

DATE: November 6, 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 – October 2025

Facilities – Sharla Ronstadt, Library Services Manager

Since July 1, 2025, the Library Facilities team has received 1094 service requests, in addition to the 176 that were transferred over from FY25 and not completed, totaling 1270. 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 October 20, 2025, 939 have been completed or canceled since July, indicating a 74% 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 expansion renovations, with a third Wheeler Taft Abbott Sr Library is scheduled to close November 20th, 2025– March 15th, 2026 for a short four-month period for flooring and furniture replacements and other updates. 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 department 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.

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 Abbett Sr. Library – Pending closure November 20, 2025- Sunday March 15, 2026. Re-open to public on Monday March 16, 2026. This short 4-month closure will be scheduled to replace carpeting and old furniture in public and staff areas. Designs and quotes have been approved, and bids completed. We are scheduling tasks to prepare for this short closing. Wednesday November 19th, 2025, will be the last day open for the public and while this location is closed customers will be directed to other libraries in the area for services during this short closure.

Finance – Kristin Powell, Administrative Specialist II

Since July 1, the Library Accounting team has received 194 new Purchase Requests and processed 161 Staples orders for office supplies. The team is working with staff in Technical Services to prepare for the upcoming closure of our largest library materials vendor, which necessitates increasing the capacity of other Supplier Contract(s) so we can meet demand for new materials. We are working with Procurement on a proposed contract amendment that if approved will add \$2 million per year for the next two years to replace the anticipated expenditure with the previous vendor. The Library Unannounced Audit Committee members have performed cash handling audits of 4 branches so far, this fiscal year, with 3 additional audits scheduled in the coming weeks. In collaboration with the Library Web Team and other units, we are reviewing Accounting-owned content on the Library Intranet to prepare for migration to a new Intranet platform once that new contract is finalized.

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

Grants: Regarding the Library Services and Technology Act (LSTA) Grant in support of Strategic Community Engagement, the competitive Request for Quote (RFQ) process is nearing its deadline this week. This initiative serves as a direct follow-up to the Community Survey completed last month. PCPL is looking for qualified consultants to utilize a Qualitative Research Methodology (QRM) to gather actionable insights from diverse communities (including non-users) and analyze service gaps to strengthen strategic planning. The project is structured across four phases: Phase 1: Planning and Discovery (Jan 2026), Phase 2: Community Engagement & Implementation (April 2026), Phase 3: Analysis and Recommendations (May 2026), and Phase 4: Internal Strategic Planning & Reporting (September 2026). The full scope will include facilitating 17 sessions (10 focus groups, 5 community forums, and 2 interviews). We are currently reviewing final consultant submissions.

Programming Updates:

The **JDC Library Program is launching** a Digital Content Initiative to overcome access barriers, specifically targeting youth with disabilities and non-English language needs who are currently underserved by the standard collection, and hopefully eventually any youth who are at the Adult Detention Center. The solution centers on implementing Launchpad tablets, which are highly secure devices designed for carceral settings, featuring preloaded content and operating completely offline with zero internet capability, a design expected to satisfy security requirements. The project is currently in the feasibility assessment phase, with initial conversations underway with JDC administrators and the Foundation along with Stephanie, Librarian in Residence at the JDC Outpost program, who is working to define the content licensing costs and the full implementation roadmap.

Library Presenter Services Contract Renewal: The Presenters team is preparing to invite presenters to bid on the new blanket contract early in 2026 to ensure the program is ready for the new fiscal year beginning in June. The revised specifications for the Library Presenter Services Program emphasize high-engagement activities that encourage active producing, creating, and experimenting or as we like to call it “active learning.” To standardize operations across our 27 branches, we are requiring Offerors to structure their services into five distinct Leveled Formats (Units) and present fees based on these formats, while maintaining a minimum audience size of 15 participants. This contract update prioritizes programming for Family Groups, Kids (6-9 years), and Tweens (10-13 years), based on recent patron engagement data, and clarifies that contractors are responsible for all program development, material and cost establishment.

Human Resources – Vanessa Valencia, Administrative Services Manager
Human Resource Update Content from October 24, 2025

Job Entry Date	Job Title	# Of Candidates
10/15/2025	Administrative Manager I	1
10/20/2025	Librarian I Catalina	1
10/20/2025	Administrative Specialist II	2
10/20/2025	Library Page	2
10/20/2025	Library Associate - Arivaca	1

VACANCY SUMMARY		
COUNT	TITLE	STATUS
4	5316 - Community Engagement Manager	Pending
1	5481 - Librarian II	Pending
1	5513 - Communications Specialist	Recruitment In Process
1	5575 - Training and Education Coordinator I - Department	Recruitment In Process
2	5654 - Librarian I	Pending
1	5671 - Administrative Specialist II	Pending
2	5754 - Administrative Specialist I	Pending
4	5697 - Librarian	Recruitment In Process
1	5739 - Library Technical Assistant Supervisor	Pending
3	5824 - Library Associate	Recruitment In Process
14	5914 - Library Technical Assistant	Recruitment In Process

Security – Anthony Batchelder, Deputy Director of Finance & Facilities

Below are the incidents from October 2025

October 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	8	3	2	0	0	3
El Rio Library	1	0	0	0	0	0
Flowing Wells Library	3	1	0	0	0	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	14	1	2	1	3	1
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0	0
Martha Cooper Library	3	0	0	0	0	0
Miller-Golf Links Library	5	2	0	0	0	0
Murphy-Wilmot Library	6	0	0	1	1	1
Nanini Library	1	0	0	0	0	0
Oro Valley Library	0	0	0	0	0	0
Quincie Douglas Library	2	1	0	1	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	3	4	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	7	3	0	0	0	1
Santa Rosa Library	8	2	0	0	0	0
Southwest Library	1	0	0	0	0	0
Valencia Library	1	3	1	1	0	0
W. Anne Gibson-Esmond Station Library	1	0	0	0	0	0
Wheeler Taft Abbott Library	0	0	0	0	0	0
Woods Memorial Library	6	6	5	0	0	3
Total	70	26	10	4	4	9