

Edgewood Community Library

2016/2017 New Mexico Public Library Annual Report

Introduction

Due Date August 14, 2017

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 collected 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/or local financial entities. Collected data should cover FY17 activities (July 1, 2016 - June 30, 2017).

As you input information, please be sure to place appropriate notes on any answer that is vastly different from the previous year.

To see what kind of information each question is asking for, you can click Help which is conveniently attached to each question number (dark blue and underlined).

Section A - Library Identification

Due Date August 14, 2017

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 (Read Only)	N
B02	FY2016/2017 Legal Service Area Population(Read Only)	3,735
B03	Reporting Period Starting Date (Read Only)	7/1/2016
B04	Reporting Period Ending Date (Read Only)	6/30/2017
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, 2017. Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2017.

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	Total Number of Librarians (including ALA-MLS librarians reported in C01)	2
C03	Number of All Other Paid Staff.	0
C04	Total Paid Employees (C02 + C03)	2.00

Section D - Operating Revenue and Expenditures

Operating Revenue

Enter the amount of ALL operating revenue the Library received from July 1, 2016 to June 30, 2017. Report revenue used for operation expenditures as defined below. Include federal, state, local, 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	\$210,659
D02	County Government Revenue Received	\$20,000

D03	Tribal Government Revenue Received	\$00
D04	Total Revenue Received from Local Government (D01 + D02 + D03)	\$230,659
State Government Revenue Received		
D05	State Grants-in-Aid Received (Read Only)	\$7,733
D06	State GO Bond Reimbursements Received	\$0
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 Revenue Received from State Government (D05 + D06 + D07 + D08)	\$7,733
Other Operating Revenue Received		
D10	Federal LSTA Grant Received from the State Library (Read Only)	\$0.00
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)	\$238,392

Operating Expenditures

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. Report ALL operating expenditures from ALL sources made from July 1, 2016 to June 30, 2017. 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

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

D15	Staff Salaries & Wages	\$79,030
D16	Staff Benefits (includes Social Security, retirement, medical insurance, life insurance, workmen's compensation, etc.)	\$37,119
D17	Total Staff Expenditures (D15 + D16)	\$116,149

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. 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 Bonds, State Aid, Local, Tribal, Federal, and other sources.

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

Collection Expenditure Type

D18	Print Materials (books, magazines, etc.)	\$8,437
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D19	Electronic Materials (e-books, electronic journals, databases or other electronic materials (Do not include library automation software or maintenance or any software)	\$0
D20	Other Materials (audio books, videos, DVDs, Blu-ray, CDs, microform, non-traditional items like cake pans, sporting equipment, etc.)	\$400
D21	Total Collection Expenditures (D18 + D19 + D20)	\$8,837

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 Bonds, or the Tribal Library Program Grant)?	\$2,000
D23	How Much of the Amount in D21 Came from Local and Other Sources (city, county, tribal, federal, private, friends group, or other)? Note: This amount is used to calculate the library's per-capita responsibility for State Aid Eligibility in question J12.	\$6,837
D24	Total Collection Expenditures by Funding Source (D22 + D23)	\$8,837

Other Operating Expenditures

D25	Other Operating Expenditures Not Yet Reported (such as office supplies, library automation software, software, furniture, software or equipment maintenance, utilities, computer equipment, cleaning supplies, crafts, etc.)	\$88,510
D26	Total Operating Expenditures (D17 + D21 + D25)	\$213,496

Section E - Capital Revenue & Expenditures

Report all revenue to be used for major capital expenditures, by source of revenue from July 1, 2016 to June 30, 2017. 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)	\$0
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)	\$0

Capital Expenditures

Report the amount of capital expenditures the Library made from July 1, 2016 to June 30, 2017. 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

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	12,581
F02	How Often Does Your Library Weed its Collection?	every other year
F03	Number of Physical Audio Materials (CDs, cassettes, etc.) Currently in the Library's Collection (including duplicates)	800
F04	Number of Physical Video Materials (videotape, DVD, Blu-ray, CD-ROM, etc.) Currently in the Library's Collection (including duplicates)	1,535
F05	Number of Electronic Books (eBooks) Currently in the Library's Collection - Which are Accessible Through the Library's Online Public Access Catalog (OPAC) or Through a Physical Library Catalog	0
F06	Number of Downloadable Audio Units Currently in the Library's Collection - Which are Accessible Through the Library's Online Public Access Catalog (OPAC) or Through a Physical Library Catalog	0
F07	Number of Downloadable Video Units Currently in the Library's Collection - Which are Accessible Through the Library's Online Public Access Catalog (OPAC) or Through a Physical Library Catalog	0

Electronic Collections

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 - Magazines Online) 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 10

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.	2,107
G02	Numer of Library Visitors	18,754
G03	How Does your 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 Answered by Library Staff (do not include directional questions)	5,790
G05	How Does your Library Track and Record Reference Transactions?	We track reference questions by tallies on a stats sheet at the circulation desk
G06	Number of Registered Users	2,783
G07	Total Circulation of Children's Materials	9,140
G08	Physical Item Circulation (includes books, CDs, DVDs, non-traditional items like cake pans, sporting equipment, etc.)	18,216
G09	Use of Electronic Material (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)	18,216
G12	Total Electronic Content Use (G09 + G10)	0
G13	Total Library Collection Use (G08 + G09 + G10)	18,216
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).	20
G16	What is the Library's Annual Cost for Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries?	\$60
Technology		
G17	Number of Public Internet Computers	12
G18	Number of Public Internet Computer Uses (sessions)	6,072
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 your website or library's catalog. If there is not a web address, enter N/A.	https://edgewood.biblionix.com/catalog/
G24	Number of Wireless (<i>Wi-Fi</i>) Internet Sessions	N/A
G25	How Does your Library Track and Record Wi-Fi Sessions	There's not a way for us to track these sessions

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, and mentoring activities.

