

AGENDA TOWN OF EDGEWOOD LIBRARY ADVISORY BOARD MEETING Thursday, April 20, 2023 @ 6:30PM Library Activities Room - 171B NM-344, Edgewood, NM 87015

Call to Order, Roll Call, Reading of the Mission Statement

1. Approval of Minutes

- A. Library Advisory Board Meeting Minutes for January 19, 2023
- 2. Treasury Report
- 3. Communications

4. Report of Librarian

A. Quarter 3, FY23

5. Unfinished Business

- A. Election of Library Advisory Board Officers
 - a. Chairman: Vacant

6. New Business

- A. FY24 Library Advisory Board Meeting Schedule
- B. Friends of the Library

7. Announcements

- A. New Library Operations Manager
- B. Librarian position is vacant
- C. Appointment of Ann Marie Beall and Rachel Martinez to Library Advisory Board
- D. Upcoming Programming
- E. Next Regular Meeting TBD

All Library Advisory Board Meetings are open to the public and are held quarterly at 6:30PM in the Edgewood Community Library pending unexpected cancellations, special meetings, and/or extraordinary circumstances.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Town Clerk at (505) 286-4518 or by email at clerk@edgewood-nm.gov at least five (5) days prior to the meeting or as soon as possible.

Edgewood Community Library Advisory Board Meeting Thursday January 19, 2023 171B New Mexico 344 Edgewood, New Mexico 87015

Roll Call

Present were Vice-Chairman Kenny Adams, Secretary Sandy Madsen, board member Willie Ellis. Librarian operations manager Rachel Martinez and librarian Brandyn Burke. Not present was board member Linda Kissinger. Also at the meeting were Commissioner Sterling Donner and Commissioner Jerry Powers.

Chairman Kenny Adams called the meeting to order at 6:34P.M.

Kenny read the mission statement.

Approval of Minutes

MOTION: Willie made a motion to approve the minutes from October 20, 2022.

Sandy second the motion.

VOTE: All board members voted aye.

Treasury Report

Rachel stated that at last board meeting the treasury report was not in the packet because at that time it was not accurate. During the past few months finance has been working to make sure everything is entered in the system accurately. As of January 31, 2023 report Rachel stated that there were a couple of errors that she found and are in the process of being fixed. On page two under Property services, maintenance building/stru account, there are a couple of errors. Under office supplies, non-cap equip. furniture and fixtures and other supplies. There were a couple of errors with all three of those accounts. Also on page three under library acquisition account, state library grant purchases, go bond and library grants.

Rachel also stated that she got the deadline extended for the ARPA grant to June 30, 2023. \$1457.36 is remaining from that grant which will be used toward the library signage for the front of the building. Rachel will have all the update for these accounts at the next board meeting.

Communications

There were no communications.

Report of the Librarian

Rachel presented the reports of the librarian for Quarters 1 and 2 FY23. See attached. Rachel also stated that the town of Edgewood had an excellent turnout for the Christmas tree lighting party in December. The town gave out free cookies and hot chocolate. Several businesses gave out prizes for the raffle. There was an estimate of between 500 and 600 people that attended!

MOTION: Willie made a motion to accept the report of the librarian.

Sandy second the motion.

VOTE: All board members voted aye

Unfinished Business

There was no unfinished business.

New Business

Every January our positions for officers of the library advisory board come up for reelection. Positions are as follows:

Chairman - Vacant

Vice Chairman - Kenny Adams Secretary - Sandy Madsen

MOTION: Willie made a motion to accept the officers as presented.

Sandy second the motion.

VOTE: All board members voted aye.

Two terms are also up for re-election for library advisory board members:

Sandy Madsen and Linda Kissinger 1/19/2023 to 12/31/2025.

Also a new term for the alternate board member which is vacant 1/19/2023 to 12/31/2024.

MOTION: Willie made a motion to accept Sandy Madsen and Linda

Kissinger to their new terms.

Kenny second the motion.

VOTE: All board members voted aye.

