

DEVELOPMENT AND TRIBAL LIBRARY REPORT FOR NMSL COMMISSIONERS-JULY 2017

- FY17 Annual Report opens July 1 and closes August 14. The survey was reconfigured to be more user friendly. Three separate training webinars were held to acquaint directors with new and revised questions and layout, discuss how to answer questions appropriately, use of notepads, etc.
- Development presented to about 125 teachers information about El Portal and BrainFuse at the Advanced Placement Summer Institute in Rio Rancho June 13.
- Quarter 2 of the Library Director Certification exam had two applicants, both of whom passed with high scores.
- During FY17, Development Bureau focused on confirming that libraries met the revised 4.5.2 NMAC eligibility requirements for State Aid, with a big “push” this last quarter
- For last quarter FY17, DEV had 20 site visits to public libraries and 8 site visits to tribal public libraries.
- STEM-to-Read trunks circulated to 13 libraries this last quarter and, so far, have been used by over 700 people.
- At national annual Summer Reading meeting, Deanne Dekle elected to CSLP (Collaborative Summer Library Program) Board for three years, starting this summer.
- Carmelita Aragon and Deanne Dekle participated in the NM Battle of the Books state-wide competition
- 2014 GOBs – during last quarter FY17, reimbursements of \$232,595 requested from public libraries and \$53,500 from tribal public libraries. Ahead of the usual schedule, public libraries have spent 41% of their total allocation, and tribal public libraries have spent 30%. Generally, libraries spend 75% of their allocations during last quarter (which would be Jan.–March, 2018)

Site visits:

- **June 13 Torreon Community Library board meeting and volunteer meeting 10**
- **June 22 Zia Enrichment Library 1**
- **June 22 Sandia Pueblo Learning Resource Center 1**

Collaborations:

- **June 5 – 8 Historypin conference Las Vegas, NM 30**
- **June 22 Erate meeting Amerind, Santa Ana Pueblo 12**
- **June 26 MIAC at UNM IDPI in ABQ 6**
- **June 26 Santa Fe Opera reception 6**
- **June 27 Santa Fe Opera Pueblo Opera Program 30**

Outreach:

- **June contacted AP conference for El Portal presentation 1**

UPDATE ON TORREON LIBRARY

JULY 12, 2017

As you know, Alana McGrattan is our Tribal Libraries Coordinator, and as such has the most up to date information on progress with this developing library. Unfortunately she is currently out of the country, so I will do my best to share what I know of this exciting undertaking.

I made an exception from State Library regulations late last year for Torreon to be designated as a developing library. This enabled them to receive a small amount of state grants in aid funds (\$3,000) for the primary purpose of purchasing library materials and a basic circulation system. Sandoval County agreed to be their fiscal agent so the funds could be expended within this fiscal year. Alana and Jeannie Whitehorse, Navajo Nation outreach specialist, have since been busy selecting, receiving and cataloging the new books for the library. Alana also enlisted two volunteer catalogers in this effort. At this time the materials have made their way to Torreon and the item records have been loaded into the circulation system. Both Jeannie and a volunteer from the Torreon Chapter have been keeping the library open the minimum two days/fifteen hours per week. The biggest obstacle for Torreon is allocating funds to pay a person to continue to keep the library open after State Library involvement is reduced in August 2017. Alana is receiving assistance from the Torreon chapter councilor to the Navajo Nation and former state legislator Leonard Tsosie. He is working with the Navajo Nation to establish the position description of library technician as a first step in getting this position funded by the Navajo Nation. Alana has given it her all to make this first library on the Navajo Nation a success. It remains to be seen whether the Chapter officials and residents can continue to build on the work of the first year.

Good Afternoon Kathleen!

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 completed our Five Year Evaluation of our LSTA Grant Five Year Plan through the contract with QualityMetrics LLC. With the results from the LSTA Five Year Evaluation, we have been working on our 2018-2022 LSTA Five Year Plan which is due June 30, 2017 to IMLS for approval. The new evaluation required additional crosswalks, monitoring and detailed stakeholder involvement. The plan when approved by the Institute for Museum and Library Services will be placed on the NMSL Website and shared in the Hitchhiker, the library newsletter. The plan will be shared with senior staff at the New Mexico Department of Cultural Affairs, the New Mexico State Library Commission (i.e. you all), the state LSTA Advisory Council and the Board of the New Mexico Library Association. As the plan is implemented, these same channels of communication and organizations will be used to share results, products, processes and benefits.

We received our 2017 LSTA Grant Award as of January 18, 2017 in the amount of \$1,018,562.00. We received a supplemental 2017 LSTA Grant Award on June 13, 2017 in the amount of \$427,922.00 with an additional award of \$2,232.00 from a redistribution of used funding from 2007. The total award for Federal Fiscal Year 2017 is \$1,448,716.00. We will begin utilizing this money once we fully expend the 2016 grant funds or by October 1, 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 will have our IMLS On Site Visit the week of July 17th and are beginning to gather all the information and complete the required forms to submit to Dennis Nangle, our Senior Program Officer.

