**CITY OF SURPRISE**
**Library Advisory Commission**
**16755 W Vereda Solana Dr**
**Surprise, AZ 85387**
Thursday, February 8, 2024 @ 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 January 11, 2024 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Presentation of library collection management technique and best practices. | 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, February 1, 2024 @ 8:30 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: February 8, 2024 Contact Person:
Submitting Department: Arts, Culture & Library Department District: Citywide
Staff Recommendations:

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

**Agenda Wording:**
Consideration and action pertaining to the January 11, 2024 Library Advisory Commission meeting minutes.

**Motion:**
I move to approve the January 11, 2024 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. 011124 LAC Meeting Minutes DRAFT

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

Thursday, January 11, 2024 @ 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 Kevin Perry and Lillian Nieto.

Absent: Jamie Baker, Jill Thomsen and William Shields.

Staff: Kathryn Smithyman – City of Surprise City Librarian, Kelsey Lamphier – Arts, Culture & Library Director and Heather Donaldson – Arts, Culture & Library Management Analyst, Sr.

C. Pledge of Allegiance

D. Staff Reports

Ms. Smithyman reported on the following items:

- Mayor's Literacy Challenge
  - All ages
  - 700 minute reading challenge
  - Prizes for reading minutes
  - Takes place January 13, 2024 through March 2, 2024
  - Kickoff party on January 20, 2024 Asante Library
  - School's Mayor's Literacy Challenge – 500 minute reading challenge

- MAX (Interlibrary Loan System)
  - Soft launch begins next week

- Vega Promote (next major initiative)
  - Notification e-mails
  - Monthly newsletter

## CALL TO THE PUBLIC:

None

## REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the December 14, 2023 Library Advisory Commission meeting minutes.

Minutes were amended to reflect the correct day of Thursday rather than Tuesday.

Commissioner Perry moved to approve the December 14, 2023 Library Advisory Commission meeting minutes. Vice Chair Gentry 2nd. 4 Yes votes. Motion carried.

2. Discussion pertaining to library goals and objectives throughout 2024.

Ms. Smithyman discussed the library goals and objectives with the Commission including Collection Development and Friends of the Library.

The Commission came up with the following suggestions for 2024 goals and objectives:

- Strategic Plan
  - Survey
  - Needs Assessment
- Library Program Feedback
- Monitor membership card numbers (data) and ways to gain new library cardholders
- Partner with Surprise largest employers to sign up new library cardholders and educate them about library offerings and survey them for feedback
- Work with other City Departments who participate in outreach to connect with the library and library programs
- Work with A New Leaf during their program to sign up new library cardholders, educate them about library offerings and survey them for feedback
- Work with Surprise churches to sign up new library cardholders and educate them about library offerings and survey them for feedback
- Registration incentives
- QR Code for feedback
- Partner with Arts & Culture
- Partner with Parks & Recreation to setup a table during their sports activities
- Partner with Ottawa University
- Alignment of Values

E. Other Business and Future Agenda Items:

- Collection Development presentation
- Friends of the Library presentation
- Review of Arts & Culture strategic plan to develop ideas for Library Strategic Plan
- Review Needs Assessment Plan

F. Current Events and Reports

- Chair McCarthy attended Pajama Storytime which was a lot of fun.

**ADJOURNMENT:**

Motion to adjourn at 7:05 p.m. – Commissioner Perry made a motion to adjourn. Commissioner Nieto 2nd. 4 Yes votes. Motion Carried.

| | |
|---|---|
| | _____<br>Kady McCarthy, Chair |
| **ATTEST:** | _____<br>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 January 11, 2024.

| | |
|---|---|
| | _____<br>Kathryn Smithyman, City Librarian |

**CITY OF SURPRISE**
**Library Advisory Commission**

Council Meeting Date: February 8, 2024 Contact Person:
Submitting Department: Arts, Culture & Library Department District: Citywide
Staff Recommendations:

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

**Agenda Wording:**
Presentation of library collection management technique and best practices.

**Motion:**
Not applicable

**Background:**
A review of city library collection management practices is essential to understanding how the library best serves its patrons and community. It involves the strategic development, organization, and maintenance of a library's collection of resources to meet the needs of its users.

**Objective Analysis:**
Collection management is essential for ensuring that a library's collection remains dynamic, relevant, and accessible to its users while also being aligned with the library's mission and goals.

