

Edgewood Community Library

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

Introduction

Due Date August 17, 2020

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

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

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

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

Section A - Library Identification

Administrative Entity

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

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

A01 **Name of Library (Read Only)** Edgewood Community Library

A02 **Street Address or Physical Location (911 address) (Read Only)** 95 Hwy 344 North

Federal: Physical address changed in June 2017. Please update to 171B NM-344, Edgewood, NM 87015.

State: Physical address changed in June 2017. Please update to 171B NM-344, Edgewood, NM 87015.

Local: Physical address changed in June 2017. Please update to 171B NM-344, Edgewood, NM 87015.

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

Federal: Please change to 505-926-9061

State: Please change to 505-926-9061

Local: Please change to 505-926-9061

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) 926-9040
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) 926-9040

Section B - Population and Federal Identification

State Library Use Only - **READ ONLY**

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

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

B01	Did the Library's Legal Service Area Change? (Supplied by State Library)	N
B02	FY2019/2020 Legal Service Area Population (Supplied by State Library)	3,735
B03	Reporting Period Starting Date (Supplied by State Library)	07/01/2019
B04	Reporting Period Ending Date (Supplied by State Library)	06/30/2020

B05	FSCS ID (Read Only)	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 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)	0
B14	Number of Bookmobiles (Read Only)	0

Section C - Paid Library Staff (Full-Time Equivalent)

- Report figures as of the last day of the fiscal year, June 30, 2020.
- Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2020.
- To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by 40-hour measure equals 1.50 FTEs.

See definitions for more detailed information.

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

C01	Number of ALA-Master of Library Science & Information Studies (MLS/MLIS) Librarians (Do not include library staff in non-librarian positions that have ALA-MLS degrees).	0
C02	Number of Library Staff with the Title Librarian (<i>include any ALA-MLS librarians reported in C01</i>)	2
C03	Number of ALL Other Paid Library Staff	0
C04	Total Paid Library 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, 2019 to June 30, 2020.
- Report revenue received for operating expenditures as defined below.
- Include revenue from local, county, state, federal, or other grants, etc.
- DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

See definitions for more detailed information.

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

Local Government Revenue

D01	City/Town/Village Government Revenue Received	\$168,940
D02	County Government Revenue Received	\$28,956
D03	Tribal Government Revenue Received	\$0

D04 **Total Local Government Operating Revenue Received (D01 + D02 + D03)** \$197,896

State Government Revenue

D05 State Grants-in-Aid Received (Read Only) \$9,403.85

D06 State GO Bond Amounts Encumbered \$0

D07 Tribal Library Program Grant Received (Read Only) \$0.00

D08 Other State Funds Received (include state appropriations or other state income) \$0

D09 **Total State Government Operating Revenue Received (D05 + D06 + D07 + D08)** \$9,404

Federal Government Revenue

D10 Federal LSTA Grant Received from the State Library (Read Only) \$0

D11 Other Federal Government Operating Revenue Received \$894

D12 **Total Federal Operating Revenue Received (D10 + D11)** \$894

Other Operating Revenue

D13 **Other Operating Revenue Received** \$0

D14 **Total Operating Revenue Received (D04 + D09 + D12 + D13)** \$208,194

Operating Expenditures

- Report ALL operating expenditures from ALL revenue sources made from July 1, 2019 to June 30, 2020.
- Operating expenditures are the current and recurring costs necessary to support the delivery of library services.
- Significant costs, especially library staff benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.
- Do NOT report the value of free items as expenditures.
- Do NOT report estimated costs as expenditures.
- Do NOT include capital expenditures in operating expenditures.

See definitions for more detailed information.

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

Library Staff Expenditures

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

D15	Library Staff Salaries & Wages Expenditures	\$84,157
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)	\$42,582
D17	Total Library Staff Expenditures (D15 + D16)	\$126,739

Collection Expenditures

- Report expenditures on library collections from ALL funding sources including Local, Tribal, Federal, State Aid, Encumbered GO Bonds, and other sources (e.g., grants, fundraising, etc.)
- This includes all operating expenditures from the library budget for all library materials in print, microform, electronic, and other formats considered part of the library's collection, whether purchased, leased, or licensed.

