



## Minutes LIBRARY ADVISORY BOARD Wednesday, June 5, 2024

Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, June 5, 2024, held in a hybrid format in-person at Tempe Public Library, and via Microsoft Teams.

**(MEMBERS) Present:**

Chris Sar (Chair)  
Jessica Brown  
Marie Brown (Vice-Chair)  
Dr. Felicia Durden  
Shari Laster  
Jesse Shank  
Teri Metros

**(MEMBERS) Absent:**

**City Staff Present:**

Jessica Jupitus, Deputy Community Services Director - Library  
Erin Fillmore, Senior Management Assistant - Community Services Admin  
Laurel Plapp, Librarian II – Adult Services  
Nicole Swanson, Librarian II – Adult Services

**General Public Present:**

Mary Busch, President of the Friends of the Tempe Public Library

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

- Chris Sar, Library Advisory Board (Board) Chair, called the meeting to order at 6:02 p.m.

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

- No public comments from the audience to report.

**Agenda Item 3 - Approval of the May 1, 2024, Board Meeting Minutes: APPROVED**

- Chris Sar, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated May 1, 2024.

**MOTION:** Teri Metros moved to approve the May 1, 2024, Board meeting minutes.

**SECOND:** Marie Brown (Vice-Chair) seconded.

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

**Ayes:** Chris Sar (Chair), Marie Brown (Vice Chair), Shari Laster, Dr. Felicia Durden, Teri Metros, Jessica Brown, and Jesse Shank

**Nays:** None  
**Absent:** None  
**Abstained:** None

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

- Mary Busch, President of the Friends of the Tempe Public Library (Friends) gave an update.
  - Friends had another successful bag sale.
  - M. Busch informed the Board that there are currently 10 members on the Friends Board, and they are still looking for people to join.
  - M. Busch invited Board members to join the Friends next board meeting on June 25, 2024.

**Agenda Item 5 - Staff Report: Jessica Jupitus, Deputy Community Services Director - Library**

- Nicole Swanson, Librarian II – Adult Services, presented on adult programs involving puzzles including the puzzle table next to the Tech Desk, the Library’s puzzle swap program, and the Jigsaw Puzzle Tournament on July 28, 2024.
- Laurel Plapp, Librarian II – Adult Services, presented on the Tiny Art Show, Page Possibilities, and other adult summer programs.
- Jessica Jupitus, Deputy Community Services Director - Library, gave the following report specific to Tempe Public Library (Library) operations:
  - **293** adults were engaged in **programming** during May 2024; programs included:
    - **Book Clubs**
      - Mystery Club
      - Friends of Dorothy
      - Reading Global
      - Great Books
      - Coffee, Tea, and Books
    - **Writing Programs**
      - Writers’ Connection
      - Random Acts of Kindness
      - Poetry Workshop
      - Journeys to Authorship
    - **Improve Club**
    - **English Corner**
    - **Page Possibilities: Pen Holder**
    - **Readers’ Theatre Performance**
    - **Cat Castles**
    - **Financial Literacy: Where Does Your Money Go?**
    - **Bookbinding with little somethings press**

- **Smart Landscape Watering Practices**
- **Reel Deal Film Society**
- J. Jupitus reported the following information specific to operations of the Library's **Youth and Teen Services** areas:
  - 1,548 participants were engaged in **youth programming** during May 2024; J. Jupitus highlighted the following programs:
    - **Storytime:**
      - Baby (three (3) sessions)
      - Evening (four (4) sessions)
      - Preschool (two (2) sessions)
      - Toddler (three (3) sessions)
    - **Baby Bonding** (three (3) sessions)
    - **Code Club** (one (1) session)
    - **LEGO Lab** (two (2) sessions)
    - **Page Turners** (three (3) sessions)
    - **Kids Café** (12 sessions)
    - **Open Learning Lab** (daily)
    - **Totally Tween Hangouts** (four (4) sessions)
    - **Get Inked** (one (1) session)
    - 104 **Youth Activity Kits** and 50 teen **STEAM kits** were checked-out for in-library use (teen STEAM kits were highlighted at the Geeks Night Out event and use increased as a result)
  - 182 participants were engaged in **Teen Programming** during May 2024; J. Jupitus highlighted the following programs:
    - **Game On** (five (5) sessions)
    - **Life Skills Mondays** (Mondays, three (3) sessions)
    - **Create Thursday** (Thursdays, five (5) sessions)
    - **D&D** (teen-led, four (4) sessions)
    - **Makers Lab** (three (3) sessions)
    - **Tabletop Kingdom** (four (4) sessions)
    - Teen Volunteers provided 173 hours of service among 51 teens; including volunteer training for summer with about 30 attendees