**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. Collection Dev Commission (Updated on 2/7/24)

SURPRISE
ARIZONA

# COLLECTION DEVELOPMENT

ARTS, CULTURE & LIBRARY DEPARTMENT

February 8, 2024

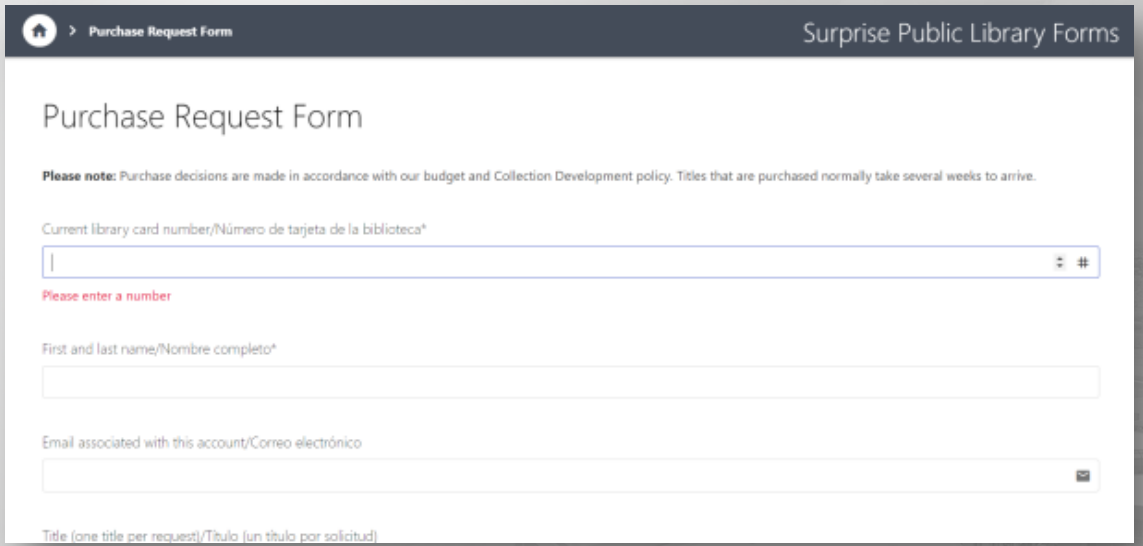
# What's in our collection?

- Physical Items
  - Books
  - Audiobooks
  - CDs
  - Blu Rays/ DVDs
  - Library of Things (Toy Kits, Future Items)

- Digital Materials
  - Southwest Valley Consortium
  - eBooks
  - eAudio
  - Streaming
  - Databases

# How do we pick items?

- Demand of Patrons
- Budget/ Availability
- Reviews
- Best Sellers
- Balance of Viewpoints
  - Commitment to Equity, Diversity & Inclusion
  - Surprise Public Library Supports: Freedom to Read, Freedom to View and Library Bill of Rights Intellectual Statements



# Budget Allocations

- General Fund/ Operating Expenses (FY25)
  - Books + Subscriptions | $252,450
    - Books, Audiobooks, CDs, BluRays, DVDs, Newspaper, Magazine
  - Software Licenses
    - Databases | $15,000
    - Digital Resources | $7,000
    - Hoopla | $30,000
    - Overdrive | $50,000
- Library Assistance Program Funds
  - $178,887 (FY24)
  - 40% Assessed Value; 60% Library Cards Issued

# Weeding Process

- How do we determine what stays and what goes?
  - # of Circulations
  - Condition of Item (poor physical condition, damaged)
  - Shelf Space
  - Relevance
  - Accuracy of Information

