



CITY OF SURPRISE
Library Advisory Commission
16089 N Bullard Ave
Surprise, AZ 85374

Thursday, January 11, 2024 @ 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 December 14, 2023 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Discussion pertaining to library goals and objectives throughout 2024. | 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: Thursday, December 28th, 2023 @ 4:00 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: January 11, 2024 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 December 14, 2023 Library Advisory Commission meeting minutes.

Motion:

I move to approve the December 14, 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. 121423 LAC Meeting Minutes DRAFT
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CITY OF SURPRISE
Library Advisory Commission
16755 W Vereda Solana Dr
Surprise, Arizona 85387

Tuesday, December 14, 2023 @ 6:00 p.m.

Asante 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 and William Shields.

Absent: Lillian Nieto

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:

- Friends of the Surprise Libraries
 - Teacher Assistance Program
- Surprise Party Recap (Whoville)
 - Special Storytimes (Mayor, CM Cline/ Mrs. Claus, CM Duffy, Chief Espie, Chief Pina, DCM Davis, Donna Meuse)
 - Grinch Themed Games
 - 3,200+ Visitors Over Two Days
- Hollyhock Programming – Fun Factory
 - Clay Snowmen (15 Participants)
 - Build Your Own Ornament (31 Participants)
- Surprise Stories (623-222-2950)
 - Hanukkah Hamster; Rudolph; Twas the Night Before Christmas; The Grinch; Frosty
- Surprise Public Library System Mobile App Update
 - Went live today

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the November 9, 2023 Library Advisory Commission meeting minutes.

Commissioner Shields moved to approve the November 9, 2023 Library Advisory Commission meeting minutes. Commissioner Perry 2nd. 6 Yes votes. Motion carried.

2. Consideration and action pertaining to the recommendation of approval of the Library Mission and Vision Statements by the Library Director.

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

- City of Surprise Mission
- Arts & Culture Mission
- Library Team Values
- Library Mission Initial & Revised Drafts
- Library Vision Initial & Revised Drafts

Commissioners recommended having the Vision Statement and/or the Mission Statement or key words from them prominently displayed within the Surprise libraries.

Vice Chair Gentry moved to recommend approval of the Library Mission and Vision Statement by the Library Director. Commissioner Shields 2nd. 6 Yes votes. Motion carried.

3. Presentation of community demographics, library programming, and materials collection by age range, and a discussion of findings and next steps.

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

- Community Demographics / Age
- Library Card Registrations
- Branch Registrations & Traffic
- Library Programming
- Programming Attendance
 - Storytime Attendance
 - Youth Program Attendance
 - Teen Program Attendance
 - Adult Program Attendance
- Collection
 - Library Collection
 - System-Wide Collection
 - Regional Collection
 - Asante Collection
 - Hollyhock Collection

- Analysis
 - System-Wide Analysis
 - Regional Analysis
 - Asante Analysis
 - Hollyhock Analysis

Commissioner Thomsen suggested looking at the national books per capita data to help with budgetary requests if underfunded for the purchase of books, etc. She also requested to see data based on only the City of Surprise population in addition to surrounding areas.

Vice Chair Gentry suggested incorporating more library programming to attract men.

F. Other Business and Future Agenda Items:

- Presentation by Collection Development Librarians regarding the Surprise Public Library System full collection.

G. Current Events and Reports

- Commissioner Thomsen commented that she thinks it is amazing what the Surprise Public Library System is doing at Hollyhock Library.
- Commissioner Perry commented that he thinks it is amazing what the Surprise Public Library System has been able to accomplish in the last 6 months regarding the programming, collection, direction, etc.

ADJOURNMENT:

Motion to adjourn at 7:30 p.m. – Chair McCarthy made a motion to adjourn. Vice Chair Gentry 2nd. 6 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 December 14, 2023.

	Kelsey Lamphier, Arts, Culture & Library Director
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CITY OF SURPRISE
Library Advisory Commission

Council Meeting Date: January 11, 2024 Contact Person:
Submitting Department: Arts, Culture & Library District: Citywide
Department
Staff Recommendations:

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

Agenda Wording:

Discussion pertaining to library goals and objectives throughout 2024.

Motion:

Not applicable

Background:

It is essential to provide an opportunity for all stakeholders to contribute their insights, ideas, and suggestions to shape the strategic direction of the library for the upcoming year.

Objective Analysis:

To facilitate a comprehensive discussion on the establishment of the Library's goals and objectives for the year 2024. Key points of discussion include a brief review of prior achievements and shortcomings to identify areas of improvement, consideration of internal and external factors that may impact operations in 2024, and collaborative brainstorming to develop SMART goals that align with our Mission and Vision.

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:
