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

Introduction

Due Date August 13, 2018

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

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

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

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

Section A - Library Identification

Due Date August 13, 2018

Administrative Entity

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

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

A01	Name of Library (Read Only)	Edgewood Community Library
A02	Street Address or Physical Location (911 address) (Read Only)	95 Hwy 344 North

A03	City (of street address) (Read Only)	Edgewood
A04	Five-digit ZIP Code (of street address) (Read Only)	87015
A05	County (Read Only)	Santa Fe
A06	Mailing Address	P.O. BOX 3610
A07	City (of mailing address)	EDGEWOOD
A08	Five-digit ZIP Code (of mailing address)	87015
A09	Library Phone Number	(505) 281-0138
A10	Library Fax Number	(505) 286-9107
A11	Library Director's Name	Andrea Corvin
A12	Library Director's Work Email Address	acorvin@edgewood-nm.gov
A13	Library Director's Work Phone Number	(505) 281-0138
A14	Name of Person Completing Report	Andrea Corvin
A15	Work Email Address of Person Completing Report	acorvin@edgewood-nm.gov
A16	Work Phone Number of Person Completing Report	(505) 281-0138
A17	Number of Branch Libraries (Read Only)	0
A18	Number of Bookmobiles (Read Only)	0

Section B - Population and Federal Identification

State Library Use Only - READ ONLY

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

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

B01	Did the Library's Legal Service Area Change? Y/N (Supplied by State Library)	N
B02	FY2017/2018 Legal Service Area Population(Supplied by State Library)	3,735

B03	Reporting Period Starting Date (Supplied by State Library)	7/1/2017
B04	Reporting Period Ending Date (Supplied by State Library)	6/30/2018
B05	FSCS ID (Read Only)	NM0078
B06	LIBID (Read Only)	NM0078-002
B07	Interlibrary Relationship Code (Read Only)	NO
B08	Legal Basis Code (Read Only)	CI
B09	Administrative Structure Code (Read Only)	SO
B10	FSCS Public Library (Read Only)	Yes
B11	Geographic Code (Read Only)	CI1
B12	Number of Central Libraries (Read Only)	1

Section C - Paid Staff (Full-Time Equivalent)

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

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

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

C01	Number of ALA-Master of Library Science & Information Studies (MLS/MLIS) Librarians (Do not include staff in non-librarian positions that have ALA-MLS degrees).	0
C02	Number of Staff with the Title Librarian (including ALA-MLS librarians reported in C01)	2
C03	Number of ALL Other Paid Staff.	0
C04	Total Paid Employees (C02 + C03)	2.00
C05	Number of Library Volunteers	20

Section D - Operating Revenue and Expenditures

Operating Revenue

Enter the amount of ALL operating revenue the Library received from July 1, 2017 to June 30, 2018. Report revenue used for operating expenditures as defined below. Include federal, state, local, county, and other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

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

Local Government Revenue Received

D01	City Government Revenue Received	$205,389
D02	County Government Revenue Received	$20,000
D03	Tribal Government Revenue Received	$0
D04	Total Local Government Operating Revenue Received (D01 + D02 + D03)	$225,389

State Government Revenue Received

D05	State Grants-in-Aid Received (Read Only)	$7,598.04
D06	State GO Bond Reimbursements Received	$10,826
D07	Tribal Library Program Grant Received (Read Only)	N/A
D08	Other State Funds Received (include state appropriations or other state income)	$0
D09	Total State Government Operating Revenue Received from (D05 + D06 + D07 + D08)	$18,424

Other Operating Revenue Received

D10	Federal LSTA Grant Received from the State Library (Read Only)	$0
D11	Other Federal Government Operating Revenue Received	$0

D12	Total Federal Operating Revenue Received (D10 + D11)	$0
D13	Other Operating Revenue Received	$0
D14	Total Operating Revenue (D04 + D09 + D12 + D13)	$243,813

Operating Expenditures

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

Operating expenditures are the current and recurrent costs necessary to support the delivery of library services. Significant costs, especially library staff benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do NOT include capital expenditures in operating expenditures.

