

MINUTES OF THE LIBRARY BOARD

February 11, 2009
4:00 p.m.

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

MEMBERS PRESENT: Marjorie Gerdes, Tom Ward, Miley Clark, Pat Peterson, Obdúlia González

ABSENT: Carla Stoffle, Frank Antenori, Annabelle Nuñez

GUEST: Louis Mindes, community member, Pamela Mindes, community member

STAFF: Library Director Nancy Ledeboer, Deputy Director Pat Corella, Administrator Karen Thayer, Administrator Jere Voigt, Administrator Bonny Bruce, Marketing & Community Relations Manager Steff Koeneman, Youth Services Coordinator Gina Macaluso, Amber Mathewson, Joyner-Green Valley Branch Manager, and Kirk-Bear Canyon Branch Manager Margaret Wilkie

1. CALL TO ORDER

Marjorie Gerdes called the meeting to order at 4:05 pm

2. MINUTES FOR January 14, 2009

Motion by Miley Clark to approve minutes, seconded by Tom Ward
Minutes were approved as written.

3. INTRODUCTIONS

Marjorie Gerdes went around the room introducing staff. Guests, Louis and Pamela Mindes, introduced themselves.

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

Miley Clark visited the Volunteer Fair at the Wheeler Taft Abbott Sr. Library. She commends staff on bringing together all the non profit organizations in one place where potential volunteers can gather information. Beth Matthias-Loghry, Adult Services Coordinator gave credit to Karen Green for initiating the first Volunteer Fair in Green Valley.

5. NEW BUSINESS

A. Kirk-Bear Canyon Branch Update:

Branch Manager Margaret Wilkie shared information about the Kirk Bear Canyon Branch Library. The branch opened in 1991, was the 16th branch and is named after James Lee Kirk, a former Tucson City Council member and Pima County Treasurer. It serves a population of 62,000 within a 3 mile radius. The branch is open 7 days a week, has 5 storytimes weekly, a monthly book club and crafts for adults and teens, Read to a Dog, Reading Partners and special Saturday events for children and teens. Many of the programs are funded by the Kirk Bear Canyon Friends group from their book sales.

B. Tax Assistance in Libraries:

Beth Matthias-Loghry, Adult Services Coordinator, stated that Pima County Public Library started working with the United Way in July in hopes of expanding free tax preparation in libraries. During tax season we have library visitors who may not use the library during the rest of the year. Tax assistance is provided by volunteers from AARP, United Way EITC and Intuit. We began planning in early July to coordinate free tax help at libraries: two to three times a week for 4-7 hour periods on regular days when the meeting rooms are available. Free tax preparation starts in either late January or the first week of February and runs up through the deadlines to file taxes.

By starting early to plan for this service our goal was to increase the number of locations hosting tax assistance, market the service so that customers and staff knew which libraries were offering the service and to ensure that library staff recognize the importance to the community of providing tax assistance.

To that end the Virtual Library updated PCPL's "Info Guide for Taxes"; an informational piece with information on tax help and tax forms available on our website at <http://www.library.pima.gov/research/guides/taxinfo.cfm>. The Virtual Library also has entered library host sites providing free tax preparation services into the calendar of events. Library Staff at libraries hosting the EITC preparation were encouraged to attend EITC informational meetings to hear more about the service and how important it can be-- especially to parents who meet the income criteria.

For almost fifteen years, depending on the library, free tax preparation services have been available through AARP in library settings you recognize: Wilmot, Nanini, Mission, Columbus, and Oro Valley. Abbett Library was approached by an AARP volunteer to provide free tax preparation services for 2009. Wilmot Library prepares the largest volume of returns in Tucson and Pima County, and ranks number 5 in the state in providing this service. United Way Strengthening families EITC/VITA expanded tax assistance to Geasa-Marana Branch Library and Flowing Wells Branch Library (in the computer lab).

