

**DATE:** June 6, 2024

**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 and Support Services Report – April/May 2024**

**Library Updates:**

Librarian Ajo – hired starting in June  
Library Technical Assist Supervisor Ajo – hired (internal promotion)  
Accounting position – hired started May 28  
HR Position – in process  
Librarian I position – interviews scheduled (many positions)  
Library Technical Assistant – posted (many positions)

**Library Planning:**

The Library Leadership team continues to work toward developing a plan for services, programming, and community engagement in the coming years. The goal is to maximize staffing to provide services in the community that are robust enough to satisfy customer needs within the scope of current resources. It is also important to allow for emergent needs such as the current climate response team request to act as cooling centers.

**Support Services** – Kate DeMeester-Lane, Library Services Manager

On Tuesday April 16, our updated Collection Development Policy was approved by the Board of Supervisors. The 2024 revisions to the Library's Collection Development Policy include: layout and editing changes; special collections was clarified to direct staff regarding archival materials; information regarding customer access and display was added; considerable updates to databases and licensed software information, due largely to advances in technology over the past 12 years; changes to collection maintenance in order offer flexibility for inclusive materials; clarification that parental rights and responsibilities pertain only to their own children; update of recommendations section language for greater accuracy since budget is not the primary consideration; Reconsideration of Materials processes is now limited to Pima County residents; and the gifts and donations procedures are more specifically detailed.

### **Collection Development/Technical Services/Circulation** – Victoria Salajko, Librarian III

The Collection Development team has been working with LSM Reneé Bibby, and LSM Kate DeMeester-Lane, to facilitate discussions on how to adapt our processes around materials fund allocations, to better leverage the expertise of selection staff, minimize the stress of competing collection priorities through negotiating how to balance them in the budget, and consistently uphold our commitments to those priorities through year-long spending practices. Priorities include minimizing hold wait times on popular items, creating a broad collection with the purchase of new titles, honoring community input by purchasing titles suggested by the public, offering digital and physical formats, purchasing inclusive and Own Voices materials suggested by library affinity teams, and re-purchasing items of perennial interest and relevance.

The library's Technical Services Team continues to cross-train staff in preparation for upcoming FTE and institutional knowledge losses anticipated with upcoming retirements. During the last monthly meeting, staff partnered with the CDO team to improve the processes around bibliographic and item suppression. This will keep the catalog up to date, as well as provide CDO another tool to aid in retroactive purchasing to fill collection gaps.

I partnered with the Community Engagement Office this month, to revise three internal procedures to support the loanable technology programs the library offers. The Blood Pressure Kit, Loanable Hotspot, and Chromebook procedures are now clearer, and consistent with each other.

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

7/5/23	<i>Friends of Oro Valley</i>	3,916.64	<i>Book Sales</i>
7/5/23	<i>Friends of Pima County</i>	60,000.00	<i>Friends of Pima County Donation</i>
7/5/23	Anonymous	10.00	Systemwide Donation
7/10/23	<i>Friends of Green Valley Library</i>	6,250.00	<i>Quarterly payment for support</i>
7/20/23	Found in Valencia Deposit Bag-No Shortage	20.00	Systemwide Donation
7/25/23	<i>Friends of Oro Valley</i>	5,587.85	<i>Book Sales</i>
8/3/23	Everlove & Associates	100.00	In Memory of Bob Novak
8/4/23	Christina	20.00	Oro Valey Donation
8/10/23	<i>Friends of BCN</i>	347.96	<i>Third Quarter Donation</i>
8/18/23	<i>Friends of Pima County</i>	4,900.01	<i>Bill Payment</i>
9/6/23	Anonymous	250.00	Career Online High School
9/15/23	Meridith Little	10.00	Support Libraries
9/19/23	Carol Darrow	25.00	In the memory of Yervand Mathevosian
10/3/23	Fay C Burdick Revocable Trust	1,000.00	Himmel Park Library
10/3/23	Melinda Diaz	500.00	Sahuarita Public Library
10/10/23	<i>Friends of the GYV Library</i>	6,250.00	<i>3rd quarterly payment</i>
10/10/23	<i>Friends of the BCN Library</i>	512.07	<i>Fiscal 4th quarter donation</i>
10/25/23	<i>Friends of the ORO Library</i>	5,471.29	<i>Book Sales</i>
10/25/23	<i>Friends of the ORO Library</i>	5,676.34	<i>Book Sales</i>
11/1/23	Anonymous	5.00	Systemwide donation
11/1/23	John Denker	60.00	Systemwide Donation/RIV

