



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660

Tuesday, February 19, 2019 - 5:00 PM

Board of Library Trustees Members:

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

Staff Members:

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

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.

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. 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.

V. 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 January 22, 2019 Board of Library Trustees Meeting

[02-JAN 22 DRAFT MINUTES](#)

2. Customer Comments

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

[03-CUSTOMER COMMENTS](#)

3. Library Activities

Monthly update of library events, services and statistics.

[04-LIBRARY ACTIVITIES](#)

4. Expenditure Status Report

Monthly expenditure status of the library's operating expenses; services, salaries and benefits by department. Quarterly status of Newport Beach Public Library support group expenditures.

[05-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.

[06-MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Annual Budget Review

Staff requests that the Board review and approve the preliminary Library budget for Fiscal Year 2019/2020.

[07-ANNUAL BUDGET REVIEW REPORT](#)

[08-ATTACHMENT A - Proposed Budget FY 2019-2020](#)

[09-ATTACHMENT B - Program Enhancement Requests FY 2019-2020](#)

[10-ATTACHMENT C - Revenue Projection FY 2019-2020](#)

7. Review of the Library Meeting Rooms Policy (Council Policy I-7)

Staff recommends that the Board of Library Trustees review and reaffirm Council Policy I-7, *Library Meeting Rooms*.

[11-REVIEW LIBRARY MTG ROOMS POLICY](#)

[12-ATTACHMENT A - Library Meeting Rooms Council Policy I-7](#)

[13-ATTACHMENT B - Application Procedure Library Meeting Rooms](#)

8. Review of the Display and Distribution of Materials Policy (NBPL 8)

Staff recommends that the Board of Library Trustees review and reaffirm NBPL 8, *Display and Distribution of Materials in Library*.

[14-REVIEW DISPLAY & DISTRIBUTION MATERIALS POLICY](#)

[15-ATTACHMENT A - Current Policy](#)

9. Arts & Cultural Update

Staff will present the annual report on the activities of the Cultural Arts Division.

[16-ARTS & CULTURAL UPDATE REPORT](#)

10. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project.

[17-CDM BRANCH PROJECT UPDATE](#)

11. Lecture Hall Update

Trustee Johnson-Tucker will update the Board on activities related to building a lecture hall facility on the Central Library site.

12. Library Services

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

13. Friends of the Library Liaison Report - DC

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

14. Library Foundation Liaison Report - JJT

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

15. Witte Lectures Committee Liaison report - KK

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

16. Literacy Services Liaison Report - TH & PW

Trustee update of the most recently attended Literacy Services Advisory Board meeting.

17. Library Live Lectures Liaison Report - JR

Trustee update of the most recently attended Library Live Lectures Committee meeting.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on agenda and 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.

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

IX. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach 92660
Meeting Minutes
January 22, 2019 - 5:00 p.m.

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

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

Trustees Present: Chair Janet Ray, Vice Chair Paul Watkins, Secretary Douglas Coulter, Board Member Jill Johnson-Tucker, Board Member Kurt Kost

Trustees Absent: None

Staff Present: Tim Hetherton, Library Services Director
Elaine McMillion, Administrative Support Specialist
Natalie Basmacian, Library Services Manager
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Branch & Youth Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Ivan Juarez, Senior IT Analyst
Joseph Meeks, Deputy City Attorney
Alex Jenkins, Librarian
Erik Gunderson, Library Assistant

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the December 17, 2018 Board of Library Trustees Meeting**
2. **Customer Comments**
Monthly review of evaluations of library services through suggestions and requests received from customers.

Vice Chair Watkins recognized Andrew Kachaturian, Claire Leach, and Chris Hennigan for providing excellent service to Library customers.

3. Library Activities

Monthly update of library events, services and statistics.

Vice Chair Watkins congratulated Natalie Basmaciyen, Debbie Walker, and Rebecca Lightfoot for completing the City of Newport Beach Leadership Academy.

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.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0) to approve the Consent Calendar.

AYES: Ray, Watkins, Coulter, Johnson-Tucker, Kost

NOES:

ABSTENTIONS:

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

6. Review of the NBPL Internet Use Policy (NBPL 5)

Staff recommends that the Board of Library Trustees authorize revisions to the Library Internet Use Policy to reflect the implementation of filtered access.

Library Services Director Hetherton reported the Newport Beach Public Library receives federal E-rate funds and as a recipient of the grant is required to comply with the Children's Internet Protection Act (CIPA). CIPA requires the use of an internet filter to block internet content deemed inappropriate or harmful to minors. In approving the Internet Use Policy, the Board of Library Trustees will approve the use of an internet filter. In addition, Library staff must be able to unblock access upon customer request if the requested internet site is legal and not deemed harmful to children. Staff will work with the Information Technology (IT) Department and the City Attorney's Office to select a product that satisfies the requirements. The filtering software will also apply to laptops, which utilize a network separate from Wi-Fi. Staff proposes amending the Internet Use Policy to include language indicating the Newport Beach Public Library uses an internet filter and the ability to lift the filter upon customer request. Staff will demonstrate the selected software for the Board of Library Trustees and request approval of it.

In response to questions, Library Services Director Hetherton advised that the use of internet filters is common. Upon request, Library staff will be able to lift the filter for the specific IP address of the device. Staff does not track websites viewed by Library customers but does track the number of Wi-Fi sessions and hits for databases. Customers usually report customers who are viewing content harmful to minors. Senior IT Analyst

Ivan Juarez added that the software will filter broad categories of websites rather than specific websites. Staff should be able to apply criteria that will determine the categories blocked. If a customer wishes to access a blocked site, the customer can request staff lift the filter for his device. When a customer attempts to access a blocked website, a message pops up that states access is blocked and directs the customer to a librarian to request the site be unblocked. The message can be modified. A customer can request removal of the filter before he begins his session.

Board Member Johnson-Tucker noted filtering software provides a sliding scale that can be adjusted to set the degree to which content is filtered.

Vice Chair Watkins acknowledged Deputy City Attorney Joe Meeks for his assistance in reviewing the Internet Use Policy.

Librarian Alex Jenkins noted a discrepancy in the proposed Internet Use Policy in that filtering software does monitor information on the internet. In relying on automated filtering, the Library is allowing an outside entity to determine what is or is not harmful. Filters provide a false sense of security that it will block all harmful content. The selection of filter software should be honest and transparent and consider costs, reputation, perception of bias, and best practices. Metrics should be instituted to evaluate the implementation of internet filters. The Library Use Policy prevents customers from viewing content that makes other customers uncomfortable.

Deputy City Attorney Joseph Meeks Indicated the existing policy requires the Library to block content harmful to minors for users under the age of 18. A customer over the age of 18 can request access to sites. Displaying harmful content to a minor is a criminal offense.

Board Member Johnson-Tucker agreed with the suggestion to track customer complaints. Anyone walking by the public computers can see the content of the computers; therefore, filters are a good idea.

Vice Chair Watkins questioned whether the Board of Library Trustees wishes to continue the item to the February meeting.

Board Member Kost remarked that internet content changes daily, which makes filtering harmful content and writing a use policy difficult. Policy language should be flexible with respect to the content being blocked. The statement "the Library does not monitor internet use" could be added to the end of the third paragraph.

Library Services Director Hetherton suggested the second sentence of the third paragraph state "the Library has no control over the information on the internet." In paragraph four, the third and fourth sentences can be combined as Mr. Mosher suggested in his written comments, *i.e.*, "any adult Library patron unable to access a lawful website and any minor patron unable to access a lawful website that is not harmful to minors may request Library staff unblock access to that website."

Motion made by Vice Chair Watkins, seconded by Board Member Coulter, and carried (5-0-0-0) to adopt the proposed Internet Use Policy with the revisions discussed during the meeting.

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

7. Review of the Laptop Borrowing Policy (NBPL 10)

Staff recommends that the Board of Library Trustees authorize revisions to the Laptop Use Policy.

Library Services Director Hetherton advised that staff revised paragraph one of the Laptop Use Policy to reference the Internet Use Policy.

Motion made by Vice Chair Watkins, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to adopt the proposed Laptop Use Policy as presented.

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

8. Review of Rules for Acceptable Use of Wireless Internet Connections (NBPL 11)

Staff recommends that the Board of Library Trustees authorize revisions to the Wireless Internet Policy.

Library Services Director Hetherton corrected the staff report in that software filters can be lifted from personal devices connected to the Library's Wi-Fi. The Board of Library Trustees can continue the item for staff to revise the Rules for Acceptable Use of Wireless Internet Connections or delete "provides filtered access to the internet" from the first sentence of Paragraph 2.

Motion made by Vice Chair Watkins, seconded by Board Member Coulter, and carried (5-0-0-0) to adopt the proposed Rules for Acceptable Use of Wireless Internet Connections with Library Services Director Hetherton's additional revision.

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

9. Review of Holidays/Meeting Schedule

Staff requests that the Board of Library Trustees review the 2019 meeting schedule.

Chair Ray requested the Board of Library Trustees reschedule the April 15 meeting to April 23 as she will be visiting China on April 15. The Board of Library Trustees agreed to the change.

Board Member Johnson-Tucker suggested Board Members and staff hold April 15 and April 23 as tentative dates because an item requiring Library Services Director Hetherton's attention could be scheduled before the City Council on April 23.

10. Newport Beach Public Library eBranch & Database Review

Staff will provide an update and review of the library eBranch and database services.

Adult Services Coordinator Rebecca Lightfoot noted the Library added Kanopy, a streaming video service, in January 2018. Customer use of Kanopy has almost tripled since its inception. The Library continues to offer Zinio and Flipster, which are collections of digital magazines, and OverDrive and Axis 360, which offer eBooks and audiobooks. The Library began offering Britannica and Gale in October and November 2018. The Library did not renew its subscription to Boopsie, the mobile app for the Library, because it could no longer be updated to operate with new Integrated Library Systems (ILS).

In reply to Board Members' queries, Adult Services Coordinator Lightfoot explained that Library customers who live outside the state of California pay \$10 for a Library card, which provides access to eBranch services. In-state customers can access eBranch services from home.

11. Proposed Use of the Retail Space Located on the Central Library Second Floor Entrance.

Staff will update the Board on activities related to reconfiguring the retail space into a Passport Services office.

