



Minutes LIBRARY ADVISORY BOARD Wednesday, September 4, 2024

Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, September 4, 2024, held in a hybrid format in-person at Tempe Public Library, and via Microsoft Teams.

(MEMBERS) Present:

Chris Sar (Chair)
Jessica Brown
Dr. Felicia Durden (left early)
Shari Laster
Jesse Shank
Teri Metros

(MEMBERS) Absent:

Marie Brown (Vice-Chair)

City Staff Present:

Jessica Jupitus, Deputy Community Services Director – Library
Gretchen Oates, Youth Library Services Manager
Erin Fillmore, Senior Management Assistant - Community Services Admin

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 6:00 p.m.

Agenda Item 2 - Call to the Audience:

- No public comments from the audience to report.

Agenda Item 3 - Approval of the June 5, 2024, Board Meeting Minutes: APPROVED

- Chris Sar, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated June 5, 2024.
 - No edits noted or requested.

MOTION: Teri Metros moved to approve the June 5, 2024 Board meeting minutes as presented.

SECOND: Jesse Shank seconded.

DECISION: Motion approved, 6-0.

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

Nays: None
Absent: Marie Brown (Vice Chair)
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.
 - The next Friends Board meeting is September 24, 2024.
 - Friends received an additional board member application making it their fourth for the year.
 - The Board asked M. Busch how long the Friends board members' term limits are. M. Busch responded that it depends since the previous President was in that role for 12 years.
 - M. Busch noted the Friends Board is currently working on revamping the Friends bylaws, which includes term limits.
 - The bookstore and the Café are doing well and producing sufficient income to help support the Library.

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

- Gretchen Oates, Library Manager - Youth, presented youth programs including Summer Reading Program, Paws to Read at TPL, Sunday Funday with Tempe Park Rangers, Mini STEAMers, Playground Games, Trivia, Math Mania, and Pokemon, as well as youth partnerships and staffing.
- Jessica Jupitus, Deputy Community Services Director - Library, gave the following report specific to Tempe Public Library (Library) operations:
 - **830** adults were engaged in **programming** during June, July, and August 2024; programs included:
 - **Book Clubs**
 - Mystery Club (three (3) sessions)
 - Friends of Dorothy (three (3) sessions)
 - Summer Scares (three (3) sessions)
 - Great Books (six (6) sessions)
 - Coffee, Tea, and Books (three (3) sessions)
 - **Writing Programs**
 - Writers' Connection (six (6) sessions)
 - Butterfly Effect in Our Lives
 - Message to the World
 - Making a Family Recipe Book
 - Color and Change in Storytelling
 - Celestial Bodies: Why You're Allowed to Write About the Sky
 - Poetry Workshops: Poetry and the Climate Crisis and Contemporary Sonnets
 - Writing Workshop: Ephemera
 - Approaching Revision with Generosity and Discovery
 - **Improve Club** (three (3) sessions)
 - **English Corner** (seven (7) sessions)
 - **Page Possibilities: Iris Folding, Paper Wreath, Paper Crane Mobile**

- **Reel Deal Film Society** (three (3) sessions)
- **Jigsaw Puzzle Tournament & Jigsaw Puzzle Swap**
- **iPhone Summer Camp Series**
- **Dinosaurs with Tyrannosaurus**
- **Getting Started with Rock Hunting in AZ**
- **Making and Playing Simple Percussion Instruments**
- **Tiny Art Show (nearly 60 pieces featured!)**
- **Save Water and Energy at Home (with Sustainability)**
- J. Jupitus reported the following information specific to operations of the Library's **Youth and Teen Services** areas:
 - **7,453** participants were engaged in **youth programming** during June, July, and August 2024, J. Jupitus highlighted the following programs:
 - **Storytime:**
 - Baby (13 sessions)
 - Evening (12 sessions)
 - Preschool 11 sessions)
 - Toddler (11 sessions)
 - **Baby Bonding** (12 sessions)
 - **Code Club** (eight (8) session)
 - **LEGO Lab** (13 sessions)
 - **Kids Café** (38 sessions)
 - **Open Learning Lab** (daily)
 - **Totally Tween Hangouts** (12 sessions)
 - **Get Inked** (six (6) sessions)
 - **Super Summer Saturdays** (eight (8) sessions)
 - **Pokemon Trainer Academy**
 - **Talewise Summer Reading Kickoff**
 - **Jungle Jill**
 - **Milo & Moxie Safety Rangers Storytime**

