



CITY OF NEWPORT BEACH Board of Library Trustees Agenda

Friends Meeting Room

Newport Beach Public Library, 1000 Avocado Ave., Newport Beach, CA 92660

September 21, 2015 – 5:00 p.m.

Board of Library Trustees:

Robyn Grant, Chair of the Board
John Prichard, Vice-Chair of the Board
Jill Johnson-Tucker
Jerry King
Janet Ray

Staff Members:

Tim Hetherton, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Administrative Support Specialist

I. CALL MEETING TO ORDER

II. ROLL CALL

III. ELECTION OF OFFICERS

IV. PUBLIC COMMENTS

Public comments are invited on agenda items. Speakers must limit comments to five (5) 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 silent mode.

V. APPROVAL OF MINUTES – Draft August 17, 2015 Minutes

VI. CURRENT BUSINESS

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. 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, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. Customer Comments

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

2. Library Activities

Monthly update of library events, services and statistics.

3. Financial Report

Monthly financial report of the Library's operating expenses.

4. Board of Library Trustees Monitoring List

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

B. Items for Review and Possible Action

1. **Corona del Mar Branch Library Project Interior Layout and Exterior Design** – Staff requests that the Board of Library Trustees select Option D-3 as a desirable floor plan and layout for the proposed Corona del Mar Branch Library for recommendation to City Council. Staff also requests that the Board of Library Trustees select two proposed exterior renderings of the branch for recommendation to City Council.

C. Monthly Reports

No written reports created prior to the Board of Library Trustees Meeting

1. **Library Services Director Report** - *Report of Library issues regarding services, customers and staff.*
2. **Friends of the Library Liaison Report** - *Trustee update of the most recently attended Friends of the Library Board meeting.*
3. **Library Foundation Liaison Report** – *Trustee update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.*
4. **Witte Lectures Committee Liaison Report** - *Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.*

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

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

IX. ADJOURNMENT

This Board of Library Trustees 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 of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person. It is the intention of the City of Newport Beach 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, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office 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) 644-3005 or cityclerk@newportbeachca.gov.

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
August 17, 2015 – 5:00 p.m.**

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Robyn Grant called the meeting to order at 5:00 p.m.

2) **ROLL CALL** – Roll call by Chair Grant

Trustees Present: Chair Robyn Grant; Vice Chair John Prichard; Secretary Eleanor Palk; Jill Johnson-Tucker; and Jerry King

Staff Present: Library Services Director Tim Hetherton; Library Services Manager Dave Curtis; Administrative Support Specialist Elaine McMillion; Support Services Coordinator Melissa Kelly; Youth Services and Branch Coordinator Debbie Walker; Adult Services Coordinator Natalie Basmaciyani; IT Apps Analyst Avery Maglanti

3) **PUBLIC COMMENTS**

Chair Grant invited public comments.

Jim Mosher commented on Consent Calendar items and Items for Review and Possible Action and suggested stating on the agenda, what the recommended action would be. He referenced the Information Technology Update item and suggested providing posting and revision dates to each page within the City's website to identify the most-current information. He commented on the City's replacement of technology equipment and stated it would be of interest for the City to report what is done with same and whether the old equipment is recycled.

Chair Grant requested that staff provide information regarding the replacement of IT equipment.

Linh Do spoke on behalf the Friends of the Corona del Mar Library regarding plans for the remodel of the Library and the Fire Station. She noted distribution of Plan D3 adding that it is one of the two plans being considered and that it is a more-open plan with a circulation desk in the center. She expressed concerns regarding the need to contain children's movements and that there are only two restrooms proposed. She suggested a male, female and a family restroom for adults to be able to accompany small children using the restrooms. Additionally, she suggested configuring the library for increased visibility of the room and requested that staff provide feedback regarding their suggestions.

Chair Grant closed public comments.

Trustee King asked whether there is a process whereby the Board may receive input from staff and the public.

Library Services Director Hetherington stated that reports presented to the Board are available on the website and stated that having a family restroom makes sense as the library is used by a lot of children. He stated there have been opportunities for staff and the public to review the plans.

Trustee King commented on ensuring that the public's ideas are heard and addressed.

Chair Grant suggested deferring the discussion to the update on the Corona del Mar Branch project (Item 5B.1.).

4) APPROVAL OF MINUTES - Draft June 15, 2015 and July 20, 2015 Minutes

Motion made by Vice Chair Prichard and seconded by Trustee King and carried (3-0-2-0) to approve the minutes of June 15, 2015, as presented.

AYES:	Palk, Prichard, King
NOES:	None
ABSTENTION:	Grant, Johnson-Tucker
ABSENT:	None

Motion made by Vice Chair Prichard and seconded by Trustee King and carried (4-0-1-0) to approve the minutes of July 20, 2015, as corrected.

AYES:	Grant, Johnson-Tucker, Prichard, King
NOES:	None
ABSTENTION:	Palk
ABSENT:	None

5) CURRENT BUSINESS

A. CONSENT CALENDAR

1. **Customer Comments** - *Monthly review of evaluations of library services through suggestions and requests received from customers.*

Chair Grant commented positively on the number of customer comments received and on calling people out, by name.

Trustee King commended staff for their responses to customer comments noting that they are thoughtful and that staff provides good replies.

2. **Library Activities** - *Monthly update of library events, services and statistics.*

Trustee Johnson-Tucker noted corrections to the Library Activities report.

3. **Expenditure Status Report** - *Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.*

Library Services Director Hetherington reported that the aforementioned report is not available, as the City is in the process of implementing a new Financial Software program. The July and

August reports will be provided at the next regularly-scheduled Board meeting in the new format.

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

Chair Grant reported that the election of Board of Library Trustees officers was noted on the monitoring list for action at this meeting. However, the Board will need to wait until City Council appoints/reappoints Members to this Board to do so.

Motion made by Trustee Johnson-Tucker and seconded by Vice Chair Prichard and carried (5-0-0) to approve the Consent Calendar.

AYES:	Grant, Johnson-Tucker, Palk, Prichard, King
NOES:	None
ABSTENTION:	None
ABSENT:	None

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Update on Corona del Mar Branch Project** - *Library staff will report on the progress of the Corona Del Mar Branch Project.*

Library Services Director Hetheron provided details of the staff report noting that the Project Architect and the City's Public Works Department are currently working on exterior renderings. These will be rolled out at a meeting that the City will be holding with the Corona del Mar Residents Association during the first couple of weeks of September. The meeting will provide another opportunity for public engagement and Library Services Director Hetheron stated that the final plan will probably be based on one of the "D" options which are included in the agenda packets and also on the Corona del Mar page of the Library's website. He noted there have been minor changes and stressed that the approved layout has not yet been approved. Additionally, the Architect and Public Works are generating options for the exterior, as well, and the idea is to incorporate some of the architectural features of the Village, into the building design. These will be reviewed by the Board, in September, and will provide another opportunity for the Board and the public to provide input. He added that the goal is to approve a plan for recommendation to Council, in October.

Discussion followed regarding incorporating changes and the related increases in the budget.

Library Services Director Hetheron stated that he will discuss restrooms with Public Works staff and that Ms. Do's comments, as made under public comments, will be communicated to staff, the architects and Council.

Discussion continued regarding the configuration of changing tables in the restrooms, urinals, stalls and opportunities for privacy.

2. **Information Technology Update** - *Avery Maglinti from the City Information Technology department will report on Library IT services and projects.*

IT Apps Analyst Avery Maglinti provided details of the staff report including a list of completed IT projects during the last year as well as current projects.

Discussion followed regarding outfitting the Friends Room and IT Apps Analyst Maglinti reported that progress has been made. However, the project is not yet completed.

IT Apps Analyst Maglinti added that equipment is replaced as it breaks, and that the replacement cycle for PCs is every four years. He noted that this is usually related to a speed or maintenance issue. All of the items are surplus, auctioned off, and the money goes back into the City budget.

Discussion followed regarding possible upgrades to the website, PC virtualization and other potential planned projects.

C. MONTHLY REPORTS - No written reports created prior to the Board of Library Trustees Meeting

1. **Library Services Director Report** - *Report of Library issues regarding services, customers and staff.*

Library Services Director Hetherington reported that on August 16, a waterline burst in Bistro 24 and there was a subsequent leak in the Sound Lab. He noted that staff responded quickly and that by moving the equipment prevented over \$50,000 in damage to same.

Discussion followed regarding on-call staff, and established processes for dealing with such emergencies.

Library Services Director Hetherington reported on long-range planning, and encouraging technological literacy, preserving the City's historical and nautical collections, digitizing newspapers with photos, and establishing a partnership with Sherman Gardens and the Newport Beach Historical Association.

Discussion followed regarding moving items from the Balboa Bay Library Nautical Room and maintaining a space there that is open to the public.

2. **Friends of the Library Liaison Report** - *Trustee King's update of the most recently attended Friends of the Library Board meeting.*

Trustee King provided an update of the most recent Friends of the Library Board meeting addressing their Amazon book sales and comments from volunteers. He announced the volunteer appreciation luncheon event on August 26, 2015, at noon, in the Central Library.

