



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, August 19, 2019 - 5:00 PM

Board of Library Trustees Members:

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 Hetheron, 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 thetheron@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 ON CONSENT CALENDAR

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 July 15, 2019 Board of Library Trustees Meeting

[02-DRAFT JUL MINUTES](#)

2. Patron Comments

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

[03-PATRON 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.

[05-FY END EXPENDITURES](#)

[06-YTD EXPENDITURES](#)

5. Board of Library Trustees Monitoring List

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

[07-MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Information Technology Update

IT Applications Supervisor Avery Maglinti will update the Board on the Library information technology activities.

7. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project and branch activities during the closure.

[08-CDM UPDATE](#)

8. Lecture Hall Update

Chair Ray will report on the July 31 meeting of the Library Lecture Hall Design Committee.

9. Library Services

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

10. Library Foundation Liaison Reports:

- A. Library Foundation Board - Report of the most recently attended meeting
- B. Library Live Lectures Committee - Report of the most recently attended meeting
- C. Witte Lectures Committee - Report of the most recently attended meeting

11. Friends of the Library Liaison Report

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

12. Literacy Services Liaison Report

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

VII. 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.

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, CA 92660
Meeting Minutes
July 15, 2019 – 5:00 p.m.**

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

Chair Ray welcomed Board Member Glabman.

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 Barbara Glabman, Board Member Kurt Kost

Trustees Absent: None

Staff Present: Tim Hetheron, Library Services Director
Elaine McMillion, Administrative Support Specialist
Natalie Basmacyan, Library Services Manager
Carol Jacobs, Assistant City Manager
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Branch & Youth Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Daisy Hernandez, Library Assistant

III. ELECTION OF OFFICERS

Board Member Watkins nominated Board Member Ray for the office of Chair.

Motion made by Board Member Watkins, seconded by Board Member Coulter, and carried (5-0-0-0) to approve the nomination of Board Member Ray as Chair of the Board of Library Trustees.

AYES: Ray, Watkins, Coulter, Glabman, Kost

NOES:

ABSTENTIONS:

ABSENCES:

Board Member Coulter nominated Board Member Watkins for the office of Vice Chair.

Motion made by Board Member Coulter, seconded by Board Member Kost, and carried (5-0-0-0) to approve the nomination of Board Member Watkins as Vice Chair of the Board of Library Trustees.

AYES: Ray, Watkins, Coulter, Glabman, Kost
NOES:
ABSTENTIONS:
ABSENCES:

Vice Chair Watkins nominated Board Member Coulter for the office of Secretary.

Motion made by Vice Chair Watkins, seconded by Board Member Kost, and carried (5-0-0) to approve the nomination of Board Member Coulter as Secretary of the Board of Library Trustees.

AYES: Ray, Watkins, Coulter, Glabman, Kost
NOES:
ABSTENTIONS:
ABSENCES:

IV. NOTICE TO THE PUBLIC

V. PUBLIC COMMENTS

None

VI. CONSENT CALENDAR

A. Consent Calendar Items

1. Minutes of the June 17, 2019 Board of Library Trustees Meeting

Vice Chair Watkins suggested the draft Minutes include Mr. Mosher's proposed revisions.

2. Patron 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.

Vice Chair Watkins requested staff provide the Board of Library Trustees with an updated Library staff roster and organization chart.

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 Vice Chair Watkins, and carried (5-0-0-0) to approve the Consent Calendar with the June 17, 2019 Minutes amended as noted.

AYES: Ray, Watkins, Coulter, Glabman, Kost

NOES:

ABSTENTIONS:

ABSENCES:

VII. CURRENT BUSINESS

A. Items for Review

6. **Statistical Comparison Report of Peer Libraries/Meeting Spaces**

Staff will provide a statistical comparison of the Newport Beach Public Library and regional peer libraries.

Library Services Director Hetherton reported staff identifies libraries that are similar to Newport Beach in population and income as peer libraries. Staff reviews the peer libraries' reports submitted to the California State Library for population, number of full-time staff, operating budget, percentage of the budget spent on collections, amount of print materials, program attendance, and visits. The Library tends to compare fairly well with peer libraries. One notable statistic for comparison is collection expenditures, which in Newport Beach are supported by donations from the Friends of the Library and the Newport Beach Library Foundation. The number of visits to the Library is high in comparison to the service population and seems to indicate many people who do not live in Newport Beach use the Library. Within the materials budget, staff spends 41 percent on print materials and 41 percent on databases and downloadable content. Peer libraries that maintain a dedicated auditorium facility have fairly high programming numbers. The Library's programming numbers are roughly the same without having an auditorium facility. The Library's statistics appear to be comparable with other libraries; however, the Library receives three stars while peer libraries receive four and five stars. The only statistic in which the Library falls short is internet use per capita, which Library Services Director Hetherton attributes to residents having internet access at their homes.

In reply to Board Member questions, Library Services Director Hetherton advised that the Cerritos library has approximately three times the number of public computers as the Newport Beach Library. Perhaps the Board of Library Trustees should visit the Cerritos library. The Cerritos library has a small service population, but the number of visits is extremely high. *The Library Journal* rates public libraries annually in five categories: visits, circulation, e-circulation, program attendance, and public internet computer use. In the past 11 years, the Library has been named a Star Library ten times, which means the Library is a top performer in the five categories. The star rating and statistics are important, but people continue to visit the Library and think the Library is doing a good job. The service populations of peer libraries are not necessarily similar to the Library's service population, but demographically the peer libraries are affluent communities with many educated people and located near a large urban area. The category column in the star table is the budget range for libraries. The budget for the Santa Monica library is twice Newport Beach Library's budget. The comparison of Newport Beach Library with peer libraries began around 2014. Library Services Director Hetherton related that he could

provide the square footage of peer libraries. Some libraries receive funding from specific taxes. The peer libraries are located in cities that are similar to Newport Beach and include the two closest independent city libraries, Huntington Beach and Mission Viejo.

Board Members concurred with visiting the Cerritos library.

Board Member Coulter remarked that Library staff is very friendly and does a very good job.

Jim Mosher noted peer libraries can be defined in different ways. In response to Mr. Mosher's inquiries, Library Services Director Hetheron indicated Fullerton, Placentia and Buena Park library systems are located in Orange County. Staff probably did not consider the Fullerton, Placentia, and Buena Park libraries as peer libraries because of demographic factors.

7. Proposed Library Closures for Winter Holidays 2019

Staff recommends a proposed Library holiday schedule for Board approval.

Library Services Director Hetheron proposed Library Branches close at 6:00 p.m. on December 26, 27, 28, and 30, and Central and Mariners Branches maintain their normal Sunday hours on December 29. The proposed schedule will allow staff to take leave during the holidays. Between Christmas and New Year's, most visits occur during the day.

Motion made by Vice Chair Watkins, seconded by Board Member Coulter, and carried (5-0-0-0) to approve the proposed Library holiday schedule.

AYES: Ray, Watkins, Coulter, Glabman, Kost

NOES:

ABSTENTIONS:

ABSENCES:

8. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project and branch activities during the closure.

