



**Minutes
LIBRARY ADVISORY BOARD
Wednesday, December 4, 2024**

Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, December 4, 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)
Shari Laster
Teri Metros
Jesse Shank

(MEMBERS) Absent:

Dr. Felicia Durden

City Staff Present:

Jessica Jupitus, Deputy Community Services Director – Library
Jill Brenner, Librarian II – Adult Services
Erin Fillmore, Senior Management Assistant – Community Services Admin

General Public Present:

None

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 November 6, 2024, Board Meeting Minutes: APPROVED

Chris Sar, Board Chair, asked the Board members to review the unapproved meeting minutes document dated November 6, 2024.

- No edits noted or requested.

MOTION: Teri Metros moved to approve the November 6, 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
Abstained: Jessica Brown and Teri Metros

Agenda Item 4 - Report: Friends of Tempe Public Library

No report from Friends of Tempe Public Library

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

- Jessica Jupitus, Deputy Community Services Director – Library, gave the following report specific to Tempe Public Library (Library) operations:
 - **369** adults were engaged in **programming** during November 2024; programs included:
 - **Book Clubs**
 - Mystery Club
 - Friends of Dorothy
 - Great Books
 - Coffee, Tea, and Books
 - Reading Global
 - One Tempe One Book
 - Footnotes Walking Club
 - **Writing Programs**
 - Writers' Connection
 - Writer in Residence: How to Choose a Publishing Path to Meet Your Needs
 - Writer in Residence: You've Got to Read This Book!
 - Writer in Residence Consultations
 - Curiosity in Our Lives
 - **Improve Club**
 - **English Corner**
 - **DISC**
 - **Page Possibilities: Book Turkey**
 - **Reel Deal Film Society**
 - **Jigsaw Puzzle Swap**
 - **Readers' Theater**
 - **Sustainability: Drip Design, Installation, and Maintenance**
 - **Hearing vs Listening: A Workshop on Conscious Engagement**
 - **Modern Navajo Kitchen**

- J. Jupitus reported the following information specific to operations of the Library's **Youth and Teen Services** areas:
 - **1,582** participants were engaged in **youth programming** during November 2024, J. Jupitus highlighted the following programs:
 - **Storytime:**
 - Baby (three (3) sessions)
 - Evening (four (4) sessions)
 - Preschool (four (4) sessions)
 - Toddler (three (3) sessions)
 - **Baby Bonding** (three (3) sessions)
 - **Code Club** (four (4) sessions)
 - **LEGO Lab** (four (4) sessions)
 - **Kids Café** (10 sessions)
 - **Get Inked** (two (2) sessions)
 - **Sunday Funday** (four (4) sessions)
 - **Story School** (six (6) sessions)
 - 74 **Youth Activity Kits** and 124 teen **STEAM kits** were checked-out for in-library use.
 - **160** participants were engaged in **Teen Programming** during November 2024; J. Jupitus highlighted the following programs:
 - **Life Skills Mondays** (Mondays, three (3) sessions)
 - **D&D** (teen-led, four (4) sessions)
 - **Maker Lab** (four (4) sessions)
 - **Call of Cthulu** (one session)
 - **Craft Mash Up**
 - **True Crime Club**
 - **Super Smash Bros Tournament**
 - **Outreach: Fees Middle School Fall Festival**
 - The scavenger hunts have been successful, and we had 315 hunters in November!
 - The Library is winding down programming for the month of December as library usage drops significantly; Library staff will be focusing on the first couple of weeks.

- J. Jupitus reported that the Library has the following partnership events:
 - Local food blogger Alana Yazzie aka The Fancy Navajo published her first book in October, and the Library hosted a book launch and cooking demonstration with samples of Navajo tea, blue corn mush, and sumac smoothie. The Library had some very happy attendees and teens who were attending a D&D program but got bonus snacks!
 - The Library has two (2) copies of The Modern Navajo Kitchen available for checkout if anyone on the Board is interested in trying out some of her recipes.
 - **Physical circulation of materials** for November 2024:
 - Physical circulation of materials in November 2024 totaled 37,754 uses;
 - Physical circulation of materials in November 2023 totaled 40,855 uses.
 - 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.
 - **Virtual/eResource circulation** for November 2024:
 - eResource circulation in November 2024 totaled 32,906 uses;
 - eResource circulation of materials in November 2023 totaled 36,051 uses.
 - 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.
 - Library staff added **1,148** new users and renewed **1,095** cards in November 2024.
 - It has been about three (3) years since the Library went to the three (3) year renewal cycle so the Library is seeing more renewals.
 - The Library had **150** downloads in November 2024.
 - **Public access computers** saw 3,403 sessions in November 2024 (this drop in use mirrors previous years).
 - **Gate Count:** 29,799 people for November 2024.
- J. Jupitus updated the Board on the following topics:
 - The Library's first Footnotes was really well attended and enjoyed by the attendees, including our Vice Chair Marie Brown (thank you!).
 - Unfortunately, the Arizona Workforce Diploma Program that was being offered for free by Gale has run out of funding so the Library will no longer be able to offer that program.
 - A question was asked from a previous Board meeting seeking the number of items that have been lost due to no longer charging fines. In the last six months, the title of items marked lost is 3,513. The Library owns approximately 158,000 items so the number of lost items in that timeframe is about 2% of the collection.
 - A Board member asked if we charge people for items they do not return after 14 weeks. J. Jupitus responded that the Library does charge people the replacement cost of the item if they do not return items after 14 weeks. If they return the item after they are charged, the charge is dropped as there are no late fees. The Library also blocks them from additional check outs.
 - The Library is nearing full staffing with an offer made to a youth librarian candidate to start in January 2025.
 - The Library is currently recruiting for a library specialist to support infrastructure with social media and website work.

