



AGENDA
TOWN OF EDGEWOOD
LIBRARY ADVISORY BOARD MEETING
Thursday, July 15, 2021 @ 6:30PM
Council Chambers, 171 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 April 15, 2021

2. Treasury Report

3. Communications

4. Report of Librarian

- A. Quarter 4, FY20

5. Unfinished Business

- A. Library Advisory Board Vacancies

6. New Business

- A. Library Budget Requests, FY22
- B. Edgewood Community Library Friends

7. Announcements

- A. Former Mayor, Brad Hill
- B. Next Regular Meeting – Thursday, October 21, 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.

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

Roll Call

Virtually present were board secretary Sandy Madsen, board members Willie Ellis and Linda Kissinger. Librarian Andrea Corvin. Not virtually present was Vice-Chairman Kenny Adams. Also present was Rachel Martinez.

Andrea called the meeting to order at 6:39P.M.

Andrea read the mission statement.

Approval of Minutes

MOTION: Linda made a motion to approve the minutes for August 27, 2020 and for the minutes for October 15, 2020
Sandy second the motion.

VOTE: All board members voted aye.

Treasury Report

Andrea presented the treasury report. See attached. Andrea wanted to know if there were any questions on the expenditures for FY21 Quarters 2 and 3. There were none.

Communications

Sandy stated that she took up a collection for past librarian, Barbara Hambek, as a thank you for her time with the library. Sandy delivered several gifts, a few days before Christmas, to Barbara's home. Barbara stated that she was healing well from her injury. Don Holle donated a check for \$20.00. Willie stated that he would like to contribute something also. Many thanks to those that contributed.

Report of the Librarian

Andrea presented the librarian report for quarters 2 and 3. See attached. Willie wanted to know when the library will open. Andrea stated that the library will begin curbside services first. If the library does open before the state opens up entirely, it will open in phases. Andrea stated that Mayor Pro Tem Abrams is still following state's example. Sandy wanted to know about the roof leaks. Andrea stated that somebody had put down the wrong kind of sealant in the past which led to the ongoing roof issues since 2017. Andrea stated that in the next quarterly report she should have more information about the roof.

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 at this time.

New Business

Andrea stated that the election of officers was supposed happen during January's meeting but it was cancelled. Positions are as follows:

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

MOTION: Linda made a motion to keep the same positions.
Willie second the motion.

VOTE: All board members voted aye.

Andrea stated that she has not received any interested applicants on any vacant board member positions. Sandy stated that she thinks that the town needs to advertise for that. Andrea said that she will ask the town about advertising for that position. Item open.

Andrea stated that the Town hired a new librarian, Rachel Martinez. She transferred from her current position as an administrative assistant/receptionist for the Town to the library. Any positions that become available with the Town are first circulated internally. This was Rachel's first day. She was newly approved last night at the town council meeting. Welcome Rachel. Item closed.

Announcements

Sandy stated that past volunteer and board member Leslie Worley had passed away. She was with the library for 15 years and also became a certified librarian. Also was on the board of directors for several terms.

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

PASSED AND APPROVED ON THIS 15TH OF JULY 2021

MOTION: Linda made a motion to adjourn at 6:55P.M.

Sandy second the motion.

VOTE: All Board members voted aye.

Sandy Madsen
Board Secretary

Kenny Adams
Vice- Chairman

TOWN OF EDGEWOOD
DEPARTMENT HEAD REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

100-OPERATING FUND
FINANCIAL SUMMARY

% OF YEAR COMPI

	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	80,856.27	211,605.17	875.70 (6,397.8
TOTAL EXPENDITURES	0.00	206,083	80,856.27	211,605.17	875.70 (6,397.8
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (206,083) (80,856.27) (211,605.17) (875.70)	6,397.8

TOWN OF EDGEWOOD
 DEPARTMENT HEAD REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

