

Rio Rancho Public Library

2021/2022 New Mexico Public Library Annual Report and State Grants-in-Aid Application

Introduction and Due Date

Due Date is August 15, 2022

Data entered must cover FY22 library business and activities, which has a reporting period of July 1, 2021 - June 30, 2022 ONLY.

- 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 at various levels for planning, evaluating, and budgeting.
- Federally required questions are in NAVY font and State questions are in BLACK font. This helps when it is necessary to leave detailed notes. Federal questions (navy font) must have notes entered under the FEDERAL tab, while State questions (black font) must have notes entered under the STATE tab.
- Better known as the Annual Report, the PLS serves as the State Grants-in-Aid application for recognized New Mexico Public Libraries.
- State grants-in-aid eligibility is determined using the 4.5.2 New Mexico Administrative Code (NMAC). Data entered must be accurate and based on records maintained by the library director and local financial officials.
- While navigating the survey, to see the specifics of what each question is asking, click the gray ? circle. Once clicked, a pop-up box will appear with the corresponding definition and other relevant information.
- 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.
- Using 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 an exact figure or an estimate is not available.
- As information is entered, if any response is vastly different from the previous year or if using an educated estimate, please enter a detailed note in the corresponding FEDERAL or STATE tab explaining the reason, etc.
- Providing detailed and relevant notes is extremely helpful and appreciated. Click PREVIOUS YEAR in the Note feature to view the previous year's note.
- Inputting notes that do not reflect the information being asked or an edit check issue is not acceptable.
- Click SHOW LAST YEAR'S ANSWERS to have LAST YEAR'S ANSWERS appear below the text box.
- For more information on the Annual Report and State Grants-in-Aid see the [LibGuide](#) on the NMSL website.

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/errors while accessing the survey in 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 State 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 | Jason Shoup |
| A12 | Library Director's Work Email Address | jshoup@rrnm.gov |
| A13 | Library Director's Work Phone Number | (505) 896-8819 |
| A14 | Name of Person Completing Report | Caitlin Moreno |
| A15 | Work Email Address of Person Completing Report | cmoreno@rrnm.gov |
| A16 | Work Phone Number of Person Completing Report | (505) 588-3712 |

Section B - Population and Federal Identification

State Library Use Only - **READ ONLY**

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

Federally required questions are in navy font and State are in black font.

| | | |
|-----|---|------------|
| B01 | Did the Library's Legal Service Area Change? (Supplied by State Library) | N |
| B02 | FY2021/2022 Legal Service Area Population (Supplied by State Library) | 87,521 |
| B03 | Reporting Period Starting Date (Supplied by State Library) | 07/01/2021 |
| B04 | Reporting Period Ending Date (Supplied by State Library) | 06/30/2022 |
| 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) | CI1 |
| 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 Equivale

- Report figures as of the last day of the fiscal year, June 30, 2022.
- Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2022.
- 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.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State 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). 14

Local: Includes Library Director, Deputy Director, Youth, Adult and Technical Services Supervisors, and Branch Supervisors.

C02 Number of Library Staff WITH the Title Librarian (include any ALA-MLS librarians reported above in C01) 16

C03 Number of ALL Other Paid Library Staff 26.88

C04 Total Paid Library Employees (C02 + C03) 42.88

C05 Number of Library Volunteers 7

Section D - Operating Revenue and Expenditures

Operating Revenue

- Enter the amount of ALL Operating Revenue the Library received from July 1, 2021 to June 30, 2022.
- Report ALL revenue received for operating expenditures as defined and listed in Part 2 and 3.
- Include revenue from local, county, state, federal, or other grants, etc.
- DO NOT include revenue received 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).

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Local Government Revenue

D01 City/Town/Village Government Revenue Received \$2,044,406

Local: \$1,843,926 for staff; \$200,480 for local revenue (not including fees, booksales, or donations)

D02 County Government Revenue Received \$572,553

D03 Tribal Government Revenue Received \$0

D04 Total Local Government Operating Revenue Received \$2,616,959
(D01 + D02 + D03)

Federal: Previous years reporting did not include city provided salary and wages in total operating revenue; new leadership at the Library is reporting differently than previous.

Local: Previous years reporting did not include city provided salary and wages in total operating revenue; new leadership at the Library is reporting differently than previous.

State Government Revenue

D05 State Grants-in-Aid Received (Read Only) \$14,569.31

D06 State GO Bond Amounts Encumbered \$123,585

Local: Excludes Major Furn and Equip

D07 Tribal Library Program Grant Received (Read Only) N/A

D08 Other State Funds Received (include state appropriations or other state income. If an amount is entered here, a note MUST be entered indicating the source of any other state funds received.) \$25,243

Include the total amount of any ARPA funds received from the State Library that were spent between July 1 - June 30 ONLY.

State: Spent \$25,242.72 in ARPA funds

D09 Total State Government Operating Revenue Received \$163,397
(D05 + D06 + D07 + D08)

Federal: We received more state revenue in FY22 than previous year.

Federal Government Revenue

D10 Federal LSTA Grant Received from the State Library \$0.00
(Read Only)

D11 Other Federal Government Operating Revenue \$2,000
Received (If an amount is entered here, a note MUST be entered indicating the source of any other federal revenue received.)

