

NEW MEXICO



STATE LIBRARY

New Mexico State Library Commission
New Mexico State Library Board Room
Thursday, January 26, 2017 10 am

Call to order at 10:02 a.m. by Norice Lee, Chair

Introductions: Board members introduced themselves, as well as audience members.

Board present: Elizabeth Martinez, Norice Lee, Cynthia Shetter, Millie Pogna, Dean Smith

Audience present: Lori Thornton, Public Services Bureau Chief NMSL; Carmelita Aragon, State Data Coordinator, NMSL; Alice Webb, Lordsburg Hidalgo Public Library; Ann Reeser, A.W. Thompson Memorial Library; Deanne Dekle, Youth Services and Outreach Consultant, NMSL; Patricia Moore, Development Bureau Technology Consultant; Bill Wilson, Quality Metrics, LSTA Evaluator; Joy Poole, Deputy State Librarian; Ron Gonzales, Mather Whiteside Library, Grants, NM; Greg Geisler, DCA CFO; Anne Green-Romig, DCA, Kathleen Moeller-Peiffer, State Librarian

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

Approval of minutes of November 3 2016 meeting. Motion made by Cynthia Shetter and seconded by Elizabeth Martinez. Unanimously approved.

Public Comment: none.

Comments by DCA: represented by Anne Green-Romig

Welcomed guests. Encouraged all to take part in the legislative session. Focused on the session and the budget situation. The cuts for DCA are more than most other departments as DCA relied on 'non-recurring' money for a decade. That money is now gone. DCA is facing an operating hit of about 12% while others at a total of 9.5%. Fortunately the Executive and Legislative proposals have come out with the same funding that keeps DCA flat, same as current. Many programs have already been cut at DCA such as hours at the Southwest Room and there has been a reduction in management staff of 11. DCA has increased admissions, changed hours. Proposal is to make use of some Public Art money not spent that will cover the shortfall for another two years.

House hearing on DCA budget is February 9th, Thursday, 1:30, last of 6 agencies on the agenda.

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Capital Outlay—so little available there may not be any for individual legislators, may be just for Statewide needs.

Members are encouraged to speak to local legislators, House Appropriations and Finance Committee members, and Senate Finance Committee members. See NM legislative website.

State Library Matters:

Progress on 2016-2018 NMSL Strategic Plan that expired end of last year. Initial work was a list of what we have already done. Looking for something that is more open so it can expand or contract as funding and staffing allows.

State Library budget and GO bonds.

State Library currently has a 20% staff vacancy. Staff very good and creative about what to cut—telephone land lines, cell phones, fax lines, new contract for copiers, mail room machine, cargo van. Cutting back what is possible in all areas. The State GO Bonds passed.

Statewide Library assessment and conference. Libraries Transform New Mexico. NM Foundation funded the Assessment. The one day conference had good dialogue, good speakers and was well attended. Mike DeLello, Carol Hoover, Marian Royal Vigil, Kathleen Peiffer are meeting and will be working on themes to move forward with ongoing meetings, conferences and related activities to continue Libraries Transform New Mexico.

Library for the Blind and Physically Handicapped REPORT:

The Library for the Blind and Physically Handicapped has seen an increase in vacancy rate during the first half of fiscal year 2017 with both half-time positions. The professional half-time position was vacant from early June to early November. The new employee in the position is Tim Donahue. Tim is a naval services veteran with previous experience in academic libraries. Katie Miles left the half-time Reader Advisor position in mid-December. That position was approved for posting on January 12 through January 26.

The first five months of FY17 saw about a seven percent drop in total circ. In addition to a possible impact from staffing changes, the continued reduction in cassette copies for recycling is negatively impacting some book borrowing as the library cannot meet in-house, digital cartridge duplication needs. Currently, the library is able to create about ten digital cartridge duplications per day; however, that number will need to be tripled or quadrupled to offset the planned discontinuance of cassette copies beginning in July. As of mid-January the cassette collection has been reduced to 54,151 copies,



representing 57,377 titles. In calendar year 2016, LBPH reduced its cassette copy holdings by about 40,000. It is possible that the remaining 54,000 copies will be completely removed by the end of 2017.

The National Library Service (NLS) has agreed to allow LBPH to participate in a pilot program for improved digital cartridge duplication in 2017. Although behind schedule, the NLS has agreed to provide a refurbished workstation dedicated to duplication purposes. Once received, this workstation should allow for more efficient duplication; however, recently, the NLS indicated that it may discontinue providing labelling stock for cartridge duplication, which will inevitably increase materials costs for regional libraries.

Planning continues for LBPH hosting a joint regional conference of libraries for the blind in the Western and Southern regions. Attendance is expected to be in the area of 60. Noted local historian, James McGrath Morris, has agreed to serve as keynote speaker. The event will be held at the Drury Plaza Hotel from May 9-11. An evening reception is planned for the New Mexico History Museum on May 10.

Question on why circulation is down. Joy Poole will look into, may be because of vacancy. State Library is working on filling vacancies as they can.

