
DATE: December 5, 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, Facilities and Human Resources

SUBJECT: Facilities and Finance – November 2024

It has been an honor to serve as the Deputy Director of Finance and Facilities for the Pima County Library and to work under the thoughtful advice of the Library Advisory Board. While I am excited about the next chapter in my career, I leave knowing the library is in great hands- I am delighted to announce that Anthony Batchelder will be stepping into this role. Anthony brings a wealth of experience and enthusiasm, and I am confident he will build on the foundation we've created to further the library's success. Thank you all for your support, collaboration, and shared commitment to the library's mission.

Facilities – Sharla Ronstadt, Library Services Manager

Since July 1st, 2024, the beginning of the fiscal year, we have processed 1134 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 November 19th, 2024, 797 were completed, with a 70% completion rate.

The team has expanded by adding an Administrative Assistant. I focused on hiring and training as we increased our staffing capacity this month. The team continues to provide libraries with supplies 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 expedite critical work.

This month, we will coordinate action items to prepare for Bear Canyon to close for several weeks for foundation testing from December 2nd to January 7th. In addition, we will attend meetings related to Mission Library and Himmel Library construction projects. We are working closely with the County Renovations and Interiors department to determine additional projects for this fiscal year and get quotes for estimates.

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

and transitioning duties to the new Accounting Team Supervisor and providing support 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.

Bear Canyon Library: Closure is scheduled for Tuesday, December 2nd through Tuesday, January 7th. Bear Canyon Library has potential foundation issues, which are evident from cracks in the walls and uneven flooring. An engineering firm will conduct a multiple-week comprehensive investigation to address these concerns, including soil analysis and structural evaluations. This test 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 test to ensure safety until the investigation is complete. The closure date has not been determined, but it will need to be closed for a few weeks to complete the assessment and testing.

Himmel Park Library –Pending Temporary Closure for Building Expansion- The expansion project is still in the design phase. The contract for Poster Mirto McDonald (PMM) The proposed construction will result in the transfer of building ownership from the City of Tucson to Pima County. It will add approximately 3,500-5,000 square feet to the current footprint. Dates for closure have not been determined, but we are estimating for Spring of 2024.

Finance – Kristin Powell, Administrative Specialist II

In October PCPL finalized a new \$55k contract for the Density People Counting Sensors used for counting library occupancy. The Accounting team continues to train our new Accounting Support Specialist II, and in October processed 23 purchase requests received through the tracker on PCPL's intranet. In early November the team assisted with preparing and distributing the FY25 Q1 Budget to Actuals reports for each branch and affinity team, the first since the implementation of Workday. While responding to questions from branch managers and Library Services Managers about the expenditure on the reports, we've also received positive feedback and heard the reports have already been helpful.

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

The Presenters' Team continues to enhance library programming by collaborating with Procurement and managing a blanket contract with 80 library presenters, available for staff to schedule quarterly. In response to inquiries and feedback, the team has worked with presenters to update program line-ups, rates, and offerings, ensuring cost-effective, engaging, and interactive options. They have also updated program flyers and rates, making the most current information accessible to staff and posting updates on the staff intranet. Additionally, the team provides training and support to presenters on platforms BidNet and Workday, along with invoicing guidance, to streamline program logistics and ensure successful execution.

Related to Library Services and Technology Act Grants, Consultant Beth Wahler, who came to PCPL highly recommended by Bonnie Bazata, formerly of Pima County's Ending Poverty Now, is in the process of conducting a comprehensive needs analysis for Pima County Public Library (PCPL) to assess patrons' unmet and under met social service-related needs and to explore options for a future library-based social services program. As part of this process, Beth held one-on-one Zoom interviews with 18 leadership and management team members to gather insights on unmet patron needs affecting behavior, past and current efforts to address these needs, interest in potential social services programs, available resources, and existing barriers. These interviews will provide a detailed report summarizing themes from the conversations, findings from a recently completed staff survey, and observations from Beth's scheduled visit to PCPL in December.

Human Resources – Jessica Thornburg, Deputy Director of Finance & Facilities*Human Resource Update Content from November 19, 2024*

Active FTE = 312.9 Vacant FTE = 26

FY25 Budgeted FTE = 338.9

Active Headcount = 474 Vacant Headcount = 26

<u>New Hires (Offered October 19-November 18)</u>		
Job Entry Date	Job Title	Name
11/3/24	Deputy Director Library	DeMeester-Lane, Emerson T
11/4/24	Administrative Services Mgr I	Esparza, Maria
11/4/24	Administrative Specialist I	Bell, Dennis P

<u>Vacancy Summary</u>		
Count	Title	Status
1	Department Personnel Coordinator	Start Date 11/19/2024
1	Deputy Director Library	Start Date 12/1/2024
3	Librarian II	Start Date 12/1/2024
7	Library Associate	Start Date 12/1/2024
10	Librarian I	Pending Placements & Offers
2	LTA Supervisor	Interviews Scheduled 11/20/24
2	HR Admin Specialist	Interviews Scheduled 11/26/24
2	Library Services Manager	Requisition Posting 11/22/24

Security – Jessica Thornburg, Deputy Director of Finance & Facilities

Below are the incidents from October 2024

October 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	1	0	0	0	0	0
Dusenberry-River Library	1	0	0	0	0	0
Eckstrom-Columbus Library	19	8	1	1	0	2
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	7	2	0	0	0	1
Joel Valdez Main Library	20	7	1	1	2	0
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	2	0	0	0	0	0
Martha Cooper Library	1	0	0	0	0	0
Miller-Golf Links Library	3	0	0	0	0	0
Murphy-Wilmot Library	14	8	0	2	3	0
Nanini Library	3	0	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	1	0	0	1	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	1	0	0	1	0	0
Santa Rosa Library	1	0	0	0	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	6	4	1	0	1	0
W. Anne Gibson-Esmond Station Library	0	0	0	0	0	0
Wheeler Taft Abbett Library	2	0	0	0	0	0
Woods Memorial Library	10	1	1	0	0	2