



AGENDA

LIBRARY BOARD
JANUARY 19, 2021
5:45 PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR LIBRARY BOARD MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings of more than five (5) people, the Library Board meeting will be conducted virtually.

To attend virtually: Join via Zoom: <https://santafenm-gov.zoom.us/j/95078852942?pwd=aEZHcm9kWXdhVJlaEJzb0g0V09PZz09>

Passcode: 701145

By phone: 346 248 7799 US

Passcode: 701145

Agenda: The agenda for the meeting will be posted at <https://santafe.primegov.com/portal/search>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
 - a. Minutes from January 21, 2020
5. **PUBLIC COMMENT**
6. **DIRECTOR'S REPORT**
 - a. Library Directors Report from Maria E. Sanchez Tucker
7. **PRESIDENT'S REPORT**
8. **NEW BUSINESS**
 - a. Discussion Item - Big read



City of Santa Fe

AGENDA

LIBRARY BOARD
JANUARY 19, 2021
5:45 PM
ATTEND VIRTUALLY

- b. Discussion Item – Friends updates and Annual meeting
 - c. Discussion Item – Library Board Annual Objectives
9. **OLD BUSINESS**
10. **NEXT MEETING: Tuesday, February 16, 2021**
11. **ADJOURN**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



Agenda

SANTA FE PUBLIC LIBRARY BOARD MEETING

Oliver La Farge Branch
1730 Llano St.
Community Room
Tuesday, February 18, 2020
5:45 p.m.

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
January 21, 2020
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
 1. Discussion Item – Friends Board Report
 2. Discussion Item - Annual and strategic planning
 3. Discussion Item – Policy & Procedure updates
- VIII. OLD BUSINESS
 1. Discussion Item -- Update on Library Planning Study
 2. Discussion Item -- Update on Library Board Vacancies and Process
- VIII. DATE OF NEXT BOARD MEETING
- X. ADJOURNMENT

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: February 12, 2020

TIME: 2:19 PM

**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
January 21, 2020
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 Marie Show at approximately 5:50 p.m., at the City of Santa Fe Main Library "Pick room" 145 Washington Ave. Santa Fe, NM 87501

Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present

Marie Schow, President
Rebecca Phillips
Elizabeth Alarid
Richard Ryan

Excused

Staff Present

Maria E. Tucker, Library Division Director
Gail Vigil, Recorder

Guests

Jaap Vermeulen, Friends Representative

APPROVAL OF AGENDA

Richard Ryan made a motion to approve the November, 2019 agenda, seconded by Elizabeth, which passed unanimously by voice vote.

APPROVAL OF MINUTES

Elizabeth made a motion to approve the minutes, seconded by Richard, which passed unanimously by voice vote.

DIRECTOR'S REPORT

Rebecca Phillips asked if there was anything in particular Maria Tucker would like them to do with the legislative library day such as showing up or writing letters? Maria Tucker said that there are two she would like Board Members to attend a press conference on January 28th at 11:30 at Southside Library. The Press Conference will be to inaugurate SFPL's Citizenship Corners in partnership with Somos Un Pueblo Unido, The City and County. Maria Tucker stated that January 31st is library day at the Legislature and there is a conflict because she

planned an all staff day on that same day. Jaap Vermeulen said he could not attend. Maria Tucker asked, if anyone else would be available to attend and said she would find out more information on how to assist. Rebecca Phillips said she would be available until 2:00 and Marie Schow said she would be available part of the day. Maria Tucker said she would keep them updated with the information as she receives it and said that she would try and make herself available in between planning sessions at staff day and stated that the day will include all staff and include a planning session with Margo Gustina. Margo is a consultant who is going to look at our strategic direction and help staff focus on who is our target audience and look at who we are not serving with a focus on this strategic action throughout this next year and have the staff start thinking about that as well. Maria also said she would like to focus on moving forward with goals and said she thought this would be a fun, productive day and good for staff to talk about what direction the library is headed.