Rachel stated that she did some research and she couldn't find anywhere that the polices had been approved by the governing body just the library advisory board. According to the ALA they do have to be approved by the governing body as well.

Rachel presented the corrections for the updated policies. There were some typos. The red line edit on page 2 should say <u>found on page 8</u>. On page 6 under b4 should be \$19,250.00 for fiscal year 2023.

Rachel also stated that she changed the approved date to April 2022 to January 2023. On page 3 Under E. restrictions she added an etc. There should be some other items that should under the digressions of the LOM. Also under G. requests will be acted upon 3 business days instead of 5. On page 4 under 3. see attached for changes. Ite m 5 see attached for changes. No. 8 was missing.

There was a discussing about having the library open after hours with the town staffing it and their pay rate for over time. Rachel and Brandy expressed a concerned about who would what to work after hours. The library staff or the town staff.

The town will look into getting some doors for closing off the open areas of the library. Page 5,6,7,8,10,11,12 all highlighted in red. Page 13,14 two date changes.

All of these changes will be edited and changed and presented to the Town Commissioners for approval.

MOTION: Sandy made a motion to accepted all of the changes to the polices

as presented.

Wille second the motion.

VOTE: All board members voted aye.

Rachel presented a right draft of the new library homepage. See attached. It is in the beginning stages. The IT department wants to get a understanding of each departments needs. Commissioner Donner is heading this project with Noah and he stated that they have started the build out. Feb 3 the department heads and the commissioners are going to have a meeting from 10 to 12 to discuss their web pages. It won't go live until everything is build out. It should just take about a month and a half. The company they are using is Simple Design. Item open. POC Rachel.

Announcements

Rachael presented a list of the new town staff. See attached We also have 4 new volunteers.

Brandyn labeled all the youth fiction series book collection in numeric order. It will be easier to shelf and easier for the patrons to look up the book in the series. Rachel thanked her for all her hard work.

Rachel stated that they that are in the process of relabeling the adult fiction series. All the books will stay fiction but will have Genre stickers. They will also work on the youth, juvenile, young adult section.

Rachel stated that Brandyn is in the process of weeding books from the collection. Brandyn stated that she has weeded the children board, picture and beginner books. All the graphic novels are done and she is in the process of the youth fiction. Once they are weeding the collection they will inventory the whole collection.

Rachel stated that the library is taking all book donations now.

Rachel also stated that they have purchased new hard drives for the computers. Noah will upgrade all the computers in the computer lab. He is also updating the computers in the children's area.

Rachel presented out build a valentine pal event on February 11, Saturday from 10:30 to 1:30. Patrons will be able to stuff their animal and decorate them. It will be like build a bear. They except a big turnout. All supplies will be provided.

Brandyn presented blind date with a book in Febuary. The book is wrapped in paper with a quick description of what the book is about.

The next Board meeting will be held 6:30 Thursday April 20, 2023 in the library.

PASSED AND APPROVED ON THIS 20th DAY OF APRIL 2023

| MOTION: | Sandy made a motion to adjourn at 7:40P.M. Willie second the motion. |
|-----------------|--|
| VOTE: | All Board members voted aye. |
| | |
| Sandy Madsen | Vice-Chairman |
| Board Secretary | Kenny Adams |

4-14-2023 11:26 AM

TOWN OF EDGEWOOD AS OF: MARCH 31ST, 2023

REVENUE & EXPENSE REPORT (UNAUDITED)

100-OPERATING FUND FINANCIAL SUMMARY

| | | | % OF | YEAR COMPLETED: | 75.00 |
|---------|---------|--------------|-------|-----------------|-------|
| CURRENT | CURRENT | YEAR TO DATE | TOTAL | BUDGET | % YTD |