- Exclude charges or fees for interlibrary loans and expenditures for document delivery.
- DO NOT include donated library materials, software, library automation or any software or tools used by library staff.

See definitions for more detailed information.

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

Collection Expenditure Type

D18	Print Materials Expenditures (books, magazines, etc.)	\$9,508
D19	Electronic Materials Expenditures (e-books, audio/video downloadables, e-serials including journals, databases or other electronic materials, etc.)	\$4,339
D20	Other Materials Expenditures (physical audiobooks, DVDs, Blu- rays, CDs, microform, non- traditional items, etc.)	\$840
D21	Total Collection Expenditures (D18 + D19 + D20)	\$14,687

Collection Expenditures by Revenue Source

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

D22	Of the Total Collection Expenditures Amount in D21, How Much Came from NM State Library Revenue Sources (i.e., State Aid, Encumbered State GO Bonds, or the Tribal Library Program TLP Grant)?	\$4,339.43
D22a	Total Amount from State Aid	\$4,339.43
D22b	Total Amount Encumbered from State GO Bonds	\$0

D22c Total Amount from Tribal Library Program Grant N/A

Total (D22a + D22b + D22c) \$4,339

D23 Of the Total Collection Expenditures Amount in D21, How Much Came from Local (city, town, village, county, tribal) and Other Revenue Sources (federal, private, friend's group, fundraising, grants, or other)? NOTE: This amount is used to calculate the library's per-capita responsibility for State Aid Eligibility in question J13. \$10,348

D24 **Total Collection Expenditures by Funding Source (D22 + D23)** \$14,687

Other Operating Expenditures

D25 **Other Operating Expenditures Not Yet Reported (e.g., office supplies, utilities, furniture, computer equipment, software, contracts for services, etc.)** \$51,934

D26 **Total Operating Expenditures (D17 + D21 + D25)** \$193,360

Section E - Capital Revenue and Expenditures

Capital Revenue

- Report all revenue (federal, state, local, and other) used for major capital expenditures, by source of revenue from July 1, 2019 to June 30, 2020.
- Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.
- Exclude revenue to be used for replacement and repair of existing furnishings and

equipment, regular purchase of library materials, and investments for capital appreciation.

- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

See definitions for more detailed information.

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

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

Capital Expenditures

- Report the amount of capital expenditures the Library made from July 1, 2019 to June 30, 2020.
- Include funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one-time major projects.

E06	Total Capital Expenditures (from ALL sources)	\$0
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Section F - Library Collection

Library's Collection

- This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.
- Report only items that have been purchased, leased or licensed by the library, a

- consortium, the state library, a donor or other person or entity.
- Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required.
 - Do NOT include items freely available without monetary exchange.
 - Count only items that have a set circulation period where it is available for patron use.
 - Do NOT include items that are permanently retained by the patron.
 - Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

See definitions for more detailed information.

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

F01	Number of Print Materials in the Library's Collection	14,369
F02	How Often Does the Library Weed its Collection?	every other year
F03	Number of Physical Audio Materials in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaway's, etc.)	783
F04	Number of Physical Video Materials in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.)	1,474
F05	Number of Electronic Books (e-books) in the Library's Collection	14,375

Federal: The library joined the NM Library To Go consortium recently. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

State: The library joined the NM Library To Go consortium recently. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

Local: The library joined the NM Library To Go consortium recently. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

F06	Number of Downloadable Audio Units in the Library's Collection	3,222
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Federal: The library joined the NM Library To Go consortium recently in March 2020. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

State: The library joined the NM Library To Go consortium recently in March 2020. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

Local: The library joined the NM Library To Go consortium recently in March 2020. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

F07 **Number of Downloadable Video Units in the Library's Collection** 37

Federal: The library joined the NM Library To Go consortium recently in March 2020. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

State: The library joined the NM Library To Go consortium recently in March 2020. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

Local: The library joined the NM Library To Go consortium recently in March 2020. This number reflects digital items available and shared by the entire consortium of about 42 NM libraries.

