

Library Board Regular Meeting

March 18, 2025 | 6:30 p.m.

Basha Library Program Room
5990 S. Val Vista Dr., Chandler, AZ 85249



Board Members

Alexis Merritt
Arman Sidhu
Faith Risolo
Jennifer Pawlik
Michael McElhany
Parker McCarthy

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Library Board and to the general public that the Library Board will hold a REGULAR MEETING open to the public on Tuesday, March 18 2025, at 6:30 p.m., at Basha Library, Program Room, 5990 S. Val Vista Dr., Chandler, AZ. One or more Board Members may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Library Board

Regular Meeting Agenda - March 18, 2025

Call to Order/Roll Call

Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

Consent Agenda

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. January 21, 2025 Library Board Minutes
Move Library Board to approve the minutes of the January 21, 2025 Library Board meeting.

Briefing

2. **Library Manager's Report**
3. Board Member McElhany would like an update on the Security Guard position request.

Action Agenda

4. Library Meeting Room Policy Revision
Move Library Board to approve the library meeting room policy revision.

Discussion

Member Comments/Announcements

Calendar

5. The next regular meeting will be held on Tuesday, May 20, 2025 at 6:30 p.m., in the Hamilton Library Program Room, 3700 S. Arizona Ave. Chandler, AZ 85248.

6. The next Friends of the Library Board meeting will be held on Tuesday, May 13, 2025 at 1:00 p.m., in the Downtown Library Copper Conference Room 254, 22 S. Delaware St. 85225.
7. The Mayor & Council Office, in partnership with the City Clerk's Office, is pleased to invite you to the annual Chandler Boards and Commissions Appreciation Event. This special event will be held on Wednesday, April 16, starting at 7:30 a.m., at the Chandler City Hall Courtyard.

Adjourn



Library Board Community Services

Date: 03/18/2025
To: Library Board
From: Courtney Allen, Management Analyst
Subject: Chandler Library Board Minutes

Subject:
Chandler Library Board Minutes

Agenda Item Title:
January 21, 2025 Library Board Minutes

Proposed Motion:
Move Library Board to approve the minutes of the January 21, 2025 Library Board meeting.

Attachments

Library Board Minutes 1.21.2025

Meeting Minutes

Library Board Regular Meeting

January 21, 2025 | 6:30 p.m.
Chandler Library
22 S. Delaware St. Chandler, AZ 85225



Call to Order

The meeting was called to order by Board President Alexis Merritt at 6:30 p.m.

Roll Call

Commission Attendance

Board President Alexis Merritt – Present
Board Vice-President Jennifer Pawlik – Present
Board member Michael McElhany – Present
Board member Parker McCarthy – Present
Board member Faith Risolo – Present
Board member Arman Sidhu – Not present

Staff Attendance

Rachelle Kuzyk, Library Manager - Virtual
Sue Van Horne, Assistant Library Manager
Courtney Allen, Management Analyst

Unscheduled Public Appearances

None

Consent Agenda

1. November 19, 2024 Library Board Meeting Minutes
Motion to approve the minutes was made by Board Vice-President Pawlik, Board member McCarthy seconded. Motion passed 5-0.

Action Agenda

1. Move Library Board to nominate and approve a new Board Vice-President.
Board member McElhany nominated Board member Pawlik. Board member Pawlik accepted.
Board member McElhany made a motion to elect Board member Pawlik as the new Library Board Vice-President, Board member Risolo seconded. Motion passed 5-0.

Briefing

1. Library Manager's Report – Rachelle Kuzyk

The Library Manager's Report was provided to the Library Board in advance of the meeting for Board member's review.

Board member McElhany inquired about the security guard position request that library staff put forward to the City Manager's office as part of the annual change request process. Board member McElhany was surprised to hear that there are so many security issues at the library. Rachelle informed the board that this is the third year we have requested a new position for a full-time permanent security guard at the downtown library. The past two years the request has been approved as a temporary position. The board inquired if they could vote in support of the position request or go to Council and speak to their support. Courtney explained that the board cannot vote because this is just part of the discussion and not an action item on the agenda. Rachelle and Courtney will inquire with the Clerk's office to get their opinion on the best method for the board to show their support.