Rebecca Phillips asked if there is a particular time that would be good to attend. Maria Tucker said after 10:00, but she is still working with Margo Gustina on the agenda and would send them more information as she receives it.

Richard Ryan asked if the Library day was the staff day and Maria Tucker responded that the Library Day is at the Capital and would send information on that because inadvertently she planned staff day the same day.

Maria Tucker said she will be asking the Friends Board Members and Library Board Members to attend so the Library would have a voice there. Maria Tucker stated that if we advocate for support of the Library to the legislators, they will start thinking about it. The City does have the Library in Capital project requests. Marie Schow said, that's exciting. Maria Tucker stated that the Library would benefit from an increased amount from State-Aid and Go Bond funds and is important our legislators know that those funds go to libraries and to know why libraries are important and said she will continue to work on information. Maria Tucker said that she would forward them any information she would get to them. Marie Schow asked if the State librarian or the State library was organizing all this and Maria responded, the State library. .

Richard Ryan inquired on the staff day and asked the purpose of their attendance? Maria Tucker said it would be to participate in the planning process and to get to know Library staff.

Maria Tucker said these were her two major agendas to go over and if there were any further questions she could answer.

PRESIDENT'S REPORT

No report.

FRIENDS OF THE LIBRARY REPORT

No Report

NEW BUSINESS

Marie Schow asked to look over the 2020 Library board meeting dates and locations and said the meetings will be held on every 3rd Tuesday of the month and are leaving November open. Rebecca Phillips asked why November is being left open. Maria said the Friends have their Board meeting on the 4th Tuesday and usually move up their meeting because of the Holiday. It was agreed that we would keep the Library Board Meeting at LaFarge on the Third Tuesday in November. Jaap Vermeulen asked if there was a December meeting because there was not one this year and Maria said that we did not have a Board meeting in December of 2019 because the planning study presentation to Council was in lieu of a Board meeting. Rebecca Phillips made a motion to move forward with the revised Library meeting dates and locations (attached) seconded by Marie Schow, which passed unanimously by voice vote.

Marie Schow asked if there was anything that needed to be voted on for the Policy & Procedure update. Maria Tucker said she was hoping to have some policy and procedures to start reviewing, but said any policy updates need to go through legal first and was hoping to have something next month. Maria Tucker said that there was a request for reconsideration of material and that's when someone objects to something in the Library collection. She was unable to find a written policy or procedure on this type of request. Maria Tucker said she would be working on drafting a new procedure. Maria Tucker said that she could send the Board some information from the American Library Association on best practices for those types of policies.

Maria Tucker stated that the meeting rooms are one the next things she would like to work on. There have been some issues with no food in the meeting rooms allowed. Maria Tucker thinks food should be allowed in the meeting rooms, because it opens up the ability for more people to be allowed to use the rooms. The only issue we may have is custodial and people cleaning up after the meetings. Marie Schow asked if there has been issues with people leaving food waste in the library meeting rooms. Maria said no, because it has not usually allowed. Meeting room policy is something that has been discussed with staff and we have a group that is working on policies and procedure recommendations and looking at other libraries and best practices. Marie Schow said she knew that they had discussed having a policy committee of the board or having the board being involved in the policy committee somehow and if this is something that can be done. Rebecca Phillips said that she has worked with policies in the past and would like to help. Maria Tucker said that if they would like to be involved to please let her know and she could send out an invite to the meetings and if not they would still come to them for review.

OLD BUSINESS

Marie Schow asked about the Library board vacancies and process. Maria Tucker said that Rebecca Phillips had an update from the County. Rebecca Phillips stated that she received a note from the County Interim deputy Manager that stated they would be putting Carlo Brady's name forward as the other County representative and hoped that Carlo would attend a January 28th meeting but did not know the time or location. Marie Schow said that this was exciting and was hoping for an update soon. Rebecca Phillips asked about the interviews for the City vacancies. Marie Schow said it was her list, Marie Schow, Elizabeth Alarid and Richard Ryan

interviewed four applicants and originally had five, but one dropped out before the new-year. Maria Tucker said that they had really excellent candidates, so much so that she would like to meet with the candidates that were not selected, just to get input and ideas on how to better serve our community. Marie Show said this was exciting and hopefully there will be a full board in a few short months.

