

**Edgewood Community Library Advisory Board Meeting
Thursday January 23, 2020
171B New Mexico 344
Edgewood, New Mexico 87015**

Roll Call

Present were Vice-Chairman Kenny Adams, board secretary Sandy Madsen, board members Willie Ellis, Linda Kissinger and Librarian Andrea Corvin. Chairman Kenny Adams called the meeting to order at 6:30P.M. Kenny read the mission statement.

Approval of Minutes

MOTION: Linda made a motion to approve the minutes as presented.

Willie second the motion.

VOTE: All board members voted aye.

Treasury Report

Andrea presented the treasury report. See attached. In the librarian's report under budget Andrea presented all the funding we received. With that funding Andrea bought supplies, furniture, items for the summer reading program, etc. for the library.

Communications

There were no communications.

Report of the Librarian

Andrea presented the librarian report. See attached. Andrea stated that she is purchasing 4 more Explora passes plus she updated the Nuclear Museum passes. She is also trying to get passes from the Bio Park. Sandy wanted to know what is happening with the inventory of the library. Andrea stated that she will have the new volunteer Joaquin start that project.

MOTION: Linda made a motion to accept the report of the librarian.
Willie second the motion.

VOTE: All board members voted aye.

Unfinished Business

Andrea presented a draft for the public access devices and internet use policy. See attached. Andrea also stated that this draft has to go before the public. It will be next Saturday February 1, 2020 at 10:30 in council chambers, she also will have an ad in the independent paper tomorrow January 24, 2020. The reason for all the publications is to satisfy e-rate and FCC requirements. Item open. POC Andrea.

MOTION: Linda made a motion for Andrea to present the draft as written at the meeting.

Sandy second the motion.

VOTE: All board members voted aye.

New Business

The election of officers has to be taken place.

MOTION: Sandy made a nomination for Kenny to continue as Vice Chairman.

Linda second the nomination.

VOTE: All board members voted aye.

MOTION: Willie made a nomination for Sandy to continue as secretary.

Linda second the nomination.

VOTE: All board members voted aye.

The position of Chairman remain vacant.

Andrea will present the elections of officers to Mayor Bassett. Item close.

Announcements

There were no announcements.

Due to the pandemic April 16, 2020 and July 16, 2020 meetings were not held. A special board meeting was called for August 27, 2020 at 1:30 P.M. and will be held virtually.

PASSED AND APPROVED ON THIS 27TH DAY OF August 2020

MOTION:

Sandy made a motion to adjourn at 7:55P.M.
Kenny second the motion.

VOTE:

All Board members voted aye.

Sandy Madsen
Board Secretary

Vice-Chairman
Kenny Adams

DRAFT



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Librarian Report
Quarter 1 FY21
Submitted by: Librarian, Andrea Corvin

Budget

- Utilized \$270.80 for materials to facilitate curbside services including a custom aluminum sign, weighted movable sign stand, large feather banner sign, and portable chairs.
- Used \$2,228.82 toward summer reading program supplies/grand prizes, 11 virtual youth library programs, and the Halloween Drive-Boo event.
- Purchased \$2,261.59 in print library acquisitions.
- Submitted \$25,000 reimbursement requests to Santa Fe County for library operating costs per on-going MOU agreement.
- Allocated \$1,550 to the NM Library To Go annual ebook consortium membership/fees, Advantage 2.0 service enrollment fee, and annual NM Library Association membership fee.

COVID-19 Operations & Service Responses

- **July 1, 2020 – August 1**
 - Continued Curbside Services, Summer Reading Program, and virtual events.
 - Hosted various virtual, free, family-friendly, educationally interactive events in collaboration with other educational institutions.
 - Continued hosting curbside services 4 days a week for a total of 7.5 hours a week
 - Devoted approximately 30 hours a week retrieving/processing reserved items, fielding/curating patron reserve requests, setting up/facilitating drive-through reserve pick-ups, collecting reading trackers, distributing incentives for Summer Reading Program participants, collecting/properly quarantining returned items and re-shelving/processing returned items.
 - Continued all administrative duties and clerical duties associated with library operations absent any volunteers and other Town of Edgewood library staff.
- **August 2 – September 30**
 - Evaluated, reconfigured, and relaunched curbside services on August 24, 2020.
 - Had to scale back service hours to 2 days a week for a total of 4 hours a week with the continued absence of volunteers and Town of Edgewood library staff.
 - Devoted approximately 18 hours a week retrieving/processing reserved items, fielding/curating patron reserve requests, setting up/facilitating curbside reserve pick-ups, collecting reading trackers, distributing incentives for Reading Program, collecting/properly quarantining returned items, and processing/re-shelving returned items.
 - Updated informational flyers/social media postings, library webpages, News Stories homepage post, outdoor bulletin board, automated phone system, Town Facebook page, local Facebook groups, local educational institutions, and volunteer staff with the curbside service changes and procedures.

- Updated the automation system automatic messages and parameters
- Purchased a large feather flag, custom sign, and sign-holder to help facilitate updated curbside services and procedures
- Continued all administrative duties and clerical duties associated with library operations.
 - Continued offering digital customer service and assistance via phone and email.
 - Curated a list, ordered, cataloged and processed library materials.
 - Submitted purchase orders and supply orders.
 - Continued organizing, creating/designing digital materials/flyers for promoting, and facilitating virtual programming.

Collection Development

- Processed and cataloged approximately 155 material acquisitions and donations. Most items were a mix of popular fiction, adult nonfiction, patron requests, youth series, youth graphic novels, DVDs, and replacements for well-loved items.
- Began work on consolidating and reorganizing collections to streamline cataloging processes, make reshelving items easier, and boost patron collection discovery.
- Signed up for Advantage 2.0 add-on service with the NM Library To Go ebook consortium to opt in to Advantage Plus. This service will allow the library to build a proprietary digital collection within the consortium and Edgewood Community Library members to have “first dibs” on digital materials purchased by the library and added to the library’s Advantage Plus collection. In addition, if the library should leave the NM Library To Go ebook consortium but stay with the OverDrive lending platform, the Advantage Plus collection will stay with the library.

