

DATE: June 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: Isai Centeno
Deputy Director, Finance and Administration

SUBJECT: Facilities and Administration – May 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 3,011. 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 May 20, 2026, 2765 completed or canceled since July, indicating a 92% 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, one branch closed for expansion renovations, Himmel Park Library and soon one library will close for a short four-week interior upgrade, Eckstrom-Columbus Library. 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 two more parking lot repair locations and the last is in process pending completion by end of May. 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. Since the re-opening of Mission Library, we have continued with regular meetings with Project Design and Building to monitor the completion of punch list items. During this past month we have also been focusing on reviewing projects for next fiscal year as we are preparing to close out FY26 and start FY27.

Facilities Projects

Eckstrom-Columbus Library – Closing for short 4-week interior upgrade – Library will be closed to the public starting Sunday 5/24/26 – Sunday 6/28/26. To reopen to the public on Monday 6/29/26. Interior upgrades will include an updated service desk area, some updates to adult seating area and self-check station furniture in addition to a backroom re-configuration and new exterior book chutes.

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

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

The Library has officially finalized its recent solicitation and Procurement is in the process of issuing awards, delivering a fresh roster of almost 60 blanket contract presenters ready for scheduling at the library. The roster is a primary mechanism for library branches to book shows and workshops and other sessions. This list features an array of local educators, artists, and partners who have successfully demonstrated their ability to deliver hands-on programs built around “active” learning- a concept defined by the Institute of Museum and Library Services. The presenters team has taken charge of onboarding these newly awarded vendors and updating the system of spreadsheets that we use to promote the list to staff for scheduling, and to issue purchase orders and generate receipts to be ready to pay invoices and evaluate the program, so libraries can focus on bringing STEAM, creative expression and other interactive learning experiences for the community.

Recent efforts centered on the approval pipeline between library operations and the central Grants Department (Grants Management and Innovation, Finance-Grants). Serving as the primary liaison, I submitted library proposals for county review and worked to secure necessary approvals for Library Services and Technology Act awards. I worked on account reconciliations for current grants and submitted Interim reports.

Human Resources – Vanessa Valencia, Administrative Services Manager

Job Entry Date	Job Title	# Of Candidates
5/18/2026	Administrative Specialist I	1
5/4/2026	Community Engagement Manager	1
5/4/2026	Librarian PT	1
5/4/2026	Librarian I	3
5/4/2026	LTA Supervisor	2
5/4/2026	Substitute Librarian	1

VACANCY SUMMARY		
COUNT	TITLE	STATUS
1	1080 - Deputy Director Library	Pending
1	1248 - Administrative Services Manager II	Pending
1	2107 - Assistant Director Library	Pending
8	5654 - Librarian I	Recruitment In Process
1	5739 - Library Technical Assistant Supervisor	Recruitment In Process

11	5824 - Library Associate	Recruitment In Process
6	5914 - Library Technical Assistant	Recruitment In Process

Security – Isai Centeno, Deputy Director of Finance & Facilities

Below are the incidents from May 1 through May 20, 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	1	0	0	0	0
Eckstrom-Columbus Library	8	6	1	0	0
El Rio Library	1	0	0	0	0
Flowing Wells Library	2	3	0	0	0
Frank De La Cruz-El Pueblo Library	0	0	0	0	0
Himmel Park Library	0	0	0	0	0
Joel Valdez Main Library	13	1	3	0	2
Joyner-Green Valley Library	0	0	0	0	0
Kirk-Bear Canyon Library	0	0	0	0	0
Martha Cooper Library	1	0	0	0	0
Miller-Golf Links Library	1	2	0	1	0
Murphy-Wilmot Library	6	2	4	0	0
Nanini Library	1	0	0	0	0
Oro Valley Library	0	0	0	0	0
Quincie Douglas Library	2	1	0	0	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	2	0	0	0	1
Santa Rosa Library	2	1	0	0	0
Southwest Library	1	0	0	2	0
Valencia Library	0	0	0	0	0
W. Anne Gibson-Esmond Station L	0	0	0	0	0
Wheeler Taft Abbett Library	0	0	0	0	0
Woods Memorial Library	0	0	0	0	0
Total	41	16	8	3	3

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.

