

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

Thursday, February 8, 2024 @ 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:

- City Librarian Vacancy
- Hollyhock Shoutout
 - January 2023 – 308 Visits || January 2024 487 Visits (58% Increase)
 - January 2023 – 0 Programs/ 0 Attendees || January 2024 – 12 Programs/ 55 Attendees
 - Wildlife World Zoo (2/5; Hollyhock/ Senior Center)
 - 160 Attendees
 - Youngest 7 Weeks/ Oldest 92 Years
- Mayor's Literacy Challenge
 - 867 Registrants so far
 - 25 Teachers/ 237 Students
 - Eric Gilliam 2/3 (Surprise Regional)
 - James the Juggler 2/17 (Asante)
- Touch-a-Truck (Saturday 2/10; Surprise Regional)
 - Armored Vehicle, Bike Officers, Motorcycle, Patrol Vehicle, Street Sweeper, Dump Truck, Loader, Grader, Backhoe, Garbage Truck, Grapple Truck, Fire TBD, Library Courier Vehicle
- Fire/ Medical Storytime (Saturday 2/24; Asante)
- AZSpeaks: Coded Messages and Songs of the Underground Railroad (2/28; Asante)
- New Programs
 - Tech Help
 - Peace and Quiet Book Club

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the January 11, 2024 Library Advisory Commission meeting minutes.

Commissioner Shields moved to approve the January 11, 2024 Library Advisory Commission meeting minutes. Commissioner Perry 2nd. 6 Yes votes. Motion carried.

2. Presentation of library collection management technique and best practices.

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

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

- Surprise Public Library System Collection
 - Physical Items
 - Books
 - Audiobooks
 - CD's
 - Blu Rays/DVD's
 - Library of Things (Toy Kits, Future Items)
 - Digital Materials
 - Southwest Valley Consortium
 - eBooks
 - eAudio
 - Streaming
 - Databases
- Library collection items selected using the following criteria:
 - 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
 - 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 and Buckeye
 - Delivery to all 3 Surprise Branches

E. Other Business and Future Agenda Items:

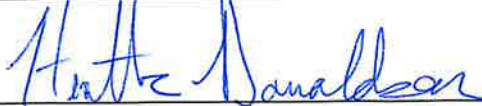
- Draft LAC schedule for the remainder of this fiscal year

F. Current Events and Reports

- Vice Chair Gentry attended the Eric Gilliam Magician event, and she suggested sharing book information on corresponding topics during events, i.e. Touch a Truck, etc.
- Chair McCarthy agreed with Vice-Chair Gentry to match books to programs.
- Commissioner Baker reminded everyone that the Mayor's Literacy Challenge is for adults in addition to children.
- Director Lamphier advised the Commission that there will be Storytime at the Stadium in center field during the 2024 Spring Training season.

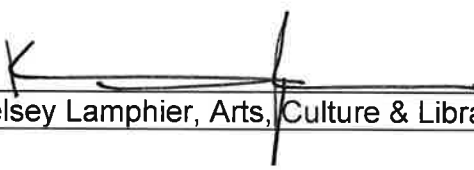
ADJOURNMENT:

Motion to adjourn at 7:05 p.m. – Commissioner Perry made a motion to adjourn. Commissioner Baker 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 February 8, 2024.

	 Kelsey Lamphier, Arts, Culture & Library Director
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