

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

Thursday, June 13, 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 Jill Thomsen, Kevin Perry and William Shields.

Absent: Commissioner Jamie Baker

Staff: Kelsey Lamphier – Arts, Culture & Library Director, Ashley Ware – Acting City Librarian and Heather Donaldson – Management Analyst, Sr.

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- Summer Reading is here! Kickoff numbers, participant numbers, and programs being opened further
- City Internship for Asante and Regional
- Library Card Contest
- First newsletter went out to over 10,000 people
- Discussions from last time; Kindle update and study room reservations at Asante
- Policy update
- Library survey is finished and had near 800 responses
- Plan to make a plan - strategic planning

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the May 9, 2024 Library Advisory Commission meeting minutes.

Commissioner Perry moved to approve the May 9, 2024 Library Advisory Commission meeting minutes. Commissioner Shields 2nd. 5 Yes votes. Motion carried.

2. Discussion and action pertaining to the approval of the Fiscal Year 2025 Library Commission meeting calendar.

Ms. Ware reviewed the proposed FY25 Library Commission meeting calendar with the Commission.

Vice Chair Gentry moved to approve the FY2025 Library Advisory Commission Meeting calendar. Commissioner Perry 2nd. 5 Yes votes. Motion carried.

3. Presentation and discussion pertaining to the Surprise Public Library FY24 budget.

Director Lamphier provided the Commission with a review of the SPLS FY24 budget where she addressed the following topics:

- Approved FY24 Budget
 - Personnel - \$2,983,500
 - Supplies - \$347,400
 - Services - \$394,500
 - Library Startup - \$91,300
- FY24 Spend Out Strategy
 - Priorities
 - Final Push
- FY24 Revenue
 - Donations
 - Copy/Print Fees
- FY24 New & Expanded Services
- FY24 Programming
- FY24 Outreach Events
- FY24 Statistics
- FY24 Accomplishments
- FY25 Update
 - Operating Budget
 - Asset Replacement Allocation

E. Other Business and Future Agenda Items:

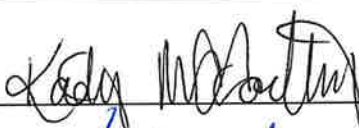
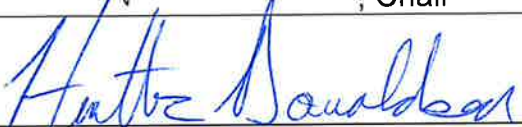
- Commissioner Perry requested a future agenda item to discuss the breakdown of the different types of items people are checking out (i.e. books, cd's, games etc.)
- Commissioner Shields would like to have a press release or some type of SPLS year end review available for the community to see.

F. Current Events and Reports

- Vice Chair Gentry appreciated the quickness of her being able to check out a series she was looking for.
- Chair McCarthy thanked the Library team for all of their hard work over the past year and is excited to see what the next year has in store.

ADJOURNMENT:

Motion to adjourn at 7:20 p.m. – Commissioner Shields made a motion to adjourn. Commissioner Perry 2nd. 5 Yes votes. Motion Carried.

	 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 June 13, 2024

	 Kelsey Lamphier, Arts Culture & Library Director
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