Rio Rancho Public Library
2019/2020 New Mexico Public Library Annual Report and State Grants-in-Aid Application

Introduction

**Due Date August 17, 2020**

Data entered must cover FY20 library activities (July 1, 2019 - June 30, 2020).

- 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).
- Federally required questions are in navy font and all other questions are in black font.
- The data collected is used at various levels for planning, evaluating, and budgeting.
- Better known as the Annual Report, the PLS serves as New Mexico’s public libraries application for state grants-in-aid.
- State grants-in-aid eligibility is determined using the 4.5.2 NMAC. Entered data must be accurate and based on records maintained by the library director and local financial officials.
- When navigating the survey, to see the specifics of what each question is asking, click the gray circle with a question mark. Once clicked, a pop-up box will appear with the corresponding definition.
- Adherence to these definitions is important to ensure comparability of data from different libraries in New Mexico as well as libraries in others states and territories.
- The use of estimates is important if exact data is not available. If an exact figure is not available, but it is known that the total is greater than zero, enter an educated estimate and leave a detailed note indicating how the estimate was determined.
- Only enter a "0" if the answer is truly zero or none. Enter N/A if the exact figure or an estimate is not available.
- As information is entered, if any answer is vastly different from the previous year or if using an estimate, please enter a detailed note explaining the reason, etc.
- Providing detailed and relevant notes is extremely helpful and appreciated.
- Inputting notes that do not reflect any flagged issue is not acceptable.

Please email State Data Coordinator Carmelita Aragon at Carmelita.Aragon@state.nm.us or call (505) 476-9740 with any questions about the survey contents.

For technical questions or issues accessing Bibliostat CollectConnect, please call Product Support at 1-866-785-9935.

Section A - Library Identification

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 (main library), or it may have more than one outlet (library branches).
- 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 black 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 Five-digit ZIP Code (of mailing address)
    87124
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

Section B - Population and Federal Identification
State Library Use Only - READ ONLY

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

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

B01 Did the Library's Legal Service Area Change? (Supplied by State Library)
    N
B02 FY2019/2020 Legal Service Area Population (Supplied by State Library)
    87,521
B03 Reporting Period Starting Date (Supplied by State Library)
    07/01/2019
B04 Reporting Period Ending Date (Supplied by State Library)
    06/30/2020
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
Section C - Paid Library Staff (Full-Time Equivalent)

- Report figures as of the last day of the fiscal year, June 30, 2020.
- Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2020.
- 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.

See definitions for more detailed information.

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01</td>
<td>11</td>
</tr>
<tr>
<td>C02</td>
<td>15</td>
</tr>
<tr>
<td>C03</td>
<td>27</td>
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<tr>
<td>C04</td>
<td>42.00</td>
</tr>
<tr>
<td>C05</td>
<td>16</td>
</tr>
</tbody>
</table>

Section D - Operating Revenue and Expenditures

Operating Revenue

- Enter the amount of ALL operating revenue the Library received from July 1, 2019 to June 30, 2020.
- Report revenue received for operating expenditures as defined below.
- Include revenue from local, county, state, federal, or other grants, etc.
- 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).

See definitions for more detailed information.

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

Local Government Revenue

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>D01</td>
<td>$254,414</td>
</tr>
<tr>
<td>D02</td>
<td>$606,223</td>
</tr>
<tr>
<td>D03</td>
<td>$0</td>
</tr>
</tbody>
</table>
D04 Total Local Government Operating Revenue Received $860,637
( D01 + D02 + D03 )

State Government Revenue

D05 State Grants-in-Aid Received (Read Only) $14,105.78
D06 State GO Bond Amounts Encumbered $129,274
D07 Tribal Library Program Grant Received (Read Only) $0.00
D08 Other State Funds Received (include state appropriations or other state income) $0

D09 Total State Government Operating Revenue Received ( D05 + D06 + D07 + D08 ) $143,380

Federal Government Revenue

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

Other Operating Revenue

D13 Other Operating Revenue Received $4,000
D14 Total Operating Revenue Received ( D04 + D09 + D12 + D13 ) $1,008,017

Operating Expenditures

• Report ALL operating expenditures from ALL revenue sources made from July 1, 2019 to June 30, 2020.
• Operating expenditures are the current and recurring 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.

