CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, May 25, 2023

1. Call to Order – President Maryann Hendrickson called the meeting to order at 3:05 P.M.

Library Advisory Board (LAB) Members Present: President Maryann Hendrickson, Vice-
President Stephen Jones, Secretary Teresa Valenzuela, Members Jennifer Kreie, Erin
Wahl, and Patricia Gallegos. Also, in attendance: Sarah Booth, Library Deputy Director;
Dan Carrillo, Administrative Assistant; and Linda St. Clair, Friends of TBML Vice-
President.

   a. Dan Carrillo, Administrative Assistant, read the Land Acknowledgement
      Statement.

   b. Acceptance of May 25, 2023, Agenda – President Maryann Hendrickson called for
      a motion to approve as presented; Member Jennifer Kreie voiced a motion to
      approve; Member Patricia Gallegos seconded the motion; all voted in favor; motion
      carried. NOTE: Member Erin Wahl was not present to vote, Ms. Wahl arrived later.

2. Review and Approval of April 27, 2023, Minutes – President Maryann Hendrickson called
   for a motion to approve as amended; Secretary Teresa Valenzuela voiced a motion to
   approve; Member Jennifer Kreie seconded the motion; all voted in favor; Motion carried.
   NOTE: Member Erin Wahl was not present to vote, Ms. Wahl arrived later.

3. Diversity, Equity, & Inclusion (DEI) Committee Report – Member Patricia Gallegos
   presented the following:

   a. There is no report this month.

   b. The committee will have a report based on the Strategic Plan from Godfrey’s and
      Associates when it is completed.

4. Library Deputy Directors Report – Sarah Booth, Library Deputy Director, presented the
5. following:
   a. Here are the statistics for April:
      i. Statistics and charts were handed out to the LAB, this is attachment 1.
      ii. We currently have 147,387 physical items in our collection. This includes 30,242 adult nonfiction titles, and 33,868 adult fiction titles. Media has 20,415 items, and children’s has 24,319 items. We have approximately 1.33 items for every resident in Las Cruces. Ideally this number should be three items per resident. There are a couple of reasons for this, one is funds, and two is space is limited due to building size. NOTE: Calculations do not include digital items available.
      iii. The April gate count recorded 20,143 people entered TBML. The gate counter records each time a person enters and exits the library. We then divide by two to get the final number. So far, 70,195 people have visited TBML for FY2023.
      iv. Last month there were 434 new cards created. This is a slight decrease from March. We are still above last year, which was 4,870 for FY2022, to the current number of new library cards, which is over 6,000 for FY2023.
      v. We have 49,345 registered library card users. Not all these users are active, but we are working to change this. We will be purging patrons that have not used their library cards in many years. This will be done at the end of FY2023.
      vi. 28,404 physical items and 7,396 digital items were checked out last month. So far, 365,768 items have been checked out for FY2023. This is 60,000 more items than FY2022, and we still have two months until FY2023 end. Of the 28,404 physical items checked out, 57% of the items were checked out on the self-checkout kiosks.
b. Library personnel/positions/vacancies Updates:
   i. Library Assistant I (Munson Center): We would like to welcome Phoebe Yoder. Ms. Yoder started on May 8th. She will be working primarily at the Munson (Senior) Center library branch.
   ii. Library Assistant II (Circulation & Media): Offer tentatively accepted, pending Human Resources (HR) and City Manager (OCM) approval.
   iii. Library Assistant II (Youth Services): Offer tentatively accepted, pending HR and OCM approval.
   iv. Librarian II (Youth Services): Offer tentatively accepted, pending HR and OCM approval.