Maintenance/Improvements

- Roof leaks have not been addressed and stained ceiling tiles still need to be replaced.
- Water spigot valve still inoperable at south library exit near Barrowhenge art installation.
- 3 toilets in the women’s restroom are continuing to leak and/or not flush correctly.
- Hard water deposits have clogged most faucet screens/aerators in both restrooms.
- Our lovely Janitorial/Maintenance person has moved out-of-state with her family – you are sorely missed, Chona! Periodic vacuuming, trash removal, and other cleaning duties have been taken over by the Librarian until a replacement has been hired.
- There are some unprotected lighting fixtures that need new covers.
- An inoperable emergency exit light needs to be replaced.
- The fire door to the electrical room needs to be reattached securely.
- There are some exposed electrical wires that need to be capped/hidden.
- Many rodents have moved in and are leaving “chocolate sprinkles” all over the library. Traps and ultrasonic plug-in pest deterrent units will be ordered soon.

Other News

- Submitted the Annual Report for FY19-20 to the NM State Library to qualify for state funding. To view the report: https://www.edgewood-nm.gov/document_center/library/Annual%20Library%20Reports/Annual%20Report%202019-2020.pdf
- Completed the Summer Reading Program Grand Prize drawing via Facebook on August 2 as an extra incentive for participants to read over the summer months. Participants collectively turned in 339 reading trackers for a total of 1,356 hours read in just 8 weeks!

- Signed-up for the NextDoor social media platform, claimed/updated library information, and have been posting regularly for those community members who do not use Facebook or the Town website.
- Attended virtual director's meeting hosted by the NM State Library to learn about the latest REALM Project lab study (conducted by Battelle) on how long COVID-19 survives on materials common to archives, libraries, and museums. The study showed that the virus survives longer on stacked items than on unstacked items. Quarantine procedures for returned library materials have been updated as a result. The quarantine location (solar hallway), the quarantine period (7 days), book drop collection frequency (only on Saturdays) and the wearing of proper personal protection equipment will remain the same. However, items collected will now be spaced out on tables and stood up when possible. For the complete report and more testing updates, please visit: <https://www.oclc.org/realm/happening-now/20200903-test-4-results-available.html>
- Attended a virtual meeting to learn more about the possibility of purchasing and circulating WiFi hotspots.
- Extended the Reading Program into school year (August 24, 2020 - April 28, 2021) to reinforce and reward remote learning at home. Participation procedures are nearly the same as the Summer Reading Program - participants read to earn small weekly prizes and can be entered into 3 Grand Prize Drawings, too! For more information, please visit: https://www.edgewood-nm.gov/departments/library/library_programs.php
- Hosted a Special Meeting, at the Library Advisory Board's request, to give an update all on COVID-19 operations and service responses.
- The time has come, again, to review some aging policies and the library's strategic plan during the next regular Library Advisory Board Meeting on October 15. Please refer to the attached Overdue Materials policy, Community Service policy, and Strategic Plan drafts for recommended changes (highlighted in yellow or shown with a strike-through).
- Collaborated with other departments to organize and plan upcoming Halloween Drive-Boo event.
 - Designed/created digital promotional materials and route map.
 - Actively promoted event on Facebook, NextDoor, Town webpages, and with printed flyers/handouts.
 - Contributed approximately \$1,300 in library program funding toward event by purchasing decorations, outdoor lighting, inflatables, and more.

Virtual Events

- **9/12/2020 – Princess Story Time with Cinderella**
 - You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! Cinderella will read a story, answer your questions, and give a royalty lesson - there may even be time for an activity, too! Be sure to register right away using this link as space is limited: <https://forms.gle/dinT2QJrVBQymb2L9>
- **9/19/2020 – Lunar Landers STEM Program**
 - Oh no! The rocket engine is failing! Your mission is to save the astromallows by engineering a lunar lander so they can safely crash on the moon in this virtual STEM program with the educators at Science Spectrum. Use this link to register soon because space is limited: <https://forms.gle/rG51ht38atmrh1u87>
- **9/26/2020 – Combustion Demo STEM Program**
 - It's never safe to play with fire but you CAN watch the educators at Science Spectrum work with it! Tune in as they explore the fire triangle and blow stuff up! Use this link to register soon because space is limited: <https://forms.gle/5kTXh4vuNdEHfgFVA>
- **10/3/2020 – Cookie Mining STEM Program**

- Grab some chocolate chip cookies and learn how to mine chocolate, balance a budget, and pay it forward to Mother Earth with the educators at Science Spectrum! Use this link to register soon because space is limited: <https://forms.gle/wr2GWNabMnTZ2vEQ6>
- **10/10/2020 – Super Cold STEM Program**
 - How cold is too cold? 40°F? 10°F? -300°F?? Join the educators at Science Spectrum as they explore liquid nitrogen and freeze whatever they can find! Use this link to register soon because space is limited: <https://forms.gle/7azprkJProHYZw7bA>
- **10/17/2020 – Princess Story Time with the Snow Queen**
 - You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! The Snow Queen will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: <https://forms.gle/QWf1C5bMyUSKN9719>
- **10/24/2020 – Princess Story Time with Belle**
 - You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! Belle will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: <https://forms.gle/Ez6rWgsdTDErvZwi9>
- **11/7/2020 – Candy Science STEM Program**
 - Grab some of that old Halloween candy and let's use the Scientific Method to make our own experiments with Science Spectrum educators! Use this link to register soon because space is limited: <https://forms.gle/EdXrPWCGm58N3bqU6>
- **11/14/2020 – Story Time with the Island Princess**
 - You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite princesses! The Island Princess will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: <https://forms.gle/knVe2JmWqFe17Z467>
- **11/21/2020 – Princess Story Time with Rapunzel**
 - You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! Rapunzel will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: <https://forms.gle/yeVdpgGTQL21gM1G9>

Stay Engaged in Your Library!

