



## Minutes LIBRARY ADVISORY BOARD Wednesday, December 7, 2022

Minutes of the LIBRARY ADVISORY BOARD virtual meeting recorded at 6 p.m. on Wednesday, December 7, 2022, held in a hybrid format in-person at Tempe Public Library, and via Microsoft Teams.

**(MEMBERS) Present:**

Teri Metros (Chair)  
Marie Brown  
Dr. Felicia Durden  
Chris Sar  
Carrie Taylor  
Christopher M. Watts (Vice-Chair)

**(MEMBERS) Absent:**

Marissa Dailey

**City Staff Present:**

Carlos Bejarano, Support Services Supervisor - Library Services Division  
Jill Brenner, Librarian II+ - Library Services Division  
Rachael Brickner, Sr. Management Assistant - Community Services Administration  
Craig Hayton, Community Services Director  
Jessica Jupitus, Deputy Community Services Director - Library Services Division  
Sunna Khokhar, Library Specialist II+ - Library Services Division

**General Public Present:**

Larry Conway, President - Friends of Tempe Public Library

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

- Teri Metros, Library Advisory Board Chair, called the meeting to order at 6:03 p.m.

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

- No public comments from the audience to report.

**Agenda Item 3 - Approval of the November 2, 2022, Library Advisory Board Meeting Minutes:  
APPROVED**

- Teri Metros, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated November 2, 2022.
  - No edits noted or requested.

**MOTION:** Christopher M. Watts (Vice-Chair) moved to approve the November 2, 2022 Library Advisory Board meeting minutes as presented.

**SECOND:** Chris Sar seconded.

**DECISION:** Motion approved, 6-0.

**Ayes:** Marie Brown, Dr. Felicia Durden, Teri Metros (Chair), Chris Sar, Carrie Taylor, and Christopher M. Watts (Vice-Chair)

**Nays:** None

**Absent:** Marissa Dailey

**Abstained:** None

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

- Larry Conway, Friends of Tempe Public Library (Friends) President, announced that the spring Osher Lifelong Learning Institute (O.L.L.I.) classes are scheduled to begin on January 17, 2023;
  - Registration is scheduled to begin on December 19, 2022.
- L. Conway confirmed that book sales at the new bookstore on Mill Avenue total \$3,000, to-date.
- L. Conway added that Jolene Gosling, Executive Director of the Friends, donated Wildflower gift cards to Changing Hands Bookstore.
- L. Conway reported that the Friends of Tempe Public Library donated \$10,050 to Tempe Public Library this calendar year, to-date;
  - The Friends will donate an additional \$5,000 in December 2022.
- L. Conway noted that sales are increasing at the Friends' Connections Café since Café operating hours have increased.

#### **Agenda Item 5 - Update: FanCon Update**

- Jill Brenner, Librarian II+, gave an update specific to the planning of the Library's 2023 FanCon event;
  - 91 exhibitors are scheduled to attend;
  - Five (5) food trucks are booked for the event;
  - Event will include one (1) main stage;
    - Event also includes presentations, author readings, a costume contest, and an escape room.
- Dr. Felicia Durden praised J. Brenner for her work to coordinate the annual FanCon events.

#### **Agenda Item 6 - Staff Report: Jessica Jupitus, Deputy Community Services Director**

- Jessica Jupitus, Deputy Community Services Director - Library Services Division, gave the following report specific to Tempe Public Library operations:

- **237** adults were engaged in **programming** during November 2022; programs included:
  - **Book Clubs**
    - Mystery Club
    - Great Books
    - Coffee, Tea, and Books
    - Friends of Dorothy
  - **Writing Programs**
    - Writers' Connection
    - NaNoWriMo Write-Ins
    - Making Historical Fiction Come Alive
    - Technology Across Generations
  - **Technology Help**
    - Computer Basics
    - Senior Planet: Cloud Storage
    - ASU DiSC Drop-In Tech Help
    - 1:1 Tech Help Appointments
  - **English Corner**
  - **Meet and Compete: Board Game Playing**
  - **Readers' Theater**
  - **Page Possibilities: Turkey**
  - **How to Use the Landscape Watering by Number Guide (with Tempe Parks and Water Utilities)**
  - **Nutrition for Health and Wellness**
- Tempe Public Library's (Library) **NaNoWriMo** events were terrific; several attendees completed the 50,000-word program goal.
- Library staff members look forward to the final **Readers' Theater** performance of the year, a pair of comedy skits called, "Gossip, You Say?"

