

DATE: May 1, 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 – April 2025

Facilities – Sharla Ronstadt, Library Services Manager

Since the beginning of the fiscal year, we have processed 2,226 Service requests from branches and library units for various facilities-related work with over seven different entities that help oversee our locations facility's needs (Pima County, City of Tucson, South Tucson, TUSD and other various property management companies). As of April 14, 2025, 463 were still open with a 79% completion rate. We had many facilities requests added this past month due to Quarterly Property Inspection reports that tend to generate lots of new requests. The Facilities Team is continuing to work on projects, clarify processes in addition to our day-to-day facilities request management. The past few weeks have been focused on receiving Quarterly Property Inspection reports and making sure all requests are being submitted in addition to conducting onsite facilities visits to library locations to update future project lists and set priorities. Also, we are coordinating for library closures/re-openings and addressing tasks related to construction as well as re-carpeting & renovation projects that are upcoming of which are listed below.

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 – Temporary Closure for recarpeting - This temporary short closure is to allow us to update carpeting. The last day open to the public was Saturday April 5th with a tentative re-opening to the public on Monday May 12th. The project is almost complete and will be done earlier than expected with an updated re-opening to come soon and may be open by Monday April 28th if not sooner.

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. The bid phase was completed with schedules finalized along with service desk

designs. The closure is scheduled to be between Sunday 4/27/25-7/7/25 with the last day open to the public being Saturday April 26th and re-open after the July 4th holiday Tuesday July 8th, 2025.

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

PCPL has exercised a one-year renewal option on several of our contracts, including those for TPD off-duty security services, print periodical subscriptions, and books in support of literacy programs. We are working with Pima County Finance to develop a process for depositing large and/or recurring donations using a “Gift Work tag” –an identifier specific to that donor-- to facilitate tracking of both the revenue and the expenses. Our office is also taking on travel coordination for PCPL, as our current Travel Coordinator is celebrating her retirement this month.

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

Impacts of Federal Actions on Institute of Museum and Library Services (IMLS) Follow up.

Review: Recent federal actions pose challenges. The staff of the Institute of Museum and Library Services (IMLS). Reports indicate a large portion of existing IMLS grants may be cancelled.

Arizona and the Department of Library Archives and Public Records (Arizona State Library): Secretary of State Fontes condemned the action, highlighting risks to vital statewide initiatives managed by the Arizona State Library (LAPR), which handled over \$18M in IMLS funds since 2020. Programs like Connect Arizona (digital access), the Arizona Memory Project, literacy, and youth services are potentially impacted. Immediate consequences include terminated contracts for Digital Navigator staff. These staff were crucial in helping Arizonans gain access to technology and offer digital skills assistance – notably helping one woman in her 80s start her own Etsy business for her and her family. This loss is significant given that the Arizona Commerce Authority reports 80% of Arizonans face barriers to technology access or skills. Attorney General Mayes joined a multi-state lawsuit challenging the IMLS dismantling, stressing libraries' essential role and the negative impact of cuts, especially on literacy.

At PCPL: Potential IMLS funding changes could significantly affect PCPL services. The state-level concerns underscore this funding's importance for our local operations. And Staff are already feeling that lack of the Connect Arizona project at our information desks and computer stations.

For supporting information, please refer to these sources:

[Secretary Fontes Condemns Action Dismantling IMLS](#) - Official statement from the Arizona Secretary of State's office.

[Attorney General Mayes Sues Trump Administration to Protect Libraries and Museums](#) - Press release from the Arizona Attorney General's office.

[Trump's cuts put Arizona library, museum grants and programs at risk - Cronkite News](#) - News article detailing the potential impacts.

Friends Agreements: The Gift and Donor Management Team has officially put new operating agreements in place with all our Pima County Public Library Friends groups. While changes were necessary due to the New Financial System, these agreements help us all work together better as partners, making it easier to communicate and coordinate while ensuring we're all pulling in the same direction to support the library's mission and goals. They also clearly lay out how the library will provide the space and support needed for the fundraising work the Friends do. It all adds up to a strong, effective team effort that benefits everyone in Pima County. Updates to the Friends Handbook are coming soon.

Human Resources – Vanessa Valencia, Administrative Services Manager
Human Resource Update Content from March 25th, 2025

Job Entry Date	Job Title	Name - Personal Data
4/7/2025	Administrative Manager I	Clarissa Sandoval
4/21/2025	Library Technical Assistant	Kaitlyn Bemis
4/21/2025	Library Technical Assistant	Sandra Guerrero
4/21/2025	Library Technical Assistant	Ashlyn Walker
4/21/2025	Community Engagement Librarian	Samantha Neville

VACANCY SUMMARY		
COUNT	TITLE	STATUS
4	Librarian I	Recruitment in Process
1	Community Engagement Manager	Recruitment in Process
4	Library Technical Assistant	Recruitment in Process
1	Librarian III	Processing Job Announcement
1	Driver II	Recruitment in Process
1	Part Time Librarian	Pending

Security – Anthony Batchelder, Deputy Director of Finance & Facilities

Below are the incidents from March 2025

April 2025						
Location	Incidents	New Suspensions	Off Duty Officer Assisted	Called Police (911)?	Called EMT?	Involved Drugs and/or Alcohol
Administration - 4th Floor	0	0	0	0	0	0
Caviglia-Arivaca Library	0	0	0	0	0	0
Dewhirst-Catalina Library	0	0	0	0	0	0
Dusenberry-River Library	0	0	0	0	0	0
Eckstrom-Columbus Library	5	1	5	0	0	1
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	3	0	0	0	0	1
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	1	0	0	0	1	0
Joel Valdez Main Library	4	8	0	0	0	0
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0	0
Martha Cooper Library	1	0	0	0	0	0
Miller-Golf Links Library	2	0	0	0	0	0
Murphy-Wilmot Library	3	1	0	0	4	1
Nanini Library	2	0	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	2	1	0	0	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	1	0	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	5	2	0	0	0	0
Santa Rosa Library	1	0	0	0	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	0	0	0	0	0	0
W. Anne Gibson-Esmond Station Library	3	0	0	0	0	0
Wheeler Taft Abbett Library	4	1	0	1	0	0
Woods Memorial Library	3	2	1	0	0	0
Total	40	16	6	1	5	3