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. Fl. of All Facilities | Sq. Ft. per capita | # ALA-MLS Librarians per 1000 population served | ALA-MLS Librarians (FTE) | Number of Librarians per 1000 population served | ALA-MLS Librarians (FTE) | Total Paid Employees per 1000 population served | Total Paid Employees (FTE) | Total Operating Revenues per capita | Total Operating Revenues | Operating Revenues per capita use | Total Collection Size per capita | Collection Size per capita use | Total Collection Use per capita |
|------------------------------------|---------------|----------|-------------------|---------------------------------|-------------------|------------------------------------------------|--------------------------|-----------------------------------------------|--------------------------|------------------------------------|-----------------------------|--------------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|
| Albuquerque/Bernalillo County Library System | Albuquerque | Bernalillo | 682,564           | 338,305                         | 0.51              | 42.00                                         | 0.96                     | 42                                            | 0.06                     | 146                                               | 0.22                       | $16,152,296                     | 24.39                       | $1,629,543                     | 1.91                         | 10,033,091                     | 15.14                        |
| Thomas Branigan Memorial Library   | Las Cruces    | Doña Ana | 97,618            | 49,876                          | 0.47              | 11.00                                         | 0.11                     | 11                                            | 0.11                     | 32.5                                              | 0.33                       | $2,064,514                     | 21.15                       | $420,594                       | 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                       | $225,597                       | 2.58                         | 956,412                        | 11.54                        |
| Santa Fe Public Library            | Santa Fe      | Santa Fe  | 84,198            | 73,532                          | 0.96              | 18.00                                         | 0.32                     | 18.5                                          | 0.33                     | 48                                                | 0.57                       | $3,085,956                     | 43.79                       | $546,743                       | 6.72                         | 764,475                        | 8.93                         |
| Roswell Public Library             | Roswell       | Taos      | 48,366            | 37,000                          | 0.77              | 2.00                                          | 0.04                     | 7                                             | 0.16                     | 18                                                | 0.37                       | $1,454,976                     | 30.08                       | $190,106                       | 3.93                         | 313,590                        | 6.48                         |
| Farmington Public Library          | Farmington    | San Juan  | 45,877            | 50,096                          | 1.09              | 3.00                                          | 0.07                     | 11                                            | 0.24                     | 53.37                                             | 1.16                       | $4,576,172                     | 86.85                       | $210,159                       | 4.68                         | 455,551                        | 9.93                         |
| Clovis 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                         | 110,959                        | 2.94                         |
| Hobbs Public Library               | Hobbs         | Lea       | 34,122            | 40,000                          | 1.17              | 2.00                                          | 0.06                     | 7                                             | 0.21                     | 14.25                                             | 0.42                       | $1,121,175                     | 32.86                       | $152,577                       | 4.47                         | 137,269                        | 4.02                         |
| Alamogordo Public Library          | Alamogordo    | Otero     | 30,433            | 26,764                          | 0.68              | 2.00                                          | 0.07                     | 5                                             | 0.15                     | 14                                                | 0.46                       | $787,529                      | 25.90                       | $102,669                       | 3.38                         | 167,912                        | 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                       | $948,681                      | 36.29                       | $78,941                        | 3.02                         | 93,239                         | 3.57                         |
| Clovis Felt Public Library         | Gallup        | McKinley  | 21,678            | 26,695                          | 1.23              | 3.00                                          | 0.14                     | 9                                             | 0.28                     | 16                                                | 0.74                       | $896,349                      | 41.30                       | $184,330                       | 5.00                         | 51,936                         | 4.24                         |
| Los Alamos County Library System   | Los Alamos    | Los Alamos | 17,950           | 58,053                          | 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 Use" includes: Physical circulation, electronic material use, and electronic information retrieval.
- "Total Collection Size" includes: Print books, audio & video materials, electronic books, downloadable audio & video, databases, and print serial subscriptions.
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<th>Library Name</th>
<th>City</th>
<th>County</th>
<th>Population Served</th>
<th>Sq. Ft. per capita</th>
<th>Total Sq. Ft. of All Facilities</th>
<th># ALA-MLS Librarians per 1000 population served (FTE)</th>
<th>Librarians per 1000 population served (FTE)</th>
<th>Number of Librarians served</th>
<th>Total Number of Paid Employees per 1000 population served (FTE)</th>
<th>Total Paid Employees per 1000 population served (FTE)</th>
<th>Total Operating Revenue per capita (dollars)</th>
<th>Operating Expense per capita (dollars)</th>
<th>Total Collection per capita (dollars)</th>
<th>Total Collection Use per capita</th>
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### SANTA FE PUBLIC LIBRARY FY18 OPERATING BUDGET ANALYSIS

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<th>Southside</th>
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<td>Capital Outlay</td>
<td>$1,900.00</td>
<td>$1,810.75</td>
<td>$955.70</td>
<td>$6,012.35</td>
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<td>$5,467.97</td>
<td>$16,146.77</td>
<td>0.44%</td>
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<tr>
<td>FF&amp;E</td>
<td>$950.00</td>
<td>$1,364.64</td>
<td>$455.70</td>
<td>$1,000.00</td>
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<td>$3,770.34</td>
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<tr>
<td>Inventory Exempt</td>
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<td>$4,334.45</td>
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<td>$4,334.45</td>
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<tr>
<td>Data Processing</td>
<td>$950.00</td>
<td>$446.11</td>
<td>$500.00</td>
<td>$677.90</td>
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<td>$5,467.97</td>
<td>$8,041.98</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>$766,103.61</td>
<td>$501,268.31</td>
<td>$936,547.23</td>
<td>$471,372.83</td>
<td>$864,009.32</td>
<td>$15,262.97</td>
<td>$22,430.00</td>
<td>$14,499.00</td>
<td>$59,615.26</td>
<td>$3,651,108.53</td>
<td>100.00%</td>
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</tbody>
</table>

**Library Materials**

| Library Materials Only                  | $562,266.44 | 15.40% |

Prepared by Godfrey's Associates, Inc.
14 May 19
### Operating Expenditure % Comparisons
Santa F with National Averages for Libraries Serving 50,000 - 100,000

<table>
<thead>
<tr>
<th>Locale</th>
<th>Personnel</th>
<th>Library Materials</th>
<th>All Other</th>
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</thead>
<tbody>
<tr>
<td>Santa Fe</td>
<td>71.7</td>
<td>15.4</td>
<td>12.8</td>
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<tr>
<td>National Average</td>
<td>68.9</td>
<td>10.8</td>
<td>20.3</td>
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</tbody>
</table>
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