



CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, April 25, 2024

1. Call to Order – President Maryann Hendrickson called the meeting to order at 3:00 P.M. Library Advisory Board (LAB) Members present: President Maryann Hendrickson, Vice-President Stephen Jones, Members Jennifer Kreie, and Jessica Streeter. Members absent: Patricia Gallegos, Denali Wilson, and Erin Wahl. Also, in attendance: Sarah Booth, Library Deputy Director; and Dan Carrillo, Administrative Assistant.

a. President Maryann Hendrickson read the *Land Acknowledgement Statement*.

b. Acceptance of April 25, 2024, Agenda – President Maryann Hendrickson called for a motion to approve as presented; Vice-President Stephen Jones voiced a motion to approve; Member Jennifer Kreie seconded the motion; all voted in favor; motion carried.

2. Review and Approval of March 28, 2024, Minutes – President Maryann Hendrickson called for a motion to approve as presented; Member Jennifer Kreie voiced a motion to approve; Vice-President Stephen Jones seconded the motion; all voted in favor; Motion carried.

3. Diversity, Equity, & Inclusion Committee Report – The following was reported:

i. There is no report for this month.

ii. Teresa Valenzuela is no longer on the committee.

4. Library Deputy Directors Report – Sarah Booth, Library Deputy Director, presented the following:

a. Statistics:

i. The fiscal year (FY) statistics were handed out to the LAB. This is attachment 1.

ii. We are slowly winding down this FY with two more months left to go. As

1 we are establishing a more uniform way to collect statistics, we are noticing
2 some trends.

3 iii. This FY, our overall circulation numbers have been slightly down. However,
4 it is up compared to this time last year, with a 5.61% increase overall.

5 iv. From the attached chart you can see that our user count has skyrocketed.
6 We have more people coming into the library. I personally give credit to our
7 Library Programs staff for that increase. That is also evident with our
8 program attendance numbers. Our program attendance is up 404% from
9 this time last year. This includes the VITA tax service, which had many
10 people participate to get their taxes prepared.

11 v. We had 451 new card holders last month. Our total cardholders are 53,311.
12 This is an increase from the beginning of the year when we had 44,405
13 card holders. 48% of our community have library cards.

14 b. Personnel Updates:

15 i. Library Manager: This position closed on Monday, April 22, 2024. There
16 were 29 applicants. Human Resources (HR) will send me a list of
17 applicants to review. I am hopeful that we can interview in late May or
18 early June.

19 ii. Library Assistant II (Support Services): Interviews have been conducted
20 for this position. I am aligning with HR on next steps since there was a tie
21 between two candidates.

22 iii. Library Assistant I (Computer Lab): Interviews for this position will be
23 conducted on May 8 & 9, 2024.

24 iv. Library Page: A tentative offer has been extended to the successful
25 candidate. The Page position entails shelving of all the materials brought
26 back by patrons.

27 v. Library Assistant I (Circulation & Media): The hiring manager is planning

1 to interview for this position within the next few weeks.

2 c. Library Programs & Events:

3 i. Our VITA Tax program was a very successful, but very stressful. People
4 would line up hours before it started. As of March 22, 2024, 262 Federal
5 income taxes and 267 state income taxes were accepted. We are close to
6 600 now as final numbers are being tabulated. The total refund amount is
7 \$123,898. Additional VITA opportunities may continue through the year,
8 but the official program will not begin again until next January. The first year
9 is always a learning experience, so we will be more prepared next year for
10 this important event.

11 ii. We are preparing for a May the Fourth celebration week. We have a variety
12 of Star Wars themed activities next week. The activities, which include a
13 Costume Contest and Trivia Contest, are for all ages. The Friends of TBML
14 generously bought a very expensive Stormtrooper costume that Trinidad
15 Jasso, Library Assistant I, has been wearing to promote this event.

16 iii. We are also gearing up for our 2024 Summer Reading Program. This year
17 the theme is "Adventure at Your Library." We are very grateful to the
18 Friends of TBML for their generous donation to purchase prizes for this
19 annual event.

