

**MINUTES**

New Mexico State Library Commission Meeting

Wednesday, January 27, 2016

Commission Room– NMSL in Santa Fe, NM (1209 Camino Carlos Rey)

MEMBERS PRESENT

Norice Lee, Professional Member, Chairperson

Dean Smith, Professional Member, Vice-Chairperson

Cynthia Shetter- Public Member

Elizabeth Martinez, Public Member

STAFF PRESENT

Kathleen Moeller-Peiffer, State Librarian

Bradley (Brad) Carrington, Technical Services NMSL Bureau Chief

Ryanne Cooper, Library Development Bureau Chief

Alana McGrattan, Tribal Librarians Program

Lori Thornton, Public Service Bureau Chief

K. LaNelle Haught, NMSL Executive Assistant, Human Resource Liaison

Deanne Dekle – Library Youth Service and Library Consultant

John Mugford – Bureau Chief for the Library for the Blind and Physically Handicapped

Amber Espinosa-Trujillo – Federal Programs Manager

Carmelita Aragon –State Data Coordinator

Michael Delello – Deputy Cabinet Secretary of DCA

Joy Poole, Deputy Director, NMSL

Call to Order

The New Mexico State Library Commission Meeting was called to order at 10:03 AM by Norice Lee. Shetter motioned to approve the January 27th, 2016 agenda, seconded by Smith and the motion passed unanimously.

Smith Motioned to approve the October 22, 2015 meeting minutes, seconded by Shetter and the motion passed unanimously.

Introductions

Cynthia Shetter – Welcome as new NMSL Commission Board Member as a Representative of the Public

Library Director of Los Lunas Public Library

Co-Chair of the NMLA Legislation Committee

President League of Municipal Librarians

Board Member of CARTA

Board Member of Valencia County Historical Society



Board Organizations

Commission is made up of public, private and appointee member

Millie Pogna absent – Public Education Dept. Representative

Cynthia Shetter – Represents the Public Representative

NM STATE LIBRARY MATTERS

FY 17 Budget:

50K more than FY16 in personnel

Budget Request has been submitted

FY 16 Hiring for Staff Vacancies – have to institute some austere measures

NMSL operating in the black

Went from 9% to 11% vacancy

755K Count on Literary Grant being transferred to HED

GO Bonds – Senator Carlo Sisneros SB 122 Higher Education,

Broadband and E-Rate – Libraries were not included with schools on matching funds

Placitas and Bernalillo Libraries may be test cases of doing a consortium application with the schools

NMSL UPDATES

Alana McGrattan – Tribal Librarians Program

- SFIS Model 470 taking leadership roll
- Report shared with Municipal Report last year on how many do and do not have broad band – critical, as for example cannot take an online course

Mike Delello, Deputy Cabinet Secretary of DCA

- Partnering with Public Schools is Essential – example – Wonders on Wheels Programs
- Bookmobiles – Capital Request – received 3 million
- RFQ – Assessment State Wide need- hope to make decision in next two weeks on consultant invited Laura Bush to speak at conference
- Conference will be held November 1, 2016 at National Hispanic Cultural Center- Miriam Roybal-Vigil, point person
Scheduled to occur immediately after 2016 NMLA Conference
- Support Executive Requests – 150K recurring on PEDs budget- support programs
- Bookmobiles- RFP being prepared seeking funds

Joy Poole, Deputy Director of NMSL

- Managers, Rural 6 fulltime staff – have lost 25%
- 2016 May – Mountain Plains Leadership Institute– She was accepted
- Commend Joy as book got published- *Over the Santa Fe Trail*



- Bookmobiles (Los Lunas) – 2 purchase w/caterpillar engine requires new engine with 67K miles, 25K in costs
- Bookmobile East (Tucumcari) – 2 vacancies, no manager so referred them to Books By Mail
- Bookmobile NE (Cimarron) – head on accident – no one got hurt, but caused a lot of damage – 1 vacancy Manager – Should be getting a list from HR any day

John Mugford – Bureau Chief for the Library for the Blind and Physically Handicapped

- Recent hire, Katherine (Katy) Miles with Master's degree (great granddaughter of the late Governor Miles)
- Removal of Audio Cassettes large project going on, attempting to move 45K audio cassette books per year for recycling – should be completed in 2 years – initially when process began the LBPH Library had over 250K audio cassette books in collection
- Download activity on BARD averages about 200 patrons and 3,000 books per month for an average of 15 books per patron per month. Patrons receiving books via regular mail average about three book borrowings per months; so, BARD borrowers are about five times more active than borrowers via mail; however, BARD borrowers represent only about ten per cent of total borrowers. The reasons for there not being more BARD borrowers are many but are largely related to technology cost and access, and the ability to successfully use available technology.
- Volunteer Base still ongoing since 2001 requires some staff supervision
- Two recently produced local recordings are *A Taos Mosaic* and *A Vision of Voices; John Crosby and the Santa Fe Opera*. LBPH produces over 30 new recordings per year
- Have a small Friends Group formed in 1991. It stewards patron donations and funds special projects, such as the recording studio program.