We have promoted the NE Bookmobile Library Technician to the position of NE Line II Manager position and are working to fill the vacancy created by the promotion. We have filled the Library Technician that became vacant through retirement.

All 2015 State Program Reports for all projects that utilized 2015 LSTA Grant funds have been approved by the Institute for Museums and Library Services.

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

The Library for the Blind and Physically Handicapped (LBPH) has experienced “full-staffing” since filling of the half-time Reader Advisor’s position in early March. The new employee in the position is Norma Perez. Norma has worked extensively in other areas of state employment, particularly the Department of Environment. A native of Spain, Norma offers English and Spanish language skills. With six FTE employees, is at 63% of the staffing level recommended by the Standards and consultants of the National Library Service (NLS).

Consistent with the first five months of FY17, LBPH experienced nearly a seven percent drop in total circulation from January through May when compared to the same time period in 2016. In addition to some lingering effects from staffing changes, the continued reduction in cassette copies for recycling has proven greater than the library’s capacity to create a commensurate number of corresponding digital copies. The NLS discontinued distribution of labels for digital cartridges and mailing containers, requiring the library to join a group order for labels, which is still in the process of completion. As a result, LBPH has been unable to create digital copies since about mid-May until a recent gift of 360 labels from the Nevada program. As of late June the cassette collection has been reduced to less than 15,000 copies, representing 57,377 titles. Beginning in July, the library discontinued circulation of remaining cassette copies. It is estimated that the cassette collection will be fully removed at its current pace by late August. The removal process began about five years ago, when the cassette collection totaled about 280,000 copies.

The NLS has converted most of its over 57,000 title cassette collection to digital format; however, it has provided relatively few physical copies of these converted titles. It has been recently calculated that over 47,000 titles converted from cassette to digital (aka analog-to-digital or A to D) are only available to LBPH patrons via download and/or duplication. The (NLS) agreed to allow LBPH to participate in a pilot program for improved digital cartridge duplication in 2017. This process became available in February and proved easier to use for some staff challenged by previous duplication process requirements.

LBPH hosted a well-received joint regional conference of libraries for the blind in the Western and Southern regions. Attendance was about 50. Noted local historian, James McGrath Morris served as a popular keynote speaker. The event was held at the Drury Plaza Hotel from May 9-11 with an evening reception at the New Mexico History Museum on May 10. The next joint regional conference is planned for 2019 in Austin, Texas.

The Friends of NMLBPH will begin planning in July for an annual Volunteer Recognition Event to be scheduled in the fall. A speaker from the NLS has been requested. Also, the Friends and the library plan to recognize the program’s 50th anniversary in conjunction with the volunteer event.

Technical Services Bureau April-June 2017 (FY17 Q4)

- Brad attended the Innovative Users Group meeting as well as Innovative webinars on linked data and product updates
- Aubrey attended the NMLA mini-conference and gave a presentation on professional development resources
- Brad attended board meetings for both NMLA and Mountain Plains Library Association
- Brad is cataloging current acquisitions for the National Hispanic Cultural Center, setting up collection codes for their children's books, and training their UNT intern
- Brigitte, Aubrey and Brad continue with the Library of Congress NACO review -- we're almost finished!
- The SALSA consortium had its first Executive Committee meeting; we follow our new by-laws and Open Meeting Act protocols
- For the NM shared GPO regional historic collection we cataloged 194 items added from UNM (the Civil Rights Commission)
- Quarterly stats will be available mid-July

NMSL ADMINISTRATION REPORT TO NMSL COMMISSION

JUNE 2017

Challenging times continue for the State Library. Our FY18 budget is flat, which means that the 10% cuts sustained in FY17 will remain. Additionally, we are currently at a vacancy rate of 25%, which equates to 10 positions. And finally, the IMLS FY18 budget continues to be a question mark until there is either a continuing resolution or a new budget passed. Should these funds be lost it would mean a 25% cut to the State Library's budget.

In other news...

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 worked with Joy and many others to complete the evaluation of our LSTA five year plan, which was submitted to IMLS by their March 30, 2017 due date. Additionally, the new five year plan was submitted on June 29, 2017, one day ahead of IMLS's deadline!

I was able to visit one third of our public and tribal libraries this past year, as well as two of our three bookmobiles. I will resume my site visits in the fall, with the goal of having visited all of our libraries by this time next year.

Marla Maestas-Valdez, our accountant/auditor, was able to identify a small amount of funds remaining in our "other" budget line prior to the end of the FY17 budget which allowed staff to purchase such items as ergonomic keyboards and mice, a paper shredder, a new copier/fax/printer, cell phone and computer. Sometimes the most basic items can make such a difference in your work day!

Our Executive Secretary/HR Liaison LaNelle Haught transferred to a position at NM Department of Transportation effective June 23, 2017. We have started the paperwork to hire her replacement.