



CITY OF SURPRISE
Library Advisory Commission
16755 W Vereda Solana Dr
Surprise, AZ 85387

Thursday, December 14, 2023 @ 6:00 PM

Asante 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 November 9, 2023 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Consideration and action pertaining to the recommendation of approval of the Library Mission and Vision Statements by the Library Director. | Arts, Culture & Library Department |
| 3. | Citywide | Presentation of community demographics, library programming, and materials collection by age range, and a discussion of findings and next steps. | 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

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, December 7, 2023 @ 2:45 PM

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: December 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 November 9, 2023 Library Advisory Commission meeting minutes.

Motion:

I move to approve the November 9, 2023 Library Advisory Commission meeting minutes.

Background:

Not applicable

Objective Analysis:

Not applicable

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. 110923 LAC Meeting Minutes DRAFT
-

CITY OF SURPRISE
Library Advisory Commission Meeting
16089 N. Bullard Ave.
Surprise, Arizona 85374

Tuesday, November 9, 2023 @ 6:00 p.m.

Surprise Regional Library

DRAFT Meeting Minutes

A. Call to Order

B. Roll Call

Chair Kady McCarthy, Vice-Chair Deborah Gentry, Commission members Jamie Baker, Jill Thomsen, Kevin Perry, Lillian Nieto, and William Shields.

Absent: None

Staff: Kelsey Lamphier – Arts, Culture & Library Director and Heather Donaldson – Arts, Culture & Library Management Analyst, Sr.

C. Pledge of Allegiance

D. Staff Reports

Director Lamphier reported on the following items:

- Osher Lifelong Learning Institute (OLLI) out of ASU will be partnering with Surprise Public Library System; Classes will be hosted at the Surprise Regional Library beginning in January of 2024.
- William Steig original artwork now hanging in Children's area at Surprise Regional Library.
- Surprise Public Library System will be participating in City of Surprise Veteran's Day Parade.
- Surprise Public Library System attended the AZ Traditions Meeting today and signed up 40 new library card patrons.
- There is now a suggestion box at Asante Library pursuant to the suggestion of the Library Advisory Commission at the October 2023 meeting.

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON-PUBLIC HEARING:

1. Consideration and action pertaining to the October 12, 2023 Library Advisory Commission meeting minutes.

Commissioner Shields moved to approve the October 12, 2023 Library Advisory Commission meeting minutes. Commissioner Perry 2nd. 7 Yes votes. Motion carried.

2. Presentation and discussion pertaining to the First Quarter Update, a review of the progress of, and a discussion on the key measures of the success of the Library Advisory Commission.

Director Lamphier made a presentation to the Commission to include the following topics:

- First three month progress
 - 80,000 patrons
 - 76 volunteers
 - 300 +/- Programs
 - 13,114 Library Cards Issued
- Library Program Highlights
- City Department Updates
- Community Engagement
 - Dysart Unified School District
 - Ottawa University
 - Sun City Grand Computer Club
 - TutorTime
 - Sun City West
- Summer Reading Program
- Featured Services
- Words on Wheels

F. Other Business and Future Agenda Items:

- Update on Surprise Public Library System Mission and Vision Statement
- Volunteer Program presentation
- Collection Development process / policy
- No Late Fee Policy and its impact on budget
- Organizational Chart
- Surprise Public Library System demographics

G. Current Events and Reports

- Vice-Chair Gentry went to the Master Gardner Session
- Chair McCarthy enjoyed the eclipse and appreciated the glasses provided by the Surprise Public Library System

ADJOURNMENT:

Motion to adjourn at 7:23 p.m. – Vice-Chair Gentry made a motion to adjourn. Commissioner Perry 2nd. 7 Yes votes. Motion Carried.

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

CERTIFICATION:

I, Kelsey Lamphier, Director 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 November 9, 2023.

	Kelsey Lamphier, Arts, Culture & Library Director
--	---



CITY OF SURPRISE Library Advisory Commission

Council Meeting Date: December 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 recommendation of approval of the Library Mission and Vision Statements by the Library Director.

Motion:

I move to recommend approval of the Library Mission and Vision Statements by the Library Director.

