



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

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

Budget

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

COVID-19 Operations & Service Responses

- **October 1, 2020 – November 7, 2020**
 - Continued curbside service hours 2 days a week for a total of 4 hours a week with the continued absence of volunteers and Town of Edgewood library staff.
 - Devoted approximately 18 hours a week retrieving/processing reserved items, fielding/curating patron reserve requests, setting up/facilitating curbside reserve pick-ups, collecting reading trackers, distributing incentives for Reading Program, collecting/properly quarantining returned items, and processing/re-shelving returned items.
 - Continued all administrative duties and clerical duties associated with library operations absent any volunteers and other Town of Edgewood library staff.
 - Continued offering digital customer service and assistance via phone and email.
 - Curated a list, ordered, cataloged and processed library materials.
 - Submitted purchase orders and supply orders.
 - Continued organizing, creating/designing digital materials/flyers for promoting, and facilitating virtual programming.
 - Hosted various virtual, free, family-friendly, educationally interactive events in collaboration with other educational institutions.
 - Attended virtual seminar hosted by the American Library Association to learn about the latest phase in the REALM Project lab study (conducted by Battelle) on how long COVID-19 survives on materials common to archives, libraries, and museums. The purpose of the seminar was to give a bit of background information on the study, its methodology, and communicate the results so organizations can make their own risk evaluations and operational adjustments accordingly.
 - Appropriate ventilation and mask wearing are still the “secret sauce” to avoiding high risk situations. Droplets containing the virus or “aerolized” virus particles are still the most direct way in which COVID-19 can spread. Whether or not spread occurs by contacting contaminated objects or bodily fluid transmission are still being researched. Higher temperatures, higher humidity, and increased air circulation have a large effect on mitigating spread. Under these conditions the virus dies off more quickly. Ultraviolet light treatment in certain forms, surface cleaning, and hand washing is still proving effective.

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

Collection Development

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

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

Maintenance/Improvements

- Mayor Bassett contacted Superintendent Salazar about the ongoing roof leaks in September. She responded right away that MESD Maintenance will put in a work order. The leaks have not been addressed yet and the water stained ceiling tiles still need to be replaced.
- Water spigot valve still inoperable at south library exit near Barrowhenge art installation.
- 3 toilets in the women's restroom are continuing to leak and/or not flush correctly.
- Maintenance has removed the hard water deposits that clogged the faucet screens/aerators in both restrooms. Thank you!
- The Town of Edgewood has hired a new maintenance person. Welcome, Anji Wilson-Montoya!
- There are some unprotected lighting fixtures that need new covers.
- An inoperable emergency exit light needs to be replaced.
- The fire door to the electrical room needs to be reattached securely.
- There are some exposed electrical wires that need to be capped/hidden.
- Traps and ultrasonic plug-in pest deterrent units were ordered, received, and set up throughout the library. They seem to have been effective so far.
- Consolidated and re-organized library archival files/records and current library files/records.
- Cleaned out staff office and reorganized office/library supplies

Other News

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

Virtual Programming, Events & Outreach

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

- Belle read a story, answered questions, and did some fun activities with participants.
- **10/30/2020 – Halloween Drive-Boo**
 - Collaborated with other departments to organize and plan a free, drive-through Halloween trick-or-treat event using COVID-safe practices and procedures. Town departments labored all day to decorate the north parking lot and handed out prepared goody bags sponsored by the Town and various caring citizens.
 - The Halloween Drive-Boo was a hit! 303 vehicles and approximately 1,200 participants from the East Mountain Area, Rio Rancho, Santa Fe, and even Colorado! Many thanks to the Edgewood Police Department, Animal Control, Maintenance Department, Administrative Department, and the Edgewood Volunteer Fire Department for making this event so special!
 - Here's how the library participated prior to and during the event:
 - Designed/created digital promotional materials and route map.
 - Promoted the event on Facebook, NextDoor, Town webpages, and with printed flyers/handouts.
 - Contributed approximately \$1,300 in library program funding toward event by purchasing decorations, outdoor lighting, inflatables, and more.
 - Preorganized decorations and materials.
 - Offered detailed set up plans/suggestions.
 - Actively monitored and replied to social media postings throughout and following the event.
- **11/7/2020 – Candy Science STEM Program**
 - Participants employed the Scientific Method to experiment with their old Halloween candy.
- **11/14/2020 – Story Time with the Island Princess**
 - The Island Princess read a story, answered questions, and did some fun activities with participants.
- **11/21/2020 – Princess Story Time with Rapunzel**
 - Rapunzel read a story, answered questions, and did some fun activities with participants.

Stay Engaged in Your Library!

Although in-person programs and events have been put on hold while the library doors remain closed to the public and curbside services are suspended, Reading Program participants can still read for a chance to win a Grand Prize! Cardholders still have 24/7 access to the library's digital collection and public WiFi from the library parking lot. More information about these and other municipal services can be found at www.edgewood-nm.gov. Want to receive automatic text and email notifications about newsworthy items, alerts, and posted agendas? Subscribe from the bottom of the homepage! You can follow Town events and happenings from Facebook as well! Just select the Facebook icon in the upper righthand corner from the homepage!

Edgewood Community Library Statistics FY21

FY20 & FY21 Compared	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21
Adults	2,606	0	1,811	0	1,676		0	
Children	1,509	0	855	0	719		0	
Total Visitors	4,115	0	2,666	0	2,395		0	
Reference Questions	853	469	621	353	603		975	
Computer Usage	1,234	0	605	0	577		0	
Checkouts	4,708	1,823	3,263	314	3,064		489	
Renewals	311	624	1,341	408	1,045		512	
Digital Checkouts	N/A	535	N/A	1,350	N/A		188	
Total Circulation	5,019	3,219	4,604	2,072	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	0	0				
Drop Everything & Read	0	0	0	0				
Friends Meeting	0	0	0	0				
Library Advisory Board Meeting (virtual)	1	5	1	5				
Outreach	0	0	1	1,200				
Paws for Reading	0	0	0	0				
Proctored Tests	0	0	0	0				
Special Library Events (virtual)	3	21	7	55				
Summer Reading Program (virtual)	8	56	0	0				
Volunteer Training	0	0	0	0				
Weekly Story Time	0	0	0	0				

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

Note: Library closed its doors to the public until further notice and halted all in-person programming on March 13, 2020 due to the public health emergency. Curbside services began in June 2020 and were later postponed in November 2020 until further notice.

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Purchased titles summary

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

Note: Manage invoices permission is required to view invoices.

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Consortium purchased titles		Advantage purchased titles	
Standard titles purchased	524	Standard titles purchased	368
Standard copies purchased	575	Standard copies purchased	897
Standard expenditures	\$20,988.07 USD	Standard expenditures	\$13,534.51 USD