Edgewood Community Library
2018/2019 New Mexico Public Library Annual Report and State Grants-in-Aid Application

Introduction

Due Date August 12, 2019

Data entered into this survey should cover FY19 library activities (July 1, 2018 - June 30, 2019).

- The New Mexico State Library (NMSL) participates in the national Public Library Survey (PLS) operated by the Institute of Museum and Library Services (IMLS) and compiled by the American Institute for Research (AIR).
- The data collected is used at various levels for planning, evaluating, and budgeting.
- Better known as the Annual Report, the PLS serves as New Mexico's public libraries application for State Grants-in-Aid.
- The data entered must be accurate and based on records maintained by the library director and local financial entities.
- To see the definition for each question, click the gray circle with a question mark, which is next to each question text box. A pop-up will appear with the corresponding definition.
- Adherence to definitions is important to ensure comparability of data from different libraries and states.
- Estimates are important if exact data are not available. If an exact figure is not available, but you know the total is greater than zero, enter a best estimate *if you would be comfortable using the estimate.* If not, enter N/A.
- Enter "0" only if the actual answer is truly zero or none and enter "N/A" if the figure is not available and an estimate is not available.
- As information is entered, please enter detailed notes on any answer that is vastly different from the previous year or if using estimates, etc. Providing detailed and useful notes is extremely helpful and appreciated. Inputting notes that do not reflect the issue is not acceptable.
- Federally required questions are in navy font and all other questions are in black font.

If you have any questions about the survey contents, please email Carmelita.Aragon@state.nm.us or call Carmelita Aragon, State Data Coordinator (505) 476-9740.

If you have technical questions or have 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, 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 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
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

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 black font.

B01	Did the Library's Legal Service Area Change? (Supplied by State Library)	N
B02	FY2018/2019 Legal Service Area Population (Supplied by State Library)	3,735

B03	Reporting Period Starting Date (Supplied by State Library)	07/01/2018
B04	Reporting Period Ending Date (Supplied by State Library)	06/30/2019
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, 2019. Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2019.

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 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 (including ALA-MLS librarians reported in C01)	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, 2018 to June 30, 2019. Report revenue received for operating expenditures as defined below. Include revenue from federal, state, local, county, 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 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	$182,649
D02	County Government Revenue Received	$25,000
D03	Tribal Government Revenue Received	N/A
D04	Total Local Government Operating Revenue Received (D01 + D02 + D03)	$207,649

State Government Revenue

D05	State Grants-in-Aid Received (Read Only)	$7,509.61
D06	State GO Bond Reimbursements Received	$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)	$7,510

Federal Government Revenue

D10	Federal LSTA Grant Received from the State Library (Read Only)	$0
D11	Other Federal Government Operating Revenue Received	$1,127
D12	Total Federal Operating Revenue Received (D10 + D11)	$1,127

Other Operating Revenue

D13	Other Operating Revenue Received	$0
D14	Total Operating Revenue Received (D04 + D09 + D12 + D13)	$216,286

Operating Expenditures

Report ALL operating expenditures from ALL revenue sources made from July 1, 2018 to June 30, 2019.

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

expenditures. Do not report estimated costs as expenditures. Do NOT include capital expenditures in operating expenditures. See definitions for more 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	$82,617
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)	$41,374
D17	Total Library Staff Expenditures (D15 + D16)	$123,991

Collection Expenditures

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. Report expenditures on library collections from ALL funding sources including Local, Tribal, Federal, State Aid, GO Bond reimbursements, and other sources (e.g., grants, fundraising, etc.) DO NOT include donated library materials, software, library automation or any software or tools used by library staff. See definitions for more 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.)	$13,200
D19	Electronic Materials Expenditures (e-books, electronic journals, databases or other electronic materials, etc.)	$0
D20	Other Materials Expenditures (audiobooks, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.)	$440
D21	Total Collection Expenditures (D18 + D19 + D20)	$13,640

Collection Expenditures by Funding Source

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

D22	Of the Amount in D21, How Much Came from State Library Revenue Sources (State Aid, State GO Bond reimbursements, or the Tribal Library Program Grant)?	$2,031.73
D22 a	Amount from State Aid	$2,031.73
D22 b	Amount from State GO Bond Reimbursements	$0
D22 c	Amount from Tribal Library Program Grant	N/A
	Total (D22a + D22b + D22c)	$2,032
D23	Of the Amount D21, How Much Came from Local and Other Revenue Sources (city, town, village, county, tribal, 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.	$11,608
D24	Total Collection Expenditures by Funding Source (D22 + D23)	$13,640

Other Operating Expenditures

D25	Other Operating Expenditures Not Yet Reported (e.g., office supplies, utilities, computer equipment, etc.)	$48,050
D26	Total Operating Expenditures (D17 + D21 + D25)	$185,681

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, 2018 to June 30, 2019. 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 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, 2018 to June 30, 2019. 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

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. 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. See definitions for more 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	13,676
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.)	789

F04	Number of Physical Video Materials in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.)	1,361
F05	Number of Electronic Books (e-books) in the Library's Collection	0
F06	Number of Downloadable Audio Units in the Library's Collection	0
F07	Number of Downloadable Video Units in the Library's Collection	0
F08	Number of All Other Materials in the Library's Collection	15

Electronic Collections

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

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

Report the number of electronic collections acquired through curation, payment or formal agreement that the library pays for or has access to through a cooperative agreement with other libraries (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 information.

