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MINUTES

LIBRARY ADVISORY BOARD MEETING

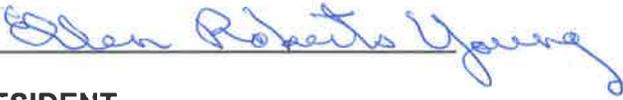
Thursday, March 24, 2016

1. Call to Order – President Ellen Young called the meeting to order at 3:00 P.M. Library Advisory Board (LAB) Members Present: President Ellen Young, Vice-President Debora Rindge, Secretary Susan Pinkerton, Members Susan Fletcher, Jose Aranda, Sue Patterson, and Paula Sharon. LAB Members Absent: None. Also in attendance were Renee Frankel, Library Administrator; and Dan Carrillo, Administrative Assistant.
2. Review of February 25, 2016, minutes. Corrections were made as to form and content. Motion was made and seconded to approve minutes as corrected; motion passed.
3. Friends of the Library – Susan Fletcher, Liaison to the Friends of Thomas Branigan Memorial Library (TBML), presented the following:
 - a. The Friends approved the budget for the year. They called it a ‘Living Budget,’ so that as they acquire funds during the year, they can allocate them as needed to the library.
 - b. Karyn Meyers has been elected to fill the vacant at-large member position of the board. She is also the webmaster for the Friends.
 - c. To avoid duplication of postings and confusion on the website, the board will send information to be posted to Dennis Cherry, Friends President, and he will forward that information to the webmaster to keep the website up to date.
 - d. Close to seventy boxes of books have been sent to Better World Books in the last couple of weeks. The Friends have not heard back from them yet, but are anxiously waiting to see if they have made any money.

- 1 e. The 40th anniversary celebration of the Friends is Saturday, October 22, 2016, and will be
2 held in the Roadrunner Room at the Library. Louise Forshaw has contacted former
3 Friends officers and several volunteers outside of the current board members to become
4 involved in the planning for this event. They will ask the City of Las Cruces to make a
5 proclamation for the Friends forty years of service to the community.
- 6 f. The Friends approved \$7,100 worth of items on the Library's wish-list. Some items
7 included are \$1,500 for a magnifier reader, \$2,000 for media shelving, and \$260 for
8 Rhythm Roundup. Board games will also be donated by the Friends for the Young Adult
9 Program, and the LAB is encouraged to donate board games as well.
- 10 g. The Friends gave an honorary lifetime membership to Maggie Dohr, who has been
11 involved with the Friends for many years and done many things for them. She is moving
12 back to Chicago.
- 13 4. Library Administrator's Report – Renee Payne Frankel, Library Administrator, presented the
14 following:
- 15 a. Sonya Delgado, new Community & Cultural Services Director, was not able to make the
16 meeting today. She has been invited to the April meeting so she can meet the new LAB
17 members.
- 18 b. The February stat report was handed out to the LAB. This is attachment 1.
- 19 c. The fiscal year 2017 (FY17) budget meeting was changed to April 1, 2016, so no
20 information will be presented about the status of approval until next LAB meeting.
- 21 d. The LAB reappointments of Susan Fletcher and Susan Pinkerton, were approved by City
22 Council at their last meeting. The new LAB appointees for District 1 and District 4 are
23 Sharon Shoemaker and Timothy McKimmie. Mr. McKimmie is a retired New Mexico State
24 University Librarian.
- 25 e. National Library Week is April 10-16, 2016. An event flyer was handed out to the LAB;
26 this is attachment 2.

- 1 f. Draft policies to be reviewed at the April LAB meeting will be the Reference and Patron
2 Behavior policies.
- 3 g. The 2012 General Obligation (G.O.) Bond from the State of New Mexico has been closed
4 out. Funds spent were over \$277,000, in a span of 3 plus years. All paperwork
5 documenting the purchases has to be turned in to the State by April 1, 2016.
- 6 h. The 2014 G.O. Bond funds of \$258,000 plus is currently being spent. Spending started in
7 2014, and all funds must be expended by April 1, 2018. There is currently around
8 \$157,000 left out of the original amount.
- 9 i. Branigan Library was one of only a few libraries in New Mexico to be accepted to host the
10 Pulitzer Prize Discussion Groups. A flyer was handed out to the LAB; this is attachment
11 3. Note: Time was not shown on the flyer but these events are believed to be held at 2
12 P.M. The time will be included on the flyers to be posted.
- 13 j. There is no new information on the patron complaint about the Manga (Japanese Anime)
14 materials that are in the Young Adult Department.
- 15 5. Old Business – Review/Approval of Meeting Room Draft Policy:
- 16 a. A motion was made and seconded for the approval (with amended changes discussed) of
17 the Meeting Room Policy. All voted in favor. Motion carried. This is attachment 4.
- 18 6. New Business – Presentation of Years of Service Plaques:
- 19 a. Ellen Young presented plaques to Debora Rindge and Paula Sharon. She expressed the
20 boards gratitude for their years of service and dedication to the LAB.
- 21 7. Announcements – Ellen Young mentioned she had attended one of the introductory meetings last
22 fall on Building Healthy Neighborhoods the City of Las Cruces held. Now the larger meetings on
23 these Neighborhood Workshops (attachment 5) will be taking place in each Councilor's district.
24 She encouraged the LAB as members of the community to attend one of these meetings, with
25 attendance not needing to be in the district that is lived in.
- 26 8. Public Participation – None present.

