



**Minutes**  
**LIBRARY ADVISORY BOARD**  
**Wednesday, November 6, 2024**

**Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, November 6, 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)  
Dr. Felicia Durden (Arrived Late)  
Shari Laster  
Jesse Shank

**(MEMBERS) Absent:**

Jessica Brown  
Teri Metros

**City Staff Present:**

Jessica Jupitus, Deputy Community Services Director – Library  
Dianna Manasse, Library Manager – Infrastructure  
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 October 2, 2024, Board Meeting Minutes: APPROVED**

- Chris Sar, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated October 2, 2024.
  - No edits noted or requested.

**MOTION:** Jesse Shank moved to approve the October 2, 2024 Board meeting minutes as presented.

**SECOND:** Marie Brown seconded.

**DECISION:** Motion approved, 4-0.

**Ayes:** Chris Sar (Chair), Marie Brown (Vice Chair), Shari Laster, and Jesse Shank

**Nays:** None  
**Absent:** Dr. Felicia Durden, Teri Metros, Jessica Brown  
**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 last Friends Board meeting was October 22, 2024.
    - Friends Board is proud of the mural downstairs and the feedback from One Book One Tempe.
  - Friends received the resignation of their Executive Director, Jolene Gosling. They are working on recruitment for the part-time position and hope to fill it by the end of the year.
    - The Board asked M. Busch about funding for the Executive Director position. M. Busch noted that Arizona State University pays for partial hours toward the position.
  - M. Busch noted the Friends Board finished working on revamping the Friends bylaws.
    - The Board asked if the bylaws are available online. M. Busch responded they are not currently available to the public but can be provided to the Board.
  - The next Friends Board meeting will be on November 19, 2024.

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

- Jessica Jupitus, Deputy Community Services Director - Library, introduced the Library's new Library Manager – Infrastructure, Dianna Manasse.
- Jessica Jupitus, Deputy Community Services Director – Library, gave the following report specific to Tempe Public Library (Library) operations:
  - **424** adults were engaged in **programming** during October 2024; programs included:
    - **Book Clubs**
      - Mystery Club
      - Friends of Dorothy
      - Great Books
      - Coffee, Tea, and Books
      - Reading Global
      - One Tempe One Book
    - **Writing Programs**
      - Writers' Connection
      - Writer in Residence: Fathoming Deep POV
      - Writer in Residence: Editing Schmediting Who Needs It?
      - Reflections on Humility and Modesty In Our Lives
    - **Improve Club**
    - **English Corner**
    - **DISC**
    - **Page Possibilities: Book Witch**
    - **Reel Deal Film Society**
    - **Jigsaw Puzzle Swap**

- **Readers' Theater**
- One Book One Tempe:
  - The Library had 15 One Tempe One Book programs with 144 participants.
  - Programs included: guided death meditation, Victorian mourning customs, Ask an Embalmer with local celebrity Monica Torres, and Organ and Tissue Donation 101, talks about dealing with loss, the logistics of death, and how to make plans for your own end.
  - The 1,500 books for the program, thanks to funding from the Friends, were gone almost before the programming began.
  - There was a real desire to talk about a hard topic and the Library will continue to grow One Tempe One Book as a signature program.
  - Teaser for next year: storytelling.
- J. Jupitus reported the following information specific to operations of the Library's **Youth and Teen Services** areas:
  - **2,642** participants were engaged in **youth programming** during October 2024, J. Jupitus highlighted the following programs:
    - **Storytime:**
      - Baby (three (3) sessions)
      - Evening (five (5) sessions)
      - Preschool (five (5) sessions)
      - Toddler (four (4) sessions)
    - **Baby Bonding** (three (3) sessions)
    - **Code Club** (five (5) sessions)
    - **LEGO Lab** (five (5) sessions)
    - **Kids Café** (13 sessions)
    - **Open Learning Lab** (daily)
    - **Get Inked** (two (2) sessions)
    - **Sunday Funday** (four (4) sessions)
    - **Halloween Trick or Treat with PD/Fire Trunk or Treat**
    - 60 **Youth Activity Kits** and 50 teen **STEAM kits** were checked-out for in-library use.
  - **174** participants were engaged in **Teen Programming** during October 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, two (2) sessions)
- **Maker Lab** (five (5) sessions)
- **Tabletop Kingdom** (two (2) sessions)
- **Autumn Adventure** (10 sessions)
- **Call of Cthulu** (two (2) sessions)
- **Dice Decorating**
- The scavenger hunts have been successful, and we had 645 hunters in October!
- The Library had 214 participants in Halloween-themed passive activities during 10/28/24-10/31/24.
- The Library had 24 teens volunteering 113.5 hours.
- J. Jupitus reported that the Library has the following partnership events:
  - Adding the Library Speakers Consortium which is a new virtual author visit platform, sponsored by the Friends. This partnership provides cardholders with access to three (3) live virtual author events each month with the ability to send questions to the authors in advance, plus the ability to watch recorded sessions afterward.
  - The Library launched the American Heart Association partnership and have five (5) blood pressure kits available for checkout.
- **Physical circulation of materials for October 2024:**
  - Physical circulation of materials in October 2024 totaled 43,511 uses;
    - Physical circulation of materials in October 2023 totaled 46,978 uses.
  - Physical circulation of materials in September 2024 totaled 39,414 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.
- **Virtual/eResource circulation for October 2024:**
  - eResource circulation in October 2024 totaled 39,658 uses;
    - eResource circulation of materials in October 2023 totaled 38,047 uses.
  - eResource circulation in September 2024 totaled 34,833 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.
- Library staff added **1,372** new users and renewed **990** cards in October 2024.
- The Library had **206** downloads in October 2024 and incorporated “have you downloaded the app” into the new card information overview.
- **Public access computers** saw 4,103 sessions in October 2024.
- **Gate Count:** Library staff found an error and the gates have not been reading correctly. This has been fixed and the Library is hopeful for accurate November numbers.
- J. Jupitus updated the Board on the following topics:

- Library staffing vacancies: introduced Dianna Manasse as the Library Manager – Infrastructure to support collections, marketing, and technology. The Library is in the recruitment process for a Youth Librarian.
- The Library has streamlined public computers, partnering with IT, and now have 40 computers in the commons, 12 computers in the lab, one ADA computer, ten (10) youth computers, and four (4) teen computers. A section of machines with the highest incidence of behavior issues were removed.
- Beginning in 2025, the Library will no longer carry CD media, including music CDs and audiobooks on CD. This is a data-driven decision as many libraries are moving away from collecting this format, fewer items are being released on CD, many folks are now comfortable with streaming and we have multiple platforms for music and audiobook streaming, and the Library’s circulation of CDs is approximately 0.9% of our total circulation. The Library may partner with the Friends to hold a sale so the few folks who check these items out may have the opportunity to purchase them cheaply.
- The mural by artist Shachi Kale in the Library’s lower level is taking shape and should be completed by the end of the month. Take a trip to the lower level to see what Shachi has done so far, as she completely captured everything staff wanted and has already transformed the space to be more welcoming to families and children.
- Library staff worked on a Library culture code. A cross-departmental team has been meeting to work on drafts and the below was recently finalized after edits and feedback from the staff at large.
  1. We embrace and celebrate joy in our work; we believe creativity, enthusiasm, and fun are integral to our success.
  2. We recognize the impact and importance of the mindset we bring in every day.
  3. We operate from a place of growth, seeking opportunities to learn, develop skills, experiment, and make mistakes.
  4. We collaborate to increase the diversity of ideas and the strength of relationships. We are supported in asking for what we need to elevate our work.
  5. We understand that communication requires everyone to be equally committed in the shared flow of information in all directions.
  6. We build trust with our colleagues and other city staff with open and honest communication, accurate information, asking questions when concerns arise, and willingly sharing and receiving feedback.
  7. We take pride in celebrating achievements - big or small - supporting one another and fostering an environment of encouragement and shared growth.
  8. We all work together to advance the library's collective good, focusing on our shared goals and a unified vision.
  9. We are guardians without being gatekeepers, knowing library resources belong to the whole community.
- The Library is looking forward to the following upcoming programs:
  - The Library is launching a new walking club – FootNotes – encouraging folks to meet up and walk and talk books in different locations in Tempe. The first meeting November 17, 2024, beginning at 10:00 a.m.
  - The Library added lawn games as of November 1st! Folks can check out giant Sorry, pickleball sets, bean bag toss and more.

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

- Tabled until next meeting.

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

None

Library Advisory Board  
November 6, 2024

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**Agenda Item 8 - Adjournments**

- Motion made by Jesse Shank to adjourn the meeting.  
Second by Marie Brown.  
Meeting Adjourned at 6:43 p.m.
  
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, December 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

  
Chris Gar (Dec 5, 2024 17:07 MST)

12/05/2024

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Approval Signature: Library Advisory Board Member



# 2024\_11\_06\_LAB\_Aapproved\_Minutes

Final Audit Report

2024-12-06

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