City of Santa Fe

Agenda

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SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library
145 Washington Avenue
Pick Room

Tuesday, December 8, 2015
5:45 p.m.

I. ROLL CALL

II. APPROVAL OF MINUTES
November 10, 2015
November 16, 2015

III. PRESIDENT'S REPORT

IV. DIRECTOR'S REPORT

V. NEW BUSINESS
1. Outreach to Schools
2. Main Library Rewiring - closure January 1 - 18, 2016

VI. OLD BUSINESS
1. Update on Library Board vacancies
2. Update on Library Needs/Services

VII. DATE OF NEXT BOARD MEETING

VIII. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
December 8, 2015
Santa Fe, New Mexico

PROCEDURES
A regular meeting of the City of Santa Fe Public Library Board was called to order on this date by President David Wagner at approximately 5:45 p.m., in the Pick Room, at the Main Library, 145 Washington Avenue.

Roll Call
Roll call indicated the presence of a quorum as follows:

Members Present	Excused	Guest	Staff Present
David Wagner, President		Wendy Hitt	Pat Hodapp, Library Director
Rebecca Allahyari		Mary Schruben	
Grace Brill			
Latifah Phillips			
Jose Sanchez			

APPROVAL OF MINUTES
Joe stated that he wanted to recognize and congratulate Pat before the meeting began for the New Mexico Book Co-op Literary Award she received. Pat thanked Joe and stated she was very honored to receive the award. Pat provided the Board with some background information regarding the literary award including prior winners, author Don Bullis and John Byram, editor of UNM books.

Grace made a motion to approve the November 10, 2015 minutes, seconded by David, which passed unanimously by voice vote.

Rebecca made a motion to approve the November 16, 2015 special meeting minutes, seconded by Joe, which passed unanimously by voice vote.

PRESIDENT'S REPORT
David brought up the need to create a formal structure for comments made by guests. He asked the Board to make suggestions regarding when they should be allowed to make comments and the length of time. Pat explained the process for comments made by the public at City Council meetings. After discussion was held regarding guest comments, it was agreed by all Board members, that guest comments would be made after approval of the minutes.

In response to Pat's question, Latifah stated the School Board has a three minute time limit. It was agreed, by all Board members, that the Board would explain the format to the guest. They would give the guest five minutes to speak and discuss for an appropriate amount of time, and if needed, give them a contact person to follow up. Latifah suggested having a timer available since there is going to be a set time limit.

David stated that he spoke to Councilor Trujillo regarding the Library Resolution. Councilor Trujillo informed David that he was waiting on the Mayor and was expecting something soon.

DIRECTOR'S REPORT

Pat shared that author Michael McGarrity met with the Mayor to discuss the possibility of having an event to give a literary award. The Mayor shared with Pat he thought it would be a great opportunity for the Friends to be involved. The Mayor will be giving his State of the City address on February 9. Pat would like a report from the library, including the Friends, in mid-January regarding a plan for the event. The idea of having the Arts commission involved was suggested by the Mayor. The idea of writing workshops for students was discussed. In regards to connecting with the schools, Pat suggested this was something that Latifah might explore.

Pat stated that the City is reviewing all funding sources for each department for next fiscal year. Pat shared that different ideas are being discussed, however decisions have not been made regarding what measures will be taken to close the budget gap.

Pat brought up ICIP and shared that the request for the libraries was not on the list to be forwarded to the Legislature. She shared the amounts requested for Main and Southside.

Pat shared that the Brindle Foundation gave the library $20,000 for the Books and Babies program for next year. She stated that Dahlia will start a trial session on Saturdays at Southside after the first of the year.

NEW BUSINESS

Pat informed the Board that the Main Library would be closed from January 1 through January 18 for data rewiring. The data line rewiring will provide improved connectivity for the Main Library to wired and wireless networks. This will also allow the library to increase the number of public workstations in the future. Pat shared the projects staff would be working on while Main was closed. She also discussed the PR plans to inform the public and keep them updated. Rebecca suggested having signs placed in the front and back of Main with an explanation. She also suggested having the address and hours for La Farge and Southside at the doors so the patrons don't have to go online.

