

NEW MEXICO  STATE LIBRARY

New Mexico State Library Commission
New Mexico State Library Commission Room
Wednesday, April 5, 2017 12 pm

Call to order at 12:27 p.m. by Norice Lee, Chair

Board Present: Norice Lee, Elizabeth Martinez, Cynthia Shetter, Dean Smith
Board Members Absent: Millie Pogna

Audience Present: Greg Geisler, CFO of DCA; Kathleen Moeller-Peiffer, State Librarian; Lori Thornton, Public Services Bureau Chief NMSL; Carmelita Aragon, State Data Coordinator, NMSL; Deanne Dekle, Youth Services and Outreach Consultant, NMSL; Patricia Moore, Development Bureau Technology Consultant, NMSL

Approval of agenda motion made by Dean Smith, and seconded by Cynthia Shetter.
Approved unanimously.

Approval of minutes of January 26, 2017, meeting. Motion made by Cynthia Shetter and seconded by Elizabeth Martinez. Approved unanimously.

Public Comment: None.

Comments by DCA: represented by Greg Geisler. – (Handout)

Mr. Geisler's points:

- Look at options – waiting to see if House Bill 2 is signed and Capital Outlay – affects approx. 8 museums and 10 historic sites – DCA not operating well with approx. 90 vacancies (approx. 10 at the NMSL). Currently, 18.7% vacancy rate – DCA – Reduction in force (RIF) already done
- FY18 Read the press on Friday, April 7, 2017 for new information
- FY17 Short – possible talk of furloughs
- State Parks will lose revenue as it is peak time (loss of admissions) – If Special Session called it will perhaps be in late April due to the Easter Holiday
- DCA/ASD (Finance) Staff down to 8 employees –that causes a loss of internal control
- Watching Federal Level funding
- Without IMLS what is possible?
- HR consolidation is designed to save money with less staff
- NEA is news all over the country
- LSTA (funds from IMLS) does pay salaries of some NMSL Staff (all bookmobiles, Grant Manager, Books by Mail and 1.5 FTE from LBPH {approx. 13.5 FTE)



State Library Matters:

- Strategic Plan has four components

- 1) Library Support
- 2) Direct services
- 3) Access for all
- 4) Sufficiency

The Mission Statement is currently being worked on by senior staff. Next meeting of the group will be April 24, 2017. The Strategic Plan is due to be finished by June 30, 2017

The strategic plan will be for the next three years.

- State Library Budget Update – (hand out) FY 17

FY 18 Unresolved – hoping for NO additional cuts

19301 (state funds) – Overspent now taking from contractual funds

19302 (federal funds)– Overspent now taking from Federal drawdown

200's – personnel – hiring at midpoint

300's – contracts – some not renewed

400's – expenditures – all other categories of expenditures not in 200s or 300s

- Libraries Transform

Libraries Transform NM – Topics /Task force chairs:

Teresa Ortiz (broadband/erate),

Dean Smith (sustainable government funding), and

Norice Lee (alternative income sources)

Approximately \$6,000 remains from the Libraries Transform conference and will be used for a follow-up conference in the fall of 2017.

Siobhan Reardon – Kathleen has left messages on fundraising – maybe she should look into this?

NMSL Administration Report to the NMSL Commission – March 2017 (contained in hand-out)

This has been a very challenging time for the State Library. Over the past year we have sustained budget cuts of 9.5% (as have other agencies within the Department of Cultural Affairs); last week the Governor announced a hiring freeze for state-funded positions (which will keep eight positions out of a total allocation of 46 positions vacant); and just yesterday the Governor indicated that state employees might also be subject to furloughs. I am fortunate to have so many employees who are such hard workers and who are trying their best to keep morale up despite continuing challenges.

This past month was also when the President's budget recommendation was announced, which entirely cut funding for the Institute of Museum and Library Services. The State Library currently receives \$1.4 million annually for rural bookmobiles, books by mail, library for the blind and physically handicapped, interlibrary loan, statewide summer reading program and statewide electronic resources (Gale, Newsbank, Brainfuse and Chilton's). We were fortunate to have a small write-up on this in the Santa Fe New Mexican. The Santa Fe Reporter will also be doing an article scheduled for publication on March 29, 2017. And finally, a free-lance writer is interested in doing an article on our books by mail program.

