

**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.

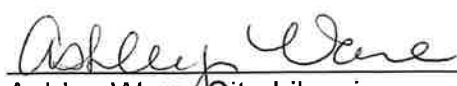
H. ADJOURNMENT:

Motion to adjourn at 7:22 pm – Vice Chair DiCappo made a motion to adjourn. Commissioner McCarthy 2nd. 6 Yes votes. Motion Carried.

	 Tomasina DiCappo, Vice-Chair
ATTEST:	 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.

	 Ashley Ware, City Librarian
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