Administration and Operations

Eli Guinnee
Joy Poole

Broadband4Libraries

We are starting to identify and communicate with library directors/municipal leaders for next FY 2020 E-Rate cycle. Initial conversations have been held with Ruidoso, Mescalero, Tularosa, Socorro, Hatch, Silver City, Corrales, and more. DoIT has released funding for 10 pilot library location. We are exploring options for centralized filtering with DoIT. FY2020 cycle will require Technical Architecture certification through DoIT to release funding, and a signed MoU. We notified over twenty libraries of the potential to participate in the North Central Consortium, an educational cooperative for broadband procurement. Agreeing to participate include Taos, Questa, Embudo, Eleanor Dagget in Chama, Cuba, El Rito, Jemez Springs. We are in the process of hiring an ERate Consultant position for the State Library.

Personnel

Stephanie Romero has been selected as our new Accountant/Auditor, starting September 23. We have interviewed for an Administrative Assistant and a Broadband Opportunities Program Manager. We have approval to fill a Continuing Education Librarian position and a Cataloging technician position. Tim Donahue has gained 10 hours per week to work on the poet laureate program.

Programs

- Libraries as Launchpads presented a two-day workshop in Las Cruces, for participating librarians, community partners, and local educators. Included were libraries that just finished a cohort, and those about to start one. This program is helping to create lasting networks of library staff and entrepreneurs.
- The State Library has become a partner with the Museum of Indian Arts and Culture for the ongoing growth and sustainability of the Indigenous Digital Archives, and important and quickly growing database for indigenous populations in New Mexico and nationwide.
- The State Library, in partnership with New Mexico Arts, is developing the new statewide Poet Laureate Program. As part of this development, we are establishing a Poetry Center in the state library, which will include poetry collections, activity space, and office space for the poet laureate.

NMLA/MPLA Conference

The State Library will be well represented at the upcoming annual NMLA Conference, which is a joint MPLA conference this year. Several NMSL staff are presenting on a wide variety of topics, from international librarianship to youth services, broadband, cataloging, and the new rural library endowment. The State Librarian is leading a full day community engagement preconference, a full day school libraries post-conference, and is co-presenting on recent research into rural library impact on social wellbeing.
Strategic Planning
The State Library is working with the Regenesis Group of Santa Fe on strategic planning through December. The process is identifying potential for working together, across bureaus to have a positive impact on New Mexico communities. This work has changed the way we think of providing services to state agencies and remote communities.

Public Services
Lori Thornton

Personnel

- Reference/ILLiad Librarian – new librarian began August 12.
- Training continues for the Government Documents Librarian hired in mid-January and for the State Documents Coordinator hired in mid-March.

ILL Pilot Project

In September the State Library will begin a pilot project for state employees for articles on demand so that they will have access to the latest research available for their work. The new service will deliver the articles they need quickly, cost effectively, and will be copyright compliant.

Letters About Literature

Cancelled - the Library of Congress informed us that they would no longer support the Letters About Literature program. They are instead committed to developing new programs that fulfill their new strategic plan (https://www.loc.gov/strategic-plan/) and that, like Letters About Literature, will spur a passion for reading in today’s youth and help them to examine and expand their worldview.

Federal Depository Libraries New Mexico Meeting

Three staff attended the annual New Mexico Federal Depository Libraries meeting where Government Publishing Office staff trained attendees in the new eXchange platform which will be implemented statewide in January 2020. After our training, we will be developing a state plan for maintaining the comprehensive Federal collection in New Mexico, as well as for building the national comprehensive collection and our usage of eXchange to accomplish that task.

