Librarian Report
Quarter 1 FY21
Submitted by: Librarian, Andrea Corvin

Budget

- Utilized $270.80 for materials to facilitate curbside services including a custom aluminum sign, weighted movable sign stand, large feather banner sign, and portable chairs.
- Used $2,228.82 toward summer reading program supplies/grand prizes, 11 virtual youth library programs, and the Halloween Drive-Boo event.
- Purchased $2,261.59 in print library acquisitions.
- Submitted $25,000 reimbursement requests to Santa Fe County for library operating costs per on-going MOU agreement.
- Allocated $1,550 to the NM Library To Go annual ebook consortium membership/fees, Advantage 2.0 service enrollment fee, and annual NM Library Association membership fee.

COVID-19 Operations & Service Responses

- **July 1, 2020 – August 1**
  - Continued Curbside Services, Summer Reading Program, and virtual events.
  - Hosted various virtual, free, family-friendly, educationally interactive events in collaboration with other educational institutions.
  - Continued hosting curbside services 4 days a week for a total of 7.5 hours a week
    - Devoted approximately 30 hours a week retrieving/processing reserved items, fielding/curating patron reserve requests, setting up/facilitating drive-through reserve pick-ups, collecting reading trackers, distributing incentives for Summer Reading Program participants, collecting/properly quarantining returned items and re-shelving/processing returned items.
  - Continued all administrative duties and clerical duties associated with library operations absent any volunteers and other Town of Edgewood library staff.
- **August 2 – September 30**
  - Evaluated, reconfigured, and relaunched curbside services on August 24, 2020.
    - Had to scale back service hours to 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 pick-ups, collecting reading trackers, distributing incentives for Reading Program, collecting/properly quarantining returned items, and processing/re-shelving returned items.
    - Updated informational flyers/social media postings, library webpages, News Stories homepage post, outdoor bulletin board, automated phone system, Town Facebook page, local Facebook groups, local educational institutions, and volunteer staff with the curbside service changes and procedures.

- Updated the automation system automatic messages and parameters
- Purchased a large feather flag, custom sign, and sign-holder to help facilitate updated curbside services and procedures
  - 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, cataloged and processed library materials.
    - Submitted purchase orders and supply orders.
    - Continued organizing, creating/designing digital materials/flyers for promoting, and facilitating virtual programming.

Collection Development

- Processed and cataloged approximately 155 material acqusitions and donations. Most items were a mix of popular fiction, adult nonfiction, patron requests, youth series, youth graphic novels, DVDs, and replacements for well-loved items.
- Began work on consolidating and reorganizing collections to streamline cataloging processes, make reshelving items easier, and boost patron collection discovery.
- Signed up for Advantage 2.0 add-on service with the NM Library To Go ebook consortium to opt in to Advantage Plus. This service will allow the library to build a proprietary digital collection within the consortium and Edgewood Community Library members to have "first dibs" on digital materials purchased by the library and added to the library's Advantage Plus collection. In addition, if the library should leave the NM Library To Go ebook consortium but stay with the OverDrive lending platform, the Advantage Plus collection will stay with the library.

Maintenance/Improvements

- Roof leaks have not been addressed and 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.
- Hard water deposits have clogged most faucet screens/aerators in both restrooms.
- Our lovely Janitorial/Maintenance person has moved out-of-state with her family – you are sorely missed, Chona! Periodic vacuuming, trash removal, and other cleaning duties have been taken over by the Librarian until a replacement has been hired.
- 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.
- Many rodents have moved in and are leaving "chocolate sprinkles" all over the library. Traps and ultrasonic plug-in pest deterrent units will be ordered soon.

Other News

- Submitted the Annual Report for FY19-20 to the NM State Library to qualify for state funding. To view the report: https://www.edgewood-nm.gov/document_center/library/Annual%20Library%20Reports/Annual%20Report%202019-2020.pdf
- Completed the Summer Reading Program Grand Prize drawing via Facebook on August 2 as an extra incentive for participants to read over the summer months. Participants collectively turned in 339 reading trackers for a total of 1,356 hours read in just 8 weeks!

