



**AGENDA  
TOWN OF EDGEWOOD  
LIBRARY ADVISORY BOARD MEETING  
Thursday, April 15, 2021 @ 6:30PM  
171B NM-344, Edgewood, NM 87015**

This will be a virtual meeting. We encourage members of the public to listen in and participate by either calling in or joining the meeting online.

**Access Code/Meeting ID: 566-325-061**

**By phone: +1 (646) 749-3122**

**Online from a computer, smartphone or tablet:  
<https://global.gotomeeting.com/join/566325061>**

**New to GoToMeeting? Get the app now and be ready when the meeting starts:  
<https://global.gotomeeting.com/install/566325061>**

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

**1. Approval of Minutes**

- A. Library Advisory Board Special Meeting Minutes for August 27, 2020
- B. Library Advisory Board Meeting Minutes for October 15, 2020

**2. Treasury Report**

**3. Communications**

- A. Former Library Specialist, Barbara Hambek

**4. Report of Librarian**

- A. Quarter 2 FY21
- B. Quarter 3 FY21

**5. Unfinished Business**

**6. New Business**

- A. Election of Officers
- B. Library Advisory Board Member Alternate Term

- a. New term is 1/21/2021 – 12/31/2021

## **7. Announcements**

- A. Past Library Volunteer, Leslie Worley
- B. Next Regular Meeting – Thursday, July 15, 2021

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.

Individuals requiring a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend/participate in a hearing/meeting may contact the Town Clerk at (505) 286-4518 or by email at [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov) at least five (5) days prior to the meeting or as soon as possible.

**Edgewood Community Library Advisory Board Special Meeting**  
**Thursday August 27, 2020**  
**171B New Mexico 344**  
**Edgewood, New Mexico 87015**

**Roll Call**

Virtually present were board secretary Sandy Madsen, board members Willie Ellis, Linda Kissinger and Librarian Andrea Corvin. Not present was Vice-Chairman Kenny Adams. Since this was a virtual meeting there were also several phone ins.

Librarian Andrea Corvin called the meeting to order at 1:51P.M.

Andrea read the mission statement.

**Covid-19 Operations and Services Responses**

Andrea presented Covid-19 Operations and Services Responses. See attached. Andrea stated that there were 70 families that signed up for the summer reading program with 1,358 hours read. Andrea stated that she has extended the summer reading program throughout the 2020/2021 school year.

Andrea stated that Library Specialist, Barbara Hambek is out sick again and she doesn't expect her to be back till November sometime.

Linda wanted to know when will the library open? Andrea stated that the library will probably be closed to the fall and possible the winter.

Willie wanted to know how our circulation been? Andrea stated that circulation has been down. He also asked how has our money been holding up? Andrea stated that there was no budget request meeting this year because of the virus, but she does know that we have the same budget as last year.

Sandy wanted to know if she was still ordering new books and if it was from the USA Best seller list. Andrea stated she was and is filling in some holes in the fiction section, nonfiction section and graphic novels. Sandy also wanted to know if the "Friends" were open. Andrea said that because we had to close that they had to close, too.

**Public Comment /Questions**

There were no comments or questions from the public.

## **Announcements**

The next regular virtual board meeting will be held at 6:30P.M.Thursday, October 15, 2020. If we are allowed to hold it in person it will be advertised as so.

Due to the pandemic April 16, 2020 and July 16, 2020 meetings were not held.

### **PASSED AND APPROVED ON THIS 15TH DAY OF APRIL 2021**

**MOTION:** Sandy made a motion to adjourn at 2:50P.M.

Linda second the motion.

**VOTE:** All Board members voted aye.

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Sandy Madsen  
Board Secretary

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Vice-Chairman  
Kenny Adams



**Edgewood Community Library Advisory Board Meeting  
Thursday October 15, 2020  
171B New Mexico 344  
Edgewood, New Mexico 87015**

**Roll Call**

Present in the library maintaining Covid-19 distancing were Vice-Chairman Kenny Adams, board secretary Sandy Madsen and librarian Andrea Corvin. Board members Willie Ellis and Linda Kissinger were virtually present. Chairman Kenny Adams called the meeting to order at 6:30P.M. Kenny read the mission statement.

**Approval of Minutes**

**MOTION:** Willie made a motion to approve the minutes from January 23,  
2020

Sandy second the motion.