Rural Services:

Rural Services is providing services out of all three bookmobiles as of October 17th; NE Bookmobile began providing services again in late July following an accident which took them out of service for six months and has provided 52 service days to the rural communities. West Bookmobile has been providing continuous service with one less stop per month on a rotating basis (until they become fully staffed as of October) and has provided 72 service days to the rural community. East Bookmobile started providing services in October when they became fully staffed and has provided 22 days of service to the rural communities.

West Bookmobile and Books by Mail made presentations at the NMLA Conference in November and gave tours of one of the bookmobiles. Books by Mail has been adding book plates to the large print books to raise awareness of the services offered by the Library for the Blind and Physically Handicapped.

NMSL is currently under contract with QualityMetrics, LLC to complete the Library Services Technology Act Grant's Five Year Evaluation of our approved LSTA Grant Five Year Plan. The evaluation period will encompass 2013-2017 expenditures and services. We have provided surveys, statistics and state program reportings to evaluators who have completed focus groups and interviews with the libraries and people we serve through the LSTA funding. We have received our Preliminary Report from QualityMetrics and provided them with the 2015 State Program Reports submitted to IMLS.

We closed out 2015 LSTA Grant as of September 20, 2016 and have spent all money committed by the December 30th deadline to spend all the money.

We began using 2016 LSTA Grant funds as of October 1, 2016.

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We have brought our Line II Managers to equal pay via an in-pay band salary adjustment. We have held interviews for the recruiting of the Line II manager for the NE Bookmobile. Leroy Chavez, Library Technician at NE Bookmobile will retire in February 2017 after many years of dedicate service to DCA.

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 in a few months.

All of our Bookmobiles have entered their books into the Koha system and will begin the process of allowing patrons to select books online.

Library Development, including Tribal Libraries REPORT:

Late October, 2016 through Mid-January, 2017

Bureau as a whole:

- Eleven site visits
- Presented five programs at NMLA – on mentoring, Strategic Plans, two SRP-related, Social Media
- Attended Open Meetings Act and IPRA Compliance Training
- Doing an inventory of every library's Collection Development Policy, Strategic Plan, and Community Analysis and Needs Assessment as required by revised 4.5.2 NMAC for State Aid eligibility. Plans/policies need to be at in NMSL files before June 30, 2017 to remain eligible for state aid.
- T-Mobile Wi-Fi Hotspot pilot program; four libraries (Clovis, Estancia, Rio Rancho, Silver City) for two months and Verizon Wi-Fi Hotspot pilot program; three libraries (Alamogordo, Cochiti, Laguna)
- Webinars on Board Training (2) and Collection Development (2)
- On-going work on 4.5.8 NMAC revisions (governs GO Bonds)

State Aid Program:

- First half of State Aid prepared and distributed in December
- POs for the second half of state aid currently being prepared; should go out by end of January, or early February.
- Carmelita Aragon attended the national State Data Coordinators conference, early December

Youth Services Program:

- Held six Summer Reading workshops around the state attended by 75 library staff members
- Circulated 13 STEM to Read trunks to 9 libraries, 380 people attended programming with the trunks
- Held three STEM to Read workshops, attended by 29 library staff members



Certification Program:

- Received and processed eight certification applications. Prepared and administered over 10 exams. Certified 0/8 certification applicants.
- Beginning January 1, 2017, changes to the certification process go into effect; the State Library will only accept certification requests from chief librarians of public and tribal libraries as outlined in New Mexico Statute 18-2-15.

GO Bonds Program:

- Processed \$466,801 in reimbursement requests
- Providing updates to LFC's Capital Fiscal Analyst as requested

Tribal Libraries Program:

- Eighty-five site visits (includes Crownpoint)
- Collaborations include CYFD (*Children, Youth and Families Department*), ATALM Planning Committee (*Association of Tribal Archives, Libraries, and Museums Conference*), IPCC (*Indian Pueblo Cultural Center*), Pueblo Opera Program, SFIS/Tribal Libraries Video conferencing grant
- Outreach - NALSIG meeting, Cochiti Pueblo library
- Crownpoint – focusing on Financial Literacy trainings, 62 attendees

Public Services REPORT:

- The revision of the State Library patron conduct NMAC rule has been completed. The rule revision comment period took place in September and the public hearing was held October 3. The new rule went into effect on January 1, 2017. I have provided copies for you.
- The 2017 Letters About Literature contest entries have been sent to Library of Congress. The initial screening of the letters by Library of Congress has begun. New Mexico state judging will take place in March.
- 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 will be 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.

The LSTA five year review by an independent evaluator began in the fall. Library directors and staff around the state have been asked by the evaluator through various



means (telephone calls, webinar focus groups, and a survey) for their opinion on the current package. A survey of the New Mexico library community will also be conducted next month so that we may solicit the libraries' perspective on the value and benefits of the statewide database package. We expect the LSTA review report in the next few months and look forward to the evaluator's recommendations; and, we have proposed a program for the spring NMLA conference in April in order to gather feedback and insight for future directions. I expect 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.

