



## MEMORANDUM

### Library Services Department

**DATE:** August 15, 2016  
**TO:** Library Board of Trustees  
**FROM:** Rosanne Macek, Library Services Director  
**SUBJECT:** **Library Report**

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#### **3.2 ROY MINOR DONATION**

Roy and Hinda Minor were long-time residents and enthusiastic supporters of the Mountain View Library. Roy was active in the Palo Alto Host Lions Club, participated in the Mountain View Arts Commission, and was President of the Friends of the Library Board of Directors. His wife Hinda passed away several years ago and with Roy's recent death, the Minor Estate of about \$400,000 is being donated to the Library. This is being presented to the Library Board and will go to the City Council on September 13 for final acceptance. As directed by the Minor Trust, the funds will be invested and the Library will have access to 75% of the earnings on an annual basis to support library materials and programs, at the discretion of the Library Director.

#### **5.1 BUDGET**

There were no changes to the Library portion of the budget and it was approved by the City Council as expected on June 21, 2016. You can view the entire budget here:

<http://www.mountainview.gov/depts/fasd/budget/current.asp>

Here is a summary of all the new Library items as I reported to you in April:

#### **DISCRETIONARY ON-GOING CHANGES**

*Librarian I/II*

Increase an existing Librarian I/II position in our Youth Services Department from .75FTE to 1.0.  
\$40,400

*Library Materials*

Increase the base budget for materials, based on Mountain View being 15% below our benchmark libraries.  
\$40,000

*Librarian III*

Add a Librarian III classification to provide future promotional opportunities. This is not an addition to staff, just a new classification.  
\$20,500

*Wages for Sunday Hours*

About 8 years ago, we eliminated Sunday hours on the days prior to Monday holidays. This was a cost-cutting measure that is no longer necessary, and all our neighboring libraries have restored these hours. With this additional funding, we will be open 5 more Sundays in FY 16/17.  
\$11,800

*Cartridges and Paper for Poster Printer*  
\$1,600

*Library Assistant III*

Eliminate a vacant .50FTE Library Assistant III position in Support Services and convert funds to hourly staff. This is just an administrative change since the funds for this position are already being used for hourly staff.

**LIMITED-PERIOD EXPENDITURES**

*eBooks*

Continue one-time funding for eBooks.  
\$10,000

**CAPITAL OUTLAY**

*Technology upgrade for community room*  
\$9,700

*Technology upgrade for training room*  
\$5,100

This will include a variety of equipment including an LED TV for the community room and an additional laptop for the training room.

## **FEES**

We will be eliminating the following fees:

Extra computer time - \$5.00

Replacement library cards - \$2.00

## **REMODEL (included in Capital Improvement Program)**

\$90,000 has been added to the remodel project so that we can complete the design. Public Works staff and I will be asking for your feedback at the September or October meeting. The actual construction is still unfunded. As a result of the recent real estate swap between LinkedIn and Google, there will not be funding for this project available from LinkedIn. We will likely include it as a request to the City Council as part of the CIP budget for FY 17/18.

## **5.2 COMPUTER AND NETWORK USE POLICY**

A summary of potential changes is provided as part of this packet.

## **5.3 LIBRARY CARD AND BORROWING POLICY**

A summary of potential changes is provided as part of this packet.

## **5.4 ANNUAL WORK PLAN AND CALENDAR**

As previously discussed, last year's work plan has been updated with new dates and an additional work item which includes providing input to the City Council on the Library remodel design. The work plan will be presented to the City Council at the September 6, 2016 meeting. Also provided is a working calendar with tentative agenda items for the next fiscal year.

## **6.1 LIBRARY BOARD ACCOMPLISHMENTS FY 15/16**

- Accepted donations.

- Reviewed and revised the following policies: Confidentiality, Materials Selection, Library Card and Borrowing Policy, and Computer and Network Use Policy.
- Attended quarterly Mayor's meetings.
- Reviewed Library usage statistics biannually.
- Completed annual benchmark report comparing Mountain View Library services with benchmark libraries.
- Held annual meeting with the Friends of the Mountain View Library.
- Completed annual work plan.
- Held discussions of "hot topics" and other library topics of interest, including: Link+, confidentiality of library records, weeding, bed bugs, youth and outreach services, and the Pacific Library Partnership.

