

Progress Report No. 1 summarizes consultant activities since the Notice to Proceed for the period of January 20 through March 7, 2019 by Godfrey's Associates, Inc. Library Planners & Consultants.

**Schedule.** The project is currently on schedule, with no anticipated delays at this time. Of importance to note is the revised 7-month project Timeline (attached) that shows a beginning of project activities in February 2019, rather than the original proposed start date in 2018 – with a critical interim milestone of presenting a Final Plan to the Library Board and City Council at their August 2019 meetings, pending confirmation of these dates from the Steering Committee.

**Work Completed To-Date**

Monthly Invoice No. 1 of March 7, 2019 is supported by this Progress Report, which substantiates the percent of work completed, summarized as:

<b>Task</b>	<b>% complete</b>
Task 0.1 Facilitate the project start-up process	95%
Task 0.2 Review & approve proposed planning standards	66%
Task 1.1 Assess current SFPL strengths & challenges	33%
Task 1.2 Gather information from the community	25%
Task 2.1 Review current trends & best practices	31%
Task 3.2 Propose financial models for sustainable funding	42%
<b>TOTAL PROJECT COMPLETION</b>	<b>16.4%</b>
<b>Deliverables</b>	
D1 Interim Draft Report 1	100%
<b>TOTAL DELIVERABLE COMPLETION</b>	<b>16.7%</b>

Work completed to-date spanned four phases of the project, providing the Steering Committee with foundational data for their consideration and feedback at later junctures of project completion. Summaries of specific descriptions of the Task work completed to-date are as follows:

**Phase 0: Project Orientation & Organization**

**Task 0.1** Godfrey's facilitated a project start-up process, including finalization of project scope, schedule for site visits and deliverables, determining lines of communication, data requests, monthly progress meetings, etc.

**Task 0.2** Godfrey's proposed planning standards for review and approval by the Steering Committee.

**Phase 1: Assess the Current State of SFPL & the Community**

**Task 1.1** Godfrey's began the assessment of current SFPL strengths and challenges concerning budget, staffing, programs, services, technology, and facilities. Specifically, Godfrey's performed the following:

- **Reviewed Current Conditions.** We reviewed the Library's current and historic usage statistics, and any current City planning documents relevant to SFPL.
- **Facilitated an Environmental Scan.** We began to identify existing services and partnerships, service demand drivers, state mandates, etc.
- **Toured all three libraries** with SFPL staff to survey current library services, operations, and infrastructure.
- **Functional Assessment.** We evaluated the operations, functionality, collections, and furniture and equipment (F&E) of each library.

**Task 1.2** Godfrey's gathered information from the community. Groups assessed included the general public (Library users), Library staff, and community leaders.

- **Community Forums.** Godfrey's researched and collected community input on needs and preferences relative to existing programs and services, and potential new services via Focus Groups.

**Phase 2: Recommend Service Improvements with a Prioritized Timeframe**

**Task 2.1** Godfrey's submitted for review several documents with relevance for Santa Fe covering topics such as current trends and best practices in library service, facilities, staffing, programming, emerging technology, and fiscal sustainability.

**Phase 3: Recommend Governance Improvements for Fiscal Sustainability**

**Task 3.2** Godfrey's proposed financial models that could potentially provide stable and sustainable funding for daily SFPL operations and proposed governance and operating models.

## Deliverables

Per the revised Project Timeline, Interim Draft Report 1 includes the findings of Tasks 0.1 through 3.2.

