



CITY OF SURPRISE
Library Advisory Commission
16755 W. Vereda Solana Dr.
Surprise, AZ 85387
Thursday, December 11, 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 Consideration and action pertaining to the November 13, 2025 Library Advisory Commission meeting minutes. Library
- 2. Citywide Presentation and discussion regarding an update of the Library of Things collection and future strategies thereof. Library
- 3. Citywide Presentation and discussion regarding an update of the Surprise Public Library System Strategic Plan. Library

- F. Other Business and Future Agenda Items
- G. Current Events and Reports
- H. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, November 4th, 2025 @ 10:00 AM

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: December 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 November 13, 2025 Library Advisory Commission meeting minutes.

Motion:

I move to approve the November 13, 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. 111325 LAC Meeting Minutes DRAFT
-

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

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

Surprise Regional Library

Meeting Minutes

A. Call to Order

B. Roll Call

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

Absent: Commission member Annie Ansell

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

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- Stars & Stories is going great, and we are close to 700 people signed up. Our programs have been awesome.
- Emily E. has completed her Library Support Staff Certificate.
- The parade was super great, and our library truck looked awesome.
- We are introducing interoffice library for City employees.
- We have a new Library Advisory Commissioner, MaryAnne Riodique. Welcome MaryAnne.

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the October 9, 2025 Library Advisory Commission meeting minutes.

Vice Chair DiCapo moved to approve the October 9, 2025 Library Advisory Commission meeting minutes. Commissioner McCarthy 2nd. 6 Yes votes. Motion carried.

2. Presentation pertaining to the Arizona Library Association 2025 Conference from staff in attendance.

Jamie McCraw, Bambi Shelby and Tonya Stuempfl presented the Commission with a recap of the Arizona Library Association 2025 Conference where they discussed the following sessions attended:

- You had me at AR
- Growing a collaborative and instructional community
- When Friends Become Frenemies
- Lift-off with LSTA
- Partnerships are Power
- AZLA Conference Mixer
- UofA Alumni Mixer
- Tonya Stuempfl Presentation
 - Networking for Success
 - How partnerships enhance programs and drive attendance
- What to Expect from the Library When You're Expecting
 - How a family friendly prenatal story time program empowered a community of new parents and welcomed them into the library
- Reviving School Libraries: The Bring on the Books Initiative
- Partnerships are Power

3. Discussion pertaining to Surprise Public Library's Classification of fiction materials and the recent change in vendor from Baker & Taylor.

City Librarian Ware lead a discussion pertaining to Surprise Public Library's library classification of fiction materials and the recent change in vendor from Baker & Taylor. The closure of Baker & Taylor has necessitated the change in Library Classification to be a more intuitive and patron-friendly system.

4. Presentation and discussion pertaining to the Surprise Public Library policies.

City Librarian Ware led a discussion and presented the Commission with the Surprise Public Library policies. A review of the system policies helps to ensure the system is providing library services that are responsible and in good practice. All policies should be reviewed by this Commission annually. The following policies were discussed:

- 2025 Code of Conduct Policy DRAFT
- 2025 Circulation Policy DRAFT
- 2025 Meeting Room DRAFT
- Lost and Found Policy
- Library Display Policy
- Internet and Computer Use Policy
- Homebound Delivery Service Policy

- Collection Development Policy
- Child and Youth Safety Policy

F. Other Business and Future Agenda Item

None

G. Current Events and Reports

- Commissioner McCall thanked the library for tabling at the Marley Park Festival.
- Chair VanLoon offered to volunteer at events to represent the library.
- Chair VanLoon advised the Commission of a program offered at another library where children could pick up a pumpkin and decorate it paired with a book, and then bring it back to the library to be on display. She thought this might be a nice program to have at SPLS.

H. ADJOURNMENT:

Motion to adjourn at 7:22 pm – Vice Chair DiCappo made a motion to adjourn. Commissioner McCarthy 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 November 13, 2025.

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

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

Contact Person:
District: Citywide

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

Agenda Wording:

Presentation and discussion regarding an update of the Library of Things collection and future strategies thereof.