100-OPERATING FUND
 LIBRARY

% OF YEAR COMPI

EXPENSES	PRIOR YEAR ENDING PO BAL.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	CURRENT ENCUMBERED	BUDGET BALANCE
<u>SALARIES & WAGES</u>						
100-410-41020 Salaries	0.00	86,210	9,416.48	59,986.47	0.00	26,223.5
100-410-41030 Salaries PT	0.00	0	0.00	0.00	0.00	0.0
100-410-41050 Overtime	0.00	2,156	277.95	1,860.43	0.00	295.5
TOTAL SALARIES & WAGES	0.00	88,366	9,694.43	61,846.90	0.00	26,519.5
<u>EMPLOYEE BENEFITS</u>						
100-410-42010 FICA	0.00	5,479	555.22	3,540.83	0.00	1,938.1
100-410-42020 Medicare	0.00	1,282	129.85	828.06	0.00	453.9
100-410-42030 PERA	0.00	9,880	742.50	7,124.26	0.00	2,755.7
100-410-42050 Employee Insurance	0.00	23,875	185.86	17,949.79	0.00	5,925.2
100-410-42060 RHCA	0.00	1,725	186.72	1,193.47	0.00	531.5
100-410-42070 SUTA	0.00	946	0.00	134.31	0.00	811.6
100-410-42080 W/C Assessment	0.00	19	0.00	11.50	0.00	7.5
100-410-42090 Basic Life	0.00	310	0.00	192.30	0.00	117.7
TOTAL EMPLOYEE BENEFITS	0.00	43,516	1,800.15	30,974.52	0.00	12,541.4
<u>TRAVEL</u>						
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
<u>PROPERTY SERVICES</u>						
100-410-44010 Maintenance Building/Stru	0.00	1,500	309.29	893.08	0.00	606.9
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	309.29	893.08	0.00	2,206.9
<u>CONTRACTUAL SERVICES</u>						
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
<u>SUPPLIES</u>						
100-410-46010 Office Supplies	0.00	5,000	1,135.71	4,691.25	0.00	308.7
100-410-46020 Non-Cap.Equip.Furn.Fixtur	0.00	5,000	1,912.56	4,915.90	0.00	84.1
100-410-46040 Uniforms	0.00	200	0.00	0.00	0.00	200.0
100-410-46900 Other Supplies	0.00	4,000	572.55	3,897.16	0.00	102.8
TOTAL SUPPLIES	0.00	14,200	3,620.82	13,504.31	0.00	695.6
<u>OPERATING COSTS</u>						
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	4,999.92	0.00	0.0
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	1,992.78	0.00	1,207.2

TOWN OF EDGEWOOD
 DEPARTMENT HEAD REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

100-OPERATING FUND
 LIBRARY

% OF YEAR COMPI

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	0.00	10,917.64	0.00	82.3
TOTAL OPERATING COSTS	0.00	24,420	160.00	20,340.73	0.00	4,079.2
CAPITAL PURCHASES						
100-410-48030 Furniture & Fixtures	0.00	8,564	41,693.53	41,693.53	875.70 (34,005.2
100-410-48060 Library Acquisition	0.00	11,000	0.00	10,808.84	0.00	191.1
100-410-48061 State Lib.Grant Purchase	0.00	7,000	6,581.07	12,139.06	0.00 (5,139.0
100-410-48067 GO Bond	0.00	4,267	16,996.98	16,996.98	0.00 (12,729.9
100-410-48070 Library Grants	0.00	0	0.00	0.00	0.00	0.0
TOTAL CAPITAL PURCHASES	0.00	30,831	65,271.58	81,638.41	875.70 (51,683.1
PROFESSIONAL SERVICES						
100-410-48350 E-RATE Expenditures	0.00	0	0.00	2,407.22	0.00 (2,407.2
TOTAL PROFESSIONAL SERVICES	0.00	0	0.00	2,407.22	0.00 (2,407.2
TOTAL LIBRARY	0.00	206,083	80,856.27	211,605.17	875.70 (6,397.8
TOTAL EXPENDITURES	0.00	206,083	80,856.27	211,605.17	875.70 (6,397.8
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (206,083) (80,856.27) (211,605.17) (875.70)	6,397.8



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Librarian Report
Quarter 4 FY21
Submitted by: Andrea Corvin

Budget

- Utilized \$13,834 to toward office supplies, cleaning supplies, non-capital equipment/furniture/fixtures, capital furniture and fixtures, library programming, and maintenance/improvement projects.
- Used \$16,996.98 in 2018 GO Bonds to subsidize large furniture and fixtures purchases.
- Used \$8120.72 in State Grants in Aid funding toward the digital collection, physical collections, networking equipment, Take & Make Kits, Musuem Pass Program, NMLA membership renewal, and COVID-19 supplies.

