

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 – September, 2023

Library Service Manager Reports

Administration – Beth Matthias-Loghry, Library Services Manager

Introduction: We are pleased to announce that the Pima County Public Library (PCPL) has been awarded two Library Services and Technology Act (LSTA) express grants for the 2023-25 funding cycle. This report outlines the details of the grants.

Grant Details:

- 1. VR Career Exploration and Workforce Readiness Program for Teens:** The XR in AZ express grant focuses on the development of an innovative VR career exploration and workforce readiness program tailored for teenagers. This program aims to provide an engaging platform for teens to explore various career paths and acquire the essential skills required for success in the workforce. Utilizing virtual reality technology and 365-degree videos, the program will offer immersive and interactive experiences that simulate real-world work environments. By leveraging cutting-edge technology, PCPL aims to empower young individuals with the knowledge and confidence needed to make informed career decisions. **Project Manager: Kendra Davey.**
- 2. Writers in Residence in PCPL Libraries:** The second grant involves the Writers in Residence in Libraries (WIRLs) express grant, which has been allocated funding for three separate writer's residencies, each spanning a three-month duration. This initiative aims to foster literary engagement within the community by bringing writers into our libraries. These writers will engage with library patrons through consultations, workshops, and other educational opportunities. In its ninth year, the Writers in Residence at Libraries project will continue to enrich our community's cultural and intellectual landscape. The Murphy Wilmot Library is now hosting Adiba Nelson's consultation sessions from November to December, marking the program's commencement. **Project Manager: Beth Matthias-Loghry**

Conclusion: Every year LSTA grants enable us to deliver dynamic programming, and/or do great seed projects that address the evolving needs of our patrons, ensuring that PCPL remains

a vital hub for learning and engagement. We express our gratitude to the Board of Supervisors for their support and look forward to the positive impact these initiatives will bring to our community.

Support Services – Kate DeMeester-Lane, Library Services Manager

One of our largest issues of the last month has been regarding the acquisition of necessary software for Pima County Public Library. Due to a change in IT purchasing processes, all software purchases must be reviewed by an internal Terms and Conditions team. Unfortunately, not all vendors are willing to adjust their Terms and Conditions to meet our needs. So we have been working diligently to discover alternate ways of completing our work, and ensuring that our workflows are as minimally impacted as possible.

In honor of Constitution Day on September 17th, our library website shared a blog post I wrote on the importance of the Freedom to Read and the First Amendment. We continue to receive emails from customers wishing to censor or remove materials, although we did not receive any further formal Reconsideration of Materials requests. We continue to use every opportunity to educate our customers that the library is here to defend every single person's access to materials, and that we strive to carry something for everyone.

Collection Development/Technical Services – Victoria Salajko, Librarian III

The Collection Development Office (CDO) is working on two purchasing projects, this month. As PCPL prepares to reopen the Martha Cooper Library in the Spring of 2024, CDO is working on purchasing the new books that will be on the shelves, on opening day! This is called the Opening Day collection, and all of the CDO librarians are participating. Their virtual shopping carts are bursting with fresh titles, and familiar favorites for kids, teens, and adults. The library also received just over \$16,000 from the Arizona State Library, to purchase digital materials as part of the Digital Discovery grant. The library is able to use these funds to purchase diverse eBook and eAudio content, including materials in world languages.

Communications and Systems Office Web Team

Website promotions happening this month:

Constitution Week, September 17-23.

Web Team published a special carousel featuring staff lists and blogs all about the US Constitution.

Mes de la Cultura, September 15-October 15.

Web Team published a special carousel for Mes de la Cultura after Constitution Week came down, highlighting staff lists and library resources that can inform people about Hispanic Heritage Month, and honor the contributions and culture of Latinx people and the Latinx diaspora. We also featured El Grito at El Rio Neighborhood Center on September 15th, a fun and exciting event for all ages to help kick off Mes de la Cultura.

We updated the Writer in Residence page to promote events with our newest Writer in Residence, local author Adiba Nelson. By September 15, all of her events were full!

Listening and responding to our patrons

Our Ask a Librarian service forwarded a suggestion from a patron to update our courtesy notices. The notices would list items that had been automatically renewed, and items that could not be renewed and were due soon. Patrons had to scroll through the list checking dates to see which items were which. The patron who wrote to us asked if we could make the difference clearer to save all the scrolling. Web Team contacted Unique (our provider for email notices) to see what could be done. Formatting was updated and now notices will look like this:

The following items could NOT be renewed automatically and are due shortly!

ITEMS DUE SOON:

Title
Sandworms of Dune
 by HERBERT

DUE
Friday, September 15th

Title
Dune
 by HERBERT

DUE
Friday, September 15th

**The following items were automatically renewed for you!
 The new due dates are listed for your information with each item below.**


ITEMS AUTOMATICALLY RENEWED:

Title
Dune the david lynch movie
 by HERBERT

RENEWED
Sunday, October 15th

Title
Dune Messiah
 by HERBERT

RENEWED
Sunday, October 15th



Library staff are big fans of the update, and hopefully it will benefit our patrons as well.

Finance and Facilities – Sharla Ronstadt, Library Services Manager

In the area of Finance, the accounting staff scheduled three branch visits in September. Two were conducted online for outlying locations in Catalina and Ajo. It was a great opportunity for branch library and accounting staff to get to know each other and learn about the various accounting processes that impact public services. We scheduled four cash handling audits this month and will continue throughout the year.

In addition, we completed records retention tasks associated with year-end responsibilities, conducted team cross training sessions on various topics to expand the knowledge of our team.

We are also participating in testing new financial system software and coordinating some additional support with Circulation Managers.

In the area of facilities, we have put out reminders to staff on various procedures and are reviewing branch outstanding facilities requests that have not been completed.

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.

FY 2023/2024 Furniture and Facilities Branch Requests – Facilities service requests have been submitted for furniture and Facilities items. Branches have been notified of items that have been approved and submitted. Updates in future reports.