

**DATE:** April 9, 2026

**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:** Isai Centeno  
Deputy Director, Finance and Administration

**SUBJECT: Facilities and Administration – March 2026**

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

Since July 1, 2025, the Library Facilities team has received 2,298 service requests, in addition to the 176 transferred from FY25 and not completed, totaling 2,474. These service requests come from branches and library units for various facilities-related work, involving over seven entities that help oversee our locations' facilities' needs (Pima County, City of Tucson, South Tucson, TUSD, and other property management companies). As of March 26, 2026, there have been 2,247 completed or canceled since July, indicating a 91% completion rate for this fiscal year so far. 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. This month the Wheeler Taft Abbett Sr Library re-opened after a short four-month closure period for flooring and furniture replacements. 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 the Renovations and Interiors department, do not require library closure and focus more on painting, updating furniture and workstations, and equipment and infrastructure. We continue to work with the Facilities department to address larger maintenance projects, including parking lots, HVAC, boilers, and roofs, as per their recommendations. As of this month, facilities have completed six parking lot maintenance projects, with three locations still pending completion. The vendor and FM have worked diligently with us to complete these parking lot maintenance jobs in a phased approach so that we did not interrupt library hours but with limited parking with one exception due to limited options. Sahuarita Library did need to close for one day 3/24/26 to complete the parking lot maintenance as there was no parking access due to this work. In addition, we have one location with work pending on compressor replacements and one location with work pending on roof replacement. We are still working to upgrade flagpoles and Fire Department Knox Boxes and anticipate this work to be completed by end of fiscal year.

### **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. Furniture and collections have been installed

this month, and we continue to work with PD&C and Facilities to complete installation of various equipment in preparation for staff to be able to be onsite to prepare the building for use.

**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 – Re-Opened.** The library was closed from November 20 2025- Sunday March 15, 2026. Re-opened to public on Monday March 16, 2026. This short 4-month closure replaced carpeting and old furniture in public and staff areas.

**Sahuarita Library –Re-Opened.** Closed one day 3/24/26 due to no access to parking lot and building during the parking lot maintenance work. The work continued on 3/25/26 but enough parking lot was completed to allow for limited parking while open to the public. The library is now re-open.

**Finance** – Kristin Powell, Administrative Services Manager

**Library Accounting transactions by the numbers- a snapshot of what our office processed in March, as of 3/30:**

123	Purchase orders created and approved
115	Receipt transactions created, so A/P can pay invoices against our POs.
19	Supplier Invoices without PO created and approved (for suppliers not on contract)
38	Expense reports created and approved (primarily employee mileage reimbursements)
57	Purchase Requests received from Library staff for us to review/approve/purchase
253	PCard transactions from February verified and approved

In other Accounting news, we worked with the Branch manager and staff at the Wheeler Taft Abbett Sr. Library to ensure their change fund re-opened and was ready prior to their re-opening. We are now doing the same with the Richard Elías-Mission Library Manager and staff.

I am pleased to be training a new member of our Unannounced Cash Handling Audit committee, who will be added to the rotation for lead auditor once their shadowing is complete!

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

**It’s Friends Agreement Season;** Our Friends groups are busy checking and signing amendments to their agreements. In line with that, the Library released the updated 2025 edition Friends of the Library Handbook, a resource designed to foster partnership between the library and our dedicated Friends groups. The Handbook is intended to enhance communication, clarifies shared goals, and provides a framework to support the Friends Library partnership. The 2025 edition includes updates to reflect personnel changes and integrates a Q&A section previously located in the orientation course. Developed through Friends and staff engagement and research into Friends best practices, the Handbook and self-paced course serve as training and informational resources. While primarily for Friends and staff these materials are available for anyone to review. Please reach out to me directly if you would like to access the course or content. I want to take this opportunity to extend our deepest gratitude to all our Friends members for their invaluable support-Through their advocacy, many volunteer hours, and generous fundraising that provides crucial enhancements for our programs and services, the Friends truly supercharge PCPL, and we could not achieve our mission of serving the community without their dedication.

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

<b>Job Entry Date</b>	<b>Job Title</b>
3/11/2026	Deputy Director
3/9/2026	Librarian I
3/23/2026	Librarian III
3/9/2026	Library Associate
3/9/2026	Library Associate
3/9/2026	Library Associate
3/9/2026	Library Associate
3/9/2026	Library page
3/23/2026	Training & Education Coordinator

<b>VACANCY SUMMARY</b>		
<b>COUNT</b>	<b>TITLE</b>	<b>STATUS</b>
1	5316 - Community Engagement Manager	Recruitment in Process
3	5394 - Administrative Services Manager I	Recruitment in Process
8	5654 - Librarian I	Recruitment in Process
5	5697 - Librarian	Recruitment in Process
1	5754 - Administrative Specialist I	Pending
16	5824 - Library Associate	Pending
1	5876 - Driver II	Processing Job Announcement
10	5914 - Library Technical Assistant	Pending
2	5739 - Library Technical Assistant Supervisor	Recruitment in Process

**Security** – Isai Centeno, Deputy Director of Finance & Facilities

Below are the incidents from **March 2026**:

Location	Incidents	New Suspension	Special Duty Officer assisted	Called Police (911)?	Called EMT?
Administration - 4th Floor	0	0	0	0	0
Caviglia-Arivaca Library	0	0	0	0	0
Dewhirst-Catalina Library	0	0	0	0	0
Dusenberry-River Library	0	0	0	0	0
Eckstrom-Columbus Library	19	5	6	1	1
El Rio Library	2	0	0	0	0
Flowing Wells Library	1	0	0	0	0
Frank De La Cruz-El Pueblo Librar	0	0	0	0	0
Himmel Park Library	0	0	0	0	0
Joel Valdez Main Library	10	2	4	0	2
Joyner-Green Valley Library	0	0	0	0	0
Kirk-Bear Canyon Library	3	0	0	0	0
Martha Cooper Library	2	0	0	0	0
Miller-Golf Links Library	2	0	0	0	0
Murphy-Wilmot Library	4	2	0	0	1
Nanini Library	3	0	0	0	0
Oro Valley Library	3	0	0	1	0
Quincie Douglas Library	2	2	0	1	0
Richard Elias-Mission Library	0	0	0	0	0
Sahuarita Library	0	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0
Sam Lena-South Tucson Library	4	4	0	3	0
Santa Rosa Library	7	3	0	0	0
Southwest Library	2	0	0	0	0
Valencia Library	3	1	0	1	0
W. Anne Gibson-Esmond Station	0	0	0	0	0
Wheeler Taft Abbett Library	1	1	0	0	0
Woods Memorial Library	5	1	4	0	0
<b>Total</b>	<b>73</b>	<b>21</b>	<b>14</b>	<b>7</b>	<b>4</b>

**Budgets & Forecasting** – Isai Centeno, Deputy Director of Finance & Facilities

As of Period 08, ending February 28, 2026, the Library District Fund has expended 57.6% of its Operating Expense budget. The department is forecasting that 93.2% of the budget will be utilized by fiscal year-end.

As of Period 08, ending February 28, 2026, the Library District Donations Fund has expended 36.4% of its Operating Expense budget. The department is forecasting that 55.8% of the budget will be utilized by fiscal year end.