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**MINUTES**

**LIBRARY ADVISORY BOARD MEETING**

**Thursday, April 28, 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, Secretary Susan Pinkerton, Members Susan Fletcher, Sue Patterson, and Sharon Shoemaker. LAB Members Absent: Jose Aranda. Also in attendance were Renee Frankel, Library Administrator; and Dan Carrillo, Administrative Assistant.

a. Introduction of New LAB Member – President Ellen Young introduced and welcomed new LAB member Sharon Shoemaker. Ms. Shoemaker mentioned her love of books and libraries. She was raised in a town of around 1000 people and would frequently visit the Bookmobile when it came to her town. Ms. Shoemaker moved to Las Cruces, NM in October of 2013. She was previously a management consultant, then shortly thereafter, obtained her realtors license. She was on the committee to help Kasandra Gandara get elected to City Council, District 1. When she saw there was an opening in District 1 (in which she lives in) for an LAB member, she volunteered. Each person at the meeting introduced themselves and let Ms. Shoemaker know what their role was on the board or in the library.

b. Acceptance of Agenda – No one had any changes or additions to the agenda.

2. Review of March 24, 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. Ms. Fletcher did not attend the last Friends meeting but was updated by Jo Banks, Membership Chairman, on what was discussed at the meeting.
  - b. Karyn Meyers has been busy updating the website for the Friends. She has set up a meeting on May 11, 2016, to discuss ways to improve the website and make it more useful. The web address is libraryfriendslc.org
  - c. The Friends newsletter went out by mail on Sunday, April 24, 2016, and was dropped off at several locations around town.
  - d. The Medieval Program sponsored by the Friends and the Library was on April 10, 2016. The program was very interesting and was well attended. This was part of National Library Week.
  - e. There has not been a response from Better World Books on the sale of any books that the Friends have sent them.
  - f. The Friends are discussing sponsorship ideas for the 40<sup>th</sup> anniversary that is coming up in October 2016.
  - g. Renee Frankel added that she is working with Dennis Cherry, Friends President, to set up a meeting with the City Attorney to discuss the operating agreement that expires in the next couple of weeks.
4. Library Administrator's Report – Renee Payne Frankel, Library Administrator, presented the following:
- a. The March 2016 stat report was handed out to the LAB. This is attachment 1.
  - b. The City Clerk will send out a reminder to Jack Eakman, City Councillor District 4, about the LAB vacancy in District 4. The person that had initially accepted this position, has had to decline.
  - c. Effective May 15, 2016, Phil San Filippo, Visit Las Cruces Executive Director, will be the Acting Community & Cultural Services (C&CS) Director. There is no date as to when they will announce a permanent C&CS Director. Sonya Delgado, C&CS Director, will take over

1 the Parks & Recreation Director position on May 15, 2016. The City of Las Cruces is not  
2 sure if C&CS (Senior Programs, Library, Visit Las Cruces, and Museums) will stay  
3 together, or break up into other departments within the City.

4 d. Update on the patron that complained about their 14-year-old child viewing the Manga  
5 material that is in the Young Adult section of the library:

6 i. Ms. Frankel received a packet from the patron's attorney on April 15, 2016. The  
7 patron wants this material removed from the Young Adult section. Ms. Frankel  
8 wrote a letter to them on April 20, 2016, that she received their packet, explained  
9 what the library will do next, and that a written decision will be made by May 31,  
10 2016.

11 ii. According to library policy, a committee will be made up of three professional staff  
12 to review the material in question. Each person will have to write their individual  
13 opinion about the material, and whether the material will stay or be removed from  
14 the Young Adult area. They have until May 16, 2016, to complete this. Ms. Frankel  
15 will then make a final written decision on this and send to Catherine Christmann,  
16 Public Services & Programming; Phil San Filippo, Acting C&CS Director; and the  
17 attorney of the patron that made the complaint. The LAB will be kept informed  
18 about the whole process.

19 e. The Library Resources Inventory sheet was handed out to the LAB. This is attachment 2.  
20 This shows everything the library offers to the public, which includes programming,  
21 services, etc.

22 f. Update on Capital Outlay Library Improvements:

23 i. The parking lot has not been resurfaced in fifteen years and it will cost \$75,000 to  
24 do this. There is no money at this time to get it repaired. The C&CS Director is  
25 trying to find the funds for this, but there is no timeline as to when it will be done.

