



**MEMORANDUM**

Library Services Department

**DATE:** January 24, 2022

**TO:** Board of Library Trustees

**FROM:** Tracy Gray, Library Services Director  
Laura Burch, Analyst

**SUBJECT: Library Services Director's Report**

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**LIBRARY SERVICE LEVELS**

The Library moved to Browse & Go Service during current operating hours starting Monday, Jan. 4.

The Library is committed to the health and safety of our staff and customers. The rapid spread of the COVID-19 Omicron variant continues to present health and safety concerns and creates additional impacts on staffing. The adjusted service level is an effort to maintain sufficient levels of library service during operating hours. The [Digital Library](#) is available 24/7.

- Browse & Go: Monday – Saturday 10 a.m. - 6 p.m., Sunday 1 – 5 p.m.
  - To minimize the amount of time spent indoors, visits will need to be as quick and efficient as possible.
  - Everyone over age 2 must wear a face mask over the nose, chin and mouth at all times in the Library even if you have been vaccinated. Masks will be available if you need one.
  - Stay six feet apart at all times.
  - Stay home if you are experiencing any COVID-19 symptoms.
- 1-hour Computer use: Monday – Saturday 10 a.m. - 5:55 p.m., Sunday 1 – 4:55 p.m.

- Unavailable Services:
  - Seating, Study Rooms

Staff will continue to provide virtual programs and events, deliver to homebound customers and provide assistance for those using the Library's digital resources.

## **STAFFING**

The Youth and Outreach Services division welcomed Marsha Malcolm as Senior Librarian in mid-January. Marsha will oversee bookmobile services and related outreach programming.

## **DONATIONS**

- Heidi Gerster Kikawada - \$500
- Cecily Chang - \$300
- Anonymous - \$100
- Rebecca Galiotto - \$1,000

## **LIBRARY QUIET ZONES**

The Library serves different functions for each visitor to the building. Some want to quickly browse for items, some are looking for a place for their group to gather, while others seek a truly quiet place to work. In order to accommodate these various needs, the Library has assigned quiet zone levels to the different areas of the Library. The building is divided into three different zones with associated acceptable noise levels:

- Zone 1: Casual Study - Moderate talking in a low volume with considerate cell phone use allowed.
- Zone 2: Quiet Study - Very brief whispered conversations, but need to leave the area to take phone calls.

- Zone 3: Silent Study – No talking or phone use.

The second floor has all three types of quiet zones, while the entire first floor is Zone 1 due to greater overall activity occurring in this space. [View the full zone guidelines and zone maps.](#)

### MONARCH PLEDGE

In support of the [City's efforts to create monarch attracting habitats in Mountain View](#), the Library has added two types of butterfly friendly seeds to the Seed Library: Narrow-Leaf Milkweed and a California wildflower blend. The seeds were made available through a Google grant to the City and are offered in addition to the various pollinator friendly seeds usually stocked in the collection.

### STAFF APPRECIATION

Adult & Digital Services librarian, Candace, received some lovely feedback from one her regular adult crafters:

“Dear Candace, Thank you so much for teaching us. I really enjoy the virtual adult crafts class. I appreciate your thoughtful instructions and allowing us to pick up craft supplies...Thank you!”



## **BEST OF 2021**

The end of the year brings the opportunity to reflect on the last twelve months. One thing people love at this time are the annual "best of" lists. At the Library, we've compiled the [most popular books and DVDs borrowed in 2021](#).

## **DIGITAL SERVICES**

Hoopla BingePass is now available. BingePass gives users unlimited access to online content for seven days using up just one instant borrow. Currently, two collections are available to checkout through BingePass: digital magazines and The Great Courses. Digital magazines is a new collection from hoopla. The app offers more than 50 popular titles in the collection. More collections will be available on hoopla BingePass this year.

## **SILICON VALLEY READS**

The Library will participate in [Silicon Valley Reads 2022](#), which kicks off on Thursday, Jan. 27. The theme for this year is "The Power of Kindness, Resilience & Hope." Silicon Valley Reads 2022 is focused on stories of inspiration and includes three memoirs, companion books for children and teens, and recommended fiction titles. The Library is planning a slate of programs to tie into the theme:

- [The Power in Being Kind: An Author Talk with Rachel Riggio](#)
  - Tuesday, Feb. 8: 6-7 p.m., Online via Zoom
- [Outdoor Storytime](#)
  - Tuesday, March 8: 10:30-11 a.m., Pioneer Park

## **PROGRAMS**

### *Past Programs*

Adult & Digital Services presented a bilingual Ask a Dietician program offered in Mandarin and English from the Chinese Health Initiative of El Camino Health. Ask a Dietician provided information on how to effectively read food labels and build a healthy diet.

New York Times bestselling illustrator Gabriela Epstein share tips and tricks for How to Make Comics. Gabriela shared information on how to utilize a three act structure and led an interactive comic making demo.

The first installment of the monthly Dream Jobs program series for teens focused on Doctors without Borders. Karen Stewart, LCSW, a mental health psychosocial support specialist and clinical social worker shared information about ten years spent working with the organization throughout Asia and Africa.

Brad Hamada, a CFE Certified Financial Educator®, shared information on protecting your assets and preparing for the future. This workshop is part of a six-part series focusing on financial literacy.

The Pacific Stroke Association presented a program on stroke awareness and prevention. Stroke is the #5 leading cause of death and this lecture offers information on recognizing the signs and how to reduce risk.

### *Upcoming Programs*

- Monday, Jan. 25 - [Make Soup, Not Waste: Live Cooking Workshop with Anne-Marie Bonneau](#)
- Tuesday, Jan. 26 - [On This Day in Mountain View History](#)
- Wednesday, Jan. 27 - [Digital Library Workshop: Lifelong Learning Resources](#)
- Monday, Jan. 31 - [Virtual Trivia Night](#)
- Tuesday, Feb. 1 - [Weekly Outdoor Storytimes resume](#)
- Thursday, Feb. 10 - [Dream Jobs: Creative Director Julie Lang](#)
- Tuesday, February 15 - Be Red Cross Ready: Disaster (DRAFT)
- Wednesday, Feb. 16 - [Virtual Adult Crafts: Brown Bag Lunch](#)

- Wednesday, Feb. 23 - A Visit to the MOBA Zoo (DRAFT)
- Thursday, Feb. 24 - [Family Draw-Along with Shawn Harris](#)