

# **NEW MEXICO STATE LIBRARY**

## **Library Services and Technology Act**

### **Five Year Plan**



**2023 – 2027**

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## **Introduction**

New Mexico State Library (NMSL) is a Division of the New Mexico Department of Cultural Affairs. It serves approximately 100 public and tribal libraries statewide, provides support to researchers and state agencies through a research library in Santa Fe, operates a Library for the Blind and Print Disabled, and directly serves rural residents without easy access to a library.

The sheer size of the state and low population density requires innovative approaches to serving New Mexicans, especially in rural areas. NMSL uses a combination of electronic resources, three bookmobiles and a books-by-mail program to ensure every citizen has access to library materials. Support for broadband infrastructure and digital equity are now an important part of NMSL operations.

## **Mission Statement**

New Mexico State Library is committed to providing leadership that promotes effective library services and access to information to all citizens of New Mexico. The State Library provides services that support public libraries and delivers direct library services to rural populations, state agencies, the visually impaired and print disabled, students, and researchers.

## **Our State**

New Mexico State Library serves 2,117,522 residents of New Mexico, who are spread over more than 121,000 square miles of verdant mountains, grasslands, mesas, and deserts. New Mexico's population shows modest growth of 2.8% over the last decade, a decrease in growth from prior Census reports reflecting a negative net migration of people 18 years and younger. Despite the outward migration, the Hispanic and Native American communities continue to grow. The population is trending older, with 77% of New Mexicans older than 18. The median age is 38.4 years old, higher than the national average. Retirees are drawn to the state due to its relatively mild weather and considerable natural, educational, and cultural attractions. Nearly one-third of the population is based in Bernalillo County (676, 444).

As of July 1, 2021, New Mexico's population was 11% Native American, 49% Hispanic or Latino, and 36.8% white, making it one of the few majority-minority states. It has the highest percentage of Hispanic and Latino Americans in the country and the second-highest percentage of Native people after Alaska, which informs its rich culture and traditions. There are 23 federally recognized tribes in New Mexico, including the Navajo Nation, Jicarilla, Mescalero and Fort Sill Apache, and 19 pueblos.

The National Center for Education Statistics ranks New Mexico in the bottom 25% of states regarding literacy. The National Assessment of Education Progress shows that 10% fewer youth in New Mexico read at proficiency, or above, relative to youth across the Nation.

Various economic contrasts are prevalent in New Mexico. Median income in New Mexico is \$44,963 while the national average is \$53,889. Although New Mexico houses two national labs and four military installations with associated high paying positions, over 18% of the population live in poverty.

### Our Public Libraries

New Mexico State Library currently serves 98 public libraries with a total of 179 outlets; included in that number are 19 tribal libraries, and 49 new branches of the Navajo Nation Library based in Window Rock, AZ. An analysis of the data from the 2021 annual library report submitted by NM public libraries reveals:

Public Libraries	Population	MLS Holders in Public Library Workforce
60	under 5000	5
17	5001 - 10,000	9
11	10,001 - 25,000	14
9	25,000 – 649,999	54
1	650,000 +	45

New Mexico has 8 public libraries that are operated completely by volunteers. Public and tribal libraries held 5,520 programs in FY21 with 141,765 people in attendance, an average of 12 people at each event. About half of New Mexico's population has a public library card, which amounts to well over 1 million residents.

Public library circulation numbers:

- Total Materials Circulation: 6,424,835
- Total Children's Materials Circulation: 1,345,647
- Total Physical Item Circulation: 3,470,368
- Total Library Collection Use: 8,268,662

FY21 was a pandemic year and programming and circulation numbers are severely reduced when compared to other years with more normal circumstances.