F08 **Number of All Other Materials in the Library's Collection** 20

Federal: 13 circulating museum passes for free entry into local museums and historic site and 7 STEM learning backpacks containing reading materials and manipulatives on a specific theme

State: 13 circulating museum passes for free entry into local museums and historic site and 7 STEM learning backpacks containing reading materials and manipulatives on a specific theme

Local: 13 circulating museum passes for free entry into local museums and historic site and 7 STEM learning backpacks containing reading materials and manipulatives on a specific theme

Electronic Collections

- An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, text, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data.
- An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third-party vendor.
- An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library.
- DO NOT include electronic collections that are provided by third parties and freely linked to on the Web.
- Electronic collections do not have a circulation period and may be retained by the patron.
- Remote access to the collection may or may not require authentication.
- Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.
- Include electronic collections that are available online or locally hosted in the library.
- NOTE: The data or records are usually collected with a particular intent and relate to a defined topic.

- Report the number of electronic collections acquired through curation, payment or formal agreement that the library pays for or has access to through a cooperative agreement with other libraries (e.g., ELIN in southeast New Mexico).
- Do not count library system software.
- El Portal (the statewide electronic databases supplied by the State Library) is reported in F10.

See definitions for more detailed information.

F09 **Number of Electronic
Collections/Databases (Local/Other 1
Cooperative Agreements)**

Federal: Became a member of the New Mexico Library To Go consortium with OverDrive in March 2020

State: Became a member of the New Mexico Library To Go consortium with OverDrive in March 2020

Local: Became a member of the New Mexico Library To Go consortium with OverDrive in March 2020

F10 **Number of Licensed Databases
Paid for by the New Mexico State 49
Library (Read Only)**

F11 **Total Licensed Electronic
Collections/Databases: (F09 + F10 50
)**

Section G - Library Services

Library Services

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

See definitions for more detailed information.

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

G01 **Number of Library Visitors** 9,176

Federal: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected visitor numbers.

State: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected visitor numbers.

Local: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected visitor numbers.

G02 **How Does the Library Track and Record Library Visitors?** We track visitors manually by tallying observed visits (people who enter the library doors) on a statistics sheet at the circulation desk.

G03 **Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions)** 3,052

Federal: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected reference transactions/questions answered by library staff stats.

State: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected reference transactions/questions answered by library staff stats.

Local: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected reference transactions/questions answered by library staff stats.

G04 **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.

G05 **Number of Registered Users** 2,551

Circulation

G06 **Number of ALL Children's Items Circulated (includes ALL children's materials in ALL formats to ALL users, including renewals)** 13,747

Federal: The library joined the NM Library To Go consortium recently. This number reflects 7,745 Youth circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 36 Youth electronic items were used.

State: The library joined the NM Library To Go consortium recently. This number reflects 7,745 Youth circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 36 Youth electronic items were used.

Local: The library joined the NM Library To Go consortium recently. This number reflects 7,745 Youth circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 36 Youth electronic items were used.

G07 **Number of Physical Items**
Circulated (books, CDs, DVDs, 12,340
Blu-Rays, etc., including renewals)

Federal: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected these circ numbers.

State: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected these circ numbers.

Local: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected these circ numbers.

G08 **Number of Electronic Materials**
Used (e-books, downloadable 38,954
electronic videos and audio files)

Federal: The library joined the NM Library To Go consortium recently. This number reflects circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

State: The library joined the NM Library To Go consortium recently. This number reflects circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

Local: The library joined the NM Library To Go consortium recently. This number reflects circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations specific to Edgewood Community Library during this period, just 188 electronic items were used.

