

**DATE:** July 2, 2020

**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 Pima-Green Valley Library, Board of Directors  
Friends of the Kirk-Bear Canyon Library, Board of Directors  
Friends of the Arivaca Library, Board of Directors  
Friends of the Oro Valley Public Library, Board of Directors  
Pima Library Foundation, Board of Directors

**FROM:** Amber D. Mathewson  
Library Director

**SUBJECT:** Director's Report for March – June, 2020

**Time Line of Covid 19 Events –**

**March 17** – Last Day Libraries were open to the public –

Library wifi has always been and has continued to be available from 6:00 am – 10:00 pm at all 26 library locations.

**March 27** – Last day Libraries were open for staff

**March 30** – Essential employees only reporting to Main Library or telecommuting, approximately 31 employees. Staff members who were off work had access to 2 weeks County Pandemic Leave, and 2 weeks Federal Emergency Sick Leave.

**Mid April** – Employees began to experience furlough. At the highest point PCPL had approximately 260 of the 584 staff members on furlough.

More than 50 staff members assigned to other departments to help provide essential services in the Office of Emergency Management, Pima County One stop, Housing Center services, Food Distribution, and temperature taking throughout the County.

**April 13<sup>th</sup>** – called staff back to work Infoline and Ask-a-Librarian service

Ordering of PPE and Cleaning supplies as well as development of signage and barriers, plexiglass and stations began to prepare for opening.

**April 24<sup>th</sup>** – Branch Managers recalled to work 4 hours per week, then 8 hours per week to help with staff time reporting and decision-making.

The original plan was to open 10 library locations with curbside service and 4 libraries with computer services. However when it was determined that the stay-at-home order was likely to be lifted, the plan shifted.

**May 11<sup>th</sup>** – Many staff called back to work to have as many libraries as possible open in some capacity for May 18<sup>th</sup>.

**May 18<sup>th</sup>** – Libraries reopened with holds pick up in 24 locations and computers available in 17 locations. River Center closed for renovations, El Rio closed for renovation and waiting for center to reopen. Libraries opened with the requirement of all staff and public wearing masks and having temperatures taken.

**June 8<sup>th</sup>** – 23 Library locations open with holds pick up and limited computer sessions  
The next phase of reopening will be to allow browsing of the library stacks, however we feel very strongly that this cannot happen until the Covid cases in Arizona is declining.

**Staffing –**

Currently we have 49 vacancies and 31 staff out with medical attestations to remain out of work. Seven staff members are telecommuting. The Library Department received an exemption from the hiring freeze to fill our vacant Library Branch Manager positions as well as our Accounting Specialist positions. We plan to ask for further exemption once the two recruitments are completed.

**Challenges –**

Closing 26 library locations was no small feat and reopening those locations even in a limited fashion has proved a daunting task. We started with limited services Monday through Friday 10 am – 5pm as a starting point. We realize now that we need to include some later times and/or weekend time. We will be working over the next month to recommend a better schedule that accommodates our current staffing situation and provides time for customers.

1. Managing the numbers of people in the building
2. How to allow children more access to the building
3. How to manage security without relying on special duty officers
4. Helping staff to feel comfortable/safe in the new normal
5. What should library service look like moving forward – in the long term

**Race and Equity Work –**

1. GARE – joining the Government Alliance on Race and Social Equity
2. Karyn Prechtel-Altman participating in the Urban Libraries Council Action Team - Race and Social Equity
3. Creating a team on an Antiracism Action Plan as part of our Community Impact Plan
4. Creating an Antiracism statement – more than was on Facebook and currently on our webpage
5. Looking at hiring practices with regard to equity
6. Reviewing Library policies and practices that are barriers for people of color

**Fine Free!**

One substantial change during our Covid crisis was the Pima County Board of Supervisors adopting our new policy that eliminates all library fines as of July 1<sup>st</sup>, 2020!

<https://www.library.pima.gov/finefree/>

**Donations FY 2019-2020**

<b>Date</b>	<b>Donation</b>	<b>Amount</b>	<b>Description</b>
07/03/2019	Friends of PCPL	60,000.00	Donation
07/09/2019	Friends of the Oro Valley Library	5,645.84	Donation
07/16/2019	Bruce Nevins	70.00	Donation
07/22/2019	Friends of BCN Library	1,008.68	Donation BCN
08/06/2019	Anne Marie DeLuca	100.00	Donation Bookmobile
08/07/2019	Friends of the GVV Library	4,850.00	Donation quarterly
08/15/2019	Odaiko Sonora	50.00	Donation
08/20/2019	Friends of Oro Valley Library	4,857.01	Donation - Oro
09/17/2019	Friends of Oro Valley Library	5,170.54	Book Shoppe - July
09/26/2019	William Kamback	1,000.00	Donation
10/16/2019	Rita Olson	500.00	Donation - Nanini
10/24/2019	Friends of BCN	1,884.97	Donation - BCN
10/28/2019	Friends of BCN	350.00	Donation - BCN
11/01/2019	Friends of Oro Valley	4,243.80	Book Shoppe-Sept
11/07/2019	Friends of BCN	600.00	Artist Program
11/07/2019	Friends of Oro Valley	4,753.01	Book Shoppe - Aug
12/02/2019	Friends of GVV Library	1,585.00	Donation
12/02/2019	Friends of GVV Library	7,701.00	Donation
12/02/2019	Library Foundation via Comm. Foundation	30,000.00	Career Online HS
12/02/2019	Friends of PCPL	65,000.00	Donation
12/16/2019	Nancy Ray	1,000.00	Donation Nanini
12/16/2019	John Blackwell & Denise Blake	2,000.00	Donation Himmel
12/18/2019	Sterwart/Dorothy Milstein	500.00	Donation
12/19/2019	Friends of Oro Valley Library	5,174.94	Donation
12/19/2019	Friends of Oro Valley Library	4,343.55	Donation
12/19/2019	Friends of Oro Valley Library	5,462.25	Donation
12/19/2019	Friends of Oro Valley Library	7,083.15	Donation
12/21/2019	C&E Warren	100.00	Donation
12/23/2019	Don & Reta Olson	250.00	Donation
12/23/2019	Michael Nobes/Roxanne Warner	50.00	Donation
12/24/2019	Dinusha Mudalige	50.00	Donation
01/06/2020	Jamie Roach	200.00	Donation
01/28/2020	National Writing Project	1,000.00	
02/06/2020	Friends of BCN	859.22	Donation 4 <sup>th</sup> Quarter
02/06/2020	Friends of PCPL	50,000.00	Donation
02/27/2020	Friends of Arivaca Library	250.00	Humanities Programs
03/03/2020	Friends of the Kirk Bear Canyon Library	59.92	Storytime Cookies
03/24/2020	Friends of Oro Valley	5,197.70	Jan Book Shoppe
03/24/2020	Friends of Oro Valley	6,839.90	Feb Book Shoppe
03/24/2020	Friends of Oro Valley	3,806.08	Dec Book Shoppe
03/31/2020	Friends of PCPL	55,000.00	Donation (4)
05/04/2020	Friends of Kirk Bear Canyon Library	2,888.32	Donation 1 <sup>st</sup> Quarter
06/08/2020	Friends of Kirk Bear Canyon Library	20,000.00	Donation art project
06/15/2020	Pima County Library Foundation	6,000.00	Summer lunch program
06/15/2020	Friends of Oro Valley	2,482.15	March Book Sales
<b>Total</b>		<b>369,110.02</b>	