See definitions for more detailed information.

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

Library Staff Expenditures

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

D15 Library Staff Salaries & Wages Expenditures $1,279,836
D16 Library Staff Benefits Expenditures (includes Social Security, retirement, medical insurance, life insurance,
guaranteed disability income protection, unemployment compensation, workman's compensation, tuition, and housing benefits

D17 Total Library Staff Expenditures (D15 + D16) $1,761,319

Collection Expenditures

- Report expenditures on library collections from ALL funding sources including Local, Tribal, Federal, State Aid, Encumbered GO Bonds, and other sources (e.g., grants, fundraising, etc.)
- This includes all operating expenditures from the library budget for all library 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.

See definitions for more detailed information.

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

Collection Expenditure Type

D18 Print Materials Expenditures (books, magazines, etc.) $262,726
D19 Electronic Materials Expenditures (e-books, audio/video downloadable, e-serials including journals, databases or other electronic materials, etc.) $130,474
D20 Other Materials Expenditures (physical audiobooks, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.) $44,155
D21 Total Collection Expenditures (D18 + D19 + D20) $437,355

Collection Expenditures by Revenue Source

- Report how much of the Total Collection Expenditures in D21 came from the following revenue sources (state aid, encumbered GO bonds, tribal library program (TLP) grant, local/other).
- The amount in D24 MUST match the amount in D21.

D22 Of the Total Collection Expenditures Amount in D21, How Much Came from NM State Library Revenue Sources (i.e., State Aid, Encumbered State GO Bonds, or the Tribal Library Program TLP Grant)? $90,800.28
D22a Total Amount from State Aid $2,168.28
D22b Total Amount Encumbered from State GO Bonds $88,632
D22c Total Amount from Tribal Library Program Grant Total (D22a + D22b + D22c) $90,800
D23 Of the Total Collection Expenditures Amount in D21, How Much Came from Local (city, town, village, county, tribal) and Other Revenue Sources (federal, private, friend's group, fundraising, grants, or other)? $346,555

NOTE: This amount is used to calculate the library's...
per-capita responsibility for State Aid Eligibility in question J13.

D24 Total Collection Expenditures by Funding Source (D22 + D23) $437,355

Other Operating Expenditures

D25 Other Operating Expenditures Not Yet Reported (e.g., office supplies, utilities, furniture, computer equipment, software, contracts for services, etc.) $112,192

D26 Total Operating Expenditures (D17 + D21 + D25) $2,310,866

Section E - Capital Revenue and Expenditures

Capital Revenue

- Report all revenue (federal, state, local, and other) used for major capital expenditures, by source of revenue from July 1, 2019 to June 30, 2020.
- 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).

See definitions for more detailed information.

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

E01 Local Government Capital Revenue Received (city, town, village, county and/or tribal government) $118,970

E02 State Government Capital Revenue Received $0

E03 Federal Government Capital Revenue Received $0

E04 Other Capital Revenue Received $0

E05 Total Capital Revenue Received (E01 + E02 + E03 + E04) $118,970

Capital Expenditures

- Report the amount of capital expenditures the Library made from July 1, 2019 to June 30, 2020.
- 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) $118,970

Section F - Library Collection

Library's 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 Materials 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.
- Count only items that have a set circulation period where it is available for patron use.
- Do NOT include items that are permanently retained by the patron.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

See definitions for more detailed information.

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

F01 Number of Print Materials in the Library's Collection 117,514
F02 How Often Does the Library Weed its Collection? monthly
F03 Number of Physical Audio Materials in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaway's, etc.) 12,030
F04 Number of Physical Video Materials in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.) 14,581
F05 Number of Electronic Books (e-books) in the Library's Collection 23,461
F06 Number of Downloadable Audio Units in the Library's Collection 32,281
F07 Number of Downloadable Video Units in the Library's Collection 11,815
F08 Number of All Other Materials in the Library's Collection 15

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 locally hosted in the library.
• NOTE: The data or records are usually collected with a particular intent and relate to a defined topic.
• 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 (e.g., ELIN in southeast New Mexico).
• Do not count library system software.
• El Portal (the statewide electronic databases supplied by the State Library) is reported in F10.