20 d. Library Updates:

21 i. March was extremely busy for the library. We had a lot going on and it
22 seemed it was happening all at once.

23 ii. The new automated materials handler (book sorter) was installed. After
24 installation, there was a slight delay due to the repair and painting of the
25 wall. Everything is now up and running. The new machine is great, and we
26 are getting many compliments from patrons.

27 iii. The contractor for the Makerspace rooms started painting. They have

1 painted the trim in both Makerspace rooms and the wall in the new area.
2 They are returning this week to replace the Formica in the original
3 makerspace room.

4 iv. The Quality of Life Department is hosting a staff awards and training on
5 Wednesday, May 15, 2024, from 12:30 to 5 P.M. All Quality of Life facilities
6 will close at 12:30 P.M. that day. The event will take place at Munson Senior
7 Center.

8 e. Budget Updates:

9 i. We have received our FY2024 State Aid, which was just under \$21,000.
10 We have a very limited time frame to spend these funds. All items
11 purchased must be related items that benefit patrons. We have begun
12 spending the funds.

13 ii. The contract for the 2022 Go Bond grant has been approved by City
14 Administration. The Grants Department plans to take this to City Council
15 for approval on May 20, 2024. There is a slight delay because the final
16 contract has not been received back from the state library. We are in midst
17 of finding out where it is.

18 iii. We are getting close to the end of FY2024, so we are steadily spending the
19 rest of the funds in a timely manner.

20 iv. We are getting new cubicles for the Technical Services area. They will be
21 installed the week of May 28, 2024. The movers will be here the week of
22 May 20, 2024, to move items to auction, move items to other locations in
23 library, and assemble and reassemble desks in other locations of the
24 library.

25 f. Godfrey's Library Consultant update:

26 i. As you know, we had a very busy schedule with Brad's visit last month.
27 This was a very productive visit and Brad accomplished quite a bit for the

1 charette, including an informative PowerPoint presentation. Brad will be
2 presenting to City Administration on May 10, 2024. He will be presenting
3 the Master Plan to City Council on June 10, 2024. Carol Brey, Quality of
4 Life Director, invited the LAB to this City Council Work Session to support
5 the Library.

6 ii. The Library will be receiving \$250000 from the TIDD in FY2025. Carol, and
7 Rebecca Slaughter, Assistant Quality of Life Director, would like to put
8 these funds aside for the architectural design of Godfrey's plan.

9 5. Old Business – None noted.

10 6. New Business – Election of New Lab Officers.

11 a. An LAB member nominated Stephen Jones for President – Mr. Jones accepted.
12 No other nominations were brought forth. Member Jennifer Kreie voiced a motion
13 to approve; Member Jessica Streeter seconded the motion; all voted in favor;
14 motion carried.

15 i. Mr. Jones is a librarian. He worked for Chicago Public Library for 20 years,
16 and before that, the mayor's office. Mr. Jones received his degree from the
17 University of Illinois.

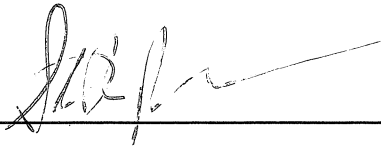
18 b. An LAB member nominated Maryann Hendrickson for Vice-President – Ms.
19 Hendrickson accepted. No other nominations were brought forth. Member Jessica
20 Streeter voiced a motion to approve; President-elect Stephen Jones seconded the
21 motion; all voted in favor; motion carried.

22 c. An LAB member nominated Jennifer Kreie for Secretary – Ms. Kreie accepted. No
23 other nominations were brought forth. Vice-President-elect Maryann Hendrickson
24 voiced a motion to approve; President-elect Stephen Jones seconded the motion;
25 all voted in favor; motion carried.

26 7. Announcements – None noted.

