



**TOWN OF EDGEWOOD
LIBRARY ADVISORY BOARD MEETING
Thursday, October 20, 2022 @ 6:30P.M.
171B NM-344, Edgewood, NM 87015**

Call to Order, Roll Call, Reading of the Mission Statement

1. Approval of Minutes

A. Library Advisory Board Meeting Minutes for July 21, 2022

2. Treasury Report

3. Communications

4. Report of Librarian

A. Quarter 4

5. Unfinished Business

A. Community Assessment

B. New Special Collection Items

6. New Business

7. Announcements

A. New Librarian – Brandyn Burke

B. Pumpkin Carving on October 15th was a huge success

C. Holiday Cookie Decorating – December 10th, 2022

D. Next regular Meeting-Thursday, January 19, 2023

All Library Advisory Board Meetings are open to the public and are held quarterly at 6:30PM in the Edgewood Community Library pending unexpected cancellations, special meetings, and/or extraordinary circumstances.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Town Clerk at (505) 286-4518 or by email at clerk@edgewood-nm.gov at least five (5) days prior to the meeting or as soon as possible.

Edgewood Community Library Advisory Board Meeting
Thursday July 21, 2022
171B New Mexico 344
Edgewood, New Mexico 87015

Roll Call

Present were Vice-Chairman Kenny Adams, Board members Willie Ellis, Linda Kissinger, and Librarian Operations Manager Rachel Martinez.
Not present was Board Secretary Sandy Madsen.

Chairman Kenny Adams called the meeting to order at 6:30 P.M.

Kenny read the mission statement.

Approval of Minutes

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

VOTE: All board members voted aye.

Treasury Report

Rachel presented the treasury report.

Rachel stated that the fiscal year ended June 30, 2022, and we are now in fiscal year 2023. Rachel also stated that we have until September 30 to spend the \$17,828.00 in grant money that the library received from the Federal American Rescue Plan Act. As of this meeting, the library has spent about \$7000.00 of the funding still has \$10,651.54 left to spend. The deadline to spend the funds is September 30. Rachel would like to purchase more manipulatives, completely revamp the learning backpacks, and make one last e-book and audio book order to refresh our collection with the remaining funds. Linda wanted to know if Rachel is going to take her librarian certification test, and who pays for it.

Rachel stated yes, she will as soon as it is available, and it will cost the Town \$20.00. She also plans on taking the Certification 2 test even though the Town of Edgewood's population is well under 10,000, and she is only required to have her level 1 certification.

Linda asked if the new Librarian would have to take the test.

Rachel stated the new hire Brandyn does not have to take the test. Only library directors are allowed to get certified.

Communications

There were no communications.

Report of the Librarian

Rachel presented the librarians report. Rachel stated that she was only able to get the monthly report done at this time. She stated at the October Advisory Board Meeting, she will have the FY22 Quarter 4 report and the FY23 Quarter 1 report.

Willie wanted to know if Rachel was having any issues with the summer programs in the library.

Rachel stated that there were just some minor ones, but overall, everything went smoothly.

Linda stated she felt that the councilors for the summer program were handling the children very well.

Linda stated that the restrooms are not working at all.

Rachel stated that TLC has finally come out and are fixing the problem for good.

MOTION: Linda made a motion to accept the report of the librarian.
Kenny seconded the motion.

VOTE: All board members voted aye.

Unfinished Business

Kenny Adams and Sandy Madsen were approved by the Town Commissioners to be on the Library Advisory Board. Item closed.

The community assessment was due at the end of the last fiscal year, but because the library was in transition, it did not get completed. Rachel contacted Carmelita at the NM State Library to get an extension on the deadline because it is a requirement for our State Grants and Aid funding. Rachel stated that for the community assessment the library had 4 different questions for patrons to answer. We gave out prizes to the people who completed all 4 questions. The questions were basically to see what peoples wants and aspirations were in life. Rachel has gathered all of those responses, assigned a theme to each response and determined if there is a common theme or themes throughout all of those responses. From this information she will come up with service responses for the library that will be in line with the common themes and what the community wants in

programming and library offerings. She will then narrow the service responses down to what the library can actually do and offer based on budget, personnel, time, and effort. From there she will submit a report to the NM State Library and update Edgewood Community Library's strategic plan on those findings.

