



**Minutes
LIBRARY ADVISORY BOARD
February 1, 2010**

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on Feb. 1, 2010, in the Tempe Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Kirk Deem, Chair
Cyndi Newburn, Vice Chair
Patricia (Trish) DeGraaf
Kathy Hayden
Paul Hubbell
Ira King, Jr.
Dawn Thacker
Johnny Tse
Kurtis Zinger

(MEMBERS) Absent:

None

City Staff Present:

Kathy Berzins, Interim Manager - Community Services Department
Kim Garza, Library Supervisor
Rachael Peterson, Administrative Assistant - Library & Cultural Services Division
Adrienne Richwine, Deputy Community Services Manager - Library & Cultural Services Division

Guest(s) Present:

Jan Nicpon, President - Friends of the Tempe Public Library

Agenda Item 1 - Call to Order

- Kirk Deem, Library Advisory Board (LAB) Chair, called the meeting to order at 6:30 p.m.

Agenda Item 2 - Approval of the Nov. 2, 2009, Board Minutes

- **MOTION:** Cyndi Newburn moved to approve the Nov. 2, 2009, Library Advisory Board minutes document.
- **SECOND:** Ira King, Jr. seconded.
- **DECISION:** Minutes document approved.

Agenda Item 3 - New Member Introductions

- Kirk Deem introduced the following new Library Advisory Board members and welcomed the new members to the meeting:
 - Dawn Thacker
 - Johnny Tse
 - Kurtis Zinger

Agenda Item 4 - Budget Update: Kathy Berzins, Interim Community Services Department Manager

- Kathy Berzins, Interim Community Services Department Manager, reported that the City of Tempe will incur serious cuts to its general operating budget.
- K. Berzins stated that the City of Tempe (COT) Community Services Department was asked to prepare a proposed plan to meet a target monetary reduction value of 1.9 million dollars; K. Berzins added that the target reduction value was established by the City's Management Team.
- K. Berzins further reported that the Community Services Department's Target Reduction Budget Team consisted of the following COT employees:
 - Kathy Berzins
 - Adrienne Richwine
 - Don Fassinger
 - Kim Bauman
 - Keith Burke
 - Clay Workman
- K. Berzins stated that the Community Services Department's Target Reduction Budget Team proposed budget cuts in the best interest of maintaining integral services rendered to the Tempe community. Berzins added that the department's budget proposal outlining a reduction of staff, a revenue-generating plan and a plan to reduce department expenses will be presented to Charlie Meyer, Tempe City Manager, on February 4.
- K. Berzins further reported that the Tempe City Council will review all department budget reduction proposals in a special issue review session on February 5.
- K. Berzins explained that the Community Services Department will merge with the Recreation element of the Parks and Recreation Department. The Parks element of the City's Parks and Recreation Department will merge with the City's Public Works Department.
- K. Berzins further explained that the proposed budget cuts to the Tempe Library include the following:
 - Reduction of Staff
 - Reduction of the New Materials Budget
 - Reduction of Library Operating Hours
- Cyndi Newburn inquired about the elimination of Library staff positions; K. Berzins explained that while certain positions are targeted for elimination, potential staff layoffs are determined by an employee's seniority within their department and job family. Newburn further inquired about Library staff members working in other areas within the COT Community Services Department; K. Berzins confirmed that some employees may work in additional areas within the Community Services Department based-upon their level of seniority and the overall needs of the department.

- C. Newburn suggested that the Tempe Library and the COT Community Services Department partner with external resources to compensate for services rendered by staff members whose positions may be eliminated due to operating budget cuts; Adrienne Richwine, Deputy Manager - Library and Cultural Services Division, affirmed that the COT Community Services Department staff is contacting service organizations within the Tempe community, as well as pursuing grant opportunities.
- K. Berzins affirmed that the COT Community Services Department Management Team will work with its employee groups to assess and address the needs of the COT Community Services Department.
- K. Berzins reported that a proposed .02-cent sales tax increase (not including a tax on food) will be on the May 18 election ballot; K. Berzins added that the approval of the sales tax increase will reinstate approximately 9 million dollars into the COT General Operating Budget.
- Kirk Deem encouraged the Library Advisory Board (LAB) members to attend any of the remaining Tempe Community Budget Forums; K. Deem reminded the LAB members that a list of forum dates was included in their meeting packet.
- K. Berzins further encouraged the LAB members to contact City staff if they had any questions in regards to the City's General Operating Budget; K. Deem reiterated that the City's proposed budget cuts are relative to the General Operating Budget and do not include cuts to capital funding.
- Kirk Deem expressed that in lieu of the proposed cuts to the City's General Operating Budget, he is confident that City staff will do their best to retain integral services rendered to the Tempe community.