G09 **Number of Successful Retrievals of**
Electronic Information (i.e., 0
database usage)

G10 **Total Circulation of Library**
Materials (G07 + G08) 51,294

Federal: The library joined the NM Library To Go consortium recently. This number reflects 38,954 circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

State: The library joined the NM Library To Go consortium recently. This number reflects 38,954 circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

Local: The library joined the NM Library To Go consortium recently. This number reflects 38,954 circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at

circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

G11 **Total Electronic Content Use (G08 + G09)** 38,954

Federal: The library joined the NM Library To Go consortium recently. This number reflects circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

State: The library joined the NM Library To Go consortium recently. This number reflects circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

Local: The library joined the NM Library To Go consortium recently. This number reflects circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

G12 **Total Library Collection Use (G07 + G08 + G09)** 51,294

Federal: The library joined the NM Library To Go consortium recently. This number reflects 38,954 circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

State: The library joined the NM Library To Go consortium recently. This number reflects 38,954 circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

Local: The library joined the NM Library To Go consortium recently. This number reflects 38,954 circulations by the entire consortium April 1,2020 - June 30, 2020. When looking at circulations for only the Edgewood Community Library card holders during this period, just 188 electronic items were used.

Interlibrary Loans

G13 **Number of Items Provided to Other Libraries** 0

G14 **Number of Items Received from Other Libraries (including items received from the State Library).** 13

G15 **What is the Library's Annual Cost for Just Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries?** \$75

Technology

G16	Number of Public Internet Computers	14
G17	Number of Public Internet Computer Uses/Sessions	2,416
<p>Federal: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected public internet computer use/sessions.</p> <p>State: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected public internet computer use/sessions.</p> <p>Local: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected public internet computer use/sessions.</p>		
G18	What Are the Time Limits for Public Internet Computers?	N/A
G19	How Many Times Per Day Can a Patron Use a Public Internet Computer?	Unlimited
G20	Number of Wireless (<i>Wi-Fi</i>) Internet Sessions	N/A
G21	How Does the Library Track and Record Wi-Fi Sessions?	There's not a way for us to track sessions yet, both in-library and WiFi broadcasted to outdoor library spaces.
G22	Number of Visits to the Library's Website	-1
G23	How Does the Library Track and Record Visits to the Library's Website?	There's not a way for us to track these sessions, especially since the library does not have a standalone website. The library webpages are part of a larger municipal website with the Town of Edgewood. www.edgewood-nm.gov

G24	Name of the Library's Automation System/Catalog	Apollo Biblionix
G25	What is the Library's Annual Cost for its Library's Automation System/Catalog?	\$1,600
G26	Provide the Web Address of the Library's Website and/or Library's Catalog.	edgewood.biblionix.com

Section H - Library Programs

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

- A library program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.
- Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need e.g., film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.
- Count all programs, whether held on or off-site, that are sponsored or co-sponsored by the library. EXCLUDE programs sponsored by other groups that use library facilities.
- If programs are offered as a series, count each program in the series e.g., a film series offered once a week for eight weeks should be counted as eight programs.
- *Exclude* library activities that are delivered on a one-to-one basis, rather than to a group. Do NOT include one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, mentoring activities, any passive programming, etc.
- If a program is combined and offered to both children and young adults, count the program only once under either children or young adult programs rather than counting it in each of the two categories. Do NOT count the one program in each category. Report attendance at these programs regardless of attendees' age.
- If a program is offered and is intended to be for all ages, count the program only once under ALL Other Programs rather than counting it in each of the other categories (children, young adult). Do NOT count the one program in each category. Report attendance at these programs regardless of attendees' age.

See definitions for more detailed information.

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

Library Programs

H01	Number of Library Programs Geared to Children 11 Years of	101
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Age and Younger

H02	Number of Library Programs Geared to Young Adults 12-18 Years of Age	0
H03	Number of ALL Other Library Programs	23
H04	Total Number of Library Programs (H01 + H02 + H03)	124

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)	2,348
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)	736
H08	Total Attendance at Library Programs (H05 + H06 + H07)	3,084
H09	Describe the Library's Most Successful Library Program this Year (Include number of attendees)	The most successful events are those that we plan and participate in collaboration with other departments to host for the entire community, specifically the Water Fun Days every May, June and July. This gives me a chance to connect with patrons and potential patrons in a completely different way. Unfortunately, it rained during each of these events so attendance averaged at about 180 participants per event. On a good day, we'll have about 400 attendees.

