



CITY OF SURPRISE
Library Advisory Commission
16755 W Vereda Solana Dr
Surprise, AZ 85387
Thursday, June 13, 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 May 9, 2024 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Discussion and action pertaining to the approval of the Fiscal Year 2025 Library Commission meeting calendar. | Arts, Culture & Library Department |
| 3. | Citywide | Presentation and discussion pertaining to Surprise Public Library FY24 budget. | 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: Friday, June 7, 2024 @ 3:00 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: June 13, 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 May 9, 2024 Library Advisory Commission meeting minutes.

Motion:

I move to approve the May 9, 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. 050924 LAC Meeting Minutes DRAFT
-

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

Thursday, May 9, 2024 @ 6:00 p.m.

Surprise Regional Library

DRAFT Meeting Minutes

A. Call to Order

B. Roll Call

Chair Kady McCarthy, Commission members Jamie Baker, Kevin Perry and William Shields.

Absent: Deborah Gentry and Jill Thomsen

Staff: Kelsey Lamphier – Arts, Culture & Library Director, Ashley Ware, Acting City Librarian and Karina Caraveo – Executive Management Assistant for the City Manager's Office

C. Pledge of Allegiance

D. Staff Reports

Director Lamphier reported on the following items:

- Ashley Ware is now the Acting City Librarian; will continue Branch Manager responsibilities in addition to some City Librarian tasks including commission meetings
- Librarian vacancy – posting open until May 16, 2024
- Summer Reading Program sign-ups now available; 391 Participants already signed up
- Tentative Budget Approved by City Council on Tuesday, May 7, 2024

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

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

Commissioner Shields moved to approve the April 11, 2024 Library Advisory Commission meeting minutes. Commissioner Baker 2nd. 4 Yes votes. Motion carried.

2. Presentation and discussion pertaining to the Surprise Public Library Volunteer Program.

Director Lamphier provided the Commission with an update on the Surprise Public Library Volunteer Program and discussed the following items:

- Application Process
- Asante Library
 - Total Number of Volunteers
 - Asante Teen Advisory Board
 - Volunteer projects
 - Accomplishments
- Surprise Regional Library
 - Teen Advisory Board (The Bookworms)
 - Total Number of Volunteers
 - Volunteer projects
 - Accomplishments
- Direct Impacts
 - Community Engagement
 - Opportunities to receive feedback

3. Presentation and discussion pertaining to the Surprise Public Library Policies.

Director Lamphier provided the Commission with an update on the following Surprise Public Library Policies:

- Child & Youth Safety Policy
- Circulation Policy
- Code of Conduct
- Collection Development
- Homebound Delivery Service Policy
- Internet & Computer Use
- Library Display Policy
- Lost & Found
- Meeting & Study Room Reservation

E. Other Business and Future Agenda Items:

- Update on Mission and Vision Statement Publicly Posted

F. Current Events and Reports

- Library Survey
- Commission vacancy

ADJOURNMENT:

Motion to adjourn at 8:16 p.m. – Commissioner Shields made a motion to adjourn. Commissioner Perry 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 May 9, 2024

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

Council Meeting Date: June 13, 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 and action pertaining to the approval of the Fiscal Year 2025 Library Commission meeting calendar.

Motion:

I move to approve the FY2025 Library Commission Meeting calendar.

Background:

Not applicable.

Objective Analysis:

Per Surprise Municipal Code Sec. 2-295(12)(c): "Each body must establish an annual schedule for regular meetings designating the time, date and location for such regular meetings." This item has been placed on the agenda to allow the Library Commission an opportunity to review and approve the FY2024 meeting calendar.

Policy Compliant:

This item is consistent with city and council policies.

Financial Impact:

This item does not have a financial impact.

Budget Impact:

This item does not impact the budget.

FTE Impact:

This item does not change the full-time equivalent count.

ATTACHMENTS:

1. FY25 Library Advisory Commission Calendar
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Library Advisory Commission Meetings – Fiscal Year 2025

All meetings take place at 6:00 p.m.

Meeting Dates:	Meeting Location:	Reason for Reschedule:
Thursday, August 8, 2023	Surprise Regional Library 16089 N Bullard Avenue Surprise, AZ 85374	
Thursday, September 12, 2024	Asante Library 16755 W Vereda Solana Dr Surprise, AZ 85387	
Thursday, October 10, 2024	Surprise Regional Library 16089 N Bullard Avenue Surprise, AZ 85374	
Thursday, November 14, 2024	Asante Library 16755 W Vereda Solana Dr Surprise, AZ 85387	
Thursday, December 12, 2024	Surprise Regional Library 16089 N Bullard Avenue Surprise, AZ 85374	
Thursday, January 9, 2025	Asante Library 16755 W Vereda Solana Dr Surprise, AZ 85387	
Thursday February 13, 2025	Surprise Regional Library 16089 N Bullard Avenue Surprise, AZ 85374	
Thursday, March 13, 2025	Asante Library 16755 W Vereda Solana Dr Surprise, AZ 85387	
Thursday, April 10, 2025	Surprise Regional Library 16089 N Bullard Avenue Surprise, AZ 85374	
Thursday, May 8, 2025	Asante Library 16755 W Vereda Solana Dr Surprise, AZ 85387	
Thursday, June 12, 2025	Surprise Regional Library 16089 N Bullard Avenue Surprise, AZ 85374	
Thursday, July 10, 2025		SUMMER RECESS



CITY OF SURPRISE Library Advisory Commission

Council Meeting Date: June 13, 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:

Presentation and discussion pertaining to Surprise Public Library FY24 budget.

