



Roswell Public Library Board
Thursday, March 26, 2026 — 4:00 p.m.
Roswell Public Library – Bondurant Room
301 North Pennsylvania Avenue

Board President: Sally Yntema

Board Members: Janice Dunnahoo,

Marcos Nava, Sandra Shank

Roswell Public Library Liaison: Enid Costly, Library Director

A. Call to Order by Presiding Officer

B. Roll Call & Determination of Quorum

C. Approval of the Agenda

D. Approval of the Minutes

1. Approval of the minutes from the February 26, 2026 Regular Roswell Public Library Board of Trustee meeting.

E. Non-Action Items (information items)

2. Finances
 - a. Library Budget for FY 2027 - submitted
 - b. Capital Projects - submitted
 - i. Children's Garden
 - ii. Creating a flexible meeting space in the southwest corner

F. Action Items

3. Collection Development Policy - review
4. 2024 General Obligations Bond Funds
5. RISD Proposal

G. Library Staff Reports

6. Library Director's Report
 - a. WPA images and photos
 - b. Summer Reading Program

G. Public Participation on Agenda Items

H. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 26-12.

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

Printed and posted: March 17, 2026

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/250660069>

You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.) United States: +1 (571) 317-3112 -

One-touch: tel:+15713173112,250660069#

Access Code: 250-660-069

Roswell Public Library

February 19-March 13, 2026

Accomplishments

Building Improvements Plans

Children's Garden: The Roswell City Council approved the bid to

Skylights: The Finance Department determined that we need quotes from at least three vendors before submitting a request to replace the 6 cracked skylights. We have one quote, and have request quotes from 4 other vendors. The deadline to submit a quote is March 16

Service Improvements

Map Case and Archival Materials: We have the map case installed in the adult area. As the map case is in a public area, we have the drawers locked.

Federal Project Number One: Federal Project Number One is the collective name for a group of projects under the Works Progress Administration in which funds were used to employ artists, musicians, actors and writers. By 1935 over one half the population of New Mexico had jobs through the Works Progress Administration. The New Mexico Chapter of the Living New Deal has loaned us their complete pictures and photos collection that they loaned to organization throughout New Mexico. We are placing them in the former photocopy room and City of Roswell Facilities Department is building a door way for the room and modify some existing doors to make the collection more secure.

Programs

Fly to Neverland: Each February we offer a Saturday program that focuses on a book or author. We have done Eric Carle (**Very Hungry Caterpillar**), A.A. Milne (**Winnie-the-Pooh**), L.Frank Baum (**Wizard of Oz**) and J. M. Barrie (**Peter Pan**). The program is a fun event for the family this year was no different 152 people enjoyed the program which included making a pirate hat or Peter Pan hat, a fairy bracelet or fairy crown, and doing a scavenger hunt. Texas Roadhouse provided cinnamon rolls, which were very much enjoyed. Library staff dress up as Pan, Captain Hook, the crocodile and Wendy. We had a child come in dressed like Tinkerbell. Participants earned a "gold coin" at each activity station. Next year, we plan to do **Pete the Cat** illustrated by James Dean.

Spice Club: The spice of the month for February – dill weed.

Summer Reading Program: Much of this month was spent on preparing for the summer reading program. Diana attended a full day training offered by the New Mexico State Library. We finalized the performers, and the calendar was submitted to be included in the City of Roswell May-August brochure.

Roswell Public Library

2026-2027 Budget Requests

***** Salaries.....** provided by Finance Department
Salaries for 11 full time staff and 11 part time staff working 19.5 hours per week. We also use volunteers for special events. 16.6 FTE

******* Benefits** provided by Finance Department
Benefits include FICA, Medicare, PERA, MNRHCA, Admin Fee, Group Insurance, and Worker Comp Fee, these budget costs are provided by the City of Roswell. This does not include Employee Assistance or Collective Bargaining.

585902 Travel \$150.00
This line is for travel for training for library staff. Travel to attend Summer Reading Program training

586101 General Uniforms \$0.00
Event uniforms (a shirt) are provided to all staff. Circulation staff are provided uniforms to wear whenever they work.