Although in-person programs and events have been put on hold while the library doors remain closed to the public, we are still offering curbside services, a Reading Program for prizes, and virtual events. You can find more information about these and other municipal activities from www.edgewood-nm.gov. Want to receive automatic text and email notifications about newsworthy items, alerts, and posted agendas? Subscribe from the bottom of the homepage! You can follow Town events and happenings from Facebook as well! Just select the Facebook icon in the upper righthand corner from the homepage!



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OVERDUE MATERIALS

Approved October 2020

A. When a Material is Considered Overdue

1. A material is considered overdue one day after its due date.

B. Patron Privileges

1. Until all overdue materials are returned, located, or paid for, patrons and their immediate family members are restricted from:

- Renewing materials
- Reserving materials
- Checking out materials
- Inter-library loan requests



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COMMUNITY SERVICE

Approved October 2020

The Edgewood Community Library is always happy to accept extra help from community service volunteers. In order to maintain library safety and security, the library will only *consider* potential community service workers who:

1. Have been recommended by the Town of Edgewood Municipal Court
2. Need to satisfy required community service hours for their educational institution

Community service workers are responsible for maintaining any records of his/her hours served with the library. Acceptance and dismissal will be at the Librarian's discretion.

Edgewood Community Library Statistics FY21

FY20 & FY21 Compared

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21
Adults	2,606	0	1,811		1,676		0	
Children	1,509	0	855		719		0	
Total Visitors	4,115	0	2,666		2,395		0	
Reference Questions	853	469	621		603		975	
Computer Usage	1,234	0	605		577		0	
Checkouts	4,708	1,823	3,263		3,064		489	
Renewals	311	624	1,341		1,045		512	
Digital Checkouts	N/A	237	N/A		N/A		188	
Total Circulation	5,019	2,684	4,604		4,109		1,189	

Event/ Outreach/ Program/ Meeting Stats

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Qty	Attnd	Qty	Attnd	Qty	Attnd	Qty	Attnd
Activities Room Use	0	0						
Drop Everything & Read	0	0						
Friends Meeting	0	0						
Library Advisory Board Meeting (virtual)	1	5						
Outreach	0	0						
Paws for Reading	0	0						
Proctored Tests	0	0						
Special Library Events (virtual)	3	21						
Summer Reading Program (virtual)	8	56						
Volunteer Training	0	0						
Weekly Story Time	0	0						

STEM Program Usage

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	0			
Learning Backpack Checkout	0			
AWE Learning Minutes	0			

Note: Library closed its doors to the public until further notice and halted all in-person programming on March 13, 2020 due to the public health emergency.

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Materials by Date Added

- 7/1/2020 through 9/30/2020
- Items still in catalog as of October 2, 2020 at 10:45:36 AM MDT

155 items, \$3,411.33 total price

Material Type	Items Added	Value Added (\$)			
1 - Default			33 - YA Biography		
2 - 0-99			34 - YA Nonfiction		
3 - 100-199	1	\$30.00	35 - Youth Biography		
4 - 200-299	3	\$80.00	36 - Youth Books on CD	1	\$35.75
5 - 300-399	9	\$218.91	37 - Youth DVD	2	\$30.00
6 - 400-499			38 - Youth Fiction	11	\$215.89
7 - 500-599			39 - Youth Graphic Novel	3	\$32.97
8 - 600-699	10	\$260.76	40 - Youth Nonfiction	8	\$116.84
9 - 700-799	10	\$272.71			
10 - 800-899	1	\$24.99			
11 - 900-999	2	\$62.50			
12 - Best Seller/Recent Acquisition					
13 - Biography	2	\$54.00			
14 - Board Book					
15 - Books on CD					
16 - Children's Picture Books	6	\$95.70			
17 - DVD	35	\$557.96			
18 - Easy Readers	1	\$14.99			
19 - Fiction	20	\$551.70			
20 - J Biography					
21 - J Nonfiction					
22 - Kit (Easy Reader)					
23 - Kit (Easy)					
24 - Kit (Juvenile)					
26 - Learning Backpacks					
27 - Museum Pass					
28 - Mystery	15	\$425.85			
29 - Romance	6	\$108.94			
30 - Science Fiction/Fantasy	7	\$166.97			
31 - Southwest	1	\$24.95			
32 - Western	1	\$28.95			



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Strategic Plan

July 1, 2020 – June 30, 2023

Service Responses

- **Friendly Commons:** A library that provides a *Friendly Commons* helps address the need of people to meet and interact with others in their community in a welcoming, safe, and comfortable environment while providing positive, timely, and effective customer service.
- **Community Engagement:** A library that is open to *Community Engagement* offers library programs, services, and collections that reflect community needs and interests, feature community voices, and create meaningful experiences.
- **Basic Literacy:** A library that offers *Basic Literacy* service addresses the need to read and to perform other essential daily tasks.
- **General Information:** A library that offers *General Information* helps meet the need for information on a broad array of topics related to work, school, and personal life.
- **Current Topics and Titles:** A library that provides *Current Topics and Titles* helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.
- **Lifelong Learning:** A library that provides *Lifelong Learning* service helps address the desire for self-directed personal growth and development opportunities for both its patrons and staff.

Mission Statement

The Edgewood Community Library serves as a *commons* for residents of Edgewood and surrounding neighborhoods by offering free, community-centered programs that encourage togetherness, discovery, the exchange of ideas, personal growth, and a love of knowledge. We are a friendly setting dedicated in providing equal access to all resources and general information on a broad array of topics.

