



MEMORANDUM

Library Services Department

DATE: December 7, 2020
TO: Library Board of Trustees
FROM: Tracy Gray, Library Services Director
Laura Burch, Analyst
SUBJECT: **Library Services Report**

LIBRARY SERVICES DIRECTOR'S REPORT:

STAFFING UPDATE

Mary Saii has been promoted to Library Assistant III/Page Supervisor in the Support Services Division. The Library has an internal, Library only recruitment to fill Mary's vacant 1.0 FTE Library Assistant II position. Interviews will be held the week of December 7. The Library also has an open recruitment for a 0.75 FTE Librarian I/II in Adult Services and for a new Executive Assistant.

FY 21-22 BUDGET

We have begun working on the FY 21-22 budget. We will be proposing the following items:

- Link+ overdue fine removal - the Link+ Executive Board voted to eliminate the Link+ overdue fine. Several libraries have already eliminated this fine and we have not been charging it. However, the official elimination of this fee must go through the budget process and be approved by City Council.
- Hold restocking fee - we will be bringing forth the elimination of the \$1.00 charge for not picking up a hold.
- Bookmobile replacement - The City budgets for replacement of equipment and vehicles based on wear and tear on those items (Example: computers or City

vehicles). The Bookmobile is on the list for replacement next year. There is always a chance it might not get funded but we hope it will get approved.

- Additional eBook funds – we will be asking for Limited-Term (one-time) funds for eBooks in case we are not back to regular operations.

GRAB AND GO HOLDS

The Grab and Go Holds services has continued throughout the fall and has maintained a steady flow of daily users. The service has been serving an average of 224 people with 928 items each day. The Library switched to an appointment system in October and 80% of patrons now make appointments to pickup their holds.



STAFF ACCOMPLISHMENTS

Caldecott Committee Member

Children's librarian Renee Ting has been selected to be a member of the prestigious Caldecott Selection Committee. The Caldecott Medal was named in honor of nineteenth-century English illustrator Randolph Caldecott. It is awarded annually by the Association for Library Service to Children, a division of the American Library Association, to the artist of the most distinguished American picture book for children. The honor came as a surprise to Renee who is looking forward to reading many picture books next year as part of the awards process. Renee will be reviewing picture books published in 2021 for the 2022 Caldecott Medal.

Outreach to the English Language Development Department at MVHS

Teen librarian Marie Richardson is working with teachers at Mountain View High School on presentations to students in the English Language Develop (ELD) classes. These classes support students with limited proficiency in English. The program has provided in-class incremental instruction on obtaining a temporary library card and use of the library's digital resources for classroom research and supplemental English practice. Future presentations throughout the school year are planned.

City-wide Communications Roundtable

The City's new Chief Communication Officer, Lenka Wright, is forming a City-wide communications team called the Communications Roundtable, or CRT.

The purpose of the CRT is to:

- Establish standard operating procedures and protocols for communications
- Enhance communication and outreach strategies
- Improve internal coordination and awareness of City initiatives, programs and services
- Strengthen the City's communication capabilities
- Learn about communication best practices

This new team will be involved with the City's upcoming branding initiative and provide input for a first-ever City Style Guide (writing style for grammar, spelling and punctuation). Library Services Manager Melvyn Yabut will be the Library Services Department representative on this team.

EXPANDED DIGITAL SERVICES

Adult and Digital Services has officially launched **Brainfuse JobNow & VetNow**. Provided through the CARES Act and the California State Library, **JobNow** offers resume writing assistance, live interview preparation, and career guidance while **VetNow** helps connect veterans with resources to help navigate the services and benefits of the VA system. Both of these resources are available on the [Career & Skill-Building page](#) in the Digital Library and can be accessed with a library card.

Career Online High School went live at MVPL at the beginning of November. COHS is a workforce development and educational service through Gale Cengage that offers a chance for adults to get an accredited high school diploma and a credentialed career

certificate at the same time. The Library has three applicants so far who are working through the process of qualifying for the program. They have all completed the self-assessment and passed the prerequisite course and will go through interviews next to determine if they will be a good fit for a scholarship.

SILICON VALLEY READS

The theme and book selections for Silicon Valley Reads 2021 have been announced. For the upcoming year, the committee has selected a variety of titles focused on the theme of Connecting. Each book approaches the concept of connecting from a different vantage point such as nature, music, food, animals, books and human contact. Each year, MVPL participates in SVR by hosting programs based on that year's theme and promoting the book selections. On January 28 there will be a kick-off event showcasing Vivek Murthy's book *Together: The Healing Power of Human Connection in a Sometimes Lonely World*. The Library will also host an author talk with Isabel Campoy & Rafael Lopez, the author and illustrator of *Maybe Something Beautiful*. The program will take place on February 4 and will be offered in both English and Spanish. Other themed programs are also in the works. More information about the selected books and upcoming programming can be found at siliconvalleyreads.org.

VIRTUAL PROGRAMMING

Adult and Digital Services has continued to host their weekly language programs and the popular monthly Adult Craft Night. At the end of October, they hosted a two-part workshop on The Neuroscience of Implicit Bias with Kimberly Papillon, a nationally recognized expert on the topic. They've also hosted virtual programs for adults on meditation, native plant maintenance, and the impact of diet on the planet.



The Teen and Children's librarians have been hard at work planning and executing a variety of virtual programs to keep kids engaged and learning as we continue staying at home into the Fall and Winter seasons. They're continuing to lead storytimes, host cooking classes, and prepare kids for kindergarten.





While the holidays will look much different this year, the children's librarians are bringing the cheer with the Winter Wonders program. They will be hosting a virtual evening with stories and songs on Thursday, December 10 at 7:00pm.

