



CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, October 24, 2024

1. Call to Order – President Stephen Jones called the meeting to order at 3:19 P.M. Library Advisory Board (LAB) Members present: President Stephen Jones, Vice-President Maryann Hendrickson, Secretary Jennifer Kreie, and Member Jessica Streeter. Members Absent: Members Patricia Gallegos, Denali Wilson, and Erin Wahl. Also, in attendance: Sarah Booth, Library Deputy Director; Dan Carrillo, Administrative Assistant; and Lynda St. Clair, Friends of TBML President.

a. Member Jessica Streeter read the *Land Acknowledgement Statement*.

b. Acceptance of October 24, 2024, Agenda – President Stephen Jones called for a motion to approve as presented; Vice-President Maryann Hendrickson voiced a motion to approve; Secretary Jennifer Kreie seconded the motion; all voted in favor; motion carried.

2. Review and Approval of August 22, 2024, Minutes – President Stephen Jones called for a motion to approve as presented; Secretary Jennifer Kreie voiced a motion to approve; Vice-President Maryann Hendrickson seconded the motion; all voted in favor; Motion carried.

3. Diversity, Equity, & Inclusion Committee Report – There is no report for this month.

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

a. Personnel Updates:

i. Outreach Co-Op: This position is specifically for college students. Denisse Delgado was the candidate chosen and is a senior at New Mexico State University. Ms. Delgado is currently majoring in Criminal Justice. We are very excited to have her join the library team.

- 1 ii. Library Assistant P/T (three open positions): Three candidates have
2 tentatively accepted our offer of employment. We are in the process of
3 getting the hiring paperwork approved by Human Resources and Office
4 of the City Manager. The tentative start date will hopefully be mid-
5 November.
- 6 iii. Librarian I (Youth Services): Shuly Serrano, Library Manager, is in the
7 process of interviewing candidates for this position.

8 b. Library Updates, Programs, & Events:

- 9 i. The library statistics were handed out to the LAB. This is attachment 1.
- 10 ii. Elizabeth Puckett, Librarian II (Outreach), attended the Association of
11 Bookmobile and Outreach Services Conference last week in Indianapolis,
12 IN. Ms. Puckett mentioned that it was a very productive conference, and
13 she learned a lot of exciting ideas for the library's outreach programs.
- 14 iii. The Friends of TBML had a volunteer table set up last week. This was to
15 encourage new members as well as volunteers, and also share information
16 regarding the City Council presentation on October 21, 2024.
- 17 iv. Brad Waters, consultant from Godfrey's for the Library Master Plan,
18 presented the final version of the master plan on Monday, October 21,
19 2024. The plan was unanimously approved by City Council. On a personal
20 note, I (Sarah Booth) am overwhelming appreciative of the support
21 received from City Council and City Administration for the Library, and as
22 you probably already know, many libraries do not have this kind of support.
23 The support from the sea of purple shirts in the audience also had a positive
24 impact on the members of City Council. I am truly thankful to the Friends
25 of TBML and LAB supporters who came out and stayed through such a
26 long meeting.
- 27 v. On Tuesday, October 22, 2024, Carol Brey, Quality of Life Director; Brad

1 Waters, Godfrey's Consultant; Desert Peaks Architecture firm; and I; met
2 with the Public Works Department to discuss the next steps regarding the
3 design process. It was decided that the architects will update their quote
4 and resubmit in the next few weeks. The goal is to start the topography
5 survey before the end of the year and the entire design process in January
6 2025. This process will take a while but will tentatively go out for bid in
7 about a year. Money still hasn't been allocated yet, but at least the
8 beginning stages of this process will have started. Funds that might be
9 used are TIDD funds, GO Bond funds if voted on and approved, but funds
10 can't be used on capital improvements, but can be used on new shelving,
11 furniture, self-checks, upgrading security gates, etc.; these are items that
12 can transfer to a new building.

13 vi. We have started to work on the FY2026 Budget Process. The City is going
14 to a zero-based budgeting plan this year. We have already met with our
15 Quality of Life Budget Analyst to start completing the necessary forms.
16 Basically, this means that we must justify every single line item in our
17 budget. We start with base (necessity) items like Baker & Taylor books
18 contract, software contracts, maintenance contracts, supplies library needs
19 to operate, program needs, etc., and so on. We must justify everything
20 funds are used on until budget is zeroed out. This is so no funds are wasted
21 on anything not needed.

22 vii. The GECU Coalition is offering to oversee Branigan Library as a Volunteer
23 Income Tax Assistance (VITA) volunteer site. This means that GECU will
24 be responsible for volunteers, publicity, and administer the program. They
25 are also considering administering VITA at Munson as well, but they are
26 still in negotiations. Shuly Serrano, Library Manager, managed the program
27 last year. And although very successful, it was very stressful for her since

1 she also had to maintain and manage her regular library programs tasks.

- 2 c. President Stephen Jones called for a motion to accept the Library Director's
3 Report; Member Jessica Streeter voiced a motion to accept; Vice-President
4 Maryann Hendrickson seconded the motion; all voted in favor; Motion carried.

5 5. Old Business – The Following Was Discussed:

- 6 a. Diversity, Equity, and Inclusion (DEI) Committee: Review Objectives and Discuss
7 Having a New Lab Member Join the Committee:

- 8 i. President Stephen Jones suggested that the DEI Committee be placed into
9 furlough. All LAB members agreed. It will be taken off the agenda
10 indefinitely.

11 6. New Business – The Following Was Discussed:

- 12 a. Review/Approval of Requested Closings/Early Closings Dates for 2025

- 13 i. President Stephen Jones called for a motion to approve as amended;
14 Secretary Jennifer Kreie voiced a motion to approve; Member Jessica
15 Streeter seconded the motion; all voted in favor; motion carried. This is
16 attachment 2.

17 7. New Business – None noted.

18 8. Announcements – The following was announced:

- 19 a. Lynda St. Clair, Friends of TBML President, mentioned the following.

- 20 i. The Friends are working hard for the library.
21 ii. There will be a pop-up book sale on Monday, October 28, 2024, from 10
22 A.M. – 4 P.M. Featured genre of books will focus on horror, science fiction,
23 and fantasy. There will also be a large selection of DVDs for sale.
24 iii. The Friends will have a small bookstore in the Public Computer Lab and
25 will move in soon. They will have items available for sale.
26 iv. If you have any name suggestions for the bookstore, please drop it in the
27 ballot box that is located in the Circulation Desk area.

1 v. There is an author talk on Wednesday, October 30, 2024, featuring Lisa
2 Lucca. Ms. Lucca will speak on “Living True: The Challenge of Finding
3 Family Acceptance.”

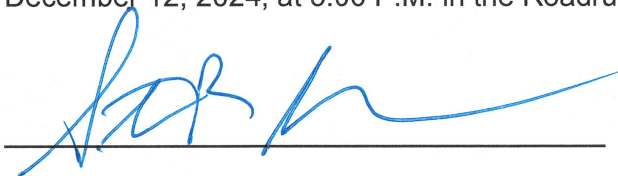
4 vi. Buttons and shirts were handed out to City Council members and others
5 before the meeting on Monday, October 21, 2024. If you would like a
6 button, stop by Sarah’s office and pick one up. The design of the button is
7 attachment 3.

8 b. Sarah Booth, Library Deputy Director, mentioned the following.

9 i. If you know anyone that isn’t on the LAB that would like to be part of the
10 Foundation Board committee, please let me know. This would be an
11 exploratory committee of around three, to find more people to join the
12 committee.

