



Library Advisory Board

Meeting Agenda

Chair, Lonica Rowley
Vice Chair, Kristin Ricklefs-Johnson
Boardmember Ellen Bachman
Boardmember Christal Cline
Boardmember James Martherus
Boardmember Mark Powell
Boardmember Megan Sterling
Boardmember Karina Wilhelm
Boardmember Jo Wilson

Tuesday, March 24th, 2026

5:30 PM

Gateway Library Kinetic Room

- 1 Call Meeting to Order**
- 2 Approval of the minutes from The January 20th, 2026 Library Advisory Board Meeting**
- 3 Items from citizens present****
- 4 Introductions, Recognitions, and Announcements**
- 5 Discussion items:**
 - 5a- Hear a presentation on the City of Mesa's AI Initiative
 - 5b- Hear a presentation on America 250
 - 5c- Hear a presentation on collection development guidelines and parental control information
- 6 Identify Items for Future Agendas***
- 7 Here reports from Library Advisory Board Members on current events, meetings, and/or educational topics related to public library matters***
- 8 Adjournment**

* These items are not for Board discussion and no Board action will be taken on the items.

** The public may address the Board on any item. The Arizona Open Meeting Law (ARS § 38-431 et seq.) limits the Library Advisory Board to discussing only those matters specifically listed on the agenda.

The City of Mesa is committed to making its public meetings accessible to persons with disabilities. For special accommodations, please contact the City Manager's Office at (480) 644-3333 or AzRelay 7-1-1 at least 48 hours in advance of the meeting.

Si necesita asistencia o traducción en Español, favor de llamar al menos 48 horas antes de la reunión al 480-644-2767.

Empowering and Elevating Mesa with AI Skills

*A Mesa Resident and City Staff Learning Initiative through
the Mesa Public Library and City iLearn System*

February 9, 2026

Purpose of Today's Presentation



Introduce a citywide AI Training initiative



Explain how the program serves **both residents and City staff**



Outline implementation, considerations, and governance



Why AI Training Matters for Mesa

AI tools are rapidly becoming part of:

- Workforce productivity
- Small business operations
- Public service delivery

Cities that invest early in AI literacy:

- Improve service efficiency
- Strengthen workforce competitiveness
- Reduce digital inequity

Program Overview & Funding

Cost efficient model

- One curriculum, two audiences
- Over 100 AI courses available via LinkedIn Learning

Adaptable and scalable

- Tailored learning paths by audience

Existing Funding Source

- Already in Library budget
 - LinkedIn Learning
- Already in DoIT budget
 - iLearn System

Audience	Delivery Platform	Purpose
Mesa Residents	Mesa Public Library	Workforce readiness, digital equity and literacy
City Staff	iLearn (City's existing Learning Management System)	Productivity, service improvement and enhancement

Core Learning Tracks (Shared):

- AI fundamentals
- Prompting and effective use
- Ethics, bias, and responsible use

Specialized Tracks:

- Residents: workforce, business, personal use
- City staff: public-sector use cases, compliance, policy

Format:

- Short modules (10–30 minutes)
- Certificates of completion
- Optional advanced training paths

Resident-Focused AI Training (Mesa Public Library)

Who:

- Adults, job seekers, students, entrepreneurs, seniors

How:

- Online, self-paced courses accessed via library accounts
- Available remotely or at library locations

Sample Topics:

- AI basics & everyday use
- AI tools for resumes, job search, and learning
- Small business & entrepreneurship applications
- Digital safety and AI ethics

Benefits:

- Free access to high-demand skills
- Reduces digital divide
- Positions libraries as modern workforce hubs

Public Announcement & Awareness



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- HOME
- FIND
- RESEARCH
- EVENTS
- MY ACCOUNT
- ABOUT
- HOW DO I...

- ERESOURCES
- A-Z LIST OF ERESOURCES
- WORKFORCE DEVELOPMENT AGENCIES
- ADULT EDUCATION RESOURCES
- ADULT BASIC EDUCATION AND LITERACY
- COMPUTER CLASSES
- ESL AND U.S. CITIZENSHIP
- GED
- LINKEDIN LEARNING
- RESOURCES FOR CHILDREN
- MESA ROOM

Research » Adult Education Resources

ARTIFICIAL INTELLIGENCE (AI) LITERACY

Like 0 Post Save Font Size: Share & Bookmark Feedback Print



The Artificial Intelligence (AI) Literacy Program

This is a collaborative program designed for the residents of Mesa, to offer high quality AI Literacy Training, free of charge. All you need is a [library card](#) to access the trainings via LinkedIn Learning.

