



NMLA Board Meeting
NMTech – Skeen Library
March 21, 2019
1:00 – 3:00 pm

AGENDA

Call to order: 1:00pm

John Sandstrom

Attendees: John Sandstrom, Sharon Jenkins, Elizabeth Titus, Eli Guinnee, Britta Herweg, Bradley Carrington, David Cox, Sarah Obenauf, Bridget O’Leary-Storer, Joe Sabatini, Lynette Schurdevint†, Jonna Paden†, Aubrey Iglesias†, Cordelia Hooe†

Approval of Agenda: David suggested that in new business, we talk about the future of the mini-conference/professional development; also discuss a transition to Google Groups as several people are having . John noted corrections to his last name and Aubrey’s. Motion to pass by E. Titus, seconded and moved by D. Cox. Passed.

Approval of Minutes from February 2019 meeting: Motion by E. Titus; moved and seconded by B. O’Leary-Storer.

Officer Reports:

- **Secretary** (Sarah Edwards Obenauf): No changes to written report. Accepted as it stands.
- **Treasurer** (Bridget O’Leary-Storer): \$2,000 increase in bank accounts since February. With the mini-conference, we are up \$469.00 thanks to membership registration.
- **President** (John Sandstrom) (NR): Will submit written report after board meeting. Things are still chugging along and functioning fairly well. Signed a letter of support on study in school libraries spear-headed by Syracuse. Will be signing letter of support for IMLS budget. Commitment from Wanda Brown, President-Elect of ALA, to be Keynote at annual conference in October 2019. Will appoint D. Cox and Stephen Sweeney (MPLA VP) as the liaison between her office and conference committees.
- **Vice President** (David Cox): No changes to written report. Would like to get in touch with Emilio Estevez about making an appearance at our annual conference (directed and starred in *The Public*).
- **State Librarian** (Eli Guinnee): Huge thanks to Joe Sabatini for all his work at the legislative sessions this year. Mary Chappell was also working on school library initiatives

†=Virtual attendance

*=Not in attendance

(NR)=No report

at legislative sessions. Procurement exemption passed both house and senate and was signed by the governor. School libraries assessment was passed. Did not get specific funds for book-mobile, but NMSL is working on purchasing the third one via discretionary funds (upwards of \$4 million available). Discussion of Poet Laureate program and whether or not NMSL or DCA would manage it. NMSL working with Santa Fe Opera to bring music and art education to public libraries (specifically tribal libraries this year). Letters about Literature is in its final stages (400 applications). Libraries as Launchpads are progressing nicely in the southern part of the state. Joy Poole attended the ALA Fly-In invite this year in Washington, D.C. and met with our representatives. Today and tomorrow, she is at a broadband summit where she will be on a panel. Faye Hadley – new tribal library coordinator; James Phelps; and person for deaf library; internal promotion for Katie Mile. SJSU reps were talking to tribal libraries about TV whitespace (wireless through unused TV channels) as part of an IMLS grant. Has been talking with ALA about the Grow with Google initiative, which he has some misgivings about (amount offered by Google, ALA's decision to go along with it and lack of involvement at the local library level).

- **Past President** (Lynette Schurdevin): No changes to written report. Accepted as it stands. Elaborated on Amigos—will be meeting with them (also with Kathleen Dull) on April 1st. She needs to know what the board wants from this partnership so that we can move the conversation forward and get pricing. Board agreed that we definitely want pricing for their Event Support Services. Reminder that the following board positions are up for nominations: Vice-President/President-Elect; 2 Members-At-Large; Treasurer
- **Members-at-Large**
 - *Kate Skinner** (NR)
 - Local & Regional History SIG
 - Technical Services SIG (submitted by Bradley Carrington): Tech Services SIG will be presenting Cataloging Basics at Mini-Conference tomorrow, Friday, March 22nd.
 - *Cordelia Hooee*
 - Native American Libraries SIG: NALSIG chair is still looking for a location to have the meeting in ABQ in April.
 - Government Information SIG
 - *Sharon Jenkins*
 - Digital Collections SIG: Jennifer Laws is taking over from Kevin Comerford as Chair.
 - Academic SIG
 - Assessment & Statistics SIG
 - *Ron Gonzales** (NR)
 - Discussion about what SIGs had been assigned to Ron. Looks like Advocacy for School Libraries (ASL), Battle of the Books, Bonds for Libraries, and Resource Sharing are his (info taken from nmla.org/committees-sigs)

- **ALA/APA Councilor** (Elizabeth Titus): Attended first ALA Council meeting and has not had a chance yet to write her own report. A lot depends on waiting for ALA Council to generate their report. Council is still working to resolve the confrontation between council members at Mid-Winter and she expects an update at their next meeting. ALA Headquarters is being relocated—sites need to be determined. A lot of turnover in ALA staff leadership. Search for new ALA Executive Director is beginning.

Representative Reports:

- **AASL Representative** (Mary Chappell) (NR): Not present, no written report submitted.
- **MPLA Representative** (Bradley Carrington): See “**Program Committee**”
- **Newsletter Editor** (Robyn Gleasner*): No changes to written report. Accepted as it stands.

Committee Reports:

- **Archivist** (Jonna Paden): No changes to written report. Accepted as it stands.
- **Awards Committee** (Monika Glowaka-Musial*, Courtney Marshall*, & Lisa Wishard*) (NR): No members present, no written report submitted.
- **Bylaws Committee** (Melanie Templet*) (NR): No members present, no written report submitted.
- **Conference Site Selection Committee** (Aubrey Iglesias): No changes to written report. Accepted as it stands. On behalf of NALSIG, S. Jenkins asked about conference dates in relation to feast days. J. Sandstrom would like to put this scheduling consideration into the Bylaws.
- **Education** (Kevin J. Comerford*): No changes to written report. Accepted as it stands.
- **Intellectual Freedom Committee** (Deirdre Caparoso* & Margaret Neill*): No changes to written report. Accepted as it stands.
- **Land of Enchantment** (*) (NR): No members present, no written report submitted. Since the committee said they can no longer host the author luncheon at our annual conference, J. Sandstrom hasn’t heard from them. If anyone on board knows a person who might have been on the committee, please let J. Sandstrom know.
- **Legislation Committee** (Joseph Sabatini & Cynthia Shetter): “Year of the jackpot.” Never seen this much activity in a session since 1994 (last “Year of the jackpot”). No changes to

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*=Not in attendance

(NR)=No report

written report. Accepted as it stands. E. Guinnee stressed the importance of librarians and library supporters to show their support during legislative sessions and throughout the year. We need to be better organized and a true force—this led to discussion about using materials from ALA Advocacy Office and organizations such as everylibrary (director was speaker at NMLA Annual 2018).

- **Membership Committee** (Kathleen Dull*): No changes to written report. Accepted as it stands.
- **Nomination & Election Committee** (Lynette Schurdevin) (NR): Ramping up for the current year. Let Lynette know if you are interested in a board position, or would like to nominate someone.
- **Program Committee** (Bradley Carrington) (NR): Program proposal form will go live on Monday, March 25th, with a deadline submission of June 15th. No theme at this year's annual conference. We do have a conference logo, which you can see on the proposal form. Would like board's permission to pre-approve a budget for speakers (1 or 2) at 2019 Annual. Brad would like the authority to spend up to \$2,000 for this conference. E. Guinnee suggested the budget be more and consensus was \$2,500 would be more appropriate. Motion to approve by S. Jenkins, moved and seconded by B. O'Leary-Storer. Passed.
- **Public Relations Committee** (Marian Frear*) (NR): No members present, no written report submitted.

Old Business:

NMLA comes to You (John Sandstrom): Still open to visiting libraries throughout the state.

Mini Conference Planning (Member at Large?): Thank you to everyone who made it happen.

Strategic Planning (John Sandstrom): Email to all who are interested is forthcoming.

Statewide Pricing Agreements (John Sandstrom): Proposals from vendors are due by 5pm today.

New Business:

New SIG – Peer-Reviewed Journal: Proposal not available at this meeting, but J. Sandstrom has it. E. Guinnee suggested that the SIG actually become an Open Access (OA) SIG with a concentration in creating a peer-reviewed journal. S. Jenkins doesn't see the harm in letting them form the SIG at this point. Upon further discussion it was determined that board members have to see the proposal in order to make an informed decision. Motion to table by E.

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(NR)=No report

Titus; moved and seconded by S. Jenkins. J. Sandstrom will give Erin Wahl's contact information to E. Guinnee, who is interested in speaking with her further.

2019/2020 Budget: If anyone has budget items/proposals, please send them by May 1st to NMLA President, Admin Assistant, and Treasurer. Budget will be discussed/made at June board meeting.

Other business?

Issues with Yahoo Groups as mode of communication among NMLA Board: Board members recognize that there is an issue using Yahoo Groups. Immediate issue is that board members need to be able to receive and reply to board emails via a list-serv. Possible options are to have a list-serv hosted by NMSU or NMSL. After much discussion, the following action item was decided upon: 1.) Inventory of system applications used in support of NMLA activities and programs, including the list-servs hosted by NMSU and NMSL; S. Jenkins will get in touch with Robyn Gleasner about the general inventory outside of the list-serv issues. Motion to perform inventory by E. Titus, seconded and moved by D. Cox. Passed. Short term solution: change to group email rather than the list-serv. Consensus among the board—yea, verily, yea.

Future of Mini Conference: D. Cox brought up the possibility of moving future mini conferences to a virtual setting and more focused on professional development. B. Carrington mentioned that if we do move to an online setting, Amigos would be a good help. J. Sandstrom also said that NMLA is paying for GoToMeeting where we can have 101 people in a virtual room. With Amigos, we could run 5 virtual rooms at a time. Much discussion continued. Eventually, it was agreed that an Ad Hoc Committee to research the Mini Conferences (history and future) and make a recommendation to the September 2019 Board Meeting.

Announcements: No announcements.

Adjournment: Motion to adjourn by E. Titus; seconded and moved by S. Jenkins. Adjourned at 4:48pm.

NMLA Board Meeting
Albuquerque Marriott Pyramid



October 31, 2018
1:00 – 3:00 pm

North

AGENDA

Call to order: 12:30pm

John Sandstrom

Attendees: David Cox, Bradley Carrington, Kathleen Dull, Jonna Paden, Sarah Obenauf, Joe Sabatini, John Sandstrom, Bridget O’Leary-Storer, Margaret Neill, Ron Gonzales, Melanie Templet, Eli Guinnee, Sharon Jenkins, Kate Skinner

Approval of Agenda: Approved by board

Approval of Minutes from June 2018: Approved by voting members

Approval of Minutes from September 2018: Still need to be approved. Sent out to board electronically by Sarah on Monday, November 5th. Minutes can also be found in the [NMLA Secretary Google Drive](#).

Officer Reports:

Secretary (Sarah Edwards Obenauf): Submitted written report, listing all the reports that had been received as of October 29, 2018, and other action items. Reminded the board that June 2018 minutes still needed approval.

Treasurer (Bridget O’Leary-Storer): Submitted written report, listing monies available in NMLA’s bank accounts, and other action items. Cancelled Wells Fargo credit card processor for a significant annual savings, and consolidated savings accounts due to monthly fees. Working with accountant to close the books, and we got an extension on our Annual Nonprofit Report. Secretary of State rejected our application for non-profit status for a second time; also having a difficult time changing officers’ names with that office. Main goals for this position in the upcoming term are to work on succession planning and documenting processes/procedures.

President (John Sandstrom): No written report. Reminded the board that the conference keynote speaker will be Jim Neal, former ALA president. The speaker at Friday’s luncheon will be John Chrastka, Executive Director of [everylibrary](#). Also mentioned the possibility of having a state association round table at next year’s joint MPLA/NMLA conference.

Vice President (John Sandstrom): see **President’s** report

State Librarian (Eli Guinnee): Has been in the position about two months. This year, several libraries across New Mexico participated in an initiative entitled [“Libraries as Launchpads”](#) and the [NMSL has received a \\$50,000 grant](#) from the Institute of Museum and Library Services (IMLS) to advance it even further. Also applying for more grants. Work is progressing on the broadband internet initiative with fourteen libraries as part of the pilot program. Looking to fill some—but not all—vacancies at NMSL. Book mobiles still have high turnover; position has been reclassified to help with this.

- Members-at-Large
 - *Kim Barany*
 - Advocacy for School Libraries SIG – received report (written by Heather Christensen) about a presentation to the Legislative Education Study Committee (LESC) on Thursday, September 27, 2018.
 - Bonds for Libraries SIG – see report from **Legislation Committee**
 - *Jose Aranda*
 - Assessments & Statistics SIG – no report submitted. Board agreed that the SIG is more or less defunct.
 - Digital Collections SIG – no report submitted. Will be presenting at conference on 11/1/18.
 - ACRL – no report submitted. Call went out to NMLA list-serv asking for vice-chair nominations.
 - *Kate Skinner*
 - Local & Regional History SIG – written report submitted. Hosting a session at this year’s conference entitled “Albuquerque Indian School – Origins and Communities” by Joe Sabatini (Indian Pueblo Cultural Center)
 - Technical Services SIG – written report submitted by Bradley Carrington. SIG will be hosting a walk-in cataloging clinic at this year’s conference. SIG is also sponsoring the history talk on OCLC in academic libraries.
 - *Cordelia Hooee*
 - Native American Libraries SIG – written report submitted; no news to report.
 - Government Information SIG - written report submitted; no news to report.
- ALA/APA Councilor
 - *Lynette Schurdevin* – no written report submitted. Lynette is working on transferring her duties and responsibilities to the new ALA/APA Councilor, Dr. Elizabeth Titus (Dean of Libraries, NMSU). The re-wording in ALA’s statement on public meeting spaces will most likely be voted on at ALA Midwinter (Jan. 2019).

Representative Reports:

- **AASL Representative** (Sara Cook): no report submitted; Sara not at meeting.

- **MPLA Representative** (Bradley Carrington): written report submitted. Discussion of 2019 joint NMLA/MPLA conference can be found under **New Business**.
- **Newsletter Editor** (Robyn Gleasner): written report submitted; Robyn not at meeting.

Committee Reports:

- **Archivist** (Jonna Paden): no written report submitted. Jonna is back to work after a brief hiatus and is working on archiving NMLA's correspondence. She also stated that the Rio Grande Special Libraries Group (SLA Rt 66) is interested in renewing their relationship with NMLA. For digital preservation of NMLA documents, she will check with Kevin Comerford (UNM) about server space on CONTENTdm.
- **Awards Committee** (Mildred Walters & Sarah Kostelecky): no report submitted. Lynette spoke on their behalf. Awards will be presented at the Awards Dinner on 11/1. Awards are as follows: Representative Candie G. Sweetser, Legislator of the Year; Debbie Myers, New Mexico Library Amigo; Joe Sabatini, New Mexico Library Leadership; Cheryl Volosin, Community Achievement
- **Bylaws Committee** (Cassandra Arnold/Melanie Templet): no report submitted. Cassandra has resigned. As head of the nominating committee, Lynette will put in a change to the timetable because we are currently operating on an old nominating calendar. In addition, John wants the new version of the bylaws to address what happens to the Vice-President office when the President leaves and the position has to be taken over by the VP/President-Elect. NMLA has been without a VP/President-Elect since April 2018 and thus the duties of that office were taken on by other board/committee members. There was also a brief discussion on the possibility of setting up a Past Presidents' Advisory Council, to help spread institutional knowledge and help things run smoothly.
- **Conference Site Selection Committee** (Bradley Carrington): Aubrey Iglesias is now the head of this committee, and she submitted a written report that included the quote for the mini-conference at New Mexico Tech (Socorro) in March 2019. Brad also reminded the board that members-at-large plan the mini-conference.
- **Education** (Kevin J. Comerford): report sent to John. Stephanie Akau was awarded the Marion Dorroh Scholarship. There were no eligible applicants for the college scholarship; there needs to be a discussion about what to do with that money—perhaps push it toward continuing education or make the Marion Dorroh amount larger?