1           ii. Painting of the interior of the building has not been done in ten years. Facilities is  
2           getting a quote as to how much this will cost but no timeline is set as to when it will  
3           be done. Exterior painting has not been done in fifteen years but nothing is in the  
4           works at this time to have the exterior repainted.

5           g. The recently vacated Library Assistant P/T position has been filled. It was only posted for  
6           internal candidates of the library. Four people applied and interviewed. Denise Geddes  
7           was the candidate selected. Paperwork was turned in April 27, 2016, and Ms. Geddes  
8           will start as soon Human Resources Department approves it.

9           h. Ms. Frankel encouraged the LAB to attend a community forum hosted by the New Mexico  
10          Library Foundation. This forum will be held on Monday, May 9, 2016, from 6-7:30 P.M. in  
11          the Roadrunner Room at the library. This is attachment 3. There will be a statewide  
12          conference in October 2016, in Albuquerque, NM, that will discuss these topics.

13          i. The upcoming policy for review/approval at the next LAB meeting will be Books to You,  
14          formally known as Books by Mail.

15          j. Ms. Frankel and several library staff will attend a mini-conference hosted by the New  
16          Mexico Library Association on Friday, April 29, 2016. This conference will be held at Hotel  
17          Encanto in Las Cruces, NM.

18          5. Old Business – None noted.

19          6. New Business – The following items were presented:

20               a. Election of Officers of the LAB.

21                       i. Ms. Young mentioned that the LAB By-Laws state that there are three officers  
22                       (President, Vice-President, & Secretary), but there is no mention of a Liaison of  
23                       the Friends. There will be no formal appointment of a Liaison, but Ms. Fletcher will  
24                       continue as Friends Liaison.

- 1           ii. An LAB member nominated Ellen Young for President – Ms. Young accepted. No  
2           other nominations were brought forth. A motion was made and seconded for Ms.  
3           Young as President. All voted in favor. Motion carried.
- 4           iii. An LAB member nominated Ellen Young for President – Ms. Young accepted. No  
5           other nominations were brought forth. A motion was made and seconded for Ms.  
6           Young as President. All voted in favor. Motion carried.
- 7           iv. An LAB member nominated Jose Aranda for Vice-President – Mr. Aranda was  
8           absent, but had previously expressed interest. No other nominations were brought  
9           forth. A motion was made and seconded for Mr. Aranda as Vice-President. All  
10          voted in favor. Motion carried.
- 11          v. An LAB member nominated Susan Pinkerton for Secretary – Ms. Pinkerton  
12          accepted. No other nominations were brought forth. A motion was made and  
13          seconded for Ms. Pinkerton as Secretary. All voted in favor. Motion carried.

14          b. Review/ Approval of Draft Policies: Posting and Distribution of Non-Library Materials and  
15          Patron Behavior.

- 16            i. Posting and Distribution of Non-Library Materials – A motion was made and  
17            seconded for the approval (with amended changes discussed) of the Posting and  
18            Distribution of Non-Library Materials Policy. All voted in favor. Motion carried.  
19            This is Attachment 4.
- 20            ii. Patron Behavior – A motion was made and seconded for the approval (with  
21            amended changes discussed) of the Patron Behavior Policy. All voted in favor.  
22            Motion carried. This is Attachment 5.

23          7. Announcements – None Noted.

24          8. Public Participation – None present.

25          9. Adjournment – The meeting was adjourned at 4:01 P.M. The next meeting is scheduled for  
26          Thursday, May 26, 2016, at 3:00 P.M. in the Roadrunner Room.