Agenda Item 5 - Monthly Activity Report: Nov., 2009

- Adrienne Richwine reported that Clay Workman is in the process of creating the Dec. and Jan., 2010, Library Statistics documents. Richwine encouraged the Library Advisory Board (LAB) members to visit the following link to view the statistics documents:
<http://www1.tempe.gov/library/ts/stats.htm>.
- A. Richwine further encouraged the LAB members to view the Nov., 2009, statistics document located in their meeting packet; Richwine acknowledged the following trends:
 - An increase in the total circulation of Library materials
 - An increase in the utilization of electronic resources
 - An increase in door count statistics
 - An increase in reference transactions
 - An increase in public computer usage

Agenda Item 6 - Library Report - Adrienne Richwine, Deputy Community Services Manager - Library & Cultural Services Division

- A. Richwine reported that a successful soft-opening occurred for the newly-renovated lower-level of the Tempe Library; A. Richwine added that a grand reopening of the Tempe Library will take place on a date to be determined. Richwine added that the lower-level's youth service elements will also participate in the Library's reopening celebration.
- A. Richwine announced that the Friends of the Tempe Public Library Book Store is open; A. Richwine encouraged the Library Advisory Board (LAB) members to support the

Library's Connections Café, as well as the Friends of the Tempe Public Library, by visiting the new book store.

- A. Richwine reported that the circulation area on the main floor of the Tempe Library will reopen in March, 2010; Richwine added that the right side of the Library's main floor will close upon the reopening of the circulation area.
- A. Richwine praised Okland Construction's staff for continuously-accommodating Library patrons and staff members.
- A. Richwine encouraged the LAB members to contact her via email message at Adrienne_Richwine@tempe.gov, or contact Rachael Peterson via email message at Rachael_Peterson@tempe.gov, if they'd like to add any action or discussion item(s) to the LAB's regularly-scheduled monthly meeting agendas.

Agenda Item 7 - Update: Book Discussions and Library Materials - Kim Garza, Library Supervisor

- Kim Garza, Collections Management Librarian and Library Supervisor, presented the following information to the Library Advisory Board (LAB) members:
 - Mystery Lovers Club: Mystery fans meet at 10 a.m. on the first Saturday of every month in the Connections Café; approximately 15-20 people are attending the mystery discussions
 - Coffee, Tea & Books: Thursday night book discussions that meet at 7 p.m. in the Connections Café; proceeds from the event's minimal refreshments fee (fee of \$5) benefit the Friends of the Tempe Library
 - Author Visit (in Conjunction with the Mystery Lovers Club): Kim Garza will lead a book discussion related to Jane Bombersbach's, "Trunk Murderess," on April 29; visit <http://www.tempe.gov/library/events/authors.htm> for additional information related to the event
 - Afternoons of Mystery: An opportunity for Library patrons to meet mystery authors and learn about the mystery genre; program meets in the Connections Café and features Cara Black on March 11 and Jacqueline Winspear on April 6
- K. Garza reported that the proposed budget cuts to collections materials will be determined based-upon an analysis of check-out statistics; K. Garza further reported that the Library's Acquisitions Department is saving money by purchasing back files of popular electronic databases.
- Paul Hubbell inquired about receiving a list of the Tempe Library's electronic databases; K. Garza reported that a list of databases is available for view by visiting <http://www.tempe.gov/library/sources/>.
- Kirk Deem inquired about fees related to Tutor.com; K. Garza explained that the Tutor.com program was purchased by the Tempe Diablos.
- P. Hubbell inquired about the Library's acquisitions process; K. Garza explained that she evaluates the circulation of Library materials and based-upon her findings, she decides to weed-out old materials or purchase new materials.
- Cyndi Newburn suggested that K. Garza revisit the LAB members at a future meeting to continue her Library materials discussion.
- P. Hubbell inquired about the use of critical-thinking periodicals; K. Garza confirmed that critical-thinking periodicals continue to be widely-utilized because periodical research may be performed from a patron's home computer. Garza explained that a patron may

access periodicals from their home computer by paying a fee and acquiring a Tempe Library Card.

- K. Deem thanked K. Garza for her presentation and invited her to speak at a future LAB meeting.

Agenda Item 8 – Friends of the Tempe Public Library Report

- Jan Nicpon, President of the Friends of the Tempe Public Library, reported that the new Friends of the Tempe Library Book Store is doing well; J. Nicpon presented the Library Advisory Board (LAB) members with the following information:
 - Book donations increased resulting in the need for the Friends of the Tempe Library to seek a rental storage space off-site
 - Approximately 43 volunteers staff the Friends Book Store; the Friends of the Tempe Public Library continues to seek volunteers to sort a high-volume of donated books for its book store
 - Book store hours are from 10 a.m. to 7 p.m., Monday through Thursday, and from 10 a.m. to 1 p.m. on Saturday; Sunday hours are from 1 to 4 p.m.
 - Book store sales generated approximately \$4000 in three weeks of operation
 - Friends of the Tempe Public Library membership is increasing; the Friends are meeting with “Reading Tree” to explore a partnership to benefit its *Hands Across the Water* project
- J. Nicpon announced that the Friends of the Tempe Public Library is in need of a book store manager; J. Nicpon added that the Friends group is in the process of determining a stipend value for the manager. Nicpon further reported that the Friends group may hire an hourly employee to manage its book store if there is adequate funding in its budget to maintain an hourly employee.
- J. Nicpon reported that business at the Connections Café has not been interrupted by the Library Renovation Project; J. Nicpon praised Okland Construction for its support of the Connections Café.

Agenda Item 9 - Board Members' Announcements

- No announcements.

Agenda Item 10 - Adjournment

- Meeting adjourned at 7:45 p.m.

The next meeting of the Library Advisory Board is scheduled for 6:30 p.m. on April 5, 2010, in the Tempe Library Board Room.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

Authorized Signature
Position/Title