### Needs Assessment

The process used to develop the 2023-2027 LSTA Five-Year State plan gathered data from a variety of sources and synthesized the data into common needs that emerged across data sources. The primary data sources used to determine New Mexican library user needs include:

- A comprehensive review of the 2023-2027 LSTA Five Year Evaluation Report, provided by an external evaluator, Thriving Libraries.
- LSTA Advisory Committee focus group
- Review of statistics, including El Portal, Bookmobile, and LBPD

**GOAL 1: Expand services for learning and access to information and educational resources, in all types of libraries for individuals of all ages to support needs for education, lifelong learning, workforce development, and digital literacy skills.**

- I. Project: Summer Reading – Provide professional development opportunities for library workforce on providing the most effective and successful summer reading programs in their individual libraries. Provide Collaborative Summer Library Program (CSLP) manuals and materials to library workforce. Provide small vouchers to public libraries that enable them to purchase \$75-\$100 worth of promotional materials to support their local programs.**

**Procedures:** The New Mexico State Library provides a pre-packaged summer reading program for the public libraries that includes program ideas, book and audio-visual material lists, program graphics, promotional ideas and materials to promote the program in their communities. This program is available to 98 full and developing public and tribal libraries statewide; 6-8 professional development workshops are offered around the state to educate the library workforce on different aspects of summer reading. Surveys are provided to the library workforce to report on statistics pertaining to participation in summer reading. Surveys to parents on the impact the program are also provided by the public libraries.

Activity – Provide summer reading materials to libraries and professional development to the library workforce.

**Outputs:**

- a. The number of children and teens that register for summer reading programs statewide.
- b. The number of children, teens and adults that attend summer reading programming statewide.
- c. The number of professional development workshops offered statewide to library workforce.

**Outcomes:**

- a. At least 50% of participating libraries will provide parent surveys.
- b. At least 75% of participating libraries will provide end of the year statistics to the New Mexico State Library.
- c. At least 55% of parents completing surveys will report their child(ren) increased in the following areas: enjoyment of reading, read more voluntarily, reading skill, amount of reading, use of library, verbal communications and written communication skills.
- d. At least 75% of library workforce attending professional development workshops will report they agree or strongly agree the content of the workshop was extremely valuable, detailed enough, current & relevant, and cohesive & logical.

**Meets LSTA Priority 1** – Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals’ needs for education, lifelong learning workforce development and digital literacy skills.

**Meets LSTA Priority 3 (a)** – Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leaderships, and advance the delivery of library and information services.

**Evaluation:**

- a. Annual survey of public libraries on their summer reading statistics including registration numbers and program attendance.
- b. Annual survey of parents on the impact of summer reading on their child(ren).
- c. End of workshop survey of library workforce attending professional development.

**Timeframe:** Summer Reading will continue annually (2023-2027 ongoing).

<b>LSTA 5 Year Plan 2023-2027 Summer Reading Timeline</b>		
<b>Date</b>	<b>Federal Fiscal Year</b>	<b>Activity</b>
October	2023-2027	Purchase SRP manuals from CSLP on the yearly theme for public libraries.
October	2023-2027	Provide vouchers for public libraries to purchase promotional materials from CSLP for yearly theme.
November-December	2023-2027	Summer Reading professional development workshops around the state for library workforce.
December	2023-2027	Place voucher order for state with CSLP.
December	2023-2027	Attend virtual CSLP Summer Reading Symposium.
January-March	2023-2027	Voucher orders sent to libraries around the state-invoices received from CSLP.
May	2023-2027	Librarian & parent surveys to public libraries.
June-July	2023-2027	Attend Summer Reading events and programs around state.
August	2023-2027	Attend CSLP Annual Meeting with state representatives.
August-September	2023-2027	Compile end of year librarian & parent surveys for output and outcome measurements.