1 9. Adjournment – The meeting was adjourned at 3:28 P.M. The next meeting is scheduled for
2 Thursday, April 28, 2016, at 3:00 P.M. in the Board Room.

3
4 A handwritten signature in blue ink that reads "Alan Roberts Young". The signature is written in a cursive style and is positioned above a horizontal line.

5 **PRESIDENT**

FEBRUARY & JANUARY 2016 LIBRARY USAGE REPORT
Library Advisory Board Meeting – March 24, 2016

CIRCULATION	FEBRUARY 2016	JANUARY 2016	FY 16	FY 15 (July 1, 2014 thru June 30, 2015)
Adults, Juv. YA,	22,102	23,578	168,992	306,034
Books by Mail – City	61	96	1,531	6,892
Books by Mail – County	46	96	770	2,742
Homebound	220	480	3,785	5,451
Munson	162	192	1,555	2,328
Sage Café	153	218	830	930
Media (all formats)	11,038	11,710	88,245	138,277
In house Use	929	1,206	8,106	7,931
ATTENDANCE				
Main	21,858	21,351	127,956	289,592
Munson	1,268	1,311	7,609	11,322
Sage Café	88	110	515	895
Computer Lab	6,289	8,026	64,736	102,712
# of Computer Sessions	5,201	4,950	29,590	77,733
# of Reference Questions	4,857	5,620	25,865	76,251
# of Children’s Programs	25	24	114	313
# of Children’s Program Attendance	906	903	4,368	
# of Adult Programs	18	17	48	12,010
# of Adult Program Attendance	182	208	518	211
Donations	--	\$108.38	\$543.58	\$2,861.65
# of Repairs	167	93	661	672



NATIONAL LIBRARY WEEK
APRIL 10-16, 2016

Libraries Transform



NATIONAL LIBRARY WEEK @ Thomas Branigan Memorial Library April 10—16

Sunday, April 10

Scrabble for Literacy @ 1:30 pm \$3.00 to play. Donations go to Literacy Volunteers of Doña Ana County to buy classroom materials for their students.

Medieval & Traditional Ballads @ 3:00pm. Enjoy medieval and traditional ballads from Scandinavia, Europe, India and the US in modern arrangements— together with the stories, background & history of these songs.

Monday, April 11

Reading and Book Signing @ 1:00pm. Meet Author Shelley Armitage, "Walking the Llano"

Tuesday, April 12

Read to Me @ 10:30am Thematic storytime for ages 3 and up. Includes stories, songs, fingerplays & puppets.

FastPencil Workshop @ 11:00am A hands-on seminar to introduce a self-publishing platform for new or established authors to develop and edit works, along with the tools needed to publish the final result.

Intro to Computers: File Management @ 2:00pm A basic computer class to learn how to manage files by saving, attaching and storing information.

Reading and Book Signing @ 2:00pm. Meet Author Terry Alvarez, "Down Riverside Road"

FastPencil Workshop @ 4:00pm. A repeat of the morning workshop (see above).

Teen Game Night @ 4:00—6:00pm Teens get together to play PS3, Wii, chess, checkers, and more games.

Wednesday, April 13

Toddler Time @ 10:00am Storytime for ages 1-3. Includes stories, songs and fingerplays.

Mother Goose Time @ 11:00am Lapsit program for babies, birth-13 months and their caregivers. Includes nursery rhymes, songs and free play time.

Sage Café & Community Center Reading Club @ 11am

Dona Ana County Genealogical Society @ 2:00pm

Altered Book Workshop @ 2:00pm Transform old books into new works of art!

Thursday, April 14

Toddler Time @ 10:00am Storytime for ages 1-3. Includes stories, songs and fingerplays.

Pulitzer Book Discussion @ 2:00pm Read Pulitzer books and join in on a discussion.