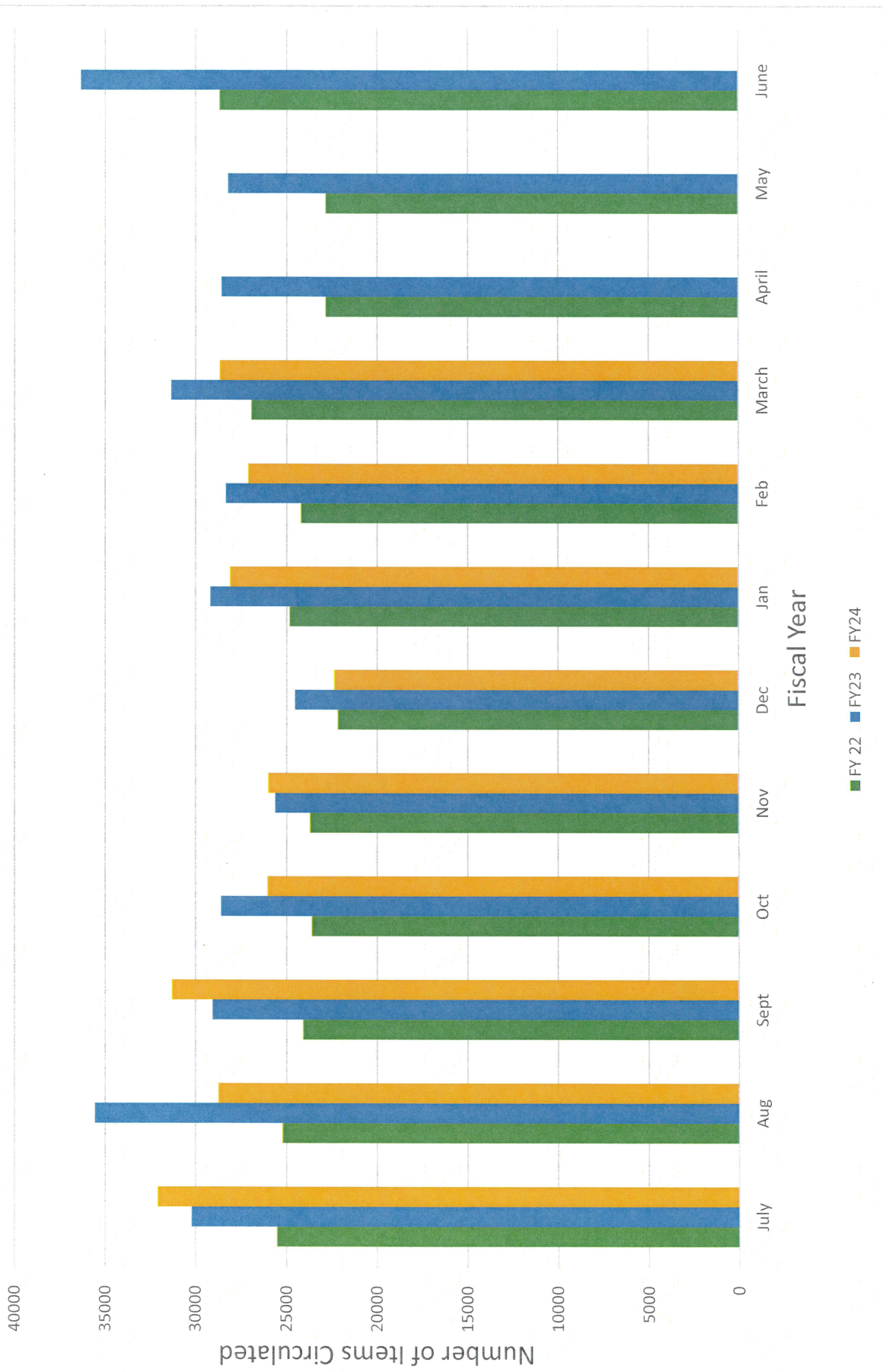
27 8. Public Participation – None.