Maria Tucker stated that she had not heard anything on the planning study since Godfreys was here in December. They had a few things come through and asked them to revise and send a file report and have not heard anything from them. Maria Tucker said she will e-mail them and ask them when the final report can be expected. Rebecca Phillips asked if there was any feedback from the last meeting with council and said she felt it went well. Marie Schow said there are a few new councilors that we need to reach out to. Maria Tucker said that Kyra Ochoa & I need to meet with them and update them on the study.

Maria Tucker said how can we keep this process and study fresh in people's minds, how can we keep this going? It's so easy to put this study file on the shelf and never do anything with it and I would like to come up with strategic direction and goals to focus on. Rebecca Phillips said that this would be a great opportunity when the final report comes in. Maria Tucker said there will be more information on the final report. A question for discussion is the question of County funding, and what do we need to do to facilitate the process and how can we partner with the County and what would that look like? Maria Tucker said one thing she would like to do is visit with all the County libraries which is something she has not done yet. Are there things we can purchase together or do collaborate on to benefit the County. Maria Tucker said these are issues that need to be further explored.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on Tuesday February 18th at the La Farge Library, 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

Rebecca made a motion to adjourn, seconded by Richard, which passed unanimously by voice vote. The meeting adjourned at approximately 6:15 p.m.

ACCEPTED BY:

Marie Schow, President

Gail L. Vigil, Recorder



Tinwork by Jimmy Romero

Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Library Advisory Board Report January 2020

Library Division Director

Big Read

Maria Tucker submitted an NEA Big Read grant to read into the “ Beautiful North” by Luis Alberto Urrea as a Big Read project for September-October 2020. We will partner with the Literacy Volunteers of Santa Fe and develop multiple community partnerships. Several institutions have committed to participating in the project.

Planning Study

Godfrey’s submitted their final report for review on February 10, 2020. The report will be sent to the steering committee for review.

Staffing Update

Library Branch Manager, Library Systems Manager and Library Collections Manager (formerly Tech Services Director) have been posted. Maria Tucker has posted to the Mountain Plains Library Association but there is currently no budget to post to the American Library Association.

Friends Activities

The Friends of the Library held their Annual Meeting at Main with 50 in attendance. The Mayor presented Jeff Donlan the “Heart of the Library” award and Cartoonist, Ricardo Cate was the guest speaker.

Library Advisory Board

Library Division Director attended the County Commissioners Meeting on 1/29. Carlo Brady was appointed by the BOCC. Now we need to move the appointment through the City channels. Commission Hansen had very supportive words of the Library.

Staff Development

The Library held an All Staff Day on January 31st. Maria Tucker received many positive responses from staff. Notes from the session have been provided for further discussion.





Tinwork by Jimmy Romero

Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Several staff are participating in Webinar trainings provided by the State Library.

Maria Tucker, Christina Anderson, Brent Wagner, Ann Bently and Adam Reilly attended a Boot Camp for Library innovation at the Albuquerque Public Library. The training provided ways to develop innovative programs and better serve the community.

Technology

ITT began updating staff computers to Windows 10. We upgraded to the latest version of our Sierra Integrated Library System. We conducted the upgraded during the staff development day closure to give time to get all systems tested and running. There have been some small issues with the upgrades but we are working through them with IT and our software vendor.

Library Programs and Events

Main Library

Librarian, Nicole White has begun conducting Ebook and device assistance on an appointment basis.

