

City of Mesa Library Advisory Board Meeting

Date: September 15, 2009
Time: 5:30 p.m.
Location: City of Mesa Main Library
64 E. 1st Street

Members Present

Mike Yates

Chair

Cameron Behning
Dilworth Brinton, Jr.
Diane Cantile
Teresa D'Asaro
Kay Henry
Cheryl Laflen
Becky Rapier
Sharon Webster

Staff Present

Kate Havris

Heather Wolf

Dawn P. Kucerak

Members Absent

Guests Present

| AGENDA ITEM | DISCUSSION |
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| Call to Order | Board Chair Mike Yates called the regular bi-monthly Meeting of the City of Mesa Library Advisory Board to order at 5:31 p.m. on September 15, 2009. |
| Approval of Minutes | Board member Dilworth Brinton, Jr. moved & Board member Cheryl Laflen seconded that the minutes of the April 21, 2009 (re-scheduled meeting), be approved as presented. The regular meeting for March 2009 was re-scheduled to April due to Spring break. Motion passed, all voting yes. |
| Public Comments | There were no public comments. |
| Introduction of New Board members | Board Chair Mike Yates welcomed Teresa D'Asaro and Cameron Behning as new members of the Library Advisory Board. |
| Director's Report | <p><u>Budget Update:</u> Library Director Heather Wolf provided an update to the City's sales tax revenues. Both June and July sales tax revenues were below projections 12.6% and 3.3% respectively. Sales tax revenues continue to be monitored closely. Sales tax revenues for August may improve due to the "Cash for Clunkers" program and back-to-school sales, however, those numbers are not yet available.</p> <p><u>Usage Statistics:</u> Library Director Heather Wolf reviewed the usage statistics (see handout). These statistics are reported to the State Library, the Public Library Data Service (PLDS), and the International City/County Management Association (ICMA) each fiscal year (FY). Both circulation and in-library patrons are also benchmarks for the City Manager. In-library patrons are counted by electronic gate counters. For Fiscal Year 2008/09, there was a 4% increase in circulation and a 16% increase in patronage. Usage statistics are compared month to month and fiscal year to date (FYTD) to FYTD. Despite the economy and the change in library hours, people are still coming to the library. It has become both an</p> |

AGENDA ITEM**DISCUSSION**

amenity and a necessity. Since July 2009, 50,000+ persons have used the computers. The library is now purchasing more popular materials to serve a greater population and has increased the number of items that may be checked out from 25 to 35 and increased the number of holds that may be placed from 5 to 10. Telecirc as a component of circulation is an automated service patrons may use to renew items. For FY 2008/09, both programming and program attendance were negatively impacted due to the mid-year budget reductions. For FY 2009/10, though, the library is sharing staff between branches to maximize its programming. For example, a librarian from Red Mountain will take his/her book discussion to each location; the same for story times. Board member Cameron Behning inquired as to why YAAC is not considered a program. Library Director Heather Wolf responded that YAAC does not meet the State definition of a program. Assistant Library Director Kate Havris also added that YAAC is acknowledged through the Library's volunteer program and their hours are reported as such. Board member Cameron Behning also inquired about the Mesa Room. Board member Dilworth Brinton, Jr. responded that the Mesa Room collects Mesa history and artifacts and that the Mesa Room is available to do research. Mesa Room visits have declined for FY 2009/10 due to the mid-year budget reductions in January 2009. The Mesa Room is now only open to the public four hours per week or by appointment.

H1N1 Virus: Library Director Heather Wolf reported that the City continues to educate staff on ways to stay healthy. The Library is in a unique situation in that staff regularly works with the public some of whom are already ill. At each library location, signs on the computers alert patrons that disinfectant wipes for the computers are available at the service desks as well as hand sanitizer. The focus is on keeping staff healthy. Hand sanitizer is also available in staff work areas. It is recommended that shared and personal workspaces be cleaned regularly. Seasonal flu shots have been made available to City staff. Library supervisors are working on its "Continuity of Operations (COOP)," a plan to determine how we continue to operate should the H1N1 virus reach its full potential. COOP includes determining minimum staffing levels, how to balance staffing throughout departments and/or locations, and what the critical tasks are. Ms. Wolf also commented that the Center for Disease Control (CDC) identified Arizona as 1 of 11 states that did not cycle down from the flu. Board member Kay Henry commented that this is the largest flu epidemic in 40 years worldwide. Board Chair Mike Yates inquired as to how the library cleaned and is there a copy of what is to be cleaned. Library Director Heather Wolf responded "Yes" to both inquiries. Ms. Wolf also stated that the Branch Operations Supervisors and Branch Coordinators oversee the libraries maintenance and that the cleaning crews are held to task. Board Chair Mike Yates recommended that if sanitizing library fixtures is currently done only once a week that perhaps the library should look into having it done more often. Board member Becky Rapier inquired as to who determines whether or not the library is shut down. Library Director Heather Wolf responded that "this is a work in progress." Most likely, though, Ms. Wolf and her supervisor, Deputy City Manager Kari Kent in conjunction with the City of Mesa Fire Department Emergency Management and Safety Services would make the decision. Board member Cameron Behning inquired as to whether or not "we" can make recommendations. Board member Dilworth Brinton, Jr. responded "yes," although the City is welcome to ignore us.