1 9. Adjournment – President Maryann Hendrickson made a motion to adjourn meeting;
2 meeting adjourned at approximately 3:45 P.M. The next meeting is scheduled for
3 Thursday, May 23, 2024, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

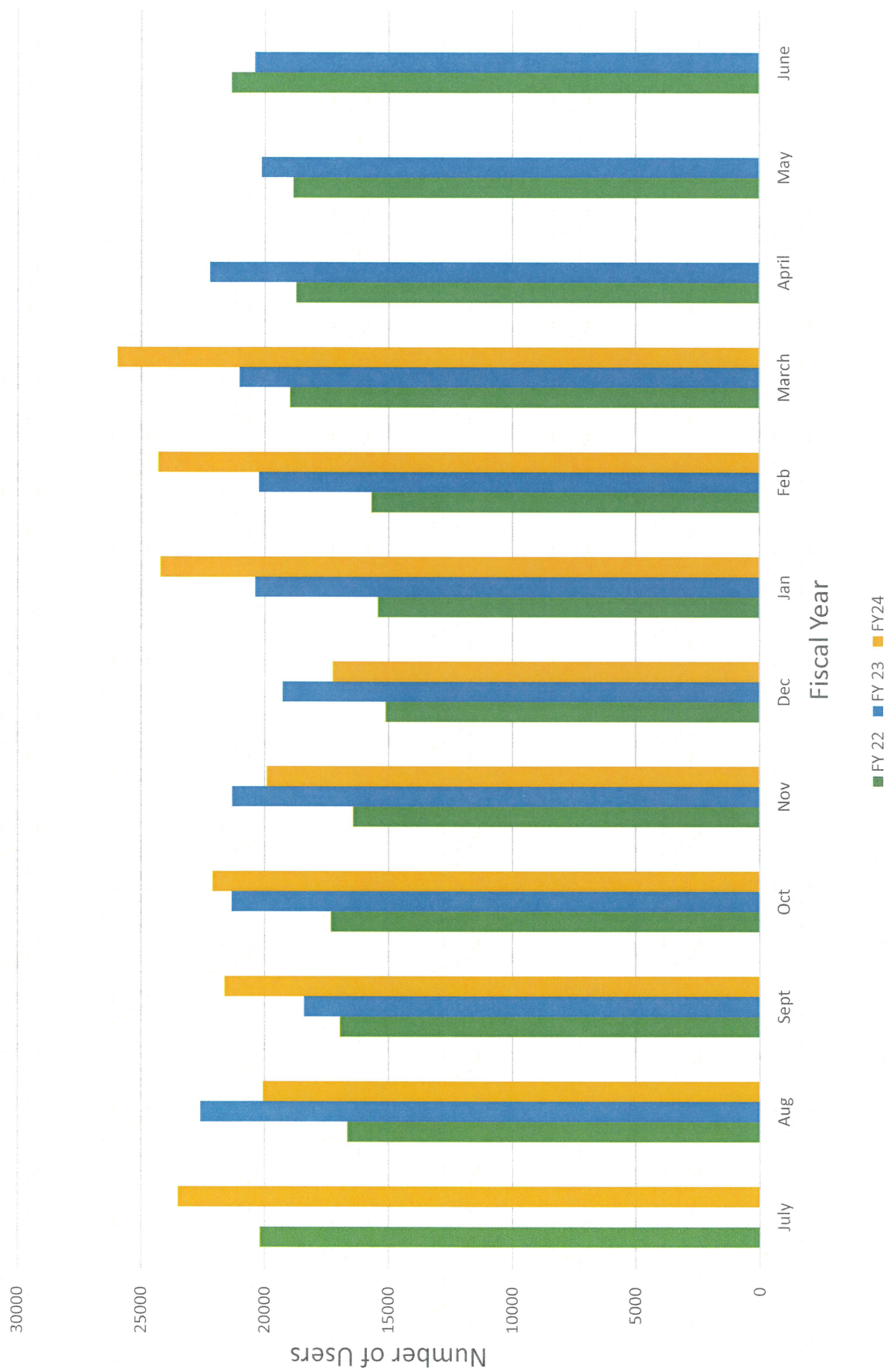
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6 **PRESIDENT or VICE-PRESIDENT**