- Signed-up for the NextDoor social media platform, claimed/updated library information, and have been posting regularly for those community members who do not use Facebook or the Town website.
- Attended virtual director's meeting hosted by the NM State Library to learn about the latest REALM Project lab study (conducted by Battelle) on how long COVID-19 survives on materials common to archives, libraries, and museums. The study showed that the virus survives longer on stacked items than on unstacked items. Quarantine procedures for returned library materials have been updated as a result. The quarantine location (solar hallway), the quarantine period (7 days), book drop collection frequency (only on Saturdays) and the wearing of proper personal protection equipment will remain the same. However, items collected will now be spaced out on tables and stood up when possible. For the complete report and more testing updates, please visit: https://www.oclc.org/realm/happening-now/20200903-test-4-results-available.html
- Attended a virtual meeting to learn more about the possibility of purchasing and circulating WiFi hotspots.
- Extended the Reading Program into school year (August 24, 2020 - April 28, 2021) to reinforce and reward remote learning at home. Participation procedures are nearly the same as the Summer Reading Program - participants read to earn small weekly prizes and can be entered into 3 Grand Prize Drawings, too! For more information, please visit: https://www.edgewood-nm.gov/departments/library/library_programs.php
- Hosted a Special Meeting, at the Library Advisory Board's request, to give an update all on COVID-19 operations and service responses.
- The time has come, again, to review some aging policies and the library's strategic plan during the next regular Library Advisory Board Meeting on October 15. Please refer to the attached Overdue Materials policy, Community Service policy, and Strategic Plan drafts for recommended changes (highlighted in yellow or shown with a strike-through).
- Collaborated with other departments to organize and plan upcoming Halloween Drive-Boo event.
  - Designed/created digital promotional materials and route map.
  - Actively promoted 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.

Virtual Events
- **9/12/2020 – Princess Story Time with Cinderella**
  - You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! Cinderella will read a story, answer your questions, and give a royalty lesson - there may even be time for an activity, too! Be sure to register right away using this link as space is limited: https://forms.gle/dinT2QJrVBQtmb2L9
- **9/19/2020 – Lunar Landers STEM Program**
  - Oh no! The rocket engine is failing! Your mission is to save the astromallows by engineering a lunar lander so they can safely crash on the moon in this virtual STEM program with the educators at Science Spectrum. Use this link to register soon because space is limited: https://forms.gle/rG51ht38atmrh1u87
- **9/26/2020 – Combustion Demo STEM Program**
  - It's never safe to play with fire but you CAN watch the educators at Science Spectrum work with it! Tune in as they explore the fire triangle and blow stuff up! Use this link to register soon because space is limited: https://forms.gle/5kTXh4vuNdEHfgFVA
- **10/3/2020 – Cookie Mining STEM Program**

- o Grab some chocolate chip cookies and learn how to mine chocolate, balance a budget, and pay it forward to Mother Earth with the educators at Science Spectrum! Use this link to register soon because space is limited: https://forms.gle/wr2GWNaBmnTZ2vEQ6
- **10/10/2020 – Super Cold STEM Program**
  - o How cold is too cold? 40°F? 10°F? -300°F?? Join the educators at Science Spectrum as they explore liquid nitrogen and freeze whatever they can find! Use this link to register soon because space is limited: https://forms.gle/7azprkJProHYZw7bA
- **10/17/2020 – Princess Story Time with the Snow Queen**
  - o You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! The Snow Queen will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: https://forms.gle/QWf1C5bMyUSKN9719
- **10/24/2020 – Princess Story Time with Belle**
  - o You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! Belle will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: https://forms.gle/Ez6rWgsdTDErvZwi9
- **11/7/2020 – Candy Science STEM Program**
  - o Grab some of that old Halloween candy and let's use the Scientific Method to make our own experiments with Science Spectrum educators! Use this link to register soon because space is limited: https://forms.gle/EdXrPWCGm58N3bqU6
- **11/14/2020 – Story Time with the Island Princess**
  - o You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite princesses! The Island Princess will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: https://forms.gle/knVe2JmWqFe17Z467
- **11/21/2020 – Princess Story Time with Rapunzel**
  - o You'll enjoy an enchanting 30-minute interactive, virtual story time with one of your favorite fairy tale princesses! Rapunzel will read a story, answer your questions, and do some fun activities with you! Be sure to register right away using this link as space is limited: https://forms.gle/yeVdpbGTQL21gM1G9

