



**CITY OF SURPRISE
Library Advisory Commission**

16089 N Bullard Ave
Surprise, AZ 85374

Thursday, January 8, 2026 @ 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 December 11, 2025 Library Advisory Commission meeting minutes. Library
- 2. Citywide Presentation and training on Open Meeting Laws, Conflicts of Interest, and Gifts. Library

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

KRISTI PASSARELLI, CITY CLERK

POSTED: Monday, January 5th, 2026 @ 4:45 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: January 8, 2026
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 December 11, 2025 Library Advisory Commission meeting minutes.

Motion:

I move to approve the December 11, 2025 Library Advisory Commission meeting minutes.

Background:

Not applicable.

Objective Analysis:

Not applicable.

Policy Compliant:

This item is consistent with the 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. 121125 LAC Meeting Minutes DRAFT
-

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

Thursday, December 11, 2025 @ 6:00 p.m.

Asante Library

Meeting Minutes

A. Call to Order

B. Roll Call

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

Absent: Chair Desiree VanLoon

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

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- We have new staff members to announce. Breanna is our newest at Asante and Hailey has been promoted at Regional. Both are library assistants.
- Meredith has retired, and we are so happy for her!
- Interviews for open positions will be in the next few weeks.
- Surprise Party was great. We had Mayor Sartor and Council Member Judd come over to read stories. We gave away so much swag at our booth.
- Mayor's Literacy Challenge kicks off on the first. We are super excited to get kids reading after the holidays again, and the program is open to all ages to win prizes!
- There was a suspicious package today at Regional. I want to commend our staff for staying calm while evacuating the building and the officers who took the matter on to make sure our building and community are safe.

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the November 13, 2025 Library Advisory Commission meeting minutes.

Commissioner McCarthy moved to approve the November 13, 2025 Library Advisory Commission meeting minutes. Commissioner McCall 2nd. 6 Yes votes. Motion carried.

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

Director Lamphier led a discussion with the Commission regarding the Surprise Public Library System's Library of Things including the current collection and strategies for future expansion where she addressed the following topics:

- Library of Things
 - 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 Sensory category
 - Items in the Wellness category
 - Items in the Explore category
 - Items in the STEAM category
- Data Analytics
- Future Collection
 - Future Ideas

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

Director Lamphier led a discussion with the Commission regarding the Surprise Public Library System's performance regarding the Strategic Plan and future plans for continued growth where she addressed the following topics:

- 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 & Stories

- Future
 - ❖ Focus groups with key stakeholders (homeschool), autism community, etc.)
 - ❖ Expand partnership opportunities
- Goal 2: - Life-Long Learning
 - Develop and encourage a 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 SPLS to broaden the perception fo what ta 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 SPLS 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 with 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

F. Other Business and Future Agenda Items:

- Commissioner McCarthy would like an update on the reorganization of the library collection purchasing pertaining to the new vendors.

G. Current Events and Reports

- Commissioner Gentry advised that she learned during her recent trip to Iceland that 10% of Icelanders will publish a book in the next ten years.
- Commissioner McCarthy read during storytime at the Surprise Party. She said it was very cool to see everyone attend and to see all the party goers with their Surprise bags throughout the event. She had a friend in another city send a tiktok of another library's community fix-it day and said it would be nice to do that at SPLS.

H. ADJOURNMENT:

Motion to adjourn at 7:16 pm – Commissioner McCarthy made a motion to adjourn. Commissioner Ansell 2nd. 6 Yes votes. Motion Carried.

	<hr/> Desiree Van Loon, 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 December 11, 2025.

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

Council Meeting Date: January 8, 2026
Submitting Department: Library
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Presentation and training on Open Meeting Laws, Conflicts of Interest, and Gifts.

Motion:

No motion.

Background:

With the induction of new Commissioners to the Library Advisory Commission, the Commission has asked for updated information on Open Meeting Laws.

Objective Analysis:

The City Attorney's Office will provide an overview of Arizona and City laws regarding open meeting laws, conflicts of interest, and gifting prohibitions.

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. 25.03.04 Open Meeting Law
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SURPRISE
ARIZONA

OPEN MEETING LAW TRAINING

LEGAL DEPARTMENT, JANUARY 15, 2019

OPEN MEETING LAW

... opening the window on how government works in Arizona



A.R.S §38-431.01(A)

Arizona law states:

All meetings of any public body must be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies must occur during a public meeting.

PURPOSE OF THE OPEN MEETING LAW

To ensure that the public has an opportunity to observe what the government is doing, and how it is being done.

STATE POLICY A.R.S. §38.431.09

- Meetings of public bodies must be conducted openly.
- Notices and agendas provided for meetings with information reasonably necessary to inform the public of matters to be discussed or decided.
- Construe OML in favor of “open and public meetings.”
- Discuss or take action ONLY on items that are on the agenda.