Section I - Hours of Operation for Main Library

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

Form Instructions:

- * Enter the opening and closing hours, including AM or PM.
- * Example: 10:00 AM / 7:00 PM.
- * The total for the week automatically calculates from the times entered.
- * Click the SAVE TO COLLECT button to exit the hours reporting form.

I02 **Week Total** 37

Federal: Beginning October 2019, we had to scale back library hours because we don't have enough paid staff without chronic medical conditions and/or reliable volunteers to cover a 6-day week anymore.

State: We had to scale back library hours because we don't have enough paid staff and/or reliable volunteers to cover a 6-day week anymore.

Local: We had to scale back library hours because we don't have enough paid staff and/or reliable volunteers to cover a 6-day week anymore.

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

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

- Completing this survey serves as the Library's application for state grants-in-aid.
- To be eligible to receive State Grants-in-Aid, libraries must meet all applicable requirements described in the 4.5.2 NMAC - <http://164.64.110.134/parts/title04/04.005.0002.html>

See definitions for more information.

J01	FY2019/2020 Library Status (Read Only)	Public
J02	Library Director Certification Required? (Read Only)	Yes
J03	Library Director Certified?	Yes
J04	Type of Certification	Grade II

Basic Library Services

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

J05	Circulating Materials?	Yes
J06	Reference Services?	Yes
J07	A Catalog of Library Holdings Accessible by the Public?	Yes
J08	Educational Programs?	Yes
J09	Offered Free of Charge Interlibrary Loan Services?	Yes
J10	Public Access Computers Connected to the Internet?	Yes
J11	Internet Connectivity for Patrons and Staff?	Yes

Matching Funds

- As part of state aid eligibility, the Library must demonstrate the receipt of financial support from sources other than the state; in particular, matching funds in relation to the population of the library's legal service area shall be at least \$1.50 per person as required by NMAC 4.5.2.9 C(4).
- Matching funds means the amount expended in a fiscal year for Library Collections from any source other than the state.
- Sources for matching funds may include municipal funds, county funds, tribal funds, or funds acquired through monetary donations, fund-raising, friend's groups, or other grants.
- In-kind contributions are NOT matching funds.
- Matching funds DO NOT include funds used for operating costs, administrative costs, or regular staff salaries.

J12	Total Local Funds Needed to be Spent on the Library's Collection	\$5,602.50
	(Read Only)	

**J13 Total Local Funds Spent Per-Capita
on Library Collections (D23 / B02 \$2.77
) (Read Only)**

FY2019/2020 State Aid Grant Expenditures

- As part of continued state aid eligibility, the Library must successfully expend the entire amount of the state aid grant received during the prior fiscal year as required by NMAC 4.5.2.9 C(11).
- Report how the library expended the State Aid grant received in FY2019/2020.
- If the library did not receive a grant, enter zero.
- The received grant amount is provided by the State Library in J14 and cannot be changed.
- J20 must equal the amount in J14.

See definitions for more information.

J14 Amount of State Aid Grant
Received in FY2019/2020 (Read Only) \$9,403.85

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

J15 Library Collections \$4,339.43

J16 Library Staff Salaries \$0

J17 Library Staff Professional
Development (including travel) \$583.05

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

These monies were used to fund conferences
registration fees and travel expenses for the
New Mexico Library Association annual
meeting, New Mexico Municipal League
Conference, and a STEM workshop.

J18 Library Equipment \$0

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

J19 Other Operational Expenditures
Associated with Delivery of
Library Services \$4,481.37

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

Interactive musical story-telling event, malware software renewal, software upgrades, 2 virtual interactive musical events, 10 virtual interactive STEM events, annual automation system subscription renewal, supplies for curbside services, supplies for sum

J20 **Total (J15 + J16 + J17 + J18 + J19)** \$9,403.85

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 Kenny Adams

J23 Library Board President Phone Number (505) 239-8292

J24 Number of Meetings the Library Board Held Between July 1, 2019 to June 30, 2020 2

