

DATE: February 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 – December 2024 & January 2025

Facilities – Sharla Ronstadt, Library Services Manager

Since July 1st, 2024, the beginning of the fiscal year, we have processed 1,545 Service requests from branches and various library units for a host of facilities-related work in conjunction with our partners that help oversee our location facility needs (Pima County, City of Tucson, South Tucson, TUSD and other various property management companies). As of January 16th, 2025, there have been 1,171 completed, with a 76% completion rate. The Facilities Team is currently working to coordinate updates to library branches Facilities Emergency Action Plans. We also completed audits of our badge access systems and site visits to review EV chargers and Solar units located on Library properties. We are starting to conduct onsite visits to branch libraries with County Facilities staff, and coordinating meetings related to re-carpeting projects that may impact at least two libraries. Bear Canyon reopened after a brief closure to evaluate potential foundation issues, evident from cracks in the walls and uneven flooring. The report on the findings and the next steps are pending, but the library has currently reopened. We continue to work closely with the Projects Design and Construction and Facilities Management to determine additional projects for this fiscal year, get quotes for estimates, and prepare for the next fiscal year.

Facilities Projects

Richard Elías-Mission Library – CLOSED- Contract has been awarded and construction has begun. We closed this location to the public on March 8, 2024. The library will be closed for approximately 16 months. Service will be provided by locations around the area – Valencia Library, Southwest Library, El Rio Library – and supplemented with community outreach and Bookmobile visits.

Himmel Park Library –Pending Temporary Closure- The expansion project is still in the design phase. The contract for Poster Mirto McDonald (PMM) was approved at the November 21, 2023, Board of Supervisors Meeting. 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. Dates for closure have not been determined at this time.

Bear Canyon Library –Re-opened after a brief closure to evaluate potential foundation issues, evident from cracks in the walls and uneven flooring. The report is pending on the findings and next steps and if any work

related to this issue will result in another short temporary closure to correct the issue. The library is currently re-open.

Abbett Library – Pending Temporary Closure for re-carpeting and other renovation work to public areas. We are currently in the design phase and dates for closure to complete this work have not yet been determined.

Valencia Library – Pending Temporary Closure for re-carpeting and re-alignment of some shelving. We are currently in the design phase and dates for closure to complete the work has not yet been determined.

Finance – Kristin Powell, Administrative Specialist II

From December 1, 2024, through January 17, 2025, the accounting team has created and received 66 Purchase Orders, created 11 Supplier Invoices without PO, and processed 23 purchase requests received via our tracker on the PCPL Intranet. PCPL's contract with Literacy Connects to present English language, GED, and computer classes has been renewed through December 1, 2025. PCPL will also exercise the annual renewal option for our contract with Unique Management Services Inc. (for Phone Support, Chat services, notification services, etc.), extending the contract through April 2026. In January, Danielle Martinez and Kristin Powell are serving as instructors of a new accounting training session for new PCPL employees as part of the Service U curriculum. Finally, the accounting team is pleased that the library plans to hire an additional delivery driver, which will help ensure we receive branch deposits promptly!

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

Library Services and Technology Act Grant Update for the Project “Writers in Residence at PCPL Library”: PCPL is pleased to welcome Tom Holm, a renowned Native American scholar and author, as our Spring 2024 Writer in Residence. From January to April, Mr. Holm will offer a variety of services to aspiring writers, including individual consultations on Wednesdays at the Nanini Library and Fridays at the Martha Cooper Midtown Library. He will also conduct workshops on topics such as incorporating personal experience in writing, Native American storytelling, and character development. Mr. Holm is a professor emeritus of American Indian Studies at the University of Arizona and the author of several books, including *The Osage Rose* and *Anadarko*. He is a citizen of the Cherokee Nation and a Muscogee Creek descendant.

Southwest Books of the Year 2025: Pick up your copy of Southwest Books of the Year 2025 today! Now in its 48th year, this annual publication began as a pre-holiday gift guide and reading list celebrating the best of regional literature. Originally an Arizona Daily Star offering, it has been published by PCPL since 2000 in collaboration with the Arizona Center for the Book. SWBY highlights exceptional books, landscapes, and stories of the Southwest, with over 12,000 copies distributed each January throughout Pima County and beyond. This publication is made possible by the dedication of Gregory McNamee, chair of the review panel; Carolina Caples, who provides the beautiful artwork and design; our esteemed volunteer reviewers; and all the talented authors, editors, and publishers who contribute to the rich literary landscape of the Southwest.