- **Latino Young Ambassadors' Storytime**
- **Hotel Saguaro Puppet Show with Great Arizona Puppet Theatre**
- **Author Storytime with Michael Ivery**
- 394 **Youth Activity Kits** and 147 teen **STEAM kits** were checked-out for in-library use.
- **552** participants were engaged in **Teen Programming** during June, July, and August 2024; J. Jupitus highlighted the following programs:
 - **Game On** (11 sessions)
 - **Life Skills Mondays** (Mondays, 13 sessions)
 - **Create Thursday** (Thursdays, 11 sessions)
 - **D&D** (teen-led, 13 sessions)
 - **Maker Lab** (11 sessions)
 - **Tabletop Kingdom** (12 sessions)
 - **Natsumatsuri: Summer Celebration**
 - **Book Swap**
 - **Zine Workshop**
 - Teen Volunteers provided 173 hours of service among 51 teens; including volunteer training for summer with about 30 attendees.
- The scavenger hunts have been so successful staff have changed them every two (2) weeks for the summer and we had 595 hunters in July alone!
- The Library had an outreach event with Escalante for their Back to School Night where we talked with over 300 folks about the library.
- J. Jupitus reported that the Library has the following three upcoming partnership events:
 - Partnering local game developer Borogoi for an indie game development program on September 7, 2024.
 - Clean Elections will be doing an Arizona Election Essentials program on September 21, 2024.
 - Hosting author Adam Johnson on September 7, 2024 at 2 p.m. to do a reading from his book *The Orphan Master's Son* and to talk about his time at Marcos de Niza and Arizona State University.
- **Physical circulation of materials** for June, July, and August 2024:
 - Physical circulation of materials in August 2024 totaled 46,597 uses;
 - Physical circulation of materials in August 2023 totaled 50,348 uses.
 - Physical circulation of materials in July 2024 totaled 47,574 uses;
 - Physical circulation of materials in July 2023 totaled 51,963 uses.

- Physical circulation of materials in June 2024 totaled 49,222 uses;
 - Physical circulation of materials in June 2023 totaled 52,349 uses.
- **Virtual/eResource circulation** for June, July, and August 2024:
 - eResource circulation in August 2024 totaled 41,054 uses;
 - Physical circulation of materials in August 2023 totaled 37,666 uses.
 - eResource circulation in July 2024 totaled 40,470 uses;
 - Physical circulation of materials in July 2023 totaled 37,783 uses.
 - eResource circulation in June 2024 totaled 40,230 uses;
 - Physical circulation of materials in June 2023 totaled 36,822 uses.
- Library staff added **5,187** new users and renewed **2,533** cards from June through August 2024.
- The Library had **735** downloads over the summer and are and incorporated “have you downloaded the app” into the new card information overview.
 - The Library had **3,880** total downloads and are on track to reach 5,000 downloads by 2025.
- **Public access computers** saw 9,196 sessions in June and July 2024;
 - August numbers are not accurate as the Library switched from a failing server to a new and stable server.
 - Between August 22, 2024 and August 31, 2024, there were 1,445 computer log-ins, which is on par with computer usage of the last few months.
 - The Library is working with satellite locations: Cahill Senior Center, Escalante Community Center, and the North Tempe Multi-Generational Center, to begin reducing the number of public PCs to ensure that there are enough computers for the users but machines aren't sitting idle for weeks.
 - North Tempe reduced the number of computers to 5 and shifted them to the lobby which increased their use.
- **Gate Count:** The gate count is not operating properly. Library staff are working on fixing it.
- J. Jupitus updated the Board on the following topics:
 - Library staffing vacancies and noted that the Library is in the recruitment process for a Youth Librarian and a Library Manager - Infrastructure.
 - Summer Reading Program was a huge success despite staff vacancies.
 - 3,533 people signed up and 2,074 people finished the program, maintaining the Library's 60% completion rate.
 - 2023 had 3,845 people sign up and the Library did significantly fewer programs and promotions this year.
 - The mural by artist Shachi Kale for the Library's lower level is in progress and anticipated to start September 15, 2024.
 - Library staff are working on a Library culture code and a staff member from each team is included so there will be cross-team collaboration.
- The Library is looking forward to the following upcoming programs:
 - Staff is presenting at the Arizona Library Association in October 2024 on both “Being a Good Ally in Your Library” and “DIY Your Way to Escape Rooms”.
 - One Tempe One Book is coming back October 2024 and the topic is another universal one: death. The books selected for this year's program are:
 - For adults: *From Here to Eternity* by mortician Caitlin Doughty, provides a global look at how various cultures care for their dead.
 - For youth: *Will The Cat Eat My Eyeballs?* by Caitlin Doughty.