Teen Game Night @ 4:00—6:00pm Teens play PS3 and Wii games as well as chess, checkers, and other board games.

Friday, April 15

Rhythm Roundup @ 10:30am. Music and movement program for ages 2-5

Library Lab @ 3:00pm. Explore Art, Science, Engineering, or Games through stories and activities for ages 6-10

Saturday, April 16

Team Anime @ 1:00pm for Ages 12-18. Watch anime and do a Japanese related activity

Family Game Day @ 1:00—5 pm. All ages are invited to play games provided by the library or bring your own.

Calligraphy Guild @ 10 am to 1 pm. Custom book-marks made for library patrons.

For more information or to register for any of the programs, please contact the Reference Desk at 575-528-4005 or email library.reference@las-cruces.org



Library hours:

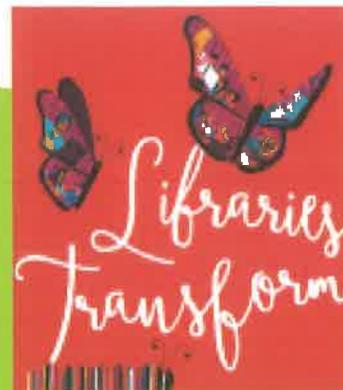
Monday thru Thursday 9 a.m. – 8 p.m.

Friday and Saturday 10 a.m. – 6 p.m.

Sunday 1 – 5 p.m.

Library Location:

200 E. Picacho Avenue
Las Cruces, NM 88001





Celebrate the 100th Anniversary of the Pulitzer Prizes!

Branigan is one of several libraries across the state and many around the country hosting special programs to commemorate the event.

We invite you to join in and be part of the celebration!

We'll read and discuss one Pulitzer (either a finalist or prize-winner) novel each month. These novels represent different historical periods, regions and cultures, but all of them reveal meaningful perspectives on ourselves, our own culture and the world we live in.

April 14 - "Beloved"- Toni Morrison

May 12 - "The Stories of John Cheever" - John Cheever

June 9 - "The Plague of Doves" - Louise Erdrich

July 14 - "Lovely, Dark, Deep" - Joyce Carol Oates

August 18 - "The Brief Wondrous Life of Oscar Wao" - Junot Diaz

Reserve your place in the discussions by contacting the Reference Department @ 575/528-4005 or email library.reference@las-cruces.org



This program is made possible by the New Mexico Humanities Council...and is part of the Pulitzer Prizes Centennial Campfires Initiative, a joint venture of the Pulitzer Prizes Board and the Federation of State Humanities Council in celebration of the 2016 centennial of the Prizes. The initiative seeks to illuminate the impact of journalism and the humanities on American life today, to imagine their future and to inspire new generations to consider the values represented by the body of Pulitzer Prize-winning work.



Thomas Branigan Memorial Library Hours:

Monday thru Thursday 9 a.m. – 8 p.m.

Friday and Saturday 10 a.m. – 6 p.m.

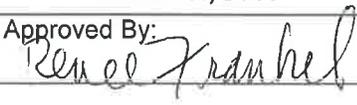
Sundays 1:00 pm to 5:00 pm

(Closed Sundays from Memorial Day Weekend through Labor Day)

Library Location:

200 E. Picacho Avenue
Las Cruces, NM 88001

ATTACHMENT 4

POL-LIB-2016-09	Issue No: 1.0	March 24, 2016
Prepared By: Catherine Christmann	Page 1 of 3	Approved By: 
Meeting Room Policy		

PURPOSE:

The mission of the Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy. Depending on availability, non-profit community groups may reserve a meeting room at no charge for any event that is free and open to the public.

POLICY:

Meeting room reservations are prioritized for library events first, then City of Las Cruces and other government agencies second, and then all other groups. Meeting rooms may be reserved for use by educational, civic and cultural groups. The rooms may not be used by commercial groups for sales purposes. The library does not advocate for or approve viewpoints expressed in meetings or by meeting room users that are not sponsored by the library or the City of Las Cruces.

The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services.

