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## Minutes LIBRARY ADVISORY BOARD June 1, 2011

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Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on June 1, 2011, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ.

**(MEMBERS) Present:**

Kirk Deem, Chair  
Paul Hubbell, Vice Chair  
Patricia (Trish) DeGraaf  
Dawn Thacker  
Johnny Tse

**(MEMBERS) Absent:**

Kurtis Zinger

**City Staff Present:**

Rachael Peterson, Administrative Assistant - 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 6:40 p.m.

**Agenda Item 2 - Approval of the April 6, 2011, Library Advisory Board Meeting Minutes**

- Paul Hubbell, Library Advisory Board (LAB) Vice Chair, requested that Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, amend the April 6, 2011, meeting minutes document to reflect the following change in verbiage within the text on page 2:
  - "Paul Hubbell, LAB Vice Chair, inquired if the Tempe Public Library (Library) continues to purchase **paperback** books; A. Richwine affirmed that the Library continues to purchase **paperback** books for its patrons."
- **MOTION:** Paul Hubbell, Library Advisory Board Vice Chair, moved to approve the April 6, 2011, Library Advisory Board Meeting Minutes with proposed changes.

**SECOND:** Johnny Tse seconded.

**DECISION:** April 6, 2011, Library Advisory Board Meeting Minutes approved with proposed changes.

### **Agenda Item 3 - Library Report**

- In the absence of Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, Sherry Warren, Tempe Public Library (Library) Manager, reported that the Library will receive a check in the amount of \$30,000 from the **Maricopa County Library District (MCLD)** for the Library's participation in MCLD's **Reciprocal Borrowing Program**. Warren explained that the Library's awarded amount increased for fiscal year 2011/2012 by \$7000. Warren further noted that the monetary increase indicates that the Library is issuing more library cards for Non-Tempe Residents. Warren affirmed that the **Reciprocal Borrowing Program** rate will remain at \$28.50 per non-resident library card issued for the current fiscal year.
- S. Warren reported that the following free, public computer education classes are scheduled to occur at 6 p.m. within the Library's computing centers through August, 2011:
  - **Basic Computing** (Wednesday, May 25);
  - **Basic Internet** (Wednesday, June 8);
  - **Online Auctions, Intermediate** (Tuesday, June 21);
  - **Email, Basic** (Wednesday, June 22);
  - **Genealogy, Intermediate** (Tuesday, July 5);
  - **Basic Computing** (Wednesday, July 6);
  - **Online Auctions, Intermediate** (Tuesday, July 19);
  - **Basic Internet** (Wednesday, July 20);
  - **Email, Basic** (Wednesday, August 3);
  - **Genealogy, Intermediate** (Tuesday, August 16);
  - **Basic Computing** (Wednesday, August 17);
  - **Basic Internet** (Wednesday, August 31).
- S. Warren explained that all free, public computer education classes are offered by the Library in collaboration with **Arizona State University's (ASU's) Department of Information Systems Club (DISC)**. Warren noted that advanced registration is not required to attend the computer education classes.
- Kirk Deem, Library Advisory Board (LAB) Chair, inquired about the possibility of the Library and ASU DISC offering computer education programs specific to Microsoft Excel. Deem noted that he's observed two major changes to the Microsoft Office 2010 Excel (updated) program; K. Deem further stated that Library patrons and Tempe community members may benefit from Microsoft Excel education class offerings. Sherry Warren encouraged K. Deem to pursue additional computer education classes offered by the City of Tempe's Recreation Services; S. Warren explained that computer education classes are programmed for adults ages 18 years and older. Warren further noted that the computer education class descriptions may be viewed by visiting **[www.tempe.gov/brochure](http://www.tempe.gov/brochure)**.
- S. Warren explained that the Library's Collections Area staff members have been collaboratively working towards composing an updated **Collection Development Policy** specific to the Tempe Public Library. Warren further reported that the Library's Collection Development Policy hasn't been updated since 2003; S. Warren stated that the updated policy will be added to the Library Advisory Board's September 7, 2011, meeting agenda

as a discussion item, and will be forwarded to the LAB members for review electronically prior to the meeting. Warren further explained that the updated policy, in the style of additional Valley libraries, will be less-specific but will include detailed information in regards to the mission and purpose of the policy.

#### **Agenda Item 4 - Activity Report: March, 2011**

- No report. Sherry Warren, Tempe Public Library Manager, encouraged the Library Advisory Board (LAB) members to view the March, 2011, statistics report prepared by Clay Workman, Tempe Public Library Operations Manager, included within the LAB meeting packets.
- S. Warren acknowledged the following noticeable trends:
  - Increased use of electronic resources;
  - A 20% decrease proportionate to a decrease in operating hours.