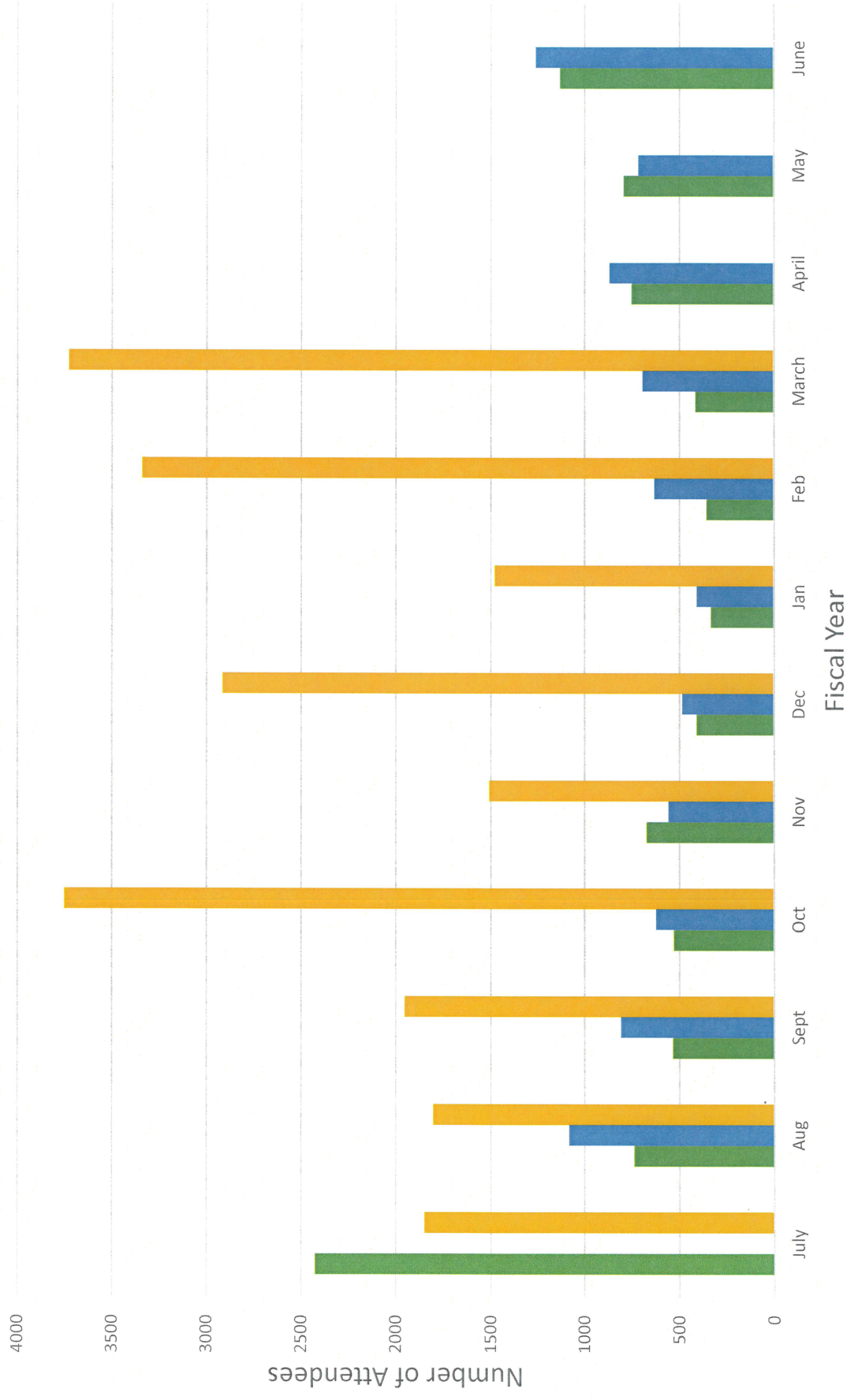
Las Cruces Public Libraries Circulation Year To Date