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

Staff Expenditures

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

D15	Staff Salaries & Wages	$80,997
D16	Staff Benefits (includes Social Security, retirement, medical insurance, life insurance, workman's compensation, etc.)	$36,702
D17	Total Staff Expenditures (D15 + D16)	$117,699

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the library's collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery. Do NOT include donated library materials, software, library automation or any software or tools used by library staff. Report expenditures on library collections from ALL funding sources including GO Bond reimbursements, State Aid, Local, Tribal, Federal, and other sources

(grants, fundraising, etc.)

Collection Expenditure Type

D18	Print Materials (books, magazines, etc.)	$11,926
D19	Electronic Materials (e-books, electronic journals, databases or other electronic materials (Do not include library automation software or maintenance of any software)	$0
D20	Other Materials (audio-books, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.)	$450
D21	Total Collection Expenditures (D18 + D19 + D20)	$12,376

Collection Expenditures by Funding Source

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

D22	How Much of the Amount in D21 Came from State Library Sources (State Aid, GO Bond-reimbursements, or the Tribal Library Program Grant)?	$4,672
D22a	State Aid	$0
D22b	GO Bond Reimbursements	$4,672
D22c	Tribal Library Program Grant	$0
	Total (D22a + D22b + D22c)	$4,672
D23	How Much of the Amount in D21 Came from Local and Other Sources (city, county, tribal, federal, private, friends group, fundraising, grants, or other)? Note: This amount is used to calculate the library's per-capita responsibility for State Aid Eligibility in question J12.	$7,704

| D24 | Total Collection Expenditures by Funding Source (D22 + D23) | $12,376 |

Other Operating Expenditures

| D25 | Other Operating Expenditures Not Yet Reported (e.g., office supplies, library automation software, software, furniture, software or equipment maintenance, utilities, computer equipment, cleaning supplies, crafts, etc.) | $70,990 |
| D26 | Total Operating Expenditures (D17 + D21 + D25) | $201,065 |

Section E - Capital Revenue & Expenditures

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

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

E01	Local Government Capital Revenue Received (city, county and/or tribal government)	$303,776
E02	State Government Capital Revenue Received	$0
E03	Federal Government Capital Revenue Received	$0
E04	Other Capital Revenue Received (private, non-governmental)	$0
E05	Total Capital Revenue Received (E01 + E02 + E03 + E04)	$303,776

Capital Expenditures

Report the amount of capital expenditures the Library made from July 1, 2017 to June 30, 2018. Include funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one-time major projects.

E06	Total Capital Expenditures (from ALL sources)	$303,776

Section F - Library Collection

This section of the survey collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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

F01	Number of Print Materials Currently in the Library's Collection	14,118
F02	How Often Does the Library Weed its Collection?	every other year
F03	Number of Physical Audio Materials Currently in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaways, etc.)	796
F04	Number of Physical Video Materials Currently in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.)	1,528
F05	Number of Electronic Books (eBooks) Currently in the Library's Collection	0

| F06 | Number of Downloadable Audio Units Currently in the Library's Collection | 0 |
| F07 | Number of Downloadable Video Units Currently in the Library's Collection | 0 |

Electronic Collections

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

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

Report the number of electronic collections acquired through curation, payment or formal agreement that the library pays for or has access to through a cooperative agreement with other libraries (i.e., ELIN in southeast New Mexico). Do not count products like Athena Follett, TLC, or other library system software. The statewide electronic databases (El Portal) supplied by the State Library are reported in F09.

F08	Electronic Collections/Databases (Local/Other cooperative agreements)	0
F09	Number of Licensed Databases Paid for by the New Mexico State Library (Read Only)	49
F10	Total Licensed Electronic Databases: (F08 + F09)	49

Current Print Serial Subscriptions

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

| F11 | Number of Current Print Serial Subscriptions | 9 |

Section G - Library Services

Library Services

Include data from ALL outlets - including Main Library, Branches and Bookmobiles.

