



CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, August 28, 2025

1. Call to Order – President Stephen Jones called the meeting to order at 3:00 P.M. Library Advisory Board (LAB) Members present: President Stephen Jones, Vice-President Maryann Hendrickson, Secretary Jennifer Kreie, Members Denali Wilson, Jessica Streeter, and Erin Wahl; Also, in attendance: Sarah Booth, Library Deputy Director; and Dan Carrillo, Administrative Assistant.

A. Vice-President Maryann Hendrickson read the *Land Acknowledgement Statement*.

B. Acceptance of August 28, 2025, Agenda – President Stephen Jones called for a motion to approve as presented; Member Jessica Streeter voiced a motion to approve; Member Erin Wahl seconded the motion; all voted in favor; motion carried.

2. Review and Approval of June 26, 2025, Minutes – President Stephen Jones called for a motion to approve as presented; Secretary Jennifer Kreie voiced a motion to approve; Vice-President Maryann Hendrickson seconded the motion; all voted in favor; Motion carried.

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

A. Library Statistics – Year in Review

i. The fiscal year (FY) 2025 stat charts handed out to the LAB are incorrect. The corrected FY2025 charts will be included at the next LAB meeting.

ii. We checked out 340,007 physical books. This was an increase of almost 10,000 books from last year.

- 1 iii. Almost half our items (46%) are checked out on the self-checks.
- 2 iv. 275,006 people visited the library. Last year there were 203,108 people so
- 3 this is a substantial increase.
- 4 v. We currently have 133,242 items in our collection. We are still actively
- 5 weeding.
- 6 vi. There were 897,585 minutes of public computer use during FY2025. The
- 7 public printed 141,331 pages.
- 8 vii. Public Programs staff presented 1,097 programs with 15,745 attendees.
- 9 This was a little lower than last year.

10 B. Personnel Updates

- 11 i. Library Assistant I P/T (Circulation & Media): We are excited to welcome
- 12 new hire Douglas Hooton to the Circulation & Media team.
- 13 ii. Library Page: Azy Garcia-Candia resigned at the end of June. We are
- 14 working on the paperwork to post the Library Page position on the City's
- 15 website.
- 16 iii. Library Assistant I P/T (Circulation & Media): We are excited to welcome
- 17 Valerie Chacon permanently to our team. Valerie has been working here
- 18 on a temporary assignment from Senior Programs. As of August 25, 2025,
- 19 she has permanently joined the Circulation & Media team.

20 C. Library Programs & Events, Other Information and Updates

- 21 i. Sarah Murphy, Library Supervisor, updated Symphony, so our check out
- 22 receipts now reflect how much a patron has saved by using the library. This
- 23 is a great way to show 'Return on Investment.' This feature does not work
- 24 on self-checks though, only the desk receipt machines.
- 25 ii. The Library held its annual in-service week closure August 3-9, 2025. The
- 26 following was accomplished during the closure.
- 27 a. A big Thank You to Sonya Delgado, Assistant City Manager, and

1 Carol Brey, Quality of Life Director, for talking to Library staff for two
2 hours on Wednesday, August 6, 2025. The topic was the Las
3 Cruces Police Department sniper incident that happened in June.
4 The staff were very appreciative of the time they spent listening and
5 answering their questions.

6 b. Circulation Staff Eric Espinoza and Chris Miller, shifted the adult
7 fiction books, making them ADA compliant and easier to reach. The
8 renovation plans are to have shorter shelves, so this is a start. Since
9 we will be losing the top shelves, we will have less space, so we will
10 continue weeding to make sure all books fit.

11 c. The COVID plexiglass health shields were removed from the
12 Circulation Desk. This creates a friendlier and warming customer
13 service environment.

14 d. Library Programs staff started planning the Summer Reading 2026
15 programs. The theme will be dinosaurs, so everyone is excited.

16 e. Library Programs staff also conducted extensive cleaning in their
17 areas, sending unused items to the auction yard.

18 f. Library Support Services staff worked on cleaning up the records in
19 the library catalog, which is a very extensive task.

20 g. The new microfilm computer was set up, and new software has
21 been installed.