Continuing education grant was awarded to Placitas Public Library to attend this conference.

- **Intellectual Freedom Committee** (Deirdre Caparoso & Margaret Neill): written report submitted. Deirdre Caparoso will be presenting at a conference session on 11/1.
- **Land of Enchantment** (Rosa Flores): discussion centered on whether or not this committee still exists. Committee was responsible for youth awards. No consensus was reached.
- **Legislation Committee** (Joseph Sabatini & Cynthia Shetter): written report submitted. Library Legislative Day in Santa Fe will be Friday, February 8, 2019.
- **Membership Committee** (Kathleen Dull): written report submitted. Kathleen reported that Robyn had made a shared Google folder for conference photos via the Google Photos app. Kathleen is also checking the voicemail for and answering NMLA's Google number. She also requested that a decision be made about incorrect membership levels—will we allow it or not? John made a motion to allow $\leq 10\%$ of memberships to be at “incorrect” levels (members self-report their membership level). Motion was seconded by Kate Skinner and approved by board.
- **Nomination & Election Committee** (Lynette Schurdevin): written report submitted. Election results are as follows: David Cox, Vice-President/President-elect; Sarah Obenauf, Secretary; Sharon Jenkins & Ron Gonzales, Member-at-Large; Dr. Elizabeth Titus, ALA Councilor.
- **Program Committee** (Bradley Carrington): no report submitted. Brad reports that the committee hasn't done much since September 2018, since Local Arrangements Committee has really taken care of things since then (thank you Kelli Murphy!). John spoke with Kelli and learned that there are only three people on the Local Arrangements Committee—we need more (thankfully, Erin and Kelli have agreed to stay on the committee through the next conference). Also: there are almost 200 pre-registered for this week's conference and NMLA met its room minimum.
- **Public Relations Committee** (Marian Frear): no report submitted; Marian not at meeting.

Old Business:

NMLA Administrative Assistant plans (John Sandstrom): Position will be re-posted soon.

Wild Apricot and Membership issues (Kathleen Dull): see update under **Membership Committee**.

GO Bond (Joe Sabatini): see update under **Legislation Committee** (and written report).

NMLA comes to You (John Sandstrom): still working on the logistics. NMSU and Farmington have agreed to host an event in their locales. John is in the beginning stages of talking with Eli Guinnee about getting help from NMSL.

Annual Conference Planning: All done! Planning for next year's annual (join with MPLA) is underway.

- CCSW Contract (John Sandstrom)
- Keynote Speaker (John Sandstrom)
- Programming (Bradley Carrington)
- Local Arrangements (Kelli Murphy)
- Luncheon (John Sandstrom)

Strategic Planning (John Sandstrom): John will be soliciting help at the 10:30am session on Friday ("NMLA Update")

New Business:

NMLA/MPLA 2019 agreement: Brad went over the requirements between MPLA/NMLA and amendments to the agreement/contract. David Cox, Brad Carrington, Kelli Murphy, and Bridget O'Leary-Storer will all serve on the Joint Executive Committee.

2019 Committee Appointments: Melanie Templet appointed as chair to Bylaws Committee. Other committee appointments (as needed) will be forthcoming from John.

Other business?: Discussion about a board meeting in December. Ultimately, board unanimously agreed that one was not needed. Next meeting will be on Library Legislative Day on Friday, February 8, 2019 in Santa Fe (1pm, State Library). **Budget for mini-conference:** Lynette issued a motion for an overall approval of the mini-conference budget (\$5k allotted); seconded by Sarah; approved by board. **Mini-conference site:** Lynette issued a motion to allow the site selection committee to confirm with New Mexico Tech that the mini-conference will take place there March 21-22, 2019; seconded by Sarah and Bridget; approved by board.

Announcements: no announcements

Adjournment: Motion to adjourn issued by Sarah; seconded by Kate.

Adjourned at 3:31pm.

NMLA Vice Presidents Report
David Cox
June 12, 2019

It has been a busy few months since we met in Socorro at the March Mini Conference.

Along with visits to the Hotel Albuquerque, monthly Zoom meetings with the Annual Conference task force, and occasional meetings with the Legislative Committee and email passing, it has been an interesting learning curve.

I wish to commend the task force for their superb work on the Annual Conference. Working with the MPLA representatives, thinking through the program and schedule for the Conference, and thinking about new ways to gather in community- all these are happening and moving forward because of the Task Force.

The Annual Conference will be an exciting time to reacquaint ourselves with many fine presentations. Speakers, and meeting local authors. Great Field trips and preconference presentations are being planned. Being at a new site for this year has and will provide us both challenge and opportunities as we gather together.

David

June 12, 2019

NMLA Past President report

I have received a services option quote from Amigos in April regarding contracting services. The Quote of services was shared with the executive board. A copy is attached for your review. I will need to have a vote to say yea or nay to moving forward at our June board meeting.

As chair of the nominating committee I have sent out and received several candidates for each open position. Next step will be to send out a request to the candidates for their biographical information. An electronic e-vote will be send out at the beginning of August and voting to be completed by 1st business day of September.

Thank you.

Lynette Schurdevin

NMLA past president

New Mexico Library Association
 Budget 2019-2020

Est. Income

Advertising	\$600.00
Annual Conference	\$35,850.00
Dues	\$15,000.00
Marion Dorroh Donation	\$600.00
Mini Conference	\$6,000.00
NMLA General fund Donation	\$500.00
Fundraising	\$50.00
 Total Est. Income	 \$58,600.00

Est. Expenses

Administrative	
Administrative Contractor	\$5,000.00
Admin. Contractor - Expenses	\$500.00
Admin. Contractor - travel	\$250.00
Dues	\$175.00
Phone Service	\$10.00
Fax Service	\$80.00
Total Administrative Contractor	\$6,015.00
Postage & Bulk Mailing	\$200.00
President ALA Travel	\$2,000.00
Treasurer	
Accountant	\$1,000.00
Bank Charges	\$3,000.00
Credit Card Fees	\$600.00
Filing Fee	\$10.00
Insurance/Bond	\$1,000.00
Miscellaneous	\$200.00
Paypal Fees	\$200.00
Software	\$200.00
Supplies	\$200.00
Total Treasurer	\$6,410.00
Website Fees	\$200.00
Total Administrative	\$14,825.00
Annual Conference	\$31,202.00
Committees	
Awards	
Awards/engraving	\$400.00
Education	
College Scholarships	\$500.00
Continuing Ed Grants	\$600.00
Marion Dorroh Scholarship	\$2,000.00
Total Education	\$3,100.00

Intellection Freedom	
Freedom to Read Membership	\$100.00
Land of Enchantment	\$600.00
Legislation	\$2,180.00
Membership	\$50.00
Public Relations	
Newsletter Editor	\$600.00
Newsletter Production	\$200.00
Total Public Relations	\$800.00
Total Committees	\$7,230.00
Mini Conference	\$6,000.00
Representatives	
ALA Councilor	\$2,000.00
MPLA Dues	\$100.00
Total Representative	\$1,600.00
Special Interest Groups	
Academic	\$300.00
<i>Advocacy for School Libraries</i>	\$1,700.00
<i>Assessment & Statistics</i>	\$0.00
<i>Bonds for Libraries</i>	\$1,050.00
<i>Digital Collections</i>	\$0.00
Fundraising	\$50.00
<i>Gov. Info. & Docs</i>	\$0.00
<i>Local/Regional History</i>	\$0.00
<i>Native American Libraries</i>	\$0.00
Technical Services	\$0.00
Total Special Interest Groups	\$3,100.00
Total Expenses	\$57,957.00
Estimated income	\$58,600.00
Net Operating Income	\$643.00
Net Income	\$643.00

Italized SIG's have not renewed for the coming year.

Google Groups

Budget

Annual Conference <annual_conference@nmla.org>

May 2, 2019 11:37 AM

Posted in group: **Conference Planning**

Hi all, at the last meeting, it sounded like we were in favor of a smaller price increase in the hopes that we keep attract more attendees. I went ahead and put together the budget based on a \$20 increase for members and a \$30 increase for nonmembers. I've also included a \$25 increase for exhibitors. We really need to approve a budget at the meeting on Tuesday so that we can move forward, particularly with exhibitor registration.

PRELIMINARY NMLA ANNUAL CONFERENCE BUDGET
 JANUARY 27, 2017

2019 NMLA-MPLA Annual Conference

Estimated Revenue

ATTENDEE REGISTRATION	REGISTRATION TOTAL	RATE	TOTAL
Early Bird			
Member	80	\$130.00	\$10,400.00
Nonmember	75	\$160.00	\$12,000.00
Preconference	30	\$30.00	\$900.00
Daily Member	25	\$95.00	\$2,375.00
Daily Nonmember	20	\$120.00	\$2,400.00
Retiree/Student-2 Day	8	\$80.00	\$640.00
Retiree/Student-1 Day	3	\$50.00	\$150.00
Regular			
Member	50	\$140.00	\$7,000.00
Nonmember	10	\$195.00	\$1,950.00
Daily Member	25	\$105.00	\$2,625.00
Daily Nonmember	20	\$130.00	\$2,600.00
Retiree/Student-2 Day	7	\$80.00	\$560.00
Retiree/Student-1 Day	3	\$50.00	\$150.00
Onsite			
Member	5	\$155.00	\$775.00
Nonmember	5	\$215.00	\$1,075.00
Daily Member	2	\$125.00	\$250.00
Daily Nonmember	2	\$140.00	\$280.00
Meal Events			
Awards Reception	50	\$25.00	\$1,250.00
Author Luncheon	60	\$40.00	\$1,400.00
Exhibitors			

PRELIMINARY NMLA ANNUAL CONFERENCE BUDGET

JANUARY 27, 2017

Booths	45	\$475.00	\$21,375.00
Ads			\$1,500.00
Sponsors			\$1,000.00
			\$72,655.00 Total Revenue

Estimated Expenses

Convention Services of the Southwest			\$2,800.00
Food and Beverage			\$34,151.00
Equipment			\$16,434.00
Overnight Security			\$742.00
Program Printing			\$2,000.00
Nametags			\$250.00
Misc. (signs, supplies, etc.)			\$200.00
Speakers			\$2,500.00
			\$59,077.00 Total Expenses

\$13,578.00 Estimated Profit

Google Groups

Re: seed money for joint conference

david.cox <david.cox@nmt.edu>

Apr 23, 2019 12:24 PM

Posted in group: **Conference Planning**

I would agree with Sharon that a small amount would be appropriate to hold over for unexpected circumstances. Bridget, would 1000.00 be appropriate?

Thanks. David

On Tue, Apr 23, 2019 at 8:31 AM Sharon Jenkins <djenkins@nmsu.edu> wrote:

I think we should have some small amount in that account, in case there is a delay in receiving revenue from vendors (or something else), as an emergency cushion. \$1,500? \$500?

NMSU-A Round-up 2019 Chair

Sharon D. Jenkins, Ph.D.

Library Director, Townsend Library

NMSU - Alamogordo

2400 Scenic Drive

Alamogordo, NM 88310-3722

Office: (575) 439-3806 Fax: (575) 439-3657

djenkins@nmsu.edu

From: bradley.carrington <bradley.carrington@gmail.com>

Sent: Monday, April 22, 2019 9:01:42 PM

To: Conference Planning

Cc: boleary@cnm.edu

Subject: seed money for joint conference

From Bridget, NMLA Treasurer...

Hi

Bradley,

I

am looking into clearing out the NMLA Conference Account in preparation for the Joint Conference. How much money was decided that NMLA should have for seed money? I will leave this amount in the account.

Thanks,

Bridget

Hello Bridget

and Conference Planning,

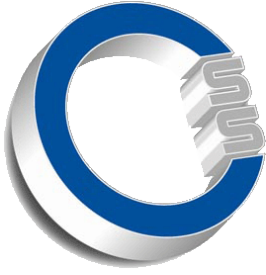
[Section](#)

[V.J.](#)

in our joint conference agreement gives me the impression that we don't have to deposit or otherwise reserve seed money unless we need it to pay expenses. I don't think that we yet have any expenses. Soon we should start getting revenue, at least from the exhibitors, so perhaps we won't need any seed money. What do you all think?

Here's

our agreement:



Proposal

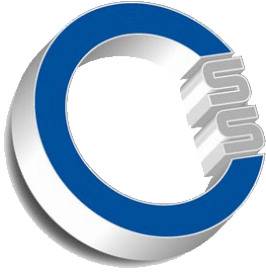
For



***New Mexico Library Association
Conference***

***Hotel Albuquerque
Albuquerque, NM
October 30, 2019 – November 1, 2019***

***Convention Services of the Southwest, Inc.
1921 Bellamah NW
Albuquerque, NM 87104
Phone: (505) 243-9889 Fax: (505) 243-8197
miket@cssabq.com***



June 17, 2019

Kelli Murphy
New Mexico Library Association
PO Box 26074
annualconference@nmla.org

Dear Keli:

Thank you for the opportunity to submit this proposal for the **New Mexico Library Association Conference** scheduled to be held at the Hotel Albuquerque, October 30, 2019 – November 1, 2019. With our experience in tradeshow and our familiarity with your chosen facility, we can assure you of a smooth and efficient running event.

I look forward to the possibility of working with you again. If you find this proposal acceptable, I ask that you sign and return by email or fax at your earliest convenience.

If you have any questions or special needs, please do not hesitate to call.

Sincerely,

CONVENTION SERVICES OF THE SOUTHWEST INC.

Mike Tull
Account Executive

INTRODUCTION



Convention Services of the Southwest, Inc.

Convention Services of the Southwest, Inc. was founded in 1996 by a group of industry veterans that set out to provide the industry with the finest equipment and customer service. Each of these individuals offered over a decade of experience working in the industry and teamed together with a vision to bring this service-oriented business to the heights of outstanding service to the clients and their exhibitors. Today, that standard is continued through dedication and experience of our team leaders through every stage of your event.

State of the Art Technology, highly skilled craftsmen and artists, and the latest in Trade Show Equipment are available to help you provide an exceptional conference for your attendees.

Our success and growth are due to that dedication in service which once established brings our clients back year after year. Our service teams endeavor to make every aspect of your experience with **CSS** positively memorable. The team leader who will be responsible to provide our quality of service to your conference is:

PRIMARY ACCOUNT EXECUTIVE

Mike Tull

Account Executive

Phone: (505) 243-9889

Fax: (505) 243-8197

Email: miket@cssabq.com

New Mexico Library Association Conference

Hotel Albuquerque

Albuquerque, NM

October 30, 2019 – November 1, 2019

CONVENTION SERVICES of the SOUTHWEST INC., (CSS) is pleased to present this proposal to become the official Tradeshow Service Contractor for the **New Mexico Library Association Conference**. We can assure you of our dedicated staff and up to date equipment to create a successful event.

MANAGEMENT SERVICES

PRE-SHOW PLANNING

We at **CSS** understand the importance of pre-show planning and coordination. Our staff is available to assist you with all needs related to your program. Our knowledge of tradeshows and our familiarity with your chosen facility will help toward planning and making your event a success.

