



NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION  
PINAL COUNTY LIBRARY DISTRICT  
BOARD OF DIRECTORS  
AGENDA  
Wednesday, March 19, 2025

9:30 AM - CALL TO ORDER

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

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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 January 8, 2025, Board of Directors Library District Meeting. (Natasha Kennedy)
- \* B. Discussion/approval/disapproval to submit a grant application to the Arizona State Library's Library Services & Technology Act grant for \$68,228.44 and authorize the Library District to submit the application electronically. This grant will be used by the Library District to purchase forty (40) laptops and appropriate software for computer labs at Arizona City Community Library and San Tan Valley Library. Supervisor Districts #2 and #4. (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.

Pursuant to A.R.S. 38-431.02, NOTICE IS HEREBY GIVEN, that the public will have physical access to the meeting room at 9:15 AM.

Meeting Notice of Posting



AGENDA ITEM

March 19, 2025 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

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**REQUESTED BY:**

**Funds #:**

**Dept. #:**

**Dept. Name:** Clerk of the Board

**Director:** Natasha Kennedy

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**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

Discussion/approval/disapproval of Minutes from the January 8, 2025, Board of Directors Library District Meeting.  
(Natasha Kennedy)

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

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

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**MOTION:**

Approve as presented.

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History	Who	Approval
Time		

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**ATTACHMENTS:**

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☐ [Minutes LD](#)



# **PINAL COUNTY**

WIDE OPEN OPPORTUNITY

## **PINAL COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTES**

**Wednesday, January 8, 2025  
10:18 AM**

### **BOARD OF DIRECTORS**

**Chairman Mike Goodman**  
Director, District 2

**Vice-Chairman Jeffrey McClure**  
Director, District 4

**Rich Vitiello**  
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 10:18 a.m. this date. The meeting was called to order by Chairman Goodman.

**Members Present:** Chairman Mike Goodman; Vice-Chairman Jeffrey McClure; Director Rich Vitiello; Director Stephen Q. Miller; Director Jeff Serdy

**Staff Present:** County Manager, Leo Lew; County Attorney, Brad Miller; 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 Consent Agenda Items A through C of the Pinal County Library District Board of Directors Agenda**

Motion Made By: Supervisor McClure

Seconded By: Supervisor Miller

To approve Consent Agenda Items A through C of the Pinal County Library District Board of Directors Agenda.

Motion Passed

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

- \* A. Discussion/approval/disapproval of Minutes from the October 30, 2024, Board of Directors Library District Meeting. (Natasha Kennedy)
- \* B. Discussion/approval/disapproval of the “Agreement for Pinal County Technology Consortium Operations 2024-2035” between Pinal County through the Pinal County School Office Education Service Agency, a political subdivision of the State of Arizona (hereinafter referred to as “PCSOESA”), and the Pinal County Free Library District. (Shawn Flecken/Cathy Whalen)
- \* C. Discussion/approval/disapproval of signing the Letter of Agency which will give Pinal County School Office Education Service Agency (PCSOESA) authority to submit e-Rate reports and reimbursement requests on behalf of the Library District, through the Pinal County Technology Consortium. (Shawn Flecken/Cathy Whalen)

**10:19 a.m.** – Chairman Goodman adjourned the January 8, 2025, Pinal County Library District Board of Directors Meeting and reconvened the Pinal County Board of Supervisors Meeting.

**PINAL COUNTY  
LIBRARY DISTRICT  
BOARD OF DIRECTORS**

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Mike Goodman, Chairman

**ATTEST:**

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Natasha Kennedy, Clerk of the Board

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

Approval of Minutes: March 19, 2025



AGENDA ITEM

March 19, 2025 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

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**REQUESTED BY:**

**Funds #:**

**Dept. #:**

**Dept. Name:** Library District

**Director:** Shawn Flecken

---

**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

Discussion/approval/disapproval to submit a grant application to the Arizona State Library's Library Services & Technology Act grant for \$68,228.44 and authorize the Library District to submit the application electronically. This grant will be used by the Library District to purchase forty (40) laptops and appropriate software for computer labs at Arizona City Community Library and San Tan Valley Library. Supervisor Districts #2 and #4. (Shawn Flecken/Cathryn Whalen)

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

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

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**MOTION:**

Approve as presented.

