

**DATE:** October 2, 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 – September 2025**

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

Since July 1, the Library Facilities team has received 749 service requests, in addition to the 176 that were transferred over from FY25 and not completed, totaling 925. These service requests come 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 property management companies). As of September 18, 2025, 655 have been completed or canceled since July, indicating a 70% completion rate for this fiscal year so far. There is an initial surge of service requests at the beginning of the new fiscal year, as projects are initiated in addition to meeting daily maintenance needs. Facilities projects take longer, so this completion rate is expected at this time of the year, and we anticipate the rate will increase. The Facilities Team is continuing to work on projects and clarify processes, in addition to managing our day-to-day facilities requests. Currently, two branches are closed for renovations, with a third scheduled to close in the fall of FY26. The Kirk-Bear Canyon Library has reopened after a very brief closure to install an updated service desk. Please see the detailed notes below for more information on each closure and the associated renovation or project work at these locations. Some of our other smaller projects with Renovations and Interiors do not require library closure and focus more on painting, updating furniture and workstations, and equipment and infrastructure. We are also working with the Facilities department to address larger maintenance projects, including parking lots, HVAC, Boilers, and roofs, as per their recommendations, which will be determined soon.

***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.

**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 Library Accounting team is adding additional purchasing capacity after having taken on the work of Travel Coordination: we now have two staff who can make Procurement Card purchases on behalf of the Library for programming and operational needs throughout the system. I met with staff from the Technical Services unit to discuss how we might better align our processes around managing Library contracts and efficiently share data on our many subscription products. This is a preliminary step towards a longer-term goal of more proactively managing our contracts in (or alongside, with another tool) our still-new Workday environment. Purchase request volume continues to trend towards the departmental average though it remains slightly elevated with it being the beginning of the fiscal year.

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

Pima County Public Library (PCPL) received notification of the State Grants-in-Aid (SGIA) award for 2026 after successfully filing the final report for the 2025 grant cycle. This funding is based on population and is allocated from the FY 2026 Baseline Book under the Arizona Secretary of State. Every county in Arizona receives \$25,000, with municipal libraries in cities over 100,000 people receiving additional amounts based on their population. This grant helps the library maintain its "maintenance of effort," a requirement for receiving Arizona's share of federal library funds. Year after year, these grant funds are used to support PCPL's presence at the Tucson Festival of Books. A portion of the funds goes toward inviting and featuring Latinx, Spanish-speaking, Indigenous, and other local and regional authors at library venues during the festival. The grant also supports professional development for staff, including conference participation and other training opportunities.

**Program Update:** Streamlining Payments for Presenters and Authors. The Library Presenters Team has implemented a new process to improve communication and ensure presenters and authors are paid efficiently. This system, a collaboration between scheduling staff and the Presenters Team, is designed to ensure timely payments for services provided. Presenter/Author Plan template is used to initiate the process. The Presenters Team then ensures the individual is registered as a Pima County supplier in the Workday System, creates the payment package, and sends it to the presenter or author for their signature. Once a program is complete, staff notify the Presenters Team to submit the invoices. This new system has already supported several events, including an Intergenerational Martial Arts program, a local author event, and presentations for El Grito, Synapse World Mental Health Day author event, Pride events, and the Quince Douglas Anniversary events.

**Human Resources** – Vanessa Valencia, Administrative Services Manager

*Human Resource Update Content from July 23, 2025*

Job Entry Date	Job Title	Name - Personal Data
9/7/2025	Library Page	Abigail Chavez - Joel Valdez Main Library
9/7/2025	Library Services Manager	Adriana Savedra
9/7/2025	Library Page	AJ Castillo - W. Anne Gibson-Esmond Station Library
9/7/2025	Library Page	Alessandra Rosas Montoya - Dusenberry-River Branch Library
9/7/2025	Library Page	Alexa Saldana - Murphy Wilmot Branch Library
9/7/2025	Library Page	Alexis Gutierrez - Sahuarita Branch Library
9/7/2025	Library Page	Alexis Mulvaney - Martha Cooper Branch Library
9/7/2025	Library Page	Alexis Ortega - Southwest Branch Library
9/7/2025	Library Page	Alyssa Tsukushi - Nanini Branch Library
9/7/2025	Library Page	Andrea Rivera - Sahuarita Branch Library