22 D. Library Renovation and Expansion

23 i. We will be getting new furniture in many areas of the library. Funds used
24 are from the 2022 GO Bond grant. Timeframe for this new furniture is
25 around 6-8 weeks. The Staff Conference Room and Board Room will get
26 new tables and chairs. New chairs will also be placed in all the public areas
27 of the library. The great thing about this is that all this new furniture can be

1 used in the Library renovation project that is in the future plans.

2 ii. On Monday, August 25, 2025, City Council held a Work Session discussion
3 on GO Bond priorities. Thank you to LAB Vice-President Maryann
4 Hendrickson, LAB Secretary Jennifer Kreie, and Lynda St. Clair, Friends of
5 TBML President for attending. There were also around 20 Friends of TBML
6 members that attended. It was a very positive discussion. It looks like the
7 Library is high on the priority list for the GO Bond that will be on the ballot
8 next November.

9 iii. The Desert Peak Architects will present their design to City Council on
10 Monday October 27, 2025. It really makes a difference if you can attend.
11 This will be a Work Session meeting. City Council will vote on the GO Bond
12 at their next regularly scheduled meeting in November.

13 iv. On Friday, November 7, 2025, we will celebrate the 90th Anniversary of
14 Branigan Library. This is a public event with several activities throughout
15 the day, including a presentation on the renovation project design. The
16 Branigan Cultural Center (BCC) will be displaying an exhibit to
17 commemorate the 90th anniversary. BCC was the original location of
18 Branigan Library from 1935-1970. I don't have exact times yet but will
19 inform the LAB when I find out. We plan to invite City Council members,
20 Legislatures, etc., to hopefully make this a big event.

21 v. We will be returning to Santa Fe in January 2026 and really need the LAB's
22 help. The exact date isn't out yet, but it will be sometime in January 2026.
23 We will be asking for funds to complete the rest of the renovation/expansion
24 project. City staff are recommending that we ask for ten million from the
25 State Legislature. We really need your help to advocate for this important
26 project.

27 E. President Stephen Jones called for a motion to accept the Library Director's

1 Report; Secretary Jennifer Kreie voiced a motion to accept; Member Jessica
2 Streeter seconded the motion; all voted in favor; Motion carried.

3 4. New Business – Review/Approval of the Following Policies:

4 A. POL-LIB-2018-01 BUILDING CLOSURE POLICY Issue 2.0 – President Stephen
5 Jones called for a motion to approve as amended; Member Erin Wahl voiced a
6 motion to approve; Member Denali Wilson seconded the motion; all voted in favor;
7 motion carried. This is attachment 1.

8 B. POL-LIB-2016-06 YOUNG ADULT ROOM POLICY Issue 2.0 – President Stephen
9 Jones called for a motion to approve as presented; Vice-President Maryann
10 Hendrickson voiced a motion to approve; Member Denali Wilson seconded the
11 motion; all voted in favor; motion carried. This is attachment 2.

12 C. POL-LIB-2017-11 INTERLIBRARY LOAN POLICY Issue 3.0 – President Stephen
13 Jones called for a motion to approve as presented; Member Denali Wilson voiced
14 a motion to approve; Member Jessica Streeter seconded the motion; all voted in
15 favor; motion carried. This is attachment 3.

16 D. POL-LIB-2017-01 LIBRARY CARD POLICY Issue 2.0 – President Stephen Jones
17 called for a motion to approve as amended; Member Erin Wahl voiced a motion to
18 approve; Secretary Jennifer Kreie seconded the motion; all voted in favor; motion
19 carried. This is attachment 4.

20 E. POL-LIB-2017-02 BORROWING POLICY Issue 3.0 – President Stephen Jones
21 called for a motion to approve as amended; Member Erin Wahl voiced a motion to
22 approve; Secretary Jennifer Kreie seconded the motion; all voted in favor; motion
23 carried. This is attachment 5.

