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Library Department Head Report
April FY22
Submitted by: Andrea Corvin

Programs/Events

- Let's Paint a Mural!
 - 101 participants, young and not so young, painted the prepared mural April 2 – April 9. Toward the end of the week there was hardly any space left to paint so many participants added their own creative touches for that extra pizzazz. We plan to enlist the community's help for another mural in the solar hallway in the fall. A huge thank you to the community for participating and especially to Librarian, Rachel Martinez for her artistic prowess in designing/prepping/touching-up the mural!
- Community Engagement Project April 9 – May 7
 - It's time to complete another community assessment to continue to qualify for State Grants in Aid and GO Bond funding with the NM State Library. We're still asking for community input with a series of four questions to get a better sense of peoples' aspirations for their community to inform our services responses. Anyone who participates will qualify for a prize drawing on May 10!
- National Volunteer Appreciation Week
 - We celebrated our wonderful library volunteers with cake, handmade gifts, and by spotlighting each of them on the Town's Facebook page. Thank you, library volunteers!
- Spring Reading Challenge
 - Approximately 180 participants of various ages read close to 1300 books and completed almost 850 activities!
- Author Talk
 - Author, Pearl Whitfield, hosted a book reading at the library on April 28 featuring her newest novel, *Aspara*.

Improvements

- Many burnt-out light bulbs were replaced, and many bulbs were added. The inoperable lighting ballasts were inspected and will, hopefully, be replaced soon.
- Temporary cleaning service with The Maids has been set up for once a week until the full-time janitorial/maintenance position is filled. Librarians are still having to clean toilets, take out trash, and fill toilet paper holders as needed in between weekly cleanings.
- Maintenance is working on the exterior doors to the building to make sure that they latch properly when closed.

Unresolved Maintenance Issues

- Roof leaks are still active in the Youth and Fiction Areas of the library. Some ceiling panels had to be removed prior to collapse because they were so saturated with the recent moisture.
- Water spigot valve still inoperable at south library exit near Barrowhenge art installation.
- Toilets in the women's restroom are continuing to leak and/or not flush correctly.
- All men's restroom urinals and toilets have issues flushing contents completely and have been closed to the public due to health concerns.
- Some sinks in both the men's and women's restrooms no longer operate.
- The water fountains are corroded and very calcified.
- Water lines and valves in the water utility closet are severely corroded.
- 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.
- Mice are back in force throughout the library.
- Four lighting ballasts are inoperable, and more lightbulbs are needed throughout the library.

Other News

- Library still severely short-handed. Librarians are still covering the circulation desk shifts in addition to their administrative duties.
- Town is still looking into contracting with a plumber.
- The library expects to receive an additional grant from the New State Library via the federal American Rescue Plan Act totaling \$17,828.
- The five-year reimbursement grant for \$125,000 with Santa Fe County for administering library services to the southern portion of the county will end after this fiscal year. Final reimbursement requests are due soon and are being handled by the Clerk-Treasurer.
- Many patrons have commented that it is difficult to find the library because the lack of signage on the library building and by the entrance just off of NM-344.
- Library policies were reviewed and proposed changes approved during the Library Advisory Board's quarterly meeting. Policies are routinely evaluated as needed to evolve with community needs and as required by the New Mexico State Library to qualify for State Grants in Aid and GO Bond funding. (see attached redline copy).
- Commissioners approved Library Advisory Board appointments for Sandy Madsen and Kenny Adams.
- The library should be receiving the go-ahead to request \$15,705.80 in reimbursements for 2020 GO Bond funding soon.
- Building security is still an ongoing issue. Although library staff are careful to lock up prior to closing, the building doors and the interior doors are still being left unlocked outside library hours of operation.
- The word is getting out about the library being open to the public again! There has been a marked increase in the number of patrons visiting the library.

Budget Requests

- Budget requests were presented to the Commission during the April 30 budget workshop (see attached).

Coming Up Soon

- Library Advisory Board Meeting
 - Anyone is welcome to attend the Library Advisory Board's quarterly meeting on Thursday, July 15, 2022 at 6:30pm in the Library. The agenda and packet will be available soon and can be downloaded online: https://www.edgewood-nm.gov/departments/library/agendas_and_minutes.php
- Summer Reading Program Registration Begins May 21, 2022
 - Summer Reading Participants will be able to earn monthly prizes, entries into bonus prize drawings, and entry into a Grand Prize drawing just by reading or participating in fun activities! More details to be posted soon.
- Take and Make Kits
 - They're back! We've curated another series of Take and Make Kits to keep the kiddos busy with free educational activities over the summer. Librarian, Rachel Martinez and the library volunteer are hard at work assembling approximately 1,200 individual activities incorporated into 400 Take and Make Kits to be distributed in beginning June 1 – July 31 or until we run out. More information will be posted soon.

Edgewood Community Library

Policies

As reviewed and approved by the Library Advisory Board

Librarian Andrea Corvin

10-16-2020



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CONTENTS

Activities Room.....	2
Cell Phones	4
Checking Out Materials	5
Collection Development	5
Community Information Board.....	9
Community Service.....	9
Public Access Devices & Internet Use Policy	10
Food/Drinks	12
Library Member Accounts	12
Lost/Damaged Materials	13
Overdue Materials.....	13
Privacy & Confidentiality	14
Unattended Minors	14

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ACTIVITIES ROOM

Approved ~~April 2019~~ April 2022

A. 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.

B. 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.

C. 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* with its corresponding policy.

D. 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:

1. An emergency or unsafe circumstance
2. Unexpected delay/closure
3. A conflict with a library or municipal sponsored function
4. Failure to follow Activities Room Policy and Rules

E. Restrictions



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1. 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.
2. 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 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.
3. Failure to abide by the 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 meetings (scheduled or in-progress) and immediate removal of such group from the library.
4. 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.

