



# Agenda

## SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library  
145 Washington Avenue  
Pick Room

Wednesday, July 17, 2019  
5:45 p.m.

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
May 15, 2019
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  1. Discussion Item – Friends Board Report
- VIII. OLD BUSINESS
  1. Discussion Item – Update on Library Planning Study
  2. Discussion Item – Update on Library Board Vacancies
- VIII. DATE OF NEXT BOARD MEETING
- X. 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.

RECEIVED AT THE CITY CLERK'S OFFICE  
DATE: July 10, 2019  
TIME: 1:36 PM

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
May 15, 2019  
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 President David Wagner at approximately 5:56 p.m., in the Community Room, at the Main Library, 145 Washington Avenue.

**Roll Call**

Roll call indicated the presence of a quorum as follows:

**Members Present**

David Wagner, President  
Carlo Brady  
Rebecca Phillips  
Marie Schow

**Excused**

Rebecca Allahyari, Vice President  
Elizabeth Alarid

**Staff Present**

Kyra Ochoa, Community Services Department Director  
Jeffrey Donlan, Interim Library Division Director  
Maria Finley, Recorder

**Guests**

Jaap Vermeulen, Friends Representative  
Dick Waters, Principal Consultant with Godfrey's Consultant  
Brad Waters, Architect and Associate with Godfrey's Consultant  
Elizabeth Martinez, Godfrey's Consultant

**APPROVAL OF AGENDA**

Rebecca Phillips made a motion to approve the May 15, 2019 agenda, seconded by Marie, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Marie made a motion to approve the April 17, 2019 minutes, seconded by Carlo, which passed unanimously by voice vote.

## **DIRECTOR'S REPORT**

Jeff asked if there were any questions about the Director's report provided in the packet. There were no questions.

## **PRESIDENT'S REPORT**

No report.

## **NEW BUSINESS**

No report from the Friends.

## **OLD BUSINESS**

Dick Waters provided handouts which are attached herewith to these minutes as Exhibit "1", Exhibit "2", Exhibit "3", and Exhibit "4".

Dick went over the first handout and said that the document lists a variety of data. He explained that they compared twelve libraries in New Mexico. He said the second handout is the same data except that he substituted the actual numbers and ranked Santa Fe Public Library. He said there are fifteen different categories and the good news is that Santa Fe is either number two or number three on eleven of the fifteen categories. He said the ranking is good and it does take into account the additional population that the City of Santa Fe added when it annexed.

Dick said that the New Mexico State Library has been using data from the 2010 census and it was grossly overestimating the per capita numbers in previous reports. He said this is a more realistic figure as to what the library is doing in terms of comparison. He said as far as he knows it may be that the other eleven libraries are also using the 2010 census numbers. His hope is that the State updates these numbers to show a true picture.

It was shared with the group that the State Library does not make that determination, it is legislative, and all libraries are measured by 2010 census in terms of funding. The next measure will be the 2020 census.

Dick went over the third handout and said it shows the library's budget from fiscal year 2017-2018. He went over the various categories and discussed the percentages spent on each category. He said the last handout shows the national average of all the libraries in the United States that were reported by the Public Library Data service. He said in comparing the numbers to the national average, the library is above average on personnel and library materials, and below average on all other.

Kyra brought up personnel and said that New Mexico has a very generous benefits package for public employees and is curious to see how Santa Fe does compared to other library systems in New Mexico. Dick said they recognize there is a union element and that has some play. He said that they had a good visit with the City Manager and shared that they discussed some of these things.

Brad presented a summary report on the topics discussed at the previous Library Board meeting which are attached herewith to these minutes as Exhibit "5". He said they took the information about community needs and library improvements and assigned values and ranked them. He said the brainstorming exercise was done to get everyone thinking about what the priorities should be for a strategic plan for the library. He said if they take this, as consultant groups take this information, they start to look at each of these as potential goals for the library. He shared priorities need to be set to determine what the library should be doing to meet the needs of the community and keeping in mind at all times that the library cannot be all things to all people. He said as a national consulting group they see what is going on across the country and once the library decides what is important to meet community needs, they can start to bring to the table what other people are doing well and what they are not doing so well so that better decisions can be made about how to proceed.

In response to Jeff's question regarding the strategic plan for the library, Brad said they would see the library through the document. He said they aren't going to write all of the content for the library but can continue to provide information. Brad said the strategic plan typically is a three to five year plan and everything does not all have to be done in the first year. He said it can be a phased plan over a number of years.

Dick said they will give their best recommendations and give them in priority order. He said to the best of their ability, they will also provide a timeline and give estimated costs for tackling those. They will be at least first year costs and where they can project those costs forward they will project them forward for a three to five year period. He said they don't think that any plan of this nature should look more than five years forward as far as services are concerned.

Elizabeth said she was pleased to see guests from the Native American and Hispanic/Mexican community at this meeting. She brought up the Los Angeles Public Library's strategic plan and went over their goals listed in the strategic plan. After reviewing the Los Angeles Public Library's strategic plan, Elizabeth invited the community members to speak.

