



**VILLAGE OF MAGDALENA**  
PO BOX 145, MAGDALENA, NM 87825  
P. 575.854.2261 F. 575.854.2273  
WWW.VILLAGEOFMAGDALENA.COM

### **AGENDA**

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES**  
**MONDAY, APRIL 10, 2023, AT 5:00 PM**  
**VILLAGE HALL 108 N. MAIN STREET**

**\*PLEASE SILENCE ALL ELECTRONIC DEVICES\***

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:**  
<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

**Meeting ID: 486 115 5997**

**Passcode: MAGDALENA**

- 
1. CALL TO ORDER
  2. ROLL CALL
  3. PLEDGE OF ALLEGIANCE
  4. APPROVAL OF AGENDA
  5. APPROVAL OF MINUTES
    - a. REGULAR MEETING - MARCH 27, 2023
  6. APPROVAL OF CASH BALANCE REPORTS
  7. APPROVAL OF BILLS
  
  8. MAYOR'S REPORT
  
  9. CLERK'S REPORT
  
  10. DEPARTMENT REPORTS
    - a. EMS
    - b. FIRE
    - c. MARSHAL
    - d. JUDGE
    - e. PUBLIC WORKS
    - f. LIBRARY
  
  11. BEASLEY, MITCHELL & CO., LLP – PRESENTATION AND DISCUSSION REGARDING APPROVAL OF FISCAL YEAR 2022 AUDIT
  
  12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-05, ACCEPTANCE AND APPROVAL OF THE FISCAL YEAR 2022 AUDIT
  
  13. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT  
**PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS**

**MONDAY, APRIL 10, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES.**

## **14. ADJOURNMENT**

*NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.*

**DRAFT**

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA  
BOARD OF TRUSTEES HELD  
MONDAY, MARCH 27, 2023 - AT 5:00 PM**

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO  
AT THE FOLLOWING LINK:**

<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

**Meeting ID: 486 115 5997**

**Passcode: MAGDALENA**

**CALL TO ORDER:** Mayor Pro-Tem James Nelson called the meeting to order at 5:01 p.m.

**PRESENT:** Mayor Pro-Tem James Nelson, Trustee Harvan Conrad, Carleen Gomez–Deputy Clerk and Attorney Kathy Stout

**PARTICIPATING VIA ZOOM VIDEO CONFERENCE:** Trustee Donna Dawson

**ABSENT:** Mayor Richard Rumpf and Trustee Clark Brown

**GUESTS:** Linda Montoya, Teri Winchester, Brian Waterman, Michael Zamora, Catherine DeMaria, and Collier Nelson - Assistant Clerk

Attorney Kathy Stout led the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** There were no amendments to the agenda. Mayor Pro-Tem James Nelson approved the agenda.

**APPROVAL OF MINUTES:** There were no amendments to the minutes that were presented for the regular meeting on March 13, 2023. Mayor Pro-Tem James Nelson approved the minutes.

**APPROVAL OF CASH BALANCE REPORT:** Harvan Conrad moved to approve the cash balance report as presented and Donna Dawson seconded the motion. The motion carried unanimously.

**APPROVAL OF BILLS:** Harvan Conrad moved to approve the bill list with two additional bills and Mayor Pro-Tem James Nelson seconded the motion. Donna Dawson was not in favor. The motion passed by majority.

**BILL LIST**

A-X Propane		<b>\$112.50</b>
Badgeandwallet.com		<b>\$364.00</b>
GT Fabrications		<b>\$3634.88</b>
Hall Environmental		<b>\$275.38</b>
I-Deal HVAC		<b>\$2285.73</b>
Konica Minolta		<b>\$394.08</b>
Magdalena Municipal School		<b>\$271.69</b>
NAPA Auto Parts		<b>\$32.01</b>
NM Meters LLC		<b>\$2429.00</b>

O'Reilly Auto Parts		<b>\$303.90</b>
Quill		<b>\$1041.50</b>
RAK's Building Supply		<b>\$468.27</b>
RC Plumbing		<b>\$150.41</b>
Romero's Tires		<b>\$2304.41</b>
Socorro Electric Coop		<b>\$4603.95</b>
Troy Mechanical		<b>\$93.04</b>
USA Bluebook		<b>\$2306.25</b>
Vexus Fiber		<b>\$46.76</b>
Winston's Auto Service		<b>\$96.40</b>
		<b><i>SUB TOTAL: \$21,214.16</i></b>
	<b>ADDITIONAL BILLS</b>	
Baker Utility		<b>\$633.68</b>
AC Disposal		<b>\$22045.00</b>
		<b><i>TOTAL: \$43,892.84</i></b>

**MAYOR'S REPORT:** Mayor Pro-Tem James Nelson stated that Mayor Rumpf is out of state and there was no report at this time.