Motion:

Presentation and discussion only.

Background:

The Surprise Public Library System's Library of Things is an expanding collection designed to provide residents with access to nontraditional, high-value, and educational items that support lifelong learning, creativity, and community engagement. This innovative program allows cardholders to borrow resources beyond books, removing cost barriers and encouraging hands-on exploration. As the collection continues to grow, staff regularly assess community demand, usage trends, and operational considerations to ensure offerings remain relevant, safe, and well-maintained. This agenda item provides an update on the current status of the Library of Things, proposed additions, and future opportunities to enhance the program in alignment with community needs and the library system's strategic goals.

Objective Analysis:

Presentation of this item provides an opportunity to discuss the Surprise Public Library System's Library of Things, including the current collection and strategies for future expansion.

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. LAC 12.11.25 Library of Things Strategy
-

Library of Things

Library Advisory Commission

December 11, 2025

IF YOU CAN BARCODE IT, YOU CAN CHECK IT OUT

LIBRARY OF THINGS

A Library of Things is a publicly accessible lending collection that provides practical, educational, and recreational items—beyond books and media—to support lifelong learning, creativity, and community well-being.

EXISTING COLLECTION + COMING SOON

Items in the Sensory category

- Teen fidget kit
 - Comes with: a book, 1 squeeze ball, other various sensory fidget toys, 1 light, and headphones
- Adult sensory kit
 - Comes with: a mini pre-loaded MP3 player, 1 pair of headphones, 1 squeeze ball, 1 pack putty beads, 3 books & liquid timer
- Youth sensory kit (**coming soon**)
 - Will include books, fidget toys, and other items.



Items in the **Wellness** category

- **Heart Health Kit**
 - Comes with pulse oximeter, blood pressure cuff, and thermometer
- **Teen Mindfulness kit**
 - Comes with a book, worry stones, squeeze ball, deck of 52 cards with stress reduction tips, and white noise machine
- **Stress Relief Kit**
 - Comes with a white noise machine, deck of 52 cards with self-care tips, and three squeeze balls lightly scented with essential oils
- **COMING SOON** - Light Therapy Lamp



Items in the Explore category

- **COMING SOON!** Ghost Hunting Kit with ghost hunting book.
- **COMING SOON!** Ukelele Kit with instruction/music book.
- **NEW** - Youth Explorer Kit
 - Comes with compass, youth binoculars, book, mini-flashlight, digital microscope.
- **NEW** - Adult Explorer Kit
 - Comes with compass, binoculars, 2 books, & backpack.



Items in the Explore category

- **COMING SOON!** Rock Tumbler Kit with rock tumbler, rock tumbler refill, and book.
- Vinyl Record Kit
 - Comes with a vinyl record player and 5 vinyl albums from top artists.
- Holiday Vinyl Kit
 - A pack of selected holiday vinyl records from current and past top artists.



Items in the **STEAM** category

- **NEW** - Sphero Mini Activity Kit
 - Comes with 1 robotic ball with cover, 6 pins & 3 cones, 15 STEM-related activity cards, 28- piece construction set, and instruction booklet.
- **NEW** - Magnetic Tiles STEAM Kit
 - Comes with 38 building tiles, 4 dinosaurs and a model booklet.
- **NEW** – Snap Circuits STEAM Kit
 - Comes with 2 AA batteries, plastic snap-grid, 32 electrical components, 1 project manual.



Items in the **STEAM** category

- Astronomical Telescopes
 - Highly praised by our Secretary of State
 - Comes with: a pocket guide to the constellations, a cleaning tool, 1 red LED flashlight, and a telescope instruction manual.
 - Two different models



Data Analytics



Item	# Available	Check-Outs	Turnover Rate	Est. Wait Time
Telescopes (September 2022)	7	142	20.3	71 Holds 10 Weeks
Tonie Boxes (September 2025)	6	17	2.8	49 Holds 24.5 Weeks
American Girl Dolls (August 2025)	6	29	4.8	59 Holds 30 Weeks
Fort Builder Kit (August 2024)	3	47	15.7	13 Holds 13 Weeks
Pickleball Kit (October 2025)	2	3	1.5	2 Holds 3 Weeks
Hotspots (February 2023)	4	201	50.25	45 Holds 34 Weeks
Chromebooks (February 2023)	2	294	147	14 Holds 21 Weeks

