

AGENDA
TOWN OF EDGEWOOD
LIBRARY ADVISORY BOARD MEETING
Thursday, April 21, 2022 @ 6:30PM
Library, 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 15, 2021
- B. Library Advisory Board Meeting Minutes for January 20, 2022

2. Treasury Report

3. Communications

4. Report of Librarian

- A. Quarter 3, FY22

5. Unfinished Business

- A. Library Advisory Board Member Terms
 - New terms for 2 members: 1/20/2022 – 12/31/2024
 - Current terms for vacancies: 1/23/2020 – 12/31/2022

6. New Business

- A. Library policy review and proposed corrections/changes/updates
- B. Community Assessment

7. Announcements

- A. Next Regular Meeting – Thursday, July 21, 2022

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 15, 2021
171B New Mexico 344
Edgewood, New Mexico 87015**

Roll Call

Present were Vice Chairman Kenny Adams, Secretary Sandy Madsen, Board Members Willie Ellis and Linda Kissinger. Library Operations Manager Andrea Corvin and Librarian Rachel Martinez.

Kenny called the meeting to order at 6:37pm

Kenny read the mission statement.

Approval of Minutes

MOTION: Linda made a motion to approve the minutes from April 15, 2021
Willie second the motion.

VOTE: All board members voted aye.

Treasury Report

Andrea presented the treasury report as of June 30, 2021. See attached. Andrea stated that council approved a \$35,196.00 increase to the library furniture and fixtures.

Communications

Sandy stated that she talked to past librarian Barbara Hambek and that she is retired now and is very happy.

Report of the Librarian

Andrea presented the librarian report for Quarter 4 FY21. See attached.
Rachel presented the Summer Reading Program. See attached. Andrea stated that Rachel did a lot of work for the Take and Make Kits and single handedly put together over 800 kits. Rachel also took the time to put together detailed instructions for the kids.
Rachel presented a short talk on the new Summer Reading Program mobile app, Beanstack.

Andrea stated that she has built new tables for the computer room and has ordered new chairs. Also, there is a new sitting area with area rugs.

Andrea stated that as soon as the shelving projects are completed, we will have a grand reopening of the library. It will be on Saturday September 11, 2021. Before that, the volunteers will be re-trained. Andrea stated that Rachel will do face painting and Andrea will do crazy balloons. There will be no refreshments. Andrea would also like to have the community decorate and paint the large stones in the Barrowhenge area.

Andrea stated that the Town of Edgewood is having a Party in the Park on Saturday July 31, 3pm-10pm. The library will have a booth with free arts and crafts activities. There will be several other booths and event features going on as well. Sandy volunteered for this event.

Andrea stated that the community mural on the solar hallway wall will be in January 2022. There will be an outline on the wall for the community to fill in with paint. There will be drop cloths, aprons, pre-filled paint holders, smocks, etc.

The library will be having a Bad Art Competition Saturday November 13. Participants have a chance to win in the following categories: Least Bad, Crowd Favorite, What the ? and Everything but the Kitchen Sink.

Andrea stated that she has reorganized the activity room and the maintenance closet, making sure they are within fire code. She is almost done with the Computer Room.

Sandy wanted to know what exactly Andrea's title is since Rachel's title is Librarian. Andrea stated that her title is Library Operations Manager.

Linda wanted to know what was happening with the restrooms. Andrea stated that

they have not been fixed yet because it falls to MESD to maintain. We have always had problem with the bathrooms. Both restrooms do not smell nice. Andrea stated that the library has made improvements by installing new automated paper towel dispensers, touchless soap dispensers, and air fresheners. Rachel stated that the administrative side of the building has some flushing issues also. Andrea stated that she talked to James (Town Maintenance Department) and he said the issues may be caused by sediment settling in the pipes.

Andrea also stated that the roof leaks have all been mended.

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

VOTE: All board members voted aye.

Unfinished Business

Andrea stated that at the last meeting she was supposed to get an ad together to fill the board vacant positions. She has not done that because the town will be under a new administration soon. November 2nd is the election when the new commissioners will be voted in and January, they will be sworn in. Andrea stated that the Library Advisory Board will need to be approved by the new Mayor and Commission. Sandy suggested to have a meet and greet for the new commissioners and give each a library info sheet. Item open.

New Business

The town of Edgewood is hosting a series of budget workshops. The public is welcome to attend and hear what the department heads are requesting. Andrea stated that she spent a lot of time sharing what the library does daily. Andrea stated that she is asking for additional 2 full-timers and 2 part-timers. Andrea asked to double the acquisitions budget to \$22,000.00 instead of 11,000.00 because she always has to dip into State Grants in Aid funding to cover acquisitions needs. She'd rather reserve that funding for other programming and projects. She also asked for an increase in office supplies another \$2,000.00 so once again, she doesn't have to dip into State Grants and Aid for supplies. Item closed.

Andrea stated that the friends of the library have lost several members and that Kenny is the only member at this time. Kenny stated that he may know of some

people that might be interested. Andrea stated that she can still post on Facebook about their sales. Item closed.

Announcement

Sandy stated that former Mayor Brad Hill had a massive heart attack and is on the mend.

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

The next Board Meeting will be held 6:30, Thursday January 20, 2022 in the library.