FLOOR PLAN

CSS is well aware of your need to maximize and utilize your floor area in the best possible way. To help in planning your floor area, we will provide you with the necessary floor plans, which will be designed to your specific requirements. We will also assist in obtaining both Fire Marshall and Facility approval. This service is provided with our compliments. Currently the Albuquerque Fire Department requires an assembly permit fee at a cost of up to \$310.00 based on square footage of the show. If inspection times occur outside of normal business hours, overtime charges may be incurred.

FIRE EXTINGUISHERS

The City of Albuquerque Fire Department requires a minimum number of portable fire extinguishers to supplement the existing fire prevention systems. To bring your show into compliance, the required amount of fire extinguishers will be provided at a cost of \$25.00 each. The final floor plan will determine the required number.

EXHIBIT BOOTHS

CSS has a full line of quality tradeshow decorating equipment. In addition, with our experienced labor to install and dismantle, we can assure you of a smooth-running show. We can install the required number of 8' x 10' booths, in your chosen show colors, to include the following equipment:

- ◆ 8' Blue and White Back Wall Drape
- ◆ 3' Blue Side Rail Drape
- ◆ (1) 7"x44" ID sign

Cost per booth is \$50.00 each.

ELECTRICAL

CSS can provide one 500-watt electrical outlet in each 8' x 10' booth space at a cost of \$79.00 per booth.

MASKING DRAPE

For special draping requirements such as storage, meeting rooms, lounges, and any other areas, we suggest masking drape to enhance the overall appearance of your show. Masking drape can be provided as follows:

- ◆ (8') Banjo @ \$5.00 per ft.
- ◆ (3') Banjo @ \$3.00 per ft.
- ◆ Up to 20' high drape can be quoted upon request.

MANAGEMENT MATERIAL HANDLING

Our facilities are adequate to receive, warehouse, and deliver management materials to your show. CSS will provide this service for up to 500 lbs. at no charge. Additional material handling will be charged at the prevailing exhibitor rate sheet less 50%.

MANAGEMENT LABOR

CSS will provide management with skilled, qualified labor for any of your on-site labor needs at the prevailing rate less 20%. Please refer to the exhibitor service kit for rate and schedule information.

FACILITY CONTRACTS

When working in facilities that have exclusive in-house services, the fee for these services will be the responsibility of **New Mexico Library Association** to that facility.

TRASH REMOVAL / CLEANING

To comply with the rules of **Hotel Albuquerque**, **CSS** will provide labor to remove trash and provide general cleaning at the close of the show at a cost of \$40.00 per man-hour. A 4-hour minimum will apply.

EXHIBITOR SERVICES

Our Customer Service Department appreciates the many varied needs of your exhibitors. We have the finest furnishings, equipment, and personnel available to properly service any special needs that may arise. Unless authorized by you, the charges resulting from these services will be the sole responsibility of the exhibitor and the companies they represent. Our services include but are not limited to the following:

- ◆ Rental of standard & upgrade furniture
- ◆ Rental display units
- ◆ Installation & dismantling labor
- ◆ Material handling
- ◆ Signage
- ◆ Cleaning
- ◆ Floral
- ◆ Electrical
- ◆ Air and ground freight for inbound and outbound

EXHIBITOR SERVICE KITS

Forms for the above stated services will be provided by **CSS** for your exhibitor service kit. These kits will contain detailed information, prices, schedules, rules, regulations, and policies regarding our exhibitor services. Upon your approval, **CSS** will provide on-line exhibitor ordering and payment processing.

ON-SITE SERVICE DESK

To assure the overall coordination of a smooth-running show, **CSS** will provide an on-site service desk staffed with qualified personnel and equipment during move-in and move-out. This service is provided with our compliments.

GENERAL INFORMATION

INSURANCE

CSS maintains the required coverage of Commercial Insurance to include General Liability, Comprehensive Automobile Liability, and Workers Compensation for our employees. We maintain certificates of insurance with all facilities that we work in and upon request we will provide the same for you.

INDEMNIFICATION

CSS will defend, hold harmless, and indemnify **New Mexico Library Association** from and against all liability costs and expenses, including reasonable attorney fees, resulting from claims of injury (including death) to persons or damages to property arising out of CSS' negligence.

New Mexico Library Association will defend, hold harmless, and indemnify CSS, its employees, and agents from and against all liability costs and expenses, including attorney fees, resulting from claims of injury (including death) to persons or damages to property arising out of the negligent or intentional acts of **New Mexico Library Association** any other trade show service providers, exhibiting companies, employees, agents or attendees of any of them.

EXCLUSIVITY

CSS is concerned with the maintenance of a safe working environment. Because of this concern, it should be understood that CSS will be the exclusive provider of the following:

- ◆ Furniture and floor covering rental
- ◆ Drapery installation
- ◆ Installation and dismantling labor service
- ◆ Material handling
- ◆ Cleaning
- ◆ Electrical

Please inform your exhibitors of these arrangements.

CANCELLATION AND PERFORMANCE

New Mexico Library Association agrees to hold CSS harmless for any occurrence outside of **New Mexico Library Association** control. However, should the show be canceled for any reason, CSS reserves the right to be reimbursed for any expenses incurred in pursuing and providing services and equipment to **New Mexico Library Association**.

TERMS

Net due upon receipt of invoice. Gross receipts tax is applicable to all services provided and is not included in these proposal prices.

Customer agrees that any amount not paid within 45 days of invoice date will carry interest at the rate of 1 ½% per month, both before and after judgment, and further agrees to pay all costs incurred in collection, including attorney's fees in the amount of 1/3 of the total balance due, if this account is placed with an attorney for collection, whether suit is filed or not.

Unless otherwise stated, all of the above rental equipment is inclusive of installation and dismantle labor.

Thank you for allowing **Convention Services of the Southwest, Inc.** the opportunity to submit this proposal. We look forward to the possibility of working with you and your exhibitors and we assure you of our commitment to a quality show.

If this proposal is acceptable to you, I ask that you sign and return at your earliest convenience. Should you have any questions or concerns, please contact me.

Sincerely,

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Mike Tull
Account Executive

Accepted by:

New Mexico Library Association

AUTHORIZED SIGNATURE

DATE

New Mexico Library Association Profit and Loss Budget Overview

July 2017 - June 2018

Ordinary Income/Expense	Jul 17 - Jun 18
Income	
Advertising	600.00
Annual Conference	35,850.00
Dues	15,000.00
Marion Dorroh Donation	600.00
Mini Conference	6,000.00
NMLA General Fund Donation	500.00
Fundraising	50.00
Total Income	\$ 58,600.00
Gross Profit	\$ 58,600.00
Expenses	
Administrative	
Administrative Contractor	5,000.00
Administrative Assistant - Expenses	500.00
Travel Expenses	250.00
Dues	175.00
Phone Service	10.00
Fax Service	80.00
Total Administrative Contractor	\$ 6,015.00
Postage & Bulk Mail	200.00
President	
ALA Travel Expenses	1,500.00
Total President	\$ 1,500.00
Treasurer	
Accountant	1,000.00
Bank Charges	3,000.00
Credit Card Fees	600.00
Filing Fee	10.00
Insurance, Bond	1,000.00
Miscellaneous	200.00
Paypal Fees	200.00
Software	200.00
Supplies	200.00
Total Treasurer	\$ 6,410.00
Website Fees	200.00
Total Administrative	\$ 14,325.00
Annual Conference	\$ 31,202.50
Committees	
Awards	
Awards/Engraving	400.00

Total Awards	\$ 400.00
Education	
College Scholarships	500.00
Continuing Ed Grants	600.00
Marion Dorroh Scholarship	2,000.00
Total Education	\$ 3,100.00
Intellectual Freedom	
Freedom to Read Membership	100.00
Total Intellectual Freedom	\$ 100.00
Land of Enchantment	600.00
Legislation	2,180.00
Membership	50.00
Nominations & Election	150.00
Public Relations	
Newsletter Editor Fee	600.00
Newsletter Production	200.00
Total Public Relations	\$ 800.00
Total Committees	\$ 7,380.00
Mini Conference	\$ 6,000.00
Representatives	
ALA Councilor	1,500.00
MPLA Dues	100.00
Total Representatives	\$ 1,600.00
Special Interest Groups	
Academic	100.00
Advocacy for School Libraries	1,700.00
Assessment & Statistics	30.00
Bonds for Libraries	1,050.00
Digital Collections	0.00
Gov Info & Documents	0.00
Local Regional History	25.00
Native American Libraries	100.00
Technical Services	0.00
Total Special Interest Groups	\$ 3,005.00
Total Expenses	\$ 63,512.50
Net Operating Income	(\$4,912.50)
Net Income	(\$4,912.50)



Treasurer Report – Thursday, June 13th from 1:00-2:30

1. Bank Account Balances as of January 15, 2019

Checking – Main 4679	\$ 138,782.39
Checking – Conference 4695	\$ 2,208.43
Savings --7426	\$ 5,376.30
Total	\$ 146,367.12

2. Britta, Kelli, and I will be working on an online spreadsheet to track revenue for the Joint Conference.
3. I will transfer funds from this Joint Conference spreadsheet from the main account to the conference account on the 15th of each month, after verifying the numbers with Kelli and Britta.
4. The accountant completed the 2017-2018 taxes. I will complete the NM Coros tax 2017-2018 information as soon as possible.

Respectfully submitted by Bridget O'Leary-Storer, 6/12/2019



Amigos Library Services is pleased to provide this proposal for Association Management Services to the New Mexico Library Association

Through our work with the Missouri Library Association and Oklahoma Library Association, among others, we are fully aware of the importance of providing a worry-free infrastructure so that the leaders and volunteers of the association can carry out the work of providing programs and services to members. New Mexico Library Association will benefit from our experience working within a variety of roles with library-related organizations.

With each Association Management client, Amigos Library Services utilizes a customized approach to best fit the culture and needs of the organization. While we provide a full suite of services from site selection, negotiation, and providing complete hands-on support at conferences and events, our services are also offered a la carte and can be priced accordingly to best fit the needs of your organization. ***All services and pricing provided within the scope of our response are open to negotiation.***

Our core staffing is comprised of experienced and highly knowledgeable librarians with master's degrees in Library and Information Science, who have worked in libraries and been association members themselves. This unique combination of Association Management experience, MLS trained staff, and a consortial perspective of the library environment makes Amigos Library Services an outstanding choice for Association Management Services.

We appreciate the opportunity to submit a proposal for Association Management Services for New Mexico Library Association. Please feel free to contact us at associationmanagement@amigos.org, or me personally at walsh@amigos.org with any questions or comments you may have.

Thank you for your time and consideration,

A handwritten signature in blue ink that reads "Nicole Walsh".

Nicole Walsh

Association Management Services Supervisor, Amigos Library Services

List of services offered

An Amigos staff member will be appointed as the primary contact for each section and we will ask the NMLA Board to appoint a primary contact for each section. Amigos will work closely with designated contact(s) from NMLA to ensure all requirements are met.

Financial Management Services

This includes tracking of all financial transactions for conference registration, mini conference registration, vendor trade shows, and membership dues payments.

- Provide monthly accounting support for accounts payable, accounts receivable, bank reconciliation;
- Prepare financial statements and distribute electronically to designated officers;
- Receive and deposit payments and checks for all NMLA activities;
- Manage NMLA financial accounts;
- Assist with budget preparation and documentation;
- Pay NMLA vendors (60-day payment term);
- Provide monthly reports to the NMLA Treasurer, Assistant Treasurer, and other designated members of the Board. These reports will include the Statement of Financial Position (Balance Sheet); Statement of Activity – Actual vs. Budget (Statement for Income/Expenditures);
- Conduct periodic meetings as needed with designated members of the Board, either in person, via phone, or via synchronous electronic connectivity as mutually agreed upon;
 - As part of the transition process, two Amigos staff members will attend a set-up meeting on-site at no cost to NMLA. Travel expenses for additional in-person meetings will be passed on to NMLA.
- Attend NMLA Board meetings in ex-officio, informational capacity;
 - As part of the transition process, two Amigos staff members will attend a set-up meeting on-site at no cost to NMLA. Travel

expenses for additional in-person meetings will be passed on to NMLA.

- Establish internal audit controls in collaboration with NMLA and Assistant Treasurer;
- Advise designated members of the Board on appropriate financial procedures by reviewing documentation;
- Assist with investment fund management, including special funds as may be designated by the Board;
- Facilitate financial audits and reviews including document preparation and correspondence with auditor;
- Preparation of 1099 forms as needed. Amigos will review accounts and vendors paid and assist in the determination of 1099s that are required to be issued. We will then prepare and mail all required 1099 forms to the recipients and the Internal Revenue Service;
- Make arrangements for preparation of any tax forms for NMLA. Any related auditor fees will be passed through to NMLA for payment;

Fee for Financial Management Services:

- Initial cost and one-time set up fee: \$3,000
- Monthly maintenance fee: \$1,500

Communication Services:

Amigos Library Services contracts with L-Soft's LISTSERV brand email list software for lists and discussions groups. Direct Expenses for the listserv will be passed through to NMLA and are estimated below.

- o Create, maintain and delete electronic discussion lists as requested by the NMLA Board;
- o At least weekly, add and remove subscribers to individual electronic discussion lists as requested by members and/or the Board;
- o Provide instructions for listserv utilization to the Board for distribution

Fee for Communication Services:

- L-Soft one-time set up fee: \$500
- L-Soft Annual node fee: \$250 *(the node value is the internet hostname or domain of your listserv server. Most organizations only use one node per multiple lists)*
- L-Soft Annual list fee: \$250
- Delivery charges payable to L-Soft, \$2.50 per 1000 attempted deliveries
- Annual maintenance fee: \$2,000

Total for first year of service for one list: \$3,000 (plus additional delivery fees)

Total for second and subsequent years of service for one list: \$2,500 (plus additional delivery fees)

Administrative/Clerical Services:

- o Organize, consolidate, and store NMLA procedural and planning documents such as handbooks, policies, meeting minutes, etc.

Amigos Library Services is happy to assist NMLA Board and Committee chairs with document storage and organization as a one-time consulting project. A quote for this project can be determined once the project scope is determined.

Fee for Administrative/Clerical Services: TBD

**Intellectual Freedom Committee Report
New Mexico Library Association
June 2019**

- I reviewed the minutes of the ALA State of the States Web Meeting for IFC chairs and AASL Affiliate IF chairs on May 22, 2019. Highlights:
 - The timeline for the search for a new Office of Intellectual Freedom director has been extended.
 - The 2019 state legislative sessions saw the introduction of several bills that would allow prosecution of librarians and libraries for providing or lending materials to minors or accessing certain materials via library provided databases. There are also 33 bills in state legislatures regarding free expression policies on public university campuses.
- Julia Kelso and I have remained in communication via email and phone and are preparing an NMLA session.
- No other committee members have responded to attempts at communication. Julia and I are wondering—how many people are need to constitute a committee?

Respectfully submitted:
Deirdre Caparoso
Intellectual Freedom Committee
June 12, 2019

NMLA Legislation Committee
Committee Report, June 10, 2019

By Joe Sabatini and Cynthia Shetter, Co-Chairs

The Legislation Committee met on June 7 at the Martha Liebert Public Library in Bernalillo. Attendees were Joe Sabatini, Chair; Cynthia Shetter, Vice Chair; Martha Liebert, Faye Hadley, Rachel Altobelli, Millie Walters, Teresa Ortiz, Shel Neymark, Dean Smith, David Cox, Ruben Aragon and Dale Savage. Joe reviewed the state's positive financial situation, giving us the prospect of additional funding for library projects.