PAGE: 1

| | | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|-----------------------------------|---|-------------------|-------------------|------------------------|---------------------|-------------------|-----------------|
| EXPENDITURE SUMMARY | | | | | | | |
| LIBRARY | | | | | | | |
| SALARIES & WAGES | | 91,627 | 5,785.12 | 62,871.02 | 0.00 | 28,755.98 | 68.62 |
| EMPLOYEE BENEFITS | | 55,766 | 2,627.99 | 33,281.52 | 0.00 | 22,484.48 | 59.68 |
| TRAVEL | | 600 | 0.00 | 136.43 | 0.00 | 463.57 | 22.74 |
| PROPERTY SERVICES | | 3,100 | 1,242.93 | 1,964.47 | 0.00 | 1,135.53 | 63.37 |
| CONTRACTUAL SERVICES | | 1,050 | 0.00 | 189.10 | 0.00 | 860.90 | 18.01 |
| SUPPLIES | | 14,200 | 0.00 | 1,022.82 | 3,519.42 | 9,657.76 | 31.99 |
| OPERATING COSTS | | 24,300 | 744.40 | 3,648.41 | 439.40 | 20,212.19 | 16.82 |
| CAPITAL PURCHASES | | 38,153 | 0.00 | 7,896.93 | 18,147.41 | 12,108.66 | 68.26 |
| PROFESSIONAL SERVICES | _ | 600 | 0.00 | 541.63 | 0.00 | 58.37 | 90.27 |
| TOTAL LIBRARY | | 229,396 | 10,400.44 | 111,552.33 | 22,106.23 | 95,737.44 | 58.27 |
| TOTAL EXPENDITURES | | 202 205 | | | | | |
| TOTAL EVERNATIONES | | 229,396 | 10,400.44 | 111,552.33 | 22,106.23 | 95,737.44 | 58.27 |
| REVENUE OVER/(UNDER) EXPENDITURES | (| 229,396)(| 10,400.44)(| 111,552.33)(| 22,106.23)(| 95,737.44) | 58.27 |

TOWN OF EDGEWOOD REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: MARCH 31ST, 2023

