

**Minutes  
LIBRARY ADVISORY BOARD  
Wednesday, December 6, 2023**

**Minutes of the LIBRARY ADVISORY BOARD hybrid meeting recorded at 6 p.m. on Wednesday, December 6, 2023, held in a hybrid format in-person at Tempe Public Library, and via Microsoft Teams.**

**(MEMBERS) Present:**

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

**(MEMBERS) Absent:**

All members were present

**City Staff Present:**

Jill Brenner, Librarian II+ - Library Services Division  
Jessica Jupitus, Deputy Community Services Director - Library Services Division  
Sunna Khokhar, Library Specialist II+ - Library Services Division

**General Public Present:**

Larry Conway  
Cooper Robinson  
Jessica Spaulding

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

- Carrie Taylor, 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 4, 2023, Library Advisory Board Meeting Minutes:**

**APPROVED**

- Carrie Taylor, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated November 1, 2023.

**MOTION:** Jess Shank moved to approve the November 1, 2023, Library Advisory Board meeting minutes.

**SECOND:** Marie Brown seconded.

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

**Ayes:** Carrie Taylor (Chair), Marie Brown, Chris Sar, Jesse Shank, and Christopher M. Watts (Vice-Chair)

**Nays:** None

**Absent:** Dr. Felicia Durden, Teri Metros

**Abstained:** None

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

- Larry Conway, Friends of the Tempe Public Library (Friends) President, announced that the donation drop box at the front of the library will be replaced with ones with rollers
- L. Conway informed the Tempe Public Library (Library) Board that there is a new member on the Friends of the Library Board
  - Ginny Sylvester has been with the Arizona State University Library for 37 years, volunteers at the Tempe Arts Center and currently is with the Friends of the Tempe Public Library Bookstore
- L. Conway stated that through October 2023, the Friends of the Tempe Public Library contributed \$23,222 to the Tempe Public Library

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

- Jill Brenner, Librarian II+, gave an update specific to the planning of the Library's 2024 FanCon event;
  - 84 exhibitors are scheduled to attend;
  - Four (4) food trucks are booked for the event;
  - There will be a FanCon Fun Factory this year where the Library's Youth Division and Playmobile will have activities for kids including inflatable axe throwing and a rock-climbing wall;
  - There are programs hosted at the Tempe Public Library leading up to FanCon to get patrons excited for FanCon 2024
- Jessica Jupitus, Deputy Community Services Director - Library Services Division, gave the following report specific to Tempe Public Library operations:
  - **305** adults were engaged in **programming** during November 2023; programs included:
    - **Book Clubs**
      - Mystery Club
      - Friends of Dorothy

- Horror Book Club
- Coffee, Tea, and Books
- Reading Global
- Great Books
- **Writing Programs**
  - Writers' Connection
  - Empathy and Compassion
  - Art of Pacing
  - NaNoWriMo Write Ins
  - How to Script Comics and Graphic Novels
  - Desert Sleuths
  - Creating Your Author Website
  - Poetry Workshop
  - Comic Creation – From Concept to Completion
- **Technology Help**
  - DISC Drop-in Technology help
  - iPhone/iPad Level 1
- **English Corner**
- **Page Possibilities: Book Turkey**
- **Jigsaw Puzzle Tournament**
- December programming is focused on FanCon to get patrons excited for the event with cosplay construction, comic creation, and more!
- J. Jupitus reported the following information specific to operations of Tempe Public Library's (Library) **Youth and Teen Services** areas:
  - 969 participants were engaged in **youth programming** during November 2023, J. Jupitus highlighted the following programs:
    - **Storytime:**
      - Baby Lapsit (Mondays, Two (2) sessions)

- Evening (Tuesdays, Three (3) sessions)
  - Preschool (Wednesdays, four (4) sessions)
  - Toddler (Thursdays, Three (3) sessions)
  - **Baby Bonding** (Mondays, two (2) sessions)
  - **Code Club** (Thursdays, Four (4) sessions)
  - **LEGO Lab** (Fridays, Two (2) sessions)
  - **Kids Café** (Mondays, Tuesday, and Thursdays, 12 sessions)
  - **Open Learning Lab** (daily)
  - **Totally Tween Hangouts** (Fridays, Two (2) sessions)
  - **Get Inked** (alternating Saturdays, two (2) sessions)
  - **Math Mania**, (Tuesdays, four (4) sessions)
  - **47 Youth Activity Kits and 72 teen STEAM kits** were checked-out for in-library use;
- 98 participants were engaged in **Teen Programming** during November 2023; J. Jupitus highlighted the following programs:
  - **Game On** (Wednesdays, five (5) sessions)
  - **Life Skills Mondays** (Mondays, four (4) sessions)
  - **Create Thursday** (Thursdays, four (4) sessions)
  - **Teen-Led Dungeons and Dragons** (Saturdays, two (2) sessions)
  - **Makers Lab** (Wednesdays, four (4) sessions)
  - **Tabletop Kingdom** (Sundays, four (4) sessions)
  - Teen Volunteers provided 88.5 hours of service among 22 teens
- The Youth Librarians are working on weeding and updating the youth non-fiction collection to ensure our patrons get accurate information in the books they check out
- A National Honor Society Group approached the library to host a “Read Me” event with 17 teens reading to younger children
- **Physical circulation of materials** decreased in November 2023;
  - Physical circulation of materials in November 2023 totaled 40,885 uses;

