



**CITY OF SURPRISE
Library Advisory Commission**

16089 N Bullard Ave
Surprise, AZ 85374

Thursday, September 11, 2025 @ 6:00 PM
Surprise Regional 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 August 14, 2025 Library Advisory Commission meeting minutes. | Library |
| 2. | Citywide | Presentation from staff who attended the American Library Association 2025 Conference. | Library |
| 3. | Citywide | Presentation and discussion regarding a general FY25 recap and a FY26 forward projection of the Surprise Public Library System. | Library |
- F. Other Business and Future Agenda Items
 - G. Current Events and Reports
 - H. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, September 4th, 2025 @ 3:30 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: September 11, 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 August 14, 2025 Library Advisory Commission meeting minutes.

Motion:

I move to approve the August 14, 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. 081425 LAC Meeting Minutes DRAFT
-

CITY OF SURPRISE
Library Advisory Commission
16755 W Vereda Solana Dr.
Surprise, Arizona 85387

Thursday, August 14, 2025 @ 6:00 p.m.

Asante Library

Meeting Minutes

A. Call to Order

B. Roll Call

Chair Kady McCarthy, Vice Chair Tomasina DiCapo, Commission members Annie Ansell, Deborah Gentry, Desiree VanLoon and Mark McCall

Absent: None

Staff: Ashley Ware – City Librarian and Kelsey Lamphier – Director

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- Summer Reading was amazing!
 - First time registrations 3195
 - Finishers 3121
 - All registrations 5733
 - Surprise patron completion rate: 55%
 - Entire County overall completion rate: 49%
- City Intern program during the summer
- Paid Library Internship (Fall Semester); Closes 8/16/2025
- Hollyhock new staff are getting geared up for new programs
- Stars & Stories Kick Off and Reading Program
 - Challenges
 - Read to 1776 minutes
 - Special speaker series
 - Kick Off party is October 4th
 - Awesome prizes
-

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

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

Commissioner Gentry nominated Commissioner Van Loon as Chair of the Library Advisory Commission.

Vice-Chair DiCapo nominated Chair McCarthy as Chair of the Library Advisory Commission.

1st Vote

(VanLoon, McCall, DiCapo) For Commissioner McCarthy
(McCarthy Ansell Gentry) For Commissioner VanLoon

2nd Vote

(Ansell, McCarthy, Gentry, McCall) For Commissioner Van Loon
(VanLoon and DiCapo) for Commissioner McCarthy

Chair McCarthy moved to select Commissioner VanLoon as Chair of the Library Advisory Commission. 6 Yes votes. Motion carried.

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

Chair McCarthy moved to select Vice-Chair Tomasina DiCapo as Vice-Chair of the Library Advisory Commission. 6 Yes votes. Motion carried.

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

City Librarian Ware and Library Coordinator Dillard presented the Commission with a recap of the American Library Association 2025 Conference:

- Sessions attended:
 - 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
 - Staff Debriefing

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

City Librarian Ware led a discussion with the Commission addressing advocacy for the community and the library as a newer City Commission where she addressed the following topics:

- Advocacy definition
 - Outreach
 - Volunteering

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

- Other organizations
- Community based
- Commissions

F. Other Business and Future Agenda Items:

- Budget Update – How does it work? What does it look like? (VanLoon)
- Working Group for Advocacy (McCarthy) Latte with Library.
- Rules of Engagement – What can or cannot be done as a commissioner? (Gentry)

G. Current Events and Reports

- Commissioner McCall gave kudos for Summer Reading Program.
- Vice Chair DiCapo and Commissioner McCarthy attended the Police Chief interview panels.
- Commissioner McCarthy loved Summer Reading, enjoyed the community partners.

H. **ADJOURNMENT:**

Motion to adjourn at 8:14 pm – Commissioner McCarthy made a motion to adjourn. Chair VanLoon 2nd. 6 Yes votes. Motion Carried.

	<hr/> Desiree VanLoon, Chair
ATTEST:	<hr/> Heather Donaldson, Sr. Management Analyst

CERTIFICATION:

I, Ashley Ware, City Librarian for the City of Surprise Library Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Library Advisory Commission meeting held on August 8, 2025.

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

Council Meeting Date: September 11, 2025
Submitting Department: Library
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Presentation from staff who attended 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:

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

ATTACHMENTS:

1. ALA 2025 Recap 091125
-

ALA 2025 Recap

Kayla Owens



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

Thank you!