Item	# Available	Check-Outs
Book Club Kits (July 2024)	43	70
Developmental Toys (August 2024)	43	347
Headphones (September 2023)	29	3,355
Charging blocks (January 2025)	7	218
Video Games (November 2023)	518	10,642
Teen Fidget (September 2025)	3	4
Gardening Kits (January 2024)	19	341
Vinyl Record Player (June 2024)	3	45
Caregiver Kit (October 2025)	3	1
Teen Mindfulness (October 2025)	3	1
Adult Sensory (September 2025)	3	4

FUTURE COLLECTION

Future Ideas

- More musical instruments
- Fishing gear
- Drawing tablet
- Digital or regular camera
- Memory Kits (for Seniors/those with dementia)
- Board games
- Building tools
- Podcasting equipment
- Puzzles
- Cooking tools
- Outdoor games
- Crafting equipment





surprisepubliclibrary.gov
library@surpriseaz.gov





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Library Advisory Commission

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

Contact Person:
District: Citywide

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

Agenda Wording:

Presentation and discussion regarding an update of the Surprise Public Library System Strategic Plan.

Motion:

Presentation and discussion only.

Background:

The Surprise Public Library System Strategic Plan was officially adopted in June 2025. The plan was developed through a comprehensive process that included in-depth research, patron interviews, and feedback gathered from the public, library staff, and the Library Advisory Commission. Through this collaborative effort, four strategic goals were identified as essential to guiding the continued growth and evolution of the library system. To support these goals, the plan outlines a series of implementation strategies designed to provide clear direction, promote accountability, and ensure long-term success. Together, these elements form a roadmap that will help the Surprise Public Library System enhance services, expand community impact, and effectively respond to the needs of a growing and diverse population.

Objective Analysis:

Presentation of this item allows for discussion regarding the Surprise Public Library System performance regarding the Strategic Plan and future plans for continued growth.

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. LAC 12.11.25 Strategic Plan Update
-

SPLS Strategic Plan

Achievement Update

Library Advisory Commission
December 11, 2025

GOAL 1 | GROW COMMUNITY CONNECTION

Grow community connection to improve the lives of Surprise residents.

Strategies

- User-centered experiences
- Establish partnerships
- Equitable access to library resources



Existing

- Community-centered collection + programming
- Internal + external partnerships
- Summer Reading, Mayor's Literacy Program, Stars and Stories

Future

- Focus groups with key stakeholders (homeschool, autism community, etc)
- Expand partnership opportunities

GOAL 2 | LIFE-LONG LEARNING

Develop and encourage life-long learning through innovative and impactful programming, collections, and resources addressing community interests and needs.

Strategies

- All ages learning
- Collection development
- Supportive work environment



Existing

- Recent internal promotions
- End of year celebration/ staff development day
- Annual library birthday party

Future

- User-centered experiences
- Establish partnerships
- Equitable access to library resources

GOAL 3 | VISIBILITY

Strengthen the visibility of the Surprise Public Library System to broaden the perception of what a library could be for the community.

Strategies

- Demonstrate fiscal/ financial responsibility
- Targeted marketing strategy



Existing

- Performance dashboard
 - ROI, data-driven statistics
 - Transparency
- Meeting (future) patrons where they are – city events, block parties, schools
- Partnership with MarCom; social media, newsletters

Future

- Social media team
- Intentional marketing
- Advocate for budget packages
- Sustainable growth

GOAL 4 | FUTURE PLANNING + SUSTAINABLE GROWTH

Explore options for Surprise Public Library System expansion for the growing needs and population of Surprise to enhance the community experience and improve services.

Strategies

- Long-term facilities plan
- Plan for future design w. community input



Existing

- Managing existing facilities; upgrades, maintenance, etc.
- Facility inventory
- Visiting Valley libraries

Future

- Identify funding sources
- Location strategies
- Long-term growth plan
- Focus groups



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