3. **Library Foundation Liaison Report** - *Trustee Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.*

Trustee Johnson-Tucker provided an update of the most recent meeting of the Newport Beach Public Library Foundation Board in which they discussed investments and finances, updating their website, and new members.

4. **Witte Lectures Committee Liaison Report** - *Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.*

Trustee Prichard noted no report at this time.

6) **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

7) **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Chair Grant reported that the Shakespeare by the Sea event was cancelled because of rain and that the group will be presenting "The Tempest", on Tuesday, August 18, 2015, at 7:00 p.m. on the Civic Green.

Jim Mosher commented on the City Arts Commission's review of their By-laws and their relationship with the Arts Foundation. He suggested a review by the Board of its By-laws and their relationship with the Friends of the Library and the Library Foundation.

Chair Grant commented on the Arts Foundation.

Mr. Mosher stated wanting to understand the NBPL Foundation's fundraising and the reason it exists.

8) **ADJOURNMENT** – 5:56 p.m.

Submitted by: _____
Approval of Minutes

**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
AUGUST 2015**

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p align="center">COMMENT</p>	<p align="center">RESPONSE</p>
<p align="center"><u>1</u> <u>8/3/2015</u> <u>Comment Form - Email</u> <u>Natalie Basmacıyan</u> <u>Adult Program Coordinator</u> <u>8/3/2015</u></p>	<p>My computer at work is not working today and I need a place to go to be able to open up PDF file in my personal yahoo account. And also if I can print these forms at the library (what does it cost?)</p>	<p>Thank you for contacting the Newport Beach Public Library. You may use any desktop computer at any NBPL location to access your Yahoo account. Printing is 15 cents per page for black & white printing, and 75 cents per page for color printing. You may access the computers with your NBPL library card number. If you do not have a card on file, you may obtain one by presenting any valid California ID. If you have out-of-state ID, you may receive a guest pass. Please let me know if you have any other questions.</p>
<p align="center"><u>2</u> <u>8/5/2015</u> <u>Comment Form - Written</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>8/5/2015</u></p>	<p>I find NBPL has plenty of space to study or read for pleasure. Not sure if there is a design problem with the 2nd floor men's bathroom paper towel dispenser or if it is an issue with library patron behavior, but I always see excessive amounts of unused paper towels in the trash or on the restroom floor... time for an electric, hands free dryer?</p>	<p>Thank you for rating our Library services. We appreciate you sharing your high evaluation and also addressing the issue with the paper towels. You are right that there are times when people pull out a whole handful of towels which is wasteful. This seems to happen most often the dispenser is full and they packed tightly inside. I will remind the cleaning crew and staff not to overfill them. To change out the dispensers at this time would involve not only the cost of the new dispensers, but the cost of the paper towel rolls that they use. We currently use a towel that is bought in bulk by the City at a discount, so it helps to save money in the Library's budget. In the next year or 2 the City will be doing some upgrading on our 1st floor restrooms and we intend to look at some alternatives at that time. Thank you for using the Library.</p>
<p align="center"><u>3</u> <u>8/11/2015</u> <u>Comment Form - Email</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>8/11/2015</u></p>	<p>I live in Texas and I collect library cards. I was wondering if there is any way you guys could send me a card from your library? I would not be checking out any books or any other items, I just want a card to add to my collection. I would be willing to pay a fee for the card if need be.</p>	<p>I would be happy to send you one of our library cards for display purposes in your collection. Please forward your mailing address and we will send it out this week. Thank you for your interest in our Library.</p>

<p>COMMENT #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member Assigned To</p> <p>Staff Member Title</p> <p>Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>4</u></p> <p><u>8/7/2015</u></p> <p><u>Comment Form - Email</u></p> <p><u>Tim Hetherton</u></p> <p><u>Library Services Director</u></p> <p><u>8/7/2015</u></p>	<p>To whom it may concern, After browsing through the Political Science section of the central library several days ago, I noticed several texts that through title alone, I could discern to be bias towards a conservative view of politics. Normally I take no issue with this as it is only inevitable that such books exist due to popular demand alone. I decided to check out three of these volumes to see what exactly an individual who writes a book titled Slander: Liberal lies about the American right writes about. After finishing two of these volumes, I was astounded to find out that not only does much of the text in these volumes revolves around factual inaccuracies or hate speech. As a firm believer in the first amendment and the right to free speech, I do not generally have a problem with a private individual possessing ownership of these books however, when a library owns such volumes, several both legal and ethical issues comes up which shall be addressed below.</p> <p>As I stated earlier, I take no issue with the first amendments clause stating that, "Congress shall make no law respecting...abridging the freedom of speech." However, according to ruling in Gertz vs. Robert Welch, Inc., falsification of information that violates the first amendment requires, "knowing falsity or reckless disregard for the truth" which is evident from the lack of citations in the bibliography. In addition, the Supreme Court also decided that, "no constitutional value in false statements of fact." With that stated, it is likely that the stated volumes as well as any other volumes written by their author should have no place in the Newport Beach Library system. My second contention is built largely off arguments made previously in this letter. A book based off false testimony, assumptions, and hate speech deserves no place in an area meant for serving the people and promoting scholarship. When one combines the truth with fiction, it becomes difficult for the naive mind to discern the difference between the two. To sum up my point here, is it morally correct to be the responsible party for spreading false information?</p> <p>My last contention the mentioned volumes contain a good deal of hate speech. I would like to prove this idea through several quotations taken out of the volumes:</p> <p>My only regret is that Timothy McVeigh is that he did not go to the New York Times Building</p> <p>"We should go into their countries, kill their leaders, and convert them to Christianity."</p> <p>"I don't really like to think of it as a murder. It was terminating Tiller in the 203rd trimester."</p> <p>We just want Jews to be perfected, as they say." (arguing that it would be better if we were all Christian) After you have read the stated quotations, I believe you will understand why I believe her volumes are composed largely of hate speech. The Newport Beach Public Library does not have a copy of Mein Kampf. What justifies having a copy of any of these volumes written by Ann Coulter? If anything is true, Mein Kampf is a far lighter read than any of her volumes. As I stated, the first amendment does have its limits. The first amendment prohibitions include but are not limited to hate speech, falsification of information, and threats against individuals. All of these stated prohibitions are contained within the volumes that are written by Ann Coulter in the Newport Beach Public Library System. With that stated, I believe it is the Newport Beach Public Library's responsibility not only from a moral standpoint but off principile alone to remove any volumes written by Ann Coulter in order to promote scholarship and limit the spreading of hate speech to the Newport Beach community. I thank you for your time spent reading this and wish you a good day.</p>	<p>Good afternoon, Thank you for your inquiry. Selections of materials by Library staff are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in accordance with Collection Development Policy and with due regard to serving the interests of library users. Please review the Newport Beach Public Library Collection Development Policy and complete the "Patron Request for Evaluation of Library Resources" form, an integral part of City Council Policy I-3, and submit it to the Library Administration for review. Staff will evaluate the material, based on the Collection Development Policy, and report to the Library Administration. Either I or my designee will send a written response to you, explaining the decision that has been reached. Unresolved challenges are referred to the Board of Library Trustees for final decision. I have attached the appropriate policies and the "Patron Request for Evaluation" form for your perusal. Respectfully,</p>

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>5</u> <u>8/11/2015</u> <u>Comment Form - Written</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>8/13/2015</u></p>	<p>Please help us to feel more comfortable. It's toooo cold. Some study desks are placed exactly under AC so you feel freezed there! I like this library very much and I usually come here for studying but the only thing that bothers me is the air conditioning. It's freezing cold and even with multiple layers of clothing you can't study more than 2 hours. Please please please increase the temperature. If you ask people I think 90 % of them are going to agree with me. Thank you in advance.</p>	<p>Thank you for contacting us about the temperature problem in the Library. We are currently having trouble with the air conditioning control system so it is difficult to change the temperatures in the building. We do acknowledge that there is also some areas that now have seating directly under air ducts which makes them chillier when the ventilation system is blowing in air. We are looking for a solution to this situation and hope to have a resolve in the near future. Thank you for using the Library.</p>
<p><u>6</u> <u>8/11/2015</u> <u>Comment Form - Written</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>8/13/2015</u></p>	<p>I like the staff at the NBPL. Bathrooms are a disgrace. No soap, towels. People crap and can't wash. Sick. The CdM bathrooms have an odd smell, but are cleaner.</p>	<p>Thank you for sharing your thoughts about the Library. I am sorry that you have found the restrooms in poor condition. The facilities are cleaned on a nightly basis after closing. Since we do not use Library resources to employ full-time cleaning staff, the Library staff checks on the restrooms periodically throughout the open hours to pick up papers and stock supplies. I will work with staff to see if we can increase the number of checks that they make each day and hopefully improve the look of the restrooms in the future. Thank you for using your Library.</p>

