



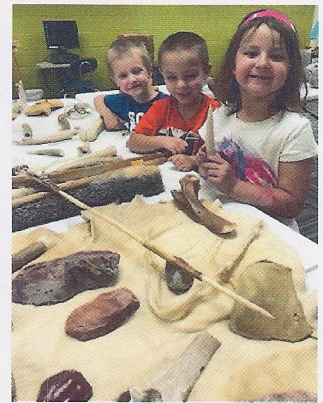
PO Box 3610 171B New Mexico 344 Edgewood, New Mexico 87015 Phone (505) 281-0138

Librarian Report Quarter 4 FY18

Submitted by: Librarian, Andrea Corvin

Budget

- Budget requests were prepped and presented during a workshop with the Mayor and Council on May 1. Requests to increase funding for office supplies, library programming, and shelving were all approved! The request for a part-time library assistant was not feasible this fiscal year.
- Reimbursement requests for 2014 GO Bond purchases were submitted on time and reimbursement was received sometime in the spring.
- The NM State Library gave the go-ahead to begin spending 2016 GO Bond funds totaling \$12,800.71 over the next 3 years. The library will be following a different process by seeking pre-approval prior to reimbursement requests as outlined in the agreement.



Participants experience artifacts during the Hands-On Archaeology Exhibit.

Collection Development

- Relabeling the Juvenile and Young Adult collection under a single Youth genre continues.
- Many, many donations were evaluated for the library collection.

Coming Up!

There is always lots going on at the library, so watch out for these upcoming programs/events. You can also subscribe to receive automatic notifications about library happenings via text and/or email by selecting **Notify Me** from the left side menu on the Town's homepage www.edgewood-nm.gov.

- Weekly Story Time – Every Wednesday @ 10:30am
- Drop Everything and Read (DEAR) – Every Thursday @ 4:00pm
- Paws for Reading – Every 3rd Saturday @ 1:00pm
- Friends Book Barn Sales – Every 2nd & 4th Saturday @ 10:00am (spring/summer months)
- Friends Meetings – Every 2nd Saturday @ 3pm

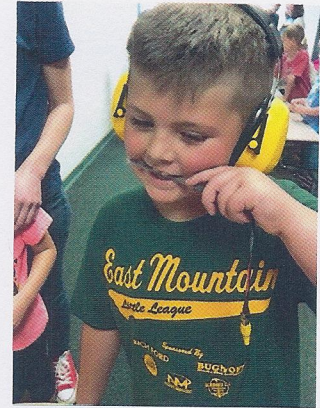


Chautauqua performer, VanAnn Moore portrays Doña Tules Barcelo in Amazing Women of the Wild West.

Maintenance/Improvements

- Wire book supports were ordered and installed. The library will need to order more soon.
- A sturdy recycle bin on with wheels was ordered and has really come in handy.

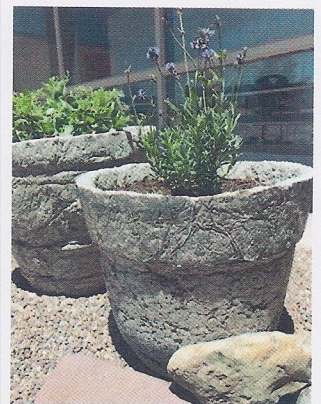
- A sturdy flat truck with high weight capacity and large wheels was ordered and is being used almost daily to tote heavy loads.
- The Barrowhenge (donated art installation) area on the southside of the library received a lot of care attention at minimal cost to the library. Gravel from the neighboring play ground was repurposed and raked out by hand. Large planters made from recycled materials were handcrafted to house brightly colored flowers. Benches made of recycled materials were procured through a grant and installed. Donated stones were lovingly placed to form a path. The Friends raised funds to help further cultivate the area for public enjoyment which were used to purchase a shade tree, wood chips, weed blocker fabric, seeds, and lots of potting soil. All the other plants were donated by volunteers!
- Patrons commented that the “Library” sign on the fence was becoming too faded. The sign was refreshed with brand new bright surveyor’s tape shortly after.
- Affordable handmade tables/shelves were constructed and added to the Librarian’s office to make it a dual-purpose work area for collection development and catalog processing.
- An acrylic magazine rack was ordered and installed.
- Patrons have expressed concern about the library’s outdoor spaces, particularly the overgrown weeds & the overflowing recycle bins.