PASSED AND APPROVED ON THIS 21st DAY OF APRIL 2022

MOTION: Linda made a motion to adjourn at 8:00pm.
Sandy second the motion.

VOTE: All Board Members voted aye

Kenny Adams
Vice-Chairman

Sandy Madsen
Secretary

**Edgewood Community Library Advisory Board Meeting
Thursday January 20, 2022
171B New Mexico 344
Edgewood, New Mexico 87015**

Roll Call

Present were board secretary Sandy Madsen, board members Willie Ellis and Linda Kissinger. Librarian Operations Manager Andrea Corvin. Not present were Vice-Chairman Kenny Adams and librarian Rachel Martinez.

Andrea called the meeting to order at 6:37P.M.

Andrea read the mission statement.

Approval of Minutes

The minutes from July 15, 2021 were incorrect and were tabled.

Treasury Report

Andrea presented the treasury report. See attached. Andrea wanted to know if there were any questions on the expenditures for quarters 1 and 2. Andrea stated that she spent money on books, e-books, non-capital equipment furniture and fixtures. Office supplies and other supplies. Willie wanted to know what the shipping status for the replacement shelving panels. Andrea stated that there is still a supply chain issues.

Communications

There were none.

Report of the Librarian

Andrea presented the librarians report for quarters 1 and 2. See attached. Andrea stated we did not have a grand re-opening in September because the COVID cases went up and the Town of Edgewood shut down in-person services again.

MOTION: Sandy made a motion to accept the report of the librarian.
Willie second the motion.
VOTE: All board members voted aye.
Unfinished Business

There was no unfinished business.

New Business

Andrea stated that the election of officers happen every January. Positions are as follows.

Chairman -vacant
Vice-Chairman-Kenny Adams
Secretary -Sandy Madsen

MOTION: Willie made a motion to keep the same positions.
Linda second the motion.
VOTE: All board members voted aye.

Andrea stated that there are 2 new terms for 2 members. 1/20/2022-12/31-2024

MOTION: Sandy made a motion for Kenny Adams and Willie Ellis to fill the new terms.
Linda second the motion.
VOTE: All board members voted aye.

Andrea will present these positions to the Commission for consideration.

Andrea wanted to know if anyone knew of anybody who is interested in filling the Alternate board member position and other board member position. There were none.

Announcements

There were no announcements.

The next Board meeting will be held 6:30, Thursday April 21, 2022 in the

library.

PASSED AND APPROVED ON THIS 21st DAY OF APRIL 2022

MOTION:

Linda made a motion to adjourn at 7:00P.M.
Willie second the motion.

VOTE:

All Board members voted aye.

Sandy Madsen
Board Secretary

Vice-Chairman
Kenny Adams

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Librarian Report Quarter 3 FY22 Submitted by: Andrea Corvin

Collection Development

- Purchased \$1,400 in books for multiple library collections.
- Cataloged and processed 258 acquisitions and donations.
- Renewed New Mexico Library To GO ebook consortium membership with OverDrive for another year.

Programs/Events

- Winter Reading Challenge
 - 55 youth participants completed 769 reading activities for prize drawings.
 - 30 adult participants completed 330 reading activities for prize drawings.
 - 63 new participants created accounts and participated.
- NM Listens
 - Hosted two community engagement forums in collaboration with the League of Women Voters of Santa Fe County, Greater East Mountain Chamber, and The Independent with support from the National Endowment for the Humanities and New Mexico Humanities Council. These programs were meant to recultivate community connection and solicit input from community members.
- Bad Art competition
 - Almost 60 people participated in the Bad Art Competition event on Saturday, March 12, 2022. The library received 34 entries and opened voting immediately after the event. This event generated lots of community interest and positive feedback – we plan on hosting another in the Fall!
- Spring Into Reading Challenge
 - Registration for another exciting reading challenge for prize drawings began March 6 with registrants using the Beanstack app to participate: <https://www.beanstack.com/mobile-app>. The program officially began on March 20 and will run through April 30. So far, 161 participants have registered!

Improvements

- Many burnt-out light bulbs were replaced, and many bulbs were added. The inoperable lighting ballasts were inspected and will, hopefully, be replaced soon.

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.
- Water spigot valve still inoperable at south library exit near Barrowhenge art installation.
- Toilets in the women's restroom are continuing to leak and/or not flush correctly.

- All men's restroom urinals and toilets have issues flushing contents completely and have been closed to the public due to health concerns.
- Some sinks in both the men's and women's restrooms no longer operate.
- The water fountains are corroded and very calcified.
- Water lines and valves in the water utility closet are severely corroded.
- 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.
- The mice are still sneaking around throughout the building.
- Four lighting ballasts are inoperable, and more lightbulbs are needed throughout the library.

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.
- Library still severely short-handed. Librarians are still covering the circulation desk shifts, performing clerical work, shoveling snow, taking out trash, sweeping, vacuuming, mopping, cleaning women's restroom, etc. in addition to their administrative duties.
- Completed painting one of the murals on the solar hallway wall for the community mural event.
- Town is still looking into contracting with a plumber and electrician and hiring for janitorial position.
- Completed procurement process to order additional furniture for public use throughout the library and new steel browser box shelving for the youth graphic novel collection.
- The library expects to receive additional grant from the New Mexico State Library via the federal American Rescue Plan Act totaling \$17,828.
- The five-year reimbursement grant for \$125,000 with Santa Fe County for administering library services to the southern portion of the county will end after this fiscal year. Final reimbursement requests are due soon and are being handled by the Clerk-Treasurer.
- Town Commission approved Library Advisory Board appointments for Linda Kissinger and Willie Ellis. Still waiting for the Commission to approve 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 of NM-344.
- Library policies will be reviewed soon. Please see attached proposed changes, updates, and corrections to be considered.