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>7</u> <u>8/19/2015</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>8/19/2015</u></p>	<p>Newport Beach Public Library, My name is Neah Lekan and I am a sophomore at University High School in Irvine. I volunteer for and serve on the Executive board of the Orange County Math Circle, a student-run, nonprofit organization dedicated to math education for all ages. On behalf of the board, I would like to gauge your interest in allowing us to host the "Newport Beach Math Club" at the library. We would be working with elementary and middle school students both on school level and competitive math for two hours a session. We would meet and use your facilities only about once every two weeks to once a month. We reach an audience of 1500 students in the Irvine-Costa Mesa-Tustin-Newport Beach area, and we will include your library and its services among the list of organizations that have assisted OCMC. At tournaments and events, we will also thank the library and advertise its services to our members. We hope that you will join us in continuing math education for all ages in Orange County and inspiring a new generation of innovators to solve our most challenging problems. You can find more information about OCMC online at www.ocmathcircle.org. With the utmost gratitude,</p>	<p>Good Afternoon, Thanks for being part of what looks like a fantastic program. We appreciate that you thought of us as a location that lines up with your organizations goals and efforts. I wish it were different, but unfortunately, we do not have bookable space that would accommodate the Club and its group activities. I hope to see your Club members in the Library studying, working in small groups, and using our resources to support their math endeavors in the future. Thanks again.</p>
<p><u>8</u> <u>8/30/2015</u> <u>Comment Form - Written</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>8/31/2015</u></p>	<p>Almost every chair has the same filth. Food and grease. That is why you have ants biting our bare legs. The filth is really unbearable. One chair arm (customer attached a dusty cloth to comment form) and old worn out classics. ***** The customer responded to the staff email response as follows: Thank you. You know i love the library.</p>	<p>Thank you pointing out this issue to us. We will have our janitorial contractor come in and give these pieces of furniture some attention. In relation to the ants, we have seen an increased number of them in the building due to the hot weather. I believe that we have eradicated the larger groups of them and are still working on the trying to eliminate them all together. We need to be careful about the products that we use in the buildings because of the large number of people that are here every day. Thank you for using your Library.</p>
<p><u>9</u> <u>8/31/2015</u> <u>Comment Form - Written</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>8/31/2015</u></p>	<p>I like the space and clean environment, the café, nice collection and polite staff. Would it be possible to put some dividers between the public computers for a level of privacy.</p>	<p>Good Afternoon, Thank you for providing us with feedback. We appreciate the kinds words about the facilities and polite staff. I understand your desire for some sense of separate workspaces with the computers here. We know that the layout of the computing space is not ideal for our many users. The good news is that we are embarking on an initiative to improve that area, especially the design of the computer workstations. We see your point as a critical issue to address in this effort. Your patience until we can actually get the furniture installed is appreciated. In the meantime, if it helps, I invite you to check out a laptop computer from the Reference Desk and find a space that may be more comfortable. Many thanks again.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – September 21, 2015 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"Google can bring you back 100,000 answers, a librarian can bring you back the right one."
- Neil Gaiman

Library Card Sign-up Month

Libraries are essential in providing access to knowledge. In our present era, with the proliferation of both information resources and technological access, public libraries continue to provide a valuable service. September is Library Card Sign-up Month. Your library card will enable you to borrow a print or electronic book, access the Internet, attend a course improving your digital skills, and generally broaden your horizons.



The Library of Things

There was an interesting article by Patricia Leigh Brown in the September 14 *New York Times* entitled, *"These Public Libraries Are for Snowshoes and Ukuleles"*. The role of the library continues to morph outwardly while maintaining its core values. Ms. Brown explains how many libraries have gone beyond lending books, movies and CD's. There are now libraries lending myriad items including tools, musical instruments, cake pans, and camping equipment. It is interesting to see the public library touted as the original shared economy: collaborative consumption in which participants share access to products or services, rather than having individual ownership. I attached the article; it's an interesting read.

Sound Lab

Sound Lab will soon be back on its feet after repairs from the recent flood. A heartfelt thank you goes to Library staff and customers who acted quickly to remove the digital audio workstation, synthesizer, and other equipment from the room before it could be damaged.

A red rectangular button with the text "WATCH TRAILER" in white, uppercase letters.

The New York Times <http://nyti.ms/1Kb74hS>

U.S.

These Public Libraries Are for Snowshoes and Ukuleles

By **PATRICIA LEIGH BROWN** SEPT. 14, 2015

SACRAMENTO — Libraries aren't just for books, or even e-books, anymore. They are for checking out cake pans (North Haven, Conn.), snowshoes (Biddeford, Me.), telescopes and microscopes (Ann Arbor, Mich.), American Girl dolls (Lewiston, Me.), fishing rods (Grand Rapids, Minn.), Frisbees and Wiffle balls (Mesa, Ariz.) and mobile hot spot devices (New York and Chicago).

Here in Sacramento, where people can check out sewing machines, ukuleles, GoPro cameras and board games, the new service is called the Library of Things.

“The move toward electronic content has given us an opportunity to re-evaluate our physical spaces and enhance our role as a community hub,” said Larry Neal, the president of the Public Library Association, a division of the American Library Association, which represents 9,000 public libraries. “The web is swell,” he added, “but it can feel impersonal.”

Libraries, arguably the original sharing economy, have long circulated art prints, music and movies, and more recently have added tools. But services

13

like the Library of Things and the “Stuff-brary” in Mesa, outside Phoenix, are part of a broad cultural shift in which libraries increasingly view themselves as hands-on creative hubs, places where people can learn new crafts and experiment with technology like 3-D printers.

The Sacramento Public Library is one of a few dozen libraries in the country to embrace the “maker movement,” in which people use technology, like robotics and 3-D printing, to create handicrafts and other objects. Sacramento has set up what it calls the Design Spot at a library branch in a mixed-income neighborhood, with space designated for 3-D printers, vinyl and laser cutters, and other tools.

“It’s an experimental place to do free cool stuff,” said Jessica Zaker, 34, Sacramento’s central branch manager.

The economic downturn forced many public libraries, especially in urban areas, to close branches, curtail hours and cut staff even as demand for their services by job seekers increased. To make up the difference, many libraries turned to foundations, private donors, friend groups and corporations for support.

At the same time, “the crunch pushed libraries to look locally to prove their value,” said R. David Lankes, a professor in the School of Information Studies at Syracuse University.

“They realized that the way you best serve your community is to look like them,” Professor Lankes said. “For some, that means 3-D printers. For others, it means fishing rods.”

Last year, the Free Library of Philadelphia pulled together city, state and private funds to open a teaching kitchen, which is meant to teach math and literacy through recipes and to address childhood obesity. It has a 36-seat classroom and a flat-screen TV for close-ups of chefs preparing healthy dishes.

14

The library in North Haven, in southern Connecticut, encourages bakers by offering 304 types of cake pans and 83 sets of cookie cutters.

“Libraries are looking for ways to become more active places,” said Kate McCaffrey of the Northern Onondaga Public Library, outside Syracuse, which lends out its garden plots and offers classes on horticulture. “People are looking for places to learn, to do and to be with other people.”

Ms. McCaffrey considers the garden, which has 58 plotters, “a maker lab that happens to be outdoors.”

The Ann Arbor District Library has been adding to its voluminous collection of circulating science equipment. It offers telescopes, portable digital microscopes and backyard bird cameras, among other things — items that many patrons cannot afford to buy. Dave Menzo, a 28-year-old musician, created a whole album by borrowing electronic music equipment, including a photocell-controlled synthesizer called a Thingamagoop.

Online experiences only go so far, said Josie Parker, Ann Arbor’s library director. “You can’t download a telescope to take on a family picnic in the country and watch the stars come up,” she said.

Public libraries in New York, Chicago and elsewhere offer devices that can connect borrowers’ phones, tablets and laptops to mobile Wi-Fi hot spots.

“This is the most convenient thing that has ever happened to me,” said Aida Rivera of the Bronx, a grandmother of nine who checked out what she called a “very cute, pocket-sized device” from the New York Public Library. It has allowed her to reconnect with childhood friends via Facebook, explore fitness and health sites, keep up with the news and talk with her grandchildren on Staten Island via Skype.

For Shereema Ibrahim, 62, a part-time federal disaster relief worker in Sacramento, the discovery that sewing machines were suddenly available at

her branch library meant returning to a favorite hobby. “I held my breath,” she said of her first snip of fabric in decades: a \$4-a-yard cherry-fruit pattern for an apron.

“It’s not so much the dollar amount,” she said of the borrowed sewing machine. “It’s about the value of opportunity.”

As libraries add nontraditional items for checkout, they are confronting unusual curatorial challenges. In Grand Rapids in northern Minnesota, for example, where fishing rods and tackle can be borrowed and used at the library’s own fishing dock on the Mississippi River, emergency assistance is provided during the summer months by a Rotary Club volunteer adept at untangling wind knots.