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Eileen Roberts Young

**PRESIDENT**

**MARCH 2016 LIBRARY USAGE REPORT**  
**Library Advisory Board Meeting – April 28, 2016**

<b>CIRCULATION</b>	<b>MARCH 2016</b>	<b>FEBRUARY 2016</b>	<b>FY 16</b>	<b>FY 15 (July 1, 2014 thru June 30, 2015)</b>
Adults, Juv. YA,	23,196	22,102	192,188	306,034
Books by Mail – City	43	61	1,574	6,892
Books by Mail – County	16	46	786	2,742
Homebound	300	220	4,085	5,451
Munson	182	162	1,737	2,328
Sage Café	203	153	1,033	930
Media (all formats)	11,513	11,038	99,758	138,277
In house Use	1,071	929	9,177	7,931
<b>ATTENDANCE</b>				
Main	22,262	21,858	150,218	289,592
Munson	1,474	1,268	9,083	11,322
Sage Café	158	88	673	895
Computer Lab	6,058	6,289	70,794	102,712
<b># of Computer Sessions</b>	5,161	5,201	34,661	77,733
<b># of Reference Questions</b>	5,521	4,857	31,386	76,251
<b># of Children's Programs</b>	29	25	143	313
<b># of Children's Program Attendance</b>	866	906	5,234	
				12,010
<b># of Adult Programs</b>	6	18	54	
<b># of Adult Program Attendance</b>	113	182	631	211
<b>Donations</b>	\$228.76	--	\$772.34	\$2,861.65
<b># of Repairs</b>	8	167	669	672

LIBRARY RESOURCES INVENTORY  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
1. Public Computer Lab	26 computers and Internet access per 1 hour session. 5 free print copies. (1) computer for visually impaired. No charge for computer/Internet use.	Tech Services/Library IT Staff	Tables, chairs, copy paper	Computers, Printers, Useful public computer & print management software
2. Adult Books	197,430 titles covering fiction, non-fiction, large print and Spanish	Reference/Tech Services	Print books, labels, RFID (security) tags. Baker & Taylor	Metal shelving
3. Children's Books	53,943 titles covering fiction, non-fiction, Spanish	Children's Librarians, Tech Services	Print books, labels, RFID (security) tags	Metal shelving
4. Young Adult (YA) Books	24,600 titles covering fiction, non-fiction	YA Librarians, Tech Services	Print books, labels, RFID (security) tags	Metal shelving
5. eBooks	51,500 titles. Patrons use their own device to access.	Media Services, Acquisitions	Site license required in addition to e-book purchases.	3M Kiosk
6. Movies on DVDs & Music CDs	18,500 physical titles in the collection	Media Services, Acquisitions, Tech Services	Cases for DVDs & CDs, labels, security tags	Metal shelving; Music dispensing machine
7. Audiobooks	10,768 physical audio materials	Media Services, Acquisitions, Tech Services	Cases for audio materials, labels, security tags	Metal shelving
8. Downloadable video units	15,000 titles. Patrons use their own device to access	Media Services, Acquisitions, Tech Services	Site license required.	Library Management System for Online Public Access Catalog and physical library catalog

**LIBRARY RESOURCES INVENTORY**  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
9. Technical Services	Staff receives and processes every library item (books and media) before being put on shelf for customers.	Tech Services Dept.	labels, boxes, security tags, book carts, specialized processing supplies, office supplies	Office desks, chairs, computers, shelving, label makers, security pads, scanners, library software
10. Downloadable music and audiobooks	80,630 titles. Patrons use their own device to access.	Media Services, Acquisitions, Tech Services		Library Management System for Online Public Access Catalog and physical library catalog
11. Magazine/Newspaper Reading Room	18 newspapers; approx. 100 magazines	Tech Services, Acquisitions, Circulation	Local and regional newspapers; 100 popular magazines	Metal shelving, book cases, reading tables, desk, chairs, lamps
12. Children's Craft Room	Multiple programs held weekly for ages 3 to 18. Every child who participates leaves with an item they created. Teens play games or watch Anime. Supplies are provided.	Youth Services Staff	Toys, construction paper, glue, scissors, beading supplies, beakers, poster board, card stock, stickers, paper bags & plates, paint, colored pencils, markers, crayons, cotton swabs and balls, staples, tape	Television, folding tables & chairs, storage shelves, projector & screen, Playstation, sound system, cushions, backpack cushions, whiteboard, (2) flannel boards
13. Children's Theater (Kiva Room)	Story time activities, puppet shows conducted for kids 1 year to 8 years old with caregiver. 50 person capacity.	Youth Services Staff	Flannel boards, puppets	Puppet Theater
14. Young Adult (YA/Teen) Area/Dept.	Multi-purpose area used for reading, selecting books, and creative activities	YA Librarians	Books, craft supplies	(5) computers, book trailer computer, reading tables & chairs, staff desk & chair, telephone

