



MINUTES

REGULAR MEETING - MONDAY, NOVEMBER 16, 2015
LIBRARY COMMUNITY ROOM - 585 FRANKLIN STREET
7:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 7:33 p.m.

2. **ROLL CALL**

Present—Trustees Max Beckman-Harned, Paul Donahue, Vice Chair David Herington, and Chair Randall Stock.

Also Present—Rosanne Macek, Library Services Director.

3. **MINUTES APPROVAL**

Motion—M/S Donahue/Herington—Carried 4-0—Approve the minutes of the October 19, 2015 meeting.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**—None.

5. **UNFINISHED BUSINESS**

5.1 **MATERIALS BUDGET**

Director Macek reviewed the data she considers when making a recommendation on the materials budget, which is included in the attached report. The Library Board agreed to continue reviewing the five benchmark libraries.

5.2 **LIBRARY CARD AND BORROWING POLICY**

Changes from previous meeting were reviewed and additional changes were discussed. Director Macek will review with Library staff and bring back to the Board's December meeting for final approval.

6. **NEW BUSINESS** – None.

7. **LIBRARY BOARD/STAFF COMMENTS, QUESTIONS, AND REPORTS**

Trustee Beckman-Harned expressed appreciation for the log-in wording change in the Library catalog, asked if we could test our back-up tapes to make sure they work, and praised Wowbrary's ability to automatically pull new books from the Library catalog.

Chair Stock and Trustee Donahue mentioned receiving an "Opps" error message sometimes when accessing the Library catalog.

Vice Chair Herington said he would consider the possibility of serving on a panel to select a poet laureate for Mountain View.

There were comments about the Library mobile catalog, Library Anywhere. Some felt it worked well and some felt it was too slow.

Trustee Beckman-Harned expressed an interest in learning more about the Library's catalog system and will send a list of questions.

8. **DONATIONS** – None.

9. **AGENDA SETTING/PLANNING**

- Materials Budget
- Borrowing Policy
- Review of Fees

10. **ADJOURNMENT**

The meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Rosanne M. Macek, Secretary
Library Board

RMM/TG/7/LIB
023-11-16-15mn-E



CITY OF MOUNTAIN VIEW

MEMORANDUM

Library Services Department

DATE: November 16, 2015
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

5.1 MATERIALS BUDGET

The State Library has given us a deadline of December 4 to submit our annual statistics. I will check in with my colleagues after that to request their data. While my input for the City budget is due in early December, I will likely delay the materials portion until I have had a chance to full analyze this data.

I also wanted to share my perspective on the materials budget and the data I consider in determining my materials budget recommendation:

Library Board benchmark libraries: Because these libraries are near us geographically and serve similar populations, I think they are good benchmarks in addition to other data.

Consumer Price Index: Because this gives us a general sense of cost increases for consumer goods, I think it's helpful to consider.

Publishers: Publishers' estimates of cost increases can also be considered.

Other benchmark libraries: There are other groupings of libraries that I consider, including the cities that Mountain View benchmarks with on compensation, libraries that serve communities of a similar population size, and libraries that I studied as part of my MPA research whose communities are similar to Mountain View in terms of educational levels, income, ethnic diversity, and population density.

Materials spending as a percentage of the overall library budget: This is a standard benchmark that Library Directors consider when determining whether or not materials budgets are adequate compared with overall spending on the library.

General fund: From a broader perspective, it is also useful to consider the library budget and materials budget as a percentage of the city general fund budget.

Other factors: In addition to budget, our materials spending does fluctuate from year to year and is affected by many different factors. We now order more titles pre-publication, which means we get materials more quickly but receipt is harder to predict and can carry over into the next year. Other factors that affect how much we spend include whether or not we receive state funding, how much we might underspend in other areas of the budget, staff workload and vacancies, and possible grants and other donations.

Our City takes a conservative and incremental approach to the budget and in general, supports modest increases. My goal as Library Director is to submit a materials budget that meets the community's needs, that in my best professional judgement is reasonable, is balanced with other budget needs, and one that the City Manager and City Council can support.

5.2 LIBRARY CARD AND BORROWING POLICY

See attached policy with suggested changes from your last meeting and input from Library staff.

FOLLOWUP TO BOARD QUESTIONS AND COMMENTS

1. We purchase additional copies of bestsellers via Overdrive which are only available to Mountain View patrons when logging in. At your request, the wording in the Encore catalog for this has been changed to "Log in for additional eBook copies."
2. Here are the procedures we follow in backing up the library database:
 - We do a full back up every night and receive confirmation that it has run correctly.
 - We have 2 weeks of backups, under the 30 days of patron information mentioned in our confidentiality policy.
 - We back up on tapes and we re-use then after 2 weeks.
 - We have written procedures for backups.
 - Since 1997 we have never had a problem with data loss (knock on wood!).

3. The cost for Wowbrary is based on population and ranges from \$500 to \$2,000 per year. Because other City departments use Constant Contact, we are exploring this as a way to promote programs and collections.

REMODEL UPDATE

I have nothing new to report, and we have not yet resumed meetings with Public Works staff and Noll & Tam Architects.

CHILLER REPLACEMENT

Bids were received, a contractor has been selected, and project team meetings started last week. Construction should start in a few weeks and the projected completion date is April 29, 2016.

MOUNTAIN VIEW POET LAUREATE

I have been approached by Book Buyers staff about the idea of establishing a Poet Laureate for Mountain View. Other nearby cities have done this, including Cupertino and Los Gatos. There are not city resources available to do it this year so Book Buyers is going to try to get something going. Library Boards and Commissions in other communities have been involved in similar programs, and Book Buyers would be interested in having someone from the Library Board serve on the judging panel. The program details are still being determined but judging is tentatively scheduled for January.

RECENT PROGRAMS

Coloring for Grownups, our brand-new program to explore the latest trend in stress relief, was a big hit.



Spooky-lele! Our monthly ukulele group met in costume on Halloween to play spooky music.



UPCOMING PROGRAMS

See the library online calendar for full details.

November 18, 7:00pm: **Fake Food Fest: Thanksgiving.** Create a Thanksgiving feast of perfectly inedible food! We will sculpt a miniature roast turkey with all the trimmings, out of fimo (synthetic clay).

November 19, 7:00pm: **Turn No into Yes.** Use positive redirection, limit-setting and creativity to encourage cooperative behavior and turn your child's "no" into "yes." For parents with children ages 0-8.

November 21, 2:00pm: **International Games Day.** Family board games and card games in the children's room from 2-5. Video games for teens in the community room from 2-3.

November 24, 7:00pm: **Author Talk With Ruth Galm.** Local author Ruth Galm will read from *Into the Valley*, a novel set in San Francisco and the Central Valley. Books will be available for purchase and signing.

UPCOMING HOLIDAYS

The Library will be closed on these dates due to holidays:

November 26-27 - Thanksgiving

December 24, 25, 26 - Christmas

December 31 and January 1 - New Year's