The following issues were discussed:

The 2020 State General Obligation Bond Issue for Libraries. This is our top priority. The state's bonding capacity has remained constant at \$171 million. NMLA should initiate the request for \$17 million. Libraries received \$12.75 million in 2018. None of the library types requested changes in the statutory language, although there is the issue of institutions supplanting local library funds with bond funds. NMCAL will continue to manage the collaborative portion of the academic library funding.

Public School Libraries

ASLSIG will conduct the statewide school libraries/librarians requested in Senate Memorial 39. They will identify a liaison for school librarians in the Public Education Department. They will seek a sponsor for reinstating funding for the School Library Materials Fund. If \$3 million were appropriated, it would yield one book per public school student. It was noted that the Governor pocket-vetoed the School Media Literacy Curriculum Advisory Committee bill, HB 400, and line-item vetoed the appropriation to fund the study committee. The proposal may or may not be submitted again in 2020.

Rural Library Endowment Fund

The passage of Senate Bill 264 with a \$1 million appropriation in 2019 leaves the public library community with several options and concerns. Shel Neymark and the Rural Library Initiative have continued to work with sponsors Senator Ortiz y Pino and Representative Gail Armstrong to determine the best approach to achieving a meaningful program. The Legislative Finance Committee staff is saying that an investment of \$25 or 30 million in an endowment or an expendable trust is achievable. The sponsors could again ask for the \$50 million that would guarantee basic support for all local government and non-profit libraries serving local service area populations under 3,000. There are concerns from libraries serving more than 3,000 about equity, and a suggestion that if the Rural Library Endowment is funded there should be an adjustment in the state grants-in-aid formula.

State Grants-in-Aid Funding Level

We will advocate for \$1.00 per capita, which is \$2 million. This compares with our current \$0.38 per capita (\$790,000) and with the national average for states with grants-in-aid at \$3.50 per capita. We need a new sponsor.

Tribal Libraries

The need is for new, expanded and renovated buildings for almost all tribal public libraries. The 2019 request for almost \$40 million in HB 658 as part of the Yazzie vs State of NM settlement was heard and supported, but did not advance. Tribal librarians need to work with Regis Pecos to put together a new request for capital outlay funding.

Broadband e-rate funding seems secure. The State Library is working on twelve pilot projects with the Dept. of Information Technology to enable community libraries to apply for e-rate grants.

The New Mexico State Library will ask for a capital outlay request of \$250,000 for replacing one bookmobile.

Meeting with Governor Lujan-Grisham

Joe will organize a meeting so that a small delegation can review the entire spectrum of library activities and needs statewide.

The Committee concurred that we should nominate Senator Jerry Ortiz y Pino and Rep. Gail Armstrong, sponsored the Rural Library Endowment Bill, for the Legislator of the Year Award.

Final Outcome of 2019 Legislation not reported in the Committee's March 19 report:

The Governor signed SB 264 RURAL LIBRARY DEVELOPMENT, PROGRAM & FUND. \$1 million was appropriated for the fund.

HB 400 SCHOOL MEDIA LITERACY ADVISORY COMMITTEE was vetoed by the governor, stating that it was "not a necessary use of state resources," and that the Public Education Department "is already in a position to address these issues...." She also line-item vetoed the funding for the expenses of the advisory committee.

SB 280 CAPITAL OUTLAY EXPENDITURES. The Governor signed SB 280, approving \$925,146,858 in projects and making line item vetoes on projects costing \$7,879,357. Of the 33 projects involving libraries, she approved 24 costing \$8,411,089 and vetoed 8 costing \$1,401,525. This total does not include an appropriation of \$4.5 million for various Department of Cultural Affairs projects, including the purchase of a new bookmobile.

NMLA Membership Report, June 2019
Submitted by Kathleen Dull, chair

Current Topics

1. Membership numbers
 - a. 337 current members
2. Budget Requests
 - a. Wild Apricot \$972, due Feb. 22, 2020
 - b. Additional allocations & awards
 - i. We asked for an allocation of up to \$1,000 to purchase NMLA branded items to promote the organization and be used at the joint MPLA/ NMLA conference.
 - ii. Asked for award of two free conference registrations to be awarded via contest, one for MPLA member and one for NMLA member
 - iii. Requesting approval for giveaway of 1 free year of membership, to be awarded via raffle at the conference
 - iv. \$100 for student meet-up event
3. The Committee has been in contact via email

Summer 2019 Member at-Large Report – S. Jenkins

No further M@L meetings were held, though it was discovered that one M@L was no longer at the previous Library position. The mini-conference was held in Socorro on the campus of NM Tech, with a reasonable level of success. The continuation of a mini-conference is still under consideration by the NMLA board.

I am on the NMLA/MPLA joint conference planning committee and volunteered to serve as a personal contact point for ALA President-elect Wanda Brown. I reconfirmed her attendance at our fall joint conference when I emailed her to give her my personal contact information.

SIG reports.

A general call for interested and/or current members of any of these three SIGs was made quite recently. I have had a lukewarm, though encouraging response.

ACRL-NM Academic SIG /Statistics and Assessment SIG

No report submitted yet, however Alyssa Russo has reported that she is the current chair of the Academic SIG. She and I only recently made contact (I have been sending my requests for information about the SIG to the wrong person!!). She will be submitting a SIG renewal form and possibly a budget request. They would like to sponsor a workshop at the NMLA/MPLA joint meeting this fall and are trying to determine the costs involved.

While I have had replies from a couple of people who said they were past members of the Statistics and Assessment SIG, no one has confessed to being an officer. Since they seem to have fallen by the wayside, I recommend they not be renewed and can be taken off the record as a viable SIG.

Digital Collections Special Interest Group Presently 25 members:

Jennifer Laws, Chair

The Digital Collections Special Interest Group meeting was held on March 22, 2019 in the Tripp Room at New Mexico Tech Skeen Library.

The program for the meeting included:

1. Digital Preservation Basics by Kevin Comerford
2. Digital Collections Project Updates from SIG Members
3. New Mexico Digital Collections and Rocky Mountain Online Archive Members meeting

Jennifer Laws will continue as chair of the Digital Collections SIG. She has submitted a SIG renewal form and has not requested any funds.

Respectfully submitted by Sharon Jenkins

Newsletter Editor & Website Administrator Report

Robyn Gleasner

newsletter@nmla.org

6/13/2019

Newsletter

The deadline for the July/August issue of the newsletter is July 12, 2019. Please send stories and updates to newsletter@nmla.org.

Email

If any new board members need an @nmla.org email address, please let me know and I will set one up or give you access to one. If anyone needs access to the yahoo board group, please let me know.

NMLA Board Yahoo email list

It looks a like a new listserve has been set up through NMSU. Which list should we be using? I think there should only be one list to make sure that all board members are receiving all messages.

Website

Meeting minutes can be accessed from <https://nmla.org/members-only-area/> in the current website and clicking on <https://nmla.wildapricot.org/minutes>. Eventually both the minutes and board reports will be available in a new "Members Only" page in WildApricot.

I am still transitioning pages from our current site to WildApricot. Pages moved so far: Membership, Conferences, and Jobs. I am currently working on the Newsletter page and the Scholarships & Grants page; however, these are not live yet.

Below is a chart showing 2019 use statistics for the nmla.org website through Bluehost:

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2019	6,824	14,200	41,834	67,835	4.91 GB
Feb 2019	5,192	10,488	26,826	53,312	4.46 GB
Mar 2019	5,031	9,858	32,662	69,185	8.45 GB
Apr 2019	4,143	9,436	29,071	54,596	3.87 GB
May 2019	3,883	9,881	22,732	34,536	4.60 GB
Jun 2019	2,509	4,146	8,652	13,909	1.52 GB
Jul 2019	0	0	0	0	0
Aug 2019	0	0	0	0	0
Sep 2019	0	0	0	0	0
Oct 2019	0	0	0	0	0
Nov 2019	0	0	0	0	0
Dec 2019	0	0	0	0	0
Total	27,582	58,009	161,777	293,373	27.81 GB

Social Media

Facebook – 1,011 Followers, 817 page likes

Twitter - 118 Followers

Linkedin - 115 members

From: nmlaboard@yahoogroups.com on behalf of [Jonna Paden jonna_paden@hotmail.com](mailto:Jonna_Paden_jonna_paden@hotmail.com) [nmlaboard]
To: nmlaboard@yahoogroups.com
Subject: [EXT] Re: [nmlaboard] Fw: June 2019 Conference Site Committee Report
Date: Wednesday, June 12, 2019 5:03:29 PM

Hi all,

I am going to try to log on to the meeting tomorrow, but in case I don't.

The most important date missing on the listing of Feast days is **Nov 2**, All Soul's day. This is held at every Pueblo and the reason most don't attend the conference. Please keep that in mind as I see that date listed as possible dates. In general, it would be good to avoid the day before and the day after as well.

Thank you for considering this,
Jonna

From: nmlaboard@yahoogroups.com <nmlaboard@yahoogroups.com> on behalf of Aubrey Iglesias aiglesia@nmsu.edu [nmlaboard] <nmlaboard@yahoogroups.com>
Sent: Wednesday, June 12, 2019 2:41 PM
To: nmlaboard@yahoogroups.com
Subject: [nmlaboard] Fw: June 2019 Conference Site Committee Report [1 Attachment]

Hi,

I've attached the Conference Site Committee Report.

Best,
Aubrey

From: NMLA Contact <contact@nmla.org>
Sent: Monday, June 10, 2019 7:22 AM
To: Aubrey Iglesias
Subject: Re: June 2019 Conference Site Committee Report

Thank you so much, Aubrey!

On Sun, Jun 9, 2019 at 12:30 PM Aubrey Iglesias <aiglesia@nmsu.edu> wrote:

Hi Britta,

I've attached the Conference Site Committee Report for the upcoming meeting.

Best,

From: [Guinnee, Eli, DCA](mailto:Guinnee_Eli_DCA)
To: jsand713@nmsu.edu; spiriteagle75@aol.com; secretary@nmla.org; treasurer@nmla.org; etitus@lib.nmsu.edu; clhooee@gmail.com; katherineskinner@ruidoso-nm.gov; djenkins@nmsu.edu; rgonzales@grantsnm.gov; courtney.marshall@enmu.edu; monika@temple.edu; archivist@nmla.org; fiskj@unm.edu; arusso@unm.edu; mary@chappellweb.com; [Carrington, Bradley, DCA](mailto:Carrington_Bradley_DCA); aiglesia@nmsu.edu; laws@law.unm.edu; mneill@las-cruces.org; dcaparoso@rrnm.gov; shetterc@loslunasnm.gov; jsabatini423@gmail.com; membership@nmla.org; lschurdevin@rrnm.gov; mtemplet@sandiaprep.org; kkmurphy@cabq.gov; marian.frear@gmail.com; newsletter@nmla.org; contact@nmla.org
Subject: RE: OA SIG recommendations
Date: Thursday, June 13, 2019 11:36:32 AM

Hi all,

Resending my recommendations, below, regarding the Open Access SIG proposal, with the assumption that this is on the agenda today.

Best,
Eli

Eli Guinnee
New Mexico State Librarian

1209 Camino Carlos Rey, Santa Fe, NM 87507
Office (505) 476-9762
Cell (505) 629-9153
eli.guinnee@state.nm.us
www.nmstatelibrary.org

From: Guinnee, Eli, DCA
Sent: Monday, April 01, 2019 4:05 PM
To: 'jsand713@nmsu.edu'; 'spiriteagle75@aol.com'; 'secretary@nmla.org'; 'treasurer@nmla.org'; 'etitus@lib.nmsu.edu'; 'clhooee@gmail.com'; 'katherineskinner@ruidoso-nm.gov'; 'djenkins@nmsu.edu'; 'rgonzales@grantsnm.gov'; 'courtney.marshall@enmu.edu'; 'monika@temple.edu'; 'archivist@nmla.org'; 'fiskj@unm.edu'; 'arusso@unm.edu'; 'mary@chappellweb.com'; Carrington, Bradley, DCA; Guinnee, Eli, DCA; 'aiglesia@nmsu.edu'; 'laws@law.unm.edu'; 'mneill@las-cruces.org'; 'dcaparoso@rrnm.gov'; 'shetterc@loslunasnm.gov'; 'jsabatini423@gmail.com'; 'membership@nmla.org'; 'lschurdevin@rrnm.gov'; 'mtemplet@sandiaprep.org'; 'kkmurphy@cabq.gov'; 'marian.frear@gmail.com'; 'newsletter@nmla.org'; 'contact@nmla.org'
Subject: OA SIG recommendations

Hi NMLA Board Members,

As promised at the board meeting, I had a nice discussion with Erin Wahl, who submitted a proposal to John for a new Open Access SIG. We had agreement on the scope and next steps. I can now recommend:

1. That the new SIG be established as the "Open Access Special Interest Group"

2. That the OA SIG be requested to do an Environmental Scan of Open Access in the LIS field
3. That the OA SIG be requested to do a study of the publishing needs and wants of NM Librarians and perceptions of OA among NM Librarians
4. If the above demonstrates a need for a new OA publication, that the OA SIG explores and reports on the feasibility with an focus on sustainability, especially looking at:
 - a. Continuity of key publishing and editorial roles
 - b. Interest from volunteers to play support roles
 - c. Sustainable server space and web hosting
 - d. Affordable publishing systems
 - e. Sustainable IT Support
 - f. Geographical focus if any (eg. NM, MPLA states, Southwest States, Border States)
 - g. Content Scope
 - h. Article Type (eg. Peer Review, Essays, Reviews)
 - i. Estimated availability of Content
 - j. Funding sources (eg. donations, author payments, NMLA support, advertising)
5. That the OA SIG focuses on facilitating support for OA in New Mexico through recommendations and best practices, such as:
 - a. Tracking progress of projects using open frameworks such as Open Science Framework
 - b. Lists of peer-reviewed OA journals
 - c. Education of higher ups about the legitimacy of OA peer review
 - d. Distribution of relevant articles published in OA journals to the NMLA listserv or included in the newsletter
 - e. Submitting OA updates to the newsletter and OA program proposals to statewide conferences
 - f. Encouraging and assisting library practitioners with little or no publishing experience to do research and publish in OA journals
6. That the OA SIG consider including support for Open Source and Open Pedagogy in their scope in the future

Best,

Eli

Eli Guinnee

New Mexico State Librarian

NM State Library

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eli.guinnee@state.nm.us

Google Groups

April 2nd MPLA NMLA Conference Planning meeting

me <bradley.carrington@gmail.com>

Apr 2, 2019 9:41 PM

Posted in group: **Conference Planning**

Hello people,
cc:djenkins@nmsu.edu Hello Sharon!

Here's a record of today's Conference Planning meeting.

Sharon, I'm sorry you didn't get the Zoom invite. Looks like Robyn hasn't added you to the Google Group. Oh no! Between David and me we'll send everybody multiple Zoom invites. Next meeting is Tuesday May 7th at 10:00 Mountain. The URL is: <https://zoom.us/j/5261960043>

For the Google Group: using your registered email send mail to: conference-planning@nmla.org
These are the members, but we don't know the address to which the group emails go. Members do, and Robyn does.

- google_admin@nmla.org
- robynleasner@nmla.org
- Annual Conference
- bradley.carrington
- david.cox
- mgustina
- NMLA Membership
- Sarah Obenauf (NMLA Secretary)
- Stephen Sweeney

Robyn -- please send Sharon an invite --

MPLA NMLA 2019 Conference Planning group meeting, April 2

Attendance: Stephen, Kathleen, Margo, David, Sarah, Brad, Kelli

Treasurer:

Kathleen reported on Amigos proposal. We should have quotes in a few weeks. NMLA will discuss at its June board meeting and vote to implement July 1.

Logo:

Joseph Angelo (State Library) has made logos with higher resolution. Brad will resend to the webmasters, editors, etc.

