Approved as Amended September 09, 2026

City of Scottsdale
Library Board
Regular Meeting Minutes
Wednesday, June 10, 2026
Civic Center Library - Platinum Room
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251

PRESENT: Chair Janice Shimokubo, Vice-Chair Roselyn O'Connell, Board Members Sam Campana, Dr. Freda Hartman, Patricia Pellett (via phone, departed at 4:19 p.m.), Monica Sonnenklar (via phone), and Leslie Totten

ABSENT: None

STAFF: Michael Beck, Library Director; Mike Murphy, Business & Analytics Manager; Jennifer Wong, Librarian III, Community Engagement & Outreach Coordinator; Javier Mendoza, Administrative Assistant

<u>Call to Order</u>
Chair Shimokubo called the meeting to order at 3:00 p.m.

<u>Roll Call</u>
Members present as listed above.

<u>Public Comment</u>
There was no response to the call for public comment.

<u>Minutes</u> – May 13, 2026

Board Member Totten clarified that her term on the Board expires in September, prior to the September 9, 2026, meeting; therefore, this evening's meeting will be her final meeting. Board Member Hartman stated that her term also expires prior to the September meeting and confirmed that this will be her final meeting as well.

Chair Shimokubo asked whether Andrew Summers was in attendance. Director Beck explained that Mr. Summers had originally planned to attend but was not present, and therefore his name will be removed from the minutes.

Chair Shimokubo requested that the word "delivered" be added before "books" on the second line of the second paragraph under Board Member's Report.

VICE-CHAIR O'CONNELL MOVED TO APPROVE THE MAY 13, 2026, LIBRARY BOARD MEETING MINUTES AS AMENDED. BOARD MEMBER TOTTEN SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR SHIMOKUBO, VICE-CHAIR O'CONNELL,

AND BOARD MEMBERS CAMPANA, HARTMAN, PELLETT, SONNENKLAR, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Patron Comment Report

Library Director Michael Beck reviewed comments 8,10,11, 23, 24, 29, and 32 as listed in the agenda packet and any responses made by Library staff. He noted one of the special services and amenities the library provides in connection with the Scottsdale Heritage Connection is a collection of over 100 historical video interviews. The 3-D printing program that recently began, Tom Samp's movie series, as well as the bilingual story time received positive patron comments. Director Beck provided a brief explanation of how the Collection Department works to meet specific patron requests and shared initial discussions on ensuring patrons receive a response to their suggestions and/or requests. He briefly discussed research into a phone app for the library.

In response to Board Member questions, Mr. Beck said the other language for spoken for story time is Spanish and he will provide the number of attendees later.

In response to Board Member Hartman's queries, Mr. Murphy explained the process for acquiring an app for the library would take into consideration many factors such as costs, compatibility with other City applications, and move to a decision package to the City Manager during the next budget cycle. Ms. Wong said from being on the App Exploratory Committee last year, she believes the costs for the app are approximately $15,000 to $20,000 per year. A discussion ensued among board members and staff regarding working with the Friends of the Library for potential funding for the initial year while simultaneously preparing a decision package for the budget. Board Member Campana advised the board that the Friends of the Library initiated the idea of funding the phone app and the board would be receptive to their idea.

Director Beck noted staff recognizes the need for a phone app and will research the suggestions discussed tonight including talking with the Friends of the Library. Where this topic was not agendized this evening but can be added to future agenda. Chair Shimokubo asked to have a business case of the options including the pros and cons for the board to review as well as an update on any conversations with the Friends of the Library pertaining to fundraising the cost of the app.

Board Member Totten commented on staff closing the loop with patrons who have asked for a book to be purchased. She suggested utilizing the positive comments as a marketing tool and posting them on social media, "*The top 10 things our patrons love about Scottsdale Public Library!*" Board Member Hartman noted she prepared a categorized analysis of all comments.

2. Future Board Meeting Dates and Times

Chair Shimokubo recommended separating the discussion into three components location, day of the week, and meeting time and reminded members that the Board meets ten times per year. She suggested holding two meetings at each branch to support the Board's advocacy role and ensure members experience all library locations.

Board Member Totten proposed including a meeting at the Rio Montaña branch, noting that some members are less familiar with it and that it features a story walk. Board Member Hartman recalled that the last meeting held there encountered connectivity issues. Director Beck stated he would explore available Wi-Fi options or the potential use of a Hot Spot. A general discussion followed among Board Members and staff.