- The Library is adding two (2) additional book clubs in 2023; **Horror Book Club** (meets at 6:30 p.m. on the third Wednesday of every month in the Ironwood Classroom) and **Found in Translation** (meets at 6:30 p.m. on the second Monday of every month in the Ironwood Classroom).
- The **Adult Services team held a retreat** on December 1 at the historic Eisendrath House;
  - The team reviewed 2022 operations and planned for 2023;
  - The retreat was a great opportunity for the team to meet in a gorgeous setting;
  - The Adult Services team intends to focus on responding to community needs in the New Year and ensuring service provision for patrons based on what they want and need from the Library.
- **Physical circulation of materials** decreased in November 2022 (-12% from October; same as in 2021);
  - Physical circulation of materials in September 2022 totaled 45,200 uses;
  - Physical circulation of materials in October 2022 totaled 46,238 uses;
  - Physical circulation of materials in November 2022 totaled 40,932 uses;
  - For comparison, physical circulation of materials in November 2021 totaled 29,132 uses; physical circulation of materials in November 2019 totaled 46,459 uses.
- **Virtual/eResource circulation** decreased slightly in November 2022;
  - eResource circulation in September 2022 totaled 30,456 uses;
  - eResource circulation in October 2022 totaled 30,318 uses;
  - eResource circulation in November 2022 totaled 28,678 uses;
  - For comparison, eResource circulation in November 2021 totaled 26,345 uses; eResource circulation in November 2019 totaled 21,515 uses.
- Tempe Public Library book circulation continues to increase; however, media circulation (DVDs) has decreased by nearly 70% from 10,044 items in November 2019 to 3,330 items this year;
  - The COVID-19 pandemic and surge in streaming services significantly affected DVD circulation.
- **Public access computers** within the Library's computer lab saw 3,261 uses in November 2022, a decrease of 18% from October 2022;
  - The lab on the **main floor** saw 2,892 uses;
  - The lab in the **Teen Center** saw 52 uses;

- The lab in **Youth Services** saw 165 uses;
- **Satellite locations** including the Cahill Senior Center, Escalante Community Center, and the North Tempe Multi-Generational Center saw 152 uses.
- Tempe Public Library has an **average attendance** of 982 patrons per day.
- The **Youth Services team retreat** is scheduled to occur on December 8;
  - The retreat is an opportunity for the team to come together, talk through 2022 operations, and plan for 2023.
- The **Collections Task Force** has submitted its final recommendations for the Library team to act on in the New Year.
- The Library recently completed a **weeding project in Youth Nonfiction** to remove materials that were more than 30-years-old.
- Interviews are scheduled for the **Youth Services Librarian I/II+** position on December 15, and the Library is currently recruiting for a **part-time Library Specialist I/II+** in the Support Services area.
- J. Jupitus reported the following information specific to operations of Tempe Public Library's (Library) **Youth and Teen Services** areas:
  - 1,000 participants were engaged in **youth programming** during November 2022; J. Jupitus highlighted the following programs:
    - **Code Club** (held three sessions);
    - **Baby Lap Sit Story Time** (Mondays; four sessions);
    - **Evening Story Time** (Tuesdays; four sessions);
    - **Preschool Story Time** (Wednesdays; five sessions);
    - **Toddler Story Time** (Thursdays; three sessions);
    - **PageTurners with ASU Honor College** (four sessions and 65 volunteers);
    - **Tween We Are the Music Makers** (five sessions);
    - **LEGO Lab** (six sessions);
    - **30 Youth Activity Kits and 20 teen STEAM kits** were checked-out for in-library use.
  - 172 participants were engaged in **teen programming** during November 2022; J. Jupitus highlighted the following programs:
    - **Game On**, free play video games and socialization, held five sessions;