Programs

- Summer Reading Program Re-Vamp
 - The library was fortunate enough to be chosen by the NM State Library as one of the pilot libraries in NM to host its summer reading program on the Zoobean app! In a nutshell, Zoobean is a digital platform (accessible by smartphone, tablet, or desktop) where library patrons can register and participate in reading challenges, automatically track reading progress, and qualify for prize drawings and weekly incentives. Zoobean also allows for offline participation – we simply mirrored the reading challenges in the form of our usual paper reading trackers. We’ve even issued a fun summer reading challenge geared toward teens and adults! All in all, Zoobean has been a game-changer and we look forward to using this platform throughout the year, not just during the summer months.
- Take & Make Kits
 - In-person library programming was not feasible this summer, so the librarians curated 8 weeks’ worth of free Take & Make Kits filled with fun, educational activities for the community – boy, are they a hit! Librarian, Rachel Martinez did an absolutely wonderful job planning engaging activities, developing step-by-step instructions, procuring supplies, and assembling over 800 kits at about \$5.40 per kit! Look for Rachel’s regular posts on the Take & Make Kits via the Town’s Facebook page.
- Museum Passes
 - All library card holders in good standing can check out a museum pass for free entry into a local museums, parks, and historical sites close to home!

Maintenance/Improvements

- Jesus evaluated current library network equipment and ordered replacements/upgrades where appropriate to keep the network running efficiently.
- Reorganized and reconfigured library maintenance/cleaning storage room
 - Evaluated the library’s Material Safety Data Sheet (MSDS) binder against current inventory of cleaning chemicals, spray paint, and chemicals used for STEM programming. Updated the MSDS binder where appropriate. Purchased and installed newer MSDS binder, binder holder, and safety poster. Installed all three in maintenance closet.

- Purchased, transported, and installed 24-gallon safety cabinet for flammable liquids storage (spray paint, WD-40, chemicals used for STEM programming)
- Purchased, transported, cut to size and installed new ceiling tiles to replace water-damaged ones.
- Repurposed another storage room to utilize as a tool storage closet.
 - Installed metal peg boards to house small hand tools, levels, and other materials.
 - Installed wall hangers for ladder, rakes, snow shovel, and landscape maintenance tools.
 - Installed shelving to house library's power tools, painting tools, Drywall repair materials, personal protection equipment, and other materials.
 - Purchased organizers for library's fasteners and other bits and bobs for projects.
- Designed, built, installed peg board wall to serve as open storage/display for special collections.
- Designed, fabricated and installed counter-level seating in computer room.
- Assembled new chairs and stools purchased for computer room.
- Reorganized and reconfigured the Activities Room storage cabinets and storage closet.
 - Removed stored materials from above cabinets to stay within fire code regulations.
 - Cleaned up and disinfected rodent messes where appropriate.
 - Disposed of inoperable equipment and used craft materials.
- The Roof leaks have been completely fixed – returned materials can now be reshelved! Thanks very much to MESD, MESD maintenance, and RoofCare! FYI – the repairs have held up during the recent downpours!
- 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. James reminded MESD maintenance about this recently.
- 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 have returned to set up living quarters under the cabinets in the Activities Room.

Other News

- Town Council approved the recommendation to hire Rachel Martinez on April 14, 20121 as the new Librarian! Rachel began working right away and was welcomed by the Library Advisory Board during its regular meeting the next day. Congrats to you, Rachel, you've already contributed so much to the library in such a short time!
- Town Council approved a \$35,196 increase to the library's Furniture & Fixtures line item in April to purchase comfy seating for computer room, display island for recent book acquisitions, and new shelving for the adult biography, youth collections. The library will remain closed during these large shelving construction projects for the time being. Thank you very much, Council Members!
- The library's curbside services kicked off again on June 2! On Wednesdays from 3:30pm-5:30pm and Saturdays from 10:30am-12:30pm, library patrons can pick up reserved library materials, Take & Make Kits, and Summer Reading Program prizes.

