
DATE: February 2, 2023

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 – January 2023

Facilities Projects - Ken McDonald, Facilities Administrative Specialist

Martha Cooper Library – Expansion construction to last approximately 18 months. Progress reports in the future. When we reopen, the library will be nearly double size. The 13,554 square foot building will give us more room to offer services to the community. We are expanding the children's space, teen's area, programming rooms, and adding study rooms. We will also have a much larger space for books! You will enjoy our expanded collection and comfortable places to read. The large meeting room will connect to an outdoor, shaded meeting area with a sliding glass wall, allowing for large-scale indoor and outdoor events. Solar panels will provide a shade structure with benches to use Wi-Fi in a shady spot. The grass area out front will be enlarged as well.

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 was installed for customer convenience. In addition, the new 101 Space is completed and will soon be ready for use by Teens.

Salazar-Ajo Library – Carpet replacement project - 12/06 received bids - waiting for proposed schedule.

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.

FY 2023/2024 Furniture and Facilities Branch Requests – Request forms will be open for input by branch managers on February 1, 2023.

Library Service Manager Reports

Administration – Beth Matthias-Loghry, Library Services Manager

One of the programs I work with the Pima County Procurement Department on is on a Request for Proposal process for [library presenters](#). Procurement helps us to establish a blanket contract so libraries can utilize presenters on the list on an as required basis. In August, we awarded contracts to 62 Presenters who are on a brand new 22-23 blanket contract – which is an amazing post pandemic feat. Presenters can be individuals, organizations, institutions artists, or educators. Programs may include interactive performances, workshops, concerts, or informational presentations.

All contracted Presenters, as part of their contract commitment, Present to fill out a Google survey to provide information for staff. This includes descriptions of programs, audience appropriateness, booking availability, set-up, scheduling and timing requirements. This Google survey has allowed the Library Presenter workgroup to introduce a presenter discovery tool for staff, so they can sort by audience and key word search what Presenters can offer.

The workgroup just hosted **Being a Library Presenter: How to do business with PCPL** orientations that covered their agreements, other department roles, how staff reach out, how staff find out what they do, Lib_Accounting, invoicing finance and payment. I have really enjoyed working with my Presenter Work Group teammates, Ken Zambos and Sherryl Volpone. It is almost time to coordinate with our Community Engagement Office and Pima County Procurement on the specifications to consider new Presenter proposals for 2023.

Support Services – Kate DeMeester-Lane, Library Services Manager

Our digital circulation has topped one million downloads for the year. This puts PCPL in the top 55 libraries in the world for digital circulation!! Keeping our digital collections fresh and exciting for our customers is one of our top priorities. One of our newest collection of digital materials is our World Languages Collection. Materials such as eBooks, audiobooks and magazines in 15 languages can be checked out digitally through Libby.

This calendar year we'll be replacing much of our IT equipment, such as our desktop/laptop computers for staff and the public and Toshiba copiers. This hardware is replaced on a tri-annual schedule in order to both maximize usage and maintain up-to-date technology. Inventory work is well under way behind the scenes and the new equipment rollout has already begun with new Toshiba printers at select locations.

Communications and Systems Office, Web Team – Jen Maney, Program Manager

The OverDrive app is going to go away at the end of April 2023

Right now, there are two apps for OverDrive: OverDrive app and Libby app. At the end of April 2023, the OverDrive app will be discontinued, and patrons will have to move over to Libby. Libby is made by OverDrive with the same goal of connecting our customers to their favorite ebooks, audiobooks, and magazines. The only thing affected is the older OverDrive app. The OverDrive website will stay the same, and people will continue to be able to access it on any browser. The Libby app is also not changing. If anyone is already using Libby, they're good to go!

The web team is getting the word out in various ways. We will send an email message to any patrons who used the OverDrive app exclusively over the past year. We will also post news items on the website to alert people to the change.

OverDrive has already posted alerts inside the OverDrive app for people to see when they open the app. We're hoping this transition is a smooth one. If you know of anyone using the OverDrive app, please encourage them to switch over to Libby.

Current and upcoming projects for the web team

Along with our counterparts on the marketing team, the web team is working on a variety of projects this winter and spring. These include:

- [Southwest Books of the Year](#)
- [Tucson Festival of Books](#)
- [The new Literacy Reads collection](#)
- [A new Writer in Residence](#)

We work closely with our programming staff to make sure that everything is represented on the website. The web team creates templates for the event calendar, lists of books related to projects and programs, and web pages that advertise and inform the public. We're excited to get the word out about these Library projects!