In Rochester, workers at the Lincoln Branch Toy Library, a pioneer among the roughly 300 toy libraries across the country, keep tabs on thousands of board game parts, a particularly challenging task when summer day camps descend.

“It takes vigilance,” said Sarah Fitts-Romig, a librarian in Rochester who keeps a cache of spare game parts at the ready, including a large collection of shoe pieces from Monopoly. “The minute you start slipping, mass chaos reigns.”

In Sacramento, each item in the Library of Things bears a bar code, since the Dewey Decimal System was not intended for sewing machines or ukuleles. Users were invited to vote on which items should be included in the collection, to “give people a sense of ownership of the library,” said Rivkah K. Sass, the executive director.

“We set the limit at no sentient creatures,” she added.

In Berkeley, Calif., the Tool Lending Library, a forerunner of the maker movement that was established in 1979, now houses some 3,000 tools,

including weed whackers, drain snakes, demolition hammers and saws.
Patrons must be at least 18.

“We’re a pretty personal library,” said Adam Broner, a librarian who is also a carpenter. “When the toilet is clogged, people come here.”

A version of this article appears in print on September 15, 2015, on page A12 of the New York edition with the headline: These Libraries Are for Snowshoes and Ukuleles.

© 2015 The New York Times Company

17

DAVE CURTIS, LIBRARY SERVICES MANAGER

August was bustling with HR activity. A number of recruitments were ongoing and a number of hires actually took place. Filled positions included: Librarian positions, Page positions, and the Senior Library Clerk position at Mariners. Work continued on filling Library Assistant positions and the Literacy Department Assistant position.

The Human Resources Department was very kind in offering our Page and Clerk staff an opportunity to learn about promoting in the City and how to leverage the resources that HR makes available. A number of staff took advantage of that opportunity and met with HR staff. We look forward to our well prepared staff advancing their careers within the Library.

Lauren Dubell, SJSU MLIS student, started her internship on August 19th. She will work with us one full day a week adding Sherman Library's regional history collection records to our database. The Library really appreciates Lauren's enthusiasm and skills in advancing this exciting partnership project.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Facilities

On Sunday, August 16th a hose in the Bistro's soda/ice machine burst and caused a flood in the Bistro and ran down into the Sound Lab and mechanical room below it. Observant customers reported seeing the flowing water. Staff reacted quickly calling the City's on-call maintenance staff and subsequently the Fire Department. They also quickly removed the equipment from the Sound Lab before any of the items were damaged.

The Fire Department got the water turned off and started to assess the damage. Upon finding that the water was leaking dangerously close to an electrical panel, staff evacuated the building and closed to the public.

The City maintenance crew started the process of extracting the water and drying the floors in the Sound Lab, Bistro and mechanical room.

The Library turned to the City's Risk Manager and Leasing agent to ensure that the building is cleaned up and put back together properly. Wall panels, baseboards and ceiling tiles have been removed in some areas and tests have been performed to ensure that there are areas are clean and mold-free.

Unfortunately this accident has left the Sound Lab closed for several weeks and we do not expect it to be opened again until mid-September.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Summer Reading Program (SRP) finished on a high note with One World Rhythm performing at all locations for the final week of the program.

Both Mariners and Balboa experienced personnel changes during the month. Liz McKibbin started her position as Senior Clerk at Mariners on August 10. Liz had interviewed and was then selected for

the position. She had most recently been assigned to Central. Clerk II Judy Pavlik was assigned to Central after working at Mariners for the past few years. At Balboa page Melissa Castro gave notice and her last day was August 21. Melissa took a full-time job in her field of study so we wish her well. Pages will be assigned to fill scheduling gaps at Balboa until another page is assigned there permanently.

CDM staff and customers really felt the heat over the last few days of the month. With the Director and Branch Coordinator's approval, CDM closed early on Friday, August 28 due to extreme high temperatures in the building.

Youth Services

Final numbers for SRP were encouraging this year. At least 2158 children signed up at all locations participate in the program. Almost 700 completed SRP (received the prize book and were given a chance to enter the grand prize drawing) and program attendance was strong with 2535 individuals participating in a total of 31 events offered throughout the seven weeks of SRP. A two week storytime hiatus was scheduled at all branches immediately at the completion of SRP to give the Youth Services staff time to recharge their batteries. Liz Aaron, the new Children's Librarian at Central continued her training and has already become a valued member of the team.

Teen Services

Teen sign-ups for SRP were very healthy with 224 participants at all locations. At least 93 completed the program and received a free paperback and chance to participate in the grand prize drawing. Teen volunteers were invaluable in providing assistance for SRP sign-ups, prize distribution and crafts throughout the weeks of the program. This was especially true at Central and Mariners. Thank-you Pizza parties were held at these two locations to acknowledge their help and service. Pizza, treats and games were enjoyed by all in attendance.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

Lynda.com

The Newport Beach Public Library now offers a full remote-access to Lynda.com, thanks to generous funding from the NBPL Foundation. Lynda.com offers online video tutorials in myriad computing and business subjects. Customer response has been positive and, in some cases, life changing. Several customers have noted how they can finally pursue their education and reach their professional goals due to the enhanced access.

Nautical Magazines

All bound Nautical magazines have been relocated to the Central Library magazine collection. The Balboa branch library is not climate controlled and moving them to Central ensures this special and old collection will be preserved. Branch Librarian Evelyn Rogers and the Balboa staff ensured a smooth and orderly transition for the materials.

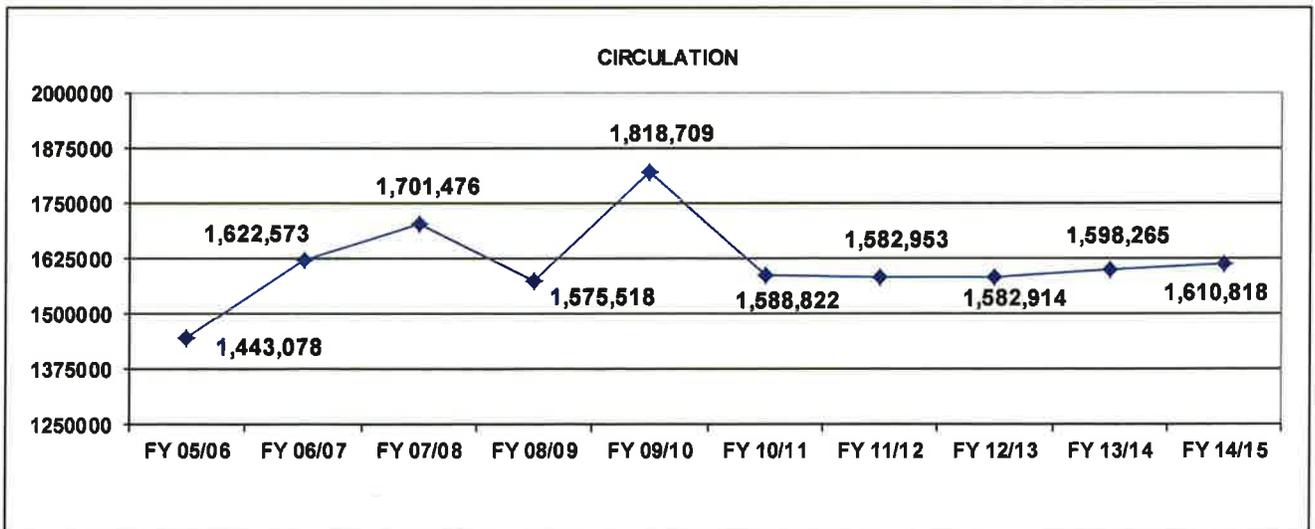
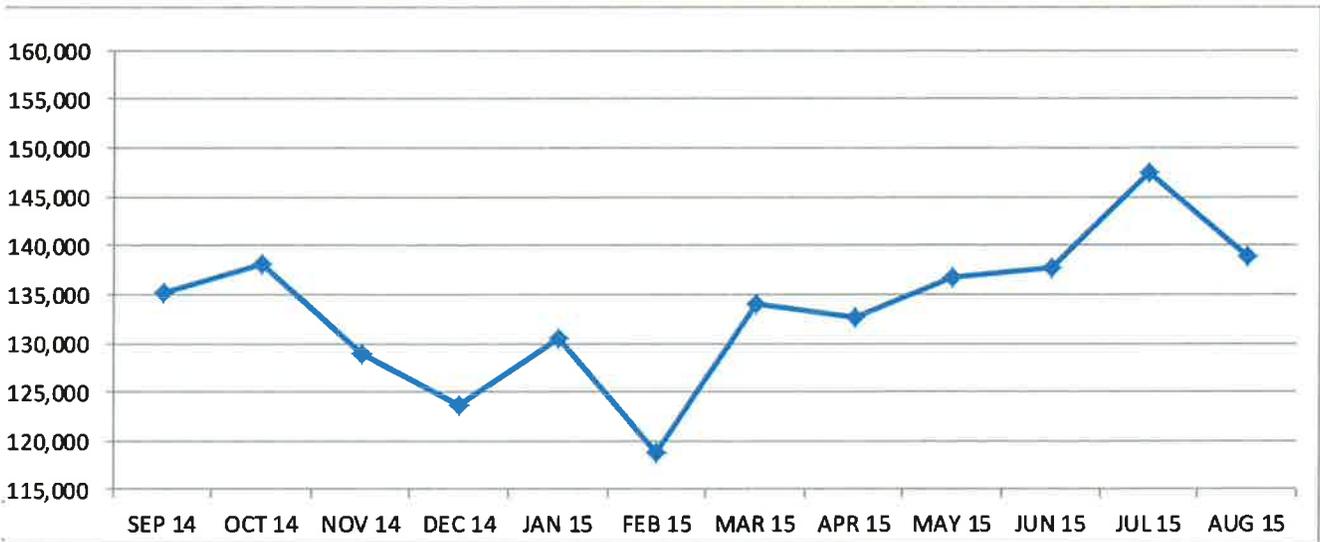
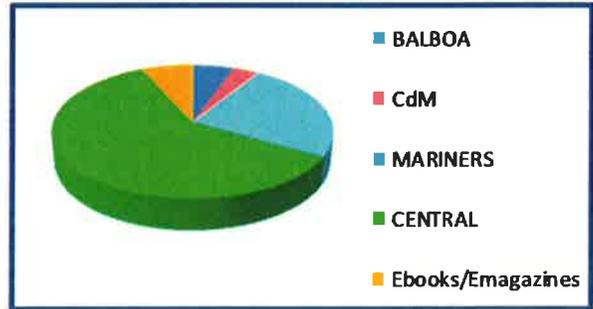
Volunteer Appreciation Event

