



**City of Scottsdale
Library Board
Regular Meeting Minutes
Wednesday, May 15, 2024
Appaloosa Library
Meeting Rooms 1 & 2
7377 E. Silverstone Dr.
Scottsdale, AZ 85255**

PRESENT: Chair Freda Hartman, Vice-Chair Enid Seiden, Board Members Sam Campana (arrived at 3:08 p.m.), Natalee Esposito (telephonic), George Hartz, Janet Smigielski, and Leslie Totten

STAFF: Michael Beck, Library Director; Mike Murphy, Budget and Analytics Manager; Sky Larsen, Appaloosa Branch Manager; Lee Schnoor, Department Technology Supervisor

Call to Order

Chair Hartman called the meeting to order at 3:01 p.m.

Roll Call

Members present as listed above.

Public Comment:

One member of the public was present, but no public comment cards were submitted.

Minutes – April 17, 2024

Chair Hartman noted that the minutes should be corrected to reflect that she would act as liaison for Arabian Library until the new Board Member has been appointed.

BOARD MEMBER SMIGIELSKI MOVED TO APPROVE THE APRIL 17, 2024, LIBRARY BOARD MEETING MINUTES AS AMENDED. VICE-CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO, HARTZ, SMIGIELSKI, AND TOTTEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER CAMPANA WAS NOT PRESENT. THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Patron Comment Report

Michael Beck, Library Director, provided an overview of patron comments received over the last month. He said there were a lot of positive comments regarding public programming. In response to a comment suggesting programming for teens and adults, he noted that Mustang Library has a

program geared toward that demographic. He said that patron feedback is incorporated into the planning process when possible.

In response to a Board Member question, Director Beck explained that the staff member who inappropriately treated an autistic child received professional and confidential coaching.

2. FY2024-25 Library Budget Review

Mike Murphy, Budget and Analytics Manager, discussed the library's submitted FY2024-25 Library Budget. His presentation included an overview of the FY 2024-25 City Budget that will be formally accepted by City Council in June. This year's adopted City Budget will be \$2.29 billion, which is down from last year. He noted that initiatives associated with the City Budget include a three-percent market adjustment for all employees and based on performance, employees will be eligible for up to a five-percent increase based on performance. A complete outline of the City Budget is available online at [Scottsdaleaz.gov/proposed budget](http://Scottsdaleaz.gov/proposed-budget).

Mr. Murphy reviewed the Library Budget, including what has been adopted for this year and what is being proposed for next year. The Library Budget has grown from \$7.2 million to \$8.7 million since FY 2021-22. He explained that a net reduction in contractual services is shown because there was a \$206,000 one-time addition to the budget last year for the rewiring of Civic Center Library, and that has been removed. Contractual services have gone up by approximately \$50,000, so it nets out to a negative of \$155,000. He said that the Library Budget is in good shape, and he is hopeful that revenue expectations will be exceeded this year, which would be reflected in next year's budget.

Board Members were given an opportunity to ask questions. Mr. Murphy said that one reason the tax base is expected to go down is because tourism has been up the past few years because of special events, and it is expected to level out in the coming year. There should be a better indication of what will happen with tourism revenue after the second quarter of the year. He explained that special programs are funds that are earmarked for specific purposes. For example, if someone makes a donation to the library specifically for the purchase of books for Appaloosa Library, those dollars would go into a special fund to be used only for that express purpose. Director Beck said that the Library Board will have opportunities to weigh in on the Library Budget in the fall in September/October. Mr. Murphy stressed that it is important to consider how the City's spending limitation affects the operating budget. A spending limitation increase will be on the November ballot.

3. Board Meeting Date in June

Chair Hartman led a discussion about the June Library Advisory Board meeting date, since the originally scheduled date falls on a holiday this year. Board Members agreed to cancel the regularly scheduled meeting and schedule a special meeting on Tuesday, June 18th at the regular 3:00 start time.

BOARD MEMBER ESPOSITO MOVED TO SCHEDULE THE NEXT LIBRARY BOARD MEETING ON TUESDAY, JUNE 18, 2024, AT 3:00 P.M. BOARD MEMBER TOTTEN SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS CAMPANA, ESPOSITO, HARTZ, SMIGIELSKI, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

4. Appaloosa Library and Technology Highlights

Sky Larsen, Appaloosa Branch Manager, gave an update on operations and recent events at Appaloosa Library. Her presentation included an overview of children, adult, and teen programming. She noted that since the pandemic, she has noticed that more people are staying after children's programs and taking the opportunity to cultivate relationships with other patrons. Adult book clubs are popular, and they recently started a new Bring Your Own Book (BYOB) program, where everyone brings a book that they enjoyed to share with the group. Book clubs take a break in the summer, but the BYOB program will continue. The Art All Around Us program, run by art museum docents, has resumed this year, and attendance numbers have been increasing since the pandemic. Ms. Larsen reviewed library statistics, noting that there has been a ten-percent increase in the number of library cards registered and physical visits and a growth in youth volunteers. She said that staffing for the past year has been stable. The library is working on more flexible scheduling for part-time staff, staff development, and cross-training. Ms. Larson highlighted new building improvements.

