

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION PINAL COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS AGENDA Wednesday, June 19, 2024

9:30 AM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX BOARD OF SUPERVISORS HEARING ROOM 135 N. PINAL STREET FLORENCE, AZ 85132

BUSINESS BEFORE THE BOARD (Consideration/Approval/Disapproval of the following:)

(1) **CONSENT ITEMS:**

All items indicated by an asterisk (*) will be handled by a single vote as part of the consent agenda, unless a Board Member, County Manager, or member of the public objects at the time the agenda item is called.

- * A. Discussion/approval/disapproval of Minutes from the March 6, 2024, and March 20, 2024, Board of Directors Library District Meetings. (Natasha Kennedy)
- * B. Discussion/approval/disapproval of amending the contract between Pinal County and Innovative Interfaces Incorporated, to launch cloud-based hosting of the Polaris Integrated Library System (ILS), as described in the amendment and scope of work. (Shawn Flecken/Cathryn Whalen)

ADJOURNMENT

(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE CLERK OF THE BOARD OF SUPERVISORS' OFFICE AND AT https://pinal.novusagenda.com/AgendaPublic/)

NOTE: One or more members of the Board may participate in this meeting by telephonic conference call.

The Board may go into Executive Session for the purpose of obtaining legal advice from the County's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Board of Supervisors and Pinal County Board of Directors do not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Clerk of the Board Office at (520) 866-6068, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.

access to the meeting room at 9:15 AM.

Meeting Notice of Posting



June 19, 2024 ADMINISTRATION BUILDING A FLORENCE, ARIZONA

REQUESTED BY:
Funds #:
Dept. #:
Dept. Name: Clerk of the Board
Director: Natasha Kennedy
BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:
Discussion/approval/disapproval of Minutes from the March 6, 2024, and March 20, 2024, Board of Directors Library District Meetings. (Natasha Kennedy)
BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:
BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:
MOTION:
Approve as presented.
History
Time Who Approval
ATTACHMENTS:
Click to download
Click to download Minutes LD 03.06.2024 Minutes LD 03.20.2024



PINAL COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTES

Wednesday, March 6, 2024 10:47 AM

BOARD OF DIRECTORS

Chairman Mike Goodman

Director, District 2

Vice-Chairman Jeffrey McClure

Director, District 4

Kevin Cavanaugh

Director, District 1

Stephen Q. Miller

Director, District 3

Jeff Serdy

Director, District 5

PINAL COUNTY ADMINISTRATIVE COMPLEX BOARD OF SUPERVISORS HEARING ROOM 135 N. PINAL STREET FLORENCE, AZ 85132

All Presentations are attached to the Agenda at:

Click Here to View the Library District Agenda

and a Video Recording of this meeting can be viewed at:

Click Here to View Video Recording

The Pinal County Library District Board of Directors convened at 10:47 a.m. this date. The meeting was called to order by Chairman Goodman.

Members Present: Chairman Mike Goodman; Vice-Chairman Jeffrey McClure; Director Kevin Cavanaugh; Director Stephen Q. Miller; Director Jeff Serdy

Staff Present: County Manager, Leo Lew; Chief Civil Deputy County Attorney, Chris Keller; Clerk of the Board, Natasha Kennedy and Deputy Clerk of the Board, Kelsey Pickard

(1) **CONSENT ITEMS:**

All items indicated by an asterisk (*) will be handled by a single vote as part of the consent agenda, unless a Board Member, County Manager, or member of the public objects at the time the agenda item is called.

Chairman Goodman asked if there were any requests from a Board Member, staff or the audience to remove any consent agenda items for discussion. There being none.

Item Action: Approved Library District Consent Agenda Items A and B as presented

Motion Made By: Supervisor McClure Seconded By: Supervisor Miller

To approve Library District Consent Agenda Items A and B as presented.

Motion Passed

Ayes: Cavanaugh, Goodman, McClure, Miller, Serdy (5)

- * A. Discussion/approval/disapproval of Minutes from the December 20, 2023, Board of Directors Library District Meeting. (Natasha Kennedy)
- * B. Discussion/approval/disapproval of an amendment to correct the previously approved AZ Librarians Enhancing Resilient Rural Communities grant on September 6, 2023. The grant was approved in Fund 75 but should have been allocated to Fund 76. Approval will require an amendment to the FY 23/24 budget to transfer appropriation from Fund 75 (Library/District) to the correct fund, Fund 76 (Library/State), to increase revenue and expenditure appropriations in the amount of \$4,000. (Shawn Flecken/Cathryn Whalen)

<u>10:48 a.m.</u> – Chairman Goodman adjourned the March 6, 2024, Pinal County Library District Board of Directors Meeting and convened the Pinal County Public Health Services District Board of Directors Meeting.