Las Cruces Public Libraries User Count Year To Date

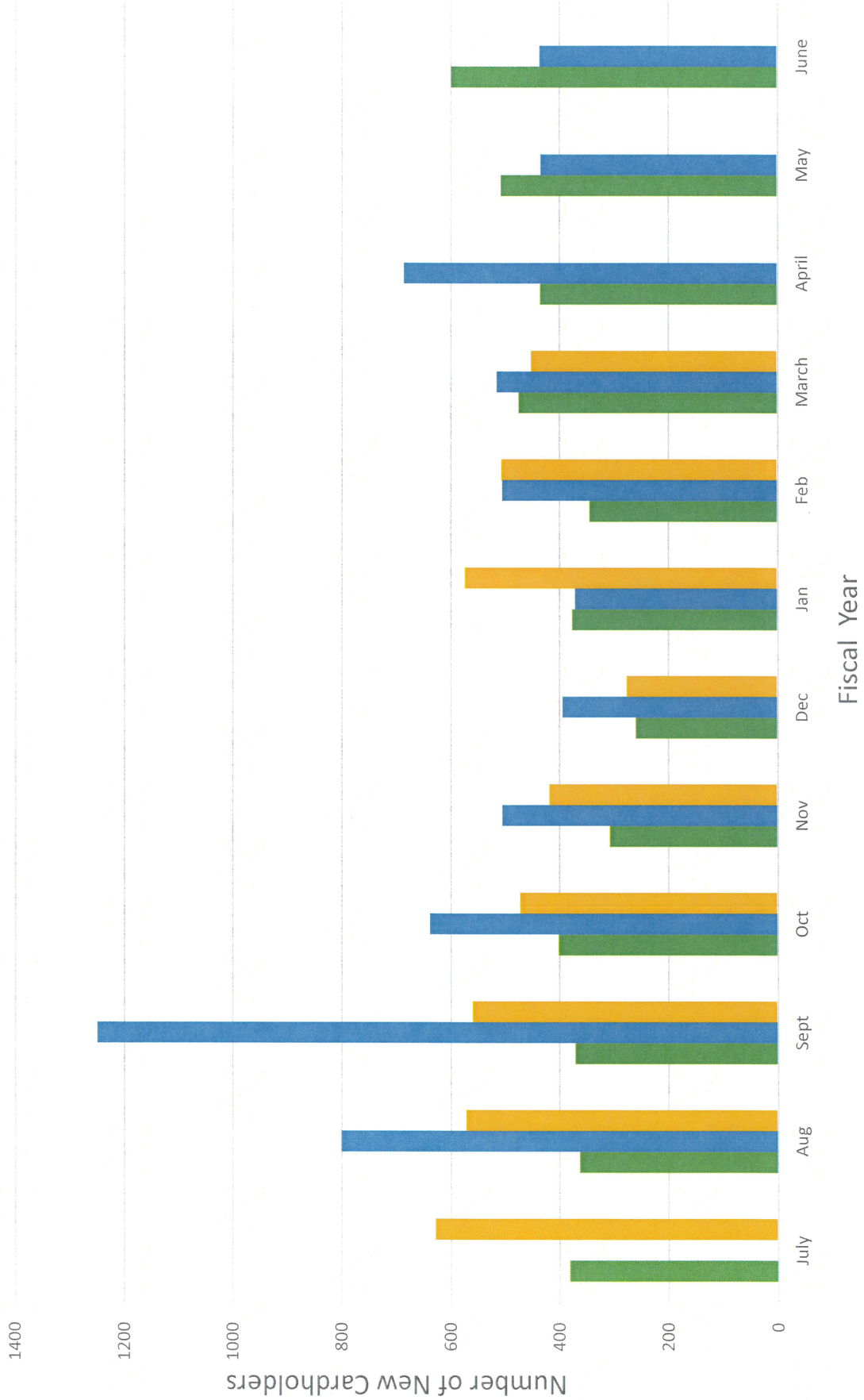


Las Cruces Public Libraries Program Attendance Year To Date



■ FY 22 ■ FY 23 ■ FY 24

Las Cruces Public Libraries New Cardholders By Month



■ FY 22 ■ FY 23 ■ FY 24