Ms. Larsen reported on the Pony Express. She said there are currently 3,101 patrons registered for the service, which is down slightly now that library staffing has increased. She reviewed activities of those who are using the Pony Express and noted that there has been an average of 320 check-ins per month and no safety or security concerns. The program is supported with the help of the Scottsdale Municipal Security Department and the current annual subscription runs through March of 2025.

Board Members were given an opportunity to ask questions. Ms. Larsen described how a customer service desk could be made more ADA accessible. It was suggested that information desks at all branches be assessed for ADA compatibility. There was discussion about the number of computers available at Civic Center and Appaloosa Libraries and their specific uses. Ms. Larsen said that the current number of physical computers is working for now, because many people bring in their personal devices. Mr. Lee Schnoor gave an overview of network utilization and WIFI availability. The Appaloosa location currently has 400-megabyte availability, which has to be managed because all the devices are sharing bandwidth. The City has approximately 18 months until the end of the library communications contract. There are two options at the end of the contract: they can either renew and hopefully double the bandwidth, or, if the City has completed its effort to bring fiber to the library branches, they can choose to not renew and use the City's network. If the City has not completed the fiber connections by the time the communications contract ends, the Library will be forced to renew on a three-to-five-year contract. Lee Schnoor said that his group must rely on library staff to bring ideas so they can design a technical solution for a service staff wants to provide.

5. SPL Summer Reading Program

Marlee Wheeland provided an update on the upcoming 2024 Summer Reading Program. Her presentation included a recap of last year's summer reading program and reviewed statistics for summer programs in the categories of prereaders, youth, teens, and adults. She gave an overview of 2024 summer programs available for each group, noting that thanks to a partnership with the Phoenix Conservatory of Music, music fundamentals programs and guitar programs will be offered this year. The goal of the 2024 summer reading program is to promote continued reading throughout the summer and mitigate the summer slide so kids will return to school at the same level as when school ended. The theme this year is Adventure Begins at Your Library. Ms. Wheeland presented examples of items that will be available in prereader, youth, and teen treasure chests,

based on 250-, 500-, 750-, and 1000-point achievement levels. Adults are eligible for the treasure chest when they reach the 500-point level. Ms. Wheeland said that the library markets the program in Paradise Valley, through a partnership with the Scottsdale Unified School District, and Kids Club. It was noted that Maricopa County supports the Summer Reading Challenge.

6. Director's Report

Michael Beck, Library Director, will provide the Library Board with a summary of current events in the library. He said that Civic Center Library is currently in the process of identifying a café vendor. The question of rules of conduct and littering could come into play once the café opens. Another initiative being considered at Civic Center is the opportunity to combine the roving desk and information desk into one, which would provide better safety and security and better lines of sight. The new placement would allow for more activation of the forward portion of the library, possibly moving mobile display racks and holds toward the front. Director Beck talked about plans to reduce the number of PCs at Civic Center, which would be a cost savings and would offer more floor space for activation of new program services.

In recognition of Volunteer Appreciation Month, two volunteer appreciation events were held, one for adults and one for teens. The Library is always looking for meaningful ways to acknowledge their volunteers.

Director Beck encouraged everyone to plan to attend the Arizona Library Association Conference at Wekopa Resort Fort McDowell.

7. Board Liaison Best Practices

Chair Hartman indicated that liaison assignments can be reviewed during the June meeting once the new Board Member is in place.

8. Board Member's Report

In response to a question about the best practices, Chair Hartman said that the best practices report was included in the New Board Member Packet. She said she intended to circulate a hard copy but was informed by staff that it could not be distributed during the meeting because of open-meeting law requirements.

Board Member Campana gave an update on the Friends of the Library activities. She said that they currently have \$20,000 in the account. They plan to have a donor event and 50/50 raffle on October 23, 2024, with the goal of raising \$10,000. The group is hoping to increase board membership by 10 to 15 new members and are currently interviewing prospective members.

Board Member Esposito mentioned a program she recently learned about in Cincinnati where the library partnered with laundromats in an effort to reach low-income people. She suggested that Scottsdale Library consider ways they could reach the public through a similar program.

Board Member Totten said that she brought a Library Workers Day gift to Mustang Library staff on behalf of the Library Board. She talked about her recent visit to a Hawaiian library that had a seed library and offered an interactive, age-appropriate activity that included egg cartons and soil samples for children. She said that she had received feedback from patrons that they would appreciate more programming on weekends for those families that work during the week.

Board Member Seiden said she recently enjoyed a visit to the National Library in Washington, D.C. She had a great experience seeing the National Archives, Constitution, and Declaration of Independence.

Chair Hartman said that during a recent event involving the Arizona Cardinals, she had conversations about the possibility of encouraging player participation in children's reading events. She would like to find ways to encourage those types of partnerships.

9. Identification of Future Agenda Items and Future Meetings

Future Meeting agenda items could include:

- Board Liaison assignments
- Budget discussion (September/October)
- Technology available at branches
- Heritage Connection
- Weekend family programming
- Programs that would help connect with the community
- Library Board retreat

Next special meeting: Tuesday, June 18, 2024, at 3:00 pm at Civic Center Library

10. Adjournment

BOARD MEMBER SMIGIELSKI MOVED TO ADJOURN THE MEETING. VICE-CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS CAMPANA, ESPOSITO, HARTZ, SMIGIELSKI, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:57 p.m.

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