Board President Merritt inquired on the trajectory of the Chandler Discovery Bookmobile. Rachelle informed the board that we are still on the schedule to receive the vehicle in April. The City of Mesa ordered their vehicle months before us and they have not received theirs yet, so it's possible that as things get down to the finishing details, we might see some delay, but right now, they are still telling us that early April is the completion date. Board member Merritt asked once we receive the vehicle how long until we can expect to see it on the road and if there is anything the board can do to support the unveiling? Rachelle responded that she hopes it will be out in the community within two to three months after we receive it, and we can discuss it more at the March meeting once we have a more firm delivery date and can begin to plan.

Information Items

1. Board member Pawlik would like to bring House Bill 2014 to the attention of the Library Board members.

As a former legislator, Board member Pawlik states the importance of keeping an eye on what the legislature is doing. House Bill 2014 came across a list that Board member Pawlik was looking at and she felt it is not a bill to be concerned with, it's just flexible language. Board member Pawlik inquired if we should have the City of Chandler government affairs log in as in support, as she was unsure if this is something you do or don't do with this particular bill. Typically, bills are first read and assigned to a committee, and then you can log in and say if you're in support or not in support. If it goes to the committee, you can testify to say you want this bill to pass. Ryan Peters, Chandler's Strategic Initiatives Director, believes this bill has been introduced before, and it has been used as what they call a striker. So as things start moving, they'll strike all the language and put something else in. Rachelle reached out to Ryan Peters, and they feel this bill doesn't particularly affect our group because our Library Board does not do any of the reporting. The city does all the reporting as part of its overall annual municipal reporting. Ryan did state that if it were to come down to it, he would be in support of the language giving libraries that do have this requirement the extra

time to file any reporting. Board member Pawlik also informed the board to visit azlegal.gov if they are interested in other interesting things coming up with legislation in libraries.

Calendar

1. The next regular meeting will be held on Tuesday, March 18, 2025, at 6:30 p.m., in the Basha Library Program Room, 5990 S. Val Vista Dr. Chandler, AZ 85249.
2. The next Friends of the Library Board meeting will be held on Tuesday, March 11, 2025, at 1:00 p.m., in the Downtown Library Copper Conference Room, 22 S. Delaware St. Chandler, AZ 85225.

Adjourn

Motion to adjourn made by Board member McElhany, Board member McCarthy seconded. Motion passed. The meeting was adjourned at 6:51 p.m.

Courtney Allen, Board Liaison

Alexis Merritt, Board President



Library Board Community Services

Date: 03/18/2025
To: Library Board
From: Courtney Allen, Management Analyst
Subject: **Library Manager's Report**

Overview

- With the first quarter of 2025 nearly behind us, preparations for spring and summer activities are well underway, particularly our very popular reading challenges.
- Budget items remain under review with City Administration and Council, with final approval and adoption planned for May.
- Plans for a renovation to Hamilton Library are on-going, and we hope to have construction estimates by late March.
- In collaboration with Community Services leadership, a Recreation and Library Master Plan is in development with anticipated completion in 2026.
- Jennifer Pawlik was selected to serve as a Citizen Advocate for the Maricopa County Library Council, but advocacy activity may not occur this year.

Branch Updates

Basha Branch

- After school hours are going well. Staff continue to connect with our student patrons and attempt to implement more passive programming for the teens to keep them engaged and enjoying the library.
- We are still struggling to combat students parking in our parking lot during the morning. In working with the school, we've started to cone off spaces at night so that our patrons have spots in the morning, mainly to attend our story times.
- Puzzle swap continues to be a tremendous success here at Basha, with growing attendance and expansion to additional locations. Patrons are incredibly appreciative of this community-driven program. A huge shout out to Kat Silva for bringing it to life and cultivating a thriving puzzling community in the Chandler/Gilbert area!

