

DATE: May 7, 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 – April 2026

Facilities – Sharla Ronstadt, Library Services Manager

Since July 1, 2025, the Library Facilities team has received 2567 service requests, in addition to the 176 transferred from FY25 and not completed, totaling 2,743. 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 April 21, 2026, there have been 2,483 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. See below details on those projects. 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 three locations still pending completion by end of May. In addition, we have one location with work pending on compressor replacements. And 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 completion is in the final stages with the Contractor. We closed this location to the public on March 8, 2024, with an estimated date to reopen very soon based on completion tasks associated with installation of equipment, completing contractor punch lists and other facilities related tasks to ensure our services are ready on opening. 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

Finance – Kristin Powell, Administrative Services Manager

The Accounting staff coordinated with the Library Facilities team and worked with the Manager of the Richard Elías-Mission Library to re-open their change fund, so it would be ready for use as soon as the branch re-opens to the public. We are working with Procurement on amending, renewing, and/or replacing several of our important contracts and look forward to reporting again as they are approved. Work on the new library intranet platform has begun, and with the guidance of the Library Web Team we are preparing to get the Accounting “space” up and running. The Unannounced Audit Committee has scheduled the remainder of the audits for this Fiscal Year, providing observation and feedback/guidance to the branches we audit. We are on track to complete the audits for the year by the end of May, as planned!

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

LSTA Writers in Residence Interim Report.

The State Library requested an Interim Report of Library Services and Technology Act projects, including the Express Grant for the 2025-26 Writer in Residence at PCPL program. Here’s an overview. Author Transitions: Sarah T. Dubbs completed her residency before the holidays in 2025, and Margo Steines will be completing her residency this month. Jennifer J. Stewart is scheduled to begin the summer residency in May at her home library, Kirk Bear Canyon. Customer survey responses show that 100% of participants learned new skills during their sessions. Approximately 97% of surveyed patrons plan to return for future library programs, and 98% intend to apply what they learned to their own writing. The project is on track to complete all activities and spend all remaining funds by the first week of August.

Field Notes.

The new edition of "Field Notes: Exploring You" was recently published as part of the Pima County Public Library Program at the Juvenile Detention Center. Librarian in Residence Stephanie tries to connect each youth at JDC with Field Notes. This expressive arts journal was designed by former Writer in Residence Marge Pellegrino specifically for youth in the center, providing them with private space for writing, drawing, and emotional reflection. Field Notes Spreads such as #Feelings and #Transformation asks the writer to explore their emotional landscape by identifying things they find visually and sources of personal happiness. These spreads also guide the writer through visual thinking exercises, using artwork to help them brainstorm solutions for personal or other challenges. This will be the third year that spiral bound Field Notes (which are a lot easier to write and draw in!) will also be given out to tweens and teens for summer learning.

Presenter Management & Procurement Update.

The Presenters team and Accounting have worked closely with the Procurement department to review proposals and finalize potential bids for both new and returning presenters. Contract timelines are being adjusted to better match the county’s fiscal year and budget cycle. To prepare for the high demand of Summer Learning programs, staff processed more than 50 purchase orders for current blanket contract presenters. Evaluations are now complete, and final paperwork is being prepared by Procurement for an official announcement about the Presenter List, all of whom will be ready to book for July/Summer. Work is also underway to finalize payment packages for contributing artist for Coloring pages promotional give-a-ways for summer.

Human Resources – Vanessa Valencia, Administrative Services Manager

Job Entry Date	Job Title	# Of Candidates
4/6/2026	Librarian	1
4/6/2026	Library Page	8
4/20/2026	Driver II	1
4/20/2026	Librarian I	3
4/20/2026	PT Librarian	1

VACANCY SUMMARY		
COUNT	TITLE	STATUS
1	1080 - Deputy Director Library	Pending
1	5228 - Library Services Manager	Pending
1	5316 - Community Engagement Manager	Recruitment In Process
3	5394 - Administrative Services Manager I	Pending
6	5654 - Librarian I	Recruitment In Process
3	5697 - Librarian	Recruitment In Process
1	5739 - Library Technical Assistant Supervisor	Recruitment In Process
1	5754 - Administrative Specialist I	Recruitment In Process
16	5824 - Library Associate	Recruitment In Process
11	5914 - Library Technical Assistant	Pending

Security – Isai Centeno, Deputy Director of Finance & Facilities

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

Location	Incidents	New Suspensions	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	6	3	0	1
El Rio Library	0	0	0	0	0
Flowing Wells Library	3	1	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	14	10	3	1	1
Joyner-Green Valley Library	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0
Martha Cooper Library	4	0	0	0	0
Miller-Golf Links Library	5	0	0	0	0
Murphy-Wilmot Library	11	4	4	0	1
Nanini Library	1	0	0	0	0
Oro Valley Library	2	2	0	0	1
Quincie Douglas Library	0	0	0	0	0
Richard Elias-Mission Library	1	0	0	1	0
Sahuarita Library	1	0	0	0	0
Salazar-Ajo Library	2	1	0	1	0
Sam Lena-South Tucson Library	3	0	2	0	0
Santa Rosa Library	10	9	0	0	0
Southwest Library	0	0	0	0	0
Valencia Library	1	0	0	0	0
W. Anne Gibson-Esmond Station	0	0	0	0	0
Wheeler Taft Abbett Library	2	1	0	1	0
Woods Memorial Library	4	1	3	0	0
Total	83	35	15	4	4

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

Personnel Services - The department is experiencing vacancy savings due to retirements, staff turnover, and newly created positions that have not yet been filled.

Supplies & Services – Savings are primarily the result of the discontinuation of operations with Baker & Taylor.

