

**DATE:** April 3, 2025

**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:** Anthony Batchelder  
Deputy Director, Finance and Facilities

**SUBJECT: Facilities and Finance – March 2025**

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

Since the beginning of the fiscal year, we have processed 1,975 Service requests from branches and library units for various facilities-related work with over seven different entities that help oversee our locations facilities needs (Pima County, City of Tucson, South Tucson, TUSD and other various property management companies). As of March 19th, 2025, 266 were still open and not completed with an 86% completion rate. The Facilities Team is continuing to process its surplus, inventory Knox box key access for Fire Departments, update Facilities Emergency Action Plan (FEAP) templates, clarify process to manage window cleaning schedules, parking lot maintenance review, coordinating step ladder safety training and meetings to coordinate EV charging station signage with County Facilities. In addition, we are coordinating for library closures/re-openings and addressing tasks related to construction as well as re-carpeting & renovation projects that are upcoming listed below. We continue to work closely with the County Renovations and Interiors Division within the Project Design & Construction Department and Facilities Management Department to determine projects for the current and upcoming fiscal year.

**Facilities Projects**

**Richard Elías-Mission Library – CLOSED-** The contract has been awarded, and construction has begun. We closed this location to the public on March 8, 2024, with an estimated date to reopen having been pushed back to Spring 2026. In the interim service will be provided by locations around the area at; Valencia Library, Southwest Library, El Rio Library, and supplemented with community outreach and Bookmobile visits.

**Valencia Library – Pending short Temporary Closure -** This temporary short closure is to allow us to update carpeting. We are currently in the vendor scheduling and publicity phase. The last day open to the public will be Saturday April 5th with a tentative re-opening to the public on Monday May 12<sup>th</sup>. The original publicity stated a re-opening in May, but the project looks like it will be shorter than expected and an updated re-opening date will be finalized after the project starts that could be as early as Monday April 28<sup>th</sup>.

**Bear Canyon Library –Pending short Temporary Closure-** This temporary short closure is to fix issues related to the foundation evaluation report about the cracks and uneven flooring along with re-carpeting and updating the service desk. We are currently in the Vendor Bid phase and tentative closure is estimated to be between Sunday 4/27/25-7/7/25 with the last day open to the public being Saturday April 26<sup>th</sup> and re-open after the July 4<sup>th</sup> holiday Tuesday July 8<sup>th</sup>, 2025. Dates will be confirmed after the Bid process contingent on vendor schedules.

**Abbett Library – Pending Temporary Short Closure.** This short closure is to replace carpeting and other renovation work to public areas. We are currently in the design phase and dates for closure to complete this work have not yet been determined. The estimated date of closure would be sometime in early Fall 2025

**Himmel Park Library –Pending Closure-** 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 yet been determined at this time but estimate around Summer 2025.

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

We are pleased to report that PCPL has a new contract to replace the expiring Bikes and Books Ambassadors contract with the same vendor being awarded. This will be the first month that we start working through the re-aligned payment processes for some of our book vendors. Two of us in the office have started or will soon start training to use Adaptive, the analytics, budgeting, and forecasting package the County uses with Workday. The Unannounced Audit Committee has now scheduled the last few audits for this Fiscal Year, and we are on track to meet the goal set by the County for auditing cash handling at each branch once every year. We are looking into adding member(s) to the committee for next Fiscal Year.

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

**Grants:** Library Services and Technology Act Grants – Application Approved to move forward:

LSTA 2025 General Grant Application – **Strategic Community Engagement:** This project will strengthen community engagement to guide the library’s strategic planning. Building on a recent survey, the library will collaborate with a consultant to gather community feedback, identify service gaps, and explore innovative service models. The initiative will include forums, focus groups, stakeholder interviews, and outreach events to ensure diverse perspectives inform future library services. Findings will shape a strategic plan with recommendations for service improvements.

LSTA 2025 Express Grant Application – **Writers in Residence:** This project will support a Writers in Residence program at Pima County Public Library, bringing in three professional writers to mentor and engage the community. Each writer will serve a three-month residency, providing workshops, one-on-one consultations, and public programs to support local writers of all ages and skill levels. The program will foster creativity, improve access to writing resources, and strengthen the library’s role as a hub for literary arts.

**Gifts:** Our cash receipts report from July 1, 2024, to March 10, 2025, has the library having received a total of \$485,773 in gifts/donation funds. These figures outperform budgeted gifts/donations revenue figures and continue to show our communities commitment to supporting Pima County Library activities.

**Human Resources** – Vanessa Valencia, Administrative Services Manager  
*Human Resource Update Content from March 25<sup>th</sup>, 2025*

<b>Job Entry Date</b>	<b>Job Title</b>	<b>Name - Personal Data</b>
2/23/2025	Library Page	Victoria Munoz
2/23/2025	Library Page	Serina Leon
2/23/2025	Library Page	Virginia Vanegas
3/3/2025	Librarian I	Martin Pufpaf
3/10/2025	Driver II	Jonathan Burruel
3/10/2025	Driver II	Phillip Chase
3/10/2025	Administrative Specialist I	Brandi Aragon
3/10/2025	Librarian III	Hassael Cazesuz

<b>VACANCY SUMMARY</b>		
<b>COUNT</b>	<b>TITLE</b>	<b>STATUS</b>
3	Librarian I	Recruitment in Process
2	Librarian II	Processing Job Announcement
1	Administrative Manager I	Recruitment in Process
1	Community Engagement Manager	Recruitment in Process
4	Library Technical Assistant	Recruitment in Process
1	Part Time Librarian	Pending

**Security** – Anthony Batchelder, Deputy Director of Finance & Facilities

## Incidents in March 2025

<b>March 2025</b>						
<b>Location</b>	<b>Incidents</b>	<b>New Suspensions</b>	<b>Off Duty Officer Assisted</b>	<b>Called Police (911)?</b>	<b>Called EMT?</b>	<b>Involved Drugs and/or Alcohol</b>
Administration - 4th Floor	0	0	0	0	0	0
Caviglia-Arivaca Library	0	0	0	0	0	0
Dewhirst-Catalina Library	1	0	0	0	0	0
Dusenberry-River Library	1	0	0	0	0	0
Eckstrom-Columbus Library	9	6	0	3	1	2
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	1	1	0	0	0	0
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	1	0	0	0	0	0
Joel Valdez Main Library	12	46	2	4	2	0
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	1	0	0	0	0	0
Martha Cooper Library	3	0	0	0	0	0
Miller-Golf Links Library	2	0	0	0	0	0
Murphy-Wilmot Library	16	7	0	0	0	3
Nanini Library	1	0	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	0	0	0	0	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	2	1	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	8	2	0	0	0	5
Santa Rosa Library	2	2	0	1	0	0
Southwest Library	1	0	0	0	0	0
Valencia Library	0	0	0	0	0	0
W. Anne Gibson-Esmond Station Library	1	0	0	0	0	0
Wheeler Taft Abbett Library	2	0	0	0	0	0
Woods Memorial Library	7	5	7	0	1	0
<b>Totals</b>	<b>71</b>	<b>70</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>10</b>