**VOTE:** All board members voted aye.

**Treasury Report**

Andrea presented the treasury report. See attached. Willie wanted to know how come we are spending money on DVDs. Andrea stated that we are not, in the materials added report she has to assign a monetary amount for inventory purposes to the DVDs that are donated to the library.

**Communications**

There were no communications.

## **Report of the Librarian**

Andrea presented the librarians report. Andrea stated that most of this information was also in the special meeting that we held in August. See attached. Willie wanted to know how Andrea is holding out doing all the library things by herself. Andrea stated that she is doing ok and learning how to streamline a lot of things. Edgewood hired a new cleaning person for the town facilities. Andrea does not know when she will start that position. Sandy suggested to Andrea to introduce herself to the new chief of police Darrel Sanchez for the town of Edgewood. Andrea stated that she has met the new chief.

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

**VOTE:** All board members voted aye.

### **Unfinished Business**

Andrea stated she has posted on line the new internet policy's that the board has approved. Item closed.

Andrea stated that she did tell the Mayor and Carla that we had our elections of officers and she did forward that information to the Mayor and Carla. Linda wanted to know if we get many applicates for the board. Andrea said no. Item closed.

### **New Business**

Andrea stated that there were no budget requests meetings this year because they are in April and everything was closed down. The council decided to approve the same budget from last year. Item closed.

Andrea presented the Community Service Policy. See attached. Andrea stated that this is an aging policy and felt that it needed to be updated. Andrea felt that the court ordered community service people were not reliable. Item closed.

**MOTION:** Linda made a motion to accept the change in the  
Community Service Policy.  
Sandy second the motion.

**MOTION:** All Board members voted aye.

Andrea has no recommended overdue material policy change.

**MOTION:** Willie made a motion to approve the same policy  
Sandy second the motion.

**VOTE:** All Board members voted aye

Andrea presented the Strategic Plan. See attached. Andrea stated that this is a requirement by the state library to be eligible for state funding. Andrea said that pandemic derailed plans to conduct the community assessment prior to updating the Strategic Plan with the State Library.

The mission statement and the service responses will remain the same.

Andrea would like to change the wording on the vision statement. See attached.

Goal one will remain the same. Goal two has been accomplished.

Goal three has been accomplished in 2017 by moving into this location.

Goal four has been crossed out and is now goal two. Andrea will have to do a community assessment to accomplish this goal.

Andrea attended a workshop for goal three. Andrea would like to engage the community for this goal. See attached.

**MOTION:** Linda made a motion to accept the changes for the strategic plan.

Sandy second the motion.

**VOTE:** All board members voted aye.

Andrea stated that she will write up the final draft of the strategic plan and e-mail it to the NM State Library and we will be in compliance.

Andrea reminded everybody to vote in the upcoming election and that GO Bond B is for libraries.

### **Announcements**

There were no announcements.

The Board Meeting for January 21, 2021 was cancelled due to a lack of a quorum.

The next Board Meeting will be held virtually April 15, 2021.

**PASSED AND APPROVED ON THIS 15TH OF APRIL 2021**

**MOTION:**

Linda made a motion to adjourn at 7:55P.M.

Sandy second the motion

**VOTE:**

All board members voted aye

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Sandy Madsen  
Board Secretary

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Kenny Adams  
Vice-Chairman

DRAFT



TOWN OF EDGEWOOD  
 DEPARTMENT HEAD REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2021

100-OPERATING FUND  
 FINANCIAL SUMMARY

% OF YEAR COMP

	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE
<u>EXPENSE SUMMARY</u>						
LIBRARY	0.00	206,083	8,780.50	89,906.59	2,388.50	113,787.00
TOTAL EXPENDITURES	0.00	206,083	8,780.50	89,906.59	2,388.50	113,787.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	206,083) (	8,780.50) (	89,906.59) (	2,388.50) (	113,787.00) (

TOWN OF EDGEWOOD  
 DEPARTMENT HEAD REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2021