Library Services Director Hetheron reported the Corona del Mar Branch will not open to the public on or before the Grand Opening celebration scheduled for July 20. The subcontractor will not have cabinets and counters finished, and consequently the Information Technology (IT) Department will not complete its work in the Branch. The earliest the Branch could open to the public is the week of July 29. The plan now is to hold an open house at the Branch on July 20 from 10:30 a.m. to 2:00 p.m. Staff may be able to circulate materials during the open house. Staff will continue to update the Board regarding progress. Parking may be a problem during the open house.

Chair Ray remarked that the public will be excited to see the new Branch. She suggested the Friends of the Library conduct a book sale during the open house. Library Services Director Hetheron related that the Friends are planning a book sale for the open house.

In answer to queries from the Board, Library Services Director Hetherington indicated Mayor Dixon, Councilmen O'Neill and Muldoon, and Councilwoman Brenner are planning to attend the open house. Hopefully, all Board Members can attend. Staff has placed materials on the shelves but is awaiting some Children's Fiction materials. Staff will provide the Board with a program for the open house.

9. Lecture Hall Update

Staff will update the Board on activities related to building a lecture hall facility on the Central Library site.

Chair Ray noted a Library Lecture Hall Design Committee had been appointed and will begin meeting in July. The Committee will review responses to the Request for Proposals (RFP).

10. Library Services

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

Library Services Director Hetherington indicated the Friends held their annual luncheon and officer installment on June 11 with guest speaker Christina Lynch, author of *The Italian Party*. At the beginning of the fiscal year, staff typically renews Library subscriptions to databases. Lynda.com is a popular Library database. LinkedIn has purchased Lynda.com and will require patrons to provide private information that LinkedIn will make public. The Library does not share any personal information because State law mandates the Library to maintain the confidentiality of patron information. Patrons can change the LinkedIn settings to ensure the privacy of their information; however, a Google search will reveal patrons' LinkedIn accounts. When patrons log into Lynda.com, they will receive a notice advising them to create a public profile and encouraging them to speak to a librarian if they do not wish to create a public profile. However, librarians can do nothing but tell patrons not to use the service if they wish to remain private. LinkedIn has advised libraries that they may end their contracts for Lynda.com if libraries do not wish to migrate to the new Lynda.com/LinkedIn service. The American Library Association (ALA) will not advise libraries to migrate to LinkedIn because of privacy concerns. The ALA is preparing a statement and recommendation for public libraries. Being able to pressure LinkedIn not to utilize the new business model would be good because patrons use and like Lynda.com. Public libraries are a large market for LinkedIn. Library Services Director Hetherington advised that under the current circumstances he will not renew the Library's subscription to Lynda.com. He will provide updates to the Board of Library Trustees. If the Library's subscription to Lynda.com ends, staff will notify the public and explain the circumstances.

In answer to queries, Library Services Director Hetherington related that in the last week three vendors have contacted staff about databases that compete with Lynda.com. Staff will review the competing databases in the search for an alternative to Lynda.com. The Library's subscription for Lynda.com expires July 27. Under the new business model, patrons will access Lynda.com through their LinkedIn accounts.

Staff introduced themselves to the Board of Library Trustees and summarized their duties in the Library.

B. Monthly Reports

Chair Ray reported she has reorganized the agenda items for the five committees. Chair Ray appointed herself as liaison to the Library Foundation Board, Board Member Coulter as liaison to the Friends of the Library, Board Member Kost as liaison to the Witte Lectures Committee, Vice Chair Watkins as liaison to Literacy Services, and Board Member Glabman as liaison to the Library Live Lectures Committee.

Meg Linton, Library Foundation Chief Executive Officer, advised that Library Live lectures are connected to some type of publication and usually focus on local and West Coast writers. The program is relatively new and offers two lectures in the fall and two in the spring. Library Live is very active in creating new partnerships. The Library Live Committee usually meets once per month.

11. Library Foundation Liaison Reports

- A. Library Foundation Board** – Report of the most recently attended meeting.
- B. Library Live Lectures Committee** – Report of the most recently attended meeting.
- C. Witte Lectures Committee** – Report of the most recently attended meeting.

None

12. Friends of the Library Liaison Report

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

Board Member Coulter reported Amy Hunt, the Friends' President, and Meg Linton the NBPL Foundation Executive Director will be collaborating to support the Library. Bookstore sales through June 30, 2019 total \$199,966, a 1.4 percent increase over the prior fiscal year. The Friends are working on increasing sales through Amazon.com. A one-day sale of 50 percent off all bookstore inventory garnered \$2,000. The sale of art books garnered \$2,457. The sale of Jim Abbott books sold out, and Mr. Abbott has agreed to supply more books. Another sale of 50 percent all inventory for members only is planned for August 10. Members of the Friends total 891, and members' dues totaled \$1,490 in June.

13. Literacy Services Liaison Report

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

Vice Chair Watkins advised that Literacy Services has funds of approximately \$377,000 and 38 unsigned learners but no tutors. International Literacy Day is September 12. A happy hour is scheduled for October 26.

Chair Ray noted tutors do not need to speak a second language.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher shared Library Services Director Hetherton's concerns about confidentiality and Lynda.com. Another confidentiality concern is the ease with which someone can

access a patron's account information with only the patron's library card number and surname. He inquired whether the Library Lecture Hall Design Committee had supplanted the Board of Library Trustees with respect to determining all aspects of the lecture hall. A sign outside the room during Board of Library Trustees' meetings could increase public attendance. The Board of Library Trustees should provide input to the City Manager's review of the Library Services Director.

Vice Chair Watkins indicated the Board of Library Trustees has explored the agreement regarding performance review of the Library Services Director, and perhaps staff could provide at a future meeting the resolution of the issue.