614002 Building Maintenance..... \$24,044.00
Repairs by the City Facilities crew (for which the Roswell Public Library covers the cost of materials), fire inspections (\$3,500), fire extinguishers inspection and replacement (\$880), paint south interior wall (\$3,000), replace lights and ballast (\$3,000), replace filters in the halo units (\$12,744) and other maintenance done on the building (\$1,000).

614004 M&R- Equipment..... \$850.00
Filters and belts for HVAC system. Plumbing equipment

614006 Grounds Maintenance..... \$800.00
Cleaning Tree of Knowledge (\$800). The City Parks Department is providing leaf and yard clean up.

614014 M&R Roof \$9,283.07
Based on quote from RoofCare. This is a two-year maintenance agreement.

663402 Building Insurance Provided by Finance Department

663403 Equipment Insurance Provided by Finance Department

663494 General Liability Insurance Provided by Finance Department

635801 General Telephone Provided by Finance Department
provided by Finance Department

636302 Utilities-Electric Provided by Finance Department
provided by Finance Department

636303 Utilities-Gas Provided by Finance Department
Provided by Finance Department

636304 Utilities – Water Provided by Finance Department
Provided by Finance Department

652401 General Contracting Services \$359.00
The Roswell Public Library contacts with presenters, performers, artists, and scholars for library programs for youth summer programs and out-of-school times to engage them in learning in safe places when school is not in session. We are also expanding our programs to adults and young adult to promote community engagement and physical and mental health. We use gifts and donations to pay for services Cost is for a contracted movie license with expected 8.7% increase over 2025.

642409 Contract Janitorial Services \$73,204.00
Contract cleaning and window cleaning \$64,698.00. Carpet Cleaning and extra cleaning for the Bondurant Room (\$6553).

652423 Pest Control \$927.64
Monthly service call, plus two extra service call, when bugs swarm.

654803 Contract Professional Services \$1836.00
Assistant with applying for e-rate.

654830 Contract for Security Service \$1,835.31
Monthly building monitoring service cost provided by IT Department

662904 Contract Equipment \$1,000.00
Best guess for costs for phone and photocopier lease

663301 Subscription/License (software) \$60,879.00
SiriDynix and Enterprise (\$41,459.00), Bibliotheca (\$5,600), Envisionware (\$2,835), Zoobean, (\$1,800), Deep Freeze (\$1,700), Overdrive Platform (\$2,000), Newspaper Archives (\$7,250), Scanner (\$1,580) Weiss (\$1,595) and Library Pass (\$1,580)

663305 Internet \$9,192.00
Monthly internet services at (includes tax) under the internet contract. We have not yet received the award letter for e-rate reimbursement for this fiscal year 2027.

672805 Public Relations Advertising/Notice \$2,000.00

672805 Printing and Publications \$4,350.00
This is for printing that does not include the in-house photocopier. Envelops, banners and summer reading program promotion (\$2,350) and City Flyers (\$2,000).

712701 G&A-Dues/Memberships \$52.00
Amazon membership

712702 Periodicals..... \$5,293.00

Roswell Daily Record (\$138) Albuquerque Journal (\$500), Livestock Weekly (\$55) and Wall Street Journal (\$800), Barron's (\$200) Microfiche copy of the local newspapers to preserve local history (\$3,600)

712710 G&A Printing/Publications..... \$2,900.00

Summer Reading Program flyer (\$2,000), two banners for outside (\$400), library application forms (\$500)

724102 Books Materials\$102,900.00

Books for main collection (\$60,900), Books for youth collection (\$20,000), electronic books, book recordings (\$20,000), DVD and nonprint (\$2,000)

724104 Processing Materials \$22,250.00

This line takes into account the cost of our catalog records and processing from Ingram at 75 cents per item (\$10,000), security tags (\$5000), Mylar covers (\$5000), spine labels and covers (\$750), repair supplies of glue, tape, cases, buffers, cleaning fluids (\$1500).