Librarian Jana Colver hosted a volunteer recognition event on August 26th, which featured brunch, trivia, and raffles. Library Page David Black provided musical ambiance with his piano playing.

Database FY Comparisons	YTD 15/16	YTD 14/15	JUL 2015	AUG 2015	YTD 15/16
Tracked by #searches					
Ancestry	1488	2131	838	650	1488
A to Z Databases	963	264	573	390	963
AskART	10	26	10		10
BioResCtr*	87	80	55	32	87
FoF Ancient Hist	29	38	20	9	29
GDL	16	41	4	12	16
GURL	145	75	70	75	145
HeritageQuest	4093	1322	1777	2316	4093
Kids InfoBits	181	12	161	20	181
Lynda.com	2685	1713	372	2313	2685
LitResCtr	132	90	102	30	132
Opposing Vpts*	356	74	351	5	356
Nat Geo	15	31	3	12	15
Nat Geo Kids	67	4	62	5	67
Novelist Plus	332	381	217	115	332
Novelist K-8 Plus	109	90	43	66	109
ProQuest	3933	5236	1030	2903	3933
Oxford Art Online	0	3	0	0	0
Ref USA Bus.	3871	5259	2038	1833	3871
Ref USA Res.*	155	372	87	68	155
Tumblebooks	449	858	184	265	449
World Book Online	31	14	15	16	31
Tracked by #sessions					
Cypress Resume	12	34	7	5	12
LiveHomework	9	17	8	1	9
Testing & EdRefCtr	158	93	74	84	158
Universal Class	490	139	285	205	490
Tracked by #page views					
Consumer Reports	3282	0	1398	1884	3282
CultureGrams	410	124	336	74	410
Morningstar	9777	9666	4896	4881	9777
NetAdvantage	7802	13307	4585	3217	7802
RealQuest	163	214	99	64	163
Rocket Languages	136	214	104	32	136
Value Line	14688	17804	14688		14688

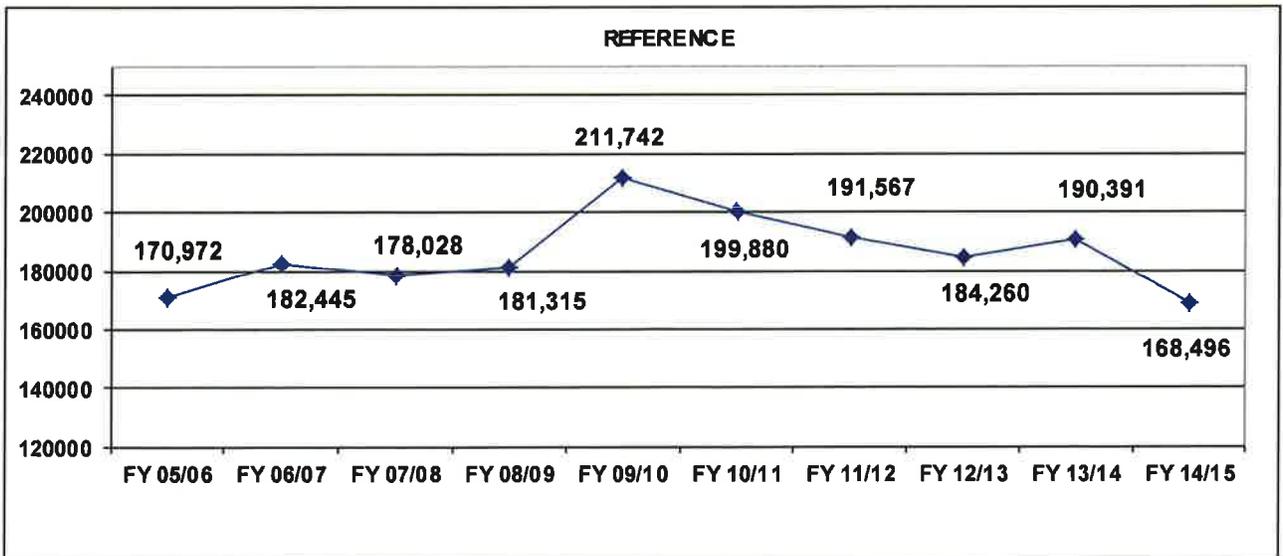
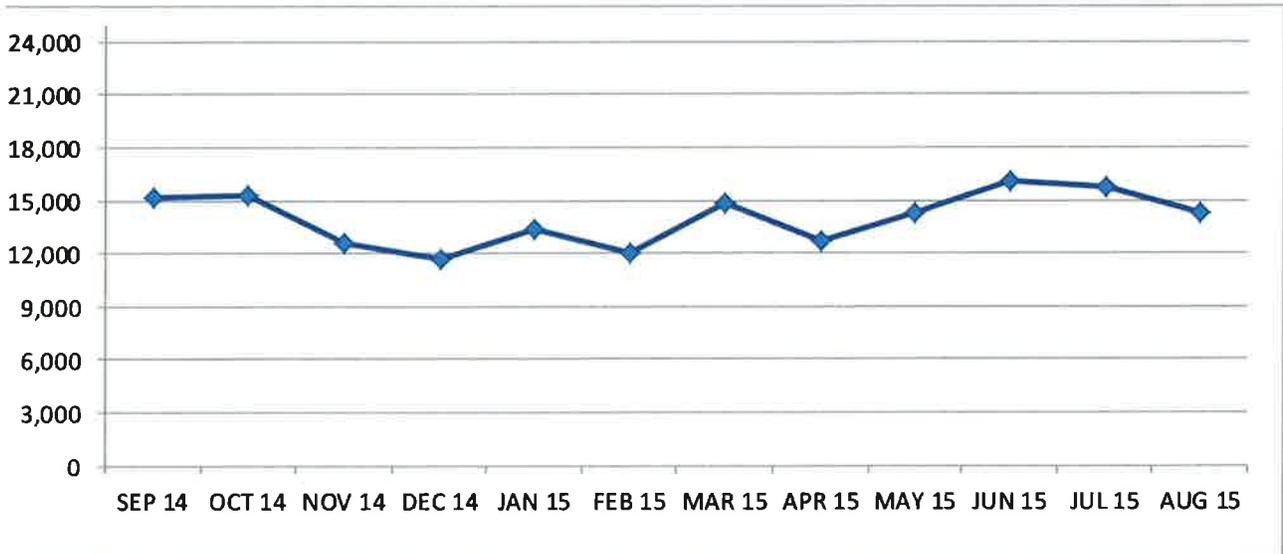
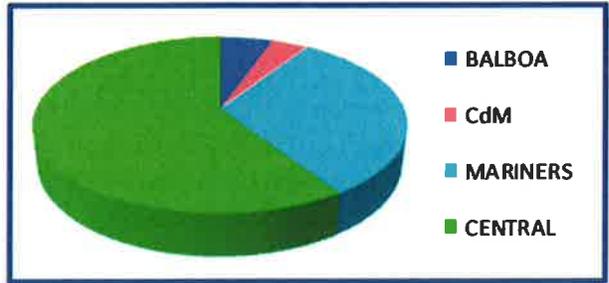
NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2015 CIRCULATION

	Aug-15	YTD 15/16	YTD 14/15
BALBOA	7,563	16,198	16,467
CdM	4,760	10,327	11,739
MARINERS	33,926	70,839	72,868
CENTRAL	83,323	170,472	175,282
Ebooks/Emagazines	9,411	18,661	17,601
TOTAL	138,983	286,497	293,957