Coming Up Soon

- Let's Paint a Mural
 - Help the library add some pizzazz to the solar hallway walls by filling in a prepared mural with bright colors during regular hours of operations on April 2 – April 9! All materials provided and no artistic experience needed to participate!
- Community Engagement Project
 - It's time to complete another community assessment to continue to qualify for State Grants in Aid and GO Bond funding with the NM State Library. We'll be asking for community input (April 2, 2022 – May 7, 2022) with a series of four questions to get a better sense of peoples' aspirations for their community to inform our services responses.
 - The community can participate either in-library or via the Beanstack app (<https://www.beanstack.com/mobile-app>) under the "Prize Drawing Challenge". As a thank you

for participation, each person that completes all four questions can enter a prize drawing for tickets to either Meow Wolf, Electric Playhouse, or the Sandia Peak Tram.

- National Volunteer Appreciation Week
 - Edgewood runs on volunteers; be sure to thank one during National Volunteer Appreciation Week on Sunday, April 17, 2022 – Saturday, April 23, 2022.
- Library Advisory Board Meeting
 - Anyone is welcome to attend the Library Advisory Board's quarterly meeting on Thursday, July 15, 2022 at 6:30pm in the Library. The agenda and packet will be available soon and can be downloaded online: https://www.edgewood-nm.gov/departments/library/agendas_and_minutes.php
- Summer Reading Program Registration May 23 – June 4
 - We're looking forward to another fun and engaging Summer Reading Program to keep the kiddos reading over the summer months. We're still ironing out all the details so stay tuned for more information soon!

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!

Edgewood Community Library

Policies

As reviewed and approved by the Library Advisory Board

Library Operations Manager

4-21-2022



EDGEWOOD COMMUNITY LIBRARY

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ACTIVITIES ROOM

Approved April 2019 **April 2022**

A. Philosophy

The library serves as friendly commons, offering programs and services to facilitate community engagement as well as the free exchange of knowledge and ideas. To encourage this, the Activities Room may be reserved by members of the local community when not in use by the library. The Activities Room is available for use, within the guidelines and priorities of this policy, by all groups regardless of the beliefs or affiliations of any group or its individual members.

B. Disclaimer

The booking of a group, and the content of its subsequent meeting, does not constitute an endorsement of, or any opinion about, the philosophy of such group by the library or municipality.

C. Advertising and Publicity

The library only promotes library sponsored or co-sponsored programs. The library shall not be identified or implied as a sponsor. The name, phone number, or address of the library may not be used as the contact information or headquarters of an organization. The library will not supply or distribute any materials promoting meetings. Meeting announcements may *only* be displayed on the *Community Information Board* with its corresponding policy.

D. Priorities

The Activities Room is primarily intended for library use and for programs sponsored and co-sponsored by the library, taking priority over all other reservations. The library reserves the right to deny or cancel any reservation or meeting-in-progress due to:

1. An emergency or unsafe circumstance
2. Unexpected delay/closure
3. A conflict with a library or municipal sponsored function
4. Failure to follow Activities Room Policy and Rules

E. Restrictions



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1. As a noncommercial, governmental service, the library reserves the right to determine if the sole or primary purpose of a meeting is for the commercial promotion or sale of any product or service and to prohibit meetings determined to be primarily for this reason.
2. Group activities may not interfere with the conduct of library business or safety and must abide by library policies. The library reserves the right to enforce fire codes, safety/emergency protocol, and noise limitations. Open aisles must be maintained and exits/windows may not be blocked. Activities of a vigorous nature (ex: aerobic exercise, gymnastics classes, open flames) are not permitted. Attendance may not exceed the posted capacity. Activities involving the use of any firearms, live ammunition, or hazardous substances are not permitted. The Activities Room may not be used for purposes prohibited by municipal, county, state, or federal law.
3. Failure to abide by the Activities Room Policy and Rules may result in loss or suspension of privilege to reserve and use the Activities Room and may also result in the termination of meetings (scheduled or in-progress) and immediate removal of such group from the library.
4. Only library administration may grant exceptions to the Activities Room Policy and Rules or deny Activities Room privileges because of violations of the policy and/or rules.

F. Fees

There are no fees associated with reserving or using the Activities Room. However, the library and municipality reserve the right to bring an action for contribution and/or indemnification for claims that might result from the negligence or other wrongful conduct of any person, including the person or organization using the Activities Room.

