

DATE: August 7, 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 – June & July 2025

Facilities – *Sharla Ronstadt, Library Services Manager*

In Fiscal Year 2024 (July 2024 – June 2025) the Library Facilities team received 2,831 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 June 30, 2025, 2,655 were completed or canceled (176 were still open and not completed or were on hold for review) showing a 94% completion rate. Out of the 176 outstanding at the end of the Fiscal Year, 54 were on Hold to not submit till the new Fiscal year so really, we had a 97% completion rate on items approved for work. I appreciate the hard work both the Library Facilities Team and the FM and PD&C department staff have provided to assist in us getting such a high 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 end-of-year property asset inventory lists and finalizing project priorities to consider for the upcoming fiscal year. In addition, we attended surplus training and finalized site visits with locations, closed out Himmel Library preparing for its closure for expansion and completing tasks associated with Mission renovation. We also completed the Bear Canyon Library re-carpet and repairs and re-opened the library to the public. We still need to close for a brief day or so in the fall to install the new service desk once it arrives. See list below for upcoming projects for more details.

Facilities Projects

Richard Elías-Mission Library – CLOSED for Expansion- Construction is ongoing. 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.

Himmel Park Library –Closed for Expansion- The expansion project is in the contractor phase with the contractor tentatively set to take over on August 4th. 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. This location is tentatively scheduled to be under construction for 1-1.5 years. In the interim service will be provided by locations around the area at Martha Cooper Library, Main Library, and Woods Library.

Bear Canyon Library – Pending Temporary Short Closure. This location has been re-opened to the public; however, a short few days' closure may be needed to install the new service desk once it arrives in the Fall (September 2025) due to logistical delays on the vendor side.

Abbett Library – Pending Temporary 2–3-month Closure. This short 2–3-month closure will be scheduled to replace carpeting and old furniture in public and staff 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 late Fall 2025.

Finance – *Kristin Powell, Administrative Specialist II*

The Accounting team has been working through our first Fiscal Year-End since the Workday Finance implementation, successfully meeting County deadlines including Change Fund Reconciliations for all branches and processing all outstanding FY25 mileage expense transactions, all while continuing to meet ongoing deadlines for Purchasing Card (P-Card) transaction verifications/approvals/documentation upload to OnBase.

Fun fact: The number of PCard transactions PCPL verified for June represented 24% of the County's total number of transactions for the month! This was primarily because of the increased volume of purchase requests we processed in early June in support of Library programming this summer, including Summer Reading and MegaMania 2025.

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

PCPL Secures 2025 LSTA Grant Projects - Funding Period Underway: Pima County Public Library has secured two Library Services and Technology Act (LSTA) grants for the 2025-2026 fiscal year. These federal funds, administered by the Institute of Museum and Library Services (IMLS) through the Arizona State Library, are essential for expanding our reach and enhancing community services. These awards are particularly significant given recent uncertainty surrounding the Institute of Museum and Library Services. The State Library navigated these challenges effectively, ensuring LSTA funds continue to reach Arizona libraries. Their dedication to our statewide library community in an uncertain funding landscape is commendable. We appreciate the State Library's commitment to prioritizing impactful library initiatives throughout Arizona. The Pima County Board of Supervisors approved and certified both awards. Funds were requested from the State Library on July 18, 2025. We can now proceed with these projects:

The Writers in Residence at PCPL Libraries grant has been renewed. This marks the tenth consecutive year of this program. This express grant continues to fund writers who provide consultations, workshops, and educational opportunities. Sarah T. Dubb (PCPL's Sarah Tarver-Wahlquist) will join us in September, following Logan Philips' young writer workshops. Margot Steines will join us for Spring, and Jennifer J. Stewart returns for Summer 2026. Project Manager: Matthew Landon.

PCPL also secured an LSTA project grant for Strategic Community Engagement for Pima County Public Library. This project aims to deepen our understanding of community needs to inform strategic planning. It builds directly on recent community survey feedback and will help shape future PCPL services. Funds will enable us to contract with a consultant for an in-depth analysis of service gaps and to broaden outreach to diverse communities. This project will ensure our library services align with evolving community needs and incorporate effective service delivery models. Project Manager: Marissa Alcorta.