## **7.1 LIBRARY DIRECTOR'S REPORT**

### **LIBRARY NOTICES VIA TEXT**

A few meetings ago there was a question about getting library notices via text. We have determined a cost effective solution from a third party vendor and plan to implement this by spring 2017.

### **FLIPSTER ELECTRONIC MAGAZINES**

We recently introduced our new electronic magazine service called Flipster and it has been positively received so far. We had 698 online views for May, 527 for June, and 685 for July. We now have 38 titles available. A question was raised at the last Library Board meeting about concurrent use limitations. 20 titles have no restrictions, 7 titles allow 500 concurrent users, and 11 allow 100 concurrent users. If you haven't yet tried it out, you can access it here:

[www.mountainview.gov/emagazines](http://www.mountainview.gov/emagazines)

### **JOINT MEETING WITH THE FRIENDS OF THE MOUNTAIN VIEW LIBRARY**

The Library Board's annual joint meeting with the Friends of the Mountain View Library will be September 19, 2016.

### **NEW LANDSCAPING**

Thanks to our hardworking parks staff, we now have drought-tolerant landscaping.



### **SUMMER READING**

On August 3 we celebrated the end of this year's summer reading program. We were honored to have Mayor Showalter join us to congratulate our children and their families for meeting their reading goals. We were also joined by some other special guests including Sharkie from the San Jose Sharks and the group Drumm, who were joined by some drummers from our own community.



## **LOCAL AUTHORS**

We highlight our local authors with a special display of their books on the second floor. One of our recent additions is a book by Asha Sharma. When her grandson heard about her gift of the book to the library, he was very excited and asked us to do a little ceremony. We were happy to comply! Here is Asha, her grandsons, and librarian Ellen Thayn.



## **LIBRARY CUBE CLUB**

At the Library's monthly cube club, cubing experts share the excitement of solving the cube and friends help friends. Here's a picture of James Tran, a Mountain View High junior and one of our teen Cube Club volunteers, solving the cube while blindfolded! James competes internationally in speed solving and now will start competing as a blindfold solver, too.



## **DOWNTOWN WALKING TOUR**

Librarian Candace Bowers led a recent walking tour of downtown's historic buildings. This was a new event for us and we didn't know what to expect for attendance and were pleasantly surprised to have 65 people show up! We had a range of ages, including newcomers and old-timers. Candace fielded lots of questions, and attendees requested that we hold the event again so others can enjoy learning about our history.



## **BUILDING ISSUES**

We have had an unusually high number of building problems the past few months, especially elevators. We also had a need to do some electrical work which included shutting down power, disrupting access to our online services and public Internet access. Facilities and IT staff have been hard at work to resolve these issues. All systems are currently working. Public Works staff will also be requesting additional funding from the City Council to do some major repairs to the elevators.

## **SUPPORT FROM THE CALIFORNIA STATE LIBRARY**

Mountain View Library has been selected to participate in the State Library's California Revealed Initiative. This initiative is designed to help public libraries develop effective digitization and preservation plans and deliver local history collections online to the public. We will have the opportunity to work with a team of consultants who are experts in metadata creation, intellectual property, digitization, and preservation. The goal is that we will have a digitization plan in place by September that will be our roadmap for building our online historical collections.



### **NEW STAFF**

Our new full-time Technology Librarian, Gem Stone-Logan, joined us on Monday, July 18th. Gem is originally from Washington State, and she loves the rain. She has an undergraduate degree in Computer Science from Walla Walla University. She married the guy she sat next to in Operating Systems class, and they moved to Colorado. After getting her MLS, she spent the last eleven years wrestling with integrated library systems at the High Plains Library District, where she also taught customer computer classes and provided reference and reader's advisory service. She has two boys who are seven and one.

### **NASA BOARD APPOINTMENT**

I was recently appointed to NASA's Human Research Institutional Review Board as a non-scientist community member. This board reviews all NASA research that involves human subjects. It has been a fascinating experience so far!

### **CELEBRATION OF SERVICE**

The City's annual Celebration of Service will be held on September 26, at 6pm at Michael's at Shoreline. You should be receiving an official invitation soon. This event recognizes all the hard work of the City's Boards and Commissions. I hope to see you there!