See definitions for more detailed information.

F09  Number of Electronic Collections/Databases (Local/Other Cooperative Agreements) 4
F10  Number of Licensed Databases Paid for by the New Mexico State Library (Read Only) 49
F11  Total Licensed Electronic Collections/Databases: (F09 + F10) 53

Section G - Library Services

Library Services

• Include data from ALL outlets i.e., Main Library, and eligible Library Branches.

See definitions for more detailed information.

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

G01  Number of Library Visitors 171,988
G02  How Does the Library Track and Record Library Visitors? Electronic gates
G03  Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions) 20,554
G04  How Does the Library Track and Record Reference Transactions/Questions? Tick marks
G05  Number of Registered Users 49,193

Circulation

G06  Number of ALL Children's Items Circulated (includes ALL children's materials in ALL formats to ALL users, including renewals) 163,818
G07  Number of Physical Items Circulated (books, CDs, DVDs, Blu-Rays, etc., including renewals) 188,765
G08  Number of Electronic Materials Used (e-books, downloadable electronic videos and audio files) 138,959
G09  Number of Successful Retrievals of Electronic Information (i.e., database usage) 5,536
G10  Total Circulation of Library Materials (G07 + G08) 327,724
G11  Total Electronic Content Use (G08 + G09) 144,495
G12  Total Library Collection Use (G07 + G08 + G09) 333,260

Interlibrary Loans
G13 Number of Items Provided to Other Libraries 559
G14 Number of Items Received from Other Libraries (including items received from the State Library) 412
G15 What is the Library's Annual Cost for Just Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries? $5,937

Technology
G16 Number of Public Internet Computers 24
G17 Number of Public Internet Computer Uses/Sessions 30,666
G18 What Are the Time Limits for Public Internet Computers? 60
G19 How Many Times Per Day Can a Patron Use a Public Internet Computer? Unlimited
G20 Number of Wireless (Wi-Fi) Internet Sessions 21,100
G21 How Does the Library Track and Record Wi-Fi Sessions? Sophos web based wireless statistics
G22 Number of Visits to the Library's Website 123,623
G23 How Does the Library Track and Record Visits to the Library's Website? PIWIK, a Civic Plus analytics tool
G24 Name of the Library's Automation System/Catalog Sierra
G25 What is the Library's Annual Cost for its Library's Automation System/Catalog? $77,729
G26 Provide the Web Address of the Library's Website and/or Library's Catalog. rrnm.gov/library

Section H - Library Programs
NOTE: See section N for reporting on programming during the COVID19 crisis. Do NOT report the virtual programming, virtual attendance, etc. in this section.

- A library 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 e.g., 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 e.g., 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. Do NOT include one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, mentoring activities, any 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 these 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 these programs regardless of attendees' age.

See definitions for more detailed information.

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

Library Programs

H01 Number of Library Programs Geared to Children 11 Years of Age and Younger 297
H02 Number of Library Programs Geared to Young Adults 12-18 Years of Age 54
H03 Number of ALL Other Library Programs 138
H04 Total Number of Library Programs ( H01 + H02 + H03 ) 489

Library Programs Attendance

H05 Number of Attendees at Library Programs Geared to Children 11 Years of Age and Younger (count total attendance regardless of attendees' age) 10,402
H06 Number of Attendees at Library Programs Geared to Young Adults 12 to 18 Years of Age (count total attendance regardless of attendees' age) 690
H07 Number of Attendees at ALL Other Library Programs (count total attendance regardless of attendees' age) 2,259
H08 Total Attendance at Library Programs ( H05 + H06 + H07 ) 13,351
H09 Describe the Library's Most Successful Library Program this Year (Include number of attendees) Star Wars Fest 7 brought in 1000+ attendees over a 3 hour experience. We had Star Wars themed snacks and drinks, 501st Storm Troopers were in attendance, Q-Lab created 300 laser cut wood Tie Fighters for the adult craft, pool noodle light sabers for youth, and adopt a baby yoda craft for all ages.