State Depository Meeting

The State Library will hold a webinar meeting with the New Mexico State Documents Depository libraries in September. There have been staff changes at the State Library as well as in depositories around the state. We will be bringing everyone up to date with who is who and updating the contact list; discussing the format of the shipping list, a future update of the manual, and correct weeding procedures.
El Portal Refresh

This summer the statewide databases were enhanced with updated product names and icons, and shorter URLs utilizing the HTTPS protocol. Trainings were scheduled in the summer for New Mexico library staff on the enhanced products and libraries were alerted about updating their library links to El Portal products. Working with Gale/Cengage, State Library staff will be “refreshing” the El Portal platform this fall with a sneak preview session scheduled at the NMLA/MPLA conference and implementation set for January 2020.

New Mexico Library for the Blind and Physically Handicapped (LBPH)
John Mugford

CIRCULATION

April-August circulation totaled over 51,000 with download activity included. This total was slightly lower than the previous year’s April-August circulation amounts (lower by about 1.5%).

APPLICATIONS

During the same five month span, 196 patrons established services and 177 discontinued—a net gain of 19. During April-August 2018, 169 patrons established services and 137 discontinued—a net gain of 32.

DIGITAL BOOK RECYCLING

48 boxes of cartridges were sent towards the 2019 recall cycle allotment. Allotment quota for the year is 225 boxes, equaling nearly 10,000 cartridges. As of the end of August, 114 boxes have been sent out in 2019.

STAFFING DEVELOPMENTS

- Jeremy Zeilik began as the Machine Control Officer in late April.
- John Mugford required surgery in late April, resulting in a nearly two month sick leave absence.
- Victor Saiz experienced an injury in July, requiring about a month of recuperation.
- Jim Rogers retired from his position in early August after 16 years with the library.
- All five library technician positions were reclassified from Operational to Advanced in September.
- Paperwork has been submitted to post for the position vacated by retirement of Jim Rogers.

RECORDING PROGRAM/VOLUNTEERS

The program has reached a total of 126 locally produced titles that have been uploaded to BARD (Braille and Audio Reading Download). Seven new titles were announced in the summer newsletter along with five retrospective conversions.

PLANNED TRANSITION TO SCRIBE DUPLICATION ON DEMAND
In August, the program agreed to implementation of the Keystone Library Automation System (KLAS) Scribe Duplication on Demand (DoD) model, beginning with staff training in September and gradual patron use in October. The goal is to engage most, if not all, patrons with Scribe use by the end of September 2020. Scribe will allow the duplication of multiple titles to a cartridge, reducing waiting time for many titles, and, eventually, eliminating the need for storing copy titles. Currently, LBPH stores over 120,000 copies in carousel storage.

OUTREACH

In early April, Tim Donahue presented to a senior group in the El Dorado area near Santa Fe. That same week, John Mugford spoke at the National Federation of the Blind—New Mexico chapter conference in Albuquerque and hosted a library presentation table in the afternoon. In July, Tim presented to a senior group in Espanola. Two outreach meetings were rescheduled to September and October.

Federal Grant Programs – IMLS/LSTA and Rural Services
Marla Maestas-Valdez

LSTA Grant Programs Manager

Amber Espinosa-Trujillo resigned in April 2019 from her position as Grant Programs Manager for the LSTA State Grant administration and Rural Services program. The position was vacant through June 30 with Joy Poole, Deputy State Librarian and Marla Maestas Valdez job sharing the duties of that position. Interviews were conducted in May, with Marla Maestas-Valdez selected to start effective July 1st. Marla brings a strong financial back for administration of the LSTA State Grant.

LSTA Funds

The 2018 Federal LSTA Grant has been fully expended as of September 30, 2019. State program reports will be written and financial statements for each program reconciled for submission to the Institute of Museum and Library Services for certification.

Staff time and certifications have been completed by all federally funded employees.

Grant accrual reports have been submitted.

Strategic Planning

Some bookmobile employees via invitation by the state librarian have been participating in a Strategic Planning process and committee work for the NM State Library.

Bookmobiles

All three Bookmobiles have been providing rural library services and traveling through the late spring and summer with a few cancellations by Bookmobile West. Bookmobile West, the oldest of the Bookmobiles has required some repairs this summer.
The New Mexico State Library was successful with securing Capital Outlay Funds for design and fabrication of a new bookmobile. The Request for Bids (RFP) to purchase a new bookmobile will be issued by the first of 2020.

