

**DATE:** June 5, 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 – May 2025**

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

Since the beginning of the fiscal year, we have processed 2,506 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 May 19, 2025, 316 were still open and not completed with an 87% completion rate. The Facilities Team is continuing to work on projects, clarify processes in addition to our day-to-day facilities request management. This past month has been focused on completing our Quarterly Inspection report reviews and following up on outstanding issues with FM and conducting onsite facilities visits to library locations to update future project lists and set priorities. In addition, we coordinated and attended meetings and completed tasks related to renovation & re-carpeting projects including completion of the Valencia re-carpeting project and short-term closure for Bear Canyon to receive repair work, new carpet, and service desk. See list below for upcoming projects for more details.

**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 scheduled for 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.

**Bear Canyon Library –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 and schedules finalized along with service desk designs. The library is currently Closed and is scheduled to be closed between Sunday 4/27/25-7/7/25 with the re-open date after the July 4<sup>th</sup> holiday on Tuesday July 8<sup>th</sup>, 2025.

**Himmel Park Library –Pending Long Term Closure for Expansion-** 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 finalized at this time but estimate in Summer 2025. It is currently in the Bid process for a contractor of which we had a large turnout for the pre bid site visit on May 13<sup>th</sup>, 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

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

As of early May, the Internal Audit Team has completed the required annual unannounced audits of cash handling at each PCPL branch. We shared tips and guidance about County cash handling procedures, got to see examples of beautifully organized record keeping and skillful internal processes, and staff took the opportunity to ask questions to hone their skills. PCPL and Procurement are working through the Invitation for Bid process for our DVD Leasing Service and have also executed a 5-year amendment to our lease agreement with TUSD for the Southwest Branch library. With the Fiscal Year end approaching and in anticipation of the start of Summer Reading, Purchase Requests have picked up from a monthly average of about 30 requests July-April to 57 received in just the first three weeks of May.

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

**Midterm Update on Library Services and Technology Act Grants: Social Services Initiative & Writer in Residence (Midterm reports were due in May)**

PCPL Social Services Program Initiative: The needs analysis for a potential library-based social services program has yielded valuable insights and indicates strong support for moving forward for the longer term. PCPL is proactively addressing growing patron needs (e.g., housing, mental health) that often exceed the current staff capacity. Consultant Beth Wahler completed a comprehensive needs analysis, involving surveys, interviews, and site visits, revealed that the majority of PCPL staff are interested in and supportive of having an on-staff social service professional. Staff see such a role as crucial for referring patrons to services, assisting with crisis intervention, building community partnerships, and providing vital staff training in areas like de-escalation and stress management. The analysis provided clear recommendations for program implementation, ideally ending with two full-time positions focusing on internal staff support/training and external community partnership building.

**Writer in Residence Program – Spring 2025 Highlights:**

The Spring 2025 Writer in Residence program with Tom Holm was a notable success, fostering community engagement and literary development. Positive Experience: [Mr. Holm described his residency as a "joy" and genuinely a "pleasure,"](#) specifically thanking the supportive library staff at Nanini and Martha Cooper libraries. Engaging Community Writers: The residency attracted writers with interesting ideas, including a compelling concept for a youth graphic novel about a Javelina befriending a lost undocumented immigrant child, and another writer developing a project to make Dungeons and Dragons more female-friendly. Successful Workshops & Resources: Workshops were well attended and highly valued, with special commendation for the "wonderful" workbooks developed by library staff (Reneé, Carolina, and Lindsey). Desire for Continuation: Participants expressed a strong desire for ongoing library support, suggesting the formation of writers' groups and open mic sessions facilitated by PCPL.

**LSTA Grant Update:**

Regarding other grant-funded activities, we have been informed that award notifications for the new LSTA (Library Services and Technology Act) grants have been pushed out another month later in June. These awards are still pending the release of federal funding.

**Human Resources** – Vanessa Valencia, Administrative Services Manager  
*Human Resource Update Content from May 21<sup>st</sup>, 2025*

<b>Job Entry Date</b>	<b>Job Title</b>	<b>Name - Personal Data</b>
5/4/2025	Library Technical Assistant	Alexander Cumps
5/4/2025	Library Technical Assistant	Marcus Montez
5/4/2025	Library Technical Assistant	Lisette Chavez
5/4/2025	Library Technical Assistant	Elizabeth Chartrand
5/4/2025	Driver II	Melina Velasquez
5/27/2025	Community Engagement Manager	Mary Pastrana
6/16/2025	Community Engagement Manager	Roberto Lopez

<b>VACANCY SUMMARY</b>		
<b>COUNT</b>	<b>TITLE</b>	<b>STATUS</b>
4	Librarian I	Recruitment in Process
6	Library Associate	Recruitment in Process
1	Library Services Manager	Pending
1	Part Time Librarian	Pending

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

Below are the incidents from May 2025

<b>May 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	0	0	0	0	0	0
Dusenberry-River Library	1	0	0	0	0	0
Eckstrom-Columbus Library	8	3	5	0	1	1
El Rio Library	1	0	0	0	0	0
Flowing Wells Library	6	3	0	0	0	4
Frank De La Cruz-El Pueblo Library	1	5	0	0	0	1
Himmel Park Library	1	0	0	0	0	0
Joel Valdez Main Library	7	4	0	0	0	1
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0	0
Martha Cooper Library	0	0	0	0	0	0
Miller-Golf Links Library	1	0	0	0	0	0
Murphy-Wilmot Library	9	0	0	1	1	1
Nanini Library	1	0	0	0	1	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	1	1	0	0	0	0
Salazar-Ajo Library	0	0	0	0	1	0
Sam Lena-South Tucson Library	13	3	0	0	0	2
Santa Rosa Library	1	0	0	0	1	0
Southwest Library	0	0	0	0	0	0
Valencia Library	0	0	0	0	0	0
W. Anne Gibson-Esmond Station Library	0	0	0	0	0	0
Wheeler Taft Abbett Library	0	0	0	0	0	0
Woods Memorial Library	1	2	0	0	0	1
<b>Total</b>	<b>52</b>	<b>21</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>11</b>