F. 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.

G. Rules

1. Reservations may be made with a Librarian in-person, by email (edgewoodcommunitylibrary@gmail.com), or by phone (505-281-0138) 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



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- Provide accurate reservation details and current contact information
 - Acknowledge having read and agree to the Library's Activities Room Policy and Rules prior to using the Activities Room
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. Please make sure to include set up and take down time when making requests.
 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.
 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. Any trash generated must be disposed of in the dumpster behind the library. Smoking is not permitted in the library.
 9. Access to or use of any library cabinets, closets, supplies, or equipment is strictly 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.

CELL PHONES

Approved April 2019-2022

We ask any ~~computer lab~~ Computer Room users to silence all devices and take phone calls elsewhere in the hallway library.



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CHECKING OUT MATERIALS

Approved April 2019-2022

A. Check Out Quantity

1. 10 materials per member account
2. ~~Newly registered patrons may check out 3 materials on their first check out.~~
3. ~~Current patrons may check out 8 materials.~~

B. Check Out Period

- 3 weeks for: Books, Audiobooks, DVDs, Learning Backpacks ~~Special Collection Items~~
- 2 weeks for: Bestsellers and Recent ~~New~~ Acquisitions
- 1 week for: Museum Passes

COLLECTION DEVELOPMENT

Approved for July 2017-June 2022 July 2022 – June 2027

A. Community Needs & Services

1. Provide a collection of materials in a variety of formats to meet the cultural, educational, informational and recreational needs of the community without discrimination based on age, gender, race, ethnic background, religion, education, political beliefs or occupation.
2. Offer the community a collection that incorporates a wide range of genres on a broad array of topics, materials that reflect current trends and popular titles, and items that help support lifelong learning for both personal enjoyment and enlightenment.

B. Current Collection

1. Approximately 15,000 ~~34,000~~ holdings
 - 0% ~~52%~~ in purchased and shared e-content
 - Library joined New Mexico Library To Go eBook consortium, with Overdrive as the lending platform, in April 2020



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- 47 other public, tribal, and school library branches with similar legal service area populations participate in the consortium
 - 84% 42% in print materials (books)
 - 45% 6% in media (DVD, audiobooks)
 - Less than 1% in special holdings (museum passes, educational equipment, learning backpacks, read-along kits)
 - E-content from Project Gutenberg and LibriVox incorporated into Library's online catalog for download
 - Access to NM State Library databases via EI Portal from Library's catalog
2. Other e-content
- Early learning stations with access to interactive educational applications
 - Access to NM State Library databases via EI Portal from Library's catalog
 - E-content from Project Gutenberg and LibriVox incorporated into Library's online catalog for download
3. 16,492 15,700 average circulations per year
4. \$6,000 \$11,000 acquisitions budget for FY17 FY22 with plans to request 75% increase to \$11,000 in FY18 for FY23
- State Grants in Aid and GO Bond funds are also used to supplement acquisitions

C. Responsibilities

1. Collection development selections, deselections, maintenance, and budget allocations ultimately rest with the Librarian **Library Operations Manager** who operates within the framework of requirements determined by the Library Advisory Board, Town of Edgewood, and ~~New Mexico State~~ State of New Mexico.
2. The Librarian **Library Operations Manager** may delegate collection development tasks to qualified staff where necessary.

D. Selection Considerations

1. Timeliness
2. Value to collection and the community
3. Accuracy
4. Credibility (of author and publisher)
5. Format and clarity of presentation (size, illustrations, binding, indices, etc.)



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6. Readability (for its intended audience)
7. Balance within the collection (equal number of materials on opposing views)
8. Community suggestions
9. Favorable reviews (Booklist, Library Journal, Kirkus, NY Times, Horn Book, USA Today, Amazon.com, etc.)
10. Budget
11. Appearance
12. Physical condition
13. Library shelf space

E. Maintenance

1. Weeding or deselecting items from the library collection, employing the CREW method, and subsequent inventory will be completed, at minimum, every even-numbered year.
 - CREW Method <https://www.tsl.texas.gov/ld/pubs/crew/index.html>
2. Any deselected materials will be given to the Edgewood Community Library Friends for their book sale fundraisers

F. Gifts

The Edgewood Community Library is pleased to accept gifts on behalf of the Edgewood /Community Library Friends (ECLF), a nonprofit library partner, which are gratefully and willingly accepted as long as if no restriction or expectation is placed upon their use.

1. The Library Operations Manager (LOM) will determine gift acceptance based on the same selection criteria as items acquired with library funds. Acceptance of gifts will be determined by the Librarian on the basis of their suitability to the library's purposes and needs and condition of the gift material. The LOM or designee will determine gift use or subsequent disposal. The library reserves the right to discard any gifts that do not meet selection consideration criteria. Use or disposal of all gift materials will be determined by the Librarian or designee. The library has the right to discard any gifts in poor physical condition.
2. Library staff and volunteers may provide receipts for gifts on behalf of the ECLF. Library staff and volunteers may provide receipts for gifts, stating state the nature of the a gift but, are not authorized to establish the monetary value of any gift.