Library Services Director Hetherton reported the credit union has to vacate the retail space before any work can begin. The Community Development Department is awaiting Irvine Company's approval of the placement of the Library's ATM. A built-in table is located in the middle of the space, and it can accommodate a scanner and fax machine. The space is large enough to accommodate a vending machine for supplies. The passport services office will be staffed from 9:00 a.m. to 3:00 p.m. Monday through Friday.

In answer to inquiries, Library Services Director Hetherton did not believe the credit union is currently paying rent for the space. He understood the Irvine Company has an agreement with the City whereby the Irvine Company can approve or deny certain business activities. On occasion, staff has made special arrangements to handle passports outside the regular hours of passport services. He did not know why the credit union has not vacated the space. The public copiers will not be moved into the credit union space. Taking materials from the reference area to scan them in the passport services area may set off alarms, but it should not be a significant concern. The space will not open for business until staff discusses amenities, such as the vending machine, with support groups, which will likely occur in the spring or summer.

12. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project.

Library Services Director Hetherton advised that an opening date is unknown. The contractor's completion date is June 16. Staff is ordering materials for the Opening Day

Collection. Corona del Mar Branch Librarian Annika Helmuth has taken ownership of the new building and is planning all the details.

Branch and Youth Services Coordinator Debbie Walker indicated she and Librarian Helmuth have visited the site several times.

13. Lecture Hall Update

The Lecture Hall Ad Hoc Subcommittee will submit a proposed location for a lecture hall on the Central Library site for Board approval.

Board Member Johnson-Tucker explained that locating the lecture hall next to Bristol Farms would not be convenient for activities to interact with Central Library. The second proposed location would require removing a building. The third proposed location would eliminate 25-40 parking spaces. According to Public Works staff, the lecture hall can encroach on the bioswale. The lecture hall will probably contain approximately 7,000 square feet of space in order to provide 250-275 seats. In this location, receptions can utilize the courtyard or the Library lobby. The disadvantage to the location is it will eliminate 15 parking spaces. The space where the picnic tables and bunnies are located can accommodate 15 parking spaces if some improvements are made to the space. If she asks the architects to prepare a concept plan, they could be precluded from working on the project past the concept phase. It is time for the project to be presented to the City Council in a study session if the Board of Library Trustees agrees. She will meet with the representatives of the Chamber of Commerce to obtain their input and talk with support groups about starting a campaign to raise public awareness and demand for a lecture hall. Her goal is to obtain \$500,000 in pledges before addressing the City Council, and she currently has pledges totaling \$300,000.

In response to questions, Board Member Johnson-Tucker advised that the lecture hall will be a standalone building. As a standalone building, the Library will not have to remain open to accommodate events in the lecture hall. She will request a study session to present the project to the City Council. During the study session, she will ask the Council to issue a Request for Proposals (RFP) to identify an architect to prepare a concept plan. All the Council Members like the project. There will be plenty of parking for the lecture hall. Board Member Johnson-Tucker anticipated the lecture hall will be rented for community events.

Vice Chair Watkins suggested letters of support from community groups, the Chamber of Commerce, and Library support groups would benefit Board Member Johnson-Tucker's efforts with the Council.

Ronnie Watkins remarked that the lecture hall would be suitable for the Chamber of Commerce's Wake Up Newport event.

Motion made by Vice Chair Watkins, seconded by Board Member Kost, and carried (5-0-0-0) as follows:

(a) support the proposed Lecture Hall site in the northwest corner of the Central Library parking lot (near the Bamboo Courtyard), a portion of which Lecture Hall would be constructed over the detention basin/bioswale adjacent to Avocado Avenue,

(b) request that Trustee Johnson-Tucker ask the Mayor and City Council to schedule a Study Session at which Trustee Johnson-Tucker would present the Lecture Hall concept and address (among other items) the following preliminary points:

(i) the Lecture Hall may be approximately 7,000 square feet with approximately 275 fixed seats, with space for an additional 25-50 temporary seats, in a "raked" configuration (i.e., sloped from back to front for optimal viewing of the stage),

(ii) there would be no net loss of surface parking spaces (although some spaces will be relocated),

(iii) the Lecture Hall will be available to the public for rental, after priority is given to library programming and city uses, and only at times that will not overwhelm the library parking lot

(iv) very preliminary Lecture Hall construction cost estimates are in the \$7 Million range, and

(v) the funding of the Lecture Hall construction will be a public/private partnership and early non-binding pledges by private individuals amount to approximately \$300,000 (without any effort so far to entertain investment interest from the community or others), and

(c) ask the Council to proceed with a Request For Proposal based on needs that have been identified by the Board of Library Trustees, to review reply bids leading to the selection of an architect for architectural services for the planning and design of the Lecture Hall, and to fund such architectural services.

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

14. Library Services

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

Library Services Director Hetherton reported the Library accomplished many things in 2018. A component of the strengths, weaknesses, opportunities, and threats (SWOT) analysis is to combine different parts of the analysis to develop strategies that address weaknesses and threats. The executive coaches for the SWOT analysis advised staff to continue with their current strategies. Responding to customers and providing good collections and programming and welcoming spaces engenders the community's support.

In response to the increase in homeless customers, staff is collaborating more with the Police Department and social services. Staff has also received training to help them deal with difficult people and understand mentally ill people. Replacement of the Balboa Branch will be needed in the next few years; therefore, staff needs to raise stakeholders' awareness of the need. In addition, the Mariners Branch needs more space. A project for the Balboa Branch has been included in the Capital Improvement Program (CIP) schedule. Balancing the need for new Library facilities with the desire for a lecture hall is a challenge. Replacement of the Balboa Branch could be driven by the Fire Department.

Board Member Coulter suggested Library Services Director Hetherton present the facility needs to the Friends of the Library and request the Friends' assistance.

Chair Ray hopes Board Members will attend the two Witte lectures scheduled prior to the February meeting of the Board of Library Trustees. Due to the time, she announced the Board of Library Trustees will not hear monthly reports.

B. Monthly Reports

15. Friends of the Library Liaison Report

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

16. Library Foundation Liaison Report

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

17. Witte Lectures Committee Liaison Report

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

Board Member Kost reported the Witte Lectures Committee has done a great job advertising the lecture series.

18. Literacy Services Liaison Report

Trustee update of the most recently attended Literacy Services Advisory Board meeting.

19. Library Live Lectures Liaison Report

Trustee update of the most recently attended Library Live Lectures Committee's meeting.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Karen Clark, Newport Beach Public Library Foundation, invited the Board of Library Trustees and their spouses to a reception in honor of the Foundation's new Chief Executive Officer, Meg Linton, on Thursday, March 7. Ms. Linton's first day on the job will be Friday, February 1.

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

None

IX. **ADJOURNMENT** – 6:40 p.m.

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
1 1/11/2019 Email Debbie Walker Youth & Branch Services Coordinator 1/11/2019	I'm a high school student, and I'm on a mission to help underserved kids learn some basic electronics and other engineering skills. I was hoping to offer this service at the public library. Please let me know if this is a feasible option, and I will send more details. Thank you!	Thank you for your e-mail. I have included a link to the information regarding teen volunteers from our Teen page. Here you will find out about the age requirements of teen volunteers, what kind of opportunities we have available and a link to the application. I have also copied Kristie Bailey on this e-mail as she is the Librarian who works directly in the recruitment and scheduling of teen volunteers. https://www.newportbeachlibrary.org/teens/volunteers Although we cannot promise that the opportunities we have to offer will exactly match your mission regarding electronics and engineering skills, I would encourage you to contact Ms. Bailey directly to discuss your ideas and thoughts regarding outreach to younger children. Again, we thank you for your interest in the Library.
2 1/15/2019 Email Allison Sarnowski & Natalie Basmacyan Dept. Assistant & Library Services Manager 1/15/2019-1/16/2019	A patron visited the admin office to let us know about the fabulous service she received from Erin in the passport office today. This patron has not had a valid passport for 30 years. She said Erin was extremely helpful and supportive as she located and presented all of the required documents. Great job, Erin! Your excellent customer service and knowledge really made a difference in this patron's life as she looks forward to traveling again after many years. Erin also conducted this appointment 20 minutes earlier than scheduled and did not hesitate to assist our customer. Thank you, Erin!	This positive customer feedback was passed on to the employee's direct supervisor and the library administration team.
3 1/18/2019 Email Rebecca Lightfoot Adult Services Coordinator 1/18/2019	Does the library borrow from other libraries? The reason I ask is I'm looking for books by Les Plesko and USC has one or more but they're hard to find. Curious if there is inter-library loans or how else to find books by this deceased author. Thanks.	Yes, the Newport Beach Public Library can certainly send an interlibrary loan request on your behalf. Please stop by any of our locations during business hours and reference staff can assist you. There is a five dollar non-refundable fee per request. We have more information on how the process works on our website: https://www.newportbeachlibrary.org/services/interlibrary-loans . Please let me know if there's anything else I can help you with! Thank you.
4 1/30/2019 Email Rebecca Lightfoot Adult Services Coordinator 1/30/2019	I found a DVD that is listed 'ordered' but it will not let me put it on hold. Can you help, please? Title: The Girl in the Spider's Web format: DVD. Thanks!	Thank you for contacting us about placing a hold on the DVD "The Girl in the Spider's Web". This item is a one day rental movie, so unfortunately we cannot place holds. Once it goes into the regular one week collection, the hold button will appear. This usually takes 2-3 months after we receive the movie. Please let me know if there is anything else I can help you with! Thank you.

