AGENDA
Roswell Public Library Board
Thursday, January 25, 2024 — 4:00 p.m.
Roswell Public Library – Bondurant Room
301 North Pennsylvania Avenue

Opening Ceremonies
• Call to Order by Presiding Officer
• Roll Call & Determination of Quorum
  Board President: Alyssa Rogers
  Board Members:  • Brittany Belding • Jennifer Cole • Janice Dunnahoo
                     • Adrienne Marley • Marcos Nava • vacant
                     • Vacant, Roswell Public Library Liaison
                     • Enid Costley, Library Director

• Agenda/Consent Items/Minutes from the September 28, 2023 regular Roswell
  Public Library Board of Trustee meeting.

Non-Action Items (information items)
1. Review Annual Report January – December 2023
2. Strategic Plan

New Business (action items)
Library Staff Reports
3. Library Director’s Reports

Public Participation on Agenda Items

Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1

If you are an individual with a disability who is in need of a reader, amplifier, qualified
sign language interpreter, or any other form of auxiliary aid or service to attend or
participate in the hearing or meeting, please contact Human Resources at 575-624-6700
at least one week prior to the meeting or as soon as possible. Public documents, including
the agenda and minutes, can be provided in various accessible formats, please contact
the City Clerk at 575-624-6700.

Printed and posted: January 17, 2024
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One-touch: tel:+15713173112,250660069#
Access Code: 250-660-069
Roswell Public Library Board of Trustees

Held at the Roswell Public Library
Bondurant Room
September 28, 2023

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 23-40.

This meeting convened at 4:17 p.m. with Member Marcos Nava presiding, and Member Jennifer Cole being present; with Members Adrienne Marley, Brittany Belding and Janice Dunnahoo joining by phone and Member Alyssa Rogers being absent.

Library Staff Present: Enid Costley, Library Director.
Guests Present: Terri Harbor, Roswell Daily Record

Member Adrienne Marley motioned for the approval of the agenda for the September 23, 2023 Regular Board Meeting of the Roswell Public Library. Member Jennifer Cole seconded. A voice vote was unanimous and the motion passed 5-0 with Members Adrienne Marley, Brittany Belding and Janice Dunnahoo joining by phone and Member Alyssa Rogers being absent.

Member Adrienne Marley motioned for the approval of the minutes of the May 25, 2023 meeting of the Roswell Public Library Board of Trustees. Member Jennifer Cole seconded. A voice vote was unanimous and the motion passed 5-0 with Members Adrienne Marley, Brittany Belding and Janice Dunnahoo joining by phone and Member Alyssa Marley being absent.

Non-Action Items (Information items)
1. Building Improvement update
   a. Replacing Flooring: New flooring in the public computer area has been completed. This improvement was paid with donated funds.
   b. Roof Repair and Roof Maintenance: The roof has been worked on, but often times when one spot is repaired another leak appears. A during recent rain storm a new leak appeared in the Adult Nonfiction collection, and then the computer area (but not on the new carpet). The Facilities Department staff patched the roof. We are working on creating a purchase order with RoofCare for roof maintenance.
   c. HVAC system: We are working with Facilities Department on the heating and cooling system for the library. Current Facilities Department staff has to manually turn on the cooling system. Our purchase of portable heating and cooling units were put to use sooner than expected.
   d. Brick Fundraiser: The Library is working with the Roswell Library Foundation on the commemorative brick fundraiser project for the Play and Learn Area.
Letters were mailed to adults who have a library card. A brick sells for $125 each with an option to purchase a mini brick for $10. We allow three lines of text with 20 spaces on each line. The bricks are nutmeg and engraved with upper and lower case, black lettering. The lettering is smooth so dirt does not embed in the lettering. Logos owned by the vendor are available at no cost. The Library Foundation has an estimated cost for installation and there is no shipping cost. The bricks will be installed on the west and north sides of the library in the sand areas. The purchase of the installed brick is tax exempt.

e. Land and Mineral Rights of Property in Eddy County: After doing more research, which included contacting the Eddy County Assessor’s office, we learned the property was Deeded to the City of Roswell on August 17, 1998. On August 18, 1998 the City of Roswell deeded the property to the Roswell Library Foundation who later on the same day (August 18, 1998) sold the property to the Nearby Exploration Company for $18,235.68. It should be noted that the mission of the Roswell Library Foundation is to support the Roswell Public Library.