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- ~~3. Anyone wishing to donate materials for library use will be asked to donate them to the Edgewood Community Library Friends, a nonprofit library partner.~~
4. The Friends will have the Librarian review all material donations to determine if any are suitable for the collection. Books Any gifts selected by the Librarian LOM will be donated to the Friends ECLF and processed into the library collection.
5. The ECLF will use any remaining gifts for book sale fundraisers in support of the library. Any remaining material donations will be used by the Friends for future book sales as a fundraiser in support of the library.
- ~~6. Books that are weeded from the library (under the Librarian's direction) because they have no further value to the collection, will be given to the Friends for fundraising.~~
7. All proceeds from Friends ECLF fundraisers will be deposited into the Friends ECLF bank account and used to support unfunded library activities as needed.

G. Censorship

Censorship ultimately rests with an individual; patrons are free to reject those library materials that they themselves do not approve of. Censorship also rests with the parent or legal guardian of a minor; parents/legal guardians are responsible for restricting their child's access to library resources. Therefore, an individual may not exercise this right of censorship to restrict the freedom of others to read, view, or hear. The library subscribes to and deeply values the principles embodied in the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and the Library Code of Ethics and does not discard or remove materials without due process.

1. Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
2. Freedom to Read <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
3. Freedom to View <http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
4. Library Code of Ethics <http://www.ala.org/tools/ethics>

H. Reconsideration of Materials

Library patrons may make a request for reconsideration of materials to be added or removed from the collection through the following process:

1. Request a Reconsideration of Materials Form at the library circulation desk.



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2. Fill out the form and return it to the circulation desk and/or mail it to the library.
3. The Library Advisory Board will review the request during its next regularly scheduled meeting.
4. A written response will be sent to the requesting patron.

COMMUNITY INFORMATION BOARD

Approved ~~September-2017~~ April 2022

The Edgewood Community Library recognizes its role as a source of community information. In this capacity, the Library supports the free flow of information and exchange of ideas by providing a Community Information Board. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials (flyers, posters, brochures, etc.) within the Library's facilities. Please be aware the Library does not advocate or endorse the viewpoints of any posting, assumes no responsibility for the preservation of notices, and reserves the right to remove any posted item.

A. Types of postings allowed:

1. Forthcoming educational, cultural, or charitable activities for the benefit of local residents
2. Flyers, brochures, or announcements sponsored by a nonprofit organization/group/agency
3. Flyers, brochures, or announcements sponsored by a federal/state/local government agency pertaining to services provided to its citizens

B. All postings must be:

1. ~~Previewed, initialed, and dated~~ by library staff
2. Dated
3. Posted for no more than a month
4. ~~No bigger than a letter sized sheet (8.5"x11")~~
5. Placed so as not to obscure other notices
6. Posted on the ~~bulletin~~ magnetic board designated "Community Information"
7. The only copy for that posting

COMMUNITY SERVICE



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Approved ~~October 2020~~ April 2022

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 need to satisfy required community service hours for their educational institution.

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

PUBLIC ACCESS DEVICES & INTERNET USE POLICY

Approved February 2020 April 2022

The Edgewood Community Library strives to protect the public's right to information through free access to informational, educational, and recreational materials via public access devices, software programs, and the Internet. To promote equality, courtesy, and safety, the Library maintains usage guidelines and standards. Please be advised, patrons using the Library's Internet connection and public access devices do so at their own risk.

If patrons need assistance using the library's public access devices or Internet connection and time allows, staff will help to the best of their ability. Extended explanations, in-depth training, and specific software assistance are not available.

A. Content & Filtering

1. The Internet is a global entity without content restrictions. The Library does not censor access to information; users may encounter information they find controversial or offensive.
2. The Library is not responsible for the accuracy, completeness, usefulness, or security of information found on or accessed from the Internet.
3. Filtering software will not be used in the Computer Room or with the WiFi network as:
 - Filters may block sites that are informative and useful.
 - The Library operates in accordance with American Library Association's policies supporting unlimited access to information.
 - The First Amendment forbids government agencies from restricting information to the public based on viewpoint or content.



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B. Public Access Devices in Children's & Youth Areas

1. All public access devices located in the Children's/Youth Areas are filtered and may only be utilized by underage patrons and their parents/caregivers.

C. Privacy

1. The Library does not monitor nor guarantee privacy regarding personal information entered, accessed, or downloaded using public access devices and Internet connection. Users are responsible for erasing personal content or securely closing out of personal browsing windows on public access devices.

D. Rules

1. Accessing or displaying sexually explicit or pornographic material using personal devices, the Library's public access devices or Internet connection on Library premises in the presence of a minor is strictly prohibited.
- ~~2. Please sign in and out at the circulation desk when utilizing public access devices and Internet connection.~~
3. Food and beverages (other than bottled water) may not be consumed while using public access devices.
4. Computer Room users must silence all personal devices and take phone calls elsewhere in the library.
5. Downloading programs and/or executable files on library public access devices is prohibited.
6. Altering settings, software, network connections, or storing personal data on public access devices is prohibited.
7. Printing costs 15¢ per page.
8. Parents/caregivers, not library staff, are responsible for communicating and monitoring their child's access and activity.

E. Consequences of Violation

1. Policy violations may suspend a patron's Library privileges.
2. Accessing or displaying sexually explicit or pornographic material using personal devices, the Library's public access devices or Internet connection on Library premises to exploit or solicit a minor will result in immediate loss of these privileges and law enforcement will be notified.
 - Exposing minors to sexually explicit material is a violation of the New Mexico State Statute 1978, Chapter 30, Article 37.
3. Deliberate damage to and tampering with library equipment, software, systems, networks, security protections, etc. will result in immediate suspension of library privileges and notification of law enforcement.