F09	Number of Electronic Collections/Databases (Local/Other Cooperative Agreements)	0
F10	Number of Licensed Databases Paid for by the New Mexico State Library (Read Only)	49
F11	Total Licensed Electronic Collections/Databases: (F09 + F10)	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.

F12   Number of Current Print Serial Subscriptions   9

Section G - Library Services

Library Services

Include data from ALL outlets i.e., Main Library, and eligible Branches. See definitions for more information.

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

G01	Number of Public Service Hours the Library was Open to the Public (include all hours of the main library, and eligible branches) NOTE: For libraries without a branch(es), this number should match L12.	2,198
G02	Number of Library Visitors	16,201
G03	How Does the Library Track and Record Library Visitors?	We track visitors manually by tallying observed visits on a stats sheet at the circulation desk.
G04	Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions)	4,503
G05	How Does the Library Track and Record Reference Transactions/Questions?	WE track reference transactions/questions by tallies on a state sheet at the circulation desk.
G06	Number of Registered Users	2,746

Circulation

G07	Number of ALL Children's Items Circulated (circulation of ALL children's materials in ALL formats to ALL users, including renewals)	8,349
G08	Number of Physical Items Circulated (books, CDs, DVDs, Blu-Rays, etc., including renewals)	17,464
G09	Electronic Material Use (e-books, downloadable electronic videos and audio files)	N/A
G10	Successful Retrieval of Electronic Information (i.e., database usage)	N/A
G11	Total Circulation of Library Materials (G08 + G09)	17,464
G12	Total Electronic Content Use (G09 + G10)	0
G13	Total Library Collection Use (G08 + G09 + G10)	17,464

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).	12
G16	What is the Library's Annual Cost for Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries?	$75

Technology

G17	Number of Public Internet Computers	12
G18	Number of Public Internet Computer Uses/Sessions	4,223
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	Number of Wireless *(Wi-Fi) Internet* Sessions	N/A
G22	How Does the Library Track and Record Wi-Fi Sessions?	There's not a way for us to track these sessions yet.
G23	Number of Visits to the Library's Website	-1
G24	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 separate website. The library webpages are "embedded" within the Town of Edgewood's municipal website.
G25	Name of the Library's Automation System/Catalog	Apollo Biblionix
G26	What is the Library's Annual Cost for its Library's Automation System/Catalog?	$1,400
G27	Provide the Web Address of the Library's Website and/or Library's Catalog.	Catalog - https://edgewood.biblionix.com/catalog/ Library Webpages - https://www.edgewood-nm.gov/

Section H - Library Programs

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. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

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

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

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

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

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

Library Programs

H01	Number of Library Programs Geared to Children 11 Years of Age and Younger	114
H02	Number of Library Programs Geared to Young Adults 12-18 Years of Age	0
H03	Number of ALL Other Library Programs	70
H04	Total Number of Library Programs (H01 + H02 + H03)	184

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)	2,796
H06	Number of Attendees at Library Programs Geared to Young Adults 12 to 18 Years of Age (count total attendance regardless of attendees' age)	0
H07	Number of Attendees at ALL Other Library Programs (count total attendance regardless of attendees' age)	1,570
H08	Total Attendance at Library Programs (H05 + H06 + H07)	4,366
H09	Describe the Library's Most Successful Library Program this Year (Include number of attendees)	Our most successful programs were our Summer Reading Program (8 sessions/780 attendees), Weekly Story Time program (51

sessions/1,464 attendees), and Special Events programs(24 events/565 attendees). Although the SRP is mostly about tracking hours read a

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   45

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

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

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

See definitions for more information.

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

J01   FY2018/2019 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	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 money acquired through donations, fund-raising, friend's groups, or grants. In-kind contributions are NOT matching funds. Matching funds DO NOT include funds used for operating costs, administrative costs, or regular staff salaries.

J12	Total Local Funds Needed to be Spent on Library Collections (Read Only)	$5,602.50
J13	Total Local Funds Spent Per-Capita on Library Collections (D23 / B02) (Read Only)	$3.11

FY2018/2019 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 FY2018/2019. If the library did not receive a grant, enter zero. The 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 FY2018/2019 (Read Only)	$7,509.61

How much of the grant listed in J14 was spent on the following? If any of the following do not apply, enter a zero.

