Embudo Valley Library and Community Center
2024/2025 New Mexico Public Library Annual Report and State Grants-in-Aid Application

CURRENT YEAR   **PREVIOUS YEAR**

Introduction and Due Date

The data entered for this survey must ONLY cover FY25 library business and activities, which has a reporting period of July 1, 2024 - June 30, 2025.

- The New Mexico State Library (NMSL) participates in the national Public Library Survey (PLS) operated by the Institute of Museum and Library Services (IMLS) with data collection support from 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 the State Grants-in-Aid application for recognized New Mexico Public Libraries. State grants-in-aid eligibility is determined using the 4.5.2 New Mexico Administrative Code (NMAC).

- Data entered must be accurate and based on records maintained by the library director and local financial officials.

- Federally required questions appear in NAVY font and State required questions appear in BLACK font. When it is necessary to leave detailed notes, Federal questions (navy font) must have notes entered under the FEDERAL tab, while State questions (black font) must have notes entered under the STATE tab.

- While navigating the survey, click the GRAY ? circle to view the specifics of what each question is asking. Once clicked, a pop-up box will appear with the corresponding definition/instructions. Adherence to these definitions is important for comparability of data from other public libraries in New Mexico as well as public libraries in others states and territories.

- Click SHOW LAST YEAR'S ANSWERS to have LAST YEAR'S ANSWERS appear below the text box.

- If an exact figure is not available, but you know that the total IS greater than zero, enter an educated estimate and leave a detailed note explaining how you determined the entered estimate.

- If you cannot provide an exact figure or an estimate, enter N/A.

- ONLY enter "0" if the answer is truly zero or none.

- As information is entered, if a response is vastly different from the previous year or if you are using an educated estimate, enter a detailed note in the corresponding FEDERAL or STATE tab explaining the reason, etc.

- Providing detailed and relevant notes is extremely helpful and appreciated. Click PREVIOUS YEAR in the Note feature to view the previous year's note (if one was left).

- Inputting notes that do not reflect question or edit check issue is not acceptable.

If you have questions or are not sure about a question, etc., please contact the State Data Coordinator.

For more information on the Annual Report and State Grants-in-Aid see the LibGuide on the NMSL website.

Email State Data Coordinator Carmelita Aragon at Carmelita.Aragon@dca.nm.gov or call (505) 476-9740 with any questions about the survey contents.

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

Section A - General Library Information
Administrative Entity (AE) Information

- The AE is the legally established agency that provides library service to the population of a local jurisdiction.

- The AE may have a single outlet (e.g., main library), or it may have more than one outlet (e.g., library branches).

- Some fields in this section are pre-filled with the previous year's survey information.

- If updates are required in Read Only fields, email the State Data Coordinator to update accordingly.

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

A01	Name of Library (Read Only)	Embudo Valley Library & Community Center	*Embudo Valley Library & Community Center*
A02	Street Address or Physical Location (911 address) (Read Only)	217a Hwy 75 Dixon	*217a Hwy 75 Dixon*
A03	City (of street address) (Read Only)	Dixon	*Dixon*
A04	Five-digit ZIP Code (of street address) (Read Only)	87527	*87527*
A05	County (Read Only)	Rio Arriba	*Rio Arriba*
A06	Mailing Address	P.O. BOX 310	*P.O. BOX 310*
A07	City (of mailing address)	DIXON	*DIXON*
A08	Five-digit ZIP Code (of mailing address)	87527	*87527*
A09	Library Phone Number	(505) 579-9181	*(505) 579-9181*
A10	Library Director's Name	Jennifer Goyette	*Please see note*
A11	Library Director's Work Email Address	director@embudovalleylibrary.org	*director@embudovalleylibrary.org*
A12	Library Director's Work Phone Number	(505) 579-9181	*(505) 579-9181*
A13	Name of Person Completing Report	Jennifer Goyette	*Shirley Atencio*
A14	Work Email Address of Person Completing Report	jenniferg@embudovalleylibrary.org	*shirley@embudovalleylibrary.org*

| A15 | Work Phone Number of Person Completing Report | (505) 579-9181 | *(505) 579-9181* |

Section B - Population and Federal Identification
State Library Use Only - READ ONLY

Information in this section is compiled and reported to the Federal-State Cooperative System (FSCS) and cannot be edited.

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

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

B01	Did the Library's Legal Service Area Change? (Supplied by State Library)	N	*N*
B02	FY2024/2025 Legal Service Area Population (Supplied by State Library)	938	*938*
B03	Reporting Period Starting Date (Supplied by State Library)	07/01/2024	*07/01/2023*
B04	Reporting Period Ending Date (Supplied by State Library)	06/30/2025	*06/30/2024*
B05	FSCS ID (Read Only)	NM0077	*NM0077*
B06	LIBID (Read Only)	NM0077-002	*NM0077-002*
B07	Interlibrary Relationship Code (Read Only)	NO	*NO*
B08	Legal Basis Code (Read Only)	NP	*NP*
B09	Administrative Structure Code (Read Only)	SO	*SO*
B10	FSCS Public Library Definition (Read Only)	Yes	*Yes*
B11	Geographic Code (Read Only)	OTH	*OTH*

B12 Total Number of Central Libraries (Read Only)   1   *1*

B13 Total Number of Branch Libraries (Read Only)   0   *0*

B14 Total Number of Bookmobiles (Read Only)   0   *0*

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

- Report figures as of the last day of the state fiscal year, June 30, 2025

- Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2025. NOTE: this is not a measure of individuals, but of Full-Time Equivalents (FTE).

- To ensure comparable data, 40 hours per week has been set as the measure of full-time employment, e.g. 60 hours per week of part-time work by library staff divided by the 40 hour measure equals 1.50 FTEs.

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

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

C01 Total Number of Paid Library Staff WITH the Title Librarian who have a Master of Library Science & Information Studies (MLS/MLIS) Degree Accredited by the American Library Association (do not include library staff in non-librarian positions that have ALA-MLS degrees).   0   *0*

C02 Total Number of Paid Library Staff WITH the Title Librarian (*including ALA-MLS librarians reported in question C01*)   0.7   *0.6*

C03 Total Number of ALL Other Paid Library Staff   1.34   *2.6*

C04	Total Paid Library Staff (C02 + C03)	2.04	*3.20*
C05	Total Number of Library Volunteers	49	*47*

Section D - Operating Revenue and Expenditures
Part 1 – Library Operating Revenue

The next few questions ask about the revenue the Library received for expenditure on day-to-day operations.

- Enter the amount of ALL revenue (local, county, state, federal or other, etc.) the Library received from July 1, 2024 to June 30, 2025 for operating expenditures as outlined in Parts 2 and 3.

- DO NOT include any operating revenue that was unspent in the previous fiscal year (e.g., carryover), contributions to endowments, revenue passed through to another agency (e.g., fines), or revenue received for capital expenditures. If the library received any revenue for capital expenditures, it must be reported in Section E – Capital Revenue and Expenditures.