G. Rules

1. Reservations may be made with a Librarian in-person, by email (edgewoodcommunitylibrary@gmail.com), or by phone (505-281-0138) and are scheduled on a first-come, first-serve basis. Requests will be acted upon within 5 business days.
2. The individual submitting the reservation request must:
 - Be at least 18 years old
 - Be present during the entire meeting/activity
 - Assume responsibility for the Activities Room setup/takedown, orderly conduct, proper use, and condition



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- Provide accurate reservation details and current contact information
 - Acknowledge having read and agree to the Library's Activities Room Policy and Rules prior to using the Activities Room
3. The Activities Room may be reserved only during the posted hours of operation, is available 15 minutes after the library opens, and must be vacated 15 minutes before the library closes. Please make sure to include set up and take down time when making requests.
 4. The Activities Room may be reserved up to 3 months in advance. No more than 1 meeting per week per individual, group, or organization may be scheduled at a time.
 5. Notification of cancellation must be given at least 1 hour prior to the reservation time. If the reserving party does not show 15 minutes past the reservation time, the Activities Room will be given to another reservation immediately.
 6. No funds of any kind, nor admission fees may be solicited or collected. Sales of products or services are prohibited.
 7. Display materials must be contained to the Activities Room, may only be of a temporary nature, and may not be affixed to any surface/wall.
 8. Only light, nonalcoholic refreshments may be served and consumed in the Activities Room. Any trash generated must be disposed of in the dumpster behind the library. Smoking is not permitted in the library.
 9. Access to or use of any library cabinets, closets, supplies, or equipment is strictly prohibited. Groups must furnish their own supplies and equipment, are responsible for their own property, and may not store any items in the Library.
 10. The Activities Room must be left in the same condition as when a group arrived.

CELL PHONES

Approved April 2019 2022

We ask any computer lab **Computer Room** users to silence all devices and take phone calls **elsewhere** in the hallway **library**.



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CHECKING OUT MATERIALS

Approved April 2019 **2022**

A. Check Out Quantity

1. **10 materials per member account.**
2. Newly registered patrons may check out 3 materials on their first check out.
3. Current patrons may check out 8 materials.

B. Check Out Period

- 3 weeks for: Books, Audiobooks, DVDs, Learning Backpacks **Special Collection Items**
- 2 weeks for: Bestsellers and Recent **New** Acquisitions
- 1 week for: Museum Passes

COLLECTION DEVELOPMENT

Approved for July-2017-June-2022 **July 2022-June 2027**

A. Community Needs & Services

1. Provide a collection of materials in a variety of formats to meet the cultural, educational, informational and recreational needs of the community without discrimination based on age, gender, race, ethnic background, religion, education, political beliefs or occupation.
2. Offer the community a collection that incorporates a wide range of genres on a broad array of topics, materials that reflect current trends and popular titles, and items that help support lifelong learning for both personal enjoyment and enlightenment.

B. Current Collection

1. Approximately ~~45,000~~ **34,000 holdings.**
 - 0% ~~52%~~ in purchased **and shared** e-content
 - **Library joined New Mexico Library to Go eBook consortium, with OverDrive as the lending platform, in April 2020**



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- 47 other public, tribal, and school library branches with similar legal service area populations participate in the consortium
 - 84% ~~42%~~ in print materials (books)
 - 15% ~~6%~~ in media (DVD, audiobooks)
 - Less than 1% in special holdings (museum passes, educational equipment, learning backpacks, read-along kits)
 - E-content from Project Gutenberg and LibriVox incorporated into Library's online catalog for download
 - Access to NM State Library databases via EI Portal from Library's catalog
2. Other e-content e-content
- Early learning stations with access to interactive educational applications
 - Access to NM State Library databases via EI Portal from Library's catalog
 - E-content from Project Gutenberg and LibriVox incorporated into Library's online catalog for download
3. ~~46,492~~ 15,700 average circulations per year
4. ~~\$6,000~~ \$11,000 in acquisitions budget for FY17 FY22 with plans to request a 75% increase to ~~\$11,000~~ in FY18 for FY23
- State Grants in Aid and GO Bond funds are also used to supplement acquisitions

C. Responsibilities

1. Collection development selections, deselections, maintenance and budget allocations ultimately rest with the Librarian **Library Operations Manager** who operates within the framework of requirements determined by the Library Advisory Board, Town of Edgewood, and New Mexico State **State of New Mexico**.
2. The Librarian **Library Operations Manager** may delegate collection development tasks to qualified staff where necessary.

D. Selection Considerations

1. Timeliness
2. Value to collection and the community
3. Accuracy
4. Credibility (of author and publisher)
5. Format and clarity of presentation (size, illustrations, binding, indices, etc.)



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6. Readability (for its intended audience)
7. Balance within the collection (equal number of materials on opposing views)
8. Community suggestions
9. Favorable reviews (Booklist, Library Journal, Kirkus, NY Times, Horn Book, USA Today, Amazon.com, etc.)
10. Budget
11. Appearance
12. Physical condition
13. Library Shelf Space

E. Maintenance

1. Weeding or deselecting items from the library collection, employing the CREW method, and subsequent inventory will be completed, at minimum, every even-numbered year.
 - CREW Method <https://www.tsl.texas.gov/ld/pubs/crew/index.html>
2. Any deselected materials will be given to the Edgewood Community Library Friends for their book sale fundraisers.

F. Gifts

The Edgewood Community Library is pleased to accept gifts on behalf of the Edgewood Community Library Friends (ECLF), a nonprofit library partner, which are gratefully and willingly accepted as long as if no restriction or expectation is placed upon their use.