Motion:

None.

Background:

June 30, 2024 marks the first full year of operations for the Surprise Public Library System. The Library Division began the year with an Approved Budget of \$3,816,700 – this included Personnel, Supplies, Services and the remaining Start-Up Funds Balance.

Objective Analysis:

The City of Surprise operates with a high level of transparency and the Surprise Public Library System is no different. Through the Library Advisory Commission's review, they will be able to provide feedback and guidance on the operating budget of the library system. It is important that the Commission and community understands how the operating dollars are spent and have an opportunity to provide input as appropriate.

Policy Compliant:

This item is consistent with city and council policies.

Financial Impact:

This item does not have a financial impact.

Budget Impact:

This item does not impact the budget.

FTE Impact:

This item does not change the full-time equivalent count.

ATTACHMENTS:



Surprise Public Library FY24 Budget Review

Library Advisory Commission | June 13, 2024

Approved FY24 Budget

Personnel \$2,983,500

- Includes FT, PT and Benefits
- Only Section to Receive Increase in Funding
 - (City-Wide Cost of Living Adjustment)

Supplies \$347,400

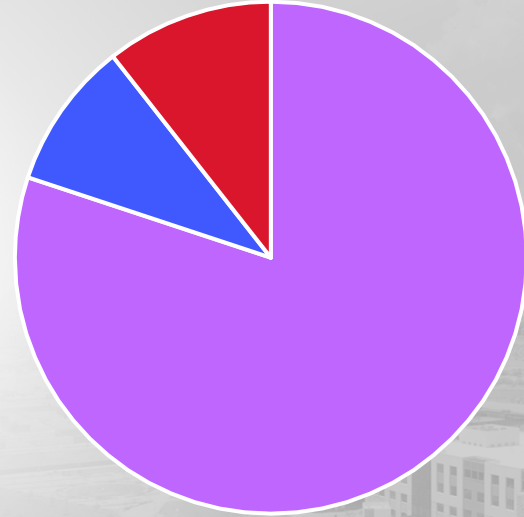
- Books! Program, Outreach, Office Supplies

Services \$394,500

- Service Contracts, Utilities, Print Services

N53010 – Library Startup \$91,300

- AED, Emergency Exit Doors, Additional Security Cameras, Panic Buttons
 - 1x, Unforeseen Costs
- Projected FY24 Balance \$48,000



Personnel

Personnel \$2,983,500

- Full-Time Salaries
- Part-Time Salaries
- Benefits+

Projected FY24 Close-Out \$524,352

- Spent 82.4% of Allocated Budget
- City Librarian Vacancy
- Acting Position/ Temporary Assignment Pay



Supplies

Supplies \$347,400

- Books + Subscriptions
- Summer/ Winter Reading Programs + Outreach
- Library Programming
- Technical Services



Projected FY24 Close-Out \$38,400

- Over-Budgeted for Office Supplies
 - Will Utilize Overage to Balance Utilities FY25



Library Assistance Fund \$179,000

- Midwest Tape (\$83,000); Hoopla (\$20,000); Overdrive (\$76,000)

Services

Services \$394,500

- Service Agreements \$47,400 (12.0%)
- Software Licenses \$163,187 (41.4%)
 - Network Security/ Polaris
 - Databases, Hoopla, Overdrive
- Utilities \$129,200 (32.7%)

Projected FY24 Close-Out \$7,700



FY24 Spend Out Strategy

Projected FY24 Close-Out Balance \$46,100

Total FY24 Supplies + Services = \$741,900

Priorities

- Print Materials (Re-Stocking Welcome Brochures)
- Technical Services Supplies
- 1,000 Books Before Kindergarten Pilot
- Birthday Party Celebration
- General Branch Needs
- Contingency

Final Push: Office Supplies, Programming Supplies, Books, *Anything We Can Purchase and Receive Within Time Constraints*



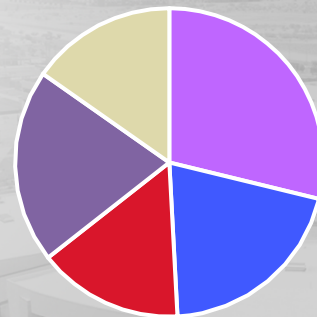
Revenue

Donations – Operating \$600 + HH Donation

- \$500 – ‘In Memory’ Donation
- \$100 – Exceptional Service Donation
- \$250 – *Exceptional Service Donation (Hasn't Hit BCR)*
- **Does Not Include Friends of the Surprise Libraries