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<p>5 1/2019 Comment Card Natalie Basmacıyan Library Services Manager 1/25/2019</p>	<p>I believe the TOTAL lack of exterior and parking lot lighting represents a danger to patrons, and worse for employees leaving at night.</p>	<p>Thank you for completing a Newport Beach Public Library comment card regarding the Mariners branch parking lot. I have contacted the City's Public Works department to have their staff assess adding lighting to the parking lot area. Please let me know if we may be of further assistance with this or any other concern.</p>
<p>6 1/2019 Comment Card Rebecca Lightfoot Adult Services Coordinator 1/30/2019</p>	<p>Services or resources that need to be added or improved: Media Lab tutorial or work session on managing photos on phones, laptops, cloud, and backups.</p>	<p>Thank you for reaching out to us regarding some potential Media Lab training classes. We are hoping to offer more classes in the Fall, and it's great to get an idea of what types of things we should teach. I appreciate the suggestion. In the meantime, you might check out Lynda.com. It's a database you can use for free with you library card. It offers a wide selection of classes on photography management that might prove beneficial. If you need any assistance getting started with Lynda.com, feel free to stop by any of our locations and speak to a reference librarian. We'd be happy to help get you started. Please let me know if there is anything else I can help you with.</p>
<p>7 1/2019 Comment Card Rebecca Lightfoot Adult Services Coordinator 2/8/2019</p>	<p>I like the list of movies most. The Nook library has not changed in 2 years. I loved it till I read all the books. Now you need to load new books.</p>	<p>Thank you for your comments about the library's Nooks. We made the decision to stop purchasing new titles as the Nooks are nearing the end of their life cycle. Staff are discussing other options to offer to customers. I appreciate you taking the time to reach out to us. Please do not hesitate to contact me with any other questions or concerns. Thank you.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – February 19, 2019 Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

“A library in the middle of a community is a cross between an emergency exit, a life-raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination. On a cold rainy island, they are the only sheltered public spaces where you are not a consumer, but a citizen instead.”

- Caitlin Moran

Retail Space update

Here is the latest on the Library's plan to move passport services to the space formerly occupied by the Credit Union: The City thinks that the proposed location for the ATM near the book drop at the front of the Central Library's first floor entrance has many advantages. These advantages include proximity to handicap parking, proximity to two limited time (3 minute) parking spaces, proximity to existing site lighting and other utilities, and visibility by back-office library staff for extra security. The new exterior location will not require coordination with library staff, during regular library hours, for the machine to be serviced. There is plenty of open space in this location, so there is no need to relocate any parking spaces, trees, or existing furniture or improvements.

The Credit Union of Southern California, who are currently renting and occupying the retail space on the second floor, will provide the ATM. The City will lease this space near the Central Library entrance to the Credit Union. The City Attorney's Office will draft a new lease. This proposed location falls under deed restrictions from the Irvine Company, and the City is in the process of obtaining their authorization prior to entering into a new lease with Credit Union of Southern California.

The Credit Union of Southern California will provide a site plan showing the size and location of the kiosk they plan to build/install, and elevations showing the proposed signage or branding so the City can obtain approval from Irvine Company, too.

The proposed new ATM location, being outside of the Central Library building, will need to be powered on its own with dedicated surge protection as it is not a City asset. Easement documentation will need to be executed prior to installing the private facilities on City property.

Staff is preparing “wish list” requests to the support groups to fund equipment and furniture for the space.

Internet Use Policy

Library staff is working with City IT to identify a suitable filtering software product. Staff will use the following criteria to select a product:

- The software’s ability to select narrow and specific categories of content to be blocked.
- The technologies and procedures used by the vendor to categorize content.
- The software’s ability to permanently unblock content that is incorrectly blocked.
- The software’s ability to notify users that content is being blocked and their options, if any, for accessing the content.
- Options in the software to easily disable the filter upon request by library staff or directly by the users.
- Ability to run reports or analytics on what is being blocked and how frequently it is blocked.

A product called “Forcepoint” seems promising. City IT is in the process of obtaining more detailed information, a quote, and an implementation timeline.

Wheelhouse List for Board of Library Trustees

February 28

Library Live: Rachel Devlin

Central Library Friends Room, 7 – 8:30 p.m.

March 12

Lecture Hall presentation

City Council Chambers, 4 p.m.

March 18

Board of Library Trustees Meeting

Balboa Branch Library, 5 p.m.

NATALIE BASMACIYAN, LIBRARY SERVICES MANAGER

Staffing

Jeremy Rodriguez was promoted to Librarian I from Library Assistant Full Time. Jeremy is assigned to the Mariners branch library. Librarian I Alex Jenkins was assigned to Central from the Mariners branch Library. Melinda Vogel was promoted to Librarian I from Library Assistant/Part Time. She is assigned to Children’s Services at the Central Library.

Sunday Musicale

123 people attended the Sunday Musicale featuring the ACE Trio. Based in Los Angeles, ACE Trio is a classical modern ensemble rapidly distinguishing itself as one of the newest leading groups of its generation. The Friends of the Library generously funded this program.

Kathi Koll event

Programming Library Assistant Terry Sanchez hosted 140 people for author Kathi Koll's event, featuring her memoir Kick-Ass Kinda Girl. 32 books were sold. Thank you to Library Assistants Danielle Doi and Melinda Moss and Marketing Specialist Katherine Mielke for working the event. NBTv recorded the event. The event was free and open to the public. The Friends of the Library generously funded the event.

Writing Workshops

Notable fiction author Anne Cleeland began hosting her five-part writing workshops with 28 people in attendance. The topics include how to work with publishers, how to self-publish, and how to develop characters. The classes are being held in the Sword Meeting Room in a classroom-type setting. Programming Library Assistant created this unique series with Ms. Cleeland, a Newport Beach resident. The workshops are free and open to the public.

Passport Recertification

Staff completed the required annual recertification training to keep their Acceptance Agent status through the Department of State. NBPL is officially recertified as a Passport Acceptance Facility through the end of 2019. Four additional staff have completed New Agent training and will be added to passport appointments in the coming weeks.

Tech Toys Update

Five new GoPro Hero 7 cameras were added to the Tech Toys collection to replace the older Hero 4 cameras. Two new USB-enabled turntables and two new hard drives were added to the collection as well. Thank you to Library Assistant Chris Hennigan for evaluating and recommending the new GoPros and GoPro accessories. The NBPL Foundation generously funded this collection.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Programs this month included Coding for Kids at Balboa and Penguin Crafts at Mariners.

In personnel news Part-time Library Clerk Debbie Williams-Lopez was transferred from Mariners to Balboa and newly promoted Part-time Library Clerk John West began his regular assignment at Mariners.

The rains in January did cause a fairly substantial leak at Balboa above the Adult Fiction section. Staff was pro-active in removing items and making sure containers were there to catch the water. Roofers were called out to patch the area but it has continued to be an issue.

Annika and I were able to visit the CDM construction site twice this past month during tours offered to Board of Library Trustee members. Annika and the Admin team also met with members of IT to discuss CDM Branch Library technology needs and create a list of computers and other technological hardware required for daily operations.

Youth Services

A Mini Science Fair held on January 29th was well attended and garnered praise from adults and children who enjoyed doing the physics related experiments and challenges that were placed throughout the Children's room. Library tours included two first grade class visits (Lincoln Elementary and Newport Coast) and two Daisy Scout troops who came to learn more about the Library and work on their badges.

Nadia Dallstream's promotion at the end of the year from Children's Librarian I to Adult Reference Librarian II left a gap in the Children's team at Central. In mid-January, Part-time Children's Library Assistant Melinda Vogel interviewed for and promoted up into the full-time Librarian I position. Melinda has been a valued member of the team for some time now so everyone was so pleased to welcome her on board full-time. Her promotion officially begins on Saturday, February 2. Melinda will assist Kristie Bailey with Teen Services in addition to her other duties.

Teen Services

YAAC met on January 9. They discussed volunteer opportunities in addition to regular meeting business. Teen involved with the Top 10 Reads met prior to the YAAC meeting. A teen study hall was held on January 27 in the Friends Room.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staffing

We had five Page candidates cleared for hire this month. Erika Hartman, Shannon Pirus and Lauren Taliaferro will be assigned to work at Central. Audora Arias will work at Mariners and Rachel Savage will work at Balboa. All five will start at the beginning of February.

Training

Quarterly Clerk Training occurred in January. We discussed best practices for various customer service scenarios. I provided updates regarding current Library projects and Senior Clerk, Liz McKibbin reviewed registering library cards for non-CA residents.

New Equipment

Rebecca Lightfoot, Katherine Mielke and I met with some of the IT Staff for a conference call with our wayfinding kiosk vendor. We have setup a 10-week timeline for the design and creation of our wayfinding system and expect to have the kiosk by the beginning of May. Thanks to the NBPL Foundation for their donation to purchase the wayfinding kiosk.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR**Training**

Part time Library Assistants Danielle Doi, Camille Garcia, Daisy Hernandez, Melinda Moss, LeAnna Nguyen, and Terry Sanchez are currently enrolled in a six week online course called Core Reference Fundamentals.

Personnel

Full time Library Assistant Jeremy Rodriguez was promoted to Librarian I assigned to the Mariners branch beginning February 2. Librarian I Alex Jenkins moved over to Central to fill the vacancy left by Hannah Carrier. We are currently recruiting for a full time Library Assistant.

Meetings

Adult Services Coordinator Rebecca Lightfoot met with all full and part time Reference and Children's staff in January to discuss the reference collection and databases in order to move forward with the 2019 Customer Service Initiative proposed last October.

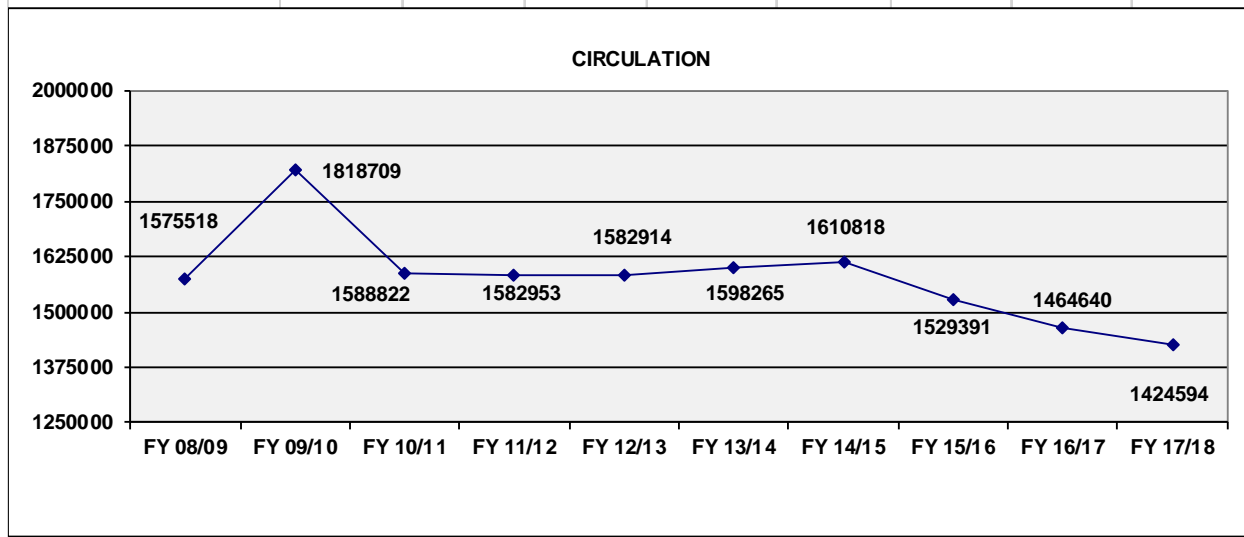
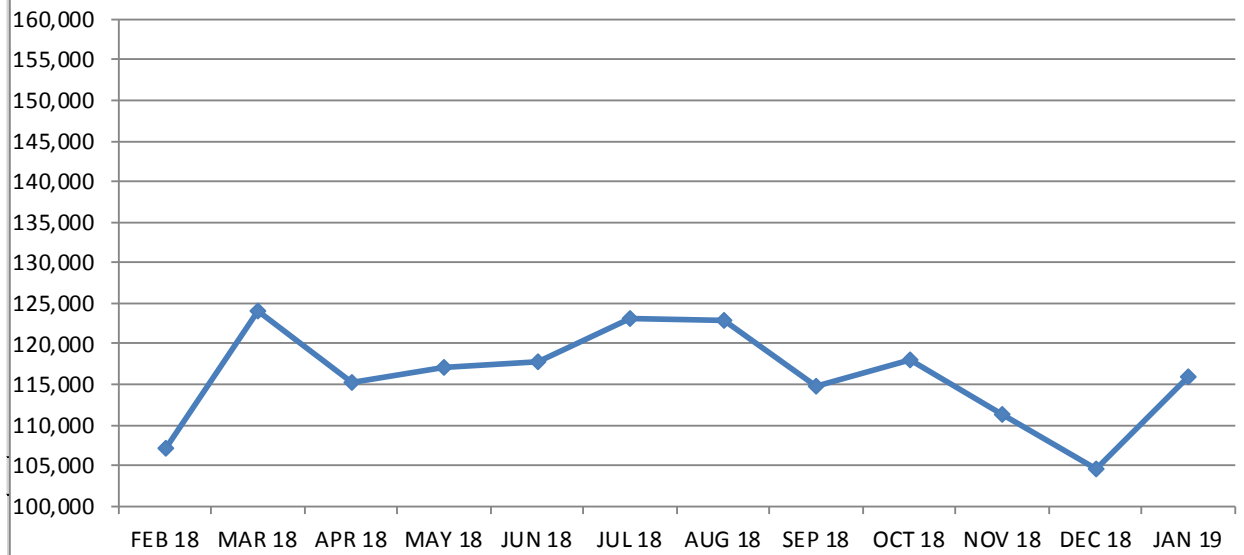
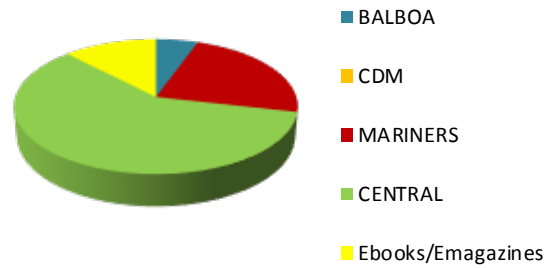
Proquest Articles Retrieved 2018-2019								
	July	Aug	Sept	Oct	Nov	Dec	Jan	AVG.
Business Databases	1433	1359	908	1095	997	712	1612	1159
Newspapers--Current	1005	1008	989	883	1106	1633	857	1069
Newspapers--Historical	1579	1255	1639	1892	1469	1179	1574	1512
Magazines	212	781	171	108	238	170	243	275

Database FY Comparisons	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	YTD 18/19
Tracked by #searches								
A to Z Databases	1005	2362	1180	981	1276	1016	955	8775
Ancestry	520	547	434	617	871	460	966	4415
AskART	228	262	185	31	67	42	73	888
Biography In Context	35	61	58	185	319	91	63	812
Britannica School Edition				455	74	86	160	775
Facts on File Ancient History	260	73	52	83	153	21	59	701
Gale Archives Unbound					12478	4380	4380	21238
Gale Directory Library	31	14	39	26	39	24	35	208
Gale Virtual Reference Library	43	31	384	435	1085	1119	258	3355
HeritageQuest	2183	2343	2670	1772	1635	2376	2330	15309
Kids InfoBits	28	113	56	26	128	72	35	458
Lynda.com	6214	8231	8030	7969	6852	6684	7794	51774
Literature Resource Center	13	69	24	234	160	116	111	727
National Geographic	9	21	22	43	82	17	23	217
National Geographic Kids	6	27	5	21	27	7	3	96
NoveList Plus	197	170	186	181	96	89	137	1056
NoveList K-8 Plus	15	81	73	75	29	43	35	351
Opposing View points	6	54	730	2243	2839	2445	377	8694
ProQuest	4069	3731	3108	2964	3760	4057	6196	27885
Reference USA Business	1868	1259	1431	983	795	630	961	7927
Reference USA Residential	87	103	84	442	122	60	116	1014
World Book Online	6	15	38	289	776	205	152	1481
Tracked by #sessions								
Cypress Resume	10	11	14	10	10	5	14	74
Kanopy	565	691	670	710	891	1020	989	5536
ScienceFLIX	4	14	23	12	20	6	5	84
Testing & Education Ref. Center	46	64	49	60	70	53	56	398
Universal Class	83	65	51	90	269	111	121	790
Tracked by #page views								
Consumer Reports	1263	X	989	1674	2473	1596	2700	10695
CultureGrams	154	590	247	210	449	120	168	1938
Morningstar	20950	8675	6152	9580	9354	9323	13340	77374
NetAdvantage	4391	7341	6348	4276	4583	5855	5747	38541
RealQuest	112	41	184	85	39	73	151	685
Tumblebooks	186	142	123	161	95	124	37	868
Value Line	14836	13507	14724	16119	19008	14715	12994	105903
Tracked by Hours Used								
Rosetta Stone	40.1	17	12.7	5.7	35	11.4	23.3	145.2
Notes:	Consumer Reports data unavailable for August 2018							
	Britannica School Edition added October 2018							
	Gale Archives Unbound Added November 2018							

NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2019

CIRCULATION

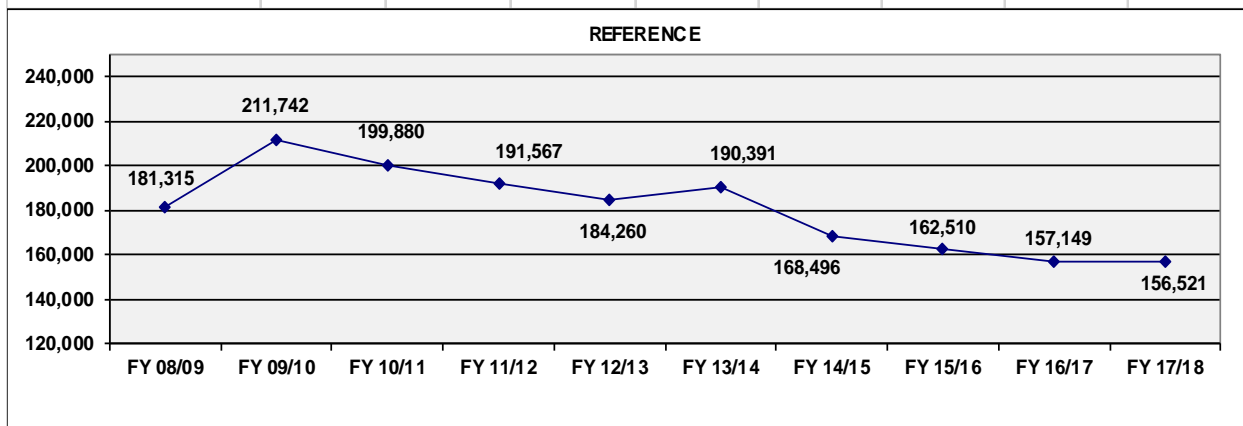
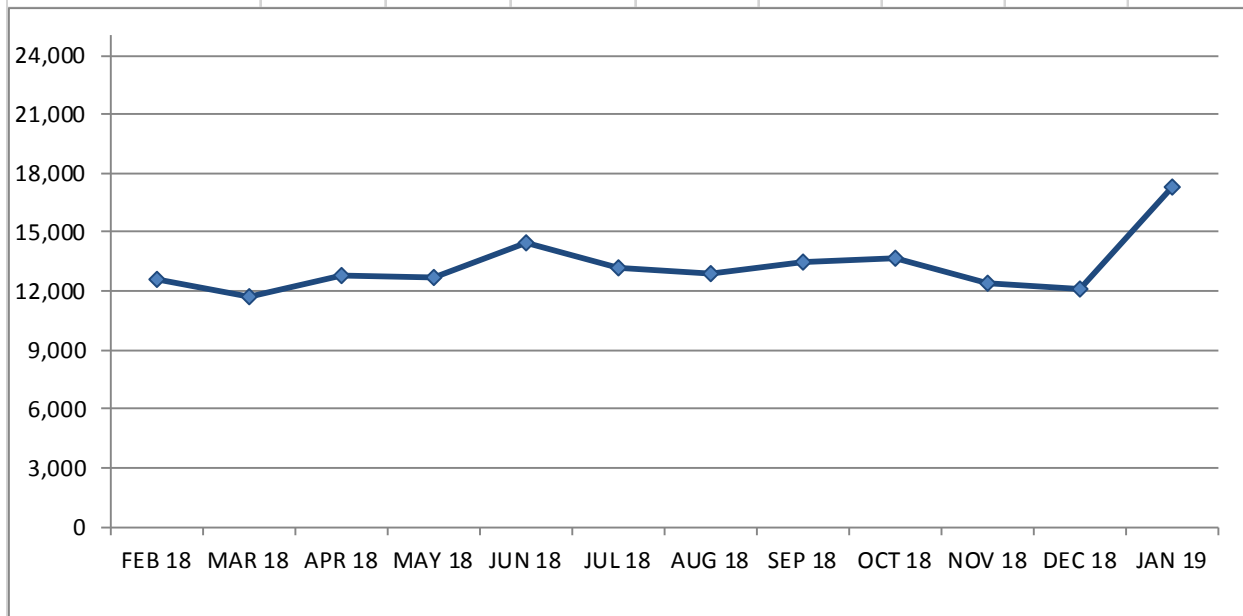
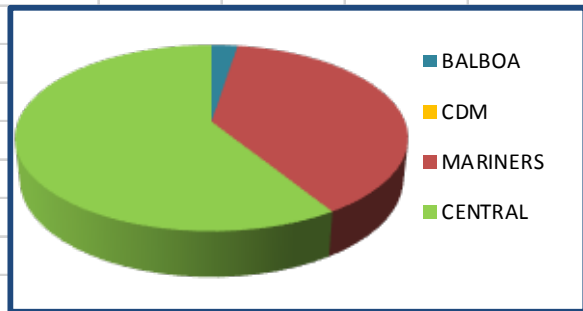
	Jan-19	YTD 18/19	YTD 17/18
BALBOA	6,380	44,907	42,904
CDM	0	33	25,441
MARINERS	26,707	178,647	202,224
CENTRAL	68,628	496,648	502,242
Ebooks/Emagazines	14,215	90,459	70,152
TOTAL	115,930	810,694	842,963



NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2019

REFERENCE

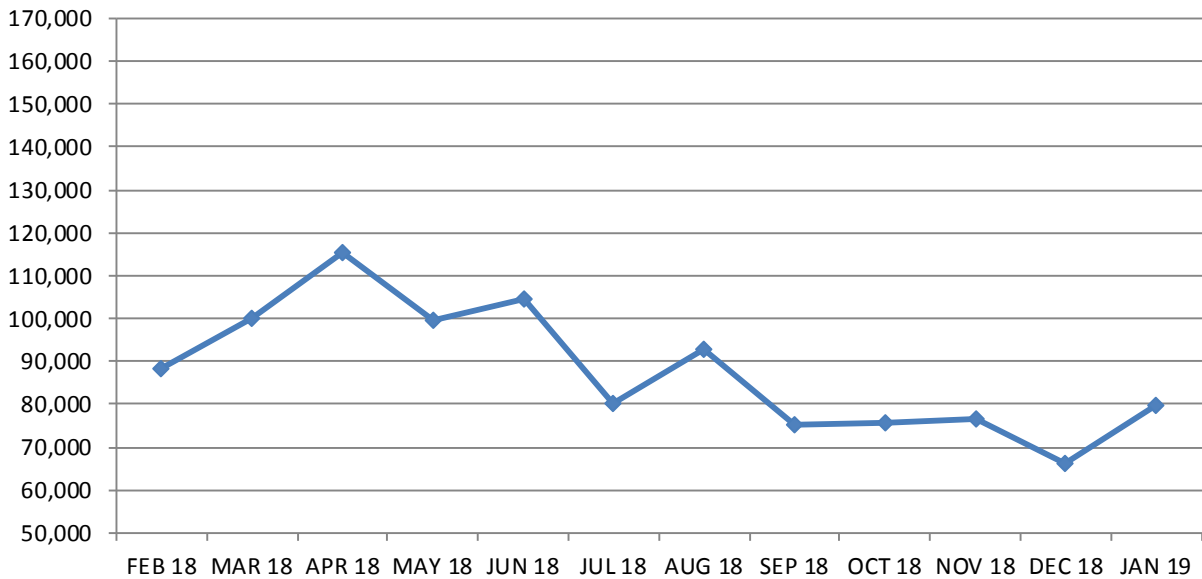
	Jan-19	YTD 18/19	YTD 17/18
BALBOA	439	3,132	3,215
CDM	0	0	2,716
MARINERS	6,654	24,865	22,558
CENTRAL	10,166	67,105	63,682
TOTAL	17,259	95,102	92,171



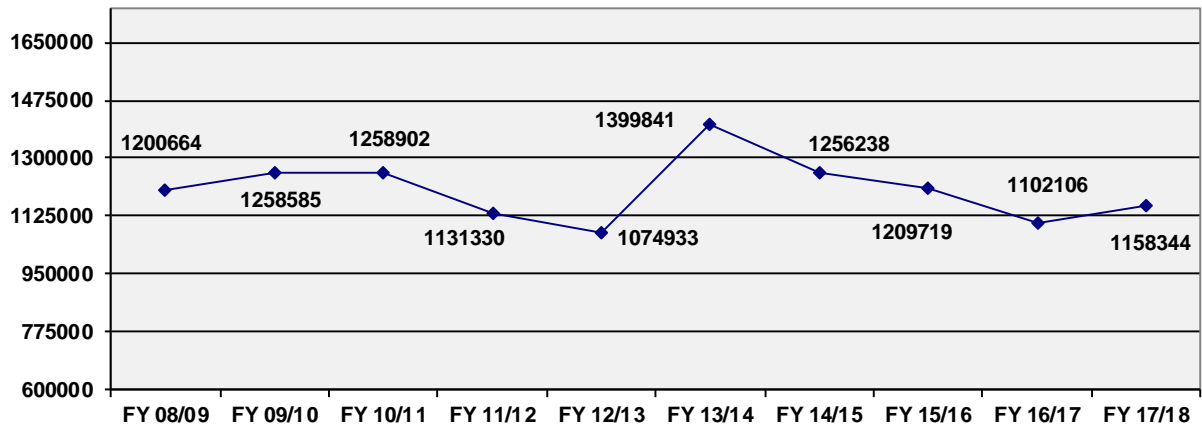
NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2019

CUSTOMERS SERVED IN LIBRARY

	Jan-19	YTD 18/19	YTD 17/18
BALBOA	3,458	25,926	25,929
CDM	0	0	20,996
MARINERS	22,053	128,731	148,718
CENTRAL	54,187	391,558	454,620
TOTAL	79,698	546,215	650,263



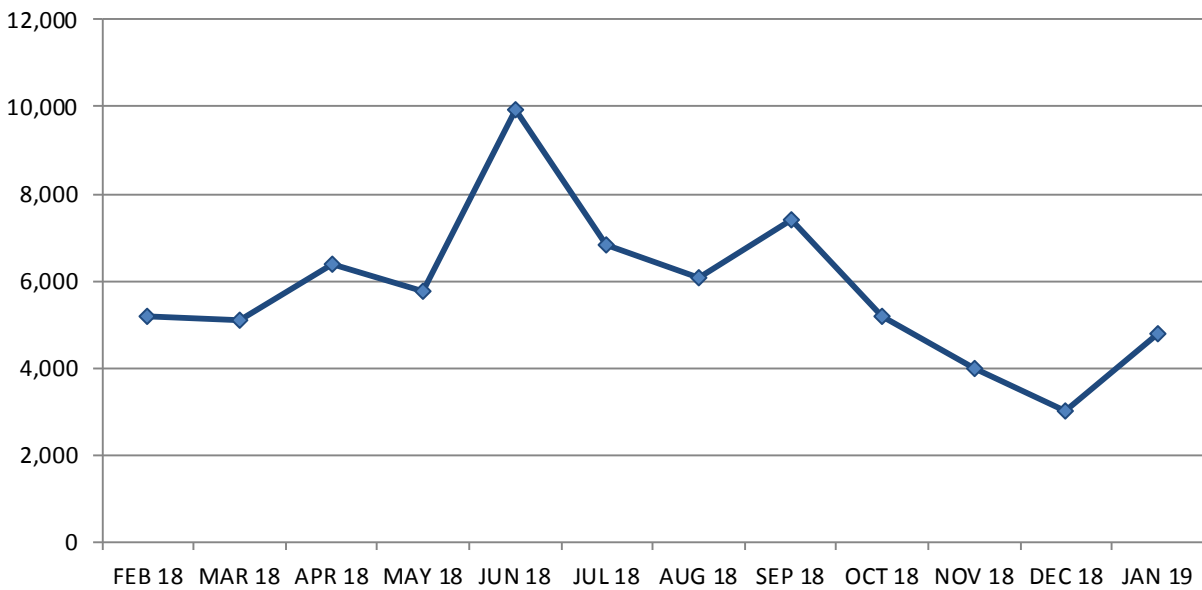
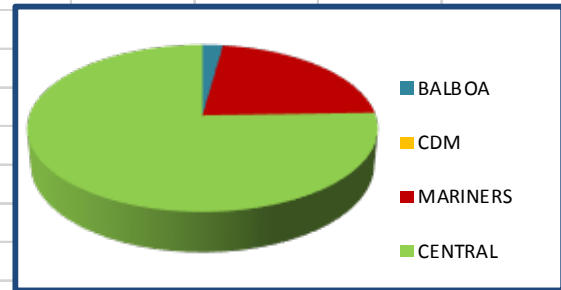
CUSTOMERS SERVED IN LIBRARY



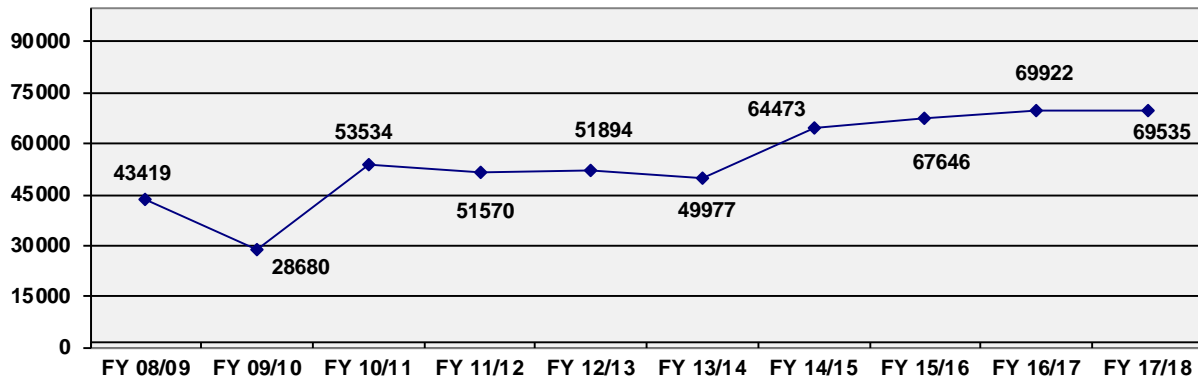
NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2019

