

## Minutes LIBRARY ADVISORY BOARD Wednesday, November 1, 2023

Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, November 1, 2023, held in a hybrid format in-person at Tempe Public Library, and via Microsoft Teams.

**(MEMBERS) Present:**

Carrie Taylor (Chair)  
Marie Brown  
Dr. Felicia Durden  
Teri Metros  
Chris Sar  
Jesse Shank  
Christopher M. Watts (Vice-Chair)

**(MEMBERS) Absent:**

All members were present

**City Staff Present:**

Craig Hayton, Community Services Director  
Jessica Jupitus, Deputy Community Services Director - Library Services Division  
Sunna Khokhar, Library Specialist II+ - Library Services Division  
McKay Wellikson, Library Manager – Library Services Division

**General Public Present:**

No members of the general public were present

**Agenda Item 1 - Call to Order:**

- Carrie Taylor, Library Advisory Board (Board) Chair, called the meeting to order at 6:00 p.m.

**Agenda Item 2 - Call to the Audience:**

- No public comments from the audience to report.

**Agenda Item 3 - Approval of the October 4, 2023, Library Advisory Board Meeting Minutes:**

**APPROVED**

- Carrie Taylor, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated October 4, 2023.

**MOTION:** Chris Sar moved to approve the October 4, 2023, Library Advisory Board meeting minutes.

**SECOND:** Jesse Shank seconded.

**DECISION:** Motion approved, 6-0.

**Ayes:** Carrie Taylor (Chair), Dr. Felicia Durden, Terry Metros, Chris Sar, Jesse Shank, and Christopher M. Watts (Vice-Chair)

**Nays:** None

**Absent:** None

**Abstained:** Marie Brown

**Agenda Item 4 - Report: Friends of Tempe Public Library**

- The Friends of the Tempe Public Library were not present at the meeting.

**Agenda Item 5 - Interlibrary Loan Policy Review: Discussion and Possible Action: APPROVED**

- McKay Wellikson, Library Manager, gave a presentation regarding the Interlibrary Loan (ILL) Policy and the changes the library would like to implement, which include:
  - The types of items available through IL:
    - Extend the date on new releases; patrons can ask for items that are at least 12 months old, which is in line with other participating libraries
    - The library will no longer be requesting items from Libraries with a "Borrowing Fee"
  - Borrowers may only ask for the same item twice in a calendar year
  - ILL borrowing privileges are suspended if two (2) items are lost as opposed to the previous rule of three (3) items
- Chris Sar asked M. Wellikson how the duplicate borrowing will be enforced;
  - M. Wellikson responded and stated that there is a log the library uses
- Terri Metros asked what happens if a patron loses an item;
  - The patron is charged with a replacement cost fee and is responsible for paying the fee.
- Carrie Taylor, Library Advisory Board (Board) Chair, asked the board members to review the updated Interlibrary Loan Policy
  - No edits noted or requested

**MOTION:** Jesse Shank moved to approve the updated Interlibrary Loan policy as presented

**SECOND:** Chris Sar seconded.

**DECISION:** Motion approved, 7-0.

**Ayes:** Carrie Taylor (Chair), Marie Brown, Dr. Felicia Durden, Terry Metros, Chris Sar, Jesse Shank, and Christopher M. Watts (Vice-Chair)

**Nays:** None

**Absent:** None

**Abstained:** None

**Agenda Item 6 - Staff Report: Jessica Jupitus, Deputy Community Services Director**

- Jessica Jupitus, Deputy Community Services Director - Library Services Division, gave the following report specific to Tempe Public Library operations:
  - **369** adults were engaged in **programming** during October 2023; programs included:
    - **Book Clubs**
      - Mystery Club
      - Friends of Dorothy
      - Horror Book Club
      - Coffee, Tea, and Books
      - Reading Global
    - **Writing Programs**
      - Writers' Connection
      - How to Chose a Publishing Path to Meet your Needs
      - Humor and Laughter in Our Lives
      - Make Your Setting a Character
      - Poetry Workshop
      - Desert Sleuths
      - NaNoWriMo Meet and Greet
      - Not a University Professor? Learn to Research Your Next Book
    - **Technology Help**
      - DISC Drop-in Technology help
      - iPhone Photography
    - **English Corner**
    - **Page Possibilities: Book Pumpkins**
    - **Puzzle Swap**
    - **Reader's Theater**
    - **How to Discuss Politics with Friends, Family, and Coworkers**

- **Stargazing**
- **Expanded Food and Nutrition**
- **Voice Over Workshop**
- **Mars Exploration**
- November programming is promoting National Novel Writing Month (NaNoWriMo)
  - The library will be providing space and support for writers who are participating in NaNoWriMo with write-in locations and fun challenges to see if any of our authors complete the 50,000-word challenge
- J. Jupitus reported the following information specific to operations of Tempe Public Library's (Library) **Youth and Teen Services** areas:
  - 1,627 participants were engaged in **youth programming** during October 2023, J. Jupitus highlighted the following programs:
    - **Storytime:**
      - Baby Lapsit (Mondays, four (4) sessions)
      - Evening (Tuesdays, five (5) sessions)
      - Preschool (Wednesdays, four (4) sessions)
      - Toddler (Thursdays, four (4) sessions)
    - **Baby Bonding** (Mondays, two (2) sessions)
    - **Code Club** (Thursdays, four (4) sessions)
    - **LEGO Lab** (Friday and Saturday, eight (8) sessions)
    - **Kids Café** (Mondays, Tuesday, and Thursdays, 13 sessions)
    - **Open Learning Lab** (daily)
    - **Totally Tween Hangouts** (Fridays, four (4) sessions)
    - **Get Inked** (alternating Saturdays, two (2) sessions)
    - **Page Turners** (Wednesdays, four (4) sessions)
    - **Tabletop Kingdom Junior**, (Wednesdays, two (2) sessions)
    - **Math Mania**, (Tuesdays, five (5) sessions)

