

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

Thursday, January 11, 2024 @ 6:00 p.m.

Surprise Regional Library

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:

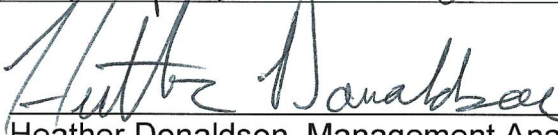
- Collection Development presentation
- Friends of the Library presentation
- Review of Arts & Culture strategic plan to develop ideas for Library Strategic Plan
- Review Needs Assessment Plan

F. Current Events and Reports

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

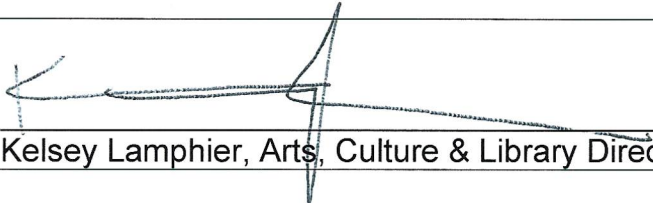
ADJOURNMENT:

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

	 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 January 11, 2024.

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