**LIBRARY RESOURCES INVENTORY**  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
15. Children's Area/Dept.	Multi-purpose area used for reading, computer use, selecting books, and play	Youth Services Staff	Books, toys, reading kits, doll house	(3) Literacy computers, self-check out station, tables, chairs, toys, displays, staff desk, chair & telephone, water fountain, 2 restrooms, bear sculpture,
16. Media Dept.	Offer patrons assistance in finding DVDs, audiobooks, music for educational and recreational enjoyment	Media, Acquisitions, Tech Services	Subject labels, brochures, suggestion box, pencils, note paper, tissue for the public, shelf signage	Metal shelving, staff desk & chair, computer, catalog computer, book carts, security tag remover, eBook kiosk, label maker
17. Tech Tent	To give one-on-one assistance to customers on their personal e-devices (See equipment)	Media Staff	Portable shade tent, desk & chair, informational and how-to brochures	Nook, KindleFire, iPad mini, Google Nexus, Windows Surface, a wi-fi hotspot, laptop
18. Public Meeting Rooms	Meetings rooms consist of the Roadrunner Room (100 person capacity); the Board Room (25 person capacity); and adjoining computer instruction room (25 person capacity); and the Staff Conference Room (12 person capacity).	Media, Admin, Tech Services	Tables, chairs	(4) Digital projectors; (2) overhead projectors; (1) slide projector; (1) portable screen; (3) built-in screens; audio sound system; microphones; (2) portable microphone systems; (1) flat screen television w/DVD & VHS player; Blue-Ray Player; easels & whiteboards; Wi-fi; SVG & HDMI cables
19. Books by Mail Program	Program requires USPS postage costs for sending/returning materials.	Circulation Staff	Books, mailing bags & mailer cards, receipt paper, Staff desk & chair, telephone, storage shelving and containers, office supplies	Computer, book carts

**LIBRARY RESOURCES INVENTORY**  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
20. Books To You (formerly known as Homebound Delivery Program)	Staff processes requests; City Network Volunteers use POV to deliver/pickup library materials to customers' homes.	Circulation Staff and Volunteers	Books, mailing bags & mailer cards, receipt paper, Staff desk & chair, telephone, storage shelving and containers, office supplies	Computer, book carts
21. Book "Holds" Customer Requests	Staff processes holds by pulling, tagging, checking items out, and removing "expired" hold items from shelf. Places completed orders on shelf for customer pick-up.	Circulation	Books, receipt paper, office supplies, notice paper, office desk, chair, phone	Shelving, computer (for email correspondence and to search/find items)
22. Customer Service/Circulation Services	First service point in the building. Staff process requests for library cards, collect fines/fees, checks in and out library materials, answers phone inquiries, answers informational/reference questions, solves customer issues, shelves all returned library materials, retrieves materials for customers, deals with difficult customers, troubleshoots material and system problem for patrons.	Circulation Staff, Tech Services	Office supplies, receipt paper, notice paper, signage, library card applications, library cards, informational brochures	Computers, book carts, cash register, credit card machine, sign holders, self-check out machines, automated sorter check in machine, calculators, copy machine, cleaning supplies, telephones, folding machine, security gates, printers,
23. Interlibrary Loan	Staff person processes requests from our customers who want to borrow from other libraries. Staff person also fulfills requests from other libraries wanting to borrow from our collection. Requests are received in person, via email, or phone.	Tech Services	Mailing envelopes, request forms, office supplies	Computer, telephone
24. Notary Services	Free service provided Monday - Friday by credentialed library staff during regular business hours.	Reference Staff	Log book, pens, stamp and stamp pad, office supplies	Office desk, chair
25. Study Rooms	(3) Rooms are available on a first-come, first-served reservation basis	Reference Staff	Reservation book	Tables, Chairs
26. Proctoring Service	Based on availability, Reference staff serve as proctors.	Reference Staff	Reservation book	Tables, Chairs
27. Computer Classes	Classes offered: Intro to Computers (Basic); Intro to File Management; Internet for Beginners; iPad Basics. Classes are 2 hours long. Classes are usually held quarterly.	Tech Services-Technology Librarian	Informational flyers, sign up sheets	Laptops, tables, chairs, wi-fi, projector, screen

