

DATE: July 6, 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 – June 2023

Library Service Manager Reports

Administration – Beth Matthias-Loghry, Library Services Manager

State-Grants in Aid Final Report: State-Grants in Aid (SGIA) is funding the Arizona State Library passes through to Pima County Public Library (PCPL) annually in August. (PCPL) utilizes SGIA funding to support its participation in the Tucson Festival of Books (TFOB). SGIA funding supports author travel and helps PCPL stage events in its venues as well as community outreach around TFOB. Priscilla Oliveras, expressed her gratitude to the festival coordinators for inviting her to TFOB and Nuestras Raíces venue and “for all you’re doing to shine a light on the work of authors, illustrators, and creators who are sharing stories about nuestras comunidades.” PCPL’s dedicated staff and volunteers worked hard to ensure 2023 festival success. They made connections with thousands of community members through various activities like author panels, book signings, workshops, and at the Bookmobile. And the Bookbike was back. PCPL also partnered with the Hispanic American Studies department of Tucson Unified School District (TUSD) to bring Roni Ashford’s Raulito living history play to middle schoolers-- engaging students and promote literacy and equal access to information during the festival. The Welcome to American affinity team sponsored its first Author Talk around the festival with Daniel Nayeri.

SGIA funding also helps PCPL to deliver span of external training opportunities that will provide PCPL staff the resources and support for success. Learning goals at PCPL include advancing staff capacity to be effective and proficient in their work, and to enjoy learning from one another. With the return to in-person conferences, and a very limited budget, SGIA funds filled some gaps to help a group of staffers to attend AzLA, the AZ Youth Services Summit, and Innovative Users Group convening which was in Phoenix this year.

The Friends of the Pima County Public Library Handbook: Friends financial contributions have made a huge difference in our libraries throughout Pima County. In June, I sent the

Friends a note of thanks. They have allowed PCPL to achieve many great things, even during challenging times. PCPL appreciates our Friends for using our branches and taking advantage of our online services. Friends, word of mouth marketing about the library, and volunteer help have been incredibly valuable.

And in return for all that the Friends do ... I give Friends homework! *The Pima County Public Library Friends of the Library Handbook* course. The course serves as vehicle to deliver the Handbook, and a couple other pdfs which can also be used as a reference. It is intended to answer a lot of questions that come up from Friends and staff on a regular basis as well as from a survey and focus group effort that we started early in 2021. If you have an hour (or two) please explore our newly released Pima County Public Library Friends of the Library Handbook and the self-paced course. The course is meant to complement the Handbook, section by section.

Support Services – Kate DeMeester-Lane, Library Services Manager

During the month of June, PCPL debuted our new electronic form for Reconsideration of Materials. This form allows customers to let us know if they object to materials in our collection. It is limited to Pima County residents and Pima County Public Library cardholders. The updated form allows customers to submit their concerns with a single click, after completing the online, fillable form. For those who prefer pen and paper, the form can still be completed by hand and returned to any library location or mailed to our Collection Development Office. We hope that this will help to engage our community in productive discussion around what materials the library collects, and why.

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

Arizona Daily Star Library Staff Spotlights

Since 2014, Library staff have contributed to a monthly column in the Arizona Daily Star. In it, they've shared stories of what they love about their work, what inspired them to pursue their path in librarianship, and what our community means to them.

