



# Agenda

## **SANTA FE PUBLIC LIBRARY BOARD MEETING**

**La Farge Branch Library  
1730 Llano Street  
Community Room**

**Wednesday, March 13, 2019  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
February 20, 2019
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  - 1. Discussion Item – Friends Board Report
- VIII. OLD BUSINESS
  - 1. Discussion Item – Update on Library Planning Study
- VIII. DATE OF NEXT BOARD MEETING
- X. 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.**

**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE: March 6, 2019**

**TIME: 12:33 PM**

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
March 13, 2019  
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 Community Room, at the La Farge Branch Library, 1730 Llano Street.

**Roll Call**

Roll call indicated the presence of a quorum as follows:

**Members Present**

David Wagner, President  
Carlo Brady  
Rebecca Phillips  
Marie Schow  
Elizabeth Alarid

**Excused**

Rebecca Allahyari, Vice President

**Staff Present**

Jeffrey Donlan, Interim Library Division Director  
Maria Finley, Recorder

**Guest**

Jaap Vermeulen, Friends Representative

**APPROVAL OF AGENDA**

Rebecca Phillips made a motion to approve the March 13, 2019 agenda, seconded by Marie, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Marie made a motion to approve the February 20, 2019 minutes, seconded by Carlo, which passed unanimously by voice vote.

**DIRECTOR'S REPORT**

Jeff reported that Godfrey's submitted their first progress report and shared that the report will be sent to the Library Board for review.

Jeff handed out the library budget report he created and discussed the sections within the library and explained the different budget lines. He shared that Gail and Maria create purchase

orders for the library system and explained that the purchase orders list what is being purchased and includes the budget line to show where the money will be taken from. Jeff said in addition to the City budget, the library receives funding from State-Aid, State GO Bond, and a budget from the Friends.

Jeff went over the quality of life funding and shared that the Courier and Booking Ahead are paid through quality of life. He explained that library materials are delivered between the branches five days a week by courier and Booking Ahead is a service that allows the library to build book orders in advance.

Jeff reported that Elizabeth Alarid was approved to serve on the Library Board and is filling the City seat. He said he has not heard from the County regarding the vacant County seat. The Board welcomed Elizabeth.

Jeff provided an update on advertising for the vacant library positions. He shared that the paperwork has been submitted to advertise for the management positions listed in his report. In regards to the acquisitions librarian, a proposal has been submitted to combine two vacant part-time library technician positions to create the librarian position. He said the library used to have an acquisitions librarian and hopes it will be approved.

Jeff brought up the temporary reference librarian and shared that the request to reclassify it into a permanent position will have to be taken to City Council for approval due to an increase in costs associated with the position.

Jeff reported that he is still working with legal to have a contract approved for the library's software vendor to take over some of Bae Smith's duties.

Jeff reported that he will be meeting with Kyra, Community Services Director, and the other division directors within Community Services, to discuss where they are at in the budget process.

Marie asked if the budget meeting is about spending for this current year. Jeff said the meeting is for the upcoming year. He said in terms of this budget year, they are working to spend out the remaining book budget in addition to the other budget lines. He shared that paperwork to have an employee work out of class to take over ordering books has just been approved. In addition, staff at each location are working on prioritizing their needs and will be submitting requests to spend their budgets based on those needs.

In response to Rebecca Phillips question regarding a timeline for the budget, Jeff said he will find out more at his meeting with Kyra. He explained that this is a sub meeting to discuss the budget being proposed for Community Services. He said that Kyra will meet separately with the City Manager, Mayor, and Finance to present the budget. Jeff shared that the library also had to submit a proposal to reduce the budget by five percent. He shared this was an exercise that had to be done and explained that the proposed plan shows a reduction in library hours. The savings would come from attrition, security, and utilities.

## **PRESIDENT'S REPORT**

No report.

## **NEW BUSINESS**

Jaap shared he doesn't have any new updates to report on. He said he is staying busy with online work. In response to David's question about the Friends selling books online, Jaap replied that the Friends sell a few books on Amazon. He said the books have to be in exceptional condition to sell on Amazon.

## **OLD BUSINESS**

David brought up the planning study and said that the consultants from Godfrey's will be attending the Library Board meeting in April. He encouraged all Board members to attend and said it will be a great time to ask questions.

David shared that the steering committee met with Godfrey's and commented on one of the findings they discussed. He said that this library system spends fifty dollars per capita and Godfrey's had asked why the library is struggling because that should be sufficient. Jeff said there are other library systems where some spend a lot more and some spend less. He said that this library system falls right in the middle.

In response to Marie's question if the amount is based on cardholders or general population, Jeff said it is based on general population, which is roughly eighty thousand people.

David mentioned that Fogelson came up toward the end of their meeting and said that Godfrey's had not visited Fogelson. Jeff said that the steering committee will be meeting to discuss having Godfrey's review Fogelson. He explained that the issue isn't whether or not Fogelson should be considered a library site, but rather looking at the possibility that a midtown library might be recommended and that it could be on City owned land. The other issue is regarding assessing the collection inside Fogelson and Jeff explained that Kyra was given the responsibility of finding out what to do with the collection. Discussion was held.

Jeff shared that Godfrey's has asked for direction on how to proceed with assessing technology needs. He said they are asking if they should focus on technology or just give general advice in that area because the library has so many needs. The steering committee members will be discussing this so that they can come up with clear direction to give to Godfrey's.

Marie brought up the steering committee and said there had been discussion about having an alternate member to serve on the committee and asked if that was resolved. Jaap shared that Zella Cox is the other Friends representative to serve on the committee.

