

New Mexico State Library Commission
October 21, 2021
State Library Report

Administration

Eli Guinee

Staffing

The State Library continues to face significant staffing shortages. Vacancies include Accountant/Auditor, Grant Manager/LSTA Coordinator, Reference/ILL Librarian, Bookmobile Tech, and Youth Services Consultant. NMSL staff deserve a lot of credit for taking on extra work to fill in as best they can.

Happily our Tribal Library Program Coordinator position has been filled by Cassandra Osterloh.

Partnership

The State Library continues to work closely with sister divisions in the Department of Cultural Affairs on a number of statewide outreach initiatives. We funded the development and printing of an activity book for children, with over 9000 copies distributed through libraries and museums statewide. We support the DCA Invite an Educator program, and the DCA Activity Kit program, and play leadership roles on the DCA Accessibility Committee, Professional Development committee, and more. A silver lining to the pandemic has been increased collaboration and geographic reach.

With other state agencies, the State Library is working towards improving early childhood services and remedying shortcomings found in the Martinez/Yazzie lawsuit. The State Librarian serves as DCA's representative on the Tribal Remedy committee and the Children's Cabinet, as well as the newly formed Broadband Advisory Council.

ILS RFP

As detailed below in the Technical Services report, the ILS award was made to SirsiDynix. Migration is now underway. The RFP process also resulted in a statewide price agreement that other libraries can use to procure an ILS. The process has taken about two years, but will result in significant cost savings along with a new statewide ILS option.

NMAC changes

In process, the Library Development Bureau is submitting administrative code amendments for NMAC 4.5.9 in order to manage ARPA funds and TLP grants, and a new NMAC 4.5.10 to manage the Rural Library Endowment.

Funding

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The DCA FY23 executive budget request includes mostly level funding for the State Library with a small increase for a return of National History Day. In FY22, we are managing pass-through funds of \$4.5M for tribal libraries from 2021 Senate Bill 377 and almost \$2.5M of American Rescue Plan Act funds.

LSTA Evaluation

This year is our five year LSTA evaluation, and development of the next LSTA five year plan. We will shortly be awarding a contract to an external evaluator and reforming the LSTA Advisory Committee to assist.

Telework

With only a few exceptions, NMSL staff have at least one day a week of telework and at least one day a week of on-site work. Meetings continue to be conducted primarily on zoom, and social distancing, masking, etc. continues to be observed. NMSL staff have shown both flexibility and dedication in their return to on-site work and are remaining highly productive while teleworking.

Library Development Bureau

Dale Savage

- Continued holding weekly online meetings for public library staff.
- Participated in meetings with Dine Education and Navajo Nation Library regarding the establishment of chapter house libraries in New Mexico Navajo Chapter Houses.
- Continued working with the State Librarian and DCA Legal to draft a new NMAC for the Rural Libraries Endowment, create and implement emergency amendments to 4.5.9 NMAC to administer Special Library Grants. Public hearings scheduled for 4.5.9 amendments on November 29 and Rural Libraries Endowment on November 30.
- Created hiring paperwork for Tribal Libraries Program Coordinator and Youth Services Coordinator.
- Maintained Tribal Libraries Program in absence of a TLP Coordinator.

Youth Services Coordinator update – (Position vacant, Carmelita Aragon filling in):

- Communicated with youth services library staff via listserv with information from CSLP, and about SRP21 and SRP22 information
 - Monitored and closed SRP21 surveys for parents/caregivers and librarian survey
 - In process of preparing SRP21 summary from survey data
- Attended CSLP annual meeting
- In process of preparing vouchers for SRP22 to get codes for libraries from CSLP
 - In process of preparing RFP for SRP22 vouchers
- Ordered SRP22 manuals and catalogs from CSLP
 - In process of preparing RFP for manuals
 - In process of mailing SRP22 manuals and catalogs to libraries
- Prepared RFP for CSLP membership
- Updated and maintained youth services listserv.