Events

- Party at the Park @ 3pm-10pm on Saturday, July 31
 - The librarians will be hosting tent with free activities for the kiddos from 3pm – 7pm on the field (near Animal Control's tent) at Venus Park. Activities will feature slime making, sharpie tie dye bandannas, and friendship bracelets!

- In addition to providing an activities tent, the library has also been busy designing posters, ads, staff t-shirts, and social media posts. The librarians have already begun promoting the event on the Town website/Facebook page, local Facebook groups, and other social media platforms – and will continue to do so leading up to the event.
- Water Fun Day @ 1pm-4pm on Saturday, August 7
 - Have already designed flyers and social media posts for this event and have begun promoting it on the Town website/Facebook page, local Facebook groups, and other social media platforms.
 - Have begun to purchase supplies for Water Fun Day.
 - Both librarians will collaborate with other departments to complete planning, assist in set up, run/monitor some of the event water features, and assist in take down/cleanup at Venus Park.
- Grand Re-Opening @ 10am-3pm on Saturday, September 11
 - Although the library will open immediately following shelving construction completion, we'll formally celebrate with the community during a Grand Re-Opening. Stay tuned for more details.
- Pumpkin Carving @ 10:30am-12:30pm on Saturday, October 23
 - We're excited to continue this seasonal tradition! As usual, this free event will provide carving utensils and pumpkins.
- Bad Art Competition @ 10:30am-12:30pm on Saturday, November 13
 - Leave your talent and taste at home because we'll give you everything you need to make some bad art! Each piece will be displayed in the library for about a week so the public can choose what artists go home with the following titles: Least Bad, Crowd Favorite, What the ?!, and Everything but the Kitchen Sink.
- Christmas Cookie Party @ 10:30am-12:30pm on Saturday, December 11
 - Another seasonal favorite coming your way! We'll provide the sugar cookies, colorful frosting, and festive sprinkles – you provide those creative cookie decorating skills!
- Community Mural @ 10:30am-3pm on Saturday, January 8
 - We'd love the community's help filling in a prepared mural with bright, exciting colors in the library's solar hallway. No artistic experience is needed, all supplies will be provided, and anyone can participate!

Stay Engaged in Your Library!

Although in-person programs, events, and services have been put on hold while the library continues shelving construction, curbside services and Take & Make Kits are still available on Wednesdays and Saturdays, and Reading Program participants can still read for weekly prizes and 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. 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	0
Children	1,509	0	855	0	719	0	0	0
Total Visitors	4,115	0	2,666	0	2,395	0	0	0
Reference Questions	853	469	621	353	603	408	975	523
Computer Usage	1,234	0	605	0	577	0	0	0
Checkouts	4,708	1,823	3,263	314	3,064	0	489	333
Renewals	311	624	1,341	408	1,045	0	512	93
Digital Checkouts	N/A	535	N/A	1,350	N/A	517	188	523
Total Circulation	5,019	3,219	4,604	2,072	4,109	517	1,189	949

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	0	0
Drop Everything & Read	0	0	0	0	0	0	0	0
Friends Meeting	0	0	0	0	0	0	0	0
Library Advisory Board Meeting (virtual)	1	5	1	5	0	0	1	6
Outreach	0	0	1	1,200	0	0	0	0
Paws for Reading	0	0	0	0	0	0	0	0
Proctored Tests	0	0	0	0	0	0	0	0
Special Library Events (virtual)	3	21	7	55	0	0	0	0
Summer Reading Program (virtual)	8	56	0	0	0	0	0	0
Volunteer Training	0	0	0	0	0	0	0	0
Weekly Story Time	0	0	0	0	0	0	0	0

STEM Program Usage

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	0	0	0	0
Learning Backpack Checkout	0	0	0	0
AWE Learning Minutes	0	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 and began again on June 2, 2021.

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Purchased titles summary

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Date	Format	Language	Audience	Subject	Rating	Lending model	Weed status	Preorder titles
4/1/2021 to 6/30/2021	Audiobook, Ebook	All languages	All audiences	All subjects	All ratings	All lending models	All	Exclude

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Consortium purchased titles	
Standard titles purchased	543
Standard copies purchased	1,153
Standard expenditures	\$19,444.82 USD
Advantage purchased titles	
Standard titles purchased	47
Standard copies purchased	54
Standard expenditures	\$2,127.22 USD