

## MINUTES OF THE LIBRARY BOARD

January 4, 2010  
4:00 p.m.

Pima County Public Library  
Joel D. Valdez Main  
101 N. Stone Ave  
Tucson, AZ 85701

**MEMBERS PRESENT:** Marjorie Gerdes, Obdúlia González, Tom Ward, David Ellington, Maureen Lueck

**ABSENT:** Miley Clark, Frank Antenori, Annabelle Nuñez

**GUEST:**

**STAFF:** Library Director Nancy Ledeboer, Deputy Director Pat Corella, Melody Ballard, Deputy Director, Administrator Karen Thayer, Administrator Bonny Bruce, Marketing & Community Relations Manager Steff Koeneman, Aaron Valdivia, Branch Manager, Jere Voigt, Administrator, Beth Mathias-Loghry, Adult Services Coordinator

### 1. CALL TO ORDER

Marjorie Gerdes called meeting to order at 4:00 pm.

### 2. MINUTES FOR November 2, 2009.

Marjorie Gerdes asked for a motion to approve minutes, Marjorie noted corrections to the November 2, 2009 minutes, page 1, minutes approval. The motion to approve October 5 minutes was made by Tom Ward not Marjorie Gerdes. Also at bottom of page 1, Marjorie attended the Friends helping Friends workshop at the Kirk Bear Canyon Branch, not Oro Valley.

Marjorie asked for a motion to approve the minutes with noted corrections; Obdúlia González moved that the minutes be approved with the corrections mentioned. Tom Ward seconded the motion.

Motion passed to approve minutes as noted with corrections.

### 3. INTRODUCTIONS

Marjorie Gerdes introduced those present at the meeting.

### 4. UPDATES FROM LIBRARY BOARD MEMBERS, FRIENDS GROUPS, AND FOUNDATION

Marjorie Gerdes co-hosted a Holiday Luncheon sponsored by the Oro Valley Public Library Friends for the library staff and Friends Book Shoppe volunteers. It was very well attended.

David Ellington attended LCP lecture. Craig Childs was the speaker and it was quite successful. The Friends sold about \$2,000.00 in books.

The Friends hope to open the bookstore at the Joel D. Valdez Main Library soon. Still need to organize the volunteers and purchase more books. The bookstore will open 4 hours a day with 2 volunteers attending to it. The bookstore looks fabulous!

## 5. NEW BUSINESS

### A. El Rio Branch Update:

Aaron Valdivia, Branch Manager, reported that he has been managing the branch just over 1 year. This past summer there were over 13 Summer Reading Program events for children at the branch. The computers are heavily used and the branch has started computer classes, which is very beneficial to community. The branch works closely with the Senior Center next door. The branch also works with the Adult Learning Center. Aaron frequently makes presentations at the Center on the resources the Library offers to support students attending GED and Citizenship classes. El Pueblo provides at least 2 tours per month for the Adult Learning Center.

El Pueblo partners with the day care and YMCA. Aaron is also working on a partnership with Pueblo High School on an art project; students will submit artwork to the library to post. Aaron serves on the Literacy for Life Coalition which includes Make way for Books and Literacy Volunteers of Tucson. The El Pueblo neighborhood will be part of a literacy zone pilot project to improve literacy and school success in this area. El Pueblo partners with 9-Queens, a chess organization, to present chess workshops for youth at the branch.

Aaron is working on bringing in more youth to the building, making it more kid friendly with more board games and entertainment for kids. Youth attendance has increased quite a bit.

Marjorie Gerdes stated that it helps to have a young Librarian to bring in youth.

### B. Holidays for 2010:

Nancy Ledeboer commented that there will be 3 holidays falling on a weekend, Christmas, New Years and 4<sup>th</sup> of July. She explained the prior Pima County policy on holidays which allowed the library to close on the actual holiday instead of the observed holiday. The new policy, which took effect this January, required a department to pay overtime if employees work on the observed holiday. This means that staff would be asked to work on Christmas, New Year's Day and the 4<sup>th</sup> of July. Due to a tight budget Nancy proposed that the Library close for 2 days for Christmas Eve and Christmas, New Years Eve and New Years Day and both the observed holiday and the 4<sup>th</sup> of July. Closing these days would probably not impact the library or the public too much. Staff would still work normal hours with one day of holiday observance during the week. This will save the library paying overtime.

If Board supports this proposal then Nancy will take recommendation to County Administrator for his approval.

Tom Ward moved that Board authorize Library Director to submit a request to the County Administrator asking to be closed actual both the actual and the observed days for Christmas, New Year's and 4<sup>th</sup> of July. Maureen second the motion.

Motion passed.