State Data Coordinator update - Carmelita Aragon:

- Administered the FY21 Public Library Survey to all 95 of the 98 public and tribal public libraries.

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- 3 libraries did not respond to the survey.
- Survey opened 7/1/21 and closed 8/16/21 and covered library business from July 1, 2020 - June 30, 2021.
- In process of preparing FY22 state aid packets to send to eligible libraries.
 - Currently, 91 of 98 public and tribal public libraries are eligible.
- Communicated with library directors via listserv about FY21 annual report, etc.
- Provided daily communication with library directors via email or on occasion, by phone.
- Posted monthly, free online professional development opportunities and other library related articles, including job opportunities on the Hitchhiker.
 - Compiled articles from the Hitchhiker into a monthly digest and distributed to subscribers via Constant Contact.
- Processed backlog of librarian and librarianship certification applications and prepared and mailed certificates to eligible applicants.
- Staffed table at 2021 State Fair for College and Career Pathways day and provided information about the NMSL to over 200 people.

General Obligation Bonds Coordinator update - Patricia Moore:

2018 GO Bonds (as of 10/18/2021)

- Public libraries have an allocation of \$4,000,000. The tribal public libraries' allocation is \$750,000. The libraries are actively submitting reimbursement requests.
- 2018 GO Bond allocations are on the State Library's website at <http://nmstatelibrary.org/services-for-nm-libraries/funding-libraries/go-bonds/2018-gobs>
- Fifty public libraries have submitted reimbursement requests for a total of \$1,620,997, approximately 41% of their total allocations.
- Three tribal public libraries have submitted requests for \$47,420, approximately 6% of their total allocations
- 2018 GO Bond allocations are available to libraries until April 1, 2022.

2020 GO Bonds

- Information on the 2020 GO Bond allocations can be found on the State Library's website at <http://nmstatelibrary.org/services-for-nm-libraries/funding-libraries/go-bonds/2020-gobs>.
- Now that 2020 Census numbers are available for County populations and communities of 5000 population or above, final allocations have been calculated and are posted on the website. Fifty-nine (60%) of the public and tribal public libraries recognized by the State Library serve communities of less than 5000 population.
- Both physical and digital copies of 2020 GO Bond Grant Agreements will be sent to public and tribal public libraries beginning the week of October 18th.
- 2020 GO Bonds will be available to libraries until April 1, 2024.

Tribal Libraries Program – Cassandra Osterloh

- Continued Tribal Library Program in the absence of a Tribal Libraries Program Coordinator.
- Hired new Tribal Libraries Program Coordinator, Cassandra Osterloh commencing 9/20/2021.
- Prepared and distributed grant documents for After School and Summer Program Special Grants based on 2021' Senate Bill 377. Grant allocates \$200,000 per tribal library and \$300,000 to the

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Navajo Nation for linguistically and culturally relevant after-school and community-based summer programs.

- Prepared and distributed grant documents for the FY22 Tribal Libraries Program Grants.
- Participated in monthly NALSIG meetings.
- Participated in monthly DCA-wide Community Information Gathering Committee meetings with tribal librarians.
- Continued outreach to all tribal librarians via phone, email and online meetings throughout the pandemic closures.

Navajo Nation Outreach – Jeannie Whitehorse

- Due to Covid-19 restrictions on the Navajo Nation, unable to hold educational and outreach events.
- During the shutdown, have revised or created more than 50 financial literacy and digital literacy programs to be used when restrictions are lifted on the Navajo Nation.

Public Services Bureau

Lori Thornton

By appointment collection access/research service for state government employees was begun in May and continued through June. Public Services staff returned to work three days per week on July 6. The library re-opened to the public on August 2. We are currently down two staff members – one has been on parental leave which will continue through the month of October, and our interlibrary loan librarian resigned in January. The Reference Services Manager has assumed all resource sharing functions until we are able to fill the vacancy.