J25 Provide the Dates of the Library Board Meetings Held Between July 1, 2019 to June 30, 2020 (mm/dd/yyyy) 10/17/2019, 1/23/2020

Plans & Policies

As part of state aid eligibility as required by NMAC 4.5.2.9 C(8), the Library must have on file with the State Library the following plans and policies:

- Strategic Plan, which the public library reviews, updates, and files with the State Library every three (3) years

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

J26	Community Analysis and Needs Assessment (yyyy-yyyy)	2017-2022
J27	Collection Development Policy (yyyy-yyyy)	2017-2022
J28	Strategic Plan (yyyy-yyyy)	2017-2020

Library Director

- As part of state aid eligibility, the Library must have a designated library director as required by the NMAC 4.5.2.9 C(10). This includes library directors who are unpaid volunteers.
- The library director is the main point of contact for the Library Development Bureau (LDB) and it's important to inform the LDB any time a library director changes or any time contact information for the library director changes (email, phone, etc.).

J29	Employment of a Designated Library Director?	Yes
J30	Name and Title of Designated Library Director	Andrea Corvin

Section K - Tribal Library Program Grant

ONLY TRIBAL LIBRARIES MUST ANSWER K01 THROUGH K10

- If the library is NOT a tribal library, there is no need to enter ANY information in this section.
- As part of continued tribal library program grant eligibility, the Library must successfully expend the entire amount of the tribal library program grant received during the prior fiscal year.
- Report how the library expended the tribal library program grant received in FY2019/2020.
- If the library did not receive a grant, enter zero.
- The grant amount received is provided by the State Library in K01 and cannot be

changed.

- K07 must equal the amount in K01.

See definitions for more detailed information.

Tribal Library Program Grant Expenditures

K01 Amount of Tribal Library Program Grant Received (**Read Only**) \$0.00

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 N/A

K03 Library Staff Salaries N/A

K04 Library Staff Professional Development (including travel) N/A

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

K05 Library Equipment N/A

List What Library Equipment was Purchased and Paid for with TLP Funds

K06 Other Operational Expenditures Associated with Delivery of Library Services N/A

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

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

Other Tribal Library Grants

K08 Did the Library Apply for the 2020
IMLS Native American Library Services Basic Grant? No

K09 Did the Library Apply for the 2020
IMLS Native American Library Services Enhancement Grant? No

Section L - Outlet Information

Outlet Information

- An outlet is a unit of an administrative entity, including a Main Library, a Library Branch(es), or eligible Bookmobile that provides direct public library services.
- Every library has at least one outlet - so there must be at least one entry for every library.
- If an eligible library branch opened this year, add an entry (see NMAC 4.5.2, 4.5.2.7 C & D).
- Example: Alamogordo has 1 outlet - the Main Library. Rio Rancho has 2 outlets - the Main Loma Colorado Library and the Esther Bone Library Branch.

See definitions for more detailed information.

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

Main Library

L01 **FSCSKEY and FSCS_SEQ (Read Only)** 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

Federal: Changed to 171B NM-344

State: Changed to 171B NM-344

Local: Changed to 171B NM-344

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, 2019 to June 30, 2020?	1,378

Federal: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected hours open to the public.

State: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected hours open to the public.

Local: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected hours open to the public.

L13	Number of Weeks this Outlet was Open to the Public Between July 1, 2019 to June 30, 2020?	37
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Federal: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected the number of weeks open to the public.

State: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected hours open to the public.

Local: Having to scale back library hours of operation beginning October 2019, 11 weeks of library closures as per Gov's and NMDOH orders, and only offering digital/curbside library services for 5 weeks due COVID-19 public health crisis have affected hours open to the public.