LinkedIn Learning

LinkedIn Learning has nearly 1000 courses exploring many topics in AI, and is free with your library card and PIN.

Please note that you cannot go directly to <https://linkedin.com/learning> to access your account. You must use the Library's login page: linkedin.com/learning-login/go/mesalibrary.

Visit the Library's login page (linkedin.com/learning-login/go/mesalibrary) to set up your LinkedIn Learning account.

[LinkedIn Learning AI Showcase](#)

- Beginner Lessons >
- Intermediate Lessons >
- Advanced Lessons >
- Library Programs (in person classes) >
- Book (and other resource) Recommendations >

- Roll-out: Webpage is live Programs start in May
- Launch E-card campaign
- AI 101 and introductory content
- Online and in-person options

Resident Implementation Plan



Who:

- All City staff using AI Tools
- Optional tracks for specialty roles

How:

- iLearn Mesa hub
- LinkedIn Learning via Library
- Track completions + badges

Tracks:

- AI Essentials & Safe Use
- M365 Copilot Productivity
- Excel / Reporting Automation
- Leaders: Governance & Workflow
- Department add-on modules

Benefits:

- Faster drafting & analysis
- Risk-managed use (PII + accuracy)
- Measurable skill growth

City Staff Announcement & Awareness



AI Training Guide for Managers

Enroll Your Team in the Right Learning Path



Building AI-Ready Teams at Mesa

Our AI training program uses free LinkedIn Learning courses available through Mesa Library. As a manager, you play a key role in guiding your staff to the right training tracks based on their job functions.

All staff must complete Track 1 (AI Foundations) before enrolling in role-specific tracks. This ensures everyone understands responsible AI use, data privacy, and the "trust but verify" approach.



Quick Decision Matrix: Match Staff Roles to Training Tracks

<p>Administrative & Clerical Track 1 (REQ) + Track 2 (Writing) + Track 3 (Copilot) 4-8 HOURS</p>	<p>Analysts / Finance / IT Track 1 (REQ) + Track 4 (Excel & Data) 7-10 HOURS</p>	<p>Leaders / Managers / Directors Track 1 (REQ) + Track 5 (Leaders) 4-6 HOURS</p>
<p>Legal / Court / Records Track 1 (REQ) + Track 6 (Research) + Track 2 5-7 HOURS</p>	<p>Planning / Dev Services Track 1 (REQ) + Track 2 + Track 6 (Research) 5-7 HOURS</p>	<p>Power Users / Champions Track 1 (REQ) + Role Track (TBD) e.g. Automation 10-14 HOURS</p>

Available Training Tracks Overview

<p>1 AI Foundations (REQUIRED) All Staff • Prompt Engineering, Ethics, Privacy 30min - 2hrs</p>	<p>2 AI for Productivity Writing, Communication, Email 3 hrs</p>
<p>3 Microsoft Copilot Word, Excel, Outlook, Teams, PowerPoint 3-4 hrs</p>	<p>4 Excel & Data Analysis Formulas, Power BI, Reporting 6-8 hrs</p>
<p>5 AI for Leaders Strategy, Governance, Team Adoption 3-4 hrs</p>	<p>6 Research & Knowledge Accurate Research, Document Analysis, Public Records 3 hrs</p>



Launch an "AI Learning Hub" in iLearn Mesa (Tracks + FAQs)



Kickoff: Staff Announcement + Inside Mesa + Teams site for Collaboration



Quick-start: 30-min AI 101 & Safe Use + Monthly Office Hours



Manager toolkit: Recommended tracks by role + "What's Allowed" One-Page Guide



Align with AZ Public Sector AI Symposium + State AI Steering Committee



Content aligned with:

Public-sector AI best practices
Data privacy and security standards

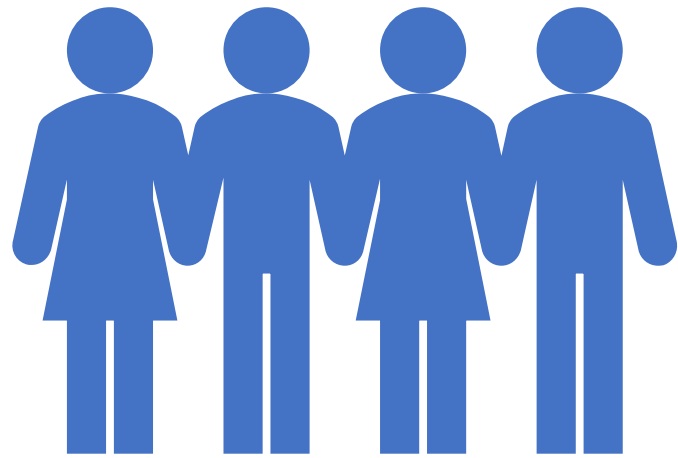


Clear guidelines for:

What City staff may and may not
use AI for
Ethical and transparent use



Regular content updates to keep pace with AI changes



Community & Workforce Impact

- Strengthens Mesa's workforce competitiveness
- Supports small businesses and job seekers
- Improves City service delivery and staff effectiveness
- Positions Mesa as a forward-thinking, innovative city

Measuring Success



Resident
enrollments and
completions



Employee
participation by
department



User satisfaction
surveys

Mesa Investing in People, Skills, and the Future



America 250 programming

Jesse Simms

March 24, 2026





Background

- City Manager's office asked for department participation
- Library committed to support city initiative
- Allowed the library to start planning earlier
- Focus on systemwide coverage and unique experiences



Approach to programming

- One-off programs
- Themed Programs
- Volunteer and Passive





One Off Programs

- Ken Burns' The American Revolution
- Arizona Traveling Museum
- Falcon Field Tours
- How to Hobby: Sourdough
- Colonial Toys and Games
- I Survived the Past: Skills Through the Ages





Themed Programs

- Storytime
- Crafts
- Lectures
- Movies
- Book Clubs





Volunteer and Passive

- Volunteerism (Sew For Good, Cards for First Responders)
- Name That President
- American Symbols Scavenger Hunt
- Bald Eagle Take and Make



Programming to date



Power of partnerships

- ASU (MiX Center, Latinx Oral History Lab)
- Daughters of the American Revolution
- Phoenix Zoo
- United States Post Office
- Falcon Field Airport
- Arizona America250





Other takeaways

- Collaborations and volunteering
- Broad Subject
- Scoping (USA, Arizona, Mesa)
- Cultural in addition to historical approach



Diversity of the American Story

- Coded Messages and Songs of the Underground Railroad
- Embracing Your Inner Trickster
- Latinx Oral History Lab
- Women Air Service Pilots in World War II
- American Music Festival (Jazz, Hip-Hop, Country)



Questions?





Collection Support Services

AN OVERVIEW

March 24, 2026

What we do:

Collection Support Services (CSS):

- Material selection, cataloging, and processing
- E-book/audiobook platforms and databases
- Collection Maintenance: weeding, evaluation, and replacement

Who we are:

Our team:

- 3 Librarians: Selection of material
- 2 Library Associates: Cataloging of material
- 2 Library Technical Assistants: Purchase orders, invoice payment, receiving, and processing material
- Processing Aide: Spine labeling, shipment receiving, distribution of new material

Recent Big Projects and Challenges

- **Gateway Opening Day Collection**

 - 50,000 items which includes

 - 7000 picture books

 - 5600 novels

 - 3600 DVDs

 - 4000 comics and graphics

 - 2000 board books

- **Vendor Upheaval and Transition**

 - Baker & Taylor's closure

 - Ingram as primary

 - Shipment delays, additional cataloging, and more

Current and Upcoming Projects

- **Catching up since Gateway**
Filling in gaps for series/authors/subjects
- **Collection maintenance**
Replacing withdrawn material
Weeding projects
- **Updates to collections**
Stuffbrary
Juvenile collections
- **Adding collections**
Video games

What Guides Selection:

- **Collection Guidelines:** A public statement that provides framework for materials selection, collection maintenance, and the reconsideration of materials.
- **Available at:**
<https://www.mesalibrary.org/about/library-guidelines/materials-selection>
- **Twelve principles of selection :** Patron demand and popular appeal top the list.

How Titles are Selected:

Tools/Aids used to make decisions:

- Vendor Marketplaces and selection lists
- Book Reviews
- Circulation Data – holds ratios
- Culturally driven: Media, Books to movies/tv, Social Media: BookTok, Celebrity Book Clubs
- User requests: Suggest a book form or acquisitions@mesaaz.gov

Thank you

QUESTIONS?