New Business

There was a discussion on buying two wheelchairs for the library. One to be checked out, and one for in library use only.

Linda stated that we should try the wheelchair out before we buy it - Sit in it, wheel it around, etc.

The board liked the idea on buying 2 wheelchairs for the library. Item open.

There was a discussion on buying a TV for the library by the circulation desk to put event flyers scrolling along the screen so patrons can see what's going on in the library while they are waiting to check out at the circulation desk. She stated this was the new Librarian's idea and believes it is a good one. Item open.

Announcements

Rachel stated that as of July 7, 2022, Andrea is no longer the Library Operations Manager for Edgewood Community Library. Rachel is officially the new Library Operations Manager. The Librarian position has also been filled by the Town. The new Librarian's name is Brandyn Burke.

The next Library Advisory Board meeting will be held at 6:30pm on Thursday October 20, 2022 in the library.

PASSED AND APPROVED ON THIS 20th DAY OF OCTOBER 2022

MOTION: Linda made a motion to adjourn the meeting at 7:02 P.M.
Willie seconded the motion.

VOTE: All Board members voted aye.

Sandy Madsen
Board Secretary

Vice-Chairman
Kenny Adams

Edgewood Community Library Statistics FYFY23

FY23 & FY22 Compared

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22
Adults	1,487	0		0		1,494		2,190
Children	1,298	0		0		965		1,775
Total Visitors	2,785	0		0		2,459		3,965
Reference Questions	347	475		550		593		826
Computer Usage	228	0		0		239		303
Checkouts	4,103	270		92		2,891		4,136
Renewals	1,963	524		80		962		1,924
Digital Checkouts	1,876	2,283		2,585		2,336		
Total Circulation	7,942	3,077		2,757		6,189		6,060

Event/ Outreach/ Program/ Meeting Stats

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Qty	Attnd	Qty	Attnd	Qty	Attnd	Qty	Attnd
Activities Room Use	15	172						
Library Advisory Board Meeting	1	4						
Outreach	0	0						
Special Library Events	0	0						
Family Story Time	0	0						
Summer Reading Program	1	136						
Volunteer Training	0	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. Curbside services began in June 2020 and were later postponed in November 2020 and began again on June 2, 2021. The library reopened to in-person services on January 4, 2022.

Materials by Date Added

Started: Saturday, October 15, 2022 at 9:39:01 AM MDT

Finished: Saturday, October 15, 2022 at 9:39:05 AM MDT

Duration: 4 seconds

Report criteria:

- Materials added Friday July 1 2022 through the end of Saturday October 15 2022.
- This report includes materials that have since been deleted.

229 items, \$5,826.01 total.

Material Type	Items Added	Value Added
1 — Default		
2 — 0-99	1	\$18.00
3 — 100-199	7	\$131.24
4 — 200-299	2	\$14.95
5 — 300-399	3	\$54.94
6 — 400-499		
7 — 500-599	2	\$47.99
8 — 600-699	3	\$63.97
9 — 700-799	4	\$70.93
10 — 800-899	2	\$53.00
11 — 900-999	4	\$83.99
12 — Audiobook	1	\$34.95
13 — Biography	1	
14 — Board Book		
15 — DVD		
16 — Easy	4	\$62.96
17 — Easy Reader	2	\$18.98
18 — Fiction	32	\$709.67
19 — Learning Backpack	2	\$305.11
20 — Museum Pass		
21 — New Acquisitions	122	\$3,276.76
22 — Read Along Kit		
23 — Southwest		
24 — Youth Biography		
25 — Youth Fiction	30	\$511.66
26 — Youth Graphic Novel	3	\$44.97
27 — Youth Nonfiction	2	\$46.94
28 — Tablets	1	\$275.00
NO TYPE OR TYPE NO LONGER EXISTS	1	\$0.00



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Librarian Report
Quarter 4 FY22
Submitted by: Rachel Martinez

Collection Development

- Purchased \$2,394 in books for multiple library collections.
- Cataloged and processed 217 acquisitions and donations.