PINAL COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS

Mike Goodman, Chairman

ATTEST:

Natasha Kennedy, Clerk of the Board

Minutes Prepared By: Kelsey Pickard, Deputy Clerk of the Board

Approval of Minutes: June 19, 2024



PINAL COUNTY LIBRARY DISTRICT **BOARD OF DIRECTORS MINUTES** Wednesday, March 20, 2024

12:04 PM

BOARD OF DIRECTORS

Chairman Mike Goodman Director, District 2

Vice-Chairman Jeffrey McClure Director, District 4

Kevin Cavanaugh Director, District 1

Stephen Q. Miller Director, District 3

Jeff Serdy Director, District 5

PINAL COUNTY ADMINISTRATIVE COMPLEX **BOARD OF SUPERVISORS HEARING ROOM** 135 N. PINAL STREET FLORENCE, AZ 85132

All Presentations are attached to the Agenda at:

Click Here to View the Library District Agenda

and a Video Recording of this meeting can be viewed at:

Click Here to View Video Recording

The Pinal County Library District Board of Directors convened at 12:04 p.m. this date. The meeting was called to order by Vice-Chairman McClure, Presiding as Chairman.

Members Present: Vice-Chairman Jeffrey McClure, Presiding as Chairman; Director Kevin Cavanaugh; Director Stephen Q. Miller; Director Jeff Serdy

Members Absent: Chairman Mike Goodman

Staff Present: County Manager, Leo Lew; Chief Civil Deputy County Attorney, Chris Keller; Clerk of the Board, Natasha Kennedy and Deputy Clerk of the Board, Kelsey Pickard

(1) CONSENT ITEMS:

All items indicated by an asterisk (*) will be handled by a single vote as part of the consent agenda, unless a Board Member, County Manager, or member of the public objects at the time the agenda item is called.

Vice-Chairman McClure, Presiding as Chairman asked if there were any requests from a Board Member, staff or the audience to remove any consent agenda items for discussion. There being none.

Item Action: Approved Consent Agenda Item A on the Pinal County Library District Board Meeting

Motion Made By: Supervisor Miller Seconded By: Supervisor Serdy

To approve Consent Agenda Item A on the Pinal County Library District Board Meeting.

Motion Passed

Ayes: Cavanaugh, McClure, Miller, Serdy (4)

Absent: Goodman (1)

* A. Discussion/approval/disapproval of Waiver of Conflict of Interest for Legal Services Concerning the Technology Consortium. (Shawn Flecken/April Holley/Jill Broussard)

<u>12:05 p.m.</u> – Vice-Chairman McClure, Presiding as Chairman adjourned the March 20, 2024, Pinal County Library District Board of Directors Meeting and reconvened the Pinal County Board of Supervisors Meeting.

PINAL COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS

Presiding as Chairman, Jeffrey McClure Vice-Chairman

ATTEST:

Natasha Kennedy, Clerk of the Board

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Minutes Prepared By: Kelsey Pickard, Deputy Clerk of the Board

Approval of Minutes: June 19, 2024



June 19, 2024 ADMINISTRATION BUILDING A FLORENCE, ARIZONA

REQUESTED BY:

Funds #: 75

Dept. #: 3570310

Dept. Name: Library District

Director: Shawn Flecken (interim)

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval of amending the contract between Pinal County and Innovative Interfaces Incorporated, to launch cloud-based hosting of the Polaris Integrated Library System (ILS), as described in the amendment and scope of work. (Shawn Flecken/Cathryn Whalen)

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

Annual cloud hosting of Polaris would increase the price of our contract with Innovative Interfaces by \$19,500 in fiscal year 2024-25, and by a similar amount in subsequent years. There would also be a one-time cost of \$2,000 to cover migrating the data from our servers to theirs. However, this would also eliminate the overhead cost of maintaining an on premise server for the Polaris ILS. Budget capacity for this change has been proposed in the Library District's budget for FY2024-25.

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

When Polaris is hosted, Innovative takes responsibility for release upgrades, backups, system / environment maintenance & security updates. This will keep our services up-to-date without the need to request and schedule upgrades, and will relieve the county I.T. Department of the need to maintain our library server. Using servers provided by Polaris will also alleviate a network security concern that arises from staff at libraries outside the county network needing to sign into our Polaris system.