c. Budget and Purchasing Updates:
   i. We are nearing the end of FY2023, so library management and other staff have been purchasing materials, supplies, and other needed items to expend each of their section’s budget. This includes grants, and other aid the library has received.
   ii. As of now, our overall budget for FY2024 looks very good. We didn’t have a lot of requests for the upcoming fiscal year.
   iii. The FY2024 budget, which was approved by City Council, does include a van for Quality of Life (QOL). The library will be sharing the van with QOL. This will help with outreach activities Elizabeth Puckett, Librarian II (Outreach) has, as well as other off site library events
   iv. Another request approved by City Council was hiring a full-time security guard for library. Right now, the security guard is only part-time.
   v. We also requested several position upgrades, which were approved.

d. Programming and Outreach Updates:
   i. GED and ESL classes started May 1, 2023. The instructors have been
extremely pleased with the turnout. Several of the classes, both GED and ESL, are at full capacity. The Communications Office will be running radio ads in Spanish to publicize the ESL classes. There were several thousands of dollars from a grant that needed to be spent for this program. We purchased supplies, books, materials, advertising, and other needed items with the grant funds.

ii. Star Wars Week was the first week in May 2023. Staff created and had three programs during the week. The first, a costume contest, had 40 attendees. Another event was the trivia contest, which had 60 people attend. The last event was a special Star Wars movie screening that had 19 attendees. A very big thank you to Trinidad Jasso, Library Assistant I; Denise Geddes, Library Assistant II; Colleen Corgel, Library Supervisor; John Stout, Library Assistant II; Shuly Serrano, Librarian II; Brita Sauer, Library Manager; Deborah Allen, Library Assistant II; Tina Huyge, Library Assistant I; and Jordan Egan, Library Assistant I, for their hard work on this very popular event.

iii. Summer Reading Program (SRP) sign ups began this week. SRP officially starts on Saturday, June 3, 2023, with a kickoff carnival in the Roadrunner Room. SRP an all-ages program, with 70 people signed up so far.

iv. The Friends of the TBML had a very successful book sale during the weekend of May 19-21, 2023. They raised $2200, which is the most raised during a book sale.

e. Facilities Updates:

i. On Friday April 28, 2023, Sonya Delgado, Assistant City Manager, and Vanessa King, Interim Facilities Deputy Director, toured the library.

Although we only had a brief time to walk through the entire building, both
Ms. Delgado and Ms. King were very supportive of maintaining the current building, as well as looking to the future with the Master Plan. Since their visit, we have had several areas around the building that have been addressed, and we are looking at addressing more issues in the near future.

ii. We are amending our Master Plan contract with Godfrey’s & Associates to include a few more projects. We are requesting a Branigan Library Concept Design Charrette, as well as space programming for both the Branigan Library and a future branch library. These three projects will be created in conjunction with the finalization of the Master Plan. The projected timeline is the end of September 2023. They would like to come mid-July, and end of August. They plan to have concept drafts available hanging on the wall for all to review, give feedback, and to make changes on the spot if needed. The final presentation is scheduled for the end of September 2023.

iii. Carol Brey, QOL Director, asked me to attend the Quality of Life Policy Review committee meeting. Ms. Brey presented the Capital Improvement Plan (CIP) for QOL, which included the library. Councilors Corran, Abeyta, and Graham were very supportive of the CIP, so hopefully, we can get things moving forward. This lengthy process will take time to happen but will eventually occur.

f. We are thinking of creating a Library Advocacy Committee. This committee would help advocate for the library in a positive way, go to council meetings, advertise the library, e.g.; wear a button that says “I Love my Library,” during any public meetings, etc. Committee members could include, library staff, LAB members,
members of the public. We are still in the thought process about this, so more will be discussed later for a plan.

g. Questions from LAB:

6. Old Business – Discuss LAB Participation/Attendance at NMLA Conference
   a. Member Jennifer Kreie created a draft proposal on presentation topics the LAB could present at the NMLA Conference. This is attachment 2.
   b. Member Patricia Gallegos knows of a non-profit organization that may be able to help pay for registration fees or hotel costs.
   c. President Maryann Hendrickson called for a motion to approve the LAB’s participation at the NMLA Conference in October 2023; Secretary Teresa Valenzuela voiced a motion to approve; Member Patricia Gallegos seconded the motion; all voted in favor; motion carried. NOTE: Member Erin Wahl, abstained from voting since she is on the NMLA Committee.
   d. The LAB will invite the Friends of TBML and ask if any members would like to attend the conference.

   a. Policy changes were reviewed and discussed. This is attachment 3.
   b. LAB voting and approval will be at a future LAB meeting once the Quality of Life and Legal Departments review and approve the final draft.