PROGRAM ATTENDANCE

	Jan-19	YTD 18/19	YTD 17/18
BALBOA	105	979	954
CDM	0	0	4,226
MARINERS	1,068	6,680	7,799
CENTRAL	3,619	29,603	24,182
TOTAL	4,792	37,262	37,161



PROGRAM ATTENDANCE



LIBRARY EXPENDITURES
(February 8, 2019)

2018-2019

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,768,340	2,768,340	1,560,496	298,053	1,207,844
SALARY PART-TIME	967,642	987,642	470,615	90,846	517,027
BENEFITS	2,278,603	2,281,103	1,325,601	149,783	955,502
 SALARY & BENEFITS TOTAL	6,014,585	6,037,085	3,356,712	538,682	2,680,373
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	137,577	137,577	99,568	95,918	38,009
UTILITIES	274,885	274,885	163,600	16,408	111,285
PROGRAMMING	5,500	5,500	6,037	4,225	-537
SUPPLIES**	83,170	83,961	55,129	9,251	28,832
LIBRARY MATERIALS	619,740	625,055	490,580	57,635	134,475
FACILITIES MAINTENANCE	174,951	174,951	90,392	29,054	84,559
TRAINING AND TRAVEL	15,075	15,075	3,507	955	11,568
GENERAL OPERATING EXPENSES***	24,200	24,200	8,913	1,959	15,287
PERIPHERALS	5,000	5,000	0	0	5,000
INTERNAL SERVICE FUNDS	1,419,637	1,419,637	828,121	118,303	591,516
OFFICE EQUIPMENT	2,000	2,000	267	267	1,733
 MAINT & OPERATION TOTAL	2,761,735	2,767,841	1,746,114	333,974	1,021,727
LIBRARY BUDGET TOTAL	8,776,320	8,804,926	5,102,826	872,656	3,702,100

*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	Corona del Mar Branch Project Update		Ongoing
Ongoing	Lecture Hall Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
Feb 27, 2018	Annual Budget - Preliminary Review		Feb 19, 2019
Feb 27, 2018	Arts & Cultural Update		Feb 19, 2019
Mar 19, 2018	Branch Update - Balboa		Mar 18, 2019
Mar 19, 2018	Annual Budget - Approval		Mar 18, 2019
Mar 19, 2018	WiFi Usage Compared to Other Libraries		Mar 18, 2019
Mar 19, 2018	Assign a Lecture Hall Capital Campaign Committee		Mar 18, 2019
Mar 19, 2018	Review of San Diego Library's Proposed Library Fines Policy		Mar 18, 2019
Apr 16, 2018	Library Material Selection & Downloadable Services		Apr 15, 2019
Apr 16, 2018	Further Review of Library Fines		Apr 15, 2019
May 21, 2018	Media Lab Update		May 20, 2019
Jun 18, 2018	Marketing Update & Social Networking Update		Jun 17, 2019
CLOSED 2018	Branch Update - Corona del Mar		Jun 17, 2019
Jun 18, 2018	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 17, 2019
Jun 18, 2018	Adult and Reference Services Update		Jun 17, 2019
Jul 16, 2018	Statistical Comparison Report of Peer Libraries/Meeting Spaces		Jul 15, 2019
Jul 16, 2018	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 15, 2019
Jul 16, 2018	Proposed Library Closures for Winter Holidays 2018		Jul 15, 2019
Aug 20, 2018	Information Technology Update		Aug 19, 2019
Sep 17, 2018	Literacy Program Update		Sep 16, 2019
Oct 15, 2018	Branch Update - Mariners		Oct 21, 2019
Oct 15, 2018	Youth Services Update		Oct 21, 2019
Jan 22, 2019	Review Holidays / Meeting Schedule		Jan 21, 2020
Jan 22, 2019	Newport Beach Public Library eBranch & Database Review		Jan 21, 2020
LAST REVIEWED	POLICY REVIEW		
Oct 10, 2006	CC I-7	<i>Library Meeting Rooms Policy (Council Policy I-7)</i>	Feb 19, 2019
Feb 17, 2015	NBPL 8	Display and Distribution of Materials Policy	Feb 19, 2019
May 12, 2015	NBPL 1	Library Use Policy (formerly City Council Policy I-2)	Mar 18, 2019
Jan 17, 2017	NBPL 4	Children in the Library Policy (formerly City Council Policy I-6)	Mar 18, 2019
Feb 27, 2018	NBPL 12	Circulation Policy	Feb 18, 2020
Aug 20, 2018	CC I-1	Library Services Policy (Council Policy I -1)	Jun 15, 2020
Aug 20, 2018	NBPL 2	Collection Development Policy (formerly City Council Policy I-3)	Aug 17, 2020
Aug 20, 2018	NBPL 3	Library Gift and Donor Policy (formerly City Council Policy I-4)	Aug 17, 2020
Sep 17, 2018	NBPL 9	Expressive Use Areas	Sep 21, 2020
Sep 17, 2018	NBPL 13	Study Room Policy	Sep 21, 2020
Nov 13, 2018	NBPL 6	Media Lab Use Policy	Nov 16, 2020
Nov 13, 2018	NBPL 7	Sound Lab Use Policy	Nov 16, 2020
Jan 22, 2019	NBPL 10	Laptop Borrowing Policy	Jan 19, 2021
Jan 22, 2019	NBPL 5	Newport Beach Public Library Internet Use Policy (formerly City Council Policy I-8)	Jan 19, 2021
Jan 22, 2019	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 19, 2021

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Melissa Hartson, Circulation and Technical Processing Coordinator

TITLE: 2019 – 2020 Library Services Proposed Budget

RECOMMENDATION:

Staff requests that the Board review and approve the proposed 2019-2020 operating budget for the Library.

DISCUSSION:

Section 708. Board of Library Trustees. Powers and Duties.

There shall be a Board of Library Trustees consisting of five members, which shall have the power and duty to:

(c) Consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and City Manager.

In accordance with the above statement, staff has prepared the proposed 2019-2020 operating budget for the Library Services Department. Staff prepared these figures per the City Manager's directive to keep departmental budgets at the same dollar amount as the Fiscal Year 2018/19 budgets.

There are two exceptions. In the Cultural Arts Division, the Library submitted a request for \$135,000 in additional funding for the next phase of the Sculpture Garden. This represents a \$35,000 increase from Fiscal Year 2018/19. The \$135,000 line item reflects the true cost of the program.

The Library is also requesting additional funds for an upgraded self-checkout station to coincide with the implementation of a new Integrated Library System. The Library's existing self-checkout machines are on a set replacement cycle. However, staff purchased one additional machine for the Children's Room after the initial machines were acquired. This lone machine is not due for replacement, but staff is recommending its upgrade to better integrate and utilize enhancements in the new system. The last operating expenditure change is in the IT Internal Service Funds account. There was an error in the rate calculation sheet last year, which the City has corrected in the next fiscal year.

The figures for the personnel budget were not yet available for inclusion in this report. The Library's staffing complement remains the same, but we expect that costs will increase due to negotiated contracts with the employee work groups.

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:

- A. Proposed Budget FY 2019-2020
- B. Program Enhancement Requests FY 2019-2020
- C. Revenue Projection FY 2019-2020

LIBRARY SERVICES

ACCOUNT DESCRIPTION	2019-2020 PROPOSED BUDGET	2018-2019 ORIGINAL APPROPRIATION
I SALARY & BENEFITS		
SALARY FULL-TIME REGULAR	-	2,768,340
SALARY PART-TIME	-	967,642
BENEFITS	-	2,278,603
SALARY & BENEFITS TOTAL	-	6,014,585
II MAINT & OPERATION		
PROFESSIONAL SERVICE*	137,577	137,577
UTILITIES	274,885	274,885
PROGRAMMING	5,500	5,500
SUPPLIES**	83,170	83,170
LIBRARY MATERIALS	619,740	619,740
FACILITIES MAINTENANCE	174,951	174,951
TRAINING AND TRAVEL	15,075	15,075
GENERAL OPERATING EXPENSES***	24,200	24,200
PERIPHERALS	16,000	5,000
INTERNAL SERVICE FUNDS	1,429,009	1,419,637
OFFICE EQUIPMENT	2,000	2,000
MAINT & OPERATION TOTAL	2,782,107	2,761,735
LIBRARY BUDGET TOTAL	2,772,735	8,776,320

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

CULTURAL ARTS

ACCOUNT DESCRIPTION	2019-2020 PROPOSED BUDGET	2018-2019 ORIGINAL APPROPRIATION
PROFESSIONAL SERVICE	172,376	137,376
CITY GRANTS	40,000	40,000
PROGRAMMING	60,500	60,500
MAINTENANCE	5,248	5,248
GENERAL OPERATING EXPENSES	2,340	2,340

Department: Library Services/Cultural Arts

Item Description			How will this program/project enhance services or benefit the public?	FY20 Rev Offset	FY20 Exp Impact	FY20 Net Impact	Annual Exp (on-going)
REQUEST #1	Phase V Sculpture Garden	Plan and stage Phase V of the Civic Center Sculpture Garden		\$0	\$135,000	\$135,000	\$0
REQUEST #2	Self-Checkout Station	Purchase upgraded self-checkout station to coincide with implementation of new Integrated Library System.		\$0	\$11,000	\$11,000	\$0

ACCOUNT DESCRIPTION	FY 19 ORIGINAL	FY 19 ACTUAL	FY 19 PROJECTION	FY 20 PROJECTION
CALIF LITERACY CAMPAIGN	-	18,000	18,000	-
SLS GRANT FUND OC LIBRARY	-	4,465	4,465	-
SALE OF MAPS & PUB	1,200	1,546	2,000	2,000
PRIVATE REFUNDS & REBATES	9,000	5,675	9,000	9,000
COPIES/PLANS/SPECS/MISC	18,000	9,438	17,000	15,000
PASSPORT EXECUTION FEE	25,000	16,992	27,000	28,000
PASSPORT PHOTOS	8,000	4,355	8,000	8,000
VIDEOPLAN RENTAL	11,000	4,672	8,000	7,000
EXAM PROCTOR FEES	1,000	2,685	3,700	4,000
LIBRARY FINES	140,000	84,272	140,000	140,000
PRVT DONATION/CONTRIBUTNS	-	525	525	-
 LIBRARY ADMIN TOTAL	 213,200	 152,625	 237,690	 213,000
 NB LIBRARY FOUNDATION	 -	 76,564	 153,125	 -
 FRIENDS OF THE LIBRARY	 -	 291,378	 291,378	 -

TO: Newport Beach Board of Library Trustees
FROM: Tim Hetherton, Library Services Director
(949) 717-3810, thetherton@newportbeachca.gov
PREPARED BY: Tim Hetherton
TITLE: Library Meeting Rooms – Council Policy I-7

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review and reaffirm Council Policy I-7, *Library Meeting Rooms*.