Speakers:

- David designated a subcommittee to work on the Author(s) Luncheon and the Awards Reception.
- *Subcommittee members: Margo, Kathleen, Brad, Kelli*
- For the luncheon in addition to the speaker we might also try having a local author at most tables. "Table" authors would get complimentary lunch.
- Since it will be Halloween for the Awards ceremony we might have a reception with a cash bar and finger food. Then folks could start their Halloween festivities earlier in the evening.
- Keynote speaker: ALA covers travel and per diem; we just need to give complimentary hotel room.
Sharon, what else do you think needs doing to accommodate and welcome Wanda Brown?

Concurrent session presentations:

- Brad reported 10 proposals submitted, as of this morning. No submitters belong to NMLA only; so far they are MPLA only, both, and neither.
- MPLA has promoted using its website, newsletter and social media. So far NMLA only on its website. Brad sent messages to the listservs for NMLA, the NM academic libraries, and the NM public libraries.
 - <http://mpla.us/>
 - <https://mpla.us/services/conference/mpla/nmla-2019-joint-conference.html>
 - <https://mpla.us/documents/newsletter/2019/february-march-2019.pdf>
 - <https://nmla.org/>
 - <https://nmla.org/blog/2019/03/27/mpla-nmla-joint-conference/>
- Kelli will send Brad a list of the 8 concurrent session rooms-- names and capacities-- and Brad will make the grid.
- Brad will send a couple of preliminary batches of program proposals, in early May and late May. We will divide by library type and share the selection/confirmation labor.
- Submission deadline is June 15th; then we select and notify by July 1st

Hotel:

- We are purchasing AV support from the hotel. We will have a dedicated wifi network. We will use donated laptops. We decided to add microphones for all concurrent session rooms.
- Kelli and David and Kathleen and Sarah inspected the conference area. They feel better about the exhibits in the hallways-- the hallways are very wide.
- The Local Arrangements office is big and can accommodate a large amount of exhibitor stuff, in case vendors want to store stuff overnight in this lockable room.
- We favor making exhibitor security (\$600+ for 2 nights) a sponsorship opportunity. Really! In any case the exhibit area is far from the lobby, so its unlikely that we'll have many non-conference people milling about.
- We might have a bigger room for the luncheon, therefore we might be able to sell more tickets
- We do want to continue supplying a box lunch on Thursday.

ARSL (Association Rural & Small Libraries)

- They can't accommodate all possible presenters and attendees; will direct overflow to our conference.
- <https://arsl.info/2019-conference-news/>

Budget:

- Kelli sent us a revised spreadsheet with options for expenses (~\$62K) and revenues (profit up to ~\$30K). Her note:
 - Hi all, attached is the budget planning spreadsheet I mentioned in the meeting. The first tab has our estimated expenses at this time. I've added the new speaker budget as well as the microphones and overnight security that we discussed. I'd rather include them for now; we can always revisit items if we think we need to reduce expenses later on.
 - The second tab has the different pricing options I've put together (pricing based on last year, option 2 showing a \$20 increase, and option 3 showing a \$50 increase). I mostly wanted to see what pricing would cover our costs. Once we agree on pricing, I'll put together a more official-looking budget document for the Boards to review and approve.
- We favored raising all the rates, for both attendees and exhibitors.
- Kelli is working on possibilities with the Wild Apricot exhibitor form. It requires a specific amount for each sponsorship level; in the past we've left the amount open to negotiation.
- Before we publish exhibitor form we need to have decided our box lunch choices. Hoping to have from ready by early May.

Google Groups

MPLA NMLA 2019 authors luncheon / awards reception subctte mtg

me <bradley.carrington@gmail.com>

Apr 8, 2019 8:20 PM

Posted in group: **Conference Planning**

Hello busy people,
Hello Margo, Kathleen, Kelli and awards folk,
Cc: everybody else!
Cc: Sharon

I was hoping that we'd have the special functions set by April 15th, but David extended our deadline to May 7th. We have \$2500, so perhaps that will lighten our load. I'm including the MPLA and the NMLA awards people in our meeting invite. Leslie (MPLA Pres) will let us know who are the MPLA awards committee folk.

So, let's meet; we'll use Zoom for an internet meeting:

Doodle:

<https://doodle.com/poll/pbwskkiinxu4sx96>

(please respond if you are Margo, Kathleen, Kelli and awards folk; Stephen please respond for MPLA; others are welcome)

For this meeting just two things, at least--

1. Author luncheon
2. Awards reception
3. Keynote speaker already set -- Wanda Brown (will be) ALA President

Here's a note from our conference planning meeting last week:

Speakers:

David (David Cox, NMLA VP) designated a subcommittee to work on the Author(s) Luncheon and the Awards Reception.

Subcommittee members: Margo, Kathleen, Brad, Kelli

For the luncheon in addition to the speaker we might also try having a local author at most tables. "Table" authors would get complimentary lunch.

Since it will be Halloween for the Awards ceremony we might have a reception with a cash bar and finger food. Then folks could start their Halloween festivities earlier in the evening.

Keynote speaker: ALA covers travel and per diem; we just need to give complimentary hotel room. Sharon, what else do you think needs doing to accommodate and welcome Wanda Brown? Sharon answered: ***Perhaps a basket of NM goodies in her room? with someone designated to mail it to her home if she wants that done. (Sharon, I can help with that. Brad)***

OK, that's all for now. Please doodle!

Brad

Google Groups

speakers subcommittee and its excellent work

me <bradley.carrington@gmail.com>

Apr 15, 2019 9:19 PM

Posted in group: **Conference Planning**

Hello you all,

Today we met and here's what:

Wednesday Opening Reception

- Cash bar. Finger food.
- Poster session.
- "Free Entertainment" from the State Library & Archives! Alana McGrattan, Rob Martinez, etc.
- Prizes for attendees who get autographs from all the vendor booths!!
- Soliciting a sponsor.
- No speaker.

Thursday morning keynote

- Wanda Brown, ALA Pres.
- Margo will work on getting the Mayor to welcome us. She will ask Dean to ask the Mayor. Mayor Keller can give a hello either at Thursday morning or at the Thursday evening.
- Time also for brief hellos from the Presidents (Leslie and John)
- Time also for brief hello from State Librarian

Thursday evening Awards reception

- We will have an Awards Reception Happy Hour from 5:00 to 6:30, with the formalities at around 6:00. We will place a mix of banquet tables and stand-up cocktail tables.
- We will sell tickets, perhaps at \$20-\$25, and it will include one free drink. Cash bar for subsequent drinks. Finger food.
- Margo will work on getting the Mayor to welcome us, if he wasn't able to say hello that morning. (*Tim's welcome to spend the entire conference with us. What he would learn about librarians!*)
- Time also for another quick hello from the Presidents (Leslie and John)
- Time also for another quick hello from State Librarian
- Soliciting a sponsor. (SirsiDynix? Overdrive?)
- Changing format could boost interest and awareness and attendance. (used to be a sit-down banquet, \$45)
- No speaker.

Friday luncheon

- Speaker will be Rebecca Roanhorse <https://rebeccaroanhorse.com/> Kathleen will get contract for us to study and approve at our May 7th meeting (cost \$1000)
- luncheon tickets \$40?
- Plus we will station a local author at each table. Each table author will get free publicity, time with fans, sales of books, free lunch and \$100. (cost = 10 x \$140)
- We will also try to station a couple of authors from MPLA states.
- Kelli will ascertain the ticket and table capacity. We'd love to sell out and we want an author for each table.
- we can stay in the room if there's time needed for autographing
- we have a good list of possible table authors; need to make sure that we book the right amount
- Kathleen will contact BookWorks regarding selling copies of authors' books; also for advice on handy local authors

Google Groups

Re: MPLA NMLA meeting next Monday for conference speaker planning

NMLA Membership <membership@nmla.org>

Apr 15, 2019 8:15 AM

Posted in group: **Conference Planning**

Hello all,

Apologies, but a meeting was scheduled after I filled out the Doodle poll and I'm no longer available at 2pm today. If that meeting ends early I'll try and join in.

Two cents on the agenda items:

Thursday evening Awards Celebration Party:

- Price-wise on food costs, could we come up with an estimate of ticket prices based on a variety of appetizers/tiny desserts, etc? Would we be able to include a drink ticket for each attendee?
- Is there someone from MPLA who would be interested in hosting?

Friday Author Extravaganza:

- Info on Nebula, Hugo & Campbell award winning Rebecca Roanhorse is here: <https://rebeccaroanhorse.com/> Her speaker fee is \$1,000.
- The University of Washington event I mentioned is described here: <http://www.lib.washington.edu/support/events/librariesunbound> They have a big name keynote and then each table has a local author. Given our generous budget, if there are 10 table authors (or 9 & Rebecca), we could possibly offer them \$100 each and lunch. Would their lunch costs come out of the \$2,500 budget?
- If memory serves, the hotel coordinator said the tables can be set for 9-11 people each, depending on how friendly we want them to be. When we were there, the room was set up for a dinner with 180 chairs around tables and a raised platform for a speaker and it didn't seem cramped or crowded.

- Does anyone know if David heard back from Lisa Wishard about being on the Awards Committee? If not, I think the co-chairs are then Monica and Courtney Marshall.

Thanks to Brad for setting up the meeting and again, I'm sorry I won't be able to be there.

On Wednesday, April 10, 2019 at 9:03:24 PM UTC-6, bradley.carrington wrote:

Hello all,

For the speakers subcommittee (Kathleen, Kelli, Margo, Brad, Monica, Stephen) (and anybody else interested)--

We haven't yet heard from Margo; hope she can join us. Let's meet on Monday April 15th at 2:00 Mountain.

Happy Tax Returns! Here is the Zoom link.

<https://zoom.us/j/5261960043>

Here is the link to possible speakers. You all can edit this Google sheet. Add, subtract, multiply and divide :) Go to sheet 2 for Featured Speakers.

https://docs.google.com/spreadsheets/d/1UCv-j_KyTzpWTwk3imn9vKgJCwNU07DIqNuHi2weQ-c/edit?usp=sharing

See you on Monday!

Brad

Here's more Zooooooom info:

[Bradley Carrington is inviting you to a scheduled Zoom meeting.](#)

Google Groups

May meeting minutes

me <bradley.carrington@gmail.com>

May 7, 2019 10:24 PM

Posted in group: **Conference Planning**

We were busy today!

May 7, 2019

We've been meeting for two months now.

Hotel <<https://www.hotelabq.com/meetings-weddings/meetings>>

- Kelli is not getting responses; hoping for a break-through next week
- Need code or URL for booking at our conference rate; Tuesday night rooms are included
- As soon as we are ready for booking then Kelli will publish the vendor registration; attendees can also start booking then
- we are already getting inquiries from vendors!
- still need to see a couple of the rooms on our contract
- Kelli will verify for Brad the room names and capacities
- Kelli will verify for Kathleen the number of tables for the author luncheon
- Kelli will verify for Leslie that MPLA has one room (Exec Secy-Judy) and one suite (President-Leslie)
- Kelli will verify for Leslie that we have a room for the Tuesday afternoon MPLA Board meeting
- Kelli needs to check on our line of credit and our direct billing
- and Kelli will try to add rooms for Wednesday preconferences
- Kathleen and Lynette offered to help with hotel negotiations!
- here is our contract: <https://drive.google.com/file/d/1clh6xxXKbFbqYF0QjbxZlxAzsjh5PfvLm/view?usp=sharing>
- still need to get CSSW contract negotiated and signed <<https://cssabq.com/>>

Program

Keynote speakers:

- Sharon will double verify with John that Wanda Brown is booked; will ask John for bio info and for local arrangement requirements
- Wanda: <http://www.ala.org/aboutala/offices/governance>
- Kathleen is requesting Membership Committee funding for a gift basket for Ms. Brown, including shipping cost
- Kathleen has scheduled the Author Luncheon keynote (Rebecca Roanhorse); waiting for contract stuff
- Rebecca: <https://rebeccaroanhorse.com/about/>
- Kathleen will coordinate booking the table authors; will specify how many each helper should book
- table authors get \$100 plus free lunch
- Kathleen still waiting for Book Works to confirm handling the book sales and autographing <<https://www.bkwrks.com/booking>>
- Kelli said luncheon capacity is 200+ so we should be able to sell as many tickets as possible
- as soon as we get the keynote speakers booked and under contract then we can launch sparkly promotions

Concurrent sessions:

- here is our program grid:
<https://docs.google.com/spreadsheets/d/1meLabp1o-6AJum-kOwfeH3DI8QbmmN7d07rOQegn2y4/edit?usp=sharing>
- here is the list of submissions-so-far:
https://docs.google.com/spreadsheets/d/1UvnxzV7-AJ_jXi-CXem55d5dNtRDpDAkzxpXHWrLFE/edit?usp=sharing
- in the left-hand columns somebody indicate a basic category: P for public libraries; A for academics; S for

schools; O for other -- and use the notes column for notes.

-- *hey everybody, you can edit this doc but don't share the link -- let's keep this confidential*

-- this categorization will help when we need to divide labor: contacting submitters and obtaining confirmations, etc.

Preconferences:

-- we decided on pricing: \$50 for full day and \$30 for partial; partial would be for any workshop that ends before lunch or starts after lunch

-- seeking sponsors for Wednesday opening break and/or lunch; maybe 3 years ago the State Library paid for coffee and pastries served at 8:30

-- most school librarians not able to attend Wednesday; asking for Saturday space; probably too late to add Saturday to the conference

-- we can add another slot of concurrent sessions for Friday at 3:30

Field trips!

For each trip report to Kelli:

-- the minimum and the maximum numbers required for a particular trip to make

-- the cost

-- the registration deadline

David: trip to MRO <<http://www.mro.nmt.edu/>>

Kathleen: Old Town Ghost Tour; private tour at 6:00 <<https://www.toursofoldtown.com/GhostTour.php>>

Kathleen: IPCC Library & Archives <<https://www.indianpueblo.org/museum/library-archives/>>

Awards:

-- Halloween! We will have an awards reception at 5:30 or so with finger food and cash bar; if we get a sponsor then ticket holders can get one free drink

-- \$25; hoping to sell more tickets than we usually sell for the sit-down banquet

-- NMLA committee: Monika <monikagm@nmsu.edu> and Lynette <LSCHURDEVIN@RRNM.GOV> and others

-- NMLA nomination form example:

<https://drive.google.com/file/d/1yehVL2bX5hjFRqeQLc2UeFlwY4D8RVcm/view?usp=sharing>

-- MPLA committee: Diana Weaver <dweaver@basehorlibrary.org> and others

-- MPLA awards: <https://mpla.us/services/awards/>

-- Sherry Aragon Acoma Pueblo artist <https://www.facebook.com/skycreationssherryaragonacomapueblo/>

-- photos of prize plates:

<https://drive.google.com/file/d/1yYm7O2kkq17S7TDGetpPvX6EusaGzRW1/view?usp=sharing>

https://drive.google.com/file/d/1v3QHIEEq7TTgEhQroLRdVkWxl34T_Hbn/view?usp=sharing

-- We will also commission plates for the MPLA winners

Conference website:

-- Margo is making our sparkly website!

Membership prizes:

-- Kathleen is requesting funding for a free registration for one member from NMLA and one member from MPLA

Google Groups

RE: Success!

Stephen Sweeney <Stephen.Sweeney@archden.org>

May 15, 2019 7:06 AM

Posted in group: **Conference Planning**

Hello,

This is indeed great news! Thank you for your persistence in bringing this together.

