

**DATE:** December 7, 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 – November, 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 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 Directors 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

This month, our requested increase to our OverDrive contract limit was approved. This will allow us to spend our materials budget in ways that better align with today's circulation trends. We will be rebalancing our funds going forward to account for greater spending in digital materials. This focus will allow us to acquire a greater variety of digital materials, at quantities that our hold levels require. We are very excited about this important improvement to how we serve our community!

**Finance and Facilities** – Sharla Ronstadt, Library Services Manager

In the area of Finance, the accounting staff will have completed two site visits in November 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, we continue to participate in training and meetings related to transitioning to a new financial system. We are now testing the new purchase request tracker and form with library managers and so far, receiving good feedback. We completed three training sessions with managers and unit supervisors and team leads to provide training on supply and presenter contract budget tracking.

Regarding facilities, we are completing key inventory reviews and following up on outstanding facilities requests, attending meetings regarding renovations, installing additional sensors improving data collection for public attendance to libraries, and tour of current facilities projects.

**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.

**Richard Elías-Mission Library** – The architects have completed the construction documents and the request for bids will be posted shortly. We anticipate closing this location toward the end of February 2024. The library will be closed for approximately 16 months. Service will be provided by locations around the area – Valencia Library, Southwest Library, El Rio Library – and supplemented with community outreach and Bookmobile visits.

**Himmel Park Library** – The contract for [Poster Mirto McDonald](#) (PMM) was approved at the November 21<sup>st</sup> Board of Supervisors Meeting. The library will be renovated to include space for staff activities, a more pronounced front entrance, additional infrastructure, and a pollinator garden. Community meetings will be held at the beginning of 2024. The proposed construction will result in the transfer of building ownership from the City of Tucson to Pima County and will add approximately 3,500-5,000 square feet to the current footprint.