Vice-Chair O'Connell and Board Member Sonnenklar expressed support for meetings at the branches, noting it provides opportunities to meet branch managers and observe branch operations.

Board Member Hartman asked for clarification regarding prior practice of meeting at each branch twice per year. Mr. Mendoza confirmed that this had been the schedule until the meeting date changed from the third Wednesday to the second Wednesday of the month, which created conflicts with existing programming. Chair Shimokubo said the Board will return to the practice of meeting at each branch twice annually.

Following further discussion, the Board agreed to continue meeting on the second Wednesday of each month at 3:00 p.m. Mr. Mendoza noted that no motion was required because this remains the current schedule. He added that programming is published in advance, but staff will review the calendar to ensure two meetings are held at each branch. In addition, Mr. Mendoza noted November 11th is Veterans Day, which falls on the 2nd Wednesday of that month. In response, Director Beck advised this will be agendized for the September or October meeting.

3. <u>Board Liaison Assignments & Best Practices</u>

Chair Shimokubo initiated a discussion on liaison assignments considering two Board Members are concluding their terms in early September and another in October. She reviewed the current assignments and noted that the Mustang and Appaloosa libraries were without liaisons.

Following brief discussion, Board Member Pellett volunteered to serve as liaison to Mustang Library; Vice-Chair O'Connell assumed the liaison role for Appaloosa Library; and Board Member Sonnenklar moved to Arabian Library.

Board Member Campana recommended assigning two incoming Board Members to Civic Center Library so they could experience the full campus and core operations, with the possibility of revisiting assignments next year. Board Member Hartman commented on past practices.

Chair Shimokubo raised the topic of the Friends of the Library liaison, currently held by Board Members Campana and Totten. Board Member Hartman asked that this discussion be deferred to September, and the Board agreed to continue it at that time.

In response to Chair Shimokubo's inquiry regarding best practices for liaisons, Board Member Hartman suggested each member share one or two creative ideas. She noted that best practices had not previously been documented and recommended formalizing them going forward. She described the liaison's responsibilities as establishing contact with the branch manager, serving as an advocate, keeping the Board informed of branch activities, answering patron questions, and maintaining open communication among the branch, the

Board, and administration. Vice-Chair O'Connell offered to contact each Board Member prior to the September meeting to gather their input on liaison best practices and compile the feedback into a report for presentation in September. Board Member Hartman added that the liaison role has only existed for two to three years and has not yet been fully defined; the current discussion will help clarify expectations and identify opportunities to strengthen the function.

4. Books-to-Go Lending Library, Outreach, and Bookmobile Feasibility

Library Director Michael Beck explained that the presentation was prepared in response to inquiries from Chair Shimokubo and Board Member Campana regarding the Books-to-Go Lending Program, outreach efforts, and the feasibility of a Bookmobile. He introduced Jennifer Wong, Librarian III and Community Engagement & Outreach Coordinator, to provide an overview of the program and current outreach initiatives.

Ms. Wong reported that the Books-to-Go Lending Libraries are a joint effort among Facilities, Parks and Recreation, and the library. There are currently five locations, with an additional site planned at McCormick-Stillman Railroad Park. Discussions are also underway with WestWorld regarding a future location. Volunteers visit each Books-to-Go site every two weeks to ensure the structures are in good condition, organized, and restock them with a mix of adult and children's books.

In response to Board inquiries, Ms. Wong noted that each structure holds up to 30 books. Facilities staff prefer to construct the units themselves and recommend metal for durability. Program criteria are minimal and include Facilities approval for placement on City property, Parks and Recreation approval when applicable, available funding to build the structure, and sufficient donated books to stock it. Director Beck clarified that Books-to-Go materials are not part of the library's catalog and come exclusively from book-sale donations, though community members may also contribute books. He added that he noted Vice-Chair O'Connell's suggestion for a Books-to-Go location at Vista del Camino.

Director Beck then provided an update on the Bookmobile proposal, noting it has been submitted to City Administration and is awaiting further direction. He reviewed the three vehicle options considered and the proposed combination of services the Bookmobile would provide. He added that the Bookmobile could serve as a "ready-made float" for many community events. With the recent budget approval, the IQ software package will help identify outreach areas where the Bookmobile could be deployed.