- L14 Internet Service Provider for the Outlet's Public Access Internet Connection Plateau
- L15 Internet Connection Type for the Outlet's Public Access Internet Connection Fiber Optic
- L16 Maximum Speed of the Outlet's Public Access Internet Connection Greater than 40Mbps
- L17 Using a Public Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). Ping:32, Jitter:1, Download:90.2Mbps, Upload:93Mbps

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

- L18 Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? Yes
- L19 Was This Outlet Open to the Public before July 1, 2019? Yes

Library Branch(es)

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

- L01 **FSCSKEY and FSCS_SEQ (Read Only)**
- 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, 2019 to June 30, 2020?
- L13 Number of Weeks this Outlet was Open to the Public Between July 1, 2019 to June 30, 2020?
- L14 Internet Service Provider for the Outlet's Public Access Internet Connection
- L15 Internet Connection Type for the Outlet's Public Access Internet Connection
- L16 Maximum Speed of the Outlet's Public Access Internet Connection
- L17 Using a Public Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload).

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

- L18 Does This Outlet Provide Wireless Internet Access (WIFI) for the Public?
- L19 Was This Outlet Open to the Public before July 1, 2019?
- L20 Does This Outlet Have Separate Quarters from the Main Public Library?
- L21 Does This Outlet Have Dedicated Library Staff Present During Open Hours?
- L22 Total Number of Hours this Outlet is Open Each Week
- L23 Does this Outlet Have a Permanent Circulating Collection and Provide Reference Services?
- L24 Does This Outlet Provide Basic Library Services as defined in NMAC 4.5.2.7 B?

Section M - State Library Additional Questions

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

See definitions for more detailed information.

Administration

- M01 How Much of the Library's Total Budget was Spent on Library Staff Professional Development Opportunities/Activities? \$683
- M02 What Library Staff Professional Development Opportunities/Activities Did the SRP Workshops, STEM Workshops, NMLA pre-conference workshops, NMLA Conference, NMML conference, professional membership to

	Library Participate In?	NMLA, NMML Municipal Librarian's Association
M03	What Types of Outreach Did the Library Do Outside of the Library?	Local preschool classes will visit the library from time to time to for a story and activity. We a participate in and contribute to some Town of Edgewood community events, attend on occasion Chamber Meet & Greets, provide materials featuring library services and offerings to local schools or literacy nights, etc.
M04	List Any Grants the Library Applied for (include if the library was successful and list amounts)	N/A
M05	Did the Library Receive E-Rate Funding from July 1, 2019 to June 30, 2020?	Yes
M06	What is the Monthly Cost of Providing Internet Service for the Library?	\$171
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, property tax
M09	Does the Library Have a Friends Group?	Yes
M10	Name of the Person in Charge of the Friends Group	kim Crabtree
M11	Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.)	Municipal Clerk-Treasurer
M12	Does the Library have an "Exhibit Space"?	No

Resource Sharing

M13	Is the Library Part of an E-book Consortium?	Yes
M14	Name of Consortium	New Mexico Library To Go
M15	If the Library is Not Part of a Consortium, Does the Library Have an E-book Contract?	
M16	Name of Contract Vendor	N/A
M17	Was the DCA/NMSL FamilyPass Circulated?	Yes
M18	How Many Times Was the FamilyPass Circulated?	75
M19	How Many FamilyPasses Have Gone Missing? If none, enter 0.	1
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	Yes
	Customer Service	No
	Reference	No
	Cataloging	No
	Policy Writing	No

Board Training	No
Community Engagement	Yes
Emergency Response	No
Grant Writing	No
Fundraising	No
Budget / Finances	No
Advocacy	No
Collection Development	No
Early Literacy Programming	No
Other	

Annual Report Feedback

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

Thanks for posting the recorded webinars from the annual reports training meetings. I also liked how all the information was organized on the NMSL website - it made it easier to locate specific information.

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

Due Date August 17, 2020

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

See definitions for detailed information.

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

Administration

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

If Yes, Enter the Date the Library Closed to the Public March 13, 2020

N02 Enter the Number of Weeks the Library Was Physically Closed Due to COVID-19 Pandemic 16

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

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

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

Staff The other librarian was allowed to work from home but it was due to an unrelated medical issue. Volunteer staff (which we depend on heavily) were not allowed to work due to risk of liability by the municipality.