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History		
Time	Who	Approval
3/3/2025 10:14 AM	Library District	Yes
3/4/2025 8:25 AM	County Attorney	Yes
3/4/2025 10:43 AM	Budget Office	Yes
3/13/2025 8:21 AM	County Manager	Yes
3/13/2025 8:41 AM	Clerk of the Board	Yes

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**ATTACHMENTS:**

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☐ [Grant approval form](#)

☐ [Application](#)







## PINAL COUNTY

WIDE OPEN OPPORTUNITY

### Board of Supervisors Grant Request

Board of Supervisors meeting date: \_\_\_\_\_

Department seeking grant: \_\_\_\_\_

Name of Granting Agency: \_\_\_\_\_

Name of Grant Program: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Match amount, if applicable: \_\_\_\_\_

Application due date: \_\_\_\_\_

Anticipated award date/fiscal year: \_\_\_\_\_

What strategic priority/goal does this project address?: \_\_\_\_\_

Applicable Supervisor District: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

Approval received per Policy 8.20: \_\_\_\_\_ OnBase Grant #: \_\_\_\_\_

Please select one:

Discussion/Approve/Disapproval consent item \_\_\_\_\_

New item requiring discussion/action \_\_\_\_\_

Public Hearing required \_\_\_\_\_

Please select all that apply:

Request to submit the application \_\_\_\_\_

Retroactive approval to submit \_\_\_\_\_

Resolution required \_\_\_\_\_

Request to accept the award \_\_\_\_\_

Request to approve/sign an agreement \_\_\_\_\_

Budget Amendment required \_\_\_\_\_

Program/Project update and information \_\_\_\_\_

**Needs Assessment •** What audiences are you targeting with this project and why?

- What community need or opportunity does your project address?
  - How do you know this is a need?
  - How does this project relate to your library's mission or strategic plans?
- a. We are targeting the subset of the general public that have limited computer skills, of all ages (children, adults, older adults). Arizona City's 2020 census population total was 9868, with 12.2% of residents living below the poverty line. SanTan Valley's 2020 census population total was 99894, with 7.5% living below the poverty line. As an increasingly information-driven society, lack of computer skills can have major impacts on citizens' ability to move beyond poverty.
  - b. Arizona City Community Library (ACCL) has had many patrons come in requesting computer classes, and San Tan Valley Library (STVL) is also in a position where many patrons could benefit from computer classes.
  - c. We have had patrons at both locations express a desire for classes on how to use computers and other computer-related technology.
  - d. ACCL and STVL are both county-run facilities under the administration of the Pinal County Library District, whose mission is "is to provide information access and support services to County residents so they can fulfill their informational, educational, and recreational needs, and to affiliate libraries, so they can experience an enhanced ability to provide library services." Teaching computer skills to Pinal County residents in both Arizona City and San Tan Valley directly relates to providing support services in the realm of information and education.

**2. Project Outcomes •** What specific change(s) do you intend to achieve with this project?

- Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided.
- a. Specific changes for our project include increased computer literacy and comfortability with technology for participants in the classes we offer; this will be measured by participation in classes offered at ACCL and STVL.
  - b. Participation—namely, the number of people who participate in the classes—provides an objective metric by which to evaluate the goal of this project, because it gives a measureable outcome that can legitimately substitute for the increase of computer skills in the community. If 20 people take a computer class, then 20 more people in the community have computer skills afterward than did before, for example.

**3. Project Activities •** What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

- What steps has your library taken to prepare for this project?
- Why did you choose this approach for your project? Did you consider any alternative approaches?

- List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.

- a. Staff at ACCL, STVL, and the PCLD office will teach 2-3 classes per month on basic computer skills, including the usage of general office software (Microsoft Word, PowerPoint, etc.), resume-building, etc..  
Approximately 20 laptops each will be provided to both ACCL and STVL to ensure that classes of up to 20 are provided the resources necessary for use during the class.
- b. We have researched the equipment (laptops, charging carts) and software (MS Office, DeepFreeze, Oasis Connections, etc.) in order to run the computer-skills classes.
- c. We chose this approach because it was a request heard multiple times from different patrons at ACCL. In researching demographics at both STVL and ACCL, we found that there was a need for teaching computer skills to our patrons. We did not consider alternative approaches.
- d. We intend to use the laptops as devices to teach patrons and community members invaluable computer literacy skills to which they have had little exposure via both staff-facilitated and one-on-one tutorial sessions (as staffing allows).

**4. Project Evaluation** • Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Examples include pre- and post-assessments, surveys, focus groups, interviews, and observations.

- a. Track laptop usage and user feedback.
- b. Measure the success of digital literacy programs through attendance and participant surveys.
- c. Evaluate the impact of library programming on community engagement and individual achievements.