Section I - Hours of Operation for Main Library

I01 Click here to report the number of hours the Main Library is open to the public daily.

Form Instructions:

* Enter the opening and closing hours, including AM or PM.
* Example: 10:00 AM / 7:00 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
If the Library Closes for the Lunch Hour, Enter the Timeframe. If the library does not close 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://164.64.110.134/parts/ititle04/04.005.0002.html](http://164.64.110.134/parts/ititle04/04.005.0002.html)

See definitions for more information.

| J01 | FY2019/2020 Library Status *(Read Only)* | Public |
| J02 | Library Director Certification Required? *(Read Only)* | Yes |
| J03 | Library Director Certified? | Yes |
| J04 | Type of Certification | Perm. |

Basic Library Services

- As part of state aid eligibility, the library (and any eligible library branch) must provide the following FREE Basic Library Services as required by NMAC 4.5.2.7 B.
- Report if the library offers the following free basic library services.

| J05 | Circulating Materials? | Yes |
| J06 | Reference Services? | Yes |
| J07 | A Catalog of Library Holdings Accessible by the Public? | Yes |
| J08 | Educational Programs? | Yes |
| J09 | Offered Free of Charge Interlibrary Loan Services? | Yes |
| J10 | Public Access Computers Connected to the Internet? | Yes |
| J11 | Internet Connectivity for Patrons and Staff? | 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 funds acquired through monetary donations, fund-raising, friend's groups, or other grants.
- In-kind contributions are NOT matching funds.
- Matching funds DO NOT include funds used for operating costs, administrative costs, or regular staff salaries.

| J12 | Total Local Funds Needed to be Spent on the Library's Collection *(Read Only)* | $131,281.50 |
| J13 | Total Local Funds Spent Per-Capita on Library Collections *(D23 / B02)* *(Read Only)* | $3.96 |
FY2019/2020 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 FY2019/2020.
- If the library did not receive a grant, enter zero.
- The received grant amount is provided by the State Library in J14 and cannot be changed.
- J20 must equal the amount in J14.

See definitions for more information.

**J14**  Amount of State Aid Grant Received in FY2019/2020  **$14,105.78**

(Read Only)

How much of the grant received (see J14) was spent on the following? If any of the following do not apply, enter a zero.

**J15**  Library Collections  **$2,168.28**

**J16**  Library Staff Salaries  **$0**

**J17**  Library Staff Professional Development (including travel)

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Funds

NM Library Association Annual conference 10 staff / PLA conference 3 staff / ALA and PLA webinars

**J18**  Library Equipment  **$1,405**

List What Library Equipment was Purchased and Paid for with State Aid Funds

Security door sleeves, tablet stand, lapel microphone, (for virtual programs), 2 work benches for circulation, chrome books for circulating

**J19**  Other Operational Expenditures Associated with Delivery of Library Services  **$2,157.50**

List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with State Aid Funds

Two week Advertising with iHeart radio to market the library still available during COVID-19.  $2000 + tax

**J20**  Total ( J15 + J16 + J17 + J18 + J19 )  **$14,105.78**

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).

**J21**  Does the Library Maintain a Library Board?  **Yes**

**J22**  Library Board President Name  **Michael Furl**

**J23**  Library Board President Phone Number  **(505) 985-7131**

**J24**  Number of Meetings the Library Board Held Between July 1, 2019 to June 30, 2020  **10**

file:///G:/Annual Library Report/FY19-20 State Annual report.html
J25  Provide the Dates of the Library Board Meetings Held Between July 1, 2019 to June 30, 2020 (mm/dd/yyyy)  
July 8, 2019, August 12, 2019, September 9, 2019, October 21, 2019, November 18, 2019, December 9, 2019, January 13, 2020, February 10, 2020, March 9, 2020, June 8, 2020

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:

- Strategic Plan, which the public library reviews, updates, and files with the State Library every three (3) years
- Community Analysis and Needs Assessment, which the public library reviews, updates, and files with the State Library every five (5) years
- Collection Development Policy, which the public library reviews, updates, and files with the State Library every five (5) years
- If any of the above library’s plans and policies have been updated, or have expired, please ensure the State Library receives an updated copy before the annual report closes August 17, 2020.
- Provide the date range (in years) that the following documents are valid.