IX. 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

X. ADJOURNMENT – 6:00 p.m.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

JULY 2019

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p><u>1</u> <u>7/2019</u> <u>Comment Card</u> <u>Debbie Walker</u> <u>Branch and Youth Services Coordinator</u> <u>7/18/2019</u></p>	<p>Add books in Braille and Children's Texture Books. It's a little sad that a huge library doesn't even have one book in Braille.</p>	<p>I am sending this in reply to the comment card you left noting that the Library does not have books in Braille. At this time we do not plan on adding books in Braille to the collection but can direct you to organizations that can provide those materials. One is the Braille Institute and they do have centers in Anaheim and Laguna Hills. Their information can be accessed at this site: www.brailleinstitute.org/orange-county. The other is the National Library Service for the Blind and Physically Handicapped through the Library of Congress. Through a network of regional libraries (the closest is in Los Angeles), they provide free Braille and talking books to those who need them. These items can be shipped free directly to the patron and returned to the NLS with no charge as well. Their information can be accessed at www.loc.gov/nls. We appreciate your use of the Library and hope that these resources will be helpful.</p>
<p><u>2</u> <u>7/9/2019</u> <u>Comment Card</u></p>	<p>I like almost everything. Thank you! Please put a reading time limit on "Barron's" magazine. Old people keep it for hours.</p>	<p>Unable to reply. Contact information was not provided.</p>
<p><u>3</u> <u>7/15/2019</u> <u>Email</u> <u>Melissa Hartson</u> <u>Circulation and Technical Processing Coordinator</u> <u>7/16/2019</u></p>	<p>My kids and I went the kids library and we tried to check out some books with self-check out machine. Actually we did not check out any books because the books were reference book. So we gave up to check out and tried to leave. At that time a kid jumped into the self-checkout box and put in his book and quickly picked it up again and ran away. I finally got a list of receipts that the boy checked out. This happened today at around 11 A.M. on July 15. I was surprised at this for the first time, but of course we asked to cancel the list because it was not a borrowed book for us and it was just happening. The man in the checkout center took it out from our list and then explained to us. I tried to remember with my kids what the man said to us as much as possible. He said: [I cannot erase the book from the receipt but I can take it out of your account. Next time someone tries to put their book in, you will have to stop him. It is your responsibility. If another person does it again you have to pay for it.] He is grateful for helping to remove the list. He was the only one who could help me. If I could see any cancel button on the self-checkout machine, I would have been able to cancel it myself. But this happening is not the fault that I and my kids have not stopped anyone coming. Also, I think it is not the fault of the boy who was very little. Even the boy seemed too little to speak. But in conversation with him, we felt uncomfortable and something was unfair. Is this only our responsibility? It is not a problem to have to pay for a book when this happening happens again. (of course it will not happen to me again) I wonder if it's actually true in your policy. If that is true, I think I should share this fact with other mothers. And you need to warn your library that you need to look around carefully when checking out. Of course, as he said, we should have been careful. We stood around the self checkout machine. But the little boy suddenly appeared and imagined no one would put the book like that.</p>	<p>I apologize for the mishap that occurred while you were attempting to check out library materials yesterday. This is not a regular occurrence. You took the appropriate steps after this happened to approach the Clerk at the desk for a resolution. The item was removed from your account and we have located it on our shelves. Please do not hesitate to contact me if you would like to discuss this matter further.</p>
<p><u>4</u> <u>7/24/2019</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>7/24/2019</u></p>	<p>I am a college student at UC Irvine, spending some of my extra time this summer teaching myself web development. I was curious if the library has any computer monitors that would be available for me to plug my laptop into for some extra screen real estate. I typically am at home coding with my desktop monitors, but I would like to be able to get out of the house sometimes while still having more than just my 13" MacBook screen to do web development on. I know you have some great computers to offer, but I would prefer to use my own laptop since I already have all of the development environments set up properly on my computer and since the files are already there. Is there any chance I could plug into another monitor at the library? Or are they reserved for the desktop computers only. Thanks for your help.</p>	<p>Thank you for your interest in the Media Lab. You are certainly welcome to use our computers, but unfortunately we do not have extra monitors for you to use with your own laptop. Please do not hesitate to contact me with any other questions or concerns! Thank you.</p>

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

JULY 2019

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p><u>5</u> <u>7/24/2019</u> <u>Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>8/9/2019</u></p>	<p>Wanted to mention thanks to Greg & everyone else who runs the media & sound labs. They have always been super-helpful & have always taken time to address my questions. The guys really do a great job & wanted to let you know how grateful I am for the labs & the people that keep them running! Thanks.</p>	<p>Thank you for taking the time to share these positive comments about Library staff. We appreciate your continued support, and we look forward to serving you in the same exemplary manner in the future. The Media and Sound Labs are excellent amenities, but they would be nothing without our friendly and competent employees available to assist the public. Best regards.</p>
<p><u>6</u> <u>7/29/2019</u> <u>Comment Card</u> <u>Debbie Walker</u> <u>Branch and Youth Services Coordinator</u> <u>8/10/2019</u></p>	<p>Melinda in children's books was so helpful, cheerful, and got what we wanted. She's awesome!</p>	<p>I received the comment card you left regarding the great service you got from Melinda in the Children's room. I have let her know about your kind words and compliments regarding her cheerful attitude and help in finding the books you needed. At all of our Newport Beach Public Library locations we pride ourselves in offering our patrons excellent customer service and strive to make each visit to the Library a pleasant one. We sincerely appreciate that you took the time to tell us about your experience in Children's and with Melinda. We do appreciate your use of the Library and thank you again for taking the time to contact us.</p>
<p><u>7</u> <u>7/30/2019</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>7/30/2019</u></p>	<p>Is Kanopy available through the NB library?</p>	<p>Thank you for inquiring about Kanopy. Yes, the Newport Beach Public Library does have a subscription to Kanopy. You can access from home with your NBPL card. Just navigate to the eBranch tab on our website, and click on "Streaming Video". You can then click on the Kanopy icon to set up your free account and get started. https://www.newportbeachlibrary.org/ebranch/streaming-video. I hope that helps answer your question. Please let me know if there is anything else I can help you with. Thank you.</p>

NEWPORT BEACH PUBLIC LIBRARY

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

TIM HETHERON, LIBRARY SERVICES DIRECTOR

Central Library 25th Anniversary

Central Library celebrated its 25th Anniversary on Thursday, July 11 with a Foundation-hosted reception in the Bamboo Courtyard and an inspirational lecture by former Angels' pitcher Jim Abbott in the Friends Room, with over 200 guests in attendance. Forty copies of Mr. Abbott's book, *Imperfect: An Improbable Life* were sold and the proceeds were donated to the Friends of the Library. Thank you to the Friends of the Library for generously funding this event. Thanks also to all the staff who helped arrange this memorable event on July 11 and all of the 25th Anniversary activities.

CDM Branch Grand Opening

On Saturday, July 20, Newport Beach celebrated the grand opening of its newly rebuilt library and fire station in Corona del Mar. Keynote speakers included Newport Beach Mayor Diane Dixon, Councilwoman Joy Brenner, Board of Library Trustees Chair Janet Ray, and Fire Chief Chip Duncan. The building looks terrific, both inside and out, and the welcoming interior of the building includes an opening day collection, funded by the Library Foundation, the Friends of the Library, and a generous gift by CDM resident Karen Carlson. Over 300 community members, neighbors, City Staff and officials visited the new library during the afternoon. Visitors received a special bag to commemorate the opening and had the chance to tour the library. The Friends of the Library held court on the Reading Porch handing out cookies and information on how to become a member to further support the Library and its programming. Just prior to the Grand Opening the teak furniture for the porch (purchased with funds provided by the Friends) was delivered and installed and many boxes of books were delivered from Brodart and sorted and shelved by an efficient and dedicated crew (made up of Tech Pro, Circ and Reference staff) led by Annika.

California State Library honors Newport Beach

The California State Library has selected Newport Beach as the [California History Section's City of the Month](#). This distinction highlights organizations involved in local cultural preservation and outreach, as well as the varied local history resources available to researchers at the State Library.