24 5. Announcements/Other Information – The following was shared:

25 A. Lynda St. Clair, Friends President:

26 i. There will be a Friends of TBML one-day pop-up sale on Saturday,

1 September 6, 2025, from 11 A.M. to 4 P.M. This will include special
2 collectibles and paperbacks.

3 ii. The next Friends board meeting is Tuesday, September 9, 2025, at 1:30
4 P.M.

5 iii. The next author talk is Tuesday, September 16, 2025, at 1:30 P.M. The
6 author featured is Joe Bullock, who wrote, *Walking with Herb,* which was
7 made into a movie. His newest book is *Carpe Manana.*

8 B. President Stephen Jones:

9 i. There is now a right-wing movement that is trying to take books out of
10 libraries that they object to.

11 C. Sarah Booth, Library Deputy Director:

12 i. There is no movement on the District 2 LAB vacancy.


13 6. Public Participation – The following members of the public and/or Library Staff/Library
14 Liaisons were present:

15 a. Lynda St. Clair, Friends of TBML President:

16 7. Adjournment – Vice-President Maryann Hendrickson entertained a motion to adjourn
17 meeting; meeting adjourned at approximately 3:57 P.M. The next meeting is scheduled
18 for Thursday, September 25, 2025, at 3:00 P.M. in the Roadrunner Room on the 2nd floor
19 of TBML.

20
21 
A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to be 'S. Booth'.

22 **PRESIDENT or VICE-PRESIDENT**

POL-LIB-2018-01	Issue No: 2.0	Policy Creation: August 24, 2017
Amended By: Sarah Booth Library Deputy Director	Page 1 of 2	Amended/Approved On: 8/28/25 Stephen Jones Library Advisory Board President 
BUILDING CLOSURE POLICY		

PURPOSE

The mission of Las Cruces Public Libraries (LCPL) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Building Closure Policy is designed to establish regular library operating hours and circumstances for changes to operating hours.

LIBRARY NON-DISCRIMINATION STATEMENT

Las Cruces Public Libraries does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.


LAND ACKNOWLEDGMENT STATEMENT

Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahua Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

1. CHANGES TO REGULAR BUSINESS HOURS CARDS

LCPL buildings are open regular hours. These hours are available on the LCPL website. These hours are approved through City Council and are consistent with limited exceptions. These exceptions include but are not limited to the below. Other circumstances may exist.

- a. Closure with respect to City Council approved holidays.
- b. Altered hours or closure due to emergency or unprecedented events and extreme weather, at the recommendation of the Library Deputy Director and/or Quality of Life Director and approved by the Office of the City Manager or Quality of Life Director.
- c. Altered hours of closure due to non-Federal holidays or days adjacent to City holidays, at the recommendation of the Library Deputy Director and approved by the Library Advisory Board (LAB).
- d. Altered hours or closure due to City of Las Cruces events, including staff training and professional development, or other events as deemed necessary by the Office


POL-LIB-2018-01	Issue No: 2.0	Policy Creation: August 24, 2017
Amended By: Sarah Booth Library Deputy Director	Page 2 of 2	Amended/Approved On: 8/28/25 Stephen Jones Library Advisory Board President 
BUILDING CLOSURE POLICY		

of the City Manager, City Council, or Quality of Life Director and approved by the Library Advisory Board (LAB).

ISSUE:	2.0	DATE LAST AMENDED:	August 28, 2025
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PEER REVIEW	
Title: Library Deputy Director Name: Sarah Booth	Title: Librarian II Name: Kat Alexander
Title: Librarian II Name: Vicki Simkins	Title: Librarian II Name: Elizabeth Puckett
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Title: Secretary, District 5 Name: Jennifer Kreie	Title: Member, Member at Large Name: Erin Wahl
Title: Member, District 4 Name: Denali Wilson	Title: Member, District 3 Name: Jessica Streeter
Title: Member, District 2 Name: VACANT	

POL-LIB-2016-06	Issue No: 2.0	Policy Creation: October 22, 2015
Amended By: Sarah Booth Library Deputy Director	Page 1 of 2	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
YOUNG ADULT ROOM POLICY		

PURPOSE

The mission of Las Cruces Public Libraries (LCPL) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Young Adult Room (Teen Room) Policy is designed to establish a safe, educational environment for adolescents to thrive in.