100-OPERATING FUND  
 LIBRARY

% OF YEAR COMPLE

EXPENSES	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE
<b>SALARIES &amp; WAGES</b>						
100-410-41020 Salaries	0.00	86,210	3,775.84	40,570.30	0.00	45,639.7
100-410-41030 Salaries PT	0.00	0	0.00	0.00	0.00	0.0
100-410-41050 Overtime	0.00	2,156	247.79	1,467.43	0.00	688.1
TOTAL SALARIES & WAGES	0.00	88,366	4,023.63	42,037.73	0.00	46,328.1
<b>EMPLOYEE BENEFITS</b>						
100-410-42010 FICA	0.00	5,479	230.36	2,408.15	0.00	3,070.8
100-410-42020 Medicare	0.00	1,282	53.87	563.16	0.00	718.0
100-410-42030 PERA	0.00	9,880	450.46	5,188.80	0.00	4,691.2
100-410-42050 Employee Insurance	0.00	23,875	0.00	13,203.81	0.00	10,671.2
100-410-42060 RHCA	0.00	1,725	0.00	731.23	0.00	993.7
100-410-42070 SUTA	0.00	946	0.00	96.11	0.00	849.9
100-410-42080 W/C Assessment	0.00	19	0.00	9.20	0.00	9.0
100-410-42090 Basic Life	0.00	310	10.25	143.29	0.00	166.7
TOTAL EMPLOYEE BENEFITS	0.00	43,516	744.94	22,343.75	0.00	21,172.1
<b>TRAVEL</b>						
100-410-43010 Mileage Reimbursement	0.00	300	0.00	0.00	0.00	300.0
100-410-43020 Per Diem	0.00	300	0.00	0.00	0.00	300.0
TOTAL TRAVEL	0.00	600	0.00	0.00	0.00	600.0
<b>PROPERTY SERVICES</b>						
100-410-44010 Maintenance Building/Stru	0.00	1,500	76.86	165.63	0.00	1,334.4
100-410-44020 Maintenance Contracts	0.00	1,600	0.00	0.00	0.00	1,600.0
100-410-44042 Computer Maintenance	0.00	0	0.00	0.00	0.00	0.0
TOTAL PROPERTY SERVICES	0.00	3,100	76.86	165.63	0.00	2,934.4
<b>CONTRACTUAL SERVICES</b>						
100-410-45020 Attorney Fees	0.00	50	0.00	0.00	0.00	50.0
100-410-45030 Professional Services	0.00	1,000	0.00	0.00	0.00	1,000.0
TOTAL CONTRACTUAL SERVICES	0.00	1,050	0.00	0.00	0.00	1,050.0
<b>SUPPLIES</b>						
100-410-46010 Office Supplies	0.00	5,000	775.25	2,707.98	847.56	1,444.4
100-410-46020 Non-Cap.Equip.Furn.Fixtur	0.00	5,000	2,707.04	2,707.04	0.00	2,292.0
100-410-46040 Uniforms	0.00	200	0.00	0.00	0.00	200.0
100-410-46900 Other Supplies	0.00	4,000	0.00	1,542.45	0.00	2,457.5
TOTAL SUPPLIES	0.00	14,200	3,482.29	6,957.47	847.56	6,394.4
<b>OPERATING COSTS</b>						
100-410-47040 Conferences/Training	0.00	500	0.00	9.39	0.00	490.6
100-410-47060 Insurance	0.00	3,000	0.00	871.00	0.00	2,129.0
100-410-47070 Postage	0.00	120	0.00	0.00	0.00	120.0
100-410-47080 Printing & Publications	0.00	300	0.00	0.00	0.00	300.0
100-410-47130 Rent of Land/Building	0.00	5,000	0.00	0.00	0.00	5,000.0
100-410-47140 Dues & Subscriptions	0.00	1,300	0.00	1,550.00	0.00	250.0
100-410-47150 Telephone/Internet	0.00	3,200	160.00	1,512.78	0.00	1,687.2

TOWN OF EDGEWOOD  
 DEPARTMENT HEAD REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2021

