



Minutes LIBRARY ADVISORY BOARD October 5, 2011

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on October 5, 2011, within the Tempe Public Library Conference Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

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

(MEMBERS) Absent:

None

City Staff Present:

Rachael Peterson, Administrative Assistant - Library and Cultural Services Division
Adrienne Richwine, Deputy Director - Library and Cultural Services Division
Clay Workman, Operations 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 6:34 p.m.

Agenda Item 2 - Approval of the September 7, 2011, Library Advisory Board Meeting Minutes Document

- Trish DeGraaf, Library Advisory Board (LAB) member, requested that Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, amend the September, 2011, Library Advisory Board Meeting Minutes document to reflect the following change in verbiage within the text on pages four and five:
 - “Adrienne Richwine, Deputy Director - Library and Cultural Services Division, stated that it’s the goal of the Library staff to place the updated Library Circulation Policy on the **October 5, 2011**, LAB meeting agenda for consideration.”

- “Adrienne Richwine, Deputy Director - Library and Cultural Services Division, stated that it’s the goal of the Library’s Collections Management Team to place the updated Library Collections Policy on the **October 5, 2011**, LAB meeting agenda for consideration.”
- **MOTION:** Kurtis Zinger moved to approve the September 7, 2011, Library Advisory Board Meeting Minutes document with proposed changes.
- SECOND:** Johnny Tse seconded.
- DECISION:** September 7, 2011, Library Advisory Board Meeting Minutes document approved with proposed changes.

Agenda Item 3 - Library Report

- Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, reported that the Tempe City Clerk’s Office is accepting **City of Tempe Boards and Commissions Applications** through **October 7, 2011**. Richwine encouraged the Library Advisory Board (LAB) members to view additional information related to City of Tempe Boards and Commissions recruitment by visiting the following website: <http://www1.tempe.gov/clerk/>.
- A. Richwine stated that the Tempe Public Library (Library) implemented a **Bestseller Express** display within the **Library’s Media Area** (located on the main floor of the Library). Clay Workman, Tempe Public Library Operations Manager, reported the following information in regards to the Bestseller Express display:
 - Bestseller books are limited to one item at a time;
 - Bestseller books are available for check-out on a first-come, first-served basis;
 - Bestseller Express items are seven-day-loans and can’t be renewed (overdue charge is \$1 per day);
 - Bestseller Express items can’t be placed on hold.
- A. Richwine reminded the LAB members that the Library will receive \$60,000 in materials assistance in addition to the \$30,000 that it will receive from the **Maricopa County Library District (MCLD)** for the Library’s participation in MCLD’s **Reciprocal Borrowing Program**.
- A. Richwine announced that the following resources are now available for use by Library patrons:
 - **Freegal Music Downloads;**
 - **Rocket Languages.**
- A. Richwine further announced that Library patrons **may now download e-books onto their Kindles**. Trish DeGraaf suggested that the Library obtain Kindles and Nooks that may be checked-out for use by Library patrons on a regular basis.
- A. Richwine reported that the Library continues to offer **computer education classes** to its patrons in collaboration with **Arizona State University’s (ASU) DISC** organization from **6 to 7:45 p.m.** on **Wednesday evenings**. Richwine acknowledged that the Library offers the following classes:
 - **Basic Computing;**
 - **Basic Microsoft Word;**
 - **Email;**
 - **Facebook/Twitter;**
 - **Internet;**

- **Microsoft Word.**

- A. Richwine encouraged the LAB members to attend **Tempe Tardeada**, an annual celebration of Tempe's Hispanic heritage and future, scheduled to occur at **noon** on Sunday, **October 9**, at the **City of Tempe Community Center Complex**, 3500 S. Rural Road. Lupe Camargo, Friends of the Tempe Public Library (Friends) President, reported that the **Friends** will host a **book sale** within **Tardeada's Mercado Area**.
- A. Richwine announced that the **Call to Artists** document explaining the **Mill Avenue District Utility Boxes and Tempe Public Library Cards Public Artwork Opportunity** (Public Artwork Opportunity) has been released to the public; A. Richwine reminded the LAB members that the Public Artwork Opportunity is a collaboration between the **City of Tempe** and the **Downtown Tempe Community**. Richwine further stated that six local artists will be selected via City of Tempe Public Art Program Panel Process to paint two-dimensional artwork on utility boxes located within Tempe's Mill Avenue District. Richwine added that the artists who are selected to fulfill the Public Artwork Opportunity will also have their works prominently displayed on Tempe Public Library cards.
- A. Richwine further explained that the **Mill Avenue District Utility Boxes and Tempe Public Library Cards Public Artwork Opportunity Review Panel** is scheduled to occur on November 9; A. Richwine reported that Paul Hubbell, LAB Vice Chair, and Lupe Camargo, Friends of the Tempe Public Library President, will represent the Tempe Public Library as members of the public artwork review panel.
- A. Richwine reported that the **Tempe Center for the Arts (TCA)** plays host to an open mic music series on Wednesday evenings titled, "**Walk-in Wednesdays at the TCA.**"
- Richwine further reported that **Walk-in Wednesdays at the TCA's Songwriters' Showcase III** was nominated to receive a **Rocky Mountain Emmy®** in the category of **Arts/Entertainment Program or Special**. Richwine explained that the Rocky Mountain Southwest Chapter of the National Academy of Television Arts and Sciences is a membership organization dedicated to excellence in television by honoring exceptional work through its prestigious Emmy® Awards. Richwine further explained that Rocky Mountain Emmy® Winners will be revealed on October 15.
- Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, noted that per **City of Tempe Ordinance 2008.01**, the current bylaws document for the Library Advisory Board, **Article II. Library Advisory Board**, needs to be permanently amended to reflect the removal of the following verbiage:
 - Page One, **Section 15-17. Members.**
 - B. "...on the first day of **July** of each year and on the thirtieth day of **June** three (3) years thereafter."
 - Page One, **Section 15-18. Officers.**
 - "...at the first meeting of the board following the thirtieth day of **June** of each year, and shall serve until the thirtieth day of **June** on the next succeeding year."
- R. Peterson added that per **City of Tempe Ordinance 2008.01**, the current bylaws document for the Library Advisory Board, **Article II. Library Advisory Board**, needs to be permanently amended to reflect the following updated verbiage:
 - Page One, **Section 15-17. Members.**
 - B. "...on the first day of **January** of each year and on the thirtieth day of **December** three (3) years thereafter."

