



CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, September 25, 2025

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5 1. Call to Order – President Stephen Jones called the meeting to order at 3:01 P.M. Library
6 Advisory Board (LAB) Members present: President Stephen Jones, Vice-President
7 Maryann Hendrickson, Secretary Jennifer Kreie, and Member Jessica Streeter; Members
8 absent: Members Erin Wahl and Denali Wilson. Also, in attendance: Sarah Booth, Library
9 Deputy Director; and Dan Carrillo, Administrative Assistant.

10 a. President Stephen Jones read the *Land Acknowledgement Statement*.

11 b. Acceptance of September 25, 2025, Agenda – President Stephen Jones called for
12 a motion to approve as presented; Member Jessica Streeter voiced a motion to
13 approve; Vice-President Maryann Hendrickson seconded the motion; all voted in
14 favor; motion carried.

15 2. Review and Approval of August 28, 2025, Minutes – President Stephen Jones called for
16 a motion to approve as presented; Secretary Jennifer Kreie voiced a motion to approve;
17 Vice-President Maryann Hendrickson seconded the motion; all voted in favor; Motion
18 carried.

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

21 a. Library Statistics & Other Information

22 i. LAB District 2 seat vacancy has been filled. The name of the person is
23 Jason Ferguson.

24 ii. The statistics have been updated. This is attachment 1.

25 iii. The policies that the LAB approved will be rolled out to the public on
26 January 1, 2026.

- 1 iv. FY2026 is starting out strong. In the first two months of this fiscal year, we
2 checked out 43,606 physical books. We checked out a total of 52,737
3 physical items during this time.
- 4 v. 26,190 people visited the library. We did have some issues with the gate
5 counter in the lab, so this number may be a little low.
- 6 vi. In August, the Roadrunner room was booked by the public 46 times. 958
7 people attended meetings during this time.
- 8 vii. Public Programs presented 74 in-person programs with 1,039 attendees.
- 9 viii. Outreach attended 8 events with 593 attendees
- 10 b. Personnel Updates – None at this time.
- 11 c. Library Programs & Events, Other Information and Updates
- 12 i. The Quality of Life Staff Development Day was on Wednesday, September
13 17, 2025, at Munson Center. It was a very successful program.
- 14 ii. We are excited to present two new programs. 1. “Magic the Gathering” is a
15 role-playing game being presented by William Jones, Library Assistant II,
16 Chris Miller, Library Assistant I, and Adrian Espinosa, Library Assistant I.
17 This event is very popular and just this week, had 18 participants. 2. “Stay
18 and Play” debuted on Wednesday, September 24, 2025. This program
19 follows the very successful “Lullaby Lounge” program. It offers children and
20 caregivers an opportunity to stay & play after the Lullaby Lounge program.
21 25 people attended this program yesterday.
- 22 d. Library Renovation & Expansion
- 23 i. Desert Peak Architects will present their design to City Council on Monday
24 October 27, 2025. It really makes a difference if you can attend.
- 25 ii. On Friday, November 7, 2025, we will celebrate the 90th Anniversary of the
26 Library. It will be a come and go event from 10 A.M. to 5 P.M. There will be
27 several activities, including speakers, a presentation of the renovation

1 design, and cake.

2 iii. We will be returning to Santa Fe in January 2026, and we need your help.

3 We don't have an exact date yet, but it will be sometime in January. City

4 staff are recommending that we ask for \$10 million from the State

5 Legislature. We really need your help to advocate for this important project.

6 e. Questions & Answers

7 i. Q: What is a Library Page? A: Library Page shelves books and items.

8 ii. Q: 90th Anniversary Event – Will City Council and State Legislative

9 colleagues be invited? A: Yes, they will be invited. Carol Brey, Quality of

10 Life Director, wants to speak, and she will ask Mayor Eric Enriquez if he

11 wants to say a few words as well.

12 iii. Q: 90th Anniversary Event – Is an after-event mixer (after 5 P.M.) allowed?

13 A: Yes, people can go to an establishment after the event as the 'unofficial

14 mixer.'