LIBRARY NON-DISCRIMINATION STATEMENT

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1. “YOUNG ADULTS” DEFINITION

LCPL recognizes Young Adults as individuals aged twelve (12) to eighteen (18) years old, or individuals enrolled in the sixth (6th) through twelfth (12th) grade. Individuals older than eighteen (18) or graduated from high school are not considered Young Adults. Individuals under the age of twelve (12) or in the fifth (5th) grade and below may not utilize the Teen Room, but they are welcome to utilize the services in the Children’s Area.

2. TEEN ROOM USE

As indicated by the name, the Teen Room is intended for use by Young Adults. Therefore, Adults and Children are not permitted to utilize this space for studying, social, or other long-term purposes. Adults and Children may enter the space only if they are looking for a person or an item housed in the Teen Room. LCPL reserves the right to schedule times in which only Young Adults can enter the space. LCPL

POL-LIB-2016-06	Issue No: 2.0	Policy Creation: October 22, 2015
Amended By: Sarah Booth Library Deputy Director	Page 2 of 2	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
YOUNG ADULT ROOM POLICY		

additionally reserves the right to request Adults and Children depart the space at LCPL staff discretion. Library staff can make exceptions to this policy as needed.


3. TEEN ROOM PROGRAMS AND EVENTS

The Teen Room is a dynamic, exciting space for Young Adults to engage with one another, learn, and grow. LCPL may utilize the space for Young Adult Programs at their discretion. This means that the space may sometimes have increased aural activity. Young Adults and Library Patrons should be aware that it is not intended to be a silent space, and activities may cause noise disturbances. Patrons are welcome to find alternative seating arrangements should the noise be an intolerable disturbance.

ISSUE:	2.0	DATE LAST AMENDED:	August 28, 2025
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POL-LIB-2017-11	Issue No: 3.0	Policy Creation: April 27, 2017
Amended By: Sarah Booth Library Deputy Director	Page 1 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
INTERLIBRARY LOAN POLICY		

PURPOSE

The mission of Las Cruces Public Libraries (LCPL) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Interlibrary Loan (ILL) Policy is designed to define ILLs, establish service parameters for patrons who access materials not owned by our institution (referred to as “borrowing”) and establish borrowing parameters for library systems that receive our items for their local use (referred to as “lending”).

LIBRARY NON-DISCRIMINATION STATEMENT

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LAND ACKNOWLEDGEMENT STATEMENT

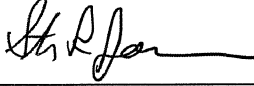
Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahua Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

INTERLIBRARY LOAN (ILL) BORROWING GUIDELINES

The Interlibrary Loan Borrowing Guidelines apply to patrons of LCPL who wish to participate in the ILL program by borrowing materials not owned by our institution. The materials not owned by our institution are requested from an alternative institution, and LCPL processes and checks out the requested item to the requesting patron upon the item’s arrival. Patrons may participate in the ILL program by requesting items that fit the ILL Request Criteria. Patrons themselves must meet a series of Patron ILL Eligibility Criteria to make requests.

1. Patron ILL Eligibility Criteria

To participate in the ILL Borrowing Program:

POL-LIB-2017-11	Issue No: 3.0	Policy Creation: April 27, 2017
Amended By: Sarah Booth Library Deputy Director	Page 2 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
INTERLIBRARY LOAN POLICY		

- a. Be sixteen (16) years of age or older.
- b. Hold a LCPL Library Card in Good Standing. This means there cannot be fees exceeding the maximum allowable for LCPL material use; there cannot be a maximum number of items checked out by that patron's card; and there cannot be any Block on the account due but not limited to, for example, excessive lateness of any borrowed items.
- c. Children fifteen (15) years of age or younger cannot participate in the ILL Borrowing Program. Patrons with Temporary Library Cards are also ineligible.
- d. Patrons who participate in the Library To Go Program are eligible to participate in the ILL Borrowing Program only if they are able to pick up and return the requested items to an LCPL facility. ILL books cannot be mailed to LCPL patrons.

