



**City of Scottsdale
Library Board
REGULAR MEETING MINUTES
Wednesday, June 16, 2021
Meeting Held Electronically**

PRESENT: Chair Shiela Reyman, Vice-Chair Janet Smigielski, Board Members Sam Campana, Freda Hartman (arrived at 4:10 PM), Fred Klein (left at 5:19 PM), and Marna McLendon.

ABSENT: Board Member Sheila Collins

STAFF: Community Services Administrator Kira Peters; Manager Mandy Carrico, Melissa Orr, and Library Outreach Coordinator Amy Herring

Call to Order

Chair Reyman called the meeting to order at 3:30 p.m.

Roll Call

Members present as listed above.

Public Comment

No public comments were submitted.

Minutes

Regular meeting minutes May 19, 2021

VICE-CHAIR SMIGIELSKI MOVED TO APPROVE THE MAY 19, 2021, REGULAR MEETING MINUTES WITH CORRECTIONS. BOARD MEMBER CAMPANA SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE WITH CORRECTIONS. THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Budget Presentation

Bryan Bundy, Community Services Business Operations Manager, provided information on the budget process and how COVID-19 impacted the library's general fund budget in FY 20-21 and FY 21-22.

The budget review and analysis are a year-round robust process with many moving pieces. The current budget and needs are regularly reviewed and analyzed along with preparation for the upcoming budget. The fiscal year runs from July 1st to June 30th and the budgets are prepared and adopted for one fiscal year at a time. Most of the budget consists of personnel costs.

The following are the stages of preparing and passing the budget.

- July-September: the operating and CIP (capital improvement plans) for future needs are discussed and pre-planned. These requests will be reviewed and prioritized by City staff and Council.
- October :the CIP project requests for the following year are entered into the database for City Council review.
- November – December: the operating budget development; decision package requests; CIP project review; proposed rates and fees are due. With the assumption the current year budget is enough to cover needs, the budget office opens the database and loads the current budget, also known as the flat budget. However, a lower budget can become the flat budget during hard economic times, such as COVID-19. Should additional funds be needed for anything above and beyond the flat budget a decision package must to be completed and provided to the City Manager and City Council for consideration. The decision package should include supporting metrics and data for the requests. A management analyst is being hired who will devote time to supporting the library in preparing the decision packages. During these months, the CIP projects are reviewed and prioritized based on importance and critical need. The library currently has room rental and unreturned rates and fees; should there be a need to change them it would have to be proposed to the budget office during November and December.
- January – February: the capital and operating budgets are reviewed by the City Manager and divisions. Upon completion of the assessment, the City Manager makes the final decision on which packages and CIPs move forward.
- March – April: proposed budgets are released with public meetings and Council reviews.
- May – June: the tentative budget, which will not increase, along with the rates and fees are adopted in May. The final budget, which can be reduced, if necessary, is approved in June.

Board Members viewed a spreadsheet showing the annual budgets by department from FY 15/16 to the upcoming FY 21/22 and the COVID-19 impact on them. Mr. Bundy provided a detailed explanation of the budget, including the impact of the pandemic. Specifically, the decrease in the FY 19/20 and FY 20/21 library budgets began in March 2020 because of branches being closed and reduced hours of operation as well as the decrease in staff. In FY 21/22 the library budget decreased due to closing Palomino and decreasing the materials funds.

Commissioners were given an opportunity to ask questions and make comments. Chair Reyman noted the library is also considered essential to the public. The role of the board is to advise library staff; however, it is important to make sure funds are available for their needs.

The total community services budget cannot be increased, however, if needs arise funds can be moved from one division to another to cover those expenses. Closing the Palomino branch decreased the budget by approximately \$550,000. There is a correlation between the budget expended and revenue generated, as there are times you need to spend money to make money. The material produced during the budget process is not published; however, if it is in the database, it is public record. It is recommended to have budget process updates during the board meetings to allow Board Members to opine on funding needs and setting rates and fees.

Pony Express (Open Plus) at Appaloosa Library through April has 948 registered users and an average monthly door count of 1,174. The project was funded through the library's general fund and endowments. The Civic Center Library Sky Room (Storytime Room) CIP is an expansion project that will encompass youth/adult programming. The project is funded through various means including the City's General Fund, grants, and donations.

2. Library Collection Development – View Report

Beckie Gallivan Butler, Senior Library Manager presented the plans for library collection development for FY21/22 and information on the Maricopa County Library Assistance Program.

There are three categories within the library materials budget:

- All physical materials (books, audiobooks, DVDs, magazines, and newspapers)
- All e-materials (e-books, audiobooks, e-magazines, e-newspapers, streaming movies)
- Subscription products such as databases (Morningstar, Consumer Reports, Universal Class etc.)

The materials budget has two main funding sources

- City of Scottsdale General Fund (refer to Mr. Bundy's presentation)
- Maricopa County Library Assistance Program (LAP)
- Grant money might be sought for specific projects

The materials budget is the biggest non personnel category within the library budget and is often used to fund other needs and decreased during economic hardship. For example, the material budget was cut 54.5% in FY 20/21.

The Maricopa County Library Assistance Program Funding (LAP) is supplemental funding as part of a five year agreement is collected through property taxes. The County, based on property valuation, distributes the funds to 16 municipalities with libraries. Funding also comes from reimbursement for reciprocal borrower cards issued to nonresidents. Although the library has become reliant on the funds to purchase materials, there is no guaranty this funding will continue to be distributed in the same format, which creates difficulty in strategic planning. These funds are included in the FY budget totals and can only be used with two vendors chosen by the City. In Scottsdale, volunteers run the bookshop instead of the Friends, therefore the funds collected go directly to the City instead of the library. Additional funding comes from donations that can be used at the Library's discretion unless the funds are donated for a specified use.