Statistics FY 21

	April	May	June
Reference	322	330	338
Circulation	131	119	119
Interlibrary Loan	205	251	321
Computers	0	0	0
Gate (half)	0	0	0
TOTAL	658	700	778

Statistics FY 22

	July	Aug	Sept
Reference	353	461	464
Circulation	67	147	109
Interlibrary Loan	357	323	353
Computers	0	16	81
Gate (half)	0	390	186
TOTAL	777	1337	1193

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Digital State Documents Archive

BIG ACCOMPLISHMENT for the year

All New Mexico state government digital public documents are now available online at <http://nmsl-montage.auto-graphics.com/>. While teleworking, Public Services staff worked diligently to upload a 6 year backlog (2016 through 2021) to the new Montage system. Reference inquiries from the public (worldwide) have increased noticeably now that the public is able to find this content.

New Mexico Center for the Book

The 2022 New Mexico Letters About Literature competition announcement was distributed statewide to educators and librarians the first week of September. The entry deadline is January 7, 2022. Please see <https://lettersaboutliterature.nmculture.org/> for the full details about the 2022 contest.

The National Book Festival took place virtually in mid-September. The theme this year was “Open a Book, Open a World” and included a national PBS special celebration featuring Levar Burton. The author and book representing New Mexico this year is Alexandra Diaz, the author of the award winning The Open Road and the sequel The Crossroads, which is the “Great Reads from Great Places” selection. Please see <https://bookfestival.nmculture.org/> for more information about the book, an author video presentation, and activities for youngsters.

Career Online High School

The three rural book mobiles and three public libraries (Albuquerque/Bernalillo County Library System, Belen Public Library, Santa Fe Public Library) which are participating in the program all have students enrolled in Career Online High School. There are currently seven active students enrolled in the program, five of whom are close to finishing, and Albuquerque has had two graduates. A third call for additional library participants is taking place now with an application deadline of October 29. A lunch and learn presentation for libraries took place on September 2 and there will be a program at this conference tomorrow morning. Please see the New Mexico site for more information - <https://nm.careeronlinehs.org/>.

Technical Services Bureau

Bradley Carrington

TSB professional development, April-October 2021

- Margaret and Joseph attended the 6-month RDA Lab course
- We all attended the PCC Wikidata project meetings (editing and writing statements on New Mexico artists, poets, writers and on New Mexico government agencies)
- Joseph attended the LD4 Conference (Linked Data for Libraries)
- We joined the PCC CONSER Directory of Open Access Journals project
- Return to worksite management was very involved; staff returned on July 6th with staggered schedules and telework assignments.

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TSB consulting, April-October 2021:

- weekly Cataloging Café and Dear Cataloger e-mails
- we trained an intern, Kelly McCabe, a teacher-librarian at the Gonzales Community School. Kelly worked in the Bureau in June for 140 hours; received Clarion University (MLS) credit as a practicum.
- With Steven Riel (Harvard) and Becky Culbertson (UC-San Diego) Brad revised Module 6 (Title Statement) of the [CONSER Cataloging Manual](#).
- Upgraded to Polaris 6.7; gave training on browser-based version
- Margaret and Joseph served on the RFP Evaluation Committee; Brad took over as Procurement Manager when our accountant resigned; June 3rd State Purchasing approved Evaluation Committee report; **award went to Sirsi Corp.** for migration to Symphony; contract signed August 27th; generated a statewide price agreement that can be used for Sirsi purchases by any NM local or public body
- Brad managed the sole-source procurement for the OCLC renewal; approved by State Purchasing August 26th; due to staff vacancies FY22 Q1 ended without a purchase order yet authorized
- Joseph is Chair of the NMSL website redesign core committee
- Brad helps Abby Smith, new librarian at the NM Museum of Art
- For the State Records Center Brad is the Records Liasion Officer for the State Library

Statistics:

	FY21 Q1	FY21 Q2	FY21 Q3	FY21 Q4	FY21 total	FY22 Q1
new bibliographic records	4869	4013	4458	5088	18428	4335
new item records	5479	4866	6020	5364	21729	9589
new serial issues	863	1455	991	994	4303	1327
new records contributed to WorldCat	52	101	110	212	475	219
WorldCat master records replaced	684	256	298	515	1753	581
our symbol NMS added to records (copy cataloging)	4793	3570	4161	3721	16245	6309
NACO	41	39	44	53	177	84
BIBCO	31	127	83	164	405	229

CONSER	72	11	13	4	100	15
SACO/EPC	4	1	1	2	8	2
OCLC duplicate record sets merged	77	47	224	366	714	283
CIP records	18	15	16	20	69	28
State documents distribution	0	88	49	20	157	78
Federal tangible documents added from UNM/NMSU	192	0	0	141	333	394

OPERATIONS BUREAU - PROGRAM REPORTS

Joy Poole, Deputy State Librarian

IMLS - LSTA

Site Visit was conducted virtually by Dennis Nagle, IMLS Program Coordinator on June 10 to review various LSTA Grant documents compiled by Marla Maestas-Valdez, Grant Programs Manager with Eli Guinnee.

Proposals for evaluation of the LSTA Five Year plan were sent to various consultants. Two companies responded. Selected evaluator will be announced soon.

Marla Maestas Valdez, the Grant Programs Manager resigned in July to accept another position in State Government. Recruitment paperwork has been submitted for posting this federally funded vacancy.

NM Poet Laureate -Santa Fe Trail Poetry Publication

To commemorate the 200th anniversary of the opening of the Santa Fe Trail trade, the NM State Library has compiled dozens of poems written by poets past and present. The publication features an essay by Dr. Marc Simmons titled *The Poetry of the Santa Fe Trail*, along with an introduction by Dr. Sandra Doe and trail history Dr. Leo Oliva. Cover art *Crossing the Santa Fe Trail* has been provided by Wayne Cooper of Oklahoma, courtesy of the Oklahoma Arts Council. Joy Poole has served as the project director for this inaugural poetry publication.

USDA – Distance Learning and Telemedicine (DLT) Grant

Joy Poole, Deputy State Librarian has been working with Felipe Galvis-Delgado, Legislative Aid with Senator Heinrich’s office on a congressional funding request for the NMSL to resubmit a DLT grant for computer devices. Earlier this summer, Joy Poole submitted an application for Congressionally Directed Spending for the Agriculture, Rural Development, Food and Drug Administration and related agencies. This appropriations request for funding was submitted by

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the New Mexico Congressional Delegation who secured the recommendation for an appropriation of \$890K earmarked for the NMSL in the Appropriations Committee report accompanying U.S. Senate Bill 2599. Committee Guidance: The DLT application previously denied *should* qualify for computer devices for New Mexico's State and Tribal libraries as long as details on specific distance learning courses to be offered are the primary or exclusive use of the computer devices and are included in the application. Stickers and patron-use forms (for the computers) alone will not be sufficient to demonstrate that the computer equipment has distance learning or telemedicine as its essential function, as required by 7 Code of Federal Regulations § 1734.23(a)(1).

Meanwhile, Joy Poole has been updating the DLT grant application, securing new quotes for devices and contacting 60+ NM public and tribal libraries for their input on distance learning and telemedicine computer equipment for their libraries and obtaining letters of support.

Please note this funding is for FY22, so the DLT program application period for FY22 projects will not open until Congress passes the appropriations legislation to fund USDA and thus the DLT program.

Broadband for Libraries (BB4L)– Library Broadband Infrastructure Fund (LBIF)

Richard Govea, Broadband Opportunities Manager

Over the course of the E-rate 2021 cycle, which closed on July 1st, Richard Govea and Joy Poole, Deputy State Librarian were able to assist 18 libraries with the E-rate applications. Unfortunately, we had a couple of libraries that were unable to meet the E-rate deadlines and needed to cancel their applications but have committed to reapplying during the 2022 E-rate application cycle. The 18 libraries represent a total of 29 E-rate applications for the two categories, 16 for CAT 1 internet services and 13 for Cat 2 network equipment upgrades. E-rate has approved 26 of the applications for this cycle which represents over \$220k in federal funds that will be used to help libraries access high speed internet and network equipment upgrades. As E-rate application approvals have been issued, we have started working with libraries on scheduling the installations and planning the state portion of the reimbursements.