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, we are still offering curbside services, a Reading Program for prizes, and virtual events. You can find more information about these and other municipal activities from 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!

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

COMMUNITY SERVICE

Approved October 2020

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:

1. ~~Have been recommended by the Town of Edgewood Municipal Court~~

2. Need to satisfy required community service hours for their educational institution

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

EDGEWOOD COMMUNITY LIBRARY

171B NM-344 · PO Box 3610 · Edgewood, NM 87015 · 505.281.0138 · www.edgewood-nm.gov

Strategic Plan
July 1, 2020 – June 30, 2023

Service Responses

- **Friendly Commons:** A library that provides a *Friendly Commons* helps address the need of people to meet and interact with others in their community in a welcoming, safe, and comfortable environment while providing positive, timely, and effective customer service.

- **Community Engagement:** A library that is open to *Community Engagement* offers library programs, services, and collections that reflect community needs and interests, feature community voices, and create meaningful experiences.

- **Basic Literacy:** A library that offers *Basic Literacy* service addresses the need to read and to perform other essential daily tasks.

- **General Information:** A library that offers *General Information* helps meet the need for information on a broad array of topics related to work, school, and personal life.

- **Current Topics and Titles:** A library that provides *Current Topics and Titles* helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

- **Lifelong Learning:** A library that provides *Lifelong Learning* service helps address the desire for self-directed personal growth and development opportunities for both its patrons and staff.

Mission Statement

The Edgewood Community Library serves as a *commons* for residents of Edgewood and surrounding neighborhoods by offering free, community-centered programs that encourage togetherness, discovery, the exchange of ideas, personal growth, and a love of knowledge. We are a friendly setting dedicated in providing equal access to all resources and general information on a broad array of topics.

Vision Statement

A friendly *commons* facilitating intellectual and creative growth. Be a community hub for the Edgewood Area, empowering intellectual, emotional, and creative growth.

Goals & Objectives

Goal 1: *Library patrons shall have ==safe,== comfortable, ==and== functional ==spaces,== furnishings and equipment ==to maintain a commons where patrons desire to visit because it is welcoming, spacious, and attractive, providing areas for activities, both quiet and engaging.==*

> **Objective:** The number of patrons who strongly agree that the library offers a welcoming atmosphere will increase by 15% by ~~2020~~ ==2023==.

> ### Activities:
> - Develop understanding for how library spaces are utilized and how often
> - Identify unsafe and worn library furnishings
> - Research costs associated with updating furnishings
> - Develop hierarchy according to which furnishings should be replaced==/added== first, based on usage ==and need==
> - Work closely with Maintenance Department on repairs needed,
> - ~~Seek out alternative capital to cover costs (currently no municipal funding for this type of expenditure)~~
> - ~~Ask Friends of Our Library to fundraise specifically for this project~~

~~**Goal 2:** *Library patrons shall have access to collections and digital technology that meet their interests and educational/recreational needs.*~~

> ~~**Objective:** eBook circulation/usage will increase by 25% by 2020.~~

> ~~### Activities:~~
> - ~~Research possible digital lending platforms and consortia~~
> - ~~Identify and choose best fit for library based on community need, acquisitions budget, other available funding, content ownership, data hosting, patron interface, etc.~~
> - ~~Purchase eBooks and integrate into online library catalog (if possible)~~
> - ~~Train staff on eBook lending procedures/policies~~
> - ~~Inform public about new service by way of public service announcements to local newspapers, on library webpages, and in-library handouts/displays~~

