

DATE: November 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 – Support Services – October, 2023

Library Service Manager Reports

Administration – Beth Matthias-Loghry, Library Services Manager

Happy National Friends of Library Week! This month, I am writing to provide an update on a recent activities to enhance engagement and knowledge sharing among the Friends of the Library community. Later in the month, I will be hosting an event centered on the release of the Pima County Public Library Friends of the Library Handbook and a self-paced course.

During the summer, Friends of the Library groups were invited to explore the handbook and the self-paced course. An online Q&A session will be held on October 30, 2023, to facilitate discussion and address questions. I hope the event will present an opportunity for Friends boards of directors to expand their knowledge by:

- Gaining an overview of the Handbook and its practical applications.
- Understanding the contractual partnership between Friends and the Pima County Public Library (PCPL).
- Participating in a Q&A format to address questions and answers that have come up, and handbook updates.
- Engaging in breakout exercises to solve problems, discuss ideas, and promote open dialogue.

As the current Director's Designee to the Friends of the Library, I look forward to continuing to offer opportunities to the Friends of the Library community.

Support Services – Kate DeMeester-Lane, Library Services Manager

During October, I was able to attend the annual Arizona Library Association conference in Fort McDowell. Given all the recent challenges to library materials across the nation, the topics of intellectual freedom and advocacy were front and center. I was able to make connections with senior staff at several libraries, and to share some of steps PCPL has taken in revising our own collection development policy. One advocacy tool that I would like to share is United Against Book Bans. Anyone can sign up, and be notified when opportunities for advocacy in your zip code are available. The website is unitedagainstbookbans.org .

Collection Development/Technical Services – Victoria Salajko, Librarian III

This month, Collection Development and Technical Services met with our Admin Team to discuss how to address our latest eBook borrowing trends. Meeting current demands would require what's left of our entire materials budget (physical and digital) for the rest of the fiscal year. We are planning on requesting an adjustment to our contract with our primary vendor Overdrive, which will allow us to spend more with them

in this fiscal year, and years to come. In the meantime, we are going to focus on ordering the most popular physical materials we can. We will wait until the Board of Supervisors approves the contract adjustment to purchase more materials from Overdrive. We are hopeful we can resume Overdrive purchasing the first week of December.

The Collection Development and Technical Services teams have also been investing in the professional development of up and coming colleagues. Through the Growing Our Own Mentee program, and hosting interns through the University of Arizona, staff have been providing these students and new employees with insights into the many diverse roles the field of public library work can provide. Topics covered include book purchasing, cataloging, and processing.

The Staff Learning Team meeting this month, focused on selecting topics for the next round of REFUEL trainings for staff. The REFUEL series of trainings provides staff with updated professional development workshops once a month on relevant topics to their work. The workshops are facilitated and developed in-house. Topics considered for this next round include Materials Deselection, Interlibrary Loan Procedures, Intellectual Freedom, Handling Difficult Situations, and Digital Media.

Finance and Facilities – Sharla Ronstadt, Library Services Manager

In the area of Finance, the accounting staff will have completed three site visits in October to branch libraries. These site visits are an excellent opportunity for branch libraries and accounting staff to get to know each other and learn about the various accounting processes that impact public services. We scheduled three cash-handling audits this month and will continue throughout the year.

In addition, Accounting is participating in testing various processes related to our new financial system being developed to go live in the Spring. This transition will be for us in our department and the entire county. As a result of changing financial systems, we are also looking at our internal processes and meeting with Accounts Payable to see if there are any other changes we need to consider making in preparation for these upcoming software changes. Staff are continuing to work on creating a new Purchase Request form and tracker to help streamline the process and increase communication with department staff requesting supplies. We are also confirming with each library which staff are assigned to order from Staples to ensure our records are up-to-date.

In the area of budgeting, I have started attending budget-related meetings and doing some one-on-one sessions to learn the forecasting and budgeting process. As part of this process, I am coordinating some meetings within the department to coordinate a process for me to track supply ordering and presenters related to programming.

Regarding facilities, we have asked all branches to notify us of any outstanding work requests, and we are reviewing Quarterly inspection reports. We will also conduct a building key audit and request inventories from each branch.

We continue to confirm facility project dates involving a branch library closure. Meetings were scheduled to go over general logistics with the Manager, Library Services Manager, and Deputy Director of Public Services for these locations.

Facilities Projects - Ken McDonald, Facilities Administrative Specialist

Martha Cooper Library – Still 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.

The Martha Cooper Library staff got to take a tour of the site this week. They were very excited about the changes, especially the large staff area! Here's what the library looked like before:



Tour photos:



Fun times!