

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

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

- 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 2nd. 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:

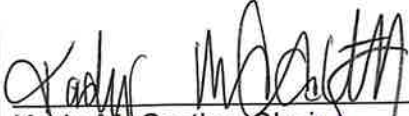
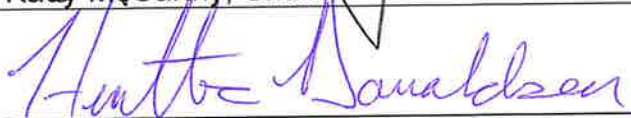
None

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.

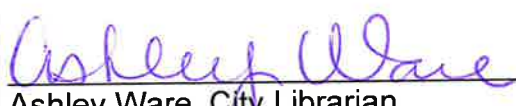
H. ADJOURNMENT:

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

	 Kady McCarthy, Chair
ATTEST:	 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.

	 Ashley Ware, City Librarian
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