Programs/Events

- Let's Paint a Mural
 - The community helped the library add some pizzazz to the solar hallway walls by filling in a prepared mural with bright colors during regular hours of operations between April 2 – April 9!
- Community Engagement Project
 - The community assessment to continue to qualify for State Grants in Aid and GO Bond funding with the NM State Library was implemented April 2, 2022 – May 7, 2022. There were a series of four questions to get a better sense of peoples' aspirations for their community to inform our services responses.
 - The community participated in-library or via the Beanstack app. As a thank you for participation, each person that completed all four questions was entered into a prize drawing for tickets to either Meow Wolf, Electric Playhouse, or the Sandia Peak Tram.
- National Volunteer Appreciation Week
 - Edgewood runs on volunteers. During National Volunteer Appreciation Week (April 17, 2022 – Saturday, April 23, 2022) librarians thanked our volunteers with cake! We also posted all our volunteers with a paragraph or two about them on Facebook throughout the week so the community could meet the people that help keep the library running.
- Oceans of Possibilities Summer Reading Program
 - ECL's Summer Reading Program ran from June 1st to July 31st. Participants were able to participate online via the Beanstack app or in person via paper reading trackers. Participants who complete the entire reading challenge were entered into our Grand Prize Drawing for their chance to win an ABQ Biopark family plus membership. There were also many other bonus prizes as well as reading incentives that everyone can earn!
- Take & Make Kits
 - Edgewood Community Library curated two Take & Make Kits to be distributed in conjunction with the Summer Reading Program. The first kit was distributed throughout the month of June and the second was distributed throughout July.
- East Mountain Strummers
 - Local ukulele group meets on the 1st Saturday of the month in the Library's Activity Room from 11:30am-2:30pm. They play music for anyone who would like to listen or participate!
- YES! Program, Summer Lunch Program, and Tuesday Arts Camp
 - All three programs utilizing the library spaces throughout the months of June and July.

Improvements

- Library restrooms have been worked on several times and are finally up and running again.

Unresolved Maintenance Issues

- Roof leaks are still active in the Youth and Fiction Areas of the library. Some ceiling panels had to be removed prior to collapse because they were so saturated with the recent moisture. There is also a new leak in the hallway by the computer room.
- Water spigot valve still inoperable at south library exit near barrow henge art installation.
- An inoperable emergency exit light needs to be replaced.
- The fire door to the electrical room needs to be reattached securely.
- Four lighting ballasts are inoperable, and more lightbulbs are needed throughout the library.
- A window on the south side of the library facing the barrow henge area is broken. It is a double pane, so it does not need to be boarded up, however the outside pane is completely shattered.

Other News

- The word is getting out about the library being open to the public again! There has been a marked increase in the number of patrons visiting the library.
- Completed painting one of the murals on the solar hallway wall for the community mural event. It just needs a few touch ups by librarians.
- The library received an additional grant from the New Mexico State Library via the Federal American Rescue Plan Act totaling \$17,828. We have until September 30th to spend the funding.
- Town Commission approved Library Advisory Board appointments for Sandy Madsen and Kenny Adams to serve.
- Many patrons have commented that it is difficult to find the library because the lack of signage on the library building and by the entrance just off NM-344. We are currently looking into signage for the front of the library building.

Coming Up Soon

- Mural design contest
 - The last mural we did was so popular that it was all filled in, in just a few short days! We promised the community we were going to do another one in the fall. This time we want a community member to design it, so stay tuned for a mural design contest!

Stay Engaged in Your Library!

Cardholders still have 24/7 access to the library's digital collection and public WiFi. More information about these and other municipal services can be found at 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 also follow Town events and happenings from Facebook, too! Just select the Facebook icon in the upper righthand corner from the homepage!



