



MEMORANDUM

Library Services Department

DATE: February 12, 2018
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: Library Report

5.1 REMODEL UPDATE

We are continuing to post regular updates on the library website here:

<http://mountainview.gov/libraryremodel>

The 2nd floor has experienced a lot of changes. The photo below on the left shows the new computer tables and the DVD collection in the background. The adult music CD collection and world language collection have also been moved to the second floor. In the photo on the right you can see that the carpeting in the adult fiction area is done and the books that were removed from the bottom shelves are being put back in place. We are also doing a major shift in the adult non-fiction area.



Work has also commenced to create the new reading room on the second floor. The photo on the left shows the barrier that has been installed to protect the construction area where the magazines used to be. The photo on the right shows the temporary location of the magazines in the quiet study area.



Demolition is starting in the children's area. The photo on the left shows what used to be the adult and children's DVD collection. The photo on the right shows the area that used to house the world language and CD collections. The wall on the right in this photo will be demolished to increase the size of the community room. A plastic barrier has been installed at the lobby to protect the public and staff from this construction area.



5.2 LIBRARY BEHAVIOR POLICY

A draft of the proposed changes is attached. This was discussed at the December and January meetings. Clarification was requested on whether or not vaping was included in the law prohibiting smoking within 25 feet of the building and the City Attorney's office has confirmed that this is included.

6.1 GROUP STUDY ROOM POLICY

Attached are staff suggestions for changes to the policy for the Board's consideration. These changes reflect the additional study rooms that are being added in the building remodel and the added service of being able to reserve the rooms in advance, which has been requested by the public.

STAFF RECRUITMENTS

We are in the process of interviewing to fill 4 librarian vacancies: 1 half-time librarian in Youth Services, 1 full-time bookmobile librarian, 1 full-time Adult Services librarian, and one three-quarter-time Adult Services librarian. We are also recruiting for a full-time Library Services Manager for our Youth and Outreach department to replace Karin Bricker who will be retiring in April.

Coming up next will be a recruitment for a full-time Library Assistant in our acquisitions area and a full-time library cataloger.

Also, I have notified the City Manager about my planned retirement around the end of the fiscal year. We have started a recruitment for my replacement and plan to have a new Director in place around the time I leave.

UPCOMING HOLIDAY

The Library will be closed February 19 for President's Day.