8. Announcements – None noted.

9. Public Participation – Lynda St. Clair, Vice-President, Friends of TBML, was in attendance. Ms. St. Clair thought that the LAB had a Friends of TBML member as a liaison for the Friends. The response was yes; previously, the LAB did have one of the Friends as a member, but her term expired a few years ago.

10. Adjournment – President Maryann Hendrickson made a motion to adjourn meeting; meeting adjourned at approximately 4:11 P.M. The next meeting is scheduled for
Thursday, June 22, 2023, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

PRESIDENT or VICE-PRESIDENT
Thomas Branigan Memorial Library
Gate Count By Month FY 23

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage Café</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>90</td>
<td>128</td>
<td>191</td>
</tr>
<tr>
<td>Munson</td>
<td>303</td>
<td>300</td>
<td>356</td>
<td>359</td>
<td>255</td>
<td>281</td>
<td>252</td>
<td>293</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>6,488</td>
<td>5,590</td>
<td>6,524</td>
<td>6,524</td>
<td>5,665</td>
<td>7,746</td>
<td>6,404</td>
<td>5,909</td>
</tr>
<tr>
<td>Main</td>
<td>15,805</td>
<td>12,526</td>
<td>14,452</td>
<td>14,427</td>
<td>13,343</td>
<td>12,270</td>
<td>14,234</td>
<td>15,811</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>15,805</td>
<td>12,526</td>
<td>14,452</td>
<td>14,427</td>
<td>13,343</td>
<td>12,270</td>
<td>14,234</td>
<td>15,811</td>
<td>14,098</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Lab</td>
<td>6,488</td>
<td>5,590</td>
<td>6,524</td>
<td>6,524</td>
<td>5,665</td>
<td>7,746</td>
<td>6,404</td>
<td>5,909</td>
<td>5,592</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Munson</td>
<td>303</td>
<td>300</td>
<td>356</td>
<td>359</td>
<td>255</td>
<td>281</td>
<td>252</td>
<td>293</td>
<td>290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sage Café</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>90</td>
<td>128</td>
<td>191</td>
<td>163</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>22,596</td>
<td>18,416</td>
<td>21,332</td>
<td>21,310</td>
<td>19,292</td>
<td>20,387</td>
<td>21,018</td>
<td>22,204</td>
<td>20,143</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Comparison between overall circulation and self check

Number of items checked out

Month

1-Jan 1-Feb 1-Mar 1-Apr 1-May 1-Jun 1-Jul 1-Aug 1-Sep 1-Oct 1-Nov 1-Dec

Number of items checked out

12960 12214 14175 13012 14173 11607 12577 12970 11706 10026 24363 25393
Library Advisory Board
City of Las Cruces

Board composition

- Each City Councillor can nominate one Board member (6 councillors). The Board member serves for the length of the city councillor's term.
  - Positions: President, secretary, member
  - Each Board member is given a binder with information about each City Councillor, the Mayor, the bylaws and regulations of the Board and the Open Meetings Act.
- One Board member is appointed by the Mayor.
- Library Administrator
- Administrative Assistant
- Las Cruces Quality of Life Director & Deputy Director
Meetings

- The Board meets once a month except July and November.
  - The Board didn’t meet for about a year during the COVID pandemic.
  - When meetings restarted, everyone was masked for several months.

- The Board is advisory. It does not have a budget or make actionable decisions. It makes recommendations to the City Council.

