



CITY OF SURPRISE
Library Advisory Commission
16755 W Vereda Solana Dr
Thursday, August 14, 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 Discussion and action pertaining to the selection of the Library Advisory Commission Chair. Library
2. Citywide Discussion and action pertaining to the selection of the Library Advisory Commission Vice-Chair. Library
3. Citywide Consideration and action pertaining to the June 12, 2025 Library Advisory Commission meeting minutes. Library
4. Citywide Presentation by City staff regarding the American Library Association 2025 Conference. Library
5. Citywide Presentation and discussion pertaining to general advocacy for the Library Advisory Commission. Library
F. Other Business and Future Agenda Items
G. Current Events and Reports
H. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Monday, August 11, 2025, at 1:00 PM

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: August 14, 2025
Submitting Department: Library
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Discussion and action pertaining to the selection of the Library Advisory Commission Chair.

Motion:

I move to select _____ as Chair of the Library Advisory Commission.

Background:

Per Surprise municipal code SEC. 2-295 (11), any vacancy for chair or vice-chair, as may occur for any reason, must be filled from the body of membership at the next meeting where a quorum of the body is present. The commission will bring forth nominations and then select a new Chairperson to service through Fiscal Year 2025.

Nominations will take place and a paper ballot will be available in the event numerous commissioners are nominated. A motion, second, and roll call vote will follow the paper ballots.

Objective Analysis:

The mission of the Library Commission is to facilitate communication between residents and staff to ensure the alignment of services to community need. The role of the chair, or vice chair, when the chair is absent, is to preside over meetings, decide all points of order and procedure, and perform any duties required by law as they relate to the Library Commission.

Policy Compliant:

This item is consistent with city and council policies.

Financial Impact:

This item does not have a financial impact.

Budget Impact:

This item does not impact the budget.

FTE Impact:

This item does not change the full-time equivalent count.

ATTACHMENTS:



**CITY OF SURPRISE
Library Advisory Commission**

Council Meeting Date: August 14, 2025
Submitting Department: Library
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Discussion and action pertaining to the selection of the Library Advisory Commission Vice-Chair.

Motion:

I move to select _____ as Vice-Chair of the Library Advisory Commission.

Background:

Per Surprise municipal code SEC. 2-295 (11), any vacancy for chair or vice-chair, as may occur for any reason, must be filled from the body of membership at the next meeting where a quorum of the body is present. The commission will bring forth nominations and then select a new Chairperson to service through Fiscal Year 2025.

Nominations will take place and a paper ballot will be available in the event numerous commissioners are nominated. A motion, second, and roll call vote will follow the paper ballots.

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Budget Impact:

This item does not impact the budget.

FTE Impact:

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ATTACHMENTS:



**CITY OF SURPRISE
Library Advisory Commission**

Council Meeting Date: August 14, 2025
Submitting Department: Library
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Consideration and action pertaining to the June 12, 2025 Library Advisory Commission meeting minutes.

Motion:

I move to approve the June 12, 2025 Library Advisory Commission meeting minutes.

Background:

Not applicable.

Objective Analysis:

Not applicable.

Policy Compliant:

This item is consistent with city and council policies.

Financial Impact:

This item does not have a financial impact.

Budget Impact:

This item does not impact the budget.

FTE Impact:

This item does not change the full-time equivalent count.

ATTACHMENTS:

1. 061225 LAC Meeting Minutes DRAFT
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**CITY OF SURPRISE
Library Advisory Commission
16089 N. Bullard Ave.
Surprise, Arizona 85374**

Thursday, June 12, 2025 @ 6:00 p.m.

Surprise Regional Library

DRAFT Meeting Minutes

A. Call to Order

B. Roll Call

Vice Chair Tomasina DiCapo, Commission members Annie Ansell, Deborah Gentry, Desiree VanLoon and Jamie Baker

Absent: Chair McCarthy and Commission member Mark McCall

Staff: Ashley Ware –City Librarian, Kelsey Lamphier – ACL Director and Heather Donaldson – Sr. Management Analyst

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- Check in on Max stats and they discovered there was an issue which Innovative is working with Valley libraries to fix that.
- SRP registrations beat last year's numbers on June 10! We currently have 4,172 registered.
- Previously asked how to help SRP
 - Share information from our pages on social media.
 - Get friends/family to come to the specialty adult programs
 - Bring kids/grandkids to any Hollyhock/Sr. Center event
- We are sending a few staff members to ALA Annual Conference this year - they will be reporting back in August about the trip!

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the May 8, 2025 Library Advisory Commission meeting minutes.

Commissioner VanLoon moved to approve the May 8, 2025 Library Advisory Commission meeting minutes. Commissioner Gentry 2nd. 5 Yes votes. Motion carried.

2. Discussion and action pertaining to the recommendation of approval of the Surprise Public Library System 2025 Strategic Plan.

City Librarian Ware lead a discussion with the Commission regarding the Surprise Public Library System 2025 Strategic Plan. The Plan consists of the following topics:

- Letter from the Director
- Relationship to Other Plans and Studies
 - City Council Strategic Plan (2025)
 - General Plan 2040 (2024)
 - Integration with Educational Partners
 - Consistency with State Library Guidelines and National Best Practices
 - Building on Prior Assessments and Community Input
- SPLS: Where We've Been, Where We're Going, How We'll Get there, Mission and Vision of the City of Surprise and SPLS
 - Background and History
 - Early Library Services
 - Expansion and Branch Development
 - Transition to City-Operated Library System
 - Modernization and Community Engagement
 - Early Library Services
 - Expansion and Branch Development
 - Transition to City-Operated Library System
 - Modernization and Community Engagement
 - Community Demographics
 - Population
 - Educational Attainment
 - Ethnicity/ Race
 - Age
 - Economic Indicators
 - Technology Access
 - Current Assessments
 - Community Engagement
 - ❖ Survey (794 responses)
 - ❖ Individual Meetings (63)
 - ❖ Focus Groups (7)
 - Facility Assets
 - Asante Library
 - Hollyhock Library
 - Surprise Regional Library
 - Surprise Community and Resource Center
 - SWOT Analysis

- Mission & Vision
 - The City of Surprise Mission Statement
 - City Council Strategic Mission
 - Surprise Public Library Mission
 - Surprise Public Library Vision
- Goals:
 - Goal 1: Grow community connection to improve the lives of Surprise residents.
 - Goal 2: Develop and encourage lifelong learning through innovative and impactful programming, collections, and resources addressing community interests and needs.
 - Goal 3: Strengthen the visibility of the Surprise Public Library System to broaden the perception of what a library can be for the community.
 - Goal 4: Explore options for library expansion for the growing needs and population of Surprise to enhance the community experience and improve services.
- Strategic Implementation Priorities and Timeline
- Appendix
 - Community Input Survey
 - Survey Comments
 - Survey Questions

Commissioner Gentry moved to recommend approval of the Surprise Public Library System 2025 Strategic Plan to the Arts, Culture and Library Department Director. Commissioner Ansell 2nd. 5 Yes votes. Motion carried.

3. Discussion pertaining to strategies to advance the Library Advisory Commission's mission.

City Librarian Ware lead a discussion with the Commission regarding strategies to advance the Library Advisory Commission's mission. The Commission discussed and brainstormed strategies to actively fulfill their mission, powers, duties and responsibilities.

4. Discussion and action pertaining to the approval of the Fiscal Year 2026 Library Advisory Commission meeting calendar.

City Librarian Ware led a discussion with the Commission wherein they reviewed the proposed FY26 meeting calendar.

Commissioner Gentry moved to approve the FY2026 Library Advisory Commission meeting calendar. Commissioner VanLoon 2nd. 5 Yes votes. Motion carried.