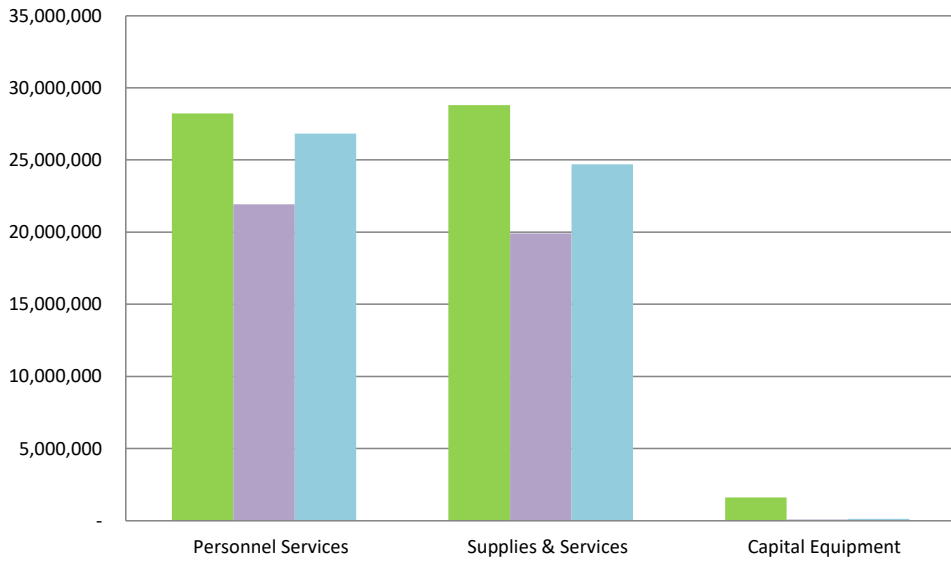
Capital Equipment – Savings are attributed to delays in office equipment purchases, largely due to a longer than-anticipated RFP process.

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.

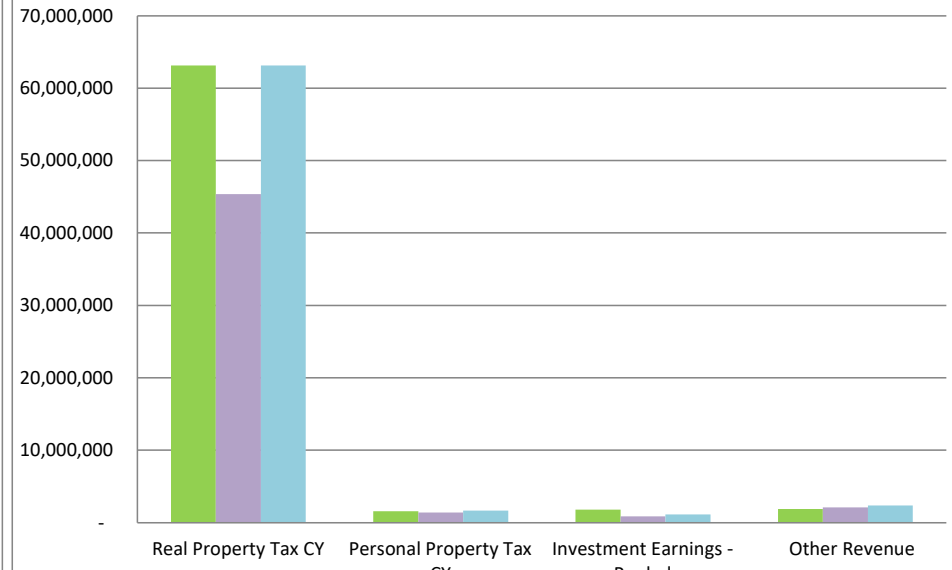
40005RC - Personal Property Tax CY - The net assessed value of unsecured personal property in the actual billing roll was 2.9% higher than the value in the December 2024 planned roll used for the budget.

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

FY 2025-26 - Period 10 - Expense Comparison



FY 2025-26 - Period 10 - Revenue Comparison



**Fiscal Year 2025/2026 Period 10
April 30, 2026 - Expense and Revenue Summary**

Description	Adopted Budget	Actual Expenses/Revenues	Straight Line Forecast	Projected Forecast	Percentage of budget expensed - 83%	Variance Projected Forecast vs. Adopted Budget
Personnel Services	\$ 28,228,983	\$ 21,929,076	\$ 26,274,469	\$ 26,827,658	78%	\$ (1,401,325)
Supplies & Services	28,798,693	19,910,650	23,856,079	24,693,961	69%	(4,104,732)
Capital Equipment	1,617,000	87,471	104,804	134,060	5%	(1,482,940)
Total O&M Expenses	\$ 58,644,676	\$ 41,927,197	\$ 50,235,352	\$ 51,655,678	71%	\$ (6,988,998)
Real Property Tax CY	\$ 63,120,185	\$ 45,384,637	\$ 54,377,907	\$ 63,120,185	72%	\$ 0
Personal Property Tax CY	1,567,821	1,374,726	1,647,137	1,647,137	88%	79,316
Investment Earnings - Pooled	1,776,359	845,016	1,012,462	1,126,688	48%	(649,671)
Other Revenue	1,872,800	2,098,220	2,513,998	2,374,251	112%	501,451
Total Revenues	\$ 68,337,165	\$ 49,702,600	\$ 59,551,504	\$ 68,268,262	73%	\$ (68,903)