TOWN OF EDGEWOOD PAGE: 2

100-OPERATING FUND DEPARTMENT - LIBRARY

| DEPARTMENT - LIBRARY | | | | % OF | 75.00 | |
|--|-------------------|-------------------|------------------------|---------------------|----------------------|-----------------------|
| EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
| CALABITED & MACRO | | | | | | |
| <u>SALARIES & WAGES</u> 100-410-41020 Salaries | | | | | | |
| 100-410-41020 Salaries 100-410-41030 Salaries PT | 89,440 | 5,785.12 | 62,454.02 | 0.00 | 26,985.98 | 69.83 |
| 100-410-41050 Salaries PT 100-410-41050 Overtime | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL SALARIES & WAGES | 2,187 | 0.00 | 417.00 | 0.00 | 1,770.00 | 19.07 |
| TOTAL DIMINITED & WAGES | 91,627 | 5,785.12 | 62,871.02 | 0.00 | 28,755.98 | 68.62 |
| EMPLOYEE BENEFITS | | | | | | |
| 100-410-42010 FICA | 5,558 | 339.66 | 3,721.45 | 0.00 | 1 000 55 | 66.06 |
| 100-410-42020 Medicare | 1,300 | 79.44 | 870.36 | 0.00 | 1,836.55 429.64 | 66.96 66.95 |
| 100-410-42030 PERA | 11,207 | 724.89 | 8,077.10 | 0.00 | 3,129.90 | 72.07 |
| 100-410-42050 Employee Insurance | 35,568 | 1,339.36 | 19,135.60 | 0.00 | 16,432.40 | 53.80 |
| 100-410-42060 RHCA | 1,789 | 115.70 | 1,241.50 | 0.00 | 547.50 | 69.40 |
| 100-410-42070 SUTA | 134 | 28.94 | 226.31 | 0.00 (| 92.31) | 168.89 |
| 100-410-42080 W/C Assessment | 18 | 0.00 | 9.20 | 0.00 | 8.80 | 51.11 |
| 100-410-42090 Basic Life | 192 | 0.00 | 0.00 | 0.00 | 192.00 | 0.00 |
| TOTAL EMPLOYEE BENEFITS | 55,766 | 2,627.99 | 33,281.52 | 0.00 | 22,484.48 | 59.68 |
| TRAVEL | | | | | | |
| 100-410-43010 Mileage Reimbursement | 200 | 0.00 | | | | |
| 100-410-43020 Per Diem | 300 | 0.00 | 136.43 | 0.00 | 163.57 | 45.48 |
| TOTAL TRAVEL | 300 600 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| NOTITE THE PROPERTY OF THE PRO | 600 | 0.00 | 136.43 | 0.00 | 463.57 | 22.74 |
| PROPERTY SERVICES | | | | | | |
| 100-410-44010 Maintenance Building/Struc | 1,500 | 1,242.93 | 1,264.47 | 0.00 | 235.53 | 84.30 |
| 100-410-44020 Maintenance Contracts | 1,600 | 0.00 | 700.00 | 0.00 | 900.00 | 43.75 |
| 100-410-44042 Computer Maintenance | . 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PROPERTY SERVICES | 3,100 | 1,242.93 | 1,964.47 | 0.00 | 1,135.53 | 63.37 |
| COMBD A CHILL A CONTRACT | | | | | , | |
| CONTRACTUAL SERVICES | | | | | | |
| 100-410-45020 Attorney Fees | 50 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 100-410-45030 Professional Services TOTAL CONTRACTUAL SERVICES | 1,000 | 0.00 | 189.10 | 0.00 | 810.90 | 18.91 |
| TOTAL CONTRACTUAL SERVICES | 1,050 | 0.00 | 189.10 | 0.00 | 860.90 | 18.01 |
| SUPPLIES | | | | | | |
| 100-410-46010 Office Supplies | 5,000 | 0.00 | 411.31 | 2 041 40 | 0 547 00 | 10.05 |
| 100-410-46020 Non-Cap.Equip.Furn.Fixture | 5,000 | 0.00 | 0.00 | 2,041.49 877.93 | 2,547.20 | 49.06 |
| 100-410-46040 Uniforms | 200 | 0.00 | 0.00 | 0.00 | 4,122.07 | 17.56 |
| 100-410-46900 Other Supplies | 4,000 | 0.00 | 611.51 | 600.00 | 200.00 | 0.00 |
| TOTAL SUPPLIES | 14,200 | 0.00 | 1,022.82 | 3,519.42 | 2,788.49 9,657.76 | $\frac{30.29}{31.99}$ |
| | | | 1,022.02 | 3/313.42 | 3,037.70 | 31.99 |
| OPERATING COSTS | | | | | | |
| 100-410-47040 Conferences/Training | 500 | 0.00 | 0.00 | 320.00 | 180.00 | 64.00 |
| 100-410-47060 Insurance | 3,000 | 0.00 | 590.00 | 0.00 | 2,410.00 | 19.67 |
| 100-410-47070 Postage | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 100-410-47080 Printing & Publications | 300 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 100-410-47130 Rent of Land/Building | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 100-410-47140 Dues & Subscriptions | 1,300 | 0.00 | 326.00 | 119.40 | 854.60 | 34.26 |
| 100-410-47150 Telephone/Internet | 3,200 | 744.40 | 2,516.25 | 0.00 | 683.75 | 78.63 |
| | | | | | | |

4-14-2023 11:26 AM

TOWN OF EDGEWOOD AS OF: MARCH 31ST, 2023

REVENUE & EXPENSE REPORT (UNAUDITED)