- //. Project: El Portal – Enhance the quality of research, teaching, and education in the state by providing electronic journal articles and newspaper databases, as well as a homework help/tutoring service, job/career assistance, and support for high school completion to all New Mexico residents through their local public, academic, or school libraries. New Mexico citizens can also access these statewide databases from anywhere in New Mexico through El Portal, the gateway website, <https://www.elportalm.org>. New Mexicans will benefit from improved ability to discover information resources.**

**Procedures:** Databases will be procured annually, such as Gale/Cengage bundle, Newsbank New Mexico newspapers, Brainfuse HelpNow and JobNow.

Activity – Provide statewide databases to increase literacy and access to information resources, training, and services in New Mexico.

**Outputs:**

- a. Deliver 45 periodical article databases (e.g., Gale/Cengage bundle package).
- b. Deliver 3 New Mexico newspapers (e.g., Newsbank).
- c. Deliver online tutoring and testing service (e.g., HelpNow, JobNow, Brainfuse)
- d. Improve ebook collection as funding allows.
- e. Set-up library accounts, assist with resolution of connection/technical issues.
- f. Schedule and deliver training sessions at the annual NMLA conference.
- g. Schedule and/or deliver webinar training sessions throughout the year.
- h. Provide marketing and public awareness materials to the libraries.
- i. Gather usage statistics and analyze quarterly.
- j. Report usage statistics to legislature and libraries.

**Outcomes:**

- a. Provides reference resources to libraries without funding for collections.
- b. Provides newspaper access to communities without a local newspaper.
- c. Provides tutoring/homework help and testing resources to students across state.
- d. Provides education and career certification opportunity to adults.
- e. Provides resources for digital literacy education and lifelong learning.
- f. Addresses the digital divide by providing quality, vetted resources for all.

**Meets LSTA: Priority 1 – Expand services for learning and access to information and educational resources.**

**Evaluation:**

- a. Analyze usage statistic trends.
- b. Discussion with stakeholders and library community.
- c. Conduct survey/needs assessment.
- d. Calculate cost/benefit per capita.
- e. Review library or user feedback.

**Timeframe:** El Portal will continue annually (2023-2027 ongoing)

<b>LSTA 5 Year Plan 2023 – 2027 El Portal Timeline</b>		
<b>Date</b>	<b>Fiscal Year</b>	<b>Activity</b>
October	2023-2027	Renew/procure El Portal database licenses/subscriptions, purchases require reporting category that coincides with the LSTA Grant Award.
October	2023-2027	Training and awareness sessions held at NMLA Conference.
July	2023-2027	Budget is allocated for Public Services Bureau.
January	2026	Conduct survey/needs assessment of libraries
Ongoing	2023-2027	Provide marketing and public awareness materials to libraries.
Ongoing	2023-2027	Usage statistics compiled and analyzed quarterly.
Ongoing	2023-2027	Monitor changes in New Mexico public education goals/initiatives.

**GOAL 2: Establish or enhance interlibrary resource sharing and delivery via ILL, document delivery services, and courier service to improve coordination among and between libraries in New Mexico for the purposes of improving literacy and the quality of and access to library information services.**

- I. **Project: Interlibrary Loan – Provide professional interlibrary loan service to small, rural, and prison libraries throughout the state that are unable to afford or staff an OCLC resource sharing service at the local level, by providing a platform such as the Atlas System and ILLiad. New Mexicans will benefit by improved ability to obtain and/or use information resources and library materials.**

**Procedures:** An OCLC ILLiad account, a document delivery service, and an Atlas Concierge service, or similar, will be procured annually.

Activity – Provide interlibrary loan services to libraries throughout the state to improve access to resources and materials and to meet national interlibrary borrowing service requirements.

**Outputs:**

- a. Deliver ILL and document delivery services to active library account holders.
- b. Gather transaction statistics annually and analyze.
- c. Issue bi-annual newsletter to account holders.
- d. Conduct informational and training webinars for libraries.

**Outcomes:**

- a. Improves statewide access to information resources.
- b. Libraries will be able to increase resources (books and articles) provided to patrons without purchasing content for the collection.
- c. Facilitates and promotes cooperation among libraries.