Over the past two years

- The Board formed a committee called Diversity, Equity and Inclusion. This committee drafted a resolution to encourage more diversity in hiring to help the library serve all of the city’s citizens. The Board passed this resolution.

- Many Board members have communicated with their City Council with questions and input about diversity issues.

- Many Board members have attended City Council meetings:
  - To speak in favor of funding a library branch. The Board members did this along side the very active “Friends of the Library” organization.
  - To recognize National Library Week

- The Board has participated in interviews with an organization that is conducting a review of library activities and challenges in serving the community. This organization will present a plan for the Library’s future structure and services.
Issues and recommendations

- Below are comments from Board members about issues ....
- Recommendations to other Boards would be ...
PURPOSE

The mission of Thomas Branigan Memorial Library (TBML) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Collection Development Policy is designed to guide Library staff in selecting materials and maintaining the collection. It also fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

About the Library
TBML is southern New Mexico's largest public library. Its service area is Las Cruces and the rest of Dona Ana County, minus the village of Hatch, the City of Sunland Park, and the town of Anthony, NM. In addition to the main library, there are small reading rooms located at the Robert Munson Senior Center and Sage Café.

It is the Library’s purpose to provide a wide variety of views and expressions to support the community’s research and recreational needs. The collection varies in size and scope depending on changing interests, budget and space limitations. Popular titles in print and electronic formats are collected for people of all ages. Also included in the collection: historical information about the southern region of the state, nonfiction books, large print books, audiobooks, Playaways, Music CD’s/DVD’s, microfilm, newspapers, periodicals, art, and music.

The Library receives its funding from the City of Las Cruces, State-aid grants, State General Obligation Bond funding, miscellaneous income from public donations and from the Branigan Estate.

POLICY

A. SELECTION AND EVALUATION CRITERIA

1. Selection is deciding what materials to purchase for the collection. It is based upon:
   a. Library staff knowledge of the community and its needs/interests
   b. Staff knowledge of the collection
   c. Budget constraints
   d. Space limitations
   e. Accessibility of the same information elsewhere

2. Evaluation Sources:
   Library staff uses a number of reliable sources in deciding what materials to purchase. These include: professional library journals, subject bibliographies, award lists, library blogs, publishers’ catalogs, book reviews (from professional review services in addition to well-known magazines and newspapers, and online).
Per the American Library Association Library Bill of Rights, "Materials should not be excluded because of origin, background, or views of those contributing to their creation". Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials. Parents or legal guardians are responsible for monitoring materials used by their children. Selection decisions for the collection are not influenced by the possibility that the materials may be accessible to minors.

B. PHILOSOPHY AND SCOPE

Staff strive to provide and maintain a basic, balanced general knowledge collection, not an academic or specialized collection. Local educational institutions have their own specialized libraries. The Library does not collect duplicate materials. Inclusion of items does not express or imply endorsement by the City of Las Cruces of their content.

The Library collects books, magazines, newspapers, maps, audio and video recordings in various formats, computer files and microforms. It will also collect materials in other formats as staff deem necessary. The Library also especially emphasizes collecting material about New Mexico and the Southwest.

C. The Thomas Branigan Memorial Library Advisory Board has adopted and declared that it shall adhere and support the Library Advisory Board Resolution to Address Diversity, Equity and Inclusion. Please see Appendix A.

D. No single measurement exists for all cases, and different materials may be selected for different reasons. A list of the main criteria the Library uses to select materials includes:

1. Contemporary significance
2. Permanent value
3. Artistic merit
4. Human/popular interest
5. Relevance to community needs
6. Accuracy/reliability
7. Public/critical recognition of the creator/source (author, editor, filmmaker, etc.)
8. Relation to existing collection (is it a subject we collect?)
9. Price/availability
10. Durability for library use
11. Age/reading level suitability
12. Diversity of opinions/viewpoints
13. Local authorship, setting, or historical interest
14. Amount of information on a subject in the collection
15. Professional opinion of staff
16. Other criteria that may become relevant in the future
E. DONATIONS:
The Library accepts donations of materials if they meet the same criteria as purchased items. In all cases, the Library retains sole and exclusive right to accept or reject donations and to make any and all decisions regarding their use, housing and final disposition. Library staff do not appraise donations for tax purposes.