100-OPERATING FUND DEPARTMENT - LIBRARY

% OF YEAR COMPLETED: 75.00

PAGE: 3

| EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|------------------------------|-------------------------|------------------------|---------------------|-------------------|-----------------|
| 100-410-47160 Utilities | 11,000 | 0.00 | 216.16 | 0.00 | 10,783.84 | 1.97 |
| TOTAL OPERATING COSTS | 24,300 | 744.40 | 3,648.41 | 439.40 | 20,212.19 | 16.82 |
| CAPITAL PURCHASES | | | | | | |
| 100-410-48030 Furniture & Fixtures | 7,750 | 0.00 | 0.00 | 0.00 | 7,750.00 | 0.00 |
| 100-410-48060 Library Acquisition | 13,250 | 0.00 | 1,048.75 | 5,956.80 | 6,244.45 | 52.87 |
| 100-410-48061 State Lib.Grant Purchase | 0 | 0.00 | 1,137.43 | 3,741.98 (| 4,879.41) | 0.00 |
| 100-410-48067 GO Bond | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 100-410-48070 Library Grants | 12,153 | 0.00 | 5,710.75 | 8,448.63 (| 2,006.38) | 116.51 |
| TOTAL CAPITAL PURCHASES | 38,153 | 0.00 | 7,896.93 | 18,147.41 | 12,108.66 | 68.26 |
| PROFESSIONAL SERVICES | | | | | | |
| 100-410-48350 E-RATE Expenditures | 600 | 0.00 | 541.63 | 0.00 | 58.37 | 90.27 |
| TOTAL PROFESSIONAL SERVICES | 600 | 0.00 | 541.63 | 0.00 | 58.37 | 90.27 |
| | | - | | | | |
| TOTAL LIBRARY | 229,396 | 10,400.44 | 111,552.33 | 22,106.23 | 95,737.44 | 58.27 |
| TOTAL EXPENDITURES | 229,396 | 10,400.44 | 111 552 22 | 22 106 22 | 05 727 / 1 | |
| | 229,390 | 10,400.44 | 111,552.33 | 22,106.23 | 95,737.44 | 58.27 |
| REVENUE OVER/(UNDER) EXPENDITURES (**WARNING** 2,816 RESTRICTED ACCOUNT(S) C | 229,396)(MITTED FROM THI | 10,400.44)(S REPORT | 111,552.33)(| 22,106.23)(| 95,737.44) | 58.27 |
| | | | | | | |



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Librarian Report Quarter 3 FY23 Submitted by: Brandyn Burke

Collection Development

- Purchased \$5,956.80 in books for multiple library collections.
- Cataloged and processed 348 acquisitions and donations.

Programs/Events

Winter Reading Program

The Winter Reading Program ended on January 21st. Participants completed reading prompts through the Beanstack app or via a paper reading tracker at the library. With the completion of reading prompts, participants could enter to win prizes. We had 17 adult participants and 30 youth participants. There were 4 youth prize winners and 3 adult prize winners.

Build-a-Valentine Pal

 Build-a-Valentine Pal was a major success! We ran out of bears within the first 45 minutes of the event. Participants chose their bear, stuffed them, and gave them accessories like sunglasses, socks, and shirts. Due to the success of this event, a second one is planned for April 2023.

Blind Date with a Book

 In the month of February, the library had a Blind Date with a Book display to encourage patrons to check out books without seeing the cover or knowing the author. This display was extremely popular!

Women's History Month

 In the month of March, the library had a Women's History Month display featuring books written by women. The display showcased fiction, non-fiction, and biographies to encourage patrons to read from women and read their stories.

Family Story Time

o Family story time continued through the beginning of 2023. Families and children of all ages attend story time, listening to stories and creating a craft. Family story time was offered biweekly on Wednesday and Saturday at 11am. Family story time has been paused until a new librarian is hired. Family story time will come back in June 2023 in time for the Summer Reading Program.

Projects

Current Projects

Summer Reading Program

The Summer Reading Program is fast approaching, and the library has tons of exciting events planned! Patrons can expect weekly programming, including family story time and an outside presentation ranging from water in New Mexico to first responders. Patrons will have the opportunity to track their reading progress through the Beanstack app or through a reading tracker available at the circulation desk. Patrons can enter to win prizes by completing reading prompts and will be entered into the grand prize if they complete all the reading prompts.