**Meets LSTA: Priority 2** – Establish or enhance electronic and other linkages and improve coordination among and between libraries.

**Evaluation:**

Discussion with stakeholders and library community.

- a. Conduct survey of library account holders.
- b. Calculate cost per transaction.
- c. Record library account holder comments.



**Timeframe:** Atlas/ILLiad or similar service will continue annually (2023-2027 ongoing)

LSTA 5 Year Plan 2023 – 2027 Interlibrary Loan Timeline		
Date	Fiscal Year	Activity
October	2023-2027	Renew/procure document delivery, such as OCLC ILLiad and Atlas services
October	2023-2027	Training and awareness sessions held at NMLA Conference.
Bi-Annually	2023-2027	Meeting with vendor representative.
Periodically	2023-2027	Issue newsletter to participating libraries.
Ongoing	2023-2027	Statistics compiled monthly and analyzed annually.
Ongoing	2023-2027	ILL Librarian provides daily resource sharing service to libraries.

- II. Project: Education and Information Resource Delivery - Provide a basic courier service between public libraries and the state library with a software interface that will serve as a platform with the capacity for multiple libraries to participate, to promote sharing of library resources and the dissemination of Department of Cultural Affairs educational opportunities.**

**Procedures:** Select a courier service or create a State Library-run delivery service, and develop or purchase a platform for searching, selection, and tracking of physical resources.

**Activity-** Provide a basic courier service to libraries throughout the state to improve access to the resources/materials of other libraries, and Department of Cultural Affairs (DCA) educational resources.

**Outputs:**

- a. Design a hub and spoke system for cost feasible delivery service
- b. Implement basic delivery service between libraries to improve resource sharing and provide small libraries with access to larger collections
- c. Train library staff on delivery procedures
- d. Hold regular stakeholder meetings
- e. Explore union catalog options to improve searching, selection, and tracking

**Outcomes:**

- a. Library staff and patrons will have the capability of searching for and requesting materials from NMSL holdings and the holdings of other libraries
- b. Libraries will be able to select and have delivered to them travelling exhibits, activity kits, and other educational resources from DCA and NMSL
- c. Libraries will be able to choose which materials they make available for loan to minimize unavailability of high demand items.

**Meets LSTA Priority 2** - Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services.

**Meets LSTA: Priority 5** - Develop public and private partnerships with other agencies and community-based organizations.

**Meets LSTA Priority 6:** Targeting library services to individuals of diverse geographic, cultural and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills.

**Evaluation:**

- Statistical reports on quantity delivered
- Discussion with stakeholders and library community.
- Conduct survey of libraries
- Cost per circulation reports

**Timeframe:** In FY23 implement a basic delivery service focusing on NMSL And Department of Cultural Affairs Informational Educational Materials, and Large Print Deposit Collections. In FY24 through FY27, implement full service between libraries.

<b>LSTA 5 Year Plan 2023 – 2027 Education and Information Resource Delivery</b>		
<b>Date</b>	<b>Federal Fiscal Year</b>	<b>Activity</b>
October	2023	Develop a cost feasible delivery route using a hub and spoke model to make delivery available to all libraries.
October	2023	Identify and procure a courier service or design an NMSL-run delivery service; begin delivery of NMSL and DCA educational and informational materials to libraries
July	2024	Implement a cost-feasible platform for basic sharing of physical resources between libraries, to include searching, selection, and tracking
Ongoing	2023-2027	Host regular stakeholder meetings to identify best practices, develop consensus policies, and train library staff
Ongoing	2023-2027	Usage statistics compiled and analyzed quarterly.