Amber K. Espinosa-Trujillo, Federal Program's Manager

- Enjoying being here at the NMSL and learning her new job

Ryanne Cooper – Library Development Services Bureau

- State Grants in Aid NMAC
We are updating this code, with the hearing set for 3/14. The announcement for the hearing will be published 2/12 in the NM Register and ABQ Journal. This week, the announcement will be sent to libraries, as well as the replacement rule.
- GO Bonds
Spend-down update:
 - Non-tribal public libraries have spent down 73% of their total allocations
 - Tribal public libraries have spent down 56% of their total allocations



- 2012 GO bonds close April 1.

We are working on cleaning up the administrative code that governs GO bond distribution & allowable expenditures. This will become more pressing when the next GO bond cycle comes into effect, as SB 122 states 2016 GO Bonds has added in some new language for allowable expenditures (library furniture, fixtures and broadband internet equipment and infrastructure). Those will need to added to the 4.5.8 NMAC.

- Certification

This is a statutorily mandated function. We have been working on this key function. The State Library is required to issue certificates to library directors via exam, and since classes are not a necessary requirement, we want to provide practical preparation prior to exam. We are exploring how we can provide quality training and make this widely available statewide – therefore we are exploring the use of Blackboard to construct courses. We get about 3 inquiries a week on certification, and about 60 applicants a year.

- Continuing Education

We are turning our focus to getting opportunities out now. We will be offering a combination of online and face to face opportunities. We will be hosting monthly meetings for public library directors on board training online. Ryanne will be putting out an upcoming schedule of classes, which will be offered online and F2F. The F2F courses are ½ day management/administrative level trainings, and we will be holding directors' meetings to follow the training.

- Annual Reports

Carmelita won Keppel Award for timely submission of annual reports – this was accomplished in her first couple of months here – and she took on training herself – so this was no small feat.

- The Hitchhiker Newsletter

In the absence of a marketing specialist, Ryanne has taken on the task of getting a regular newsletter out. This is meant to be a place where all can contribute to the news and information they'd like shared to library community. If our commissioners ever have a story for submission – or a lead to report on – we would be grateful for the contributions. We have over 500 contacts, and 20 new sign ups in the last month.



- Collaborations

In Development, we are always looking for ways we can combine resources with other state agencies, non-profit groups, and other partners to bring resources to the library community. We currently have successful partnerships in place with The Office of Archeological Studies & Highlands State University. The Southwest Museum of Arts and Antiquities is piloting a mobile exhibit in Hobbs this coming February. Also in February, we are sponsoring 4 programs related to Shakespeare's First Folio exhibit at public libraries. Some other exciting projects are brewing.

- Introduce Deanne (in person!)

Deanne is working on several projects, including summer reading, STEM to Read, Dia, outreach and exploring future collaborations. We are very happy to have her aboard.

- Alana McGrattan – Trial Librarian – real champion

TIFF money House Memorial #106

Letter of Support from all Commissioners getting school money

Lori Thornton – Public Services Bureau

- Brainfuse –school library implementation continues slowly, please spread the word to school librarians – contact Lori
- Revised Usage Statistics
- ILLiad/Atlas international process and procedural improvements continue; web page for libraries revised, the ability to track transactions and submit transactions much improved for us and for libraries
Working with UNM Libraries on the National Newspaper Digitization Project (Chronicling America) – LOC completed in preparation for a statewide inventory
- Federal Documents shared regional planning and MOU underway with UNM Libraries and NMSU Libraries State Documents agency compliance effort underway, Monica creating tracking system for state agency compliance and visitation; visiting agencies; promoting Foundation Center
- History Day – teacher training underway; state contest April 29th in Albuquerque
- Letters about Literature – 2016 Contest underway, judging in March awards in May
- Gale databases marketing material revised and nearly ready for distribution to libraries; Gale and Google partnership program proposal for NMLA spring meeting submitted