Commissioner Shetter opened a discussion about the restrictions on who can seek State Certification. State Library needs to limit to Library Directors only. In Los Lunas the certification was used for all staff to train them and it resulted in an increase in salary. Commissioner Shetter suggested an online program similar to the Idaho State Library. Patricia reported that the State Library is looking at similar online training and is contracting for such training for other library staff with a vendor.

Technical Services REPORT:

Month/Year : FY17 2nd Quarter
Submitted by : Bradley Carrington

Staff development and news:

- We were accepted as a NACO member! (Library of Congress/Program for Cooperative Cataloging/Name Authority Cooperative Program)
- OCLC: Users Group meeting at UNM
- NMLA: Tech Svcs SIG, Amigos Mgmt Institute, NMCAL (courier, shared GPO Regional), Amigos courier (TAE currently 157 routes/wk, 30K items/month, billing yr starts Sept), LIBROS (WorldCat FRBR-like roll-up, GroupAware, courier); Digital SIG (SALSA in RMOA and NMDC; no MOU these things are a "partnership;" no fees); Govdocs SIG (2-3 yrs to move collections, shared collection stamp, item records 852\$z)

Accomplishments:

- SALSA by-laws cleared by DCA Legal; they take effect 1/1/17
<http://www.nmstatelibrary.org/docs/TSB/BYLAWS_of_The_SALSA_Consortium_New_Mexico_State_Library.pdf>
- SALSA meeting;
<http://www.nmstatelibrary.org/docs/TSB/Nmsalsa_minutes_of_our_Nov_10th_meeting.pdf>
- Polaris upgrade! Now on Version 5.1 Build 261
- We finished reloading *El Palacio*! The archive currently contains 934 issues, over a century of issues, all in one collection, with all transcripts intact! The archive covers **Vol. 1, no. 1 (Nov. 1913)-Vol. 119, no. 2 (Summer 2014)**, and we are ready to load the new issues as they are delivered to us.
<<http://nmdigital.cdmhost.com/cdm/landingpage/collection/p16256coll106>>
- West Bookmobile cataloging: *we finished the recon project!!*



- We converted records for **2538 items** (about **22%** of what's now in Koha for West).
- Toward that end we created **4540 records total**.
- Finished most of the WIPP project; 1714 items now have collection name NMS WIPP Collection (NMSWIP). Collection will be applied to any future items added, plus to the few items left in our backlog.

Statistics:

- new bibliographic records: 3144
- new records contributed to WorldCat: 92
- WorldCat master records replaced (enriched/expert-replaced/minimal-upgraded/digital content attached): 375

State documents distribution

- tangible items shipped: copies of 73 items shipped to as many as 21 repositories
- files in CONTENTdm: 28639 (3465 added this quarter)

Federal tangible documents shipped to us on our GPO profile: 623

Review of LSTA five year plan with evaluators Bill Wilson:

Presented by LSTA Evaluator, Bill Wilson. LSTA is Grants to States. Population driven after base grant. NM gets about \$1.4 million. Two purposes for evaluation 1. Accountability, that dollars are being spent well and on things that make a difference. 2. Helps to inform the next 5 years—evaluations end of March. New 5 year plans are due the end of June. Shows a three year history of how LSTA spent in NM, with breakdown by goals. Programs unlikely to continue without LSTA funding including training, Lib for the Blind, etc. With this we can compare what was done to what was planned. Five year plans are very extensive and comprehensive. Not everything will be covered. IMLS looking at move towards Outcome Based Evaluations. Strategic Plan less granular and more open for nimbleness. No penalty for not achieving all of your goals. Concerns about 'maintenance of effort' in place related to the expenditure of funds from State sources related to the LSTA funds.

Discussion on early literacy focus of NM elected officials. May be useful for guiding LSTA spending and seeking possible support from the Legislature as that is a high priority for them. Discussion on value of bookmobiles in our rural environment and the lack of viable alternatives. Discussion of value of El Portal—only service for small and rural areas, provide base for larger libraries where funding can be spent on other/more databases. Discussion of what other states have done to meet the needs of the rural population—NM had a goal for new models. Utah is closest to NM and also makes use of bookmobiles, but they have stronger county support. Will be a public survey that includes the commissioners in survey.

Old Business:

501c3 to support NMSL tabled for next meeting (Commissioners Martinez and Lee).

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PED connection update on brief meeting with Charter School staff member tabled for next meeting (Kathleen Peiffer).

New Business:

Library Legislative Day. Meeting at 9:30 a.m. in east part in front of the David Cargo statue. Librarians will gather there to go into the sessions.

Dates and Locations for Quarterly Commission Meetings:

Next Commission meeting will be April 5th Noon at the State Library. (NMLA Mini conference in Las Vegas on April 6 and 7.)

Adjournment motion made by Cynthia Shetter and seconded by Elizabeth Martinez. Passed unanimously.