State: \$2,000 ALA Grant for traveling exhibit "Americans and the Holocaust"

D12 Total Federal Operating Revenue Received (D10 + D11) \$2,000

Other Operating Revenue

D13 Other Operating Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other operating revenue received.) \$56,292

Federal: Additional revenue from library fees, book sales, and donations

D14 Total Operating Revenue Received (D04 + D09 + D12 + D13) \$2,838,648

Federal: Previous years reporting did not include city provided salary and wages in total operating revenue; new leadership at the Library is reporting differently than previous.

Operating Expenditures

- Report ALL Operating Expenditures from ALL revenue sources made from July 1, 2021 to June 30, 2022.
- 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.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Library Staff Expenditures

- If FTE staff is reported in Paid Library Staff Positions questions 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 \$1,349,647

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) \$494,279

D17 Total Library Staff Expenditures (D15 + D16) \$1,843,926

Library Collection Expenditures

- Report expenditures for the library's collection from ALL revenue sources including Local, Tribal, Federal, State Aid, Encumbered GO Bonds (state and county), TLP grant, and other revenue sources (e.g., private grants, fundraising, etc.)
- This includes all operating expenditures from the library's budget for ALL library collection materials in Print, Microform, Electronic, and Other Formats considered part of the library's collection, whether purchased, leased, or licensed.
- Exclude postage 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.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Library Collection Expenditure Type

D18 Print Materials Expenditures (books, magazines, etc.) \$207,190

Local: \$193,243.02 for print materials, \$4,020.80 for magazines, & \$9,926.61 for lease books. Data obtained from Financial Status Report FY22.

D19 Electronic Materials Expenditures (e-books, audio/video downloadables, e-serials including journals, databases or other electronic materials, etc.) \$182,318

Local: \$165,140.69 for Overdrive and Hoopla plus \$17,177.40 for database subscriptions. Data obtained from Financial Status Report FY22.

D20 Other Materials Expenditures (physical audiobooks, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.) \$49,434

Local: \$47,736 for media items and \$1,698.41 for Library of Things. Data obtained from Financial Status Report FY22 and Amazon Receipts for Library of Things.

D21 Total Library Collection Expenditures (D18 + D19 + D20) \$438,942

Library Collection Expenditures by Revenue Source

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

D22 Of the Total Library Collection Expenditures Amount in D21, How Much Came from NM State Library Revenue Sources (i.e., State Aid, Encumbered State GO Bonds, and/or the Tribal Library Program Grant)? \$52,669.31

Local: \$40,800.11 from State GO Bonds; \$11,869.31 from State Grants-in-Aid

D22a Total Amount Expended on the Library's Collection from State Aid \$11,869.31

Local: \$11,869.31 from State Grants-in-Aid

D22b Total Amount Encumbered for Expenditure on the Library's Collection from State GO Bonds \$40,800

Local: \$38,038.23 state bond books; \$2,761.88 on collection subscriptions

D22c Total Amount Expended on the Library's Collection from the Tribal Library Program Grant \$0

Total (D22a + D22b + D22c) \$52,669

D23 Of the Total Library Collection Expenditures Amount in D21, How Much Came from Local (city, town, village, county, tribal government) and/or Other Revenue Sources (federal, private, friend's of the library group, fundraising, grants, or other)? \$386,273

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

State: Includes \$25,242.72 in ARPA funds

D24 Total Library Collection Expenditures by Funding Source (D22 + D23) \$438,942

Other Operating Expenditures

D25 Other Operating Expenditures Not Yet Reported (e.g., office supplies, utilities, furniture, computer equipment, software, contracts for services, etc.) \$555,780

D26 Total Operating Expenditures (D17 + D21 + D25) \$2,838,648

Section E - Capital Revenue and Expenditures

Capital Revenue

- Report all revenue (federal, state, local, and other) received and used for major capital expenditures, by source of revenue from July 1, 2021 to June 30, 2022.
- 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).

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

E01 Local Government Capital Revenue Received (city, town, village, county and/or tribal government) \$0

E02 State Government Capital Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other state revenue received.) \$37,054

Federal: State GO Bond used for major furniture and equipment totaling \$37,054.00

State: State GO Bond used for major furniture and equipment totaling \$37,054.00

Local: State GO Bond used for major furniture and equipment totaling \$37,054.00

E03 Federal Government Capital Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other federal revenue received.) \$0

E04 Other Capital Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other capital revenue received.) \$0

E05 Total Capital Revenue Received (E01 + E02 + E03 + E04) \$37,054

Capital Expenditures

- Report the amount of capital expenditures the Library made from July 1, 2021 to June 30, 2022.
- 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 revenue sources listed in E01 - E04) \$37,054

Section F - Library Collection

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 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.
- 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 patron use.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

F01 Number of Print Materials in the Library's Collection 111,641

F02 How Often Does the Library Weed its Collection? monthly

Local: Withdrawn items are returned to the vendor for credit or they are discarded for recycling or trash pickup.

F03 Number of Physical Audio Materials in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaway's, etc.) 8,798

F04 Number of Physical Video Materials in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.) 14,019

F05 Number of All Other Circulating Physical Items in the Library's Collection (2nd year on survey) 158

F06 Number of Electronic Books (e-books) in the Library's Collection 31,906

Local: 10436 from Overdrive + 21470 from Hoopla

F07 Number of Downloadable Audio Units in the Library's Collection 36,216

Federal: Audio downloads includes digital catalogs from Overdrive and Hoopla; Change in total number is due to reporting method changes after library leadership change. Patrons also have access to 16 million audio units through Freegal, number is too large for reporting field.