724600 Postage..... \$2,125.00

Mail interlibrary loan materials, notices, thank you letters for gifts, and other business-related mailing. Used \$2,753.48 in FY24

725601 General Supplies.....\$15,178.00

This line includes library cards (\$1500), library cleaning supplies (\$200), receipt printer paper, (\$500), tissues (\$100), items for first aid kit (\$40), hand sanitizer (\$150), lamination film (\$2,000), children's services supplies (\$3,500), STEM and cooking club supplies (\$2750), YA program (\$1,500) and adult supplies (\$2,750).

725602 Office Supplies..... \$5,000.00

For typical office needs, calendars, pens, markers, pencils, staples, tape, and folders (\$1,000) legal paper (\$2,000), 8.5 x11 paper (\$2,000).

725608 Janitorial Supplies.....\$350.00

This line includes cleaning used by library staff. Soap for laundry, dish soap for staff break room, cleaning clothes and spray bottles

Technology Support

Technology costs for what is consider basic computer needs such as security software, windows, Go To Meeting are covered by the City of Roswell IT Department

budget:75477547

Special Funds and Projects

General Obligation Bonds \$84,519.00

The Library will begin using 2024 General Obligations Bond B Funds to make improvement to library service. Budgeted 50% of funds in FY2027 (\$84,519.00)

E-Rate

We have applied for E-Rate funds. This grant will be used to provide reimbursement for internet. This program is complex. To guide and support Library staff through this process we have contracted with a professional organization E-rate Central. We have not yet received an award letter for funds spent in FY27.

Carnegie Corporation of New York..... \$10,000.00

State Grants-in- Aid estimated \$10,000.00

Below is information about the New Mexico State Library State Grants-in-Aid. Taken from the <http://www.nmstatelibrary.org/services-for-nm-libraries/funding-libraries/state-aid>

Please note under “Distribution of Funds,” State Grants-in-Aid Funds may not be used to supplant local library budget. State Grants-in-Aid Funds have not been included in the General Operation budget request.

State Grants-in-Aid to Public Libraries

State Grants-in-Aid are governed by the [4.5.2 New Mexico Administrative Code \(NMAC\)](#), which was revised effective June 1, 2016.

4.5.2.6 Objective

The purpose of the state aid program is to provide financial assistance that encourages and supports library service by public libraries and developing public libraries. The state aid program is intended to supplement and encourage local effort in providing local library service. The state aid program consists of developing public library grants and public library grants that may be used for: library collections; library staff salaries; library professional development; library equipment; or other operational expenditures associated with delivery of library services.

Each year, the state legislature appropriates funds (amount may vary year to year) to the state library in the form of state grants-in-aid. The amount allotted to public libraries depends on the number of libraries that meet the eligibility criteria in the 4.5.2 NMAC. Once the number of eligible libraries is determined, the appropriation is split equally among all eligible libraries and any eligible branches. The Legal Service Area (LSA) population for eligible libraries is not used to calculate state grants-in-aid allocations.

4.5.2.10 Distribution of Funds

Money from the state aid program is distributed to eligible public libraries in the following manner:

- A. Application: The annual report submitted for the immediate prior year shall serve as the developing or public library’s application for state grants-in-aid.
- B. Allocation: For state grants-in-aid, the state library shall award at least a quarter of a share (0.25) of the annual allocation to developing libraries, one (1) share of the allocation

to each public library, and one half (.50) of a share of the allocation to each branch and bookmobile.

C. Notification: Following the end of the application period, the state library shall calculate the grant award for each library. The state library shall notify all eligible public libraries informing them of the amount of their grant.

D. Request for payment: Each library shall return the signed grant agreement to the state library within 60 days of receipt of the agreement measured from the postmark or electronic postmark. Upon timely receipt of the grant agreement, the state library shall process a payment request form. If a library does not submit the grant agreement within the required time period, it forfeits the grant award.