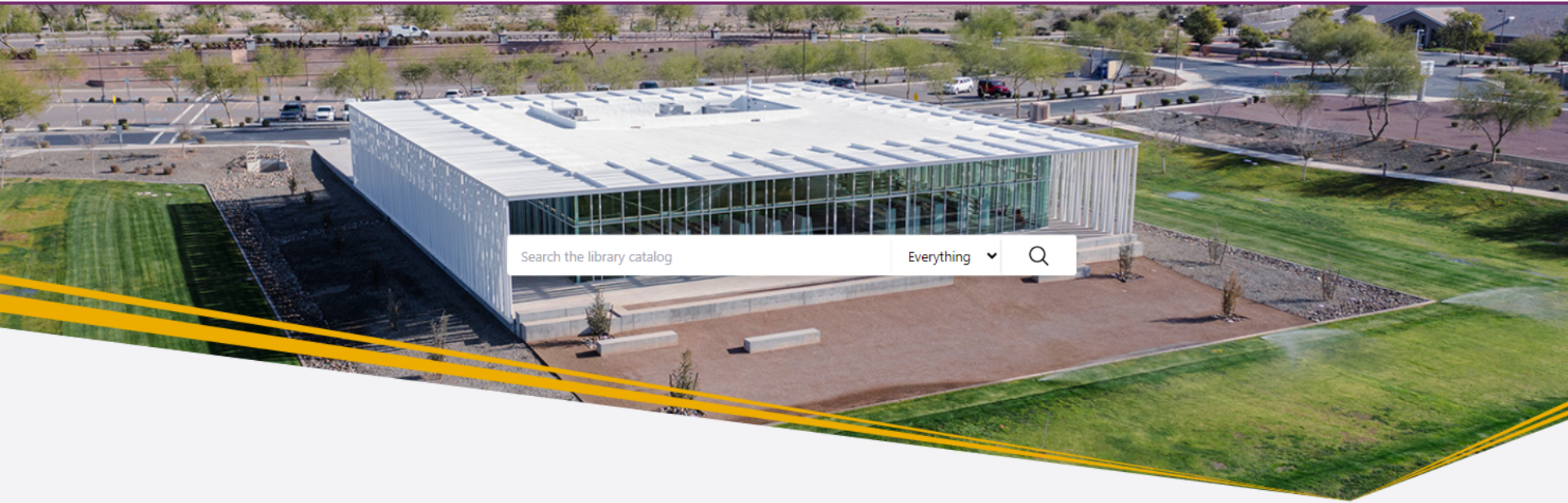
- Where do the items we don't need anymore go?
  - Audiobooks/ CDs > Surplus
  - Friends of the Surprise Libraries

# MAX is here!

- Materials sharing with MCLD & Scottsdale Libraries
- Soft Launched January 16
- Books only, new items not included (12+ months)
- No auto-renewal
- Tempe, Glendale, Tolleson, Peoria, Buckeye coming soon
- Delivery to all 3 Surprise Branches

MAX library access

Maricopa County's Book Sharing Service



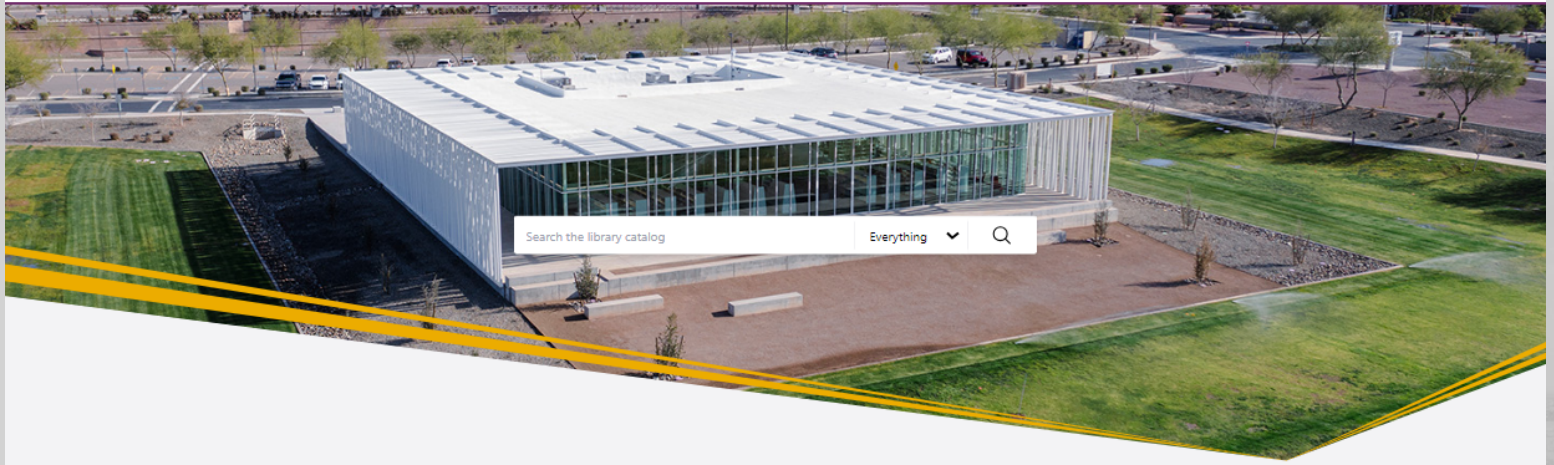
## 2024 Mayor's Literacy Challenge

Calling Surprise Public Library System cardholders of all ages! City of Surprise Mayor Skip Hall invites you to join the 2024 Mayor's Literacy Challenge, encouraging individuals to put aside focused time to read. Sign up and get reading to earn cool prizes, including books provided by Friends of the Surprise Libraries, lawn tickets to a Spring Training game, raffle prizes and more! The goal is 700 minutes read