Local: 4232 from Overdrive + 31984 from Hoopla (Freegal offers 16 million songs in their catalog, but that number was too high to enter on report form)

F08 Number of Downloadable Video Units in the Library's Collection 14,593

Local: 7 from Overdrive + 14586 from Hoopla

F09 Total Physical Items (F01 + F03 + F04 + F05) (2nd year on survey) 134,616

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 F11.

Click the gray ? circle for definitions and more detailed information.

F10 Number of Electronic Collections/Databases (Local/Other Cooperative Agreements) 6

F11 Number of Licensed Databases Paid for by the New Mexico State Library (Read Only) 49

F12 Total Licensed Electronic Collections/Databases: (F10 + F11) 55

Section G - Library Services

Library Services

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

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

G01 Number of Library Visitors (persons physically entering the library building) 93,764

Local: Pulled from Internal Statistical Summaries Sheet

G01a Library Visits Reporting Method (2nd year on survey) CT - Annual Count

G02 How Does the Library Track and Record Library Visitors? Electronic gate counter at each library entrance that is checked monthly

G03 Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions) 14,399

Local: Pulled from Internal Statistical Summaries Sheet

G03a Reference Transactions/Questions Reporting Method (2nd year on survey) CT - Annual Count

G04 How Does the Library Track and Record Reference Transactions/Questions? Questions are tallied daily by reference desk librarians

G05 Number of Registered Users 47,971

Local: Pulled from Internal Statistical Summaries Sheet

Circulation

G06 Number of ALL Children's Items Circulated (includes ALL children's materials in ALL formats to ALL users, including renewals) 157,904

G07 Number of Physical Items Circulated (books, CDs, DVDs, Blu-Rays, including renewals) 307,963

G08 Number of *OTHER* Physical Items Circulated (e.g., non-traditional library items like wi-fi hotspots, cake pans, sewing machines, tools, sports equipment, etc. including renewals) (2nd year on survey) 2,439

G09 Number of Electronic Materials Used (e-books, downloadable electronic videos and audio files) 135,262

G10 Number of Successful Retrievals of Electronic Information (i.e., database usage) 10,701

G11 Total Circulation of Library Materials (G07 + G09) 443,225

G12 Total Electronic Content Use (G09 + G10) 145,963

G13 Total Library Collection Use (G07 + G09 + G10) 453,926

Interlibrary Loans

G14 Number of Items Provided to Other Libraries 494

G15 Number of Items Received from Other Libraries 663
(including items received from the State Library).

G16 What is the Library's Annual Cost for Just Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries? \$4,844

Technology

G17 Number of Internet Computers Available for Use by General Public (revised) 31

G18 Number of Public Internet Computer Uses/Sessions 11,337

Federal: Increased computer usage in FY22 due to COVID-19 restrictions being lifted.

G18a Reporting Method for Number of Public Internet Computer Uses/Sessions (2nd year on survey) CT - Annual Count

G19 How Does the Library Track and Record Public Internet Computer Uses/Sessions (2nd year on survey) Each public computer electronically records number of uses

G20 What Are the Time Limits for Public Internet Computers? 120

G21 How Many Times Per Day Can a Patron Use a Public Internet Computer? 2-3

G22 Number of Wireless (Wi-Fi) Internet Sessions (revised) 16,706

G22a Reporting Method for Number of Wireless Internet Sessions (2nd year on survey) CT - Annual Count

G23 How Does the Library Track and Record Wi-Fi Sessions? The library has an electronic system to record the number of Wi-Fi sessions

| | | |
|--|--|---|
| G24 | Number of Visits to the Library's Website | 92,753 |
| G25 | How Does the Library Track and Record Visits to the Library's Website? | Google Analytics through Civic Plus |
| G26 | Name of the Library's Automation System/Catalog | Innovative - Sierra, WebPAC PRO |
| G27 | What is the Library's Annual Cost for its Library's Automation System/Catalog? | \$92,997 |
| Local: \$55,521.58 for main bundle and user licenses; \$21,684.74 for cloud hosting; \$5,934.59 for telephone interface and tele-notifications; \$9,856 for additional staff licenses | | |
| G28 | Provide the Web Address of the Library's Website and/or Library's Catalog. | https://riopl.ci.riorancho.nm.us/ |
| G29 | Does the Library Charge Overdue Fines on Physical Print Materials? (new) | No |

Section H - Library Program Sessions

NOTE: This section has been revised extensively with several updates and/or new questions. Please thoroughly read and review all definitions.

- A synchronous (live) library program session is any planned event which introduces the group attending to library services or which directly provides information to participants.
- Library program sessions may cover use of the library, library services, or library tours.
- Library program sessions may also provide cultural, recreational, or educational information, often designed to meet a specific social need e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- If library program sessions are offered as a series, count each program session in the series e.g., a film series offered once a week for eight weeks should be counted as eight program sessions.
- If a library program session is combined and offered to BOTH children and young adults, count the library program session ONLY ONCE under either the children or young adult library program session category. DO NOT count the one library program session in each category. Report attendance at the library program session regardless of attendees' age.
- If a library program session is intended to be for ALL AGES, count the library program session ONLY ONCE under General Interest Library Program Sessions rather than counting it in each of the categories (children, young adult, adult). DO NOT count the one library program session in each category. Report attendance at the library program session regardless of attendees' age.