1. The Library Operations Manager (LOM) will determine gift acceptance based on the same selection criteria as items acquired with library funds. Acceptance of gifts will be determined by the Librarian on the basis of their suitability to the library's purposes and needs and condition of the gift material. The LOM or designee will determine gift use or subsequent disposal. The library reserves the right to discard any gifts that do not meet selection consideration criteria. Use or disposal of all gift materials will be determined by the Librarian or designee. The library has the right to discard any gifts in poor physical condition.



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2. **Library staff and volunteers may provide receipts for gifts on behalf of the ECLF.** Library staff and volunteers may provide receipts for gifts, stating **state** the nature of the **a** gift but, are not authorized to establish the monetary value of any gift.
3. ~~Anyone wishing to donate materials for library use will be asked to donate them to the Edgewood Community Library Friends, a nonprofit library partner.~~
4. ~~The Friends will have the Librarian review all material donations to determine if any are suitable for the collection.~~ Books selected Any gifts selected by the Librarian **LOM** will be donated to the Friends **ECLF** and processed into the library collection.
5. **The ECLF will use any remaining gifts for book sale fundraisers in support of the library.** ~~Any remaining material donations will be used by the Friends for future book sales as a fundraiser in support of the library.~~
6. ~~Books that are weeded from the library (under the Librarian's direction) because they have no further value to the collection, will be given to the Friends for fundraising.~~
7. All proceeds from Friends **ECLF** fundraisers will be deposited into the Friends **ECLF** bank account and used to support unfunded library activities as needed.

G. Censorship

Censorship ultimately rests with an individual; patrons are free to reject those library materials that they themselves do not approve of. Censorship also rests with the parent or legal guardian of a minor; parents/legal guardians are responsible for restricting their child's access to library resources. Therefore, an individual may not exercise this right of censorship to restrict the freedom of others to read, view, or hear. The library subscribes to and deeply values the principles embodied in the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and the Library Code of Ethics and does not discard or remove materials without due process.

1. Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
2. Freedom to Read <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
3. Freedom to View <http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
4. Library Code of Ethics <http://www.ala.org/tools/ethics>

H. Reconsideration of Materials



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Library patrons may make a request for reconsideration of materials to be added or removed from the collection through the following process:

1. Request a Reconsideration of Materials Form at the library circulation desk.
2. Fill out the form and return it to the circulation desk and/or mail it to the library.
3. The Library Advisory Board will review the request during its next regularly scheduled meeting.
4. A written response will be sent to the requesting patron.

COMMUNITY INFORMATION BOARD

Approved September-2017 April 2022

The Edgewood Community Library recognizes its role as a source of community information. In this capacity, the Library supports the free flow of information and exchange of ideas by providing a Community Information Board. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials (flyers, posters, brochures, etc.) within the Library's facilities. Please be aware the Library does not advocate or endorse the viewpoints of any posting, assumes no responsibility for the preservation of notices, and reserves the right to remove any posted item.

A. Types of postings allowed:

1. Forthcoming educational, cultural, or charitable activities for the benefit of local residents
2. Flyers, brochures, or announcements sponsored by a nonprofit **local** organization/group/agency
3. Flyers, brochures, or announcements sponsored by a federal/state/local government agency pertaining to services provided to its citizens

B. All postings must be:

1. Previewed, initialed, and dated by library staff
2. **Dated**
3. Posted for no more than a month
4. No bigger than a letter-sized sheet (8.5"x11")
5. Placed so as not to obscure other notices
6. Posted on the bulletin **magnetic** board designated "Community Information"



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7. The only copy for that posting

COMMUNITY SERVICE

Approved October-2020 April 2022

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 need to satisfy required community service hours for their educational institution.

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

PUBLIC ACCESS DEVICES & INTERNET USE POLICY

Approved February-2020 April 2022

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.



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- 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.

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.



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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.

FOOD/DRINKS

Approved April 2019 **2022**

Food and beverages (other than bottled water) may not be consumed in the computer lab **Computer Room** or carpeted areas of the library.

LIBRARY MEMBER ACCOUNTS

Approved April 2019 **2022**

A. Registration

1. Upon registration, patrons must provide one current proof of residency in the East Mountain/Estancia Valley Area. The following acceptable proofs of residency must show an East Mountain/Estancia Valley Area address:
 - Valid driver's license or ID
 - Utility bill
 - Phone bill
 - Voter's ID
 - Rental agreement
 - Vehicle registration
 - Vehicle insurance
 - Bank statement
 - Checkbook
 - Concealed carry permit
2. Children **17 and younger** must be ~~5-17 years old~~ and have parental/guardian permission to receive a library card **member account**.

B. Inactive Member Accounts



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1. Library-card **Member** accounts with 5 years or more of inactivity will be removed from the library database and corresponding registration forms shredded.

C. Annual Renewal

1. To ensure that library records stay up-to-date and accurate, every library-card **member** account comes up for renewal annually from the date it was issued **or last renewed**. During library card renewal, patrons will be asked to verify/update their library records.

D. Library Card Transactions

1. Library cards are required for all transactions, whether in-person, by phone, or online.
2. Parents may utilize their underage child's library card for library transactions on their child's behalf.
3. Due to confidentiality of library records, an adult may not use another adult's library card for library transactions unless given express permission by the library card holder.

E. Replacement Cards

1. All patrons must pay a fee of \$1.00 to replace a lost card.
2. Adult patrons (18+ yrs.) may receive a replacement card when they provide photo proof of identification (driver's license, passport, work ID, school ID).
3. Underage patrons (5-17yrs. **or younger**), who do not possess a photo proof of identification, may receive a replacement card only when a parent/guardian accompanies them.