MOTION:

Approve the contract amendment and scope of work between Pinal County and Innovative Interfaces Incorporated, to migrate the Library District to cloud-based hosting of the Polaris Integrated Library System.

History		
Time	Who	Approval
6/7/2024 4:05 PM	County Attorney	Yes
6/10/2024 8:44 AM	Grants/Hearings	Yes
6/10/2024 9:25 AM	Budget Office	Yes

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 6/10/2024 11:40 AM
 County Manager
 Yes

 6/11/2024 1:52 PM
 Clerk of the Board
 Yes

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	ATTACHMENTS:
	Click to download
	Polaris contract amendment
	Polaris scope of work document
	Cover Memo

AMENDMENT TO AGREEMENT

This AMENDMENT is made and entered into as of the date of the last signature of the parties hereto (the "Effective Date"), by and between INNOVATIVE INTERFACES INCORPORATED, a California corporation ("Innovative"), and the PINAL COUNTY LIBRARY (the "Client"). Capitalized terms not otherwise defined in this Amendment will have the meanings set forth in the Agreement (as defined below).

WHEREAS, the Client and Innovative Interfaces Incorporated are parties to the Subscription License Agreement made effective as of September 1, 2019 (as amended from time to time, the "Agreement"); and

WHEREAS, the Client desires to purchase from Innovative certain upgrades to the Software and, in connection with such purchase, the parties desire to amend the Agreement as set forth in this Amendment; and

NOW, THEREFORE, for good and valuable consideration and intending to be legally bound hereby, the parties hereby agree as follows.

- 1. Software. Pricing Exhibit of the Agreement is hereby amended to include the attached Pricing Exhibit EST-INC17193.
- **2. Fees**. The Fees for the Software listed in Exhibit A will be pro-rated in order align Client's Software to a single annual billing cycle.
 - 3. Miscellaneous.
 - a. This Amendment will become effective upon execution by both Innovative and the Client.
 - b. Except as otherwise amended hereby, the other provisions of the Agreement will remain in full force and effect as of the date hereof. In the event of a conflict between the provisions of this Amendment and the Agreement, the terms of this Amendment will control.
 - c. This Amendment may be signed in any number of counterparts, each of which will be an original, with the same effect as if the signatures thereto and hereto are upon the same instrument.
 - d. This Amendment will be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to enter into this Amendment as of the dates specified below.

INNOVATIVE	INTERFACES INCORPORATED
	$\Omega_{M_{A}}$
Signature:	0/9000
Print Name:_	Jeff Anusbigian
Title:	VP, Sales Operations
Date:	May 15, 2024
	Signature: Print Name:_ Title:



Part of Clarivate

Innovative Interfaces Incorporated 789 E. Eisenhower Parkway Ann Arbor MI 48108 United States

Bill To

Pinal County Library 92 W Butte Ave PO Box 2974 Florence AZ 85132 United States Ship To

Pinal County Library 92 W Butte Ave PO Box 2974 Florence AZ 85132 United States

Pricing Exhibit

Payment Terms Net 30
Overall Contract Term (Months) 36

Contract Start Date Contract End Date

 Sales Rep
 Tom McNamara

 Site Code
 PINA1612

 Expires
 6/30/2024

Currency

US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Discounted Rate	Amount	Discount
Polaris Multi-Tenant Hosting - US/APAC	License - Term	1	Multi-Tenant Cloud Hosting environment for Polaris in production enables libraries to eliminate the overhead of maintaining an on premise server for Polaris ILS When Polaris is hosted, Innovative takes responsibility for release upgrades, backups, and system / environment maintenance & security updates. Includes Terminal services, PAC services, Reporting services, Screwdriver services		19,500	19,500.00	19,500.00	

First Year Total US\$19,500.00



Statement of Work

This Statement of Work (the "SOW") dated May 15, 2024 is entered into pursuant to the Master Professional Services Agreement between Pinal County Library ("Client") and Innovative Interfaces Incorporated ("Innovative") effective as of April 9, 2019 (the "Agreement"). Innovative and Client may each be referred to as "Party" from time to time or collectively as "Parties".

A. Purpose of this Statement of Work

The SOW provides an overview of the scope of the project and fees to complete the engagement based on Innovative's prior experience with similar projects and preliminary discussions with Client. The Client hereby acknowledges that the SOW is not meant to capture all detailed requirements but documents the high level requirements and implementation approach discussed and that additional detailed requirements discussions will be required to outline the full scope of work between the Parties.