Library Programs: Wallacepalooza. The library has partnered with the Mesa Historical Museum by providing displays at each library location with Wallace & Ladmo memorabilia. Patrons may also obtain a punch card and have it punched at each library location as part of the Wallacepalooza exhibition. The completed card may be turned in at the Mesa Historical Museum for a free admission and to see the museum's Wallace & Ladmo exhibition and be entered into a drawing for a chance to meet Wallace.

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The Living Green Series. The library has partnered with the Utilities and Development and Sustainability departments to present a series of “Living Green” workshops. The first two workshops one each on desert gardening and going solar drew over 140 participants per workshop. There will be one program each month through July 2010.

Job Labs. The library’s training room is now open to patrons for working on resumes, job searches, and online applications. The job labs are the first Wednesday, 4:30-6:30 p.m., and third Monday, 10:00 a.m.-12:00 p.m., of the month. There are 15 computers in the training room and a librarian available for limited assistance. Board member Cameron Behning inquired about the job labs schedule and the possibility of teen volunteers assisting with the program. The job labs schedule of hours as noted here in the minutes were verified by Dawn Kucerak, the library’s Management Assistant II. Library Director Heather Wolf will check with the Volunteer Coordinator about teens helping with the job labs.

Culture Pass. This is a partnership between valley’s libraries and cultural institutions. It began in April 2009 and will run through April 2010. Your library card is used to check out a culture pass that is good for 4-free admissions to participating cultural institutions. It is a very popular program. Between April 1 and August 1, 2009, 33,000 people have used the passes to visit the zoo, children’s museum, and science museum. At the year’s end in April 2010 the program will be evaluated. The Piper Foundation and Target fund the advertising for the Culture Pass Program. Board member Becky Rapier commented that expanding the program to the schools would benefit school age children toward enhancing their reading skills.

At the conclusion of the Director’s Report, Board member Dilworth Brinton, Jr. recommended that the Board start to think about Spring training, having a presence at the stadium, fundraising, perhaps a poster contest or memorabilia display cases. The Hohokams would be more than happy to help out with any Spring training ideas. Fundraising has been done in the past by Mr. Larry Lee, Librarian II, at the Main Library through the Friends of the Library. Tickets to Spring training games have been raffled off. Mr. Lee has also coordinated Chicago Cubs displays at the Main library. Mr. Brinton, Jr. inquired as to whether or not the “geocache” at Red Mountain was still working. Library Director Heather Wolf responded that it was. Mr. Brinton, Jr. acknowledged that PC reservation service that began in July is beneficial. Mr. Brinton, Jr. stated that he has almost completed a booklet written for the microform reader and that the mouse for the reader has disappeared. Mr. Brinton, Jr. suggested that a mouse be available for checkout for the microform reader. On that same topic, Board member Cameron Behning inquired as to whether or not any computer accessories (mice) were available from the storage area in the library’s basement. Library Director Heather Wolf responded that those items had gone to surplus.

YAAC Report

Board member Cameron Behning reported that the YAAC group met on Saturday, September 12, 2009, with five teens in attendance. Mr. Behning reported that with the succession of YAAC liaisons from Karen to Larry to Shari, the contact list (email addresses) of active YAAC members had been lost. Efforts are being made to restore the contact list to help increase attendance at the YAAC meetings. Mr. Behning reported that YAAC now has a Facebook page endorsed by the Library. Mr. Behning inquired as to YAAC members having access to Facebook as administrators. Library Director Heather Wolf responded that there are City protocols with regard to social networking. At this time, Ms. Shari Durst, YAAC liaison, is the administrator. Mr. Behning reported that publicity to attract new members to YAAC is being pursued through advertising on library receipts when books are checked out, Channel 11, and flyers at schools. The newsletter will also be “teen-themed,” more current, and published monthly.

AGENDA ITEM**DISCUSSION****Identify items for future agendas**

Board member Diane Cantile recommended that the Library Advisory Board meeting in March 2010 be rescheduled as it falls during Spring break. Board chair Mike Yates responded that as that time gets closer rescheduling will be addressed.

Announcements

None. Prior to the adjournment of the Library Advisory Board meeting, Board member Cameron Behning inquired about C-Cure access for teen volunteers to all library access doors. Library Director Heather Wolf responded that the teen volunteers Volunteer Manager would be able to assist them with library access. Mr. Behning inquired about updates to the Dewey Decimal System (DDS). Ms. Wolf responded that there are regular updates to the DDS. A panel of librarians experienced in cataloging and classification contribute to the updates. Mr. Behning inquired as to the process/route donations take when received by the library. Ms. Wolf responded that donated materials go to the donated book area in the basement and are reviewed by volunteers and librarians to be added to the library's collection, such as bestsellers. Donations that are not sold at the Used Book Sale area or added to the collection are recycled. Volunteer Services currently works with Solid Waste to recycle non-salvageable donations.

Adjournment

Board member Cheryl Laflen moved & Board member Dilworth Brinton, Jr. seconded that the meeting be adjourned. The meeting was adjourned at 6:28 p.m.

The next meeting will be held on November 17, 2009 at 5:30 p.m. in the Main Library Boardroom, 64 E. 1st Street.

Heather Wolf, Library Director