Rebecca Phillips said that it is important for the Library Board to always be represented and suggested having a backup if David is not able to attend a meeting.

In response to Rebecca Phillips question regarding Godfrey's dates of visits, Jeff said that they will be visiting in April and May. The visits will overlap with the Library Board meetings. He said

for the April visit, they will be here from Monday through Thursday and for the May visit, they will be here for two days.

The topic of disposing discarded library books was brought up. The disposal rule was discussed and Jeff shared he will find out more about the rule and also how the library system in Albuquerque disposes of books.

#### **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on April 17, 2019 in the Community Room, Main Library, 145 Washington Avenue, 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**

Rebecca Phillips made a motion to adjourn, seconded by Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:44 p.m.

ACCEPTED BY:

  
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David Wagner, President

  
\_\_\_\_\_  
Maria Finley, Recorder

Sante Fe Public Library budget summary as of 3/6/19

12100 Admin

Cost Type	Account Description	Actual Amount	Total Commitments	BA Budget	Remaining to Spend	% Spent
500003	Personnel Budget Vacancy C			-19,694.00	-19,694.00	
500010	Salaries, Wages & Benefits	143,086.14	143,086.14	206,076.00	62,989.86	0.69
510010	Contractual Svs & Utilitie	71,843.14	205,183.47	207,418.00	2,234.53	0.99
520010	Repairs and Maintenance			1,605.00	1,605.00	
530010	Supplies	202,933.52	251,743.50	384,092.00	132,348.50	0.66
555010	Insurance	63,987.03	63,987.03	85,316.00	21,328.97	0.75
560010	Other Operating Costs	512.71	539.21	2,225.00	1,685.79	0.24
570010	Capital Purchases			1,900.00	1,900.00	
500000	EXPENDITURES	482,362.54	664,539.35	868,938.00	204,398.65	0.76
700000	OTHER FINANCING USES			73,306.00	73,306.00	
	Total:	482,362.54	664,539.35	942,244.00	277,704.65	0.71

12101 Tech Services

Cost Type	Account Description	Actual Amount	Total Commitments	BA Budget	Remaining to Spend	% Spent
500003	Personnel Budget Vacancy C			-46,680.00	-46,680.00	
500010	Salaries, Wages & Benefits	242,821.73	242,821.73	490,241.00	247,419.27	0.5
510010	Contractual Svs & Utilitie	38,251.30	38,251.30	38,251.00	-0.3	1
520010	Repairs and Maintenance					
530010	Supplies	8,864.67	11,221.56	14,000.00	2,778.44	0.8
555010	Insurance					
560010	Other Operating Costs					
571500	Inventory Exempt Purchase					
570010	Capital Purchases					
500000	EXPENDITURES	289,937.70	292,294.59	495,812.00	203,517.41	0.59
700000	OTHER FINANCING USES					
	Total:	289,937.70	292,294.59	495,812.00	203,517.41	0.59

12102 Main	Account Description	Actual Amount	Total Commitments	BA Budget	Remaining to Spend	% Spent
500003	Personnel Budget Vacancy C			-90,550.00	-90,550.00	
500010	Salaries, Wages & Benefits	546,933.73	546,933.73	961,958.00	415,024.27	0.57
510010	Contractual Svs & Utilitie	20,702.00	33,026.97	42,000.00	8,973.03	0.79
520010	Repairs and Maintenance	700.60	1,029.60	6,535.00	5,505.40	0.16
530010	Supplies	587.8	962.74	6,500.00	5,537.26	0.15
555010	Insurance					
560010	Other Operating Costs					
570010	Capital Purchases	91.20	91.20	2,373.00	2,281.80	0.04
500000	EXPENDITURES	569,015.33	582,044.24	928,816.00	346,771.76	0.63
700000	OTHER FINANCING USES					
	Total:	569,015.33	582,044.24	928,816.00	346,771.76	0.63
12103 La Farge	Account Description	Actual Amount	Total Commitments	BA Budget	Remaining to Spend	% Spent
500003	Personnel Budget Vacancy C			-49,024.00	-49,024.00	
500010	Salaries, Wages & Benefits	358,957.24	358,957.24	566,509.00	207,551.76	0.63
510010	Contractual Svs & Utilitie					
520010	Repairs and Maintenance	1,686.60	1,825.00	1,300.00	-525	1.4
530010	Supplies		1,438.20	1,720.00	281.8	0.84
555010	Insurance					
560010	Other Operating Costs			2,000.00	2,000.00	
572800	Data processing			500	500	
500000	EXPENDITURES	360,643.84	362,488.89	523,505.00	161,016.11	0.69
700000	OTHER FINANCING USES					
	Total:	360,643.84	362,488.89	523,505.00	161,016.11	0.69
22774 Southside	Account Description	Actual Amount	Total Commitments	BA Budget	Remaining to Spend	% Spent
500003	Personnel Budget Vacancy C			-33,964.00	-33,964.00	
500010	Salaries, Wages & Benefits	364959.42	364959.42	669819	304859.58	0.54
510010	Contractual Svs & Utilitie	63057.42	106017.08	118668	12650.92	0.89
520010	Repairs and Maintenance	3722.23	3865.82	6800	2934.18	0.57
530010	Supplies	73704.08	100984.23	137200	36215.77	0.74
560010	Other Operating Costs					
570010	Capital Purchases			7000	7000	
500000	EXPENDITURES	505443.15	575826.55	905523	329696.45	0.64
700000	OTHER FINANCING USES					
	Total:	505443.15	575826.55	905523	329696.45	0.64