C. Food for Fines:

Administrator Karen Thayer gave a short report on the Food for Fines. The total amount of fines waived in past years has increased each year. During National Library Week the library has invited customers to bring food. For each item of food donated, a customer receives a waiver of \$1. Each customer may waive up to \$10.00 in fines. Working with our local community food banks, food boxes are placed in all Pima County Public Libraries for contributions and picked up by the Community Food Bank at the end of the program. Food for Fines has been very successful and helpful to the Food Bank. Last year the Library waived \$6500.00 in fine. The library receives more food than the value of fines waived. Only fines are waived. Lost materials or collection agency fees are not waived.

Nancy stated that this program has a minimal impact on Library revenue and builds good will in the community.

Karen read an article in the New York Times regarding something similar to Food for Fines except New York allows the customer to return books with no fines.

Obdulia González motioned that the Library offer the Food for Fines as has been done the last three years. Tom Ward seconded the motion.

Motion was passed.

D. Job Clubs:

Beth Matthias-Loghry, Adult Services Coordinator presented a Lightning Talk developed by two librarians promoting the library's job clubs. Librarians Jennifer Caldwell and Maureen Kearney presented this lightning talk focusing on our Job Help as part of a training they attended. This created some buzz and the American Library Association (ALA) asked them to provide information about the job help at Pima County Libraries for other libraries to learn more about.

The Pima County Public Library (PCPL) is partnering with Pima County ONESTOP Career Centers to offer Job Help at ten PCPL branches. Job Help includes job and employment-related computer classes and dedicated computer time for dislocated workers and others seeking jobs in the community. Job Help takes place in library computer labs on public computers reserved for job-seeking, and in mobile career centers--library meeting spaces outfitted with laptop computers. PCPL staffs Job Help with computer instructors who cover Job Help sessions, as well as the other basic computer classes offered at the library. This program started with a pilot of 8 branches in the summer of 2009, but it has grown and currently is offered at ten library branches. Job Help occurs for at least 4 hours and usually for 8 hours per week at each site. PCPL has also purchased 25 new laptops and WinWay Resume builder, the same resume software used by ONESTOP. WinWay is available on all of the library system's public access computers and on laptops in the mobile career centers. Computer instructors attend training at ONESTOP on the use of this resume software.

A team of library staff members, “the Job Help Oversight Committee” compiled the curriculum for Job Help. The curriculum or the “Job Help Toolkit” includes setting up an email account, skills assessment, online job searching, online job applications, and “how to research a career and an employer.” This curriculum combines what had already been offered at several libraries via online job searching classes, and added some online elements related to ONESTOP’s Employability Skills curriculum, as well as databases and other career resources to which librarians refer job seekers at the library. The toolkit evolves as librarians discover new customer needs.

Beth’s goal is to have half of the instructors able to teach in Spanish and English also to make sure we have computer classes at some level at about 20 libraries.

The Library is working with OneStop and the Department of Commerce to apply for Broadband Technology Opportunities stimulus funds for job help programs.

The Library employs 22 youth from pledge a job program ages 17-21, who are trained on computer skills. Help is provided on a one on one basis. PCPL is also assisting the Mature worker connection using the Arizona Career Information System.

This month PCPL will be starting the multilingual job help in Arabic languages. Classes start this month at 3 branches. PCPL is in partnership with Refugee Integration Service provider network, they will be referring about 50 % of the clients to attend the classes.

Tom Ward asked if the library got feedback from the people that attended. Beth replied that many people report finding jobs after attending the program.

We have also been approached by the Housing Dept asking us to make their information on how to avoid foreclosure available to our patrons.

Nancy stated that we will be receiving money from the first round of stimulus funds for computers. This was a successful application by the State Library on behalf of public libraries serving rural and underserved populations.

E. H1N1 Update:

Administrator Jere Voigt presented a short report on the H1N1 Flu Virus. In August the Library was asked by Pima County Government to develop guidelines for the H1N1 in case of a pandemic. Ms. Voigt's shared how the Library would continue to provide services to the community.

The Library has taken various steps to reduce the incidence of H1N1 and seasonal flu. Measures include guidelines for staff, information for the general public, tracking sick leave throughout the library system and implementing the Board of Supervisors work attendance policy.

We also removed toys, games, anything that might have hands on it from the children’s rooms. We are also maintaining a good supply of tissues, hand sanitizers, wipes, etc. We are sending employees home if they show flu like symptoms. Up to now there have not been too may issues with staff absences due to the flu.

F. Advisory Board Retreat:

Each year we take the opportunity to bring together the Library Advisory Board with representatives from the Library Foundation, PCPL Friends, Green Valley Friends, Kirk-

Bear Canyon Friends, Arivaca Friends, Ajo Friends and Oro Valley Friends. All the groups are updated on the Library's plans for the coming year. This also allows various support groups to share their goals and accomplishments with each other.

Nancy asked the board for direction to plan the retreat for May 2010.

After a brief discussion Board Members agreed on May 1, 2010.