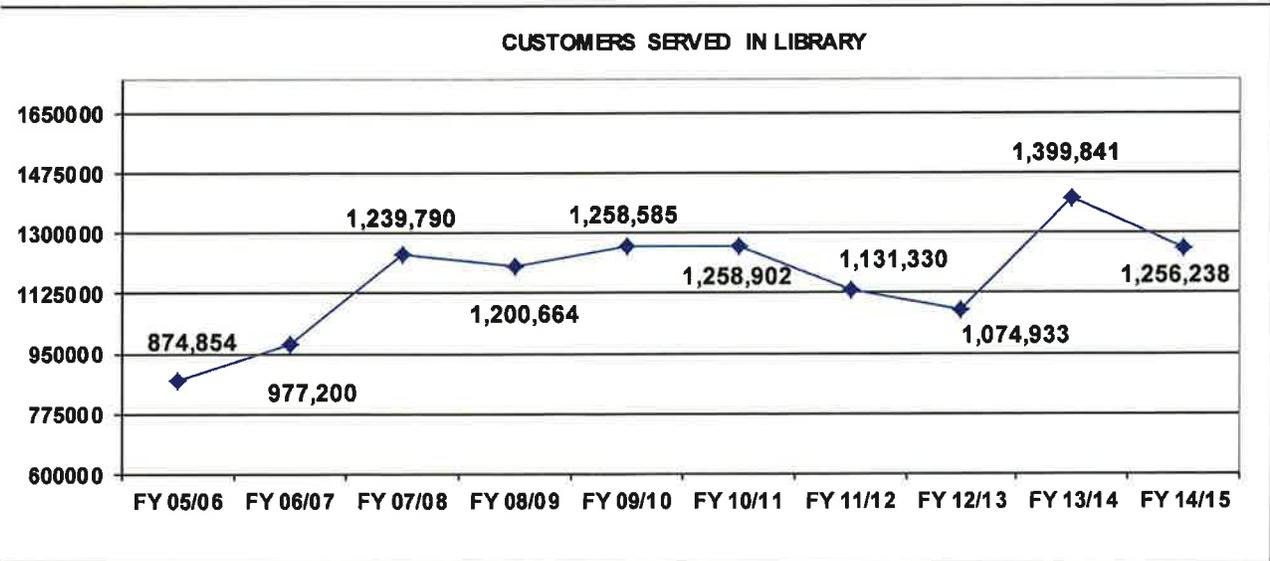
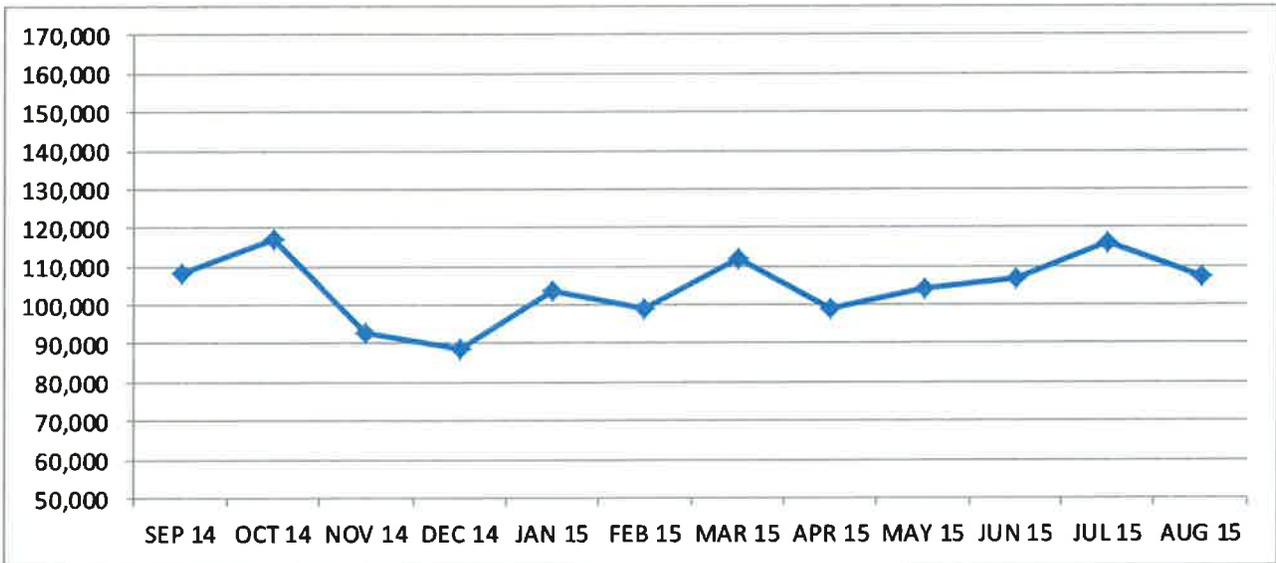
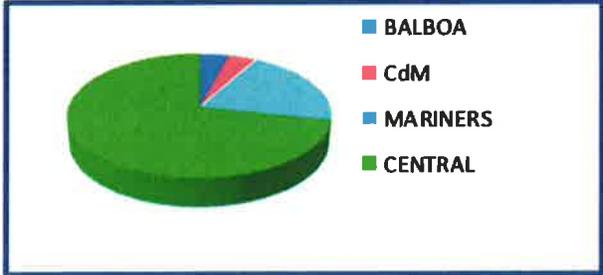
NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2015 REFERENCE

	Aug-15	YTD 15/16	YTD 14/15
BALBOA	783	1,624	1,783
CdM	546	1,380	1,479
MARINERS	4,510	9,249	10,450
CENTRAL	8,480	17,844	16,764
TOTAL	14,319	30,097	30,476



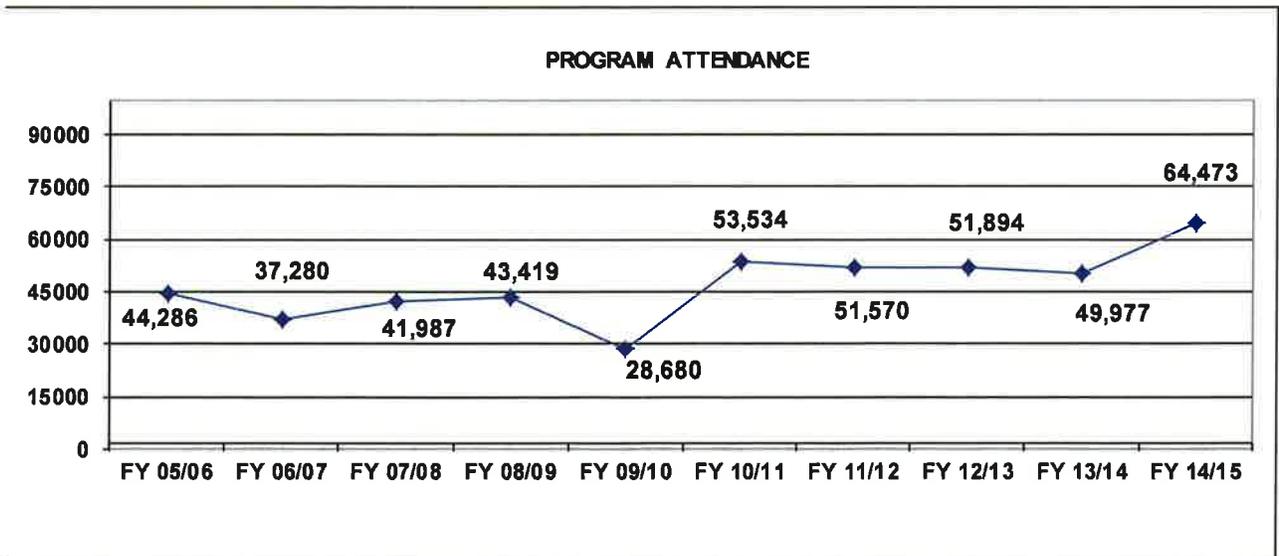
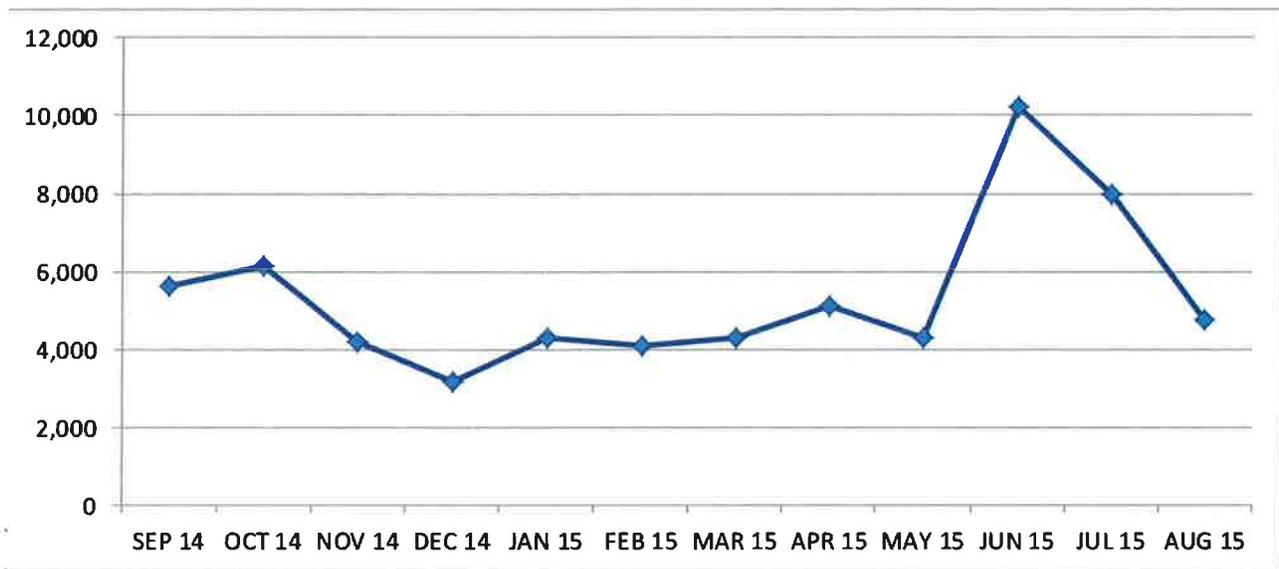
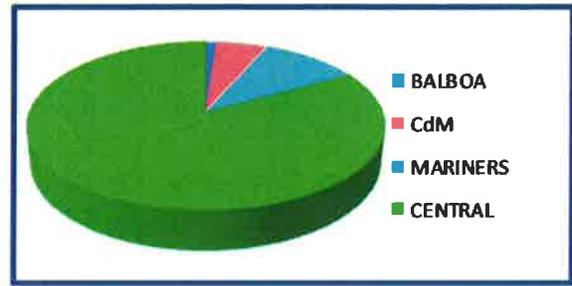
NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2015 CUSTOMERS SERVED IN LIBRARY

