



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, July 16, 2018 - 5:00 PM

Board of Library Trustees Members:

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

Staff Members:

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

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

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

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. ELECTION OF OFFICERS

The Board of Library Trustees shall nominate and elect Board members to serve as Chair, Vice Chair, and Secretary for FY 2018-2019.

IV. 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.

V. PUBLIC COMMENTS

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

VI. CONSENT CALENDAR

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

A. Consent Calendar Items

1. Minutes of the June 18, 2018 Board of Library Trustees Meeting

[DRAFT MINUTES](#)

2. Customer Comments

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

[COMMENTS](#)

3. Library Activities

Monthly update of library events, services and statistics.

[LIB ACTIVITIES](#)

4. Expenditure Status Report

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

[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.

[MONITORING LIST](#)

VII. CURRENT BUSINESS

A. Items for Review

6. Corona del Mar Branch Project Update

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

[CDM UPDATE](#)

7. Statistical Comparison Report of Peer Libraries/Meeting Spaces

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

[STATISTICAL COMPARISON](#)

8. Proposed Library Closures for Winter Holidays 2018

Staff recommends a proposed library holiday schedule for Board approval.

[WINTER HOLIDAYS](#)

9. Board of Library Trustees Manual and Policy Review

The Board of Library Trustees will be given a Board of Library Trustees Manual and discuss a plan to review each Library policy.

10. Newport Beach Public Library Collection Development Policy

Staff requests that the Board review and approve the Newport Beach Public Library Collection Development policy.

[COLLECTION DEV POLICY](#)

11. Lecture Hall Update

Chair Johnson-Tucker will provide an update on activities related to efforts to integrate a lecture hall on the Central Library site.

12. Library Services

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

13. Friends of the Library Liaison Report

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

14. Library Foundation Liaison Report

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

15. Witte Lectures Committee Liaison Report

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

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

X. ADJOURNMENT

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach 92660
Meeting Minutes
June 18, 2018 - 5:00 p.m.**

I. **CALL MEETING TO ORDER** – Chair Johnson-Tucker called the meeting to order at 5:03 p.m.

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

Trustees Present: Chair Jill Johnson-Tucker, Secretary Paul Watkins, Board Member Jerry King, Board Member Douglas Coulter

Trustees Absent: Vice Chair Janet Ray (excused)

Staff Present: Library Services Director Tim Hetherton
Administrative Support Specialist Elaine McMillion
Assistant City Manager Carol Jacobs
Library Services Manager Natalie Basmaciyon
Circulation & Technical Processing Coordinator Melissa Hartson
Support Services Coordinator Melissa Kelly
Corona del Mar Librarian Annika Helmuth
Public Works Deputy Director Mark Vukojevic
Senior Civil Engineer Peter Tauscher
Marketing Specialist Katherine Mielke

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the May 21, 2018 Board of Library Trustees Meeting**

2. **Customer Comments**

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

Chair Johnson-Tucker noted several comments regarding relocating the Lucky Day Collection and public parking.

In response to comments, CDM Plaza employees parking in the Library lot was a concern because of the lack of parking.

3. Library Activities

Monthly update of library events, services and statistics.

4. Expenditure Status Report

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

5. Board of Library Trustees Monitoring List

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

Motion made by Board Member Watkins, seconded by Board Member Coulter, and carried (4-0-0-1) to approve the Consent Calendar.

AYES: Johnson-Tucker, Watkins, King, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Ray

VI. CURRENT BUSINESS

[The Library Board of Trustees heard Current Business items in the following order: 7, 6, 16, 17, 18, 8, 9, 11, 10, 12, 13, 14, 15.]

A. Items for Review

6. Corona del Mar Branch Project Update

Public Works Deputy Director Mark Vukojevic will update the Board on the Corona del Mar Branch Library replacement project.