**5. Project Personnel** • Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.

- Identify the project director and explain why he or she is appropriate for this project.
- If special skills or expertise are necessary for project personnel, briefly list their qualifications.
- Provide a brief resume for any consultant for whom you are requesting LSTA funds.

- a. Gloria Moreno, Branch Manager, San Tan Valley Library;  
Kevin Drinka, Supervisor, Arizona City Community Library
- i. Each branch manager is responsible for programming at their location

- ii. James Mahoney, Emerging Technologies Librarian, Pinal County Library District is available to teach these programs in the absence of other qualified staff
  - b. Project Director: James Mahoney will be project director; his primary responsibilities as Emerging Technologies Librarian include electronic resources, the showcasing of technologies to the public, and technical support for library services.
  - c. Basic computer skills required
  - d. Consultant not applicable

**6. Partners** • If you are partnering with other organizations for this project, describe each partner's role.

• Include a letter of support from each institutional partner.

- a. N/A

**7. Timeline/Schedule of Activities** • Provide a timeline that includes planning, implementation, and evaluation, and indicates when funds will be spent. Remember, funds may not be requested before May 16, 2025, and must be spent by September 5, 2025.

- a. The procurement of the computers may take up to three months, followed by one month for the Pinal County IT Department to set up the laptops. Classes would begin by late August/early September 2025.

**8. Sustainability** • Will you continue this project once the grant period has ended? If so, how will you sustain it?

- a. ACCL and STVL will continue this project once the grant period has ended. They will provide staff for the teaching of classes with support from their parent body, the Pinal County Library District. PCLD will maintain an annual subscription to Oasis Connections for the foreseeable future.

## 9. Project Summary

- a. The goal of this project is to enhance computer literacy and digital equity among underserved populations in Arizona City and San Tan Valley. Funds will be used to provide the laptops and software for the anticipated programs. Community members will benefit because they will become more familiar with increasingly-common aspects of daily life in the United States.

Briefly describe the project, by completing the following: The goal of this project is \_\_to enhance opportunities for informal learning and technical skills development among patrons of the Arizona City Community Library and San Tan Valley Library\_\_\_\_\_. Funds will be used to \_\_purchase laptops and appropriate software for the promotion of informal learning through computer classes\_\_\_\_\_. Community members will benefit because \_they will gain basic computer skills which are increasingly necessary to engage with modern American society\_\_\_\_.

## 10. Budget Justification

Provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.

**11. Budget Form** a. Complete the budget form for the project described in this application.

Provide adequate detail in the description fields to explain the allocations.

b. Local in-kind services or funds are required for LSTA 2025 grants.

### Budget

Equipment:

40 laptops (including required software) – \$59832.80

2 charging carts – \$1700

40 Microsoft Office 2024 licenses – 6695.64

**Total:** \$68228.44

In-kind contributions:

Staging of laptops by Pinal County IT department

Teaching services provided by Pinal County Library District office

12. Risk Assessment

13. Certification of Application

- a. Authorizing Official: [name], [title]



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FLORENCE, ARIZONA

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**Dept. Name:** Clerk of the Board

**Director:** Natasha Kennedy

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**MOTION:**

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History	Who	Approval
Time		

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**ATTACHMENTS:**

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No Attachments Available



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March 19, 2025 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

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History	Who	Approval
Time		

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**ATTACHMENTS:**

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## 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 **Wednesday, March 19, 2025 at 9:30 AM** 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](mailto:ClerkoftheBoard@pinal.gov) for information about Board meeting participation.

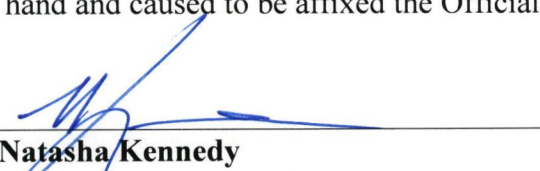
**Note:** One or more members of the Board may participate in this meeting by telephonic conference call.

I hereby further certify that I caused to be posted this Friday, March 14, 2025, around 11:00 AM the Regular Agenda, Flood Control District Agenda, Library District Agenda, 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 14<sup>th</sup> day of March, 2025.



  
**Natasha Kennedy**  
Clerk of the Board of Supervisors  
Pinal County, Arizona

**CLERK OF THE BOARD OF SUPERVISORS**

1891 Historic Courthouse | 135 North Pinal Street | P.O. Box 827 | Florence, AZ 85132 | T: 520-866-6068  
[www.pinal.gov](http://www.pinal.gov)