
**Minutes
LIBRARY ADVISORY BOARD
September 13, 2010**

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on September 13, 2010, within the Edna Vihel Center for the Arts Administrative Offices, 3340 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

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

(MEMBERS) Absent:

Cyndi Newburn, Vice Chair

City Staff Present:

Rachael Peterson, Administrative Assistant - Library & Cultural Services Division
Adrienne Richwine, Deputy Community Services Director - Library & Cultural Services Division

Guest(s) Present:

None

Agenda Item 1 - Call to Order

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

Agenda Item 2 - Approval of the May 3, 2010, Library Advisory Board Meeting Minutes Document

- **MOTION:** Kathy Hayden moved to approve the May 3, 2010, Library Advisory Board Meeting Minutes Document.
- **SECOND:** Ira King, Jr. seconded.
- **DECISION:** May 3, 2010, Meeting Minutes Document approved.

Agenda Item 3 - Request to Amend the Library Advisory Board Meeting Schedule

- Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division, confirmed that the Tempe Public Library's Hours of Operation Schedule has changed; A. Richwine further explained that the Tempe Public Library is now scheduled to close at 6 p.m. on Monday evenings.
- A. Richwine stated that due to the Library's hours of operation on Monday evenings, the Library Advisory Board (LAB) will no longer be able to meet at 6:30 p.m. in the Library Board Room. Richwine inquired about the availability of the LAB members on Tuesday, Wednesday and Thursday evenings.
- A. Richwine initiated discussion in regards to the evening availability of the LAB members; upon confirming the availability of the LAB members present at the meeting, A. Richwine concluded that the next meeting of the LAB will take place at 6:30 p.m. on Oct. 6, 2010. Richwine further explained that the regular meeting time of the LAB will be permanently-altered upon receiving schedule availability information from all LAB members.
- **MOTION: Kathy Hayden moved to approve the Oct. 6, 2010, amended Library Advisory Board meeting date.**
SECOND: Paul Hubbell seconded.
DECISION: Oct. 6, 2010, amended Library Advisory Board meeting date approved.

Agenda Item 4 - Library Report: Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division

- Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division, reported that upon discussion with the Tempe City Clerk's Office, it is confirmed that Ira King, Jr. is scheduled to serve his second (and final) Library Advisory Board (LAB) term through Dec. 31, 2010. Richwine explained that all City of Tempe Boards and Commission Members' terms have been adjusted to begin on Jan. 1, and to conclude on December 31. Richwine thanked I. King, Jr. for his continued service to the City of Tempe as a member of the Library Advisory Board.
- A. Richwine reiterated that the operating hours of the Tempe Public Library have changed; A. Richwine presented the LAB members with the following updated schedule:
 - Monday; 10 a.m. to 6 p.m.
 - Tuesday; 10 a.m. to 8 p.m.
 - Wednesday; 10 a.m. to 8 p.m.
 - Thursday; 10 a.m. to 8 p.m.
 - Friday; 10:30 a.m. to 5 p.m.
 - Saturday; 10:30 a.m. to 5 p.m.
 - Sunday; Noon to 5 p.m.
- A. Richwine explained that the Library's updated Hours of Operation Schedule was put-together based-upon the Library's operating budget, as well as per surveyed recommendations from the public, the Tempe City Council, and the Tempe Public Library and Community Services Department management teams. Richwine added that the updated Library schedule seems to work well for the Library's patrons. Richwine further explained that the Library staff members are adjusting to the new schedule; Richwine affirmed that the main priority of the Tempe Public Library continues to be the maintenance of public service.

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- Paul Hubbell inquired about the impact of mandatory furlough leave in relation to the amount of staffing within the Tempe Public Library; A. Richwine confirmed that the Library's management team developed a schedule matrix to ensure that there is adequate staffing within the Library in the event that a staff member elects to utilize furlough leave.
 - A. Richwine encouraged the LAB members to view the Library's website, www.tempe.gov/library, for additional information related to the Library's updated hours of operation.
 - A. Richwine presented the LAB members with a survey result document compiled by the City of Tempe and the Tempe Public Library management teams; A. Richwine instructed the LAB members to contact Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, at 480-350-5167, or via email message at Rachael_Peterson@tempe.gov, to receive a hard copy of the public input survey result document.
 - A. Richwine reported that the Tempe Public Library Grand Reopening Celebration events on Aug. 6 and 7, 2010, were well-attended; Kirk Deem, Library Advisory Board Chair, added that in addition to Tempe resident attendance, several State librarians attended the reopening events and shared their perspectives regarding the Library's renovation.
 - Dawn Thacker inquired about the caterer used to provide refreshments to guests at the Library's private reopening event on Aug. 6, 2010; A. Richwine reported that the Library utilized the services of Lisa Kirch Catering.
 - K. Deem praised City of Tempe staff for their work in relation to the Tempe Public Library Renovation Project and Grand Reopening Celebration events; K. Deem further praised both D. Thacker and Johnny Tse, LAB members, for their representation of the LAB as members of the Library's Grand Reopening Celebration Planning Committee. Deem added that the reopening celebration included several presentations, activities for youth, a tie-in to the Library's Summer Reading Program, and activities connected-to tutor.com.
 - A. Richwine reported that the Library staff is being reorganized to represent and fulfill services to the public in the following areas:
 - Adult Services
 - Youth Services
 - Support Services
 - Technical Services
 - A. Richwine stated that Mary Anna Bastin, City of Tempe Community Services Department Volunteer Program Coordinator, is currently working with the Tempe Public Library staff members to document certain elements of each of the four service areas within the Library that may benefit from volunteer support. Richwine added that M. Bastin will compose job descriptions to help aide in the placement of volunteers within the service areas of the Library.
 - A. Richwine praised the Tempe Public Library staff members for their assistance to help build-upon and enhance the existing collections within the Library.
 - A. Richwine reported the following statistics regarding the Library's Adult Summer Reading Program:
 - 200 Registered Participants
 - 1200 Total Book Reviews