Copy/ Print Fees \$939 (As of June 3, 2024)

- Collected Fees February through June 3
- 59 Transactions 3/1 through 6/3
 - 9 Transactions \$25.01+
 - 49% of Transactions < \$10
- Library Allows **20 FREE** Prints Per Patron Per Day
- Paper/ Toner Costs FY24TD: \$3,800



■ \$0-\$5

■ \$5.01-\$10

■ \$10.01-\$15.00

■ \$15.01-\$25.00

■ \$25.01-\$50



FY24 Quick Hits

NEW + EXPANDED SERVICES

- ✓ Mobile App
- ✓ Vega Discover, Vega Program
 - Roll-Up Catalog
 - Room Reservations
- ✓ Marketing
 - New Logo; New Website w. Vega Add-Ons; Welcome Brochure; Marketing Materials
 - Monthly Newsletter
- ✓ Words on Wheels Mobile Library
- ✓ Curbside Pick-Up *(Previously discontinued by MCLD)*
- ✓ Expanded Holiday Hours
- ✓ Library of Things
 - Video Games; Developmental Toys; Binge Boxes; Book Club Kits; Seed Library; Record Player Kits
 - Digital Equity Items: Chromebooks, Wifi Hotspots, Laptops for Classes/ Tech Help
- ✓ Creative Bug
- ✓ Comics Plus
- ✓ Gale's Excel Adult High School
- ✓ Inter-Library Loan + MAX Lending Service
- ✓ Free Printing Services
- ✓ 1,000 Books Before Kindergarten Program
- ✓ Opened Up Library Card Eligibility to Everyone
- ✓ New Overdrive Consortium
- ✓ Increased Security/ Safety Measures
 - CPR, AED, First Aid Training for Staff; Active Shooter Training; Duress Buttons/ Security Cameras; Network/ Patron Security



FY24 Quick Hits

PROGRAMMING

- Active Programs 1,000+
 - Attendance: 28,477
- City Department Partnership
 - Community Development, Economic Development, Fire/ Medical, HSCV, Parks & Recreation, Police, Public Works, Sports & Tourism, Transportation, Water Resource Management
- ASU Osher Lifelong Learning Institute
- Signature/ Noteworthy Events
 - Summer Reading Program, Winter Reading Program, Touch-a-Truck, Halloween Tale Trail

OUTREACH EVENTS

- 55 Weekday Events
- 13 Weekend Events

STATISTICS

- 28,924 Library Cards
 - 24,206 Active (83.7%)
 - 18,554 Surprise Patrons (76.7%)
- Library Visits
 - 293,430 Door Count
- Customer Service Interactions *(Oct – May)*
 - 63,817 General Interactions
 - 4,643 Tech Interactions

***Information Represents
11 Months of Operations (July – May)*

We accomplished all this while:

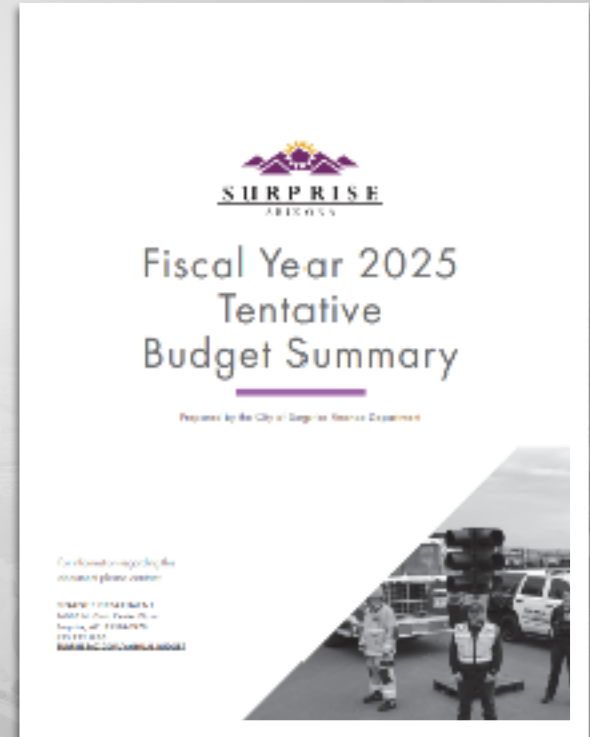
- Building a team with 35+ members, completing a massive software transition, creating policies that serve and protect our community, envisioning the library we've always wanted to be.

FY25 Update

No Major Change in Operating Budget

- Slight Cost of Living Adjustment
- Supplies/ Services Remains the Same as FY24
 - Department Level Line Item Adjustments to be made for Utility Increases (Electricity, Water/ Sewer, Landfill)

Asset Replacement Allocation Starting in FY25





SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Kelsey Lamphier, Director of Arts, Culture + Library

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