Community Analysis & Needs Assessment (July 1, 2022 – June 30, 2027)

Library Profile

- **Location**
 - 30 miles east of Albuquerque just north of I-40 in Edgewood, NM located in southern Santa Fe County and occupying approx. 10,000 square feet of rental space in one wing of a newly renovated elementary school.
- **Budget**
 - Funded by Gross Receipts Tax (GRT) under Town of Edgewood (TOE)
 - Current Budget – \$208,302
 - State Grants in Aid and General Obligation funding is mostly used for library programs, library supplies, technology development, collection development, library furnishings, and marketing publications.
- **Collection**
 - 16,560 holdings with 82.7% in print materials, 16.6% in media, and less than 1% in special collections.
 - During the Covid-19 pandemic, we began purchasing eBooks and audiobook content. We are now part of NM Library To Go, and patrons can access online content through Overdrive or the Libby app.
 - E-content from Project Gutenberg & LibriVox incorporated into library's online catalog for patrons to download as well.
 - 13,707 average circulations per year
 - Circulations are down due to the Covid-19 pandemic and the library being closed previously.
- **Features/Services**
 - Open 38 hours a week
 - Tue-Fri 10am-6pm & Sat 10am-3pm

- Printing, copying, online learning/research resources, public computers, Wi-Fi, online library catalog, interlibrary loans, special events, programming
 - Programs and special events include: Weekly Story Time, Museum Passes, Learning Backpacks, Summer Reading Program, NM Family Pass, monthly events geared toward families, public outreach
- **Technology**
 - Apollo by Biblionix web-based library automation system
 - Fiber Optics LAN and WiFi broadcast through Plateau throughout library and 24/7 in library parking lot.
 - AWE learning tablet for K-3 learning
 - 14 public workstations
 - 4 wireless desktops in children’s area equipped with Windows 10 and Office 2013
 - 10 zero client workstations equipped with Windows 10 and Office 2013
 - All networked under 1 large server with 24-port hubs, data and power backup
- **Library Patrons**
 - 2,096 active cardholders as of July 2022
 - 16,424 average visits per year
 - 79% of patrons live in Edgewood
 - Moriarty 9%, Tijeras 6%, Stanley 2%, Sandia Park 2.5%, Estancia .5%, Other 1%

Community Profile

- **Legal Service Area (LSA)**
 - LSA population of Edgewood 6,174
 - Although Edgewood is the area most served, the library also extends service to other communities in the East Mountain and Estancia Valley areas
 - Vaughn, Encino, Estancia, McIntosh, Moriarty, Stanley, Cedar Crest, Sandia Park, Tijeras
 - Edgewood is located in 3 counties
 - Bernalillo, Santa Fe, Sandoval
- **Demographics (factfinder.census.gov/)**
 - Median age – 41
 - Median household income - \$68,766
 - 11% of population below poverty level
 - Education level – 93.5% high school graduate or higher
 - Race/Ethnicity

- 65.6% White, 27.2% Hispanic/Latino, 7.2% Other

- **Educational Institutions**

- Moriarty-Edgewood Public Schools, Estancia Valley Classical Academy Charter School, East Mountain Charter High School, Smarty Pants Preschool, Headstart Preschool, Edgewood Christian School, East Mountain Homeschoolers Group, In Him East Mountain Home Schoolers, The Learning Curve Child Development Center, Read Write Adult Literacy, Moriarty Community Library, East Mountain Library, Estancia Library, Southwest Soaring Museum, Moriarty Historical Society & Museum, Wildlife West Nature Park

- **Community Organizations**

- Single Action Shooting Society, Edgewood Chamber of Commerce, Moriarty FFA, Moriarty Lions Club, Cub Scouts, Girl Scouts, Edgewood Civitan Club, Youth 4-H, various animal rescue groups, East Mountains Strummers, Estancia Valley Writer's Group, Rt 66 Arts Alliance, NM Mounted Search & Rescue, various churches, private book clubs

Survey Details

- **Purpose of Survey**

- Gain a better understanding of community needs and expectations

- **Target Audience**

- Library users

- **Distribution Channels**

- Large display of 4 questions on a wall in a high traffic area of the library. Patrons were able to use sticky notes to answer the questions and stick their responses right to the wall.
- The same 4 questions were asked as part of a "challenge" via Beanstack, the app we use to facilitate reading programs.

- **Media Channels**

- Announcement on Town of Edgewood Facebook, announcement on library website homepage, brightly colored display in library, word-of-mouth

- **Period Conducted**

- April 1, 2022 – May 7th, 2022

- **Survey format**

- 4 questions displayed on wall of library, takes approximately 4 minutes to complete
- Questions:
 1. Before I die, I want to...
 2. What is one thing that would make the community better?
 3. What is one thing that would make your life better?
 4. My dream library...

