

**March 2026 Librarian Report**

Andrew Adaryukov, April 7, 2026

- **Accomplished and Ongoing Operational Tasks and Projects**

- a. Submitted the final State GO Bonds 2022-2026 reimbursement package.
- b. E-Rate program cycle: submitted FCC Form 470 for IT equipment and services, received and evaluated bids, selected a vendor, sent the selected vendor the award letter, submitted FCC Form 471 (Description of Services Ordered and Certification Form) to request federal funding. (A special thank you to Fred Simmank, the village IT consultant, and Ivan Rushfield from E-Rate.com for their invaluable assistance). Currently fielding routine enquiries from E-Rate regarding details of the submitted funding request.
- c. Worked with the village financial consultant to evaluate FY26 budget execution and to clarify requirements for the F27 budget. Submitted FY27 library budget request.

- **Library Conference Room Art Display**

- a. The exhibits are planned through August 2026:
  - April-May: *Primavera!* by Marla Robb
  - June: Library Staff Artwork Showcase
  - July: Key U.S. Historical Documents
  - August: Jemez Creative Collaboration exhibit

- **Facilities and Equipment**

- a. The library space and furniture reorganization status:
  - All the new children area bookshelves are in place, and all the books are re-shelved
  - One of the two big custom-made bookshelves across from the children area has been relocated to the community park building
  - A workbench has been purchased, installed, and proved to be a perfect children computer desk for the three AWE computers
  - The New Mexico area and the adult reading space have been rearranged to increase end user access and comfort
  - Tony Hillerman permanent exhibit in a glass case has been moved to a more visible location
  - Still to do:
    - A new rug for the children area
    - An adult computer station/reading desk next to the children AWE computers
    - The large format/art books shelves
    - The new young adult area
    - New exhibit spaces
  - Ongoing: weeding, shifting, collection reorganization for better access
- b. Capital Improvement project:
  - RFPs for the rebuilding of the two front decks and the HVAC improvement project have been posted, bids due on April 27<sup>th</sup> (a special thank you to the mayor!).
  - Once the bids are received, we will be in the position to prioritize among several remaining projects and to determine which ones it would be possible to do in this fiscal year, and which ones would require new funding requests:
    - A container to replace the library/community shed
    - An architectural design for the back deck and the subsequent construction of a new back deck

- Continuation of the HVAC improvement project to include the southern part of the library building
- **Information Technology**
  - a. We are working with Windstream on installing a new firewall.
  - b. The library purchased a new staff laptop that should greatly increase convenience and quality of our presentations, enable multiple staff members to work on digital projects simultaneously, and enable staff members to work on digital projects requiring focus and concentration away from the circulation desk.
- **Programs and Events**
  - a. There were 25 events attended by 209 people in March.
  - b. Special events in March included a gardening talk “Growing Tomatoes in New Mexico: One Gardener’s experience” (21 attendees) and *Primavera!* art exhibit opening and reception (25 attendees; \$375.00 raised for FOL).
  - c. We continue to work on promotion ideas for *Improv@The Library*.
  - d. The videogame club setup is proving more complex and time-consuming than anticipated, but we continue to work out the details and are currently aiming for May as the opening month for this club
  - e. All regular clubs are performing great on average, with any particular meeting subject to fluctuation in attendance based on factors outside of the library’s control, such as weather and other community events.
- **Professional Development**
  - a. I will attend an IMLS conference titled *IMSL-250: Telling America’s Story* on April 13<sup>th</sup>-17<sup>th</sup> (expenses paid by IMLS).
  - b. The library secured 15 free tickets (five for each of the three selected events) for the Santa Fe International Literary Festival in May.
  - c. Amanda and I have attended several free webinars and online trainings. We are researching a funding request for Amanda to attend a more formal online course in cataloguing through the University of Wisconsin.
- **Outreach, Media, and Patron Communication**
  - a. The library had an information table at the JVHS Warrior Summit including College & Career Fair in March (a special thank you to Hailey Cooper and Judith Isaacs).
  - b. Successfully ongoing: Facebook and NextDoor posts; newsletter in After the Thunder; hard copy flyers, handwritten book recommendations, and topical exhibits in the library.
  - c. We have a new direct mailing system! We are working on familiarizing ourselves with the system’s capabilities, uploading user addresses (verifying and culling the lists in the process), and setting up various distribution lists. We sent out our first newsletter through the system and received positive feedback.
- **Contact-Free & Outside-The-Working-Hours Services**
  - a. Curbside pickup, lockers for 24/7 hold pickups, laptops to use outside the library, and reference via phone/ email.
- ❖ **A huge thank you to all the library staff and volunteers** who make our daily operations, along with such a rich schedule of programs and events, possible!

- ❖ **The Friends of the Library** continue to be a tremendous support by assisting with the library's operational costs and by funding programming expenses and special purchases. **Thank you for your invaluable contribution!**

**Library Board Agendas (prior to the meeting), and Librarian Notes and Library Board-Approved minutes (minutes are typically reviewed and approved at the subsequent board meeting) can be found on the library website here: <https://jsplibrary.org/board-meetings/>**