



MEMORANDUM

Library Services Department

DATE: July 15, 2019
TO: Library Board of Trustees
FROM: Tracy Gray, Library Services Director
SUBJECT: **Library Services Report**

6.1 REVIEW OF FISCAL YEAR 2019-20 FINAL BUDGET

General Operating Fund:

Convert 0.5 FTE Police Assistant Position to Hours: No Net Cost

Converts a 0.50 FTE Police Assistant position to hourly wages. This position provides a vital function in ensuring that the building is safe for everyone; and hourly staff will provide more flexibility of scheduling.

Conversion of a 0.5 FTE Librarian I/II position to 1.0 Analyst I/II: (\$84,000)

Provides funding to increase a half-time Librarian I/II position to full-time Analyst I/II position (in the Administration Division). This position will provide analytical support to the management team and Librarians.

Wayfinding Software Stackmap Subscription: \$3,700

Provides increased funding for the annual Stackmap subscription on the information kiosks.

Books, e-books, and Electronic Resources: \$51,800

Provides increased funding for Library materials, particularly e-books. Staff will also purchase an electronic subscription to Consumer Reports.

General Non-Operating Fund:

Folding Tables and Chairs (limited period): \$5,600

Provides funding for the purchase of additional folding tables and chairs.

Fines & Fees:

Elimination of lost or damaged Library materials \$10.00 replacement fee

Elimination of overdue fines on Library materials

6.2 REVIEW LIBRARY CARD & BORROWING POLICY

See separate document related to Library Card & Borrowing Policy

MISSION

Our library is for everyone. We are a free resource helping our community connect, create, and learn.

LIBRARY SERVICES DEPARTMENT FUNCTIONS

1. Provide quality services, programs, and systems that enhance the quality of community life.
2. Provide a welcoming, comfortable, well-maintained, and safe facility and environment for all customers to use and enjoy.
3. Offer a variety of library materials, technology resources and references, and readers' assistance to help customers meet their information, educational, and recreational reading needs.
4. Provide a quality collection of popular and enduring materials for customers to use and borrow.
5. Provide ongoing library services to support lifelong learning in the community, including physical including physical and virtual collections, and programs for all ages.
6. Promote library services to ensure that all residents are aware of the breadth of library services and how to better use those services.
7. Provide Mobile Library Services to reduce trips to the Library.

LIBRARY SERVICES DEPARTMENT FISCAL YEAR 2019/20 GOALS

- A. Support work to ensure a complete count in Census 2020 in conjunction with the City Manager's Office and Police Department
- B. Create a dedicated space in the Library with information from the United States Citizenship and Immigration Services about becoming a US Citizen, and develop a Library web page with links to information
- C. Support Environmental Sustainability Action Plan (ESAP) projects in conjunction with all departments.
- D. Support implementation of the Public Services Study actions, including population updates, study of Police staffing levels, and Fire community risk assessment, in conjunction with all departments.
- E. Continue to support collaboration with regional partners to fund and/or improve awareness of and access to information and referral resources for immigrants, particularly for mixed-status families, in conjunction with the City Manager's Office and Community Services Department.
- F. Continue to support a pilot program to apply a Human Rights City analysis framework to selected projects in conjunction with all departments.
- G. Develop educational programs to support City Council goals.
- H. Expand Library outreach to have more of a Library presence in the community and to promote Library services.
- I. In collaboration with Information Technology Department, move Integrated Library System from physical computer servers to a hosted environment.
- J. Conduct Library Services customer surveys.

LIBRARY BOOK BOT UPDATE

The Book Bot has been operating under the Personal Delivery Device (PDD) Pilot Program every Thursday (two Thursdays were cancelled due to rain) since February 28, 2019 for a total of 12 days. This is the robot pilot by Google to pick up Library books from residents downtown. The PDD travelled 60.9 miles and had 36 pick-ups. There were zero accidents or incidents of vandalism. While the test results were positive, priorities within this Google team shifted to other projects and the Book Bot will not continue. Google staff will work with Library staff to end the project on July 11, 2019. Library staff will communicate the change to patrons.

STAFFING UPDATE

The Library Director will be working with Human Resources beginning in July 2019 regarding the recruitment of the Analyst position. The Library is currently recruiting for Hourly Library Pages and Hourly Library Assistants in both Customer Service and Adult & Virtual Services.

CALIFORNIA CONSUMER PRIVACY ACT (CCPA)

The California Consumer Privacy Act (CCPA) signed in June of 2018 grants California consumers various rights, including the right to request businesses delete any personal information about the consumer and requiring businesses collecting personal information to disclose consumer rights to delete personal information.

CCPA law will require libraries to revisit their existing policies and procedures to both ensure they are complying with changes in California Law and to ensure that California residents are receiving up-to-date and timely information on these important issues.

Over the next year, "Data Privacy Best Practices Training for Libraries", will take place. The Library staff and Library Board will need to review a few of the Library policies to make sure they conform.

FRIENDS OF THE MOUNTAIN VIEW LIBRARY BOOK SALE

The Friends of the Mountain View Library will have a Book Sale on August 3rd & 4th
Hours: Saturday, 8/3: 9:00am – 9:45am Members-Only Sale (join now or at the door)
10:00am – 4:00pm General Sale
Sunday, 8/4: 11:00am – 4:00pm Bag Sale

END OF SUMMER READING CELEBRATION

The end of summer reading celebration event will take place on Thursday, 8/1 at 6:30 p.m. in the ParkStage area.

PROGRAM UPDATES

On Thursday afternoon, June 13th, *Kenn Adam's Adventure Theater!* provided a hilarious and crowd pleasing event in our first summer line-up of Thursday afternoon programs

for school age children. With Kenn Adam's Adventure Theater, children in the audience participate by making sound effects and being the actors in this interactive theater experience.



Children who sign up for the *Summer Reading Program* at the Library get to make their very own button. Below, Children's Librarian Alex Pantazes demonstrates the button maker and shows examples of the buttons. Most children are choosing to design and color their own artwork to make their button.



Sing a Summer Song concerts: The Tuesday morning Sing a Summer Song concerts have been delighting families who come to enjoy children's musicians under the trees in Pioneer Park. On June 18th, Tim Cain had the children dancing in the aisles. On June 25th, the concert featured the lively and fun Sean's Music Factory.



Adult Craft class making paper flowers on June 26th



The History of Blues in America led by music historian and acclaimed guitarist Joey Leone. He and two other musicians covered the history, influence, and impact of American blues music through songs, stories, and historical facts. Music historian and guitarist, Joey Leone has toured as a sideman guitar player for Etta James, Sam & Dave, Chaka Khan and many more.



Seventy-two people came to the Library on Saturday, June 29th to sing and share their love for the Broadway musical, Hamilton! The Library provided the background music and the lyrics for this all-ages summer reading program.



On June 27, the School Age Thursdays program was Zoo To You, held in Pioneer Park. The audience of 200 children and adults was enthralled with visits from a kookaburra, an owl, a boa, a kinkajou, a lemur and more. Besides seeing the animals up close, the show includes interesting information about the animals and their natural habitat.



Children who have completed the Summer Reading program, are able to pick a prize book until August 15. We have prize books for Babies, Children and Teens, shown here by Youth Services Librarian Kathy Clark.