100-OPERATING FUND  
 LIBRARY

% OF YEAR COMP

EXPENSES	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE
100-410-47160 Utilities	0.00	11,000	173.38	173.38	0.00	10,826.
TOTAL OPERATING COSTS	0.00	24,420	333.38	4,116.55	0.00	20,303.
<u>CAPITAL PURCHASES</u>						
100-410-48030 Furniture & Fixtures	0.00	8,564	0.00	0.00	0.00	8,564.
100-410-48060 Library Acquisition	0.00	11,000	0.00	10,808.84	0.00	191.
100-410-48061 State Lib.Grant Purchase	0.00	7,000	119.40	1,069.40	1,540.94	4,389.
100-410-48067 GO Bond	0.00	4,267	0.00	0.00	0.00	4,267.
100-410-48070 Library Grants	0.00	0	0.00	0.00	0.00	0.
TOTAL CAPITAL PURCHASES	0.00	30,831	119.40	11,878.24	1,540.94	17,411.
<u>PROFESSIONAL SERVICES</u>						
100-410-48350 E-RATE Expenditures	0.00	0	0.00	2,407.22	0.00	2,407.
TOTAL PROFESSIONAL SERVICES	0.00	0	0.00	2,407.22	0.00	2,407.
TOTAL LIBRARY	0.00	206,083	8,780.50	89,906.59	2,388.50	113,787.
TOTAL EXPENDITURES	0.00	206,083	8,780.50	89,906.59	2,388.50	113,787.
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 206,083)	( 8,780.50)	( 89,906.59)	( 2,388.50)	( 113,787.)



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**Librarian Report**  
**Quarter 2 FY21**  
**Submitted by: Librarian, Andrea Corvin**

**Budget**

- Used \$10,000 in Federal CARES Act reimbursement funds and \$3,541.34 in acquisitions funding to purchase digital content for the library's ebook collection.
- Utilized \$1,124.56 for office supplies, cleaning supplies, and equipment to facilitate virtual library services.

**COVID-19 Operations & Service Responses**

- **October 1, 2020 – November 7, 2020**
  - Continued curbside service hours 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 pickups, collecting reading trackers, distributing incentives for Reading Program, collecting/properly quarantining returned items, and processing/re-shelving returned items.
  - Continued all administrative duties and clerical duties associated with library operations absent any volunteers and other Town of Edgewood library staff.
    - 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.
    - Hosted various virtual, free, family-friendly, educationally interactive events in collaboration with other educational institutions.
  - Attended virtual seminar hosted by the American Library Association to learn about the latest phase in the REALM Project lab study (conducted by Battelle) on how long COVID-19 survives on materials common to archives, libraries, and museums. The purpose of the seminar was to give a bit of background information on the study, its methodology, and communicate the results so organizations can make their own risk evaluations and operational adjustments accordingly.
    - Appropriate ventilation and mask wearing are still the “secret sauce” to avoiding high risk situations. Droplets containing the virus or “aerolized” virus particles are still the most direct way in which COVID-19 can spread. Whether or not spread occurs by contacting contaminated objects or bodily fluid transmission are still being researched. Higher temperatures, higher humidity, and increased air circulation have a large effect on mitigating spread. Under these conditions the virus dies off more quickly. Ultraviolet light treatment in certain forms, surface cleaning, and hand washing is still proving effective.



- Quarantine procedures for returned library materials will remain the same. Items will be collected from the book drop once a week on Saturdays. Library staff will handle any materials wearing appropriate personal protection equipment. All items will be spaced out and stood up on tables in the solar hallway of the library for a minimum of 7 days prior to check-in and re-shelving. For a complete report on the REALM study, testing updates, and other resources, please visit: <https://www.oclc.org/realm/happening-now.html>
- **November 9, 2020 – December 31, 2020**
  - The library's curbside services were suspended as all in-person services for the Town of Edgewood were halted until further notice due to the increased number in COVID-19 cases in New Mexico.
    - Posted updated informational flyers/social media postings, library webpages, News Stories homepage post, outdoor bulletin board, automated phone system, Town Facebook page, and local Facebook groups.
    - Updated the automation system automatic messages and parameters.
    - Reconfigured the Reading Program for remote participation.
  - 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, purchased digital library materials.
    - Submitted purchase orders and supply orders.
    - Continued organizing, creating/designing digital materials/flyers for promoting, and facilitating virtual programming.

