



CITY OF SURPRISE
Library Advisory Commission
16089 N Bullard Ave
Surprise, AZ 85374
Thursday, September 14, 2023 @ 6:00 PM

Surprise Regional Library

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Staff Reports
- E. Library Commission Agenda:

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|------------------------------------|
| 1. | Citywide | Consideration and action pertaining to the August 8, 2023 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Presentation and discussion pertaining to the Surprise Public Library System Mission and Vision Statements. | Arts, Culture & Library Department |

- F. Other Business and Future Agenda Items
- G. Current Events and Reports
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

- I. Adjournment

POSTED: Friday, September 8, 2023 @ 11:30 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Library Advisory Commission

Council Meeting Date: September 14, 2023 Contact Person:
Submitting Department: Arts, Culture & Library District: Citywide
Department
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the August 8, 2023 Library Advisory Commission meeting minutes.

Motion:

I move to approve the August 8, 2023 Library Advisory Commission meeting minutes.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. 080823 LAC Meeting Minutes DRAFT
-

CITY OF SURPRISE
Library Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, Arizona 85374

Tuesday, August 8, 2023 @ 6:00 PM

Community Room

Meeting Minutes – Draft

A. Call to Order

B. Roll Call

Acting Chair McCarthy - Commission members, Deborah Gentry, Jamie Baker, Jill Thomsen, Kevin Perry and Lillian Nieto.

Absent: William Shields

Staff: Kathryn Smithyman – Arts, Culture & Library City Librarian, Heather Donaldson – Arts, Culture & Library Management Analyst, Sr., Kelsey Lamphier – Arts, Culture & Library Director & Hobie Wingard – Senior Assistant City Attorney.

C. Pledge of Allegiance

D. Staff Reports

Ms. Smithyman reported on the following items:

- Transition from Maricopa County Library District to City of Surprise Public Library System
- Surprise Regional Library Renovation
- Material Orders (Books, publications, etc.) – Gap Ordering and Self Processing in-house
- Library Programming (Programming Calendar, Summer Reading Program, Kickoff and Wrap-Up Events, Upcoming Programs/Events)

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Discussion and action pertaining to the selection of the Library Commission Chair.

Commissioner Gentry moved to select Commissioner McCarthy as Chair of the Library Commission. 6 Yes votes. Motion carried.

2. Discussion and action pertaining to the selection of the Library Commission Vice-Chair.

Commissioner Thomsen moved to select Commissioner Gentry as Vice-Chair of the Library Commission. 6 Yes votes. Motion carried.

3. Presentation and training on Open Meeting Laws, Conflicts of Interest, and Gifts.

Mr. Wingard provided an Open Meeting Law training for the Commission where he addressed the following items:

- Open Meeting Law Purpose
- Meeting Definition
- Rules for Communication
- Conflicts of Interest
- Gifts

4. Discussion and action pertaining to the approval of the Fiscal Year 2024 Library Advisory Commission meeting calendar.

The Commission agreed to change the monthly meetings to take place on the second Thursday of every month instead of the second Tuesday of every month due to some schedule challenges. They also asked to host the meetings at both the Surprise Regional and Asante Libraries on an alternating schedule. All Commission meetings will begin at 6:00 p.m.

Chair McCarthy moved to approve the FY2024 Library Commission meeting calendar as amended: Meetings to take place on the second Thursday of every month at the Surprise Regional and Asante Libraries on a rotating schedule. Vice-Chair Gentry 2nd – 6 yes votes – motion carried.

5. Discussion of current and future strategies as planned by the Library Division.

Ms. Smithyman discussed the following items:

- Community Needs Assessment – Determine what communities the libraries are servicing well and what communities are not being reached and how can we reach them better
- Library Services Assessment – Determine what the libraries are doing well and areas for improvement
- Library Initiatives – Commission to help prioritize initiatives and act as liaisons for their communities for community input
- Creation of Strategic Plan – Commission shared their recommendations on how best to proceed with the creation of a Strategic Plan, Goals and Core Values.

F. Other Business and Future Agenda Items:

- Staff feedback on Mission and Vision as well as simple community assessment techniques
- Strategic Plan update
- Review of other City Strategic Plans and Vision and Mission Statements / Goals

G. Current Events and Reports

- Commissioner Baker shared with the Commission that the Summer Reading Program was fantastic.
- Chair McCarthy appreciates all of the Saturday programming at the libraries.

ADJOURNMENT:

Motion to adjourn at 7:22 p.m. – Commissioner Perry. Commissioner Baker 2nd. 6 Yes votes. Motion Carried.

	Kady McCarthy, Chair
ATTEST:	Heather Donaldson, Management Analyst – Sr.

CERTIFICATION:

I, Kathryn Smithyman, City Librarian for the City of Surprise Arts, Culture & Library Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Library Commission meeting held on August 8, 2023.

	Kathryn Smithyman, City Librarian
--	---



CITY OF SURPRISE Library Advisory Commission

Council Meeting Date: September 14, 2023 Contact Person:
Submitting Department: Arts, Culture & Library District: Citywide
Department
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to the Surprise Public Library System Mission and Vision Statements.

Motion:

N/A

Background:

As a new division of the Arts, Culture and Library Department, it is imperative to clearly set expectations to allow staff to support the mission through intentional actions. Per guidance from the Library Commission, staff gathered to discuss their ideas regarding these statements to be returned to the commission for consideration and input.

Objective Analysis:

The mission and vision of the division sets the foundation and serves as a guiding light for all strategies and operations. These statements will define the purpose and direction for initiatives and exemplify the values of the City of Surprise.

Policy Compliant:

This item is consistent with City and Council policies.

Financial Impact:

There is no anticipated financial impact related to this item.

Budget Impact:

There is no anticipated budget impact related to this item.

FTE Impact:

There is no anticipated FTE impact related to this item.

ATTACHMENTS:

1. Mission and Vision Presentation



Library Mission & Vision

Arts, Culture and Library Department, September 14, 2023

CITY OF SURPRISE MISSION

The City of Surprise delivers **exemplary** and **innovative** public service with integrity and professionalism; in a fiscally responsible manner; creating a safe and attractive community where residents and business can **thrive**.

ARTS & CULTURE MISSION

To enhance the **quality of life** for City of Surprise residents and visitors through the implementation of art in the community, the celebration of **diversity** while fostering an **inclusive** environment, and **engaging** the community through intentional collaboration opportunities.

LIBRARY DIVISION

The Library Division is responsible for the management and operations of Surprise three libraries, Surprise Regional Library, Asante Library, and Hollyhock Library. Each library provides resources to residents and visitors including physical collection items, digital resources, programs and services.

LIBRARY TEAM VALUES

- Creative Exploration
- Engaging & Innovative Programs
- Multi-generational Community
- A Place to Gather, Learn & Grow
- Diverse, Equitable & Inclusive
- Lifelong Learning
- Literacy
- Technology
- Intellectual Freedom
- Thrive (Surprise)
- Quality of Life (AC&L)

LIBRARY MISSION DRAFT

The Surprise Public Library System fosters community connection and intellectual freedom through multi-generational literacy initiatives, cutting-edge technology, and captivating programs that inspire, engage, and ensure equal access and opportunities for all.

LIBRARY VISION DRAFT

To be the vibrant heart of the community, where individuals of all ages and backgrounds come together to explore, learn, and thrive. We aim to inspire lifelong learning, foster connection, and ensure equal access for all.



SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You