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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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Consortium purchased titles	
Standard titles purchased	543
Standard copies purchased	1153
Standard expenditures	\$19,444.82 USD
Advantage purchased titles	
Standard titles purchased	47
Standard copies purchased	54
Standard expenditures	\$2,127.22 USD