B. Project Scope of Services

The Scope of the project includes the following set of professional services:

1) Polaris Hardware Migration to Hosted

- a) The Polaris Support Engineer works with Cloud Ops to identify the AWS facility to be used, then builds the required virtual machines with sufficient processing capacity (memory, processors, storage), assigns IP addresses, installs the OS and configures it to work with Polaris.
- b) The Polaris Support Engineer ensures there is a successful full backup saved, then uploads the appropriate version of the Polaris ILS software and configures it per the client's requirements.
- c) A "test load" copy of the client's data is loaded into the new environment.
- d) Client has a period of time to access and test against the new environment to ensure all of the modules they use work as expected.
- e) Upon the pre-negotiated Go Live date, a final load of the customer database is moved to the new production server and all systems are restarted.
- f) The Polaris Support Engineer performs QA to ensure the system is functioning as expected and turns the system over to the client for the QA they may wish to conduct.
- g) The Polaris Support Engineer is available to resolve any post migration issues that may arise.
- h) Hardware migration is complete.

C. Innovative Services Team

The Services Team will have the following resources available for this project:

1. Polaris Support Engineer: The Polaris Support Engineer performs the staging, installation and migration of your system.

D. Client Implementation Team

- Librarian Lead Works closely with Project Manager to ensure requirements are comprehensive and representative of the needs of the library. The Librarian Lead will coordinate with key members of the team as required.
- 2. Technical Lead Will be responsible for assisting with Client responsibilities related to server access as well as any other system level duties required by Client.



E. Implementation Assumptions

- 1. Timeline for the completion of this project will be established, through joint planning conversations between the client and Innovative during the initial stage of the project.
- 2. Innovative needs 24x7 Internet access to the legacy environment throughout the course of this project.
- 3. Client will provide a technical point of contact who is able to provide, or coordinate access to, necessary information and library resources. This includes information related to server access, collecting and providing any prerequisite information required to support installation and configuration of software, and other needs that may arise during the project.
- 4. Client will have adequate resources available to ensure timely completion of any library tasks outlined in the project schedule including prompt acceptance of data migration.

F. Fees and Payment Terms

Fees for Services delivered under this SOW will be charged on a fixed price basis as set forth in the attached Pricing Exhibit EST-INC 17194 herewith and are made in good faith based on the activities, approach, and assumptions contained within the SOW. Payment terms for this SOW are as set forth in the Agreement. Any additional Change Requests will be performed at a blended rate of \$200 per hour for all resources. Additionally, Client is responsible for all reasonable out-of-pocket costs and expenses incurred during this SOW. Pricing assumes that deliverables in this Statement of Work are completed within six months or additional Services fees will apply.

IN WITNESS WHEREOF each party has caused this SOW to be executed by its duly authorized representatives.

AGREED:

Client	Innovative
Pinal County Library	Innovative Interfaces Incorporated
Ву:	By:
Name:	Name: Jeff Anusbigian
Title:	Title: VP, Sales Operations
Date:	Date: May 15, 2024



Part of Clarivate

Innovative Interfaces Incorporated 789 E. Eisenhower Parkway Ann Arbor MI 48108 United States

Bill To

Pinal County Library 92 W Butte Ave PO Box 2974 Florence AZ 85232 United States

Ship To

Pinal County Library 92 W Butte Ave PO Box 2974 Florence AZ 85132 United States

Pricing Exhibit

Payment Terms Net 30

Sales Rep Tom McNamara
Technical Contact CU29288 Lillian Smitch Lillian Smitch

 Site Code
 PINA1612

 Expires
 6/30/2024

Currency

US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Unit Price	Amount
Polaris Hardware Migration to Hosted	Services	1	Polaris Hardware Migration to Hosted		2,000	2,000.00	2,000.00

Total Fees US\$2,000.00



June 7, 2024

To: Pinal County Library District Board of Directors From: Shawn Flecken, Library District Interim Director

Re: Migration to Cloud Hosting of Polaris ILS

Distinguished Members of the Board:

Pinal County Library District uses Polaris Integrated Library System [ILS] software to make core library services possible throughout the district. The Polaris ILS allows for patron registration, circulation of materials, generation of notices, display of library holdings to the public, and transfer of materials between libraries. It also handles cataloging of library materials, registration of staff users and workstations, and access to the library's digital books and subscription research databases. Until now, the Polaris ILS has run on county servers, maintained by the I.T. Department.

Over the years, as municipalities within the county have grown, the cities of Apache Junction, Casa Grande and Maricopa have moved their libraries off the county network onto their own local networks. This has resulted in difficulties maintaining access to the Polaris ILS, due to network interoperability problems. Moreover, because staff at every library has to access Polaris, we now provide remote network access to many individuals who are not county employees. In addition to being a potential security concern, this arrangement requires specific action by I.T. Department staff every time an employee is hired by, or separates from, any of our fourteen library affiliates or five Central Arizona College libraries.

