



MEMORANDUM

Library Services Department

DATE: May 21, 2018
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

5.1 BUDGET UPDATE

The narrative budget was discussed at the May 1, 2018 City Council meeting. There were no questions about the Library's proposed items so I expect these to be included when the Council discusses the budget again on June 12 and adopts the budget on June 19.

Attachment 1 – Fee Modifications

We are eliminating the fees for training center support, interlibrary loan, and laptop/tablets because we are no longer offering these services.

Attachment 2 – Non-Discretionary

There is an additional \$30,000 for the library to cover the minimum wage increase for our hourly staff.

Attachment 3 – Discretionary

A half-time Police Assistant and a half-time Librarian are being added to our staff. We are also proposing a reclassification of our Technology Librarian position from a Librarian I/II to a Librarian III to better match the market.

Attachment 4 – Limited-Period

\$6,000 to add water bottle filling stations to our water fountains is being proposed to respond to public requests. \$5,000 is also being rolled over from this year to next year to develop a new library logo. We were unable to get to this project this year due to the remodel so the new director will be able to carry this forward next year.

Attachment 9 – Capital Outlay

\$15,000 is being budgeted for tables and chairs for our new program room on the 2nd floor. We are also rolling over the following amounts from this year: \$23,400 for new public furniture, \$11,400 for a new vinyl wrap for the bookmobile, and \$12,900 for technology upgrades for our 2 program rooms.

I did not ask for an increase for the materials budget this year since we are now above our benchmark libraries. Overall I am very pleased with the proposed budget for the library.

5.2 REMODEL UPDATE

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

<http://mountainview.gov/libraryremodel>

On April 26 we had an exciting morning, with concrete being pumped from the front of the building up to the 2nd floor to create a new structural floor.



We're currently scheduled to have the wall on the 2nd floor removed in about a week now that the concrete is dry. The area will be carpeted and a new reference desk installed here in about 2 weeks.



Also related to the new structural floor, much work is happening on the ceiling underneath the new floor.



Here are other items that are in progress:

Parking Garage - The ADA parking spots will be restriped May 21-24. During this time there will be 2 temporary spots designated on the other side of the public elevator.

Program Rooms - Both the 1st and 2nd floor programs are nearly done. The 1st floor room has been expanded and both rooms have been carpeted and painted. We will start having both adult and children's programs in these rooms in July.

Painting - As you've probably noticed, the entire building is in the process of being painted, with the maroon paint being replaced with blue.

Grand Opening - We don't yet have a firm date but hope to open the new children's area by mid to late June.

6.1 TRAINING ROOM USE POLICY

You can view the most recent Training Room Use Policy on the Library website here: https://mountainview.gov/depts/library/about/policies/training_room_use_policy.asp With the remodel, this room has been converted to a space exclusively for Library programs and meetings, so this policy is no longer needed.

6.2 HOLDS ON GAMES

Based on patron feedback, the Library staff suggests we consider allowing holds on games. You can view our Library Card and Borrowing Policy here for current limits on all our items:

<https://mountainview.gov/depts/library/about/policies/borrowing.asp> The policy does not prohibit holds on games, but we haven't allowed it previously. We would like to consider it but reduce the limit from 10 to 5, which is included in the chart in the policy.

6.3 LIBRARY BOARD WORKPLAN

You can view the Fiscal Year 17/18 Library Board Workplan here:

<https://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=22111> The workplan for Fiscal Year 18/19 is due August 10 and will need to be finalized by the July meeting.

NEW LIBRARY DIRECTOR

Tracy Gray has been appointed as the new Library Services Director for Mountain View. You can view the press release here:

<https://www.mountainview.gov/civica/press/display.asp?layout=1&Entry=1330> My last day prior to my retirement will be July 6 and Tracy will start on July 9.

SPANISH LEADERSHIP ACADEMY

Library staff hosted the Spanish Leadership Academy in our newly expanded program room. The class learned all about library services, got a tour of the building, signed up for library cards, and also heard a special presentation about the City's homeless initiatives.



GIRLS WHO CODE GRADUATION

After many months of hard work, our girls shared their final projects with family and friends. Over 80 people attended this special graduation ceremony to recognize the girls' achievement.



UPDATE ON STUDY ROOM USE POLICY

After the policy was approved at the last meeting, a Library Board member expressed concern that the policy prohibited commercial use but allowed tutors who are presumably paid. I reviewed our past practice with Library staff based on this concern. We have historically allowed tutoring in the building, both in the Children's area and in the study rooms on the 2nd floor. Some of these tutors are paid and some are volunteers. This is a long-standing practice which we would continue in our remodeled facility as it supports the educational mission of the public library. Staff will continue to monitor study room use and report any concerns. If the Board so desires, additional language can be added to the policy the next time it is updated.

UPCOMING HOLIDAYS

The Library will be closed for the following holidays

Memorial Day: May 28

Independence Day: July 4

Our complete schedule of open hours and upcoming holidays is here:

http://www.mountainview.gov/depts/library/about/hours_n_holiday_schedule.asp