**CLERK'S REPORT:** Deputy Clerk Carleen Gomez stated the audit will be on the next agenda for presentation and acceptance.

**CATHERINE DEMARIA/ART MAGDALENA – REQUEST FOR LODGER'S TAX FUNDING FOR ADVERTISING EXPENSES FOR ART MAGDALENA COMMUNITY EVENT ON MAY 6<sup>th</sup> & 7<sup>th</sup>:** Harvan Conrad moved to approve the request of \$471.77 from the Lodger's Tax Fund for advertising and Donna Dawson seconded the motion. The motion carried unanimously.

Catherine DeMaria stated that this was for advertisement and that Osiris Navarro did the design work.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-05, A RESOLUTION OF SPONSORSHIP FOR A TRANSPORTATION PROJECT FUND APPLICATION AND MATCH WAIVER REQUEST FOR KELLY ROAD:** Donna Dawson moved to approve Resolution No. 2023-05 and Harvan Conrad seconded the motion. Donna Dawson emphasized that she approves this as long as they can see the paperwork and can back out if need be. The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING ADOPTION OF THE MAGDALENA SENIOR PROGRAM LOCAL SERVICE PLAN NARRATIVE AND TO OPERATE THE MAGDALENA SENIOR CENTER:** Donna Dawson moved to approve the adoption of the Magdalena Senior Program Local Service Plan narrative and to operate the Magdalena Senior Center and Harvan Conrad seconded the motion. The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-06, A RESOLUTION AUTHORIZING THE VILLAGE OF MAGDALENA TO ENTER INTO A CONTRACT WITH NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT AND NON-METRO AREA AGENCY ON AGING:** Donna Dawson moved to approve of Resolution No. 2023-06, a Resolution authoring the Village of Magdalena to enter into a contract with the North Central New Mexico Economic Development District and Non-Metro Area Agency on Aging and Harvan Conrad seconded the motion. The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING MAGDALENA MARSHAL REQUEST FOR ADDITIONAL STIPEND AND HOURLY PAY RATE INCREASE:** Harvan Conrad moved to approve the request for the additional stipend and hourly pay rate increase and Donna Dawson seconded the motion. The motion carried unanimously. Marshal Michael Zamora stated that after June 30<sup>th</sup>, they will receive another \$112,000 along with \$98,000 in Law Enforcement Protection Funds.

**EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:**

- a. **CLERK/TREASURER:** Donna Dawson moved to enter into executive session at 5:33 pm and Harvan Conrad seconded the motion.

Mayor Pro-Tem requested a Roll Call Vote:

James Nelson: Mayor Pro-Tem

Harvan Conrad: Aye

Donna Dawson: Aye

Clark Brown: Absent

The motion carried unanimously.

**MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION AND THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1:** Donna Dawson moved to return to regular session at 5:47 pm and certified that only the agenda item was discussed and no decisions were made, Harvan Conrad seconded the motion.

Mayor Pro-Tem requested a Roll Call Vote:

James Nelson: Mayor Pro-Tem

Harvan Conrad: Aye

Donna Dawson: Aye

Clark Brown: Absent

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION TO HIRE CLERK/TREASURER:** Harvan Conrad moved to postpone the hiring of Clerk/Treasurer, pending a second interview. Donna Dawson seconded the motion. The motion carried unanimously.

**PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT OF PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, MARCH 27, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES:**

Linda Montoya expressed her concerns about how the Magdalena Senior Center would run. She stated that we need more volunteers but we cannot solely depend on the volunteers. She also asked about the heater at the library, which was being addressed to be fixed.

