



**Minutes  
LIBRARY ADVISORY BOARD  
Wednesday, October 2, 2024**

**Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, October 2, 2024, held in a hybrid format in-person at Tempe Public Library, and via Microsoft Teams.**

**(MEMBERS) Present:**

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

**(MEMBERS) Absent:**

Dr. Felicia Durden

**City Staff Present:**

Katie O'Connor, Library Manager – Adult Services  
Erin Fillmore, Senior Management Assistant - Community Services Admin

**General Public Present:**

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

- Chris Sar, Library Advisory Board (Board) Chair, called the meeting to order at 6:01 p.m.

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

- No public comments from the audience to report.

**Agenda Item 3 - Approval of the September 4, 2024, Board Meeting Minutes: APPROVED**

- Chris Sar, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated September 4, 2024.
  - No edits noted or requested.

**MOTION:** Teri Metros moved to approve the September 4, 2024 Board meeting minutes as presented.

**SECOND:** Jesse Shank seconded.

**DECISION:** Motion approved, 5-0.

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

**Nays:** None  
**Absent:** Dr. Felicia Durden  
**Abstained:** Marie Brown (Vice Chair)

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

- Chris Sar (Chair) attended the Friends of Tempe Public Library (Friends) Board meeting on September 24, 2024 and provided the Library Advisory Board the following update on the Friends:
  - Friends will be getting new officers and are currently in the process of reviewing their bylaws and operations manual.
  - Friends' finances are strong and they are proud of donations made to the Library.

**Agenda Item 5 - Staff Report: Katie O'Connor, Library Manager**

- Katie O'Connor, Library Manager – Adult Services, gave the following report specific to Tempe Public Library (Library) operations:
  - **373** adults were engaged in **programming** during September 2024; programs included:
    - **Book Clubs**
      - Mystery Club
      - Friends of Dorothy
      - Summer Scares
      - Great Books
      - Coffee, Tea, and Books
    - **Writing Programs**
      - Writers' Connection
      - Unleash Your Creativity - Indie Game Development
      - Author Visit: Adam Johnson
      - Success Without Stress: Get a Handle on Your Author Biz
      - 6 Steps from Idea to Published (Writer in Residence Ann Videan)
      - 11 Writing Tips to Wow a Publisher (Writer in Residence Ann Videan)
    - **Tree Selection and Care**
    - **Arizona Election Essentials**
    - **Improve Club**
    - **English Corner**
    - **Page Possibilities: Paper Beads**
    - **Reel Deal Film Society**
    - **Jigsaw Puzzle Swap**
  - The Library partnered with local game developer Borogoi for an indie game development program on September 7, 2024 and 27 adults participated.
  - The Library hosted author Adam Johnson on September 7, 2024 and 29 people participated.
  - Upcoming events for One Tempe One Book:
    - **October 1 – 31, 2024**

- **10/2 - [Cryogenics](#)**  
Tempe Public Library, 6:30 p.m.  
Ironwood Classroom
  - 10/5 - Donor Network of Arizona**  
Tempe Public Library, 10 a.m.  
Desert Willow Program Room
  - 10/5 - [Victorian Mourning Customs](#)**  
Tempe Public Library, 2 p.m.  
Desert Willow Program Room
  - 10/6 - [Book Club](#) (pages 1-76)**  
Tempe Public Library, 2 p.m.  
Ironwood Classroom
  - **10/6 - [Coping With Grief - Hospice of the Valley](#)**  
Tempe Public Library, 3 p.m.  
Desert Willow Program Room
  - 10/7 - Teen Life Skills: Careers in Death**  
Tempe Public Library, 5 p.m.  
Teen Center
  - 10/12 - [Write Your Eulogy](#)**  
Tempe Public Library, 2 p.m.  
Desert Willow Program Room
  - 10/13 - [Book Club](#) (pages 77-136)**  
Tempe Public Library, 2 p.m.  
Ironwood Classroom
  - 10/19 - [Ask an Embalmer](#)**  
Tempe Public Library, 2 p.m.  
Desert Willow Program Room
  - 10/20 - Double Butte Cemetery Tour**  
Double Butte Cemetery, 11 a.m.  
*Meet at the cemetery parking lot.*
  - 10/20 - [Book Club](#) (pages 137-188)**  
Tempe Public Library, 2 p.m.  
Ironwood Classroom
  - 10/21 - Teen Life Skills: Death & Mourning Customs**  
Tempe Public Library, 5 p.m.  
Teen Center
  - 10/26 - Death in Arizona**  
Tempe Public Library, 10 a.m.  
Desert Willow Program Room
  - 10/27 - [Book Club](#) (pages 189-236)**  
Tempe Public Library, 2 p.m.  
Ironwood Classroom
  - 10/21 - Teen Life Skills: Picture Me Gone**  
Tempe Public Library, 5 p.m.  
Teen Center
  - 10/27 - Death Positivity Movement Session**  
Tempe Public Library, 6 p.m.  
Desert Willow Program Room
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- K. O'Connor reported the following information specific to operations of the Library's **Youth and Teen Services** areas:

- **1,979** participants were engaged in **youth programming** during September 2024, K. O'Connor highlighted the following programs:
  - **Storytime:**
    - Baby (four (4) sessions)
    - Evening (four (4) sessions)
    - Preschool (four (4) sessions)
    - Toddler (four (4) sessions)
  - **Baby Bonding** (four (4) sessions)
  - **Code Club** (three (3) session)
  - **LEGO Lab** (four (4) sessions)
  - **Kids Café** (12 sessions)
  - **Open Learning Lab** (daily)
  - **Get Inked** (three (3) sessions)
  - **Sunday Funday** (four (4) sessions)
  - 71 **Youth Activity Kits** and 62 teen **STEAM kits** were checked-out for in-library use.
- **121** participants were engaged in **Teen Programming** during September 2024; K. O'Connor highlighted the following programs:
  - **Game On** (four (4) sessions)
  - **Life Skills Mondays** (Mondays, four (4) sessions)
  - **Create Thursday** (Thursdays, four (4) sessions)
  - **D&D** (teen-led, four (4) sessions)
  - **Maker Lab** (four (4) sessions)
  - **Tabletop Kingdom** (three (3) sessions)
- The scavenger hunts have been successful, and we had 721 hunters in September!
- **Physical circulation of materials** for September 2024:
  - Physical circulation of materials in September 2024 totaled 43,977 uses;
    - Physical circulation of materials in September 2023 totaled 37,388 uses.
  - 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 40,470 uses;
    - Physical circulation of materials in July 2023 totaled 51,963 uses.

- **Virtual/eResource circulation** for September 2024:
  - eResource circulation in September 2024 totaled 40,021 uses;
    - eResource circulation of materials in September 2023 totaled 37,388 uses.
  - eResource circulation in August 2024 totaled 41,054 uses;
    - eResource circulation of materials in August 2023 totaled 37,666 uses.
  - eResource circulation in July 2024 totaled 40,470 uses;
    - eResource circulation of materials in July 2023 totaled 37,783 uses.
- Library staff added **1,492** new users and renewed **967** cards in September 2024.
- The Library had **200** downloads in September 2024 and incorporated “have you downloaded the app” into the new card information overview.
  - The Library had **4,080** total downloads and are on track to reach 5,000 downloads by 2025.
- **Public access computers** saw 4,103 sessions in September 2024;
  - 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.
- **Gate Count:** 26,924 for September 2024.
- K. O'Connor updated the Board on the following topics:
  - The Library is in the recruitment process for a Youth Librarian and currently filled the Library Manager - Infrastructure.
  - Library staff will be attending Arizona Library Association's (AZLA) 2024 Conference on October 17-18, 2024.
  - Board member asked about the Tempe Sister Cities Dick and Jane Neuheisel Sister City Garden sign on the south side of the Library lower level. K. O'Connor responded that the garden was relocated from Kiwanis Park to the amphitheater and garden areas at the Tempe Public Library. It will only be open during certain hours each day.
- 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 started October 1, 2024 and the topic is a 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.

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

- Chris Sar (Chair) opened the discussion regarding timing for the public speaking section of the LAB agenda.
  - Shari Laster (Board member) researched this topic and provided an update to the Board on her findings:
    - There is no required call to the public, but the Board wants to hear from the public while maintaining control of the meeting.

- The public speaking section of the agenda is restricted to only items on the agenda, including items from the previous month's minutes and the staff report.
- The Board can ask a person to state their name and city of residence for the record.
- The Board can respond to criticism.
- By consensus, the Board can:
  - Determine where the public speaking section falls on the agenda.
  - Place public speaking time restrictions.
    - Set different amounts of time for people speaking on behalf of a group.
    - Determine the total time allowed for public participation such as a 3-minute time limit per speaker or up to 20 minutes total for the public speaking section.
    - Prioritize speakers if there are more speakers than time allows.
  - Ask staff to review a matter.
  - Place items on a future agenda.
- Only the Board should speak during meetings. Guests should not speak about any items or ask any questions, and if they do, they will be recognized in the agenda.
- The Board will work on drafting new language for the public speaker section of the agenda to ensure order and finish the business of the meeting and present it to the City Clerk's Office for review and direction.

This topic was tabled to draft changes to the public speaking section of the agenda and will remain on the November 6, 2024 agenda for further discussion and action.

#### **Agenda Item 8– Member Announcements/Future Agenda Items**

None

#### **Agenda Item 8 - Adjournments**

- Motion made by Teri Metros to adjourn the meeting.  
Second by Jesse Shank.  
Meeting Adjourned at 6:47 p.m.
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, November 6, 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: Katie O'Connor

  
Chris Gar (Nov 8, 2024 10:03 MST)

11/08/2024

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Approval Signature: Library Advisory Board Member






# 2024\_10\_02\_LAB\_Approved\_Minutes

Final Audit Report

2024-11-08

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