The Bookmobiles have been surveying patrons to determine which authors and genres are favorable to add to the collections. Given the eldering population living in rural New Mexico there is more and more focus on large print formats.

Books by Mail:

Teresa Martinez, our Business Ops Specialist will be training Marla Maestas-Valdez to serve as a substitute back up for Books by Mail services.

Library Development Bureau
Dale Savage

Consultant Visits:

- New Developing Library: Carrizozo
- Site Visits:
  - Aztec
  - Bosque Farms
  - Clovis
  - Cuba
  - Estancia
  - Los Lunas
  - Magdalena
  - Portales
  - Socorro

Strategic Plans:

- New strategic plans for public libraries due by July 1, 2020
- Development presented 4 Strategic Planning Webinars, July-September, [http://www.nmstatelibrary.org/services-for-nm-libraries/continuing-education/ldb-webinars](http://www.nmstatelibrary.org/services-for-nm-libraries/continuing-education/ldb-webinars)

FY20 State Grants in Aid:

Annual Report period closed on August 12. As of September 24, 3 libraries had not yet completed the report. 14 denial letters issued on September 24 based on NMAC 4.5.2. 11 libraries requested waivers. Once waivers are decided, SGIA will be calculated based on the number of eligible libraries.

GO Bonds:

- 2016 GO Bonds are open and available to public and tribal libraries through April 1, 2021.
- 2018 GO Bonds were sold during the summer. Distributions were calculated, and grant agreements have gone out to the libraries. Libraries will have access to 2018 GO Bonds until April 1, 2022.

Youth Services:

- 3 STEM to Read workshops: Taos, Deming, Portales. 42 attendees.
- 5 upcoming Summer Reading workshops in November & December: Gallup, Espanola, Las Cruces, Artesia, Belen.
- NMLA Presentations
  - Preconference program on storytelling for Summer Reading 2020
Summer Reading Roundup

- Out of state representation
  - National Book Festival, August 30-September 1 (Washington, DC)
  - Collaborative Summer Library Program Board, September 16-20 (Indianapolis, IN)
  - YALSA/COSLA Train the Trainer Workshop, September 28-30 (Seattle, WA)
  - California Library Association Annual Conference, October 23-26 (Pasadena, CA)

Tribal Libraries Program:

- Tribal Libraries Program Retreat, September 9, Isleta Pueblo Library (18 participants)
- Partnered with MIAC’s Summer Reading Program, July 16-23 (320 participants)
- Arranged testimony panel on Pueblo library capital needs at invitation of Legislature’s Indian Affairs Committee, September 10 (Farmington)
- Site visits
  - Cochiti Pueblo
  - Torreon (Navajo)
  - Zia Pueblo
  - Santa Clara Pueblo
  - Santa Ana Pueblo

Crownpoint Outreach Center (Navajo outreach):

July-September: 29 programs, 738 attendees

- Eastern Agency
  - Torreon
  - Pinedale
  - Red Rock
  - Lake Valley
  - White Rock
  - Becenti
  - Smith Lake
  - Chichiltah
  - Baahaali
  - Crownpoint
  - Baca

- Northern Agency
  - Burnham
  - Two Grey Hills
  - Sheep Springs
  - Belcabito
  - Gadilahi
  - Newcomb
  - Sanostee
  - Upper Fruitland
  - Shiprock

- Fort Defiance Agency
  - Rock Springs
  - Twin Lakes
  - Crystal

Technical Services
Bradley Carrington

Accomplishments

We are now in the Cataloging-in-Publication (eCIP or PrePub Book Link) and the Subject Authority Cooperative Program (SACO) programs at the Library of Congress! We can catalog all of the Museum of NM Press and the UNM Press books before they are published—a way to help all libraries that subsequently acquire copies.
We are now independent participants in PCC BIBCO! (Library of Congress Program for Cooperative Cataloging-bibliographic records program) We passed our rigorous review.