**Attached Work Product.** The items noted below can be found at the end of this Report, in the following order:

- Draft Library Planning Standards and Guidelines for review, including:
  - Definition of Terms Draft.
  - Library Building Standards Draft.
  - Library Space Planning Standards Draft.
  - Library Parking Guidelines Draft.
  - Library Site Evaluation Criteria Draft.
- Draft Library Trends and Best Practices, including:
  - Library Trends Draft.
  - Library Best Practices Draft.
  - Library Funding & Governance Options Draft.
- Revised Project Timeline for 2019.
- *I Want My Library To . . .* Survey Form to be administered to Focus Groups, in both English and Spanish.
- Mileage Chart showing distances and drive times between Santa Fe Public Libraries.
- Recommended procedures for Focus Group discussions.
- Initial Data Acquisition Request.
- Preliminary Statistical Analysis of State Library data comparing and contrasting Santa Fe Public Library metrics over the past five fiscal years.
- Preliminary Demographics Analysis of Santa Fe Public Library locations, with City/County comparison data.
- Raw notes from community input forums completed to-date, including:
  - Professional Staff Focus Group Draft.
  - Immigrant Community Focus Group Draft.
  - Para-Professional Staff Focus Group Draft.
  - Teen Center Focus Group Draft.
- Notes from the initial Steering Committee Meeting for review.
- A list of notable Consultant observations during our on-site visit in February.
- Proposed Invoice Schedule coordinated with the Contract.

## Outstanding Items

Godfrey's has identified issues as yet to be clarified to the consultants:

1. Annual Report data for Santa Fe Public Library as reported to the New Mexico State Library.
2. Official Population for the City of Santa Fe and Santa Fe County, as determined by the New Mexico State Library; and
3. City of Santa Fe draft of current strategic goals.

Each of these data sets are on the critical path of completing a Draft Plan for Library Board and City Council review and approval in August 2019.

## Monthly Invoice

Godfrey's is submitting Invoice No. 1 to the City of Santa Fe for the period of January 20 through March 7, 2019. The invoice amount includes fees, actual reimbursable out-of-pocket expenses, and overhead costs completed for this period – per the Tasks substantiated herein.

For the Scope of Services covered by this Contract, Godfrey's is billing as follows:

**Services Rendered:** Godfrey's requests payment of fees, plus reimbursable expenses, according to the Work completed in Tasks 0.1 through 3.2. Therefore, the amount of this Invoice equates to \$11,909.19, in coordination with paragraph 3.C. of the Contract, and as enumerated by the Proposed Invoice Schedule (attached). Professional consulting fees equate to \$8,250.00 of this amount.

**Reimbursable Expenses.** Charges for out-of-pocket items during this time period amount to \$2,732.53, and include:

- **Travel:** Airfare, lodging, meals, automobile mileage/tolls/parking to and from Santa Fe for project activities on the dates February 26 through February 28, 2019.
- **Other applicable expenses:** None this invoice.

Gross receipts taxes for the Work completed under this Invoice equate to \$926.65. No overhead costs are allocated to the Project as reimbursable costs.

**Additional Services**

Godfrey's is notifying the City in writing that the Steering Committee has raised an issue about potential work that might be added to the scope of the project, **pending City approval**. The following work would be classified as additional to the Scope of Services attached to the Contract as Attachment A:

**Proposal for Analysis of the Fogelson Library**

Godfrey's is prepared to provide the City pricing for an analysis of the Fogelson Library at the former Santa Fe University of Art and Design (SFUAD). Godfrey's will propose a scope of work for City consideration to achieve such an analysis, to be divided as follows:

1. Assess the Library's collection(s) for value as either an addition(s) to the Santa Fe Public Library collection, and/or for sale, and/or for donation, and/or other disposition; and/or
2. Assess the Library building as a potential location for the Santa Fe Public Library – particularly as a potential replacement for the current La Farge branch library – as well as other viable options for repurposing the Fogelson Library building.

Godfrey's can develop efficient pricing for both of these items, given that we have three more planned trips to Santa Fe under our original contract. Our proposal would include a line-item menu of the steps we propose, with fees for each step, so as to provide the City with full transparency regarding the cost of the work entailed. We do not believe additional travel expenses would be necessary.

Upon completion, our Additional Services Proposal would be delivered to Kyra Ochoa, Director of Community Services for the City. A copy of our Proposal would also be sent to Jeffrey Donlan, Acting Director of the Santa Fe Public Library and representative of this project's Steering Committee.

**End of Progress Report No. 1.**

**Please see deliverables attached.**