E. Maintenance of effort: A library's local budget shall not be reduced by its governing body as a result of eligibility for the state aid program. Upon demonstrated evidence that such a reduction has occurred, the library shall be ineligible to receive funds from the library grants award for one year after the reduction has occurred.

4.5.2.11 Limitations on Funds

A. The grant amounts may vary by year, depending on the amount of the appropriation to the state library by the state legislature and the state library's other budgeted expenses.

B. Libraries shall not use grant funds for administrative or indirect expenses such as budgeting, accounting, financial management, information systems, data processing, and legal services.

C. Public and developing libraries shall expend all grant funds during the fiscal year in which they are awarded (July 1 through June 30) to remain eligible for the next year's award.

D. Should a library cease providing basic library services prior to or within thirty days of funding; grant funds shall revert to the state library.

Fundraising

We will be working with the Friends of the Library and the Library Foundation to raise funds for an outside Play and Learn area and the brick project.

Slice of Literacy.....\$10,000.00

This a grant from Pizza Hut. We are submitting our application again.

Smithsonian Grant..... \$1,500.00

Democracy in Dialogue offers a professional development opportunity: a fully paid 3-day, object and place-based teaching summit at the Smithsonian in Washington, D.C., plus a \$1,500 honorarium for those who complete the program



Project Information

Roswell Public Library - Roswell, NM

Customer:	Enid Costley	Phone:	575 622 7101
	Roswell Public Library		
Address:	Roswell, New Mexico 88201	Email:	e.costley@roswell-nm.gov

NanaWall Contact Information

Local Sales:	Matt Tudor	Phone:	(720) 256-2703
Representative:	LTS	Email:	matt.tudor@nanawall.com
Location:	8670 Concord Center Drive		
	Englewood, Colorado 80112		

Shipping Information

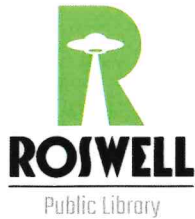
Current Estimated Delivery: 9-12 weeks from order to jobsite in New Mexico

Address: 301 N Pennsylvania Ave
Roswell, New Mexico 88201

Quote Notes

Notes: Installation is not included in the enclosed quotation. For an installation quote, please contact your local NanaWall Sales Representative.

[] To accept this quote and proceed with ordering, please scan and email your acceptance to orders@nanawall.com or contact your NanaWall sales representatives. Order Agreement documents will then be sent to you.