**ADJOURNMENT:** Donna Dawson moved to adjourn the meeting at 6:00 pm and Harvan Conrad seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Carleen Gomez, CMC  
Deputy Clerk

James Nelson  
Mayor Pro-Tem

Minutes taken by:  
Collier Nelson  
Assistant Clerk

## Magdalena Marshal's Office

<b>Monthly Report</b>	<b>Month: Mar</b>	<b>Year: 2023</b>
Marshal Zamora	ID#:Mag-1	
<b>Total Miles Driven:</b>		
<b>GENERAL CALLS:</b>	<b>AMOUNT</b>	<b>REVENUE</b>
TRAFFIC CITATIONS: <b>Village Ordinances</b>	3	Warnings
TRAFFIC CITATIONS: <b>State Statutes</b>		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS		
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	4	
JUVENILE CASES		
DOMESTIC CASES	1	
CRIMINAL DAMAGE / PROPERTY	3	
<b>ASSISTANCE CALLS:</b>		
AMBULANCE/FIRE		
PUBLIC SERVICE		
NM STATE POLICE	1	
SHERIFF'S OFFICE	1	
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
<b>OTHER:</b>		
ALARM CALLS		
FINGERPRINTING		
Driving Tests		
Misc. Cases	10	
<b>TOTALS:</b>	<b>20</b>	

**MAGDALENA MARSHAL DEPARTMENT**  
**MONTHLY VEHICLE EXPENDITURE REPORT**  
 For the month of : **MAR** Year: **2023**

License Number: \_\_\_\_\_  
 Make and Model: **FORD E)XP 2021**

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7	5265	5404	139	16.4	60.35			07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair 15
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$
13								10
14								Invoice No.: _____ Amt.\$
15								Date
16								Invoice No.: _____ Amt.\$
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$
27								Code: _____ Date: _____
28	5404	5472	68	7.5	27.1	Training		Invoice No.: _____ Amt.\$
28	5472	5761	289	16.91	57.5	Training		Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$
31								
Totals			496	40.81	139.95			

I certify that the above is correct to the best of my knowledge.

Signature: 

Title: MARSHAL



# Magdalena Marshal's Office

<b>Monthly Report</b>	<u>Month: MARCH</u>	<u>Year: 2023</u>
	ID# Mag 2	
<b>697</b>		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: <b>Village Ordinances</b>	49	\$2,646
TRAFFIC CITATIONS: <b>State Statutes</b>	0	
CRIMINAL CITATIONS	0	
ANIMAL CONTROL CITATIONS	0	
TRAFFIC ACCIDENTS	0	
D.W.I. ARRESTS	0	
FELONY ARRESTS	1	
MISDEMEANOR ARRESTS	1	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	1	
JUVENILE CASES	0	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	0	
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	0	
PUBLIC SERVICE	0	
NM STATE POLICE	0	
SHERIFF'S OFFICE	0	
NM GAME & FISH		
NM LIVESTOCK BOARD	0	
US BORDER PATROL	0	
US FOREST SERVICE	0	
<u>OTHER:</u>		
ALARM CALLS	0	
FINGERPRINTING	0	
Driving Tests	0	
Misc. Cases	0	
<b>TOTALS:</b>	<b>52</b>	<b>\$2,646</b>

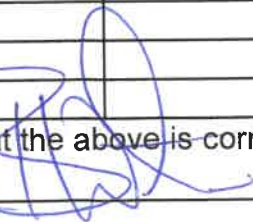
C.T. Brian Walker

**MAGDALENA MARSHAL DEPARTMENT**  
**MONTHLY VEHICLE EXPENDITURE REPORT**  
 For the month of: **MARCH** Year: **2023**

License Number: 16631G  
 Make and Model: DODGE RAM

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4	2082	2230	148	14.61	52			04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9	2230	2323	93	13.04	46.7			10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12	2323	2479	156	17.12	63			Invoice No.: _____ Amt.\$ _____
13								10
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16								Invoice No.: _____ Amt.\$ _____
17	2479	2565	86	12.69	49.7			Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23	2565	2674	109	15.22	56			Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29	2674	2779	105	16.7	\$61.45			Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			697	89.38	328.85			

I certify that the above is correct to the best of my knowledge.

Signature: 

Title: 

## Magdalena Marshal's Office

<b>Monthly Report</b>	<u>Month:</u>	<u>Year: 2023</u>
	ID# Mag 3	
<b>Total Miles Driven:</b>		
<b><u>GENERAL CALLS:</u></b>	<b><u>AMOUNT</u></b>	<b><u>REVENUE</u></b>
TRAFFIC CITATIONS: <b>Village Ordinances</b>	8	
TRAFFIC CITATIONS: <b>State Statutes</b>		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS		
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS		
JUVENILE CASES		
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY		
<b><u>ASSISTANCE CALLS:</u></b>		
AMBULANCE/FIRE	1	
PUBLIC SERVICE		
NM STATE POLICE		
SHERIFF'S OFFICE		
NM GAME & FISH		
NM LIVESTOCK BOARD		
US BORDER PATROL		
US FOREST SERVICE		
<b><u>OTHER:</u></b>		
ALARM CALLS		
FINGERPRINTING		
Driving Tests		
Misc. Cases		
<b><u>TOTALS:</u></b>	9	\$90

