

Nurray

Corrales Community Library Board
Meeting Minutes
January 12, 2006

I. Attendance

President Ginger Foote called the meeting to order at 7:50 PM in the library. Members present were; Kay Burgess, Nancy Kelbley, Michael Schoessler, and Bill Wible. Library Director Carla Spencer was also present. Louis Baudoin and Donna Wylie were excused.

II. Agenda

The Board approved and accepted the agenda.

III. Minutes

Minutes of the November 10, 2006 meeting were approved as corrected.

IV. Librarian's Report

- A. Both November and December showed lower circulation statistics reflecting that the library was closed both for the holiday and the computer upgrade in November and in December the library has abbreviated hours during the holiday week.
- B. Pam MacKellar, our new librarian assistant, has recently co-authored a new book on grant writing for libraries.
- C. A project planning meeting between Carla, the architect, contractor (First Mesa), public works director and the Corrales administrator will be held on the new construction project. Work should begin by the end of January. Projected time to completion is 150 days. One light pole will need to be relocated.
- D. Community survey results will be compiled by one of the library's volunteers, David Sanchez, a former university math professor.
- E. The village web site now has a link to the library's computer catalog.
- F. The library is considering a plan to send a postcard to all new patrons as they register for a library card to act as a verification of their address.
- G. Rick Thaler has offered to provide new shelving for the library addition at cost if the library can provide the volunteer labor for installation.
- H. The next Corrales Comment will have an article featuring the new library addition.
- I. Additional parking for the library has not been re-visited. There are issues with the parallel parking on La Entrada due to the location of sprinklers.
- J. The Friends of the Library will hold their annual meeting on January 30th.

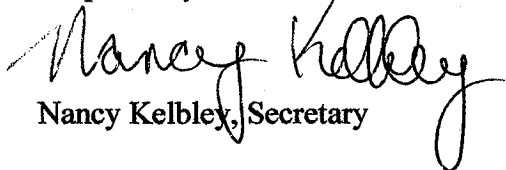
V. Other Business

None reported.

The next board meeting will be held on February 9, 2006.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,


Nancy Kelbley, Secretary

LIBRARIAN'S REPORT
NOVEMBER 2005
STATISTICS

	<u>November 2005</u>	<u>October 2005</u>	<u>November 2004</u>
Walk-ins:	1812	2644	3016
Registration:	24	63	50
Acquisitions:	197	180	229
Loss & Discard:	65	43	152
Circulation			
Adult	903	1003	986
Juvenile	1101	1323	1444
YA	43	47	50
Periodical	44	47	29
Adult Media*	451	500	399
Inter-Library	3	5	6
Children's Media*	205	236	237
Southwest Room	36	44	59
In house Reference	198	295	295
TOTAL	2984	3499	3505

PROGRAMS--Children

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

November 2	19 children
November 9	16 children
November 16	17 children

Cottonwood Singers	Sean Etigson
November 5	68 children and parents
Potato Heads	with Edwina
November 19	28 children
Instrument Making	with Edwina
November 16	12 teens

PROGRAMS--Adult

Meetings

Bosque Commission: 11/10

Library Board: 11/10

Friends of the Corrales Library: 11/7

Bicycle Advisory Commission:

Corrales Harvest Festival:

Architectural Review: 11/4

Library Hours

The library was closed November 23rd through December 3rd for an upgrade on the library automation system. One of the goals will be to have the library catalog available on the village website.

Library Personnel

Total scheduled (desk) volunteer hours for the month of November, 2005: 252 hours.

Carla attended a Rural Libraries workshop in Belen, sponsored by the New Mexico State Library and the Gates Foundation, on November 16th. Planning pertaining to smaller libraries, such as funding collections, were discussed during the day.

Library News

We are now keeping a count on computer users on the Gates computers. In November, there were a total of 476 users signed in.

The upgrade for the library software was scheduled at the end of November. It has now been five years with the current software in the library. J and J have installed a new server and Isacsoft, the library software vendor, has started working on the system migration. The system was upgraded the last week in November. Training was scheduled on November 30th and December 1st for staff. There are a few "gremlins" to work out but the records of the books migrated to the new system perfectly. Statistics show that the library now has 36,000 items available for circulation.

The bid paperwork for the teen addition for the library was published in the Albuquerque Journal at the end of October. Bids were opened on November 18th in the Council Chambers. The lowest bidder, out of five submitted, should be awarded a contract in December, after Isaac Benton has checked references.

The library Christmas Party will be Sunday, December 11th from 2 p.m. to 5 p.m. at the home of Dick and Ginger Foote.

Library statistics for November were impressive considering the library was open for only three weeks during the month.

LIBRARIAN'S REPORT
DECEMBER 2005
STATISTICS

	<u>December 2005</u>	<u>November 2005</u>	<u>December 2004</u>
Walk-ins:	2424	1812	2524
Registration:	35	24	44
Acquisitions:	167	197	308
Loss & Discard:	83	65	153
Circulation			
Adult	911	903	876
Juvenile	891	1101	1215
YA	37	43	39
Periodical	36	44	17
Adult Media*	466	451	405
Inter-Library	3	3	4
Children's Media*	191	205	228
Southwest Room	56	36	29
In house Reference	179	198	235
TOTAL	2770	2984	3048

PROGRAMS--Children

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

December 7	16 children
December 14	13 children
December 21	21 children
December 28	11 children

Holiday Show December 10	Corrales Children's Theatre 121 children
Gingerbread Houses December 17	with Edwina 56 children
Jewelry making December 14	with Edwina 12 teens

PROGRAMS--Adult

Meetings

Bosque Commission: 12/8

Library Board: no meeting 1

Friends of the Corrales Library: 12/5

Bicycle Advisory Commission: 12/14

Corrales Harvest Festival:

Architectural Review:

Library Hours

The library was closed December 1st and 2nd for the automation system. The library was also closed early at 5 p.m. during the last two weeks of the year. December 24th and 26th, the library was closed to observe Christmas.

Library Personnel

Total scheduled (desk) volunteer hours for the month of December, 2005: 336 hours.

Pam MacKellar has published a book on Library Grant writing with Stephanie Gerding. Stephanie worked with Pam at the New Mexico State Library.

Library News

We are now keeping a count on computer users on the Gates computers. In December, there were a total of 478 users signed in.

The upgrade for the library software included training scheduled on November 30th and December 1st for staff. There are a few "gremlins" to work out but the records of the books migrated to the new system perfectly. Statistics show that the library now has 36,000 items available for circulation. The library catalog may now be searched on the village website under the library section.

The construction project for the Teen addition should begin in January after a contract is signed with the contractor, First Mesa Construction.

The library Christmas Party was held on Sunday, December 11th from 2 p.m. to 5 p.m. at the home of Dick and Ginger Foote. It was a great success and there were many goodies to eat. A special thanks to Ginger for hosting another great party.

David Sanchez, a retired Math professor and volunteer, has agreed to help with the survey statistics. He will put the responses into a format for evaluation after the first of the year.