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FOOD/DRINKS

Approved April 2019 2022

Food and beverages (other than bottled water) may not be consumed in the ~~computer lab~~ Computer Room or carpeted areas of the library.

LIBRARY MEMBER ACCOUNTS

Approved April 2019 2022

A. Registration

1. Upon registration, patrons must provide one current proof of residency in the East Mountain/Estancia Valley Area. The following acceptable proofs of residency must show an East Mountain/Estancia Valley Area address:
 - Valid driver's license or ID
 - Utility bill
 - Phone bill
 - Voter's ID
 - Rental agreement
 - Vehicle registration
 - Vehicle insurance
 - Bank statement
 - Checkbook
 - Concealed carry permit
2. Children **17 and younger** must be ~~5-17 years old~~ and have parental/guardian permission to receive a library card member account.

B. Inactive Member Accounts

1. Library card Member accounts with 5 years or more of inactivity will be removed from the library database and corresponding registration forms shredded.

C. Annual Renewal



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1. To ensure that library records stay up-to-date and accurate, every library card member account comes up for renewal annually from the date it was issued or last renewed. During library card renewal, patrons will be asked to verify/update their library records.

D. Library Card Transactions

1. Library cards are required for all transactions, whether in-person, by phone, or online.
2. Parents may utilize their underage child's library card for library transactions on their child's behalf.
3. Due to confidentiality of library records, an adult may not use another adult's library card for library transactions unless given express permission by the library card holder.

E. Replacement Cards

1. All patrons must pay a fee of \$1.00 to replace a lost card.
2. Adult patrons (18+ yrs.) may receive a replacement card when they provide photo proof of identification (driver's license, passport, work ID, school ID).
3. Underage patrons (5-17yrs.), who do not possess a photo proof of identification, may receive a replacement card only when a parent/guardian accompanies them.

LOST/DAMAGED MATERIALS

Approved February 2013 April 2022

1. Library materials not returned within 60 days of their due date are considered lost. Library materials returned with significant evidence of neglect or abuse (i.e. stained, ripped, defaced, missing pages, etc.) are considered damaged.
2. Lost/damaged materials must be either:
 - *paid for* if purchased with *public funding* (i.e. monies from State Grants in Aid, Town of Edgewood, GO Bonds)
 - *replaced with a comparable copy* (approved by Librarian) if the material was *donated*
3. The Librarian Library Operation Manager will make the final decision as to whether a book is to be replaced or not, depending on the circumstances of each occasion.

OVERDUE MATERIALS



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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

PRIVACY & CONFIDENTIALITY

Approved April 2019

The library affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship. The library seeks to protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.

Additionally, all formal and informal records identifying the names of library users will remain confidential. Library staff and volunteers shall be instructed that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff and volunteers will resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Any threats or unauthorized demands concerning such records shall be reported to the appropriate legal officer.

UNATTENDED MINORS

Approved October-2019 April 2022



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Young patrons are always welcome in the library and we care deeply about their safety and welfare, especially since the library operates as a public space for the community. However, the responsibility for a child's wellbeing and behavior, while on library grounds, ultimately rests with the parent or responsible caregiver and not with library staff.

A. Children Under 10 Years Old

1. Children under the age of 10 must always be accompanied by a parent or responsible caregiver.

B. Children 10-17 Years Old

1. Children age 10 or older may use the library on their own, provided they are able to use the library independently and without close supervision.
 - Unaccompanied children must have suitable contact information should an emergency or unexpected library closure occur.

C. Parent/Caregiver Responsibilities

1. Parents or caregivers are responsible for ensuring appropriate behavior of their child.
2. Parents or caregivers must make clear to their child their own rules and expectations regarding use of library materials and ~~computers~~ public access devices.
 - Library staff do not limit access to or monitor library material/~~computer~~ public access device usage for any library patron.

D. Library Staff Responsibilities

1. Library staff may notify parents/responsible caregivers, law enforcement, or child protective service authorities if:
 - A minor is habitually left unattended for extended periods of time.
 - A minor is deemed to be at risk of coming to harm (ex. not picked up when library closes, exhibiting unsafe or disruptive behavior).
2. Library staff may ask disruptive patrons and/or their family to leave the library premises after appropriate warning.
 - Young patrons are subject to the same consequences as adult library users.

E. Unattended Adults in Children's/Youth Areas

1. Adults who are unaccompanied by a child or children in the Children's/Youth Areas may be questioned by library staff and may be asked to relocate to another area of the library.



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- The Children's/Youth Areas are reserved for children, their parents or responsible caregivers, and adults retrieving materials for academic purposes (ex. teachers, college students taking children's literature classes).

DRAFT

Budget Requests & Notes FY23 - LIBRARY

Increase Request Priorities

Priority 1	\$48,492 Increase to Salaries & Wages
Priority 2	\$8,250 increase to Library Acquisitions by reallocating funds from Furnitures & Fixtures 100-410-48030

Salaries & Wages & Benefits

Requesting significant pay increases to Library Operations Manager and Librarian positions so pay is more in-line with actual work duties, experience and knowledge and comparable to similar library positions in New Mexico (please refer to supporting documents). Would like to to fill library assistant position at 19 hours per week to allow for better circ desk/staff coverage, program/event support, customer service support, volunteer support/training, community outreach, career development opportunities and increased administrative time (needed to complete reports, stats analysis, program/event planning/promoting, budget planning, PO request prep, collection development/inventory, webpages maintenance/automatic notices/calendar, volunteer scheduling, library improvements). Our volunteers are great, however, we are extremely short staffed. We're also noticing a significant strain on administrative time especially during library hours of operation when volunteers need extra help assisting patrons or performing other library operations. Also, we spend a great deal of time planning for staff coverage but have to scramble last minute to fill in at the circ desk if someone is unable to make a scheduled shift which takes time away from other necessary tasks.