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

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

Local Government Operating Revenue

D01	Total City/Town/Village Government Revenue Received	$0	*$0*
D02	Total County Government Revenue Received	$0	*$17,500*
D03	Total Tribal Government Revenue Received	$0	*$0*
D04	Total Local Government Operating Revenue Received (D01 + D02 + D03)	$0	*$17,500*

State Government Operating Revenue

D05	Total State Grants-in-Aid Revenue Received (Read Only)	$10,287	*10,352.38*

D06	Total State GO Bond Amount Encumbered	$0	$4,830
D07	Total Tribal Library Program (TLP) Grant Revenue Received (Read Only)	$0	$0.00
D08	Total Rural Library Program (RLP) Grant Revenue Received (Read Only)	$15,364	$2,646.29
D09	Total Other State Government Revenue Received (include other grants, appropriations, and revenue received from state government entities, which may also include special one-time grants disbursed through the New Mexico State Library (NMSL)). If an amount is entered here, a note MUST be entered detailing the amount(s) and source(s) of any other state government revenue received.	$486	$0
D10	Total State Government Operating Revenue Received (D05 + D06 + D07 + D08 + D09)	$26,137	$17,829

Federal Government Operating Revenue

D11	Total Federal LSTA Grant Received from the State Library (Read Only)	$0	$0.00
D12	Total Other Federal Government Operating Revenue Received. If an amount is entered here, a note MUST be entered detailing the amount(s) and source(s) of any other federal government revenue received.	$0	$0
D13	Total Federal Government Operating Revenue Received (D11+ D12)	$0	$0

All Other Operating Revenue

- Enter the total amount of all other operating revenue the Library received from sources not already reported in questions D01 - D13.

- Be sure to include revenue given to the library for operating expenditures from sources like friends of the library groups, monetary gifts, library fines, fees for library services (e.g., scanning, copies, notary, faxes, etc.) corporate monetary gifts, private foundation grants, fundraising, etc.

- DO NOT include the value of contributed or in-kind services or the value of any non-monetary gifts and donations, or fees, fines or other revenue IF passed through to another agency.

D14   Total of All Other Operating $180,930   *$207,679*
Revenue Received. If an amount is
entered here, a note MUST be
entered detailing the amounts and
sources of any other operating
revenue received.

D15   Total Library Operating $207,067   *$243,008*
Revenue Received (D04 + D10 +
D13 + D14)

Part 2 - Library Operating Expenditures

Operating expenditures are the current and recurring expenses necessary to support the delivery of library services. Now that we know how much operating revenue the Library received to provide library services during the reporting period, July 1, 2024 - June 30, 2025, let's look into how the revenue was spent during the reporting period.

The next new questions ask how the Library spent the Operating Revenue received from ALL revenue sources reported in Part 1 (questions D01 - D15).

- Report ALL Operating Expenditures made from ALL Operating Revenue Sources reported in Part 1 during the reporting period, July 1, 2024 to June 30, 2025.

- Significant expenses, especially library staff salaries and benefits, that are paid "on behalf of" the library may be included if the information is available to the Library. Only include funds that are supported by expenditure documents (i.e., invoices, contracts, payroll records, etc.) at the point of disbursement.

- Do NOT report the value of free items or estimated costs as expenditures.

- Do NOT include capital expenditures in operating expenditures. IF there are capital expenditures to report, it must be reported in Section E - Capital Revenue and Expenditures.

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

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

Library Staff Expenditures

- If full-time equivalent (FTE) staff is reported in Section C - Paid Library Staff questions C01 to C03, library staff salaries and benefits must be reported here.

- DO NOT include contractors, volunteers or people paid by stipend.

D16   Total Library Staff Salaries $100,625   *$136,447*
& Wages Expenditures

D17 Total Library Staff Benefits Expenditures (including social security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition, and housing benefits) $11,180 *$14,585*

D18 Total Library Staff Salaries, Wages & Benefits Expenditures (D16 + D17) $111,805 *$151,032*

Library Collection Expenditures

The next few questions ask about what types of items/materials were purchased for the library's collection during the reporting period July 1, 2024 - June 30, 2025.

- Report expenditures on the library's collection from ALL operating revenue sources reported in Part 1.

- Include all expenditures on library collection materials whether purchased, leased, or licensed in all formats, including Print, Microform, Electronic, and Other types that are part of the library's collection.

- DO NOT include donated library items/materials, postage fees for interlibrary loans or document delivery, expenditures for library automation or any software or tools used by library staff. Such expenditures must be reported in question D26.

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

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

Type of Library Collection Expenditures

D19 Total Print Materials Expenditures (physical books, magazines, newspapers, etc.) $5,202.98 *$2,658*

D20 Total Electronic Content/Resources Expenditures (e-books, audio/video downloadables, e-serials including journals, databases, learning platforms, etc.) $1,361.48 *$1,903*

D21 Total Other Physical Items/Materials Expenditures (physical audiobooks, DVDs, Blu–Rays, CDs, non-traditional items, etc.)	$0	*$136*
D22 Total Library Collection Expenditures (D19 + D20 + D21)	$6,564.46	*$4,697*

Library Collection Expenditures Made Using State Operating Revenue Sources

Now that we know the total amount expended on the library's collection (question D22), during the reporting period, July 1 2024 - June 30, 2025, we'll examine which operating revenue sources were used for those purchases.

The next few questions ask for the exact amounts and specific revenue sources used to purchase items/materials/resources for the library's collection.

- Report how much of the Total Library Collection Expenditures reflected in question D22 came from each operating revenue source.

- **The amount reflected in question D25 MUST match the amount reflected in question D22.**

Did any of the total library collection expenditures reported in question D22 come from state government operating revenue received (as reported in questions D05-D09)? If Yes, complete questions D23 & D23a-e. If No, enter 0 in question D23, and proceed to question D24.

D23 Of the Total Library Collection Expenditures Reflected in Question D22, How Much Came from State Government Operating Revenue Sources, (i.e., State Aid Grant, Encumbered State GO Bonds, TLP Grant, RLP Grant, One-Time Special Grant Disbursed through the NMSL, or Other State Government Grant(s)?)	$885.24	*$2,674*
D23a Of the Total Amount Reflected in Question D23, How Much was Expended on the Library's Collection from the State Aid Grant?	$178.97	*$263*

D23b Of the Total Amount Reflected in Question D23, How Much was Expended/Encumbered on the Librarys Collection from State GO Bonds?	$0	*$1,924*
D23c Of the Total Amount Reflected in Question D23, How Much was Expended on the Library's Collection from the Tribal Library Program (TLP) Grant?	$0	*$0*
D23d Of the Total Amount Reflected in Question D23, How Much was Expended on the Library's Collection from the Rural Library Program (RLP) Grant?	$220.56	*$487*
D23e Of the Total Amount Reflected in Question D23, How Much was Expended on the Library's Collection from Other State Government Grant(s) and/or a One–Time Special Grant Disbursed through the NMSL?	$485.71	*$0*
Total State Government Revenue Expended on the Library's Collection (D23a + D23b + D23c + D23d + D23e)	$885	*$2,674*

Library Collection Expenditures Made Using Local /Other Operating Revenue Sources

D24 Of the Total Library Collection Expenditures Reflected in Question D22, How Much Came from Local and/or Other Operating Revenue Sources Sources (i.e., city, town, village, county, tribal government, federal government, private, friends of the library group, fundraising, grants, or other)? NOTE: The amount entered in question D24 is used to calculate the library's per–capita/matching funds requirement for State Aid Eligibility (question J13).	$5,679.22	*$2,023*

| D25   Total Library Collection Expenditures by Operating Revenue Source (D23 + D24) | $6,564.46 | $4,697 |

ALL Other Library Operating Expenditures

Question D26 is where you account for all other expenditures made (from funding reported in Section D Part 1) for operating the library between July 1, 2024 – June 30, 2025.

- Report ALL Other Expenditures used to operate the library that have not already been reported.

- Such expenditures include office supplies, library utilities, library furniture, computer equipment for patrons and library staff, contracts for services, library program subject matter experts, library program materials. Essentially anything else the library purchased to provide library services to its patrons during the reporting period.

| D26   ALL Other Library Operating Expenditures | $99,122 | $91,836 |

| D27   Total Library Operating Expenditures (D18 + D22 + D26) | $217,491.46 | $247,565 |

Section E - Capital Revenue and Expenditures

Library Capital Revenue

Did the Library receive any separate revenue during the reporting period (July 1, 2024 - June 30, 2025) for renovations and/or one-time major project(s) to the Library. If Yes, complete this section using available financial records. If No, enter 0 in questions E01- E04 & E06 then proceed to Section F.

