

DATE: September 4, 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 – August 2025

Facilities – Sharla Ronstadt, Library Services Manager

It is a new fiscal year, and the team has been working hard to follow up on requests not completed by the end of June and to transfer them over to the new fiscal year in our tracking systems. We have also been submitting requests for new projects for both the Facilities Management and Renovation Interiors departments to start working on assigning staff and receiving estimates for our review for FY26. Since July 1st, the Library Facilities team has received 497 service requests in addition to the 176 that transferred over from FY25 that were not completed, giving us 673 active requests as of August 21, 2025. These service requests come 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 August 21, 2025, 389 have been completed or canceled since July showing a 58% completion rate so far, this fiscal year. There is an initial rush of service requests at the beginning of the new fiscal year to get projects started in addition to daily maintenance needs. Facilities projects take longer so the 58% completion rate is normal at this time of the year.

The Facilities Team is continuing to work on projects, clarify processes in addition to our day-to-day facilities request management. Currently two branches are closed for renovations, with a third scheduled to close in the fall of FY26, and a fourth temporarily close for a brief period. Please see the detailed notes below for more information on each closure and the associated renovation or project work at these locations.

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 having taken over the building. 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, Joel D. Valdez Main Library, and Woods Memorial Library.

Kirk-Bear Canyon Library –Temporary Short Closure. This location will have a short-term closure to install the new service desk due to supply chain issues on the vendor's side. It will be closed beginning **Friday, August 22** for the installation of a new service desk and we will reopen at **10:00 am on Friday, August 29**.

Wheeler Taft Abbott Sr. 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's work to close out FY25 continued into August with the completion of the Library's Revenue and Expense Accruals, reporting on transactions processed/paid in the beginning of FY26 that should be accrued to FY25. With the help of our Financial Analyst, we obtained Workday reports detailing potential expenses to include, which enabled us to flag over 600-line items --to ensure they hit the FY25 budget and not this year's—and submit it by the County deadline! Purchase request volume remained high through July (we received and processed 46 purchase requests) but with summer winding down we're getting closer to average, with 27 Purchase requests received in the first 3 ½ weeks of August.

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

The Library Department is holding a kick-off meeting with the Finance Grants and GMI teams to launch two grant-funded projects: the **Library Services and Technology Act (LSTA) Grants** and **State Grants-in-Aid (SGIA) 2026**.

- The **LSTA grant funding** has been approved and received. This meeting will finalize the budget and spending codes for the **Strategic Community Engagement Project** so the funds can be deposited.
- For the **SGIA 2026 grant**, we've received the award letter and are now starting the internal process. A key step is holding a collaborative meeting to prepare the line-item budget, which was missed in previous years, but will be a regularly occurring activity moving forward.

This meeting is a new process for the library and comes recommended by Grants Management and Innovation. Deputy Directors Marissa and Anthony will serve as the initial project managers. They're in the best position to assign and delegate tasks to others, as multiple people from several library departments may manage focused spending within one grant, especially State-Grants-in-Aid. This will increase my understanding and help address questions that have come up since we began using new financial systems and are processing grant financials on an ongoing basis.

Program Update: Detention Library Program: Planning is underway to expand the Detention Library Program. We feel there is some financial flexibility to purchase additionally books, supplies, and equipment to support this expansion within the current fiscal year. For future operational needs, we have approached the Foundation for a financial commitment, which will also be a topic of discussion with our new Director, Tess. Recently, the Juvenile Detention Center has seen a consistent increase in its population, with the current census at 43. This is due to a recent change in court procedure that now houses all juveniles at the JDC until at least their first hearing. This change is expected to result in more children staying at the JDC for a longer period and therefore provide a larger population to serve.

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

Job Entry Date	Job Title	Name - Personal Data
1	1053 - Director	Tess Mayer
1	5754 - Administrative Specialist I	Recruitment In Process
4	5316 - Community Engagement Manager	Pending
1	5394 - Administrative Services Manager I	Pending
1	5513 - Communications Specialist	Pending
1	5575 - Training and Education Coordinator I - Department	Pending
2	5671 - Administrative Specialist II	Pending
1	5654 - Librarian I	Pending
3	5697 - Librarian	Pending
2	5914 - Library Technical Assistant Supervisor	Pending
1	5824 - Library Associate	Pending
10	5914 - Library Technical Assistant	Pending

VACANCY SUMMARY		
10-Aug	Heather Ross	Library Services Manager
10-Aug	Paula Maez	Library Services Manager
25-Aug	Luis Eduardo Garcia Rodriguez	Library Associate
25-Aug	Sarah Evins	Library Associate
25-Aug	Jessie Kickert	Library Associate
25-Aug	Elm Cummings	Library Associate
25-Aug	Patricia Marell	Library Associate
25-Aug	Kaitlynn Bemis	Library Associate
25-Aug	Yuri Kim	Library Associate
25-Aug	Lilanie Valencia	Library Associate
25-Aug	Luci Davis	Library Associate
25-Aug	Alexis E	Librarian II
25-Aug	Rose Wynd	Librarian II
25-Aug	Melissa Andrews	Librarian I

Security – Anthony Batchelder, Deputy Director of Finance & Facilities

Below are the incidents from August 2025

August 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	1	0	0	0	1	0
Eckstrom-Columbus Library	4	1	0	0	0	0
El Rio Library	1	0	0	0	0	0
Flowing Wells Library	4	3	0	0	0	1
Frank De La Cruz-El Pueblo Library	3	3	0	0	0	2
Himmel Park Library	0	0	0	0	0	0
Joel Valdez Main Library	14	9	3	1	1	0
Joyner-Green Valley Library	1	0	0	1	0	0
Kirk-Bear Canyon Library	1	0	0	0	0	0
Martha Cooper Library	3	1	0	1	0	2
Miller-Golf Links Library	2	0	0	0	0	0
Murphy-Wilmot Library	11	6	0	1	2	2
Nanini Library	4	0	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	1	1	0	0	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	2	1	0	2	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	14	1	0	1	0	3
Santa Rosa Library	1	1	0	0	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	3	2	1	0	0	3
W. Anne Gibson-Esmond Station Library	1	0	0	0	1	0
Wheeler Taft Abbett Library	2	1	0	0	0	0
Woods Memorial Library	10	1	7	0	0	0
Total	83	31	11	7	5	13