- Over the past six months, we've hosted several community meetings for Parks & Recreation to help gather feedback on the new park the City of Chandler is planning to build in the southeast part of the city, Mesquite Groves park. This park will provide a much-needed space for kids who have limited after-school options. Thanks to the hard work of Sunset's branch manager, Debe Moreno, we're on track to have the developers incorporate a Story Walk into the park's infrastructure. The Basha gang will be responsible for changing out new stories, cleaning signs as well as other general upkeep. Fingers crossed it all comes together!

Downtown Branch

- Our new Library Tech Assistants are Christina Lueck, Christina Hawkins, and Denice Melitante.
- AARP Tax Assistance began on February 1; residents can book an appointment through the website.
- Due to the program's popularity, Spanish Conversation will continue on Fridays from 1-2 pm.
- The Chords & Coffee program hosted coffeehouse music in the Library's café seating area.
- The Drum Circle remains one of the Downtown Library's most popular adult programs.

Hamilton Branch

- We had approximately 170 people attend our Lunar New Year Program. Thuan, Amy, and core teen volunteers did a fabulous job with the program. We had exciting performances and received positive feedback from the community.
- Hamilton High School Jazz Band performed at Memory Café.
- Over 100 second grade students took a field trip to Hamilton. They took a tour, listened to a story, and received their very own library card.
- The Girls Who Code Program will be starting on March 8th. It is a six-week series that is run by the Hamilton Girls Who Code Club. It is always popular in the Hamilton community.
- Speaker Series for Teens is all about helping teens discover career paths. We have had a museum manager, a police officer, and a young voices panel, which are young city employees who will talk about their jobs and how they got started in the city.
- We are moving along with renovation plans at Hamilton. We will meet with the architecture and construction companies for our site walk in March.

Sunset Branch

- Sunset Library programming has come back strong after the December partial closure for the new carpet.
- VITA tax prep is very busy every Monday, Tuesday, and Friday with dozens of people coming in each day.
- Spring Seed Swap saw nearly 200 people sharing seeds and gardening advice.
- A new coding program, a collaboration with Corona del Sol High School has been very popular!
- Our parking lot will get a full paving and striping upgrade in early March.
- Our staff area has been repainted to better match the new carpeting and staff are loving the new, blue look.

Outreach

- The latest estimated completion date for the bookmobile is May 12th.
- The library hosted booths at the Chandler Multicultural Festival and the Chandler Innovation Fair, where we engaged with 425 and 550 attendees, respectively.
- Library staff attended 22 individual outreach events in January and February and interacted with 2,035 residents.

Collections and Statistics

- Margaret Kimmons retired at the beginning of March, after working for the City for over 42 years. In her role as our library processor in the technical services department, virtually every book we have on the shelf has passed through her hands. Thanks to her for her years of service, and congratulations on the next chapter of her life!

Active Cardholders

December 1, 2024	71,901
January 1, 2025	71,710
February 1, 2025	72,238
March 1, 2025	72,363

Physical Item Checkouts

November 2024	100,787
December 2024	89,664
January 2025	101,541
February 2025	92,324

CloudLibrary Checkouts

November 2024	20,454
December 2024	21,265
January 2025	21,540
February 2025	19,643

MCLC MAX Usage

November 2024	113 Borrowed, 128 Loaned 1.13 L/B
December 2024	177 Borrowed, 124 Loaned 0.70 L/B
January 2025	221 Borrowed, 204 Loaned 1.08 L/B
February 2025	174 Borrowed, 167 Loaned 1.04 L/B

Programming

- In the first six months of FY 2024-2025 (July–December, 2024), Chandler Library held over 2,400 programs and engaged with over 57,000 people who attended programs in the library and at outreach events
- VITA and AARP Tax Help sessions, run by volunteers, began in late January and runs through mid-April, at three libraries. Over 560 individuals have received tax preparation assistance so far.
- STEAM programming was a focus of promotion for the month of February. We offered 21 STEAM- focused programs for various ages, attended by over 600 individuals.
- Four new Small Group English tutoring groups started in January.
- The Citizenship Workshop will run February 15-March 29.
- Talk Time will be held at the Chandler Nature Center on Thursday, February 27. These special offerings continue to be a good partnership with other City of Chandler departments.