The California History Section holds a premier collection of documents from and about California's rich history. Their vaults house thousands of rare books, maps, newspapers, and periodicals in addition to a huge collection of unique photographs, letters, and ephemeral items such as posters, pamphlets and sheet music. In July of 2018, in an

effort to better support the work of local governments and historical societies in promoting and preserving the past, the California History Section started the City of the Month program as a companion to their County of the Month program. This recognition honors the diverse character of California's many cities while providing research tips to individuals interested in finding out more about California local history.

The State Library has prepared an excellent [Research Guide for Newport Beach History](#).

The Newport Beach Public Library also houses an extensive [Local History Collection](#) at the Central Library. This unique collection is comprised of historical works and rare publications documenting life in California. The collection features a special emphasis on Orange County cities and luminaries. The Balboa branch of the Newport Beach Public Library houses a robust [collection of nautical books](#), DVDs, fiction, and periodicals, both historical and contemporary.

Lynda.com

As reported to the Board of Library Trustees in July, LinkedIn Learning—formerly Lynda.com, a platform used by libraries to provide online learning opportunities to library users—plans to make substantial changes to its terms of service that would significantly impair library users' privacy rights.

Under LinkedIn Learning's new terms of service, a library cardholder will need to create a LinkedIn profile in order to access LinkedIn Learning. In addition to providing their library card number and PIN, users will have to disclose their full name and email address to create a new LinkedIn profile or connect to their existing profile. New users will have their LinkedIn profile set to public by default, allowing their full name to be searched on Google and LinkedIn.

The American Library Association has long affirmed that the protection of library users' privacy and confidentiality rights are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. ALA's Library Bill of Rights and its interpretations maintain that all library users have the right to access library resources without disclosing their personally identifiable information (PII) to third parties, and to be free from unreasonable intrusion into, or surveillance of, their lawful library use. California state law also mandates that public libraries must keep patron records confidential.

Under these circumstances, Newport Beach Public Library has no option other than discontinuing access to Lynda.com.

For libraries unwilling or unable to transition to the new service model, LinkedIn Learning will allow discontinuing libraries to stay on Lynda.com through December 2019. Our patrons will be able to remain on the platform through the end of the year without being required to create a LinkedIn profile. In January 2020, when a LinkedIn Learning profile becomes mandatory to access the product, LinkedIn Learning will cancel the remaining time on our contract and refund the difference.

Staff continues to identify and evaluate potential replacements to Lynda.com.

Wheelhouse List for Library Trustees:

Friends of the Library check presentation

Tuesday, September 10, 4:00 pm
City Council Chambers

International Literacy Day Celebration

Thursday, September 12, 10:00 am - 12:00 pm
Friends Meeting Room, Central Library

Foundation Donor Wall and Recognition Party

Wednesday, September 18, 5:30 pm - 7:30 pm
Bamboo Courtyard, Central Library

NATALIE BASMACIYAN, LIBRARY SERVICES MANAGER

Facilities

The Municipal Operations department staff added new LED lights to the exterior parking lot light poles and the lighting in the parking lot has improved. All of the exterior lights by the Jorgensen Room are repaired. The City's contractor has resurfaced the Mariners donor wall. Library Services Manager Natalie Basmacyan and Youth and Branch Coordinator Debbie Walker are working with a sign vendor to add new plexi panels for the donor wall.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Summer Reading Program (SRP) went on at a brisk pace throughout the month of July. Magician David Skale was a wildly popular program at all locations performing to capacity crowds. The two craft programs for the month were also well attended and complimented by those in attendance.

Youth Services

As mentioned above for the Branches, Central Children's staff kept very busy throughout the month conducting regular storytimes and managing SRP. On Saturday, July 13 the annual Books and Bunnies Festival was held at Central from 10:30 to 1:00 pm. This event is sponsored by the Newport Beach Public Library Foundation and traditionally has been held the second Saturday in May but it was felt this program would be the perfect ending for the week of celebration taking place at Central in honor of Central's 25th Anniversary. Over 200 children and their adults attended the special Family Storytime that was held in the Friends Room to start the Books and Bunnies Festival. The event also hosted several local children's authors and included an area to play games.

Teen Services

Teen volunteers continue to be a very valuable resource at all library locations with the assistance they provide regarding SRP. Aside from giving out gamesheets and prizes, volunteers have also been extremely useful at SRP craft events.

MELISSA HARTSON, CIRCULATION & TECHNICAL PROCESSING COORDINATOR

New Equipment

Five new self-checkout machines were setup and installed at the Central Library. The new equipment is more responsive and quicker to check out materials than the previous machines. Patrons now have the capability to view their checked out items and renew from these kiosks. IT is working to finalize the setup so patrons may also pay their fines using a credit card at the machine. New self-checkout machines were also delivered to the Branches this month. Setup and installation for these will occur in August.

Training

I hosted our quarterly Clerk Training this month. I highlighted some of our resources on our eBranch and introduced the newest database addition, Legal Information Reference Center. Pam O'Connor and Vanessa Magana discussed other helpful tips for navigating our website. I also provided an update regarding the new self-checkout machines, discussing how they operate and the new features installed on these machines.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Volunteer Appreciation Party

Librarian II Nadia Dallstream organized the annual Volunteer Appreciation Party, which was held on Wednesday, July 10. Forty-two volunteers from the Friends, Homebound Services, and Teen Volunteers attended. Volunteers were treated to gift bags, raffle prizes, refreshments, and live music.

Collections

The First in Series labels have been applied to all of Adult Fiction and most Science Fiction items that are checked in. Items that are checked out are being stickered as they are returned. Going forward, all new First in Series items will have the sticker from our book vendor.

Ordering has resumed after the close of last fiscal year.

Staffing

Katherine Robbie began her part time Library Assistant duties after a two-week training period. Lisa Tradup-Flom began her two-week training as a part time Library Assistant on July 22. One more part time assistant for Adult Services is starting in August.

Training

Librarian Laurie Sanders attended a workshop on Writing Performance Evaluations. Librarian II Claire Leach attended a month long online class on Cataloging.

Databases

The new Legal Information Reference Center database went live at the end of July. This database contains full text issues of many popular NOLO press legal guides as well as a number of legal forms by state.

