



**CITY OF SURPRISE
Library Advisory Commission**

Council Meeting Date: April 10, 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 March 13, 2025 Library Advisory Commission meeting minutes.

Motion:

I move to approve the March 13, 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. 031325 LAC Meeting Minutes DRAFT
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CITY OF SURPRISE
Library Advisory Commission
16755 W Vereda Solana Dr.
Surprise, Arizona 85387

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

Asante 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 Mark McCall (arrived at 6:10 PM)

Absent: Commissioner Baker

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:

- Commissioner Shields has stepped down from his position on this Commission. We wish him well.
- Welcome new Commissioner McCall!
- Congratulations to Rancho Gabriela Elementary 4th grade for winning a pizza party for the most readers in a grade in all of Dysart schools.
- Congratulations to Paradise Honors Elementary for winning our traveling trophy with the highest students to finish the 700 minute challenge.

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

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

Commissioner Van Loon moved to approve the February 13, 2025 Library Advisory Commission meeting minutes. Commissioner Gentry 2nd. 4 Yes votes. Motion carried.

2. Discussion pertaining to the Surprise Public Library Strategic Plan initiative.

Ms. Ware lead a discussion pertaining to the Surprise Public Library Strategic Plan progress. She addressed the following topics:

- Strategic planning retreat went very well with our Operations team and this Commission
- Next week we will be hosting an open house for the public at the Asante Library
- The following week there will be open houses at Surprise Regional and Hollyhock Libraries
- Ms. Ware has met with and will be meeting with business leaders, such as Culvers, and she has reached out to the 5 most read readers in the system as well as super user adult reader patrons. She will be reaching out to caregivers at storytime for their input
- Ms. Ware will start meeting with staff in in April to participate in an activity similar to the activity we just participated in earlier this week with the Commission.

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

Ms Ware provided the Commission with a presentation and lead a discussion pertaining to the importance of the community partners of the Surprise Public Library. She addressed the following topics:

- Mayor's Literacy Challenge
 - Culver's
 - Chick-fil-A
 - Friends of the Surprise Libraries
- Summer Reading Program
 - fatCats
 - Culver's
 - Barrio Queen
 - Uptown Alley
 - Friends of the Surpsie Libraries
 - Red Robin
 - Mountain Mike's Pizza
 - Crayola Experience
 - Chick-fil-A
 - Portillo's Hot Dogs
- City of Surprise Internal Department Partners
 - City Manager's Office
 - Community Development
 - Economic Development
 - Emergency Management
 - Finance
 - Fire-Medical
 - Human R
 - Human Services & Community Vitality
 - Information Technology

- Marketing & Communications
- Police Department
- Parks & Recreation
- Sports & Tourism
- Water Resource Management

F. Other Business and Future Agenda Items:

- Commissioner VanLoon would like to have a future agenda item to discuss more strategies for the Commission to engage with the community. She would like to discuss communications and marketing/ outreach ideas – Chair McCarthy would like to add what we are currently doing in these ways to this item.
- Commissioner Gentry would like to have an agenda item where staff who attends different professional development conferences or trainings could come and report back to the Commission about what they were able to participate in and learn.
- Chair McCarthy wanted to suggest that we do additional outreach throughout the year in order to bring the library to the community.

G. Current Events and Reports

- Commissioner McCall introduced himself to the Commission.
- Chair McCarthy thanked Ms. Ware for hosting the retreat. She enjoyed spending time with the staff and appreciated the great conversations that were had. She hopes that residents will be able to participate in upcoming open houses.
- Commissioner Van Loon commented that the retreat was the most fun she has had at any type of meeting of this kind.

H. **ADJOURNMENT:**

Motion to adjourn at 6:27 pm – Vice Chair DiCapo made a motion to adjourn. Commissioner Van Loon 2nd. 5 Yes votes. Motion Carried.

	<hr/> Kady McCarthy, Chair
ATTEST:	<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 March 13, 2025.

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

Council Meeting Date: April 10, 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:

Discussion and review pertaining to data collected for the Surprise Public Library Strategic Plan initiative.

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. There were four events in March 2025 targeting patrons, staff, and commissioners.

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:
