



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Newport Beach Public Library – Balboa Branch  
100 East Balboa Boulevard, Balboa, CA 92661

Monday, March 20, 2017 - 5:00 PM

## ***Board of Library Trustees Members:***

Jill Johnson-Tucker, Chair  
Janet Ray, Vice Chair  
Paul Watkins, Secretary  
Jerry King, Board Member  
Douglas Coulter, Board Member

## **Staff Members:**

Tim Hetherton, Library Services Director  
Elaine McMillion, Administrative Support Specialist

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The Board of Library Trustees meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov).

## **NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

## **I. CALL MEETING TO ORDER**

## **II. ROLL CALL**

## **III. NOTICE TO THE PUBLIC**

*The City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the Board of Library Trustees. If the optional sign-in card has been completed, it should be placed in the box provided at the podium.*

*The Board of Library Trustees of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The Board of Library Trustees has the discretion to extend or shorten the time limit on agenda or non-agenda items. As a courtesy, please turn cell phones off or set them in the silent mode.*

## **IV. BOARD/COMMITTEE/COMMISSION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

## **V. PUBLIC COMMENTS**

*Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

**VI. CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.*

**A. Consent Calendar Items**

**1. Minutes of the February 21, 2017 Board of Library Trustees Meeting**

[Draft Minutes](#)

**2. Customer Comments**

Monthly review of evaluations of library services through suggestions and requests received from customers.

[Customer Comments](#)

**3. Library Activities**

Monthly update of library events, services and statistics.

[Library Activities](#)

**4. Expenditure Status Report**

Monthly expenditure status of the library's operating expenses; services, salaries and benefits by department.

[Expenditure Status Report](#)

**5. Board of Library Trustees Monitoring List**

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

[BLT Monitoring List](#)

**VII. CURRENT BUSINESS**

**A. Items for Review**

**6. Balboa Branch Library Report**

Branch Librarian Evelyn Rogers will present the annual update on Balboa Branch activities.

[Balboa Branch Report](#)

**7. Library Material Selection and Downloadable Services**

Circulation and Technical Processing Coordinator Melissa Hartson will provide the annual update on Collection Development activities.

[Material Selection](#)

**8. From Order to Shelf**

Senior Clerk and Technical Processing Supervisor Julie Duncan will provide a presentation on NBPL materials acquisition.

**9. Donations to the Library**

Staff recommends that the Board of Library Trustees accept a check in the amount of \$9,300 from the NBPL Foundation for restricted disbursement.

[Donations to the Library](#)

**10. Corona del Mar Branch Update**

Trustee Paul Watkins will update the Board on recommended maintenance for the Corona del Mar Branch in lieu of the project deferment.

[CdM Branch Update](#)

**11. Lecture Hall Update**

Update on the lecture hall by Chair Jill Johnson-Tucker.

**12. Library Services**

Report of Library issues regarding services, customers and staff.

**B. Monthly Reports**

**13. Friends of the Library Liaison Report**

Trustee update of the most recently attended Friends of the Library Board meeting.

**14. Library Foundation Liaison Report**

Trustee update of the most recently attended Library Foundation Board meeting.

**15. Witte Lectures Committee Liaison Report**

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

**IX. ADJOURNMENT**

# DRAFT

## CITY OF NEWPORT BEACH

### Board of Library Trustees Meeting Minutes February 21, 2017 - 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair Johnson-Tucker called the meeting to order at 5:00 p.m.

II. **ROLL CALL** - Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Jill Johnson-Tucker; Vice Chair Janet Ray; Secretary Paul Watkins; Board Member Jerry King

Trustees Absent: Board Member Doug Coulter

Staff Present: Library Services Director Tim Hetherton  
Administrative Support Specialist Elaine McMillion  
Library Services Manager Natalie Basmaciyan  
Circulation & Technical Processing Coordinator Melissa Hartson  
Support Services Coordinator Melissa Kelly  
Assistant City Manager Carol Jacobs

III. **NOTICE TO THE PUBLIC**

IV. **BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

Board Member Watkins advised that the new website was fantastic. The Jon Meacham lecture was well done.

V. **PUBLIC COMMENTS**

Karen Carlson, Friends of the Corona del Mar Library, expressed interest and concern about the Corona del Mar Library Project. The Friends did not want it to be forgotten as a strong supporter of the Project.

VI. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the January 17, 2017 Board of Library Trustees Meeting**

Board Member Watkins concurred with Mr. Mosher's comments to revise the second paragraph of page 4 to "... paid the electric bill at the Balboa Branch because ..." and to replace "unilaterally" in the first paragraph of Item 9 with "uniformly."

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2. **Customer Comments**  
Monthly review of evaluations of library services through suggestions and requests received from customers.
3. **Library Activities**  
Monthly update of library events, services and statistics.
4. **Expenditure Status Report**  
Monthly expenditure status of the library's operating expenses, services, salaries and benefits by department.
5. **Board of Library Trustees Monitoring List**  
List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

Chair Johnson-Tucker announced the March item regarding the Media Lab would be moved to April and the election of officers would be held in July rather than August.

Motion made by Board Member Watkins, seconded by Vice Chair Ray, and carried (4-0-0-1) to approve the Consent Calendar with revisions to the Minutes as noted.

AYES: Johnson-Tucker, Ray, Watkins, King  
NOES:  
ABSTENTIONS:  
ABSENCES: Coulter

## VII. CURRENT BUSINESS

### A. Items for Review

6. **Arts and Cultural Update**  
Chair Lynn Selich of the City Arts Commission will update the Board on City Arts Commission activities.

Lynn Selich, City Arts Commission Chairperson, reported the City Arts Commission wished to work more collaboratively with the Board of Library Trustees.

Library Services Director Hetherton and Ms. Selich reviewed plans for City Arts Commission projects including the Newport Beach Art Exhibition, the Cows4Camp exhibit, Concerts on the Green, the Pacific Symphony concert, a community survey, Cultural Arts Grants, and the Sculpture exhibit.

In response to Board Member King's inquiry, Library Services Director Hetherton indicated portions of the Pacific Symphony concert were recorded.

In reply to Vice Chair Ray's question, Ms. Selich advised that she did worry about an excessive number of attendees to Concerts on the Green. Concert-goers could extend into the park, where concerts should be audible.

Chair Johnson-Tucker expressed concern about the amount of work for Library Services Director Hetherton in supporting both the Board of Library Trustees and the City Arts Commission. Assistant City Manager Jacobs stated the City Manager determined the assignments given to Library Services Director Hetherton, but the City Council determined whether another employee would be added. Ms. Selich reported the City Arts Commission had drafted a budget that included a person dedicated to the City Arts Commission. However, the Council currently had a policy of no hiring. Chair Johnson-Tucker suggested Recreation and Senior Services Director Detweiler might be appropriate.

**7. Corona del Mar Branch Project Update**

Staff will update the Board on the status of the Corona del Mar Branch Project.

Library Services Director Hetherton reported in January Mayor Muldoon suggested scaling back planned projects. The City Manager provided his recommendations on February 14, which included deferral of the Corona del Mar Branch Project for 5-7 years. The Finance Committee, on February 16, assented to the City Manager's recommendations. On February 14, the City Council seemed to support upgrades or enhancements for the Branch. He suggested working with stakeholders and the Public Works Department to determine needed upgrades.

Chair Johnson-Tucker requested Board Member Watkins and Board Member King work with residents to determine goals, work with staff to learn of a realistic timeline for projects, and report to the Board of Library Trustees.

Board Member King requested an updated list of long-term and short-term budget items and the Council's policy on private sector outreach. He volunteered to contact potential donors.

Board Member Watkins stated the Council seemed to be willing to pay for needed upgrades.

Board Member King suggested Library staff develop a list of needs, meet with the City Manager about items and cost, and report to the Board. Chair Johnson-Tucker felt it would be better to identify items and their cost, learn whether the City would pay for them, and then consider whether donors were needed.

Jim Mosher advised that the Zoning Administrator had approved existing plans for the Corona del Mar Branch Project. He felt there should be public as well as private contributions to any upgrades and questioned whether the Library Board wanted to include some items in the upcoming budget.

Assistant City Manager Jacobs recommended the Library Board provide a list of things it needed over the next 3-5 years for inclusion in the budget.

**8. Budget**

Staff submits the Library's annual budget for Board of Library Trustees approval.

Support Services Coordinator Kelly presented the day-to-day operating budget. Library staff was prepared to amend the budget when project estimates for the Corona del Mar Branch were obtained.

In reply to Chair Johnson-Tucker's questions, Library staff advised that they would work with the Public Works Department to obtain estimates. The amount of time needed to obtain estimates depended on the project. Staff obtained an estimate for air conditioning in 2016.

Support Services Coordinator Kelly noted she had not received accurate information for salaries and benefits. She received a draft, but the amounts were lower than she expected. The number of staff positions had not changed from the prior year, but the location of some positions had changed.

In response to Chair Johnson-Tucker's inquiries, Support Services Coordinator Kelly indicated the overall budget would remain the same. Contractual personnel raises needed to be added. The budget would be presented to City Council in June; therefore, the Board of Library Trustees had time to review the complete budget.

Board Member King suggested continuing the budget to the next meeting.

In reply to Board Member Watkins' inquiries, Assistant City Manager Jacobs advised that departments had been asked to keep budgets flat except for salaries and benefits. If the Library Board wished to add items to the budget, then staff would have to make a supplemental request, which the City Manager would consider. She suggested the Board approve the budget. Salaries and benefits would meet contractual requirements as prepared by the Finance Department.

Motion made by Board Member Watkins, seconded by Board Member King, and carried (4-0-0-1) to recommend the Library budget with the notation that salaries and benefits would not exceed contractual requirements.

AYES: Johnson-Tucker, Ray, Watkins, King

NOES:

ABSTENTIONS:

ABSENCES: Coulter

**9. Newport Beach Public Library Wireless "Wi-Fi" Internet Access Policy**

Staff requests that the Trustees review suggested revisions and approve a proposed Library Wi-Fi access policy.

Library Services Director Hetherton recalled the Library Board's discussion about combining the Wi-Fi Policy with the Internet Use Policy. He preferred the Wi-Fi Policy not become a Council policy; although, it seemed many Library policies were Council policies.

In reply to Chair Johnson-Tucker's inquiries, Library Services Director Hetherton indicated the Board would have the most control if the policy remained an internal policy. The Board could make changes as needed if it were an internal policy. He did not believe the IT Department would make the Library Wi-Fi Policy a Council policy.

Board Member Watkins noted Mr. Mosher's comment regarding Wi-Fi access being available during normal Library business hours and between the hours of 6:00 a.m. and 10:00 p.m. Chair Johnson felt the Library should not promise Wi-Fi access would be available outside normal business hours by including it in the policy. Library Services Director Hetherton stated groups meeting at the Library outside normal business hours often needed Wi-Fi access. The system would be automated to turn on and off at specified times.

Motion made by Board Member Watkins, seconded by Board Member King and carried (4-0-0-1) to approve the Library Wi-Fi Access Policy as presented.

AYES: Johnson-Tucker, Ray, Watkins, King

NOES:

ABSTENTIONS:

ABSENCES: Coulter

**10. Library Laptop Policy**

Staff requests that the Board review, make suggested revisions, and approve the Newport Beach Public Library Laptop policy.

Library Services Director Hetherton reported patrons preferred laptops to iPads for general use. The Library's iPads would be circulated as Tech Toys and used for training in the Media Lab. He had removed references to iPads in the Laptop Policy for those reasons.

In response to Chair Johnson-Tucker's questions, Library Services Director Hetherton indicated circulation of iPads would transition to the Circulation Policy. A revised Circulation Policy would be presented at a later date.

In reply to Board Member King's inquiry, Library Services Director Hetherton indicated the replacement charges for laptops and iPads were fairly accurate because the City purchased them in bulk. In 14 years, only two devices had been stolen or broken. Loaning laptops and iPads had worked well for the Library.

In response to Vice Chair Ray's question, staff stated ten laptops were available at Central Branch, eight at Mariners Branch, and two each at Corona del Mar and Balboa Branches.

Chair Johnson-Tucker concurred with Mr. Mosher's point regarding Item Number 8 of the policy. Staff clarified that Item 8 was meant to advise customers that they were not receiving the full amount of time allowed for checkout. Chair Johnson-Tucker suggested the item state laptops were due at the Reference or Circulation Desk 30 minutes before closing.

Board Member Watkins also noted Mr. Mosher's comment regarding renumbering the items.

Motion made by Vice Chair Ray, seconded by Board Member Watkins and carried (4-0-0-1) to approve the Laptop Policy with revisions as discussed.

AYES: Johnson-Tucker, Ray, Watkins, King

NOES:

ABSTENTIONS:

ABSENCES: Coulter

**11. Lecture Hall Update**

Update on lecture hall by Chair Jill Johnson-Tucker and request to present findings to Foundation and City Council.

Chair Johnson-Tucker reported she and others had met with the architect, Robert Coffee, to determine whether more parking spaces could be retained in the parking lot. Mr. Coffee recommended restriping and renumbering the lot and moving the building slightly for less impact on the parking lot. Currently, the best location for the lecture hall is adjacent to Central Library. Another purpose of the meeting was to compile materials to present to the Library Foundation and the City Council. She wanted to present the project to the Foundation the following week. If the Foundation agreed to raise funds for the project, then it would be presented to the City Council likely in March.

In reply to Vice Chair Ray's inquiry, Chair Johnson-Tucker stated she would probably present the feasibility study to the Foundation. The Foundation and the Witte Lecture Committee were excited about the project.

Chair Johnson-Tucker felt the timing was unfortunate in that the City Council had requested projects be delayed. The Foundation's willingness to raise a significant portion of funds could make a lecture hall more palatable to the City Council.

In response to Board Member Watkins' question, Chair Johnson-Tucker advised that the presentation to Council on February 28th had been withdrawn.

Assistant City Manager Jacobs believed the Board would gain an idea of the City Council's support for a lecture hall project in the future.

Motion made by Board Member Watkins, seconded by Vice Chair Ray and carried (4-0-0-1) to support a presentation of the lecture hall project to the Library Foundation and City Council.

AYES: Johnson-Tucker, Ray, Watkins, King

NOES:

ABSTENTIONS:

ABSENCES: Coulter

**12. Library Services**

Report of Library issues regarding services, customers, and staff.

Library Services Director Hetherton advised that the Pew Research Center's 2016 report for libraries emphasized teaching people to use a digital tool; making public spaces more comfortable; and ensuring accessibility to Wi-Fi. He was pleased the Library had been

responsive to customers and offered these accommodations independent of the report. He wanted to continue pursuing enhancements that provided benefits to customers at a low cost. The City recently upgraded to Office 2016 and trained staff on its use. In response, he had sent a message to staff about additional training available through Lynda.com and received nice comments from staff.

In response to Board Member King's question, Library Services Director Hetherton indicated his message listed all courses relevant to Office 2016 so that staff had direct access to them.

Library Services Director Hetherton added that at least three Council Members expressed interest in the lecture hall project. Chair Johnson-Tucker noted seating was a problem when lectures sold out.

In reply to Chair Johnson-Tucker's inquiry, Library Services Director Hetherton stated staff had received great comments regarding changes made to Rosetta Stone. Services that were advertised on television were often favorites of Library patrons.

**B. Monthly Reports**

**13. Friends of the Library Liaison Report**

Trustee update of the most recently attended Friends of the Library Board meeting.

Library Services Director Hetherton presented a report on behalf of Board Member Coulter. Friends of the Library raised \$16,129 in January 2016 from store, Amazon, and auction house sales compared to \$16,693 in January 2017. The last quarterly book sale raised \$2,731. Every Tuesday was buy-one-get-one-free day. The annual membership luncheon was scheduled for June 6 with Wendy Lawler as guest speaker.

In reply to Chair Johnson-Tucker's question, staff advised that Friends of the Library donated \$400,000 to the Library in 2016, but \$200,000 of that amount was raised in a year prior to 2016.

**14. Library Foundation Liaison Report**

Trustee update of the most recently attended Library Foundation Board meeting.

With Board Member King's agreement, Chair Johnson-Tucker would become the liaison to the Library Foundation.

Board Member King had no report.

**15. Witte Lectures Committee Liaison Report**

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

Vice Chair Ray reported Jon Meacham lectures had sold out. Presales for the next three lectures were quite high.

Chair Johnson-Tucker noted Library Live had become active. In the future, perhaps a Board Member should be appointed to liaise with them.

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Jim Mosher remarked that there are currently eight Library policies contained in the City Council Policy Manual, but the City Council had never discussed or modified them because it did not have the power to set rules and regulations for the Library. He suggested the Library Board resume the tradition of each fiscal year reporting to the City Council on the state of the Library.

In reply to Board Member Watkins' question, Library Services Director Hetherton reported he could send a survey about the Balboa Branch, but it might be too close in time to the Corona del Mar Branch Project. The Council gave no indications with respect to the Balboa Branch at its February 14 meeting. Board Member Watkins commented that initiating interest at this point would not be appropriate.

**IX. ADJOURNMENT – 6:31 p.m.**

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**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS**  
**FEBRUARY 2017**

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>1</u> <u>2/1/2017</u> <u>Comment Card</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>2/2/2017</u>	<p>Good word for Helen M. She consistently demonstrates kindness and goodness service wise.</p>	<p>The customer was thanked for the nice comment.</p>
<u>2</u> <u>2/9/2017</u> <u>Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>2/28/2017</u>	<p>Dear NBPL, I have on several occasions seen an individual smoking inside the garage close to the back entrance of the library. What is disturbing is that there is a clear no-smoking sign next to him. This is a black older male around 5'10" who frequents the library. I think he is old enough to understand right from wrong yet he continues this behavior. The same individual can also be seen smoking near the front entrance of the library. The library doesn't allow smoking in back entrance where people congregate so I don't understand how can it allow smoking in the front where elderly and children are seen coming through and be exposed to second hand smoke. I hope that the library can be consistent in smoking policy and preferably ban smoking near the front entrance as well to promote a healthy learning environment. Thank you.</p>	<p>My apologies for the late response. Smoking is indeed prohibited within 100 feet of city parks, park facilities and beaches. Banning smoking around these specified recreational areas is intended to help reduce exposure to second-hand smoke. Smoking is also banned within 25 feet of a playground or within 20 feet of community centers and public buildings. Please let staff know when you observe smokers who are violating this policy and they will intervene on your behalf. Thank you.</p>
<u>3</u> <u>2/13/2017</u> <u>Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>2/13/2017</u>	<p>Sir I am retired from Indian Govt services and visiting my son in Newport Beach. Please let me know can I visit your library? Regards.</p>	<p>Hi Sir, Yes indeed, you are welcome to visit and use the Library while visiting in Newport Beach. Enjoy your stay! Best regards.</p>