Adult Programs

- 1/2/20 Ebook Help , 1/6/20 Ebook Help 2, 1/7/20 Ebook Help 2, 1/8/20 Ebook Help 2,
- 1/21/20 Ebook Help 2, 1/22/20 Ebook Help 2, 1/21/20 Ebook Help 2
- 1/22/20 Ebook Help 2, 1/27/20 Ebook Help 2, 1/27/20 Ebook Help 2
- 1/28/20 Ebook Help 2
- 1/3/20 City of Santa Fe Job Application Assistance
- 1/7/20 Family Gaming Night 8
- 1/10/20 City of Santa Fe Job Application Assistance 3
- 1/14/20 Friends of the Library Board Meeting
- 1/17/20 Library Board Meeting 6
- 1/26/20 Friends of the Library Annual Meeting 50

Youth Programs

Books and Babies	01/07/2020	43,
Books and Babies	01/14/2020	35
Books and Babies	01/21/2020	35
Books and Babies	01/28/2020	44
Total		157

Preschool Storytime	01/09/2020	12
Preschool Storytime	01/16/2020	12



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

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Preschool Storytime	01/23/2020	19
Preschool Storytime	01/30/2020	6
Total		49

Science after school 01/15/2020 5

School Age Craft

Family Game night 01/07/2020

Bilingual Books and Babies 01/08/2020 32

Bilingual Books and Babies 01/15/2020 14

Bilingual Books and Babies 01/22/2020 30

Bilingual Books and Babies 01/29/2020 35

TOTAL 111

Accelerated Math 01/02/2020 5 Accelerated Math 01/09/2020 9

Accelerated Math 01/13/2020 4 Accelerated Math 01/23/2020 6

Accelerated Math 01/27/2020 5 Accelerated Math 01/30/2020 6

TOTAL 35

Oliver La Farge Branch

La Farge started the Music & Movement program to a huge success! We were at full capacity for our first program January 30th and the second one a week later was nearly as full. This program is focused on connecting with their bodies and sense of rhythm and the response to it shows that there is a need for this type of program.

Our new gates were installed early January and although some patrons have expressed concern and confusion why we need them, the staff have found them to be a benefit. When asked about them we explain that they bring us up to par and compliant in procedures with the other branches and they help us do our work better.

We started doing an aggressive full weed of the collection about 4 to 5 months ago and are now nearing the end of that process. The shelves are more open and we have cleared the top shelves of all materials. Most bottom shelves are clear as well. We are also refreshing the collection with new material as we go so that the non-fiction and its information is up-to-date and accurate.



Tinwork by Jimmy Romero

Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Although the snow is falling, we are looking ahead to Summer and the fun Summer Reading theme of “Imagine Your Story!”. We are working on making fairy doors that we will hide around the Library for our patrons to discover. They are super cute and hopefully will lead our patrons on a fun imaginative adventure of discovery around the Library!

Looking ahead, we are working hard to get the YA room complete and are hopeful that will be a fait accompli in the near future. To get the YA collection settled into its new home location will be a major milestone for us and something over a year in the works.

LaFarge branch held 14 programs in January with 253 in attendance.

Southside Branch Library

Elena Valdez, Librarian at Southside applied to the Public Library Association for an “Inclusive Internship Opportunity” grant to support a high school intern to work at the Library over the summer.

On January 28, SFPL held a press conference to open “Citizenship and Census Corners” with 49 in attendance. The Mayor and County Commissioner spoke. It was a great event, with music and food. An article about the Census Corner was featured in *The New Mexican*.