2. ILL Item Request Criteria

Patrons may request items that adhere to the following criteria:


- a. Items cannot exist in the current LCPL physical catalog.
- b. Items must be twelve (12) months from their initial publication date. LCPL cannot request newly released items that are less than a year old.
- c. Items cannot be Media materials such as DVDs, CDs, or audiobooks.

3. ILL Process

Patrons may submit ILL requests online or in-person with a member of the LCPL staff. Patrons are allowed a combination of five (5) requests per month, and five (5) active requests at one time.

It is important to note that patrons are allowed to make requests to add items to the LCPL collection; these requests are called Request for Purchase. These requests are not considered ILL requests. However, a request for purchase counts toward the total numbers of requests allowed for a patron at one time. For example, if a patron requests an item for purchase, and then places four (4) requests for ILLs, the patron has reached their maximum allotment of requests for both until one of those requests is completed.

When a requested item has arrived at LCPL for a patron, that patron will be contacted via email or telephone. The item must be picked up within ten (10) days

POL-LIB-2017-11	Issue No: 3.0	Policy Creation: April 27, 2017
Amended By: Sarah Booth Library Deputy Director	Page 3 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
INTERLIBRARY LOAN POLICY		

of patron contact. The patron is responsible for monitoring their methods of contact for the ILL item arrival notification. Failure to pick up the ILL in time may result in suspension of ILL services for the patron. Items must be returned to the LCPL Circulation Desk staff.

Some requests may not be filled due to high demand, copyright restrictions, an inability to locate the item, the rarity of the item, or other circumstances at the discretion of the lending library. Requests will not be fulfilled through libraries that charge for ILL services. Lending libraries with item restrictions, such as the loaned item must be used only in an LCPL location, will have those restrictions honored.

All due dates for ILL items are established by the lending library, not LCPL. Renewals for ILL items may be granted at the discretion of the lending library. Requests for ILL renewals must be placed with the ILL staff four (4) business days before the due date. LCPL cannot guarantee renewals.

Any and all charges incurred by the patron from the lending library will be passed to the patron. Charges can include, but are not limited to, fees for lost or damaged items, overdue fines, and processing fees. LCPL may assess a processing fee of our own of \$5.00 on top of the lending library fees.

Patrons who repeatedly violate this policy may have their ILL privileges suspended at the discretion of LCPL staff.


INTERLIBRARY LOAN LENDING GUIDELINES

Interlibrary Loan Lending makes materials available to other libraries and institutions who cannot offer those materials to their patrons from their own collections.

1. Item Loan Eligibility Criteria

Item Eligibility for lending includes:

- a. Requestors must be LCPL library card holders in good standing.
- b. Items owned by LCPL must be requested through another library or institution; items cannot be supplied directly to individuals from another jurisdiction.

POL-LIB-2017-11	Issue No: 3.0	Policy Creation: April 27, 2017
Amended By: Sarah Booth Library Deputy Director	Page 4 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
INTERLIBRARY LOAN POLICY		


- c. Items must be twelve (12) months from their initial publication date. LCPL cannot fulfill requests for newly released items that are considered new by the LCPL catalog.
- d. Items cannot have existing holds from LCPL patrons.
- e. Items cannot be Media materials such as DVDs, CDs, and audiobooks, Reference materials, Genealogy materials, Microform materials, items considered to be rare or archival, or Library of Things materials.

Requests for item photocopies will be subject to copyright and LCPL staff limitations.


Loan periods for ILL loan materials are six (6) weeks. Renewals are provided up to one (1) time on a case-by-case basis. The borrowing library will be responsible for borrowed materials, including their condition and timely return. LCPL will charge the borrowing library in accordance with the Fines and Fees Policy.

ISSUE:	3.0	DATE LAST AMENDED:	August 28, 2025
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POL-LIB-2017-11	Issue No: 3.0	Policy Creation: April 27, 2017
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INTERLIBRARY LOAN POLICY		

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POL-LIB-2017-01	Issue No: 2.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 1 of 4	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
LIBRARY CARD POLICY		

PURPOSE

The mission of Las Cruces Public Libraries (LCPL) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library Card Policy is designed to establish the conditions under which library cards can be attained.