Travel

100-410-43010 Mileage Reimbursement Please keep as is for NMMLA annual and mini conferences, NMML conferences, workshops, TOE safety trainings, and other offsite career development/educational opportunities.

100-410-43020 Per Diem Please keep as is for NMMLA annual and mini conferences, NMML conferences, workshops, TOE safety trainings, and other offsite career development/educational opportunities.

Property Services

100-410-44010 Maintenance Building/Struct Please leave as is because there may be some building maintenance costs not covered by the lease agreement especially since we keep up the outdoor spaces. *Ex: touch-up paint, small improvements, light bulbs, electrical ballasts, outdoor lighting, ceiling tiles, drywall finish repairs, sink fixtures, etc.*

100-410-44020 Maintenance Contract Please leave as is for cleaning, dumpster, and any other maintenance contract needs not covered by lease agreement. *Ex: cleaning services, grout steaming, carpet shampooing, polishing vinyl floors, cleaning out HVAC vents/air ducts, small plumbing repairs, etc.*

100-410-44042 Computer Maintenance No requests.

Contractual Services	
100-410-45020 Attorney Fees	No requests.
100-410-45030 Professional Services	No requests.
Supplies	
100-410-46010 Office Supplies	Asking to leave as is because we spend a lot on ink, copy paper, library-specific collection supplies, toilet paper, facial tissue, hand sanitizer, paper towels, trash bags, hand soap, and other cleaning supplies.
100-410-46020 Non-Cap Equip Furn Fixt	No requests.
100-410-46900 Other Supplies	Please keep as is to maintain current library program offerings and to support programming and community engagement events. We rely very heavily on State Grants in Aid to support programming. State Grants in Aid allocations are never a sure bet because the legislature decides whether or not to fund it every year.
Operating Costs	
100-410-47040 Conferences/Training	Please keep as is for NMMLA annual and mini conferences, NMML conferences, workshops, trainings, and other career development/educational opportunities.
100-410-47060 Insurance	Please keep as is just in case of increases, especially since we're still insuring 20 volunteers, a growing library collection, tech equipment, expensive shelving, etc.
100-410-47070 Postage	Please keep for sending out 60-day, 90-day, and final fiscal year overdue notices and also for interlibrary loans.
100-410-47080 Printing&Publications	Please keep as is for promotional/informational publications regarding library programs and services. We also have the occasional item to print in the newspaper.
100-410-47130 Rent of Land/Building	Leave as is please.
100-410-47140 Dues & Subscriptions	Please leave as is because this line item is utilized toward professional membership dues, local newspaper subscriptions for public use, and for the museum pass program. Patrons can check out passes for 7-days for free entry to a local museum.

100-410-47150 Telephone/Internet

Please leave as is.

100-410-47160 Utilities

Please leave as is.

Capital Purchases

100-410-48030 Furniture & Fixtures

Asking to reallocate \$8,250 to Library Acquisitions line item.

100-410-48060 Library Acquisitions

Would like to increase by \$8,250 to fund expanding collections, update youth/adult nonfiction sections to keep on par with standard library practices, continue to develop digital collection, pay library ebook consortium annual fees and use cataloging/processing service with book vendor. Also, State Grants in Aid and GO Bond monies are always uncertain funding sources so it's good to stay ahead of our \$1.50 per capita obligation especially since our legal service area population has increased with the 2020 census.

100-410-48061 State Lib Grant

Requesting budget increase/reconciliation to \$9,712.87 for funding received and encumbered for FY22. Not sure if this will be supported by legislature for 2023 so asking to keep it funded at \$7,000 for FY23 based off prior allocations. We use it to supplement programming, services, acquisitions, career development, and library-specific office supplies as stipulated under the grant agreement. Funding is usually via two direct deposits in fall and late winter; so we can expect reimbursement for the entire allocated grant agreement amount. Funding does not carry over and needs to be spent by the end of each fiscal year.

213-410-48067 2020 GO Bond

Requesting budget increase/reconciliation to \$15,705.80 for FY22 for this 3-year reimbursement grant (available until April 1, 2023). The entire amount has already been encumbered toward new chairs for patrons, high-quality upholstered seating, and new steel browser box shelving for the youth graphic novel collection. 2022 GO Bonds will appear on this year's ballot and will most likely be passed by Santa Fe County voters and have a similar amount that can be spread out over FY23, FY24, and FY25. Asking to increase line item to \$5,000 for FY23.

213-410-48070 Library Grants

We are expected to receive \$17,828.00 in federal ARPA funding from the New Mexico State Library very soon. The funds must be spent by September 30, 2022. Requesting budget increase/reconciliation to \$5,675.56 for encumbered funds for FY22. Requesting budget increase to \$12,152.44 for FY23 to complete spending.