INCLUDE

- All library program sessions, whether held on-site or off-site, that are sponsored or co-sponsored by the library. For a library program session to be sponsored or co-sponsored by the library, the library must contribute financial resources and/or library staff time toward the library program session. For a library program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site library program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library services/resources conducted at a school.
- Live-streamed virtual (synchronous) library program sessions that are sponsored or co-sponsored by the library.
- Library program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Library program sessions sponsored by other groups that use library facilities. For example, DO NOT include a group hosting a speaker or holding a discussion in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a library program session. For example, DO NOT include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of library program content; these should be counted in Total Number of Asynchronous Library Program Presentations.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, DO NOT include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, DO NOT include leaving an art project or puzzle on a table for participants to complete.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Library Program Sessions by Target Audience - Synchronous Live In-Person or Virtual (Revised Data Elements)

| | | |
|-----|--|-----|
| H01 | Number of Synchronous Library Program Sessions Targeted at Children Ages 0-5 (revised) | 76 |
| H02 | Number of Synchronous Library Program Sessions Targeted at Children Ages 6-11 (revised) | 59 |
| H03 | Number of Synchronous Library Program Sessions Targeted at Young Adults Ages 12-18 (revised) | 18 |
| H04 | Number of Synchronous Library Program Sessions Targeted at Adults Age 19 or Older (2nd year on survey) | 36 |
| H05 | Number of Synchronous General Interest Library Program Sessions (2nd year on survey) | 15 |
| H06 | Total Number of Synchronous Library Program Sessions (H01 + H02 + H03 + H04 + H05) | 204 |

Library Program Sessions by Format - Synchronous Live In-Person or Virtual (2nd Year Data Elements)

| | | |
|-----|---|-----|
| H07 | Number of Synchronous In-Person Onsite Library Program Sessions (2nd year on survey) | 192 |
| H08 | Number of Synchronous In-Person Offsite Library Program Sessions (2nd year on survey) | 8 |
| H09 | Number of Synchronous Virtual Library Program Sessions (2nd year on survey) | 4 |
| H10 | Total Number of Synchronous Library Program Sessions Held (H07 + H08 + H09) This total must equal the total in H06. | 204 |

Library Program Sessions Attendance by Target Audience - Synchronous Live In-Person or Virtual (Revised Data Elements)

| | | |
|-----|---|-------|
| H11 | Number of Attendees at Synchronous Library Program Sessions Targeted at Children Ages 0-5 (count total attendance regardless of attendees' age) (revised) | 2,156 |
| H12 | Number of Attendees at Synchronous Library Program Sessions Targeted at Children Ages 6-11 (count total attendance regardless of attendees' age) (revised) | 1,175 |
| H13 | Number of Attendees at Synchronous Library Program Sessions Targeted at Young Adults Ages 12-18 (count total attendance regardless of attendees' age) (revised) | 134 |

H14 Number of Attendees at Synchronous Library Program Sessions Targeted at Adults Age 19 or Older (count total attendance regardless of attendees' age) (2nd year on survey) 583

H15 Number of Attendees at Synchronous General Interest Library Program Sessions (count total attendance regardless of attendees' age) (2nd year on survey) 1,475

H16 Total Attendance at Synchronous Library Program Sessions (H11 + H12 + H13 + H14 + H15) 5,523

Library Program Sessions Attendance by Format (2nd Year Data Elements)

H17 Synchronous In-Person Onsite Library Program Sessions Attendance (2nd year on survey) 4,723

H18 Synchronous In-Person Offsite Library Program Sessions Attendance (2nd year on survey) 753

H19 Synchronous Virtual Library Program Sessions Attendance (2nd year on survey) 47

H20 Total Attendance of Synchronous Library Program Sessions Held (H17 + H18 + H19) This total must equal the total in H16. 5,523

Asynchronous Library Program Sessions Presentations (2nd Year Data Elements)

An asynchronous library program session presentation is any recording of a library program session content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

H21 Total Number of Asynchronous Library Program Session Presentations (2nd year on survey) 2

H22 Total Views of Asynchronous Library Program Session Presentations within 30 Days (revised - 2nd year on survey) 92

Most Successful Library Program Session

H23 Describe the Library's Most Successful Library Program Session this Year (Include number of attendees) Llamas Del Sol Event — 357 attended. Attendees had the opportunity to learn about the history of llamas and how to care for them. The program also offered all an opportunity to interact with a llama.

Section I - Main Library Hours of Operation

Report the hours of operation for the Main Library in I01 using the [Click here](#) link. Once clicked, a pop-up window will appear with a table for entering the opening and closing times for the main library.

* Enter the Opening and Closing times for the main library, be sure to include a space before entering AM or PM.

* Example: Opening Time 10:00 AM / Closing Time 7:00 PM.

* **IMPORTANT:** If not formatted exactly like the above example, the Total Hours Open per Week for I02 won't calculate correctly.