The Library does not accept certain items as donations. They include, but are not necessarily limited to:
1. Encyclopedias, magazines, and flyers.
2. Items containing outdated, potentially harmful (medical or legal, etc.) information.
3. Items that are dirty, moldy, or in otherwise poor physical condition.
4. Textbooks (Elementary School through University).
5. Books printed on poor quality paper, or with pages that fall out when the book is opened, items in spiral binders, loose leaf ring binders, etc.
6. Material about a subject we do not collect (highly academic and/or technical topics, local histories from outside southern New Mexico, etc.).

F. GIFTS AND MEMORIALS:
The Library accepts monetary gifts. These may be in memory of a family member or friend, to honor an individual, or make a personal contribution to the Library. Gifts and/or memorials may be so designated by a special Thomas Branigan Memorial Library bookplate.

Gifts of real property and/or stock will be accepted pending approval by the City of Las Cruces and the Library Administrator.

The Library retains sole and exclusive right to make any and all decisions it deems fit as to the housing, use, and final disposition of gifts/memorials. Specifically, gifts/memorials are not exempt from, but rather subject to the same criteria as all other library materials for “weeding.” (See Withdrawals)

G. AUTHOR DONATIONS:
The Library reserves sole and exclusive right to accept or reject books offered as donations by the author(s) or their designee(s). It also retains sole and exclusive right to make any and all decisions it deems necessary regarding the housing, use and final disposition of these items. Specifically, they are not exempt from, but rather subject to the same criteria as all other library materials for “weeding.”

H. READINGS/BOOK SIGNINGS
The Library reserves the right to hold or refuse to hold a reading and/or book signing for any and all authors or their heirs, executors, designees, etc. The Friends of Thomas Branigan Memorial Library are allowed to sponsor/host events as part of their membership drive and/or fundraising efforts.
I. **SUGGESTED PURCHASE REQUESTS:**
Requests from the public to purchase materials are encouraged and welcomed. They can be made at the Reference Desk or through the Library’s computer system. Purchase requests are subject to the same selection criteria as materials that staff select. Every title suggested is not necessarily ordered.

J. **WITHDRAWALS (Also referred to as “Weeding”)**
“Weeding” is the systematic withdrawal of lost, damaged, obsolete, and/or otherwise no longer useful material for a library. If necessary to the collection’s integrity, such items are replaced, rebound, updated, or otherwise rehabilitated. Items are not weeded merely because they may be controversial. Some of the reasons for removing an item may be:
1. Poor physical condition
2. Multiple copies of the same material
3. The demand for it no longer exists
4. Obsolete or inaccurate information (such as atlases [unless of historical interest])
5. Outdated, potentially harmful information
6. Superseded editions

Weeded items in good condition will be transferred to the Friends of Thomas Branigan Memorial Library. Others will be recycled.

K. **REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL**
As a basis for this policy, Thomas Branigan Memorial Library follows The American Library Association (ALA) Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. They may be found at http://www.ala.org/advocacy/intfreedom under Core Intellectual Freedom Documents of ALA. Items will not be removed simply because an individual or group is of the opinion that the material is offensive.

The reading/viewing activity of children is ultimately the responsibility of parents/guardians who guide and oversee their own child’s development. The Library does not intrude upon that relationship. The Thomas Branigan Memorial Library Staff does not stand *in loco parentis*. Parents and/or legal guardians are responsible for monitoring their children’s use of reading, viewing and listening material.