Other Program Updates:

Library Presenters Program: PCPL preparing to onboard presenters under a new Pima County solicitation and renewable contract in 2026. Sherryl has been working with presenters who were on hiatus, or who hadn't been booked in a while and asking them to review their availability and/or update their program offerings and/or pricing. We also surveyed our list of presenters about program options staff have requested, to see if they could fill gaps



and offer enhanced, interactive programs the public would enjoy. Several presenters volunteered to help us bring back programs like Tai Chi, interactive puppet shows, bubbles and sewing. Many presenters on the roster also expressed interest in offering programs at the Juvenile Detention Center for special events and during out-of-school hours. In June, Marge Pellegrino, a former Writer in Residence, Library Presenter, and author of Field Notes (a summer reading giveaway), completed a related program for the youth in the JDC pods. Carolina Caples designed posters based on the creative work that resulted. Stephanie Mitchell, Librarian in Residence, plans to print these for the pods. Mitchell shared, "Behold the posters that Carolina created for the kids' collaborative poems. I am speechless. I cannot wait to print these and put them up in the units. Presenter

Liaison: Sherryl Volpone.

Human Resources – Vanessa Valencia, Administrative Services Manager
Human Resource Update Content from July 23, 2025

Job Entry Date	Job Title	Name - Personal Data
6/16/2025	5316 - Community Engagement Manager	Roberto Lopez
6/16/2025	5654 - Librarian I	Cynthia Robles
6/16/2025	5949 - Library Page	Julia Kalacy
7/14/2025	5654 - Librarian I	Talya Atallah
7/14/2025	5654 - Librarian I	Jeannette Garcia
7/14/2025	5654 - Librarian I	Thania Mayorga
7/14/2025	5654 - Librarian I	Isaiah Strong
7/21/2025	5949 – Library Page	Michelle Burns
VACANCY SUMMARY		
COUNT	TITLE	STATUS
1	1053 - Director	Tess Mayer 09/2025
2	5228 - Library Services Manager	Recruitment In Process
2	5654 - Librarian I	Recruitment In Process
4	5316 - Community Engagement Manager	Pending
3	5481 – Librarian II	Recruitment In Process
6	5697 - Librarian	Pending
8	5824 - Library Associate	Recruitment In Process
5	5914 - Library Technical Assistant	Pending
1	5914 - Library Technical Assistant Supervisor	Pending
62	5949 - Library Page	Recruitment In Process

Security – Anthony Batchelder, Deputy Director of Finance & Facilities

Below are the incidents from June and July 2025

June 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	1	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	10	11	3	0	0	5
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	6	3	0	1	0	3
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	4	0	0	0	0	0
Joel Valdez Main Library	14	10	1	1	0	1
Joyner-Green Valley Library	1	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0	0
Martha Cooper Library	2	0	0	0	0	0
Miller-Golf Links Library	3	0	0	0	0	0
Murphy-Wilmot Library	22	10	0	3	0	2
Nanini Library	3	0	0	0	0	1
Oro Valley Library	3	1	0	0	0	0
Quincie Douglas Library	3	2	0	2	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	14	3	0	3	0	2
Santa Rosa Library	3	2	0	1	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	2	1	5	0	0	0
W. Anne Gibson-Esmond Station Library	1	0	0	0	0	0
Wheeler Taft Abbett Library	0	0	0	0	0	0
Woods Memorial Library	2	2	1	0	0	0
Total	96	45	10	11	0	14
July 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	1	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	6	1	3	0	0	2
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	6	4	0	0	1	0
Frank De La Cruz-El Pueblo Library	0	0	0	0	0	0
Himmel Park Library	0	0	0	0	0	0
Joel Valdez Main Library	10	5	0	1	1	0
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0	0
Martha Cooper Library	2	0	0	0	0	0
Miller-Golf Links Library	2	0	0	0	0	0
Murphy-Wilmot Library	4	1	0	2	0	1
Nanini Library	1	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	0	0	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	12	2	0	0	0	4
Santa Rosa Library	3	0	0	0	0	0
Southwest Library	1	0	0	0	0	0
Valencia Library	3	3	3	0	1	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	5	2	1	0	1	0
Total	58	19	7	3	4	7