School outreach was brought up and Latifah stated that she spoke with two School Board members. Latifah shared that the next step would be to talk to the Board president to be put on the agenda. Latifah shared that the School Board meets twice a month. She would want to work with David's schedule so he could present the information to the School Board. She stated she was pleased to see there are many districts and cities that have a formal relationship between public libraries and schools. Joint publicity goals that the libraries and schools share included encouraging reading and literacy, which help people become lifelong learners and effective/efficient users of information, and building strong communities in addition to strong institutions. Joint activities she saw across the board included public library campaigns, library field trips and visits, battle of the books, promoting reading contests. She stated she was not sure if these were things that are already being done. Suggestions made by Latifah: send an author to a school or invite everyone to the library, promotion of programs and resources like the summer reading program and winter reading program. Grace suggested having a formal way to alert the schools of what the library provides. In response to David's question, Pat explained the process for school kids getting library cards when they visit the library. Pat stated that if there were to be author visits, it would be good to have a contact from the schools to work with. A suggestion to have a liaison to coordinate and work with the schools was brought up. This would help in getting information and creating joint goals. Discussion was held on possible ways to recognize schools that have school kids participate in library programs. The library staff would

need to gather information to show how many kids from each school participated in the programs. In response to David's question regarding a presentation to the School Board, Latifah stated it could be a five minute presentation to propose goals and activities that could be explored. David asked for a list of resources and core programs offered by the library to provide to the School Board. Pat stated she would put that list together. Latifah asked for feedback from the Library Board on goals.

OLD BUSINESS

Pat shared that she met with the Mayor to get his approval on the four names submitted for the two Library Board vacancies. He approved the top two candidates and those names will be sent to City Council for the January meeting for final approval. She shared that she asked if she could keep the other two names for the opening in July. The Mayor agreed and also asked that new vacancies be advertised. Pat stated the non-selected candidates were informed that their name would be kept on file for consideration for any future vacancies.

In response to Grace's question regarding La Farge, Pat shared that the most current information she has is that in February 2016, the City must let the schools know if they are renewing the lease or not; the lease ends in February 2017. In response to Rebecca's questions, Pat stated it could be leased for another 40 years and no other numbers have been discussed. In response to David's question, Pat shared that she gave the Resolution to the Mayor. She stated she explained to the Mayor that the Resolution would be helpful because the Library Board is looking at a plan and would like to move forward to do an assessment of libraries. Pat shared the Mayor would like to meet with some of the Board members to discuss. Pat asked for David's schedule and stated she would send out a time and see who else would be available to meet with the Mayor.

David stated he looked over the information Grace provided regarding planning studies that were done for other library systems. Pat shared that the State is doing an assessment of libraries throughout the state in 2016. This will help show the Legislators what is needed in the State of New Mexico. Discussion was held.

The idea of having a coffee cart or café at Southside was brought up. Rebecca stated she would like to have a Board meeting at Southside at some point and meet with someone regarding this idea. Pat shared that staff have researched and found that there was not much interest from vendors. The vendors have such a cost that they would have to be guaranteed an amount of income so they don't lose money. She brought up the idea of possibly having a cart outside or in the front lobby because the café area is used for programs on a daily basis.

Pat stated that Leslie Simmons has been hired to fill the manager position at Southside. She provided the Board with Leslie's background information. Pat also shared that she is waiting for approval on the hire for the librarian at La Farge.

Pat handed out the budget request which she submitted to the Friends for next year. She stated the request has gone up by $10,000 to be applied to e-resources. The library is trying to provide more e-resources by adding magazines, e-books in Spanish for children and adults, and Hoopla. Hoopla provides digital movies and music. Pat stated that Margret Baca, Director of Technical Services, has offered to give a presentation to the Library Board and Friends volunteer board on the funding for e-resources. In response to Grace's question regarding the Friends budget process, Wendy stated that the Friends budget meeting would be held next week. She shared

that it was such a big increase in that one area that if there was a good explanation, it would be an easier sell. Pat stated she put the information together and has it ready.