Upcoming Projects

Adult Fiction Relabeling

The spine labels in the Adult Fiction section are not uniform, some still showing old organization labels. The labels will be updated to reflect the current label type, "FIC" for fiction. To ease the search process for patrons, genre stickers will also be added to the spine. This is to help patrons search for a particular genre easier.

• Completed/On-Going Projects

Youth Fiction Series Labels

Youth Fiction series have been labeled for ease of patrons. Each book in a series has a sticker with the order number on it to help patrons find the next book in the series. All Youth Fiction series have been labeled and will continue to be as new Youth Fiction is added to the collection.

Inventory/Weeding

Weeding has stopped until a new library joins the team and until the Summer Reading Program is done. Once weeding is complete, we will take inventory of the collection. The current section shave been weeded: Board Books, Picture Books, Beginner Books, Youth Fiction, and Youth Graphic Novels.

Computer/IT Upgrades and Changes

The library is working with the Town of Edgewood IT department to upgrade the computers in the library and to fix computers that are currently out of order. All but one computer in the Computer Room have been upgraded and are running more smoothly. The computer that are out of order are still being worked on.

Improvements

- During the first few months of 2023, we began weeding our collection. The following sections have been weeded: Board Books, Picture Books, Beginner Books, Youth Fiction, and Youth Graphic Novels. Weeding has been put on pause until a new librarian is hired.
- The new library signage has arrived and we have begun to put it up. Currently, two signs are up on the fences. One sign is on NM 344 next to the entrance to Town Hall. The other sign is on Dinkle next to the entrance to the old elementary school. Three other signs will be going up: two at the corner on Dinkle and NM 344 and the last sign on the exterior of the library.

Unresolved Maintenance Issues

None

Other News

- All Library Advisory Board positions have been filled!
- Brandyn Burke has been promoted to the Library Operations Manager position, leaving the Librarians position open.
- The library is currently accepting applications to fill the Librarian position.
- The Youth Events for Summer Program (YES!) has been announced. YES! will utilize the same space they did last year; the Parks and Recreation office, the Library Activities Room, the Library Children's Area, and the library restrooms. The Library Operations Manager and YES! planner are working together to make sure the library and YES! camp has space for programming and events throughout the summer.
- Interlibrary loans have been paused until June 1st, 2023, due to insufficient staffing at the New Mexico State Library.
- The library strategic plan is due June 30th, 2023, to the New Mexico State Library. This plan focuses on the library's goals and objectives for the next three (3) years. The Library Operations Manager has been brainstorming goals and objectives for the plan.

Coming Up Soon

National Library Week

 April 23 – 29 is National Library Week. To celebrate, the library will have a Volunteer Favorites display and a sign asking patrons to tell us what they love about the library!

Moriarty/Edgewood Middle School Art Showcase

 The library is collaborating with Moriarty and Edgewood Middle Schools to display students artwork in the library. Artwork will be hung in the library on April 11th, 2023 and be up until May 9th, 2023. A reception for the art students and their families will be held on April 13th, 2023 to celebrate their hard work.

Build-a-Pal

 Edgewood Community Library will be having another stuffed animal making event on April 15th, 2023, from 10:30am to 2:30pm. Children can come, build, and dress their very own stuffed animal that they can keep. This event is using a reservation system via SignUpGenius. All spots are full.

• Explora! STEAM Day

Explora! is bringing the fun of their museum to Edgewood Community Library! On April 22nd, from 10:30am to 2:30pm, Explora! will have several tabletop S.T.E.A.M. activities for kids to learn. The targeted age range is preK-3rd but is open to anyone.

Summer Reading Program

 The Summer Reading Program is back this year! Patrons can expect programming each week, including family story time and an outside presentation ranging from water in New Mexico to first responders. Details for the summer reading program will be shared closer to the start of June.

