



**Municipal Library Community Advisory Group  
Wednesday, April 9, 2025 meeting**

Present: Nancy Stephens, JJ Wilson, Jessica Salaiz, Mikki Jemin  
Ken Dayer (Library Director), Lillian Galloway (Assistant Library Director)  
Absent: Tara Baird, Nick Prince

Meeting called to order at 4:03pm

**Approval of Agenda:** Agenda approved

**Approval of Minutes:** Mikki moved to approve the February 12 minutes, JJ seconded. Minutes were approved.

**Public input:** None

**Reports**

Memorial Fund: \$90,335.68 in account. Most recent expenditures include a desk for the new computer that goes with the new history materials scanner, a desk for the new jobs/education/telehealth computer, cabinets for the information desk, and a desk riser for the information desk, total \$418.22.

Friends of the Library: Friends now meet quarterly instead of every two months.

Foundation: \$757,287 in account. An advisory group member asked why there was Foundation money spent on the lift, as well as money from the 392 fund. Ken explained that he split the cost of the lift between the two funds, because he could use only up to \$20,000 of 392 Fund money.

Librarian's Report:

The staff for the Institute of Museum and Library Services (IMLS) have been placed on administrative leave by the current administration. This agency distributes federal funds to libraries as outlined in the Library Services and Technology Act (LSTA). The New Mexico State Library receives \$1.8 million from them. Much of this is for bookmobiles and other rural services like Books by Mail. Some funds are also used for the El Portal digital resources available to the public for no cost statewide. Our patrons do not use El Portal resources heavily. Students at the high school probably use El Portal when working on their assignments at school. LSTA funds are also used for the Library for the Blind and Print Disabled, summer reading program support materials, and the state-run interlibrary loan service. We could develop our summer reading program without the state support, but if we had to go on our own for interlibrary loan



it might cost us up to \$8000. This would be a big cost for us, and we would have to cut something else to afford it, or drop ILL service.

The only federal funding that we receive directly is E-Rate funding to subsidize the cost of our internet service. Ken anticipates that this program may cease someday, and the Town is likely able to help us pick up the cost.

An advisory group member asked whether the library could collaborate with Western New Mexico University or the schools to pay for a resource or for internet. As far as we know, it could be possible, but we would need a formal agreement.

For interlibrary loan, it could be that the State Library decides to reallocate funds and use state funds for interlibrary loan service. Right now it is too early to know what services might be cut.

### **Old Business**

Rules of conduct/behavior policy:

There were no advisory group questions about the draft.

The document will go to the town attorney and management. The advisory group will also see the final draft.

Collection Development Policy:

Ken explained how many other libraries handle this process. Many of them have a governing board with the authority to tell the director to remove books. The Library Advisory Group does not have that authority. Only the Town Manager could give orders to the Library Director regarding challenged books. In that scenario, the Town Council would be involved in the decision.

What typically happens here is that a parent has a concern about a title, library staff review it informally, and might move the title from the juvenile (children's) section to the youth (teen) section. More recently, nationwide, there are organized campaigns to ban books. The organizers have mixed success in influencing library boards, so they often go straight to local government bodies like town councils. If a book challenge appeared on a Town Council agenda, Ken would inform library advisory group members and other interested parties so they could attend the meeting. If a book complaint was made during the public input section of a Town Council meeting, the complaint would not be an item that the Council can act upon. The Council would tell the complainant to go through our Request for Reconsideration process.



With all this in mind, Ken recommends that the Library Advisory Group hear the complainant's book challenge first and then read the title.

The group agreed that the time given for them to assess the title can be worded, "not to exceed 90 days."

The Advisory Group would address a letter to Ken advising him on the matter. The complainant would be allowed to read this letter too.

An advisory group member asked about bullet point #5 that states that a process will take one month. That is the staff evaluation process, not the advisory group portion. Ken will edit to clarify. There were also redundant sentences about the advisory group reading/watching the items, which will be corrected.

## **New Business**

### Fines and fees

The library would like to increase the overdue fees for interlibrary loan items, because now we are not allowed to request any more interlibrary loan items until an overdue item is returned. Some patrons are keeping items overdue more than once. Currently the fee is \$0.25 per day, max \$3.00. We would like to change to \$1.00 per day, max \$30.00.

We would also like to remove the line about rentals, which we no longer have, and the line about printing, because printing costs must change periodically according to the cost of toner. The advisory group agreed to these changes.

### Hostpot agreement

We do not think we need the signature page anymore, because the community is now more accustomed to borrowing tech devices. Originally, borrowing a high-value item was a new concept.

We moved all the necessary information to the "Hotspot lending policy" page. We will pass out small handouts with the essential policy info and stop requiring a signature.

An advisory group member asked what we meant by having "the right to refuse service" to someone who misuses the hotspots. This is a broad statement. Ken explained that we would refuse to lend them a hotspot in the future. This statement will be edited to be more specific.

Finally, we are moving the hotspot fines and fees to the policy section where other fines and fees are listed. The advisory group agreed.



**Adjournment:** Nancy Stephens adjourned the meeting at 4:58 pm.

*Nancy Stephens*

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Nancy Stephens, Chair

Attest:

*Ken Dayer*

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Ken Dayer, Library Director