JDC news: Stephanie, our librarian who coordinates PCPL's program at the Pima County Juvenile Court Center, occasionally gets opportunities to speak with educators, or other program coordinators at other detention facilities. Recently, Colleen McElroy from the Friends of the Peoria Public Library consulted with Stephanie about a new library space at Adobe Mountain School. As part of their Be Inspired project, the Friends supported the creation of this space with a focus on career and technical skills, relying on community support to build their collection. They wanted to share their challenges such as limited resources, the lack of a dedicated librarian, and the need for appropriate materials. Stephanie plans to visit the new library, meet with Dr. Clayton Hall (the educator overseeing the project on site), and share insights from PCPL's own experiences in providing library services within a secure facility. Both organizations are committed to fostering positive environments where incarcerated youth can access information, explore skills, and experience the power of reading and the public library.

Human Resources – Anthony Batchelder, Deputy Director of Finance & Facilities
Human Resource Update Content from January 08th, 2025

Job Entry Date	Job Title	Name - Personal Data
10/7/2024	Library Page	Andres Torres
11/3/2024	Deputy Director Library	DeMeester-Lane, Emerson T
11/4/2024	Administrative Services Mgr I	Esparza, Maria
11/4/2024	Administrative Specialist I	Bell, Dennis P
11/17/2024	Department Personnel Coord	Valencia, Vanessa
11/30/2024	Librarian II	Grady, Michaela B
11/30/2024	Librarian II	Daniels, Morgen Elisabeth
12/1/2024	Deputy Director Library	Batchelder, Anthony Wray
12/16/2024	Librarian I	Jillian Cross
12/16/2024	Librarian I	Oscar Hernandez
12/30/2024	Librarian I	Cheyenne Lopex
12/30/2024	Librarian I	Eric John Tate
12/30/2024	Librarian I	Jennifer Adams
12/30/2024	Librarian I	Lauren Hebert
12/30/2024	Librarian I	Rebecca Jacobs Kronenfeld
12/30/2024	Library Associate	Esperanza Zepeda
12/30/2024	Library Associate	Jessica Salas
12/30/2024	Library Associate	Morgan Riffle
12/30/2024	Library Associate	RuthAnn Moriah Grumbling
12/30/2024	Library Associate	Sandra Suarez-Hairgrove
12/30/2024	Library Associate	Vivian B Nguyen
12/30/2024	Library Services Manager	Linde Furman
12/30/2024	Library Technical Assistant Supervisor	John Mendez
12/30/2024	Library Technical Assistant Supervisor	Sidney Gonzalez
1/13/2025	Administrative Specialist I - HR	Sosan Afzali
1/13/2025	Librarian I	Jung Park
1/13/2025	Library Associate	Michelle Martin
1/26/2025	Librarian I	Samuel Howard
1/26/2025	Library Services Manager	Monique Perez

VACANCY SUMMARY

COUNT	TITLE	STATUS
1	Administrative Specialist I - HR	Currently Recruiting
1	Library Technical Assistant	Processing Job Post
4	Librarian I	Pending Job Offers
1	Librarian II	Processing Job Post
1	Librarian III	Processing Job Post

2	Driver II	Processing Job Post
2	Administrative Serv Mgr I	Pending

Security – Anthony Batchelder, Deputy Director of Finance & Facilities

Below are the incidents from December 2024 & January 2025

December 2024 & January 2025						
Location	Incidents	New Suspensions	Off Duty Officer Assisted	Called Police (911)?	Called EMS	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	5	0	2	0	0	1
El Rio Library	1	1	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	5	0	0	0	0	0
Joel Valdez Main Library	20	19	1	1	1	0
Joyner-Green Valley Library	0	0	0	0	0	0
Kirk-Bear Canyon Library	1	0	0	1	0	0
Martha Cooper Library	4	0	0	0	0	1
Miller-Golf Links Library	2	0	0	0	0	0
Murphy-Wilmot Library	11	2	0	3	1	1
Nanini Library	1	0	0	0	0	0
Oro Valley Library	1	0	0	0	0	0
Quincie Douglas Library	0	0	0	0	0	0
Richard Elias-Mission Library	0	0	0	0	0	0
Sahuarita Library	6	2	0	0	0	0
Salazar-Ajo Library	0	0	0	0	0	0
Sam Lena-South Tucson Library	6	2	0	0	2	0
Santa Rosa Library	1	0	0	0	0	1
Southwest Library	2	6	0	0	0	0
Valencia Library	3	2	0	0	0	2
W. Anne Gibson-Esmond Station Libr	2	0	0	0	0	0
Wheeler Taft Abbett Library	5	3	0	1	0	0
Woods Memorial Library	12	3	2	0	0	0
Totals	91	41	5	6	4	6