/dd/yyyy).

Plans & Policies

As part of state aid eligibility as required by NMAC 4.5.2.9 C(8), the library must have on file with the State Library the following plans and policies: a Strategic Plan, which the public library reviews, updates, and files with the State Library every three years, a Community Analysis and Needs Assessment, and a Collection Development Policy that the public library reviews, updates, and files with the State Library every five years.

Provide the date range (in years) that the following documents are valid.

- J25 Community Analysis and Needs Assessment 2017-2022 (yyyy-yyyy)
- J26 Collection Development Policy (yyyy-yyyy) 2017-2022
- J27 Strategic Plan (yyyy-yyyy) 2017-2020

Library Director

As part of state aid eligibility, the library must have a designated library director as required by the NMAC 4.5.2.9 C(10). This includes library directors who are unpaid volunteers.

- J28 Employment of a Designated Library Director? Y/N Yes
- J29 Name of Designated Library Director Lynette Schurdevin

Section K - Tribal Library Program Grants

Expenditure

ONLY TRIBAL LIBRARIES MUST ANSWER K01 THROUGH K10

As part of continued tribal library program grant eligibility, the library must successfully expend the entire amount of the tribal library program grant received during the prior fiscal year. Report how the library expended the tribal library program grant received in FY2017/2018. If the library did not receive a grant, enter zero. The grant amount is provided by the State Library in K01 and cannot be changed. K08 must equal the amount in K01.

- K01 Amount of Tribal Library Program Grant Received (Read Only) N/A

How much of the Tribal Library Program Grant listed in K01 was spent on the following? If any of the following do not apply, enter a zero.

- K02 Library Collections
- K03 Library Programming
- K04 Library Staff Salaries
- K05 Library Staff Professional Development (including travel)
- K06 Library Equipment
- K07

Other Operational
Expenditures
Associated with
Delivery of Library
Services

K08 Total (K02 + K03 +
K04 + K05 + K06 + \$0.00
K07) (Read Only)

Other Tribal Library Grants

K09 Did the Library Apply
for the 2018 IMLS
Native American
Library Services Basic
Grant?

K10 Did the Library Apply
for the 2018 IMLS
Native American
Library Services
Enhancement Grant?

Section L - Outlet Information

Outlet Information

An outlet is a unit of an administrative entity, including a Main Library, Branch, or Bookmobile that provides direct public library services. Every library has at least one outlet - so there must be at least one entry for every library. If an eligible branch or bookmobile opened this year, add an entry (see NMAC 4.5.2, 4.5.2.7 C & D).

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

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

Main Library

L01	FSCSKEY and FSCS_SEQ (Read Only)	NM0030-002
L02	LIBID (Read Only)	NM0030-002
L03	Outlet Name (Read Only)	Loma Colorado Main Library
L04	Street Address or Physical Location (911 address) (Read Only)	755 Loma Colorado Blvd, Ne
L05	City (Read Only)	Rio Rancho
L06	Five-digit ZIP Code (Read Only)	87124
L07	County (Read Only)	Sandoval
L08	Telephone (Read Only)	(505) 891-5013
L09	Outlet Type Code (Read Only)	CE
L10	Square Footage of Outlet (Read Only)	32000
L11	Number of Bookmobiles (for	0

- Bookmobile records only) (Read Only)
- L12 Number of Hours This Outlet was Open to the Public Between July 1, 2017 to June 30, 2018? 2,700
- NOTE: For single outlet libraries, this number should match G01.
- L13 Number of Weeks This Outlet was Open to the Public Between July 1, 2017 to June 30, 2018? 52
- L14 Internet Service Provider for the Outlet's Public Access Internet Connection Cableone
- L15 Internet Connection Type for Outlet's Public Access Internet Connection Cable
- L16 Maximum Speed of the Outlet's Public Access Internet Connection Greater than 40Mbps
- L17 Does This Outlet's Public Internet Service Connection Speed Meet Patron Needs? Y/N Yes
- L18 Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Y/N Yes
- L19 Was This Outlet Open to the Public before July 1, 2017? Y/N Yes

Branch or Bookmobile

This section is only to be completed by libraries with branches. If the library does not maintain a branch or bookmobile there is no need to complete any of the below information.