In response to questions, Director Beck stated that the feasibility study recommended a coach-sized RV. He noted that the internal team has evaluated safety considerations, parking logistics, and driver options. He also reviewed price points, amenities, and potential funding sources for each vehicle size. Responding to Chair Shimokubo, Director Beck confirmed that the IQ software was included in the City Council-approved budget. The next steps include onboarding with the vendor, with an estimated two- to four-week turnaround.

Ms. Wong provided an overview of proposed Bookmobile stops and shared outreach metrics: 65 event visits, mini-presentations, more than 200 library cards issued, and connections with over 6,600 community members. She also noted that outreach staff are conducting a Summer Reading Challenge with two Boys and Girls Clubs. Additionally, the homebound delivery program currently serves 20 patrons, each receiving deliveries every four weeks.

*** Board Member Pellett left the meeting ***

In response to Board questions, Ms. Wong explained that block parties are scheduled at the request of neighborhoods. Chair Shimokubo suggested coordinating with the Neighborhood Advisory Board. Ms. Wong also described the process of adding patrons to the home-delivery program and noted that she has not partnered with Meals on Wheels.

5. Scottsdale Public Library Strategic Plan Update

Director Beck provided a brief recap of the library's strategic plan, noting its four primary goals and the progress made over the past year. He emphasized the importance of increasing access to library services, both by welcoming patrons into the branches and by meeting them where they are through expanded outreach. He referenced the Books-to-Go Lending Libraries, with new locations planned at McCormick-Stillman Railroad Park and WestWorld, and noted continued participation in the reciprocal borrowing program, with updated figures forthcoming. He added that the library is completing its vendor RFP cycle, which secures significant discounts on materials and reduces the need for extensive cataloging staff. He also highlighted ongoing efforts to identify new resources and services, including upcoming Makerspace enhancements.

Director Beck reported that staff continue to relocate and expand programming, including Story Walk events at the Rio Montaña building and participation in more than 65 City events. Outreach efforts resulted in over 200 new library cards and more than 6,600 community contacts, and the homebound delivery program now serves 20 patrons on a four-week cycle. He noted that continuous improvement remains a core principle, with completed initiatives tracked and ongoing items monitored. He also described improvements to the library's website and the integration of library programs into the City's new Wyth calendar platform. Additional outreach includes podcasting initiatives and public speaking engagements at community programs such as Scottsdale Leadership, Scottsdale Insider, and Government 101.

He highlighted the library's growing network of community partnerships, now totaling more than 100, with 40 new partners added this year, including ASU OLLI and the Japanese Friendship Garden. He emphasized the importance of staff development, noting participation in supervisory training, conferences, and leadership programs. A new internal task force was created to explore artificial intelligence applications in library services. Succession planning remains a system-wide priority, with staff encouraged to shadow peers to preserve institutional knowledge, particularly in cataloging.

Director Beck added that the library continues to attract strong applicant pools and strives to maintain a supportive work environment aligned with Scottsdale's employee values. He encouraged creativity and responsible risk-taking, citing examples such as Thomas's podcasting initiative and Andrew Summers' leadership on the Ultimate Family Play Date, which introduced cost-saving operational changes. He also reported ongoing investment in new technologies and cost-efficient services, including transitioning the library's e-newsletter to Unique Message, saving an estimated $15,000–$20,000 annually. He noted the expansion of Makerspace offerings, virtual reality, Wi-Fi hotspots, and the new collection-scanning wand, which allows thousands of volumes to be scanned within an hour and significantly reduces staff time. Staff continue to expand programming partnerships and identify new opportunities to enhance services.

In response to Board queries, Mr. Beck noted the Director of the OLLI program's first name is Jared. A list of community partners is maintained internally because it changes frequently, but he could look at providing it and suggested a future agenda item on library partnerships that would provide an opportunity to review the list. Mr. Beck stated he believes the department is tracking at or ahead of expectations in particularly in areas such as technology and programming partnerships, while acknowledging that some items will remain ongoing as part of continuous improvement. He explained that some items will always remain in yellow because they represent ongoing efforts, such as expanding partnerships. Hartman noted that goals are broad and measurable progress typically occurs at the objective level, where metrics or targets would normally be assigned.