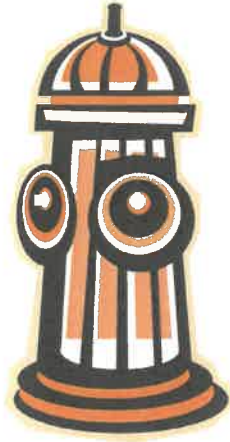
**MAGDALENA MARSHAL DEPARTMENT**  
**MONTHLY VEHICLE EXPENDITURE REPORT**  
 For the month of : MARCH Year: 2023

License Number: \_ G97490  
 Make and Model: \_ Chev Silverodo 2016

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3	9376	9390	14	55.65	15.6			03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7	9390	9544	154	57	15.4			07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13	9544	9681	137	60.25	16.3			10
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19	9681	9849	168	61.9	16.8			Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26	9849	100000		64.9	17.6			Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28	100000	235		41.2	13.9			Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			473	340.9	95.6			

I certify that the above is correct to the best of my knowledge.

Signature: *Paulina Mora* Title: *Cpl*



# March. 2023

## Utilities Report

- 1) Daily well rounds and screen cleaning.
- 2) Doing our best with the washouts and potholes on side streets.
- 3) Picked up cardboard and was taking to Socorro recycle.
- 4) Fixed both sides of the road on 3<sup>rd</sup> and Kelly patched and tack sealed
- 5) Did spot checks for 811 tickets.
- 6) Replaced broken meters and lines.
- 7) Worked on old ford backhoe and replaced some diesel lines.
- 8) Did pm on service Vehicles.
- 9) Filled in potholes on Duggins drive.
- 10) Did new water accounts and water shut offs.
- 11) Jetted sewer line with help of Socorro because the seals on jetter were worn out.
- 12) Did trash day for the village at the lagoons.

## Librarian's Report March 2023

<b>Days Open</b>	18 (120 hours)	<b># of Volunteers</b>	4
<b>Days Closed</b>	6 (see next page)	<b>Volunteer Hours</b>	15
<b>Total Visitors</b>	234		
<b>Museum Visitors</b>	13	<b>New Library Cards</b>	1

### Events:

Number of Events:	4	Attendance:	31
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Date:		# of People:
3/2/2023	PreK Visit (postponed from February)	8 kids + 2 adults
3/2/2023	Library Board	4 adults
3/3/2023	Code Club	10 kids + 1 adult
3/22/2023	PreK Visit (regular March visit)	7 kids + 2 adults
3/30/2023	Book Club	6 adults

### Circulation

PHYSICAL		DIGITAL	
# of Books	80	# of eBooks	86
# of Books on CD	6	# of Online Audio	97
# of DVDs	38		
<b>Total Physical</b>	<b>124 (6 kids)</b>	<b>Total Digital</b>	<b>183 (13 kids)</b>
<b>Total Circulation</b>	<b>307 + 2 museum passes</b>		
ILL Processed	2 Requested, 4 Received, 3 Returned		

### Computers/Wi-Fi

<b># Computer Sign ins</b>	14 + 11 Code Club = 25
<b>Total Unique Wi-Fi Devices</b>	106
<b>Avg. # Wi-Fi Devices per day</b>	22
<b>Avg. Data Usage per Device</b>	1.84 GB

### Other:

**PreK Visits:** In February, we had to keep postponing my visit to their classroom due to the school being closed for weather or power outages. We had our February visit on March 2<sup>nd</sup>. For our regular March visit, the class was intended to visit the library, but due to the heat being out, I went to their classroom instead. The class will be visiting the library for their April and May trips.

**Code Club:** Canceled twice by me due to no heat in the library. Canceled twice by Jim Sauer/Kids Science Café for Spring Break. We should be getting back on track for April.

**Heat Problems:** The first week of March was warm, so I didn't notice if there were problems with the heater that week. The week after, it was colder, and the front two rooms were not getting up to temp. AX Propane came out Tuesday 3/7 to check the propane level, which was fine. The smaller furnace in the kids area was working fine, it was just the big furnace in the closet in the middle room. The Utility guys came on Thursday 3/8 and Friday 3/9 to try to get it working, but it never came on. It was too cold inside for the kids, so I canceled Code Club.