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>4</u> <u>2/14/2017</u> <u>Email</u> <u>Natalie Basmacian</u> <u>Library Services Manager</u> <u>2/14/2017</u>	<p>Hi today. I have question about study room. I'm looking for private study room for study group (for 3 people ) Newport Beach library have private study room ? And is this soundproofing room? And if I want to use this room , do I need to make a reservation? Thank you</p>	<p>Good afternoon, Thank you for contacting the Newport Beach Public Library. We have three Study Rooms available to the public at our Central Library. The rooms may only be reserved in person, the day of use, at the Reference desk. The rooms are checked out to groups of 2-5 people for 2 hours on your Newport Beach library card. The rooms are not soundproof, but do provide privacy for conversations. The link below will direct you to the full Study Room policy:  <a href="http://www.newportbeachlibrary.org/about/using-the-library/library-policies/study-room-policy">http://www.newportbeachlibrary.org/about/using-the-library/library-policies/study-room-policy</a>  Please let me know if I may be of further assistance. Sincerely.</p>
<u>5</u> <u>2/13/2017</u> <u>Comment Card</u> <u>Natalie Basmacian</u> <u>Library Services Manager</u> <u>2/17/2017</u>	<p>Nice place to study, it's always cool and quiet. Would like to see wood chairs replaced with better soft chairs.</p>	<p>Thank you for contacting the Newport Beach Public Library via a comment card. We appreciate your kind words about the study environment. Staff will assess whether new, more comfortable chairs can be considered for the study tables. Please let me know if you have any other comments or suggestions. Sincerely.</p>
<u>6</u> <u>2/17/2017</u> <u>Email</u> <u>Natalie Basmacian</u> <u>Library Services Manager</u> <u>2/21/2017</u>	<p>Hi I would like to use a study room for my project. That project is a recording interview. So, I am really looking for a quiet room. Are the study rooms quiet ?, (like no Air conditioner noise or computer noise?) Is the sound lab room more quiet than the study room? Thank You.</p>	<p>Good afternoon, Thank you for contacting the Newport Beach Public Library. Based on your needs for no background noise, I recommend you book a reservation for the Sound Lab. You may reserve the Sound Lab for a four-hour session. Please use this link to access the reservation system:  <a href="http://www.newportbeachlibrary.org/services/media-lab/media-lab-reservations">http://www.newportbeachlibrary.org/services/media-lab/media-lab-reservations</a> Please let me know if we may be of further assistance. Sincerely.</p>

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>7</u> <u>2/22/2017</u> <u>Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>2/22/2017</u>	<p>Hi, I'm a library patron and am concerned about the spread of fake news. Can you tell me if the library offers resources or programs to help people/students judge the credibility of online information?</p>	<p>We don't offer and resources or programs, but we do recommend the following guidelines in evaluating online information:</p> <ul style="list-style-type: none"> <li>• Authorship - If the author is not identified be wary. When an article or website is authored anonymously it has little credibility. It should be evident who created the content. What are the author's credentials? Does he/she have expertise in this field? Is biographical information provided?</li> <li>• Publisher - This can help you determine the origin of the document, for example whether it is produced by an established publisher, a government agency, a nonprofit organization, or a commercial website. Consider the publisher's reputation and trustworthiness.</li> <li>• Accuracy and objectivity - Can the facts presented on a website be substantiated elsewhere? Beware of information that can't be confirmed or that presents a biased view. Always check multiple sources to determine credibility.</li> <li>• Timeliness - Be aware of when the web page was created and how recently it's been updated. Is the information current? Outdated information and broken links indicate the page is not being maintained.</li> <li>• Footnotes and bibliographies - Legitimate references and links to other sources can add to a document's credibility and depth of scholarship.</li> <li>• Sponsorship - Some sites are officially approved by the parent organization to which they're linked. Others can be on a parent site but not officially sponsored by the organization. A personal homepage on a university's server does not automatically confer credibility</li> </ul> <p>SOURCE:  <a href="http://library.columbia.edu/locations/undergraduate/evaluating_web.html">http://library.columbia.edu/locations/undergraduate/evaluating_web.html</a> There is also a recent article from Newsweek that may be helpful: <a href="http://www.newsweek.com/how-evaluate-information-era-fake-news-539067">http://www.newsweek.com/how-evaluate-information-era-fake-news-539067</a> Good luck.</p>

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>8</u> <u>2/27/2017</u> <u>Email</u> <u>Debbie Walker</u> <u>Youth and Branch Services Coordinator</u> <u>2/28/2017</u>	<p>I would like to register for the genealogy workshop but am not sure of the date. Is it Tues February 28 from 2 to 4 or Wednesday March 1 from 7 to 8?</p>	<p>The first genealogy program is on Wednesday, March 1 from 7 to 8. The series runs every other Wednesday, starting this Wednesday, March 1 and ending on Wednesday, June 7. So the next program will be on Wednesday, March 15, etc. The Tuesday program you mention is part of other courses the Library offers every Tuesday from 2 – 4. These programs vary in content and are not a series like the genealogy program starting on the 1st. Don't hesitate to contact us if you have any other questions regarding this and other Library related programming.</p>
<u>9</u> <u>2/27/2017</u> <u>Comment Card</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>2/27/2017</u>	<p>Putting good word for Natalie B. Extreme diligence and energy, hard worker, quite helpful with range of things. For Tim Hetherton.</p>	<p>The customer was thanked for the nice comment.</p>
<u>10</u> <u>2/27/2017</u> <u>Comment Card</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>2/27/2017</u>	<p>Daisy Hernandez of the balboa Branch is and has always been a positive, bright spot of my library experience. I can always count on her to help me find anything I need.</p>	<p>The customer was thanked for the nice comment. Natalie sent email to employee: Daisy, Good morning, and thank you for providing such outstanding, noteworthy service! I appreciate your upbeat, helpful demeanor with the public. Take care</p>

## NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees  
From: Tim Hetherton, Library Services Director  
Re: Report of Library Activities – March 20, 2017 Meeting

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### **TIM HETHERTON, LIBRARY SERVICES DIRECTOR**

*If this book be false in its facts, disprove them; if false in its reasoning, refute it. But, for God's sake, let us freely hear both sides, if we choose.*

- Thomas Jefferson

#### **Fake news and information literacy**

In recent months, the neologism “fake news” has become prevalent in the media. The term refers to news stories, originating online, through social media or fake news websites, that have no basis in fact, but are presented as vetted news stories that are factually accurate. A recent article in *American Libraries*, [Fighting Fake News: How libraries can lead the way on media literacy](#), provides an overview of the issue and the ways libraries can offer assistance, and is quite timely, since the March BLT will include a report on collection development.

The article asserts that librarians can apply the same criteria used for selecting resources for collections as a means to consider the accuracy of news stories.

These criteria, generally taught in Library school introductory courses, are essentially as follows:

- **Authority:** Is an author credited? What are the author's qualifications? Is the source credible?
- **Accuracy:** Can factual information be verified through references to other credible sources?  
**Scope:** Does the source update other works, support other works, or add new information? Does the source cover the topic comprehensively, or does it only cover one aspect?
- **Objectivity:** How objective is the work? Is the page free of advertising? If the page does contain advertising, are the ads clearly separated from the content? Does the page display a particular bias or perspective? Does it use inflammatory or provocative language?
- **Purpose:** Why was the source created - to educate? To sell a product? To advocate a viewpoint?

Similarly, The International Federation of Library Associations and Institutions (IFLA) has published criteria (based on the FactCheck.org 2016 article *How to Spot Fake News*) to assist the public in recognizing fake news:

1. Consider the source (to understand its mission and purpose)
2. Read beyond the headline (to understand the whole story)
3. Check the authors (to see if they are real and credible)
4. Assess the supporting sources (to ensure they support the claims)

5. Check the date of publication (to see if the story is relevant and up to date)
6. Ask if it is a joke (to determine if it is meant to be satire)
7. Review your own biases (to see if they are affecting your judgement)
8. Ask experts (to get confirmation from independent people with knowledge).

**SOURCE: <http://www.ifla.org/publications/node/11174>**

Information literacy remains as important to the public as accessibility to information. Public libraries should continue to lend assistance and resources that encourage critical skills when evaluating information.

**NATALIE BASMACIYAN, LIBRARY SERVICES MANAGER**

**New Website**

The new website launched this month, thanks to Avery in IT and the staff on the Web Team. Staff ensured all links, landing pages, and databases functioned as intended. The Web Team members are Natalie Basmaciyan, Katherine Mielke, Andrew Kachaturian, Rebecca Lightfoot, Nadia Dallstream, and Greg Johnson.

**Wi-Fi**

The new unauthenticated wi-fi access began late this month, with minimal disruption to customers. A few people inquired about the password access initially, and interactions about wi-fi have dropped in the past few weeks. Customers appreciate being able to use multiple devices as they work.

**MELISSA KELLY, SUPPORT SERVICES COORDINATOR**

Nothing new to report.

**DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR**

**Branches**

February proved to be a relatively quiet month but programming at the branches was varied and well-attended. On Super Bowl Sunday (February 5), as part of the Foundation's Making Memories program, kids of all ages were able to participate in a Bark: Kids Read to Dogs Program at the Mariners Branch. At least four beautiful and friendly dogs were available to be read to, petted and loved by those in attendance. Mariners also hosted a Mardi Gras program on the last day of the month while Balboa offered a "Lovebug" craft program on the February 8.

The biggest branch news involved Corona del Mar as the decision was made by City Council to postpone new construction for three to possibly five years in the future. This means that programming, collection development and some smaller building fixes that were put on hold will now be geared up to move forward with this revised plan.

**Youth Services**

Pixar's *Inside Out* was the inspiration for a popular program at Central on February 9. Everyone in attendance created a journal to reflect their feelings and emotions. Melinda Vogel, part-time Library Assistant created an interactive space and planet related bulletin board that has been a fun addition to the Children's room this month. A printed "quiz" is available to take on the main

bulletin board. Participants go throughout the room to find the answers to questions about planets and other parts of the solar system. Those who finish collect a small prize at the Children's Desk.

### **Teen Services**

At the February 8 YAAC meeting the group discussed their plans to create a Science Fair program that will become part of the Summer Reading Program schedule this summer. The members are working on a list of science projects suitable for all age levels and are also mapping out a list of supplies, estimated costs and volunteers required. On February 6 adults and students attended the results program for the ACT Practice test hosted by the library on January 28.