* Click SAVE TO COLLECT to exit the hours reporting form.

* The total hours for the week automatically calculates in I02 from the times entered in the table in I01.

* If I02 shows the Total Hours Open per Week with a decimal (e.g., 38.75) it means that the times entered in the table in I01 do not adhere to the formatting requirements. If this occurs, please go back to the table in I01 to update the format to reflect the example above.

I01 Click [Here](#) to Report the Opening and Closing Times for the Main Library.

I02 **Total Hours Open Per Week** 44

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

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

- **Accurately 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 - <https://www.srea.nm.gov/parts/title04/04.005.0002.html>

Click the gray ? circle for definitions and more detailed information.

J01 FY2021/2022 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 (and any eligible library branches) offers the following Free Basic Library services.

J05 Library Collection with Circulating Materials? Yes

J06 Provides Reference Services? Yes

| | | |
|-----|---|-----|
| J07 | Maintains A Catalog of Library Holdings Accessible by the Public? | Yes |
| J08 | Offers Educational Library Program Sessions? | Yes |
| J09 | Offers Interlibrary Loan Services Free of Charge? | Yes |
| J10 | Provides Public Access Computers Connected to the Internet? | Yes |
| J11 | Provides 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 between July 1, 2021 - June 30, 2022 for Library Collections *from any revenue source other than the state (i.e., State Aid Funds, State GO Bonds, or the Tribal Library Program Grant, etc.)*
- Sources for matching funds may include municipal funds, county funds, tribal government funds, or funds acquired through monetary donations, fund-raising, library friend's groups, or other grants the library applies for and receives.
- NOTE: In-kind contributions are NOT matching funds.
- Matching funds DO NOT include funds used for operating costs, administrative costs, or regular library staff salaries.

J12 Total Local Funds Required to be Spent on the Library's Collection (Read Only) \$131,281.50

J13 Total Local Funds Spent Per-Capita on the Library's Collection (D23 / B02) (Read Only) \$4.41

FY2021/2022 State Aid Grant Expenditures

- As part of continued State Aid eligibility, the Library must have successfully expended ALL of the State Aid Grant received between July 1, 2021 - June 30, 2022 as required by NMAC 4.5.2.9 C(11).
- Report how the library expended the State Aid grant received in FY2021/2022.
- If the library did not receive a State Aid grant, enter zero.
- The amount of the State Aid Grant received is provided by the State Library in J14 and cannot be changed.
- The amount in J20 must equal the amount in J14.

Click the gray ? circle for definitions and more information.

J14 Amount of State Aid Grant Received in FY2021/2022 (Read Only) \$14,569.31

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

J15 Amount from the State Aid Grant Spent on the Library's Collection \$11,869.31

J16 Amount from the State Aid Grant Spent on Library Staff Salaries \$0

J17 Amount from the State Aid Grant Spent on Library Staff Professional Development (including travel) \$2,700.00

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Grant Funds "Sierra Cataloging A-Z" hosted by Innovative on May 3-5, 2022; "Information Architecture Conference" hosted by Kunverj on April 19-23, 2022

J18 Amount from the State Aid Grant Spent on Library Equipment \$0

List What Library Equipment was Purchased and Paid for with State Aid Grant Funds N/A

J19 Amount from the State Aid Grant Spent on 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 Grant Funds N/A

J20 Total (J15 + J16 + J17 + J18 + J19) \$14,569.31

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 Cameron Grimm

J23 Library Board President Phone Number (626) 260-6708

J24 Number of Meetings the Library Board Held Between July 1, 2021 to June 30, 2022 10

J25 Provide the Dates of the Library Board Meetings Held Between July 1, 2021 to June 30, 2022 (use the mm/dd/yyyy format) 07/12/2021, 08/09/2021, 09/13/2021, 10/18/2021, 11/08/2021, 12/13/2021, 01/10/2022, 02/14/2022, 04/11/2022, 06/13/2022

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 (3) years
- A Community Analysis and Needs Assessment, which the public library reviews, updates, and files with the State Library EVERY FIVE (5) years
- A 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, and/or have expired, please ensure the State Library receives an updated copy before the annual report closes August 15, 2022. Email updated copies to SL.Development@state.nm.us
- Provide the date range (in years) that the following documents are valid.

J26 Community Analysis and Needs Assessment (use the yyyy - yyyy format) 2022-20227

Most Recent Copy sent to/on file with the State Library? Yes or No Yes

J27 Collection Development Policy (use the yyyy - yyyy format) 2021-2026

Most Recent Copy sent to/on file with the State Library? Yes or No Yes

J28 Strategic Plan (use the yyyy - yyyy format) 2020-2023

Most Recent Copy sent to/on file with the State Library? Yes or No Yes

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 (i.e., email, phone, etc.).

J29 "Employment" of a Designated Library Director? Yes

J30 Name and Title of Designated Library Director Jason Shoup

J31 Is the Designated Library Director Interim or Permanent? Permanent

J32 Designated Library Director Start Date (MM/DD/YYYY) 06/27/2022

IMLS American Rescue Plan Act (ARPA) Grant Funding Expenditures

Under the American Rescue Plan Act (ARPA), this grant funding was to be used to help communities respond directly and immediately to the pandemic, as well as to related economic and communities needs through equitable approaches in digital inclusion and library services, with the following priorities:

- 1. First, to support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- 2. Second, to provide rapid, emergency relief to libraries across the country, allowing them to safely respond to the pandemic, by implementing public health and safety protocols;
- 3. Third, to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs; and
- 1.4. With respect to (1), (2), or (3), reach tribal and museum partners best positioned to assist with pandemic response efforts, in addition to traditionally eligible library entities, where appropriate.