FY20 Annual Report Data

Library Name	City	Zip	County	Phone	LSA Population FY19-20	Total Paid Library Employees
Pueblo of Isleta Public Library	Albuquerque	87105	Bernalillo	(505) 869-9808	4,837	6
Placitas Community Library	Placitas	87043	Sandoval	(505) 867-3355	4,977	0.8
Laguna Public Library	Laguna	87026	Cibola	(505) 552-6280	5,070	3
Santo Domingo Pueblo Library	Santo Domingo Pueblo	87052	Sandoval	(505) 465-2214	5,096	1
Tucumcari Public Library	Tucumcari	88401	Quay	(575) 461-0295	5,363	4
Taos Public Library	Taos	87571	Taos	(575) 758-3063	5,716	6
Vista Grande Public Library	Santa Fe	87508	Santa Fe	(505) 466-7323	6,130	3
Edgewood Community Library	Edgewood	87015	Santa Fe	(505) 281-0138	6,174	2
Zuni Public Library	Zuni	87327	McKinley	(505) 782-4575	6,302	3
Truth or Consequences Public Library	Truth Or Consequences	87901	Sierra	(575) 894-3027	6,475	5
Aztec Public Library	Aztec	87410	San Juan	(505) 334-7657	6,763	6
Arthur Johnson Memorial Library	Raton	87740	Colfax	(575) 445-9711	6,885	4

Average number of paid, full-time library employees for libraries with similar legal service area populations to Edgewood Community Library is 3.8.

Data gathered from: <http://www.nmstatelibrary.org/services-for-nm-libraries/public-library-statistics>

Pay for job functions and skills similar to current Edgewood Community Library positions

*Requesting increase to \$31.00 per hour for Library Operations Manager

City	Position	Hourly Pay
Edgewood	Library Operations Manager	23.59
Las Alamos	Senior Librarian	29.76 - 43.86
Las Cruces	Library Manager	25.27 - 37.90
Ruidoso	Library Director	28.54 - 42.81
Artesia	Library Director	26.05 - 32.58
Santa Fe	Library Branch Manager	28.87 - 43.30
Albuquerque	Library Branch/Unit Manager	25.81 - 30.78

Average	Bottom Pay Difference	Midpoint Pay Difference	Top Pay Difference
27.38 - 38.54	3.79	9.37	14.95

*Requesting increase to \$25.00 per hour for Librarian position

City	Position	Hourly Pay
Edgewood	Librarian	16.45
Los Alamos	Librarian	26.99 - 39.79
Carlsbad	Librarian	25.94 - 28.27
Santa Fe	Librarian	21.54 - 32.32
Ruidoso	Youth Services Librarian	15.86 - 22.99
Las Cruces	Librarian (Youth Services)	21.96 - 30.93
Albuquerque	Librarian	21.77 - 25.99

Average	Bottom Pay Difference	Midpoint Pay Difference	Top Pay Difference
22.34 - 30.04	5.89	9.74	13.59

*Requesting Library Assistant to be filled as a part-time position with increase to \$15.50 per hour

City	Position	Hourly Pay
Edgewood	Library Assistant	11.13
Santa Fe	Library Technician	13.89 - 20.83
Los Alamos	Library Associate	16.17 - 23.83
Las Cruces	Library Assistant Senior	13.40
Ruidoso	Library Assistant I	12.88 - 18.67

Average	Bottom Pay Difference	Midpoint Pay Difference	Top Pay Difference
14.08 - 19.18	2.95	5.5	8.05

** Library Assistant pay based off of Andrea's old timecards from 2009.

Data and job descriptions gathered from: <https://hitchhiker.nmstatelibrary.org/category/jobs/>

**Town of Edgewood
Position Classification Plan
Comp 1 - Outline of Position Classes**

Class Code	Occupational Job Families and Position Classes
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Administrative Management Group

- 1001 Town Administrator
- 1002 Planning & Zoning Administrator
- 1003 Clerk Treasurer
- 1004 Finance Specialist
- 1005 Deputy Clerk

Administrative Support Group

- 1101 Court Clerk
- 1105 Court Administrator
- 1102 Secretary - Receptionist
- 1103 Office Assistant
- 1104 Accounting Assistant
- 1107 Administrative Assistant

Code Compliance Group

- 1201 Animal Control Program Manager
- 1202 Animal Control Officer
- 1203 Code Compliance Officer
- 1204 Code Compliance & Planning Assistant

Public Works Group

- 1301 Public Works Director
- 1302 Roads Supervisor
- 1303 Heavy Equipment Operator
- 1304 Equipment Operator
- 1306 Facilities Maintenance Technician
- 1307 Maintenance - Custodial Worker

Police Group

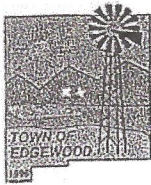
- 1401 Police Chief
- 1402 Police Sergeant
- 1403 Certified Police Officer

Community Services Group

- 1502 Parks & Recreation Program Manager

Library Services Group

- 1601 Library Operations Manager
- 1603 Library Specialist
- 1604 Library Assistant



Library Operations Manager

Position Class Code:
Date Approved: 9/17/2008

Position Purpose: Under limited supervision, oversees the day-to-day operations of the Town library, provides a high level of customer service to library patrons, identifies collection needs, orders and catalogues library material, writes and administers funding grants for the library. Forms partnerships with various community agencies and organizations, initiates and coordinates outreach programs, establishes programs and projects in which the library is active.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position specific tasks.

Develops, evaluates and implements Library goals and objectives; develops policies, systems and standards for operations and reporting; ensures Library activities are in compliance with relevant laws, regulations, and professional standards. Develops and monitors department budget, prepares reports, grants, proposals and agreements relating to Library operations.

Provides for the general supervision of Library staff and volunteers including setting schedules, preparing and administering annual budget, reviewing work for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets, and provides professional guidance.

Maintains patron service responding to reference inquiries, checks library material in and out, identifies collection needs, orders and catalogues library material, shelves material, updates catalogue database, and provides instruction on the *use* of library including word processing and Internet.