## **GOAL 3: Provide library services to visually impaired, rural, homebound, and underserved New Mexico residents.**

- III. Project Bookmobiles: Rural Services – Three rural bookmobiles with offices located in Cimarron, Tucumcari and Los Lunas serve 23 counties with 97 stops in rural New Mexico. Each bookmobile houses 10,000 titles in various genres. Bookmobiles have been providing rural library services in New Mexico since 1956, traveling 65,000 miles statewide to areas without access to public libraries. All bookmobiles provide satellite internet at bookmobile stops.**
- IV. Project Books by Mail: Rural Services – Provides a book delivery service to rural residents who do not have access to a State, Public or Developing Library, or a Rural Bookmobile stop. The service is also available to New Mexico residents who are homebound because of a physical disability and are unable to visit a local library or who can only read large print books due to a visual disability. Books by Mail circulates over 3,300 library materials to 581 active households statewide in 20 of the 33 New Mexico counties.**

Activity – Provide library services to rural populations and underserved statewide via three bookmobiles and a books-by mail program.

### **Outputs:**

#### **I. Rural Services: Bookmobiles**

- a. The number of active cardholders as a percent of the population served.
- b. The number of items circulated per capita of county population served.
- c. The number of items circulated compared to circulation data from other public library systems.
- d. Number of wireless internet connections at bookmobile stops

#### **II. Rural Services: Books by Mail**

- a. The number of active households as a percent of the population served.
- b. The number of items circulated per capita of county population served.
- c. The number of items circulated compared to circulation data from other public library systems.

### **Outcomes:**

#### **I. Bookmobiles**

- a. At least 80% of survey respondents will report that they are satisfied or very satisfied with services received on the bookmobiles when selecting, requesting and receiving library materials.
- b. Rural delivery programs will have an integrated library system (ILS) for an online catalog. Eighty percent (80%) of patrons will be able to place holds and order books via intra-library loan from rural services delivery programs.
- c. An automated catalog will provide circulation information to provide guidance on patron reading

preferences and assist in guiding NMSL selection and purchases.

**II. Books by Mail**

- a. At least 80% of survey respondents will report that they are satisfied or very satisfied with staff assistance when selecting, requesting and receiving library materials.
- b. Rural delivery programs will have an integrated library system (ILS) for an online catalog. Eighty percent (80%) of patrons will be able to place holds and order books via intra-library loan from rural services delivery programs.
- c. An automated catalog will provide circulation information to provide guidance on patron reading preferences and assist in guiding NMSL selection and purchases.

**Evaluation:**

- a. Bi-Annual survey of patrons of the bookmobile and households of the Books by Mail Program to ensure satisfaction with the library services received.
- b. Analysis by Bookmobile Managers to ensure compliance with Rural Services Policy of 5 patrons per stop and 200 circulated items annually at each stop. Remove, adjust and add bookmobile stops as needed.
- c. Communicate with stakeholders around the state to determine if additional services or reduced services are needed.
- d. Prioritize delivery of services based on funds available.

**Meets LSTA: Priority 6** – Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities.

**Timeline:** Rural Services will continue annually (2023-2027 ongoing).

<b>LSTA 5 Year Plan 2023-2027 Rural Services Timeline</b>		
<b>Date</b>	<b>Federal Fiscal Year</b>	<b>Activity</b>
July	2023-2027	Budgets are allocated for Books by Mail and Bookmobiles.
January, April, July, October	2023-2027	Bookmobiles Preventative Maintenance - 4 times a year.
January, April, July, September	2023-2027	Statistics are entered quarterly to track services provided.

February - April	2023-2027	Analysis by Bookmobile Managers to ensure compliance with Rural Services Policy of 5 patrons per stop and 200 circulated items annually at each stop. Remove, adjust, and add Stops as needed.
June- August	2023-2027	Summer Reading held at Bookmobile stops and Cimarron Library.
Annually	2023-2027	Survey of the households and patrons receiving rural services to ensure satisfaction.
Ongoing	2023-2027	Library Services are delivered to 32 of 33 counties by Books by Mail. Library Services are delivered to 23 of 33 counties by three bookmobiles.
Ongoing	2023-2027	Orders for library materials are placed and entered into the Integrated Library Services Catalog for Bookmobiles and Books-by-Mail.
Ongoing	2023-2027	Bookmobile Patrons notified of three-month schedule quarterly. Schedule on NMSL website
Ongoing	2023-2027	Special Events (e.g. Letters About Literature) featured at bookmobile stop.