Report how the library expended the ARPA Grant funds received between July 1, 2021 - June 30, 2022.

IMPORTANT: Since the deadline for expending ALL ARPA Grant funds is September 30, 2022, **ONLY** report the amount of ARPA grant funds expended on allowable purchases between July 1, 2021 - June 30, 2022. The remaining ARPA Grant expenditures will be reported as revenue and expenditures on the FY23 Annual Report next July.

- The amount in J33 must equal the amount in J38.
- If the library did not receive or expend any of its ARPA Grant funding between July 1, 2021 - June 30, 2022, enter zero.

Click the gray ? circle for definitions and more information.

J33 Total Amount of ARPA Grant Funding Expended on Allowable Purchases between July 1, 2021 - June 30, 2022. \$25,242.72

How much of the ARPA Grant Funding received was spent between July 1, 2021 - June 30, 2022 on the following?

If any of the following do not apply, enter a zero.

J34 Amount from the ARPA Grant Spent on Library Collections between July 1, 2021 - June 30, 2022 \$23,202.00

J35 Amount from the ARPA Grant Spent on Library Staff Salaries between July 1, 2021 - June 30, 2022 \$0.00

J36 Amount from the ARPA Grant Spent on Library Equipment between July 1, 2021 - June 30, 2022 \$2,040.72

List What Library Equipment was Purchased and Paid for with ARPA Grant Funds Acoustic Wall Panels and Partition with hardware

J37 Amount from the ARPA Grant Spent on Other Operational Expenditures Associated with Delivery of Library Services between July 1, 2021 - June 30, 2022 \$0.00

List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with ARPA Grant Funds N/A

J38 Total Amount of ARPA Grant Spent between July 1, 2021 - June 30, 2022 (J34 + J35 + J36 + J37) \$25,242.72

Section K - Tribal Library Program Grant

ONLY recognized TRIBAL PUBLIC LIBRARIES MUST ANSWER THE QUESTIONS IN THIS SECTION!

- IF the library is NOT a TRIBAL PUBLIC LIBRARY, DO NOT ENTER ANY information in this section, LEAVE ALL QUESTIONS BLANK.
- As part of continued Tribal Library Program Grant eligibility, the Library must have successfully expended ALL of the Tribal Library Program Grant received between July 1, 2021 - June 30, 2022.
- Report how the library expended the tribal library program grant received in FY2021/2022.
- If the library did not receive a Tribal Library Program G, enter zero.
- The grant amount received is provided by the State Library in K01 and cannot be changed.
- The amount in K07 must equal the amount in K01.

Click the gray ? circle for definitions and more detailed information.

Tribal Library Program (TLP) Grant Expenditures

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 Amount from the TLP Grant Spent on the Library's Collection \$0

K03 Amount from the TLP Grant Spent on Library Staff Salaries \$0

K04 Amount from the TLP Grant Spent on Library Staff Professional Development (including travel) \$0

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with TLP Grant Funds N/A

K05 Amount from the TLP Grant Spent on Library Equipment \$0

List What Library Equipment was Purchased and Paid for with TLP Grant Funds N/A

K06 Amount from the TLP Grant Spent on 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 TLP Grant Funds N/A

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

Other Tribal Library Grants

IF the library is NOT a TRIBAL PUBLIC LIBRARY, DO NOT ENTER ANY information in K08 or K09. LEAVE THESE QUESTIONS BLANK.

K08 As a Recognized Tribal Public Library, Did the Library Apply for the 2022 IMLS Native American Library Services Basic Grant?

K09 As a Recognized Tribal Public Library, Did the Library Apply for the 2022 IMLS Native American Library Services Enhancement Grant?

SB377 Special Grant

IF the library is NOT a TRIBAL PUBLIC LIBRARY, DO NOT ENTER ANY information in K10 - K15. LEAVE THESE QUESTIONS BLANK.

The purpose of the SB377 Special Grant is to develop culturally and linguistically relevant after-school student services and community-based summer programs in tribal libraries, as well as to staff culturally and linguistically relevant after-school student services and community-based summer programs in tribal libraries.

IMPORTANT: Since the deadline for expending ALL SB377 Special Grant funds is June 30, 2023, ONLY report the amount of SB377 Special Grant funds expended on allowable purchases between July 1, 2021 - June 30, 2022. The remaining SB377 Special Grant expenditures will be reported as revenue and expenditures on the FY23 Annual Report next July.

How much of the SB377 Special Grant received was spent on the following? If any of the following do not apply, enter a zero.