Background:

Defining mission and vision statements is imperative to providing clear and inspiring direction for this new library system. The library team provided key terminology to be considered which was synthesized in a draft for Commission review in September. Commissioners' notes were incorporated into the second draft which was submitted to all library staff for their feedback. The subsequent draft has been reviewed by library administration and is now presented to the Commission for consideration for adoption by the Library Director.

Objective Analysis:

Mission and vision statements are vital in defining the purpose, value, and long-term objectives of the Library System. They establish a sense of identity, direction, and motivation as we progress toward a shared and meaningful future.

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. 12.14.23 - Mission and Vision Presentation
-



Library Mission & Vision

Arts, Culture and Library Department, December 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

Inspire creativity and curiosity in Surprise by supporting arts and culture experiences that are created with the community, accessible to the public and unique to the history, character and culture of Surprise.

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 INITIAL 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 MISSION REVISED DRAFT

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

LIBRARY VISION INITIAL 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.

Commissioner Perry suggested:

- Adding the words: welcome, responsive, and services
- adding bullet points to the vision statement

Commissioner Gentry suggested:

- Adding the words: adapting, welcoming, responsive, and equal accessibility
- Break up vision statement into 3 sentences

LIBRARY VISION REVISED DRAFT

To be a vibrant heart of the community that welcomes individuals of all ages and backgrounds to explore, learn, and thrive together.

We aim to inspire lifelong learning, foster connection, and ensure equal access for all by:

- Cultivating a responsive collection that meets the needs of our community
- Providing accessibility initiatives through a wide variety of library services
- Welcoming everyone with a focus on Diversity, Equity, Inclusion, and Belonging



SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Library Advisory Commission

Council Meeting Date: December 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 of community demographics, library programming, and materials collection by age range, and a discussion of findings and next steps.

Motion:

Not applicable

Background:

A review of city demographics, library card registrations, patron traffic, programming, and materials collection will examine the alignment between library services and community need. Deliberating on potential future actions to improve community services will enhance the efficacy of the library in positively impacting the lives of our patrons.

Objective Analysis:

An evaluation of current offerings and demographics will enhance strategic community services and optimize the impact the library has within the community.

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. LAC Data Analysis



Demographics, Services + Collection

Community | Library Analysis

Arts, Culture and Library Department
December 14, 2023

COMMUNITY DEMOGRAPHICS | AGE

	Citywide	Regional	Asante	Hollyhock
Total Population	141,875	198,765	70,038	197,002
Under 5 Years <i>Pre-Readers</i>	7,479 5.3%	9,600 4.8%	1,992 2.8%	8,294 4.2%
5 – 14 Years <i>Juveniles</i>	20,542 14.5%	25,303 12.7%	4,097 5.8%	20,051 10.2%
15 – 19 Years <i>Teens/ Tweens</i>	9,801 6.9%	12,198 6.1%	2,309 3.3%	9,369 4.8%
20+ Years <i>Adults</i>	123,655 73.3%	151,664 76.4%	61,640 88.1%	159,288 80.8%
Over 65 Years <i>Seniors</i>	32,284 22.8%	58,548 29.5%	38,211 54.6%	71,185 36.1%

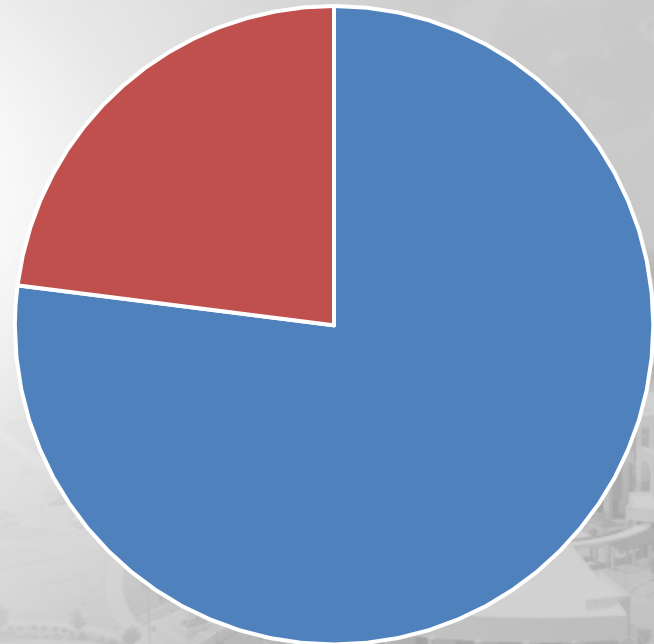
LIBRARY CARD REGISTRATIONS

Total: 19,638 (7.8% of population)

