

**DATE:** June 6, 2024

**TO:** Library Board, Pima County Public Library

Pima County Board of Supervisors  
Pima County Administration  
Friends of the Pima County Public Library, Board of Directors  
Friends of the Arivaca Library, Board of Directors  
Friends of the Esmond Station Library, Board of Directors  
Friends of the Kirk-Bear Canyon Library, Board of Directors  
Friends of the Oro Valley Public Library, Board of Directors  
Friends of the Pima-Green Valley Library, Board of Directors  
Pima Library Foundation, Board of Directors

**FROM:** Jessica Thornburg  
Deputy Director, Finance and Facilities

**SUBJECT: Facilities and Finance – April/May 2024**

**Facilities** – Sharla Ronstadt, Library Services Manager

We are excited to announce a new member to our Facilities Team, Leslie White. She will provide support to our team in areas of service requests, access management, and supplies. As part of a larger Team Build exercise, we have identified areas to focus for next fiscal year and will be working to train our new staff and document our processes. In addition, we started doing site visits to libraries to review the facility with the Manager and Library Service Manager to help identify priorities for next Fiscal Year and address immediate concerns. As of June 6<sup>th</sup>, we will have completed 11 site visits.

***Facilities Projects*** - Ken McDonald, Facilities Administrative Specialist

**Santa Rosa** – The Santa Rosa library was closed to the public after a small fire on March 27<sup>th</sup>, 2024, caused by an unattended charging device. While restoration work was promptly finished, a delay occurred in obtaining flooring materials needed to complete the work before reopening. The materials have been acquired and installed, with final data and IT connections being made before the planned reopening on Wednesday, May 29<sup>th</sup>, 2024.

**Martha Cooper Library** – Completion has been pushed to June. Approaching period of substantial completion. Expansion construction date timeline for reopening:  
Expansion completed 3/25/2024.

Furniture and equipment installation 4/15/2024 – May

Staff will be moving back between 6/17/2020 – 6/28/2024.

Staff will be working with Facilities to re-establish contracts for custodial, trash, recycling, pest control, landscaping, alarm systems, etc.

**Richard Elías-Mission Library** – Contract has been awarded and construction has begun. We closed this location to the public on March 8. The library will be closed for approximately 16 months. Service will be provided by locations around the area – Valencia Library, Southwest Library, El Rio Library – and supplemented with community outreach and Bookmobile visits.

**Himmel Park Library** – The contract for [Poster Mirto McDonald](#) (PMM) was approved at the November 21<sup>st</sup> Board of Supervisors Meeting. The library will be renovated to include space for staff activities, a more pronounced front entrance, additional infrastructure, and a pollinator garden. Community meetings were held at the beginning of 2024. The proposed construction will result in the transfer of building ownership from the City of Tucson to Pima County and will add approximately 3,500-5,000 square feet to the current footprint.

**Bear Canyon Library** – Bear Canyon Library has potential foundation issues, evident from cracks in the walls and uneven flooring. To address these concerns, an engineering firm will conduct a comprehensive investigation in July, including soil analysis and structural evaluations. This testing aims to determine the extent and cause of the damage, enabling the development of an effective remediation plan. Certain library areas may be restricted to ensure safety until the investigation is complete and necessary repairs are made.

**FY 2024/2025 Furniture & Facilities Branch Requests** – Support Services staff are visiting each branch and among other things reviewing each branch request lists. Once the review is completed the process of submitting service requests will begin in early July for approved items.

**Finance** – Jessica Thornburg, Deputy Director

**Staffing Update** - We are pleased to announce the addition of a new Administrative Specialist II to the Library Accounting Team. This role will oversee Accounting Support Specialists and manage major procurement activities, including contracting.

**Audit Completion** - As of May, all library locations have successfully completed their annual cash handling audits.

**Supply Purchasing Focus** - The months of April and May have been dedicated to identifying priority supply purchases for the remainder of the fiscal year. This ensures that all library locations will have the necessary program supplies to support summer reading programming.

**Year-End Activities** - The Library Accounting team is currently focused on Year-End activities, including account management, cleanup, and preparation for the upcoming fiscal year starting on July 1, 2024. Additionally, the team is actively involved in transitioning to a new accounting and finance system, Workday. Efforts are underway for data entry, account cleanup, and ensuring a seamless transition.

**Grants & Gifts** – Beth Matthias-Loghry, Library Services Manager

**Library presenter proposals open** - We are seeking new Library Presenters to join our contract! If you know folks who are passionate about sharing knowledge and engaging with our community, please invite them to consider. To learn more about this opportunity and to see how proposals get submitted, visit the Library Presenters section on the PCPL Website. The deadline for proposal submissions is early June, specifically June 13 at 2 PM. To access the solicitation and important details, please visit the Library Presenters page on the PCPL Website.

**Library Services and Technology Act awards for PCPL** -Congratulations to our project writers and managers we have Grants! The State Library has awarded Pima County Public Library 2 Library Services and Technology Act awards for the 2024-25 cycle, the Writers in residence express grant and an LSTA project grant: Serving Patrons' Psychosocial Needs in the Library.

**Serving Patrons' Psychosocial Needs in the Library-** LSTA Project Grant The purpose of this initiative is for Pima County Public Library (PCPL) to work with a consultant to conduct a comprehensive needs analysis and provide direction for the development and execution of a

social services-focused program tailored to specific libraries. This program is intended to address the diverse needs of patrons, encompassing mental health, substance use, and poverty-related issues, while also offering support to library staff dealing with high-needs patrons. Project writer: Karyn Prechtel-Altman. Project Manager: Em DeMeester-Lane.

**Writers in Residence in PCPL Libraries-**The Writers in Residence in Libraries (WIRLs) express grant will provide funding for three (3) Writer's residencies, each for a three-month period. Writers are asked to spend assigned time with library customers through consultations, workshops and other educational opportunities. Pima County Public Library (PCPL) will host the Writers in Residence at Libraries project for the 10th year in 2024-2025. Project writer: Beth Matthias-Loghry. Project Manager Matthew Landon. WIRLs Logan Philips returns, and Meg Files and Tom Holm will join our Writer in Residence at Libraries roster.