### **MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR**

#### **Staffing**

We are waiting on fitness and background checks for a F/T Library Clerk I, a P/T Library Clerk I, and a Library Page. We are eager to have these three candidates join our team.

### Proquest Articles Retrieved

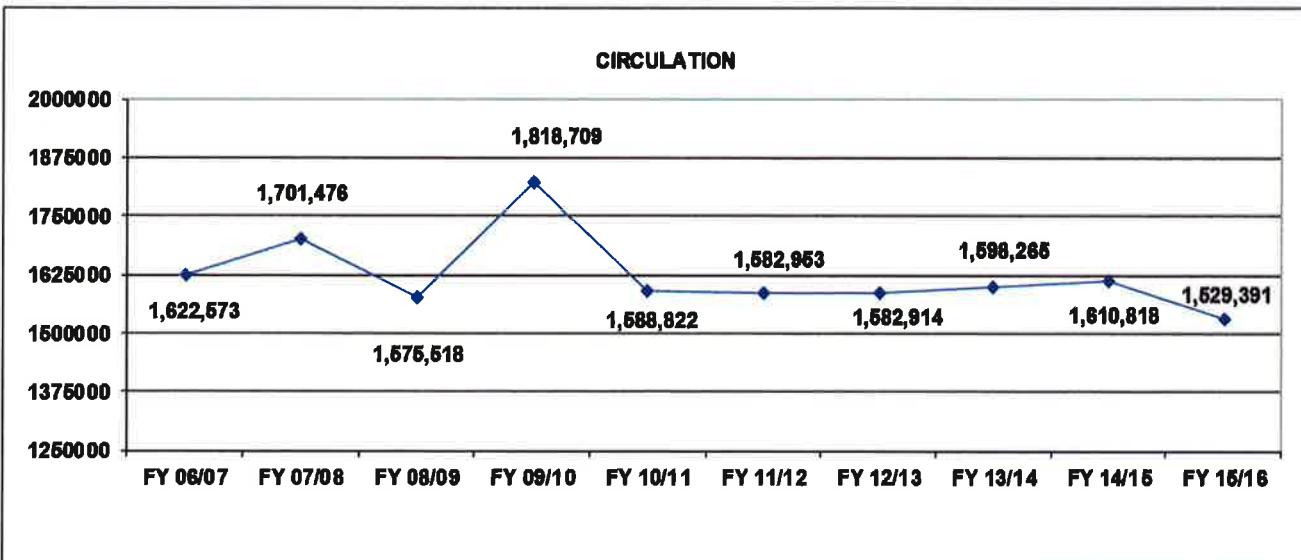
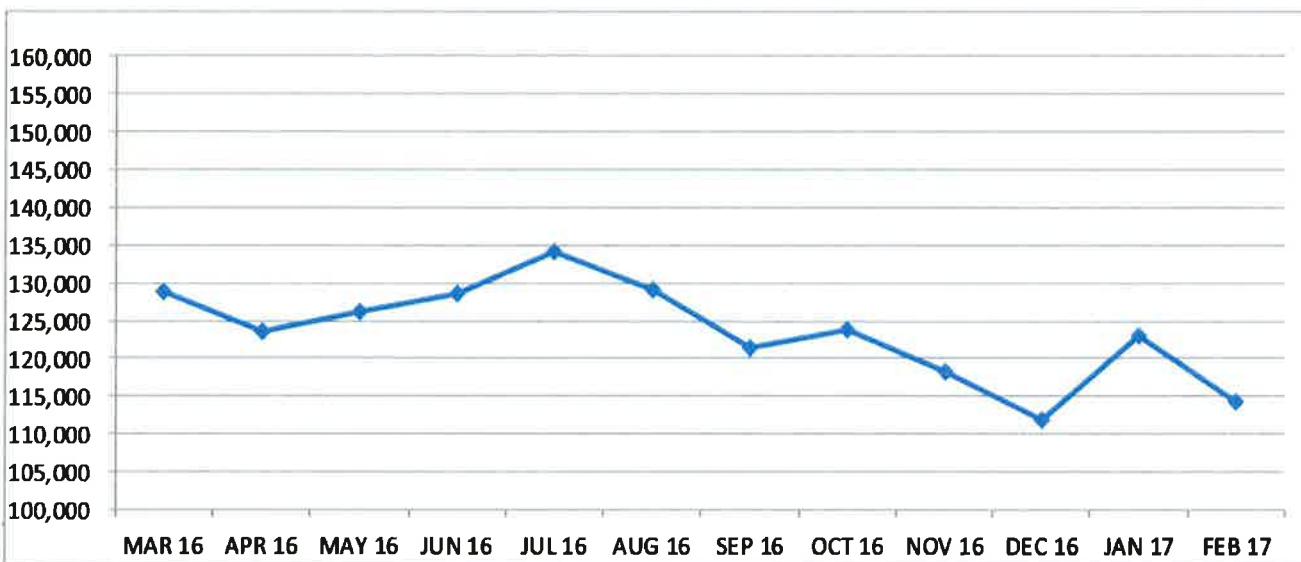
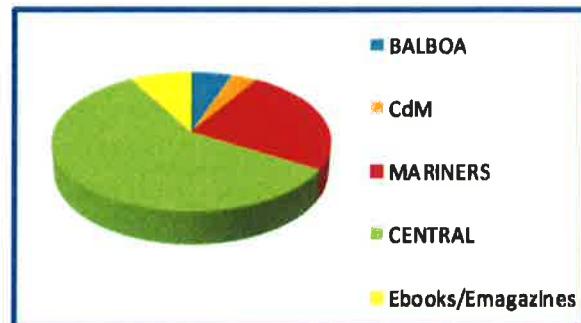
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	AVG.
Business Databases	589	471	772	520	570	1461	501	996	735
Newspapers--Current	1830	1875	892	596	2020	2469	1168	926	1472
Newspapers--Historical	2321	1161	2532	2699	1096	1181	782	1450	1653
Magazines	21	12	110	53	117	462	44	71	111

Database FY Comparisons	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD 16/17
	2016	2016	2016	2016	2016	2016	2017	2017	
<b>Tracked by #searches</b>									
Ancestry	331	646	995	1448	1287	513	691	1425	7336
A to Z Databases	513	684	813	1054	995	525	325	436	5345
AskART	14		19	11	9	6	5	4	68
BioResCtr*	2	30	29	41	90	79	22	39	332
FoF Ancient Hist	18	7	12	43	114	37	73	61	365
GDL	12	25	9	20	17	11	13	3	110
GVRL	31	34	83	109	158	109	48	127	699
HeritageQuest	3034	2303	1844	2030	3022	1624	2713	2915	19485
Kids InfoBits	6	2	15	9	30	11	12	25	110
Lynda.com	646	1085	1589	1552	3321	2443	3584	889	15109
LitResCtr	13	69	38	27	100	190	121	32	590
Opposing Vpts*	8	21	21	53	959	641	203	135	2041
Nat Geo	5	30	14	15	46	14	12	21	157
Nat Geo Kids	21	2	11	5	9	3	11	7	69
NoveList Plus	167	283	79	108	136	144	196	318	1431
NoveList K-8 Plus	58	34	43	63	65	80	32	32	407
ProQuest	4516	2686	2867	2625	2859	8179	3144	2891	29767
Oxford Art Online	6	17	25						48
Ref USA Bus.	2137	2586	2452	1755	1387	1037	1291	1913	14558
Ref USA Res.*	125	66	87	101	98	106	106	210	899
ScienceFLIX	17	9	114	34	21	59	46	37	337
Tumblebooks	249	196	423	347	344	601	373	377	2910
World Book Online	8	12	6	29	37	22	18	261	393
<b>Tracked by #sessions</b>									
Cypress Resume	5	23	13	10	10	7	15	15	98
Testing & EdRefCtr	52	61	34	55	31	46	19	78	376
Universal Class	77	143	231	310	265	71	287	96	1480
<b>Tracked by #page views</b>									
Consumer Reports	1514	740	1131	586	1474	1496	892		7833
CultureGrams	64	14	155	110	66	92	360	329	1190
Morningstar	4476	11421		3768	4440	2196	10731	3897	40929
NetAdvantage	2249	6292	2115	3685	2656	2932	3273	2861	26063
RealQuest	151	123	380	165	68	131	186	121	1325
Rocket Languages	19	30	115	63	60	56			343
Rosetta Stone									
Value Line	17248	16554	17781	18454	19780	18884	19701	17231	145633

**NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2017**  
**CIRCULATION**

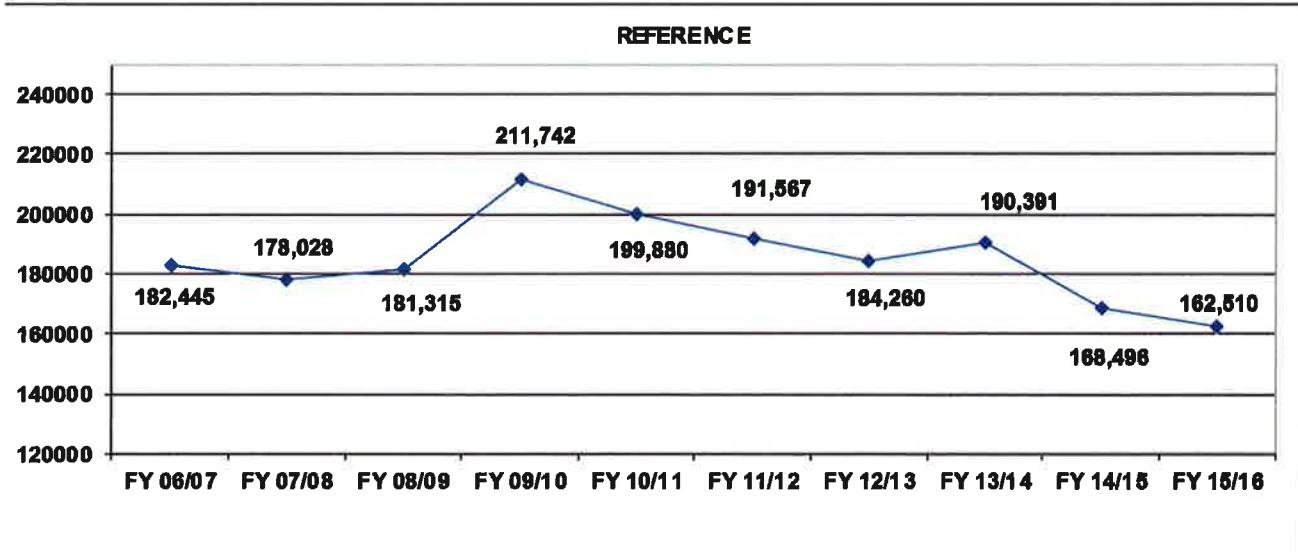
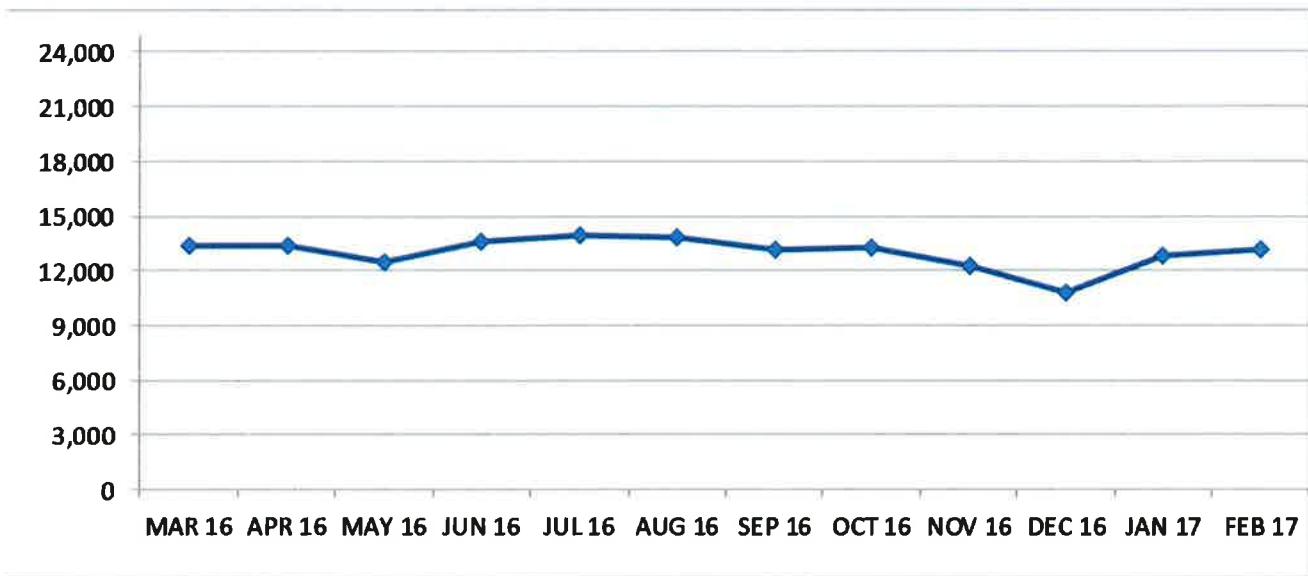
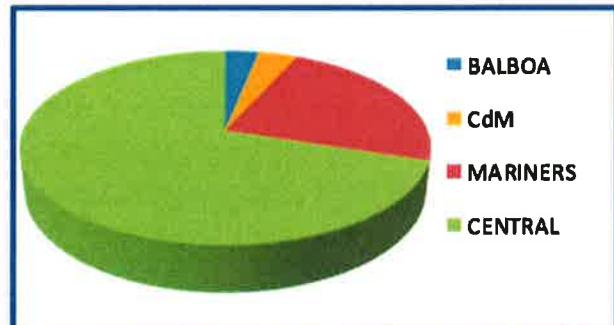
BALBOA  
CdM  
MARINERS  
CENTRAL  
Ebooks/Emagazines  
TOTAL

	<b>Feb-17</b>	<b>YTD 16/17</b>	<b>YTD 15/16</b>
BALBOA	6,196	52,900	56,636
CdM	3,914	33,255	37,423
MARINERS	28,183	239,954	252,973
CENTRAL	66,683	573,440	601,448
Ebooks/Emagazines	9,258	76,791	73,752
<b>TOTAL</b>	<b>114,234</b>	<b>976,340</b>	<b>1,022,232</b>



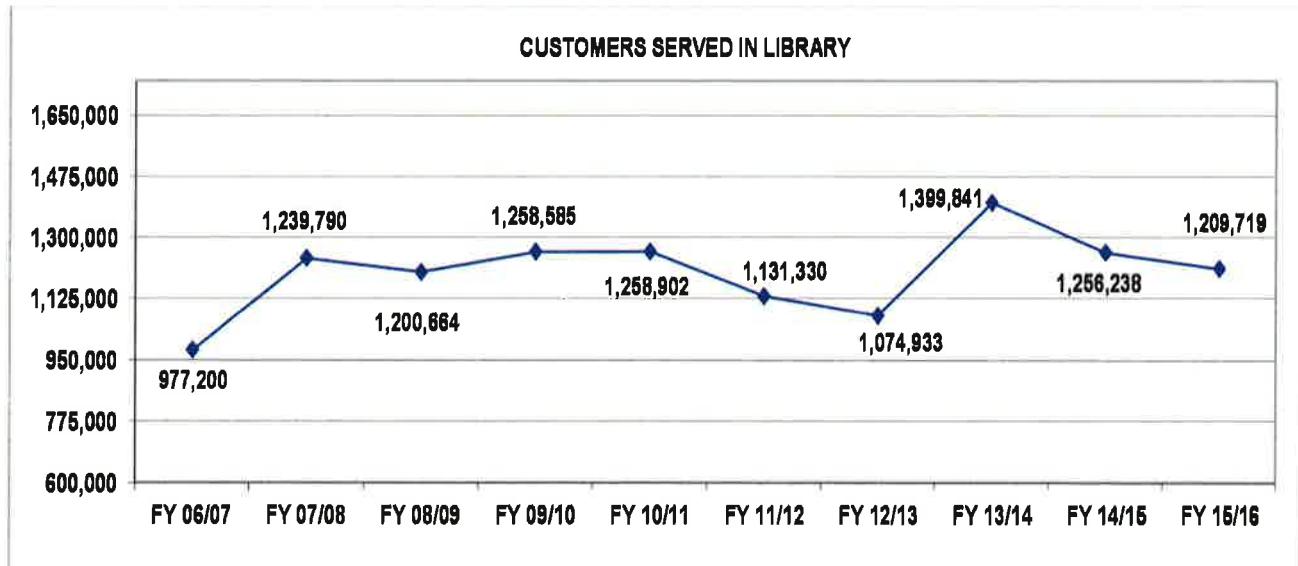
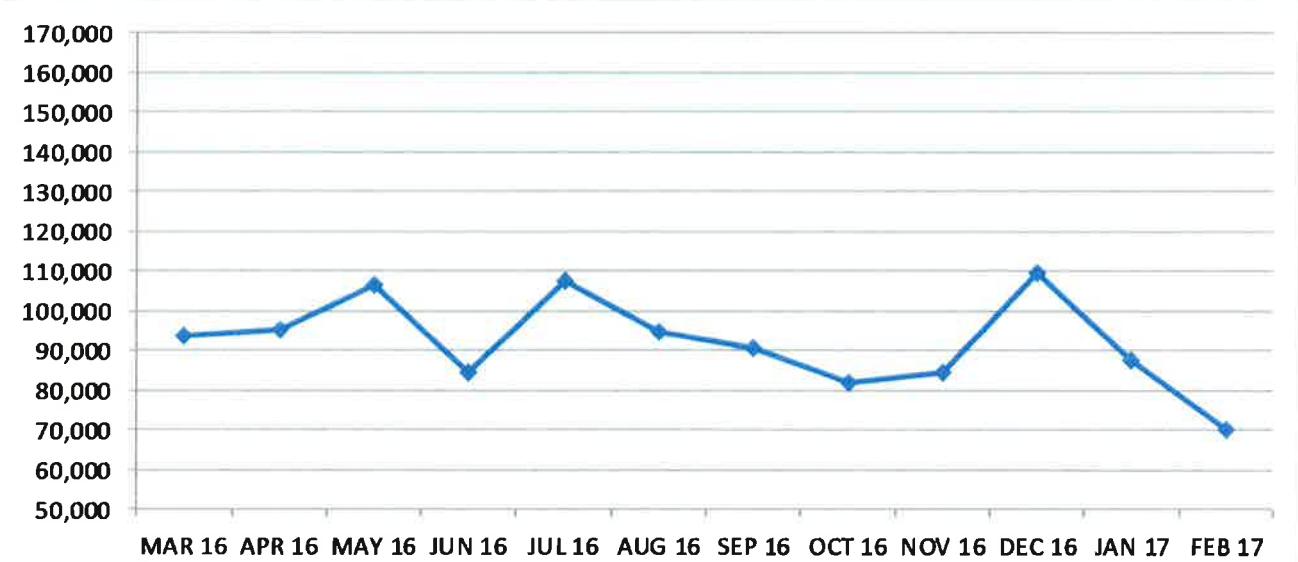
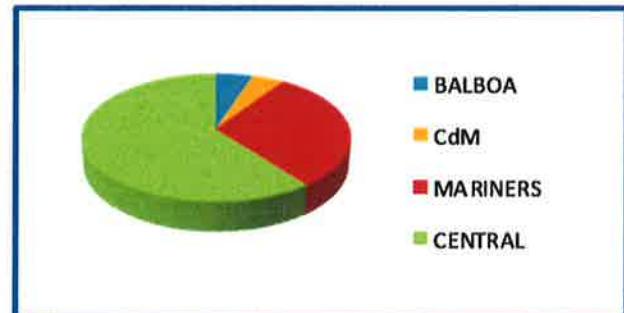
**NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2017**  
**REFERENCE**