The essential parts of the library are the personnel and materials. The library provides a service through offering materials to the public; without personnel and materials, they are unable to provide a service. The decreased budget becomes the new flat budget and the only

way to get funds back is to prepare a justifiable decision package. The cost of books has increased by 47% and e-books have authorized use for two years, which requires it to be repurchased at that time. The Board may be asked to advocate for the library funding with City Council.

The decrease in the FY 20/21 budget did not have a substantial impact on the library. Many services such as Hoopla and Value line were cancelled. The buildings were on limited hours or closed, decreasing the demand for materials. Fewer books were available for purchase due to delayed publication dates and movies were not released on DVD due to theatres being closed. Additionally, based on the unavailability of Acorn due to vendor acquisition decreased the materials budget. Another impact on the budget is the increased cost of plastic, such as DVD cases. In FY 19/20 41,000 items were added to the collection and in FY 20/21 approximately 25,000 items were added, compared to 88,000 ten years ago.

The library hours influence demand for materials and the primary goal is to get all buildings open. Checkout of physical materials decreased by 33% from previous years due to building closures. Checkout of digital materials increased by 9%.

The goal for FY 21/22 is to minimize the impact on patrons, by meeting patron demands for physical and e-materials with the funds available, leverage partnerships, identify savings, and future planning, while remaining nimble and making data-based decisions.

3. Expanding Library Services

Mandy Carrico, Senior Library Manager, provided an update on expanding library services in FY 21/22.

The library has proposed a phased plan for reopening all library branches, however, the plan is pending approval from City management.

- Phase 1 – open Arabian to 50% to include weekend hours.
- Phase 2 – expand the hours for Arabian, Civic Center, and Mustang, keeping weekend hours.
- Phase 3 – open all buildings to 100%.

Commissioners were given an opportunity to ask questions. Ms. Carrico will provide board members with a visual of the proposed plan including supporting data. Ms. Carrico also noted all previous staff are covered in the FY 22 budget with a stay on hiring new staff.

4. Fine Free Impact Presentation

This agenda item was tabled until the meeting in September.

5. Director's Report

Melissa Orr provided the board with a summary on current events in the library.

The Summer Reading Program that runs from June 1 – August 1 is underway with over 2,600 people registered across all age groups. To date there have been over 7,000 minutes read.

Through a partnership with the Unified School District, the Kids Café at Civic Center Library is providing free lunches to children ages 0-17 on Monday, Wednesday, and Friday from 12:00 – 1:00 PM.

The Summer library programming has many virtual programs with some added in person programs. Programming will be evaluated in the fall based on COVID numbers. Brandon Chapman, Volunteer Coordinator, has created a phased plan to bring the volunteers back, however, the City must determine approve the return of volunteers based on COVID community spread.

Scottsdale Leadership 35th anniversary exhibit called Milestones and Memories will be on display at the Civic Center Library from June 25, 2021 – December 31, 2021, during regular library hours. The exhibit surrounds the Heritage Connection and the Messenger Family Research Room.

Celebrate Scottsdale's 70th Anniversary with historian Joan Fudala and Mayor Ortega, at the Civic Center Library auditorium on Wednesday, June 23, 2021, at 2:00 PM. This celebration will also be broadcast on Channel 11.

6. Pony Express

This agenda item was tabled until the meeting in September.

7. Patron Comment Report

Beckie Gallivan Butler, Senior Library Manager, discussed the library patron comments in the monthly report to the Board, noting the main question is when will Arabian be reopening.

Board Member McLendon inquired about the unauthorized Pony Express entries. Ms. Carrico advised there are some unauthorized entries that are being monitored. Additional signage has been added and card swipes are being compared to the gate counts.

Chair Reyman inquired if offenders can be blocked from using the library services. Ms. Carrico advised that can be done, however, library staff have been able to get people registered with a library card.

Vice-Chair Smigielski asked for a report on the incidences for the next meeting.

8. Identification of Future Agenda Items

Agenda items for future meetings include:

- Mustang Library Branch Report. This will be the first of the library branch presentations, as one branch will be presented per month.
- Presentation on Pony Express to include success, maintenance, cost, and adding libraries
- Presentation on Fine Free Impact
- Presentation of Friends of the Library upcoming events
- Discussion on policies, revisions, procedure, and how the board can be involved
- Discuss how the Library Board can support the library budget
- Discussion on staffing, including vacant positions, allocations, and plan for re-opening

- Presentation on process to bring volunteers bac.

Chair Reyman noted all items will be addressed in the fall, although it may not be at the next meeting.

9. Board Members' Reports

Chair Reyman encouraged members to contact their branch manager as their liaison.

Board Member Hartman summarized a meeting with Erin Jones, Branch Manager of Civic Center Library. Through a partnership the understanding is the goal is to improve service to the public. Through this initiative the hope is to raise board visibility with the library and patrons. In the past, the board has been successful as advocates for the library and staff. BBBC (Building Board Branch Connections) is an acronym developed to summarize the intent of this initiative.

Vice-Chair Smigielski provided an update on the Friends of the Library, noting they reached their goal of 100 members. They will be sponsoring the Gold Palette ArtWalk on October 14, 2021, and will host an author bingo in October. More information can be found on their website. These are high visibility events that the Board should be involved in. The Civic Center will host Pictures Tell Stories from July 5, 2021 – September 20, 2021. Poison Pen is planning an in-person event using the library's auditorium and the Friends will receive the rental fee.

10. Adjournment

VICE-CHAIR SMIGIELSKI MOVED TO ADJOURN THE MEETING. BOARD MEMBER CAMPANA SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, HARTMAN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:45 p.m.

Recorded and transcribed by eScribers, LLC.