



**Minutes
LIBRARY ADVISORY BOARD
November 3, 2010**

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on Nov. 3, 2010, within the Tempe Public Library Meeting Room B, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

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

(MEMBERS) Absent:

Cyndi Newburn, Vice Chair
Kathy Hayden

City Staff Present:

Rachael Peterson, Administrative Assistant - Library & Cultural Services Division
Adrienne Richwine, Deputy Community Services Director - Library & Cultural Services Division
Sherry Warren, Manager - Tempe Public Library

Guest(s) Present:

Lupe Camargo, President - Friends of the Tempe Public Library

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 Sept. 13, 2010, Library Advisory Board Meeting Minutes Document

- **MOTION:** Ira King, Jr. moved to approve the Sept. 13, 2010, Library Advisory Board Meeting Minutes Document.
SECOND: Paul Hubbell seconded.
DECISION: Sept. 13, 2010, Library Advisory Board 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, reminded the Library Advisory Board (LAB) members that the Tempe Public Library's (Library) Hours of Operation Schedule has changed; A. Richwine explained that the Library is now scheduled to close at 6 p.m. on Monday evenings.
- A. Richwine further reminded the LAB members that due to the Library's hours of operation on Monday evenings, the LAB will no longer be able to meet at 6:30 p.m. Richwine inquired about the availability of the LAB members on Wednesday 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 proposed that the LAB meeting schedule be permanently amended to reflect that all LAB meetings occur at 6:30 p.m. on the first Wednesday of every month.
- **MOTION: Kurtis Zinger moved to approve the permanent amendment of the Library Advisory Board's (LAB) meeting schedule to reflect that all LAB meetings occur at 6:30 p.m. on the first Wednesday of every month.**
SECOND: Ira King, Jr. seconded.
DECISION: Library Advisory Board meeting schedule permanently amended.

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 per her discussion with the Tempe City Clerk's Office, Kirk Deem, Library Advisory Board (LAB) Chair, and Kathy Hayden, LAB member, have been reappointed to serve a second, three-year LAB term scheduled to begin Jan. 1, 2011.
- A. Richwine reiterated that the operating hours of the Tempe Public Library (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 reminded the LAB members 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 Library continues to be the maintenance of public service.

- A. Richwine reported that Clay Workman, Tempe Public Library Operations Manager, is currently updating the Library's Millennium software; A. Richwine further reported that the upgrade will be complete on November 4.
- A. Richwine stated that the Library continues to improve its operation modules; A. Richwine noted that updated technology will allow patrons to pay fines via the Internet, as well as to have additional electronic app access.
- Paul Hubbell inquired about the Library's potential use of credit card processing websites and PayPal; A. Richwine confirmed that as the electronic age progresses, the Library will continue to add-to, and improve, its existing electronic operation modules.
- A. Richwine reported that the City of Tempe Finance and Technology Department is working with the Library staff to address network challenges at the Library; A. Richwine explained that the challenges occur as a result of new, fast-processing wireless devices signing-into the Library's network server.
- A. Richwine encouraged the LAB members to contact Clay Workman via email message at Clay_Workman@tempe.gov with any additional questions or concerns related to the Library's electronic resources and operating modules.
- A. Richwine stated that she and the Tempe Library Managers are working with the Tempe Librarians to assess and address the needs of the Library's Acquisitions and Collections areas.
- Sherry Warren, Tempe Public Library Manager, acknowledged that the Library Managers take input from Tempe Librarians very seriously; S. Warren explained that if the Library is not able to purchase certain items, a thorough explanation is given to the Library staff.
- Trish DeGraaf suggested that the Library partner with local high school libraries to offer school standard-based literary works; T. DeGraaf cited an example of Nathaniel Hawthorne's, "The Scarlett Letter."
- A. Richwine encouraged the LAB members to attend an open house at 5 p.m. on Nov. 4 in the Tempe History Museum Community Room, 809 E. Southern Ave., for Tempe's *Veterans History Project*. Richwine explained that veterans and community members of all ages may view displays, artifacts, photos and videos, in addition to participating in discussions.
- A. Richwine further encouraged the LAB members to attend the Johnny Heller Audiobook Experience at 4 p.m. on Nov. 10 within the lower-level of the Library.
- A. Richwine announced that the City of Tempe renewed its contract with the Valley's Culture Pass Program; A. Richwine explained that each participating organization will forward six passes to the Tempe Public Library.