Vision Statement

A friendly *commons* facilitating intellectual and creative growth. Be a community hub for the Edgewood Area, empowering intellectual, emotional, and creative growth.

Goals & Objectives

Goal 1: *Library patrons shall have safe, comfortable, and functional spaces, furnishings and equipment to maintain a commons where patrons desire to visit because it is welcoming, spacious, and attractive, providing areas for activities, both quiet and engaging.*

Objective: The number of patrons who strongly agree that the library offers a welcoming atmosphere will increase by 15% by 2020 2023.

Activities:

- Develop understanding for how library spaces are utilized and how often
- Identify unsafe and worn library furnishings
- Research costs associated with updating furnishings
- Develop hierarchy according to which furnishings should be replaced/added first, based on usage and need
- Work closely with Maintenance Department on repairs needed,
- ~~Seek out alternative capital to cover costs (currently no municipal funding for this type of expenditure)~~
- ~~Ask Friends of Our Library to fundraise specifically for this project~~

~~**Goal 2:** *Library patrons shall have access to collections and digital technology that meet their interests and educational/recreational needs.*~~

~~**Objective:** eBook circulation/usage will increase by 25% by 2020.~~

~~Activities:~~

- ~~• Research possible digital lending platforms and consortia~~
- ~~• Identify and choose best fit for library based on community need, acquisitions budget, other available funding, content ownership, data hosting, patron interface, etc.~~
- ~~• Purchase eBooks and integrate into online library catalog (if possible)~~
- ~~• Train staff on eBook lending procedures/policies~~
- ~~• Inform public about new service by way of public service announcements to local newspapers, on library webpages, and in library handouts/displays~~

~~**Goal 3:** *The library shall maintain a commons where patrons desire to visit because it is welcoming, spacious, and attractive, providing areas for activities, quiet, and engagement.*~~

~~**Objective:** Increase library space by 100% or more by 2020.~~

Activities:

- Conduct spatial needs analysis based on current and projected legal service area population (expected to increase with next US Census) and compare with current library space
- Reach out to other libraries for information/advice regarding their own experiences with building/renovating
- Be fully engaged in planning process by collaborating closely with municipality, advisory board, and other stakeholders
- Request Librarian be a member of planning committee if one is formed
- Come up with a moving plan

Goal 4: Goal 2: *Library patrons shall experience positive, timely, and effective customer service that also supports community engagement and lifelong learning.*

Objective: The number of patrons who strongly agree that the library staff and volunteers are polite, helpful, and knowledgeable will increase by 15% by 2023.

Activities:

- Identify unaddressed areas in which library needs additional support regarding customer service and general library operations
- Hire a part-time or seasonal staff member
- Train new staff to assist with one-on-one patron computer inquiries/instruction, volunteer training/support, library programs support, and additional support/coverage in other in library operations as needed

Goal 3: *Library patrons shall experience a library that is involved in the community and provides engagement opportunities.*

Objective: Actively engage our community members by seeking meaningful feedback by 2023.

Activities:

- Identify the community's aspirations, challenges, and offer appropriate and meaningful ideas for action.
- Use the Libraries Transform Communities engagement materials and methods to create a community engagement plan.
- Identify service responses in common with other community assets and research viable, mutually beneficial partnerships



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Librarian Report
Quarter 3 & 4 FY20
Submitted by: Librarian, Andrea Corvin

Budget

- Purchased \$8,457 in furniture upgrades for children's area including: LEGO table, 5 movable/adjustable tables, brightly colored sitting stools, step stools, 3 mobile discovery carts to hold learning manipulatives, 8 sturdy desk chairs.
- Used \$119.40 to subscribe to Canva design platform to make more professional promotional materials for Library and Town programs/events.
- Utilized \$2,500 for library-specific supplies, toner, new headphones for public computers, copy paper, toner cartridges, cleaning/restroom supplies/equipment.
- Used \$840 toward summer reading program supplies, youth programming supplies, and supplies for special library events.
- Purchased \$3,116 in print library acquisitions.
- Used \$8,616 from State Grants in Aid to renew malware software and purchase software upgrades for public computers, renew annual automation system subscription, book 3 community events for Summer Reading Program, purchase supplies for curbside service, and purchase eBooks and audiobooks for digital collection.
- Received extra funding from local legislators for STEM (Science, Technology, Engineering, & Math) Youth Programs. Used \$3,918 on renewing circulating museum passes to Explora and Nuclear Museum, STEM learning manipulatives for children's area, 8 community STEM events with Explora.

COVID-19 Operations & Service Responses

- **March 13, 2020 – March 27, 2020**
 - Town of Edgewood closed library to the public on March 13, 2020 due to public health emergency order.
 - Only paid Town of Edgewood staff were allowed to continue working in the library.
 - Attended regular virtual meetings with peers hosted by NM State Library.
 - Kept track of health orders and requirements for non-essential retailers as libraries fit into this category.
 - Sent out emails and posted public service announcements about free digital library services and vetted COVID-19 information.
 - Created sharable documents and digital promotional materials for library peers.
 - Updated the library webpages regularly.
 - Gave a quick informational virtual presentation to library peers hosted by NM State Library.

