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# MEMORANDUM

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Date: April 12, 2022

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Leshner   
County Administrator

Re: **Pima County Library Operations Update**

The pandemic affected the operations of the Pima County Public Library system in profound and highly visible ways. This was due to operational changes based on public health considerations and the consequent modification in demand from our patrons. It was also due to concomitant large-scale reductions in staffing due to unprecedented levels of retirements, relocations and resignations. As public health concerns have subsided, library operations have slowly ramped up. We accomplished this with a diminished staffing footprint and continued attention to mitigation measures that protect the public and our employees.

Attached please find a detailed operations update from Library Director Amber Mathewson, which further reports on the continued normalization of operations. This lays out expanded 6-day per week, Monday through Saturday operations for seven regionally distributed library branches. Another three branches will be available 5-days per week on a Tuesday to Saturday schedule, and the remaining 17 branches open Monday to Friday during regular hours.

JKL/mp

Attachment

c: Francisco García, MD, MPH, Deputy County Administrator for Health and Community Services & Chief Medical Officer  
Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Amber Mathewson, Library Director

# MEMORANDUM

**DATE:** April 11, 2022

**TO:** Jan Lesher, County Administrator  
Francisco García, M.D., M.P.H.,  
Deputy County Administrator & Chief Medical Officer

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



**RE: Pima County Public Library Updates Regarding Hours of Operation, Staffing and Facilities Projects**

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**Pre-pandemic** - medium and large libraries were open 7 days a week (1/2 day on Sunday) and evening hours until 7pm or 8 pm. (more than 400 FTE). Smaller libraries were open 5 or 6 days a week.

**During the pandemic** - the Library experienced a reduction in our staffing levels due to retirements, relocations and resignations. At one point, this totaled 80 FTE vacancies.

*Currently 68 vacancies, an average of 2.5 FTE for each of our 27 library locations. Library hours are expanding as positions fill. The Library Department has many positions in recruitment.*

## **Current –**

- All libraries began with Monday through Friday schedule 10 am – 5pm schedule
- Six Libraries moved to a Tuesday through Saturday schedule.

The Tuesday – Saturday Libraries are open 10:00 am – 6:00 pm Tuesday through Thursday and 10 am – 5 pm on Friday and Saturday. The Saturday branches are:

Martha Cooper Library  
Murphy-Wilmot Library  
Nanini Library  
Sam Lena South Tucson Library  
Valencia Library  
Woods Memorial Library

- Twenty libraries added evening hours: Monday through Thursday 10:00 am – 6:00 pm and 10:00 am – 5:00 pm Friday

El Rio library had minimal hours due to challenges in the community center and staffing. El Rio- Expanded April 4th

**Next steps** – The plan is to expand libraries in each of four regions. Expanded schedules planned for April, May:

- 6 days a week, Monday – Thursday 10:00 am – 6:00 pm, Friday and Saturday 10:00 am – 5:00 pm

April 24<sup>th</sup> - Eckstrom-Columbus Library

May 2<sup>nd</sup> - Miller-Golf Links Library

Nanini Library

Oro Valley Library

Sahuarita Library

Valencia Library

Woods Memorial Library

*This 6 day schedule is accomplished by a regional rotation of staff.*

- Maintain a 5 day Tuesday – Saturday Schedule:

Martha Cooper Library

Murphy Wilmot

Sam Lena South Tucson

Total - 10 **Saturday branches.**

- The remaining 17 libraries will have Monday – Friday hours. This plan involves the opening 5 libraries previously closed on Mondays (El Rio, Nanini, Woods Memorial, Valencia, and Murphy-Wilmot)

#### **Facilities Projects:**

**Two week closures** for carpeting and furniture:

- Quincie-Douglas library closed March 21<sup>st</sup>
- Catalina Library closed April 8<sup>th</sup>

**Eight Week closure** for carpeting, furniture and building repair:

- Murphy Wilmot library closed April 25<sup>th</sup>  
Will maintain a Tuesday – Saturday schedule until it closes. Will expand to six days upon reopening.

**One-year closure for expansion:**

- Martha Cooper Library beginning June 25<sup>th</sup> 2022
  - The Bookmobile will provide a monthly stop in the Garden District at Wright Elementary during the closure
- Elías-Mission Library – TBD

\*\*While libraries are closed for refresh or renovation, staff will be reassigned to other library locations.