LIBRARY RESOURCES INVENTORY  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
28. Children's Programs for infants and school-aged children	Weekly programs: Read to Me (ages 3+ books; songs, rhymes, fingerplays, puppet shows); Toddler Time (ages 1-3 stories; songs and fingerplays); Mother Goose (infants to 13 months Lapsit program with songs, nurse rhymes, play); Rhythm Roundup (ages 2-5; singing, dancing, movement); Library Lab (ages 6-10 explores Art, Science, Engineering or Games through stories and activities).	Youth Services Staff	Books, puppets, stories, music, craft supplies	Laptop for Rhythm Roundup; Puppet Theater
29. Movie Programs for Children, Teens, Adults	Each target audience can watch popular movies at no charge in the library's Roadrunner Room. Schedules vary: 4th Sunday movies for adults; summer movies for Teens in June & July; children's movies also shown in June & July.	Media Staff	chairs, posters, flyers, selected DVDs	Projector & screen, sound system. (2) Umbrella licenses required and subscription service to receive one movie a month with a PPR.
30. Young Adult (YA) Teen Programs	Teen Game Night twice weekly. Teen Anime where kids watch anime and do a Japanese-related activity. Special workshops and contests scheduled throughout the year. Young Adult (YA) computers for grades 6-12 located in YA area/dept. Staff also publishes a teen blog.	YA Staff	Tables, chairs, board games, chess, checkers	Computers, Playstation and Wii games, sound system
31. Summer Reading Programs (SRPs) for Children, Teens and Adults	This annual program is held in June and July. The purpose for elementary and high school students is to help develop a habit of reading through fun library programs. SRPs also help decrease the slide of reading skills during the summer months when school is out. Every year a new theme is announced. This Library receives professional tools to create meaningful programs developed by the nationwide Collaborative Summer Library Program. At the end of the program, participants are typically awarded prizes funded by the Friends of the Library.	Youth and Reference Services Staff	Promotional flyers, reading logs, prizes	Computer, printer
32. Databases/Electronic Research Tools	Our electronic research tools are comprised of a digitized collection of articles, newspapers, magazines, journals, working papers, research on various subjects, primary sources, etc. We have more than 75 databases that can be used for homework, to do research on genealogy, job/career, business & small business, or to download legal forms or learn a foreign language. Customers need to use their library cards to access from computers at the library or from home using their own computer. No charge to the customers but not all databases are remotely available.	Tech Services, Reference Staff	Promotional handouts, flyers	Computers; Paid subscription for online services

ATTACHMENT 2 CONT.

**LIBRARY RESOURCES INVENTORY**  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
33. Adult Informational & Craft Programs	The purpose of adult programming is to promote the highest quality library services, access to information, and the vastness of our library's and community's resources. We make every effort to advance reading and learning in all forms: information literacy, diversity, education and continuous learning, bridging the digital divide, and intellectual freedom.	Reference Staff	Promotional flyers, handouts, craft supplies	Computer, printer
34. Website	The Library makes every effort to keep our website refreshed with current information, including the monthly calendar of events.	Webpage Editors		Computer, printer
35. General Seating Areas	Seating provided for customers who want to read, study, work, or relax. Seating areas can be found in: the main floor lobby, Children's area, YA (Teen Dept), Genealogy Section, Magazines Reading Room, Fiction area, Terrace Gallery	Administration	Furniture cleaning supplies Includes commercial cleaning solutions and disposable rags	Lounge chairs, occasional tables, work tables
36. Grants for Non-Profits Program (aka Foundation Center)	This is a Funding Information Network that consists of workshops, special non-circulating book collection (approx 25 books), and dedicated computer with database. Staff gives a 5-core course workshop annually. Database is provided for online research; library pays for database subscription; free to public.	Reference Staff	Flyers, handouts, worksheets. Annual subscription for database.	Computer, printer
37. Art Collection (Circulating and Non-Circulating)	Paintings have been donated directly to the Library or through the Progress Club. Patrons check out the circulating collection like books. The Library's non-circulating collection was professionally appraised in 2011-12. Some objects have been transferred to the Museum System.	Tech Services, Circulation	Art railing installed. Catalog of appraised artwork (non-circulating). Original and reproduction paintings and other art objects	Computer used for check-out of circulating items.
38. Microfilm Reader & Magnifier for Visually Impaired	Library maintains microfilm collection of local & regional newspapers from the 1870s to the present, genealogical information, etc. Customers can scan and print copies at no charge. The magnifier reader is primarily used by people who are visually impaired.	Tech Services, Reference	Copy paper	Digital Microfilm reader/scanner/printer, Magnifier reader for visually impaired.
39. Word Processors	Customers who only need to create documents may use the word processors. A printer is available. No time limit.	Library IT, Reference	Copy paper	(2) computers for word processing only - no internet access.
40. Social Media	Library maintains a Facebook page, Twitter account, and publishes blogs for teens and adults.	Webpage Editors, Reference Staff		Computers