LOST/DAMAGED MATERIALS

Approved February-2013 **April 2022**

1. Library materials not returned within 60 days of their due date are considered lost. Library materials returned with significant evidence of neglect or abuse (i.e. stained, ripped, defaced, missing pages, etc.) are considered damaged.
2. Lost/damaged materials must be either:
 - *paid for* if purchased with *public funding* (i.e. monies from State Grants in Aid, Town of Edgewood, GO Bonds)
 - *replaced with a comparable copy* (approved by Librarian) if the material was *donated*



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3. The Librarian **Library Operations Manager** will make the final decision as to whether a book is to be replaced or not, depending on the circumstances of each occasion.

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

PRIVACY & CONFIDENTIALITY

Approved April 2019

The library affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship. The library seeks to protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.

Additionally, all formal and informal records identifying the names of library users will remain confidential. Library staff and volunteers shall be instructed that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.



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Library staff and volunteers will resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Any threats or unauthorized demands concerning such records shall be reported to the appropriate legal officer.

UNATTENDED MINORS

Approved October-2019 April 2022

Young patrons are always welcome in the library and we care deeply about their safety and welfare, especially since the library operates as a public space for the community. However, the responsibility for a child's wellbeing and behavior, while on library grounds, ultimately rests with the parent or responsible caregiver and not with library staff.

A. Children Under 10 Years Old

1. Children under the age of 10 must always be accompanied by a parent or responsible caregiver.

B. Children 10-17 Years Old

1. Children age 10 or older may use the library on their own, provided they are able to use the library independently and without close supervision.
 - Unaccompanied children must have suitable contact information should an emergency or unexpected library closure occur.

C. Parent/Caregiver Responsibilities

1. Parents or caregivers are responsible for ensuring appropriate behavior of their child.
2. Parents or caregivers must make clear to their child their own rules and expectations regarding use of library materials and ~~computers~~ **public access devices**.
 - Library staff do not limit access to or monitor library material/~~computer~~ **public access device** usage for any library patron.

D. Library Staff Responsibilities

1. Library staff may notify parents/responsible caregivers, law enforcement, or child protective service authorities if:
 - A minor is habitually left unattended for extended periods of time.
 - A minor is deemed to be at risk of coming to harm (ex. not picked up when library closes, exhibiting unsafe or disruptive behavior).



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2. Library staff may ask disruptive patrons and/or their family to leave the library premises after appropriate warning.
 - Young patrons are subject to the same consequences as adult library users.

E. Unattended Adults in Children's/Youth Areas

1. Adults who are unaccompanied by a child or children in the Children's/Youth Areas may be questioned by library staff and may be asked to relocate to another area of the library.
 - The Children's/Youth Areas are reserved for children, their parents or responsible caregivers, and adults retrieving materials for academic purposes (ex. teachers, college students taking children's literature classes).

DRAFT

TOWN OF EDGEWOOD
 DEPARTMENT HEAD REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2022

100-OPERATING FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE	% OF BUDGET
EXPENSE SUMMARY	0.00	208,302	12,488.78	126,410.65	32,258.23	49,633.12	76.17
LIBRARY							
TOTAL EXPENDITURES	0.00	208,302	12,488.78	126,410.65	32,258.23	49,633.12	76.17
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (208,302) (12,488.78) (126,410.65) (32,258.23) (49,633.12)	76.17