IMPORTANT: If any of the capital revenue received can be spent over multiple years, ONLY include the amount that was expended during this reporting period (July 1, 2024 - June 30, 2025) as Capital Revenue in the corresponding question(s) E01 - E04. Any remaining Capital Revenue can be reported as Revenue and Expenditures on next year's survey. NOTE: If the full amount of capital revenue received is entered on this year's survey, but it wasn't all expended during the reporting period, the Library cannot report it again on next year's survey.

- Report revenue received (local, state, federal, and other) during the reporting period (July 1, 2024 - June 30, 2025) for major capital expenditures ONLY.

- Include revenue 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 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 reporting period (e.g., carryover).

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

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

| E01 Total Local Government Capital Revenue Received (city, town, village, county and/or tribal government | $0 | *$0* |

E02 Total State Government Capital Revenue Received. If an amount is entered here, a note MUST be entered detailing the source of any other state government capital revenue received.	$0	*$0*
E03 Total Federal Government Capital Revenue Received. If an amount is entered here, a note MUST be entered detailing the source of any other federal government capital revenue received.	$0	*$0*
E04 Total Other Capital Revenue Received. If an amount is entered here, a note MUST be entered detailing the source of any other capital revenue received.	$0	*$0*
E05 Total Library Capital Revenue Received (E01 + E02 + E03 + E04)	$0	*$0*

Library Capital Expenditures

Did the Library spend any of the Capital Revenue received during the reporting period (July 1, 2024 - June 30, 2025)? If Yes, enter the total amount expended in question E06. If No, please review the second paragraph above and update questions E01- E04 accordingly.

- Report the amount the Library 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 between July 1, 2024 - June 30, 2025 ONLY.

- If any of the capital revenue received (question E05) can be spent over multiple years, ONLY include the amount that was expended during this reporting period (July 1, 2024 - June 30, 2025) in question E06. Any remaining Capital Revenue can be reported as Revenue & Expenditures on next year's survey. NOTE: If the full amount of capital revenue received is entered on this year's survey, but it wasn't all expended during the reporting period, the Library cannot report it again on next year's survey.

| E06 Total Library Capital Expenditures (from ALL capital revenue sources reported in questions E01 - E04) | $0 | *$0* |

Section F - Library Collection
Library Collection

What's in the Library's Collection?

This section collects data about the types and number of items/materials in the Library's collection that are currently available for patron use.

- Report only items/materials that have been purchased, leased or licensed by the Library, a consortium, the New Mexico State Library, a donor or other person or entity.

- Only include items that can be accessed with a valid library card or at a physical library location; items do not need to the listed in the catalog.

- Only count items/materials that are available for patrons to borrow for a set period of time.

- Only count Electronic items/materials at the administrative entity (AE) level; do not duplicate numbers at each library branch.

- DO NOT include items/materials freely available without monetary exchange or items/materials that are permanently retained by the patron.

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

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

Physical Items/Materials in the Library's Collection

F01 Total Number of Physical Print Items/Materials Available in the Library's Collection	12,815	*13,364*
F02 How Often Does the Library Weed its Collection?	ongoing	*ongoing*
F03 Total Number of Physical Audio Items/Materials Available in the Library's Collection including duplicates (e.g., music CDs, audiobook CDs, Playaways, etc.)	346	*344*

F04 Total Number of Physical Video Items/Materials Available in the Library's Collection including duplicates (e.g., videotape, DVD, Blu-Ray, etc.)	2,145	*2,262*
F05 Total Number of Other Physical Items/Materials Available in the Library's Collection	36	*9*
F06 Total Physical Items/Materials Available in the Library's Collection (F01 + F03 + F04 + F05)	15,342	*15,979*

Electronic Items/Materials Available to Patrons

Questions F07 – F24 ask if the library provides patron access to Electronic Items/Materials through exclusive library purchases, being part of a consortium/cooperative/similar group, and/or advertising/promoting the New Mexico State Library offerings.

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

Federally required questions appear in navy font

Electronic Books (E–Books)

- E–books are the digital equivalent of printed books that may be accessed online from an electronic device and also include e–comics.

- DO NOT include e–books available for free in the public domain.

F07 Does the Library Provide Access to E-Books that were Exclusively Purchased by the Library? (2nd year on survey)	No	*No*
F08 Does the Library Provide Access to E–Books that were Purchased via a Consortium, Cooperative, or Other Similar Group at the Local, Regional, or State Level? (2nd year on survey)	Yes	*Yes*

F09 Does the Library Provide Access to E–Books that were Provided by the New Mexico State Library or Other State Agency? (2nd year on survey)   Yes   *No*

Electronic Serials (E-Serials)

- E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

- DO NOT include e-serials available for free in the public domain.

F10 Does the Library Provide Access to E–Serials that were Exclusively Purchased by the Library? (2nd year on survey)   No   *No*

F11 Does the Library Provide Access to E-Serials that were Purchased via a Consortium, Cooperative, or Other Similar Group at the Local, Regional, or State Level? (2nd year on survey)   Yes   *No*

F12 Does the Library Provide Access to E–Serials that were Provided by the New Mexico State Library or Other State Agency? (2nd year on survey)   Yes   *Yes*

Electronic Audio (E-Audio)

- E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

- DO NOT include E-Audio available for free in the public domain.

F13 Does the Library Provide Access to E–Audio that was Exclusively Purchased by the Library? (2nd year on survey)   No   *No*

F14 Does the Library Provide Access to E-Audio that was Purchased via a Consortium, Cooperative, or Other Similar Group at the Local, Regional, or State Level? (2nd year on survey)   Yes   *Yes*

F15 Does the Library Provide Access to E-Audio that was Provided by the New Mexico State Library or Other State Agency? (2nd year on survey)   Yes   *No*

Electronic Video (E-Video)

- E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device.

- DO NOT include e-video available for free in the public domain.

F16 Does the Library Provide Access to E-Video that was Exclusively Purchased by the Library? (2nd year on survey)   No   *No*

F17 Does the Library Provide Access to E-Video that was Purchased via a Consortium, Cooperative, or Other Similar Group at the Local, Regional, or State Level? (2nd year on survey)   Yes   *Yes*

F18 Does the Library Provide Access to E-Video that was Provided by the New Mexico State Library or Other State Agency? (2nd year on survey)   No   *No*

Research Databases

- Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information.

- DO NOT include research databases available for free in the public domain.

F19   Does the Library Provide Access to Research Databases that were Exclusively Purchased by the Library? (2nd year on survey)   No   *No*

F20   Does the Library Provide Access to Research Databases that were Purchased via a Consortium, Cooperative, or Other Similar Group at the Local, Regional, or State Level? (2nd year on survey)   No   *No*

F21   Does the Library Provide Access to Research Databases that were Provided by the New Mexico State Library or Other State Agency? (2nd year on survey)   Yes   *No*

Online Learning Platforms

- Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc.

- DO NOT include online learning platforms available for free in the public domain.

F22   Does the Library Provide Access to Online Learning Platforms that were Exclusively Purchased by the Library? (2nd year on survey)   No   *No*

F23   Does the Library Provide Access to Online Learning Platforms that were Purchased via a Consortium, Cooperative, or Other Similar Group at the Local, Regional, or State Level? (2nd year on survey)   No   *No*

F24   Does the Library Provide Access to Online Learning Platforms that were Provided by the New Mexico State Library or Other State Agency? (2nd year on survey)   Yes   *Yes*

Section G - Library Services

Library Services

This section collects data on how patrons used the Library during the reporting period, July 1, 2024 – June 30, 2025.