Grace asked if the MOU between the Library and the Friends could be put on the agenda for the next Board meeting. Pat stated David was going to bring it up for discussion under his report. The idea to put together a committee to look at the MOU was brought up. Grace and David agreed to be on the committee. In response to Rebecca's question regarding the endowment, Pat stated it would be part of the MOU. She explained that the Ordinance states that the Library Board is responsible for all gifts, endowment gifts and spending. Rebecca stated she appreciates and understands wanting to understand where the money is going and why the request looks so much bigger. She referenced the community meeting that was held with the Friends volunteers. She stated she remembered that the facilitator pointed out there should be a level of trust in staff decisions that should be respected and trusted. She felt it was a very complicated discussion on spending endowment interest. Grace stated she felt that an MOU would be a way of having a discussion to get at the core principles. Grace brought up using the ALA model for the MOU as a good starting point.

COMMENTS FROM GUESTS

Mary Schruben stated she had a list of questions that she wanted to discuss dealing with budget, operating expenses, the supposed three year plan, and her inability to find anything on the City's website that has to do with the Board. In response to Ms. Shruben's question regarding the minutes, Pat stated that the agenda and minutes are posted on the library's website and are also available through the City Clerk's office. Pat gave Ms. Schruben the library website address and stated that the minutes were posted under the Library Administration tab. Pat stated Ms. Schruben could call her should she have any problems locating the information. In response to Ms. Schruben's question about the three year plan, Pat stated that is being worked on. In response to Ms. Shruben's question regarding the Library division, Pat stated that the Santa Fe Public Library is a division under Community Services. Isaac Pino is the Director of Community Services and answers to the City Manager. The library's budget is located on the City's website under the Community Services tab. In response to Ms. Schruben's question regarding the City Councilors, Pat stated they are all supportive of the library. In response to Ms. Schruben's question regarding the make-up of the Board, Pat shared there aren't any City Councilors that sit on the Board. There are a total of seven Board members; five residents from the City and two residents from the County. She shared that there are two representatives from the County; however, the library is a City operation and the library is funded by the City. Pat explained that in the last six years, the County has given the library $25,000 to $30,000 annually. In response to Ms. Schruben's question regarding unionized staff, Pat stated that everyone on staff is a union member, unless they are a temporary employee or a manager. In response to Ms. Schruben's question regarding La Farge, Pat stated it would be brought up and discussed under Library needs and services.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on January 12, 2016 in the Community Room, at the La Farge Branch Library, 1730 Llano Street, Santa Fe, at 5:45 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

ADJOURNMENT

Joe made a motion to adjourn, seconded by Grace, which passed unanimously by voice vote. The meeting adjourned at approximately 7:10 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder

2016 Budget Request to the Friends of the Library
Santa Fe Public Library

Budget Requests

Adult programming
Requested amount - $1,500
Funds used to provide programming for adults such as Chatuaqua programs, music and Spanish programs, calligraphy and book making at all three branches. Programs are assessed for number of attendees as compared to costs for the programs.
On-going

Books and Materials
Requested amount - $27,000
These funds are allocated to all three branches, and budgeted for adults, children, YA, and media. These funds support the development of our collections, and help us provide our patrons with current materials. We purchase a wide variety of materials with these funds, including best sellers, large type books, PBS videos, board books, etc. These purchases enrich our collections and increase our circulation; statistics of usage are kept and reviewed. These funds also allow us to buy from vendors that are not in the City system. Year round expenditure.
On-going

E services
Requested amount - $20,000.00
These funds allow us to add new titles to our ebook and audio book services on a monthly basis. The library is building a dedicated user base for these services, but we need to be able to purchase new titles on a monthly basis to keep patrons interested. Other e service include Freegal, streaming and downloadable music and Hoopla, streaming music and video and ebooks. The addition of ebooks has not resulted in decreased demand for paper titles, so it is crucial that we have additional funds to support these services.
On-going

Computer/Technology
Requested amount -$15,000.00
The library will use these funds to support and enhance the technology needs for the community and staff. The funding needs to be ongoing as technology is changing and the library will need to purchase new software and hardware to improve our services. Examples: new self check-out kiosks, mobile devices for staff such as I-pads and laptops that will enable them to assist patrons and teach classes; support of security gate label needs; a discovery layer for our online catalog-discovery layer is the user interface for searching (almost) all of our library materials: books, articles, (databases) and other resources.
On-going