There will be a more detailed discussion at next month's Advisory Board meeting.

## **6. LIBRARY REPORTS:**

### ***Deputy County Administration***

Hank Atha explained the status of this year's budget, next year's budget and the impact it will have on the Library District. Hank stated this is a very, very difficult budget for the entire County. In next year's budget, unlike this year and past years, the Library District will be impacted, given the fact that we expect to continue to see deterioration of State shared revenues to the County.

The County was notified that there would be a \$3M cost shift to the county, because of the large deficit the State needs to make up. The State will be facing a very large deficit next year and this will impact everyone. County budgets are down, 10%. Some of Hank's dept are down 15%. We should expect to have 2 rough years, maybe 3.

The Library is still functioning extraordinarily well. PCPL started out with a strong fund balance but will unfortunately spend most of it this year. Library staff has reduced spending almost \$3M while continuing to provide quality library services.

Hank stated that he is always amazed at the different events branches are involved in, especially at this time of year. Circulation is still going up, there is lots of activity and lots of literacy programs, assistance with unemployment and English classes.

### ***Director's Report***

Nancy Ledeboer commented that the Library made a very conscious decision to reduce spending. The Collection Development budget committed not to spend \$1M of funds budgeted. The Library has kept a number of vacancies open, transitioned some staff to other positions and eliminated some positions.

The flag issue has been resolved. The Library placed flags at all the branches that did not have flags outside of the building. Flags were placed in meeting rooms or where space allowed.

The Association of Assessors has put forth proposed legislation that once again recommends a limit on secondary tax districts. The Association has indicated that they made this proposition as a way to head off other tax limitation efforts. However, the Arizona Library Association and the County Librarians have been notified and will oppose this proposed legislation.

Several of our librarians have been acknowledged for outstanding service: Mary Given for her outreach to the refugee population, Adriana Rendon for Leadership with Reforma and Nuestras Raíces, a substitute librarian was awarded a scholarship for Library School and Sol Gomez was

named “My Favorite Librarian” by the American Library Association and the New York Times. Sol was one of 10 national librarians to receive this honor.

The library is restructuring Collection Development practices to be more customer driven.

### ***Public Services Report***

Melody Ballard, Deputy Library Director highlighted:

1. Eckstrom-Columbus branch hosted a WWE Wrestling Mania reading challenge. Many Naylor kids are interested in this challenge.
2. Main Library partnering with the Arizona Public media to show films related to artistic expression.
3. Adult Services, Beth made a great presentation
4. Dusenberry-River -On November 21<sup>st</sup>, 39 elementary-aged students and their parents experimented with disappearing ink, made multi-colored troll buggers, and observed the effects of various chemicals on a flame, all part of a presentation on Harry Potter Chemistry conducted by the University of Arizona Chemistry Club.
5. PCPL’s Southwest Literature Project culminated in the ninth annual Lawrence Clark Powell Memorial Lecture, which was delivered by award-winning author and naturalist Craig Childs on December 10. Childs, who is the author of several books including “Animal Dialogs” and “House of Rain” and is a commentator for NPR, delivered a multi-media presentation to a standing-room only audience at Pima Community College’s Proscenium Theater.

### ***Support Services Report***

Deputy Directory Pat Corella reported that the Board of Supervisors awarded \$2.6M for the Wilmot branch remodel last December.

Joyner Green Valley is more complicated than anticipated. The Library is working with Facilities to determine how long the branch needs to close. They need to redo the ductwork, and replace the roof in order to replace the air conditioning units. We want to get it completed by summer time due to the heat.

The Friends conference room, PC lab, Friend’s store will remain open during the time we are closed. The Bookmobile will also park outside for a while.

Staff will be reassigned to other branches in Sahuarita or in the Bookmobile, others in Tucson. Tom Ward suggests we let the community know what’s going on by notifying the area newspapers.

### ***Community Relations Report***

Steff Koeneman noted that the press ran stories about the awards to the librarians. The Sol Gomez’ story was picked up numerous times and is all over the web now.

There was also a story on multilingual job help.

Steff passed out the flyer on the Martin Luther King Painting dedication, donated by artist Andrew Polk. She is working with the Dominguez gallery to publicize this event. Quincie Douglas branch is also receiving a sculpture and promoting a program on the Buffalo soldiers.

In April Main Library will celebrate its 20<sup>th</sup> anniversary in this building.

7. **CALL TO AUDIENCE**

None

8. **FUTURE AGENDA ITEMS**

- Library Card Campaign - April
- Library Board Retreat Agenda – February
- Literacy for Life Coalition –literacy zones

**ADJOURNMENT**

Tom moved to adjourn the meeting Obdúlia seconded the motion.  
Meeting was adjourned at 5:30 p.m.

Respectfully submitted,



Laura L. Galvez  
Executive Administrative Assistant