- Revision of NMAC Rule governing patron conduct in the Library, draft submitted to legal counsel
- Revision of the statutes, administrative codes, and the MOU and SRCA regarding state publications, drafts submitted to legal counsel
- State publications copyright issue under review, questions sent to legal counsel
- ARPA issue with the Federal and State Publications, still investigating, waiting on Federal legal opinion; interesting article in January 15th Santa Fe New Mexican Pasatiempo
- Staffing - 3 senior librarian positions vacant, Lori assuming duties of Government Document Librarian, Lori and Laura Calderone, the reference services manager, assuming duties of Southwest Librarians, Southwest Room hours reduced to two afternoons per week beginning February and until vacancies are filled

Bradley Carrington – Technical Services Bureau –

- See Hand Out -attached
- Open to a joint courier service with the Libros Libraries
- Reloading El Palacio issues and testing improvements

Elizabeth Martinez

- 3 DIA PSA's are available for libraries and schools to use by linking to www.patmora.com or the ALA/ALSC website – DCA's Mary Ann Hatchitt is working to get them on local media
- 2 more PSA's scheduled to be produced after April at the Santa Clara Pueblo and another bilingual (Spanish/English).
- Dia Proclamation for the 20th Anniversary celebration on April 30th, is with Governor Martinez, NMSL has lead the celebration of DIA 2016 with links and program suggestions – Special thanks to Deanne Dekle and Kathleen Peiffer

Old Business

Bio Park adding to Museum Pass Program
Numbers on Family Pass

New Business

Is there anybody wanting to speak from the public?
No

Dates and Locations for future meetings

In conjunction with NMLA in the past
AM April 28th at Farm and Ranch

NEW MEXICO



STATE LIBRARY

May 1st and 2nd National Library Legislative Day

Pass out Courtesy Passes of DCA and Screen Cleaners

Thank Michael Delello for his advocacy and support as well as the NMSL Staff

Shetter motioned to adjourn the meeting, seconded by Smith. All agreed unanimously Meeting adjourned at 12:08 PM.

NEW MEXICO STATE LIBRARY

Quarter : 2015, October to December
Bureau : Technical Services
Submitted by : Bradley Carrington

Accomplishments:

Polaris / CONTENTdm / Resource sharing

- SALSA meeting at Museum of Art Library (minutes available from this page: <http://www.nmstatelibrary.org/library-catalogs/salsa>)
 - discussed authority control
 - voted on Polaris enhancements
- helped with staffing vacancy at National Hispanic Cultural Center (report available from this page: <http://www.nmstatelibrary.org/library-catalogs/salsa>)
 - cataloged over 1000 items
 - applied LC classification
 - 55 people-days on NHCC campus, plus time in Santa Fe doing original cataloging, etc.

TSB Guidelines

- Guidelines officially enacted: [14-2015 // Cataloging electronic resources](http://www.nmstatelibrary.org/services-for-nm-libraries/programs-services/technical-services); available from this page: <http://www.nmstatelibrary.org/services-for-nm-libraries/programs-services/technical-services>
 - consistent now with OCLC, LC/PCC, RDA, GPO

Staff development:

- Zelda, Aubrey, Brigitte & Brad attended NMLA. We all worked the NMSL booth.
 - Keynote speaker: Marshall Breeding, a superstar, gave a valuable update on trends in library systems: **discovery interface, resource sharing**, etc. He seemed to endorse our option to add libraries to our Polaris; cited the [Illinois SHARE](#) consortium.
 - **New textbook**: Intro to Tech Services; discussed importance of writing local guidelines
 - **BibFrame**: triplets indicating relationship; long time before this replaces MARC
 - **LIBROS Users/UNM Health Sci. Discovery**: Discovery not yet working well, still fixing bugs; **links to Gale content** demand the password/geo-spatial IP recog not working
 - **Tech Services SIG**: 6 attendees. Discussed: **training** at NMSL, esp. RDA; importance of local guidelines, esp. to workflow; which Amigos training to offer (we'll offer copy cat with RDA);
 - **NMSL Commission**: reported on **resource sharing pricing/funding**; emphasized TSB's availability for consults on RDA, ILSs, etc.

Statistics:

- new bibliographic records: 2696 (includes records added for NHCC)
- new item records: 3570
- new serial issues: 1403

OCLC

- new records contributed to WorldCat: 164
- WorldCat master records enriched/expert-replaced/minimal-upgraded: 241

State documents

- tangible items shipped: copies of 248 items shipped to as many as 23 repositories
- files added to CONTENTdm: 203

Federal documents tangible pieces received: 563