Kayla Owens



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Library Advisory Commission**

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

Agenda Wording:

Presentation and discussion regarding a general FY25 recap and a FY26 forward projection of the Surprise Public Library System.

Motion:

No motion.

Background:

Now with another year of library operations complete, the division has taken a careful review of the last twelve months to celebrate the successes, identify best practices and determine opportunities for future growth. This item will provide a recap of FY25 and a forward projection of FY26.

Objective Analysis:

Presentation of this item allows for discussion regarding the Surprise Public Library System.

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. 9.11.25 FY25 Library Budget Review
-

FY25 Budget Review

Library Advisory Commission | September 11, 2025

FUNDING SOURCES



General Fund

- Taxpayer Funded

N53010 – Library Startup

- Provided at beginning of system creation for 1x/ unforeseen costs

Donations

- Friends of the Surprise Libraries, Generous Patrons

Grants

- SGIA, LSTA
- Library Assistance Fund

REVENUES



Copy/ Print Fees \$5,729

348 Transactions

Avg Transaction Price: \$16.52 | \$0.10 - \$85.05

*Removed 4 Credits from Transactions

Replacement Fees \$95

7 Transactions

Avg Transaction Price: \$13.61 | \$6.99 - \$26.98

TOTAL FY25 REVENUE \$5,824

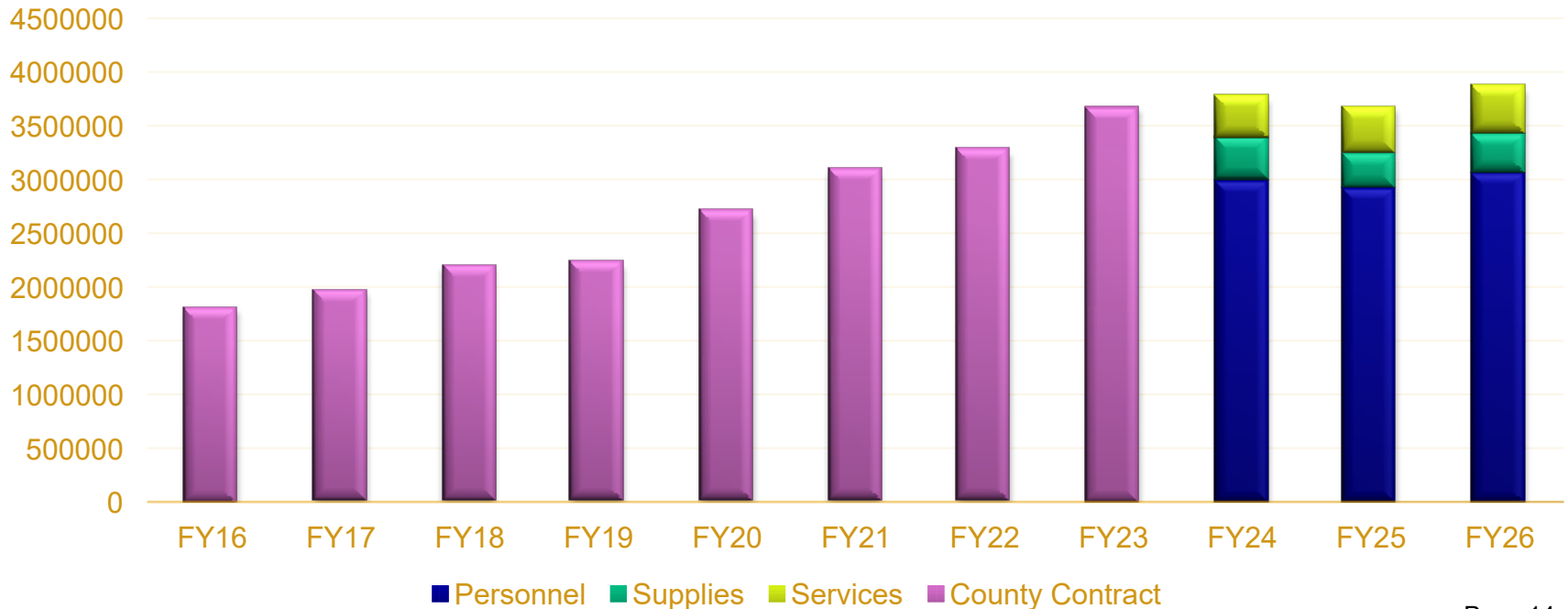