Coming in March and April

- The In-n-Out Cover to Cover Spring Reading Program will run March 1-April 12. Kids aged 4 to 12 can read five books and receive a free hamburger at In-n-Out. Kids must register for this annual program at their local branch.
- The Local Author Fair is two days of activities highlighting local writers. Saturday, March 1 will include a special storytime and presentations by the fall 2024 Writers in Residence. On Sunday, March 2, there will be over 25 authors showcasing their books and stories to the public. Attendees can try out vintage typewriters, browse zines, and make a magazine-themed craft.
- Ready, Set, Kindergarten! will run sessions at Sunset and Basha Libraries.

- Water-Wise Workshops at Sunset and Downtown Libraries cover water-saving landscaping, growing succulents/cacti, and how to make your home's landscape heat-resilient.
- April's Jazz on the Move will host jazz music performances around the system, in collaboration with the Chandler Jazz Festival and the City's celebration of Jazz Appreciation Month.

Friends of the Chandler Library

- The Teen Advisory Council/Friends of Chandler Public Library annual Curbside Book Drive was a success. Many thanks to all that participated at all four locations.
- The Music, Movies and More Sale at the Downtown and Sunset Libraries sold DVDs and CDs to support Library programs and services.

Attachments

Save the Date



Save the Date

Boards & Commissions

Appreciation Event

 Wednesday, April 16, 2025

 City Hall Courtyard
175 S. Arizona Avenue

 7:30 AM



Library Board Community Services

Date: 03/18/2025
To: Library Board
From: Courtney Allen, Management Analyst
Subject: Library Meeting Room Policy Revision

Subject:

Library Meeting Room Policy Revision

Agenda Item Title:

Library Meeting Room Policy Revision

Proposed Motion:

Move Library Board to approve the library meeting room policy revision.

Background/Discussion

We are removing the line stating 'meeting room reservations for more than two consecutive days will not be approved.' We do not approve ongoing or multiple reservations per person or group, and this statement contradicts that.

Attachments

Meeting Room Policy

Chandler Public Library Meeting Room Policy

In keeping with Chandler Public Library's service priorities, library meeting rooms are available for use by community groups for informational, educational, or cultural meetings and programs when not needed for City meetings or library programs. The use of the rooms for events that may be considered disruptive to library business will not be approved. Use of the library meeting rooms does not imply endorsement by the City of Chandler, library staff, or the Library Board. All meeting room reservation requests must be submitted online at <https://chandlerlibrary.org/meeting-rooms/>.

Library Meeting Room Eligibility Requirements

- Any person or group wishing to reserve a meeting room must have a Chandler Public Library full-access card in good standing, i.e., no more than \$10 in fees owed.
- The online reservation request shall include the information of the person requesting the use the facility, as well as the information of the person who will be in attendance and responsible for the use of the facility.
- The online reservation request shall contain a general description of the activities to be conducted, as well as the number of persons expected to attend.
- Non-profit groups must provide their local non-profit federal tax id and be in good standing with the Arizona Corporation Commission.

Library Meeting Room Locations, Fees, and Occupancies

Location & Room	Room Occupancy w/ Tables & Chairs	Tables Provided	Chairs Provided	Library Cardholder Fee / Hour	Non-Profit Library Cardholder Fee / Hour
Basha Library Program Room	75	10	50	\$40	\$20
Downtown Library Copper Room North	83	3	20	\$40	\$20
Downtown Library Copper Room South	130	3	80	\$40	\$20
Hamilton Library Program Room	100	10	28	\$40	\$20
Sunset Library Monsoon Room	50	8	60	\$40	\$20

- Full payment must be received at least 72 hours before the requested meeting room reservation date. Payment can be made online or in person.
- No refunds will be given for cancellations with less than 72 hours' notice.
- Refunds will be granted by contacting the locations meeting room coordinator at least 72 hours in advance of the reservation date.