Adult Cards: 77% of cardholders

Juvenile Cards: 23% of cardholders*

*Not all parents create separate cards Juvenile cards for their children



■ Adult Cards ■ Juvenile

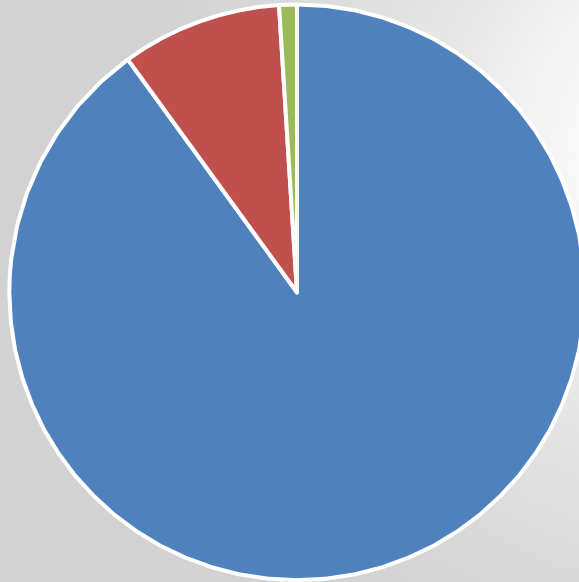
BRANCH REGISTRATIONS & TRAFFIC

	Regional	Asante	Hollyhock
5 Mile Radius Population	198,765	70,038	197,002
% Population w. Card	8.9%	3.0%	0.1%
Library Card Registrations	17,778	2,057	313
Monthly Visits*	23,278	4,455	270
Visit - Cardholder Ratio	1.3 Visits/ Card	2.2 Visits/ Card	.86 Visits/ Card

(*October 2023)

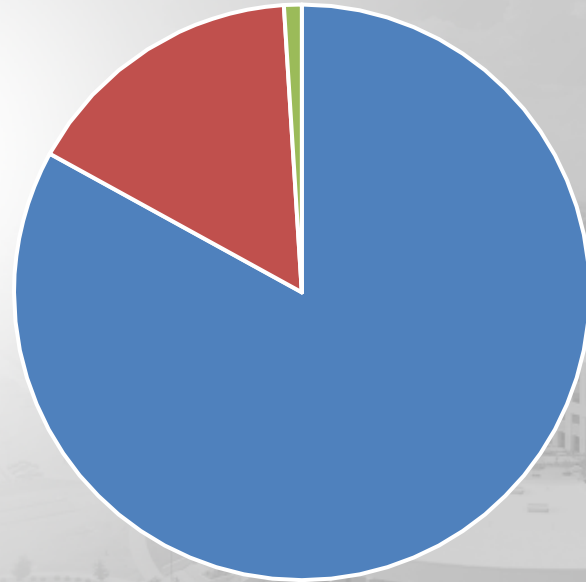
BRANCH REGISTRATIONS & TRAFFIC

Library Card Registrations



■ Regional ■ Asante ■ Hollyhock

October Visits



■ Regional ■ Asante ■ Hollyhock

LIBRARY PROGRAMMING*

	Citywide	Regional	Asante
Storytime Programs	9/62	5/36	4/26
Attendance	1,230	769	461
Youth/ Family Programs	8/15	4/10	4/5
Attendance	1,052	365	687
Teen/ Tween Programs	8/11	5/6	3/5
Attendance	119	48	71
Adult Programs	11/20	9/17	2/3
Attendance	288	256	32

(*October 2023)