	<b>Feb-17</b>	<b>YTD 16/17</b>	<b>YTD 15/16</b>
<b>BALBOA</b>	416	3,840	5,079
<b>CdM</b>	481	3,703	4,864
<b>MARINERS</b>	3,048	23,128	32,334
<b>CENTRAL</b>	9,242	72,408	67,402
<b>TOTAL</b>	<b>13,187</b>	<b>103,079</b>	<b>109,679</b>



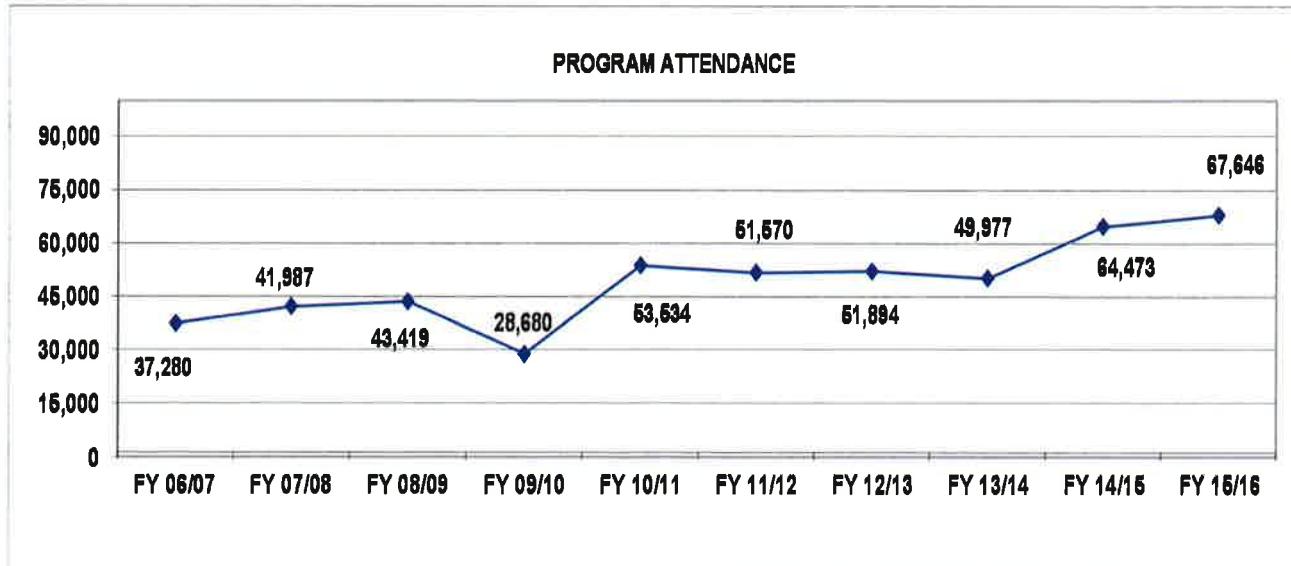
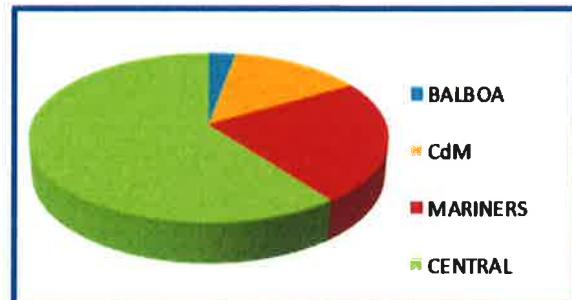
**NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2017**  
**CUSTOMERS SERVED IN LIBRARY**

	Feb-17	YTD 16/17	YTD 15/16
<b>BALBOA</b>	3,502	32,500	34,128
<b>CdM</b>	3,038	24,898	27,178
<b>MARINERS</b>	21,053	161,384	181,544
<b>CENTRAL</b>	42,237	507,352	587,469
<b>TOTAL</b>	<b>69,830</b>	<b>726,134</b>	<b>830,319</b>



## NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2017 PROGRAM ATTENDANCE

	Feb-17	YTD 16/17	YTD 15/16
<b>BALBOA</b>	136	1,009	972
<b>CdM</b>	662	4,778	5,128
<b>MARINERS</b>	1,111	8,256	6,686
<b>CENTRAL</b>	2,903	31,247	30,432
<b>TOTAL</b>	<b>4,812</b>	<b>45,290</b>	<b>43,218</b>



**LIBRARY EXPENDITURES**

**2016-2017**

**3/6/2017**

<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROP</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>
SALARY FULL-TIME REGULAR	2,715,024	2,715,024	1,729,516	985,508
SALARY PART-TIME	925,007	946,507	555,493	391,014
BENEFITS	1,981,939	1,981,939	1,277,136	704,803
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>5,621,970</b>	<b>5,643,470</b>	<b>3,562,145</b>	<b>2,081,325</b>
PROFESSIONAL SERVICE*	131,589	131,589	76,110	55,479
UTILITIES	234,450	274,050	171,539	102,511
PROGRAMMING	5,500	11,440	7,005	4,435
SUPPLIES**	82,470	83,548	44,118	39,430
LIBRARY MATERIALS	619,740	622,738	485,943	136,794
FACILITIES MAINTENANCE	169,247	179,247	95,150	84,097
TRAINING AND TRAVEL	15,125	19,363	2,783	16,580
GENERAL OPERATING EXPENSES***	24,200	25,050	9,953	15,097
PERIPHERALS	7,500	10,627	4,762	5,866
INTERNAL SERVICE FUNDS	828,497	828,497	552,331	276,166
<b>MAINT &amp; OPERATTION TOTAL</b>	<b>2,118,318</b>	<b>2,186,149</b>	<b>1,449,694</b>	<b>736,455</b>
<b>SALARY &amp; OPERATING EXPNSES TOTAL</b>	<b>7,740,288</b>	<b>7,829,619</b>	<b>5,011,839</b>	<b>2,817,780</b>
<b>CAPITAL OUTLAY</b>	<b>2,000</b>	<b>2,000</b>	<b>84</b>	<b>1,916</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>7,742,288</b>	<b>7,831,619</b>	<b>5,011,923</b>	<b>2,819,696</b>

\*PROFESSIONAL SERVICES - INCLUDE OUTSIDE PRINTING, JANITORIAL, WINDOW SERVICE,

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

\*\*\*INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

## BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previous Agenda Date	AGENDA ITEM	Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library	Ongoing
Ongoing	Corona del Mar Branch Project Update	Ongoing
Mar 21, 2016	Branch Update - Balboa	Mar 20, 2017
Mar 21, 2016	Library Material Selection & Downloadable Services	Mar 20, 2017
Mar 21, 2016	Media Lab Update	Apr 17, 2017
Apr 18, 2016	Marketing Update & Social Networking Update	Apr 17, 2017
May 16, 2016	Review of Library Expansion Donor Wall Naming / NBPL Foundation	May 15, 2017
Jun 20, 2016	Branch Update - Corona del Mar	Jun 19, 2017
Jun 20, 2016	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)	Jun 19, 2017
Jun 20, 2016	Adult and Reference Services Update	Jun 19, 2017
Jul 18, 2016	Statistical Comparison Report of Peer Libraries/Meeting Spaces	Jul 17, 2017
Aug 15, 2016	Election of Board of Library Trustees Officers/Trustee Liaisons	Jul 17, 2017
Aug 15, 2016	Proposed Library Closures for Winter Holidays 2016	Aug 21, 2017
Aug 15, 2016	Information Technology Update	Aug 21, 2017
Sep 19, 2016	Literacy Program Update	Sep 18, 2017
Oct 17, 2016	Branch Update - Mariners	Oct 16, 2017
Oct 17, 2016	Youth Services Update	Oct 16, 2017
Oct 17, 2016	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 16, 2017
Dec 19, 2016	Review Holidays / Meeting Schedule	Dec 18, 2017
Dec 19, 2016	Newport Beach Public Library eBranch & Database Review	Dec 18, 2017
Jan 17, 2017	Annual Budget Update	Jan 2018
Feb 21, 2017	Arts & Cultural Update	

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Evelyn Rogers, Balboa Branch Librarian

**TITLE:** Balboa Branch Report March 2016 – February 2017

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### **Balboa Branch Report March 2016 - February 2017**

The Balboa Branch Library is the “original” Newport Beach Library, established when a 2,200 square foot building was constructed around existing public restrooms and opened in 1929. In 1960 the building was expanded to the current 6,000 feet. While the Balboa Branch is not as busy as Central and Mariners, it does have a dedicated base of regulars, mostly people who live on the peninsula or on boats. Summer is by far our busiest time of year, seeing a lot of foot traffic, heavy computer-use by visitors, and children participating in the Summer Reading Program.

The branch is open 60 hours per week; late nights on Mondays and Wednesdays, and closed on Sundays.

The Balboa Branch has a few unique collections. One is its Nautical Collection, which consists of fiction, nonfiction, reference, and DVDs. Of note is the Nautical Nonfiction collection of practical books on boating and sailing, repair manuals, narratives, and history.

Also unique to Balboa is the 3D Blu-ray collection for adults and children.