Proquest Articles Retrieved 2019-2020

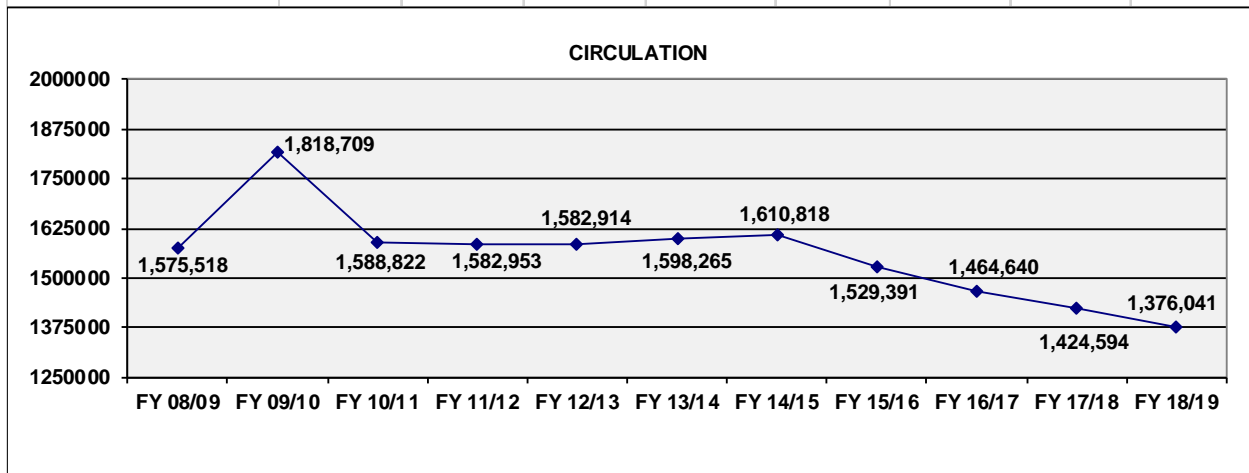
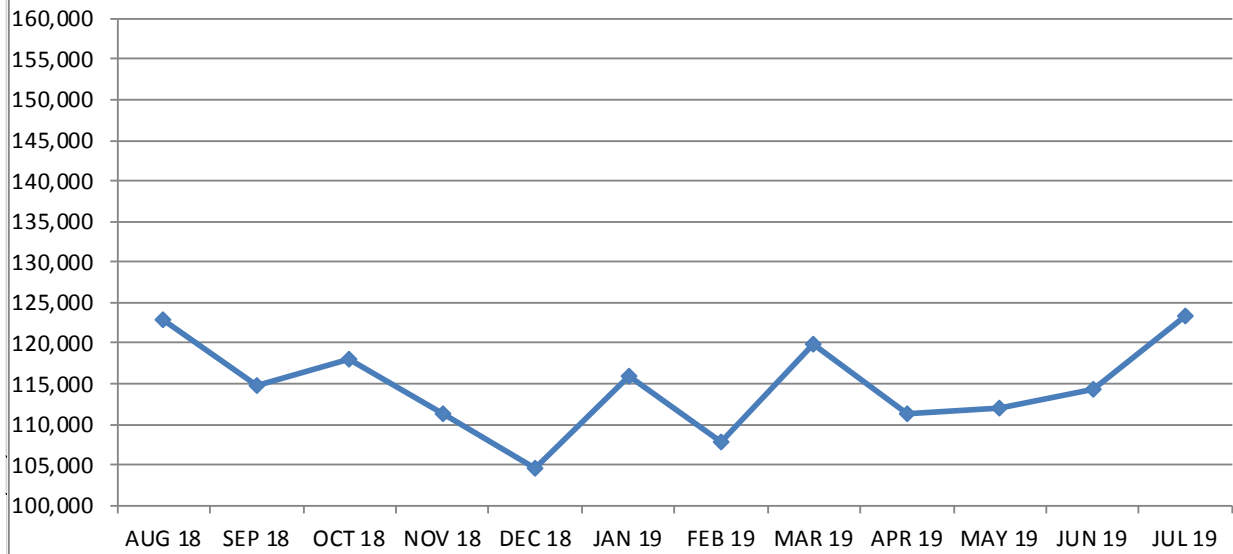
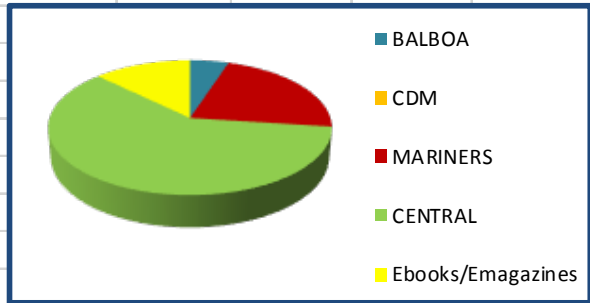
	July	AVG.
Business Databases	1233	1233
Newspapers--Current	604	604
Newspapers--Historical	1376	1376
Magazines	28	28

Database FY Comparisons	JUL 2019	YTD 19/20
Tracked by #searches		
A to Z Databases	1234	1234
Ancestry	263	263
AskART	43	43
Biography In Context	51	51
Britannica School Edition	55	55
Facts on File Ancient History	74	74
Gale Archives Unbound	438	438
Gale Directory Library	23	23
Gale Virtual Reference Library	19	19
HeritageQuest	2980	2980
Kids InfoBits	16	16
Lynda.com	6883	6883
Legal Information Ref Center	46	46
Literature Resource Center	56	56
National Geographic	45	45
National Geographic Kids	5	5
NoveList Plus	68	68
NoveList K-8 Plus	52	52
Oposing View points	49	49
ProQuest	2275	2275
Reference USA Business	1508	1508
Reference USA Residential	146	146
World Book Online	4	4
Tracked by #sessions		
Kanopy	1535	1535
ScienceFLIX	5	5
Testing & Education Ref. Center	14	14
Tracked by #page views		
Consumer Reports	2283	2283
CultureGrams	9	9
Morningstar	48614	48614
NetAdvantage	6581	6581
RealQuest	98	98
Tumblebooks	64	64
Value Line	8605	8605
Tracked by Hours Used		
Rosetta Stone	70.32	70.3
Notes:		
July 2019 - Intermittant issues w ith S&P NetAdvantage and ValueLine this month		