Criteria for use of library rooms:

1. All meetings and programs must be free and open to the public, and therefore are not designed to accommodate educational training sessions for a group's staff or membership. Items may not be sold at meetings. **For Friends of the Library exception see Programming Policy.** Library staff are permitted to monitor meetings at any time.
2. Users of library meeting rooms will ensure that all programs, services and activities are accessible to, and useable by, persons with disabilities in accordance with the Americans with Disabilities Act, including, but not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating and the provision of reasonable modifications and/or accommodations and shall adhere to the City Manager's Policy 4.3 – ADA Public Communications Policy.
3. Groups are advised to provide at least 48 hour notice to reserve a room. In the event of a meeting cancellation, the group organizer must notify the library as soon as possible but not later than 24 hours in advance of the scheduled meeting. This will allow other groups the opportunity to use the space.
4. The maximum capacity for all rooms is due to City Fire Code and must be strictly enforced.
5. Food and open containers of beverages are not allowed in the meeting rooms. Bottled drinks and cups with lids are allowed. **Only Library/Friends of the Library programs are exempt from this rule.** No alcoholic beverages are allowed on City property.
6. Due to limited space, groups can reserve a room no more than twice a month and no more than three months in advance.
7. Groups must request additional equipment (projector, screen, podium, etc.) when making the reservation. Items not requested during the reservation process may not be available at the scheduled meeting time.
8. Room set up is not provided by library staff.

POL-LIB-2016-09	Issue No: 1.0	March 24, 2016
Prepared By: Catherine Christmann	Page 2 of 3	Approved By:
Meeting Room Policy		

9. Only library staff has permission to change the settings of projectors or the sound system.
10. The library does not provide office supplies, telephone service, copier services, or computers to groups using the meeting rooms. There are coin-operated copy machines, a pay phone, and free wireless internet access located in the library.
11. The library cannot provide personnel or resources to advertise, greet, and direct meeting attendees, or assist in handling exhibits and other materials needed by groups using the meeting rooms.
12. No smoking is allowed in the library and no candles or open flames are permitted in the meeting rooms.
13. Talking on cell phones is not allowed under the library's Cell Phone Policy. All conversations must be conducted outside the building.
14. The library shall not be responsible for articles lost, stolen or damaged; nor for personal injuries sustained on the premises.
15. Groups must clean up after their meeting and restore any furniture to its original location. Future usage will not be granted if a meeting room is damaged or otherwise left dirty or in disarray.
16. Rooms can be used only during library operating hours. Meeting room use cannot begin before the library opens, except Library and City programs. All meetings must end 30 minutes before the library closes. Library staff is required to have the building vacated and secured at the published closing time.
17. A group's reservation may be canceled if the room is needed for a library event.

Privilege of reserving library rooms will be revoked for failure to comply with the above. The person who signs the Meeting Room Agreement application is responsible for ensuring that all regulations are followed by all who attend the meeting.

PROCEDURE:

To use a library meeting room, a Meeting Room Agreement application must be completed. The applicant must acknowledge that they understand and will ensure compliance with the Meeting Room Policy. This is a requirement for all reservations.

ATTACHMENT 4 CONT.

POL-LIB-2016-09	Issue No: 1.0	March 24, 2016
Prepared By: Catherine Christmann	Page 3 of 3	Approved By:
Meeting Room Policy		

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda
Title: Library Administrative Assistant Dan Carrillo	Title: Library Advisory Board, Member Sue Patterson
Title: Librarian Senior Victoria Minnick	Title: Library Assistant Senior Tracee Waters

BUILDING HEALTHY NEIGHBORHOODS



Plan4LasCruces!

Neighborhood Workshops March 29 - April 2, 2016

Come and plan for Las Cruces at any Neighborhood Workshop!

At each workshop, Dan Burden, nationally recognized expert on the built environment, will lead a conversation on building healthy communities as we walk and talk together.

Play a role in making your neighborhood more livable for all users, ages, and abilities. All residents are encouraged to attend the **FREE** workshops.

Refreshments will be provided. Kids welcome!
Spanish Interpreter provided (¡Hablamos español!)



Community Visioning Fiesta!

Saturday, April 2, 10:00 AM - 1:00 PM

Downtown Farmers Market, Corner of Main St. & E Griggs Ave.

Find Your Neighborhood Workshop!

Tuesday, March 29
6:00 PM - 8:30 PM
Cesar Chavez Elementary
5250 Holman Rd.

Wednesday, March 30
1:00 PM - 3:30 PM
Las Cruces Convention Ctr.
680 E University Ave.

Wednesday, March 30
5:30 PM - 8:00 PM
Branigan Library
200 E Picacho Ave.

Thursday, March 31
2:00 PM - 4:30 PM
Las Cruces Railroad Museum
351 N Mesilla St.

Thursday, March 31
6:00 PM - 8:30 PM
Hermosa Heights Elementary
1655 E Amador Ave.

Friday, April 1
3:00 PM - 5:30 PM
Desert Hills Elementary
280 N Roadrunner Pkwy.



City of Las Cruces

If you require an accommodation for a disability to participate in this event, call the Community Development Department at 575-528-3043 (voice) or 575-528-3157 (TTY) at least 48 hours in advance.