- Include data from the Main Library, and any eligible Library Branches.

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

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

G01 Total Number of Library Visitors (persons physically entering the library building)	11,225	*10,244*
G01a Library Visits Reporting Method	CT - Annual Count	*CT - Annual Count*
G02 How Does the Library Track and Record Library Visitors?	Manually for patron visits, attendance and sign in sheets for programs (confirmed with head counts)	*Manually using tally sheet*
G03 Total Number of Reference Questions Answered by Library Staff (do not include directional questions)	43	*247*
G03a Reference Questions Reporting Method	CT - Annual Count	*CT - Annual Count*
G04 How Does the Library Track and Record Reference Questions?	manual tally by volunteers	*Manually using tally sheets*
G05 Total Number of Registered Library Users	1,999	*1,911*

Library Collection Circulation

Physical Item/Materials Circulation/Checkouts

Questions G06-G08 ask for total circulation/checkouts of ALL physical items/materials in the Library's collection during the reporting period, July 1, 2024 - June 30, 2025.

G06 Total Number of Circulations/Checkouts for ALL Children's Physical Items/Materials including renewals (Revised)	1,568	*936*
G07 Total Number of Circulations/Checkouts for Physical Items/Materials (i.e., books, CDs, DVDs, Blu–Rays, etc., including renewals) DO NOT include Children's Physical Items/Materials circulations/checkouts.	5,366	*3,552*
G08 Total Number of Circulations/Checkouts for **OTHER** Physical Items/Materials (e.g., physical items/materials like wi–fi hotspots, cake pans, sewing machines, tools, sports equipment, etc., including renewals)	0	*147*

Electronic Item/Material Circulation/Checkouts

Questions G09 – G12 asks for the total circulation/checkouts of ALL electronic materials in the Library's collection during the reporting period, July 1, 2024 – June 30, 2025.

- Electronic (digital) items/materials can be accessed online from an electronic device and include e-books, e-serials, e-audio, and e-video.

- Only count items that require user authentication and are available to patrons to borrow for a set period of time.

- Count all circulations/checkouts, including renewals.

G09 Total Number of E-Book Circulations/Checkouts (2nd year on survey)	616	*747*
G10 Total Number of E-Serials Circulations/Checkouts (2nd year on survey)	0	*0*
G11 Total Number of E-Audio Circulations/Checkouts (2nd year on survey)	1,175	*1,324*

G12 Total Number of E-Video Circulations/Checkouts (2nd year on survey)	103	*13*
G13 Total Electronic Items/Material Use (G09 + G10 + G11 + G12).	1,894	*2,084*
G14 Total Circulation/Checkouts of Library Items/Materials (G07 + G13)	7,260	*5,636*

Interlibrary Loans (ILL)

Interlibrary Loan (ILL) involves the borrowing and lending of books, articles, and audiovisual materials between libraries to supplement the reading and research needs of patrons. Providing ILL services to patrons free of charge is one of the requirements found in the 4.5.2 New Mexico Administrative Code (NMAC). See question J09 for more information. NOTE: the library is not required to lend any of its collections to other libraries.

G15 Total Number of Library Items/Materials Provided to Other Libraries	0	*0*
G16 Total Number of Library Items/Materials Received from Other Libraries (including items/materials received from the New Mexico State Library).	101	*68*
G17 Library's Total Annual Cost for Just Interlibrary Loan (ILL) Postage or Postage for Other Library Materials Sent Between Libraries?	$539	*$274*

Technology

G18 Total Number of Internet Computers Available for Use by the General Public	7	*7*
G19 Total Number of Public Internet Computer Uses/Sessions	958	*1,649*
G19a Reporting Method for Number of Public Internet Computer Uses/Sessions	CT - Annual Count	*CT - Annual Count*

G20　How Does the Library Track and Record Public Internet Computer Uses/Sessions	Manual tally sheet	*Manually using a tally sheet*
G21　What Are the Time Limits for Public Internet Computers?	N/A	*N/A*
G22　How Many Times Per Day Can a Patron Use a Public Internet Computer?	Unlimited	*Unlimited*
G23　Total Number of Wireless (Wi-Fi) Internet Sessions	2,553	*514*
G23a　Reporting Method for Number of Wireless Internet Sessions	CT - Annual Count	*CT - Annual Count*
G24　How Does the Library Track and Record Wi-Fi Sessions?	Digital tracking - we no longer manually tally	*Manually using a tally sheet when observed*
G25　Name of the Library's Automation System/Catalog	Atriuum Booksystems	*Atriuum Booksystems*
G26　Library's Total Annual Cost for the Library's Automation System/Catalog?	$1,229	*$1,190*
G27　Provide the Web Address of the Library's Website and/or the Library's Catalog.	www.embudovalleylibrary.org	*embudovalleylibrary.org*
G28　Does the Library Charge Overdue Fines on Physical Print Items/Materials?	No	*No*

Section H - Library Program Sessions

NOTE: This section has been revised extensively. Please read and review all definitions. Adherence to these definitions is important for comparability of data from other public libraries in New Mexico as well as others states and territories.

- A Live In-Person Library Program Session is any planned event which introduces a group of people to library services or directly provides information to multiple participants at once.

- Library program sessions may cover use of the library, library services, library tours, and may also provide cultural, recreational, or educational information which is often designed to meet a specific social need, e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions, etc.

- If a library program session is offered as a series, count each program session in the series, e.g., a film series offered once a week for eight weeks should be counted as eight individual program sessions.

- If a library program session is offered to BOTH children and young adults together, count the session ONLY ONCE—under either the children or young adult category, not both. Report total attendance for the session, regardless of the attendees' ages.

- If a library program session is intended for ALL AGES, count it the library program session ONLY ONCE under General Interest Library Program Sessions. DO NOT count the same session in multiple categories (such as children, young adult, or adult). Report total attendance for the session, regardless of the attendees' ages.

INCLUDE

- All library program sessions—whether held on-site or off-site—that are sponsored or co-sponsored by the library. To qualify as sponsored or co-sponsored by, the library must contribute either funding or library staff time. If the library program session takes place as part of a larger community event (like a farmer's market or festival), the library does not need to sponsor the entire event—only the specific library program session.

- Both on-site and off-site library program sessions. For example, count a storytime held at a farmer's market or a presentation about library services given to a school group at their school.

- Live-streamed virtual library program sessions that are conducted in real time and are sponsored or co-sponsored by the library.

- Library program sessions that were intended for a group, even if only one person attended or no one attended.

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

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

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

H01 Total Number of Live, In-Person Library Program Sessions Specifically for Children Ages 0-5	10	*53*
H02 Total Number of Attendees at Program Sessions Specifically for Children Ages 0-5 (count all attendees regardless of age)	86	*613*
H03 Total Number of Live, In-Person Library Program Sessions Specifically for Children Ages 6-11	166	*21*
H04 Total Number of Attendees at Program Sessions Specifically for Children Ages 6-11 (count all attendees regardless of their age)	1,689	*234*

H05	Total Number of Live, In-Person Library Program Sessions Specifically for Young Adults Ages 12-18	0	*0*
H06	Total Number of Attendees at Program Sessions Specifically for Young Adults Ages 12-18 (count all attendees regardless of their age)	0	*0*
H07	Total Number of Live, In–Person Library Program Sessions Specifically for Adults Aged 19 or Older.	0	*23*
H08	Total Number of Attendees at Program Sessions Specifically for Adults Age 19 or Older (count all attendees regardless of their age)	0	*428*
H09	Total Number of Live, In-Person General Interest Library Program Sessions Specifically for All Ages	6	*3*
H10	Total Number of Attendees at General Interest Library Program Sessions Specifically for All Ages (count all attendees regardless of their age)	303	*1,380*
H11	Total Number of Live, In-Person Library Program Sessions (H01 + H03 + H05 + H07 + H09)	182	*100*
H12	Total Attendance at Live, In-Person Library Program Sessions (H02 + H04 + H06 + H08 + H10)	2,078	*2,655*

