



## MEMORANDUM

### Library Services Department

**DATE:** March 19, 2018  
**TO:** Library Board of Trustees  
**FROM:** Rosanne Macek, Library Services Director  
**SUBJECT:** Library Report

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#### 5.1 REMODEL UPDATE

We are continuing to post regular updates on the library website here:  
<http://mountainview.gov/libraryremodel>

#### **First Floor**

Here's what the children's non-fiction area looks like now. Carpet installation will begin soon.



The expansion of the community room is coming along. The original wall that used to be in the media area has been demolished and a new wall built out about 10 feet to give us more space. The photo on the left below shows the inside of the wall and the photo on the right shows the outside of the wall.



## Second floor

The public internet terminals have been installed on the new computer tables. We reduced the number of terminals because of lower demand due to more people bringing in their own devices to use the WiFi.



The new study rooms are nearing completion. They will probably need to be used for construction storage so won't be available for public use for a while.



Here is what the former training room looks like now. You can see where they will be opening the wall for 2 new doors, one leading into the staff kitchen and one leading into a storage room where the tables and chairs will be stored. This room will become our 2<sup>nd</sup> program room and Library Board meetings will likely be held here.



**Here is what's coming up, subject to change:**

Friday, March 16-28: Back issues of magazines unavailable due to move of collection.

Friday, March 16: Carpeting installed on the second floor from shared printer across the bridge to soft seating in newspaper area to new reading room behind the plastic barrier.

Monday, March 19: New furniture for 2nd floor arrives and will be stored in new reading room (behind the plastic) for a few days as tables are put together. Furniture will be put in place during the week and old furniture removed.

March 19-23: 2nd floor restrooms close for ADA upgrades.

End of week of March 19: Carpeting will begin in the children's non-fiction area after the 2nd floor carpeting is done.

Tuesday, March 20: Carpeting begins in reading area near newspapers.

Last week of March: Additional shelving for 2nd floor will be installed.

## **5.2 GROUP STUDY ROOM POLICY**

Attached are the changes discussed at the previous Library Board meeting, as well as an additional section to cover the program rooms.

## **5.3 BUDGET SCHEDULE**

April 24 – Proposed Capital Improvement Program Budget

May 1 – Narrative Budget

June 12 – Proposed Budget

June 19 – Budget Adoption

## **5.4 FINES AND FEES**

As part of the discussion about the possibility of eliminating fines on children's materials next year, the Board requested information about our current notices, which is provided below.

### **Email Notices:**

- Library Card expiration alerts are sent a month prior to expiration date.
- Courtesy notices are sent out daily for items that are due in 2 days.
- Overdue notices are sent out daily 2 days after due date.
- Hold pickup and cancellation notices are sent out the day the hold arrives and/or the day a hold expires.

### **Phone Notices:**

- Overdue notices are sent daily 2 days after items are due.
- Hold pick up notices are sent daily when holds arrive.

### **U.S. Mail Notices:**

- Daily overdue notices are sent 2 days after due date.
- Daily notices are sent when holds arrive or when holds expire.
- Bills are sent out 2 weeks after an item is due if the item is not returned.

## **RECRUITMENTS**

We are in the final stages of our hiring process for 4 librarian positions: half-time children's, full-time bookmobile, ¾-time adult librarian, and full-time adult librarian. We are also in the final stages of hiring for a new Youth Services Manager. We hope to be able to make some announcements about these new staff within the month.

We will begin a recruitment for a full-time Library Assistant III on March 22. After that recruitment is complete we will begin a recruitment for a full-time cataloging librarian.

The recruitment for a new library director closed on March 9 and we received a good response. There will be interviews on March 26 and April 2. The current plan is for me to complete my work by the first week of July and have a new director start around that time.