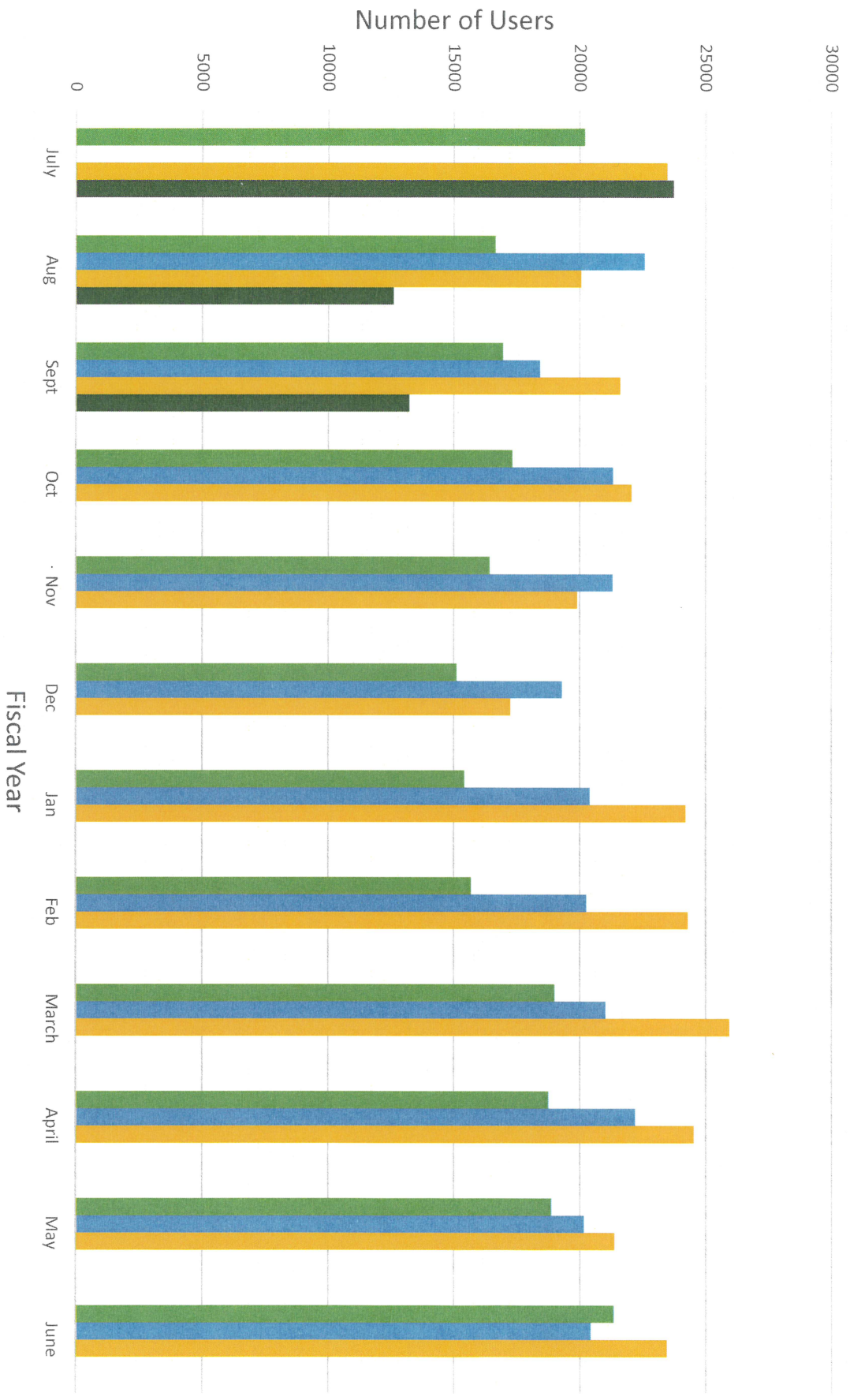
13 9. Public Participation – Lynda St. Clair, Friends of TBML President.

14 10. Adjournment – President Stephen Jones mentioned that the next LAB meeting is
15 Thursday, December 12, 2024. There is no meeting in November. Mr. Jones entertained
16 a motion to adjourn meeting, Secretary Jennifer Kreie made a motion to adjourn; meeting
17 adjourned at approximately 3:43 P.M. The next meeting is scheduled for Thursday,
18 December 12, 2024, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