The community members gave input and discussed their experience with the Santa Fe Public Library. They made suggestions on what to consider when developing the strategic plan for the library. Suggestions included; partnering with Santa Fe Public schools, relocating La Farge to Fogelson, advocating for school libraries to not close, having a more diverse staff, bringing in young students from indigenous communities to work as student interns, creating an environment that is welcoming to the public, doing a type of revitalization to get youth to use the libraries, train staff to facilitate and work with kids to help support learning by creating homework clubs, creating a community center where the library is more than just checking out books or using the internet, marketing the library to attract non-users, having social workers in libraries, and having bookmobiles to have school site visits.

#### **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on June 19, 2019 in the Pick Room, 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**

Marie made a motion to adjourn, seconded by Carlo, which passed unanimously by voice vote. The meeting adjourned at approximately 7:10 p.m.

ACCEPTED BY:

\_\_\_\_\_  
David Wagner, President

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

Library Name	City	County	Population Served	Total Sq. Ft. of All Facilities	Sq. Ft. per capita	# ALA-MLS Librarians (FTE)	ALA-MLS Librarians per 1000 population served	Number of Librarians (FTE)	Librarians per 1000 population served	Total Paid Employees (FTE)	Total Paid Employees per 1000 population served	Total Operating Revenue	Operating Revenue per capita	Total collection size	Collection size per capita	Total Collection Use	Total Collection Use per capita
Albuquerque/Bernalillo County Library System	Albuquerque	Bernalillo	662,564	338,305	0.51	42.00	0.06	42	0.06	146	0.22	\$ 16,162,298	\$ 24.39	1,262,543	1.91	10,033,081	15.14
Thomas Branigan Memorial Library	Las Cruces	Dona Ana	97,618	45,676	0.47	11.00	0.11	11	0.11	32.5	0.33	\$ 2,064,674	\$ 21.15	420,694	4.31	419,178	4.29
Rio Rancho Public Library	Rio Rancho	Sandoval	87,521	44,250	0.51	13.00	0.15	13	0.15	42	0.48	\$ 2,876,697	\$ 32.87	225,697	2.58	966,412	11.04
<b>Santa Fe Public Library</b>	<b>Santa Fe</b>	<b>Santa Fe</b>	<b>84,188</b>	<b>72,822</b>	<b>0.86</b>	<b>18.50</b>	<b>0.22</b>	<b>19.5</b>	<b>0.23</b>	<b>48</b>	<b>0.57</b>	<b>\$ 3,685,958</b>	<b>\$ 43.78</b>	<b>568,743</b>	<b>6.75</b>	<b>751,475</b>	<b>8.93</b>
Russell Public Library	Roswell	Chaves	48,366	37,000	0.77	2.00	0.04	7	0.14	18	0.37	\$ 1,454,979	\$ 30.08	180,106	3.63	315,989	6.46
Farmington Public Library	Farmington	San Juan	45,977	50,065	1.09	3.00	0.07	11	0.24	53.37	1.16	\$ 4,075,172	\$ 86.83	210,156	4.56	455,561	9.93
Clovis Carver Public Library	Clovis	Curry	37,775	47,000	1.24	1.00	0.03	5	0.13	15	0.40	\$ 845,479	\$ 22.38	129,426	3.43	110,969	2.94
Hobbs Public Library	Hobbs	Lea	34,122	40,000	1.17	2.00	0.06	7	0.21	14.25	0.46	\$ 1,121,175	\$ 32.86	152,677	4.47	137,269	4.02
Alamogordo Public Library	Alamogordo	Otero	30,403	20,764	0.68	2.00	0.07	5	0.16	14	0.46	\$ 787,529	\$ 25.90	102,669	3.38	197,612	6.50
Carlsbad Public Library	Carlsbad	Eddy	26,138	22,500	0.86	2.38	0.09	5.73	0.22	12.98	0.50	\$ 948,581	\$ 36.29	78,941	3.02	93,239	3.57
Ostawa Fellin Public Library	Gallup	McKinley	21,678	26,665	1.23	3.00	0.14	6	0.28	16	0.74	\$ 896,349	\$ 41.35	184,330	8.50	91,936	4.24
Los Alamos County Library System	Los Alamos	Los Alamos	17,950	59,503	3.31	7.00	0.39	8	0.45	29.69	1.65	\$ 2,315,321	\$ 128.99	195,307	10.88	443,438	24.70

Notes:

Data is from New Mexico State Library's Annual Public Library Statistics for FY2017

"Number of Librarians" is the number of paid staff members with the job title "librarian"

"Total Collection Size" includes: Print books, audio & video materials, electronic books, downloadable audio & video, databases, and print serial subscriptions

"Total Collection Use" includes: Physical circulation, electronic information use, and electronic information retrieval

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<b>Santa Fe Public Library</b>	<b>Santa Fe</b>	<b>Santa Fe</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>6</b>
Roswell Public Library	Roswell	Chaves	48,366	37,000	0.77	7	0.14	7	0.14	16	0.37	\$ 1,454,979	\$ 30.08	180,106	3.83	313,569	6.46
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SANTA FE PUBLIC LIBRARY FY18 OPERATING BUDGET ANALYSIS