PROGRAM ATTENDANCE*

Storytime



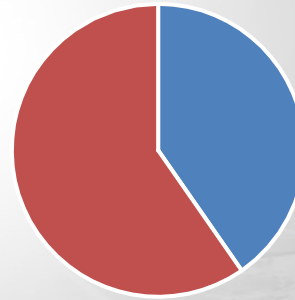
■ Regional ■ Asante

Youth/ Family



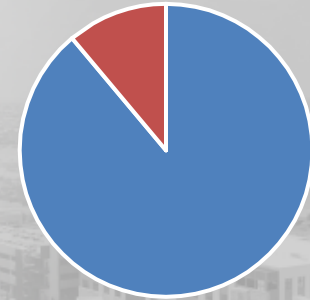
■ Regional ■ Asante

Teen/ Tween



■ Regional ■ Asante

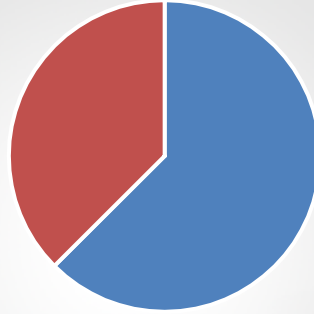
Adult



■ Regional ■ Asante

(*October 2023)

STORYTIME ATTENDANCE*



■ Regional ■ Asante

	Citywide	Regional	Asante
Total Population	141,875	198,765	70,038
Under 5 Years	7,479	9,600	1,992
<i>Pre-Readers</i>	5.3%	4.8%	2.8%
<i>Program Attendance</i>	1,230	769	461

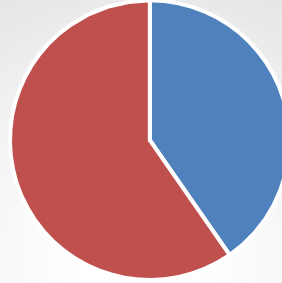
YOUTH PROGRAM ATTENDANCE*



■ Regional ■ Asante

	Citywide	Regional	Asante
Total Population	141,875	198,765	70,038
5 – 14 Years	20,542	25,303	4,097
<i>Juveniles</i>	14.5%	12.7%	5.8%
<i>Program Attendance</i>	1,052	365	687

TEEN PROGRAM ATTENDANCE*

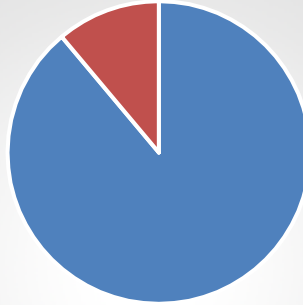


■ Regional ■ Asante

	Citywide	Regional	Asante
Total Population	141,875	198,765	70,038
15 – 19 Years <i>Teens/ Tweens</i>	9,801 6.9%	12,198 6.1%	2,309 3.3%
<i>Program Attendance</i>	119	48	71

(*October 2023)

ADULT PROGRAM ATTENDANCE*



■ Regional ■ Asante

	Citywide	Regional	Asante
Total Population	141,875	198,765	70,038
20+ Years Adults	123,655 73.3%	151,664 76.4%	61,640 88.1%
<i>Program Attendance</i>	288	256	32

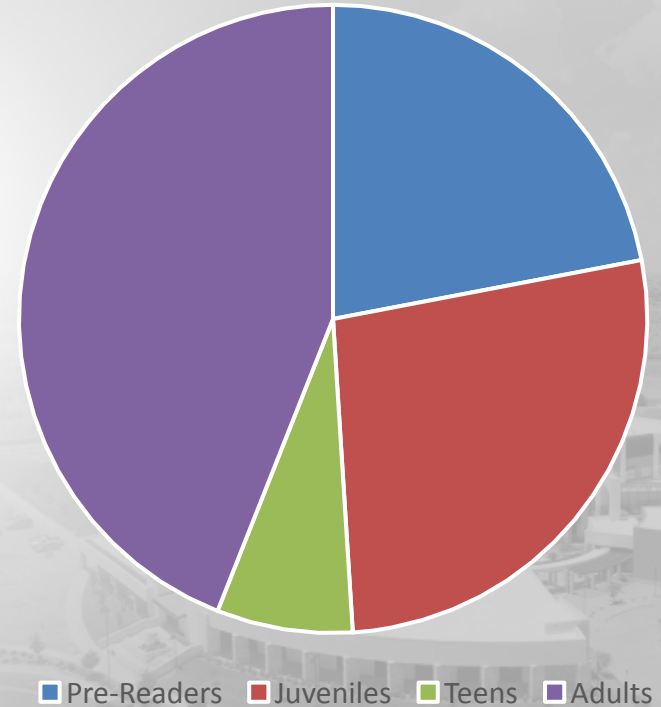
(*October 2023)