- **March 28, 2020 – June 1, 2020**
 - Library became consortia member of, invested in, and launched New Mexico Library To Go digital library collection which is shared between approximately 40 other NM libraries.
 - Attended several webinars on NM Library to Go, created promotional material, updated library webpages, and posted promos on social media to help spread the word.
 - Reconfigured entire 2020 Summer Reading Program
 - Switched all in-person events over to a virtual format and attended webinars on how to host library programming on 4 different types of virtual platforms.
 - Re-designed all promotional materials, digital social media postings, informational handouts, and reading trackers.
 - Posted each virtual event to website calendar, library webpages, NM State Library listserv, Town of Edgewood Facebook page, and other local Facebook groups.
 - Invited other NM libraries to co-host these scheduled virtual events to help further promote each program.
 - Created digital registration forms and accompanying links for virtual events.
 - Prepped Summer Reading Program “registration bags”.
 - Continued all administrative duties and clerical duties associated with library operations absent any volunteers and other Town of Edgewood library staff.
 - Continued digital customer service and assistance via phone and email.
 - Reconfigured member account application form to a digital, fillable pdf form.
 - Curated a list, ordered, cataloged and processed library materials.
 - Reconfigured library automation system to renew all member accounts active within the last calendar year and extended all due dates through quarantine order.
 - Submitted purchase orders and placed supply orders.
 - Researched the possibility of hotspot lending program.
 - Used NM Department of Health COVID Safe Practices guidelines, Centers for Disease Control guidelines, and feedback from library peers/NM State Library to formulate Phase I Reopening Plan: Curbside Services.
 - Created informational flyers/social media postings, updated library webpages, posted under News Stories on website home page, submitted letter to the editor, shared to Facebook page and other local Facebook groups
 - Reconfigured automation system messages and parameters
 - Purchased supplies to facilitate curbside services
- **June 2, 2020 – June 30, 2020**
 - Began Curbside Services, Summer Reading Program, and virtual events
 - Hosted various virtual, free, family-friendly, educationally interactive events in collaboration with Explora, the Nuclear Museum, Opera Unlimited, Pint Size Polkas, and Science Spectrum
 - Hosted curbside services 4 days a week for a total of 7.5 hours a week
 - Devoted approximately 30 hours a week retrieving/processing reserved items, fielding/curating patron reserve requests, setting up/facilitating drive-through reserve pick-ups, collecting reading trackers, distributing incentives for Summer Reading Program participants, and re-shelving/processing returned items.
 - Continued all administrative duties and clerical duties associated with library operations absent any volunteers and other Town of Edgewood library staff.
 - Purchased digital content for NM Library To Go consortium

Collection Development

- Processed and cataloged approximately 445 material acquisitions and donations. Most items were a mix of popular fiction, adult nonfiction, patron requests, youth series, youth graphic novels, and replacements for well-loved items.
- Continued to relabel youth nonfiction collection, continued consolidating/connecting series in adult collections, and continued cleaning up materials records.
- Ran reports on high-demand digital items in NM Library To Go and purchased additional copies of these popular materials to shorten wait times. Also purchased anticipated high-demand materials and youth titles popular in the library's print collection.

Maintenance/Improvements

- Still having leaks all over library, staining ceiling tiles and compromising library collections.
- Water spigot valve still broken at south library exit so cannot water/maintain any planted/landscaped vegetation in the Barrowhenge outdoor art installation area.
- Still having issues with 3 toilets in the women's restrooms with leaking and not flushing correctly.
- Our lovely Janitorial/Maintenance person, Chona, shampooed the carpet throughout the entire library!
- There are some unprotected lighting fixtures that need new covers.
- An inoperable emergency exit light needs to be replaced
- The fire door to the electrical room needs to be reattached securely.
- There are some exposed electrical wires that need to be capped/hidden.

Other News

- Proposed changes to the *Computer/Internet Usage, Internet Access & Acceptable Use, Internet & Acceptable Use Disclaimer* policies, now titled *Public Access Devices & Internet Use Policy*, were evaluated, condensed into one policy draft and was approved during the Library Advisory Board's January meeting. A public meeting was held on February 1, 2020 for community input on the draft policy in accordance with the Children's Internet Protection Act to qualify for continued Federal ERate funding (see attached). This policy has since been posted to the Town of Edgewood website under *CURRENT Library Policies in Library Forms & Publications*.
- The Library Advisory Board held its annual election of officers. Chairman remains vacant, Vice-Chair is Kenny Adams, and Secretary is Sandy Madsen.
- Library Advisory Board members voted to renew expiring terms according to Town Ordinance 2008-02. Here is the list of current members and accompanying terms.

Term	Board Member
1/17/2019 – 12/31/2021	Kenny Adams
1/23/2020 – 12/31/2022	Sandy Madsen
1/17/2019 – 12/31/2021	Willie Ellis
1/23/2020 – 12/31/2022	Linda Kissinger
1/23/2020 – 12/31/2021	VACANT
1/17/2019 – 12/31/2020 (Alternate)	VACANT

Virtual Events

- **Sat 5/23/2020 – Science Snacks**
 - Enjoy a buffet of fun science activities demonstrating Newton's Laws from the comfort of your home! Please tune in to this live virtual learning opportunity @ 1:00pm from Explora's Facebook

page: <https://www.facebook.com/ExploraScienceCenter/>. Do you want to do some experimenting of your own during the livestream? Here is a list of supplies you can gather beforehand: 2 books, 2 to 4 canned goods, piece of cloth without a hem.