Brad at the PCC Operations Committee annual meeting at the Library of Congress: updates on "stable beta" RDA, diachronic/aggregating works, ClassWeb, OCLC, linked data, NACO (authority records program), SACO (subject cataloging program); workshop on WikiData.

Brad is now a contributor for Dewey proposals (new numbers, revisions) for the DDC Editorial Policy Committee. He is among the volunteers who will give feedback before the EPC proposals are published. https://sites.google.com/view/deweycontributors

We are now participants in the OCLC Member Merge project. It is designed to empower OCLC Members to reduce the presence of duplicate bibliographic records in WorldCat. Training and upgraded cataloging authorizations enable Member Merge participants to merge existing duplicate WorldCat records. To be eligible to participate in Member Merge, a library must be a PCC member Institution.

Brad at ALA: The State Library is a member of PCC and at ALA I attended several policy and training sessions for PCC. We are active members of OCLC (our cataloging utility) and I attended OCLC sessions and visited with many of its staff. We will join their Member Merge project this fall, helping with a major database clean-up effort.

Brad attended the OCLC Expert Cataloging forum, the OCLC Dewey update breakfast, three PCC training and update sessions (plus the PCC 25th anniversary party). LC is improving the interface of its Classification Web database and I got a good preview. The OCLC reception was in the National Portrait Gallery! The guards kept us from spilling drinks on Michelle Obama's dress.

Our cataloging code, RDA, just published a major revision ("stable beta" or "RDA 2020"); Brad attended an RDA update forum. The most important ALA committee for cataloging is CC:DA and I attend one of its sessions--a four hour reporting session from all the cataloging groups in the U.S., Canada, and the U.K. I also attended sessions on the new BIBFRAME editor and on teaching linked data. BIBFRAME, based on linked data, will be our new standard for publishing and sharing our cataloging records, replacing the MARC standard that we have been using for over 50 years!

**TSB training:**

- Joseph and Margaret passed probation!
- **Our Year of Cataloging Training:**
  - Polaris (our ILS): all that money and all we get is one cataloging video
  - OCLC Connexion: 9 modules
  - RDA: 11 modules plus LRM plus 3R (RDA redesign)
  - NACO: 9 modules plus 14 more for SARs (name and series authorities)
  - Serials: 10 modules plus 27 CCM modules plus the CEG
  - LCSH: 14 modules plus SHM (subject headings)
  - LCC: 13 modules plus CSM (LC Classification)
DDC: 12 modules (Dewey Decimal Classification)

- Our CONSER (PCC program for serials) review commenced! Our reviewer is Les Hawkins at the Library of Congress.

**TSB Projects:**

- We're converting the old card cataloging: 160 records this quarter

**MPLA activity**

- Board meetings; conference planning meetings.
- Erica, Margaret & Joseph helped with all the submitted proposals
  - ~140 submissions
  - accepted 70; rejected 60
  - plus accepted all of the poster proposals
  - did all of the email notifications and now monitor for confirmations and changes
  - created the preliminary program!  [tinyurl.com/nmlampla2019program]

**Statistics:**

- new bibliographic records: 38,992 (includes records for the TRAIL collection) [Technical Report Archive & Image Library]
- new item records: 40,007 (includes TRAIL records)
- new serial issues (doesn't include issues checked-in using textual holdings): 1173

**OCLC/PCC**

- new records contributed to WorldCat: 126
- WorldCat master records replaced: 812
- our symbol NMS added to records (copy cataloging): 4932
- new NACO authority records: 86; edited NACO authority records: 25
- BIBCO authenticated: 36; BIBCO changed 57

**State documents distribution**

- tangible items shipped: copies of 231 items shipped to as many as 21 repositories
- CONTENTdm files added: 180

*Federal tangible documents added from UNM/NMSU: 307*