## Collection Development

- Attended NM Library To Go quarterly consortium meeting. There are almost 40 other smaller-sized libraries in the consortium now. The consortium went from approximately 300 zombie holds (titles that have expired and have active holds) to just 26 zombie holds. A vote was taken to continue the Instant Digital Card service and was passed. The OverDrive representative talked about how public schools can connect to a public library's digital collection by subscribing to Sora with OverDrive. There was a discussion about whether or not Advantage libraries within the consortium wanted to opt into Advantage Plus to share proprietary titles. There were only a handful of libraries within the consortium interested in this and just a few that have already opted in, including the Edgewood Community Library.
- The Edgewood Community Library's recently purchased titles are now being shared with all the other Advantage libraries in the consortium! Edgewood Community Library members will still have priority when borrowing items, of course. A great many users, both local and belonging to other libraries, have discovered these titles, significantly boosting circulation.
- Continued work on consolidating and reorganizing collections to streamline cataloging processes, make reshelving items easier, and boost patron collection discovery.
  - Evaluated, weeded, and shelf-shifted the Youth Fiction collection.
  - Evaluated, weeded, and relocated the Youth Biography collection.
  - Evaluated and weeded the Adult Biography collection.
  - Evaluated and weeded the Youth DVD and Adult DVD collections. Combined the Youth DVD collection with the Adult DVD collection so all the DVDs are in one place and easier to locate.
  - Evaluated and weeded the Youth Audiobooks and Adult Audiobook collections. Combined the Youth Audiobook collection with the Adult Audiobook collection so all the audiobooks are in one place and easier to locate and reshelve.
  - Shelf-shifted the Youth Graphic Novel collection.

- Did away with Adult Fiction subcollections Mystery, Romance, Western, and Sci-Fi/Fantasy. All titles from these subgenres have been incorporated and reshelfed under Adult Fiction to locate, reshelve, and catalog materials more easily.

## Maintenance/Improvements

- Mayor Bassett contacted Superintendent Salazar about the ongoing roof leaks in September. She responded right away that MESD Maintenance will put in a work order. The leaks have not been addressed yet and the water 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.
- Maintenance has removed the hard water deposits that clogged the faucet screens/aerators in both restrooms. Thank you!
- The Town of Edgewood has hired a new maintenance person. Welcome, Anji Wilson-Montoya!
- 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.
- Traps and ultrasonic plug-in pest deterrent units were ordered, received, and set up throughout the library. They seem to have been effective so far.
- Consolidated and re-organized library archival files/records and current library files/records.
- Cleaned out staff office and reorganized office/library supplies

## Other News

- Longtime library staff member, Barbara Hambek, decided to resign from her Library Specialist position with the Town of Edgewood in mid-November.
- Completed the first of three Reading Program Grand Prize drawings via Facebook on November 14 as extra incentive for participants to read into the school year. Participants collectively turned in reading trackers for a total of 424 hours or 25,440 minutes read over just 8 weeks!
- The Library Advisory Board reviewed and approved the recommended changes to the Overdue Materials policy, Community Service policy, and Strategic Plan on October 15. The policies were updated accordingly and posted to the Town website. The Strategic Plan was also updated, posted to the Town website and submitted to the New Mexico State Library. To access these and other library publications, please visit: [https://www.edgewood-nm.gov/departments/library/library\\_forms\\_and\\_publications.php#outer-229](https://www.edgewood-nm.gov/departments/library/library_forms_and_publications.php#outer-229)

## Virtual Programming, Events & Outreach

- **10/3/2020 – Cookie Mining STEM Program**
  - Participants simulated a mining operation using chocolate chip cookies and discussed the effects mining has on the environment.
- **10/10/2020 – Super Cold STEM Program**
  - Participants were treated to an extremely cool demonstration involving liquid nitrogen.
- **10/17/2020 – Princess Story Time with the Snow Queen**
  - The Snow Queen read a story, answered questions, and did some fun activities with participants.
- **10/24/2020 – Princess Story Time with Belle**



- Belle read a story, answered questions, and did some fun activities with participants.
- **10/30/2020 – Halloween Drive-Boo**
  - Collaborated with other departments to organize and plan a free, drive-through Halloween trick-or-treat event using COVID-safe practices and procedures. Town departments labored all day to decorate the north parking lot and handed out prepared goody bags sponsored by the Town and various caring citizens.
  - The Halloween Drive-Boo was a hit! 303 vehicles and approximately 1,200 participants from the East Mountain Area, Rio Rancho, Santa Fe, and even Colorado! Many thanks to the Edgewood Police Department, Animal Control, Maintenance Department, Administrative Department, and the Edgewood Volunteer Fire Department for making this event so special!
  - Here's how the library participated prior to and during the event:
    - Designed/created digital promotional materials and route map.
    - Promoted the 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.
    - Preorganized decorations and materials.
    - Offered detailed set up plans/suggestions.
    - Actively monitored and replied to social media postings throughout and following the event.
- **11/7/2020 – Candy Science STEM Program**
  - Participants employed the Scientific Method to experiment with their old Halloween candy.
- **11/14/2020 – Story Time with the Island Princess**
  - The Island Princess read a story, answered questions, and did some fun activities with participants.
- **11/21/2020 – Princess Story Time with Rapunzel**
  - Rapunzel read a story, answered questions, and did some fun activities with participants.

