



Agenda DATE 7/11/17 TIME 10:30a

SERVED BY Mani Finley

RECEIVED BY [Signature]

## AMENDED

### SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library  
145 Washington Avenue  
Pick Room

Tuesday, July 11, 2017  
5:45 p.m.

I. ROLL CALL

II. APPROVAL OF MINUTES  
June 13, 2017

III. PUBLIC COMMENT

IV. PRESIDENT'S REPORT

V. DIRECTOR'S REPORT

VI. NEW BUSINESS

1. Request for approval of a Resolution Directing the City Manager to Initiate a Planning and Feasibility Study for the Future of the Santa Fe City Library System.
2. Friends Board Report

VII. OLD BUSINESS

1. Update on Library Needs/Services

VIII. DATE OF NEXT BOARD MEETING

VIII. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
June 13, 2017  
Santa Fe, New Mexico**

**PROCEDURES**

A regular meeting of the City of Santa Fe Public Library Board was called to order on this date by Vice President Rebecca Allahyari at approximately 5:55 p.m., in the Pick Room, at the Main Library, 145 Washington Avenue.

**Roll Call**

Roll call indicated the presence of a quorum as follows:

<u>Members Present</u>	<u>Excused</u>	<u>Guest</u>	<u>Staff Present</u>
Rebecca Allahyari, V.P.	Nina Callanan	Wendy Hitt	Pat Hodapp, Library Director
Joshua Finnell	David Wagner, President		
Susan Gilbert			
Latifah Phillips			
Rebecca Phillips			

**APPROVAL OF MINUTES**

Rebecca Allahyari made a motion to approve the April 11, 2017 minutes, seconded by Rebecca Phillips, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

None

**DIRECTOR'S REPORT**

Pat brought up the May 20 Southside Anniversary celebration and shared that it was very successful. There was a total door count of 1,750 people who entered the Library that day. The police and firemen estimated there were over 3,000 people at the event. Pat shared that the vendors all ran out of giveaways. The public survey done that day was brought up; Board members are gathering and compiling the survey notes.

Pat informed the Board that there was a bomb scare at Southside. She stated a printed sheet was either placed on the printer or it was printed from a public computer. The letter claimed to have bombs planted all over the building. The staff handled the situation very well. They called the police and evacuated the building. The police and dogs searched the Library and no bombs were found.

The May 20 event helped kickoff the Summer Reading program as well as inform the community about libraries. Pat shared that a total of 1,059 kids have registered for Summer Reading so far. Last year, 1,401 kids participated in Summer Reading. Pat discussed the Summer Reading programs that have taken place. Thank you notes are being sent to all of the sponsors.

Pat reported that the State Library requires Libraries to complete an annual report. She stated that the report is due in July and statistics are being gathered to complete the

report. In addition to the annual report, the State Library is requiring the following reports to be submitted by June 30, 2017: Collection Development, Community Assessment, and a Strategic Plan. Pat shared that committees were formed and listed the names of staff members and the committees they were on. She stated she would send the reports to the Board members.

Pat shared that the City will be requiring every City department to implement Results-Based Accountability. Results-Based Accountability will be used to measure the quality and efficiency of services that are provided to the community.

Pat informed the Board that the new timekeeping system is in place.

In response to a question about continuing celebrations for the Year of the Library, Pat stated that small celebrations for Main and La Farge will be held in the Fall. Details will be worked out after staff have finished with Summer Reading.

Pat informed the Board that Nina Callanan resigned from the Library Board. A request to fill the City seat will be sent out.

### **NEW BUSINESS**

Wendy reported that Margret Baca, Director of Technical Services, did a wonderful presentation for the Friends Board. She shared that Margret talked about the budgeting process for collection development and all of the materials that are purchased for the Library. The presentation was helpful and clearly explained how the budgets from different sources are spent.

Wendy shared that the Friends have cancelled their June meeting due to a strategic planning session they have scheduled with a consultant. Wendy stated that the Friends are recruiting new members and have decided that they need a strategic plan in place.