J15	Library Collections	$2,031.73
J16	Library Staff Salaries	$0
J17	Library Staff Professional Development (including travel)	$90.48
	List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Funds	These monies were used to fund travel expenses to a STEAM and STEM trainings/workshops.
J18	Library Equipment	$4,626.71

	List What Library Equipment was Purchased and Paid for with State Aid Funds	Patron ID cards/tags 5,000 count, book covers, address stamps, withdrawn stamps, date stamps, fiber tape, book labels, barcode labels, printer cartridges for public printer, bone folders, and other library supplies
J19	Other Operational Expenditures Associated with Delivery of Library Services	$760.69
	List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with State Aid Funds	Educational Community Science Event with Explora, Educational Community Science Event with National Museum of Nuclear Science & History, materials for Summer Reading Program, materials for Amazing Science program, materials for 2 other library programs
J20	Total (J15 + J16 + J17 + J18 + J19)	$7,509.61

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, 2018 to June 30, 2019	4
J25	Provide the Dates of the Library Board Meetings Held Between July 1, 2018 to June 30, 2019 (mm/dd/yyyy)	07/19/2018, 10/18/2018, 01/17/2019, 04/18/2019

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.

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.

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

Section K - Tribal Library Program Grant

ONLY TRIBAL LIBRARIES MUST ANSWER K01 THROUGH K10

As part of continued tribal library program grant eligibility, the Library must successfully expend the entire amount of the tribal library program grant received during the prior fiscal year. Report how the library expended the tribal library program grant received in FY2018/2019. 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. See definitions for more information.

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

Other Tribal Library Grants

K09	Did the Library Apply for the 2019 IMLS Native American Library Services Basic Grant?

K10   Did the Library Apply for the 2019 IMLS Native
       American Library Services Enhancement Grant?

Section L - Outlet Information

Outlet Information

An outlet is a unit of an administrative entity, including a Main Library, Branch, or Bookmobile
that provides direct public library services. Every library has at least one outlet - so there must
be at least one entry for every library. If an eligible branch 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 Branch.

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
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, 2018 to June 30, 2019? NOTE: For libraries without a branch(es), this number should match G01.	2,170
L13	Number of Weeks this Outlet was Open to the Public Between July 1, 2018 to June 30, 2019?	52
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). http://www.doit.state.nm.us/broadband/speedtest.shtml	Ping: 1, Jitter: 1, Download: 548 Mbps, Upload: 652 Mbps
L18	Does This Outlet Provide Wireless Internet Access (WIFI) for the Public?	Yes
L19	Was This Outlet Open to the Public before July 1, 2018?	Yes

Branch(es)

This section is to be completed by libraries with eligible branches only. If the library does not maintain an eligible branch, proceed to the next applicable section.

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, 2018 to June 30, 2019?

L13   Number of Weeks this Outlet was Open to the Public Between July 1, 2018 to June 30, 2019?

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, 2018?	
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?	
L25	Has the Library Provided the Branches Checklist to the State Library?	

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. A response to these questions is required.

Administration

M01	How Much of the Library's Budget was Spent on Library Staff Professional Development Opportunities/Actvities?	$320
M02	What Library Staff Professional Development Opportunities/Activities Did the Library Participate In?	Mother Goose on the Loose, SRP Workshops, STEM workshops, STEAM workshop, NMLA pre-conference workshop
M03	What Types of Outreach Did the Library Do Outside of the Library?	We go to a local preschool once a month and read to the children followed by an activity. We also participate in community events mostly sponsored by the Town of Edgewood or another community organization. We've participated in Trunk or Treat, Water Fun Days, Route 66 Run Rally & Rock, Family Literacy Nights, Chamber of Commerce Meet & Greets, etc.
M04	List Any Grants the Library Applied for (include if the library was successful and amounts)	N/A
M05	Did the Library Receive E-Rate Funding from July 1, 2018 to June 30, 2019?	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"? See definition.	No

Resource Sharing

M13	Is the Library Part of an E-book Consortium?	No
M14	Name of Consortium	n/a
M15	If the Library is Not Part of a Consortium, Does the Library Have an E-book Contract?	No
M16	Name of Contract Vendor	N/A
M17	Was the DCA/NMSL FamilyPass Circulated?	Yes
M18	How Many Times Was the FamilyPass Circulated?	51
M19	How Many FamilyPasses Have Gone Missing? If none, enter 0.	1

Annual Report Feedback

M20	Please Provide Any Feedback Regarding the Annual Report Process. Report any feedback regarding this year's annual report process. Include feedback on which items were difficult, or took a long time, what was helpful, etc.	Thank you for providing all the archived tutorials and for the deadline reminders!

Section N - Public Library Survey / Annual Report Certification

Public Library Certification

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

N01	Date Report Completed (mm/dd/yyyy)	08/11/2019

N02	Name of Person Completing the Report	Andrea Corvin
N03	Title of Person Completing the Report	Librarian
N04	Name of Fiscal Officer	Juan Torres
N05	Title of Fiscal Officer	Town of Edgewood Clerk-Treasurer
N06	Fiscal Officer Phone Number	(505) 286-4518