15 4. New Business – Review/Approval of the Following Policy:

16 a. POL-LIB-2024-01 PATRON CODE OF CONDUCT Issue 2.0 – President Stephen

17 Jones called for a motion to approve as presented; Vice-President Maryann

18 Hendrickson voiced a motion to approve; Member Jessica Streeter seconded the

19 motion; all voted in favor; motion carried. This is attachment 2.

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

21 a. Sarah Booth:

22 i. Monday, October 20, 2025, House of Dracula opens through Halloween.

23 This will be in Teen Room, with a family friendly part, and a scarier part

24 through a door that splits the room.

25 b. President Stephen Jones:

26 i. Recommended Voter Registration Agent training for staff. Training is about

1 one and a half hours long.

2 i. Lynda St. Clair, Friends of TBML President:

3 i. The next book sale is October 23-26, 2025.

4 ii. The next author talk is October 15, 2025.

5 ii. Dan Carrillo, Administrative Assistant:

6 i. No LAB meeting in November 2025. December meeting is December 13,
7 2025.

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

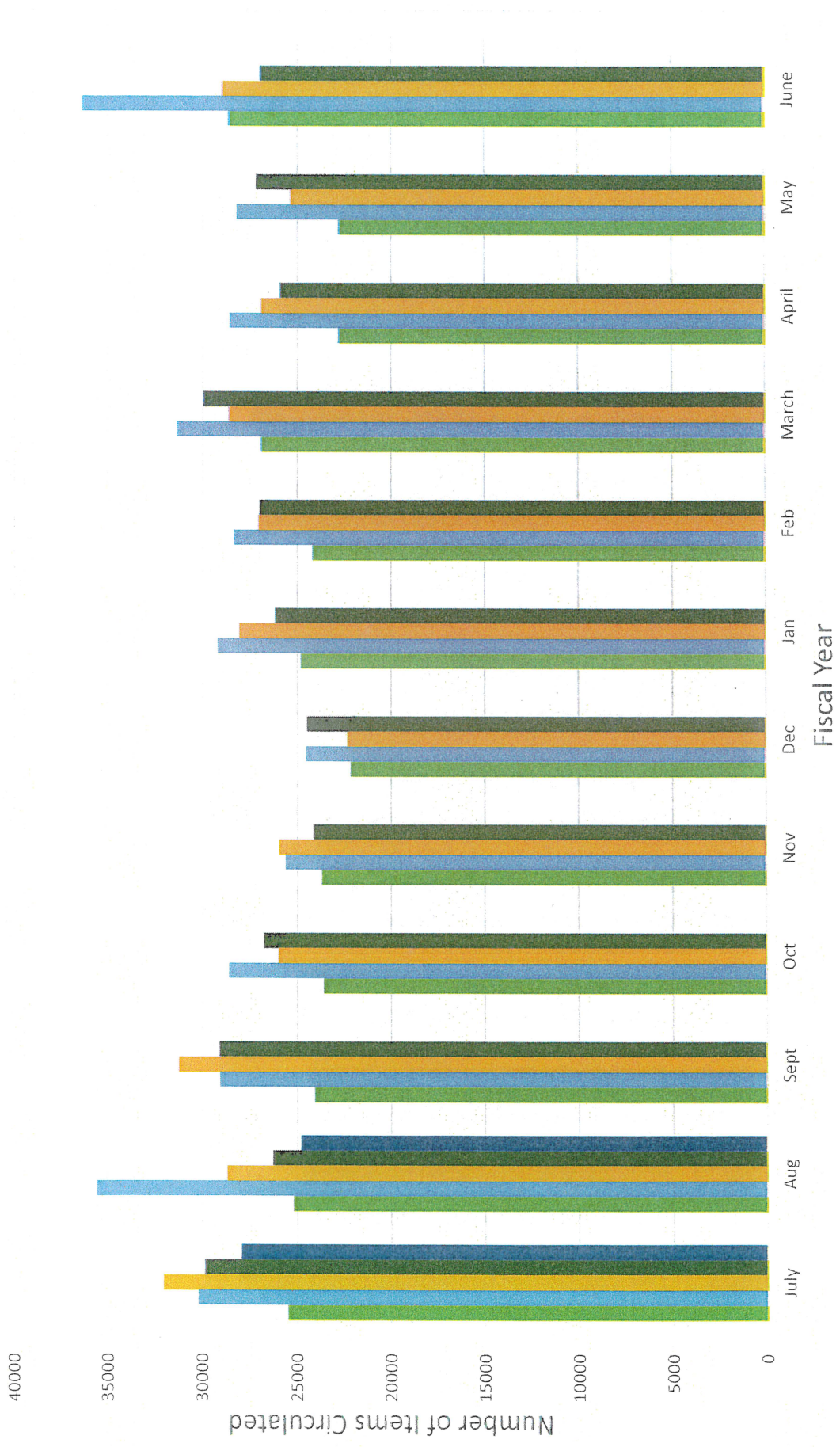
10 a. Lynda St. Clair, Friends of TBML President:

11 7. Adjournment – President Stephen Jones entertained a motion to adjourn meeting; meeting
12 adjourned at approximately 3:30 P.M. The next meeting is scheduled for Thursday,
13 October 23, 2025, at 3:00 P.M. in the Staff Conference Room on the 2nd floor of TBML.

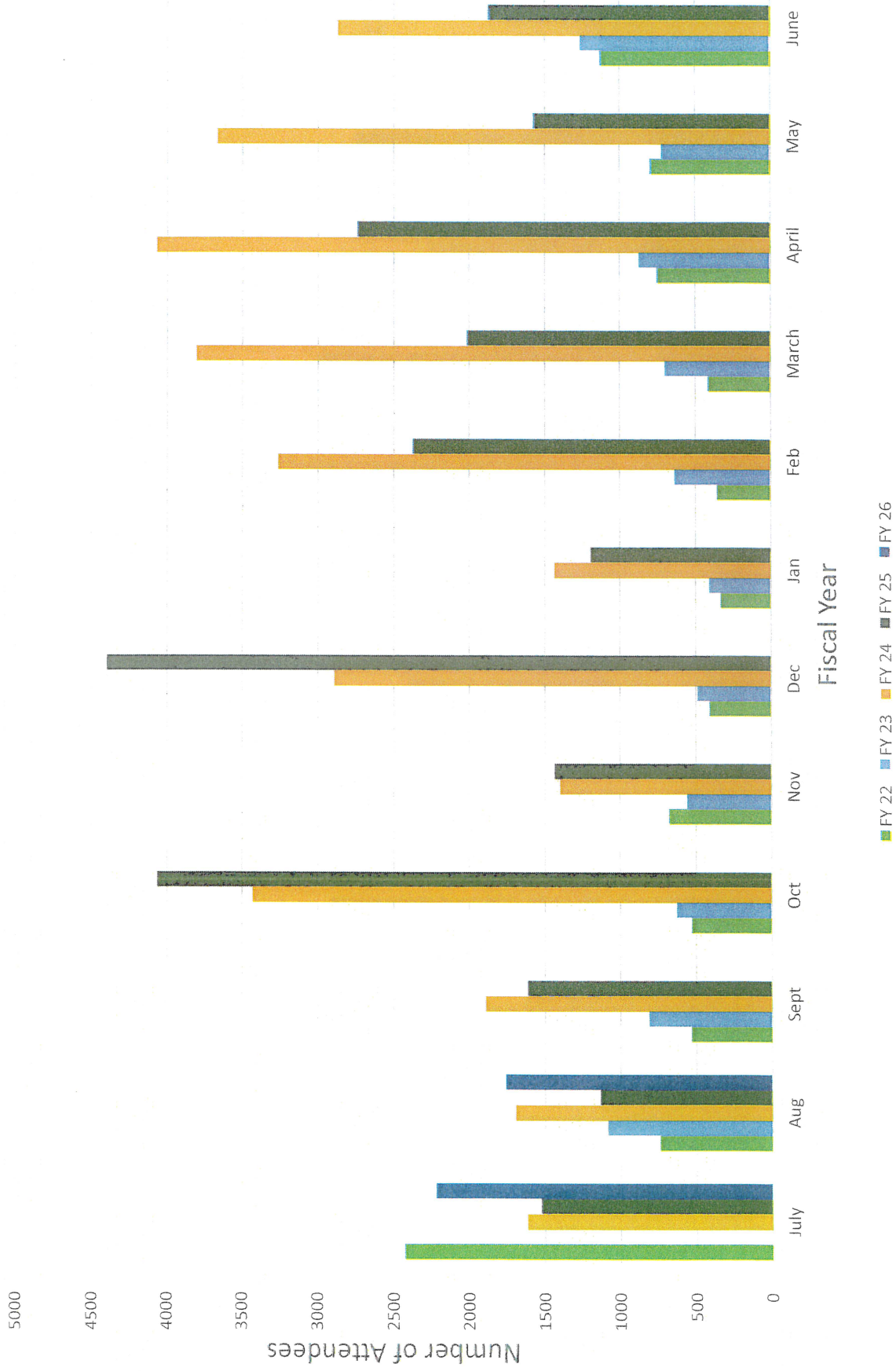
14 
15 _____

16 **PRESIDENT or VICE-PRESIDENT**

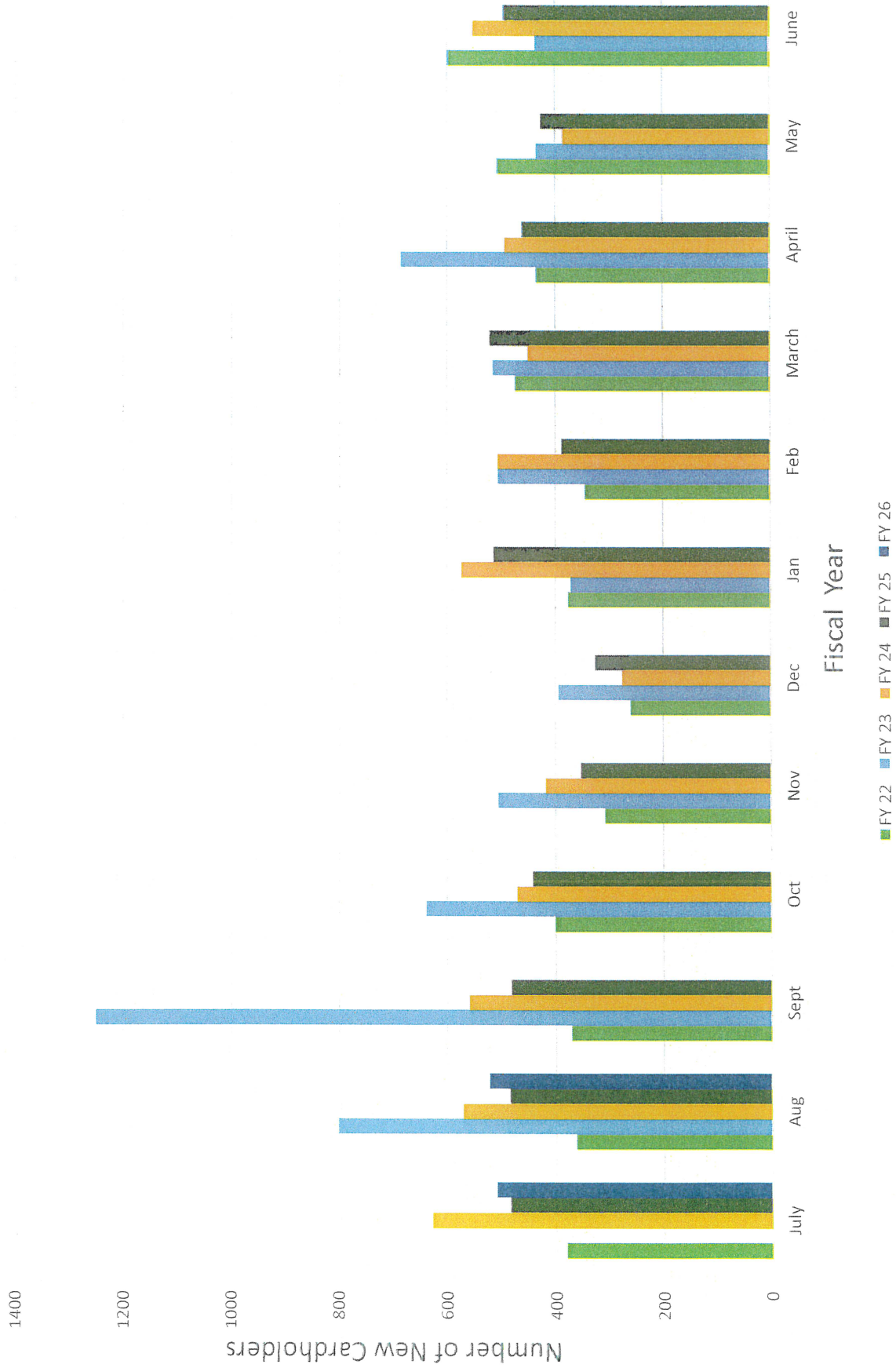
Las Cruces Public Libraries Circulation Year To Date