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

G01	Number of Public Service Hours the Library was Open to the Public (include all hours of the main library, branches, and bookmobiles) NOTE: For single outlet libraries, this number should match L12.	2,146
G02	Number of Library Visitors	15,227
G03	How Does the Library Track and Record Library Visitors?	We track visitors manually by tallying observed visits on a stats sheet at the circulation desk.
G04	Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions)	4,720
G05	How Does the Library Track and Record Reference Transactions/Questions?	We track reference transactions/questions by tallies on a stats sheet at the circulation desk.
G06	Number of Registered Users	2,832
G07	Number of ALL Children's Items Circulated (items checked out of the library to children & adults)	8,656
G08	Number of Physical Items Circulated (includes books, CDs, DVDs, Blu-Rays, etc.)	16,832
G09	Electronic Material Use (includes e-books, downloadable electronic videos and audio files)	0
G10	Successful Retrieval of Electronic Information (i.e., database usage)	0

G11	Total Circulation of Library Materials (G08 + G09)	16,832
G12	Total Electronic Content Use (G09 + G10)	0
G13	Total Library Collection Use (G08 + G09 + G10)	16,832

Interlibrary Loans

G14	Number of Items Provided to Other Libraries	0
G15	Number of Items Received from Other Libraries (including items received from the State Library).	25
G16	What is the Library's Annual Cost for Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries?	$75

Technology

G17	Number of Public Internet Computers	12
G18	Number of Public Internet Computer Uses (sessions)	3,987
G19	What Are the Time Limits for Public Internet Computers?	N/A
G20	How Many Times Per Day Can a Patron Use a Public Internet Computer?	Unlimited
G21	Name of the Library's Automation System/Catalog	Apollo Biblionix
G22	What is the Library's Annual Cost for its Library's Automation System/Catalog?	$1,400
G23	Provide the Web Address of the Library's Website and/or Library's Catalog.	http://www.edgewood-nm.gov/1079/Library https://edgewood.biblionix.com/catalog/
G24	Number of Wireless *(Wi-Fi) Internet* Sessions	N/A
G25	How Does the Library Track and Record Wi-Fi Sessions?	There's not a way for us to track these sessions.
G26	Number of Virtual Visits to the Library's Website	N/A

G27	How Does the Library Track and Record Virtual Visits to the Library's Website?	There's not a way for us to track these sessions as we have subpages under the municipal website, not our own site.

Section H - Library Programs

Library Programs

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

Count all programs, whether held on or off-site, that are sponsored or co-sponsored by the library. *Exclude* programs sponsored by other groups that use library facilities.

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

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

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

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

H01	Number of Library Programs Geared to Children 11 Years of Age and Younger	96
H02	Number of Library Programs Geared to Young Adults 12-18 Years of Age	0
H03	Number of ALL Other Library Programs	40

H04	Total Number of Library Programs (H01 + H02 + H03)	136

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)	2,785
H06	Number of Attendees at Library Programs Geared to Young Adults 12 to 18 Years of Age (count total attendance regardless of attendees' age)	0
H07	Number of Attendees at ALL Other Library Programs (count total attendance regardless of attendees' age)	1,147
H08	Total Attendance at Library Programs (H05 + H06 + H07)	3,932
H09	What was the Most Successful Library Program this Year? (Provide number of attendees)	Our Summer Reading Program series continues to draw the most people to the library for any one event. We held 7 events totaling 739 participants this fiscal year! That's about 105 participants per event!

Section I - Hours for Main Library

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

Form Instructions:

* Enter the opening hour and include AM or PM.
* Enter the closing hour and include AM or PM.
* Times are entered in this format: 00:00 or 0:00 with AM or PM.
* Example: 10:15 AM - 6:30 PM.
* Noon is entered as 12:00 PM.
* The total for the week automatically calculates from the times entered.
* Click the SAVE TO COLLECT button to exit the hours reporting form.

I02	Week Total	45
I03	If the Library Closes for the Lunch Hour, Enter the	N/A

Timeframe. If the library does
not close for the lunch hour,
enter N/A.