WHAT IS A MEETING?

Meeting: the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

A.R.S. § 38-431(4).

“... in person or through technological devices”

WHETHER

- All together in one room, OR
- One or more of the people participating by phone, OR
- One or more participating by computer, video chat, or phone
- Over time rather than all at once.

...it is all considered a meeting

Another way to define meeting...

1. Phone calls.
2. Emails-be careful responding to emails. Using “Reply All” and Forwarding emails may lead to OML trouble.
3. Serial meeting-less than a quorum present. Later the same discussion is had with other members.
4. Social events-when in doubt, post as possible quorum.
5. Social media-be careful “liking” comments, emerging area of law.

Are social events meetings?

- A.G. recommends that the event be posted if a quorum will be present.
- Identify time, date, location, and purpose.
- State that no legal action will be taken – *and then don't talk about city business!*
- It does not matter what label is placed on a gathering; it may be called a "work" or "study" session, or the discussion may occur at a social function.

Ariz. Att'y Gen. Op. 179-4 (¶7.5.1).

ALTERNATIVE COMMUNICATIONS

- Letters
- Blogs
- Media (e.g. newspaper, radio)
- Social Media (e.g. Facebook, Twitter)

(Cannot use alternative methods of communication to circumvent Open Meeting Laws.)

COMMUNICATION WITH STAFF

- Council/Board may communicate with staff.
- Staff may provide the Council/Board with reports or other information outside a public meeting.
- Staff may not be used to side step the open meeting law.

SPECIAL KIND OF MEETING:

EXECUTIVE SESSION

- City Clerk is responsible for noticing the public of all meetings, including executive sessions.
- Majority of Council/Board must vote to convene into executive session.
- Only members of the public body and those individuals whose presence is reasonably necessary for the public body to carry out its duty are permitted to attend the executive session.

SPECIAL KIND OF MEETING:

EXECUTIVE SESSION, cont.

- Legal Advice
- Litigation, Contract Negotiations, and Settlement Discussions
- Purchase, Sale or Lease of Real Property

SPECIAL KIND OF MEETING:

MORE INFREQUENT PURPOSES FOR EXECUTIVE SESSIONS

- Confidential records
- Salary negotiations with employee organizations
- Negotiation direction for International, Interstate or Tribal organizations

SPECIAL KIND OF MEETING

EXECUTIVE SESSION, cont.

- Discussion ONLY.
- Can give direction in some cases.
- Must keep minutes of e-session.
- Minutes are confidential except in limited circumstances.

**PENALTIES FOR
VIOLATING THE OPEN
MEETING LAW**

ARS § 38-431.07

- Civil Penalty up to \$500
- Removal from Office for Intentional Violations
- Plus court costs and attorney fees
- City cannot represent you or pay for a lawyer to represent you.



Conflict of interest

Arizona statutory law requires public officers (or employee) who have a conflict of interest to do two things...

- 1) Disclose the interest
- 2) Refrain from **any** participation in the matter.

A.R.S. §§ 38-501 to 511.

WHAT IS A CONFLICT OF INTEREST?

- A PUBLIC OFFICER OR EMPLOYEE
- WHO HAS (OR HIS RELATIVE HAS)
- A SUBSTANTIAL INTEREST

SUBSTANTIAL INTEREST?

- A NON-SPECULATIVE
- PECUNIARY (financial)
- PROPRIETARY (business)
- EITHER DIRECT OR INDIRECT

RELATIVES

- Your spouse
- Your children
- Your grandchildren
- Your parents
- Your grandparents
- Your siblings by full or half-blood & their spouses
- Your spouse's parent, brother, sister or child

WHAT ALL APPOINTED OFFICIALS NEED TO KNOW.

- Conflicts can happen-just don't try to influence the decision or vote. Always disclose the interest.
- When in doubt --- ASK!!
- What to do at the meeting when you have a conflict? – Refrain from participation.

GIFTS



Can you accept them? Can you give them?

GIFTS - Accepting

- Public officers are prohibited from using or attempting to use their position to secure any benefit or anything of value.
 - A.R.S. § 38-504(c)
- Public officers are prohibited from agreeing to receive or receiving compensation other than as provided by law for services they render.
 - A.R.S. § 38-505(A)

Exceptions

- *De minimis* gifts, i.e.:
 - 1) Unsolicited advertising or promotional material such as pens, scratch pads, calendars, etc... (basically trinkets).
 - 2) Other items of nominal value (e.g. box of candy or fruitcake) that are merely tokens of appreciation and not related to any particular transaction.

Ask yourself

- How would you feel if the Arizona Republic ran a story about you receiving the gift?
- Would a citizen question whether the gift is intended to buy influence?

- If you have any reservation or question about the propriety of a gift or gratuity, the best practice is always to:

DECLINE



SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You