



**CITY OF SURPRISE
Library Advisory Commission**

16089 N Bullard Ave

Surprise, AZ 85374

Thursday, February 13, 2025 @ 6:00 PM
Surprise Regional 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 9, 2025 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Presentation and discussion pertaining to the goals and timeline of the Library strategic planning. | Arts, Culture & Library Department |
| F. | Other Business and Future Agenda Items | | |
| G. | Current Events and Reports | | |
| H. | Adjournment | | |

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, February 6th, 2025 @ 10:30 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 CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Library Advisory Commission

Council Meeting Date: February 13, 2025 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 January 9, 2025 Library Advisory Commission meeting minutes.

Motion:

I move to approve the January 9, 2025 Library Advisory Commission meeting minutes.

Background:

Not applicable.

Objective Analysis:

Not applicable.

Policy Compliant:

This item is consistent with the 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. 010925 LAC Meeting Minutes FINAL
-

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

Thursday, January 9, 2025 @ 6:00 p.m.

Asante Library

Meeting Minutes

A. Call to Order

B. Roll Call

Chair Kady McCarthy, Commission members Deborah Gentry, Desiree VanLoon and Jamie Baker

Absent: Vice Chair Tomasina DiCapo and Commissioner Shields

Staff: Ashley Ware – City Librarian and Heather Donaldson – Management Analyst, Sr.

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- The Mayor's Literacy Challenge kicked off with a launch party at all three libraries on January 4th. The Challenge runs from January 1st - February 14th.
- Our latest staff started in December. Kate, Regional & Hollyhock Branch Manager, Kayla, Library Assistant, and Chanee, Library Aide.
- There are a few outreach opportunities for January and early February, such as the Surprise Community & Resource Center Groundbreaking Ceremony Celebration and Storytime at the Stadium.

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the November 14, 2024 Library Advisory Commission meeting.

Commissioner Gentry moved to approve the November 14, 2024 Library Advisory Commission meeting minutes. Commissioner Baker 2nd. 4 Yes votes. Motion carried.

2. Presentation and discussion pertaining to a mid-year update, a review of the progress of, and a discussion on the key measures of success of the Library Advisory Commission.

Ms. Ware provided the Commission with an in-depth review of the Surprise Public Library System's first quarter including the milestones achieved since July 1, 2024. She highlighted significant strides made over the last three months. She addressed the following topics:

- First 5 Months of FY25
 - Nearly 162,853 patrons
 - 2,562 volunteer hours
 - 724 programs with over 16,000 patrons participating
 - 7,296 new library cards
 - 72,513 items checked out
- Library Program Highlights
- Library Programs
- City Department Partnerships
- Community Partnerships
- Summer Reading 2024
 - 67,000 patrons visited our libraries
 - Over 9,000 patrons attended Summer Reading programs
 - 277 programs in June and July
- New Items
 - Expanded Words on Wheels
 - One of the largest borrowers of MAX items
 - 1,000 Books Before Kindergarten
 - Record players and vinyls
 - PS5 gaming consoles for programs
 - Expanded volunteer program
 - Associate Librarian positions
 - Tween programs
 - Kid Librarian
 - Driving Tests
 - Reading Arizona

E. Other Business and Future Agenda Items:

- Chair McCarthy asked for the Commission to receive training and orientation for volunteer opportunities.

F. Current Events and Reports

None.

ADJOURNMENT:

Motion to adjourn at 6:35 pm – Commissioner VanLoon made a motion to adjourn. Commissioner Baker 2nd. 4 Yes votes. Motion Carried.

	Kady McCarthy, Chair
ATTEST:	Heather Donaldson, Management Analyst Sr.

CERTIFICATION:
I, Ashley Ware, City Librarian 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 9, 2025.

	Ashley Ware, City Librarian
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CITY OF SURPRISE
Library Advisory Commission

Council Meeting Date: February 13, 2025 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 the goals and timeline of the Library strategic planning.

Motion:

None.

Background:

The Library division was established to provide city-operated library services. To support the future direction of the Library division, to ensure the community has a voice, and to expand upon the current services previously provided, the Library would benefit from a strategic plan.

Objective Analysis:

The strategic plan will develop the mission, vision, goals, and strategies for the Library to guide future policies, programming, and budgets.

Policy Compliant:

This item is consistent with the 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. LAC 021325
-

SURPRISE PUBLIC LIBRARY STRATEGIC PLANNING

February 13, 2025

PURPOSE



- Create a guide for decision-making with community input
- Expand upon existing plans
- Align with local growth and needs

WHAT WILL DRIVE THE PLAN?

COMMUNITY INPUT

- Community surveys and conversations
- Conversations with stakeholders
- Library Advisory Commission input
- City Council strategic priorities
- General Plan

WHAT WILL THE PLAN INCLUDE?

SECTIONS

- Library Division overview
- Mission, Vision, and Core Values
- Connection to City Council strategic priorities & Library Master Plan
- Overview of resources, partnerships, and programs
- Goals and strategies
- Implementation; budget, timelines, staffing

TIMELINE

- **Environmental scan and demographics | August 2024**
- **Identify stakeholders | February 2025**
- **Meet with stakeholders and focus groups| March 2025**
- **Engage staff | April 2025**
- **Community assessment | April 2024**
- **Identify strategic priorities and goals | April 2025**
- **Draft plan | May 2025**
- **Plan discussion | May 2025**
- **Plan approved by Library Advisory Commission | June 2025**



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