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

Completing this survey serves as the library's application for state grants-in-aid. To be
eligible to receive State Grants-in-Aid, libraries must meet all applicable requirements
described in the 4.5.2 NMAC.
http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0002.htm

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

J01	FY2017/2018 Library Status (Read Only)	Public
J02	Library Director Certification Required? Y/N (Read Only)	Yes
J03	Library Director Certified? Y/N	Yes
J04	Type of Certification	Grade II

Basic Library Services

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

J05	Circulating Materials? (Y/N)	Yes
J06	Reference Services? (Y/N)	Yes
J07	A Catalog of Library Holdings Accessible by the Public? (Y/N)	Yes
J08	Educational Programs? (Y/N)	Yes
J09	Interlibrary Loan Services? (Y/N)	Yes
J10	Public Access Computers Connected to the Internet? (Y/N)	Yes

Matching Funds

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

Matching funds means the amount expended in a fiscal year for library collections

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

J11	Total Local Funds Needed to be Spent on Library Collections (Read Only)	$5,602.50
J12	Total Local Funds Spent Per-Capita on Library Collections (D23 / B02) (Read Only)	$2.06

2017/2018 State Aid Grant Expenditures

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

J13	Amount of State Aid Grant Received in FY2017/2018 (Read Only)	$7,598.04

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

J14	Library Collections	$0
J15	Library Staff Salaries	$0
J16	Library Staff Professional Development (including travel)	$168.41
	List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Funds	These were travel expenditures for 3 Libraries Transform New Mexico professional development workshops to New Mexico State Library totaling 309 miles.
J17	Library Equipment	$1,294.03
	List What Library Equipment was Purchased and Paid for with State Aid Funds	Book cart, heavy-duty book truck, box cart for book drop, heavy duty crates, circulation desk printer for patron printing
J18	Other Operational Expenditures Associated with Delivery of Library Services	$6,135.6
	List What Other Operational Expenditures Associated with	5 Educational/cultural performers for Summer Reading Program, misc. supplies for

	Delivery of Library Services were Purchased and Paid for with State Aid Funds	regular/special library programming, wire book supports for shelves, toner cartridges for circulation desk printer, magazine rack, safety signs, acrylic sign holders, wayfind
J19	Total (J14 + J15 + J16 + J17 + J18)	$7,598.04

Library Board

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

J20	Does the Library Maintain a Library Board? Y/N	Yes
J21	Library Board President Name	Kenny Adams
J22	Library Board President Phone Number	(505) 239-8292
J23	Number of Meetings the Library Board Held Between July 1, 2017 to June 30, 2018.	4
J24	Provide the Dates of the Library Board Meetings Held Between July 1, 2017 to June 30, 2018 (mm/dd/yyyy).	07/20/2017, 10/19/2017, 01/18/2018, 04/19/2018

Plans & Policies

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

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

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

Library Director

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

| J28 | Employment of a Designated Library Director? Y/N | Yes |
| J29 | Name of Designated Library Director | Andrea Corvin |

Section K - Tribal Library Program Grants Expenditure

ONLY TRIBAL LIBRARIES MUST ANSWER K01 THROUGH K10

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

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

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

K02	Library Collections	
K03	Library Programming	
K04	Library Staff Salaries	
K05	Library Staff Professional Development (including travel)	
K06	Library Equipment	
K07	Other Operational Expenditures Associated with Delivery of Library Services	
K08	Total (K02 + K03 + K04 + K05 + K06 + K07) (Read Only)	$0.00

Other Tribal Library Grants

| K09 | Did the Library Apply for the 2018 IMLS Native American Library Services Basic Grant? | |
| K10 | Did the Library Apply for the 2018 IMLS Native American Library Services Enhancement Grant? | |