Education & Training
Requested amount— $ 5,000
Librarians are faced with constant changes in technology. Our staff needs to attend library conferences and take advantage of continuing education opportunities in order to keep up with these

changes. These funds allow us to send librarians to professional conferences for to keep up with trends and developments, networking, exploring vendor options. With the training that has been received library staff are able to implement new technologies and processes at the library. Key to keeping on top of Library technology such as Sierra and Userful. Conferences in Fall and early Summer.
On-going

Funiture/Fixtures/Equipment
Requested amount- $10,000
Replacement of furniture at both Main and La Farge is needed. The needs of older facilities are great. The Main Library hopes to replace worn cloth chairs with easy-to clean vinyl chairs. At Main the moving of the Media Library has resulted in a need for more shelving. Budget expenses in January and July.
On-going

Outreach
Requested amount-$2,000
Purchases of advertising in community newspapers and printed calendars, flyers and related items comprise the Outreach budget line. In addition, materials such as book bags for school fairs, bookmarks and posters are purchased. Year round.
On-going

Discretionary Fund
Requested amount - $1,500
Funding is used for such items as Fed-Ex, food for staff training meetings, cards, batteries, thank yous to volunteers and donors. Used year round.

Youth Programs
Requested amount - $ 29,500 total
On-going

Youth Programs – The Santa Fe Public Library provides a number of ongoing programs that promote literacy and research skills for children and families in our community. In order to reach all youth in the community, the Library offers a variety of programs covering ages from infant through teen. Annual statistics on attendance at these programs demonstrates the importance Youth programs to the Library.

- $17,500 for the Summer Reading Program. The Library to provides programs and incentives to keep children reading over the summer break. Research shows that children who read over the summer maintain their reading levels and start the school year better prepared than children who did not. During the summer there are weekly performances, bi-weekly crafts, and weekly reading incentives as well as books for participants and grand prizes. Expenditures in November, January and June.

- $ 6,000 General Programs. During the school year the Library holds monthly performances and craft programs aimed at providing an educational, creative, and entertaining experience for children and families to help them continue to use the libraries year round. Programs are reviewed and assessed as to attendance/cost. Year round.

- $1,500 Teens. The weekly teen program at the Southside Branch has seen tremendous growth and a new teen program was started this year at La Farge Branch. The Library is a place where teens are welcome and supported. Funds provide snacks, supplies, and books for book clubs among other materials. Expenditures September through May.

- $600 for Preschool story time, which promotes early childhood literacy and is a core program at all 3 libraries. Preschool story time funding provides supplies for crafts that tie into the reading theme each week. This is the next step after the grant funded Books and Babies program (ages 6 months to 2 years)

- $900 for Friday Afternoon Art Main sponsors this creative program for families after school. The program brings in 20-30 people each week; it is held September through May. Additional programs have been added for overflow programs which sometimes includes local elementary school afterschool programs. Much use is made of everyday and recycled items. Held September through May.

- $900 for Science After School is held at all three libraries. Programs and activities introduce children ages 5-12 to everyday science. Programs have included astronomy, use of microscopes, plants and related gardening projects to. Program attendance on average is 15-20 children. Funds are used to purchase supplies for monthly programs which enhance school age children's learning experience. Much use is made of recycled materials. September through May.

- $2100 for the bus program funds school trips to the library. During school trips children receive a tour of the library, get their own library card, and have the opportunity to check out a book. This welcoming experience encourages children to return to the library with their families. Used by teachers September through May.

Total: $111,500

Results measured and reported for all funding
The library provides the Friends with a complete FY statistical report in July/August. The Friends receive the same amount of information that we provide the State Library for the State Annual Report, GO Bond and State Aid funds, statistical reports and copies of all the invoices the funds were used for.

One time request or ongoing:
The Library relies on the Friends for ongoing and continuing support. Without these funds the Library would be less able to meet the needs of our users, and our collections would suffer.