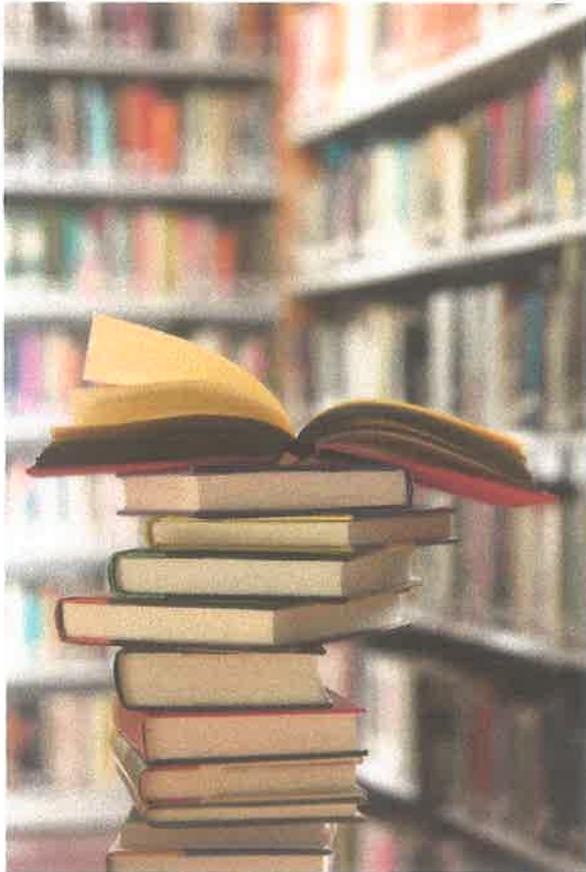
LIBRARY RESOURCES INVENTORY  
2/23/16

Program/Activity	Activity Summary	Section Responsible	Materials/Supplies	Equipment
41. 24-hour book drop	Walk-up book drop available for books and media materials. Staff routinely empty bins and check-in materials about 6x a day. Also emptied on holidays.	Circulation Staff	Foam padding	Large Book Bins
42. Automated Book Sorter for Check-in	3M product. Customers can self-check in books and get a printed receipt for materials returned. Annual maintenance agreement required.	Circulation, Tech Services	Thermal receipt paper	3-bin automated book sorter
43. Self-check out stations	3M product. Customers can self-check out books and get a printed receipt for materials. (4) machines require an annual maintenance agreement.	Circulation, Tech Services	Receipt Paper	Stand alone self-check out machines
44. Security Gates	3M product. Library security gates used to reduce theft/loss. Requires materials to have RFID security tags/labels applied to every item.	Circulation, Tech Services		Library Security Gates
45. Electronic Display Monitor	Located in the main lobby and continuously loops information about daily events.	Outreach and Reference Staff	Thumb drive	32-inch Monitor
46. Music Box	Patrons use their library card to check out music CDs. Annual maintenance agreement.	Media Dept.	Music CDs	Metal music dispenser
47. Reference Dept.	Provides information to the community. Staff also plans and implements adult programs and are book selectors for the fiction, non-fiction, large print, Spanish books.	Reference Staff	Office desk, chair, phone, office supplies, reference books, handouts, flyers, brochures, sign holders	Computer, printer
48. Copy Machines	(2) copy machines available to the public. Cost per copy is 10 cents. Staff reconciles money on a monthly basis.	Tech Services, Administration	Copy paper, toner, ink	Copy machines and coin boxes
49. Cash Handling	Staff performs daily reconciliation of fines & fees collected; deposits money with City on a daily basis.	Tech Services	Money bags, forms, worksheets	Computer, calculator, coin and bill counters
50. Outdoor Reading Garden	For use by the public. Facilities does custodial maintenance.	Facilities	Trash containers, plants, rocks, benches	
51. Outdoor Bicycle Rack	For use by the public. Facilities does custodial maintenance.	Facilities		Metal bicycle rack
52. Display Stands & Cabinets	All displays are created by staff (original or purchased/donated items). Most have "themes" that are library-related or of general interest to the public. Displays are located throughout the library's first and second floors.	Reference, Childrens, and Circulation Staff	Craft supplies, books and media, art work, personal collections	13 display stands and cabinets