Edgewood Community Library Statistics FYFY23

| FY23 & FY22 Compared | Quarter 1 | | Quar | ter 2 | Quarter 3 | | Quarter 4 | |
|----------------------|-----------|-------|-------|-------|-----------|-------|-----------|-------|
| | FY23 | FY22 | FY23 | FY22 | FY23 | FY22 | FY23 | FY22 |
| Adults | 1,312 | 0 | 1,107 | 0 | 1,248 | 1,494 | | 2,190 |
| Children | 1,228 | 0 | 910 | 0 | 1,032 | 965 | | 1,775 |
| Total Visitors | 2,540 | 0 | 2,017 | 0 | 2,280 | 2,459 | 0 | 3,965 |
| Reference Questions | 304 | 475 | 287 | 550 | 437 | 593 | | 826 |
| Computer Usage | 210 | 0 | 222 | 0 | 208 | 239 | | 303 |
| Checkouts | 4,103 | 270 | 3,428 | 92 | 3,846 | 2,891 | | 4,136 |
| Renewals | 1,963 | 524 | 1,877 | 80 | 1,769 | 962 | | 1,924 |
| Digital Checkouts | 1,876 | 2,283 | | 2,585 | | 2,336 | | |
| Total Circulation | 7,942 | 3,077 | 5,305 | 2,757 | 5,615 | 6,189 | 0 | 6,060 |

| Event/ Outreach/ | Quar | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | |
|--------------------------------|------|-----------|-----|-----------|-----|-----------|-----|-----------|--|
| Program/ Meeting Stats | Qty | Attnd | Qty | Attnd | Qty | Attnd | Qty | Attnd | |
| Activities Room Use | 13 | 151 | 25 | 613 | 33 | 609 | | | |
| Library Advisory Board Meeting | 1 | 4 | 1 | 3 | 1 | | | | |
| Outreach | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Special Library Events | 0 | 0 | 2 | 270 | 1 | 200 | | | |
| Family Story Time | 0 | 0 | 12 | 237 | 10 | 118 | | | |
| Summer Reading Program | 1 | 136 | 0 | 0 | 0 | 0 | | | |
| Volunteer Training | 0 | 0 | 1 | 5 | 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. The library reopened to in-person services on January 4, 2022.

Materials by Date Added

Started: Tuesday, April 11, 2023 at 11:37:17 AM MDT Finished: Tuesday, April 11, 2023 at 11:37:21 AM MDT

Duration: 4 seconds

Report criteria:

• Materials added Sunday January 1 2023 through the end of Friday March 31 2023.

• This report does not include materials that have since been deleted.

348 items, \$6,952.81 total.

| Material Type | Items Added | Value Added |
|----------------------------------|-------------|-------------|
| 1 — Default | | |
| 2 — 0-99 | | |
| 3 — 100-199 | 1 | \$17.95 |
| 4 — 200-299 | | |
| 5 — 300-399 | 2 | \$46.99 |
| 6 — 400-499 | | |
| 7 — 500-599 | 1 | \$32.50 |
| 8 — 600-699 | 8 | \$170.88 |
| 9 — 700-799 | 1 | \$9.99 |
| 10 — 800-899 | 1 | \$10.95 |
| 11 — 900-999 | 2 | \$72.00 |
| 12 — Audiobook | 2 | \$82.95 |
| 13 — Biography | 2 | \$52.95 |
| 14 — Board Book | 14 | \$119.86 |
| 15 — DVD | 17 | \$203.16 |
| 16 — Easy | 33 | \$566.63 |
| 17 — Easy Reader | 26 | \$298.75 |
| 18 — Fiction | 46 | \$1,075.50 |
| 19 — Learning Backpack | | |
| 20 — Museum Pass | | |
| 21 — New Acquisitions | 102 | \$2,777.81 |
| 22 — Read Along Kit | 1 | \$18.99 |
| 23 — Southwest | | |
| 24 — Youth Biography | 2 | \$34.94 |
| 25 — Youth Fiction | 39 | \$571.49 |
| 26 — Youth Graphic Novel | 39 | \$513.65 |
| 27 — Youth Nonfiction | 7 | \$134.87 |
| 28 — Tablets | 1 | \$140.00 |
| NO TYPE OR TYPE NO LONGER EXISTS | 1 | \$0.00 |