December Programs at Southside

- 6-Jan City HR Job Application Assistance 4
- 8-Jan Pre-School Story Time 34
- 8-Jan Bilingual Books + Babies 27
- 9-Jan Books + Babies 26
- 9-Jan City HR Job Application Assistance 4
- 10-Jan Friday Afternoon Art 68



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

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11-Jan Spark Joy - (KonMari)	3
11-Jan End of the Trail Chapter	28
13-Jan City HR Job Application Assistance	6
13-Jan Somos Un Pueblo Unido	6
13-Jan NMSD Walk-in	24
13-Jan Young Playwrights Project	27
14-Jan Science After School	15
15-Jan Pre-School Story Time	19
15-Jan Bilingual Books + Babies	16
16-Jan Books + Babies	6
17-Jan Stargazer	14
21-Jan Advisory Commitee - SF County Connect	7
21-Jan School-aged Craft	19
22-Jan Bilingual Books + Babies	18
22-Jan Pre-School Story Time	27
22-Jan Santa Fe School of Arts & Sciences	22
23-Jan Books + Babies	20
24-Jan Friday Afternoon Art	66
24-Jan Amy - SF Children's Museum Bedtime Stories	40
27-Jan NMSD11	
27-Jan Young Playwrights Project	16
28-Jan "Citizenship Corner" press conference	49
28-Jan Folk Art Afternoon	27
29-Jan Pre-School Story Time	33
29-Jan 3rd Grade Tour - Ramirez Thomas	41
29-Jan Bilingual Books + Babies	11



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

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30-Jan Books + Babies	32
30-Jan 3rd Grade Tour - Ramirez Thomas	42
31-Jan SFPL all-staff day	44

Patron Comments

A homeschool parent, new to this state, came in looking for resources. Her 8th grader was with her. After several minutes of discussion about the library's resources, community resources, and what the parent still needed, the child (unprompted) said "Well, it's very different here at this library than our old library. At our old library staff blew us off, and didn't want to help."

A regular patron who is from Peru was here with her young child, playing on the rug by the stairs. She was thrilled to have a serendipitous meeting of another mom who was here with a child the same age, also from Peru. She was filled with delight, and kept telling me how wonderful it was for her to meet someone from her own country, here at the library.

Outreach and Centralized Programs

Kristen Martinez is working with City of Santa Fe Wellness Coordinator to host monthly City Book Discussion group.

Amy & Walter participated in the Santa Fe Children's Museum after hours bedtime stories program. There were approximately 20 kids who attended (approximately 40 total with adults). This was our first collaboration. SFPL plans to grow this partnership with the Children's Museum.



Tinwork by Jimmy Romero

Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

January 2020 STATISTICS

FY 2019-20

	Main	La Farge	Southside	TOTAL
Library Visits	22107	11,447	11,674	45,228
Registered Borrowers	(see total)	(see total)	(see total)	
New Borrowers	207		146	
City	148		124	
County	36		16	
Other NM Counties	23		6	
Items Circulated	20,884	13925	13,309	
Adult	14949	10665	8,685	
Young Adult	313	337	286	
Children	5622	2923	4,338	
Reserves filled	2751	2666	206	
Self Check Out	6,623		3,516	
Total Digital Circulations	(see total)	(see total)	(see total)	11,813
HOOPLA				



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Tinwork by Jimmy Romero

e-audiobooks	(see total)	(see total)	(see total)	2,034
e-books	(see total)	(see total)	(see total)	1,814
e-music	(see total)	(see total)	(see total)	163
e-comics	(see total)	(see total)	(see total)	135
e-video	(see total)	(see total)	(see total)	723
Total Hoopla	(see total)	(see total)	(see total)	4,869
OVERDRIVE				
e-audiobooks	(see total)	(see total)	(see total)	1,530
e-books	(see total)	(see total)	(see total)	1,851
Total OverDrive	(see total)	(see total)	(see total)	3,381
FREEGAL				
e-music downloads	(see total)	(see total)	(see total)	561
e-music streaming	(see total)	(see total)	(see total)	2,861
Total Freegal	(see total)	(see total)	(see total)	3,422
RBDIGITAL Magazines	(see total)	(see total)	(see total)	141
GALE/CENGAGE	(see total)	(see total)	(see total)	120
BRITANNICA	(see total)	(see total)	(see total)	14
Total Sessions	(see total)	(see total)	(see total)	134



