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Librarian Report Quarter 3 FY21 Submitted by: Andrea Corvin

Budget

- Utilized \$4,987.73 in acquisitions funding to purchase digital content for the library's ebook collection.
- Utilized \$4,716.11 to purchase office supplies and non-capital equipment, furniture, and fixtures for library maintenance and improvements.
- Submitted all reimbursement requests, totaling \$12,800.71, for 2016 GO Bonds to the NM State Library. The reimbursement was received via direct deposit.
- Received authorization from the NM State Library to begin submitting reimbursement requests 2018 GO Bonds up to \$16,996.98.
- Used \$1,868.34 in State Grants in Aid funding toward the NM Library To Go ebook consortium membership renewal and annual fees for March 2021-February 2022, malware licensing renewal, and online promotional design platform renewal.
- Received remaining State Grants in Aid disbursement with an additional \$2,106.13 in federal CARES Act funding for COVID-19 related operating expenditures, bringing the total disbursement to \$11,601.28.

COVID-19 Operations & Service Responses

- **January 1, 2021 – March 31, 2021**
 - 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.

Maintenance/Improvements

- Jesus performed regular network maintenance and updates. He also increased the processing capacity on the circulation desk computers so now they will no longer lag.
- Ordered, installed, and configured new circulation desk printer.
- Converted one staff office into a workroom for processing donations and library acquisitions by:
 - Removed unneeded furniture, fixtures, stored items.
 - Patched/repaired, textured, and touched up walls.
 - Ordered acrylic bins to house and better organize material processing equipment/supplies.
- Converted storage closet in "new" workroom into a volunteer station to house personal items for volunteer staff and other volunteer-related items.
 - Removed stored items.
 - Patched/repaired and painted walls and ceiling.
 - Built peg wall for configurable open storage and clothing hooks.
- Converted one staff office into a combined office for library staff.
 - Removed unneeded furniture, fixtures, and stored items.
 - Repurposed and relocated usable office furniture to combined office.

- Patched/repaired, textured, and touched-up walls.
- Built four tables and peg wall for open storage.
- Set up computer workstations and mounted PCs to underside of tables.
- Reconfigured circulation desk workstations.
 - Mounted PCs and small router to underside of workstations.
 - Reorganized all electronic cords and mounted them to the underside of the workstations.
 - Ordered various office equipment to better organize workstations and improve efficiency.
- Made improvements to computer room.
 - Patched/repaired, textured, and touched up walls.
 - Prepped and painted ethernet drop downs and two walls with the same purple accent color located in another part of the library.
 - Prepped and painted the baseboard trim to match the door trim.
 - Removed borrowed computer workstation tables.
 - Temporarily relocated computer equipment and accessories.
 - Built ten new tables for computer workstations and a counter for additional seating.
- More leaks have been happening as the snow melts off making it impossible to reshelve library items because black plastic has been draped over portion of shelving in multiple areas to protect library collections. Spoke with head of maintenance with the Moriarty-Edgewood Schools on January 14. He had RoofCare come out to review the roof leaks. RoofCare discovered that silicone sealant was used for repairs long ago - which will cause any future repairs to not adhere to the sealant. Subsequently, the leaks have yet to be addressed 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.
- 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.

Other News

- Submitted changes to the Library Specialist position (changed to Librarian) to Council for review and approval in March. The notice of vacancy for the Librarian position was circulated internally thereafter.

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	0	
Children	1,509	0	855	0	719	0	0	
Total Visitors	4,115	0	2,666	0	2,395	0	0	
Reference Questions	853	469	621	353	603	408	975	
Computer Usage	1,234	0	605	0	577	0	0	
Checkouts	4,708	1,823	3,263	314	3,064	0	489	
Renewals	311	624	1,341	408	1,045	0	512	
Digital Checkouts	N/A	535	N/A	1,350	N/A	517	188	
Total Circulation	5,019	3,219	4,604	2,072	4,109	517	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	0	0		
Drop Everything & Read	0	0	0	0	0	0		
Friends Meeting	0	0	0	0	0	0		
Library Advisory Board Meeting (virtual)	1	5	1	5	0	0		
Outreach	0	0	1	1,200	0	0		
Paws for Reading	0	0	0	0	0	0		
Proctored Tests	0	0	0	0	0	0		
Special Library Events (virtual)	3	21	7	55	0	0		
Summer Reading Program (virtual)	8	56	0	0	0	0		
Volunteer Training	0	0	0	0	0	0		
Weekly Story Time	0	0	0	0	0	0		

STEM Program Usage

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Museum Pass Checkout	0	0	0	
Learning Backpack Checkout	0	0	0	
AWE Learning Minutes	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 until further notice.

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- Format: All formats
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- Subject: All subjects
- Rating: All ratings
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- Weed status: All
- Preorder titles: Exclude

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Consortium purchased titles	
Standard titles purchased	807
Standard copies purchased	941
Standard expenditures	\$30,363.80 USD

Arvantage purchased titles	
Standard titles purchased	142
Standard copies purchased	244
Standard expenditures	\$4,610.35 USD