	Admin	Tech Services	Main	La Farge	Southside	Courier	Bkng Ahead	State Aid	GO Bond	TOTALS	% of Total
Personnel	\$202,206.88	\$452,016.82	\$876,986.38	\$468,300.32	\$605,583.94					\$2,605,094.34	71.35%
Salaries	\$131,764.22	\$294,389.93	\$573,582.14	\$299,624.75	\$396,865.01					\$1,696,226.05	
Benefits	\$70,442.66	\$157,626.89	\$303,404.24	\$168,675.57	\$208,718.93					\$908,868.29	
Contractual Services & Utilities	\$96,258.07	\$36,001.20	\$46,930.27		\$114,075.57	\$15,262.97				\$308,528.08	8.45%
Repair & Maintenance FF&E	\$6,757.66		\$4,626.99	\$475.13	\$4,266.07					\$16,125.85	
Supplies & Library Materials	\$361,327.33	\$13,250.29	\$6,192.84	\$1,641.68	\$134,071.39	\$22,430.00	\$14,499.00	\$54,147.29		\$607,559.82	16.64%
Office Supplies	\$9,746.78	\$7,398.37	\$4,500.00		\$8,000.00					\$29,645.15	
Operating Supplies	\$2,601.63	\$1,351.92	\$1,692.84	\$1,641.68	\$3,000.00			\$5,310.16		\$15,598.23	
Bks/Subs/Periodicals	\$72,425.46				\$21,150.44			\$24,837.51		\$118,413.41	
Software Subscription	\$91,710.06	\$4,500.00			\$29,252.50		\$14,449.00	\$23,999.62		\$163,911.18	
Book Acquisition	\$184,843.40				\$72,668.45	\$22,430.00				\$279,941.85	
Depreciation/Amortization	\$95,771.00									\$95,771.00	2.62%
Gen Liab Dept. Assessment	\$79,992.00									\$79,992.00	
Benefits Dept. Assessment	\$15,779.00									\$15,779.00	
Other Operating Costs	\$1,882.67									\$1,882.67	0.05%
Print/Publish	\$1,732.67									\$1,732.67	
Dues	\$150.00									\$150.00	
Capital Outlay	\$1,900.00		\$1,810.75	\$955.70	\$6,012.35				\$5,467.97	\$16,146.77	0.44%
FF&E	\$950.00		\$1,364.64	\$455.70	\$1,000.00					\$3,770.34	
Inventory Exempt					\$4,334.45					\$4,334.45	
Data Processing	\$950.00		\$446.11	\$500.00	\$677.90				\$5,467.97	\$8,041.98	12.81%
<b>TOTALS</b>	<b>\$766,103.61</b>	<b>\$501,268.31</b>	<b>\$936,547.23</b>	<b>\$471,372.83</b>	<b>\$864,009.32</b>	<b>\$15,262.97</b>	<b>\$22,430.00</b>	<b>\$14,499.00</b>	<b>\$59,615.26</b>	<b>\$3,651,108.53</b>	<b>100.00%</b>

Library Materials

Library Materials Only

\$562,266.44

15.40%



**Operating Expenditure % Comparisons  
Santa Fe with National Averages for Libraries Serving 50,000 - 100,000**

<b><i>Locale</i></b>	<b><i>Personnel</i></b>	<b><i>Library Materials</i></b>	<b><i>All Other</i></b>
Santa Fe	71.7	15.4	12.8
National Average	68.9	10.8	20.3

**Santa Fe Public Library – 21<sup>st</sup> Century Plan**  
*Strategic Plan Workshop Results***Community/Library Needs Rankings****Downtown Group**

1. Housing
2. Education
3. Technology upgrade
4. Collections
5. Bilingual
6. Marketing
7. Outreach
8. Teens

**Midtown Group**

1. Education
2. Outreach
3. Registered cardholders
4. Communication

**Southside Group**

1. Affordable housing
2. Socio-economic de-stratification
3. Living wage/stronger job market
4. Education quality
5. Infrastructure/WAN improvements
6. Social services
7. Instable funding due to fluctuating GRT
8. Lack of and/or poor communication

Career Development for staff

**Library Improvements Rankings****Downtown Group**

1. Staffing
2. Outreach/Marketing
3. Collections
4. Locations – existing/future – permanent/temporary
5. Downtown Library equity – focus on culture, history, art, etc.
6. Fogelson

**Midtown Group**

1. Marketing/logo
2. Outreach – Schools/Community/Businesses
3. Business support
4. Midtown Central Library - equity

**Southside Group**

1. Staffing – hiring/retention/cross-training/compensation/development
2. Technology – all aspects
3. Efficiency – of buildings & of operations/policy/staffing/administration
4. Parking/location/access/transit/(fresh air)
5. Outreach/community engagement – people to people, pop-up library
6. Multi-lingual/cultural