LIBRARY NON-DISCRIMINATION STATEMENT

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LAND ACKNOWLEDGMENT STATEMENT

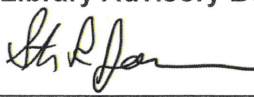
Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahua Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

1. ELIGIBILITY REQUIREMENTS FOR GENERAL LIBRARY CARDS

Any individual who resides, works, or attends school in the state of New Mexico is eligible for a free general library card from LCPL. Individuals under sixteen (16) years of age must have the consent of their parent or legal guardian as well as their guardian’s application materials, detailed below.

To apply for a card, the following is required:

- a. A Valid Photo ID. Examples of acceptable IDs: Valid State Driver’s License, Valid State Identification card, Valid domestic or international Passport, or a Uniformed Services ID card. Other IDs may be accepted at the discretion of LCPL staff.
- b. Proof of residence. If the applicant’s Photo ID contains their current permanent address, that is all that is required. If their Photo ID contains an outdated address or does not contain an address at all, the applicant can provide valid mortgage, rental, or lease agreements, El Paso Electric bills, City of Las Cruces

POL-LIB-2017-01	Issue No: 2.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 2 of 4	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
LIBRARY CARD POLICY		

utility bills, or bank statements containing their name as proof. Other documents may be accepted as proof of residence at the discretion of LCPL staff.

Applicants who do not reside in New Mexico but do work or attend school in New Mexico must also provide proof of employment or educational enrollment. Acceptable proof may include pay stubs, employment or school IDs, or course enrollments. Other documents may be accepted as proof of employment or educational enrollment at the discretion of LCPL staff.

Individuals under the age of sixteen (16) may receive a card when the above documentation is provided by parent or their legal guardian. The provision of these documents functions as the consent of the parent or legal guardian for their child to receive a card.

Parameters for borrowing according to card type can be found in the Borrowing Policy. All library cards are issued at the discretion of LCPL staff, including exceptions made to the above.


2. ELIGIBILITY REQUIREMENTS FOR TEMPORARY LIBRARY CARDS

LCPL issues temporary library cards to any individuals who do not have a Photo ID or verifiable permanent address or who cannot at the moment of application provide such documents. Temporary library cards can be converted to general library cards when a Photo ID and proof of residence are provided. Individuals who apply for a library card online will automatically be designated as temporary until Photo ID and proof of residence are provided.

Parameters for borrowing according to card type can be found in the Borrowing Policy. All library cards are issued at the discretion of LCPL staff, including exceptions made to the above.

3. LIBRARY CARD RENEWALS

All LCPL library cards have expiration dates. This allows LCPL to ensure the most up-to-date information is maintained for all accounts. General library cards expire every two (2) years and can be renewed in-person or over the phone. General library cards

POL-LIB-2017-01	Issue No: 2.0	Policy Creation: August 25, 2016
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LIBRARY CARD POLICY		


cannot be renewed for individuals who have moved out of state unless they are employed or attend school in New Mexico. Temporary cards expire every three (3) months and can be renewed in-person or over the phone.

4. LOST OR STOLEN LIBRARY CARDS


Upon receipt of a card, the applicant is thus responsible for all activity associated with their account, including items checked out and fines incurred by the use of their library card. LCPL cannot be held liable for the unauthorized use of a library card. Patrons whose library cards are lost or stolen are responsible for reporting the loss to the library. Card replacement fees are established by the Las Cruces City Council. Please reference the Fines & Fees Policy for additional information.