11/9/23	Joanne Gilbert	200.00	Systemwide - books by Sharon Sala and Robyn Carr
11/9/23	Nancy Ray	1,000.00	Systemwide - Nanini Public Library
11/14/23	<i>Friends of the ORO Library</i>	6,271.62	<i>Book Sales</i>
11/22/23	William & Nancy Forester	35.00	In Memory of Richard Reilly-
11/28/23	Aidan Ingold	10.00	For Library
12/6/23	<i>Friends of the ORO Library</i>	6,151.18	<i>Book Sales</i>
12/6/23	Eduwiges Soto <i>PL Foundation via Community Foundation</i>	370.00	Joseph M Moynahan Memorial gift
12/15/23	<i>for Southern Arizona</i>	20,000.00	<i>for staff development, training and travel.</i>
12/19/23	<i>Friends of PCPL</i>	4,900.01	<i>Donation</i>
12/19/23	<i>Friends of PCPL</i>	60,000.00	<i>Donation</i>
12/19/23	Estate of Nina Thaxter	24,525.00	Bequest from the Estate of Nina G. Thaxter
12/21/23	Cary & Karen Kimble	50.00	Donation in memory of Gizmo the Dog
1/2/24	Gordon Tans	100.00	Systemwide donation
1/2/24	Chaya & Harvey Jurowitz	54.00	In memory of Lois Rosenberg
1/4/23	Jack and Rose Van Den Beldt	100.00	GVY- keep Local Library Open and Operational
1/9/24	Michael and Wendy O'Rourke	100.00	Frank De La Cruz collection
1/9/24	Anonymous	250.00	Career online high school
1/11/24	Carol P Williams	10.00	Systemwide donation
1/18/24	<i>Friends of the Oro Valley Library</i>	5,599.83	<i>Sales- Systemwide Donation</i>
1/18/24	<i>Friends of the Oro Valley Library</i> <i>PL Foundation via Community Foundation</i>	9,215.24	<i>Sales- Systemwide Donation</i>
1/25/24	<i>of Southern Arizona</i>	5,000.00	<i>TFOB donation</i>
1/25/24	Martha Wheeland	50.00	Systemwide donation
1/26/24	Francis P Lavigne	25.00	Systemwide donation
1/30/24	<i>Friends of the Bear Canyon Library</i>	447.22	<i>Fiscal First Quarter donation, Oct-Dec 2023</i>
2/5/24	<i>Friends of the Green Valley Library</i>	6,250.00	<i>Quarterly payment</i>
2/15/24	Robert Ellison	20.00	For Copies and Assistance Given (at COL)
2/22/24	Nanci Gran	300.00	In memory of Joni Belzer
2/29/24	<i>Friends of the Oro Valley Library</i>	6,912.98	<i>Book Sales</i>
2/29/24	<i>Friends of the Oro Valley Library</i>	7,122.54	<i>Book Sales</i>
3/1/24	Rev. Kim Pflueger	40.00	Oro Valey Donation
3/1/24	<i>Friends of the W Anne Gibson-Esmond</i> <i>Station Library</i>	903.26	<i>WAGESL- EDS</i>
3/7/24	Amy Elliot	100.00	Systemwide donation
3/7/24	Jon and Elyn Ostrow	25.00	In Memory of Joan Betzer
3/12/24	<i>Friends of the Oro Valley Library</i>	7,111.71	<i>Book Sales</i>
3/15/24	Robert Sankty	40.00	In Honor of Greye A Passarelli
3/20/24	Lisa Masie Richardson-Scales	5.00	Systemwide donation
3/20/24	<i>Friends of the Pima County Public Library</i>	60,000.00	<i>Systemwide donation</i>
3/20/24	Pickett Huffines	75.00	For the Salazar-Ajo Library
4/4/24	Anonymous	5.00	Systemwide donation
4/5/24	Judith Whipple	100.00	In Memory of Freda H Johnson
4/9/24	Gregory Palmer	505.00	Systemwide
4/11/24	<i>Friends of the Green Valley Library</i>	6,250.00	<i>1st quarterly payment for 2024</i>
4/16/24	Rev. Kim Pflueger	20.00	For ORO Valley Library
4/16/24	Robert Pew	75.00	for AJO Library

4/23/24	Estate of Nina Thaxter	1,525.07	Donation
4/30/24	Laura Barger	50.00	In Memory of Edna Fiedler-
4/30/24	Robert Pew	75.00	for AJO Library
4/30/24	United Spiritualist Church of Mankind	20.00	Oro Valley Public Library
4/20/24	<i>Friends of the Oro Valley Library</i>	<u>6,517.79</u>	<i>Book Sales</i>
		<u>349,424.61</u>	
7/24-4/24	Pay Pal various donors	5,177.90	
<b>Total</b>		<b>\$354,602.51</b>	