- **Create Thursday**, teen-led, pop-up makerspace activities, occurred four times;
  - **Zoom Hangouts** (four sessions);
  - **We are the Music Makers** (four sessions);
  - **Mind-Body Mondays** (five sessions);
  - **MusicHype** (four sessions);
  - **Friendsgiving**;
  - **Día de Los Muertos**.
- **Teen Volunteers** provided 149 hours of service among 19 teens.
  - Virtual programming for teens continues; **Teen Times** and weekly **Zoom Teen Hangouts** continue to see a handful of participants each month.
  - Tempe Public Library hosted a **Friendsgiving event** outside of the teen space where 12 teens shared food and stories with each other and Library staff.
  - The **Día de Los Muertos program** with a local mortuary was a huge success and initiated many interesting conversations.

**Agenda Item 7 - Public Code of Conduct Policy Review: APPROVED**

- Jessica Jupitus, Deputy Community Services Director - Library Services Division, presented proposed updates to Tempe Public Library's existing Public Code of Conduct Policy; updates included the following:
  - Lowering the age for unattended minors to 10-years-old;
  - Allowing beverages with secure lids;
  - Granting staff members the ability to ask adults unaccompanied by a minor and not actively using lower-level collections to return to the main floor of the Library;
  - Removing COVID-19 pandemic-specific language.
- Teri Metros, Library Advisory Board (Board) Chair, asked the Board members to review the updated Public Code of Conduct Policy;
  - No edits noted or requested.

**MOTION:** Christopher M. Watts (Vice-Chair) moved to approve the updated Tempe Public Library Public Code of Conduct Policy as presented.

**SECOND:** Marie Brown seconded.

**DECISION:** Motion approved, 6-0.

**Ayes:** Marie Brown, Dr. Felicia Durden, Teri Metros (Chair), Chris Sar, Carrie Taylor, and Christopher M. Watts (Vice-Chair)  
**Nays:** None  
**Absent:** Marissa Dailey  
**Abstained:** None

**Agenda Item 8 - Review and Approval of the Library Advisory Board Annual Report: APPROVED**

- Rachael Brickner, Sr. Management Assistant, presented the Library Advisory Board Annual Report for review and approval consideration;
  - R. Brickner noted that the board member attendance numbers will be updated prior to submitting the report to reflect December 2022 meeting attendance.
- Teri Metros, Library Advisory Board (Board) Chair, asked the Board members to review the Library Advisory Board Annual Report as presented;
  - No edits noted or requested.

**MOTION:** Carrie Taylor moved to approve the Library Advisory Board Annual Report as presented.  
**SECOND:** Marie Brown seconded.  
**DECISION:** Motion approved, 6-0.

**Ayes:** Marie Brown, Dr. Felicia Durden, Teri Metros (Chair), Chris Sar, Carrie Taylor, and Christopher M. Watts (Vice-Chair)  
**Nays:** None  
**Absent:** Marissa Dailey  
**Abstained:** None

**Agenda Item 9 - 2023 Calendar Year Election of Officers: APPROVED**

- Teri Metros, Library Advisory Board (Board) Chair, called for a discussion to identify a Library Advisory Board Slate of Officers for the 2023 calendar year.
- The Library Advisory Board members collectively proposed the following 2023 Slate of Officers:
  - Chair: Carrie Taylor;
  - Vice-Chair: Christopher M. Watts.

**MOTION:** Chris Sar moved to approve the 2023 Slate of Library Advisory Board Officers as presented.  
**SECOND:** Marie Brown seconded.  
**DECISION:** Motion approved, 6-0.

**Ayes:** Marie Brown, Dr. Felicia Durden, Teri Metros (Chair), Chris Sar, Carrie Taylor, and Christopher M. Watts (Vice-Chair)  
**Nays:** None  
**Absent:** Marissa Dailey  
**Abstained:** None

**Agenda Item 10 - Member Announcements/Future Agenda Items**

- No announcements or future agenda items noted.

**Agenda Item 11 - Adjournment**

- Christopher M. Watts, Library Advisory Board Vice-Chair, adjourned the meeting at 6:38 p.m.
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, January 4, 2023;
  - 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: Rachael Brickner; Reviewed by: Jessica Jupitus



01/17/2023

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Approval Signature: Carrie Fay Library Advisory Board Member