LIBRARY COLLECTION

	Citywide	Regional	Asante	Hollyhock
Total Collection	78,599	60,646	16,910	1,043
Pre-Reader	17,004 22%	12,226 20%	4,433 26%	345 33%
Juvenile	20,991 27%	15,594 26%	5,192 31%	205 20%
Teen	5,637 7%	4,495 7%	1,023 7%	119 11%
Adult	34,967 44%	28,331 47%	6,262 37%	374 36%

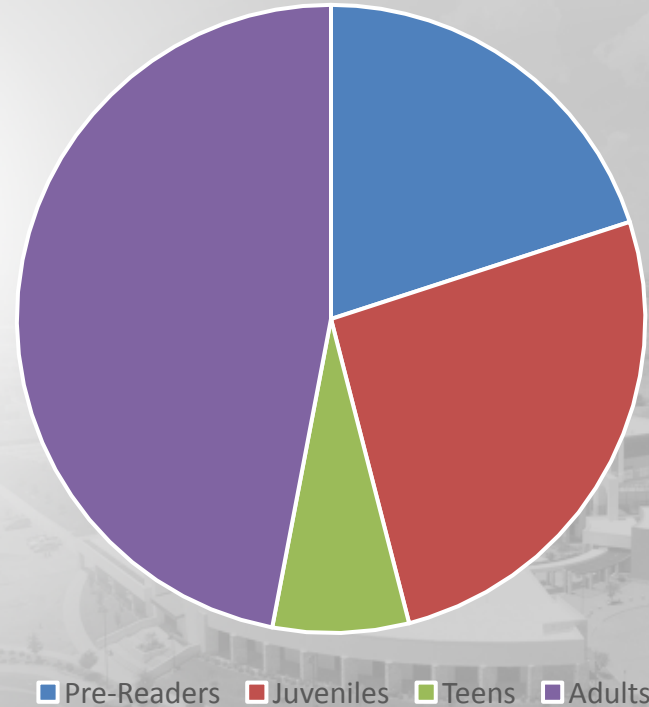
SYSTEM-WIDE COLLECTION

	System Collection	Community Profile
Total	78,599	141,875 Pop.
Under 5 Years <i>Pre-Readers</i>	22%	5.3%
5 – 14 Years <i>Juveniles</i>	27%	14.5%
15 – 19 Years <i>Teens</i>	7%	6.9%
20+ Years <i>Adults</i>	44%	73.3%



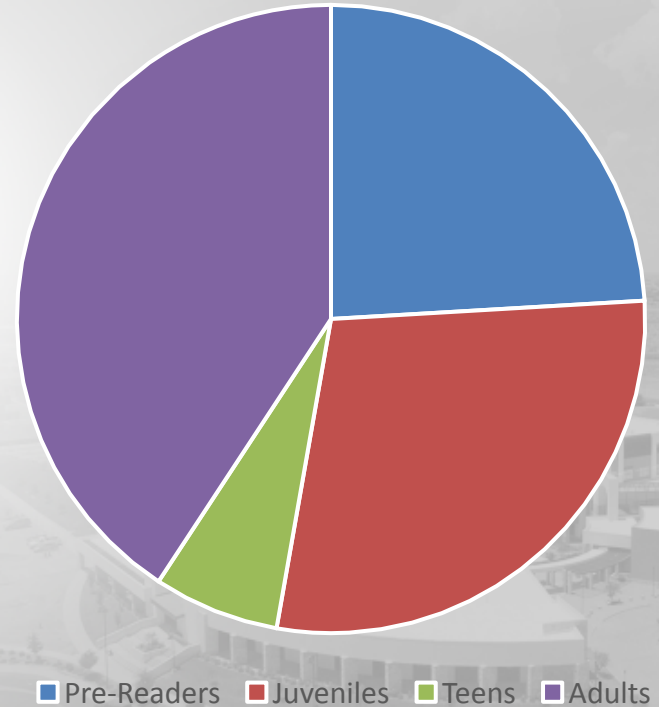
REGIONAL COLLECTION

	Regional Collection	Community Profile
Total	60,646	198,765 Pop.
Under 5 Years <i>Pre-Readers</i>	20%	4.8%
5 – 14 Years <i>Juveniles</i>	26%	12.7%
15 – 19 Years <i>Teens</i>	7%	6.1%
20+ Years <i>Adults</i>	47%	76.4%



