

**DATE:** November 2, 2023

**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:** Amber D. Mathewson  
Library Director

**SUBJECT: Director's Report – September & October 2023**

**Staffing:**

Currently 38 vacant positions:

**Library Technical Assistant Supervisor** – in recruitment  
**Deputy Director Support Services** – posting soon

**Classification and Compensation:**

Phase 1 & 2 of the compensation study have been completed. Staff members and county departments have time now to make any appeals regarding the results. Library staff who came to the county from the City of Tucson and Oro Valley were compensated for total time worked for the library not just the time since moving to the County which was wonderful and individuals who work part time had total years counted as well. Phase three will follow with a plan on how individuals will move through salary ranges in future. In addition, departments are helping to re-write all job descriptions and minimum qualifications.

Staff members had the opportunity to file an appeal for the classification for which they were placed as well as a request for Pay Review. In addition, the Library Department was able to put in an appeal to review class and grade placements. The deadline for staff and departmental classification appeals was 10/10/23 and staff requests for pay review are due by 11/01/23.

The following departmental grade appeals were submitted:

Library Director  
Library Deputy Director  
Library Services Manager  
Librarian III  
Librarian II  
Librarian I  
Librarian  
Library Associate  
Library Technical Assistant  
Accounting Support Specialist II  
Community Engagement Manager  
Driver Coordinator

In addition, 30 individual Employee Job Classification appeals, and 22 Requests for Pay Review have been submitted.

### **Library Updates:**

I attended the Friends of the Arivaca Library Annual meeting on Saturday 9/23/23. This was a lovely gathering highlighting the accomplishments of the group and the library over the past year with a great presentation by the Teen Advisory Board. This small library accomplishes so much for the surrounding community and the Friends are dedicated to supporting this work wholeheartedly.

### **Community Food Bank Auction:**

The previously annual Community Food Bank auction was held on Friday September 29<sup>th</sup>. This event had been on hiatus since the pandemic. Staff were very enthusiastic about raising money for this well-deserving organization that does so much for our community.

### **AzLA Annual Conference**

The Director attended the annual Arizona Library Association Conference October 18-20<sup>th</sup> and participated on a panel discussion with other Library Directors from around the state of Arizona.

### **Donations for FY 23/24**

Friends of Oro Valley	3,916.64	Book Sales
Friends of Pima County	60,000.00	Friends of Pima County Donation
Anonymous	10.00	Systemwide Donation
Friends of Green Valley Library	6,250.00	Quarterly payment for support
Found in Valencia	20.00	Systemwide Donation
Friends of Oro Valley	5,587.85	Book Sales
Everlove & Associates	100.00	In Memory of Bob Novak gift plates- books on westerns or aircraft
Christina	20.00	Oro Valley Donation
Friends of BCN	347.96	Third Quarter Donation
Friends of Pima County	4,900.01	Bill Payment
Anonymous	250.00	Career Online High School
Meridith Little	10.00	Support Libraries
Fay C Burdick Revocable Trust	1,000.00	Himmel Park Library
Melinda Diaz	500.00	Sahuarita Public Library
Friends of the Green Valley Library	6,250.00	3 <sup>rd</sup> Quarterly Payment
Friends of the Bear Canyon Library	512.07	Fiscal 4 <sup>th</sup> quarter donation (July- Sept)
<b>Total</b>	<b>89674.53</b>	