J26  Community Analysis and Needs Assessment (yyyy-yyyy)  2017-2020
J27  Collection Development Policy (yyyy-yyyy)  2019-2022
J28  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.
- The library director is the main point of contact for the Library Development Bureau (LDB) and it's important to inform the LDB any time a library director changes or any time contact information for the library director changes (email, phone, etc.).

J29  Employment of a Designated Library Director?  Yes
J30  Name and Title of Designated Library Director  Lynette Schurdevin, Library Director

Section K - Tribal Library Program Grant

ONLY TRIBAL LIBRARIES MUST ANSWER K01 THROUGH K10

- If the library is NOT a tribal library, there is no need to enter ANY information in this section.
- 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 FY2019/2020.
- If the library did not receive a grant, enter zero.
- The grant amount received is provided by the State Library in K01 and cannot be changed.
- K07 must equal the amount in K01.
See definitions for more detailed information.

Tribal Library Program Grant Expenditures

K01 Amount of Tribal Library Program Grant Received $0.00

(Read Only)

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 Staff Salaries
K04 Library Staff Professional Development (including travel)
  List What Staff Professional Development Trainings or Conferences were Attended and Paid for with TLP Funds
K05 Library Equipment
  List What Library Equipment was Purchased and Paid for with TLP Funds
K06 Other Operational Expenditures Associated with Delivery of Library Services
  List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with TLP Funds
K07 Total ( K02 + K03 + K04 + K05 + K06 ) $0.00

Other Tribal Library Grants

K08 Did the Library Apply for the 2020 IMLS Native American Library Services Basic Grant?
K09 Did the Library Apply for the 2020 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, a Library Branch(es), or eligible 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 library branch opened this year, add an entry (see NMAC 4.5.2, 4.5.2.7 C & D).
• Example: Alamogordo has 1 outlet - the Main Library. Rio Rancho has 2 outlets - the Main Loma Colorado Library and the Esther Bone Library Branch.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black 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) 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 Bookmobile records only) (Read Only)  0
L12  Number of Hours this Outlet was Open to the Public Between July 1, 2019 to June 30, 2020?  54
L13  Number of Weeks this Outlet was Open to the Public Between July 1, 2019 to June 30, 2020?  46
L14  Internet Service Provider for the Outlet's Public Access Internet Connection  Sparklight
L15  Internet Connection Type for the Outlet's Public Access Internet Connection  Cable
L16  Maximum Speed of the Outlet's Public Access Internet Connection  20.1Mbps - 30Mbps
L17  Using a Public Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload).
http://www.loit.state.nm.us/broadband/speedtest.shtml
L18  Does This Outlet Provide Wireless Internet Access (WIFI) for the Public?  Yes
L19  Was This Outlet Open to the Public before July 1, 2019?  Yes

Library Branch(es)

- This section is to be completed only by libraries with eligible library branches.
- If the library does not maintain an eligible library branch, proceed to the next applicable section without completing any of the questions below.

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, 2019 to June 30, 2020? 40
L13 Number of Weeks this Outlet was Open to the Public Between July 1, 2019 to June 30, 2020? 46
L14 Internet Service Provider for the Outlet's Public Access Internet Connection Sparklight
L15 Internet Connection Type for the Outlet's Public Access Internet Connection Cable
L16 Maximum Speed of the Outlet's Public Access Internet Connection 20.1Mbps - 30Mbps
L17 Using a Public Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload).
   PING: 58 ms, Jitter 1 ms, Download 52.5 mbps, Upload 48.7 mbps
   http://www.doit.state.nm.us/broadband/speedtest.shtml
L18 Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Yes
L19 Was This Outlet Open to the Public before July 1, 2019? Yes
L20 Does This Outlet Have Separate Quarters from the Main Public Library? Yes
L21 Does This Outlet Have Dedicated Library Staff Present During Open Hours? Yes
L22 Total Number of Hours this Outlet is Open Each Week 40
L23 Does this Outlet Have a Permanent Circulating Collection and Provide Reference Services? Yes
L24 Does This Outlet Provide Basic Library Services as defined in NMAC 4.5.2.7 B? Yes

Section M - State Library Additional Questions

- The information in this section is used to assist the New Mexico State Library in working with public libraries.