Another feature is the Newport Beach Historical Society displays, which are in the room in the middle of the library. The Historical Society has filled the shelves with photographs, posters, books, and other objects from the City’s history.

For children, we offer two storytimes a week, as well as one special program per month such as a craft program or performer. Often we leave crafts (usually leftover from other programs) on the tables in the children’s area for the kids to make.

#### **Personnel**

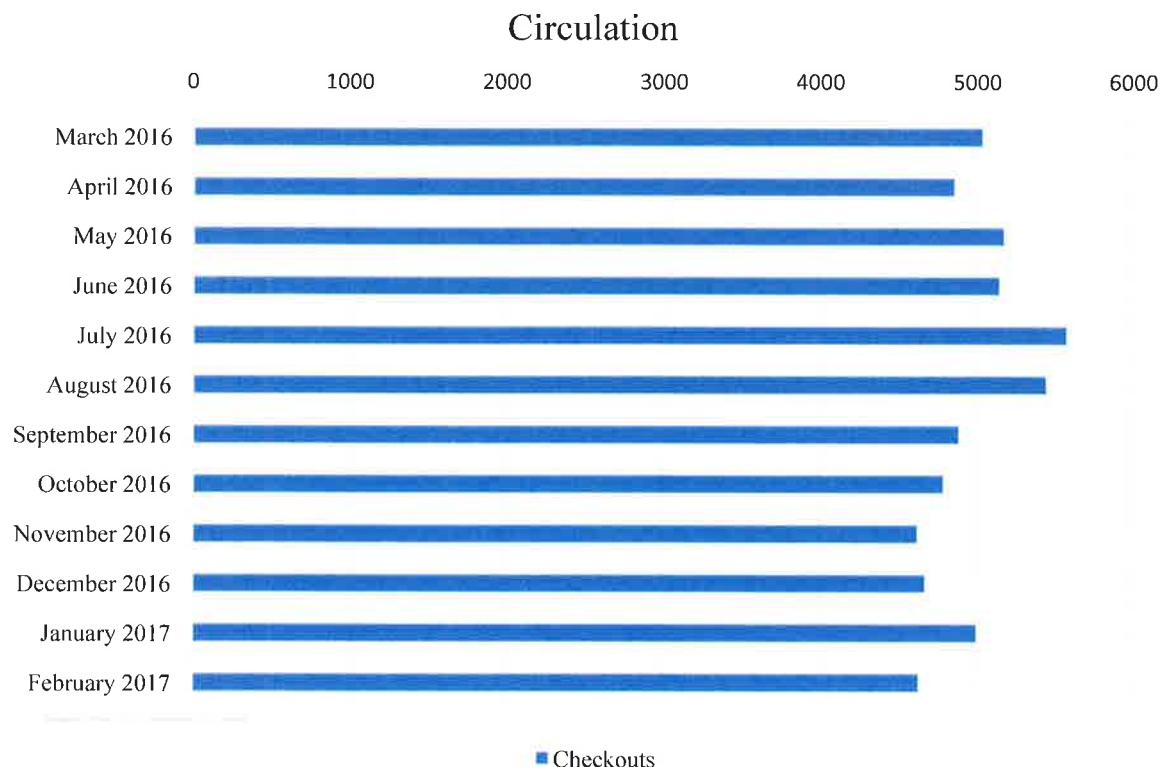
The Balboa Branch is staffed by one full-time librarian, one part-time library assistant, two part-time clerks, and one part-time page.

Evelyn Rogers has been the Branch Librarian for the past two years; previously she was a Children’s Librarian at the Central Library. Library Assistant Laurie Sanders joined the Balboa crew in November, coming over from the Corona del Mar branch. Library Clerk Mike Payne has been a fixture at the branch since 1989, lives on the peninsula, and knows everybody. Daisy Hernandez is the other part-time Library Clerk, she is creative and good with current technology. Page John West is another peninsula local.

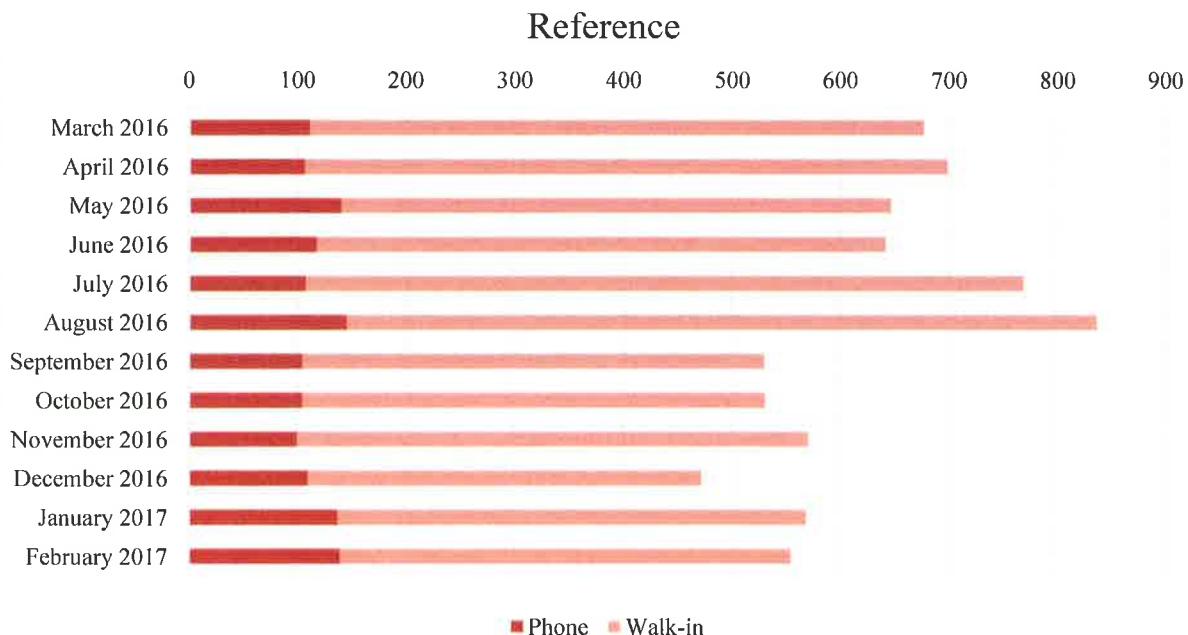
#### **Public Service**

### Circulation and Reference Services

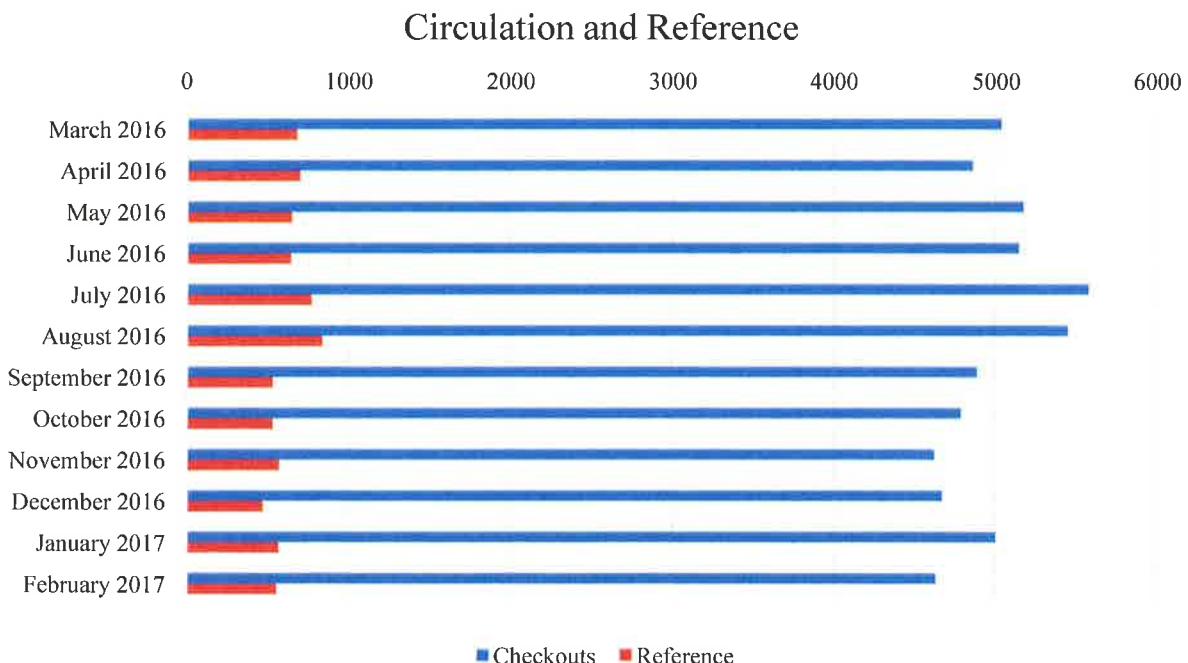
Balboa's service population is 5,372, although that number is higher during summer with tourists and visitors who rent houses on the peninsula, many of whom have NBPL out-of-state library cards they renew each summer. 59,846 checkouts occurred in the period from March 2016 to February 2017.