ATTACHMENT 2 CONT.

# Join us for a community conversation about New Mexico libraries!

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## **LAS CRUCES**

**Monday, May 9 6 - 7:30 pm**  
Thomas Branigan Memorial Library  
200 E. Picacho

## **ALBUQUERQUE**

**Wednesday, May 11 6 - 7:30 pm**  
Erna Fergusson Library  
3700 San Mateo Blvd NE

## **FARMINGTON**

**Thursday, May 12: 6:30 - 8 pm**  
Farmington Public Library  
2101 Farmington Avenue

**ALL ARE WELCOME**

The New Mexico Library Foundation is conducting an assessment of New Mexico's school, public, tribal, academic and special libraries, and one aspect of the research process is gathering community input.

Come share your thoughts about New Mexico libraries: what's working, what's not, what improvements you'd like to see!



**ATTACHMENT 3 CONT.**[What's New](#)[About Us](#)[Calendar of Events](#)[Contact Us](#)[Grant Information](#)[Brooke E Sheldon  
Grant](#)[Development  
\(Original\) Grants](#)[STEM Innovation  
Grant](#)[Grants Awarded](#)[Join Our Mailing List](#)[Make a Donation](#)[NMLF Publicity](#)

## What's New

### NEWS OF THE 2016 NEW MEXICO LIBRARIES ASSESSMENT

After soliciting proposals through a competitive RFP process earlier this year, the New Mexico Library Foundation (NMLF) hired [Penny Hummel Consulting](#) of Portland, Oregon to conduct our planned ***New Mexico Libraries Assessment***.

The goal of the project is to identify the current state of the New Mexico school, public, tribal, academic and special library sectors. This assessment offers an extraordinary opportunity for New Mexico's libraries to provide comprehensive input about their current and future needs. The assessment will also include a review and analysis of existing literature and data about all types of New Mexico libraries. A report documenting the outcomes of the assessment will be completed this summer and subsequently shared with the public.

Data from the assessment will be used to inform a statewide conference, ***Libraries Transform New Mexico***, which will gather 100 New Mexico stakeholders including legislators, policy-makers, community leaders, librarians, library supporters/patrons and members of the general public to share in a day-long conference.

Scheduled for November, 1, 2016, the statewide conference will be an exciting and critical opportunity to showcase the accomplishments of New Mexico libraries and, more importantly, to identify ways libraries can further expand as collaborative partners with educational institutions, cultural organizations, government services and private enterprise.

We are pleased to announce that three key aspects of the NM libraries assessment process will be unfolding in early May and invite New Mexico library directors and community members to participate:

**1. COMMUNITY CONVERSATIONS: MAY 9 - 12.**

Open to the public, these three forums are open to everyone ([flyer for sharing](#)):

Monday, May 9: LAS

CRUCES: Thomas Branigan Memorial Library (200 E. Picacho), 6 – 7:30 pm

Wednesday, May 11:

ALBUQUERQUE: Erna Fergusson Library (3700 San Mateo Blvd NE), 6 – 7:30 pm

Thursday, May 12: FARMINGTON:

Farmington Public Library (2101 Farmington Avenue), 6:30 – 8 pm

**2. FOCUS GROUPS FOR LIBRARY DIRECTORS** and others who fill a management role in their library (including solo librarians in a school setting): **MAY 9 – 12**