Wendy briefly discussed the trivia contest sponsored by the Friends. A final budget report is not available at this time, but great fun was had by all. She also brought up the different events being held by the Friends.

### **OLD BUSINESS**

Pat informed the Board that the re-wiring being done on the second floor at Main would be completed in two weeks.

Pat updated the Board on the ADA project at La Farge. She shared that the bathrooms should be complete in late Summer and the handicap ADA project outside of the building will begin in the Fall. She stated the completion dates are moving targets. After the ADA projects are complete at La Farge, the new security gates will be installed.

Pat handed out the draft Library Planning Study Resolution. In response to a question regarding next steps, Pat shared that the Mayor would be introducing the Resolution at the June 14 City Council meeting to get sponsors. The Resolution would then be sent to Public Works on July 24, Finance on July 31, and City Council on August 9. Pat stated that a fiscal impact report will need to be completed in order to address funding for the study.

The Board members reviewed and discussed the draft Resolution and made the following suggestions to add to the Resolution on page 2, line 16: 3. The consultant will provide such research and work on: a) Data gathering through a mix of local outreach, surveys, focus groups, and town hall meetings to gather and assess diverse community needs and ideas. b) Produce a final report providing a strategic plan for sustaining infrastructure, programs, technology, and collections that meet community needs. c) Explore the idea of expanded and alternative funding for the libraries.

**DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on July 11, 2017 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

**ADJOURNMENT**

Rebecca Phillips made a motion to adjourn, seconded by Josh, which passed unanimously by voice vote. The meeting adjourned at approximately 7:40 p.m.

ACCEPTED BY:

\_\_\_\_\_  
Rebecca Allahyari, Vice President

\_\_\_\_\_  
Maria Finley, Recorder

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2017-\_\_**

3 **INTRODUCED BY:**

4  
5 Mayor Javier M. Gonzales

6 Councilor Peter Ives

7 Councilor Chris Rivera

8 Councilor Mike Harris

9  
10 **A RESOLUTION**

11 **DIRECTING THE CITY MANAGER TO INITIATE A PLANNING AND FEASIBILITY**  
12 **STUDY FOR THE FUTURE OF THE SANTA FE CITY LIBRARY SYSTEM.**

13  
14 **WHEREAS**, libraries are living, vital places in all communities that see even higher  
15 usage in hard economic times; and

16 **WHEREAS**, libraries are the perfect example of democracy in action, the only service  
17 that provides for every member of the community; and

18 **WHEREAS**, libraries are adapting to a world where in addition to printed books and  
19 materials, electronic resources and technology are increasingly important; and

20 **WHEREAS**, the last Community Needs Assessment and Master Plan for the city library  
21 was performed in 1998-1999; and

22 **WHEREAS**, citizens of the City of Santa Fe would benefit from a 21<sup>st</sup> century library  
23 system that was designed to meet current and future needs; and

24 **WHEREAS**, the City library system already provides considerable contribution to  
25 education and literacy in the community, but could offer more with additional space and

1 resources for homework help centers, entrepreneurial support centers, early childhood  
2 programming, makerspace, digital learning programs, and free meeting spaces; and

3 **WHEREAS**, a community-based strategic plan would identify specific needs and issues  
4 as well as future funding requirements.

5 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
6 **CITY OF SANTA FE** directs the City Manager to initiate a planning and feasibility study for the  
7 future of the City of Santa Fe library system.

8 **BE IT FURTHER RESOLVED** the study shall include the following:

- 9 1. An RFP for a consultant with expertise in community-based strategic planning for  
10 libraries.
- 11 2. A committee to work with City staff to include members of the Library Board and  
12 Friends of the Library Board, as well as library staff and community citizens. This  
13 committee will assist in developing an RFP to select a consultant/firm to gather data  
14 on the City of Santa Fe library system for comparison to the library systems in other  
15 similar communities around the country.
- 16 3. The consultant will provide such research and work, including but not limited to:
  - 17 a) Setting up local outreach and town hall meetings to gather and assess  
18 community needs and ideas.
  - 19 b) Create surveys for various parts of the community to participate in.
  - 20 c) Create and access information from focus groups.
  - 21 d) Creating a planning, assessment and feasibility strategic plan for the  
22 Santa Fe Public Libraries.