## 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 and curbside services are suspended, Reading Program participants can still read for a chance to win a Grand Prize! Cardholders still have 24/7 access to the library's digital collection and public WiFi from the library parking lot. More information about these and other municipal services can be found at [www.edgewood-nm.gov](http://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 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	0	1,676		0	
Children	1,509	0	855	0	719		0	
<b>Total Visitors</b>	<b>4,115</b>	<b>0</b>	<b>2,666</b>	<b>0</b>	<b>2,395</b>		<b>0</b>	
Reference Questions	853	469	621	353	603		975	
Computer Usage	1,234	0	605	0	577		0	
Checkouts	4,708	1,823	3,263	314	3,064		489	
Renewals	311	624	1,341	408	1,045		512	
Digital Checkouts	N/A	535	N/A	1,350	N/A		188	
<b>Total Circulation</b>	<b>5,019</b>	<b>3,219</b>	<b>4,604</b>	<b>2,072</b>	<b>4,109</b>		<b>1,189</b>	

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	0	0				
Drop Everything & Read	0	0	0	0				
Friends Meeting	0	0	0	0				
Library Advisory Board Meeting (virtual)	1	5	1	5				
Outreach	0	0	1	1,200				
Paws for Reading	0	0	0	0				
Proctored Tests	0	0	0	0				
Special Library Events (virtual)	3	21	7	55				
Summer Reading Program (virtual)	8	56	0	0				
Volunteer Training	0	0	0	0				
Weekly Story Time	0	0	0	0				

STEM Program Usage	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	0	0		
Learning Backpack Checkout	0	0		
AWE Learning Minutes	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 until further notice.



## Purchased titles summary

This report includes any One Copy/One User and Metered Access titles purchased during the date range listed at the top of the report summary. The number of copies purchased represents copies purchased during that date range, and can include copies that were purchased and then expired within that window. This report does not display the total number of units or licenses currently in your collection. See the Title status & usage report for information about your current holdings.

**Exclusions:** This report excludes Simultaneous Use subscriptions (including periodicals), recalled content, and Cost Per Circ (CPC) content. For information about these types of content, you can use the Simultaneous Use orders report, the Recalled content report, or view invoices in Marketplace for CPC content.

**Note:** Manage Analytics permission is required to view invoices.

**Preorders:** This report can include or exclude preorder titles based on your preference (to change your preference, click Run new report). Preorder titles and copies will be counted under your "standard" totals instead of your "preorder" totals once they reach their street dates.

To see important information about this report, visit this help article.

Date	10/1/2020 to 12/31/2020
Format	All formats
Language	All languages
Audience	All audiences
Subject	All subjects
Rating	All ratings
Lending model	All lending models
Weed status	All
Preorder titles	Exclude

[Run new report](#) | [Create worksheet](#)

Consolidating purchased titles		Advantage purchased titles	
Standard titles purchased	524	Standard titles purchased	368
Standard copies purchased	575	Standard copies purchased	897
Standard expenditures	\$20,988.07 USD	Standard expenditures	\$3,534.51 USD



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**Librarian Report**  
**Quarter 3 FY21**  
**Submitted by: Andrea Corvin**

## **Budget**

- Utilized \$4,987.73 in acquisitions funding to purchase digital content for the library's ebook collection.
- Utilized \$4,716.11 to purchase office supplies and non-capital equipment, furniture, and fixtures for library maintenance and improvements.
- Submitted all reimbursement requests, totaling \$12,800.71, for 2016 GO Bonds to the NM State Library. The reimbursement was received via direct deposit.
- Received authorization from the NM State Library to begin submitting reimbursement requests 2018 GO Bonds up to \$16,996.98.
- Used \$1,868.34 in State Grants in Aid funding toward the NM Library To Go ebook consortium membership renewal and annual fees for March 2021-February 2022, malware licensing renewal, and online promotional design platform renewal.
- Received remaining State Grants in Aid disbursement with an additional \$2,106.13 in federal CARES Act funding for COVID-19 related operating expenditures, bringing the total disbursement to \$11,601.28.