Library Program Sessions and Attendance by Format - Live, In-Person or Virtual

H13	Total Number of Live, In–Person Library Program Sessions Held On–site, i.e., at the Library	182	*97*

H14 Total Number of Attendees at Program Sessions Held On-site, i.e., at the Library	2,078	*2,603*
H15 Total Number of Live, In-Person Library Program Sessions Held Off-site, i.e., any location that is not the Library	0	*3*
H16 Total Number of Attendees at Program Sessions Held Off-site, i.e., any location that is not the Library	0	*52*
H17 Total Number of Live Virtual Library Program Sessions	0	*0*
H18 Total Number of Attendees at Virtual Program Sessions	0	*0*
H19 Total Number of Live, In-Person Library Program Sessions Held, In-Person On–site, In-Person Off–site, and Virtual (H13 + H15 + H17) This total must equal the total library program sessions in question H11.	182	*100*
H20 Total Attendance at Live In-Person Library Program Sessions Held, In-Person On-site, In-Person Off-site, and Virtual (H14 + H16 + H18) This total must equal the total attendance in question H12.	2,078	*2,655*

Pre–Recorded/On–Demand Library Program Presentations

- A pre-recorded/on-demand library program presentation is a recorded video or audio of library program session content that is posted online for downloading or on-demand viewing (rather than livestreaming).

- Include live, in-person library program sessions that were recorded and later posted online. Only include library program session presentations posted during the reporting period, July 1, 2024 - June 30, 2025.

- Count each unique video or audio recording only once regardless of the number of platforms on which it is posted.

- Count only at the administrative entity (AE) level; Do not duplicate numbers at each library branch.

H21	Total Number of Pre-Recorded/On-Demand Library Program Presentations	0	0
H22	Total Views of Pre-Recorded/On-Demand Library Program Presentations within 30 Days	0	0

Most Successful Library Program Session

H23	Describe the Library's Most Successful Library Program Session During the Reporting Period, July 1, 2024 - June 30, 2025 (Include number of attendees)	Our relaunch of our Afterschool Program may be our most successful overall - serving over half of our local elementary school. Also, of our lecture series, the local archaeology talk was the highest attended with 90 patrons.	*Response has been entered.*
H24	List Any Passive or Self-Directed Activities Provided by the Library that Do Not Occur at a Scheduled Time for a Group of People	We have digital archives including oral histories and local stories, and we also have a youtube channel outlining how to use our seed library	0

Section I - Main Library Hours of Operation

Using the Click Here link in question I01, report the weekly hours of operation for the Main Library. Once clicked, a pop-up window will appear with a table to enter the daily opening and closing times.

- Using the exact formatting in the example below, enter the daily opening and closing times for the Main Library.

- Example: Opening Time is 10:00 AM and Closing Time is 7:00 PM. When entering AM or PM, include a single space. Click SAVE TO COLLECTION to exit the table.

- The Total Hours Open Per Week is automatically calculated in question I02 using the times entered in the table in question I01.

IMPORTANT: If the times entered in the table are not formatted exactly like the above example, the calculation for Total Hours Open per Week in question I02 will not be accurate.

- If the Total Hours Open Per Week in question I02 displays with a decimal (e.g., 38.75) or it doesn't accurately reflect the total hours open, it means the formatting is off in the table in question I01. If this occurs, return to the table in question I01 to make necessary updates.

I01   Click Here to Enter the Opening and Closing Times for the Main Library.

I02   Total Hours Open Per Week   36   *41*
(I01)

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

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

- Accurately completing and timely submitting this survey serves as the Library's application for State Grants-in-Aid.

- To be eligible to receive State Grants-in-Aid, recognized public libraries must meet all applicable requirements described in the 4.5.2 NMAC - https://www.srca.nm.gov/parts/title04/04.005.0002.html

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

J01   FY2024/2025 Library Status Public   *Public*
(Read Only)

J02	Library Director Certification Required? (Read Only)	No	*No*
J03	Library Director Certified?	No	*No*
J04	Type of Certification	Not Required	*Not Required*

Basic Library Services

As part of State Aid eligibility, the library (and any eligible library branch) must provide the following FREE Basic Library Services (J05 – J11) as required by NMAC 4.5.2.7 B.

- Report if the library (and any eligible library branches) provide the following Free Basic Library services.

J05	Provides a Library Collection with Circulating Materials?	Yes	*Yes*
J06	Provides Reference Services?	Yes	*Yes*
J07	Provides A Catalog of Library Holdings Accessible by the Public?	Yes	*Yes*
J08	Provides Educational Library Program Sessions?	Yes	*Yes*
J09	Provides Interlibrary Loan (ILL) Services Free of Charge?	Yes	*Yes*
J10	Provides Public Access Computers Connected to the Internet?	Yes	*Yes*
J11	Provides Internet Connectivity for Patrons and Library Staff?	Yes	*Yes*

Matching Funds

To be eligible for State Aid, the Library must show that it receives funding from non-state sources. Specifically, it must have matching funds of at least $1.50 per person based on the population of its legal service area, as required by NMAC 4.5.2.9 C(4).

- "Matching funds" refers to the amount spent on Library Collections between July 1, 2024- June 30, 2025, using money *from any source other than the state (i.e., State Aid Grant, State GO Bonds, TLP Grant, RLP Grant, or any Other Grant(s) from the New Mexico State Library).*

- Acceptable sources of matching funds may include money from city, town, village, county, tribal government, as well as funds received through monetary donations, fundraising activities, Friends of the library groups, or grants the library applied for and received (not from the New Mexico State Library).

- Matching funds DO NOT include in-kind contributions, money spent on operating expenses, administrative costs, regular library staff salaries, or similar items.

J12	Total Local Funds Required to be Spent on Just the Library's Collection (Read Only)	$1,407.00	*$1,407.00*
J13	Total Local Funds Spent Per-Capita on the Library's Collection (D24 / B02) (Read Only)	$6.05	*$2.16*

State Aid Grant Expenditures

To continue to be eligible for State Aid, the Library must have successfully spent or encumbered ALL of the FY25 State Aid Grant before June 30, 2025, as required by NMAC 4.5.2.9 C(11).

- The amount of the FY25 State Aid Grant received is provided in question J14 and cannot be changed.

- The amount in question J20 must equal the amount in question J14.

- Report how the library spent the FY25 State Aid grant.

- If the library did not receive a FY25 State Aid grant, enter zero in questions J15-J19

Click the gray ? circle for definitions and more information.

J14	Total Amount of FY25 State Aid Grant(Read Only)	$10,287.08	*$10,352.38*

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

J15	Total Amount of State Aid Grant Spent on the Library's Collection	$178.97	*$263*
J16	Total Amount of State Aid Grant Spent on Library Staff Salaries	$6,648.29	*$8,899.38*
J17	Total Amount of State Aid Grant Spent on Library Staff Professional Development (including travel)	$0	*$0*
	List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Grant Funds	NA	*N/A*
J18	Total Amount of State Aid Grant Spent on Library Equipment	$0	*$0*
	List What Library Equipment was Purchased and Paid for with State Aid Grant Funds	NA	*N/A*
J19	Total Amount of State Aid Grant Spent on Other Operational Expenditures Associated with Delivery of Library Services	$3,459.82	*$1,190*
	List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with State Aid Grant Funds	Intuit, Notary license, SESAC, Xerox, NM Library to Go, ILL Postage, Donor Database, Hoopla, Utilities	*Atriuum BookSystems Collection Software*
J20	Total State Aid Grant Expenditures (J15 + J16 + J17 + J18 + J19)	$10,287.08	*$10,352.38*

Library Board

- As part of State Aid eligibility, the Library must have a library board that meets at least two (2) times a year and follows to the state's open meetings law as required by NMAC 4.5.2.9 C(9).