- The Library mural in youth is complete! Please join us for a dedication of “We All Go Where The Stories Flow” on Tuesday, December 17, 2024. A family storytime will start at 6:30 p.m. and an artist meet and greet will start at 7:00 p.m.
- Huge congratulations and thank you to both Chris Sar and Dr. Felicia Durden for their years of service to the Library Advisory Board, we really appreciate everything you have done for Tempe Public Library and you will be so missed!
- The Library is looking forward to the following upcoming programs:
 - The next Writing in Residence will start in February 2025 with James Ramos.
 - The Library is looking forward to the 2025 One Tempe One Book that will focus on Storytelling.

Agenda Item 6– Review and Approval of Library Advisory Board Annual Report: APPROVED

- Jessica Jupitus, Deputy Community Services Director – Library, presented the 2024 Library Advisory Board Annual Report for review and approval consideration.
 - Erin Fillmore, Senior Management Assistant, noted that the Board member attendance numbers will be updated prior to submitting the report to reflect December 2024 meeting attendance.
 - Chris Sar, Board Chair, asked the Board members to review the Library Advisory Board Annual Report as presented.

MOTION: Teri Metros moved to approve the 2024 Library Advisory Board Annual Report as presented.

SECOND: Marie Brown seconded.

DECISION: Motion approved, 5-0.

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

Nays: None

Absent: Dr. Felicia Durden

Abstained: None

Agenda Item 7– 2025 Calendar Year Election of Officers: APPROVED

- Chris Sar, Board Chair, called for a discussion to identify a Library Advisory Board Slate of Officers for the 2025 calendar year.
 - The Board members collectively proposed the following 2025 Slate of Officers:
 - Chair: Shari Laster
 - Vice-Chair: Jesse Shank

MOTION: Chris Sar (Chair) moved to approve the 2025 Slate of Library Advisory Board Officers as presented.

SECOND: Marie Brown seconded.

DECISION: Motion approved, 5-0.

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

Nays: None

Absent: Dr. Felicia Durden

Abstained: None

Agenda Item 8– Discuss Timing of the Public Speaker Section of the Agenda: APPROVED

- Chris Sar, Board Chair, asked the Board members to review the proposed recommended revisions to the Tempe Library Advisory Board’s Public Comment Policy (Policy), with the City Attorney’s changes, and called for a discussion.
- C. Sar (Chair) began the discussion by thanking Board member Shari Laster for doing the research and working with the City Clerk and City Attorney’s Offices on this topic.
 - C. Sar (Chair) read the proposed Policy language, with the City Attorney’s change as follows:
 1. All Library Advisory Board meetings are open to the public.
 2. Public comments are welcome as long as they follow the requirements set in the “Call to the Audience” agenda item.
 3. The Call to the Audience agenda item will be amended as follows:
 - Current language: “Call to the Audience - The Library Advisory Board welcomes public comment at this time only for items listed on this Library Advisory Board agenda. There is a three-minute time limit per individual.”
 - Proposed language: “Call to the Audience - The Library Advisory Board welcomes public comment at this time only for items listed on this Library Advisory Board agenda. To ensure that we are able to get through the entire agenda in a timely manner, there is a three-minute time limit per individual and a total time limit of fifteen minutes for each agenda item. Commenters are asked to provide in writing their name, and city or town of residence for the record. If there are more speakers than time permits, commenters will be asked to combine their statements and the presiding officer may open time for additional comments at the end of the meeting, following the same format. Speakers may not yield their time.”
 4. At the start of any public meeting where members of the public plan to make comments, the following statement should be read by the presiding officer:
 - “The Library Advisory Board follows the Rules of Decorum issued by the City of Tempe for conduct at City Council meetings. A copy of these rules is available for your reference. Arizona’s Open Meeting Law does not allow for Board members to comment or ask questions regarding an item not on the meeting agenda. We may at our discretion ask staff to review a matter or place an item on a future agenda.”
 - City of Tempe Rules of Decorum:
<https://www.tempe.gov/home/showpublisheddocument/101281/638597540189500000>
 5. The Library Advisory Board will request that Library staff make available laminated copies of the statement for the presiding officer to read and laminated copies of the City of Tempe Guidelines for Conduct at City Council Meetings for use in meetings.
 - Board members discussed whether to have public speaker(s) identify which agenda item they are speaking about, and C. Sar (Chair) replied that there is some discretion from the presiding officer conducting the meeting.

MOTION: Teri Metros moved to approve the recommended revisions to the Tempe Library Advisory Board’s Public Comment Policy as presented with the City Attorney’s changes.

SECOND: Marie Brown seconded.

DECISION: Motion approved, 5-0.

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

Nays: None

Absent: Dr. Felicia Durden

Abstained: None

Agenda Item 9– Member Announcements/Future Agenda Items

- The City Attorney’s Office worked on an Open Meeting Law video for Board and Commission members that we will be showing that at the January 8, 2025 meeting.
- In response to a Board member’s inquiry regarding the selection of two new Board members, Jessica Jupitus, Deputy Community Services Director – Library, announced the following new Board members starting at the January 8, 2025 meeting:
 - Wendy Rosen
 - Dr. Shelly Stephenson

Agenda Item 10 - Adjournments

- Motion made by Teri Metros to adjourn the meeting.
Second by Marie Brown.
Meeting Adjourned at 6:46 p.m.
 - The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, January 8, 2025;
- 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

S. Laster

S. Laster (Jan 10, 2025 14:48 MST)

01/10/2025

Approval Signature: Library Advisory Board Chair







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Final Audit Report

2025-01-10

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