A Summer Reading Program participant experiments with sound vibration.



Planting the shade tree donated by the Friends.



Handmade papercrete planters housing plants donated by our generous volunteers.

Other News

- The library has received many requests about utilizing the Library’s Activities Room for community happenings. The Library Advisory Board approved the attached Activities Room Policy draft on April 19, 2018 and have passed it on for municipal review.
- The Librarian reluctantly resigned from the Libraries Transform New Mexico steering committee because the commitment was interfering with library obligations.
- With the assistance of a consultant, the library applied for federal E-Rate assistance and published request for proposals. CamNet Inc. won the bid and met with the librarian to go over the library’s technical needs. The library also received confirmation that services with Plateau will also be partially subsidized by E-Rate funding.
- Interim NM State Librarian Joy Poole arranged for 2 bicycle donations from Rob & Charlie’s as grand prizes to further incentivize Summer Reading Program participants’ reading efforts.

Programs/Events

- The Star Party scheduled for April 20 had to be cancelled due to unfavorable weather conditions. The library plans to offer this event again toward summer’s end.
- During Amazing Science on May 10 and June 14 participants learned about acids and bases by conducting experiments.

- Community volunteers, library volunteers, and some Town staff helped spruce up the library grounds, particularly the Barrowhenge area, during Spring CleanUp on May 19.
- The library collaborated with the New Mexico Humanities Council and the Greater Edgewood Area Chamber to present a live history portrayal for Cowboy Days called Amazing Women of the Wild West on June 23.
- The New Mexico Office of Archaeological Studies set up a temporary exhibit in the library on June 28 featuring locally discovered artifacts from various time periods in New Mexico's history.
- The Summer Reading Program began with registration in late May and continued with events on Jun 5, 12, 19, 26 featuring:
 - Explora Museum hosted table top activities, mini-exhibits, and investigations exploring sound.
 - Mountainside Jug Band played for participants and explained the origin/sound of jug bands.
 - Camilla Dodson, New Mexico Humanities Council Chautauqua Performer, presented an educational program with traditional African instruments.
 - Curious Chris the Singing Scientist encouraged audience participation as he infused original acoustic music with hands-on science.
- Library Specialist, Barbara, is trying out a new story time program aimed at school age children, called Drop Everything and Read (DEAR). During DEAR, Barbara reads aloud from a chosen chapter book while participants do an activity. This program is free and occurs each Thursday afternoon at 4pm.



DEAR participants crafting salt paintings.

*Attached, please find the Activities Room Policy draft, quarterly statistics, & materials added report.



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Activities Room Policy

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.

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.

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* in accordance with its corresponding policy.

Priorities

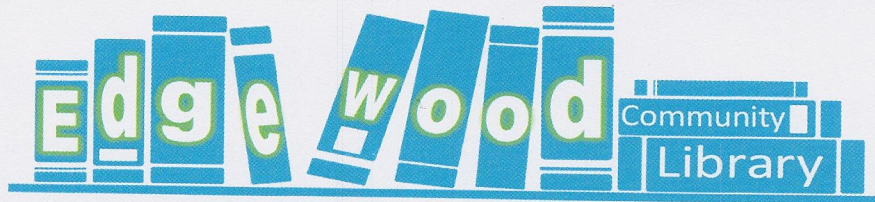
The Activities Room is primarily intended for Library use and for programs sponsored and co-sponsored by the Library, taking priority over all other reservations. The Library reserves the right to deny or cancel any reservation or meeting-in-progress due to:

- An emergency or unsafe circumstance
- Unexpected closure/delay
- A conflict with a Library or Municipal sponsored function
- Failure to follow Activities Room Policy and Rules

Restrictions

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.

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 or potentially dangerous 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.

Failure to abide by the Library's *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 meeting (scheduled or in-progress) and immediate removal of such group from the Library.

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.

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.

Activities Room Rules

1. Reservation requests may be emailed or made in-person 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
 - provide accurate reservation details and current contact information
 - acknowledge having read and agree to the Library's Activities Room Policy and Rules prior to confirmation of reservation
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.
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.