J21	Does the Library Have a Library Board?	Yes	*Yes*
J22	Library Board President Name	Jerry Ortiz y Pino	*Jerry Ortiz y Pino*
J23	Library Board President Phone Number	(505) 250-1280	*(505) 250-1280*
J24	Total Number of Library Board Meetings Held Between July 1, 2024 to June 30, 2025	15	*14*
J25	Enter the Dates of the Library Board Meetings Held Between July 1, 2024 to June 30, 2025 (use the mm/dd/yyyy format).	07/02/24, 07/08/24, 07/17/24, 08/06/24, 09/05/24, 09/26/24, 10/24/24, 11/21/24, 12/19/24, 1/31/25, 2/27/25, 3/27/25, 4/24/25, 5/20/25, 6/26/25	*08/24/2023, 09/05/2023, 09/12/2023, 09/28/2023, 10/12/2023, 10/26/2023, 11/16/2023, 12/28/2023, 01/25/2024, 02/22/2024, 03/28/2024, 04/25/2024, 05/23/2024, 06/27/2024*

Plans & Policies

To be eligible for State Aid, the Library must have on file with the State Library the following plans and policies, as required by NMAC 4.5.2.9 C(8):

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

- Community Analysis and Needs Assessment, which the public library reviews, updates, and files with the State Library at least every five (5) years; and

- A Collection Development Policy, which the public library reviews, updates, and files with the State Library at least every five (5) years.

If any of the above library's plans and policies have been updated, or have expired, please email an updated electronic copy to the NMSL before the annual report closes (SL.Development@dca.nm.gov).

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

J26	Community Analysis and Needs Assessment (use the yyyy - yyyy format)	2022-2027	*2022-2027*

Is the Most Recent Copy with the Above Dates on file with the State Library? Yes or No	Yes	*Yes*
J27 Collection Development Policy (use the yyyy - yyyy format)	2022-2027	*2022-2027*
Is the Most Recent Copy with the Above Dates on file with the State Library? Yes or No	Yes	*Yes*
J28 Strategic Plan (use the yyyy - yyyy format)	2025-2027	*2025-2027*
Is the Most Recent Copy with the Above Dates on file with the State Library? Yes or No	Yes	*Yes*

"Employment" of a Designated Library Director

To be eligible for State Aid, the library must have a designated library director, as required by NMAC 4.5.2.9 C(10). This includes designated library directors who are unpaid volunteers.

- The designated library director is the Library Develepment Bureaus (LDB) main point of contact and it's important to inform the LDB anytime the designated library director changes or anytime contact information for the designated library director changes (i.e.,email, phone, etc.).

- Enter the information for the designated library director.

J29 Library has "Employment" of a Designated Library Director?	Yes	*No*
J30 Name and Title of Designated Library Director	Jennifer Goyette	*Please see note*
J31 Is the Designated Library Director Interim or Permanent?	Permanent	*Interim*
J32 Designated Library Director Start Date (MM/DD/YYYY)	08/01/2025	*N/A*

Rural Library Program (RLP) Grant Expenditures

The NMSA 1978, Sections 18–18–1 through –4 and the 4.5.10 New Mexico Administrative Code (NMAC) govern the Rural Libraries Program (RLP) grants. To be eligible for a RLP grant, recipients must meet all eligibility requirements as outlined in the 4.5.10 NMAC.

To continue to be eligible for a RLP grant, the Library must have successfully spent or encumbered ALL of the FY25 RLP grant before June 30, 2025.

- The amount of the FY25 RLP grant received is provided in question J33 and cannot be changed.

- The amount in question J33 must equal the amount in question J40.

- Report how the library spent the FY25 RLP grant.

- If the library did not receive a RLP grant, enter zero in questions J34 - J39.

Click the gray ? circle for definitions and more information.

J33   Total Amount of FY25 RLP $15,363.84   *$2,646.29*
Grant (Read Only)

How much of the RLP Grant received (question J33) was spent on the following? If any of the following do not apply, enter a zero.

J34   Total Amount of the RLP $220.56   *$485.29*
Grant Spent on Library Collections.

J35   Total Amount of the RLP $9,685.24   *$2,161.00*
Grant Spent on Library Staff
Salaries.

J36   Total Amount of the RLP $0.00   *$0.00*
Grant Spent on Library Staff
Professional Development

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

J37   Total Amount of the RLP $0.00   *$0.00*
Grant Spent on Library Equipment
and Furnishings

List What Library Equipment and Furnishings were Purchased and Paid for with RLP Grant Funds	NA	
J38 Total Amount of the RLP Grant Spent on Other Operational Expenditures Associated with Delivery of Library Services	$5,458.04	*$0.00*
List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with RLP Grant Funds	Fire Inspection, ALA Membership, Xerox, ILL Postage, Utilities, Mailchimp, Notary License, eMedia (Hoopla)	
J39 Total Amount of the RLP Grant Spent on Library Capital Improvements and Library Construction	$0.00	*$0.00*
List What Capital Improvements and Library Construction was Purchased and Paid for with RLP Grant Funds	0	
J40 Total RLP Grant Expenditures (J34 + J35 + J36 + J37 + J38 + J39)	$15,363.84	*$2,646.29*

Other State Government (OSG) Grant Expenditures

Sometimes, New Mexico public libraries receive special state grants. These are usually one–time grants created through legislation and may be given to the New Mexico State Library to distribute. These grants often come with specific rules on how the money can be used.

J41 Total Amount of Other State Government Grant(s) Received in FY25	$0.00

How much of the OSG Grant(s) received (question J33) was spent on the following? If any of the following do not apply, enter a zero.

J42 Total Amount of the OSG Grant(s) Spent on Library Collections	$0.00

| J43 | Total Amount of the OSG Grant(s) Spent on Library Staff Salaries | $0.00 |

J43 Total Amount of the OSG Grant(s) Spent on Library Staff Salaries — $0.00

J44 Total Amount of the OSG Grant(s) Spent on Library Staff Professional Development — $0.00

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with OSG Grant(s) Funds — NA

J45 Total Amount of the OSG Grant(s) Spent on Library Equipment and Furnishings — $0.00

List What Library Equipment and Furnishings were Purchased and Paid for with OSG Grant(s) Funds — NA

J46 Total Amount of the OSG Grant(s) Spent on Other Operational Expenditures Associated with Delivery of Library Services — $0.00

List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with OSG Grant(s) Funds — NA

J47 Total Amount of the OSG Grant(s) Spent on Library Capital Improvements and Library Construction — $0.00

List What Capital Improvements and Library Construction was Purchased and Paid for with OSG Grant(s) Funds — NA

J48 Total OSG Grant(s) Expenditures (J42 + J43 + J44 + J45 + J46 + J47) — $0.00

Section K - Tribal Library Program Grant

ONLY recognized Tribal Public Libraries must answer the questions in this section.

Is your library a Tribal Public Library? If Yes, complete the questions in this section. If No, leave ALL questions BLANK and proceed directly to Section L.

- To continue to be eligible for a Tribal Library Program (TLP) Grant, the Library must have successfully spent or encumbered ALL of the FY25 TLP Grant before June 30, 2025.

- Report how the library expended the TLP grant received in FY25.

- If the library did not receive a TLP Grant, enter zero ONLY if the library is a Tribal Public Library - if not leave ALL questions blank.

- If the library did not receive a Tribal Library Program Grant, enter zero only if the library is a tribal public library - if not leave ALL questions blank.