- 74 **Youth Activity Kits** and 42 teen **STEAM kits** were checked-out for in-library use;
- 101 participants were engaged in **Teen Programming** during October 2023; J. Jupitus highlighted the following programs:
  - **Game On** (Alternating Wednesdays, two (2) sessions)
  - **Life Skills Mondays** (Mondays, four (4) sessions)
  - **Create Thursday** (Thursdays, four (4) sessions)
  - **Teen-Led Dungeons and Dragons** (Saturdays, four (4) sessions)
  - **Makers Lab** (Wednesdays, four (4) sessions)
  - **Tabletop Kingdom** (Sundays, five (5) sessions)
  - **Booktasting**, (First Fridays, one (1) session)
  - Teen Volunteers provided 107 hours of service among 21 teens
- Alicia Hancock, Youth Librarian, is buying a plethora of new coding items with her recent grant award to ensure the children who attend Code Club are engaged and happy.
- **Physical circulation of materials** slightly decreased in October 2023;
  - Physical circulation of materials in October 2023 totaled 46,978 uses;
  - Physical circulation of materials in October 2022 totaled 46,238 uses;
  - Physical circulation of materials in September 2023 totaled 46,999 uses;
  - Physical circulation of materials in August 2023 totaled 50,348 uses;
- **Virtual/eResource circulation** increased in October 2023, our highest digital circulation month to date;
  - eResource circulation in October 2023 totaled 38,047 uses;
  - eResource circulation in October 2022 totaled 30,318 uses;
  - eResource circulation in September 2023 totaled 37,388 uses;
  - eResource circulation in August 2023 totaled 37,666 uses;;
- Tempe Public Library staff added **1,294 new cardholders** and updated **673 library cards**
- **Public access computers** saw 4,299 sessions in October 2023;
  - The lab on the **main floor** saw 3,835 uses;
  - The lab in the **Teen Center** saw 43 uses;

- The lab in **Youth Services** saw 314 uses;
- Satellite locations including the Cahill Senior Center, Escalante Community Center, and the North Tempe Multi-Generational Center saw 107 uses.
- Library Staff recently conducted an audit to determine how many computers are in use and see if some computers may be removed to create more of a distance between computers and ensure users feel more comfortable.
- Tempe Public Library has an **average attendance** of 1,226 patrons per day.
- The Tempe Public Library App Launch has a total of 1,594 downloads
- One Tempe One Book was a huge success!
  - This year's committee included Blanca Villapudua (Marketing Specialist), Victoria Aguilar (Library Specialist II+), Laurel Plapp (Librarian II+), and Megan Herrick (Library Assistant)
  - There were many community involvement and impacts this program made. Some include:
    - Library Staff were noticing new patrons in the Library
    - 11 partner sites gave away books including community centers, waxing facilities, restaurants, and coffee shops
    - There were 20 programs for all ages including a Sunday book club, disabled authors, and services for people with disabilities.
    - 307 program attendees including people with visible disabilities who had not previously used the library
    - 1,250 free copies of *Disability Visibility* given away throughout the community, 250 copies were the young readers edition
    - 1,200 fidgets were handed out including hot and cold packs, Bendeez, stress squeezers, and spinners
    - 88 virtual copies of the book and audiobook were checked out during the month of October via Overdrive/Libby
- The library is still working on getting our Youth Department fully staffed.
- Broadmor neighborhood won the library at their Getting Arizona Involved in Neighborhoods (G.A.I.N) night and we distribute all sorts of treats including free books, which they were really excited about. They have 169% library cardholders in their neighborhood.
- The library distributed 1,100 pairs of eclipse glasses in advance of the solar eclipse, which means that 1,100 people searched the space books on our shelves and wrote a science fact

- The library sent ten (10) staff members to Arizona Library Association (AzLA) conference giving them the opportunity to learn from the sessions, connect with library staff throughout Arizona, and even present.
- Jill Brenner, Librarian II+, won the Outstanding Adult Services Librarian Award for 2023

**Agenda Item 6 - Member Announcements/Future Agenda Items**

- Rural Road will be one lane both direction starting on November 6, 2023 to conduct preventative water maintenance
- The disability parking lot was not ADA compliant, so it is being stripped and resurfaced
- Dr. Felicia Durden asked if we will be hosting something similar to Food For Fines now that we are fine free
  - J. Jupitus informed the board that we house donation boxes in the building throughout the year for our City partners

**Agenda Item 7 - Adjournments**

- Carrie Taylor, Library Advisory Board Chair, adjourned the meeting at 6:40 p.m.
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, December 6, 2023;
  - Due to the COVID-19 pandemic, this public meeting will be held in a hybrid format in-person and virtually via Microsoft Teams.

Prepared by: Sunna Khokhar; Reviewed by: Jessica Jupitus



12/06/2023

---

Approval Signature: Library Advisory Board Member