**V. Project: Library for the Blind and Print Disabled (LBDP) - Provide efficient and effective delivery of special format materials to Blind and Print Disabled customers.**

**Procedures:** Individuals who are unable to use print materials due to visual, physical, or reading disabilities need library services provided by alternative media, such as the audio books and braille materials provided by the National Library Service for the Blind and Print Disabled (NLS).

Activity – Provide audio and braille books and magazines to New Mexicans who are visually impaired or print disabled due to physical disability or reading dysfunction.

**Outputs:**

- a. Over 150,000 items loaned annually on average from over 100,000 title selections
- b. Over 2,200 patrons served annually.
- c. NMSL-LBDP will provide braille services to an average of 35 patrons annually.

**Outcomes:**

- a. At least 85% of survey respondents (participants in the Library for the Blind and Print Disabled Program) will indicate they are satisfied or very satisfied with library services provided.
- b. At least 90% of survey respondents will indicate that they had their informational, educational or recreational needs successfully met.
- c. At least 90% of survey respondents will indicate that use of the LBDP program materials made a positive difference in their life condition.

**Evaluation:**

- a. Analyze readership and circulation data and trends.
- b. Perform outreach through various media and attempt to measure outcomes.
- c. Conduct patron survey, analyze results and compare to previous surveys.
- d. Survey teachers on their awareness and knowledge of the program.

**Meets LSTA Priority 6:** Targeting library services to individuals of diverse geographic, cultural and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills.

**Meets LSTA Priority 7:** Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities.

Timeframe: LBPD services will continue annually (2023-2027 ongoing).

<b>LSTA 5 Year Plan 2023-2027 LBPD Timeline</b>		
<b>Date</b>	<b>Federal Fiscal Year</b>	<b>Activity</b>
October	2023-2027	Purchases made require Reporting Categories that coincide with the LSTA Grant.
August	2023-2027	Approval of Invoice for annual braille subscriptions (two invoices in 50/50 years).
December	2023	Removal of carousel storage system during FY2023. Repurposing of available
Quarterly	2023-2027	Meet quarterly with Friends of NMLBPD, planning budgeting and special events. Deposit and acknowledge patron donations.
Quarterly	2023-2027	Newsletters are sent to LBPD patrons four times per year.
Ongoing	2023-2027	Book Orders, catalog records, collection inventory and patron updates are entered and updated in Keystone ILS Catalog.
Ongoing	2023-2027	Assuming responsibility as Machine Lending Agent for braille e-readers.
Ongoing	2023-2027	Continued Duplication on Demand (DoD) using KLAS Scribe system. Possible addition of magazine duplication and circulation in addition to audio books.
Ongoing	2023-2027	Statistics entered monthly to track services provided.
Ongoing	2023-2027	Outreach and expansion of volunteer recording program and other volunteer
Ongoing	2023-2027	Reclassify position to include specialized areas such as volunteer coordination and support and services related to improved catalog maintenance and braille support.
June - August	2023-2027	Summer Reading Program encouraged and shared with interested juvenile patrons up to age of 14 (if applicable).
Spring	2023-2027	Braille subscribers reviewed for activity, interest and annual renewals.
July	2023-2027	Braille Memorandum of Understanding established for new fiscal year.
Biennial	2023 & 2025	Design, deliver, compile, and evaluate patron surveys.