Public Works Deputy Director Mark Vukojevic reported the height of first-floor ceilings will vary to highlight entrances, the reception desk, and the children's area. Ambient sound in a library typically measures 40-60 decibels. The fire station exercise room is located over the fire station entrance, which is on the opposite side of the building from the Library. The fire station bathrooms and a portion of the living room will be located above the Library bathrooms. The fire station's office and laundry room will be located over the Library's adult area and entrance respectively. Rubber flooring will be placed in the weight room, vinyl tile in the office, concrete in the laundry and storage rooms, carpeting in the dormitories, vinyl in the hallways, and tile in the restrooms. The hallway, laundry room, office, and bathrooms will have the most sound impact on the Library. The distance between first-story ceilings and second-story floors will be 3-4 feet, which will be comprised of flooring, a 1-1/2-inch layer of special concrete to dampen sound, 3/4-inch plywood sheathing, a wood and metal truss system, R-30 insulation, two layers of acoustically enhanced drywall, and ceiling tiles or dropped ceiling. All penetrations between the first and second floors will be caulked and sealed. Kitchen ventilation for the fire station will be located 30 feet away from any air intake for the Library. Bathrooms will

share plumbing and exhaust ventilation. An acoustic engineer stated the building design contains as many sound-reducing components as possible short of altering the structural aspect of the building. The building is not soundproof. The fire station's alert system is less noisy than a smoke alarm, and its volume is adjustable. City inspectors will focus on sound issues and recommendations for the building. Staff does not recommend conducting a sound study but does recommend changing the fire station hallway flooring from vinyl to carpeting, to which the Fire Department agreed. Staff is considering additional material beneath the laundry and office flooring and white noise machines. Staff will notify the Board of Library Trustees of adjustments they recommend.

Library Services Director Hetherington obtained noise measurements at the reference desk, children's room, and circulation. Noise at the reference desk varied from 43 dB (HVAC only) to 50 dB (conversation or ringing phone); the children's area varied from 43 dB to 63 dB (one exuberant toddler); and the circulation desk varied from 51 dB to 59 dB because of almost continuous noise from printers, telephones, and conversations.

Board Member Watkins recommended staff explore adding a layer of cork beneath second-story flooring to reduce noise.

7. Marketing Update and Social Networking Update

Marketing Specialist Katherine Mielke will provide the annual briefing on library marketing and social media activities.

Marketing Specialist Katherine Mielke reported staff implemented website accessibility standards, which required a considerable amount of time and effort. Updates will be an ongoing project as more standards will be added over time. Staff has added graphics in the computer area. NBTV has been filming more Library programs, which increases the exposure of programs. In addition, NBTV is working on public service announcements (PSA) for the Library and Cultural Arts. The Library is a Star Library and was voted Best Orange County Library in *OC Weekly* and best story hour in *OC Parenting*. Website demographics are mostly the same as in the prior year; however, the number of active users has increased slightly, and the number of users accessing the eBranch and ebook webpages has increased. Publicity efforts continue around press releases, online listings, electronic flyers for schools, and providing a list of monthly events to local publications. New retractable signs have been effective for Teen Services and Tech Talk. Design of the e-blast is more mobile-friendly. Staff recently began posting events to Nextdoor. The number of Facebook followers has not increased, but the number of Instagram followers has grown. Twitter engagement is highest for tech news. The Library receives good comments on Yelp and Google. Opportunities for increasing public awareness of the Library include a new Star Wars/Digital Saturday program, a series of talks by local authors, the Central Library's 25th anniversary, opening of the Corona del Mar Branch, and the new Sculpture Exhibition. Marketing Specialist Mielke encourages staff to submit ideas for social media posts, videos, and photos and wants to develop a Library video in time for the 25th anniversary celebration. Regular social media posts include Meet the Staff Mondays and Throwback Thursdays. A committee is working on improving wayfinding through signage, graphics, and a directory kiosk.

In reply to Board Member questions, Marketing Specialist Mielke advised that graphics are not displayed in multiple languages. Newport Beach and Company covers events when its staff is available.

Board Member Watkins suggested installation of wayfinding signage for Library parking.

8. Financial Report Comparison of Beginning Budget to End of Year Amended Budget

Support Services Coordinator Melissa Kelly will report on Budget Amendments for FY 2017/2018.