ROSWELL PUBLIC LIBRARY

2025 Annual Report
January 1, 2025 to December 31, 2025

THE LIBRARY BUILDS STRONG COMMUNITY

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

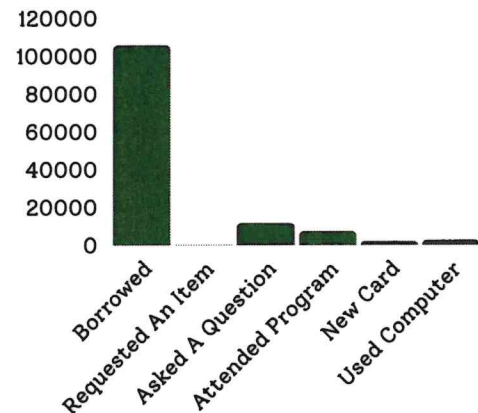


LIBRARIES = STRONG COMMUNITIES

LIBRARIES ARE IMPORTANT FOR EDUCATION

72,741 Visitors

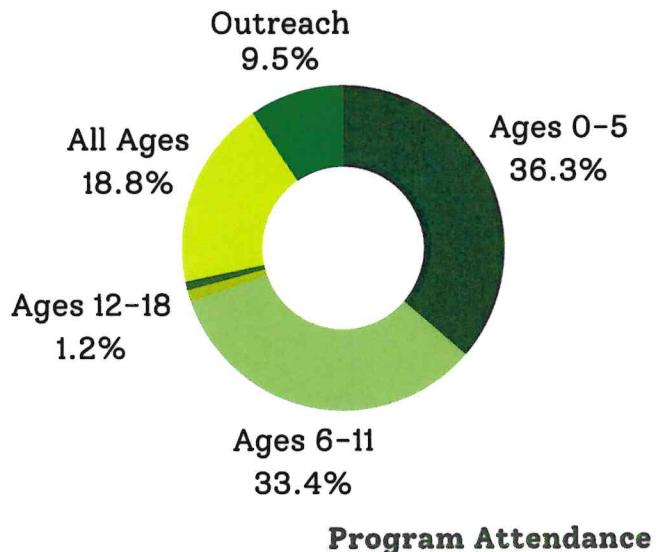
- Borrowed 105,777 Items
- Requested 141 Items from another Library
- Asked 11,678 Reference Questions
- 7395 Attended Programs
- 2,070 Applied for a Library Card
- 2700 Used library computers



LIBRARIES PROVIDE A PLACE TO LEARN NEW THINGS

305 programs were offered in 2025 and attended by 9,114.

- 299 were held in the Library.
 - 2967 attended the 168 programs for ages 0-5
 - 2,726 attended the 101 programs for ages 6-11
 - 95 attended the 14 programs for ages 12-18
 - 69 attended the 15 programs for ages 19 and older.
 - 1538 attended 17 programs for all ages
- 6 programs were not at the Library and attended by 1,719 people.



LIBRARIES PROMOTE LITERACY

Summer Reading Program
614 Children, and Teens
participated in the reading program
by reading at least one book.



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

3,187 children completed scavenger hunts.

700 first day of school bags with a book and supplies were given to kindergarten students.

LIBRARIES PROVIDE A SENSE OF COMMUNITY

513,334 Facebook View

- 6,400 Facebook Interactions
- 200 Facebook Posts
- 19,000 Facebooks Visits
- 4,693 Facebook Reactions
- 4,803 Facebook Followers

<https://www.facebook.com/Roswell Public Library/>

SPECIAL THANKS

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

Thank You

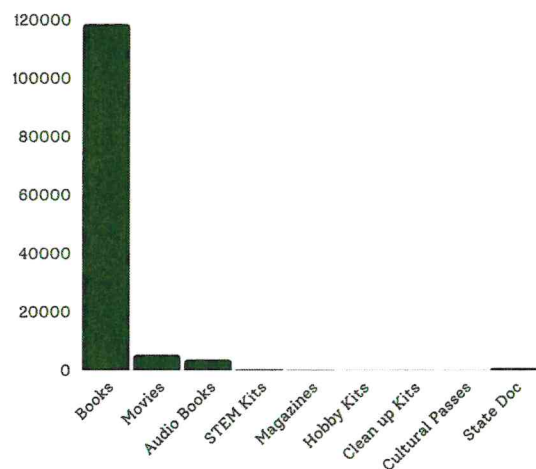


Began offer an online picture books collection
to schools and public using General Obligation
bond funds

LIBRARIES OFFER A VARIETY OF RESOURCES THAT ARE ACCESSIBLE TO EVERYONE

The Roswell Public Library owns
136,343 items which include:

- 118,481 Books
- 747 State Documents
- 5,187 Movies
- 3,601 Audio Books
- 50 Newspaper and Magazine titles
- 30 Nature Backpacks
- 227 STEM Kits
- 10 Hobby Kits
- 20 Keep Roswell Beautiful Clean-up Kits
- 10 Cultural Passes



MONTH BY MONTH

January

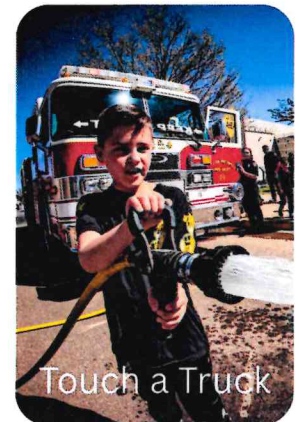
- Katelyn Turner, Roswell Public Library STEM Instructor, was selected as one of 13 people nationwide to take part in the Massachusetts Institute of Technology (MIT) Public Library Innovation Exchange (PLIX) Ambassador's program.
- 189 people attended the tea party at the library.
- Facilities Department repaired the walls in the Bondurant room and on the west side of the building that were damage by the October 2024 flood.