My Account | Contact Us

SURPRISE PUBLIC library

Get a Library Card | Catalog | Events & Programs | Locations | Resources



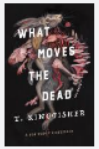

## Featured Books

**If you've got it, haunt it!**

**Welcome to Night Vale. 03 : The faceless old woman..**
Fink, Joseph (Fiction writer)

**Long Live the Pumpkin Queen**
Ernshaw, Shea

**Haunted hotels**
Troupe, Thomas Kingsley




**What moves the dead**
Kingfisher, T

**Nothing but blackened teeth**
Khaw, Cassandra

Surprise Public Library

English (US) | Log in

All | Library Website | Classic Catalog | Programs & Events | Resources | Hours & Locations

Search

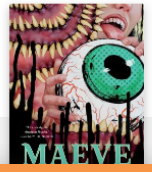
All

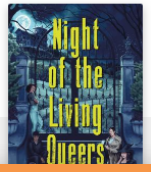
**Handle with Scare!**

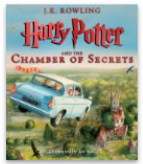
View All →

Vampires of El Norte

Cañas, Isabel








Harry Potter series. 02 Harry Potter and the chamber of secrets

Rowling, J. K

Published: 1999-2016 | English

Harry Potter series ;

For Later | Options

Book
Available

Audio CD
Checked Out

On shelf at one or more locations

Asante Library | Hollyhock Library | Surprise Regional Library

Place Hold

Edition information

0 holds 13 copies

My Bookshelf | Bookmarks

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All | Library Website | Classic Catalog | New and Coming Soon! | Programs & Events | Resources | Hours & Locations

Search All

## January New Books

View All →

Hunt on Dark Waters

Robert, Katee

The hurricane wars : a novel

Guanzon, Thea

What We Kept to Ourselves

Kim, Nancy Jooyoun

The Haunted Mansion...

Gray, Claudia

The Olympian affair

Butcher, Jim, 1971-

Touched

Mosley, Walter

## DVDs & Blu-rays - Coming Soon!

View All →

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## Refine Results

**Availability**

- Online 16250
- At Library 458

**Date**

'YYYY' from | 'YYYY' to

**Format**

- Ebook 13197
- Eaudiobook 4697
- Book 462
- DVD 50

BACK

all good people here

All

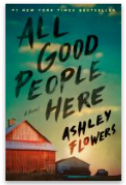
16000+ results found for **all good people here**

Find from MAX Catalog

1-10 of 16000+

Results per page: 10

List | Grid




**All Good People Here**

Flowers, Ashley

Published: 2022 | English

For Later | Options

| Book | Large Print | eAudiobook |
|---|---|---|
| Checked Out | Checked Out | Checked Out |

No copies available

Asante Library | Surprise Regional Library

My Bookshelf | Bookmarks

Search: all good people here

Advanced Search

My Cart (0 items)

MAX library access

Maricopa County's Book Sharing Service

*Did you mean: the good people?*

## Results 1 - 25 of 105 for all good people here

Sorted by Relevance | Date | Title | Author

### Refine by:

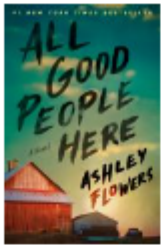
**Found In**
- Title (8)

**Language**
- English (104)
- Caucasian (Other) (1)

**Subject**
- united states (19)
- large type books (9)
- autobiography (6)
- romance fiction (5)
- conduct of life (4)

more >

**Publish Date**




**All good people here : a novel / Ashley Flowers ; with Alex Kiester.**

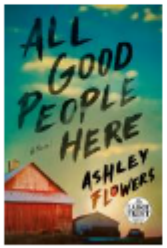
Flowers, Ashley.

Book | 2022

5 Libraries have this title

Request it

Additional actions:




**All good people here [large print] / Ashley Flowers ; with Alex Kiester.**

Flowers, Ashley.

Book | 2022

3 Libraries have this title

Request it

Additional actions:

SURPRISE
ARIZONA

# QUESTIONS OR COMMENTS?

Thank You