CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, June 22, 2023

1. Call to Order – President Maryann Hendrickson called the meeting to order at 3:04 P.M. Library Advisory Board (LAB) Members Present: President Maryann Hendrickson, Vice-President Stephen Jones, Secretary Teresa Valenzuela, Members Jennifer Kreie, and Erin Wahl. Members absent: Member Patricia Gallegos. Also, in attendance: Sarah Booth, Library Deputy Director; and Dan Carrillo, Administrative Assistant.

   a. Secretary Teresa Valenzuela read the Land Acknowledgement Statement.

   b. Acceptance of June 22, 2023, Agenda – President Maryann Hendrickson called for a motion to approve as amended, remove: 6. New Business a. Amend/Review/Approval of LAB ByLaws and Regulations, from agenda; Secretary Teresa Valenzuela voiced a motion to approve; Member Erin Wahl seconded the motion; all voted in favor; motion carried.

2. Review and Approval of May 25, 2023, Minutes – President Maryann Hendrickson called for a motion to approve as amended; Vice-President Stephen Jones voiced a motion to approve; Member Jennifer Kreie seconded the motion; all voted in favor; Motion carried.

3. Diversity, Equity, & Inclusion (DEI) Committee Report – Vice-President Stephen Jones presented the following:

   a. There is no report this month.

4. Library Deputy Directors Report – Sarah Booth, Library Deputy Director, presented the following:
a. Here are the statistics for May:

   i. Statistics and charts were handed out to the LAB, this is attachment 1.

   ii. 20,415 people visited our libraries in May. We have had a total of 227,368 visitors to the library. There is one month left in the fiscal year.

   iii. Last month there were 436 new cards created. This includes 31 cards created and given to new patrons during Outreach events. This fiscal year we have created/given out 6,534 new library cards.

   iv. 27,998 physical items and 7,830 digital items were checked out. A combined total of 401,907 items have been checked out this fiscal year. Last fiscal year our total check out was 300,280 items, so we have surpassed this total. Numbers are significantly higher due to Elizabeth Puckett, Librarian II (Outreach), participating in Outreach events.

   v. Tentatively, for the August meeting, Ms. Booth will provide the LAB with the complete State Annual Report.

b. Library Personnel/Positions/Vacancies Updates:

   i. I have finally finished my one-on-one meetings with every staff member at the library. There was a slight delay in scheduling for the last few people, but this has been an important part of creating a library team and getting to know everyone.

   ii. Library Assistant II (Youth Services): Brenda Cummings has started orientation and will be with us this week after completion.

   iii. Library Assistant II (Circulation): Jenny Chatwin has started orientation and will be with us this week after completion.

   iv. Librarian I: Tentative offer has been made to chosen candidate. If accepted, the start date is around mid-July.

   v. For the summer, seven teen volunteers, and six Dona Ana Community
College interns are helping with the inventorying of items. This is a very big project and helps us out tremendously since our non-fiction and fiction collection has a large inventory.

c. Programming & Outreach Updates:

i. Our Summer Reading Kick-Off on Saturday, June 3rd was a huge success. We had 303 adults and children attend the event. We’ve had 1031 people sign up for the Summer Reading program so far. Last year, our total number of registrations was 659 participants, so this is a huge increase. Registration numbers between adults and children are about even.

ii. The Friends of TBML donated tablets as grand prizes for the end of the program. They also donated gift certificates for their book sales as other prizes throughout the duration of the program.

iii. The Friends of TBML generously donated extra books for our Outreach program. Elizabeth Puckett, Librarian II (Outreach), gave out twelve books two weeks ago at the Community of Hope.

d. Policies Update:

i. The Policy Committee has met several times. We are working on three different policies right now. One is the Library Card policy, which is being reviewed by the managers. Another one is the Collection Development policy, which is being reviewed by the Legal Department. We hope to have a few more policies finished for the LAB’s review and approval for the August meeting.

e. Master Plan Updates:

i. The Master Plan contract with Godfrey’s & Associates expired on May 24, 2023. This was a minor mistake between both us and Godfrey’s. Memo has been written and is being reviewed by the Purchasing Department. The
City Manager’s office has already signed off on it, so this should be an easy task to pick up where we left off. Once we renew the contract, the plan is to extend it. Godfrey’s is tentatively scheduled to come in July, but it must be approved before they come, so there could be a slight delay.

ii. As you may already know, the City has a new logo. Each department is working with the Communications Department to develop a unique color and aspect to correspond with the City logo. The library’s logo is purple in color with an open book shadowing inside the City crest. This is attachment 2.

iii. We are moving forward with rebranding the library to Las Cruces Public Libraries (LCPL). Thomas Branigan Memorial Library will be the main branch of LCPL, along with the smaller branches of Munson Library and Sage Café Library, and others we may open in the future. This is part of the Master Plan and will be an ongoing process to change the logo on signage, name on social media, correspondence, etc. We hope to have this completed by Fall 2023.

f. Questions by the LAB:

i. Q: When I go into Libby to check out a book, it says I must validate my card. That never happened before the upgrade, why is this happening? A: Ms. Booth responded that she is not sure why but will check into this. Another LAB member responded that this has never happened to her when using Libby. Ms. Booth also mentioned that Hoopla and Kanopy are very popular, but very expensive. We’ve had to limit checkout to six per user per month, it was ten checkouts previously for Libby and Hoopla. Kanopy is ten checkouts per month.
ii. Q: What is the music platform that the library offers now? It used to be Freegal. A: Freegal is no longer available. Hoopla offers audiobooks and music.

iii. Q: Can funds be added in the future to offer more electronic material to patrons? A: We are working on the fiscal year 2025 budget. We are hoping to increase that line item for electronic materials.

5. Old Business – The following was presented:
   a. The LAB’s abstract was submitted to the 2023 New Mexico Library Association conference.

6. New Business – None noted.


8. Public Participation – None.

9. Adjournment – President Maryann Hendrickson made a motion to adjourn meeting; meeting adjourned at approximately 3:43 P.M. The next meeting is scheduled for Thursday, August 24, 2023, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

PRESIDENT or VICE-PRESIDENT
Thomas Branigan Memorial Library
New Library Card Registration

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<th>FY 20</th>
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NEW CARD REGISTRATION
### Thomas Branigan Memorial Library

#### Gate Count By Month FY 23

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<td>21,332</td>
<td>21,310</td>
<td>19,292</td>
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<td>29</td>
<td>90</td>
<td>128</td>
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<td>359</td>
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<td>6,524</td>
<td>5,665</td>
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<td>14,452</td>
<td>14,427</td>
<td>13,343</td>
<td>12,270</td>
<td>14,234</td>
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### Door Count Visits

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Gate Count Year To Date

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