For the same time period we had a total of 7,499 walk-in and telephone reference questions:



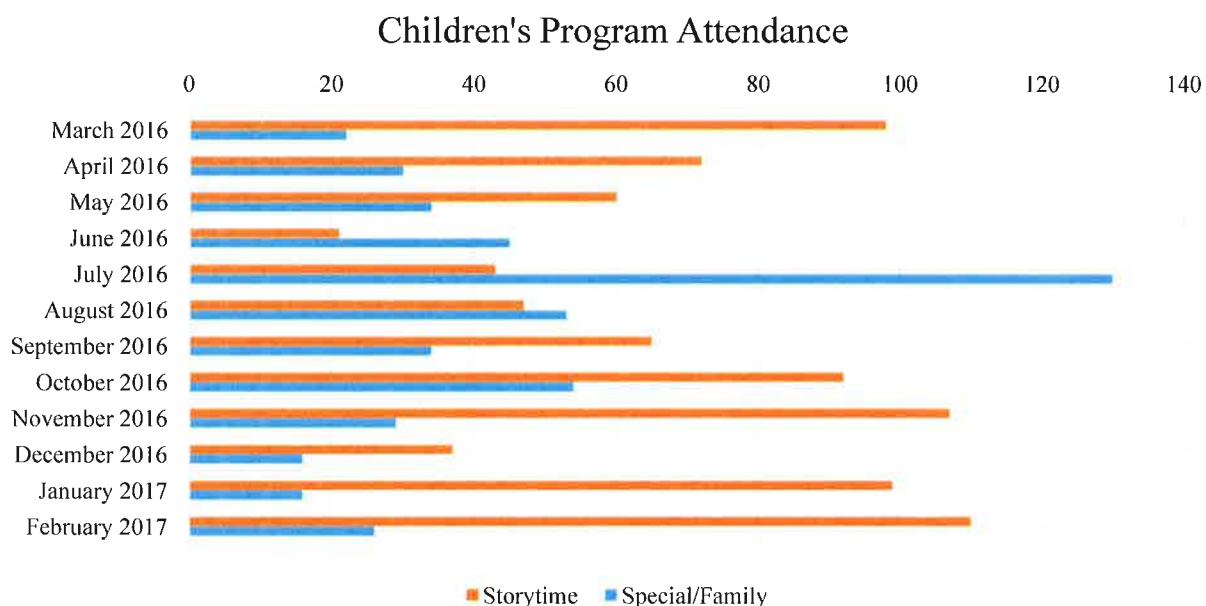
Circulation and Reference together:



### Program Attendance

We present two children's storytimes per week, Preschool Storytime and Books & Babies, and have a steady group of attendees. Outreach to a local preschool/daycare and to the librarian at Newport Elementary is done to promote our special programs, which are mostly for school-age children. In the period from March 2016 to February 2017, we had 851 storytime attendees and 489 special program attendees.

#### Children's Storytimes and Special Programs:



### Summer Reading

Story time numbers drop a bit in the summer, but special program numbers increase. During the seven weeks of the annual Summer Reading Program, 228 people attended our special programs. 79 children signed up for Summer Reading at the branch, and 28 finished the program, earning a prize of a paperback book.

### Collection Maintenance

Balboa's collection consists of 35,527 items. Since 2014 we have done a lot of rearranging, cleaning of shelves and area, and weeding. The goal has been to clean up the various collections, making the branch look nicer and making it easier to find materials. We strive to keep Balboa's collections as fresh, relevant, and useful as possible.

### NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Melissa Hartson, Circulation and Technical Processing Coordinator

**TITLE:** Library Material Selection & Downloadable Services Update

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The Library's collection is in a continuous state of transformation. Evaluation, selection, and de-selection occurs with Library staff. Staff follows the Newport Beach Public Library's Collection Development Policy, seeking to provide breadth and depth within the collection, various points of view, and in differing formats. This report will summarize some of the highlights of how the collection has evolved over the past twelve months from March 2016 to the current month. Julie Duncan, Library Support Supervisor, will also make an oral presentation, *From Order to Shelf*. She will report on the acquisitions process – the path Library materials take from our vendors' facilities to our shelves.

**PHONICS READERS:**

These easy reader box sets were added to the library's collection in March 2016. Sets are generally comprised of 8 – 12 booklets that focus on a specific phonics concept. The booklets build upon one another, gradually introducing concepts. As one concept is grasped, a new one is introduced, which provides the tools for children to begin reading on their own.

**EXPANDING THE DVD AND BLU-RAY GENRES:**

The Library added a Crime and Suspense film category to the collection in December 2016. There were a significant number of movies that were better suited in this new genre, which features detective-mystery films and thrillers. The creation of this new category allows for greater discovery and browse ability within our film collection.

**STREAMING VIDEO:**

This past January, we selected additional OverDrive content beyond eBooks and downloadable audiobooks. Staff evaluated and selected streaming video content for our OverDrive service. Customers now have access to more titles they can borrow and watch through the OverDrive app or in their browser.

**DE-SELECTED MATERIALS:**

The majority of the items that are withdrawn from the Library's collection are given to the Friends of the Library. De-selected items that the Friends do not want, but that are in saleable condition are processed through Better World Books. This organization offers a no-cost program to sell what the Library sends them and returns a portion of the net proceeds back to the Library. This year the Library setup a "prescreen" account with Better World Books, so we are only sending items they are able to sell, which yields a 20% return, instead of a standard 10% return on saleable items.

Through the Friends, the Library also received a new option to discard non-saleable items this year. The Friends have partnered with Discover Books to take their discards which they are unable to sell in the Bookstore or at their Quarterly Sales. Discover Books then reimburses the Friends \$0.04 per pound from the books they acquire.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

**TO:** LIBRARY BOARD OF TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810 [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Melissa Kelly, Library Support Services

**TITLE:** Donation Acceptance from the Newport Beach Public Library Foundation

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**Recommendation:**

Staff recommends that the Board of Library Trustees accept a donation in the amount of \$9,300.00 from the Newport Beach Public Library Foundation to enhance specific collections and programs.

**Discussion:**

The Newport Beach Public Library Foundation has offered a donation of \$9,300.00 to support specific Library collections and programs. The Library Foundation has accepted these designated gifts from community members who have specified their interests. These specific gifts are listed below:

• Large Print Books	\$ 5,000.00
• Balboa Branch	\$ 250.00
• Children's books	\$ 500.00
• Literacy Program	\$ 3,550.00

If this donation is accepted by the Board of Library Trustees, it will be submitted to the City Manager for approval and allocation into appropriate operating accounts for the Library.

**Noticing:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

**Attachments:**

- Letter from the Newport Beach Public Library Foundation



# NEWPORT BEACH PUBLIC LIBRARY FOUNDATION

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## BOARD OF DIRECTORS

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Tracy Keys

EXECUTIVE DIRECTOR

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FOUNDERS

Elizabeth & John Stahr

February 28, 2017

Mr. Tim Hetherton  
Director of Library Services  
Newport Beach Public Library  
1000 Avocado Avenue  
Newport Beach, CA 92660

Dear Tim:

On behalf of the Newport Beach Public Library Foundation, I am pleased to enclose a check in the amount of **\$9,300.00** to the Newport Beach Public Library to be directed toward the areas below:

Large print books for collection:	\$5,000.00
Balboa Branch (greatest needs)	\$ 250.00
Children's Books	\$ 500.00
Literacy Program	\$3,550.00

These funds represent donor-restricted gifts we have received this Fiscal Year to date.

As always, it is our pleasure to support the Library!

Thank you very much.

Kind regards,

Tracy Keys  
Executive Director

CC: Melissa Kelly, Kim Crawford, Natalie Basmaciyan, Melissa Hartson

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**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton, Library Services Director

**TITLE:** Corona del Mar Branch Update

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**DISCUSSION:**

At the February 14 study session, City Council expressed support of an effort to address some of the deferred maintenance items at the Corona del Mar branch library. At the February Board of Library Trustees meeting, Chair Johnson-Tucker appointed Trustee Paul Watkins to oversee a committee of Library and Public Works staff as well as CDM resident Joy Brenner of the Friends of the CDM Library to identify these issues.

The committee created the following matrix of suggested maintenance priorities and their cost estimates:

ITEM	PRIORITY	COST ESTIMATE	TIMETABLE
Termite eradication.	1	\$3,000	Vendor is waiting for the go ahead.
Wood/deck repair (missing boards, broken boards, boards that need to be replaced for termite damage).	2	\$7,205	After termite eradication.
Roof repair – leak and water-damaged wood on exterior eave.	3	\$1,500	After termite eradication.
Exterior paint (complete): stucco, wood trim, siding, fascia, eaves, windows, beams, doors, etc. Scrape all loose paint; repair all loose and peeling caulking, power wash to clean all surfaces. Prime all bare and repaired areas. Apply 100% acrylic latex flat, and semi-gloss on trims.	4	\$4,200	After wood/deck repair and prior to June 1.

A/C (window-mounted)* typical unit: Kenmore 25,000 BTU Room Air Conditioner (\$699.00). We need three units and may have to upgrade the electrical panel. Installation costs are included in the cost estimate.	5	\$4,000 (Allowance to provide new panel for electrical service (if required) --- \$7,500)	Before summer 2017
Windows, replacement and pre-tinted to keep building cooler in the summer and retain heat in the winter.	6	\$7,000	After installation of window-mounted A/C.
Carpet/upholstery cleaning.	7	\$1,500	After termite eradication.
Thorough cleaning of the branch.	8	We'll use Library staff to complete this task	After termite eradication.
Interior paint: all walls, beams, wood ceiling, doors, bathrooms, staff room, office, exterior of painted cabinets, wood window frames.	9	\$4,900	After termite eradication and window installation and prior to June 1. Work can be completed during closed hours.
Koala Kare changing table in restroom, including structural support and installation.	10	\$600	After interior painting.
Re-paint handicap parking bumpers in blue color.	11	Free –Municipal Operations Department can perform this work.	This can be done immediately.
Removal of shelving; carpet patch.	13	\$900	After termite eradication and carpet cleaning.
<b>ESTIMATED TOTAL:</b> \$34,805 <b>ESTIMATED TOTAL (with electrical panel upgrade):</b> \$42,305			

The matrix was submitted to the City Manager who approved the proposed maintenance. Library staff is working with Public Works and Municipal Operations to develop a plan and a timeline for accomplishing the work.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).