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**DATE:** September 5, 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:** Jessica Thornburg  
Deputy Director, Finance and Facilities

**SUBJECT: Facilities and Finance – August 2024**

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

Since July 1, 2024, the beginning of the fiscal year, we have processed 309 Service requests from branches and library units for various facilities-related work with over 7 different entities that help oversee our location facility needs (Pima County, City of Tucson, South Tucson, TUSD and other various property management companies). In addition, we said goodbye to one of our team members due to retirement and worked to shift workflow as a result of the loss of this employee on the team. We worked to ensure Elections and Records Offices had proper access to facilities during the last early voting and voting period. We are working to finalize Facility Emergency Action Plan templates for libraries to update their plans, distribute safety and cooling station supplies, update critical key and badge access inventories, update internal staff intranet and public website information on EV chargers and other facilities-related information, coordinate signage for EV charging parking spaces, identifying facilities related purchases for the Martha Cooper Library opening soon, document furniture and facilities requests we discovered on our library site visits for final determinations, coordinate training for staff at locations with AED's installed. We continue to work on the FY 2024/2025 Furniture & Facilities Branch Requests. Site visits have been completed and we are compiling all the requests for us to determine priorities and which projects will be moving forward this fiscal year. I also continue to work to transition duties to the new Accounting Team Supervisor and provide support as needed related to Accounting and Cash Handling Audit responsibilities.

### **Facilities Projects**

**Martha Cooper Library** – On schedule to re-open from an Expansion on September 17, 2024. Staff are working to install equipment, collections, furniture, etc.

**Richard Elías-Mission Library** – Contract has been awarded and construction has begun. We closed this location to the public on March 8, 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 expansion project is still in the design phase. The contract for Poster Mirto McDonald (PMM) was approved at the November 21, 2023, Board of Supervisors Meeting. 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. Dates for closure have not been determined at this time.

**Bear Canyon Library** - Bear Canyon Library has potential foundation issues, evident from cracks in the walls and uneven flooring. To address these concerns, an engineering firm will conduct a comprehensive investigation in the near future, including soil analysis and structural evaluations. This testing aims to determine the extent and cause of the damage, enabling the development of an effective remediation plan. The library must be closed during this testing to ensure safety until the investigation is complete. The closure date has not been determined but will need to be closed for a few weeks for the assessment and testing to be completed.

**Finance** – Kristin Powell, Administrative Specialist II

We continue to work on the Workday transition: aligning processes with the new system, troubleshooting, and training. We also rolled out the use of our new purchase request form with tracker on the Library intranet, which streamlines online approvals and routing through Accounting and also allows everyone involved in a request to view the status of the purchase request ticket. We are in the process of hiring to fill the vacant Accounting Support Specialist II position.

**Grants & Gifts** – Beth Matthias-Loghry, Library Services Manager

As grants coordinator, I am providing an update on the progress of our Library Services and Technology Acts (LSTA) projects and other AZ awards. Currently, project leads are set, and I am involved on the sidelines, monitoring the process to ensure that all resource needs and issues are addressed and that we are tracking and reporting on grants with Pima County's Grants Management and Innovation Department (GMI).

Serving Patrons' Social Needs at PCPL Libraries: Consultant Beth Wahler will engage with the Vulnerable Populations team to conduct a needs analysis. The first step in this effort includes distributing a staff survey designed to gather insights from team members regarding their current challenges, resource needs, and areas of focus. The feedback from this survey will be instrumental in guiding the next steps of the project. In addition to discussing community needs, the survey will ask staff specific questions about the effectiveness of the current social services offered and the resources and support they feel are necessary.

Beth has already sent a draft of the staff survey. Her proposal includes attending the team's regular monthly meetings and suggests regular pre-meeting check-ins with the core project leads—Christine, Em, Linde—and myself to address grants or resource-related questions as they arise.

Writers in Residence at PCPL Libraries: I am currently in the survey data analysis and final report stage for the Writer in Residence 2024 project. PCPL will soon be welcoming our first Writer in Residence for the 24-25 cycle, or "WiRL" as I like to call them. Meg Files will begin consultations on September 1st. We are delighted to have Meg on board, especially given her role in directing the Tucson Festival of Books Literary Awards and Masters Workshop. Many of our previous residents highly recommended her for the residency.

PCPL also extends its heartfelt thanks and bids a fond farewell to our outgoing Writer in Residence, Elaine A. Powers. In her farewell blog post titled 'No Writer is an Island...', Elaine writes, 'As a biologist, I would describe the local library as a keystone species and an indicator of the health of the community.' Thank you so much, Elaine—and a big thank you as well to Oro Valley and Flowing Wells, our amazing library hosts! We also express our gratitude to the Oro Valley Friends of the Library, who supported the project's sustainability beyond the grant award. Our community of writers enthusiastically embraces this program every year, and they are eager for PCPL to continue it.

No writer is an island... | Pima County Public Library

State Grants-in-Aid (SGIA) for Fiscal Year 2025: As part of our ongoing efforts to secure and manage funding for library services, I initiated the setup process for our recently awarded State Grants-in-Aid (SGIA) grant for the 2025 fiscal year. Annually the State Legislature allocates Pima County Public Library \$25,000 under this program to support our services from July 1, 2024, through June 30, 2025. This is a legal requirement for Arizona of the Institute of Museum and Library Services Grants to States Program. I been coordinating with GMI to establish a new grant record in our new Enterprise grants system, called Amplifund, which is necessary for initiating the approval process with County Administration. Once the Library receives the necessary approvals, we move forward with submitting our application, ensuring that we can fully leverage the SGIA funds to enhance our library services in the coming year.