2. Service Improvements
   a. Makerspace: Katelyn Turner, STEM Instructor, is in the process of converting the southeast meeting room into a makerspace. A makerspace is a room set aside for collaborative work. This includes making, learning and exploring. The Roswell Public Library makerspace includes two 3D printers, a Glowforge, Cricut Maker, green screen, Littlebits, Strawbees, sewing machine and serger. We also purchased moveable tables, chairs and stools. We hope to have the Makerspace completed in November.
   
b. Charlie Cart: Rocio Ortiz, Youth Services Librarian, is heading up the Charlie Cart Project. The Charlie Cart is a portable kitchen with oven, hot plate, pots, blender, sink with portable water, kitchen tools and flatware. The concept of the Charlie Cart is to teach math, science and culture through food. We hope to have the first program with the Charlie Cart in November.
   
c. Baby Changing Tables: Changing tables have been installed in restrooms in the children’s area.
   
d. Meeting Room Improvements: We will be using General Obligation Bond B Funds to make improvements to the meeting room or Bondurant Room. We have the large screen televisions installed; we are waiting for the sound system.
   
e. Roswell Room: We have repurposed a study room into a Roswell Room that includes the Roswell Daily Record on microfilm, a microfilm/microfiche reader, Roswell City Directories and various books and paper materials related to Roswell. Although the project is not quite done, we expect the project to be completed in October.
   
f. Library Public Computers: The public computers were removed from the library before the new carpet was installed for a security audit and upgrade. The computers will be returned a few at a time once the upgrades are completed.
3. Green Estate: The property located at 928 Davidson Drive was sold on July 31, 2023 for $80,000. The Roswell Public paid closing costs equaling to $7,045.99. Leaving cash from the sale equaling $72,954.01.

New Business (Action items)
4. Discussion and consider for approval use of funds for the Play and Learn Area. A motion was made by Adrienne Marley to use at least $100,000 of the funds the library has received from gifts, and sale of properties for the Play and Learn Area and to explore with Roswell City Council the possibilities of putting funds into a CD to earn additional funds for the Play and Learn Area. Member Jennifer Cole seconded. A voice vote was unanimous and the motion passed 5-0 with Members Adrienne Marley, Brittany Belding and Janice Dunhahoo joining by phone and Member Alyssa Rogers being absent.

5. Discussion and consider for approval a gaming area in the Young Adult Area: Members of the Library Board of Trustees shared both pro and cons for creating a gaming area in the Young Adult Area or hosting gaming programs in the library. No action was taken.

Library Staff Reports
6. Library Director’s Report
   In addition to the written reports.
   Information was shared about the Piñata Festival, held September 8-10 outside of the Chaves County Courthouse, including that the Library Staff had a table at the Piñata Festival. The table was located near the main stage where the United State Post Office unveiled four new piñata stamps as part of First Day Issue Dedication Ceremony. Library Staff also helped the public create two types of piñatas. The library hosted a Hispanic Heritage Celebration on September 23. The event included food, crafts, music and dance from Spain, Mexico, the Caribbean and Central and South America. Unfortunately, the event conflicted with an Arts and Craft Show, the Chili and Cheese Festival and a High School event.
   The library will be handing out free protective eye wear on October 13 and 14 for the Annular Solar Eclipse on October 14. The library held a “sun versus the moon” STEM program and each participant created a mask to safely view the Annular Solar Eclipse.

Public Participation on Agenda Items
   Suggested that the when the Roswell Room is completed there is a dedication ceremony- possibly around an event in Roswell. It was noted that Billy the Kid Day was held in August.
   Suggested using the Charlie Cart to teach people to use food shelf items to make tasty meals.

Adjourn
The meeting adjourned at 5:20 p.m.
Accomplishments

Building Improvements

Bondurant Room: The sound system equipment has arrived and the IT Department has confirmed that it is what was ordered and in good condition. After the check has been issued and cleared the bank, we will begin the process of requesting reimbursement ($17,162.77) from New Mexico State Library. This project is being paid for with 2020 General Obligation Bond Funds.

HVAC: The Facilities Department staff is closely monitoring the system and manually resetting the system. The Facilities Department has made fixing the HVAC systems in the city a priority.

Roof Repairs and Maintenance: We are grateful the Roswell City Council included roof maintenance in the library budget. The Facilities Department discovered an area of the roof that needs repair.

Service Improvements

IRS Tax Help: We are in the process of submitting paperwork to be an IRS Tax Help Site. This will mean that we provide space, computers with security on it for trained volunteers to help the public submit their tax information.

Library Databases: We are in the process of adding two new databases for the public (Comics and Financial).