See definitions for more detailed information.

Administration

M01 How Much of the Library's Total Budget was Spent on Library Staff Professional Development Opportunities/Activities? $2,015
M02 What Library Staff Professional Development Opportunities/Activities Did the Library Participate In? NMLA annual conference, ALA/PLA webinars, PLA conference, library marketing conference, Holocaust grant training, Rio Rancho Chamber business outreach
M03 What Types of Outreach Did the Library Do Outside Outreach to two local hospitals,
of the Library?
three local assisted living centers,
Mayor's Fun Day, Chamber
Business After Hours, School
outreach, local day care centers,
book club outreach
PLA Google Business grant,
Census 2020 grant,
Yes

M04 List Any Grants the Library Applied for (include if the library was successful and list amounts)

M05 Did the Library Receive E-Rate Funding from July 1, 2019 to June 30, 2020?

M06 What is the Monthly Cost of Providing Internet Service for the Library?

M07 Is the Library under Contract for Internet Service?

M08 What is the Source of Local Funding for the Library?
(e.g., gross receipt tax, property tax, county tax, city tax, etc.)
Gross receipts tax

M09 Does the Library Have a Friends Group?

M10 Name of the Person in Charge of the Friends Group
Joe Driear

M11 Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.)
Deputy City Manager

M12 Does the Library have an "Exhibit Space"?
Yes

Resource Sharing

M13 Is the Library Part of an E-book Consortium?
No

M14 Name of Consortium
N/A

M15 If the Library is Not Part of a Consortium, Does the Library Have an E-book Contract?
Yes

M16 Name of Contract Vendor
Overdrive, Hoopla

M17 Was the DCA/NMSSL FamilyPass Circulated?
Yes

M18 How Many Times Was the FamilyPass Circulated?
7,300

M19 How Many FamilyPasses Have Gone Missing? If none, enter 0.
0

M20 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.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeding</td>
<td>No</td>
</tr>
<tr>
<td>Safety / Security</td>
<td>Yes</td>
</tr>
<tr>
<td>Teen Programming</td>
<td>No</td>
</tr>
<tr>
<td>Customer Service</td>
<td>No</td>
</tr>
<tr>
<td>Reference</td>
<td>No</td>
</tr>
<tr>
<td>Cataloging</td>
<td>No</td>
</tr>
<tr>
<td>Policy Writing</td>
<td>No</td>
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<tr>
<td>Board Training</td>
<td>No</td>
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<tr>
<td>Community Engagement</td>
<td>Yes</td>
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<tr>
<td>Emergency Response</td>
<td>Yes</td>
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<td>Grant Writing</td>
<td>No</td>
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<tr>
<td>Fundraising</td>
<td>Yes</td>
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</tr>
<tr>
<td>Budget / Finances</td>
<td>No</td>
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<tr>
<td>Advocacy</td>
<td>Yes</td>
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<tr>
<td>Collection Development</td>
<td>No</td>
</tr>
<tr>
<td>Early Literacy Programming</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Annual Report Feedback**

Report any feedback regarding this year's annual report process. Include feedback on which items were difficult or confusing, or took a long time, what was helpful, etc.

**Section N - Library Activities During the COVID-19 Pandemic Closure**

**Due Date August 17, 2020**

- This section is dedicated to how public libraries responded/adapted to the COVID-19 pandemic closure.

See definitions for detailed information.

**Federally required questions are in navy font and all other questions are in black font.**

**Administration**

N01  **Was the Library Physically Closed to the Public for Any Period of Time Due to the COVID-19 Pandemic?**

Yes

If Yes, Enter the Date the Library Closed to the Public

March 13, 2020

N02  **Enter the Number of Weeks the Library Was Physically Closed Due to COVID-19 Pandemic**

6

N03  **Were any Library Staff Asked or Re-Assigned to Assist Other Government Agencies or Nonprofit Organizations During the COVID-19 Pandemic?**

No

If Yes, Please Provide the Name of the Agency and the Tasks Performed.

