Community Analysis & Needs Assessment
State Aid Eligibility

Formation of a community analysis & needs assessment that the public library reviews, updates, and files with the state library every five (5) years

It is highly recommended that you begin the process of completing an updated document to ensure continued state aid eligibility.
What is a Community Analysis & Needs Assessment?

A detailed look at your library’s community/user’s

An examination into why and how your community is changing

One of 3 plans and policies the state library requires for state aid eligibility; an updated assessment is due every 5 years
Why have a Community Analysis & Needs Assessment?

- Learn about your community to find out who your patrons are/could be
- Discover what other organizations are providing similar services
- Determine how to better serve your community
- Anticipate needs of changing community
- Great document to seek other support
- Foundation for the Collection Development Policy and Strategic Plan
What To Include

- Vision Statement
- Key Demographics
- Trade & Industry
- Support Services & Organizations
- Education Systems
- Government Agencies

2016
Vision Statement

• Picture your community over the next 5 years
  – Imagine it is very successful

• How has your library contributed to its success?

• Describe what and how the library makes the community successful
Key Demographics

- Population size
- Age ranges
- Family dynamics
- Languages
- Ethnicities
- Education levels
- Unemployment rates
- Median family income
Trade & Industry

- Community employers
- Newspapers/TV stations
- Projected population growth
- Seasonal population changes
- Types and numbers of community organizations
Educational Systems

- Types and number of schools
- Types and numbers of libraries
- Information about schools and libraries
- Homeschooling stats
Support Services & Organizations

- Recreation centers
- Health/Medical groups
- Nursing homes
- Daycare centers
- Religious groups/clubs
- Homeless shelters
Government Agencies

- Types of social services provided
- Military
Useful Sources

- **US Census Data**
  - [https://www.census.gov/quickfacts/table/PST045215/00](https://www.census.gov/quickfacts/table/PST045215/00)

- **American FactFinder**
  - [https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml](https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml)

- **New Mexico Economic Development Department**

- **New Mexico website**
  - [http://newmexico.gov/A_to_Z.aspx](http://newmexico.gov/A_to_Z.aspx)

- **New Mexico Chambers of Commerce**
  - [http://www.2chambers.com/new8.htm](http://www.2chambers.com/new8.htm)

- **UNM BBER**
  - [http://bber.unm.edu](http://bber.unm.edu)

- **Department of Education**
  - [http://www.ped.state.nm.us/ped/index.html](http://www.ped.state.nm.us/ped/index.html)
Post Assessment

- Don’t create the assessment and forget about it
- Actively use it to create and update your other library plans and policies
- Review the assessment annually
- When creating the next assessment, review the previous one to see the changes in your community
- Think about how your library’s services should change with your community
Questions?

Contact the Library Development Bureau
1-800-340-3890

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Thank you