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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. Smoking is not permitted in the Library.
9. Access to or use of any Library cabinets, closets, supplies, or equipment is 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.

Edgewood Community Library Statistics FY18

FY18 & FY17 Compared

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	FY18	FY17	FY18	FY17	FY18	FY17	FY18	FY17
Adults	2,668	4,384	2,199	3,574	2,668	3,618	2,936	2,454
Children	1,401	1,537	809	1,056	1,007	1,103	1,539	1,028
Total Visitors	4,069	5,921	3,008	4,630	3,675	4,721	4,475	3,482
Reference Questions	1,172	1,633	959	1,278	1,221	1,781	1,368	1,098
Computer Usage	931	1,831	887	1,567	1,032	1,637	1,137	1,037
Checkouts	3,959	5,046	3,243	4,579	3,541	4,124	4,682	3,010
Staff Renewals	184	342	182	332	204	307	436	137
Patron Renewals	73	120	89	80	145	75	163	20
Total Circulation	4,147	5,508	3,514	4,991	3,890	4,506	5,281	3,167

Event/ Outreach/ Program/ Meeting Stats

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Qty	Attnd	Qty	Attnd	Qty	Attnd	Qty	Attnd
Amazing Science	n/a	n/a	2	8	3	33	2	23
Drop Everything & Read	n/a	n/a	n/a	n/a	n/a	n/a	11	76
Friends Meeting	2	12	3	18	3	23	3	18
Library Advisory Board Meeting	1	4	1	5	1	5	1	6
Outreach	6	745	2	77	3	85	5	102
Paws for Reading	3	13	3	14	2	10	3	17
Proctored Tests	0	0	0	0	3	3	0	0
Read Write Adult Literacy Program	26	62	37	80	19	42	26	52
Special Library Events	0	0	6	159	4	59	3	111
Summer Reading Program	3	178	0	0	0	0	4	561
Volunteer Training/Meeting	1	8	0	0	0	0	1	22
Weekly Story Time	12	339	13	290	13	347	13	561

STEM Program Usage

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	38	23	27	24
Learning Backpack Checkout	13	6	10	12
AWE Learning Tablet Minutes	2,572	1,867	1,993	2,934

Export

Materials by Date Added

- 4/1/2018 through 6/30/2018
- Items still in catalog as of Thursday, Oct 11, 2018

797 items, \$12384.64 total price

Material Type	Items Added	Value Added (\$)			
1 - Default			39 - Southwest	3	42.90
2 - 0-99			40 - Western	12	139.90
3 - 100-199	1	15.95	41 - YA Biography		
4 - 200-299			42 - YA Books on CD		
5 - 300-399	17	440.63	43 - YA DVD		
6 - 400-499	1	14.95	44 - YA Fiction		
7 - 500-599	3	72.94	45 - YA Graphic Novel		
8 - 600-699	16	350.71	46 - YA Nonfiction		
9 - 700-799	6	98.87	47 - Youth DVD	1	15.00
10 - 800-899	6	138.95	48 - Youth Books on CD		
11 - 900-999	8	186.84	49 - Youth Biography	2	34.94
12 - Best Seller/Recent Acquisition	23	630.34	50 - Youth Fiction	76	1060.00
13 - Biography	10	227.75	51 - Youth Nonfiction	51	948.93
14 - Board Book	27	245.49	52 - Youth Graphic Novel	69	747.94
15 - Books on CD	12	401.90			
16 - Computer Equipment					
17 - DVD	47	999.99			
18 - Easy	198	2393.06			
19 - Easy Reader	77	715.16			
20 - Fiction	39	738.26			
21 - J Biography					
22 - J Books on CD					
23 - J DVD					
24 - J Fiction					
25 - J Graphic Novel					
26 - J Nonfiction					
28 - Kit (Easy Reader)					
29 - Kit (Easy)					
30 - Kit (Juvenile)					
31 - Large Print	2	50.95			
32 - Learning Backpacks					
33 - Museum Pass					
34 - Mystery	33	679.45			
35 - NM FamilyPass					
37 - Romance	26	368.21			
38 - Science Fiction/Fantasy	31	624.63			