



Public Library Annual Report and State Aid Application Overview

What?

- New Mexico participates in the Public Library Survey (aka Annual Report), which is a federal survey used to collect data from U.S. public libraries and is used to create a national report. Examples of collected data: revenues & expenditures, library visits, circulation, collection size/types, public service hours, staffing, technology, etc.
- Data has been collected annually since 1988.
- Approximately 9,000 public libraries with about 17,000 individual public library outlets (main libraries, branches, and bookmobiles) in the 50 states, the District of Columbia, and outlying territories submit reports.
- The New Mexico State library currently recognizes 97 public and tribal public libraries across the state. This number includes developing public libraries.

When?

- New Mexico's survey is completed between July 1 and mid-August.
- Data collected covers the previous fiscal year activities (July 1 through June 30).

Why?

- Completing and submitting the survey serves as a library's application for State Grants-in-Aid. State aid eligibility is determined using the 4.5.2 New Mexico Administrative Code (NMAC).
- Data collected is used to observe when, where, and how library services are changing.
- The Institute of Museum and Library Services (IMLS) compiles collected data into a national annual report. See reports online at the [IMLS.gov](http://www.imls.gov) website.
- Information collected is not only useful to libraries, but to federal, state & local policymakers, etc., for planning, funding, evaluation, policy making, and supporting libraries.

How?

- Surveys are completed online using Baker & Taylor's Bibliostat Collect.
- Username & password are the same each year and are sent to library director's via email as July 1 approaches.
- Useful information for completing the Annual Report can be found on the New Mexico State Library website nmstatelibrary.org → Quick Links Menu → NM Public Libraries Annual Reports.

Information provided in the Annual Report must be complete and accurate. Inaccurate information may affect state aid eligibility. Contact the New Mexico State Library Development Bureau with any questions, 1-800-340-3890 or SL.Development@state.nm.us.