NEWPORT BEACH PUBLIC LIBRARY - JULY 2019

CIRCULATION

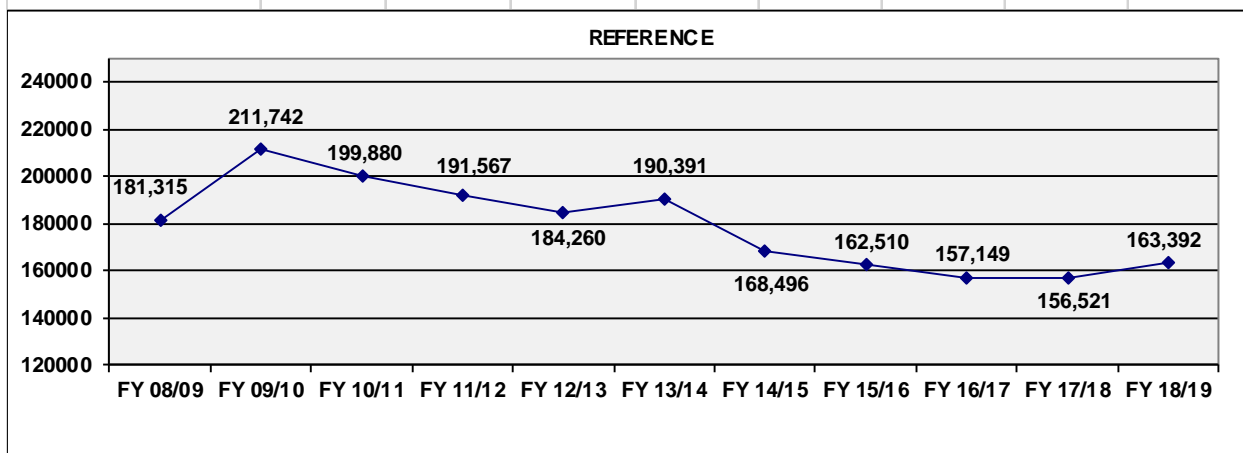
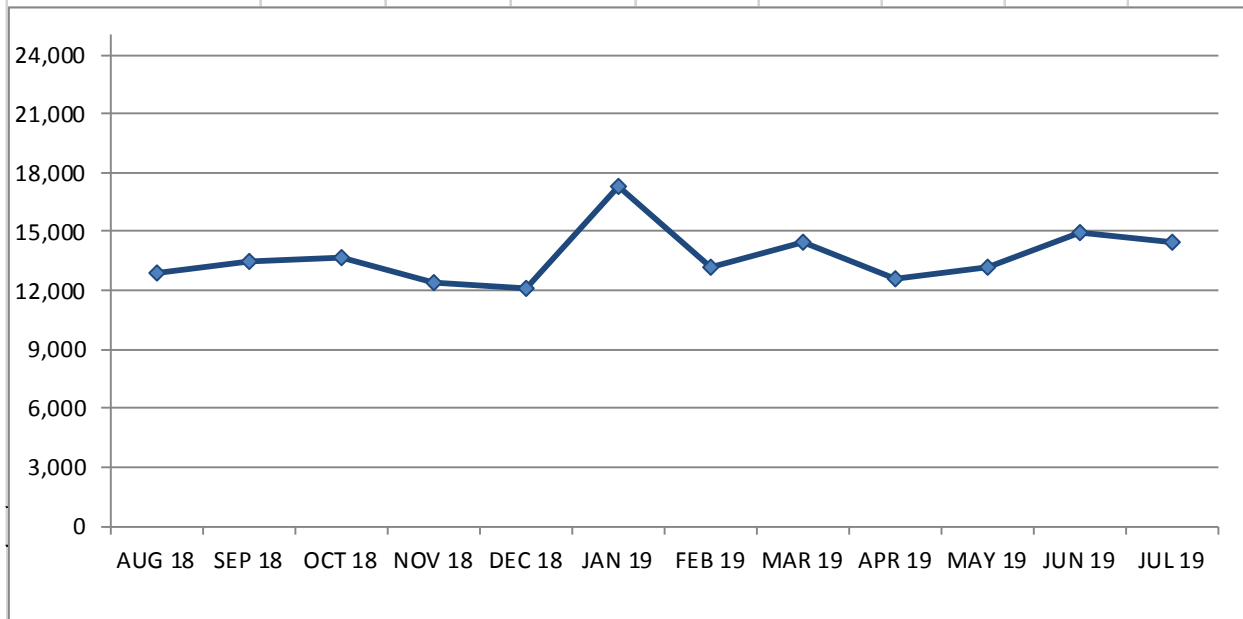
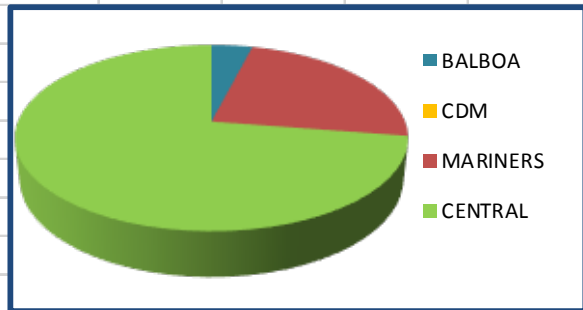
	Jul-19	YTD 19/20	YTD 18/19
BALBOA	6,255	6,255	7,303
CDM	2	2	11
MARINERS	27,124	27,124	20,523
CENTRAL	74,224	74,224	83,303
Ebooks/Emagazines	15,767	15,767	12,089
TOTAL	123,372	123,372	123,229



NEWPORT BEACH PUBLIC LIBRARY - JULY 2019

REFERENCE

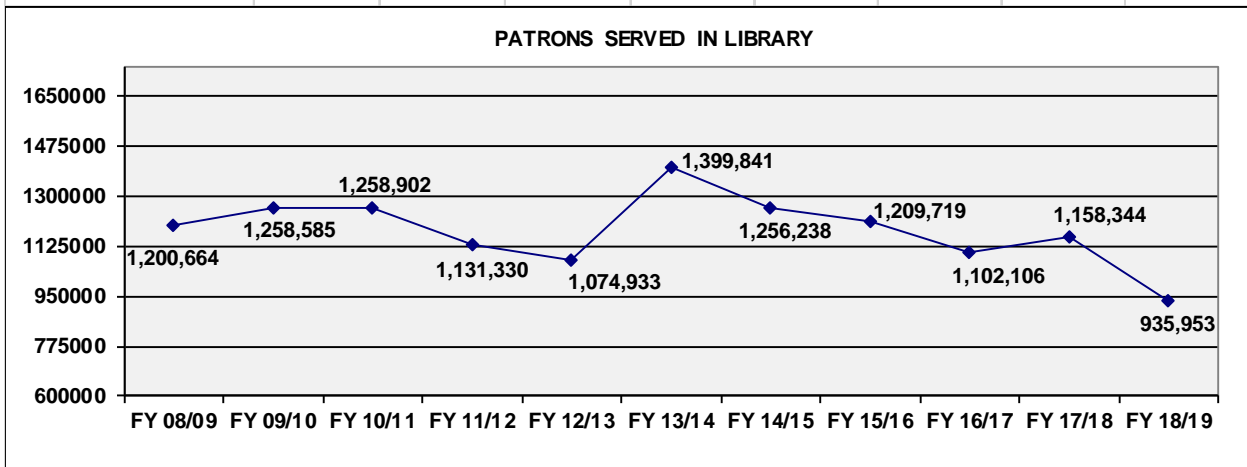
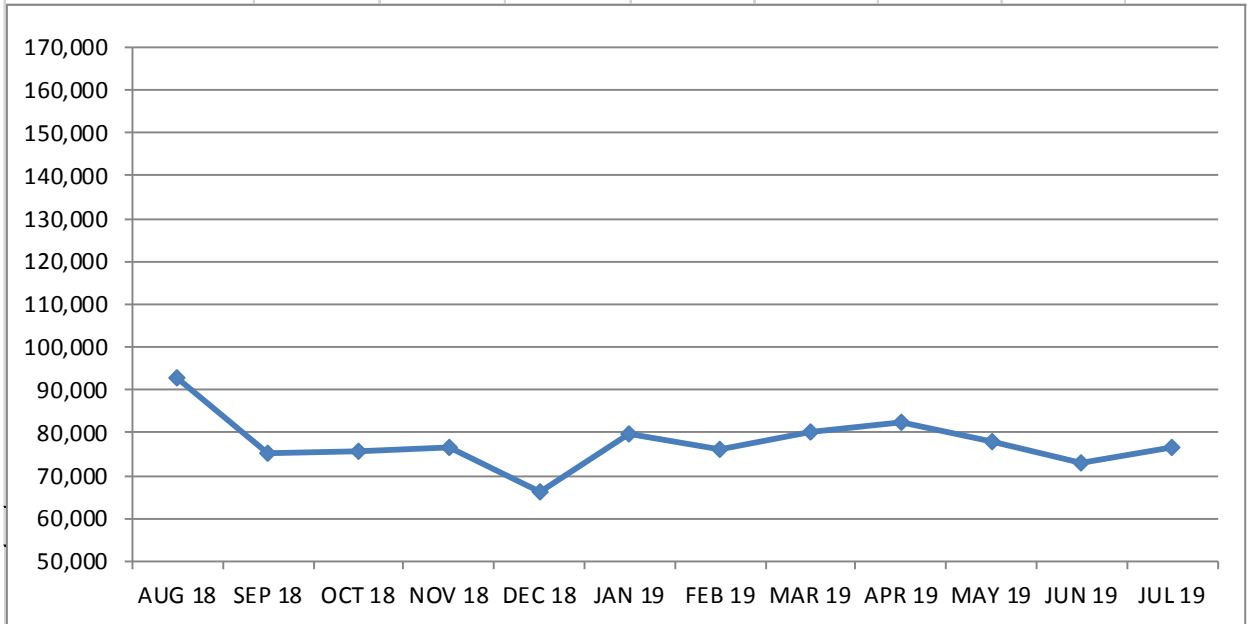
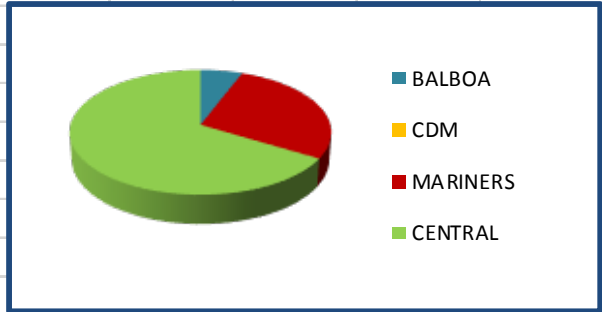
	Jul-19	YTD 19/20	YTD 18/19
BALBOA	575	575	515
CDM	0	0	0
MARINERS	3,384	3,384	1,950
CENTRAL	10,455	10,455	10,743
TOTAL	14,414	14,414	13,208