Library Meeting Room Scheduling Policies

- No person or group will be granted entry in the library prior to posted library hours.
- Meeting room reservations can be made in 30-minute increments.
- Meeting room reservations can be made up to three months in advance.
- ~~Meeting room reservations more than two consecutive days will not be approved.~~
- Any person or group may not hold more than one reservation per facility at a time.
- Ongoing meeting room reservations will not be approved.
- Meeting room reservations may be booked back-to-back, so if additional set up or clean up time is desired, it must be included in the reservation time.
- Meeting rooms will not be accessible until the meeting room reservation start time.
- Meeting rooms must be clean and reset to the original set up upon the conclusion of the reservation.
- Groups are expected to vacate the room at the reservation end time.
- Each group is responsible for clean up after their event.
- All reservations must conclude, and rooms must be clean, reset, and vacant 30 minutes prior to the facility closing times.

Library Meeting Room General Policies

- The responsible party named on the reservation request must check in with library staff at the desk for room access at the reservation start time and must check out with staff at the desk at the reservation end time. Library staff will check the room to confirm it is clean, reset, and vacant.
- Rooms are provided as-is. If an alternate seating arrangement is desired, it is the responsibility of the person or group using the room to set up, clean up, and return the room to its original formation.
- Food and drink, other than dry, packaged snacks and water bottles with sealed lids, are not permitted.
- Meeting rooms have a ceiling mounted projector and screen available for use. The following are not provided: laptops, cords, microphones, easels, white boards, carts/dollies, additional tables or chairs.
- Persons or groups must bring their own HDMI cable.
- Staff is not available for set up, clean up or technical assistance.
- No signage may be posted throughout the library.
- No nails, hooks, adhesive fasteners, tacks, or screws may be used. Painters tape is the only adhesive permitted on walls or furniture.
- Any cleaning required, or damage incurred, will result in the responsible party being billed for the cost of clean up or repair.
- The applicant shall not participate in behavior which could be considered inappropriate.
- The Chandler Public Library reserves the right to eject any disorderly person or persons from the facility or space.

Library Meeting Room General Policies (cont.)

- Chandler Public Library maintains a smoke and tobacco-free building. Smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or chewing tobacco) is not permitted in any part of the building. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.
- No person shall engage in any vending or solicitation operations without having first obtained a permit from the Community Services Director. The license or permit shall note the specific park, facility, or open area in which the licensee is authorized to conduct vending and/or solicitation operations and the duration of such use. Vendors must also obtain any other appropriate and applicable local, county or state licenses or permits. EXCEPTION: The Community Services Department has designated specific areas at various facilities where petitions and political solicitation can transpire. A permit is not necessary to conduct petition and political solicitation.

Meeting Room Reservation Request Denial

- The applicant shall not use or authorize use of the name City of Chandler or Chandler Public Library for any purpose in connection with the use of the facility, for publicity or otherwise, except to identify the location of the event. Unapproved use shall be grounds for denial of use of the facility.
- The proposed or actual use of the meeting room would constitute an unreasonable risk to the health and safety of persons, or of damages to the library.
- The applicant has failed to comply with the stated rules and regulations.
- The proposed or actual use interferes with the use and enjoyment of the library by members of the public.
- The applicant has failed to comply with the stated rules and regulations in connection with a previous usage.
- The applicant owes more than \$10 on their library account.
- Meeting room reservation requests with an existing reservation at the same facility will not be approved.
- Meeting room reservation requests for events that may be disruptive to library business will not be approved.
- Chandler City Council, Chandler Library Board, City of Chandler departments or divisions, and any City Boards or Commissions reservation requests take priority. If any of the above-named groups request the use of a Chandler Public Library meeting room, a public reservation may be cancelled or rescheduled for an alternate date and time. Refunds will be provided if necessary.