N04  **Were Library Staff Allowed to Work from Home? If so, Which Staff?**

No

N05  **Were any Library Staff Laid Off or Furloughed (if yes, include dates)?**

Yes

Dates

April 27, 2020 through May 8, 2020

N06  **If Library Staff Remained Working in the Library, List the Types of Tasks/Work that was Performed in the Library During the Closure**

Four library managers and the library director worked during closure to clean, sanitize, weed collection, plan for limited reopening. March 16 through May 8, 2020.

N07  **When Did Library Staff Return to Work in the Library (provide dates)?**

May 11, 2020
N08 Enter the Date the Library Reopened for Public Service (curbside and/or in-person)  

N09 List Hours of Operation Upon Reopening for Public Service (curbside and/or in-person)  
May 18, 2020 offered pick up service by appointment only 9 a.m. - 3 p.m. Monday - Friday

N10 Enter the Number of Weeks the Library and Any of Its Outlets Had Limited Occupancy Due to the COVID-19 Pandemic  
6 weeks to current date

N11 List any Revenue the Library Received Specifically for COVID19 Expenditures

N12 List ALL Expenditures from the Above Revenue Services

N13 Did Library Staff Continue to Provide Services to the Public During Any Portion of the Period When the Building Was Physically Closed to the Public Due to the COVID-19 Pandemic?  
Yes

If Yes, List any Services That Library Staff Continued to Provide While the Building Was Physically Closed to the Public

We kept our book drops open, we set out a cart of free books at each library location Monday - Friday, we were available to answer any phone calls from the public.

N14 Did the Library Provide Outside/Curbside Service for Circulation of Physical Materials at One or More Outlets During the COVID-19 Pandemic?  
Yes

N15 Did the Library Provide Reference Services Via the Internet or Telephone During the COVID-19 Pandemic?  
Yes

N16 Did the Library Add or Increase Access to Electronic Collection Materials Due to the COVID-19 Pandemic?  
Yes

N17 Did the Library Issue Registered User Cards Electronically Before the COVID-19 Pandemic?  
Yes

N18 Did the Library Issue Registered User Cards Electronically During the COVID-19 Pandemic?  
Yes

N19 Did the Library Provide WiFi Internet Access to Users Outside the Building at One or More Outlets Before the COVID-19 Pandemic?  
Yes

N20 Did the Library Intentionally Provide or Increase WiFi Internet Access to Users Outside the Building at One or More Outlets During the COVID-19 Pandemic?  
No

N21 Did the Library Increase Access to WiFi Internet Access to Users Outside the Building at one or More Outlets During the COVID-19 Pandemic?  
No

Virtual Programs

N22 Did the Library Provide Live, Virtual Programs Via the Internet During the COVID-19 Pandemic?  
Yes

If Yes, List the Virtual Programs the Library Scheduled and Conducted During the Closure (include Facebook Live 3 - 4 times a
the method of delivery)

N23 Enter the Number of LIVE Attendees at the Above Virtual Programs

N24 Did the Library Create and Provide Recordings of Programs Via the Internet During the COVID-19 Pandemic?
If Yes, List the Programs Created and Recorded for Later Viewing, Include the Number of Views if Available

N25 List any Outside (not created by the library) Virtual Programming the Library Provided Links to, Include Number of Views if Available

Virtual Story time, Jiggle and Jam, Craft time, Teen Book club with 1,752 views

N26 Explain or Share Anything Else Not Already Mentioned That the Library Did During Closure and/or to Prepare for Reopening

Section O - Public Library Survey / Annual Report
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.

O01 Date Report Completed (mm/dd/yyyy) 08/07/2020
O02 Name of Person Completing the Report Lynette Schurdevin
O03 Title of Person Completing the Report Library Director
O04 Name of Fiscal Officer Carole Jaramillo
O05 Official Title of Fiscal Officer Finance Director
O06 Fiscal Officer Phone Number (505) 896-8761