NEWPORT BEACH PUBLIC LIBRARY - JULY 2019

PATRONS SERVED IN LIBRARY

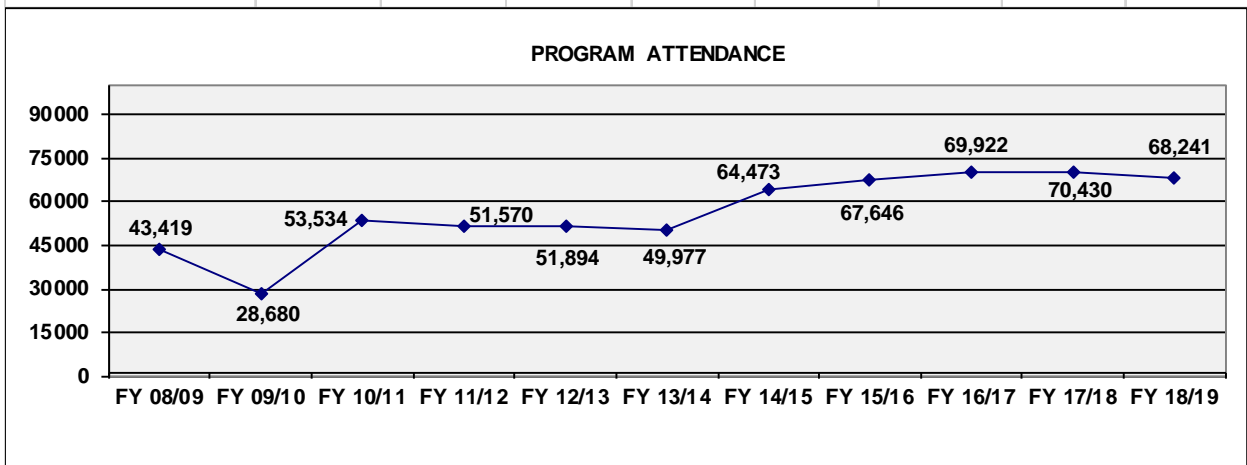
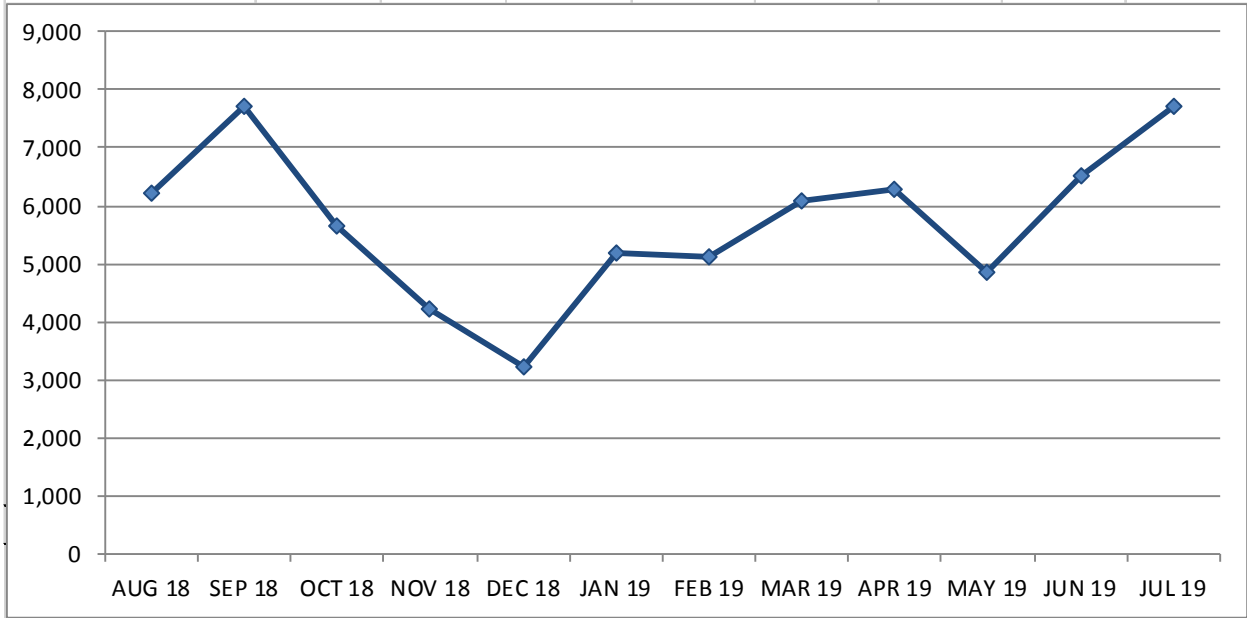
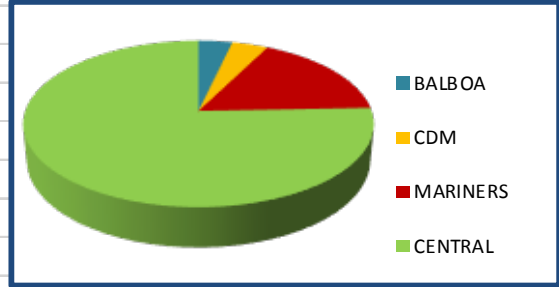
	Jul-19	YTD 19/20	YTD 18/19
BALBOA	4,458	4,458	4,770
CDM	0	0	0
MARINERS	21,333	21,333	6,795
CENTRAL	50,908	50,908	68,597
TOTAL	76,699	76,699	80,162