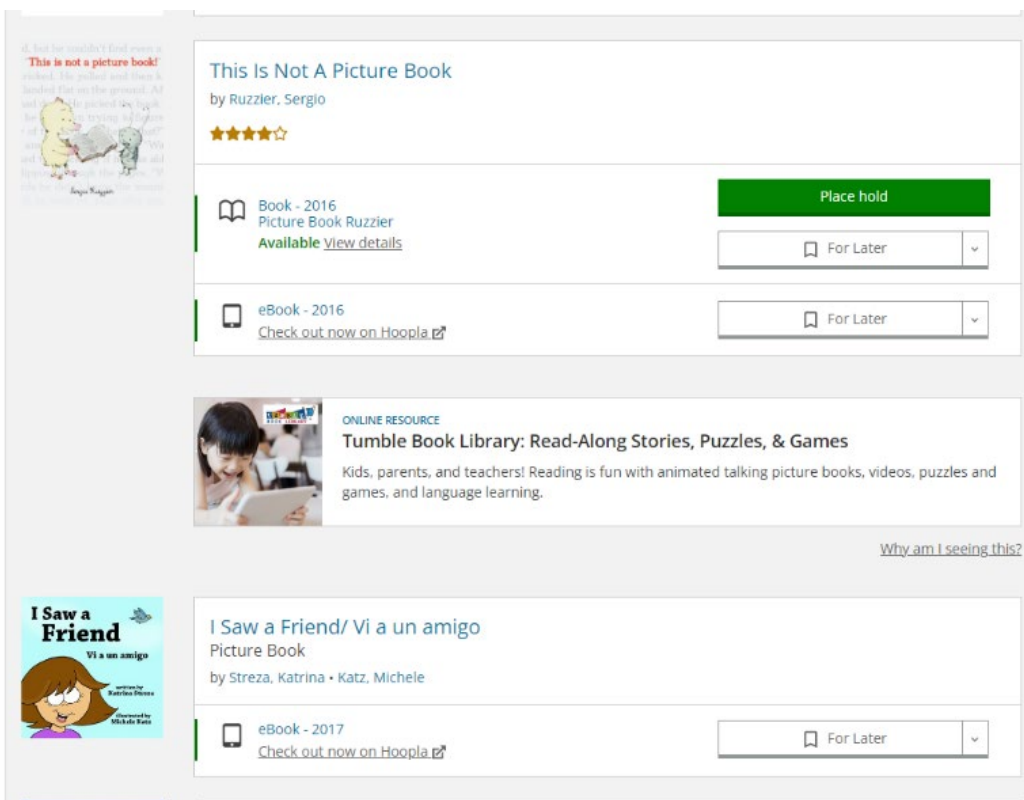
Contributors come from all service levels, systemwide, and have highlighted the many things that make PCPL special and allowed readers a peak into the world of serving the public in a place open and accessible to all.

See all staff articles: <https://www.library.pima.gov/spotlight/>

A new way to promote all of the great things the Library does is coming to the catalog!

BiblioCommons, the website company that provides our website platform, has created a new feature in the catalog that allows us to display content in catalog search results. The feature is designed to enable discovery and increase patron engagement with library-created content. The catalog is the most popular section of the website, and most customers spend the majority of their time in the catalog and their account screens.

The content people will see can be lists, online resources, blogs, news, or services, and the feature automatically looks for relevant content to display based on the search. If no specific content matches the search terms, the Web Team has “spotlight” cards ready to display. The Web Team can also categorize content that we want to show up for specific search terms. An example is the search for picture books. In this case, we’ve categorized the Tumble Book Library so that it will show up.



This feature will roll out over time. We’ve started displaying it to 10–15% of customers already, and we’ll increase the percentage a little a time, so that we can see how it performs and let the website company know if there are any issues. We hope you enjoy this new feature!

Finance and Facilities – Sharla Ronstadt, Library Services Manager

In Finance, the accounting staff virtually conducted one training in June at a remote location, Arivaca Library. This virtual training was an excellent opportunity for this branch library and accounting staff to get to know each other and learn about the various accounting processes that impact public services. We scheduled *one* cash handling audit this month and will continue throughout the year. This month we focused on completing fiscal year-end tasks as assigned by the County, including our fourth Quarter reconciliation, and updating our records. In addition, we continue to cross-train staff in this department so we may support each other when staff are out and are preparing to complete end-of-the-fiscal-year tasks.

In facilities, we started reviewing the annual furniture and facilities requests this month. We confirmed facilities project dates for one project involving a branch library closure. One closure

is scheduled at the Nanini Library for one day on June 26th to install additional shelving and furniture. In addition, the Joel D. Valdez Main Library and Sahuarita Library continue to do some work this month, but the libraries will remain open during this work. These projects will have minimal impact on the public use of the facilities.

On a personal note, I completed this month a 9-month Public Service Manager Certification Program from ASU attended by County, city, and state employees. I am very proud of this accomplishment and the educational awareness it will bring to this position.

Facilities Projects - Ken McDonald, Facilities Administrative Specialist

Martha Cooper Library – On schedule: Expansion construction to last approximately 18 months. Progress reports in the future. When we reopen, the library will be nearly double the 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.

Richard Elias - Mission Library: A new front entrance automatic sliding glass door assembly has been installed.

Joyner-Green Valley Library: A new front entrance automatic sliding glass door assembly is scheduled to be installed before the end of June.

Dewhirst-Catalina Library: A new library/mall monument sign has been installed along Oracle Road at the entrance to the strip mall. This was a joint venture between the library and the mall's owner.

FY 2023/2024 Furniture and Facilities Branch Requests – Library Service Managers have reviewed and commented on their respective branches. Support Services staff has begun the review and approval process of all branch lists with approved items being submitted to Facilities just after July 1st. Branches will be informed of what has been approved.