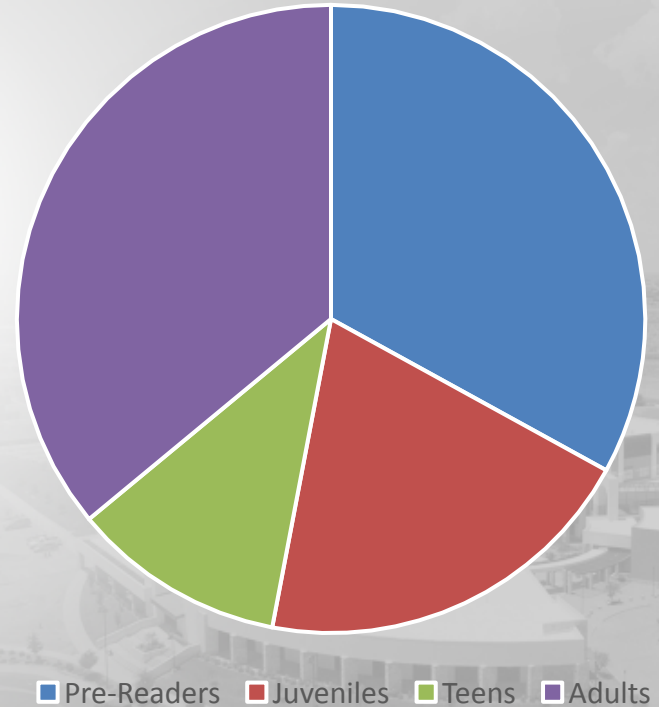
ASANTE COLLECTION

	Asante Collection	Community Profile
Total	16,910	70,038 Pop.
Under 5 Years <i>Pre-Readers</i>	26%	2.8%
5 – 14 Years <i>Juveniles</i>	31%	5.8%
15 – 19 Years <i>Teens</i>	7%	3.3%
20+ Years <i>Adults</i>	37%	88.1%



HOLLYHOCK COLLECTION

	Hollyhock Collection	Community Profile
Total	1,043	197,002 Pop.
Under 5 Years <i>Pre-Readers</i>	33%	4.2%
5 – 14 Years <i>Juveniles</i>	20%	10.2%
15 – 19 Years <i>Teens</i>	11%	4.8%
20+ Years <i>Adults</i>	36%	80.8%



SYSTEM-WIDE ANALYSIS

	Community Profile	System Programming	System Collection
Total	198,765 Pop.	108	78,599
Under 5 Years <i>Pre-Readers</i>	4.8%	57.4%	22%
5 – 14 Years <i>Juveniles</i>	12.7%	13.9%	27%
15 – 19 Years <i>Teens</i>	6.1%	10.2%	7%
20+ Years <i>Adults</i>	76.4%	18.5%	44%

REGIONAL ANALYSIS

	Community Profile	Regional Programming	Regional Collection
Total	198,765 Pop.	69	60,646
Under 5 Years <i>Pre-Readers</i>	4.8%	52.2%	20%
5 – 14 Years <i>Juveniles</i>	12.7%	14.5%	26%
15 – 19 Years <i>Teens</i>	6.1%	8.7%	7%
20+ Years <i>Adults</i>	76.4%	24.6%	47%

ASANTE ANALYSIS

	Community Profile	Asante Programming	Asante Collection
Total	70,038 Pop.	39	16,910
Under 5 Years <i>Pre-Readers</i>	2.8%	66.7%	26%
5 – 14 Years <i>Juveniles</i>	5.8%	12.8%	31%
15 – 19 Years <i>Teens</i>	3.3%	12.8%	7%
20+ Years <i>Adults</i>	88.1%	7.7%	37%

HOLLYHOCK ANALYSIS

	Community Profile	Hollyhock Programming	Hollyhock Collection
Total	197,002 Pop.	Coming Soon	1,043
Under 5 Years <i>Pre-Readers</i>	4.2%	-	33%
5 – 14 Years <i>Juveniles</i>	10.2%	-	20%
15 – 19 Years <i>Teens</i>	4.8%	-	11%
20+ Years <i>Adults</i>	80.8%	-	36%



SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You