To Brad's question, Leslie may want to chime in also but I would say the room reservation for Tuesday for the MPLA Board meeting will be good.

Finally, when I go to the website, Monday 10/28 is blacked out as unavailable. I am arriving with my family on Monday afternoon; is it possible to have our block extended, or do I need to look for another hotel for the first night?

Thanks,

Stephen Sweeney

MPLA Vice-President

Stephen Sweeney

Director of the Library | St John Vianney Theological Seminary

Denver, CO

From: bradley.carrington <bradley.carrington@gmail.com>

Sent: Tuesday, May 14, 2019 9:18 PM

To: Conference Planning <conference-planning@nmla.org>

Subject: Re: Success!

Hello all,

Brava to Kelli! Glad we have a breakthrough with the hotel!!

Yes, please book the Tuesday room for the MPLA Board and add it to our expenses. We'll take 3:00-6:00. OK with Leslie and Stephen?

For Wednesday we've already booked 3 rooms, so maybe purchase 2 more? Presently booked:

Alvarado A, 50 people
 Alvarado B, 50 people
 Alvarado C, 50 people

For Wednesday we already have 4 preconference proposals -- we don't have to accept them all, of course:

- Best New Books!
 - In this outstanding session, Shauna Yusko will share the best, NEW books for 6th-12th grades, all of which have just recently been published. This fast-paced day is filled with great new books, exciting curriculum connections, and enthusiasm. All participants will leave with a bibliography of titles that you can immediately put to use to motivate and inspire your young adult readers.
- Librarian's Guide to Homelessness
 - This training has been presented at (or will be presented at) the annual conferences of: American Library Association, Ontario Library Association, Brazilian Conference of Librarianship and Documentation, Illinois Library Association, Texas Library Association, Ohio Library Council, Wisconsin Library Association, Pennsylvania Library Association, Maryland Library Association, Delaware Library Association, Alaska Library Association, Oklahoma Library Association, New Jersey Library Association, Arizona Library Association, California Library Association, Northeast Ohio Library Association, Northwest Ohio Library Association, and Southeastern Oklahoma Library Association.
- Healthy Living with the Library!
 - Learn how to create a healthy living program at your library with the help of NNLM resources! This session will share Show Low Public Library's successful healthy living program that focuses on 3 areas; Nutrition, Exercise, and Emotional Well-Being. We will include the activities we have developed for youth and adults, how to create a "Healthy Living Section" and how to garner professional volunteers in your community to present workshops. You will walk away with resources, how to navigate and explore the NNLM website that has a wealth of information to get you started plus tips on how to apply for an NNLM grant to start your own healthy living program! Come get "HEALTHY" with us!
- Maximize Your Potential through Community Engagement
 - Turn community engagement tools into useful data you can use to build new capacities and maximize your library's impact! Plan from potential! Build effective long term partnerships! This hands-on workshop will share tools for engaging with your community and how to turn community conversations into an impactful strategic plan.

plus 2 more promised (both of these want to keep the registration revenue as their fundraisers):

- Fundraiser SIG (focused on friends groups)
- MPLA Leadership Institute
- and there's still one month for even more preconference proposals

We now have 41 proposals for concurrent sessions, not counting SIG meetings, preconference proposals, poster proposals.

-- Brad

On Tuesday, May 14, 2019 at 2:56:20 PM UTC-6, Annual Conference wrote:

I have FINALLY heard back from Hotel ABQ about all of our questions.

1. Our room block is open for reservations. Folks should use the link below to get our room rate.

<https://gc.synxis.com/rez.aspx?>

[Hotel=63151&Chain=17123&arrive=10/29/2019&depart=11/1/2019&adult=1&child=0&group=1910NMLA](https://gc.synxis.com/rez.aspx?Hotel=63151&Chain=17123&arrive=10/29/2019&depart=11/1/2019&adult=1&child=0&group=1910NMLA)

2. The hotel has the Turquoise room available on Tuesday, Oct. 29 for the MPLA/NMLA board meeting. I gave the timeframe of 2-5 or 3-6. The cost would be \$350.
3. On Wednesday, Oct. 30, they have the Potters, Weavers and Turquoise rooms available. It's \$350 per room.
4. On Saturday, Nov. 2, they might have the smaller rooms (Potters, Weavers, Turquoise) available depending on the timeframe. It's \$350 per room.
5. In the Franciscan room (awards & luncheon), she said with a smaller riser and AV, the room could hold up to 18 table rounds (10 per table). So in terms of authors, we could have as many as 18 if our budget would stretch that far.
6. Our direct billing application was approved, which means they'll allow us to have a master bill with them.

Do you want to wait to discuss the additional conference rooms at our June meeting? Or should we add the one for Oct. 29 since that's probably the most important and discuss the rest later? Let me know!

Kelli

--
You received this message because you are subscribed to the Google Groups "Conference Planning" group. To unsubscribe from this group and stop receiving emails from it, send an email to conference-planning+unsubscribe@nmla.org.
To view this discussion on the web visit <https://groups.google.com/a/nmla.org/d/msgid/conference-planning/ed2cd630-816d-49ef-b154-d354dfda1fa7%40nmla.org>.

Google Groups

minutes June 4th meeting

me <bradley.carrington@gmail.com>

Jun 4, 2019 10:17 PM

Posted in group: **Conference Planning**

Action needed:

Author Luncheon: Kathleen please confirm Rebecca Roanhorse.

- We need press kit stuff (photos, bio).
- P.S. She is at Page One this Saturday so you can ask in person, if possible.

Field trips: For each trip report to Kelli:

- the minimum and the maximum numbers required for a particular trip to make
- the cost
- the trip booking deadline
 - David: trip to MRO <<http://www.mro.nmt.edu/>>
 - Kathleen: Old Town Ghost Tour; private tour at 6:00 <<https://www.toursofoldtown.com/GhostTour.php>>
 - Kathleen: IPCC Library & Archives <<https://www.indianpueblo.org/museum/library-archives/>>

Preconference workshops:

- Program committee to make selections and obtain confirmations

Mayor's Greeting

- <https://www.cabq.gov/mayor>
- Margo will contact Dean Smith (Albuquerque PL); we are hoping that the Mayor can say hello Thursday at 9:00; if not then then perhaps Thursday at 5:30 (awards) or Friday at 12:30 or so (luncheon).
- Dean can ask or we can fill form:
 - <https://www.cabq.gov/mayor/contact-us/event-invitation-for-mayor>

The Excellent 2019 Conference, MPLA and NMLA

Planning meeting June 4th

Vendor registration

- <https://nmla.wildapricot.org/event-3369379>
- Kelli and Britta have been busy contacting vendors
- vendor registration opened on May 21st; we now have 10 vendors registered, purchasing a total of 12 booths so far
- *MPLA board members should also contact vendors with whom they have accounts*
- our contractor CSSW made a map of the exhibit space; we are using those wide hallways; space available for 42 booths
- this year we will charge the non-profits at the same rate as the for-profits
- no charge for the 3 groups affiliated with NMLA (AASL, NMLF, MPLA)
- need to update exhibitor policy before 2020 conference; update procedure manual
- we haven't yet sold any sponsorships or program ads; will focus on that this summer; *MPLA Board members, please help*
- Booths cost \$475 per.
- Sponsorship choices:

- Poblano Level \$100.00 (includes a business card sized ad in the conference program.)

- Spicy Poblano Level \$300.00
- Hatch Green Level \$500.00 (includes a quarter-page ad in the conference program.)
- Spicy Hatch Green Level \$800.00
- Spiciest Hatch Green Level \$1,000.00
- Chimayo Red Level \$1,500.00 (includes a half-page ad in the conference program.)
- Spicy Chimayo Red Level \$2,000.00

-- Ad choices:

- Full Page Ad \$400.00
- Half Page Ad \$200.00
- Quarter Page Ad \$100.00
- Business Card Ad \$50.00

Other hotel stuff

- Kelli wants to relocate the registration area
- need to find a space for the silent auction

Local arrangements orchestra

-- Kelli published this plea:

Hello, the annual conference planning committee is looking for volunteers to help with some key roles, including:

- *Silent auction coordinator (solicits donated items for the silent auction & prepares auction documents)*
- *Volunteer coordinator (recruits volunteers to help at the conference, creates a schedule & preferably helps direct volunteers onsite)*
- *Evaluation coordinator (oversees conference and session evaluations)*

You don't need to live in Albuquerque or attend the conference to help with these tasks. We also have examples of past documents to get you started.

If you would like to know more or volunteer, please email: annual_conference@nmla.org

Webpage

- <https://nmla.wildapricot.org/Joint-NMLA/MPLA-Conference>
- Margo is designing
- Needs Roanhorse info asap
- ready to replace the "fake sponsors" with real sponsors; please need to edit the page footer

MPLA Tuesday Board meeting

In the Turquoise Room at Hotel Albuquerque, sometime between 2 and 6 p.m.

What we need for the registration form:

- info about Authors Luncheon
- list of preconference sessions
- list of field trips
 - For each trip report to Kelli:
 - the minimum and the maximum numbers required for a particular trip to make
 - the cost
 - the registration deadline
 - David: trip to MRO
 - Kathleen: Old Town Ghost Tour; private tour at 6:00
 - Kathleen: IPCC Library & Archives

Program Committee

- Margo will pitch proposal submission to the ARSL folk, esp. the ones resident in the MPLA region; esp. the ones blocked from ARSL in Vermont in September (it filled in 4 days)
- <https://arsl.info/conference-main-page/>
- by July 1st will make the choices for the preconference workshops and the concurrent sessions
- for preconference sessions decided to fill only the 3 currently purchased rooms; will pick sessions likely to

raise the most revenue

- other preconference proposals could be scheduled among the concurrent sessions: reduced to a 50 minute session or combined in a block of 50 minute sessions (no extra charge for these if they are moved to Thursday or Friday)
- then on the registration form Kelli can list the preconference choices
- and Brad & Co. will contact the presenters and begin the confirmation work
- we will try to schedule the school lib stuff on Friday
- Brad & Co. will publish a live Google doc listing the sessions, the confirmation status, and any changes requested by the presenters
- we will ask for confirmation by August 1st; we will remind all presenters that they also have to register for the conference.

Printed program

- Margo is Designing.
- we hope to have our ad copy by September 1st; will have to nag the vendors a bit
- Vendor registration currently states "Ads must be sent as .jpg file to: annual_conference@nmla.org by October 2." -- Kelli will change that to September 1st?

Google Groups

RE: Bag question

Stephen Sweeney <Stephen.Sweeney@archden.org>

May 3, 2019 7:21 AM

Posted in group: **Conference Planning**

One of the successful ventures I've seen is a bag swap; attendees are encouraged to bring in previous conference bags/vendor bags/etc and a space (usually a not-staffed tabletop) is designated as the swap space. There is, of course, the potential for staff or conference planners to end up with a bunch of bags to deal with, but this has not been a problem at the conferences I have seen this done.

Thanks,

Stephen

From: Annual Conference <annual_conference@nmla.org>

Sent: Thursday, May 02, 2019 11:45 AM

To: Conference Planning <conference-planning@nmla.org>

Subject: Bag question

Since we're breaking some of our other conference traditions, I thought we might consider the question of conference bags. We normally ask a vendor like Book Systems or Ebsco to donate tote bags for the conference. However, more and more attendees don't take a bag because they already have so many at home. I personally would much rather get a monetary donation from vendors to offset the cost of food, particularly since there's nothing special about the donated bags. I'd like to hear what others think.

Kelli

--

You received this message because you are subscribed to the Google Groups "Conference Planning" group.

To unsubscribe from this group and stop receiving emails from it, send an email to conference-planning+unsubscribe@nmla.org.

To post to this group, send email to conference-planning@nmla.org.

To view this discussion on the web visit <https://groups.google.com/a/nmla.org/d/msgid/conference-planning/e660b0a4-354d-4d16-bcff-2fdb220ed62%40nmla.org>.

Google Groups

School librarians at the museum post-conference session

mgustina <mgustina@gmail.com>

Jun 6, 2019 6:07 PM

Posted in group: **Conference Planning**

Hi all,

I'm not sure what communication path to put this decision through, so I'm starting with you. A SIG for school librarians was poking at the Saturday post-conference idea. I said it was unlikely because of the nature of contracts and cost at the hotel. Eli reached out to the Museum which had offered to host a day of learning for the SIG at no cost. They are up for it, and Empora is up for giving attendees a tour as a break during the day.

What they would like from NMLA is the use of the registration platform. They are a SIG, so it makes sense, but it isn't a part of the Wednesday - Friday program.

What happens next?

Margo

---- Original Message ----

From: "Guinnee, Eli, DCA"

Sent: 6/6/2019 4:27:56 PM

To: "Altobelli, Rachel K" , "Mary Chappell" , "Margo Gustina"

Subject: RE: [EXT] pre-conference session

Hi again,

Explora is on board for providing free entrance to school librarians that day.

Let me know if you are okay with setting up Saturday registration!

Eli

From: Guinnee, Eli, DCA

Sent: Wednesday, June 05, 2019 1:47 PM

To: 'Altobelli, Rachel K'; Mary Chappell; 'Margo Gustina'

Subject: RE: [EXT] pre-conference session

Hi,

I reached out to Natural History Museum and they said they have plenty of meeting space for us. They're going to check their scheduling calendar to confirm and get back to me, but a Saturday post-conference at Natural History seems very doable. That way we'll be in a fun environment and won't have to worry about logistics with the hotel.

Also, I've asked my youth services staff to reach out to her contacts at Explora across the street to see if they would give us a tour or demo or something that day. I thought it might make a fun break or an optional afternoon activity.

So, what do you think? Can we ask NMLA to set up registration for us and if we get say 10 or more signups we can do it?!

Eli

From: Altobelli, Rachel K [mailto:rachel.altobelli@aps.edu]
Sent: Friday, May 31, 2019 9:10 AM
To: Guinnee, Eli, DCA; Mary Chappell
Subject: RE: [EXT] pre-conference session

Good morning,

Panels have been really popular in the past, I think because the typical situation for a school librarian is to be in a unique situation, so having a bunch of perspectives one after another tends to be really helpful. We could submit a separate proposal though, and I could do that, if we want to pursue such a thing.

Community engagement as uncovering stakeholder wants and needs is intriguing, because some of what we need school libraries to do, currently, is take a look around at who their students *actually* are instead of who we *think* they are, based on information from decades ago. APS is currently having a variety of discussions about equity that, interestingly enough, line up really well with what you're saying – especially the looking at community assets. The example that keeps coming up is finding ways to measure parent engagement/potential engagement *other* than traditional PTA/PTO models, and shifting mindset to see different ways of participating as potential assets instead of deficits. I was in a meeting last week where we discussed using library parent checkout data as a way to see community engagement – if a school doesn't have a PTA/PTO but *does* have high parent book checkout, then we can look at that school to see possibly successful models of alternative parent engagement.

I could go either way about the Saturday post-conference – do you guys think we could potentially use a successful (hopefully) Saturday post-conference to start a conversation with NMLA about on what days NMLA takes place?

Rachel

From: Guinnee, Eli, DCA <Eli.Guinnee@state.nm.us>
Sent: Thursday, May 30, 2019 9:03 AM
To: Mary Chappell <mary@chappellweb.com>; Altobelli, Rachel K <rachel.altobelli@aps.edu>
Subject: RE: [EXT] pre-conference session

Bonjour Mary et Rachel, or for Mary I suppose I should say bon soir at this point,

Merci for writing this up, it's supérieur (I just got back from Montreal so you're not the only one polishing up their français).