In addition to the E-rate Program, the FCC announced creation of the Emergency Connectivity Fund Program (ECF) that is geared at bridging the connectivity gap between the home and school and library. The Emergency Connectivity Fund Program will provide funding to schools and libraries for the reasonable costs of laptop and tablet computers; Wi-Fi hotspots; routers; modems; and broadband Internet connections for use by students, school staff, and library patrons at locations that include locations other than a school or library. The ECF consisted of two filing windows, the first from June 29, 2021, to August 13, 2021 and the second from September 28, 2021 – October 13, 2021. Applicants can file for ECF funding for equipment and services that were purchased between July 1, 2021 to June 30, 2022. In total, we had nine libraries that submitted ECF applications for a total funding request amount of \$805,830.49. We expect that most applications will be approved and can provide a report once the data is finalized.

As the 2022 E-rate application cycle begins to ramp up, work has begun with additional libraries that would be interested in applying for E-rate funding support. Our initial estimate is that we could assist as many as 20 additional libraries with E-rate applications during the 2022 cycle. In addition to assisting

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with new applications, we are working on developing a scope of work that will address the ongoing network support needs of the libraries that are active with the E-rate program. Under E-rate eligible services, applicants can apply for basic maintenance of internal connections (BMIC) support which covers the repair and upkeep of eligible internal connections. Eligible repair and upkeep services include hardware, wiring, and cable maintenance, along with basic technical support and configuration changes.

IT Disaster Resource Center (ITDRC) - This organization in response to COVID-19, ITDRC established projectConnect -- a nationwide initiative to provide **free community WiFi installations** to connect students and families to the internet, especially those living in rural and underserved communities. The Los Lunas Public Library took advantage of Project Connect for WiFi equipment to broadcast a signal beyond their library walls. Embudo Valley and Glenwood Public Library are in the process of contacting ITDRC for WiFi equipment.

Rural Services & LSTA Report **Joy Poole, Deputy State Librarian**

BOOKMOBILES

Delivery of Rural Services: Bookmobile staff have provided intermittent services during the summer. It has been a combination of curbside service along with Books by Mail. At any given moment there have been mechanical repairs required of the bookmobiles and they have cancelled various weeks of rural library service delivery depending on the bookmobile unit.

Personnel - Amando Jose Montoya was hired as a library tech at Bookmobile NE. There is currently a library tech vacancy with the retirement of Marcia Valverde at Bookmobile East. Recruitment paperwork has been submitted for this federally funded vacancy.

Broadband – Both Rural Bookmobile East in Tucumcari and Rural Bookmobile NE in Cimarron have been operating in their offices with high speed broadband for the last 2-4 years respectively. This summer Rural Bookmobile West had fiber installed so that there is high speed broadband at the Los Lunas campus supplied by Plateau. In addition, all the bookmobiles have had collapsible satellite dishes installed on their roofs for internet connections on the bookmobiles in order to provide wi-fi access to rural patrons during their stops and for the bookmobile staff to operate more efficiently with their circulation catalog.

The **Bookmobile purchase** for a Kenworth 270 truck chassis has been delayed until calendar years 2022-2023 due to supply chain shortfalls. A Capital Outlay team within DCA has been working with Inland Group and Farber Specialty to develop alternative schedules and plans.

BOOKS BY MAIL

Teresa Martinez continued providing Books by Mail services during the Covid-19 pandemic. She has assisted the bookmobile employees with books by mail delivery. She has monitored postage requirements of the USPS and the mail machine at the NMSL.