- J. Jupitus reported that the Library is partnering with the Scottsdale Public Library for a limited Summer Scares book club, to see if we can build our audience of horror readers with the Horror Writers of America sponsored programming.
- J. Jupitus reported that the Library is having a writing series from one of the winners of the Library's annual writing contest coming up this month.
- **Physical circulation of materials** increased in May 2024;
  - Physical circulation of materials in May 2024 totaled 42,405 uses;
  - Physical circulation of materials in April 2024 totaled 40,111 uses;
  - Physical circulation of materials in March 2024 totaled 45,090 uses;
- **Virtual/eResource circulation** decreased in May 2024;
  - eResource circulation in May 2024 totaled 37,181 uses;
  - eResource circulation in April 2024 totaled 38,451 uses;
  - eResource circulation in March 2024 totaled 39,581 uses;
- Library staff added **1,604 new cardholders**
- **Public access computers** saw 4,173 sessions in May 2024;
  - The lab on the **main floor** saw 3,687 uses;
  - The lab in the **Teen Center** saw 66 uses;
  - The lab in **Youth Services** saw 293 uses;
  - Satellite locations including the Cahill Senior Center, Escalante Community Center, and the North Tempe Multi-Generational Center saw 127 uses.
- **Gate Count:** average of 1,271/day.
- J. Jupitus updated the Board on Youth staffing vacancies: we made some offers to youth librarians and hope to be fully staffed by the end of summer.
  - J. Jupitus responded to a question regarding advertising of the vacant positions, noting that it would be added to the existing recruitment.
  - J. Jupitus responded to a question regarding how often volunteers are used and/or needed noting that using volunteers is rare in adult services since we have paid staff.
- The Library is looking forward to the following upcoming programs:
  - Summer Reading is here!
    - As of June 5, 2024, we have 1,919 people signed up.
    - Goal is to get to 4,000 participants this summer.
    - Talewise kickoff was held June 1, 2024
  - Jigsaw Puzzle Tournament – July 28, 2024
- J. Jupitus updated the Board on the Library Beacon Project that is a collaboration between the Library and Tempe's Diversity, Equity, and Inclusion Office.
  - The Beacon Project is intended for those with visual impairments and tells patrons where they are and where they are approaching.
  - This project will start on the Library's second floor as a pilot.

**Agenda Item 6– Discuss Timing of the Public Speaker Section of the Agenda**

- Chris Sar (Chair) opened the discussion regarding timing for the public speaking section suggesting the Board limit the total time for public comments to a certain number of minutes (e.g. no more than 30 minutes) at the beginning of the agenda with the option of moving additional public comments to the end of the meeting, after the remaining scheduled items have concluded.
  - The current policy states that guests can speak for up to three (3) minutes and only on subjects that are listed on the agenda. Board members may not respond to public comments if the topic is not on the agenda. The public speaker section is currently at the beginning of the agenda, but the Board can consider adding additional public comments to the end of the meeting.
  - The Board can consider creating a process for the public speaking section.
    - Example: if multiple people want to speak on the same subject, the group can have one person speak on behalf of the group.
    - Example: hold a certain amount of time at the beginning of the meeting with overflow at the end of the meeting.
    - Example: have the Board maintain a list of topics from public comments that can be added to a future Board meeting for discussion as long as it fits within the Board’s purview.
  - The Board will explore other commissions and boards’ policies on public speaking and check with the City Clerk on what the Board can do legally with this section, as well as obtain information from other library boards on how they handle the public speaking portion of the agenda.
  
- This topic was tabled to allow time for further research and will remain on the September 5, 2024 agenda for further discussion.

**Agenda Item 7– Member Announcements/Future Agenda Items**

- Dr. Durden announced the African Advisory Committee Juneteenth will be held June 15, 2024 from 11:30 a.m.- 2:45 p.m.
  
- Shari Laster proposed that a future agenda item be a staff presentation about the background of the Tempe Public Library App.

**Agenda Item 8 - Adjournments**

- Motion made by Teri Metros to adjourn the meeting.  
Second by Jesse Shank.  
Meeting Adjourned at 7:04 p.m.
  
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, September 4, 2024;
  - 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: Erin Fillmore; Reviewed by: Jessica Jupitus



09/05/2024

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Approval Signature: Library Advisory Board Member