

DATE: December 1, 2022

TO: Library Board, Pima County Public Library
Board of Directors, Friends of the Pima County Public Library
Board of Directors, Friends of the Pima-Green Valley Library
Board of Directors, Friends of the Kirk-Bear Canyon Library
Board of Directors, Friends of the Arivaca Library
Board of Directors, Friends of the Oro Valley Public Library
Pima County Public Library Foundation Board

FROM: Michelle Simon
Deputy Director, Support Services

SUBJECT: Support Services Report – November 2022

Facilities Projects - Ken McDonald, Facilities Administrative Specialist

Martha Cooper Library – An acceptable bid was received and processed. Branch is closing in mid-November. Construction will begin in early December and last approximately 18 months. Progress reports in the future.

Valencia Library – Perimeter fencing & parking lot improvements are complete with new gate padlocks & rekeying from City of Tucson lock shop. An exterior book return box has been installed for customer convenience.

FY 2022/2023 Furniture and Facilities Branch Requests – Service requests submitted to Pima County Facilities for processing. Facilities is now evaluating each service request and assigning to proper designer. More details will be available in future reports as projects begin.

Library Service Manager Reports

Administration – Beth Matthias-Loghry, Library Services Manager

The Tucson Festival of Books mission is to improve literacy rates among children and adults in Southern Arizona. The annual event typically includes special programming for children and teens, panels by best-selling and emerging authors, a literary circus, culturally diverse programs, a poetry venue, exhibitor booths and two food courts. As part of its mission, the festival also helps the local community through donations to agencies that improve literacy. In a study by students at the Eller College of Management found that, TFOB pumped an estimated \$4 million into Tucson's economy annually. C-Span has covered TFOB in the past as well, and there are over 120 videos in the C-SPAN Video Library. A Steering Committee manages the TFOB with representation from 19 sub-committees. These sub-committees represent critical community institutions and specific festival events, as well as manage the logistical aspects of the festival at large. For 2023 TFOB, Services Manager Paulina Aguirre-Clinch and I represent Pima County Public Library (PCPL), on the Tucson Festival of Books Steering Committee.

PCPL TFOB Advisory Committee – because of an **After Action Review** in May of this year, Amber appointed an **Advisory Committee for TFOB**. The Advisory Committee represents key leadership and the PCPL stakeholders, (involved teams, which make our venues and outreach around TFOB successful.) When it comes to TFOB, the Advisory Committee provides oversight

related to: a) strategic purpose; b) collective decision making; c) offering clarity to issues surrounding procedure related to TFOB participation; d) Honoring the requests of and coordinating with the Tucson Festival of Books Steering Committee; e) conducting evaluation and overseeing resource allocation around TFOB; and f) ensuring that all delegated tasks are equitably distributed or assigned; and g) clarifying strategic opportunities with Festival related partners.

The Literary Arts Office will convene the next TFOB **After Action Review** with the Advisory Committee in **December**.

Communications and Systems Office – Jen Maney and Reneé Bibby, Program Managers

Current projects

We're working on the following projects.

- Design phase of the Annual Report
- Indigenous Heritage Month
- Updates to Act One Culture Passes
- MID Closure
- Final production on Field Notes
- Content management for Southwest Books of the Year

Supporting Affinity Teams

We have prioritized pulling together consistent outreach materials for all 8 affinity teams. We're coordinating a large order of promo items for the respective teams later in the year. We're also creating digital templates that will allow the teams to create branded content for the upcoming outreach. We've continued to promote affinity teams in Savannah messages and will soon be mapping out a full year of messaging for 2023.

Celebrate Richard Elías

CSO is working on promoting the upcoming celebration on Friday, December 16th at 3:30 pm that will honor long-time library supporter Richard Elías. A small team is working on decorations, food, and entertainment, while CSO is mobilizing to create invites, e-messaging, and social promotions.

Transgender Day of Remembrance

The team is also working on coordinated launch of content for Transgender Day of Remembrance on Sunday, November 20th. There will be a heartfelt personal narrative about the freedom to be yourself at the library by Main Manger Em DeMeester-Lane in the Arizona Daily Star, TikToks, Facebook posts, and blog posts. Look for content on our social media and website.