100-OPERATING FUND
LIBRARY

% OF YEAR COMPLETED: 75.00

EXPENSES

	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE	% OF BUDGET
SALARIES & WAGES							
100-410-41020 Salaries	0.00	83,302	6,407.20	60,570.33	0.00	22,731.67	72.71
100-410-41030 Salaries PT	0.00	0	0.00	0.00	0.00	0.00	0.00
100-410-41050 Overtime	0.00	2,156	12.33	1,065.99	0.00	1,090.01	49.44
TOTAL SALARIES & WAGES	0.00	85,458	6,419.53	61,636.32	0.00	23,821.68	72.12
EMPLOYEE BENEFITS							
100-410-42010 FICA	0.00	5,479	366.37	3,520.63	0.00	1,958.17	64.26
100-410-42020 Medicare	0.00	1,239	85.69	823.53	0.00	415.47	66.47
100-410-42030 PERA	0.00	9,547	764.38	7,585.65	0.00	1,961.35	79.46
100-410-42050 Employee Insurance	0.00	28,000	0.00	18,307.30	0.00	9,692.70	65.38
100-410-42060 RHCA	0.00	1,667	128.13	1,209.36	0.00	457.64	72.55
100-410-42070 SUTA	0.00	946	0.00	119.98	0.00	826.02	12.68
100-410-42080 W/C Assessment	0.00	19	0.00	13.80	0.00	5.20	72.63
100-410-42090 Basic Life	0.00	310	40.14	199.32	0.00	110.68	64.30
TOTAL EMPLOYEE BENEFITS	0.00	47,207	1,384.71	31,779.77	0.00	15,427.23	67.32
TRAVEL							
100-410-43010 Mileage Reimbursement	0.00	300	0.00	0.00	0.00	300.00	0.00
100-410-43020 Per Diem	0.00	300	0.00	136.65	0.00	163.35	45.55
TOTAL TRAVEL	0.00	600	0.00	136.65	0.00	463.35	22.78
PROPERTY SERVICES							
100-410-44010 Maintenance Building/Stru	0.00	1,500	119.01	255.81	827.38	416.81	72.21
100-410-44020 Maintenance Contracts	0.00	1,600	0.00	0.00	0.00	1,600.00	0.00
100-410-44042 Computer Maintenance	0.00	0	0.00	0.00	0.00	0.00	0.00
TOTAL PROPERTY SERVICES	0.00	3,100	119.01	255.81	827.38	2,016.81	34.94
CONTRACTUAL SERVICES							
100-410-45020 Attorney Fees	0.00	50	0.00	0.00	0.00	50.00	0.00
100-410-45030 Professional Services	0.00	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	1,050	0.00	0.00	0.00	1,050.00	0.00
SUPPLIES							
100-410-46010 Office Supplies	0.00	5,000	84.08	4,485.04	0.00	514.96	89.70
100-410-46020 Non-Cap.Equip.Furn.Fixtur	0.00	5,000	0.00	4,167.42	0.00	832.58	83.35
100-410-46040 Uniforms	0.00	200	0.00	0.00	0.00	200.00	0.00
100-410-46900 Other Supplies	0.00	4,000	179.09	2,912.14	283.64	804.22	79.89
TOTAL SUPPLIES	0.00	14,200	263.17	11,564.60	283.64	2,351.76	83.44
OPERATING COSTS							
100-410-47040 Conferences/Training	0.00	500	0.00	140.00	0.00	360.00	28.00
100-410-47060 Insurance	0.00	3,000	0.00	570.00	0.00	2,430.00	19.00
100-410-47070 Postage	0.00	120	0.00	0.00	0.00	120.00	0.00
100-410-47080 Printing & Publications	0.00	300	0.00	0.00	0.00	300.00	0.00
100-410-47130 Rent of Land/Building	0.00	5,000	0.00	0.00	0.00	5,000.00	0.00
100-410-47140 Dues & Subscriptions	0.00	1,300	969.40	1,295.40	0.00	4.60	99.65
100-410-47150 Telephone/Internet	0.00	3,200	160.71	1,443.55	0.00	1,756.45	45.11

100-OPERATING FUND LIBRARY

% OF YEAR COMPLETED: 75.00

EXPENSES

	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE	% OF BUDGET
100-410-47160 Utilities	0.00	11,000	0.00	0.00	0.00	11,000.00	0.00
TOTAL OPERATING COSTS	0.00	24,420	1,130.11	3,448.95	0.00	20,971.05	14.12

CAPITAL PURCHASES

100-410-48030 Furniture & Fixtures	0.00	10,000	0.00	0.00	10,000.00	0.00	100.00
100-410-48060 Library Acquisition	0.00	11,000	1,529.67	10,610.47	103.88	285.65	97.40
100-410-48061 State Lib. Grant Purchase	0.00	7,000	621.70	4,350.59	5,862.85	3,213.44	145.91
100-410-48067 GO Bond	0.00	4,267	0.00	1,000.00	14,705.80	11,438.80	368.08
100-410-48070 Library Grants	0.00	0	1,020.88	1,020.88	474.68	1,495.56	0.00
TOTAL CAPITAL PURCHASES	0.00	32,267	3,172.25	16,981.94	31,147.21	15,862.15	149.16

PROFESSIONAL SERVICES

100-410-48350 E-RATE Expenditures	0.00	0	0.00	606.61	0.00	606.61	0.00
TOTAL PROFESSIONAL SERVICES	0.00	0	0.00	606.61	0.00	606.61	0.00

TOTAL LIBRARY

TOTAL LIBRARY	0.00	208,302	12,488.78	126,410.65	32,258.23	49,633.12	76.17
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TOTAL EXPENDITURES

TOTAL EXPENDITURES	0.00	208,302	12,488.78	126,410.65	32,258.23	49,633.12	76.17
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REVENUES OVER/(UNDER) EXPENDITURES

REVENUES OVER/(UNDER) EXPENDITURES	0.00	(208,302)	(12,488.78)	(126,410.65)	(32,258.23)	(49,633.12)	(76.17)
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Edgewood Community Library Statistics FY22

FY22 & FY21 Compared

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21
Adults	0	0	0	0	1,494	0		0
Children	0	0	0	0	965	0		0
Total Visitors	0	0	0	0	2,459	0		0
Reference Questions	475	469	550	353	593	408		523
Computer Usage	0	0	0	0	239	0		0
Checkouts	270	1,823	92	314	2,891	4		333
Renewals	524	624	80	408	962	9		93
Digital Checkouts	2,283	237	2,585	1,054	2,336	2,512		1,709
Total Circulation	3,077	2,684	2,757	1,776	6,189	2,525		2,135

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	7	119		
Library Advisory Board Meeting	1	6	0	0	1	6		
Outreach	1	1,000	0	0	1	15		
Special Library Events	0	0	0	0	5	161		
Summer Reading Program	0	0	0	0	0	0		
Volunteer Training	0	0	0	0	1	8		

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.