23  
24 PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.  
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JAVIER M. GONZALES, MAYOR

ATTEST:

\_\_\_\_\_

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_

KELLEY A. BRENNAN, CITY ATTORNEY

**City of Santa Fe  
Fiscal Impact Report (FIR)**

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

**Section A. General Information**

(Check) Bill: \_\_\_\_\_ Resolution:   X  

(A single FIR may be used for related bills and/or resolutions)

Short Title(s):   A RESOLUTION DIRECTING THE CITY MANAGER TO INITIATE A PLANNING AND FEASIBILITY STUDY FOR THE FUTURE OF THE SANTA FE CITY LIBRARY SYSTEM.  

Sponsor(s):   Mayor Gonzales  

Reviewing Department(s):   Library  

Persons Completing FIR:   Patricia Hodapp   Date:   6/20/17   Phone:   955-6788  

Reviewed by City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Reviewed by Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Section B. Summary**

Briefly explain the purpose and major provisions of the bill/resolution:

  The proposed resolution directs the City Manager to initiate a planning and feasibility study for the future of the Santa Fe City Library system.  

**Section C. Fiscal Impact**

**Note:** Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)\*

**1. Projected Expenditures:**

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs  
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs  
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

Finance Director: \_\_\_\_\_



\_\_\_\_\_ Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY _____ _2017_____	N	"R" Costs Recurring or "NR" Non- recurring	FY _____	"A" Costs Absorbed or "N" New Budget Required	"R" Costs - Recurring or "NR" Non- recurring	Fund Affected

Personnel*	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Capital Outlay	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Professional Services	\$ <u>37,550</u>	_____	_____	\$ _____	_____	_____	_____	_____
All Other Operating Costs	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Total:	\$ _____	_____	_____	\$ <u>37,550</u>	_____	_____	_____	_____

\* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. \*\*For fringe benefits contact the Finance Dept.

**2. Revenue Sources:**

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
	Type of Revenue	FY _____ _2017_____	NR	FY _____	"R" Costs - Recurring or "NR" Non- recurring	Fund Affected

_____	\$ _____	_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____	_____
Total:	\$ _____	_____	\$ _____	_____	_____	_____

**3. Expenditure/Revenue Narrative:**

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

Under the Mayor's Resolution asking for an assessment to be done of Libraries, the Library Board, Friends of the Library have raised matching funds of \$ 37,550 to meet the assessment costs

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**Section D. General Narrative**

**1. Conflicts:** Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

NO

**2. Consequences of Not Enacting This Bill/Resolution:**

Are there consequences of not enacting this bill/resolution? If so, describe.

**Without an assessment of the Santa Fe Public Library's system's buildings, collections, technology and services, to serve the expanding community, the City will not move into the 21<sup>st</sup> Century. The last Assessment of the City's Library system was conducted in 1998-1999.**

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**3. Technical Issues:**

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

N/A

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**4. Community Impact:**

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc. The Library Assessment will give the Library the ability to analyze the current state of the libraries: buildings, technology and services. This will help create a strategic roadmap for the needs for a 21<sup>st</sup> Century Library system in Santa Fe. In FY 2015-2016, the three buildings have had 713,677 visitors, hosted 2,379 community meetings and brought in 18,776 attendees to Library sponsored programs for all ages. 59,655 members of the community have library cards. 110,036 patrons have used Library internet connected computers to work on resumes, access data bases, seek health information and other resources that only can be found free at public libraries. The community needs and deserves up-to-date facilities which have current technology and space for students doing homework, children's programming and places to assist job seekers and those seeking business assistance plus those who are lifelong learners. Libraries are a lifeline for all ages of the community we serve, from preschoolers to seniors. The Library Assessment will give the City a blueprint for future Library services, technology and buildings. The Library is the only service that provides for every member of the community; and serves all equally. Great cities deserve great libraries.

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