Las Cruces Public Libraries Program Attendance Year To Date



Las Cruces Public Libraries New Cardholders By Month



POL-LIB-2024-01	Issue No: 2.0	Policy Creation: January 25, 2024
Amended By: Sarah Booth Library Deputy Director	Page 1 of 5	Amended/Approved On: 9/25/25 Stephen Jones Library Advisory Board President 
PATRON CODE OF CONDUCT 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


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. PATRON CODE OF CONDUCT POLICY

- a. To ensure that LCPL facilities provide safe, open community spaces, patrons are expected to respect the rights of others and comply with the following Patron Code of Conduct while on LCPL property.
- b. The Patron Code of Conduct defines what behaviors are and are not permitted by patrons while on LCPL grounds and within LCPL facilities and defines the actions to be taken and subsequent consequences for violating the Patron Code of Conduct.
- c. Library Staff have the right to:
 - i. Require that an individual return to the check-out desk if the security gate sounds an alarm.
 - ii. Restrict the length of time an individual may use LCPL equipment.
 - iii. Make decisions that are in the best interest of the LCPL.
 - iv. Require individuals violating LCPL policies to leave Library property.

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PATRON CODE OF CONDUCT POLICY		

2. PROHIBITED CONDUCT

- a. To ensure the security and comfort of library patrons and staff, prohibited behaviors include but are not limited to the following:
- i. Food and open containers of beverages are not allowed in LCPL facilities. Bottled drinks, cups with lids, and small individual snacks are allowed.
 - ii. Distributing unauthorized food or beverages to patrons or staff on library property, including space external to the building. Staff or approved organizations are authorized to distribute water, packaged treats, or other items as deemed appropriate by the City of Las Cruces.
 - iii. Possessing or being under the influence of alcohol or drugs. Law enforcement will be contacted for suspected illicit drug use on library premises.
 - iv. Leaving personal belongings unattended outside the patron's line of sight.
 - v. Entering LCPL facilities without proper attire, including shirt and shoes; indecent exposure; wearing clothing that exposes underwear or private body parts.
 - vi. Interfering with LCPL computers (unplugging, changing settings, plugging personal devices into, etc.). Thumb drives are allowed on some public computers.
 - vii. Staff do not monitor patron activities on public and personal devices. However, patrons who are reported to be viewing materials deemed offensive to others will be asked to stop or leave the premises.
 - viii. Harassing or intimidating other library patrons or LCPL staff, including physical contact, sexual, or verbal abuse.
 - ix. Using LCPL restrooms for shaving, bathing or any purposes other than for which restrooms are intended.
 - x. Body odor or excessive perfume – Personal hygiene offensive as to constitute a nuisance to other persons; unsanitary belongings.
 - xi. Using audio, visual or communication devices audible to others; making noises that interfere with other LCPL users.
 - xii. Damaging or destroying LCPL property; Tampering with security or safety devices.
 - xiii. Bringing in any animals except service animals. In accordance with ADA Guidelines, only service animals trained to perform specific tasks for a person with a disability are allowed inside the library. All other animals, including emotional support animals, are not permitted.