## **COVID-19 Operations & Service Responses**

- **January 1, 2021 – March 31, 2021**
  - 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, purchased digital library materials.
    - Submitted purchase orders and supply orders.

## **Maintenance/Improvements**

- Jesus performed regular network maintenance and updates. He also increased the processing capacity on the circulation desk computers so now they will no longer lag.
- Ordered, installed, and configured new circulation desk printer.
- Converted one staff office into a workroom for processing donations and library acquisitions by:
  - Removed unneeded furniture, fixtures, stored items.
  - Patched/repaired, textured, and touched up walls.
  - Ordered acrylic bins to house and better organize material processing equipment/supplies.
- Converted storage closet in "new" workroom into a volunteer station to house personal items for volunteer staff and other volunteer-related items.
  - Removed stored items.
  - Patched/repaired and painted walls and ceiling.
  - Built peg wall for configurable open storage and clothing hooks.
- Converted one staff office into a combined office for library staff.
  - Removed unneeded furniture, fixtures, and stored items.
  - Repurposed and relocated usable office furniture to combined office.



- Patched/repaired, textured, and touched-up walls.
- Built four tables and peg wall for open storage.
- Set up computer workstations and mounted PCs to underside of tables.
- Reconfigured circulation desk workstations.
  - Mounted PCs and small router to underside of workstations.
  - Reorganized all electronic cords and mounted them to the underside of the workstations.
  - Ordered various office equipment to better organize workstations and improve efficiency.
- Made improvements to computer room.
  - Patched/repaired, textured, and touched up walls.
  - Prepped and painted ethernet drop downs and two walls with the same purple accent color located in another part of the library.
  - Prepped and painted the baseboard trim to match the door trim.
  - Removed borrowed computer workstation tables.
  - Temporarily relocated computer equipment and accessories.
  - Built ten new tables for computer workstations and a counter for additional seating.
- More leaks have been happening as the snow melts off making it impossible to reshelve library items because black plastic has been draped over portion of shelving in multiple areas to protect library collections. Spoke with head of maintenance with the Moriarty-Edgewood Schools on January 14. He had RoofCare come out to review the roof leaks. RoofCare discovered that silicone sealant was used for repairs long ago - which will cause any future repairs to not adhere to the sealant. Subsequently, the leaks have yet to be addressed and the water-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.
- 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

- Submitted changes to the Library Specialist position (changed to Librarian) to Council for review and approval in March. The notice of vacancy for the Librarian position was circulated internally thereafter.

## 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 and curbside services are suspended, Reading Program participants can still read for a chance to win a Grand Prize! Cardholders still have 24/7 access to the library's digital collection and public WiFi from the library parking lot. More information about these and other municipal services can be found at [www.edgewood-nm.gov](http://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 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	0	1,676	0	0	
Children	1,509	0	855	0	719	0	0	
<b>Total Visitors</b>	<b>4,115</b>	<b>0</b>	<b>2,666</b>	<b>0</b>	<b>2,395</b>	<b>0</b>	<b>0</b>	
Reference Questions	853	469	621	353	603	408	975	
Computer Usage	1,234	0	605	0	577	0	0	
Checkouts	4,708	1,823	3,263	314	3,064	0	489	
Renewals	311	624	1,341	408	1,045	0	512	
Digital Checkouts	N/A	535	N/A	1,350	N/A	517	188	
<b>Total Circulation</b>	<b>5,019</b>	<b>3,219</b>	<b>4,604</b>	<b>2,072</b>	<b>4,109</b>	<b>517</b>	<b>1,189</b>	

## 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	0	0	0	0		
Drop Everything & Read	0	0	0	0	0	0		
Friends Meeting	0	0	0	0	0	0		
Library Advisory Board Meeting (virtual)	1	5	1	5	0	0		
Outreach	0	0	1	1,200	0	0		
Paws for Reading	0	0	0	0	0	0		
Proctored Tests	0	0	0	0	0	0		
Special Library Events (virtual)	3	21	7	55	0	0		
Summer Reading Program (virtual)	8	56	0	0	0	0		
Volunteer Training	0	0	0	0	0	0		
Weekly Story Time	0	0	0	0	0	0		

## STEM Program Usage

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	0	0	0	
Learning Backpack Checkout	0	0	0	
AWE Learning Minutes	0	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 until further notice.