DISCUSSION:

The Board of Library Trustees last addressed the Library Meeting Rooms policy, or Council Policy I-7, in October 2005. The Board's suggested revisions, which included the addition of language concerning the Friend's Room capacity, and some changes to the Friend's Room application procedure, were approved by City Council on October 10, 2006.

Council Policy I-7 is divided into 2 sections. The first section addresses policy, and the second deals with priorities of use and the application procedure.

The policy defines time, place, and the manner of use of the Friends Room. The policy includes limitations on frequency of use and requirements pertaining to serving alcohol, as well as guidelines designed to prevent Friends Room activities from disrupting the public's ability to access the Library (noise, parking, smoking, etc.). These restrictions do not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors.

Council Policy I-7 prioritizes the use of the Friends Room, with Library programs and City sponsored programs having the highest priority. The policy also delineates priority of use for government entities, local non-profits, non-resident non-profits, and civic groups without non-profit status.

An application process is included for groups that wish to use the Friends Room. The application includes a fee schedule, which the City Council can periodically adjust on the recommendation of the Board of Library Trustees. All fees are waived for Library or Library sponsored activities and programs and City or City sponsored activities and programs. Staff thinks that the current policy and fee structure work well to manage the use of the Friends Room. Staff recommends no revisions.

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).

ATTACHMENT A: Library Meeting Rooms – Council Policy I-7
ATTACHMENT B: Application Process – Library Meeting Rooms

Library Meeting Rooms

COUNCIL POLICY I-7

Background

The large meeting room in the Newport Beach Central Library is known as the **Friends Meeting Room** (Friends Room). The small meeting room at the Central Library is known as the **Conference Room**. The meeting room at the Crean Mariners Library is known as the **Vincent Jorgensen Room** (Jorgensen Room).

The **Jorgensen Room** is administered by the Recreation and Senior Services Department. The Library Board of Trustees and the Library Services Department administer the Library and its meeting rooms. These rooms are the primary source of meeting space for library programs and activities. The City has a shortage of large meeting space and City officers and employees frequently need to use the meeting rooms for City business on very short notice. Moreover, public use of the Library meeting rooms takes staff away from their normal duties and can, if uncontrolled, interfere with the public's use and enjoyment of the library. The City needs to limit the amount and timing of the use of the Library meeting rooms by other than Library and City officials and employees to protect the public interest.

Application

This Policy shall not apply to use of the Library meeting rooms for Library or Library sponsored activities and programs and City or City sponsored activities and programs. The Library staff, the Board of Library Trustees, the City and its officers and employees and the Friends of the Library and Library Foundation when used for programs and activities directly related to Library functions and purposes; shall be entitled to use the Library meeting rooms at any time subject only to confirming availability with the Library Services Director.

Purpose

The purpose of this Policy is to establish:

- A. Procedures for processing and approving or disapproving requests from private persons, groups or organizations for permission to use the Library meeting rooms;
- B. Priorities for the use of the Library meeting rooms to ensure its availability to the City and its officers and employees and to resolve any conflict related to requests for use by others; and
- C. Standards and criteria for the use of the Library meeting rooms to ensure there is no conflict with the public's use of the City Libraries and no significant impact on the workload of staff.

Procedure

Any person, group or entity seeking permission to use the Library meeting rooms (applicant) shall submit an application on the form provided by the Department. The applicant shall provide all information requested in the application and such additional information as may reasonably be required by the Library Services Director to enable him/her to determine if use by the applicant will comply with this Policy. Applications shall not be considered complete unless accompanied by required fees and proof of insurance. No person, group or entity shall be entitled to use of the Library meeting rooms unless their application has been approved by the Library Services Director or his/her designee. No application shall be approved within one year after the applicant's failure to comply with the standard conditions of use or any special conditions imposed by the Department Director. No application shall be approved until the applicant establishes that any fees, donations or admissions charged for use of the Library meeting rooms will be for non-profit fundraising purposes or limited to defraying the actual costs and expenses of the activity or program for which the application is submitted.

Standard Conditions to Use

Applications for use of the Library meeting rooms are approved subject to permittee's compliance with the following standard conditions to use:

- A. The use of alcoholic beverages is prohibited unless expressly approved in writing by the Director and subject to the approval of the Alcoholic Beverage Control Board.
- B. Smoking is prohibited in the Library meeting rooms, and the entire Library facility, including restrooms.
- C. At least one (1) adult shall be present in the Library meeting rooms for every twenty (20) minors in attendance. Each adult necessary to maintain the required adult/minor ratio shall remain in the Library meeting rooms for the duration of the permitted use.
- D. No person shall interfere with the normal use and activities of the Library by way of noise, disturbance or other activity.
- E. Groups of one hundred (100) or more persons shall be required to provide proof of off-site parking availability (off-site parking plan) prior to approval of the application and shall strictly comply with the parking plan.
- F. Meetings or activities conducted at the Library meeting rooms may not be advertised or promoted as City or Library sponsored activities. All materials used for advertising or announcing a meeting or activity to be conducted in a Library meeting room shall be submitted to the Library Services Director at least ten (10) days prior to the use for the sole purpose of determining if the material complies with this condition. The Library Services Director shall notify the permittee of his/her determination that the material complies or does not comply with the condition within two business days after submittal.

ATTACHMENT A: LIBRARY MEETING ROOMS (COUNCIL POLICY I-7)

G. Meetings or activities in the Friends Room shall not exceed 200 persons.

H. The Library meeting rooms shall not be used for private social functions such as weddings, music rehearsals, etc. unless rehearsals are necessary as part of a Library or City sponsored public concert, or production which is scheduled to be performed in the Library meeting rooms.

I. Use of the Friends Room and Conference Room is limited to 9:15 a.m. to 8:30 p.m. Monday through Thursday and 9:15 a.m. to 5:30 p.m. Friday through Saturday.

J. The provision of insurance should be general liability, naming the City and its officers, agents, officials, employees and volunteers as additional insureds, providing coverage in the amount of not less than \$1,000,000 for any claim, loss, injury, damage or other casualty that is in any way related to the use and/or occupancy of the Library meeting rooms by the permittee authorized to use the Library meeting rooms pursuant to this Policy.

K. The agreement of the permittee to defend, indemnify and hold harmless the City and its officers and employees with respect to any claim, loss, or injury that arises out of, or is in any way related to permittee's use and occupancy of the Library meeting rooms.

L. Applications for reservations may be made no more than 90 days in advance and no more than once every 90 days.

Priorities of Use

A. FIRST PRIORITY

1. Any official Newport Beach Public Library co-sponsored and/or conducted programs and activities that are directly related to library functions and purposes.
2. Any meeting or activity conducted by any organization of which the City is a member and whose purpose is consistent with the educational and informational function of the Library.

B. SECOND PRIORITY

Use of the Library meeting rooms may be granted by the Library Services Director to those persons, organizations or entities listed below on a first come first serve basis:

1. Sponsored educational or informational programs and activities of other state or local public agencies such as local public schools or special districts.
2. Recreational, social or civic organizations and/or groups that are promoted and sponsored by City residents or City non-profit organizations that are open to the public and have fifty percent (50%) or more of memberships consisting of Newport Beach residents.
3. Recreational, social or civic organizations and/or groups that are non-resident promoted and sponsored by non-profit organizations that are open to the public, but do not qualify under B.2.

4. Schools, colleges, hospitals or other similar civic groups not qualifying under the definition of non-profit. Non-profit status is defined as an organization that is so defined by the Internal Revenue Service Section 501C3 and has a state of California Tax Identification Number

Fees, Deposits and Cancellation Procedures

Fees may be charged for the use of the Library meeting rooms. Fees shall be established by Resolution of and periodically adjusted by the City Council on the recommendation of the Board of Library Trustees. Fees shall be limited to an amount necessary to defray the costs associated with the administration of this policy and the maintenance and repair associated with the public's use of the Library meeting rooms.

History

Adopted O-1 – 7-14-1980

Amended O-1 – 11-28-1988

Amended O-1 – 10-28-1991

Amended O-1 – 2-27-1995 (changed to I-21)

Amended I-21 – 2-24-1997

Amended I-21 – 5-8-2001

Amended I-21 – 4-8-2003 (changed to I-7)

Amended I-7 – 10-10-2006

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on February 19, 2019.

APPLICATION PROCESS **LIBRARY MEETING** **ROOM**

PRIORITIES OF USE

- A. Any official Newport Beach Public Library co-sponsored and/or conducted programs and activities that are directly related to Library functions and purposes.
- B. Any meeting or activity conducted by any organization of which the City is a member and whose purpose is consistent with the educational and informational function of the Library.
- C. Sponsored educational or informational programs and activities of other state or local public agencies such as local public schools or special districts.

APPLICATION PROCEDURE

Application for use of the Central Library meeting rooms are obtained through Francine Jacome, Administrative Support Technician - Library Services Department, (949) 717-3802 or fjacome@newportbeachca.gov.

Applications for use of the Jorgensen room (available only after 5:00 p.m. weekdays) are obtained through Matt Dingwall, Recreation Coordinator – Recreation and Senior Services Department, (949) 644-3152 or mdingwall@newportbeachca.gov.

Any person, group or entity seeking permission to use the Library meeting rooms (applicant) shall submit an application on the form provided by the Library Services Department. The applicant shall provide all information requested in the application and such additional information as may reasonably be required by the Library Services Director to enable him/her to determine if use by the applicant will comply with this Policy. Applications shall not be considered complete unless accompanied by required fees and proof of insurance. No person, group or entity shall be entitled to use of the Library meeting rooms unless their application has been approved by the Library Services Director or his/her designee. No application shall be approved within one year after the applicant's failure to comply with the standard conditions of use or any special conditions imposed by the Department Director.

FEES, DEPOSITS AND CANCELLATION PROCEDURES

Fees may be charged for the use of the Library meeting rooms. Fees shall be established by Resolution of and periodically adjusted by the City Council on the recommendation of the Board of Library Trustees. Fees shall be limited to an amount necessary to defray the costs associated with the administration of this policy and the maintenance and repair associated with the public's use of the Library meeting rooms.