- Page One, **Section 15-18. Officers.**
 - "...at the first meeting of the board following the thirtieth day of **December** of each year, and shall serve until the thirtieth day of **December** on the next succeeding year."

Agenda Item 4 - Tempe Public Library Circulation Policy

- Adrienne Richwine, Deputy Director - Library and Cultural Services Division, presented the Library Advisory Board (LAB) members with an updated **Tempe Public Library Circulation Policy** document for review that included the proposed changes discussed by the LAB members during the regularly-scheduled Library Advisory Board meeting that took place on September 7, 2011.
- **MOTION:** Kurtis Zinger moved to approve the Tempe Public Library Circulation Policy document as presented.
SECOND: Paul Hubbell, Library Advisory Board Vice Chair, seconded.
DECISION: Tempe Public Library Circulation Policy document approved as presented.

Agenda Item 5 - Tempe Public Library Collections Policy and Public Survey

- Review, discussion and approval/consideration of the **Tempe Public Library Collections Policy** and **Public Survey** documents tabled. Per Kirk Deem, Library Advisory Board Chair, the Tempe Public Library Collections Policy and Public Survey document will be placed on the Library Advisory Board's November 2, 2011, meeting agenda for additional review, discussion and approval.

Agenda Item 6 - Tempe Public Library Operations Report

- **Clay Workman, Tempe Public Library Operations Manager**, presented the Library Advisory Board (LAB) members with the following reports reflecting real comparisons for the full month of August, 2011, to August, 2010:
 - **Tempe Public Library Statistical Changes** for the Month of August, 2011;
 - **Tempe Public Library PC Reservation Usage Report** for the Month of August, 2011;
 - **Tempe Public Library Electronic Resource Statistics** for the Month of August, 2011;
 - **Tempe Public Library eContent Statistics** for the Month of August, 2011.
- C. Workman acknowledged the following trends from August, 2011, to August, 2010:
 - **Materials Circulation** decreased by approximately 8.9%;
 - **Door Count** decreased by approximately 5%;
 - **Patron Registration** decreased;
 - **E-Book Use** increased by approximately 10%;
 - **Audiobook Use** increased by approximately 150%.
- Both Kirk Deem, Library Advisory Board Chair, and Lupe Camargo, Friends of the Tempe Public Library President, acknowledged that the Tempe Public Library's (Library) use of a public survey in relation to the Library's Collections Management Area may serve as a guide for Library administration to best determine where to allocate monetary resources; K. Deem and L. Camargo further acknowledged that several trends outlined by C. Workman's reports suggest increased patron use of electronic resources.

- C. Workman encouraged the LAB members to contact him via email message at ***Clay_Workman@tempe.gov*** if they had any questions related to Tempe Public Library statistics.

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

- Lupe Camargo, Friends of the Tempe Public Library (Friends) President, reminded the Library Advisory Board (LAB) members that the Friends is playing host to a ***book sale*** within ***Tempe Tardeada's Mercado Area*** on Sunday, October 9. Camargo added that the book sale will be staffed by a great team of volunteers.
- L. Camargo reported that the Friends strives to continue to improve the profitability of its Connections Café; L. Camargo added that the Friends organization hopes to create a ***Connections Café Advisory Group*** and is seeking representation by local café managers.
- L. Camargo reminded the LAB members that the Friends of the Tempe Public Library has been designated as a partner in the ***Mayor's Run***, an official charity and training program of the ***P.F. Chang's Rock 'n' Roll Arizona Marathon and Half Marathon*** scheduled for January 15, 2012. Camargo encouraged the LAB members to join the Friends' team and noted that monies raised will be matched by donations from Tempe Mayor Hugh Hallman, and will allow the Friends to continue to meet its campaign goal of supporting the programming and services of the Tempe Public Library. Camargo further reported that the Friends organization intends to create a master event calendar that will include and coincide with Tempe Public Library and other City of Tempe events and programs.

Agenda Item 8 - Board Members' Announcements

- No announcements.

Agenda Item 9 - Adjournment

- Meeting adjourned at 8 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wednesday, November 2, 2011, 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

Kirk Deem
Library Advisory Board Chair