Performs a variety of administrative functions in support of library operations including coordinating and assisting in the application and administration of grants, processing of invoices, ordering of supplies, preparation of reports relating to library needs and activities, attends meetings and classes, presents workshops, speaks at conferences and initiates programs and projects. Performs other work-related assignments as required.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Knowledge and Skills:

- Knowledge of State of New Mexico regulations and administrative guidelines relating to library operations.
- Knowledge of grant application procedures and administrative requirements.
- Knowledge of Town of Edgewood policies and procedures.
- Knowledge of computer hardware and software and basic instructional techniques on the operation of library systems.
- Knowledge of the effective library collection management and fundamental principles of supervision.
- Skill in reading, interpreting, understanding and applying New Mexico regulations and administrative guidelines, and Town of Edgewood Policies and Procedures.
- Skill in the application of the fundamental principles and standards of library management and supervision.

Library Operations Manager (Coned)

- Skill in working with the public, establishing and maintaining cooperative working relationships with department staff, other Town departments and community agencies
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying and applying for grants and the establishment of procedures for the library operations.
- Skill in the use of computer hardware and software and the application of basic instructional techniques on the operation of library systems.

Education, Experience, Certifications and Licenses: *Walk experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

A High School Diploma and three (3) year experience demonstrating increasing responsibilities in the field of office and/or library administration, or related field.

Additional Desirable Qualifications

Grant writing experience
Supervisory experience

Additional Special Qualifications

A State of New-Mexico-Grade-1 Library Certificate is required:
A valid driver's license is required.

Environmental Factors and Condition Physical Requirements

- Work is performed in primarily in internal environments with occasional exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, diving and lifting objects up to 25 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

Special equipment includes computerized and conventional office and library equipment, and motorized vehicle.



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Library Operations Manager *Actual* Essential Functions, Knowledge, and Skills

Administrative Operations:

- Regularly collect, analyze, and report on library statistics and community needs
- Prepare and post quarterly reports, advisory board agendas, advisory board minutes
- Prepare and present monthly department head reports
- Prepare and present annual budget requests
- Monitor and report on budget expenditures regularly
- Report any errors or need for reconciliation
- Monitor, report on, strategically allocate, and retain proper records for outside funding sources such as State Grants in Aid and State General Obligation Bond funding
- Prepare procurement requests, solicit bids when appropriate, complete purchases in accordance with municipal/state/grant requirements
- Regularly train library and volunteer staff
- Schedule library and volunteer staff
- Periodically review and update, regularly interpret and communicate library strategic plan, mission, vision, goals, policies, rules, and procedures
- Periodically conduct capital asset inventory
- Assess, evaluate, train and mentor all staff
- Maintain and monitor integrated library service subscriptions, consortium membership dues, and all other dues related to direct library services or programs
- Seek professional development opportunities

Daily Operations:

- Supervise and assign appropriate tasks to paid library staff member and volunteer staff members
- Utilize available integrated library systems, online computer library catalog, reference, and statewide database tools to assist patrons in-person and digitally
- Provide efficient, effective, and friendly customer service to the public
- Assist patrons on public access devices
- Perform library page, reference, circulation desk and other clerical general library clerical duties as needed
- Input, maintain, and preserve sensitive patron information
- Perform opening and closing procedures
- Facilitate inter-library loans
- Schedule and monitor activities room reservations
- Enforce library and municipal rules and policies
- Process cash payments for copies/damaged materials
- Troubleshoot in

Programming and Community Engagement:

- Assist in and occasionally coordinate planning, promoting, and implementing of large municipal special events in close collaboration with other departments and community organizations
- Curate, plan, promote, implement library programming and special events both in-person and virtually



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- Collect and analyze qualitative and quantitative data periodically via community engagement to inform strategic planning, programming, outreach, and capital improvement projects
- Procure program and special event materials, performers, instructors, and presenters
- Design promotional materials for programming and special events for distribution via multiple marketing channels
- Maintain library webpages and social media presence
- Promote library resources

Maintenance and Improvements:

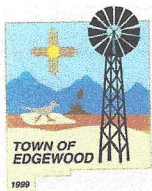
- Plan, design, implement, participate in, monitor, and report on library improvement projects
- Perform light cleaning, restroom maintenance, and disinfection tasks daily
- Light landscaping and weeding seasonally
- Regularly procure and maintain cleaning and maintenance inventory supplies
- Maintain and report on building safety, OSHA compliance, and ADA compliance

Collection Development:

- Periodically review and update collection development policies and procedures
- Regularly curate, acquire, process, and catalog materials in multiple formats
- Continually evaluate the collection using the CREW Method
- Assess, select, and process donated library materials in line with collection development policy
- Periodically and accurately take inventory of library collections and reconciles errors or unrecoverable materials

Knowledge and Skills

- Develop and maintain positive rapport with library stakeholders and outside organizations with overlapping service responses
- Considerable knowledge in methods, policies, practices, principles, and procedures of professional library work and library automation
- Possess strong written and verbal communication skills
- Pay close attention to detail while staying mindful of overall strategic goals
- Use creativity and collaboration in developing meaningful, innovative community engagement opportunities with limited funding
- Understand and apply marketing, communications, and engagement principles and best practices
- Know and protect ethics, philosophies, and readers' rights associated with public library services
- Employ flexibility, efficiency, and ingenuity when problem-solving
- Know how to utilize the contemporary as well as tried and true methods to maintain and evaluate library collections
- Skill in reading, interpreting, understanding verbal and written directives