- L01 FSCSKEY and FSCS_SEQ (Read Only) NM0030-004
- L02 LIBID (Read Only) NM0030-004
- L03 Outlet Name (Read Only) Esther Bone Memorial Library
- L04 Street Address or Physical Location (911 address) (Read Only) 950 Pinetree Rd. Se
- L05 City (Read Only) Rio Rancho
- L06 Five-digit ZIP Code (Read Only) 87124
- L07 County (Read Only) Sandoval

- L08 Telephone (Read Only) (505) 891-5013
- L09 Outlet Type Code (Read Only) BR
- L10 Square Footage of Outlet (not applicable for Bookmobiles) (Read Only) 12250
- L12 Number of Hours This Outlet was Open to the Public Between July 1, 2017 to June 30, 2018? 2016
NOTE: For single outlet libraries, this number should match G01.
- L13 Number of Weeks This Outlet was Open to the Public Between July 1, 2017 to June 30, 2018? 52
- L14 Internet Service Provider for the Outlet's Public Access Internet Connection Cableone
- L15 Internet Connection Type for Outlet's Public Access Internet Connection Cable
- L16 Maximum Speed of the Outlet's Public Access Internet Connection Greater than 40Mbps
- L17 Does This Outlet's Public Internet Service Connection Speed Meet Patron Needs? Y/N Yes
- L18 Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Y/N Yes
- L19 Was This Outlet Open to the Public before July 1, 2017? Y/N Yes
- L20 Does This Outlet Have Separate Quarters from the Main Public Library? Y/N Yes
- L21 Does This Outlet Have Dedicated Library Staff Present During Open Hours? Y/N Yes
- L22 Total Number of Hours this Outlet is Open Each Week (bookmobiles count scheduled stops) 40

- open to the public ONLY).
- L23 Does this Outlet Have a Permanent Circulating Collection and Reference Services? Yes
Y/N
- L24 Does This Outlet Provide Basic Library Services as defined in NMAC 4.5.2.7 B? Y/N Yes
- L25 Has the Library Provided the Branches Checklist to the State Library? Y/N Yes

Section M - State Library Additional Questions

State Library Additional Questions

The information in this section is used to assist the New Mexico State Library in working with public libraries. A response to these questions is required.

Administration

- M01 Did the Library Receive E-Rate Funding from July 1, 2017 to June 30, 2018? Y/N Yes
- M02 What is the Source of Local Funding for the Library? (e.g., gross receipt tax, property tax, county tax, city tax, etc.) County General Obligation Bond, Gross Receipt tax, State General Obligation
- M03 Does the Library Have a Friends Group? Yes
- M04 Name of the Person in Charge of the Friends Group? Diane Taylor
- Enter N/A if the answer to M03 is "No"
- M05 Title of the Person the Library Director Reports to (e.g., mayor, Deputy City Manager, library board, city council, etc.)

Resource Sharing

- M06 Is the Library Part of an E-book Consortium? No
- M07 Name of Consortium N/A
- M08 If the answer to M06 is "No", Does the Library Have an E-book Contract? Yes

M09 Name of Contract Vendor Overdrive, Hoopla

Enter N/A if the answer to M08 is "No"

M10 Was the DCA/NMSL FamilyPass Circulated? Yes
Y/N

M11 If the answer to M10 is "Yes", Enter How Many Times the FamilyPass was Circulated. 262

M12 How Many FamilyPasses Have Gone Missing? If none, enter 0. 0

Continuing Education

M13 Select (3) topics of interest for possible Continuing Education Training Opportunities:

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

Weeding	Yes
Safety / Security	Yes
Teen Programming	Yes
Customer Service	Yes
Reference	Yes
Cataloging	No
Policy Writing	No
Board Training	No
Community Relations	Yes
Emergency Response	No
Grant Writing	Yes
Fundraising	No
Budget / Finances	No
Using Data to Improve Service / Advocacy	Yes
Collection Development	Yes
Early Literacy Programming	Yes
Other	

Section N - Public Library Survey Annual Report Certification

Public Library

Certification

By completing this section, it certifies that the information contained in this report is accurate, truthful and complete. It will be checked for accuracy and may impact the library's state aid eligibility. Ensure all questions are complete and all notepads left contain information that is applicable to the question. It is not acceptable to enter a notepad that does not reflect the issue for the purposes of moving beyond any edit checks.

N01 07/20/2018

Date Report Completed
(mm/dd/yyyy)

N02	Name of Person Completing the Report	Lynette Schurdevin
N03	Title of Person Completing the Report	Library Director
N04	Name of Fiscal Officer	Carole Jaramillo
N05	Title of Fiscal Officer	Financial Services Director
N06	Fiscal Officer Phone Number	(505) 896-8761