Chair Shimokubo asked whether the legend includes a designation for ongoing items. Board Member Hartman reiterated that objectives are the level at which progress is measured and that numerical targets help determine whether objectives—and therefore goals—have been met. Director Beck explained that the strategic plan was intentionally designed as a one-page strategy map rather than a lengthy document, with the expectation that staff would develop the detailed metrics and targets. He noted that the department can revisit targets, such as partnership totals, when preparing for the next planning cycle. Board Member Hartman added that the Board's role during development of the plan was to establish the goals and objectives, while staff were expected to create the metrics used to measure progress.

6. <u>Director's Report</u>

Library Director Michael Beck provided the following updates:

- $50,000 was awarded through the LSTA grant to support the Arabian Pod study.
- More than 4,400 readers registered for the Summer Reading Program during its first week. Staff were challenged to elevate prizes and incentives, and the Friends of the Library sponsored five adult gift baskets.
- Anecdotal feedback from Jared Swerzenski, Director of OLLI, was shared regarding recent programs. Director Beck also reviewed class offerings, attendance, and noted that planning has begun for the fall calendar.
- An overview of the Currier van route was provided, detailing morning and afternoon book deliveries.
- A reminder was issued that the Summer Reading Challenge concludes on July 20, rather than July 31, due to the County's decision to begin the school year two weeks earlier.
- In partnership with SUSD, a College Fair is scheduled for Saturday, September 26, 2026.

Chair Shimokubo recognized Board Members Totten and Hartman for their service and contributions to the Library Board and the Library. Each was presented with a token of appreciation.

Board Member Totten stated it had been a privilege to serve, noting her belief that the library is a safe, secure space and the heart of the community. She added that she plans to remain involved by volunteering.

Board Member Hartman reflected on how the Board has evolved since her first meeting in 2020, observing that members have become increasingly engaged and enthusiastic about their roles. She stated she will continue to stay involved and advocate for the library.

7. Board Member's Report

Board Member Sonnenklar thanked Board Members Hartman and Totten, as well as Director Beck and Library staff, for their kindness. She also commented on the Summer Reading Program and the opportunities it provides.

Board Member Totten shared feedback regarding the Culture Pass program, noting that she received overdue notices despite the pass having an expiration date. She also reported that the refrigerator used by Kids Café at the Civic Center branch needs replacement. Director Beck stated he believes the unit belongs to SUSD but will follow up.

Vice-Chair O'Connell reminded the Board of Scottsdale's 75-Year Celebration scheduled for June 26, 2026.

Board Member Campana provided an update from the Friends of the Library, noting that adult raffle baskets were prepared for the Summer Reading Program; 75 stories about the City of Scottsdale will be sold, with a book-signing event scheduled for September 11, 2026; the Friends currently have $50,000 in grant funds and six pending grant applications totaling $35,000. She added that Jenny's Ice Cream donates a portion of monthly sales, generating $150 last month, and that additional contributions can be made through Fry's and Amazon programs. Enid Seiden was elected to the Friends Board. She also reported that the Yaqui Tribe in Scottsdale is offering a $5,000 matching grant to support an exhibit in the library highlighting their tribe.

Board Member Hartman reminded members of the AZLA Conference scheduled for October 21–23, 2026, in Tucson, noting that registration is now open. She also said that she provided public comment at a recent City Council meeting in support of the Library Board's CIP budget request.

Chair Shimokubo reported visiting the Appaloosa Library to view the new sorter, attending the Phoenix Art Museum docent presentation on June 4, 2026, and visiting the Kids Café.

8. Identification of Future Agenda Items and Future Meetings

Chair Shimokubo requested that Director Beck obtain additional information regarding whether Board Members Hartman and Totten are required to remain on the Board until their replacements are appointed. Board Member Campana noted she will be unable to attend the September meeting.

The next Library Board meeting will be held on Wednesday, September 9, 2026, at 3:00 p.m.

9. Adjournment

VICE-CHAIR O'CONNELL MOVED TO ADJOURN THE MEETING. BOARD MEMBER HARTMAN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR SHIMOKUBO, VICE-CHAIR O'CONNELL, AND BOARD MEMBERS CAMPANA, HARTMAN, SONNENKLAR, AND TOTTEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER PELLETT WAS NOT PRESENT. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:11 p.m.

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