Moving the Polaris ILS to servers maintained by Polaris would eliminate these security concerns, eliminate work for I.T. staff, facilitate activation / deactivation of Polaris staff user accounts, and automate server maintenance, updates, and data backups. It is my belief that this change would benefit Pinal County and the Pinal County Library District.

The Library District is seeking approval of an amendment to our existing contract with Innovative Interfaces, the provider of our Polaris ILS, that would migrate Polaris to cloud hosting, as well as approval of the scope of work document describing the proposed process.

Sincerely,

Shawn M. Flecken, Interim Director Pinal County Library District



June 19, 2024 ADMINISTRATION BUILDING A FLORENCE, ARIZONA

REQUESTED BY:		
Funds #:		
Dept. #:		
Dept. Name:		
Director:		
BRIEF DESCRIPTION OF AGENDA ITEI	M AND REQUESTED BOARD A	CTION:
Pursuant to A.R.S. 38-431.02, NOTICE room at 9:15 AM.	E IS HEREBY GIVEN, that the	public will have physical access to the meeting
BRIEF DESCRIPTION OF THE FISCAL (CONSIDERATIONS AND/OR EX	(PECTED FISCAL IMPACT OF THIS AGENDA
BRIEF DESCRIPTION OF THE EXPECT	ED PERFORMANCE IMPACT C	OF THIS AGENDA ITEM:
MOTION:		
History		
Time	Who	Approval
ATTACHMENTS:		
Click to download		
No Attachments Available		



June 19, 2024 ADMINISTRATION BUILDING A FLORENCE, ARIZONA

REQUESTED BY: Funds #:		
Dept. #:		
Dept. Name: Clerk of the Board		
Director: Natasha Kennedy		
BRIEF DESCRIPTION OF AGENDAITEN Meeting Notice of Posting	I AND REQUESTED BOARD ACTION:	
BRIEF DESCRIPTION OF THE FISCAL O	CONSIDERATIONS AND/OR EXPECTED	FISCAL IMPACT OF THIS AGENDA
BRIEF DESCRIPTION OF THE EXPECT	ED PERFORMANCE IMPACT OF THIS A	GENDA ITEM:
MOTION:		
History		
Time	Who	Approval
ATTACHMENTS:		
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Notice of Posting		



MEETING NOTICE OF POSTING

STATE OF ARIZONA

COUNTY OF PINAL

I, Natasha Kennedy, being duly sworn upon her oath, says as follows:

I am the appointed Clerk of the Pinal County Board of Supervisors.

In my position as Clerk of the Board of Supervisors and Board of Directors, I am responsible for posting all Agendas.

Pursuant to A.R.S. 38-431.02 notice is hereby given that the Pinal County Board of Supervisors and Pinal County Board of Directors will hold a Regular meeting on <u>Wednesday</u>, <u>June 19</u>, <u>2024 at 9:30 AM</u> in the Board Hearing Room, 1891 Historic Courthouse, Administrative Complex, located at 135 N. Pinal Street, Florence, Arizona 85132. The public will have physical access to the meeting room at 9:15 AM.

Notice of Possible Recess: The Board may take a Recess around 12:30 PM and the meeting will reconvene around 1:00 PM.

Board Meetings are broadcasted live and the public may access the meeting on the County Website at Pinal.gov under "Meeting Videos."

Board Agendas are available on the County Website at Pinal.gov under "Agendas & Minutes."

At any time during business hours, citizens may reach the Clerk of the Board Office at (520) 866-6068 or via email at ClerkoftheBoard@pinal.gov for information about Board meeting participation.

Note: One or more members of the Board may participate in this meeting by telephonic conference call.

I hereby further certify that I caused to be posted this Friday, June 14, 2024, around 11:00 AM the Regular Agenda, Library District Agenda, and Public Health Service District Agenda, and Executive Session as follows:

- 1. A kiosk located outside the front entrance to The Old Historical Courthouse, Administrative Complex Building, 135 North Pinal Street, Florence, Arizona 85132
- 2. County Website under Agendas & Meetings located at Pinal.gov
- 3. Emailed the NOVUS Agenda Distribution List and Clerk of the Board Notification Distribution List

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Official Pinal County, Arizona Seal this 14th day of June, 2024.

Natasha Kennedy

Clerk of the Board of Supervisors Pinal County, Arizona

CLERK OF THE BOARD OF SUPERVISORS