Agenda Item 5 - Library Activity Report: July, August and September, 2010

- In the absence of Clay Workman, Tempe Public Library (Library) Operations Manager, Adrienne Richwine, Deputy Director - Library and Cultural Services Division, provided the Library Advisory Board (LAB) members with a simplified Library statistics report for the month of September, 2010. Richwine acknowledged the following:
 - An Overall Decrease in the Library Door Count Numbers;
 - An Increase in the Total Number of Registered Tempe Public Library Patrons;
 - An Increase in the Number of Programs Being Offered;
 - An Increase in Program Attendance;

- An Increase in Public Computer Usage.
- A. Richwine further reported that the Library continues to circulate new material; A. Richwine further praised the Library's Pages for their hard work to complete the Library's back-log of book-shelving, and stated that the Pages deserve special recognition for their efforts.

Agenda Item 6 - Report: Library Grants

- Sherry Warren, Library Manager, provided the Library Advisory Board (LAB) members with a report related to Tempe Public Library (Library) grants; S. Warren reported the following information:
 - Library Services and Technology Act (LSTA) Grants: A Discover, Explore and Read grant in the amount of \$21,200 funded 21 additional science and literacy-based programs at the Tempe Library;
 - Parent Early Child Literacy Grant: A Parent Early Literacy grant in the amount of \$16,000 helped to fund 255 parent/child story times;
 - Veterans History Project Grant: Programs funded by the Pascua Yaqui Tribe took place in the Tempe Connections Café Meeting Room; Larry Conway, Programming Coordinator, scheduled oral history reports that were presented to community members at the Library;
 - Target Youth Grant: A youth grant award in the amount of \$3500 allowed the Library to purchase several cultural language books;
 - Tempe Diablos: The Library intends to seek additional grant funding from the Tempe Diablos organization.
- S. Warren stated that she applies for Library grants every other year; Lupe Camargo, President of the Friends of the Tempe Public Library, praised S. Warren for her successful and multiple fundraising efforts.

Agenda Item 7 - Report: Friends of the Tempe Public Library

- Adrienne Richwine, Deputy Director - Library and Cultural Services Division, introduced Lupe Camargo, the newly-appointed President of the Friends of the Tempe Public Library, to the Library Advisory Board (LAB) members.
- L. Camargo explained that the Friends of the Tempe Public Library works with City of Tempe Library staff as partners of the Tempe Public Library (Library); L. Camargo acknowledged that the Friends of the Library facilitates the operation of Tempe Connections (Café') and the Library's Book Store.
- L. Camargo reported that the Friends of the Library group has focused on organizational development in 2010; L. Camargo stated that the goal of the Friends of the Library is to become a successful, stream-lined, money-making machine with solid income resources.
- L. Camargo announced that the Friends of the Library appraises its donated books; L. Camargo explained that valuable books are being sold online via Amazon.com in an effort to maximize donations. Camargo added that online book sales have been successful; L. Camargo praised A. Richwine for her assistance-to, and continued support of, the Friends of the Library.
- L. Camargo acknowledged the following Friends of the Library goals:
 - Collaborate and build a stronger partnership with the Tempe Public Library;

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- Diversify the Friends of the Library's revenue stream;
 - Increase Tempe-based collaborative efforts;
 - Increase sales-at, and promotion of, the Tempe Connections Café (services and programming).
 - L. Camargo reported that the Friends of the Library is playing host to a book sale within the lower-level of the Library on December 10.
 - Kirk Deem, LAB Chair, inquired about the management of the Friends' book sales; L. Camargo explained that upon a preliminary inventory review, books are constantly-refreshed by the Friends.
 - L. Camargo further praised the coordination efforts of the following individuals to help ensure the continued success of the Friends of the Library:
 - Rebecca Bond - Executive Director, Friends of the Tempe Public Library;
 - Julie Fellows - Café Manager, Tempe Connections;
 - Rob Moore - Manager, Library Book Store;
 - Mary Anna Bastin - Volunteer Program Coordinator, City of Tempe.
 - L. Camargo distributed a Friends of the Library program brochure to the LAB members, and encouraged the LAB members to take advantage of the Tempe Connections educational programs and services.

Agenda Item 8 - Board Members' Announcements

- No announcements.

Agenda Item 9 - Adjournment

- Meeting adjourned at 7:49 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wed., Dec. 1, 2010, within the Tempe Public Library Meeting Room B, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

Authorized Signature
Position/Title