
DATE: August 6, 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
Friends of the Esmond Station Library, Board of Directors
Pima Library Foundation, Board of Directors

FROM: Amber D. Mathewson
Library Director

SUBJECT: Director's Report for July, 2020

Update COVID -19

The increase in COVID-19 cases in the community has negatively affected Library operations. Staff exposures to COVID-19 have resulted in the 14-day quarantine of employees and the early and/or complete closure of multiple library locations for additional disinfection in adherence with Pima County protocols, policies and procedures. Coupled with reduction in staff because of vacancies and various medical leaves, staffing is at a critical low.

In order to provide critical library service in a proactive manner, the Library District has put into place a regional solution to library service that allows for flexibility and more predictability as we navigate the changes in the community health crisis created by COVID 19. This flexible, regional solution allows for movement between phases.

Phase I – All libraries closed to public and staff. Fewer than 30 staff members working to maintain online service and internal functions such as accounting. Overwhelming majority of staff on furlough or working in other departments to help with essential functions.

Phase II – Libraries open for curbside service only – no public in the buildings. Most staff back in buildings, as they are able due to health and social distancing guidelines.

Phase III – Most libraries open for curbside service and select regional libraries (5-10 at most) open for 30-minute computer sessions. Masks and temperature taking required for anyone entering the building. Having library greeters and temperature taking stations are staff intensive and put staff in closer proximity to patrons. Computer help is difficult to maintain social distancing.

Phase IV– Libraries open for curbside service and 30-minute computer sessions. Building occupancy levels very low, masks and temperature taking required for anyone, staff or public entering the buildings.

Phase V – Libraries open for public to browse materials and use computers; visits continue to be limited to 30 minutes. No meeting rooms for public gathering.

Phase VI – Libraries open to the public for browsing materials, computer use and less than 10 for group meetings. Will look at hours of operation to accommodate nights and weekends.

Phase VII – Libraries open to the public with new “normal conditions” required post Covid-19.

Decisions on when to move through the various phases is dependent on the local Covid-19 numbers in the County, Pima County’s Back to Business Plan indicators as well as, library statistics and staffing levels. On May 18, the Library District quickly jumped from Phase I to Phase IV. The significant increase in COVID-19 cases has affected staffing levels. The library is experiencing a high number of 14-day absences from staff who exhibit symptoms or are positive for the virus. The library has moved back to Phase III.

Beginning July 20 the libraries providing computer access are Arivaca, Ajo, Columbus, Green Valley, Main, Mission, South Tucson, Wilmot, Woods and Oro Valley. The River Center Library and El Rio Library remain closed; and the remaining libraries are providing holds pickup and valet/curbside services for printing, faxing etc. The library district will continue to monitor on a biweekly basis to determine next phase levels.

Meet and Confer –

Director Mathewson is on the management team for the County’s Meet and Confer process with the union. The committee meets to help negotiate the MOU for the County and the American Federation of State, County and Municipal Employees The committee meets four times per month during the negotiation period.

Challenges -

Staff members are understandably concerned about exposures in the work place. The County has put into place a process for reporting staff possible exposures and positive cases that is both proactive in notifying coworkers and confidential in protecting personal information.

Health and Safety -

Michelle Simon and the communications team put together a great web page for staff COVID-19 Health and Safety Protocols. It is continually updated with the latest information and has a learning path that all returning employees were required to complete. We continue to look at best practices and information to make informed decisions.

Donations FY 2019-2020

Date	Donation	Amount	Description
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 GYV 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 GYV Library	1,585.00	Donation
12/02/2019	Friends of GYV 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	Stewart/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 th 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 st 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
07/15/2020	Nancy Ray	1,000.00	Nanini Library
Total		370,110.02	