NEW MEXICO STATE LIBRARY

The New Mexico Library Association and their legislative committee are working hard to get advocacy messages out to their members on a regular basis. I will also be leading a delegation to National Library Legislative Day in Washington DC on May 2 to visit with our federal elected officials and stress the importance of this funding to New Mexico.

Joy Poole, Deputy State Librarian, has been working tirelessly on the contract for two new bookmobiles for the State Library (this money was approved in FY15). Our current vehicles are between eight and ten years old. They have served us well; however, repairs are beginning to be major expenses.

Amber Espinosa-Trujillo, our LSTA and Rural Services Program Manager, has been working with Joy and many others to complete the evaluation of our LSTA five year plan, which is due to IMLS by March 30. The new five year plan is due to IMLS by June 30, 2017.

I have been continuing to do site visits along with “ride-alongs” on our bookmobiles, with the goal of visiting all of our public and tribal libraries in three years. More times than not I am pleasantly surprised with the good work being done by all sizes of libraries, and would only wish that advocacy for their library, New Mexico libraries and the State Library were done more often and more visibly.

LaNelle Haught, our executive secretary and HR liaison, and Marla Maestas-Valdez, our accountant/auditor, continue to keep us (me especially) on time and within budget!

Rural Services Report for NMSL Commission – March 2017 (contained in hand-out)

Rural Services is providing services out of all three bookmobiles to rural communities. The Books by Mail program continues to provide book delivery services to rural residents who do not have access to a Library or Rural Bookmobile stop or to those who are homebound due to physical disability and unable to visit a local library or who can only read large print books due to a visual disability.

NMSL is contracting with QualityMetrics, LLC to complete our Library Services Technology Act Grant’s Five Year Evaluation of our LSTA Grant Five Year Plan which is due March 31, 2017. The evaluation period encompasses 2013-2017 expenditures and services. QualityMetrics has completed a draft evaluation based on the surveys, statistics and state program reporting’s, provided to the evaluators who have completed focus groups and interviews with the libraries and people we serve through the LSTA funding. We are finalizing the Draft Final Report from QualityMetrics in preparation for submission to IMLS by the due date.

We received our 2017 LSTA Grant Award as of January 18, 2017 in the amount of \$1,018,562.00. The award reflects the amount of funds available to IMLS for LSTA Grants to States under the Continuing Resolution, which is in effect until April 28, 2017.

We began using 2016 LSTA Grant funds as of October 1, 2016 and will continue to use these funds until fully expended within the two year grant window.

We held interviews for the recruiting of the Library Technician – O for the NE Bookmobile to fill the vacancy left when Leroy Chavez, Library Technician at NE Bookmobile retired in February 2017. Paperwork has been submitted to fill this position and the NE Line II Manager position. We have completed our State Program Reports for all projects that utilized 2015 LSTA Grant funds and submitted to IMLS. They are currently under review at the Institute for Museums and Library Services and we should receive feedback soon.

NEW MEXICO STATE LIBRARY

All our Bookmobiles have entered their books into the Koha system and continue to enter new books as they are purchased.

Library for the Blind and the Physically Handicapped (LBPH) (Contained in handout)

- LBPH has all positions—five full-time and two half-time—currently filled. Staffing levels remain at about two-thirds of National Library Service recommendations.
- Santa Fe will be the host location of the Western/Southern Conference of Regional Librarians in early May.
- In a recent New Mexico State Library LSTA Evaluation, LBPH is described as “as efficient a small-scale talking books operation as we have observed in working with more than two-dozen state library agencies.”

(Library Development – no speakers, the following from hand out)

Development Bureau New Mexico State Library Major activities 1st Quarter -- 2017

Youth Services & Outreach

- Circulated 20 STEM to Read trunks to libraries, 576 people attended programming with them
- 2 outreach events, 75 people (teacher training at Santa Fe Public Schools on using El Portal and *I Love to Read* event at El Camino Real Academy)
- Makerstate Initiative
 - Coding Workshop for library staff
 - 5 events during Teen Tech Week
- Continuing Education webinar on lead prevention with Department of Health
- Visited 15 libraries
 - Site visits including meetings w/two new directors, Tucumcari and Fort Sumner
 - Coordinating and delivering STEM to Read trunks
- Sent out 3 Hitchhiker newsletters

