
DATE: October 3, 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 – September 2024

Facilities – Sharla Ronstadt, Library Services Manager

Since July 1, 2024, the beginning of the fiscal year, we have processed 524 Service requests from branches and library units for various facilities-related work with over seven different entities that help oversee our location facility needs (Pima County, City of Tucson, South Tucson, TUSD and other various property management companies). As of September 17, 338 are completed, with a 59% completion rate.

The team continues to provide supplies to libraries for public distribution related to cooling centers and items provided by the health department related to COVID-19 (COVID test kits, masks, and sanitizer), audit key and badge access inventories, review and update internal staff intranet facilities-related information, follow-up on outstanding service requests and expediting critical work.

We supported Martha Cooper Branch staff in finalizing facilities-related requests in preparation for their opening, and we continue to work on outstanding needs. Starting next month, we will be working to coordinate action items to prepare for Bear Canyon to close for three weeks for foundation testing.

We finalized our Facility Emergency Action Plan (FEAP) template so that libraries could update their plans that are currently in progress.

We continue to work on various projects such as finalizing FY 2024/2025 Furniture & Facilities priorities, signage for EV charging parking spaces, coordinating meeting room access for Records Office and Elections, badge access processes, library occupancy counters, security, and

transitioning duties to the new Accounting Team Supervisor, and providing support as needed related to Accounting and Cash Handling Audit responsibilities.

Facilities Projects:

Martha Cooper Library – OPEN- The Branch has officially opened as of September 17, 2024, after an expansion. Staff continue to finalize specific details and facilities needs as identified.

Richard Elías-Mission Library – CLOSED- Contract has been awarded and construction has begun. We closed this location to the public on March 8, 2024. 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 –Pending Temporary Closure- The expansion project is still in the design phase. The contract for Poster Mirto McDonald (PMM) was approved at the November 21, 2023 Board of Supervisors Meeting. 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. Dates for closure have not been determined at this time.

Bear Canyon Library – Pending Temporary Closure-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 3-week comprehensive investigation, including soil analysis and structural evaluations. This 3-week testing aims to determine the extent and cause of the damage, enabling the development of an effective remediation plan. The library must be closed during this testing to ensure safety until the investigation is complete. The closure date has not been determined but will need to be closed for a few weeks for the assessment and testing to be completed.

Finance – Kristin Powell, Administrative Specialist II

We welcomed a new hire for the Accounting Support Specialist II position. They have been shadowing tasks, completing their initial training, and participating in team meetings. We continue to work on aligning processes with the new Workday system and troubleshooting.

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

Co-Location Agreement for Friends Groups

In light of Pima County's transition to a new Enterprise Resource System (Workday), it is necessary to update the existing co-location agreement(s) we have with our various Friends groups. This new agreement will not specify a fixed dollar amount. Instead, it will describe increased collaborative decision-making through annual support, aligned with the library's annual budgeting processes.

The revised agreement aims to go beyond merely addressing space usage. It seeks to establish a clear and mutually beneficial framework for collaboration between the library and Friends groups, a more intentional approach to resource sharing, planning, and community engagement. The

agreement will outline specific areas for enhanced collaboration and coordinated community outreach efforts.

By initiating this new agreement, we aim to strengthen the partnership between the library and Friends groups, fostering a more dynamic and effective collaboration that benefits all Pima County residents.

Library Presenters Program Updates

Several library presenters have updated their rates and introduced new programs to better serve our libraries. Presenters have added a variety of new programs, including nature-themed workshops, self-esteem and self-defense programs, craft workshops, interactive music programs, and puppet shows with various themes. Many presenters have lowered their rates to make their programs more accessible. The Presenters Team works on an ongoing basis with Procurement and collaborates with presenters to enhance the variety and affordability of programs and offerings available to our libraries. Thanks to our staff who continue to refer potential presenters to the process, and who give feedback on needs in this area and who are continually evaluating how the Presenter program can support their library.

Security – Jessica Thornburg, Deputy Director of Finance & Facilities

Included in this report is the FY24 Incident Summary. (Exhibit #)

Below are the incidents from July 2024 & August 2024. In future Library Advisory Board Reports a monthly summary of the previous month will be provided.

<u>July 2024</u>						
Location	Incidents	New Suspensions	Off Duty Officer Assisted	Called Police (911)	Called EMS (911)	Involved Illegal Drugs and/or Alcohol
Administration - 4th Floor	0	0	0	0	0	0
Caviglia-Arivaca Library	0	0	0	0	0	0
Dewhirst-Catalina Library	0	0	0	0	0	0
Dusenberry-River Library	2	0	0	0	0	0
Eckstrom-Columbus Library	14	5	0	0	3	3
El Rio Library	1	0	0	0	0	0
Flowing Wells Library	5	3	0	0	1	1
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	3	0	0	0	0	0
Joel Valdez Main Library	19	18	1	2	3	3
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	1	0	0	0	0	0
Martha Cooper Library	0	0	0	0	0	0
Miller-Golf Links Library	0	0	0	0	0	0
Murphy-Wilmot Library	9	0	0	2	1	1
Nanini Library	2	0	0	1	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	1	1	0	0	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	0	0	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	4	1	0	1	2	2
Santa Rosa Library	1	0	0	0	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	1	0	0	0	0	0
W. Anne Gibson-Esmond Station Library	0	0	0	0	0	0
Wheeler Taft Abbott Library	1	0	0	0	0	0
Woods Memorial Library	8	1	4	1	1	1

August 2024						
Location	Incidents	New Suspensions	Off Duty Officer Assisted	Called Police (911)	Called EMS (911)	Involved Illegal Drugs and/or
Administration - 4th Floor	1	0	0	0	0	0
Caviglia-Arivaca Library	0	0	0	0	0	0
Dewhirst-Catalina Library	0	0	0	0	0	0
Dusenberry-River Library	1	0	0	0	0	0
Eckstrom-Columbus Library	23	10	3	2	0	5
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	3	0	0	0	0	0
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	9	3	0	1	0	0
Joel Valdez Main Library	10	5	2	1	2	0
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	1	1	0	0	0	0
Martha Cooper Library	0	0	0	0	0	0
Miller-Golf Links Library	7	0	0	0	1	1
Murphy-Wilmot Library	16	2	0	5	2	0
Nanini Library	4	1	0	1	0	1
Oro Valley Library	3	0	0	1	1	0
Quincie Douglas Library	1	1	0	0	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	2	0	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	10	8	0	0	0	5
Santa Rosa Library	0	0	0	0	0	0
Southwest Library	1	0	0	0	0	0
Valencia Library	5	1	0	2	1	1
W. Anne Gibson-Esmond Station Library	2	0	0	0	0	0
Wheeler Taft Abbett Library	2	0	0	1	0	0
Woods Memorial Library	4	1	2	1	0	0