

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

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

Asante Library

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:

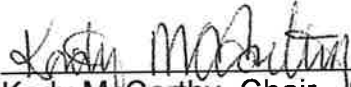
- Presentation by Collection Development Librarians regarding the Surprise Public Library System full collection.

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, Kathryn Smithyman, City Librarian for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Library Commission meeting held on December 14, 2023.

	 Kathryn Smithyman, City Librarian
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