

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

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

Surprise Regional Library

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

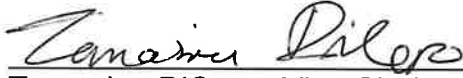

- Commissioner VanLoon advised that her husband who is an airforce pilot has offered to come in to do a storytime or another activity for Veterans Day at the Library. Commissioner Baker suggested piggybacking on the Veterans Day parade.

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.

	 Tomasina DiCapo, Vice 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 June 12, 2025.

	 Ashley Ware, City Librarian
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