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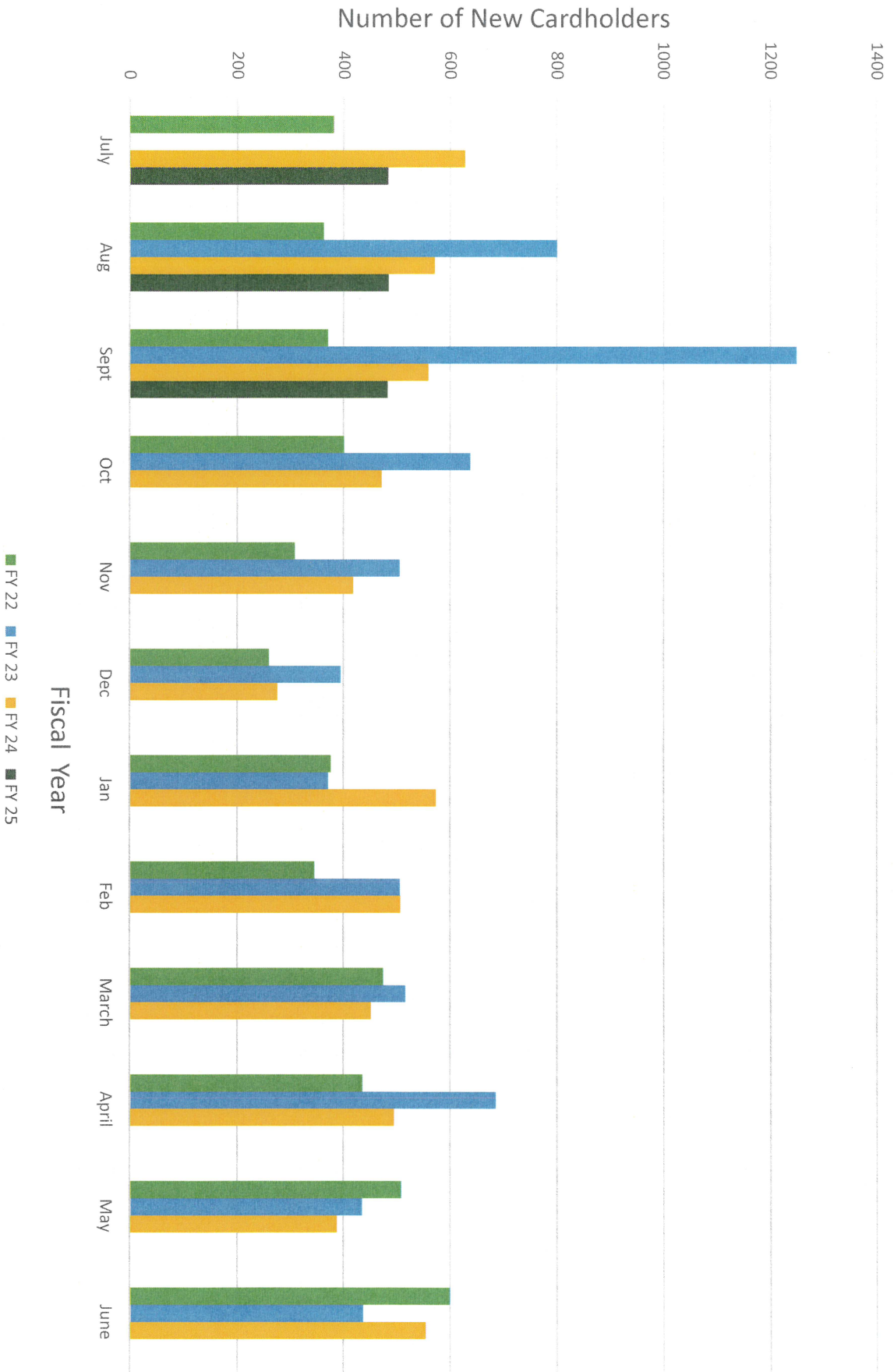
21 **PRESIDENT or VICE-PRESIDENT**

Las Cruces Public Libraries User Count Year To Date



■ FY 22
 ■ FY 23
 ■ FY 24
 ■ FY 25

Las Cruces Public Libraries New Cardholders By Month



2025 REQUESTED LIBRARY CLOSINGS AND EARLY CLOSINGS

LAB Approved on October 24, 2024

REQUESTED CLOSINGS

Sunday, April 20, 2025	Easter Sunday
Sunday-Saturday, August 3-9, 2025	Annual Staff Development Week (Employee training, cleaning, and weeding)

REQUESTED EARLY CLOSINGS AND LATE OPENINGS

Wednesday, November 26, 2025	Thanksgiving Eve close at 3 P.M.
Wednesday, December 31, 2025	New Year's Eve close at 5 P.M.

PROPOSED 2025 CITY OBSERVED HOLIDAYS

Wednesday, January 1, 2025	New Year's Holiday
Monday, January 20, 2025	MLK Jr. Day
Monday, February 17, 2025	President's Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Monday, October 13, 2025	Indigenous People's Day
Tuesday, November 11, 2025	Veterans' Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Thanksgiving Holiday
Thursday, December 25, 2025	Christmas Day
Friday, December 26, 2025	Winter Holiday