- **Incentives**

- End-of-survey drawings for family 4 packs of tickets to the Sandia Peak Tram, Meow Wolf, and Electric Playhouse

Survey

- **See attached**

Survey Results

- **Patron Survey Completion**

- There were 86 completed surveys both in library and via the Beanstack app.

- **Overriding Themes Across Responses**

- Before I die, I want to...
 - Travel
- What is one thing that would make the community better?
 - Water activities
 - Kids activities
- What is one thing that would make your life better?
 - Money
 - Relaxation/Mental Health
 - Connection
- My dream library...
 - Collection development
 - Comfortable/variety of spaces
 - Programming

- **Service Responses Based on Overriding Themes**

- Travel
 - There are several different ways in which the theme of “Travel” can be incorporated into the services Edgewood Community Library provides.

- Because traveling seems to be important to many of our patrons, I would like to add travel videos and books to the library's DVD and nonfiction collections.
 - It is not feasible for everyone to travel due to several factors such as time and money. I would like to have an event in the future along the lines of an "International Travel Day". It would look something like having several stations of booths throughout the library. Each booth would have a different international theme with someone there to teach our patrons about the country/culture or do a quick activity with them. I would also like to provide Take & Make kits at this event that patrons can take home and continue to learn about different cultures and places.
- Water activities/kids activities
 - Because it is difficult for the Edgewood Community Library to provide any type of water activities alone, the library on continuing to partner with the Town of Edgewood to bring more "Water fun days" to our community.
 - Due to the pandemic and a shortage of staff, our services have been lacking in the children's programming department. The library would like to bring back monthly events and weekly story time beginning fall 2022.
- Money
 - Because the Library cannot give out cash prizes, unfortunately the library will not be able to provide any services based on the communities want of "money".
- Relaxation/mental health
 - Here at the library, we would like to provide some type of classes and/or programming to promote relaxation and good mental health. These classes or programs could include yoga, free therapy sessions to patrons, etc.
- Connection
 - The communities want of connection will be provided through more programming and events.
- Collection development
 - The library will continue to place high importance on collection development remaining aware of patron suggestions.
- Comfortable/variety of spaces
 - The library has already purchased new furniture and added several new comfy seating areas within the past year.
 - Because we are limited on space, we are limited on the variety of spaces we can offer our patrons.
 - The library would like to add study areas or cubbies in our solar hallway soon. We would also like to add more seating in our outdoor space as well as small playground equipment or activities, such as outdoor games, for the children.
- Programming
 - Due to the pandemic and a shortage of staff, our services have been lacking in the children's programming department. The library would like to bring back monthly events and weekly story time beginning fall 2022.

Conclusions

- Get the library's programs and events up and running once again, and offer newer programs based on community interests and geared towards different audiences.
- Continue to place high importance on collection development remaining aware of patron suggestions.
- Increase shelf space to allow for expansion of collections.
- Determine what spaces in the library are being utilized the most, consider rearrangement of spaces based on community needs, and add more to spaces that are lacking.

Community Needs Survey Via Beanstack



You Did It

Personal And Community Aspirations (4 Questions)

0 / 4 Activities Completed

Required



Reward
Completion Ticket



Tickets
1 Ticket

Answer all four questions in the text boxes provided. Once all questions have been answered, you will receive a "Ticket" that can be entered into your choice of three prize drawings!

NOTE: Your ticket will not be automatically entered into a prize drawing. Once you have earned your ticket, make sure to enter it in a drawing before the challenge end date of May 7th!



The challenge for these activities has ended, so these activities can no longer be completed.

Activities

- Before I die, I want to...

- What is the one thing that would make your life better?

- What is the one thing that would make the community better?

- My dream library...

** Unfortunately, we did not get a picture of the in-library survey we facilitated via a large display of the same 4 questions above, on a wall, in a high traffic area of the library. Patrons were able to use sticky notes to answer the questions and stick their responses right to the wall. All responses were then entered into an excel spreadsheet and assigned a theme. See attached.