

CORRALES COMMUNITY LIBRARY BOARD MEETING
MINUTES

January 13, 2005

I. Attendance

President Ginger Foote called the meeting to order at 7:45PM in the library. Members present were Louis Baudoin, Kay Burgess, Nancy Kelbley and Bill Wible. Michael Schoessler and Donna Wylie were excused. Library Director Carla Spenser was also present.

II. Agenda The Board reviewed and accepted the agenda.

III. Minutes

The minutes of the November meeting were approved.

IV. Librarian's Report

- A. The Christmas party was a success. Thank you to Ginger and Dick Foote.
- B. The RFP for the east expansion is complete and in the hands of the Village Administrator. Sandoval County bond money will be used for the project.
- C. State Bond passed in November. Purchases are made and invoices are submitted to the State Library for reimbursement. Technology for patrons' benefit and books are included. Bond money is available for about 3 years.
- D. The library computer system needs a new server as well as updates. J & J Technical Services, the tech support for the village and library, will be contacted.
- E. The State Library is sponsoring Gates training for helping Hispanics in March.
- F. The Community Assessment Survey due in June to the State Library will soon be available for Corrales library patrons.
- G. The FOCL Annual Meeting will be held January 24 at 7PM in the library. All are invited to attend.
- H. A children's program of Tae Kwan Do was scheduled for Saturday. The calendar of children's events for February through April is ready.
- I. The outside lights need work. The Village Maintenance Department has been asked to take care of the problem.

V. Other Business

- A. A Christmas letter was received from the Village.
- B. Main Street's Tag Sale is still planned for the park.
- C. Since the old post office building remodel is complete, we need to consider refinishing our sign and determining a place to erect it.
- D. The Guidelines for the Library Board are due to be reviewed this year and will be discussed at the next meeting.
- E. Four members' terms expire in 2005. Members will notify Ginger of their intentions.

VI. The next board meeting will be held on February 10, 2005.

VI. The meeting was adjourned at 8:25 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kay Burgess".

Kay Burgess, Secretary

**LIBRARIAN'S REPORT
NOVEMBER 2004
STATISTICS**

	<u>November 2004</u>	<u>October 2004</u>	<u>November 2003</u>
Walk-ins:	3016	2292	2676
Registration:	50	69	52
Acquisitions:	229	298	120
Loss & Discard:	152	59	90
Circulation			
Adult	986	972	815
Juvenile	1444	1346	1370
YA	50	51	44
Periodical	29	42	27
Adult Media*	399	428	382
Inter-Library	6	5	4
Children's Media*	237	271	215
Southwest Room	59	71	41
In house Reference	295	265	188
TOTAL	3505	3451	3086

PROGRAMS--Children

Story time with Edwina's story time friends (Wednesday, 10:00 AM):

November 3	36 children
November 10	16 children
November 17	29 children
November 24	7 children

Classical Dance November 6	Corrales Ballet 25 children
Apron Making November 10	with Edwina 12 teens
Model horse craft November 20	with Edwina 34 children

PROGRAMS--Adult

On Wednesday, November 17th, at 7:00 p.m., the library hosted a reading with Corrales author, Lisa Lenard Cook.

Meetings

Bosque Commission:	11/11
Library Board:	11/11
Friends of the Corrales Library:	11/1
Bicycle Advisory Commission:	11/15

Library Hours

The library was closed on Thursday, November 25th through Sunday, November 28th, to observe Thanksgiving.

Library Personnel

Total scheduled (desk) volunteer hours for the month of November, 2004: 336 hours.

From December 20th to December 30th, the library will close at 5 p.m. each day during the holiday break.

Library News

We are now keeping a count on computer users on the Gates computers. In November, there were a total of 504 users signed in.

The annual library Christmas party will be Sunday, December 5th from 2 p.m. to 5 p.m. at Ginger Foote's home. Invitations will be sent out the third week in November.

An RFP is being prepared for an expansion on the east side of the library for a teen area and library storage. Sandoval County bond funds will be used for this project.

Edwina Tafoya sat in for Carla at the November staff meetings and the library board meeting while Carla was on vacation.

**LIBRARIAN'S REPORT
DECEMBER 2004
STATISTICS**

	<u>December 2004</u>	<u>November 2004</u>	<u>November 2003</u>
Walk-ins:	2524	3016	2676
Registration:	44	50	52
Acquisitions:	308	229	120
Loss & Discard:	153	152	90
 Circulation			
Adult	876	986	815
Juvenile	1215	1444	1370
YA	39	50	44
Periodical	17	29	27
Adult Media*	405	399	382
Inter-Library	4	6	4
Children's Media*	228	237	215
Southwest Room	29	59	41
In house Reference	235	295	188
TOTAL	3048	3505	3086

PROGRAMS--Children

Story time with Edwina's story time friends (Wednesday, 10:00 AM):

December 1	19 children
December 8	24 children
December 15	20 children
December 22	12 children
December 29	11 children

Stocking craft December 4	with Edwina 56 children
Glass painting December 8	with Edwina 12 teens
Gingerbread Houses December 18	with Edwina 68 children

PROGRAMS--Adult

On Wednesday, December 1st, at 7:00 p.m., the library hosted a reading with Taos author, Maureen McCoy, reading from her latest book, *Junebug*.

Meetings

Bosque Commission:	12/9
Library Board:	12/5
Friends of the Corrales Library:	12/6
Bicycle Advisory Commission:	
Water Commission:	12/9

Library Hours

The library was closed on Friday, December 24th through Sunday, December 26th, to observe Christmas and Friday December 31st to observe New Year's Day.

Library Personnel

Total scheduled (desk) volunteer hours for the month of December, 2004: 346 hours.

Library News

We are now keeping a count on computer users on the Gates computers. In December, there were a total of 532 users signed in.

The annual library Christmas party was on Sunday, December 5th from 2 p.m. to 5 p.m. at Ginger Foote's home. Many of our volunteers attended and the party went beyond the 5 p.m. ending. A special thanks to Ginger and Dick Foote for hosting a beautiful party for the library staff and volunteers.

An RFP is being prepared for an expansion on the east side of the library for a teen area and library storage. Sandoval County bond funds will be used for this project.

A State Bond for Public and academic libraries passed in the November 2004 election. There will be funds available for technology and library materials for the library in 2005/06.