Comic Plus is an online comic book database that includes Manga and other comics, but not Marvel or DC comics. Staff stated that the database should help with collection development as this is a popular genre and we have a hard time keeping in on the shelf and in good condition. They also noted that it frees up shelf space. The cost is $1,293.75 which will come out of the materials budget.

Financial Rating Series, combines Weiss Ratings and Grey House Publishing to provide a single source for financial ratings and planning tools. This database reviews are excellent and we hope this fills a need for financial education and planning. Cost for the database is $1,595 and will be paid with restricted funds from the Roswell Library Foundation.

STEM with Students: Twice a month, students from the New Mexico Military Institute Intermediate Preparatory Academy visit the library to check out materials, research and participate in a STEM challenge. Katelyn Turner, Library STEM Instructor, has received high praise from the school for the challenges she has prepared for the students.

Read to a Dog: On Thursday afternoon a therapy dog, Zoey, and handler visit the library to listen to children read a book. We require children to sign up for 15 minutes blocks of time. Children, parents, handler and dog are quite pleased with the program.

Meeting Room Evaluation: We have implemented a meeting room evaluation form in September, which also captures the number of outside groups using the library’s meeting room.

Project Progress

Rehousing Board Reports: Reference Librarian, Danika Wahlin and Kimberly Webb are rehousing the board reports in archival boxes and limited to one year per box.

Summer Reading Program: The National Summer Learning Association published a book
titled **Summer Starts in September: A comprehensive planning guide.** As we transform our summer reading program to a summer learning program we require more planning time, more time to collaborate and line up presenters and programs. Summer Reading Program planning, including prizes and booking presenter has all ready begun.

**Plans for October – December**

**Makerspace:** We hope to have the Makerspace ready for use in November. We are in the process of purchasing a fire extinguisher that is safe to use on the GlowForge.

**Charlie Cart:** We are having staff go through training provided by the Charlie Cart organization. At least two staff will also obtain an New Mexico food handling license. We are in the process of obtaining a K fire extinguisher.

**Roswell Room:** The Roswell Room project converts a study room into a room to place the city directories, microfiche/film reader, newspaper on microfilm and other items on Roswell History. We hope to have this room completed in October.

**Service Improvements**

**Día De Los Muertos:** This Hispanic event celebrates, honors and remembers the people who have passed who have influenced us. Diana Velazco coordinates this educational and cultural event with the Roswell Hispano Chamber of Commerce.

**Inventory:** For collection development and insurance purposes, we need to inventory the library’s collection.

**Issues and Concerns**

Just the typical.
Accomplishments

Building Improvements

**Makerspace:** Katelyn Turner, Library STEM Instructor, has transformed the Southeast Meeting room into a makerspace. This included purchasing 6 tables on wheels, a standing table, 12 chairs and 4 stools, two 3-D printers, a GlowForge, a circuit, a hot press, a sewing machine, and a serger. The furniture and equipment in the makerspace were purchased using General Obligation Bond funds. We were given a white board by the New Mexico State Library for another project and repurposed it for the makerspace. We used points earned to purchase a green screen and media production studio kit. We also repurposed a TV to place in the makerspace for presentations.

**Roswell Room:** The Roswell Room project converted a study room into a room to place the city directories, microfiche/film reader, newspaper on microfilm and other items on Roswell History. We are now in the process of working with Advantage Archives to scan the City Directories and have the images placed on a keyword searchable website.

**Bondurant Room:** The sound system equipment and will be installed by the IT Department.

**HVAC:** The Facilities Department staff is closely monitoring the system and manually resetting the system.

**Roof Repairs and Maintenance:** We are grateful the Roswell City Council included roof maintenance in the library budget. The Facilities Department discovered an area of the roof that needs repair.

Service Improvements

**IRS Tax Help:** We are in the process of submitting paperwork to be an IRS Tax Help Site. This will mean that we provide space, computers with security on it for trained volunteers to help the public submit their tax information.

**Library Databases:** We have made progress in adding two new databases for the public.

- **Financial Rating Series** combines Weiss Ratings and Grey House Publishing to provide a single source for financial ratings and planning tools. This database should complement the Finance program we offer on the second Sundays.
- **Comic Plus** is an online comic book database that includes Manga and other comics, but not Marvel or DC comics. We are running in to an authentication issue that may have additional costs from our circulation vendor SirsiDynix.