Monday, May 9: LAS

CRUCES: Thomas Branigan Memorial Library (200 E. Picacho), 2:30 – 4 pm

Wednesday, May 11: ALBUQUERQUE:

Albuquerque High School Library (800

## ATTACHMENT 4

<b>POL-LIB-2016-10</b>	<b>Issue No: 1.0</b>	<b>Date: April 28, 2016</b>
Prepared By: <b>Catherine Christmann</b>	Page 1 of 2	Approved By: <b>Renee Franke</b> <i>Renee Franke</i>
<b>Posting and Distribution of Non-Library Materials Policy</b>		

### PURPOSE

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library provides access to community information by providing spaces for the free distribution of handouts and the public posting of flyers, notices and posters not prohibited by law.

### POLICY

A limited number of bulletin boards and distribution areas are available within the library for the posting and passive distribution of materials from other organizations. A manager or librarian must authorize all posting and distribution before it occurs. Authorization will be based on the provisions of this policy and will not be based upon the viewpoint, or beliefs expressed in the materials. Posting or distribution of any materials in the library does not indicate library endorsement of the ideas, issues, or events promoted by those materials.

### PROCEDURE

The following items may **not** be posted on bulletin boards or left in material distribution areas:

1. Materials that support or oppose any political candidate or ballot measure. However, election information, such as that provided by the Secretary of State or the League of Women Voters will be made available
2. Materials that support or oppose a specific religious conviction.
3. Because it is not consistent with passive distribution, materials asking library visitors to sign a petition or letter are not permitted.
4. Advertising by private commercial enterprises or commercial notices will not be accepted.
5. Posters or notices from non-profit organizations, with price charges for lectures, concerts, or other cultural or educational events, may be accepted at the Library's discretion.
6. Lost and found ads, want ads, and other notices of a "classified" nature will not be accepted.

Since the amount of bulletin board and distribution area space is limited, the following rules apply:

1. Bulletin Boards – Event announcements may be posted for dated events whose principal sponsors are non-profit organizations.
2. Distribution Areas – Non-profit organizations may provide dated materials related to their agency for passive distribution in areas designated for that purpose. Free newspapers of local interest will also be distributed.
3. The only postings permitted on the entrance doors are those that provide information about the library.

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4. Notices of open events hosted at congregations and churches may be accepted. Notices of regular worship or religious activities will not be accepted.
5. Materials larger than 8 1/2 x 11" will be posted only if space is available, and may be removed early if space is needed.
6. Materials left for posting or distribution without authorization from the library will be discarded.
7. Materials will be posted or placed for free distribution for 30 days, or until the last day of the event. After 30 days, materials will be discarded.
8. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
9. A manager or librarian needs to sign and date the back of notices before being displayed.

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<b>PEER REVIEW</b>	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Acting Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Member Sharon Shoemaker
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sue Patterson	Title: Library Advisory Board, Member Jose Aranda

# ATTACHMENT 5

<b>POL-LIB-2016-11</b>	<b>Issue No: 1.0</b>	<b>Date: April 28, 2016</b>
Prepared By: <b>Catherine Christmann</b>	Page 1 of 1	Approved By: <b>Renee Frankel</b> <i>Renee Frankel</i>
<b>Behavior Policy</b>		

**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 resources. The public is expected to act courteously toward all, respect public property and follow all the rules of this facility. Refer to City Manager Policy #3.5 *Ban from Public Facilities Policy*.

**POLICY:**

To ensure that the library is a safe and enjoyable experience, any behavior that interferes with others' use of the library is prohibited. This includes, but is not limited to, harassing others, defacing public property, disruptive or loud behavior, talking on cell phones, blocking access, leaving personal items unattended for extended periods of time, bringing oversized items into the library, or food. Covered beverages are allowed. Due to security and access, the Library cannot store, hold, or watch patrons' personal belongings.

Library staff has the right to:

1. Require that an individual return to the check-out desk if the security gates sound an alarm
2. Restrict the length of time an individual may use library equipment
3. Make decisions that are in the best interest of the library
4. Require individuals violating library policies to leave

The library staff reserves the right to inspect all bags, purses, briefcases, packs, etc. for library materials that have not been checked-out.

Police will be called for any illegal activity, or if a violator of library policy refuses to leave the premises.

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Library Assistant, Senior John Stout	