Community Engagement Librarian Dawn Gardner and Paul Marsh are now meeting regularly with the EITC task force, offering the library as partner locations for free tax preparation. Through this relationship, PCPL has assisted in helping to identify volunteers who are willing to train to help prepare taxes and/or provide other supporting roles at EITC libraries. Dawn and Paul will evaluate the service and assess the Library's capacity to host additional sites next year. By July 2009, PCPL should be in a better position to systematically approach free tax preparation services at libraries on an annual basis.

C. Book Bucks Report:

Deputy Director, Melody Ballard,

At the August meeting of the Library Advisory Board, the members supported a proposal to provide youth an opportunity to earn Book Bucks that could be used to pay off fines. Since this would reduce revenues from fines and fees, staff conducted a pilot to determine the fiscal impact of this program.

From October 20, 2008 through December 31, 2008 youth earned a total of 6422 book bucks which were redeemed to waive \$6,135.91 in fines for overdue materials. Overall the participation was very positive with parents encouraging their children to take financial responsibility for late books by reading to pay off their fines.

The budgetary impact of waiving \$6135.91 was approximately 5% of the total fines collected during this period. Even so, the total amount collected between October 20 and December 31, 2008 (\$116,258.96) was higher than during the same period in the previous year (\$110,225.57).

Staff recommends that this program be made available to youth under the age of 18 on a continuous basis with a cap of 5% of the total fine revenues budgeted for the year. Staff would monitor the fine revenues and Book Buck waivers on a quarterly/monthly basis. Staff will monitor both the budgeted revenue and the actual revenues from fines and fees. If the amount of Book Bucks waived exceeds 5% of annual budgeted fines & fee revenues, the program would be suspended until the next fiscal year.

D. Pre-Budget Report:

Deputy Director Pat Corella presented a summary of the proposed budget for 2009-2010. The Library District is funded by a dedicated secondary property tax. The tax rate is set annually by vote of the Board of Supervisors. For Fiscal Year 2009-2010 the Library has prepared a zero based budget which identifies all expenditures in detail.

The requested budget for FY 2009-2010 includes funding to sustain existing services at current levels. The proposed expenditures are slightly higher than last year with a total of \$37,676,984 which is an increase of \$2,169,402 over FY 2009's budgeted expenditures of \$35,507,582. A supplemental request for \$775,000 is included in the event that the Town of Oro Valley elects to join the Library District.

Planned expenditures include:

\$17,999,997 for personnel, a slight decrease from FY '09 which reflects lower costs as long term employees retire.

\$6,775,400 for supplies and library materials. This includes a reduction in most supply items with a slight increase in the library materials budget to provide for new libraries in Marana, Sahuarita and Flowing Wells.

\$9,983,587 for services & other charges, which accounts for anticipated increases in utilities, overhead and building maintenance.

\$ 918,000 for capital outlay to replace the roof at Quincie Douglas and the HVAC at Green Valley as recommended by Facilities.

\$2,000,000 for contingency which will cover unanticipated expenditures and help to fund the ending fund balance which will be needed to bridge the gap between expenditures and revenues until the economy recovers.

The proposed budget has been submitted to the Budget Department for review by the County Administrator. The request may be modified before it is submitted to the Board of Supervisors for acceptance. This usually occurs during the months of March – May.

The proposed expenditure of \$37,676,984 is higher than the anticipated revenues of \$32M if the current tax rate is upheld. If approved the difference of \$5M would be made up with the ending fund balance from 2009 and reserves if necessary. The Library has been asked to prepare for a 15% reduction if revenues fall short. Reductions may be necessary depending upon State budget and shared sales tax reductions; and the declining value of the housing market.

E. Retreat

Annually the Library Advisory Board meets with representatives from the Library Foundation, PCPL Friends, Green Valley Friends, Bear Canyon Friends, Arivaca Friends, Ajo Friends and Oro Valley Friends. The purpose of the meeting has been to update all the support groups on the Library's plans for the coming year. In addition it allows the various support groups to share their accomplishments and goals with one another.