- The grant amount received is provided by the State Library in question K01 and cannot be changed.

- The amount in question K07 must equal the amount in question K01.

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

Tribal Library Program (TLP) Grant Expenditures

Is your Library a Recognized Tribal Public Library? If Yes, complete questions K02 - K09. If No, Leave ALL Questions in this Section BLANK and proceed directly to Section L.

K01   Total Amount of FY25 $0.00   *$0.00*
Tribal Library Program (TLP)
Grant(Read Only)

How much of the (TLP) Grant received (question K01) was spent on the following? If any of the following do not apply, enter a zero (only if the library is a tribal public library, otherwise leave questions K02 - K06 blank).

K02   Total Amount of the TLP   N/A
Grant Spent on the Library's
Collection

K03   Total Amount of the TLP   N/A
Grant Spent on Library Staff
Salaries

K04   Total Amount of the TLP   N/A
Grant Spent on Library Staff
Professional Development
(including travel)

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

K05   Total Amount of the TLP   N/A
Grant Spent on Library Equipment

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

K06   Total Amount of the TLP   N/A
Grant Spent on Other Operational
Expenditures Associated with
Delivery of Library Services

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

K07   Total TLP Grant $0.00 $0.00
Expenditures (K02 + K03 + K04 +
K05 + K06)

Section L - Library Outlet Information

Library Outlet Information

An outlet is a unit of an administrative entity (AE), including a Main Library, a Library Branch, or Bookmobile that provides free direct basic public library services, as required by NMAC 4.5.2.7 B. Every library has at least one outlet, the Main Library, which all information must be entered for.

- Only libraries with an eligible branch need to complete the Library Branches Section. For details on what counts as an eligible library branch, see NMAC 4.5.2, sections 4.5.2.7 C & D.

- If an eligible library branch opened between July 1, 2024 – June 30, 2025, click ADD GROUP at the end of the library branches section.

- If a library branch closed between July 1, 2024 – June 30, 2025, click REMOVE GROUP at the end of the library branches section. Leave a detailed note with the reason and date of closure.

- If pre–filled questions require updating, email the State Data Coordinator to make the necessary updates.

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

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

Main Library

L01	FSCSKEY and FSCS_SEQ (Read Only)	NM0077-002	*NM0077-002*
L02	LIBID (Read Only)	NM0077-002	*NM0077-002*
L03	Library Name (Read Only)	Embudo Valley Library & Community Center	*Embudo Valley Library & Community Center*
L04	Street Address or Physical Location (911 address) (Read Only)	217a Hwy 75 Dixon	*217a Hwy 75 Dixon*
L05	City (Read Only)	Dixon	*Dixon*
L06	Five-digit ZIP Code (Read Only)	87527	*87527*
L07	County (Read Only)	Rio Arriba	*Rio Arriba*
L08	Library Telephone (Read Only)	(505) 579-9181	*(505) 579-9181*

L09	Library Type Code (Read Only)	CE	*CE*
L10	Square Footage of Library (Read Only)	3000	*3000*
L11	Number of Bookmobiles (Read Only)	0	*0*
L12	Total of Hours this Library was Open to the Public from July 1, 2024 to June 30, 2025? ((ONLY count the ACTUAL Hours this Building was Physically Open for People to Enter, checkout materials, attend programs, use public computers, etc.) See the FAQ sheet in the LibGuide for more information.	1,872	*2,193*
L13	Total Weeks this Library was Open to the Public from July 1, 2024 to June 30, 2025?(ONLY count the ACTUAL Weeks this Building was Physically Open for the Public to Enter, checkout materials, attend programs, use public computers, etc.) See FAQ sheet in the LibGuide for more information.	52	*52*
L14	Internet Service Provider Name	Black Mesa Wireless	*Black Mesa Wireless*
L15	Type of Internet Connection	Fiber Optic	*Fiber Optic*
L16	Maximum Internet Speed	Greater than 40Mbps	*Greater than 40Mbps*
L17	From a Public Computer (NOT Library Staff Computers), Perform a Speed Test and Enter ALL Results (Ping, Download, Upload) in L17a–c. https://www.doit.nm.gov/programs/broadband/new-mexico-broadband-speed-quality-testing/ If this link is not accessible, please use another speed test to provide the Ping, Download, Upload.	92.5	
a.	Ping	6	*5 ms*

b.	Download	92.5	*90.7 Mpbs*
c.	Upload	92.5	*91,. Mbps*
L18	Does This Library Provide Wireless Internet Access (WIFI) to the Public?	Yes	*Yes*

Library Branch(es)

Does the Library have any eligible branches?

If Yes, complete questions L01-L24. If No, leave ALL Questions (L01 – L24) in this Section Blank and proceed directly to Section M. DO NOT enter 0s or N/As.

- ONLY libraries with eligible branches must complete this section. If the library does not have any eligible branches, proceed directly to Section M and leave this Section BLANK.

L01   FSCSKEY and FSCS_SEQ (Read Only)

L02   LIBID (Read Only)

L03   Library Branch 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   Library Telephone (Read Only)

L09   Library Type Code (Read Only)

L10   Square Footage of Library Branch (Read Only)

L12   Total of Hours this Library was Open to the Public from July 1, 2024 to June 30, 2025?
((ONLY count the ACTUAL Hours this Building was Physically Open for People to Enter, checkout materials, attend programs, use public computers, etc.)

See the FAQ sheet in the LibGuide for more information.

L13   Total Weeks this Branch was Open to the Public from July 1, 2024 to June 30, 2025?(ONLY count the ACTUAL Weeks this Building was Physically Open for the Public to Enter, checkout materials, attend programs, use public computers, etc.)

See FAQ sheet in the LibGuide for more information.

L14   Branch Internet Service   N/A
Provider Name

L15   Branch Type of Internet Connection

L16   Branch Maximum Internet Speed

L17   From a Public Computer (NOT Library Staff Computers), Perform a Speed Test and Enter ALL Results (Ping, Download, Upload) in L17a–c.

https://www.doit.nm.gov/programs/broadband/new-mexico-broadband-speed-quality-testing/

If this link is not accessible, please use another speed test to provide the Ping, Download, Upload.

a.   Ping

b.   Download

c.   Upload

L18   Does This Branch Provide Wireless Internet Access (WIFI) to the Public?

L19   Does This Branch Have Separate Quarters from the Main Library?

L20   Does This Branch Have Dedicated Library Staff Present During Open Hours?

L21   Total Hours Per Week this Branch is Open

L22   Does this Branch Have a Permanent Circulating Collection and Provide Reference Services?

L23   Does This Branch Have a Catalog of Library Holdings Accessible by the Public?

L24   Does This Branch Hold Educational Library Program Sessions at its Location?

       List Educational Library Program Sessions Held at this Library Branch Location

Section M - State Library Additional Questions

Information provided in this section assists the New Mexico State Library in working with public libraries.

