



# Memo

**To:** Brian Kischnick, City Manager  
**From:** Cathleen Russ, Library Director  
Phillip Kwik, Assistant Library Director  
**CC:** Mark Miller, Director of Economic & Comm  
**Date:** 1/7/2016  
**Re:** Itinerary for City Council Tour of Troy Public Library, Monday, January 11, 2016

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The Troy City Council members will be gathering at the Troy Public Library's meeting room for dinner at 5 pm on Monday, January 11, 2016, followed by a tour of the Library, commencing at approximately 6 pm. The purpose of the tour is to familiarize City Council members with upcoming building repair and improvement projects taking place at the Library. We will also point out areas of the building that have already undergone repairs, with relevant details, including:

- **Library Roof:** several spots on the Library's roof have been repaired, to prevent further water intrusion. As it is not feasible to visit the roof, we will point out specific places on the ceiling where the roof has been repaired.
- **Light panels:** at the end of June/beginning of July, the Library's lighting system was replaced, changing over from the circuit breaker system of the 1971 original building as well as the 1984 addition, to a timed system that is energy efficient, and much safer.
- **Youth Services shelving:** Youth Services shelving units were from the original 1971 building, and were bowing, cracking and failing. New shelving was installed, for the safety of patrons and better organization and access to library materials.
- **Library Basement:** Water intrusion issues in the Library's basement have been corrected. The former Training Center has been converted into a Friends' Book Shop sorting area/auxillary sales room. We will visit this room on the tour.

The highlights of the tour, pointing out areas that have been corrected, as well as those slated for repair/improvement, are as follows:

- **Meeting Room**
  - Painting / Technology / Furnishings
- **Lobby**
  - Friends Donation Area
  - Information Desk
  - Self Checkout / Online Library Card Registration
- **Teen Area**
- **Letters to the Children of Troy**
- **Janitor's Closet**
- **Youth Area**
  - Story and Craft Room Renovation/Skylights
- **Technical Services and Loading Dock**
  - Lintel Replacement
- **Basement**
  - Book Shop/Friends Areas