

Carnegie Public Library

Monthly Report – November

**Improvement Plan Projects:**

Create Customer Service seminars for staff	Database clean-up
Continue cross-training staff	Develop Patron Programming (Adult/Children)
Employee development	Grant Writing
Policy/Procedure Manual	Promote library services

**Monthly Stats**

Walk-ins	1970
Computer usage	781

**Tasks Completed**

- Code of Conduct
- Lost book/collection list
- Key cards
- Phone Etiquette Class
- Fire Drill procedure
- City Wide Borrowing Agreement
- Purchase of Early Literacy Station
- Met with Governor Cargo
- Purchase of book and materials
- Updated Web-Site
  - Code of Conduct
  - Friends of Carnegie Library membership form
  - New Releases page
  - Updated Marquee
  - Story time section with links for books and craft project (still under construction)
- Attended NMLA Conference in Ruidoso
- Programs created for National Library Week
- Partnering with elementary school to as pilot program for movie/book club
- Created class for Grade I and II library certification of employees
- Friends of the Library – annual meeting