#### **Agenda Item 5 - Report: Summer Reading Programs; Youth, Teen and Adult**

- Sherry Warren, Tempe Public Library Manager, provided the Library Advisory Board (LAB) members with a follow-up report in regards to the **Youth, Teen and Adult Summer Reading Programs** being offered at the Tempe Public Library (Library).
- S. Warren explained that the Library's **Adult Summer Reading Program** began on May 21; S. Warren reported that participants received the following items:
  - Tote Bags;
  - Coupons;
  - Read, Renew and Review Cards;
  - Book Lights.
- S. Warren reported the following participation numbers for the Library's **Youth and Teen Summer Reading Programs**:
  - 38 Participants (Teen Summer Reading Program);
  - 629 Participants (Youth Summer Reading Program).S. Warren explained that the Youth and Teen Summer Reading Programs began on May 31.
- S. Warren praised the **Arizona Diamondbacks Organization**, the **City of Tempe Kiwanis Recreation Center**, **Outback Steakhouse** and **Peter Piper Pizza** for their sponsorship of the Youth and Teen Summer Reading Programs; S. Warren noted that each business/organization presented the Library with coupons to be distributed to Youth and Teen Summer Reading Program participants as prizes.
- S. Warren reported that she submitted an **LSTA grant proposal** with a request for funding to support Tempe-specific, Arizona-Centennial-celebrating programming and events. Warren stated that the Tempe Public Library, in conjunction with the Tempe History Museum, the Tempe Center for the Arts, the North Tempe Multigenerational Center and the Escalante Community Center, wish to utilize LSTA grant funds to support a Centennial-specific series of programming titled, "**Fabulous Arizona, Fantastic Tempe.**"
- Warren explained that the Centennial-specific programming series will run October, 2011, through July 21, 2012.

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

- Lupe Camargo, Friends of the Tempe Public Library President, reminded the Library Advisory Board members that **Tracy Hokaj**, Librarian - Tempe Public Library, is now serving as a liaison to the Friends of the Tempe Public Library (Friends of the Library) on behalf of the Tempe Public Library's staff members. Camargo stated that the Friends of the Library intends to work with T. Hokaj to use synergy as a tool to integrate its annual programming and services into Tempe-based, Centennial-specific programming, as well as programming that occurs within the Tempe Community Center Complex (Edna Vihel Center for the Arts, Pyle Adult Recreation Center, Tempe History Museum, Tempe Public Library) and the Tempe Center for the Arts. Camargo further added that the Friends of the Library organization is willing to promote Tempe Community Center Complex and Tempe Center for the Arts programming within its monthly newsletters and electronic distributions.
- L. Camargo announced that the Friends of the Library played host to a book sale on May 21 in conjunction with the start date of Tempe's Adult Summer Reading Program.
- L. Camargo reported that the Friends of the Library postponed its annual meeting; L. Camargo stated that the meeting will be rescheduled to occur in Fall, 2011, and that it's the goal of the Friends of the Library organization to work with its own members, Library volunteers, Library Advisory Board (LAB) members and Tempe Public Library staff members to generate its annual programming calendar.
- L. Camargo affirmed that an additional goal of the Friends of the Library organization continues to focus-around the ability to demonstrate to its members that their membership has value.
- L. Camargo reminded the LAB members that in lieu of a dedicated book store manager, the Friends of the Library hired Jolene Gosling to manage its online sales; L. Camargo added that the book store within the Tempe Public Library will continue to operate under the direction of Friends of the Library volunteers.
- L. Camargo explained that J. Gosling will facilitate the online sale of books on behalf of the Friends of the Library approximately 25 to 30 hours per week. Camargo further reported that the Friends of the Library recently purchased **Monsoon** computer software as a means to streamline its online book sales, and to sell books utilizing multiple platforms.
- L. Camargo acknowledged that the Friends of the Library contracted with Rob Moore, former book store manager, to install the updated online Monsoon software, and to train members of the Friends of the Library in relation to its use.
- L. Camargo noted that one of the most attractive features of the updated online sales software is its ability to reduce the complexity of the online selling process with its immediate evaluation of the market value of book donations for resale.
- L. Camargo stated that the Friends of the Library continues to promote its online book store; L. Camargo praised the efforts of **Experience Corps** and **Veterans History Project** volunteers, as well as **Mary Anna Bastin**, City of Tempe Community Services Department Volunteer Program Coordinator, for their efforts to assist with in-store and electronic book sales.
- L. Camargo reported that the Friends of the Library hopes to focus more of its efforts on marketing its programs; L. Camargo explained that with the help of Tracy Hokaj and additional Library staff members, the Friends of the Library will be able to effectively survey Tempe Public Library patrons, as well as explore promotion via social media

outlets and Tempe Connections Café e-blasts. Camargo further explained that the Friends of the Library organization has developed a technology-specific subcommittee within its membership to address easily-accessible, inexpensive and cost-effective electronic promotional outlets.

#### **Agenda Item 7 - Board Members' Announcements**

- Kirk Deem, Library Advisory Board (LAB) Chair, reminded the LAB members that the LAB has ***two vacant membership positions***. Deem encouraged the LAB members to contact possible board members and encourage them to submit an application to the City of Tempe City Clerk's Office. Lupe Camargo, Friends of the Tempe Public Library President, encouraged the LAB members to solicit advocates who are extremely passionate about the Tempe Public Library, and have a clear understanding of the value of promoting the Library within the Tempe Community.
- K. Deem asked Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, to forward the ***Library Advisory Board Bylaws (Charter)*** document to the LAB members.
- Dawn Thacker, LAB member, reminded the LAB members that she will teach field rhetoric courses for adults ages 50 years and older within the Connections Café Program Room at the Tempe Public Library in conjunction with the ***Osher Institute for Lifelong Learning***.

#### **Agenda Item 8 - Adjournment**

- Meeting adjourned at 7:40 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wednesday, September 7, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

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Kirk Deem  
Library Advisory Board Chair