MEETING ROOM FEES:

Cancellation Charge	\$59
Refundable Deposit: Friends Room (use of Public Address system)	\$100
Refundable Deposit: Cleaning	\$96
Setup & Cleanup: Friends Room	\$114
Facility Use Fees: Non-Profit Resident, per hour, 2 hour minimum	\$50
Facility Use Fees: Non-Profit Non-Resident, per hour, 2 hour minimum	\$95
Facility Use Fees: Private Resident, per hour, 2 hour minimum	\$80
Facility Use Fees: Private Non-Resident, per hour, 2 hour minimum	\$160

Check Payable To: CITY OF NEWPORT BEACH

GENERAL REQUIREMENTS FOR USE OF FRIENDS ROOM:

(To be received and approved before date can be confirmed)

- Contract must be signed with fees, deposits and insurance forms attached
- Provision of insurance as stated in City Council Policy I-7 and to include:
 - *Certificate of Insurance*
 - *Worker's Comp section completed if employees/volunteers of group attending meeting*
 - *Additional Insured Endorsement*
 - *Special Event Insurance will be required if group cannot provide insurance*
- Copy of 501c3 and State of California Tax Identification Number
- All meetings in the Friends Room are open to the public
- Contact person must be present when room is first opened by staff
- Available only during hours stated in City Council Policy I-7
- Activities must be limited to the room; sound cannot impact library use
- No alcohol
- Room set-up approved prior to event

Approved by the Board of Library Trustees May 16, 2016

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on February 19, 2019.

TO: Board of Library Trustees

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Display and Distribution of Materials in Library

RECOMMENDATION:

Staff recommends that the Board of Library Trustees reaffirm NBPL 8, Display and Distribution of Materials in Library.

DISCUSSION:

The Newport Beach Public Library makes areas for the distribution and display of informational materials provided by various governmental agencies available to Library customers. The Library provides space at all locations for the display of these materials.

The current policy limits the display of materials to Newport Beach Public Library programs and resources, materials from our designated support groups, and local, state, and federal government entities. Library staff manages the designated display areas at all 4 locations.

The American Library Association's Intellectual Freedom Manual offers guidance on Exhibit Spaces and Bulletin Boards (www.ifmanual.org/exhibitspaces) and states that, "*A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.*" The Library offers additional materials from federal, state, and local governmental entities in addition to those for library-related activities, which does not seem to be a notable deviation from this guidance, since these materials are informational in nature and do not present a particular viewpoint. Staff inspected the Central Library material display shelves in preparation for this report. The display included brochures and flyers from the Department of Motor Vehicles, the Federal Emergency Management Agency (FEMA), the Fair Housing Foundation (sponsored by the City of Newport Beach and marked with the City seal), OCTA bus schedules, the Federal Trade Commission, the US Census, student loan forms (FAFSA), and California voter registration forms, among others. Staff feels that the display shelves are an effective clearinghouse for government information and a useful amenity for patrons.

All four Library locations also provide Federal and California Franchise Tax Board tax forms.

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).

ATTACHMENT A: Display and Distribution of Materials (NBPL 8) current version.

Display and Distribution of Materials

NBPL 8

The purpose of this policy is to establish standards concerning the use of the areas officially designated for the display and distribution of materials at the Newport Beach Public Central Library and, to the extent established, any similar shelves in any Library branch.

The Newport Beach Public Library makes available shelves for the display and distribution of materials for Library customers to obtain information provided by various governmental agencies. Central Library and the three branch locations each have a designated area for the display and distribution of materials in the Library.

The following are the guidelines established by the Library Trustees for the use of these shelves:

- A. The materials to be given away must be in brochure, pamphlet, flyer, and/or business card formats, and must not exceed 8.5" x 14" in size.
- B. No materials provided by any non-governmental agency will be permitted on the designated shelves. Acceptable materials for dissemination on the shelves include Library information and announcements including Friends of the Library and Newport Beach Public Library Foundation material; and materials from other governmental agencies – e.g. City, County, State, and Federal information; and information and instructional materials from schools in the Newport Beach area (schools are defined by the California Department of Education at <http://www.cde.ca.gov/ds/si/ds/dos.asp>).
- C. All items placed on the designated shelves should be approved by the Adult Services Coordinator or their designee at Central Library and the Branch Librarians or their designee at the branch locations. The Library Services Manager should be consulted if there is doubt about the suitability of a particular item. Library staff is responsible for placing the materials on the designated shelves and removing out-dated material. The provider may furnish any display holder it desires for its materials so long as the display holder is of an appropriate size, shape, and material and that there is sufficient display space for materials received.
- D. The Library is not responsible for the damage, theft, or loss of any materials or display holders.
- E. Other than materials provided by the City of Newport Beach or the Library, no materials intended to be given to or seen by the public may be placed by any person or entity in any lobby area, other shelves, desks or tables, or anywhere else in any of the Libraries.
- F. Library staff has the right to remove and dispose of any materials that fail to meet these standards in any way. The Library is not responsible for returning undistributed materials.

Adopted – February 17, 2015

Amended - February 17, 2015

Reaffirmed – February 19, 2019

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on February 19, 2019.

TO: Newport Beach Board of Library Trustees
FROM: Tim Hetherton, Library Services Director
(949) 717-3810, thetherton@newportbeachca.gov
PREPARED BY: Natalie Basmacian
TITLE: 2019 Arts and Culture update

INTRODUCTION:

The Cultural Arts Division of the Newport Beach Public Library, with guidance and support by the Newport Beach City Arts Commission, brings cultural and arts programming to the community. Cultural activities are ongoing throughout the year and include the coordination of revolving art and cultural exhibitions at Central Library, the Sculpture in Civic Center Park Exhibition, the annual Newport Beach Art Exhibition, Concerts on the Green, and a variety of arts lectures and special events.

EXHIBITS IN THE CENTRAL LIBRARY:

The City maintains exhibit space at the Central Library. The City Arts Commission's Fine Arts Committee meets periodically to review artist's submissions for exhibition in Central Library. Upon acceptance, exhibiting artists must agree to the conditions and requirements detailed in the City Policy 1-11.

Exhibitions in 2018 included:

- Diana Blaisure (depictions of architectural structures by enhancing photographs with computer software).
- Phyllis Paxton (mixed media)
- Chip Fesko (mixed media)
- James Strombotne (water colors, acrylics)
- Diana Ghoukassian (photography).
- Gianne de Genevraye (oils).

NEWPORT BEACH ART EXHIBITION:

The Newport Beach City Arts Commission hosted the 54th Annual Newport Beach Art Exhibition on Saturday, June 16, 2018 at the Newport Beach Civic Center. Cash prizes were awarded to artists within a number of categories. A portion of the proceeds from the art sale funds Newport Beach community arts programs. This years' exhibition is scheduled for Saturday, June 15.

CONCERTS ON THE GREEN:

Concerts on the Green – Four concerts were held on Sundays during the summer of 2018. Concerts included Matt Mauser: A Celebration of Frank Sinatra on June 16; The Springsteen Experience on July 15; Tijuana Dogs on August 12; and Desperado: A Tribute to the Eagles on September 9.

CONCERT ON THE BALBOA PENINSULA:

The City Arts Commission presented a concert featuring Southland Sings on September 23, 2018 in Peninsula Park. Southland Sings performed a selection of Broadway show tunes.

CULTURAL ARTS GRANTS:

Each year, the City of Newport Beach distributes \$40,000.00 in funds to arts organizations, enabling them to expand arts programs offered to the local community. To apply, arts organizations are required to meet established criteria and submit a Cultural Arts Grant Application by the September deadline.

In November 2018, the City Council approved City Arts Commission Cultural Arts Grants to the following arts entities: Balboa Island Improvement Association, Baroque Music Festival, Chuck Jones Center for Creativity, Ensign Intermediate School Dance Club, Newport Beach Film Festival, Newport Beach Sister City Association, Newport Elementary School Foundation, and the Pacific Symphony.

The City Arts Commission also granted itself \$16,000 for arts programming.

SCULPTURE EXHIBITION IN CIVIC CENTER PARK:

On January 8, 2019, the Newport Beach City Council authorized Phase IV of the Sculpture Exhibition. The call for entry commenced in February 2019 and the grand opening of the Exhibition will be on June 22, 2019.

NEWPORT BEACH ARTS FOUNDATION:

The Newport Beach Arts Foundation, a private non-profit 501 (c) (3) organization, has been dedicated to supporting cultural arts activities of the Newport Beach City Arts Commission in the City of Newport Beach. In 2018, the Arts Foundation presented the 15th Annual Art in the Park. This one-day event was held on the Civic Green on October 13, 2018. Over 125 artists and craftspeople exhibited and sold their original art and fine crafts. Attendees were able view and purchase works including oil paintings, watercolors, pastels, acrylics, mixed media, sculpture, glass art, textiles, jewelry, woodcrafts, photography and more. Art activities for children were provided by the Chuck Jones Center for Creativity.

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

PREPARED BY: Annika Helmuth, CDM Branch Librarian
Tim Hetherton, Library Services Director

TITLE: Corona del Mar Branch project Update – January 2019

DISCUSSION:

Rain delays are affecting the project. Most work on the exterior of the building is behind by approximately 3 weeks. The site has not had time to dry out between storms, which is also contributing to delays.

Interior work in the library is on schedule; with only minor delays due to weather (as cold/damp weather affects the drying time for paint and plaster). In the next three weeks, the library will see continued primer and paint work with the possibility for tile installation (floors and walls) by the end of February.

Adult Services Coordinator Rebecca Lightfoot reports that the majority of the print collection for the branch has been ordered, and staff has started ordering the AV collection.

Circulation and Technical Services Coordinator Melissa Hartson has been working with our RFID vendor Bibliotheca to obtain quotes for the RFID equipment and self-checkout machine. Staff is also developing a timeline for delivery and installation of the equipment.

Branch Librarian Annika Helmuth reports that storytimes at Community Youth Center in CDM continue to be very well attended. In January, Annika saw record attendance for preschool story time. Monthly attendance in January for both Books and Babies and Preschool story time totaled over 400 participants. Attendance is high in early February as well at both storytimes.

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).