State Data / CE

- Proctored 3 library director certification exams, all 3 passed with high scores.
- Reviewed/Cleaned up FY16 Annual Report Data to send to IMLS
- Concerted effort to bring libraries up to standards specified in revised 4.5.3 NMAC for State Aid eligibility
 - All libraries understand and are meeting required free basic services
 - Confirming that branches are meeting requirements
 - All libraries have designated directors
 - Notifying directors as to which required plans/policies need to be submitted

Tribal Libraries Program:

- Help to establish Torreon Community Library with program and logistical support. Major donations of equipment, materials, supplies and collections from Indian Pueblo Cultural Center and Brown Mackie College and programs from Museum of Indian Arts and Culture.
- Collaborated with Santa Fe Indian School on Erate grants and Video conferencing grants
- DCA lead person for Indigenous Digital Archives Project under Museum of New Mexico Foundation
- History pin grants with 5 tribal libraries to establish content for web based platform

General Obligation Bonds

- During the 3rd quarter FY17, public libraries submitted an additional \$391,166 in reimbursement requests for a total of \$999,416 which is approximately 33% of their total \$3M allocation.
- During the 3rd quarter FY17, tribal public libraries submitted an additional \$40,660 in reimbursement requests for a total of \$185,122 which is approximately 23% of their total \$800K allocation
- 2016 GO Bonds sold; waiting for confirmation on Grant Agreement language from DCA legal counsel

Questions on Library Director Certification Exam... Was change sent out? Was change sent to appropriate audience (directors)?

NM State Library just serves Public and Tribal Libraries. There is a perception that we serve other types of libraries

Public Services:

Marketing needed as many do not know about State Wide data Bases available
2009 there were 9 FTE's – now there are 5 FTE's

Public Services Report – April 2017 (hand out)

- The 2017 New Mexico Letters About Literature contest state judging took place in March. The New Mexico winners have been announced and awards and ceremony planning is underway.
- As a result of the New Mexico statewide assessment of libraries and discussions held at the “Libraries Transform New Mexico” statewide conference in early November, and at the direction of the Secretary of the Department of Cultural Affairs and the State Librarian, we are assessing the New Mexico statewide databases which may result in changes next fiscal year. The State Library spends a significant amount of the New Mexico LSTA Federal money

per year on statewide databases. We have been asked to find out what value the three databases currently purchased provide to libraries statewide, and what benefit is realized in the communities served by the libraries. A survey was completed in March, survey response analysis is underway, and there will be an open discussion program at the NMLA mini conference entitled *Libraries Transform the New Mexico Statewide Database Package* during which we will gather feedback and insight for future directions. Lori expects to be able to inform the vendors, as well as the library community, in late May or early June of any changes that will be made to the current database package.

- The New Mexico Federal Regional Depository materials that will now be housed at the State Library as part of the shared regional arrangement for the state were transferred from UNM to the State Library in February. Holdings review and technical processing for the first agency, the Civil Rights Commission, have begun. There are many New Mexico specific historical documents in this agency's publications. Also, Lori will be attending the Federal Depository Library Council spring meeting in Washington DC, April 25 through 28.

Technical Services:

Note: Quarterly statistics will not be ready until mid-April.

Bradley Carrington is now on the Mountain Plains Library Association Board, representing New Mexico and NMLA

State Library Joins Library of Congress Program

The New Mexico State Library is now a full LC PCC (Program for Cooperative Cataloging) NACO (Name Authority Cooperative Program) partner. NMSL catalogers recently took three weeks of intensive NACO training. Until they become independent contributors their work is being reviewed by Larisa Walsh of the University of Chicago's Regenstein Library. Only two other NACO partners are in the state: the University of New Mexico and New Mexico State University.

What is NACO and why is it important? NACO member institutions contribute authority records "for personal, corporate, and jurisdictional names; uniform titles; and series headings to the LC/NACO Authority File.[...] NA- CO partners are global leaders in uniquely identifying authorized names in international databases" (<http://www.loc.gov/aba/pcc/naco/index.html>). "Participants agree to follow a common set of standards and guidelines when creating or changing authority records in order to maintain the integrity of a large shared authority file. This results in a consistent and predictable file that will reduce the efforts of the global library community and maximize communal resources" (<http://www.loc.gov/aba/pcc/naco/about.html>).