K10 Amount from the SB377 Special Grant Spent on the Library's Collection

K11 Amount from the SB377 Special Grant Spent on Library Staff Salaries

K12 Amount from the SB377 Special Grant Spent on Library Staff Professional Development (including travel)

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with SB377 Special Grant Funds

K13 Amount from the SB377 Special Grant Spent on Library Equipment

List What Library Equipment was Purchased and Paid for with SB377 Special Grant Funds

K14 Amount from the SB377 Special Grant Spent on 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 SB377 Special Grant Funds

K15 Total (K10 + K11 + K12 + K13 + K14) \$0.00

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.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Main Library

| | | |
|-----|----------------------------------|----------------------------|
| L01 | FSCSKEY and FSCS_SEQ (Read Only) | NM0030-002 |
| L02 | LIBID (Read Only) | NM0030-002 |
| L03 | Outlet/Library 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 | Library Telephone (Read Only) | (505) 891-5013 |
| L09 | Outlet Type Code (Read Only) | CE |
| L10 | Square Footage of Outlet/Library (Read Only) | 32000 |
| L11 | Number of Bookmobiles (for Bookmobile records only) (Read Only) | 0 |
| L12 | Number of Hours this Outlet/Library was Open to the Public Between July 1, 2021 to June 30, 2022? (Report ONLY the Number of ACTUAL Hours the Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.) | 2,522 |
| | Please see FAQ sheet in the LibGuide for detailed IMPORTANT information regarding this question. | |
| L13 | Number of Weeks this Outlet/Library was Open to the Public Between July 1, 2021 to June 30, 2022? (Report ONLY the Number of ACTUAL Weeks the Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.) | 52 |
| | Please see FAQ sheet in the LibGuide for detailed IMPORTANT information regarding this question. | |
| 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 Internet Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). 27.3

<http://www.doit.state.nm.us/broadband/speedtest.shtml>

If the above link is not accessible, please use another speed test to provide the Ping, Jitter, Download, Upload. If Ping and Jitter aren't available, report Download and Upload speeds.

a. Ping

b. Jitter .64

c. Download 16.71

d. Upload 52.81

L18 Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Yes

L19 Was This Outlet Open to the Public before July 1, 2021? Yes

(Answer this question Yes, as this question does not relate to any possible COVID-19 closures)

Library Branch(es)

- ONLY libraries with eligible library branches must complete the questions in this section (L01 - L25)
- IF the library does not maintain any eligible library branches, DO NOT complete any of the questions below, LEAVE ALL QUESTIONS BLANK (L01 - L25)

L01 FSCSKEY and FSCS_SEQ (Read Only) NM0030-004

L02 LIBID (Read Only) NM0030-004

L03 Outlet/Library Branch 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 | Library Telephone (Read Only) | (505) 891-5013 |
| L09 | Outlet Type Code (Read Only) | BR |
| L10 | Square Footage of Outlet/Library Branch (not applicable for Bookmobiles) (Read Only) | 12250 |
| L12 | Number of Hours this Outlet/Library Branch was Open to the Public Between July 1, 2021 to June 30, 2022? (Report ONLY the Number of ACTUAL Hours the Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.) | 1,589 |
| | Please see FAQ sheet in the LibGuide for detailed IMPORTANT information regarding this question. | |
| L13 | Number of Weeks this Outlet/Library Branch was Open to the Public Between July 1, 2021 to June 30, 2022? (Report ONLY the Number of ACTUAL Weeks the Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.) | 52 |
| | (Please see FAQ sheet in the LibGuide for detailed IMPORTANT information regarding this question. | |
| L14 | Internet Service Provider for this Outlet/Library Branch Public Access Internet Connection | Sparklight |
| L15 | Internet Connection Type for this Outlet/Library Branch Public Access Internet Connection | Cable |
| L16 | Maximum Speed of this Outlet/Library Branch Public Access Internet Connection | 20.1Mbps - 30Mbps |
| L17 | Using a Public Internet Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). | 28.12 |

<http://www.doit.state.nm.us/broadband/speedtest.shtml>

If the above link is not accessible, please use another speed test to provide the Ping, Jitter, Download, Upload. If Ping and Jitter aren't available, report Download and Upload speeds.

a. Ping

| | | |
|----|----------|-------|
| b. | Jitter | .98 |
| c. | Download | 26.33 |
| d. | Upload | 54.57 |

L18 Does This Outlet/Library Branch Provide Wireless Internet Access (WIFI) for the Public? Yes

L19 Was This Outlet/Library Branch Open to the Public before July 1, 2021? Yes

L20 Does This Outlet/Library Branch Have Separate Quarters from the Main Public Library? Yes

L21 Does This Outlet/Library Branch Have Dedicated Library Staff Present During Open Hours? Yes

L22 Total Number of Hours this Outlet/Library Branch is Open Each Week 32

L23 Does this Outlet/Library Branch Have a Permanent Circulating Collection and Provide Reference Services? Yes

L24 Does This Outlet/Library Branch Have a Catalog of Library Holdings Accessible by the Public? Yes

L25 Does This Outlet/Library Branch Hold Educational Library Program Sessions at its Location? Yes

List Educational Library Program Sessions Held at this Outlet/Library Branch Location

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.

Click the gray ? circle for definitions and more detailed information.