Section L - Outlet Information

Outlet Information

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

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

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

Main Library

L01	FSCSKEY and FSCS_SEQ (Read Only)	NM0078-002
L02	LIBID (Read Only)	NM0078-002
L03	Outlet Name (Read Only)	Edgewood Community Library
L04	Street Address or Physical Location (911 address) (Read Only)	95 Hwy 344 North
L05	City (Read Only)	Edgewood
L06	Five-digit ZIP Code (Read Only)	87015
L07	County (Read Only)	Santa Fe
L08	Telephone (Read Only)	(505) 281-0138
L09	Outlet Type Code (Read Only)	CE
L10	Square Footage of Outlet (Read Only)	4,000
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, 2017 to June 30, 2018? NOTE: For single outlet libraries, this number should match G01.	2,146
L13	Number of Weeks This Outlet was Open to the Public Between July 1, 2017 to June 30, 2018?	52

L14	Internet Service Provider for the Outlet's Public Access Internet Connection	Plateau
L15	Internet Connection Type for Outlet's Public Access Internet Connection	Fiber Optic
L16	Maximum Speed of the Outlet's Public Access Internet Connection	Greater than 40Mbps
L17	Does This Outlet's Public Internet Service Connection Speed Meet Patron Needs? Y/N	Yes
L18	Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Y/N	Yes
L19	Was This Outlet Open to the Public before July 1, 2017? Y/N	Yes

Branch or Bookmobile

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

L01	FSCSKEY and FSCS_SEQ (Read Only)
L02	LIBID (Read Only)
L03	Outlet Name (Read Only)
L04	Street Address or Physical Location (911 address) (Read Only)
L05	City (Read Only)
L06	Five-digit ZIP Code (Read Only)
L07	County (Read Only)
L08	Telephone (Read Only)
L09	Outlet Type Code (Read Only)
L10	Square Footage of Outlet (not applicable for Bookmobiles) (Read Only)
L12	Number of Hours This Outlet was Open to the Public Between July 1, 2017 to June

30, 2018?
NOTE: For single outlet libraries, this number should match G01.

L13   Number of Weeks This Outlet was Open to the Public Between July 1, 2017 to June 30, 2018?

L14   Internet Service Provider for the Outlet's Public Access Internet Connection

L15   Internet Connection Type for Outlet's Public Access Internet Connection

L16   Maximum Speed of the Outlet's Public Access Internet Connection

L17   Does This Outlet's Public Internet Service Connection Speed Meet Patron Needs? Y/N

L18   Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Y/N

L19   Was This Outlet Open to the Public before July 1, 2017? Y/N

L20   Does This Outlet Have Separate Quarters from the Main Public Library? Y/N

L21   Does This Outlet Have Dedicated Library Staff Present During Open Hours? Y/N

L22   Total Number of Hours this Outlet is Open Each Week (bookmobiles count scheduled stops open to the public ONLY).

L23   Does this Outlet Have a Permanent Circulating Collection and Reference Services? Y/N

L24   Does This Outlet Provide
       Basic Library Services as
       defined in NMAC 4.5.2.7 B?
       Y/N

L25   Has the Library Provided the
       Branches Checklist to the State
       Library? Y/N

Section M - State Library Additional Questions

State Library Additional Questions

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

Administration

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

Resource Sharing

M06	Is the Library Part of an E-book Consortium?	No
M07	Name of Consortium	N/A
M08	If the answer to M06 is "No", Does the Library Have an E-book Contract?	No
M09	Name of Contract Vendor Enter N/A if the answer to M08 is "No"	N/A

M10	Was the DCA/NMSL FamilyPass Circulated? Y/N	Yes
M11	If the answer to M10 is "Yes", Enter How Many Times the FamilyPass was Circulated.	62
M12	How Many FamilyPasses Have Gone Missing? If none, enter 0.	0

Continuing Education

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

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

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

Section N - Public Library Survey
Annual Report Certification

Public Library

Certification

By completing this section, it certifies that the information contained in this report is

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

N01	Date Report Completed (mm/dd/yyyy)	8/10/2018
N02	Name of Person Completing the Report	Andrea Corvin
N03	Title of Person Completing the Report	Librarian
N04	Name of Fiscal Officer	Juan Torres
N05	Title of Fiscal Officer	Town of Edgewood Clerk-Treasurer
N06	Fiscal Officer Phone Number	(505) 286-4518