



**CITY OF SURPRISE**  
**Library Advisory Commission**  
**16755 W. Vereda Solana Dr.**  
**Surprise, AZ 85387**  
Thursday, March 13, 2025 @ 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 February 13, 2025 Library Advisory Commission meeting minutes. | Arts, Culture & Library Department |
| 2. | Citywide | Discussion pertaining to the Surprise Public Library Strategic Plan initiative.                           | Arts, Culture & Library Department |
| 3. | Citywide | Presentation and discussion pertaining to Community Partners of the Surprise Public Library.              | Arts, Culture & Library Department |
- F. Other Business and Future Agenda Items
  - G. Current Events and Reports
  - H. Adjournment

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KRISTI PASSARELLI, CITY CLERK

POSTED: Friday, March 7th, 2025 @ 10:00 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**

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Council Meeting Date: March 13, 2025      Contact Person:  
Submitting Department: Arts, Culture & Library      District: Citywide  
Department  
Staff Recommendations:

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Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Consideration and action pertaining to the February 13, 2025 Library Advisory Commission meeting minutes.

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**Motion:**

I move to approve the February 13, 2025 Library Advisory Commission meeting minutes.

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**Background:**

Not applicable.

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**Objective Analysis:**

Not applicable.

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**Policy Compliant:**

This item is consistent with the City and Council policies.

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**Financial Impact:**

There is no anticipated financial impact related to this item.

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**Budget Impact:**

There is no anticipated budget impact related to this item.

**FTE Impact:**

There is no anticipated FTE impact related to this item.

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**ATTACHMENTS:**

1. 021325 LAC Meeting Minutes DRAFT
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**CITY OF SURPRISE  
Library Advisory Commission  
16089 N. Bullard Ave.  
Surprise, Arizona 85374**

Thursday, February 13, 2025 @ 6:00 p.m.

Surprise Regional Library

**DRAFT Meeting Minutes**

A. Call to Order

B. Roll Call

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

Absent: Commissioner Shields

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

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- Mayor's Literacy Challenge is going very well. We have 1,617 registered users and 951,657 minutes read as of February 10th. At the end of last year we were at 1,378 registered users and 629,027 minutes read.
- The Mayor's Literacy Challenge closing party is this Saturday, February 15th at Hollyhock Library.
- Welcome Kate Malstaff, our new Surprise Regional and Hollyhock Library Branch Manager.
- The Touch a Truck event took place where we had all City vehicles plus expansion into local business trucks! Over 2,200 people showed up for the event.

E. Library Commission Agenda

**CALL TO THE PUBLIC:**

None

**REGULAR AGENDA ITEMS – NON PUBLIC HEARING:**

1. Consideration and action pertaining to the January 9, 2025 Library Advisory Commission meeting minutes.

Commissioner Gentry moved to approve the January 9, 2025 Library Advisory Commission meeting minutes. Vice Chair DiCapo 2<sup>nd</sup>. 5 Yes votes. Motion carried.

2. Presentation and discussion pertaining to the goals and timeline of the Library strategic planning.

Ms. Ware provided the Commission with a presentation and lead a discussion pertaining to the goals and timeline of the creation of a Library Strategic Plan which would support the future direction of the Library division, ensure the community has a voice and expand upon the current services provided by the Library. She addressed the following topics:

- SPLS Strategic Planning Purpose
  - Create a guide for decision-making with community input
  - Expand upon existing plans
  - Align with local growth and needs
- Community Input
  - Community surveys and conversations
  - Conversations with stakeholders
  - Library Advisory Commission input
  - City Council strategic priorities
  - General Plan
- Strategic Plan proposed sections
  - Library Division overview
  - Mission, Vision, and Core Values
  - Connection to City Council strategic priorities and Library Master Plan
  - Overview of resources, partnerships, and programs
  - Goals and strategies
  - Implementation pertaining to budget, timelines and staffing
- Timeline
  - Community assessment – April 2024
  - Environmental scan and demographics – August 2024
  - Identify stakeholders – February 2025
  - Meet with stakeholders and focus groups – March 2025
  - Engage staff – April 2025
  - Identify strategic priorities and goals – April 2025
  - Draft plan – May 2025
  - Plan discussion – May 2025
  - Plan approved by Library Advisory Commission – June 2025

F. Other Business and Future Agenda Items:

None

G. Current Events and Reports

- Commissioner VanLoon will be volunteering at the upcoming Storytime at the Stadium
- SPLS is gearing up for Storytime at the Pool (all 3 pools).
- Chair McCarthy appreciated being invited to and participating in the MultiGen ground breaking for the new Hollyhock Library branch.

**H. ADJOURNMENT:**

Motion to adjourn at 6:35 pm – Commissioner VanLoon made a motion to adjourn. Commissioner Baker 2<sup>nd</sup>. 5 Yes votes. Motion Carried.

	<hr/> Kady McCarthy, Chair
<b>ATTEST:</b>	<hr/> Heather Donaldson, Sr. Management Analyst

**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 Advisory Commission meeting held on February 13, 2025.

	<hr/> Ashley Ware, City Librarian
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**CITY OF SURPRISE  
Library Advisory Commission**

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Council Meeting Date: March 13, 2025      Contact Person:  
Submitting Department: Arts, Culture & Library      District: Citywide  
Department  
Staff Recommendations:

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Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Discussion pertaining to the Surprise Public Library Strategic Plan initiative.

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**Motion:**

None.

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**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.

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**Objective Analysis:**

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

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**Policy Compliant:**

This item is consistent with the City and Council policies.

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**Financial Impact:**

There is no anticipated financial impact related to this item.

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**Budget Impact:**

There is no anticipated budget impact related to this item.

**FTE Impact:**

There is no anticipated FTE impact related to this item.

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**ATTACHMENTS:**

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**CITY OF SURPRISE  
Library Advisory Commission**

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Department  
Staff Recommendations:

---

Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Presentation and discussion pertaining to Community Partners of the Surprise Public Library.

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**Motion:**

None.

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**Background:**

The Surprise Public Library works with many local businesses and community partners throughout the year.

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**Objective Analysis:**

To recognize the importance of community partners.

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**Policy Compliant:**

This item is consistent with the City and Council policies.

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**Financial Impact:**

There is no anticipated financial impact related to this item.

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**Budget Impact:**

There is no anticipated budget impact related to this item.

**FTE Impact:**

There is no anticipated FTE impact related to this item.

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**ATTACHMENTS:**

1. LAC 031325
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# LIBRARY ADVISORY COMMISSION

MARCH 13, 2025

# COMMUNITY PARTNERS

# MAYOR'S LITERACY CHALLENGE



# SUMMER READING PROGRAM



# CITY OF SURPRISE DEPARTMENTS

- City Manager's Office
- Community Development
- Economic Development
- Emergency Management
- Finance
- Fire-Medical
- Human Resources
- Human Services & Community Vitality
- Information Technology
- Marketing & Communications
- Police Department
- Parks & Recreation
- Public Works
- Sports & Tourism
- Water Resource Management



**surprisepubliclibrary.gov**  
library@surpriseaz.gov