Capital Equipment – Savings are attributed to delays in office equipment purchases, largely due to a longer-than-anticipated RFP process.

40000RC - Real Property Tax CY

The Assessor identified approximately 600 commercial properties that were incorrectly assessed in FY 2026 and plans to notify the affected taxpayers which will likely lead to refunds before the end of the fiscal year.

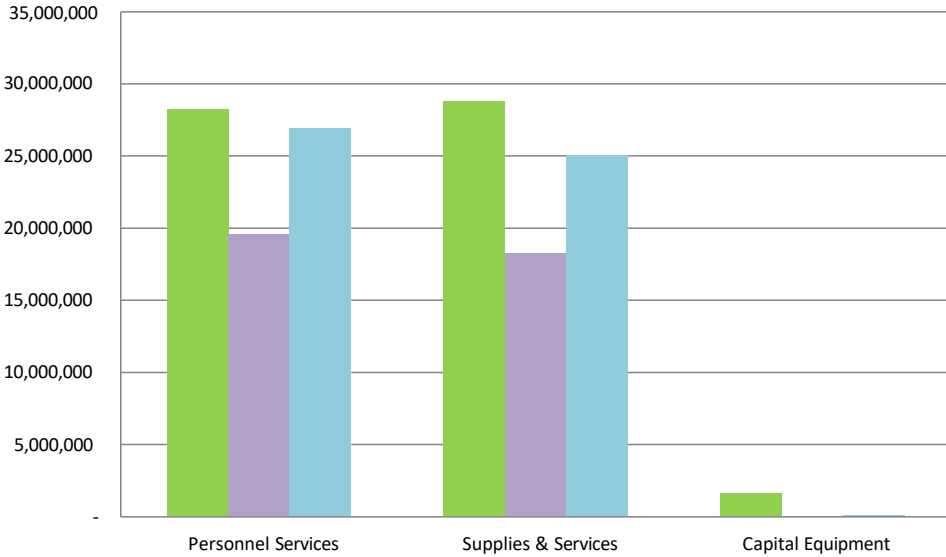
40005RC - Personal Property Tax CY

The net assessed value of unsecured personal property in the actual billing roll was 2.9% higher than the value in the December 2024 planned roll used for the budget.

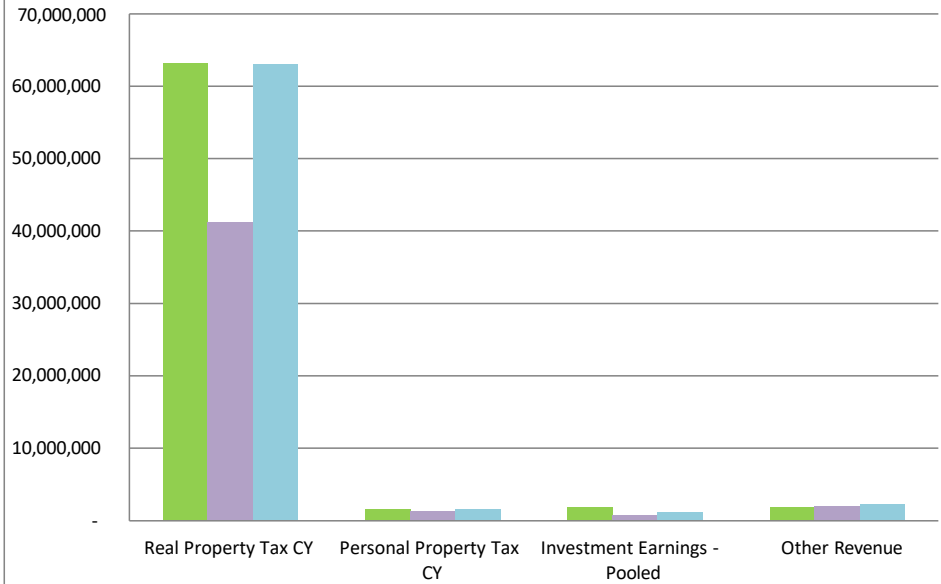
Other Revenue – This category includes items such as donations, parking fees, E-Rate funding, and other minor revenue sources.

Pima County Free Library

FY 2025-26 - Period 09 - Expense Comparison



FY 2025-26 - Period 09 - Revenue Comparison



Fiscal Year 2025/2026 Period 09

March 31, 2026 - Expense and Revenue Summary

Description	Adopted Budget	Actual Expenses/Revenues	Straight Line Forecast	Projected Forecast	Percentage of budget expended	Variance Projected Forecast vs. Adopted Budget
Personnel Services	\$ 28,228,983	\$ 19,595,890	\$ 26,127,854	\$ 26,910,731	69%	\$ (1,318,252)
Supplies & Services	28,798,693	18,235,941	24,314,588	25,024,388	63%	(3,774,305)
Capital Equipment	1,617,000	72,584	96,779	104,333	4%	(1,512,667)
Total O&M Expenses	\$ 58,644,676	\$ 37,904,416	\$ 50,539,221	\$ 52,039,453	65%	\$ (6,605,224)
Real Property Tax CY	\$ 63,120,185	\$ 41,201,951	\$ 54,935,935	\$ 63,047,297	65%	\$ (72,888)
Personal Property Tax CY	1,567,821	1,252,889	1,670,519	1,626,942	80%	59,121
Investment Earnings - Pooled	1,776,359	781,539	1,042,052	1,190,861	44%	(585,498)
Other Revenue	1,872,800	1,970,896	2,627,862	2,214,596	105%	341,796
Total Revenues	\$ 68,337,165	\$ 45,207,276	\$ 60,276,367	\$ 68,079,696	66%	\$ (257,469)