- **6/4/2020 – Dragons, Return of the Ice Princess**
 - The Edgewood Community Library invites you to share in an action-packed adventure as we soar high into the air and touch the clouds from the back of a dragon! This interactive story-telling program blends the tale of a fanciful journey with the awesome powers of science for an unforgettable virtual learning experience. Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/CZQASjxzRD7yqWsW9>
- **6/5/2020 – Cool Chemistry with Explora**
 - Explora staff will demonstrate exciting chemical reactions! Please tune in to this live virtual learning opportunity @ 1:00pm from Explora's Facebook page: <https://www.facebook.com/ExploraScienceCenter/>. Do you want to do some experimenting of your own? Here is a list of supplies to gather beforehand: red cabbage juice (boil red cabbage leaves and save the water), vinegar, baking soda, cup, straw.
- **6/11/2020 – Science & Fairy Tales with Explora**
 - Discover the science behind some of your favorite stories. Please tune in to this live virtual learning opportunity @ 1:00pm from Explora's Facebook page: <https://www.facebook.com/ExploraScienceCenter/>
- **6/12/2020 – Under Pressure with Explora**
 - Hair dryers, vacuum chambers and more will reveal the hidden power of air! Please tune in to this live virtual learning opportunity @ 1:00pm from Explora's Facebook page: <https://www.facebook.com/ExploraScienceCenter/>. Do you want to do some experimenting of your own? Here is a list of supplies to gather beforehand: paper, scissors, ping pong ball, hair dryer, bendy straw.
- **6/18/2020 – Fairy Wing Nano Science & Time Stop Bubble Painting**
 - Please tune in for this livestream event with the National Museum of Nuclear Science & History from their YouTube channel on Thursday, June 18, 2020 @ 1:00PM MDT: https://www.youtube.com/channel/UCCqG_DH7jbf3dr2T7tvIV0w
 - Fairy Wing Nano Science: Have you ever seen the rainbow shimmer of a Fairy wing? Create your own fairy wing that will reflect the rainbow using science!
 - Time-Stop Bubble Painting: Use bubbles and colors to create your own masterpiece. You may not be able to halt time in them, but you will have a piece of art you can save forever!
 - Do you want to do some experimenting of your own? Don't forget to gather these materials beforehand: Dish soap, spoon, straws, mugs/bowls, food coloring water-based paints, clear nail polish, black construction paper.
- **6/24/2020 – Electrifying with Explora**
 - Electromagnets, a Van de Graff generator, plasma balls and more! Please tune in to this live virtual learning opportunity on @ 1:00pm from Explora's Facebook page: <https://www.facebook.com/ExploraScienceCenter/>. Do you want to do some experimenting of your own? Here is a list of supplies to gather beforehand: balloon, short PVC pipe (~ 1 ft), felt, empty aluminum can.
- **6/25/2020 – Plant & Pebbles with Explora**
 - Become a nature investigator with Explora! Please tune in to this live virtual learning opportunity on Thursday, June 25, 2020 @ 1:00pm from Explora's Facebook page: <https://www.facebook.com/ExploraScienceCenter/>. Do you want to do some experimenting of your own? Here is a list of supplies to gather beforehand: leaves from nearby plants (at least a

variety of 5), rocks and pebbles (at least 3 of each), a magnifying lens if you have one (Its ok if you don't), water, cup/bowl, pencil, paper.

- **7/2/2020 – Surviving the Wild with Science Spectrum**
 - Is your bug-out bag ready for an adventure? Let's learn how to survive the wild with poop, knots, and chocolate! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/jb1WvRozrUr4tT4u9>
- **7/10/2020 – Animal Adaptations with Science Spectrum**
 - Join us as we explore the animal kingdom and how different species survive different habitats. Maybe we'll see a tree frog, a poisonous butterfly, or a leucisitic alligator! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/BATNSDtBJSugZ8Zw5>
- **7/16/2020 – Fact or Science Fiction with Science Spectrum**
 - Could Paul Bunyan have really chopped down 147, 946 square miles of trees in one day? Is it possible to bring a body to life with electricity like Dr. Frankenstein did? Can hairspray in my aquarium help my fish grow hair? Do unicorns really exist? Join us as we experiment through the scientific method to determine if these legends are Fact or Science Fiction! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/DaKZZ5usqbXqJQZr5>
- **7/18/2020 – Roller Coasters with Science Spectrum**
 - Grab a ping-pong ball and let's see if we can make a roller coaster with a loop while still keeping the people on track! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/eRuzK14tWxZC85hi6>
- **7/23/2020 – Aesop's Fables with Opera Unlimited**
 - This opera brings to life three of Aesop's most beloved and well-known fables: The Ant and the Grasshopper, The Lion and the Mouse, and The Tortoise and the Hare. The lazy grasshopper, proud lion, and arrogant hare learn that it is better to prepare, small friends may prove to be great friends, and slow and steady wins the race. Three performers portray 12 different characters throughout the show. Lively music by Sir Arthur Sullivan, Wolfgang Amadeus Mozart, and Giuseppe Verdi, clever lyrics, and steampunk inspired costumes, combine to make these moral tales enchanting to children and adults alike. Registration: <https://attendee.gotowebinar.com/regi.../4127084373452921871>
- **7/24/2020 – Music & Magic from Polka Kingdom**
 - Looking for a fun, musical and magical way to celebrate the classic stories of the past and present? Mike's music will have participants of all ages singing, clapping, and dancing along to such favorites as the "Chicken Dance" and "I've Been Working on the Railroad." But, Mike's program is so much more than music! It's magic, comedy, and education rolled into one fluid, high-energy musical package guaranteed to bring a smile to the faces of young and old alike! Age-appropriate trivia questions, jokes, and a special edition of "name that tune" will relate to fairy tales, fantasy, and some amazing real-life stories. It's fun for the whole family! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/o3obxNqFYzZbm9jdA>
- **7/25/2020 – Javelin Rockets with Science Spectrum**
 - Blast off into space with your own homemade rocket! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/CC3m3o87x5M7Scjm9>
- **7/30/2020 – Drive-thru Pizza Party Sponsored by Domino's**
 - Celebrate your reading efforts and participation in the Summer Reading Program with a slice of pizza and a popsicle! Just drive up during scheduled Summer Reading Program curbside hours

and collect your treats and savor the fruits of your labor! Many thanks to our Edgewood Domino's for supporting youth literacy in our community!