**Coordination Efforts:**

<b>Cross-Walk for Services/Activities with Focal Areas</b>				
<b>Projects</b>	<b>Focal Area</b>	<b>Corresponding Intents</b>	<b>Targeted Audience</b>	<b>Evaluation of Outcome</b>
<b>Goal 1 Expand Services for learning and access to information and educational resources, in all types of libraries for individuals of all ages in order to support individuals needs for education,</b>				
<b>Lifelong learning, workforce development, and digital literacy skills.</b>				
Summer Reading	Lifelong Learning	Improve users' formal education	School Aged Children, families, library workforce	Activity participation numbers, parent/caregiver
El Portal	Information Access	Improve users' ability to discover information resources	Statewide Users, especially school aged youth	Usage statistics
<b>Goal 2 Establish or enhance interlibrary resource sharing electronically via ILLiad and improve coordination among and between libraries in New Mexico for the purpose of improving the quality of and access to library information services</b>				
Atlas System/ILLiad	Information Access	Improve users' ability to obtain and/or use	Statewide Libraries	Usage statistics
Educational Resource Delivery	Information Access	Improve users' ability to obtain and/or use information resources	Statewide Libraries	Usage statistics
<b>Goal 3 Provide library services to visually impaired, rural, homebound and underserved New Mexico residents, while exploring additional avenue for delivery of services. *</b>				
Bookmobiles, Books by Mail	Lifelong Learning	Improve users' general knowledge and skills	Visually impaired, rural, homebound and underserved *	Survey Patrons to ensure at least 80% are satisfied or very satisfied with

Library for the Blind and Print Disabled	Lifelong Learning	Improve users' general knowledge and skills	Visually impaired and print disabled.	Survey patrons biennially to determine at least 85% are satisfied or very satisfied with
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**Evaluation**

The New Mexico State Library will track and monitor performance stated in this plan to assess effectiveness, efficiency and cost/benefit of all LSTA funded programs. Methods of collection will be used including surveys of participants of Summer Reading, number of webinars and in-person training sessions, surveys of library patrons, surveys of library staff. Analysis of readership, circulation data and trends will be conducted to ensure we are providing appropriate services and in compliance with our internal policies. Needs assessments will be conducted to determine changes to services, changes to service areas, increases to service or the need for greater outreach. A five-year evaluation will be conducted by an outside evaluator.

**Stakeholder Involvement**

- Read and reviewed LSTA 5 Year Plan Evaluators assessment of each project and used it as the foundation for our new 5 Year Plan.
- Conducted regular meetings with managers in charge of various projects to create drafts, review progress, and revise reports.
- Held an LSTA Advisory Council meeting to review draft 5-year evaluation and gather feedback on 5-year plan
- Held a survey of stakeholders to gather feedback for 5-year plan

**Communication and Public Availability**

The LSTA Five Year Plan 2023-2027 will be posted and accessible on NMSL website; email blasts will be sent out to all librarians. The LSTA Five Year Plan for 2023-2027 will be announced on Hitchhiker (library newsletter). The plan will be shared with senior staff at the New Mexico Department of Cultural Affairs, the New Mexico State Library Commission, the LSTA Advisory Council and the Board of the New Mexico Library Association. As the plan is implemented, these same channels of communication and organizations will be used to share products, processes, results and benefits.

**Monitoring**

In order to stay in compliance with our IMLS Grants to States Grant, NMSL will:

- Track expenditures verifying that they are directly related to the Library Services and Technology Act.



- Complete all Grant Accrual reporting and submissions in accordance with the Grant Cycle Calendar for the current State Grant year.
- Complete and submit State Program Reports on each project funded by LSTA Grant to IMLS for review and approval.
- Run monthly general ledger reports to ensure proper reporting categories, department codes etc. related to the LSTA grant are being utilized.
- Prepare and submit the monthly draws to IMLS through DCA's Administrative Services staff.
- Complete annual and bi-annual certification of employees being funded through the IMLS grant.
- Maintain copies of all documents related to the LSTA grant for a period of three years after the last reporting submission for the 2023-2027 LSTA 5 Year Plan.