The next week, Zeke called AX, who sent people to look at it on Wednesday 3/15. They said the motor was out and it needed a new filter, and that they should be back Friday to replace it. Thursday 3/16, after a week of it only getting to about 54 degrees, I closed the library at noon and moved to Village Hall. Friday 3/17 they did not come as expected and didn't answer phone calls; the library was closed again due to the temperature.

AX Propane came Monday 3/20 to install the motor, but had the wrong one and needed to reorder. I closed the library Tuesday-Friday 3/21-3/24 while the heat was out. I worked at Village Hall at the time, doing computer work for the library, cataloging new things, and helping Carleen and Collier with other tasks. Mayor ZW was able to get the replacement filters and AX Propane came back with the correct motor Friday 3/24 and were able to fix the heater. I reopened the library on Saturday, 3/25, and the heater has continued to perform.

**Events:** I had to cancel the Cricut Class scheduled for 3/17 due to no heat in the library. It had snowed that morning. The front two rooms were only at 48 degrees. I tried for two hours with space heaters to warm the kids' area, but I couldn't get it above 54 degrees, which is too cold to have an event in, so with permission of the Mayor, I canceled the event.

The Cricut Class scheduled for 3/25 did happen, but had zero attendance, probably because the library had been closed all week and folks didn't realize we were back open. I canceled the April 8<sup>th</sup> Cricut class because that is Easter Weekend. I plan to reschedule all 3 at later dates.

**Upcoming Events:**

I will have a booth at the school's Spring Fling on April 20<sup>th</sup>.

April 22<sup>nd</sup> we'll have an Earth Day kids craft event.

April 27<sup>th</sup> the Kindergarten class will visit the library for craft and storytime.

May 6<sup>th</sup>, as a part of the gallery & studio tour, we'll be giving out free kids' craft kits.

**Respectfully Submitted,  
Ivy Stover,  
Library Director**

JOSEPH M. MAESTAS, P.E.

STATE AUDITOR

Via: Email



RICKY A. BEJARANO, CPA, CGMA  
DEPUTY STATE AUDITOR

3/16/2023

OSA Ref No. 6118

Carleen Gomez, Deputy Clerk/Court Clerk

cgomez@villageofmagdalena.com

Village of Magdalena

Re: Authorization to Release 2022 Village of Magdalena Audit Report

The Office of the State Auditor (OSA) received the audit report for your agency on 12/15/2023. The OSA has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and any applicable provisions of the Audit Rule. This letter is your authorization to make the final payment to the Independent Public Accountant (IPA) who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the OSA. Once the five-day period has expired, or upon the OSA's receipt of a written waiver:

- the OSA will send the report to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the OSA will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per the Audit Rule, at a meeting held in accordance with the Open Meetings Act, if applicable.

The IPA's findings and comments are included in the audit report on page 81-83. It is ultimately the responsibility of the governing authority of the agency to take corrective action on all findings and comments.

Sincerely,

Joseph M. Maestas, P.E.

State Auditor

cc. Beasley, Mitchell & Co., LLP





**RESOLUTION NO. 2023-07**

**ACCEPTANCE AND APPROVAL OF THE FY 2022 AUDIT**

**WHEREAS**, the Village of Magdalena is required by Statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2022; and,

**WHEREAS**, the Board of Trustees has directed the accomplishment of the audit for FY2022 be completed; and,

**WHEREAS**, this audit has been completed and presented to the Village of Magdalena Board of Trustees on April 10, 2023, and letter from the State Auditor authorizing release of the FY2022 audit dated March 16, 2023.

**WHEREAS**, NMAC 2.2.2.10(M)(4) provides in pertinent part that “Once the audit report is officially released to the agency by the State Auditor (by release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;” and,

**NOW THEREFORE, BE IT RESOLVED**, that the **VILLAGE OF MAGDALENA** does hereby accept and approve the completed audit report and findings as indicated within this document.

**ACCEPTED AND APPROVED** this 10<sup>th</sup> day of April, 2023 in regular session by the Board of Trustees, at the Village of Magdalena, Socorro County, New Mexico.

**ROLL CALL VOTE:**

\_\_\_\_\_  
James Nelson, Mayor Pro-Tem

\_\_\_\_\_  
Trustee Harvan Conrad      YES      NO

ATTEST:

\_\_\_\_\_  
Trustee Donna Dawson      YES      NO

\_\_\_\_\_  
Carleen Gomez, Deputy Clerk

\_\_\_\_\_  
Trustee Clark Brown      YES      NO