Administration

M01 How Much of the Library's Total Budget was Spent on Library Staff Professional Development Opportunities/Activities? \$4,535

| | | |
|-------------------------|---|---|
| M02 | What Library Staff Professional Development Opportunities/Activities Did the Library Participate In? (include paid and free opportunities/activities) | Innovative Interfaces Sierra Cataloging A-Z; NM Municipal League Conference; Amigos Library Services SQL Training; |
| M03 | What Types of Outreach Did the Library Do Outside of the Library? | City sponsored outreach events and virtual school outreach |
| M04 | List the Names of Any Grants the Library Applied for (include if the library was successful and list amounts received) DO NOT report State Aid, State GO Bonds, or Tribal Library Program Grant funds here. | ALA Traveling Exhibit Grant for "Americans & The Holocaust" for \$2,000; awarded |
| M05 | Did the Library Receive E-Rate Funding from July 1, 2021 to June 30, 2022? | Yes |
| M06 | What is the Monthly Cost of Providing Internet Service for the Library? | \$1,658 |
| 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 of the Library Group? | No |
| M10 | Name of the Person in Charge of the Friends of the Library Group | N/A |
| M11 | Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.) | 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? 130

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 No

Teen Programming No

Customer Service No

Reference No

Cataloging No

Policy Writing No

Board Training Yes

Community Engagement No

Emergency Response No

Grant Writing No

Fundraising Yes

Budget / Finances No

Advocacy Yes

Collection Development No

Early Literacy Programming No

Other

Annual Report Feedback

Take this opportunity to provide any feedback regarding this year's annual report process. Include feedback on what was helpful, which sections/questions/definitions were difficult or confusing, or took a long time, etc.

Difficult to determine where to include ARPA collection expenditures in questions D22-D23 to match J15

Section N - Library Activities During the COVID-19 Pandemic

- This section is dedicated to how public libraries responded/adapted to the COVID-19 pandemic.
- Data entered must cover FY22 library activities, which has a reporting period of July 1, 2021 - June 30, 2022 ONLY.

Click the gray ? circle for definitions and detailed information.

Federally required questions are in navy font and State questions are in black font.

Administration

N01 Was the Library Physically Closed to the Public for Any Period of Time During the Reporting Period Due to the COVID-19 Pandemic? **No**
Reporting Period is July 1, 2021 - June 30, 2022.

N02 Enter the Number of Weeks the Library Was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic. **N/A**
Reporting Period is July 1, 2021 - June 30, 2022.

N03 Were any Library Staff Re-Assigned to Assist Other Government Agencies or Nonprofit Organizations During the COVID-19 Pandemic? **No**

N04 Were Library Staff Allowed to Work from Home Due to the COVID-19 Pandemic? **Yes**

N05 Were any Library Staff Laid Off or Furloughed Due to the COVID-19 Pandemic? **No**

N06 If Library Staff Remained Working in the Library while the Building was Physically Closed to the Public, List the Types of Tasks/Work that was Performed in the Library While the Building was Physically Closed to the Public Due to the COVID-19 Pandemic. **N/A**

N07 Enter the Number of Weeks the Library Had Limited Occupancy During the Reporting Period Due to the COVID-19 Pandemic. (revised) **52 weeks of limited hours due to COVID-19; 12 weeks of limited program capacity**
Reporting Period is July 1, 2021 - June 30, 2022.

Services

N08 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 During the Reporting Period Due to the COVID-19 Pandemic? **No**
Reporting Period is July 1, 2021 - June 30, 2022.

N09 Did the Library Provide Outside/Curbside Service for Circulation of Physical Materials at One or More Outlets/Branches While the Library Building was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic? **No**
Reporting Period is July 1, 2021 - June 30, 2022.

If Yes, Report the Number of Outside/Curbside Library Materials Transactions (include any take and make craft kits, etc.) Provided While the Library Building was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic. **N/A**
Reporting Period is July 1, 2021 - June 30, 2022.

N10 Did the Library Provide Reference Services Via the Internet or Telephone During the COVID-19 Pandemic? **Yes**
Reporting Period is July 1, 2021 - June 30, 2022.

N11 Did the Library Issue Registered User Cards Electronically During the COVID-19 Pandemic? **Yes**
Reporting Period is July 1, 2021 - June 30, 2022.

N12 Did the Library Intentionally Add/Provide WiFi Internet Access to Users Outside the Library Building at One or More Outlets/Branches During the COVID-19 Pandemic? **No**

N13 Did the Library Increase Access to WiFi Internet Access to Users Outside the Library Building at one or More Outlets/Branches During the COVID-19 Pandemic? **No**

N14 Explain or Share Anything Else Not Already Mentioned that the Library Did to Provide Services While the Building was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic. **N/A**
Reporting Period is July 1, 2021 - June 30, 2022.

Section O - 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.
- All information will be checked for accuracy and any discrepancies, etc., may impact the library's state aid eligibility.
- Ensure ALL relevant questions have adequate responses and are complete. Also ensure that any and all notes left on questions contain information that is applicable to the question and/or edit check issue.
- It is not acceptable to enter notes that do not reflect the question or issue for the purposes of moving beyond any edit checks.

| | | |
|-----|--|------------------------------------|
| O01 | Date Annual Report Completed (mm/dd/yyyy) | 08/15/2022 |
| O02 | Name of Person Completing the Annual Report | Caitlin Moreno |
| O03 | Title of Person Completing the Annual Report | Administrative Services Manager |
| O04 | Name of Fiscal Officer | Carole Jaramillo |
| O05 | Official Title of Fiscal Officer | Finance Director |
| O06 | Fiscal Officer Phone Number | (505) 896-9761 |