Requests to reconsider materials may only be made by individuals or groups within the Library’s service area. The Thomas Branigan Memorial Library REQUEST FOR RECONSIDERATION OF MATERIALS FORM must be completed and given to the Library Administrator or their designee within a two-week calendar period from the date of receiving
the form. If the form is not returned within two calendar weeks, the matter will be considered to be resolved.

Upon receipt of a completed reconsideration request form, the Administrator will notify the Director of Quality of Life and Library Advisory Board. The Materials Review Committee will review the items. This Committee, comprised of 3 Library staff members, is a standing committee. The Committee will consist of the Technical Services Manager, the Senior Librarian for either Adult Services or Youth Services (depending on the title) and the Librarian that received the original request. Within thirty business days, the committee will make a written recommendation to the Library Deputy Director. Then, the Library Deputy Director will make a written report of their decision to the Director of Quality of Life the Library Advisory Board, and the requestor. Appeals must be made in writing to the Director of Quality of Life and the Library Advisory Board. The final decision on whether or not to retain or remove the material will rest upon a majority vote by the Library Advisory Board.

PROCEDURE

1. Request for Reconsideration Forms will be available at all service points in the Library
2. Staff will give a Request for Reconsideration form and a copy of the Collection Development Policy to the requestor
3. Staff will record the requestor’s Name/Address/Phone and the Author/Title of material
4. Staff will Immediately notify the Library Deputy Director that a Request for Reconsideration Form has been given to a requestor.

INFORMATION
This document will be reviewed and revised as needed every five years to stay current with the community’s needs and demands.
REQUEST FOR RECONSIDERATION OF MATERIAL FORM
If you are requesting to have material removed from Thomas Branigan Memorial Library's collection, please completely fill out and return this form to:

Library Deputy Director, Thomas Branigan Memorial Library
200 East Picacho Avenue
Las Cruces NM 88001

Please print legibly. Illegible or incomplete forms will be returned and will delay processing the request.

NAME: _________________________________________________

DATE: _________________________________________________

ADDRESS: _____________________________________________

CITY: _______________ STATE: ___________ ZIP: ___________

PHONE: _______________ EMAIL: ___________________________

Are you making this request on behalf of:
_ Yourself 
_ Organization __________________________________________

(Name/Address of Organization)

AUTHOR: ___________________ TITLE _______________________

FORMAT: ________________ PUBLICATION DATE: _____________

PUBLISHER: ____________________________________________

1. Have you read the Library’s Collection Development Policy?
2. What do you object to in this material?

3. Have you read/viewed/listened to it in its entirety?

4. Please be specific about what you object to in this item, citing pages, phrases, subjects, etc. If necessary, please use another page.

5. Please provide documentation/support for your viewpoint. If necessary, please use another page.

6. Please give examples of what you find positive about this item.

7. What do you want the Library to do about this material?

Signature of requestor: __________________________ date: ________

Received by: __________________________ date: ________
### UPDATES

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>PAGE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Entire document</td>
<td>2009 Policy Revision</td>
</tr>
</tbody>
</table>

### PEER REVIEW

| Title: Library Administrator       | Title: Library Manager   |
|                                   | Catherine Christmann     |
| Renee Payne Frankel               |                           |
| Title: Library Manager            | Title: Library Supervisor |
| Bonnie Hobbs                       | Elise Vidal              |
| Title: Librarian                   | Title: Librarian Senior  |
| Stephanie Midwood                  | Mark Pendleton           |
| Title: Librarian                   | Title: Library Advisory Board, President |
| Ken Partin                         | Ellen Young              |
| Title: Library Advisory Board, Secretary |                     |
| Susan Pinkerton                    | Title: Library Advisory Board, Friends Liaison |
|                                    | Susan Fletcher           |
| Title: Library Advisory Board, Member | Title: Library Advisory Board, Vice-President |
| Sharon Shoemaker                   | Jose Aranda              |
| Title: Library Advisory Board, Member |                     |
| Sue Patterson                      |                           |