	Aug-15	YTD 15/16	YTD 14/15
BALBOA	4,430	10,128	11,627
CdM	4,203	8,215	7,862
MARINERS	21,860	44,979	50,097
CENTRAL	76,539	159,730	155,341
TOTAL	107,032	223,052	224,927



NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2015 PROGRAM ATTENDANCE

	Aug-15	YTD 15/16	YTD 14/15
BALBOA	52	327	216
CdM	260	1,166	1,157
MARINERS	496	1,647	1,507
CENTRAL	3,967	9,634	10,152
TOTAL	4,775	12,774	13,032



FY 2015-2016 YTD

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET
FULL TIME SALARIES	2,441,962	2,441,962	265,896	2,176,065
PART TIME SALARIES	821,211	822,711	84,445.00	738,267
Total 70 REGULAR SALARIES	3,263,173	3,264,673	350,341	2,914,332
Total 71 SPECIAL PAYS	9,625	9,625	984	8,641
Total 72 BENEFITS	1,691,755	1,691,755	150,887	1,540,868
Total 81 CONTRACT SERVICES	242,174	242,174	41,726	200,448
Total 83 UTILITIES	273,550	273,550	59,719	213,831
Total 84 SUPPLIES	108,370	108,370	33,904	74,466
Total 84 LIBRARY MATERIALS	619,740	619,740	220,719	394,436
Total 85 MAINTENANCE & REPAIR	171,087	171,087	12,363	158,725
Total 86 TRAVEL & TRAINING	15,475	15,475	0	15,475
Total 87 GENERAL EXPENSES	26,050	26,050	1,009	25,041
Total 88 INTERNAL SERVICE PRE	550,483	550,483	45,874	504,610
Total 89 INSURANCE RESERVE	132,663	132,663	10,805	121,858
Total 90 CAPITAL EXPENDITURES	2,000	2,000	0	2,000
TOTAL	7,106,145	7,107,645	928,331	6,174,731

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previous Agenda Date	AGENDA ITEM	Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library	Ongoing
Ongoing	Corona del Mar Branch Project Update	Ongoing
Jul 21, 2014	Election of Board of Library Trustees Officers/Trustee Liaisons	Sep 21, 2015
Sep 22, 2014	Branch Update - Mariners	Oct 19, 2015
Sep 22, 2014	Children Services Update	Oct 19, 2015
Oct 20, 2014	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 19, 2015
Nov 17, 2014	Literacy Program Update	Nov 16, 2015
Dec 15, 2014	Review Holidays / Meeting Schedule	Dec 21, 2015
Jan 20, 2015	Newport Beach Public Library eBranch & Database Review	Jan 18, 2016
Feb 17, 2015	Annual Budget Update	Feb, 15 2016
Feb 17, 2015	Review of Library Expansion Donor Wall Naming / NBPL Foundation	Feb, 15 2016
Feb 17, 2015	Arts & Cultural Update	Feb, 15 2016
Mar 16, 2015	Branch Update - Balboa	Mar 21, 2016
Mar 16, 2015	Media Suite Update	Mar 21, 2016
Mar 16, 2015	Library Material Selection & Downloadable Services	Mar 21, 2016
Apr 20, 2015	Marketing Update & Social Networking Update	Apr 18, 2016
Jun 15, 2015	Branch Update - Corona del Mar	Jun 20, 2016
Jun 15, 2015	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)	Jun 20, 2016
Jun 15, 2015	Adult and Reference Services Update	Jun 20, 2016
Jul 20, 2015	Statistical Comparison Report of Peer Libraries/Meeting Spaces	July 18, 2016
Jul 20, 2015	Proposed Library Closures for Winter Holidays 2015	July 18, 2016
Aug 17, 2015	Information Technology Update	Aug 15, 2016

9/10/2015

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Corona del Mar Branch Library Floor Plan and Exterior

RECOMMENDATION:

Staff requests that the Library Board of Trustees select Option D-3 as a desirable general floor plan for the proposed Corona del Mar Branch Library for recommendation to City Council.

Staff also requests that the Board of Library Trustees select two proposed exterior renderings of the branch for recommendation to City Council.

DISCUSSION:

Kelley Needham of WLC Architects has worked closely with Deputy Public Works Director Mark Vukojevic in developing a layout for the Corona del Mar Branch Library that is responsive to both the public and the service model currently in place at the branch. Mr. Needham has prepared four separate options for the interior layout. The Library Administration and Corona del Mar Branch staff has identified Option D-3 (attachment A) as the option most responsive to customer needs and staff work requirements.

Option D-3 has an open, expansive feel that allows Branch staff to greet customers and respond to requests for service from any part of the building. Public input has resulted in an increase in square footage from an initial 2,500 square feet to the present configuration of 3,872 square feet augmented by an additional 635 square feet allocated for an outdoor reading porch area, and Option D-3 maximizes this additional space. The service desk faces the entrance of the facility, and is centrally located between areas designated for adults and areas designated for children. The open floor plan and "floating" service desk can easily be reconfigured to create space for public meetings. The Children's area includes sufficient space for story times, study areas, and collections. The Adult area provides space for quiet study, reading, and computer use, as well as collection space. The Library Administration feels that Option D-3's "great room" design will take advantage of natural light to create a feeling of spaciousness in what is still a relatively small facility.

Option D-3 designates space for two public restrooms. Staff requests that these restrooms be "family style" restrooms. Family style restrooms offer flexibility: males or females, and one or more individuals (i.e. family members), of the same or opposite sex, can use them. Each restroom will also provide changing tables as built-in amenities. The family style restroom also provides a higher level of privacy than the multi-stall public restrooms. The Corona del Mar branch has used the "family style" restroom configuration since 2005 and this arrangement works well for Library customers.

Option D-3 also provides sufficient room for staff work activities. The Library Administration has discussed Option D-3 with Corona del Mar staff: Branch Librarian Andrea Jason, Library Assistant Janice Nikula, Library Clerk Haidee Barker, and Library Page Laurie Sanders. Each member of the staff favors the layout presented in Option D-3 over the well-considered layout presented in Option D-2A (see attachment B). Branch staff feels that the space will be easily managed and responsive to customer requirements.

Based on branch statistics, observations, and staff and customer input, the Library Administration asserts that there is a strong case in moving forward with Option D-3 as a workable layout that that will keep the current service model intact. The Library Administration is convinced that the service model that has been in place since the 2009 remodel will continue to serve the new facility well. Customer and staff response to Branch services have proved to be overwhelmingly popular. Option D-3 will afford the library system the opportunity to add some desirable amenities to the Branch, such as an outdoor seating area, an increased number of power outlets, and seating areas designed to provide much greater flexibility to those using personal technological devices, for quiet study, and to maximize the space of public areas.

Staff also requests that the Board of Library Trustees select two of the three exterior renderings prepared by Mr. Needham (see Attachments C, D, and E) for recommendation to City Council.