A couple thoughts, but let me preface this by saying, **I don't think you need to be working and I don't expect a reply until you get back!**

-I did already submit the program proposal for the community engagement preconference, so we don't have a hard deadline on that. I know people on the program committee so if we need to change the wording on how its

advertised we can probably do that, but it should be fine for now. I recommend we advertise this directly to the school librarians to let them know there will be a breakout in the afternoon.

-Logistically, I'm not actually very familiar with the room setup and if we need to ask them to book a separate room for us. I can check on that.

-Time will fly after lunch, I don't think we would have time for a panel discussion. I may be wrong, but if we feel that's a priority, I recommend we make that a separate proposal for a Thursday or Friday session.

-Not being a school librarian, it's interesting thinking through community engagement in that context. In a public library/town context, the core of what community engagement does is uncovers stakeholder wants and needs, sharpens focus on core purpose, supports planning from place, potential and community assets, and helps develop long term partnerships. We want the school library to be an integral and integrated part of the curriculum, the dot-connector, the So I would add to your list something that is more outward facing like "How to use community engagement data to strengthen partnerships and make the library a core component of capacity building."

- I still advocate for using the opportunity to test if school librarians would register for a Saturday post-conference! I think it would be an amazing opportunity to bring school librarians together, give them space and time to talk about this and other subjects, and since it's MPLA, there's an opportunity to maybe attract some school librarians from other states which could be super interesting. The cost of the room is really low so it wouldn't need very many registrants to cover the cost. Margo and I could donate our time that day to facilitate. There would plenty of time for a panel discussion, more open dialogue on a number of topics, and a presentation of our results-to-date on the school library survey. It would be awesome....

Hope you're having a great time!

Eli

From: Mary Chappell [mailto:mary@chappellweb.com]
Sent: Thursday, May 30, 2019 3:43 AM
To: Guinnee, Eli, DCA; Altobelli, Rachel K
Subject: [EXT] pre-conference session

Bonjour, Eli et Rachel! (And that's the extent of my French...)

I didn't manage to get something draft before leaving for France, but thanks to my laptop and good cell service, I should be able to pull it together by the June 15 deadline

Summary:

We discussed doing something on the Weds before conference (October 30??).

Initial ideas were to have a joint public/school librarians session to address mutual issues about community engagement, and then to break up to address the needs of the two populations.

Does that idea still work?

Rachel and I identified a potential topic and framework for the school library portion:

- **Topic:** something along the lines of...Building strong school library programs based on the needs of our school communities (obviously with a shorter, catchier title)
- **Framework:** panel discussion with school librarians who represent different types of school communities (elementary/middle/high, public/private/charter, urban/rural, socioeconomic levels, etc.)
- **Discussion Topics:**
 - collection development
 - curriculum (lesson planning and instruction)
 - programming
 - what else?

Let me know your thoughts.

Mary

Mary Chappell, M.A.Ed

Librarian

National Board Certified Teacher

S.Y. Jackson Elementary School

mary@chappellweb.com

Google Groups

Re: purchase additional Wednesday preconf room

Annual Conference <annual_conference@nmla.org>

Jun 24, 2019 2:57 PM

Posted in group: **Conference Planning**

Hi all, sorry the delay on this. I've received confirmation from the hotel that they've reserved the Potters room for us on Oct. 30. The cost for the room (base cost, hotel surcharge, and technology) works out to be \$1024. With so many preconferences offered, we'll hopefully make up that expense.

Kelli

On Tue, Jun 18, 2019 at 5:05 PM Cox, David <david.cox@nmt.edu> wrote:

Kelli and all-

Yes, lets move forward with the authorization for 4 conference rooms. We discussed the issue at our last meeting. I authorize the expenditure, upon Brian's action and Kelli's interaction with the Hotel Albuquerque.

David

On Tue, Jun 18, 2019 at 5:00 PM bradley.carrington <bradley.carrington@gmail.com> wrote:

Hello people,

David please authorize Kelli to purchase an additional room for the preconferences. Then we will have a total of 4 rooms.

Kelli, will the fourth room be Alvarado D?

We have 17 proposals for preconference sessions! We would like to offer 6 half-day sessions and one full-day session. I am confident that we will enroll at least 50 paying attendees for the separate sessions, which should cover our costs (expense: $\$350 \times 4 = \1400) (revenue: $\$30 \times 50 = \1500). One session will be offered at no cost (ACRL Project Outcome).

I hope I have the figures correct -- Kelli would know for sure.

Thank you for your speedy consideration. As soon as we have the preconference sessions confirmed...

... and the luncheon details ...

... then Kelli can publish the registration form.

Brad

--

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To unsubscribe from this group and stop receiving emails from it, send an email to conference-planning+unsubscribe@nmla.org.

To view this discussion on the web visit <https://groups.google.com/a/nmla.org/d/msgid/conference-planning/f75e54bc-7718-4284-961a-2e2e91d96cf1%40nmla.org>.

--

Sincerely,

Google Groups

program update!

me <bradley.carrington@gmail.com>

Jul 1, 2019 11:45 AM

Posted in group: **Conference Planning**

Hello Conference-Planning,

The Program Committee (Erica, Margaret, Joseph and I-- all from the State Library) sorted 140 submissions. Several more came in after the deadline but only Robyn (NMLA Google admin) can add the Google Forms add-on -- the add-on stops the form from accepting submissions, sends e-mail confirmations, etc. In any case we always stated that the deadline was June 15th.

We accepted 70

- 6 preconference sessions
- 64 concurrent sessions
- we also accepted all of the posters and have room for more posters

And we rejected 60. Great competition!

Here is the preliminary conference program. We are constantly updating based on presenter confirmations and changes and we are adding lots of fun content:
<http://tinyurl.com/nmlampla2019program>

We aim to email all the presenters tomorrow and Wednesday. We aim to send all the rejection letters Friday and Monday the 8th. (Mercury goes retrograde July 7th-- we're hurrying-- retrograde affects communication :))

Brad

Google Groups

our July 2nd meeting

me <bradley.carrington@gmail.com>

Jul 5, 2019 11:42 AM

Posted in group: **Conference Planning**

Our July meeting, July 2nd

if your count our huddle after the Feb. NMLA Board meeting and our speakers strategy session on April 15th then this was our 7th meeting

Action item!

- Kathleen & Kelli please pick a time when you can meet and then invite the rest of us
- Agenda: Resolve problems related to getting the registration form ready
 - final details on preconference workshops
 - final details on preconference field trips
 - final details on Thursday box lunch choices
 - final details on Thursday Awards Reception
 - final details on Friday Author Luncheon
 - how can registrants get refunds if cancellations, e.g., a field trip doesn't enroll enough people
 - offer member rates to ARSL and TxLA?
 - anything else related to the registration form
 - aim to publish the registration form by August 1st; for out of state travel many MPLA members must have the registration form available asap
- for this ad hoc meeting Brad will book the Zoom Room

Hotel

- Sharon contacted Wanda Brown about her room requirements
- Leslie and Kelli discussed MPLA suite requirements
- Kelli will check on room block overflow plans

Local arrangements

- Kelli needs volunteers for
 - evaluation forms / she has examples that people can use or revise
 - silent auction forms / she has examples

Vendors

- Lynette recruited vendors at ALA
 - Navajo Jewelry - yes
 - New York Times - yes
 - Baker & Taylor - yes
 - Envisionware - maybe
 - Innovative – maybe
 - OCLC – maybe
 - Library Ideals (Freegal) - maybe
 - And I think I told PlayaWays – maybe
 - I can also talk to
 - Biblotheca (3M)
 - Google (RRPL has 3 Google grants ☐)
 - Hoopla

- AWE computers
- Let me know
- we don't yet have any sponsors!
- Stephen and Leslie: please ask MPLA Board to promote vendor registration
 - <https://nmla.wildapricot.org/event-3369379/Registration>
 - Booths cost \$475 per.
 - Sponsorship choices:
 - Poblano Level \$100.00 (includes a business card sized ad in the conference program.)
 - Spicy Poblano Level \$300.00
 - Hatch Green Level \$500.00 (includes a quarter-page ad in the conference program.)
 - Spicy Hatch Green Level \$800.00
 - Spiciest Hatch Green Level \$1,000.00
 - Chimayo Red Level \$1,500.00 (includes a half-page ad in the conference program.)
 - Spicy Chimayo Red Level \$2,000.00
 - Ad choices:
 - Full Page Ad \$400.00
 - Half Page Ad \$200.00
 - Quarter Page Ad \$100.00
 - Business Card Ad \$50.00

Program

- acceptance and rejection letters going out this week
- preliminary program: <http://tinyurl.com/nmlampla2019program>
- yes, this link is ready for linking; it is a live Google doc; Program will kept is up-to-date

Google Groups

final confirmations preconference sessions

me <bradley.carrington@gmail.com>

Jul 15, 2019 12:54 PM

Posted in group: **Conference Planning**

Hello all,

Here's what we have for the preconference sessions!

I increased the pricing because it looks like we'd only get revenue from Stephanie's and Eli's. I'll leave the final pricing decisions to Kelli and David. We will get grant funding \$500 for the MPLA preconference session. To wit:

2020 Census Workshop / Carmelita Aragon (New Mexico State Library) (not confirmed)

Pricing: No charge; State Library funded the speaker expenses.

Adaptive Leadership - Progress is Yours for the Making / Robin Newell (Emporia (KS) Public Library)

Pricing: \$50; proceeds from registration for this workshop go to the MPLA Leadership Institute; this workshop is a fundraiser-- please purchase!

Project Outcome for Academic Libraries / Sara Goek and Dennis Davies-Wilson,
coordinator/moderator (ACRL) (confirmed) (limit 50)

Pricing: No charge; ACRL is covering the cost of this speaker; thank you to NMCAL for arranging this workshop.

Legal Links and Lessons for All / Dan Cordova and Stephanie Wilson (New Mexico Supreme Court Library) (not confirmed)

Pricing: \$50

Maximize Your Potential through Community Engagement / Eli Guinnee, Margo Gustina, and Dale Savage (New Mexico State Library) (confirmed)

Pricing: \$75

Bringing Stories to Life: A Storytelling Workshop for Children and Youth Librarians / Deanne Dekle, Bob Kanegis, and Liz Mangual (New Mexico State Library) (not confirmed)

Pricing: No charge; State Library funded the speaker expenses.

Details:

Preconference workshops -- Wednesday October 30th

2020 Census Workshop / Carmelita Aragon (New Mexico State Library) (confirmed)

Wednesday, 9:00-12:00 in Alvarado B

A workshop to prepare libraries for the upcoming 2020 Census.

Pricing: No charge; State Library funded the speaker expenses.

Adaptive Leadership - Progress is Yours for the Making / Robin Newell (Emporia (KS) Public Library) (Academic, Public, School, Special) (confirmed)

Wednesday, 9:00-12:00 in Alvarado C

Problems exist in our libraries and communities that require leadership. Anyone can be a leader. Leadership is a skill that can be learned. Adaptive leadership tools will allow you to grow as a leader. This preconference presents concepts and strategies taught in the MPLA Leadership Institute. Presenter Robin Newell is former fellow and mentor of the Leadership Institute. Robin has also attended the ALA Leadership Institute, the Nebraska Leadership Institute and the Kansas Leadership Center. She is currently the director of the Emporia Kansas Public Library. This MPLA Leadership Institute fundraiser will be facilitated by Robin Newell and Aubrey Madler will serve as host. (Academic, Public, School, Special)
Pricing: \$50; proceeds from registration for this workshop go to the MPLA Leadership Institute; this workshop is a fundraiser-- please purchase!

Project Outcome for Academic Libraries / Sara Goek and Dennis Davies-Wilson, coordinator/moderator (ACRL) (confirmed) (limit 50)

Wednesday, 1:00-4:00 in Alvarado C

In this interactive workshop, attendees will learn how to use the Project Outcome for Academic Libraries surveys and resources. Project Outcome is a free toolkit that helps libraries measure four key learning outcomes – knowledge, confidence, application, and awareness – across seven library program and service areas. The survey topics cover: Instruction, Events/Programs, Research, Teaching Support, Digital & Special Collections, Space, and Library Technology. Project Outcome provides academic libraries of any size the means to easily measure outcomes in those areas and to use that data as the basis for continuous improvements and advocacy.

Prior to the workshop we recommend that participants register for Project Outcome, review basic materials in the toolkit, and consider a goal for outcome measurement at their library. Attendees may wish to bring a laptop or tablet to use during the session.(Academic)

Pricing: No charge; ACRL is covering the cost of this speaker; thank you to NMCAL for arranging this workshop.

Legal Links and Lessons for All / Dan Cordova and Stephanie Wilson (New Mexico Supreme Court Library) (confirmed)

Wednesday, 1:00-4:00 in Alvarado B

We are subject to rule of law, but access to that law is far from equal or universal. The official version of current New Mexico statutes is now born- electronic; official versions of historical New Mexico laws exist only in print. State administrative codes and appellate opinions from the Supreme Court and Court of Appeals are available in various formats, but are not entirely accessible in any one place. Corresponding finding aids are even harder to locate, to say nothing of procedural and analytical guidance.

What is a librarian to do when confronted with a legitimate legal research and reference question?

In a state as large as ours, with connectivity challenges in rural areas, and increasing costs for legal materials, equal access to justice must be collaborative. Specifically, government law librarians should be cooperating with other public facing librarians to enhance statewide assistance. This program contributes to that conversation. (Academic, Public, School, Special)

Pricing: \$50

Maximize Your Potential through Community Engagement / Eli Guinnee, Margo Gustina, and Dale Savage (New Mexico State Library) (confirmed)

Wednesday, 9:00– 4:00 in Potter's

This hands-on workshop will share tools for engaging with your community and how to turn community conversations into an impactful strategic plan.

Turn community engagement tools into useful data you can use to build new capacities and maximize your library's impact! Plan from potential! Build effective long term partnerships! (Academic, Public, School, Special)

Pricing: \$75

Bringing Stories to Life: A Storytelling Workshop for Children and Youth Librarians / Deanne Dekle, Bob Kanegis, and Liz Mangual (New Mexico State Library) (confirmed)

Wednesday, 9:00–4:00 in Alvarado A

Get ready for Summer Reading 2020, Imagine Your Story, with storytellers Bob and Liz! There is NO one RIGHT way to tell a story. But there may be a right way for YOU to tell a story. Learn how to enliven stories by calling on your unique voice, personality, and life experience. Explore perspectives and techniques that will hone your 'Story Sensibilities' and turn what could be dry texts into truly 'Tellable Tales.' We will also demonstrate non-threatening ways to take what you learn so that you can encourage and guide families to create a culture of reading and storytelling at home. Totally interactive workshop with approximately 10% lecture, 25% demonstration, with balance of time spent practicing with feedback, in a fun and supportive environment. Leave with increased confidence in ability to find, craft, and tell stories, and to adapt storytelling skills to support family literacy. (Public)

Pricing: No charge; State Library funded the speaker expenses.

Action item!

- Kathleen & Kelli please pick a time when you can meet and then invite the rest of us
- Agenda: Resolve problems related to getting the registration form ready
 - final details on preconference workshops
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 - anything else related to the registration form
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- for this ad hoc meeting Brad will book the Zoom Room

Event Planning 101



Jodie Borgerding



Consulting and Education
Services Manager

Email me!
borgerding@amigos.org

Course Objectives

- Understand the role of the event planner and the mindset necessary to oversee successful event coordination.
- Develop an event planning process that incorporates budgeting, project management, risk management, communication and evaluation tools.
- Identify the various event elements (food and beverage, design, site selection, etc.) and how to cost-effectively employ them.
- Employ strategies to solve event issues such as logistics, technology, etc.