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FY24 Library Advisory Board Meeting Schedule Options

Quarterly Schedule

| FY24 Meetings | Covering |
|------------------|-----------------|
| July 20, 2023 | Quarter 4, FY23 |
| October 19, 2023 | Quarter 1, FY24 |
| January 18, 2024 | Quarter 2, FY24 |
| April 18, 2024 | Quarter 3, FY24 |

Bimonthly Schedule

| FY24 Meetings | Covering |
|--------------------|---------------------------|
| July 20, 2023 | Quarter 4, FY23 |
| September 21, 2023 | July & August, FY24 |
| November 16, 2023 | September & October, FY24 |
| January 18, 2024 | November & December, FY24 |
| March 21, 2024 | January & February, FY24 |
| May 16, 2024 | March & April, FY24 |

Monthly Schedule

| Worlding Schedule | | | | |
|--------------------|-----------------|--|--|--|
| FY24 Meetings | Covering | | | |
| July 20, 2023 | Quarter 4, FY23 | | | |
| August 17, 2023 | July FY24 | | | |
| September 21, 2023 | August FY24 | | | |
| October 19, 2023 | September FY24 | | | |
| November 16, 2023 | October FY24 | | | |
| December 21, 2023 | November FY24 | | | |
| January 18, 2024 | December FY24 | | | |
| February 15, 2024 | January FY24 | | | |
| March 21, 2024 | February FY24 | | | |
| April 18, 2024 | March FY24 | | | |
| May 16, 2024 | April FY24 | | | |
| June 20, 2024 | May FY23 | | | |

Regular Library Advisory Board meetings occur quarterly on the 3rd Thursday of the month at 6:30pm in the library.

| | 2023 Summer Reading Program Tentative Schedule | | | | | | | | | |
|--------|--|---------|------------------------------|-----------------------------------|--------|--------------|--|--|--|--|
| | June | | | | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | |
| | | | | 1 | 2 | 3 | | | | |
| 4 | 5 | 6 | 7 Storytime | 8 11AM Friendship Bracelets | 9 | 10 Storytime | | | | |
| 11 | 12 | 13 | 14 Storytime | 15 11AM Police Presentation | 16 | 17 Storytime | | | | |
| 18 | 19 | 20 | 21 Storytime | 22 11AM Natural History Museum | 23 | 24 Storytime | | | | |
| 25 | 26 | 27 | 28 11AM Explora! Event | 29 Storytime | 30 | | | | | |

| July | | | | | | |
|--------|--------|---|---------------------|--|-------------------------------|--------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 Storytime |
| 2 | 3 | 4 | 5 Storytime | 6 | 7 11AM Wonder on Wheels | 8 Storytime |
| 9 | 10 | 11 | 12 Storytime | 13 11AM Bookmarks? | 14 | 15 Storytime |
| 16 | 17 | 18 | 19 Storytime | 20 11AM NM Enviroment Department | 21 | 22 Storytime |
| 23 | 24 | 25 Scavenger Hunt (all week long) | 26 Storytime | 27 | 28 | 29 Storytime |
| 30 | 31 | | | | | |



NATIONAL LIBRARY WEEK

There's More to the Story

April 23-29, 2023

Edgewood Community Library is celebrating National Library Week all month long! Join in the fun by reading books recommended by our wonderful voluteers!











Build-A-Pal

April 15, 2023
10:30AM - 2:00PM
Edgewood Community
Library

Reserve your spot to make your own stuffed animal!
Build-a-Pal is limited to children ages 17 and under.

All supplies will be provided.

To reserve your spot, visit:







iexplora!

Family Science Explorations

STEAM activities for young children and their families!



Join us for hands-on activities exploring science, technology, engineering, art, and math!

Edgewood Public Library 171B NM-344 Edgewood, NM

Saturday, April 22

10:30 am - 2:30 pm

Please contact Explora Reservations with questions reservations@explora.us