9/7/2025	Library Page	Ann Dillard - Miller Golf Links Library
9/7/2025	Library Page	Annie Harrison - Joel Valdez Main Library
9/7/2025	Librarian II	Briana Turner
9/7/2025	Library Page	Carli Cabrera - Nanini Branch Library
9/7/2025	Library Page	Celeste Smith - Dusenberry River Branch Library
9/7/2025	Library Page	Czarina Contreras - Flowing Wells Library
9/7/2025	Library Page	Dayanara Rodriguez - Joel Valdez Main Library
9/7/2025	Library Page	Diane Trematore - Southwest Branch Library
9/7/2025	Library Page	Dianne Henderson - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Elizabeth Herrera - Green Valley Joyner Library
9/7/2025	Library Page	Ella Wilson - Nanini Branch Library
9/7/2025	Library Page	Emiland Kray - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Erin Hagedon - Martha Cooper Branch Library
9/7/2025	Library Page	Francisco Garcia - Joel Valdez Main Library
9/7/2025	Library Page	Frida Cota - Eckstrom Columbus Library
9/7/2025	Library Page	Gael Garcia - Oro Valley Branch Library
9/7/2025	Library Page	Gisela Serafina Santacruz Sanchez - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Gogo Salaswat - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Isabel Matias - Martha Cooper Branch Library
9/7/2025	Library Page	Itayetzi Rodriguez Gomez - Eckstrom Columbus Library
9/7/2025	Library Page	Jeremy Young - W. Anne Gibson-Esmond Station Library
9/7/2025	Library Page	Joseph Mootz - Martha Cooper Branch Library
9/7/2025	Library Page	Josh Davis - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Josh Terry - Oro Valley Branch Library
9/7/2025	Library Page	Julie Coleman-Abrams - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Karla Valle-Aguilar - Sahuarita Branch Library
9/7/2025	Library Page	Kensi Fearing - Dusenberry River Branch Library
9/7/2025	Library Page	Kimberly Gramse - Joel Valdez Main Library
9/7/2025	Library Page	Kirsten Goodrow Lopez Avila - Dusenberry River Branch Library
9/7/2025	Library Page	Lexi Morales Rivera - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Maeve Gwilliam - Murphy Wilmot Branch Library
9/7/2025	Librarian II TSV	Malonie Nicols
9/7/2025	Library Page	Mat Bakarich - Murphy Wilmot Branch Library
9/7/2025	Library Page	Maya Hartsfield - Miller Golf Links Library
9/7/2025	Library Page	McKayley Ashcraft - Nanini Branch Library
9/7/2025	Library Page	Mozhda Najibullah - Murphy Wilmot Branch Library
9/7/2025	Library Page	Myrilla Trujillo - Quincie Douglas Branch Library
9/7/2025	Library Page	Natasha Kernek - Joel Valdez Main Library
9/7/2025	Library Page	Nathaniel Peck - Dusenberry River Branch Library
9/7/2025	Library Page	Rachel Ann De Vera - Miller Golf Links Library
9/7/2025	Library Page	Rachel Campbell - W. Anne Gibson-Esmond Station Library
9/7/2025	Library Page	Rachel Gamez - Oro Valley Branch Library
9/7/2025	Library Page	Rachel Stephens - Sahuarita Branch Library
9/7/2025	Library Page	Sagan Friskey - Miller Golf Links Library
9/7/2025	Library Page	Serena Trujillo - Quincie Douglas Branch Library
9/7/2025	Library Page	Sheree Almeida - Oro Valley Branch Library

9/7/2025	Library Page	Sierra Ayers - Kirk Bear Canyon Library
9/7/2025	Library Page	Sonia LaraDewhirst - Catalina Branch Library
9/7/2025	Library Page	Stevie McLaughlin - Eckstrom Columbus Library
9/7/2025	Library Page	Taylor Kleefeld - Martha Cooper Branch Library
9/2/2025	Director	Tess Mayer
9/7/2025	Library Page	Timothy Corder - Wheeler Taft-Abbott Library
9/7/2025	Library Page	Trinda Keele - Miller Golf Links Library
9/7/2025	Library Page	Vanessa Carrillo - Oro Valley Branch Library
9/7/2025	Library Page	Zechariah Markes - Martha Cooper Branch Library
9/22/2025	Administrative Specialist I	Leticia Flores-Library HR

VACANCY SUMMARY		
COUNT	TITLE	STATUS
4	5316 - Community Engagement Manager	Pending
1	5394 - Administrative Services Manager I	Recruitment In Process
1	5513 - Communications Specialist	Recruitment In Process
1	5575 - Training and Education Coordinator I - Department	Pending
3	5654 - Librarian I	Recruitment In Process
2	5671 - Administrative Specialist II	Recruitment In Process
4	5697 - Librarian	Pending
3	5739 - Library Technical Assistant Supervisor	Pending
2	5824 - Library Associate	Recruitment In Process
13	5914 - Library Technical Assistant	Recruitment In Process

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

Below are the incidents from September 2025

<b>September 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	1	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	7	1	3	2	1	0
El Rio Library	0	0	0	0	0	0
Flowing Wells Library	3	2	0	2	1	1
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	20	4	3	0	4	6
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	1	0	0	0	0	0
Martha Cooper Library	5	1	0	0	0	0
Miller-Golf Links Library	2	0	0	0	0	0
Murphy-Wilmot Library	13	5	0	3	0	0
Nanini Library	1	1	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	4	0	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	17	4	0	0	0	1
Santa Rosa Library	3	2	0	0	0	0
Southwest Library	0	0	0	0	0	0
Valencia Library	1	1	0	0	0	0
W. Anne Gibson-Esmond Station Library	0	0	0	0	0	0
Wheeler Taft Abbett Library	1	0	0	0	0	0
Woods Memorial Library	9	1	3	0	3	0
<b>Total</b>	<b>88</b>	<b>22</b>	<b>9</b>	<b>7</b>	<b>9</b>	<b>8</b>