
DATE: November 7, 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 – October 2024

Facilities – *Sharla Ronstadt, Library Services Manager*

AS of October 17th, we have processed 854 Service requests since July 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 October 17, 526 are completed, with a 61% completion rate. This month, we had many requests and communications about the new custodial contracts. We helped transition to the new vendors, which is not reflected in our service requests regarding a standing contract.

The team continues to provide supplies to libraries for public distribution provided by the health department related to 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,

Our team's dedication to assisting other library units is evident in our continued support for the Martha Cooper Branch staff in finalizing facilities-related requests after their opening. Additionally, we have begun meeting to coordinate action items to prepare for Bear Canyon to close for three weeks for foundation testing. Also, we completed Facility Emergency Action Plan (FEAP) updates. These updates have been finalized for all libraries and provided to Facilities as per County policies and procedures.

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

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- Tentative Closure December 2024. Exact date to be determine soon. 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*

PCPL has finalized a new contract with supplier BiblioCommons Corp. for our Content Management System (CMS) and Catalog Discovery Interface, for an initial term of one year with an annual award amount of \$320,000 and includes four 1-year renewal options. We continue to train our newly-hired Accounting Support Specialist II. In September 2024 the team processed 28 purchase requests received via the new tracker system. I am in training to lead the team conducting annual unannounced audits of cash handling at the branches (formerly led by Sharla Ronstadt).

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

Federal Funding Opportunities - As a member of the Urban Libraries Council's (ULC) Development Directors, I attended the Fall meet-up, which focused on federal funding strategies. The key speaker was Gina Mahoney from Cogent Strategies, who has been collaborating with ULC to identify potential federal funding sources for its members. The discussion emphasized both traditional and non-traditional funding opportunities, including those from the Inflation Reduction Act. We explored Congressionally Directed Spending (CDS) for projects that qualify under select federal program accounts, as well as infrastructure grants and federal advocacy opportunities. With billions of dollars available annually, ULC highlighted the importance of researching and pursuing opportunities beyond traditional federal sources. Many attendees expressed interest in hearing success stories from libraries, which are often not directly named as eligible agencies but can still benefit from these funding opportunities. In Pima County, we have a Grants Management and Innovation department that works through County Administration to review and vet project proposals. They collaborate with departments to develop a prioritized list of projects for submission to our Congressional Delegation and the County's lobbying team.

Zero-Dollar Agreement for Friends - The *Cooperative Support and Operational Agreement* between the Pima County Public Library (PCPL) and the Friends organizations continues to progress. The new template includes an *Annual Support Agreement*, which clarifies the Friends role in promoting and supporting PCPL through fundraising and resource allocation during the annual budgeting process. Presentations to Friends groups regarding PCPL's funding needs for programs and services are currently taking place in preparation for the next fiscal year budget. Next steps include project planning and establishing regular meetings between the Friends and the Gift and Donor Management team. As agreements are finalized and signed, I will update our Friends handbook and associated training materials.

Literary Arts Programming - Our panel of reviewers is preparing to submit their reviews for the 2024 *Southwest Books of the Year* (SWBY). This year, the State Library (Dept of Libraries, Archives and Public Records) and the Arizona Center for the Book, which traditionally sponsors statewide distribution of SWBY, will also be the primary sponsor of the launch of the publication through the **Tucson Festival of Books**. The festival will feature several SWBY-themed panels and a couple Writer in Residence at the Library workshops.

Additionally, the Arizona Center for the Book has launched *Southwest Book Chats*, a series featuring discussions about six SWBY titles that explore the challenges, triumphs, and stories that define Arizona's literary landscape. The project is supported by the Arizona State Library, Archives, and Public Records, a division of the Secretary of State, with federal funds from the Institute of Museum and Library Services. The series is available for streaming on the [State of Arizona Research Library YouTube channel](#).

Human Resources – Jessica Thornburg, Deputy Director of Finance & Facilities
Human Resource Update Content from October 18th, 2024

<u>New Hires (September 1 – October 18th)</u>		
Job Entry Date	Job Title	Name - Personal Dta
9/8/2024	Library Technical Assistant	Lopez, Kasiah Anntoinette
9/8/2024	Library Technical Assistant	Cummings, Macy Macklin
9/8/2024	Library Technical Assistant	Invernizze, Andrea M
9/8/2024	Library Technical Assistant	Riffle, Morgan L
9/9/2024	Library Technical Assistant	Rosas, Ana L
9/9/2024	Library Technical Assistant	Tautimer, Raven M
9/9/2024	Library Technical Assistant	Boring, Andrew J
9/9/2024	Library Technical Assistant	Vasquez, Nancy Nerea
9/9/2024	Accounting Support Spec II	Roberts, Greg L.
9/22/2024	Library Technical Assistant	Colbert, Marsha
9/22/2024	Library Technical Assistant	Pena, Edelyn
9/29/2024	Library Page	Morales, Tatina A
9/30/2024	Librarian I	Plotkin, Hannah
10/7/2024	Library Page	Torres, Andres

<u>Vacancy Summary</u>		
Count	Title	Status
1	Admin Services Manager	Offer Accepted Start Date 11/10/24
1	Facilities Admin Specialist	2nd Interviews Week of 10/21/24
1	Deputy Director-Public Services	Posted – Applicant Review 10/21
1	HR Admin Specialist	Posted - Applicant Review 10/21
9	Librarian I	Posted – Applicant Review Pending More Applications
7	LA	Posted - Applicant Review 10/21
2	Librarian II	Pending Posting – Application Window 10/21-11/1
2	LTA Supervisor	Pending Posting - Application Window 10/21-11/1
1	Department Personnel Coordinator	Pending Posting - Application Window 10/28-11/8
1	LSM	HOLD - Pending Deputy Director Hire

Security – Jessica Thornburg, Deputy Director of Finance & Facilities

Below are the incidents from September 2024

September 2024						
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	0	0	0	0	0	0
Eckstrom-Columbus Library	18	14	4	0	2	0
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	2	0	0	0	0	0
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	4	0	0	0	0	0
Joel Valdez Main Library	11	6	1	0	5	2
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0	0
Martha Cooper Library	1	0	0	0	0	0
Miller-Golf Links Library	7	2	0	1	1	3
Murphy-Wilmot Library	14	6	0	5	1	3
Nanini Library	1	0	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	0	0	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	6	0	0	1	0	1
Santa Rosa Library	2	1	0	0	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	3	1	0	1	0	0
W. Anne Gibson-Esmond Station Library	0	0	0	0	0	0
Wheeler Taft Abbett Library	5	2	0	0	0	0
Woods Memorial Library	7	1	1	0	0	1