**Find a Grave:** The South Park Cemetery was founded in 1883 by a territory grant and is the final resting place of over 30,000 people. The original burial records are located
at the South Park Cemetery and if loss or damaged would be a loss of family history and community history. There are several other cemeteries and columbarium in Roswell. We are working on a project to place cemetery records in a free searchable website called “Find a Grave.” Find a Grave is easy to search and provides space to add birth and death information, obituary notices, family history, grave inscription and photos. Others may add comments through “virtual flowers.” While Library staff would be point person on this project it is a joint project with South Park Cemetery staff. We would also like to use volunteers on this project to research, and take and collect photos.

**Project Progress**

**Día De Los Muertos:** This Hispanic event celebrates, honors and remembers the people who have passed who have influenced us. Diana Velazco coordinates this educational and cultural event with the Roswell Hispano Chamber of Commerce. This year we also included the Roswell Art Museum in this event. Below is an email from Marcos Nava, Executive Director of the Roswell Hispano Chamber of Commerce.

> Enid, please accept our thanks for hosting the Día de Los Muertos event this past Saturday. All of your library staff that worked at the event did a phenomenal job. But special recognition should be noted for Ms. Diana Velasco. Her attention to detail was well noted and appreciated. Looking forward to our next event with you and your staff.

**Charlie Cart:** The Charlie Cart is a hands-on food education program. Rocio Ortiz has completed the New Mexico Food Handling license. We will have another staff member also go through the online training. We are in the process of obtaining a K fire extinguisher. The first program on November 17 was an introduction to the Charlie Cart and did not require any cooking. 25 people attended the program on apples that involved tasting different types of apples. In the future Charlie Cart programs will be held on the second Saturdays at 11 a.m. The Friends of the Library are sponsoring this program.

**Inventory:** For collection development and insurance purposes, we need to inventory the library’s collection. We are making plans to start inventory of the collection in January. We plan to begin with the children’s area and work on this project on Sundays.

**Special Funds**

**Donations:** The library accepts monetary gifts to support library services and provide programs. All programs are free to the public and supported through gifts and donations.

- An $1,595 donation from the Roswell Library Foundation will pay for the Financial Rating Series online database.
**State Grants in Aid to Public Library:** The state grants-in-aid to public libraries is governed by the 4.5.2 New Mexico Administrative Code. To receive grant funds public libraries must complete an annual report which is used to determine eligibility. Each year the state legislature appropriate funds to the state Library in the form of state grants-in-aid. The appropriation is then equally split among eligible public libraries. In FY2024 the Roswell Public Library will receive $10,352.38. We plan to use the funds for the following:

- Estimated $9,000 to scan 75 years’ worth of Roswell City Directories.
- Estimated $1,352.38 to create area backpacks to enhance nature walks and visits to parks, and museums.

**2020 General Obligation Bond Funds for Libraries:** Funds for the public library bond program are intended to supplement local effort in providing local public library service. The public library bond program funds public library resources and equipment for public libraries statewide, and includes the rural library services of the state library. We have spent $94,105.11 funds on the following projects, which is $7,251.81 more than the $86,853.30 grant award. The $7,251.81 difference was covered by a private donation. The funds were used for:

- $45,720.03 to replacing Staff and Public Computers.
- $23,082.19 for equipment, supplies and furniture in the Makerspace.
- $25,302.89 for improvements to the sound system and presentation media for the Bondurant Room.

**Play and Learn Area:** The Play and Learn Area is a project to create a fenced in outdoor area for young children to play and learn with entrance through the children's area. The goal is to break ground on this project in fiscal year 2027. With the assistance of the Finance Department, we have transferred funds from the sale of 928 Davidson Drive and the 316 Richardson and placed them in a three-year CD that will earn about 5% interest. The Roswell Library Foundation is raising funds for the Play and Learn area with sale of commemorative bricks that will be installed outside on the north and west area of the library.
THE LIBRARY BUILDS STRONG COMMUNITY

The Roswell Public Library helps to build a strong community as it provides everyone access to information and education regardless of socioeconomic status or location. The Library offers knowledge and entertainment through books, magazines, and DVDs, free programs, access to the internet, materials for lifelong learning, and other resources that would otherwise be difficult to find or afford. The Library provides a place to study and connect.