ISSUE:	2.0	DATE LAST AMENDED:	August 28, 2025
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PEER REVIEW	
Title: Library Deputy Director Name: Sarah Booth	Title: Librarian II Name: Kat Alexander
Title: Librarian II Name: Vicki Simkins	Title: Librarian II Name: Elizabeth Puckett
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Title: Library Page Name: Houston Houcott	Title: Library Assistant I Name: Kathy Key-Tello
Title: Senior Office Manager Name: Monique Paez	Title: Quality of Life Director Name: Carol A. Brey
Title: Quality of Life Assistant Director Name: Rebecca Slaughter	Title: Dan Carrillo Name: Administrative Assistant

POL-LIB-2017-01	Issue No: 2.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 4 of 4	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
LIBRARY CARD POLICY		

LIBRARY ADVISORY BOARD REVIEW	
Title: President, District 1 Name: Stephen Jones	Title: Vice-President, District 6 Name: Maryann Hendrickson
Title: Secretary, District 5 Name: Jennifer Kreie	Title: Member, Member at Large Name: Erin Wahl
Title: Member, District 4 Name: Denali Wilson	Title: Member, District 3 Name: Jessica Streeter
Title: Member, District 2 Name: VACANT	

POL-LIB-2017-02	Issue No: 3.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 1 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
BORROWING POLICY		

PURPOSE

The mission of Las Cruces Public Libraries (LCPL) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Borrowing Policy is designed to establish services available to all LCPL Library Card Holders. Parameters required to receive a library card can be found in the Library Card Policy.

LIBRARY NON-DISCRIMINATION STATEMENT

Las Cruces Public Libraries does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status, or military status, in any of its activities or operations.

LAND ACKNOWLEDGMENT STATEMENT

Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahua Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

1. GENERAL LIBRARY CARD LOAN GUIDELINES AND SERVICES


LCPL is proud to offer two (2) types of library cards to its patrons.

All general LCPL cards allow for:

- a. Checkout of up to thirty (30) total items at one (1) time;
- b. Renewal requests;
- c. Automatic renewals up to one (1) time (excluding the Library of Things items, magazines, and New Release Movie checkouts, which cannot be renewed);
- d. Reservation of materials through a first-come, first-served hold service;
- e. Use of public computers;
- f. Use of electronic services such as databases or applications that can access eBooks, e-audiobooks, etc.;
- g. Interlibrary loan book requests. See the Interlibrary Loan Policy for more information.

General Library Card Loan Periods:

Physical items from LCPL can be checked out as follows, with a total of thirty (30) items including item type combinations:

POL-LIB-2017-02	Issue No: 3.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 2 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
BORROWING POLICY		

Item Type	Amount Per Category	Length of Loan Period
Books	30	3 weeks
Audiobooks	5	3 weeks
Magazines	5	2 weeks
Movies	5	2 weeks
Music CDs	5	2 weeks
Library of Things	5	2 weeks
New Release Movies	5	1 week

Please note: There is a thirty (30) item total, including item amount combinations. For example, if an LCPL Card Holder checks out five (5) movies and five (5) audiobooks totaling ten (10) items, they will have twenty (20) items left in their checkout allotment.


LCPL offers automatic renewals for all items except magazines, Library of Things items, and New Release Movies. As long as an item does not have a Hold on it, that item will renew for the original length of its loan period one (1) time. For example, a movie without a Hold will automatically renew for two (2) additional weeks. Notification regarding the status of the automatic renewal and new due date if applicable will be transmitted via email or text message, depending on the Library Card Holder's account information and preferences. For additional renewals beyond the automatic renewal, Card Holders must call and provide their library card number, visit the library in person with their card and items, or visit their online account via the LCPL catalog. These additional renewals cannot be guaranteed even in the event the item has no Hold on it.

These services are available to all LCPL General Card Holders provided their account is in good standing. Any account with fees owed in excess of twenty-five dollars (\$25) in fines will be unable to utilize the above services until the fine has been reduced to under the twenty-five-dollar (\$25) amount. Any account with overdue items may be unable to access additional items and services.

2. TEMPORARY LIBRARY CARD LOAN GUIDELINES AND SERVICES

Temporary Library cards allow residents who might not qualify for a general library card access to some library services on a limited basis.

All temporary LCPL cards allow for checkout of up to five (5) total items at one (1) time; reservation of materials through a first-come, first-served hold service; use of

POL-LIB-2017-02	Issue No: 3.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 3 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
BORROWING POLICY		

public computers; and use of electronic services such as databases or applications that can access eBooks, e-audiobooks, etc. Temporary cards cannot access our interlibrary loan services. Temporary cards allow for limited access and do not renew.