- Physical circulation of materials in November 2022 totaled 40,932 uses;
- Physical circulation of materials in October 2023 totaled 46,978 uses;
- Physical circulation of materials in September 2023 totaled 46,999 uses;
- **Virtual/eResource circulation** decreased in November 2023;
  - eResource circulation in November 2023 totaled 36,051 uses;
  - eResource circulation in November 2022 totaled 28,678 uses;
  - eResource circulation in October 2023 totaled 38,047 uses;
  - eResource circulation in September 2023 totaled 37,388 uses;
- Tempe Public Library staff added **1,051 new cardholders** and updated **556 library cards**
- **Public access computers** saw 3,591 sessions in November 2023;
  - The lab on the **main floor** saw 3,240 uses;
  - The lab in the **Teen Center** saw 56 uses;
  - The lab in **Youth Services** saw 209 uses;
  - Satellite locations including the Cahill Senior Center, Escalante Community Center, and the North Tempe Multi-Generational Center saw 86 uses.
  - There is a significant decrease in public access computer use over the past previous months.
    - Code Club will be shifting to grant-funded laptops, which will decrease use on computers in Youth Services
- Tempe Public Library has an **average attendance** of 1,074 patrons per day.
- The Tempe Public Library App Launch has a total of 1,788 downloads
  - The Library is aiming for 2,000 downloads before 2024
- The Tempe Public Library's newest Youth Librarian, Travis Prillaman, will be starting on Monday, December 12, 2023;
  - T. Prillaman is in a band, so the library will now have two (2) guitar-strumming storytimers.
- The Support Services Staff has been preparing for the transition to our new automated materials handling and circulation equipment from Bibliotheca;
  - The Library anticipates the transition to begin mid-December and continue through February 2024

- During the transition, staff will be checking in and sorting incoming items manually, but there should be minimal impact on our library users.
- The library is branding 2024 as the “Year of Adventure” since the Summer Reading Program theme is “Adventure Begins at the Library”
- The theme for One Tempe One Book 2024 will be “Death and Dying”
- The Adventure Backpacks are no longer in circulation, since 16 of 24 backpacks were stolen

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

- Sunna Khokhar, Library Specialist II+, presented the Library Advisory Board Annual Report for review and approval consideration;
  - S. Khokhar noted that the board member attendance numbers will be updated prior to submitting the report to reflect December 2023 meeting attendance.
- Sunna Khokhar asked the Board members to review the Library Advisory Board Annual Report as presented;
  - Chris Sar noticed an incorrect term end date.

**MOTION:** Chris Sar moved to approve the Library Advisory Board Annual Report with the correction in Term End Date.

**SECOND:** Carrie Taylor seconded.

**DECISION:** Motion approved, 7-0.

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

**Nays:** None

**Absent:** None

**Abstained:** None

**Agenda Item 7 - 2023 Calendar Year Election of Officers: APPROVED**

- Carrie Taylor, Library Advisory Board (Board) Chair, called for a discussion to identify a Library Advisory Board Slate of Officers for the 2024 calendar year.
- The Library Advisory Board members collectively proposed the following 2024 Slate of Officers:
  - Chair: Chris Sar;
  - Vice-Chair: Marie Brown;

**MOTION:** Christopher Watts moved to approve the 2024 Slate of Library Advisory Board Officers as presented.

**SECOND:** Jesse Shank seconded.

**DECISION:** Motion approved, 7-0.

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

**Nays:** None  
**Absent:** None  
**Abstained:** None

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

- Marie Brown informed the board that she has a friend who absolutely loves the Tempe Public Library and states that the library is doing a fantastic job
- This board meeting is the last one with Christopher M. Watts and Carrie Taylor as members
  - C. Watts stated that he has been on the board for six (6) years and has loved libraries even more

**Agenda Item 9 - Adjournments**

- Carrie Taylor, Library Advisory Board Chair, adjourned the meeting at 6:46 p.m.
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, January 3, 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: Sunna Khokhar; Reviewed by: Jessica Jupitus

  
Approval Signature: Library Advisory Board Member

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01/03/2024