LIBRARIES ARE IMPORTANT FOR EDUCATION

- 78,972 Visitors
  - Borrowed 94,866 items
  - Requested 172 items from another Library
  - Asked 19,170 Reference Questions
  - 8,736 attended Programs
  - 2,272 Applied For A Library Card

![Bar chart showing library activity]

LIBRARIES PROVIDE A PLACE TO LEARN NEW THINGS

- 337 programs were offered in 2023.
  - 333 were held in the Library.
    - 3,232 attended the 167 programs for ages 0-5
    - 2,711 attended the 80 programs for ages 6-11
    - 343 attended the 11 programs for ages 12-18
    - 404 Adults attended the 51 programs for adults
    - 2,450 attended 29 programs for all ages
  - 4 programs were not at the Library; Staff spoke to 1,063 people at community events.

![Pie chart showing program attendance]
LIBRARIES PROMOTE LITERACY

Summer Reading Program
- 581 children participated in 2023
- 589 children participated in 2022
- 486 children participated in 2021

Year Round Reading Program
- 172 new young children enjoyed 7,870 books
- 236 new school age children read 3,552 books

Reading programs are done at home and are not counted with the program statistics.

LIBRARIES PROVIDE A SENSE OF COMMUNITY

6032 Facebooks Page Visits
- 526 Facebook Likes
- 336 Facebook Posts
- 2477 Facebook Post Likes

https://www.facebook.com/RoswellPublicLibrary/

LIBRARIES OFFER A VARIETY OF RESOURCES THAT ARE ACCESSIBLE TO EVERYONE

The Roswell Public Library owns 136,343 items which include:
- 125,432 Books
- 5,767 Movies
- 3,574 Audio Books
- 10 Hot Spots
- 726 Magazines
- 794 Music CDs
- 10 Hobby Kits
- 20 Keep Roswell Beautiful Clean-up Kits
- 10 Cultural Passes

SPECIAL THANKS

Roswell Library Foundation and the Friends of the Library for providing funds for Library Programs

Thank You
MONTH BY MONTH

January
- Installed air filters or Halo Filters with American Rescue Plan Funds.
- Created 10 Hobby Kits for people to borrow to try out an activity or learn a new hobby.
- Installed automatic faucets in the children's restroom.

February
- Sold property located at 316 Richardson.
- Installed security cameras at the staff door and alleyway.

March
- Began implementation of C-3PO project. A two-year partnership with Eastern New Mexico University-Roswell to provide Hot Spots, laptops and computer training to expand internet service throughout Chaves County.
- Roswell City Council approve a fine free loan policy.

April
- Library roof was repaired.
- Stargazers perform at the Library as part of Music in the Library series.
- Local artist, Tasia Ramage, unveiled a mural that celebrates Hispanic Culture in Roswell at the El Día de los Niños/El Día de los Libros, or Day of the Child/Day of the Book event.

May
- Offered a Touch a Truck program with the City of Roswell Parks Department.
- Poet Laureate, Lauren Camp, visited the Roswell Public Library with the Wonder on Wheels, an art museum on wheels, featuring work by Gustave Baumann.

June
- Ceiling tiles in the Bondurant Room were replaced.
- Offered Summer Reading Program.
- New compressor installed on the south side of the Library and unit on the North side of the library fixed.
- Baby changing tables installed in the children's restroom.

July
- Over 700 Kindergarten bags were created and delivered to Roswell Schools with the assistance of Altrusa and Roswell Library Foundation.
- Studio 27 created schematic plans for an outdoor play and learn area on the north side of the Library.

August
- Property at 928 Davidson sold.
- Created Pathfinders or research guides on several topics to support the Roswell Independent School.
- Began offering English/Spanish monthly program calendars.
- Hosted a stuff animal sleepover at the Library.

September
- Hosted exhibit of Women's History Banners, based on the Roadside Marker's Program.
- A security breach of the public computers was reported and public computers were removed and reconfigured.
- Installed new flooring in the computer area.
- Began offering a Read to a Dog program with Zoey.
- Partnered with New Mexico Military Institute Middle School to provided resources and programs.

October
- Hosted an Annual Solar Eclipse viewing with specialize telescopes and handed out free protective eyewear for viewing. Protective eyewear provide through a grant project.
- Hosted a Día de los Muertos event with the Hispano Chamber of Commerce and Roswell Museum.

November
- Created a Makerspace with General Obligation Bond B Funds.
- Purchased a Charlie Cart and began offering programs to encourage food nutrition.

December
- Partnered with Keep Roswell Beautiful to offer Clean-Up Kits to check out.
- Re-purposed a study room into a Roswell History Room.
- Began recording community history by posting photos of gravesites and obituaries to the online site Find a Grave.
- Began offering online comic books through Comics Plus.
- Began offering online Financial Resources.