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

Administration

M01 How Much of the Library's Total Operating Budget (from All Funding Sources, question D14) was Spent on Library Staff Training and Professional Development?	$0	*$221*
M02 What Library Staff Training or Professional Development Activities Did the Library Take Part In? Include both paid and free activities.	LANL STEAM coalition activities	*Response has been entered.*
M03 What Types of Promotional Or Outreach Activities Did the Library Conduct Outside the Library Building?	Posting on five community bullitin boards, KLDK Radio announcements, Local email listserv, emails to community partners, mailchimp newsletters to patrons, advertising for open positions	*Response has been entered.*

M04 List the Names of Non-State Grants the Library Applied for. If the library was successful, list the amounts received. DO NOT report on State Aid, State GO Bonds, TLP, RLP, or other NMSL Grants here.	United Way $15,000 Brindle $13,500 NM Foundation $15,000	*Response has been entered.*
M05 Did the Library Receive E-Rate Funding between July 1, 2024 to June 30, 2025?	No	*No*
M06 What is the Monthly Cost of Internet Service for the Library? (include eligible branches)	$0	*$0*
M07 Is the Library under Contract for Internet Service?	No	*No*
M08 What is the Source of Local Funding for the Library? (e.g., gross receipt tax, property tax, county tax, city tax, etc.)	NA	*Please see note*
M09 Does the Library Have a Friends of the Library Group? If Yes, complete question M10.	No	*No*
M10 Name of the Person in Charge of the Friends of the Library Group	NA	*N/A*
M11 Enter the Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.)	Board President	*Board President*
M12 Does the Library have an "Exhibit Space"?	Yes	*Yes*

Resource Sharing

M13 Is the Library Part of an E-book Consortium?	Yes	*Yes*
M14 Name of Consortium	New Mexico Library to Go	*New Mexico Library to go*
M15 If the Library is Not Part of a Consortium, Does the Library Have an E-book Contract?	Yes	*Yes*
M16 Name of E-Book Contract Vendor	Hoopla	*Hoopla*
M17 Was the DCA/NMSL FamilyPass Circulated between July 1, 2024 - June 30, 2025? If Yes, complete question M18?	Yes	*Yes*

M18 How Many Times Was the FamilyPass Circulated between July 1, 2024 - June 30, 2025?	13	*18*
M19 How Many FamilyPasses Have Gone Missing between July 1, 2024 - June 30, 2025? If none, enter 0.	0	*0*

Continuing Education

M20   Select (3) Topics of Interest for Library Staff Training and Professional Development:

If there is a topic of interest not listed, use the "Other" comment box to add the topic or explain more about a desired topic.

Weeding	No	No
Safety / Security	No	Yes
Teen Programming	Yes	No
Customer Service	No	No
Reference	Yes	No
Cataloging	Yes	No
Policy Writing	No	No
Library Board Training	Yes	Yes
Community Engagement	No	No
Emergency Response	No	No
Grant Writing	No	No
Fundraising	No	No
Budget / Finances	Yes	No
Advocacy	Yes	Yes
Collection Development	Yes	No
Early Literacy Programming	No	No
Internet Safety and Privacy	No	
Technology (please specify skills, etc.)		
Other		*Library Finances*

Digital Literacy

Questions M21 – M25 come from the NMSL Digital Equity Program Manager, Bo Ford. Bo will use the information to help support NM Public Libraries.

M21 List any digital literacy programs or workshops offered between July 1, 2024 – June 30, 2025. Include topics covered, e.g., basic computer skills, online safety, digital job searching, coding, etc.	Informal one on one help as requested	*Our librarian did one-on-one computer literacy trainings.*
M22 If digital literacy programs or workshops were offered, provide the total number of attendees at all digital literacy programs held.		*26*
M23 List any partnerships the library developed with local organizations, schools, or businesses to enhance digital partnerships.	Our Saturday STEAM Program enhances digital literacy for Dixon Elementary families, and we provide resources on our website for self training.	
M24 If applicable, detail any private space(s) the library has that can be used for telehealth, distance learning, and virtual meetings, etc.	Our community center can be booked for privacy, our front porch is often used, and sometimes our youth room is used for privacy	*Patrons use our front porch, community center, kids room and the Southwest Section of our library as private space for digital meetings and distance learning.*
M25 If applicable, provide a brief narrative of notable success stories from patrons who benefited from the library's digital literacy initiatives.	One patron received help completing writing assignments to pass required coursework, a board member receives consistent training to navigate needed digital literacy skills, and many patrons receive help learning to navigate email and printing from public	*Librarians helped a senior citizen weekly with Word, Excel, Google Drive, online forms and images in documents. She has expressed her appreciation for the help she has received. And she recognizes the importance of computer literacy in these times.*

Local Library Collections

Questions M26 – M33 come from the NMSL Southwest Librarian, Marcy Botwick. Marcy will use the information to help support NM Public Libraries.

M26   Does your library have any of the following? (check all that apply)

a local history or southwest collection	Yes
a genealogy reference collection	No

a church record collection (baptisms, marriages, burials, prenuptial investigations)	Yes	
census records	No	

M27 Are the above collections part of: (check all that apply)

the general library	Yes
a special history collection	No
a genealogy center	No

M28 Do any of the above collections circulate?   Yes

M29 What online genealogy resources are provided in–house? (check all that apply)

Ancestry	No
Heritage Quest	No
Family Search	No
Fold 3	No
Other	

M30 Does the library have a history or genealogy webpage or online exhibit?   We have a collections web page dedicated to local and oral history, including our storycorps project

M31 If the library has a history or genealogy webpage, add the link here.   https://www.embudovalleylibrary.org/collections

M32 Who is the person (librarian, staff or volunteer) currently responsible for special history collections? If appropriate, share their contact information here.   Jennifer Goyette

M33 Is there any other information you would like to share about your library's work with local history or genealogy?

NMSL Resources

Questions M34 – M37 come from the NMSL Public Services Bureau Chief, Katie Montoya. Katie will use the information to better understand and serve NM Public Libraries.

M34   What do you know about the
NMSL Public Services Bureau and how
they can serve you?

M35   Which of the following resources do you use and/or promote to your library patrons? (check all that apply)

Gale Resources from El Portal (Gale OneFile, Gale In Context)	Yes
Chilton	Yes
Brainfuse (Help Now)	Yes
Brainfuse (JobNow)	Yes
Interlibrary Loan (ILL)	Yes
New Mexico State Publications (online)	Yes
New Mexico State Agency website archive (online)	Yes
NMSL Research Guides	Yes

M36   Which of the following resources would you like more information on? (check all that apply)

Gale Resources from El Portal	No
Chilton	No
Brainfuse (Help Now)	No
Brainfuse (JobNow)	No
Interlibrary Loan (ILL)	No
New Mexico State Publications (online)	No
New Mexico State Agency website archive (online)	No
NMSL Research Guides	No

M37 Is there any other information you would like to know about the NMSL Public Services Bureau or any information you want to share with the Public Services Bureau about your library?

Annual Report Feedback

Take this opportunity to provide feedback regarding this year's annual report process. Comment on what was helpful, difficult, took a lot of time, etc. NOTE: Information provided on last year's annual report served as a guide for the changes made to this year's survey. I hope I was able to address the issues people reported. We will continue to use this feedback when preparing future surveys.

Section N - Public Library Survey / Annual Report
Public Library Certification

- By completing this section, you certify that the information contained in this survey is accurate, truthful, and complete.

- All information will be checked for accuracy and any discrepancies, etc., may impact the library's state aid eligibility.

- If you have questions or are not sure about a question, etc., please contact the State Data Coordinator.

- Ensure ALL applicable questions have adequate responses and are complete.

- Confirm all notes left on questions contain pertinent information and relate to the question or edit check issue.

- It is not acceptable to enter notes that do not reflect the question or Edit Check issue.

N01	Date Annual Report Submitted (mm/dd/yyyy)	08/06/2025	*8/10/24*
N02	Name of Person Submitting the Annual Report	Jennifer Goyette	*Shirley Atencio*
N03	Title of Person Submitting the Annual Report	Executive Director	*Interim Librarian*
N04	Name of Library's Fiscal Manager	Susan Herrera	*Susan Herrera*

N05	Official Title of Library's Fiscal Manager	BOD Treasurer	*Board of Directors Treasurer*
N06	Library's Fiscal Manager Phone Number	(505) 579-2271	*(505) 579-2271*
N07	Library's Fiscal Manager Email	susan.cdca@gmail.com	*susan.cdca@gmail.com*