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

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MANGO				
Sessions	(see total)	(see total)	(see total)	189
Reference Questions	1204	720	908	
Information Questions	1421	1,158	2151	
Total Reference Questions	2625	1,878	1,115+adult	
Number of Computer Sessions	(see total)	(see total)	(see total)	5963
Number of Wireless Sessions	(see total)	(see total)	(see total)	331228
Number of Catalog Sessions	(see total)	(see total)	(see total)	
Number of Community Meetings	34	23	35	
Number of attendees	329	356	296	
Tutoring room		92	198	
Tours	-			
Number of Programs	27	14	30	
Children		14	20	
Young Adult				
Adult	11		145	
Outreach			1	
School tours			4	
Walk in groups			2	
Number of Attendees to Program	556	253	680	



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Tinwork by Jimmy Romero

Children	441	253	300	
Young Adult			10	
Adult	95		212	
Outreach	20		20	split outreach between Walter and Amy
School tours			83	
Walk in groups	8		35	
Number of Volunteers - Libraries	8	17	9	
Volunteer Hours	57	178	61	
ILL				
Loaned	NM= 72	Other States= 55		
Borrowed	City=	County=	Unknown=	
			Other=	

Santa Fe Public Library Strategic Priorities 2020-2021

Adult services to Santa Feans across cultural, ethnic, and class boundaries in education, literacy, and personal enrichment

Unleashing staff motivation to collaborate, develop, and create in service to the Santa Fe community.

Aligned with our purpose
we provide these core services:

- **Technology** – connections, equipment, and assistance
- **Programming** within and outside our buildings
- **Collection** curated, maintained, and made available to take home
- **Individual** engagement and support
- **Facilities** for community, responsible spaces
- **Resource Connection** to community agencies, personal and academic research, and much more

The purpose of
Santa Fe Public Library is to **engage**
our (culturally) **diverse** community
with **respect**, and provide a **free**
and **safe** place to (learn and) grow.

Director's Report
Santa Fe Public Library
January 19, 2021

The library quickly adapted services in March 2020, when Library buildings closed due to the Covid-19 health emergency. The Library began providing enhanced virtual services and programs and adapted its service model to continue Library services by providing email and phone reference services, ensuring Wi-Fi networks are accessible in the parking lots of all library locations and by providing safe curbside pickup services. In addition to providing Library services, highly skilled Library staff assisted with emergency staffing of the shelter at Midtown and the Connect Program.

In calendar year 2020, SFPL had 125,699 visitors before closure and 28,530 active library cardholders with 2,672 added in 2020. Santa Fe Public Library provided 461 programs for all ages with 17,662 attendees or views. Library patrons checked out 224,767 physical materials and 204,944 digital materials for a total of 429,711 library materials used by the community. SFPL provided a virtual summer reading program with 513 participants.

The Santa Fe Public Library continues to improve educational programs for all ages and collaborates with a variety of community organizations to enhance program offerings. The Library was awarded a \$15,000 Big Read grant from the National Endowment for the Arts (NEA) to host a community read event in spring of 2021. The SFPL was selected to participate in a two-year project funded by the Institute of Museum and Library Services and in partnership with the Santa Fe Children's Museum to support early childhood outcomes and improve school readiness through museum-library partnerships. The Santa Fe Public Library and the Santa Fe Baby Fund assembled and distributed 750 bags of three new bilingual books to Santa Fe organizations.

SFPL continues to focus on improving Library technology to adapt to the pandemic and beyond. With the goal of enhancing access to resources for every member of our community we have: added Kanopy a streaming movie service to its digital offerings; debuted a cost-effective and enhanced library catalog; developed a digital equity program to provide circulating laptops and Wi-Fi hotspots to the community; and implemented a customer analytics software to better inform our users about Library services and to assist with data-driven decision making.

Respectfully Submitted,

Maria E. Sanchez-Tucker