This year the proposed date is May 2nd to be held at the Wheeler Taft Abbett Library. The Library will present its Strategic Plan for 2010-2012. Nancy suggested they hold the retreat at the Wheeler Taft Abbett Sr branch library to hold down costs. It would also be shortened in time to 9 am – 1 pm. Miley Clark motioned to direct staff to plan the retreat May 2, 2009 at the Abbett Branch, Obdulia González seconded the motion. All approved.

F. Strategic Plan Update:

Gina Macaluso and Amber Mathewson went over the Goals and Objectives that will be included in the Strategic Plan.

Be an informed citizen

By 2013 Pima County residents will have the information and tools needed to participate successfully in our democratic community.

Create young readers

By 2013 parents, caregivers and service providers who work with children are ensured that children from birth to age 5 are better prepared to succeed in school.

Literacy for success in every day life

By 2013 adults and teens will have the support they need to improve their overall literacy to realize their personal goals.

Satisfy curiosity

By 2013 residents will have the resources to explore topics of personal interest so they may continue to learn and satisfy their curiosity throughout their lives.

Succeed in school

By 2013 the diverse student population of Pima County will receive the resources and services they need to succeed.

Visit a comfortable place

By 2013 residents of Pima County will enjoy diverse environments which offer flexible and inviting space that meet individual and community needs.

Gina and Amber were asked if the libraries are able to provide a quiet place now. They responded that the plan is to have an area or space and will advertise a “quiet time” at the library. Some libraries have study rooms that can be dedicated as quiet spaces.

The Goals, Objectives and Activities final draft will be shared with the Branch Managers and the Planning Committee. A final plan will be presented to the Library Advisory Board prior to being sent to the Board of Supervisors for their approval.

Marjorie Gerdes commented that they have done a wonderful job, goals and objectives are very clear. She knows it takes effort and planning to accomplish such a comprehensive Plan. Miley Clark asked if there will be a mid-point evaluation made. Nancy indicated there will be an annual evaluation that may result in modifications or mid-course adjustments to the Plan.

6. LIBRARY REPORTS:

Deputy County Administrator Hank Atha commented that the decline in property values along with the budget crisis at the State level may impact the County and in turn the Library budget. He indicated the Library is in a good position with its dedicated secondary tax, however, until more is known about the State budget situation it is difficult to predict the impact on the County. Another unknown is how the Federal stimulus package may impact State and County budgets. Hank complimented the Library for hiring three employees from other County Departments that reduced position.

Library Director Nancy Ledebor updated the Board on the meetings with Oro Valley to discuss the possibilities for future funding of the Town Library. The first meetings focused on process. Committee members will be visiting PCPL branches to learn more about how PCPL operates. The meetings should continue through June.

Deputy Director Melody Ballard encouraged the Board members to read about the many outstanding programs being offered at branches.

Deputy Director Pat Corella shared information about the Wilmot Library renovation which is scheduled to begin this summer.

Community Relations Manager Steff Koeneman indicated that the press continues to pick up on programs and services that are free at the Library. National stories about the importance of libraries during this economic downturn have spurred interest in what libraries are doing locally.

7. CALL TO AUDIENCE

Louis Mindes, a concerned citizen, spoke to the Advisory Board about censorship in our public library. He expressed a concern that the Library is censoring information about unwanted Same Sex Attraction. He stated that as a result of their censorship, our public and school libraries are failing individuals with unwanted Same Sex Attraction (SSA) or Gender Identity Disorder. He recommended that the Library Website and book inventory be modified so that the library lives up to its Mission and Values Statement and the Library Bill of Rights.

8. FUTURE AGENDA ITEM

Collection Development Policy and Customer Requests

9. ADJOURNMENT

Tom Ward moved to adjourn the meeting, Miley Clark seconded the motion.
The meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Laura L. Galvez
Executive Administrative Assistant