N05 Were any Library Staff Laid Off or Furloughed (if yes, include dates)? No

Dates

N06 If Library Staff Remained Working in the Library, List the Types of Tasks/Work that was Performed in the Library During the Closure While the library doors remained closed to the public (& will remain so throughout the fall & winter) I attended virtual meetings with peers, kept track of health guidelines and

requirements, researched and set up digital library options, updated library webpages, cataloged and processed materials, updated and shared COVID-related information with the community via the municipal Facebook page, actively communicated with local educational institutions on digital library services, developed a plan for curbside services and actively promoted it and prepped for it, reconfigured our entire summer reading program and accompanying promotional materials/postings, studied up on social platforms (Zoom, Google Meet, GoTo Meetings, Facebook Live), collaborated with summer reading program presenters to switch them to a digital platform, and helped my daughter with remote learning

- | | | |
|-----|--|---|
| N07 | When Did Library Staff Return to Work in the Library (provide dates)? | N/A |
| N08 | Enter the Date the Library Reopened for Public Service (curbside and/or in-person) | June 2, 2020 |
| N09 | List Hours of Operation Upon Reopening for Public Service (curbside and/or in-person) | I hosted curbside hours under an umbrella in the library parking lot on Tue, Wed, Fri from 11:30am - 12:30pm & 4:30pm -5:30pm AND Thu 10:30am - 12:00pm. Patrons would drive up where I waited and i would put their checked out items on their car seat or in their trunk. Summer Reading Program families would drive up and deposit reading trackers in a bucket and pick up prizes. |
| N10 | Enter the Number of Weeks the Library and Any of Its Outlets Had Limited Occupancy Due to the COVID-19 Pandemic | N/A The Municipality plans to keep our doors closed to the public through the winter months. |
| N11 | List any Revenue the Library Received Specifically for COVID19 Expenditures | None so far. I submitted expenses to the municipality on August 7 for a federal grant they are applying for. |

N12 List ALL Expenditures from the Above Revenue

Services

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

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

I was still inside the library working my regular hours providing digital library services via phone/email/Facebook, hosting/actively promoting virtual programming, processing/retrieving material requests, processing/re-shelving returned items, ordering digital/print materials, processing/cataloging print materials and attending to all my administrative duties. I would spend almost 30 hours per week just on facilitating curbside services and the summer reading program.

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

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

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

N17 Did the Library Issue Registered User Cards Electronically Before the COVID-19 Pandemic? No

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

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

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

Federal: We've broadcasted free WiFi in the parking lot and other outdoor spaces for about a year or two now.

State: We've broadcasted free WiFi in the parking lot and other outdoor spaces for about a year or two now.

Local: We've broadcasted free WiFi in the parking lot and other outdoor spaces for about a year or two now.

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

Virtual Programs

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

If Yes, List the Virtual Programs the Library Scheduled and Conducted During the Closure (include the method of delivery)

Using Zoom, Facebook Live, YouTube Livestream and GoTo Meeting, I hosted 16 virtual events in collaboration with paid presenters/educators. Most of these events were STEM related interactive programs while 2 were prerecorded by the presenters. One was an interactive musical educational performance.

N23 Enter the Number of LIVE Attendees at the Above Virtual Programs 192

Federal: Attendance for virtual programming was very poor - we averaged about 12 attendees per program.

N24 **Did the Library Create and Provide Recordings of Programs Via the Internet During the COVID-19 Pandemic?** No

If Yes, List the Programs Created and Recorded for Later Viewing, Include the Number of Views if Available

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

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

Section O - Public Library Survey / Annual Report

Public Library Certification

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

O01	Date Report Completed (mm/dd/yyyy)	8/16/2020
O02	Name of Person Completing the Report	Andrea Corvin
O03	Title of Person Completing the Report	Library Operations Manager

Federal: So this is not a new title - I guess this has been my official title for awhile but I had no idea until recently

State: So this is not a new title - I guess this has been my official title for awhile but I had no idea until recently

Local: So this is not a new title - I guess this has been my official title for awhile but I had no idea until recently

O04	Name of Fiscal Officer	Juan Torres
O05	Official Title of Fiscal Officer	Town of Edgewood Clerk-Treasurer
O06	Fiscal Officer Phone Number	(505) 286-4518