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- xiv. Sleeping or putting your head on table (except infants) and putting your feet or legs on furniture.
- xv. Chairs are designed for individual use.
- xvi. Furniture should not be moved, except by LCPL staff.
- xvii. Excessive public displays of affection or sexual activity is not permitted in LCPL facilities.
- xviii. Use of tobacco and cannabis products, smoking, or vaping except in designated areas outside.
- xix. Soliciting, panhandling, proselytizing, and gambling.
- xx. Use of skateboards, skates, bikes, shopping carts, hover boards etc. in the library.
- xxi. Vehicles such as bicycles cannot be parked inside the library. Bike racks are available for use outside the building. Bike locks are available for use at the Circulation Desk.
- xxii. Entering staff only areas.
- xxiii. Refusing to follow the directions of LCPL staff.
- xxiv. LCPL meeting rooms and spaces cannot be used to conduct medical or therapeutic evaluations or treatment unless it is in partnership with the Library or a Library program.

3. MISCONDUCT

- a. Behaviors that are deemed misconduct may result in restricting access to all library services. Restrictions may last for one day up to 90 days depending on the frequency or severity of the misconduct(s).

4. VERBAL WARNING

- a. LCPL Staff will notify patrons of LCPL policy and ask them to discontinue the behavior. In some instances, such as having large belongings or non-service animals, the patron can leave to take care of the issue but return to the LCPL facility the same day. If the patron continues, and ignores the directions from LCPL staff, then the misbehavior elevates to the next level. The following behaviors will elicit a verbal warning:
 - i. Eating or drinking from open containers. Closed containers of beverages and individual snacks are allowed.
 - ii. Leaving personal belongings unattended outside the patron's line of sight.
 - iii. Having personal belongings blocking or obstructing aisles or walkways.

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- iv. Entering the library without proper attire, including shirt and shoes. indecent exposure; wearing clothing that exposes underwear or private body parts.
- v. Interfering with library computers (unplugging, changing settings, plugging personal devices into, etc.).
- vi. Staff do not monitor patron activities on public and personal devices. However, patrons who are reported to be viewing materials deemed to be offensive to others will be asked to stop or leave the premises.
- vii. Using audio, visual or communication devices audible to others; making noises that interfere with other library users.
- viii. ringing in any animals except service animals. Sleeping or putting your head on table (except infants) and putting your feet or legs on furniture.
- ix. Entering staff only areas.
- x. Library meeting rooms and spaces cannot be used to conduct medical or therapeutic evaluations or treatment, unless it is in partnership with the Library or a Library program.

5. PATRON MUST LEAVE FOR THE DAY

- a. If a behavior is severe enough, staff will inform the patron of the following unacceptable behavior and have the patron leave for the day:
 - i. Using Library restrooms for shaving, bathing or any purposes other than for which restrooms are intended.
 - ii. Body odor or excessive perfume – Personal hygiene offensive as to constitute a nuisance to other persons; unsanitary belongings.
 - iii. Use of tobacco products, smoking or vaping except in designated areas outside.
 - iv. Soliciting, panhandling, proselytizing and gambling.
 - v. Use of skateboards, skates, bikes, shopping carts, hover boards etc. in the library.

6. PATRON MUST LEAVE FOR EXTENDED PERIOD OF TIME

- a. Severe misbehaviors may constitute a ban from the library for 7 days or longer as determined by Library Administration. These misbehaviors infringe on other patrons and staff safety and damaging library property:
 - i. Possessing or being under the influence of alcohol or drugs.
 - ii. Harassing, stalking or intimidating other library patrons or library staff, including physical contact, sexual or verbal abuse.

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iii. Damaging or destroying Library property; Tampering with security or safety devices.

b. Patrons with repeated offensives of severe behavior may be banned for 30 days or more.

ISSUE:	2.0	DATE LAST AMENDED:	September 25, 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
Title: Library Assistant II Name: Jesus Vidrio	Title: Library Assistant II Name: Beatriz Rudisill
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

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	