Town of Edgewood

Librarian

Position Class Code: 1603

Date Approved: 11/18/15

Revision Date: 03/10/21

Position Purpose: Under general supervision of Library Operations Manager, provide a high level of customer service to library patrons, assist in day-to-day library operations, assist in library programming, assist in collection development.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

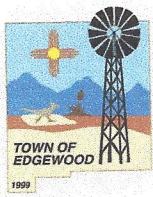
- Perform various professional level library services to meet the education, recreation, and informational needs of the community.
- Assist patrons with basic technical support on Library computers, digital resources, and online catalog.
- Recruit and train library volunteers on customer service, Library automation system, phone system, standard operating procedures, and policies.
- Maintain volunteer staff scheduling and adequate coverage.
- Assist in patron reference inquiries, checks library materials in and out, maintains shelf organization, and other general library clerical duties.
- Assist in collection evaluation, needs identification, and acquisitions curation.
- Assist in planning, developing, coordinating, and implementing library programs, particularly Youth programming.
- Assist with the operational management of the Library in the absence of the Library Operations Manager.
- Oversee Interlibrary Loan requests and processing.
- Oversee overdue notifications process and collections.
- Evaluate the effectiveness of programs, make last minute changes to content and/or program material with small and large groups, and make decisions under pressure.
- Seek out professional development pertaining to job functions.
- Interpret Library Strategic Plan, including mission statement, vision, goals, and objectives to library patrons and volunteer staff.
- Collaborate with external organizations for library programming, events, and services.
- Maintain the library's social media presence and webpages.
- Perform other work-related assignments as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico regulations and administrative guidelines relating to library operations.
- Knowledge of Town of Edgewood policies and procedures.
- Ability to operate tools and equipment listed.
- Knowledge of fundamental principles of customer service and library operations.
- Skill in reading, interpreting, understanding verbal and written directives.
- Skill in working with the public, establish and maintain cooperative working relationships with volunteer staff, department staff, other Town departments and external organizations.
- Possess effective verbal and written communication skills.
- Knowledge of basic cataloging principles and techniques and using Dewey Decimal System.
- Knowledge of CREW method for collection development and maintenance.

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>



Town of Edgewood

Librarian

Position Class Code: 1603

Date Approved: 11/18/15

Revision Date: 03/10/21

- Knowledge of ethics, philosophies, and readers' rights associated with public library service.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- A High School Diploma and two (2) years of experience in the field of office and/or library administration, or related field.
- Must be insurable.
- Possession of a valid State of New Mexico Driver's License.
- Must be a citizen or national of the United States or a lawful permanent resident (Alien #) or an alien authorized to work. (Documentation required)

Additional Desirable Qualifications:

- Two (2) years' experience in a customer service environment.

Additional Special Qualifications:

- A State of New Mexico Grade I Library Certificate is required or must be obtained within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in internal environments with occasional exposure to inclement weather and varying temperatures.
- Work requires regular and punctual attendance, as well as occasional attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving, repetitive motions, and lifting objects up to fifty (50) pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Motorized Vehicle
- Personal computer and applications (such as Microsoft Office Word, Excel, PowerPoint, Outlook, Google Drive, etc.)
- Online databases (Gale, Newsbank, Chilton, Brainfuse, etc.)
- Automated library management systems (online catalog, eBook Consortium, Libby by OverDrive, etc.)
- Electronic devices (AWE learning tablet, AWE learning stations, etc.)
- Social media tools (Pinterest, Facebook, YouTube, etc.)
- Other office/library equipment (copier, printer, security camera systems, projector, electronic gaming devices, barcode scanners, etc.)



Town of Edgewood
Library Assistant Position

Class Code: 1604
Date Approved: 08/2008
Revision Date: Position

Purpose: Under general supervision, provides a high level of customer service to library patrons, processes and catalogues library material, checks material in and out of library, prepares library material for disposition and participates in Town Library related outreach programs.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintains patron service responding to reference inquiries, checks library material in and out, assists in the identification of collection needs and cataloguing library material, shelves material, updates catalogue database.
- Provides assistance in the use of library computers including word processing and Internet.
- Performs outreach and participates in Town Library programs.
- Assists with grant research to fund library/museum projects.
- Assists with the training of volunteers in library operations.
- Performs a variety of routine duties and library operations including reading shelves, cleaning and straightening shelves and work areas, preparing materials for disposition including shelving, storage or discard, collects overdue fines, and assists with general clerical duties.
- Performs other work-related assignments as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico regulations and administrative guidelines relating to library operations.
- Knowledge of Town of Edgewood policies and procedures.
- Knowledge of computer software and basic operation of library systems.
- Knowledge of fundamental principles of customer service and library operations.
- Knowledge of grant research and application process.
- Skill in reading, interpreting, understanding and applying New Mexico regulations and administrative guidelines, and Town of Edgewood policies and Procedures.
- Skill in working with the public, establishing and maintaining cooperative working relationships with department staff, and other Town departments.
- Skill in communicating effectively orally and in the use of Dewey Decimal System and cataloguing techniques.
- Skill in the use of computer software and the application of basic operation of library systems.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- A High School Diploma and one (1) year experience in the field of office and/or library administration, or related field.
- Must be insurable.
- Possession of a valid State of New Mexico Driver's License.
- Must be a citizen or national of the United States or a lawful permanent resident (Alien#) or an alien authorized to work. (Documents required).

Library Assistant

Additional Special Qualifications:

- A State of New Mexico Grade 1 Library Certificate is required or must be obtained within 6 months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in internal environments with occasional exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 25 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office and library equipment, and motorized vehicle.