Temporary Library Card Loan Periods:

Physical items from LCPL can be checked out as follows, with a total of five (5) items including item type combinations:

Item Type	Amount Per Category	Length of Loan Period
Books	5	2 weeks
Audiobooks	5	2 weeks
Magazines	5	1 week
Movies	5	1 week
Music CDs	5	1 week
Library of Things	5	1 week
New Release Movies	5	1 week


Please note: There is a five (5) item total, including item amount combinations. For example, if a patron checks out three (3) movies and two (2) audiobooks totaling five (5) items, they will be unable to access additional items of any type until at least one (1) of their checkouts has been returned.

These services are available to LCPL Temporary Card Holders provided their account is in good standing. Any account with fees owed in excess of twenty-five dollars (\$25) in fines will be unable to utilize the above services until the fine has been reduced to under the twenty-five-dollar (\$25) amount. Any account with overdue items may be unable to access additional items and services.

3. ADDITIONAL GUIDELINES AND SERVICES FOR ALL CARD HOLDERS

The following information applies to both general and temporary library cards.

Hold: LCPL offers a reservation service to its Library Card Holders. If an item is not available because it has been checked out, or a patron cannot come to the library the same day they require the item, all Card Holders may reserve the item by placing it on Hold. Each Hold is reserved for seven (7) days. If a patron fails to retrieve their

POL-LIB-2017-02	Issue No: 3.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 4 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
BORROWING POLICY		

hold within that time period, the item will be reshelved or transitioned to the next patron in the Hold line. Further, Holds must be checked out using the card associated with the account placing the Hold. Each account is limited to ten (10) holds at one time. Notification for Hold availability will be transmitted via email, text message, or physical mail, depending on the Library Card Holder's account information and preferences. Library of Things items cannot be placed on Hold.


Overdue Items: It is the responsibility of the Library Card Holder to know when their items are due and return them accordingly. Library Card Holders may call and provide their library card number, visit the library in person with their card, or visit their online account via the LCPL catalog to verify these due dates. Accounts with overdue items may be unable to check out additional items until their overdue issue is resolved. Items checked out more than twenty-eight (28) days from their current due date will be considered lost, and Card Holder accounts will automatically be billed for the cost of the item. This charge will be removed upon return of the item. Card Holders are responsible for all items on their accounts regardless of whether they remember checking out the item(s). For lost or stolen cards, please see the Library Card Policy. For additional information on fines and fees, please see the Fines and Fees Policy.

Partial Item Returns: In the event that an item is returned missing a portion of it, Patrons are responsible for the missing piece. For example, if an audiobook containing ten (10) discs is returned with only nine (9) discs, the patron is responsible for returning the missing disc. In such cases, the whole item in question will remain on the Card Holder's account, and the Card Holder will be contacted by LCPL staff. If the missing piece is not returned within thirty (30) days, the Card Holder may be billed for up to the full cost of the item. For additional information on fines and fees, please see the Fines and Fees Policy.

Lost, Stolen, or Damaged Items: As part of the application process for a Library Card, Card Holders agree to take financial responsibility for all items borrowed on their accounts. Therefore, Card Holders are responsible for lost, stolen, or damaged items. For information about billing procedures, lost and damaged item cost assessments, or reconciling outstanding account bills, please see the Fines and Fees Policy.

4. LIBRARY PATRONS WHO ARE NOT CARD HOLDERS

Individuals without a library card are welcome to visit LCPL locations as patrons to make use of guest services, such as reading books while inside the building, utilizing the computer lab with a guest pass, and accessing some of our databases. However,

POL-LIB-2017-02	Issue No: 3.0	Policy Creation: August 25, 2016
Amended By: Sarah Booth Library Deputy Director	Page 5 of 5	Amended/Approved On: 8/28/2025 Stephen Jones Library Advisory Board President 
BORROWING POLICY		

such individuals will not be permitted to check out items, place items on Hold, utilize electronic services for reading eBooks, etc., or request items via interlibrary loan.

ISSUE:	3.0	DATE LAST AMENDED:	August 28, 2025
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