- For teens: *They Both Die at the End* by Adam Silvera.
- Free books can be picked up at the Library or at any of the Library's community partners.
- Robust One Tempe One Book programming is scheduled for October 2024 including a historic cemetery tour, Victorian Mourning Customs, Write Your Own Eulogy, and more.
- Two new community partners have been added this year since they were a thematic fit: goth coffee shop Dark Hall and curiosity shop Curious Nature.
- J. Jupitus thanked the Friends of the Tempe Public Library for their generous support of this program.

Agenda Item 6– Discuss Timing of the Public Speaker Section of the Agenda: TABLED

- Tabled until next meeting.

Agenda Item 6– Review of Updated Tempe Public Library's Code of Conduct: APPROVED

- Jessica Jupitus, Deputy Community Services Director - Library, presented proposed updates to the Library's existing Code of Conduct Policy. Updates include the following:
 - Introduction
 - Added: "[...] based on race, ethnicity, gender, gender identity, religion, familial status, age, national origin, disability, sexual orientation, U.S Military Veteran Status, or hair."
 - Library Code of Conduct Section
 - Be respectful of everyone in the Library bullet:
 - Added: "[...] and using headphones instead of speakers when listening to audio."
 - Keep personal belongings with you at all times bullet:
 - Added: "Items must not block aisles or impede use of the library for others."
 - Beverages in securely covered containers are allowed inside the Library bullet:
 - Added: "[...] Reasonable snacks may be consumed in the library, except in the computer areas, though meals are not permitted. Food purchased in the Connections Café may be consumed in the designated café area. Library users are responsible for cleaning any mess made by food or beverages consumed. Pre-approved special programs may be exempt."
 - The Following Actions and Forms of Conduct are Not Permitted Section
 - Added: "dog" to bullet six stating: "Entering the library with any type of animal except a service dog as specified by the ADA."
 - Struck bullet 9: "Bringing into the Library more than two personal items described as bags/purses/backpacks or any oversized item too large to fit under one study chair."
 - Teen Center Code of Conduct Section
 - Struck: "The social nature and adolescent characteristics of teens require a separate Library space designed to support their need for group interaction."
 - Added: "Teens are expected to follow all rules in the Library code of conduct. Any aggressive and/or abusive behavior toward staff or other library users may result in parents and/or law enforcement being notified."
 - Struck: "The Library provides the Teen Center to support the following related activities" section in its entirety.
 - Struck: "All teens are expected to uphold the Library Code of Conduct. In addition, specific activities and behaviors not permitted in the Teen Center are" section in its entirety.
- Chris Sar (Chair) asked the Board members to review the updated Code of Conduct Policy.
 - The Board asked about disclosing the whereabouts of teens, including to parents. J. Jupitus responded that the Library Code of Conduct Policy protects the privacy of everyone in the Library, including minors.

- The Board asked if the Library's Code of Conduct Policy was separate from renting a room and J. Jupitus responded that yes, the Code of Conduct Policy is separate and there are different policies in place for room rentals, however, the Library's Code of Conduct policies are in place for the entire Library complex.
- The Board asked about the plan to roll out the updated Library Code of Conduct Policy and J. Jupitus said it will be a gentle roll out and staff will update signage with the changes throughout the Library.
- No edits noted or requested by Board Members.

MOTION: Jesse Shank moved to approve the Updated Tempe Public Library's Code of Conduct as presented.

SECOND: Shari Laster seconded.

DECISION: Motion approved, 5-0.

Ayes: Chris Sar (Chair), Shari Laster, Teri Metros, Jessica Brown, and Jesse Shank

Nays: None

Absent: Marie Brown (Vice Chair) and Dr. Felicia Durden

Abstained: None

Agenda Item 8– Member Announcements/Future Agenda Items

None

Agenda Item 8 - Adjournments

- Motion made by Shari Laster 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, October 2, 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


Chris Sar (Oct 3, 2024 10:58 PDT)

10/02/2024

Approval Signature: Library Advisory Board Member






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Final Audit Report

2024-10-03

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