Agenda: Day 1

- The role of the event planner
- Defining the goals and objectives of your event
- The Early Planning Stages



Tell me about an event you attended that was fun and exciting.

Me? An Event Planner?



https://pixabay.com/p-8z861u7mo_redirect



Why Are You Planning an Event?

- What are the goals and objectives?
- Who will benefit from the event?
 - What's in it for the library?
 - What's in it for the attendees?

Financial Goals



"Financial Goals Wall Street Sign" by investment24 is licensed under CC BY 2.0

The Planning Phase



"meeting" by Hanna Butt is licensed under CC BY 2.0

Assembling the Planning Team

- Operational
- Financial
- Marketing
- Legal

Event Styles

- Board meetings
- Conferences
- Seminars or workshops
- Employee appreciation events
- Executive or department retreats
- Gala fund-raising events
- Incentive programs
- Naming rights
- Special events
- Webcasts



Can you brainstorm other event styles that you might see in library land?

Early Planning Stages

- When will the event be held?
- Choose the venue
- Develop a project plan
- Develop a budget
- Develop a marketing and promotion plan
- Secure sponsorships
- Create the agenda

When Will the Event be Held?





Have you attended an event where the venue made it enjoyable or was a total disaster?

What worked and/or didn't work?

Choosing the Venue



Request for Proposal

- Name of event
- Dates and times
- Date you need response by
- Event goals and objectives
- Event agenda
- Sleeping room needs (if needed)
- Meeting room needs (if needed)
- Rates
- Food and beverage
- A/V requirements
- Number of attendees
- Exhibit space needs
- Support services (ADA)
- Special functions planned on or off property
- Special dietary accommodations
- Non-room space available

Site Inspection



<http://previews1234567890.com/wp-content/uploads/2018/11/site-inspection.jpg>

Americans with Disabilities Act

- Public areas
- Alarm systems
- Front desk
- Door widths
- Barrier free
- Elevator button height
- Restrooms
- Parking
- Adapted guest rooms
- Hallways



How have you been approaching project/event planning so far?

Budgeting



Creating a Budget

- Revenue/income stream
- Using sponsorships
- Consider staff time
- Expenses
 - Fixed
 - Variable
 - Additional expenses
 - Indirect costs
- Prepare for the unexpected
- Consider if outsourcing is a better option

Breaking Even

- How many participants are needed to break even?
 - $\text{Fixed costs} / (\text{registration fees} - \text{variable costs per person}) = \# \text{ of required attendees}$
 - $\$75,000 / (\$500 - \$200) = 250$
- How to set registration fees to break event
 - $(\text{Fixed costs} + \text{variable costs}) / \text{confirmed } \# \text{ of attendees} = \text{minimum registration fees}$
 - $(\$75,000 + \$50,000) / 250 \text{ attendees} = \500

Let's Try to Break Even



How many participants are needed to break even?

Fixed costs / (registration fees – variable costs per person) = # of required attendees

Scenario #1

- Fixed Costs - \$3000
- Registration Fees - \$25
- Variable Costs/person - \$5

Scenario #2

- Fixed Costs - \$25,358
- Registration Fees - \$125
- Variable Costs/person - \$63

Scenario #3

- Fixed Costs - \$3,025,751
- Registration Fees - \$250
- Variable Costs/person - \$94

How to set registration fees to break event

(Fixed costs + variable costs) / confirmed # of attendees = minimum registration fees

Scenario #1

- Fixed Costs - \$300
- Variable Costs - \$100
- Confirmed # of Attendees - 25

Scenario #2

- Fixed Costs - \$13,845
- Variable Costs - \$9,471
- Confirmed # of Attendees - 300

Scenario #3

- Fixed Costs - \$2,875,672
- Variable Costs - \$1,457,125
- Confirmed # of Attendees - 15,000



How have you been approaching project/event budgeting so far?

Marketing

- Why?
- What?
- For whom?
- Where?
- When?

Promotion

- Be stylish
- Promote your event to the right audience
- Word of mouth is powerful
- Electronic or hard copy?
- Make registration as easy as possible



What are some creative efforts you've seen to market or promote an event?

Sponsorships

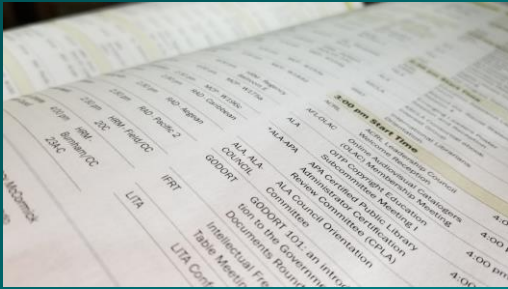


<https://www.flickr.com/photos/gajany/1543398890>



What is your experience in working with vendors or groups in regards to sponsorship opportunities?

Create the Agenda



Business & Education Agendas



Social & Special Events Agendas





Have you attended an event with a problematic or poorly designed agenda?

Assignment #1: Day 1 Draft a Project Plan

Draft a project plan for the event scenario. You will find this in the Assignments section of the Moodle course page.

Questions? See you Thursday!

Jodie Borgerding
Consulting & Education Services Manager
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Event Planning 101



Jodie Borgerding



Consulting and Education
Services Manager

Email me!
borgerding@amigos.org

Course Objectives

- Understand the role of the event planner and the mindset necessary to oversee successful event coordination.
- Develop an event planning process that incorporates budgeting, project management, risk management, communication and evaluation tools.
- Identify the various event elements (food and beverage, design, site selection, etc.) and how to cost-effectively employ them.
- Employ strategies to solve event issues such as logistics, technology, etc.



Do you have any questions or comments from Tuesday's session?

Agenda: Day 2

- Audio Visual and Technology
- Food and Beverage
- Contracts and Insurance
- Logistics
- The Day of...
- The Day After...
- Socially and Environmentally Responsible
- Event Planning Tools

Audiovisual and Technology



http://www.eastlevelandpubliclibrary.org/sites/default/files/images/MG_3433.JPG

Internet Access





Have you ever run into A/V or technology issues as a presenter or attendee of an event?

Food and Beverage



<https://www.flickr.com/photos/yelpj340574607/>

Working with the Venue and Caterer



Refreshment Breaks



<https://www.flickr.com/photos/300300316@N00/354279672>

Alcohol Liability



<https://www.flickr.com/photos/zaheerBakshi/2406063703>

Guarantee Your Numbers



<https://www.flickr.com/photos/unitedwayatl1/1448135564/>

Ways to Save Money



https://www.flickr.com/photos/michael_saj/10246721399/



What was your best and/or worst experience with food and beverage service at an event you attended or planned?

Contracts



http://fornylaw.com/wp-content/uploads/2013/06/221992_547159.jpg

Contracts

- Title
- Brief description of the event
- Brief description of the services or equipment needed
- Detailed list of the services to be provided with projected dates of delivery
- Who is responsible for what parts of the project
- Payment schedules and amounts
- Clarify on expenses – hourly rates versus fixed pricing
- Ownership of the work products
- How conflicts will be resolved
- How parties can void the contract
- Proper signatures

Insurance



<http://www.byegaff.com/blog/wp-content/uploads/2015/02/insurance-policy.jpg>

Logistics



<https://www.flickr.com/photos/dougweir/502722916>

Contingency Plan



<https://www.flickr.com/photos/buzzlabornandred/34330636888>



Have you attended or planned an event that experienced a crisis or emergency?

How was the situation handled?

Arrange a Pre-event Meeting



http://upload.wikimedia.org/wikipedia/commons/9/92012_Digital_Public_Library_of_America_planning_meeting_777705026.jpg

The Day of...



<https://www.flickr.com/photos/dougaw/192792976>

Registration/Check-in Area



http://chicagolibrarian.com/sites/chicagolibrarian.com/files/styles/medium_new/public/images/AL45017_Registration.jpg

Signage



<http://www.flickr.com/photos/benjamin1172440482/>



Do you have an experience to share with good and/or bad signage at an event?

On-Site Management

- Staff and volunteers
- Inspect the rooms
- At the end of the event

The Day After...

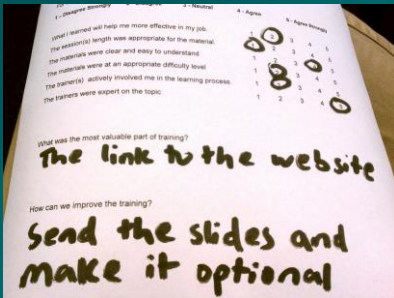


<https://www.flickr.com/photos/katymoon/86255496/>

Debriefing

- What worked, what did not?
- What would we do differently next time?
- Where the event goals and objectives met?
- Did we realize the defined event purpose?
- Did we come in under budget?
- What anticipated expenditures did we have?
- Did the attendees seem to enjoy certain aspects over others?
- Was the food appropriate?
- Were the speakers or entertainers appropriate?
- Were the lighting, staging, sound, and other audiovisual right?

Evaluation Forms



https://www.flickr.com/photos/7666916069/869638882_8f6c7496a_b.jpg

Final Report

- Event name, dates, and location
- Goals and objectives
- Number of paid and complimentary attendees
- Facility report with number of rooms, food and beverage
- Evaluation summation
- Any conclusions from the debriefing meeting
- Copies of all marketing material
- Copies of all handouts and agendas
- Your timeline and checklists
- Budget estimates and final costs
- List of all volunteers and staff
- Copy of all invoices
- List of suppliers along with their contact information and your evaluation of them

Being Environmentally Conscious

- Go digital
- Stay local
- Use biodegradable décor
- Have recycle stations
- Offer refillable water bottles

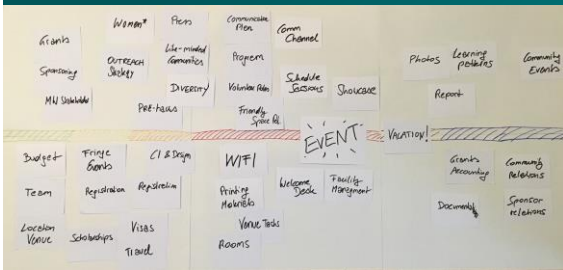
Being Socially Responsible

- Team building
- Educate
- Give back
- Donate the leftovers
- Partner with other like-minded vendors



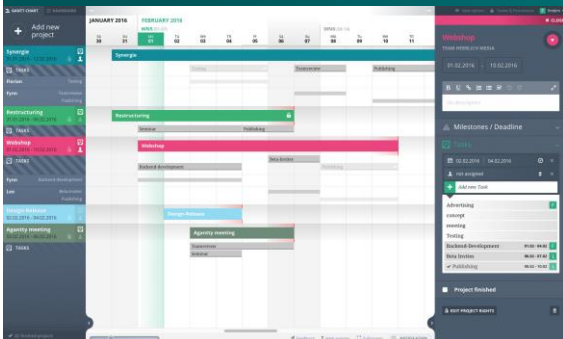
Do you have additional tips on how to make your event more socially and/or environmentally responsible?

Event Planning Tools

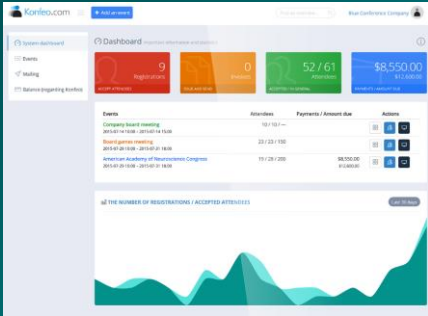


https://upload.wikimedia.org/wikipedia/commons/6/66/Wikimedia_Hackathon_Event-planning_Timeline_for_Organizers.jpg

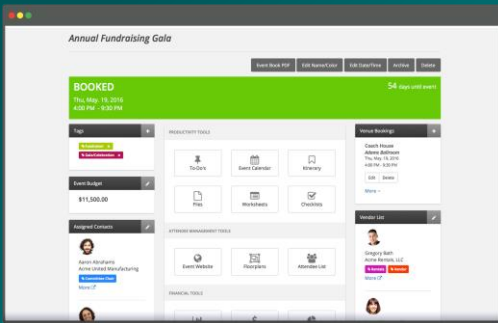
Agantty



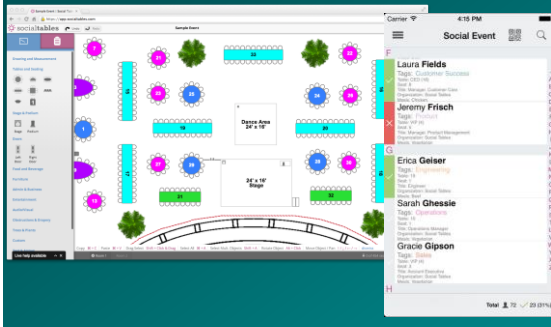
Konfeo

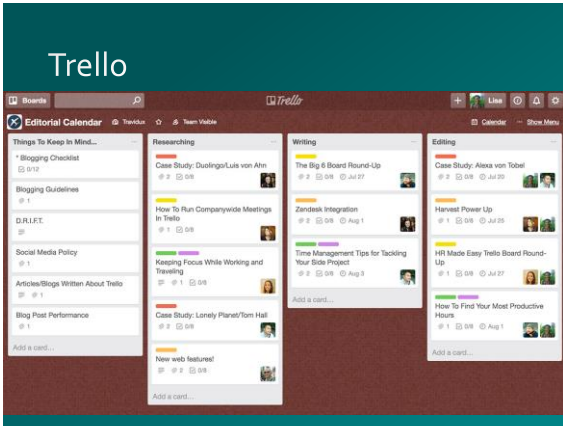


Planning Pod



SocialTables





Have you used any event planning tools or software?

Day #2 Homework

Plan a food and beverage menu for your director's retirement party. Assignment details are posted on the Moodle course page.

Upcoming Online Courses

- Dealing with Difficult Patrons, September 4-5
- Navigating the New RDA Toolkit, September 6
- RDA for Video Recordings, September 26-27
- Creating a Social Media Policy, September 27
- RDA for Audio Recordings, October 2-3
- I Agreed to What?! Privacy and Social Media, October 2
- Understanding and Using Library Data, October 4-5
- How To: Resume and Cover Letters for New Graduates and Job Hunters, October 9
- Introduction to Dublin Core, October 10
- Wikipedia & Libraries -- Enemies or Allies?, October 10-11
- Navigating the New RDA Toolkit, October 17
- Clicking the Bait: Media Literacy in Libraries, October 22

Check out our complete course catalog on our website at <http://www.amigos.org/node/306>

Upcoming Know & Go Sessions

- Providing Equitable Access to Patrons with Disabilities, September 10
- The Data-Driven Library, October 1
- RDA after LRM, October 15
- Building Strong Relationships with Your Teen Patrons, October 22
- Tips for Hiring the Right Person, October 29
- Cultivating Community Partnerships, November 5
- What Does Your Community Want? Using Google Search Data for Planning and Outreach, November 19
- Publishing Your First LIS Journal Article, December 3
- Deciphering Music Preferred Titles, December 10

Check out our complete course catalog on our website at <http://www.amigos.org/node/306>

Wednesday, September 12, 2018



Speak Up - Advocating for You and Your Library

Amigos Library Services Online Conference

http://www.amigos.org/speak_up

Thank you!

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Event Planning and Project Management Tools

- Agantty – <https://www.agantty.com/en/>
- Basecamp – <https://basecamp.com/>
- Eventbrite – <https://www.eventbrite.com/organizer/overview>
- Evite – <https://www.evite.com/>
- Konfeo - <https://www.konfeo.com>
- Planning Pod - <https://www.planningpod.com>
- SocialTables – <https://www.socialtables.com/>
- Trello - <https://trello.com/>