- **7/31/2020 – Catapults with Science Spectrum**
 - We're going back to the Middle Ages to learn all about how catapults work and how we can make one of our own! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/CmkzVoLLhEsB5H4y9>
- **8/1/2020 - Geology Rocks with Science Spectrum**
 - Geology is more than just rocks. Explore tectonic plates, volcanoes, and dinosaur bones, too! Space is limited for this free digital event so please make sure to register right away: <https://forms.gle/vTGSEE7wdBbtD9adA>

Stay Involved!

Although in-person programs and events have been put on hold while the library doors remain closed to the public, we are still offering curbside services, a Reading Program for prizes, and virtual events. You can find more information about these and other municipal activities from www.edgewood-nm.gov. Want to receive automatic text and email notifications about newsworthy items, alerts, and posted agendas? Subscribe from the bottom of the homepage! You can follow Town events and happenings from Facebook as well! Just select the Facebook icon in the upper righthand corner from the homepage!

Edgewood Community Library Statistics FY20

FY19 & FY20 Compared

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
Adults	2,956	2,606	2,572	1,811	2,647	1,676	2,876	0
Children	1,371	1,509	1,058	855	1,008	719	1,713	0
Total Visitors	4,327	4,115	3,630	2,666	3,655	2,395	4,589	0
Reference Questions	1,018	853	1,285	621	1,345	603	855	975
Computer Usage	1,292	1,234	893	605	966	577	1,072	0
Checkouts	4,177	4,708	3,583	3,263	3,655	3,064	4,478	489
Renewals	448	311	410	1,341	246	1,045	429	512
Digital Checkouts	N/A	N/A	N/A	N/A	N/A	N/A	N/A	188
Total Circulation	4,625	5,019	3,993	4,604	4,036	4,109	4,907	1,189

Event/ Outreach/ Program/ Meeting Stats

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Qty	Attnd	Qty	Attnd	Qty	Attnd	Qty	Attnd
Activities Room Use	0	0	2	32	8	92	0	0
Drop Everything & Read	12	99	10	95	7	94	0	0
Friends Meeting	3	21	3	19	2	10	0	0
Library Advisory Board Meeting	0	0	1	7	1	7	0	0
Outreach	3	542	0	0	1	25	0	0
Paws for Reading	3	12	1	4	2	8	0	0
Proctored Tests	0	0	0	0	0	0	0	0
Special Library Events	4	125	4	251	2	48	16	192
Summer Reading Program	4	484	0	0	0	0	0	0
Volunteer Training	0	0	0	0	1	12	0	0
Weekly Story Time	13	465	11	249	10	172	0	0

STEM Program Usage

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	15	48	31	0
Learning Backpack Checkout	56	6	3	0
AWE Learning Minutes	2,098	1,570	1,200	0

Note: Library closed its doors to the public until further notice and halted all in-person programming on March 13, 2020 due to the public health emergency.

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Materials by Date Added

- 1/1/2020 through 6/30/2020
- Including items since deleted

445 items, \$9,583.98 total price

Material Type	Items Added	Value Added (\$)			
1 - Default			32 - Western	4	\$71.92
2 - 0-99			33 - YA Biography		
3 - 100-199	2	\$53.00	34 - YA Nonfiction		
4 - 200-299			35 - Youth Biography	1	\$25.00
5 - 300-399	21	\$574.77	36 - Youth Books on CD		
6 - 400-499	1	\$14.95	37 - Youth DVD	5	\$75.00
7 - 500-599	4	\$97.99	38 - Youth Fiction	52	\$863.26
8 - 600-699	35	\$812.31	39 - Youth Graphic Novel	34	\$460.53
9 - 700-799	23	\$558.68	40 - Youth Nonfiction	8	\$215.85
10 - 800-899	5	\$77.90			
11 - 900-999	8	\$216.90			
12 - Best Seller/Recent Acquisition	1	\$26.00			
13 - Biography	5	\$123.83			
14 - Board Book	1	\$7.99			
15 - Books on CD					
16 - Children's Picture Books	2	\$35.98			
17 - DVD	83	\$1,255.00			
18 - Easy Readers	3	\$48.97			
19 - Fiction	79	\$1,772.77			
20 - J Biography					
21 - J Nonfiction					
22 - Kit (Easy Reader)					
23 - Kit (Easy)					
24 - Kit (Juvenile)					
25 - Large Print					
26 - Learning Backpacks					
27 - Museum Pass	4	\$800.00			
28 - Mystery	26	\$664.89			
29 - Romance	11	\$149.86			
30 - Science Fiction/Fantasy	26	\$554.68			
31 - Southwest	1	\$25.95			

NOTICE OF PUBLIC MEETING

10:30 AM on Saturday, February 1, 2020
Town of Edgewood Council Chambers
171A NM-344, Edgewood, NM 87015

Edgewood Community Library Public Access Devices & Internet Use Policy

The purpose of this public meeting is to receive comment on Edgewood Community Library's Public Access Devices & Internet Use Policy in accordance with the Children's Internet Protection Act. The policy will be presented by the Librarian followed by questions and/or comments by attendees. The proposed policy may also be seen online at <https://www.edgewood-nm.gov> under *Library Forms & Publications* or a copy may be picked up at the library at 171B NM-344.

Those unable to attend the public meeting may send written comments to:

Edgewood Community Library
PO Box 3610
Edgewood, NM 87015

★ Posted in-library online + in local newspaper
(see attached)

★ Attached are meeting sign-in +
Draft policy

The Independent's CLASSIFIED ADS

Ads in our classifieds get results!

Line Ads: Up to 20 words is \$6 + tax
For more than 20 words ad 25¢ a word

Display Ads: As low as \$8 per week!
All display ads include free color. To
place your ad contact 505-286-1212 or
news.ind.ads@gmail.com today!

LEGAL NOTICE

STATE OF NEW MEXICO
COUNTY OF TOR-
RANCE
SEVENTH JUDICIAL DIS-
TRICT COURT

Honorable Matthew G.
Reynolds, District Judge
for the 7th District of the
State of New Mexico, at:

of Name for Alora Anne
Bates, a person over the
age of 14, from Alora
Anne Bates to Alora
Anne Potter.