Printer/ Toner Cost FY25 XXX



HISTORICAL BUDGET TRENDS



Approved Library Budget



FY2025

APPROVED BUDGET

Personnel \$2,913,200

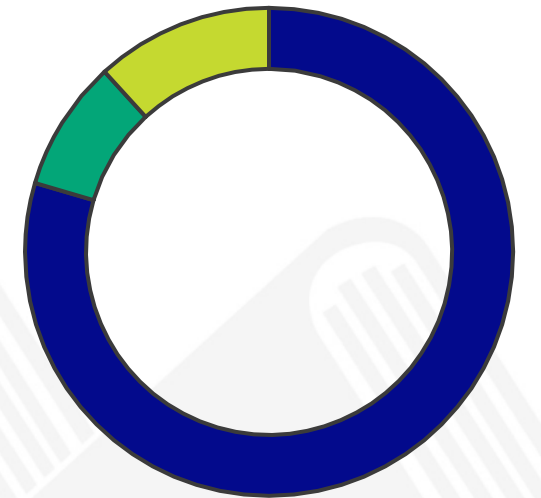
- Includes FT, PT and Benefits

Supplies \$317,400

- Books! Program, Outreach, Office Supplies

Services \$431,300

- Service Contracts, Utilities, Print Services



FY2026

APPROVED BUDGET

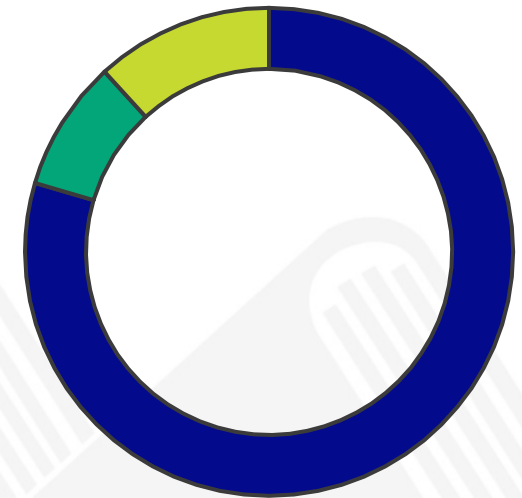
Budget Packages Approved:

- ✓ Utilities
- ✓ Inflation
- ✓ IT Security

Personnel \$3,058,600

Supplies \$358,500

Services \$445,400



FY24 v. FY25

Key Performance Indicators



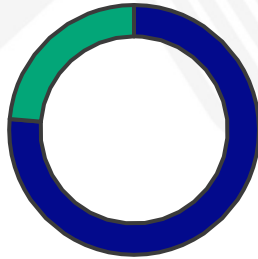
	FY24	FY25	Change
# of Programs	1,229	1,573	28%
Program Attendance	28,384	41,520	46%
Gate Count	327,018	371,295	14%
New Library Cardholders	23,116	15,627	-33%
Customer Service Interactions	80,790	122,501	14%

***Oct-June
107,721 FY24 Est.*

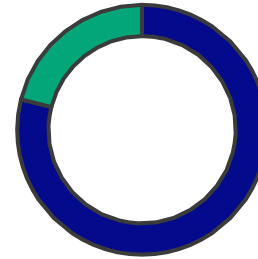
Library Cardholders



Fiscal Year 2024

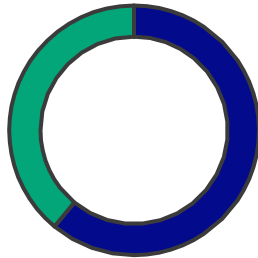


■ Surprise Residents ■ Other Residents

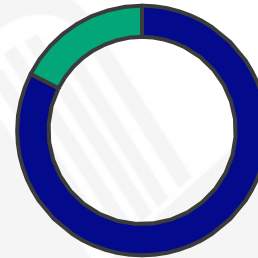


■ Adult ■ Juvenile

Fiscal Year 2025



■ Surprise Residents ■ Other Residents



■ Adult ■ Juvenile

Physical Item Circs



	FY24	FY25	Change
Books	415,793	491,678	18%
DVDs/Blu Rays	66,190	100,749	52%
Audiobooks	6,261	5,481	-12%
Music CDs	4,683	3,685	-16%
Video Games	1,460	5,953	308%
Library of Things	4,999	9,478	90%



kelsey.lamphier@surpriseaz.gov

Kelsey Lamphier | Library Director