Library for the Blind and Print Disabled (LBDP)

John Mugford

Changes and Developments

The fourth quarter of fiscal year 2021 (April-June 2021) and first quarter of fiscal year 2022 (July-September 2021) in LBDP saw the ongoing maintenance of largely uninterrupted services with significant on-site staffing participation increase in July. The National Library Service (NLS) added nearly 5,000 new audio book titles during these six months. Of this amount, nearly 600 titles were added from foreign language and other English sources obtained through the Marrakesh Treaty and Accessible Books Consortium. Notable additions in this grouping included titles in German from the Harry Potter series, such as *Harry Potter und der Gefangene von Askaban*. The overall audio book collection, available for download or Duplication-on-Demand (DoD) now exceeds 105,000 with over another 20,000 digital titles available in braille format. The audio book titles originate from a variety of sources, including the NLS (about 86%), regional libraries (about 10%), and a miscellany of titles from mostly other nations.

Circulation totaled about 80,000 during this time frame, about 10% lower than the same time frame in 2020. Much of this adjustment is attributable to two factors: (1.) a stabilizing in the growth of DoD requests; and (2.) a slight decline in patron growth due to fewer referrals from agencies such as the New Mexico Commission for the Blind (CFB) Veterans' Administration. Additionally, refinement of patron profiles in relation to DoD selection have contributed to relatively steady month-to-month circulation as evidenced by the less than 100 count difference between the months of July and August. Total circulation in FY21 was nearly 167,000, almost 10,000 more than the previous fiscal year. Fortunately, the months of July and August presented significant increases in new patron sign-ups with the latter month seeing 34 additions. While the NLS expects eventually to expand program participation by younger readers through its broadening of eligibility criteria in relation to reading disabilities, recent trends in New Mexico have indicated an ageing readership. The average age of the active LBDP patron is now close to 71 with the average age of new registrants in 2020 and 2021 about 74.

Applications

Applications continue to be tracked extensively for source and length of processing time. The CFB accounts for about 35% of application referrals with the Veterans' Administration next at 22%. While processing time has taken somewhat longer on average due to the complications of social distancing, the completion rate on application referrals is over 90%.

Upon her return to nearly full-time on-site work in July, Berdina Nieto initiated the scanning and digitization of applications to improve organization of records along with workflow, better enabling other reader service's staff to participate in the application completion process. LBDP is in the process of acquiring improved scanning, printing, and fax technology to further enhance this process.

Pandemic Response

LBDP staff further transitioned to onsite working circumstances at the beginning of July. Now, on average, over half of working hours are onsite with the number of teleworking hours depending upon individual circumstances and overall needs. Phone access continues to operate efficiently with the forwarding of calls through a Google account—minimizing the number of calls going to voicemail. LBDP staff is in regular communication via phone, text, and e-mail along with bi-weekly online meetings. The pace of audio book copy removal and recycling from carousel storage has averaged about 50 boxes per week (2,500 containers with cartridges) since April. It is estimated that essentially full removal of the physical collection will be achieved by spring 2022. As a correlate to audiobook removal about three thousand copies are being selected for retention and long-term loan to institutional borrowers. In late October, the manufacturer of the over 20-year-old carousel system is expected to visit for routine maintenance and assessment for future use.

Outreach and Volunteers

Coronavirus limitations continue to preclude direct outreach visits. In early October, an initiative was begun by Berdina Nieto (with funding from the Friends' group) to promote the program via Facebook ads to areas of the state through December after which effectiveness will be assessed for possible future use. Recording studio volunteer activity gradually renewed activity in July with a few new volunteers joining. Two projects that had been delayed were completed for upload to BARD (Braille and Audio Reading Download), the NLS's online database for audio book and braille download. In September, the Friends of the New Mexico Library for the Blind met to discuss budgeting, general planning, and the appointment of a new Treasurer. The Western-Midlands Conference of Regional Libraries met virtually from May 11-13 with staff manager, John Mugford, among the organizers. LBDP's hosting of a Student in Transition to Employment Program (STEP) intern, Arianna Benally, to assist with library support in June and July proved generally successful.