Neil Mertz Judicial Com-

plex

903 N. 5th Street

Estancia, Torrance

County, New Mexico,
87016

87016

NOTICE

TAKE NOTICE that in ac-
cordance with the provi-
sions of Section 40-8-3,
NMSA 1978, Alora Anne
Bates will apply to the

on 4th day of February,
2020, at 11:30 a.m., dur-
ing a regular term of the
Court, or as soon there-
after as the matter may
be heard, the matter of
The Petition for Change

of Name for Alora Anne
Bates, a person over the
age of 14, from Alora
Anne Bates to Alora
Anne Potter.

Submitted by:

/s/

Petitioner, pro se

55 lines
The Independent
1/24/20, 1/31/20

LEGAL NOTICE

NOTICE OF PUBLIC
MEETING

10:30 AM on Saturday,
February 1, 2020

Town of Edgewood

Council Chambers

171A NM-344, Edge-
wood, NM 87015

wood, NM 87015

Edgewood Community
Library

Public Access Devices &
Internet Use Policy

Edgewood Community
Library

Public Access Devices &
Internet Use Policy

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Public Access Devices &
Internet Use Policy in ac-
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dren's Internet Protection
Act. The policy will be
presented by the Librar-
ian followed by ques-
tions and/or comments
by attendees. The pro-
posed policy may also be
seen online at
[https://www.edgewood-
nm.gov](https://www.edgewood-nm.gov) under Library
Forms & Publications or
a copy may be picked up
at the library at 171B
NM-344.

Those unable to attend
the public meeting may
send written comments
to:
Edgewood Community
Library
PO Box 3610
Edgewood, NM 87015

47 lines
The Independent
1/24/20

Calendar Name: Master
Event Name: Public Meeting - Edgewood Community Library



Date: Feb 1, 2020

Day: Sat

Time: 10:30 am - 11:30 am

Duration: 1 Hour

NOTICE OF PUBLIC MEETING

10:30 AM on Saturday, February 1, 2020
Town of Edgewood Council Chambers
171A NM-344, Edgewood, NM 87015

**Edgewood Community Library
Public Access Devices & Internet Use Policy**

Detail:

The purpose of this public meeting is to receive comment on Edgewood Community Library's Public Access Devices & Internet Use Policy in accordance with the Children's Internet Protection Act. The policy will be presented by the Librarian followed by questions and/or comments by attendees. The proposed policy may also be seen online at <https://www.edgewood-nm.gov> under *Library Forms & Publications* or a copy may be picked up at the library at 171B NM-344.

Those unable to attend the public meeting may send written comments to:

Edgewood Community Library
PO Box 3610
Edgewood, NM 87015

Contact Phone: 505-281-0138

Event updated: Friday January 24, 2020 10:13:02 am

Viewing Event Details





PUBLIC ACCESS DEVICES & INTERNET USE POLICY

Approved Month 0000

The Edgewood Community Library strives to protect the public's right to information through free access to informational, educational, and recreational materials via public access devices, software programs, and the Internet. To promote equality, courtesy, and safety, the Library maintains usage guidelines and standards. Please be advised, patrons using the Library's Internet connection and public access devices do so at their own risk.

If patrons need assistance using the library's public access devices or Internet connection and time allows, staff will help to the best of their ability. Extended explanations, in-depth training, and specific software assistance are not available.

A. Content & Filtering

1. The Internet is a global entity without content restrictions. The Library does not censor access to information; users may encounter information they find controversial or offensive.
2. The Library is not responsible for the accuracy, completeness, usefulness, or security of information found on or accessed from the Internet.
3. Filtering software will not be used in the Computer Room or with the WiFi network as:
 - Filters may block sites that are informative and useful.
 - The Library operates in accordance with American Library Association's policies supporting unlimited access to information.
 - The First Amendment forbids government agencies from restricting information to the public based on viewpoint or content.

B. Public Access Devices in Children's & Youth Areas

1. All public access devices located in the Children's/Youth Areas are filtered and may only be utilized by underage patrons and their parents/caregivers.

C. Privacy

1. The Library does not monitor nor guarantee privacy regarding personal information entered, accessed, or downloaded using public access devices and Internet connection. Users are responsible for erasing personal content or securely closing out of personal browsing windows on public access devices.



171B NM-344 · PO Box 3610 · Edgewood, NM 87015 · 505.281.0138 · www.edgewood-nm.gov

D. Rules

1. Accessing or displaying sexually explicit or pornographic material using personal devices, the Library's public access devices or Internet connection on Library premises in the presence of a minor is strictly prohibited.
2. Please sign in and out at the circulation desk when utilizing public access devices and Internet connection.
3. Food and beverages (other than bottled water) may not be consumed while using public access devices.
4. Computer Room users must silence all personal devices and take phone calls elsewhere in the library.
5. Downloading programs and/or executable files on library public access devices is prohibited.
6. Altering settings, software, network connections, or storing personal data on public access devices is prohibited.
7. Printing costs 15¢ per page.
8. Parents/caregivers, not library staff, are responsible for communicating and monitoring their child's access and activity.

E. Consequences of Violation

1. Policy violations may suspend a patron's Library privileges.
2. Accessing or displaying sexually explicit or pornographic material using personal devices, the Library's public access devices or Internet connection on Library premises to exploit or solicit a minor will result in immediate loss of these privileges and law enforcement will be notified.
 - Exposing minors to sexually explicit material is a violation of the New Mexico State Statute 1978, Chapter 30, Article 37.
3. Deliberate damage to and tampering with library equipment, software, systems, networks, security protections, etc. will result in immediate suspension of library privileges and notification of law enforcement.