
DATE: August 1, 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 – June/July 2024

Facilities – Sharla Ronstadt, Library Services Manager

This past month the facilities team went through a transition to a new Maximo software interface and for several weeks our facilities requests was reported manually. We are now using the new interface successfully and will retroactively go back to confirm any requests put on hold are moving forward. This month we have been assisting the Records Office and Elections Department with access to our buildings for Training and Early voting. We also completed several library site visits to review facilities and talk directly with managers and staff on their needs. In addition to these projects in facilities, I also assisted in providing some training to the new Accounting office staff member, Kristin Powell and continued to support that team as well during the staffing transition. As Library Services Manager I will be focusing more on facilities and working closely with the facilities team going forward. Our projects going forward this next month will focus on updating Facilities Emergency Action Plans and key access.

Finance – Jessica Thornburg, Deputy Director

Staffing Update - The accounting and finance team is undergoing notable transitions. O'Megalyn Thomas has moved on from her role as an accounting support specialist in our office to join the Superintendent's Office as an Accountant II. Her previous position has been posted, and interviews are set to commence in August. Meanwhile, we welcome Kristin Powell to the team as an Administrative Specialist II. Kristin will oversee the accounting team, taking on responsibilities including reconciliation, reporting, and procurement.

Supply Purchasing Efficiencies – Under Sharla Ronstadt's visionary leadership, the accounting and web teams have developed an innovative purchasing platform. Launched on July 1st, this new purchasing tracker facilitates routed approvals and tracks purchase requests, significantly

enhancing communication between the accounting team and the branches. Already, we have observed substantial improvements in communication and material cost savings.

Contract and Master Agreement Review – As the county transitions from the old "Advantage" accounting system to "Workday," we are updating our internal processes for contracts and master agreements. We are developing job aids and decision trees to streamline the processing of future contracts and agreements, working closely with County Procurement and County Finance.

Branch and Affinity Team Budgeting for Programming & Operations –

Branches have received their fiscal year 2024-2025 programming and operations budgets, along with tools to track their spending. With "Workday" soon to be fully integrated, we'll introduce scheduled reports for even easier tracking. Operations budgets are informed by the past three years of spending, while programming budgets are tailored based on branch size, attendance, and unique needs. Excitingly, a significant portion of the programming budget is fueled by the generous support of our Friends group.

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

Grant Reports: I completed the final report for **State Grants-in-Aid (SGIA)**. Here are the highlights:

SGIA funds enhanced PCPL outreach, programming, and professional development, with a strong focus on community engagement and the literary arts.

Community Engagement and Outreach:

Residency Program: The Residency/Fellow program, in its third year, provided crucial support for Southwest Books of the Year. Community experts received stipends to work with staff on outreach, content creation, and event curation, easing staffing burdens and enhancing program effectiveness.

Community Events: The Nuestras Raíces venue and Southwest Books of the Year at the Tucson Festival of Books hosted numerous panels, workshops, and events celebrating Latinx culture and the Southwest region, with additional author appearances held in libraries around the festival.

Professional Development and Training:

Conferences: Funding enabled a team to present at the Public Library Association conference, sharing insights on trauma-informed services.

Virtual Training: Supported several virtual training sessions and professional development opportunities, fostering learning and networking among staff.

SGIA funding has allowed PCPL to achieve significant milestones in 2024. By investing in community engagement, staff development, and innovative programming, SGIA helps the library in its mission to be a keeper of stories and cultural enrichment in Pima County. Positive feedback from festival attendees, community members, and authors underscores the importance of these initiatives and the continued support from SGIA. PCPL is grateful for this support and looks forward to furthering its mission of promoting literacy, cultural awareness, and community engagement in the coming years.

Business Travel Procedure Updates:

We are in the process of revising the library's travel procedure to align with Pima County's updated administrative policy. This involves reviewing current library procedures to identify alignments and necessary changes. I've drafted an update to the library procedure to link the policy, match the

structure, and incorporate valid existing information from prior procedures. Additionally, I'm reviewing updates to the Library Travel Authorization form and the application process for staff attending trainings and conferences.