~~**Goal 3:** *The library shall maintain a commons where patrons desire to visit because it is welcoming, spacious, and attractive, providing areas for activities, quiet, and engagement.*~~
> ~~**Objective:** Increase library space by 100% or more by 2020.~~

Activities:

- Conduct spatial needs analysis based on current and projected legal service area population (expected to increase with next US Census) and compare with current library space
- Reach out to other libraries for information/advice regarding their own experiences with building/renovating
- Be fully engaged in planning process by collaborating closely with municipality, advisory board, and other stakeholders
- Request Librarian be a member of planning committee if one is formed
- Come up with a moving plan

~~Goal 4:~~ Goal 2: *Library patrons shall experience positive, timely, and effective customer service that also supports community engagement and lifelong learning.*

Objective: The number of patrons who strongly sgree that the library staff and volunteers are polite, helpful, and knowledgeable will increase by 15% by 2023.

Activities:

- Identify unaddressed areas in which library needs additional support regarding customer service and general library operations
- Hire a part-time or seasonal staff member
- Train new staff to assist ~~with one-on-one patron computer inquiries/instruction, volunteer training/support, library programs support, and additional support/coverage in other~~ in library operations as needed

Goal 3: *Library patrons shall experience a library that is involved in the community and provides engagement opportunities.*

Objective: Actively engage our community members by seeking meaningful feedback by 2023.

Activities:

- Identify the community's aspirations, challenges, and offer appropriate and meaningful ideas for action.
- Use the Libraries Transform Communities engagement materials and methods to create a community engagement plan.
- Identify service responses in common with other community assets and research viable, mutually beneficial partnerships

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		1,676		0	
Children	1,509	0	855		719		0	
Total Visitors	**4,115**	**0**	**2,666**		**2,395**		**0**	
Reference Questions	853	469	621		603		975	
Computer Usage	1,234	0	605		577		0	
Checkouts	4,708	1,823	3,263		3,064		489	
Renewals	311	624	1,341		1,045		512	
Digital Checkouts	N/A	237	N/A		N/A		188	
Total Circulation	**5,019**	**2,684**	**4,604**		**4,109**		**1,189**	

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

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

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Materials by Date Added

- ## 7/1/2020 through 9/30/2020
- ## Items still in catalog as of October 2, 2020 at 10:45:36 AM MDT

155 items, $3,411.33 total price

Material Type	Items Added	Value Added ($)	Material Type	Items Added	Value Added ($)
1 - Default			33 - YA Biography		
2 - 0-99			34 - YA Nonfiction		
3 - 100-199	1	$30.00	35 - Youth Biography		
4 - 200-299	3	$80.00	36 - Youth Books on CD	1	$35.75
5 - 300-399	9	$218.91	37 - Youth DVD	2	$30.00
6 - 400-499			38 - Youth Fiction	11	$215.89
7 - 500-599			39 - Youth Graphic Novel	3	$32.97
8 - 600-699	10	$260.76	40 - Youth Nonfiction	8	$116.84
9 - 700-799	10	$272.71			
10 - 800-899	1	$24.99			
11 - 900-999	2	$62.50			
12 - Best Seller/Recent Acquisition					
13 - Biography	2	$54.00			
14 - Board Book					
15 - Books on CD					
16 - Children's Picture Books	6	$95.70			
17 - DVD	35	$557.96			
18 - Easy Readers	1	$14.99			
19 - Fiction	20	$551.70			
20 - J Biography					
21 - J Nonfiction					
22 - Kit (Easy Reader)					
23 - Kit (Easy)					
24 - Kit (Juvenile)					
26 - Learning Backpacks					
27 - Museum Pass					
28 - Mystery	15	$425.85			
29 - Romance	6	$108.94			
30 - Science Fiction/Fantasy	7	$166.97			
31 - Southwest	1	$24.95			
32 - Western	1	$28.95			