F. Other Business and Future Agenda Item

- Commissioner VanLoon advised that her husband who is an airforce pilot has offered to come in to do a storytime or another activity for Veterans Day at the Library. Commissioner Baker suggested piggybacking on the Veterans Day parade.

G. Current Events and Reports

- Commissioner Baker and her family are enjoying the Summer Reading Program. Commissioner Gentry and her husband are also participating in SRP. Commissioner VanLoon’s nieces and nephews are also participating, and feel like our program is better than others that they know of.
- Commissioner Baker advised that SPLS’s Hoopla program is better than her mother’s California program.

H. ADJOURNMENT:

Motion to adjourn at 6:40 pm – Commissioner Ansell made a motion to adjourn. Commissioner Baker 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 June 12, 2025.

	<hr/> Ashley Ware, City Librarian
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Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation by City staff regarding the American Library Association 2025 Conference.

Motion:

No motion.

Background:

As a library system, we strive to find numerous professional development opportunities throughout the year. The library was able to send three staff members to the American Library Association 2025 Conference in June 2025.

Objective Analysis:

Not applicable.

Policy Compliant:

This item is consistent with city and council policies.

Financial Impact:

This item does not have a financial impact.

Budget Impact:

This item does not impact the budget.

FTE Impact:

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ATTACHMENTS:

1. ALA 2025 Recap
-

ALA 2025 Recap

Ashley Dillard

Ashley Ware

Kayla Owens



American Library Association 2025



- Analyzing the Public Value of Public Libraries
- Innovative Library Capital Funding
- Navigating Difficult Situations in Public Libraries: trauma informed strategies for de-escalation



Library Advocacy: Ways to Support Libraries

Takeaways from the ALA Conference

- Library advocacy has different levels, from the macro (Friends of the Library) to the micro (individual advocacy by librarians and patrons)
- Many ways to advocate for libraries:
 - Stay up to date with library resources & services (especially specific to your library) shows the value your library can provide ie. Hollyhock & homelessness resources or for academic libraries The Library of Congress archives online “The Source” (& teaching resources helpful for programming)
 - Support Friends of the Library initiatives with your time, resources, votes (Library Book Sales)
 - Develop connections with community partners, city departments, resource centers, neighborhood patrons, etc.
 - Ensure that the library is as accessible as possible (programming that encompasses all age groups, cultures, abilities) and brings the community together
 - Communicate to your team to relay requests for how to improve collections and resources
 - Encourage library patrons to get involved (programming, volunteering, events, book clubs, etc.)
 - Participate on social media and spread the word via speeches, printouts, stickers, etc.
 - Know the importance of libraries and be able to provide “elevator speech”
 - Address city council members on funding and legal support

STAFF DEBRIEFING

Purpose

Help staff process incidents

Prevent rumination and emotional buildup

Support staff well-being

Process

All staff involved and supervisor

Private location

Use of Guided Questions

Short duration, 5-15 minutes

Model

Describe

Express

Specify

Clarify



Offer additional supports as needed— HR, EAP, etc.

Thank you!

Ashley Dillard

Ashley Ware

Kayla Owens



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

Agenda Wording:

Presentation and discussion pertaining to general advocacy for the Library Advisory Commission.

Motion:

No motion.

Background:

The Library Advisory Commission has requested a larger discussion on advocacy for the community and the library as a newer City Commission.

Objective Analysis:

Not applicable.

Policy Compliant:

This item is consistent with city and council policies.

Financial Impact:

This item does not have a financial impact.

Budget Impact:

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ATTACHMENTS:

1. LAC 08.14.25
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Library Advisory Commission

August 14, 2025

How do you define advocacy?

ADVOCACY



- Outreach
- Volunteering
- Other commissions
- Politics
- Other non-profits or foundations
- Community based
- Presenting to the Library Advisory Commission

Other Organizations?

Community Based?

Commissions?



surrisepubliclibrary.gov
library@surpriseaz.gov