- 150 Harkins Cinema Gift Cards Awarded to Successful Participants
- A. Richwine noted that Tracy Hokaj, Tempe Public Librarian, prepared the Adult Summer Reading Program statistics; A. Richwine reported that T. Hokaj monitored the number of book reviews by collecting book ribbons from each reviewed book and creating a tree design display using the ribbons.
- A. Richwine acknowledged that the fall, 2010, edition of the Tempe Opportunities Brochure may be viewed online by visiting www.tempe.gov/brochure. Richwine explained that the Library is offering the following programs in fall, 2010:
 - The Great Books Discussion Group
 - Afternoons of Mystery Discussion Group
 - Coffee, Tea & Books Discussion Group
- A. Richwine announced that the Tempe Public Library received its first e-book donation request.
- A. Richwine suggested that the following staff members attend future LAB meetings:
 - Homebound Program Staff
 - Inter-Library Loan Program Staff
- Dawn Thacker stated that she'd like to learn additional information related to the Library's research databases; A. Richwine confirmed that she will add a presentation related to the Library's research databases to a future LAB meeting agenda.

Agenda Item 5 - Library Activity Report: May and June, 2010

- Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division, reported that Clay Workman, Tempe Public Library Operations Manager, is currently out of the office; A. Richwine explained that C. Workman intends to present an updated, reformatted Library statistics report to the Library Advisory Board members upon his return to the Library.
- In the absence of C. Workman, A. Richwine reported the following trends observed in June, 2010:
 - An Overall Decrease in the Library Door Count Numbers
 - An Increase in the Total Number of Registered Tempe Public Library Patrons
 - A Decrease in Hard Circulation Material Use
 - An Increase in Electronic Material Use
 - An Increase in Periodicals Use (Due to Increased Visibility of Periodicals)
 - An Increase in the Use of Electronic Resource Sessions
 - An Increase in Reference Transactions
 - A Decrease in Program Participation

Agenda Item 6 - Report: Friends of the Tempe Public Library

- In the absence of Jan Nicpon, Friends of the Tempe Public Library Representative, Adrienne Richwine, Deputy Community Services Director - Library and Cultural Services Division, reported on behalf of the Friends that Lupe Camargo is the newly-appointed President of the Friends of the Tempe Public Library.
- A. Richwine presented the Library Advisory Board members with an electronic report prepared by J. Nicpon; A. Richwine stated that the Friends of the Tempe Public Library Book Store continues to be successful. Richwine added that sales within the Book Store are steady and the special book sales are well-received. Richwine further reported that Rob Moore, Friends' Book Store Manager, will begin selling books online on behalf of

the Friends within the current month of September, 2010. Richwine noted that sorting duties related to steady book donations keep the Friends' Book Store staff busy.

- A. Richwine announced that the Tempe Public Library Connections Café is looking to add new foods to its menu in hopes of reaching additional patrons.
- A. Richwine further announced that the summer adult learning programs facilitated by Tempe Connections were well-received; A. Richwine acknowledged that many of the current programs have waiting lists.
- Paul Hubbell inquired if the Friends of the Tempe Public Library Book Store accepts after-hours donations; A. Richwine confirmed that a book-drop donations box is placed outside of the Friends' Book Store to cater to after-hours donations.
- P. Hubbell further inquired about the revenue generated by the Tempe Connections' programs; Hubbell specifically asked if the revenue generated by the Connections' program attendance benefits the Connections Café.
- A. Richwine explained the partnership between the Connections Café and the organizations that offer programming in conjunction with Tempe Connections.

Agenda Item 7 - Board Members' Announcements

- Trish DeGraaf announced that 100 children's books were donated to the Tempe Public Youth Library in remembrance of a family friend of T. DeGraaf who recently passed-away.
- Kathy Hayden announced that her daughter visited Sarajevo as a representative of the Center for Human Rights; K. Hayden explained that librarians are held in high-esteem in Sarajevo. Hayden added that her daughter received several gifts and had an opportunity to view some of Sarajevo's law libraries.

Agenda Item 8 - Adjournment

- Meeting adjourned at 7:12 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wed., Oct. 6, 2010, in the Tempe Public Library Meeting Room, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

Authorized Signature
Position/Title