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

H01	Number of Individual Library Programs Geared to Children 11 Years of Age and Younger.	75
H02	Number of Individual Library Programs Geared to Young Adults 12-18 Years of Age.	11
H03	Number of ALL Other Individual Library Programs.	38
H04	Total Number of Library Programs (H01 + H02 + H03)	124

Library Programs Attendance

H05	Total Attendance at Library Programs Geared to Children 11 Years of Age and Younger. (Count total attendance regardless of attendees' age.	2,445
H06	Total Attendance at Library Programs Geared to Young Adults 12 to 18 Years of Age. (Count total attendance regardless of attendees' age.	169
H07	Total Attendance at ALL Other Library Programs. (Count total attendance regardless of attendees' age.	1,133
H08	Total Attendance at Library Programs (H05 + H06 + H07)	3,747

Section I - Hours for Main Library

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

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

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

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 NMAC 4.5.2. Review the NMAC 4.5.2 prior to answering the following questions.

<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	FY2016/2017 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, 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)	\$1.83

2016/2017 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 your library expended the State Aid grant received in FY2016/2017. 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 FY2016/2017 (Read Only) \$7,732.68

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 \$2,000
 J15 Library Staff Salaries \$0
 J16 Library Staff Professional Development (including travel) \$685.53
 J17 Library Equipment \$0
 J18 Other Operational Expenditures Associated with Delivery of Library Services \$5,047.15
 J19 Total (J14 + J15 + J16 + J17 + J18) \$7,732.68

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) 286-7585
 J23 Number of Meetings the Library Board Held Between July 1, 2016 to June 30, 2017. 9
 J24 Provide the Dates of the Library Board Meetings Held Between July 1, 2016 to June 30, 2017 (mm/dd/yyyy). 07/21/2016, 08/18/2016, 09/15/2016, 10/20/2016, 12/15/2016, 01/19/2017, 02/16/2017, 03/16/2017, 04/20/2017

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).

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

Section K - Tribal Library Program Grants Expenditures

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 your library expended the tribal library program grant received in FY2016/2017. 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 N/A
(Read Only)

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

K02 Library Collections

K03 Library 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) \$0.00
(Read Only)

Other Tribal Library Grants

K09 Did the Library Apply for the 2017 IMLS Native American Library Services Basic Grant?

K10 Did the Library Apply for the 2017 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 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	How Many Hours Was This Outlet Open to the Public Between July 1, 2016 to June 30, 2017? NOTE: For single outlet libraries, this number should match G01.	2,107
L13	How Many Weeks Was This Outlet Open to the Public Between July 1, 2016 to June 30, 2017?	49
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	10.1Mbps - 20Mbps
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, 2016? Y/N	Yes
Branch or Bookmobile		
L01	FSCSKEY and FSCS_SEQ (Read Only)	N/A
L02	LIBID (Read Only)	N/A
L03	Outlet Name (Read Only)	N/A
L04	Street Address or Physical Location (911 address) (Read Only)	N/A
L05	City (Read Only)	N/A
L06	Five-digit ZIP Code (Read Only)	N/A
L07	County (Read Only)	N/A
L08	Telephone (Read Only)	N/A
L09	Outlet Type Code (Read Only)	
L10	Square Footage of Outlet (not applicable for Bookmobiles) (Read Only)	N/A
L12	How Many Hours Was This Outlet Open to the Public Between July 1, 2016 to June 30, 2017? NOTE: For single outlet libraries, this number should match G01.	N/A
L13	How Many Weeks Was This Outlet Open to the Public Between July 1, 2016 to June 30, 2017?	
L14	Internet Service Provider for the Outlet's Public Access Internet Connection	N/A
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, 2016? 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). | N/A |
| 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, 2016 to June 30, 2017? 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? | Elizabeth Lopez |
| | Enter N/A if you answered "No" to M03. | |
| M05 | Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.) | Clerk-Treasurer |

Resource Sharing

- | | | |
|-----|---|-----|
| M06 | Is the Library Part of an E-book Consortium? | No |
| M07 | Name of Consortium | N/A |
| M08 | If you Answered "No" to M06, Does the Library Have an E-book Contract? | No |
| M09 | Name of Contract Vendor | N/A |
| | Enter N/A if you answered "No" to M08. | |
| M10 | Was the DCA/NMSL FamilyPass Circulated? Y/N | Yes |
| M11 | If you answered "Yes" to M10, Enter How Many Times the FamilyPass was Circulated. | 32 |

Continuing Education

M12 Select (3) topics of interest for possible Continuing Education Training Opportunities:

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

- | | |
|-------------------|-----|
| Weeding | No |
| Safety / Security | Yes |
| Teen Programming | Yes |
| Customer Service | No |
| Reference | No |
| Cataloging | Yes |
| Policy Writing | Yes |

Board Training	Yes
Community Relations	No
Emergency Response	Yes
Grant Writing	No
Fundraising	Yes
Budget / Finances	No
Using Data to Improve Service / Advocacy	Yes
Collection Development	Yes
Early Literacy Programming	No
Other	

Section N - Public Library Survey Annual Report Certification

Public Library

Certification

By completing this section, you certify that the information contained in this report is accurate, truthful and complete. It will be checked for accuracy and may impact your 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 throwaway notepad for the purposes of moving beyond any edit checks.

N01	Date Report Completed (mm/dd/yyyy)	08/13/2017
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