February

- Roswell Museum began offering Second Saturday programs at the library.

March

- Touch a Truck Program was enjoyed by 264 children and adults
- Studio 27 selected to create plans for the Children's Garden/Jardin de los Ninos
- City Council approved waiving fee for items damaged in the October 2024 flood.
- HVAC system was repaired
- 168 people help created the Roswell Public Library Rube Goldberg Machine Challenge as part of the PLAX program.



April

- The Day of the Child and Day of the Book was celebrated by 169 children and adults
- The Tree of Knowledge was cleaned.

May

- Moved the Spanish nonfiction book collection to expand the Spanish fiction collection, move the magazine area and nonfiction book club collection

June

- Offer the summer reading program in June and July to 614 children, teens and adults.
- Painting of the Bondurant Room and the west side of the inter walls, damaged done by the October 2024 flood.
- Vaquero Statue placed in the library. This is the second statue that is part of the Spring River project. It will be in the library until it is place near the Spring River



July

- Over 700 Kindergarten bags were delivered to Roswell Schools with the assistance of Roswell Transit.
- Completed the Senior Planet Training. Senior Planet is an AARP program designed to encourage those 55 years old and older to learn computer skills. The program may be attended by any adult. State Grants in Aid funds are being used to purchase a charging station, mouse pads, flash drives, speakers and stickers to make the keyboard easier to read.

MONTH BY MONTH

August

- Installed a new check out station in the children's area using General Obligation Bonds.
- Worked with the Historical Society to scan High School Yearbooks using General Obligation Bonds.
- Create a display of Pioneers of Roswell with set of portraits on loan from the Historical Society.
- Partnered with the Chaves County Clerk's office to have another copy of the Roswell Daily Record on microfilm at the Chaves County Office.
- Participated in the RISD Teacher Inservice and community event.

September

- Pecos Valley Quilters created the first display in the Bondurant Room.
- Started the Spice of the Month program.
- Completed the evaluation of the 800 collection and started on the 900 collection. Moved the Genealogy collection.



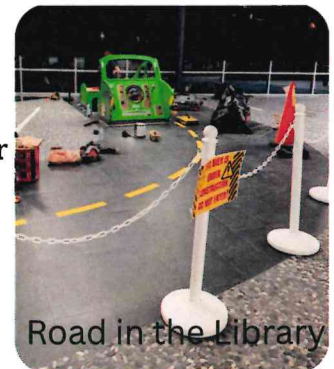
Pecos Valley Quilt

October

- Hosted an animal adoption program with the Roswell Animal Shelter
- Began offering STEAM program on the first and third Saturdays again.
- Removed shelving on the south wall. Replaced hot water heater and installed AED
- Library Foundation purchased musical instrument for the Children's Garden/Jardin de Ninos

November

- 278 people participated in Dia de los Muertos event at the library that included service for the departed, decorating sugar skulls, community ofrenda, music and cultural facepainting.
- Closed the Library for two weeks to replace carpet at the circulation desk and entrance to the children's area with tile and to create a pebble path and tile road in the children's area.
- Painted the south wall of the main area.
- Evaluated and move the State Documents area, Created a UFO collection and New Mexico Collection.



Road in the Library

December

- Received \$10,000 from State of New Mexico as part of the Library Grant in Aid program.
- Replaced the chairs in the public area using General Obligation Bonds.
- More than 250 people attended a Grinchy Yuletide Festival. There was craft, music, storytelling, STEM activity, cookie decorating, and each child selected a free book to take home.
- Move graphic novels close to the Spanish Collection. Purchased shelving and display shelving for the graphic novel collection using General Obligation Bonds.
- 224 people welcomed in the New Year early at the Library on December 31. The event concluded with a balloon drop at 12:00 noon.