

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

B09	Administrative Structure Code (Read Only)	MO
B10	FSCS Public Library Definition (Read Only)	Yes
B11	Geographic Code (Read Only)	C11
B12	Number of Central Libraries (Read Only)	1
B13	Number of Branch Libraries (Read Only)	1
B14	Number of Bookmobiles (Read Only)	0

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.

C01	Number of ALA-Master of Library Science & Information Studies (MLS/MLIS) Librarians (Do not include library staff in non-librarian positions that have ALA-MLS degrees).	11
C02	Number of Library Staff with the Title Librarian (<i>include any ALA-MLS librarians reported in C01</i>)	15
C03	Number of ALL Other Paid Library Staff	27
C04	Total Paid Library Employees (C02 + C03)	42.00
C05	Number of Library Volunteers	16

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

D01	City/Town/Village Government Revenue Received	\$254,414
D02	County Government Revenue Received	\$606,223
D03	Tribal Government Revenue Received	\$0

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 \$143,380
(D05 + D06 + D07 + D08)

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, \$481,483

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 downloadables, e-series 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 (<i>Wi-Fi</i>) 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.	rnm.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

I03 If the Library Closes for the Lunch Hour, Enter the Timeframe. If the library does not close for the lunch hour, enter N/A. 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/title04/04.005.0002.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)	\$8,375
	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

J25 Provide the Dates of the Library Board Meetings Held July 8, 2019, August 12, 2019, Between July 1, 2019 to June 30, 2020 (mm/dd/yyyy) 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

	(Read Only)	
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).	PING 93 ms, Jitter 15 ms, Download 5.9 Mbps, Upload 8.9 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

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
M04	List Any Grants the Library Applied for (include if the library was successful and list amounts)	PLA Google Business grant, Census 2020 grant,
M05	Did the Library Receive E-Rate Funding from July 1, 2019 to June 30, 2020?	Yes
M06	What is the Monthly Cost of Providing Internet Service for the Library?	\$2,154
M07	Is the Library under Contract for Internet Service?	Yes
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?	Yes
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/NMSL 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.

Weeding	No
Safety / Security	Yes
Teen Programming	No
Customer Service	No
Reference	No
Cataloging	No
Policy Writing	No
Board Training	No
Community Engagement	Yes
Emergency Response	Yes
Grant Writing	No
Fundraising	Yes

Budget / Finances	No
Advocacy	Yes
Collection Development	No
Early Literacy Programming	No
Other	

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
Staff
- 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)	May 26, 2020.
N09	List Hours of Operation Upon Reopening for Public Service (curbside and/or in-person)	May 18, 2020 offered hold 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	Mayor's Story time on his Facebook Live 3 - 4 times a

	the method of delivery)	week.
N23	Enter the Number of LIVE Attendees at the Above Virtual Programs	400
N24	Did the Library Create and Provide Recordings of Programs Via the Internet During the COVID-19 Pandemic?	Yes
	If Yes, List the Programs Created and Recorded for Later Viewing, Include the Number of Views if Available	Virtual Story time, Jiggle and Jam, Craft time, Teen Book club with 1,752 views
N25	List any Outside (not created by the library) Virtual Programming the Library Provided Links to, Include Number of Views if Available	Zoom stories and songs, ENMU reads story time, ENMU The inventions and discoveries of the World's Most Famous Scientist, ENMU Music presents Guest Cello recital, ENMU Wind Symphony, and STEM Edgewood Science and Fairy Tales, Edgewood Under pressure, Edgewood Fairy Wing Nano Science, Edgewood Electrifying, Edgewood Plants and Pebbles. 660 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