NEWPORT BEACH PUBLIC LIBRARY - JULY 2019

PROGRAM ATTENDANCE

	Jul-19	YTD 19/20	YTD 18/19
BALBOA	280	280	242
CDM	300	300	305
MARINERS	1,304	1,304	831
CENTRAL	5,844	5,844	5,767
TOTAL	7,728	7,728	7,145



LIBRARY EXPENDITURES
(August 2, 2019)

FY 2018-19 END

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,768,340	2,782,749	2,685,256	68,529	97,493
SALARY PART-TIME	967,642	1,000,843	785,277	18,533	215,566
BENEFITS	2,278,603	2,385,341	2,373,624	43,805	11,717
SALARY & BENEFITS TOTAL	6,014,585	6,168,933	5,844,157	130,867	324,776
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	137,577	127,669	113,604	437	14,065
UTILITIES	274,885	274,885	273,523	30,002	1,362
PROGRAMMING	5,500	24,850	23,003	422	1,847
SUPPLIES**	83,170	84,137	83,144	1,215	993
LIBRARY MATERIALS	619,740	625,455	625,058	7,664	397
FACILITIES MAINTENANCE	174,951	174,951	165,885	21,972	9,066
TRAINING AND TRAVEL	15,075	15,075	8,964	1,920	6,111
GENERAL OPERATING EXPENSES***	24,200	24,200	21,218	1,428	2,982
PERIPHERALS	5,000	5,000	3,884	0	1,116
INTERNAL SERVICE FUNDS	1,419,637	1,419,637	1,419,637	118,303	0
OFFICE EQUIPMENT	2,000	2,000	2,298	1,882	-298
MAINT & OPERATION TOTAL	2,761,735	2,777,859	2,740,217	185,247	37,642
LIBRARY BUDGET TOTAL	8,776,320	8,946,792	8,584,374	316,114	362,418

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

LIBRARY EXPENDITURES
(August 2, 2019)

FY 2019-20

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,875,248	2,875,248	145,033	145,033	2,730,215
SALARY PART-TIME	944,040	960,789	43,099	43,099	917,690
BENEFITS	2,345,669	2,343,469	77,448	77,448	2,266,021
SALARY & BENEFITS TOTAL	6,164,957	6,179,506	265,580	265,580	5,913,926
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	167,773	167,773	9,177	9,177	158,596
UTILITIES	271,491	271,491	149	149	271,342
PROGRAMMING	5,500	5,500	247	247	5,253
SUPPLIES**	83,170	83,170	5,554	5,554	77,616
LIBRARY MATERIALS	619,740	619,740	173,970	173,970	445,770
FACILITIES MAINTENANCE	174,951	174,951	5,875	5,875	169,076
TRAINING AND TRAVEL	15,075	15,075	0	0	15,075
GENERAL OPERATING EXPENSES***	24,200	24,200	399	399	23,801
PERIPHERALS	5,000	5,000	1,010	1,010	3,990
INTERNAL SERVICE FUNDS	1,458,054	1,458,054	0	0	1,458,054
OFFICE EQUIPMENT	2,000	2,000	0	0	2,000
MAINT & OPERATION TOTAL	2,826,954	2,826,954	196,380	196,380	2,630,574
LIBRARY BUDGET TOTAL	8,991,911	9,006,460	461,960	461,960	8,544,500

*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
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
Feb 19, 2019	Annual Budget - Preliminary Review		Feb 18, 2020
Feb 19, 2019	Arts & Cultural Update		Feb 18, 2020
Mar 18, 2019	Annual Budget - Approval		Feb 18, 2020
Apr 23, 2019	Review of San Diego Library's Proposed Library Fines Policy		Apr 20, 2020
Apr 23, 2019	Branch Update - Balboa		Apr 20, 2020
Apr 23, 2019	WiFi Usage Compared to Other Libraries		Apr 20, 2020
Apr 23, 2019	Library Material Selection & Downloadable Services		Apr 20, 2020
Apr 23, 2019	Further Review of Library Fines		Apr 20, 2020
May 20, 2019	Media Lab Update		May 18, 2020
Jun 17, 2019	Marketing Update & Social Networking Update		Jun 15, 2020
Jun 17, 2019	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 15, 2020
June 17, 2019	Branch Update - CDM		Jun 15, 2020
Jun 17, 2019	Adult and Reference Services Update		Jun 15, 2020
Jul 15, 2019	Statistical Comparison Report of Peer Libraries/Meeting Spaces		Jul 20, 2020
Jul 15, 2019	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 20, 2020
Jul 15, 2019	Proposed Library Closures for Winter Holidays 2018		Jul 20, 2020
LAST REVIEWED	POLICY REVIEW		
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
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/Use 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
Feb 19, 2019	NBPL 8	Display and Distribution of Materials Policy	Feb 16, 2021
Mar 18, 2019	NBPL 1	Library Use Policy (formerly City Council Policy I-2)	Mar 15, 2021
Mar 18, 2019	NBPL 4	Children in the Library Policy (formerly City Council Policy I-6)	Mar 15, 2021
Apr 23, 2019	NBPL 13	Study Room Policy	Apr 19, 2021
Apr 23, 2019	NBPL 14	Friends Meeting Room (formerly City Council Policy I-7)	Apr 19, 2021

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Corona del Mar Library Branch Update for July 2019

Workers are completing various items in preparation for opening for public service.

The final plumbing install (in both Fire and Library facilities) will most likely be completed by Tuesday, August 20. This final piece of work will provide potable water in the facility as well as working restrooms. This is the most important task to be completed since we cannot open without working plumbing.

Other items are less essential, but should be completed before opening the branch to the public to minimize disruption:

- The public restrooms are near completion. The counters have been cut for trashcan receptacles and soap dispensers. Mirrors still need to be installed and cabinets need locking mechanisms. Mirrors and soap dispensers are on order.
- In the staff workroom, cabinet and counter-top installation is almost complete.
- Furniture vendor Yamada was on-site to cut grommet holes for the public printer/online catalog terminals on Thursday, August 15 but it will be at least a week and a half until the monitor arms are delivered and ready for installation.
- On the exterior, worker will be installing a bike rack near the stroller parking in front of the library. The bike rack is on-site and should be installed soon.

There is an extensive “punch list” for the exterior that is primarily comprised of cosmetic issues.

Project Manager Peter Tauscher of Public Works estimates that the branch could open as early as the week of August 27.

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).