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[Back to Report Setup](#)

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Materials by Date Added

- 1/1/2022 through 3/31/2022
- Including items since deleted

258 items, \$5,140.78 total price

Material Type	Items Added	Value Added (\$)
1 - Default		
2 - 0-99		
3 - 100-199	2	\$52.95
4 - 200-299		
5 - 300-399	1	\$26.00
6 - 400-499		
7 - 500-599	2	\$51.95
8 - 600-699	4	\$97.84
9 - 700-799	6	\$155.85
10 - 800-899		
11 - 900-999		
12 - Audiobook	28	\$790.75
13 - Biography	4	\$134.00
14 - Board Book		
15 - DVD		
16 - Easy	9	\$158.91
17 - Easy Reader	5	\$80.95
18 - Fiction	22	\$492.84
19 - Learning Backpack		
20 - Museum Pass		
21 - New Acquisitions	59	\$1,639.07
22 - Read Along Kit		
23 - Southwest	1	\$24.95
24 - Youth Biography		
25 - Youth Fiction	101	\$1,192.85
26 - Youth Graphic Novel	7	\$104.94
27 - Youth Nonfiction	7	\$136.93

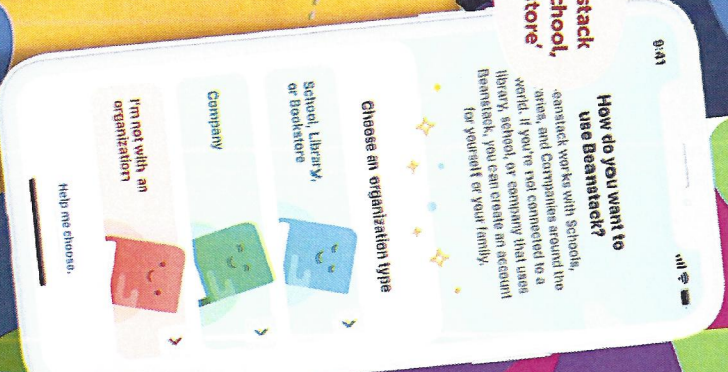
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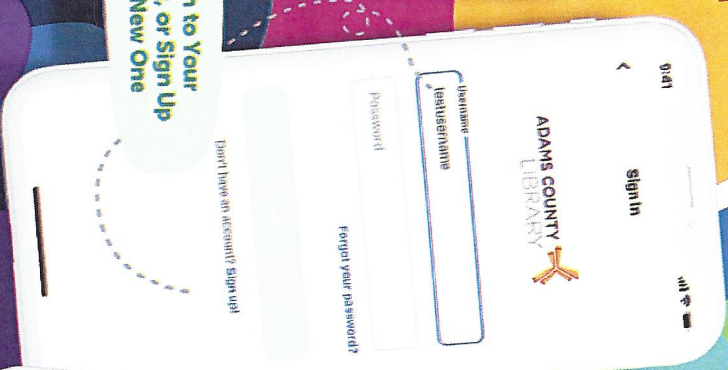
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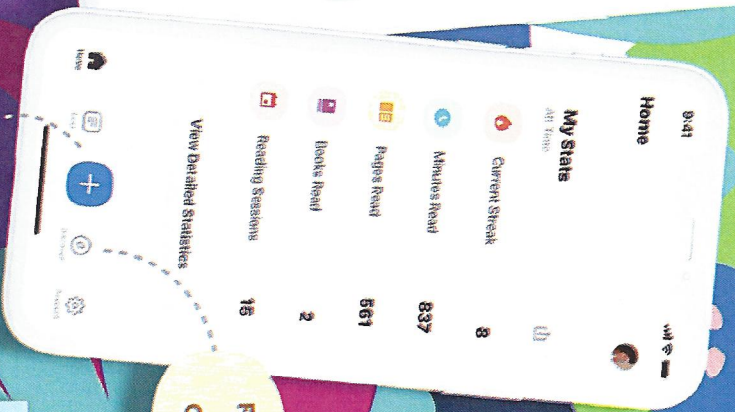
Search for your Library or School's Name



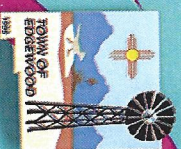
Log In to Your Account, or Sign Up for a New One



Log Reading, Complete Activities, or Write Reviews



Find & Join Reading Challenges



EDGEWOOD COMMUNITY LIBRARY



2022
Spring into
Reading
Challenge

Registration
begins
March 6th!

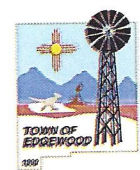
ALL AGES | DIFFERENT PRIZES FOR EACH AGE GROUP


Read, complete activities, earn tickets, and win prizes!
Track progress through the Beanstack App!
It's **FREE** to participate!

Don't know how to use the app?
Follow our online tutorial or stop by the Library and
ask a Librarian for a tutorial!



Visit:
www.edgewood-nm.gov/departments/library/library_programs.php
for more information





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@EDGEWOOD COMMUNITY LIBRARY!

APR 2ND - APR 9TH 2022

(DURING REGULAR BUSINESS HOURS)

WE WOULD
LOVE YOUR HELP
PAINTING A PREPARED
MURAL WITH BRIGHT,
EXCITING COLORS IN
THE LIBRARY'S SOLAR
HALLWAY!

NO ARTISTIC
EXPERIENCE NEEDED
& ALL SUPPLIES
PROVIDED!

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edgewoodcommunitylibrary@gmail.com

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