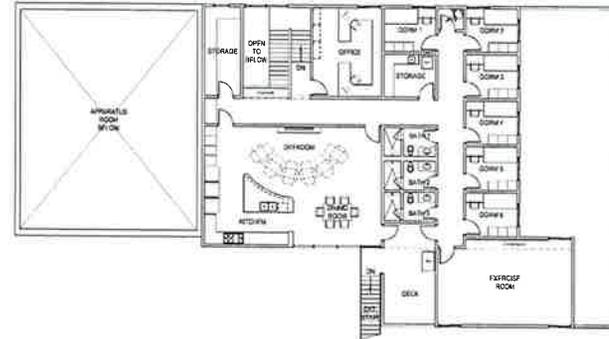
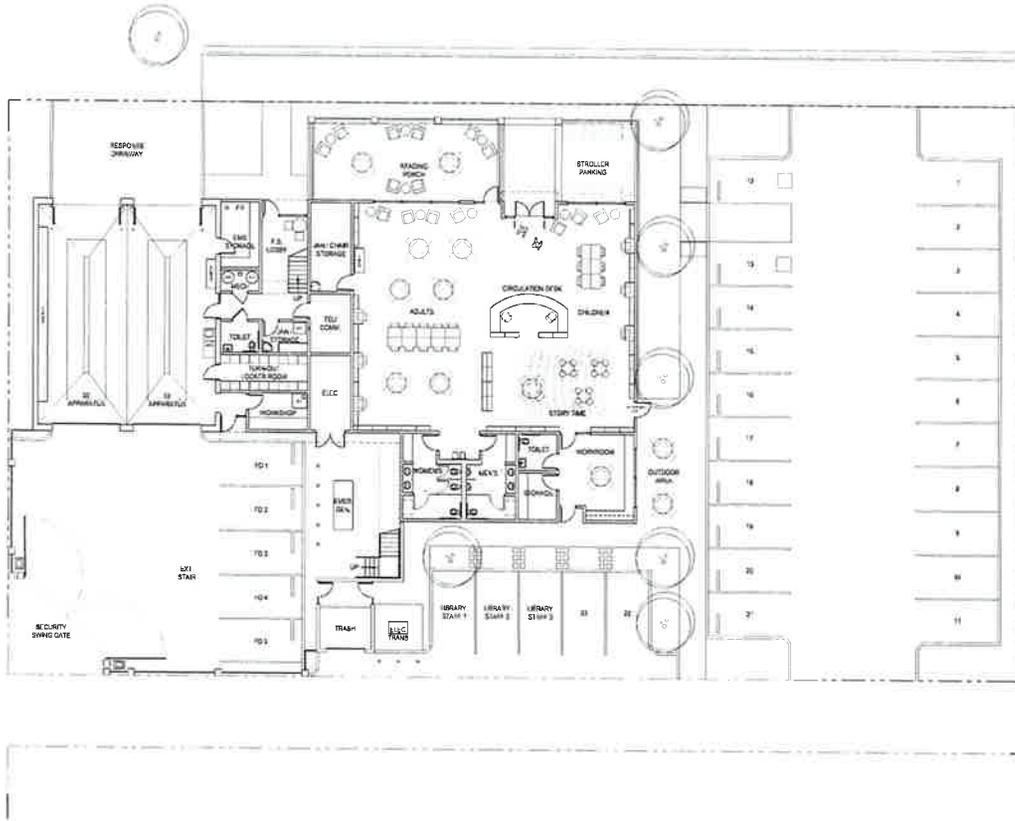
NOTICING:

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).

PROPOSED LAYOUT D-3

07/16/2015

MARIGOLD AVENUE



SECOND FLOOR: 2,583 S.F.



NEWPORT BEACH FIRE STATION NO. 5 & CORONA DEL MAR BRANCH LIBRARY
PROPOSED SITE LAYOUT AND FLOOR LAYOUT

FIRE STATION: 6,030 S.F. FIRE STATION (2,601 S.F. 1ST FLOOR + 3,429 S.F. 2ND FLOOR)
LIBRARY: 4,507 S.F. (3,872 S.F. INTERIOR + 635 S.F. EXTERIOR READING PORCH)
SHARED: 258 S.F. (ELECTRICAL AND TELECOM)



0 5 10 20 40 SCALE: 1" = 10'-0"

NEWPORT BEACH
FIRE STATION NO. 5
&
CORONA DEL MAR
BRANCH LIBRARY

CITY OF NEWPORT BEACH

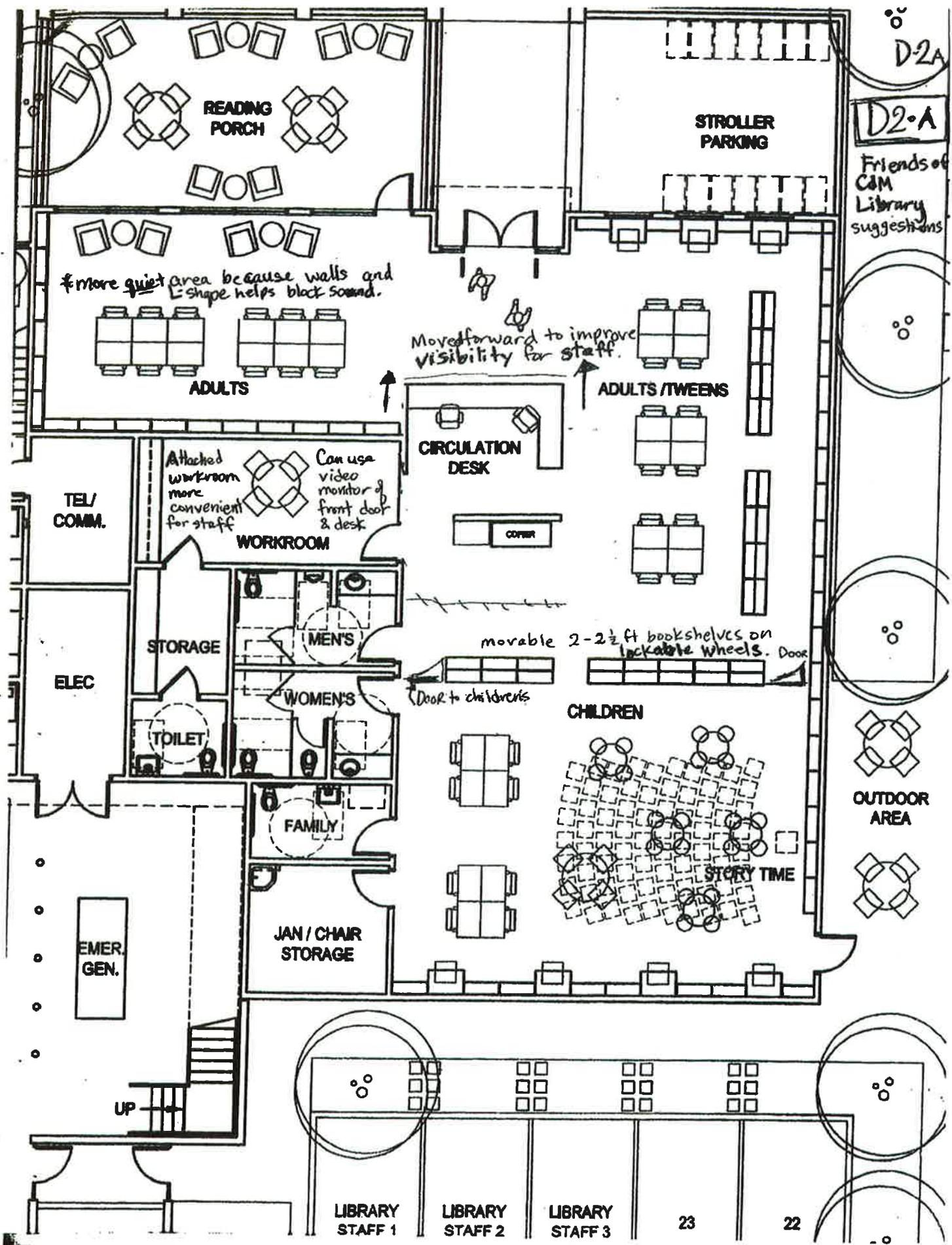
ARCHITECTS
WIC
CLAY HICKS & PARTNERS PASCAD DRIVEN
SOUTHERN CALIFORNIA
8185 ROCHESTER AVENUE SUITE 100
RANCHO CUCAMONGA
CALIFORNIA 91730-0729
TEL: 909-987-0808
www.wicarchitects.com

29

D2A

D2-A

Friends of
C&M
Library
suggestions





Corona del Mar Library & Fire Station No. 5 Option 1



Option 1



Option 1



Option 1



Option 1





Corona del Mar Library & Fire Station No. 5 Option 2



Option 2



Option 2



Option 2



Option 2





Corona del Mar Library & Fire Station No. 5 Option 3



Option 3



Option 3



Option 3



Option 3