To put the importance of the NACO program in perspective, the Library of Congress added approximately 1/3 of the newly-created authority records to the LC authority file in fiscal year 2016 while the remaining 2/3 were created by other member institutions. NACO libraries follow the new cataloging standard RDA (Resource Description and Access); with

RDA, authority records have many more descriptive attributes about entities, which will play well in the new linked data environment.

Collections at the State Library include state and federal documents, Southwest resources, and materials of special interest to other libraries, state agencies, and the general public. As the caretaker of New Mexico's state government documents, the State Library is well positioned to uniquely describe state government agencies and add agency history to the authority file, making this information accessible worldwide.

Authority... what? Basically, through the creation of authority records, headings are standardized and provide cross references for increased access. See Joan M. Reitz's ODLIS: Online Dictionary for Library and information Science for definitions of related terminology such as *authority control*, *authority file*, *authority record*, and *authority work* online at http://www.abc-clio.com/ODLIS/odlis_a.aspx.

Discussion:

Bookmobiles – what can we do for Southern Route? (Dona Ana/ Otero/Luna)

Decision had been made (previously) to close ALL bookmobiles. Due to public outcry only 1 closed in Silver City.

The bookmobiles are beloved by Legislators

If Bookmobiles closed LSTA monies could be used for other items.

Other budget items are considered more pressing such as CYFD, Medicaid, Corrections, Education, etc.

There is a potential downside by asking Legislature for monies for bookmobiles.

Monies could then be taken from grants in aid.

There is already an act to put monies in rural Bookmobiles (Rural Library Act)

Use wording to INCREASE monies. Do we use this as an opportunity to ask for more funding?

NOT for NMSL to advocate the Legislature to increase funding.

Greg Geisler is concerned about NEA match and library grants can offset other expenditure and costs. One can make a case that literacy is important for economy as are museums, etc.

Budget Request – FY 19

LSTA Five year Plan Evaluation– LSTA Advisory Council

“NM tried to do too much with too little”

Example – Sub-grants – *there* is no monies for Sub-grants

NEW MEXICO STATE LIBRARY

Goals have to be less ambitious - cannot be like 2012 – just try to keep going

Does NMSL Commission want to write a letter to New Mexico's federal elected officials for National Library Legislative Day?

Dean Smith made a motion for the NMSL Commission to write a letter.

Cynthia Shetter seconded the motion.

Approved unanimously.

Dean Smith will draft a letter.

Norice Lee will get the letter Dean Smith composes and put it on letter head.

Creation of a New Mexico State Library Library Foundation is moving along.

(Have by laws – mission Statement – Core Group, etc .)

The NMSL Foundation plans to incorporate as a 501C3 this month with 8 founding Board members.

Old Business –

Tabled

Kathleen has to follow up with Katie Poulos on charter schools

No spokesperson for Libraries within PED

New Business – Dean Smith

Legal services for Tribal Libraries

Hand out of NMAC 4.5.2

Hand out of NMAC 4.5.8

Variations in definitions/ bond description an extra sentence

Library legal service provider

NMAC 4.5.2 Updated first

2 items should be definite

What is the area

NMAC 4.5.8 Can get Admin code to match

Calculations for Tribal Libraries 10 of the percentage = by libraries who have met standards

– 2016 /\$2,900

Determined by LFC

4K to Rural Services

Approx. \$.130 per person distributed to County

Then Libraries based on LSA within each counties service area divided by the counties

monies –

Consequently, larger county get larger proportion

NMAC 4.5.8 has how distribution of funds should be carried out

NEW MEXICO  STATE LIBRARY

Tribal Libraries distribute equally among themselves (only 19 Tribals)

2011 Patricia Moore took over Go Bonds and State Aid – she has not made much progress with the NMACS

Have Admin. Code to match – talked about this in 2013 – not consistent – need a point person to work with Legal Counsel – Kathleen Moeller Peiffer could now assist

Distribution monies that are not uniform with the code

Tribal and non-tribal are not clarified as one is weighted one way

13 Libraries have gone down US Census number for Community Based on LSA numbers

Kathleen Moeller- Peiffer was contacted by Jon Plyley of the State of NM – Governor’s office regarding transparency with the Commission’s Work (505-476-2200)

Next Commission Meeting will be in the Commission Room at the NMSL in Santa Fe on Wednesday, July 12, 2017 at 12:00 pm.

Adjournment motion made by Norice Lee. Cynthia Shetter seconded the motion. Approved unanimously.

2:40 PM