Support Services Coordinator Melissa Kelly reported donations and grants increased the budget by \$478,110. The Library Foundation donated \$163,900, and the Friends donated \$250,000. Private donations totaled \$125 and were used to purchase materials. The California State Library Literacy grant totaled \$41,459. The prior fiscal year's grant from Newport/Mesa ProLiteracy carried into the current fiscal year and covered the program's annual cost. Donations that are not expended in the current fiscal year will be carried into the next fiscal year.

In response to queries, Support Services Coordinator Kelly explained that the Foundation passes donations designated for specific Library programs or special collections to the Library outside the wish list. Donations to the Foundation for the Literacy program are allocated to the Literacy program as part of the wish list. Dorothy Larson, Library Foundation Board President, added that the Foundation donates funds for the wish list and for programming separately. Donations given to the Foundation for specific programs are listed separately in the Foundation's financial statement and allocated to the specific programs.

9. Adult and Reference Services Update

Library Services Manager Natalie Basmacıyan will provide an update on adult Library services.

Library Services Manager Natalie Basmacıyan reported much of the work of the reference desk is teaching customers how to utilize databases and online resources and providing technical assistance with equipment. Staff began a monthly service called "Let's Talk Tech," added two new digital services, and attended several offsite events. In addition, staff has focused on programming for adults including seven author events.

10. Board of Library Trustees Policy Review

Staff recommends that the Board of Library Trustees review each Library policy every two years from the date of adoption or last review/amendment.

Library Services Director Hetherington requested the Board of Library Trustees approve a policy requiring review of Library policies every two years and to note on the policy the date it was last amended or reviewed. Staff will track the review of policies through the Monitoring List.

Motion made by Board Member Watkins and seconded by Board Member King to approve the Board of Library Trustees Policy Review.

Jim Mosher noted City Council Policy I-1 was not included in the list of policies to be reviewed. He hoped the Library maintained copies of previous policies so that Board Members could review the evolution of policies.

Chair Johnson-Tucker requested the Bylaws be added to the list of policies to be reviewed.

Library Services Director Hetherington clarified that Library policies are offered to the Council for information, but the Council does not approve Library policies. Mr. Mosher clarified that the City Council did not have the authority to approve or veto Library administrative policies.

Library Support Services Coordinator Kelly recommended the Board of Library Trustees review the previous version of Council Policy I-1 to determine whether provisions should be included in Library policies.

Board Member Watkins withdrew his motion, and the Board of Library Trustees agreed to continue the item so that Chair Johnson-Tucker and Board Member Watkins could clarify a discrepancy between Council Policy I-1 and the City of Newport Beach Charter.

11. Newport Beach Public Library Collection Development Policy

Staff requests that the Board review, make suggested revisions, and approve the Newport Beach Public Library Collection Development Policy.

Circulation and Technical Processing Coordinator Melissa Hartson recommended changing the paper form entitled "Request for Book Purchase Form" to an electronic form entitled "Suggest a Title." The Library participates in universal borrowing, which means customers have access to other libraries and the services of those libraries. Policy information about universal borrowing should include language of the California Library Services Act and list the implications for Library customers. The Freedom to Read Statement should also be added to the policy.

In reply to Board Member questions, Circulation and Technical Processing Coordinator Hartson explained that Library customers have access to other libraries through universal borrowing, but customers first have to obtain a library card for other libraries.

Chair Johnson-Tucker felt universal borrowing may need to be included in a policy other than the Collection Development Policy. Perhaps, the Collection Development Policy should refer to the Freedom to Read Statement and contain a link to the statement.

The Board of Library Trustees agreed to continue this item to the July meeting.

Jim Mosher remarked that universal borrowing information may be more appropriate in a circulation policy, and should more explicitly state customers' rights in other libraries. The term "customers" seems more appropriate for a business entity and Mr. Mosher prefers that the term "patrons" be used throughout the Library Policies and otherwise. Mr. Mosher also stated that the Library's restriction of unaccompanied adults from children's areas does not comply with the Library Bill of Rights.

12. Friends of the Library Wish List

Staff requests that the Board of Library Trustees review and approve the wish list.

Library Services Director Hetherington noted the Friends of the Library will provide separate donations to the Corona del Mar Branch and the Literacy program and recommended the Board of Library Trustees approve the wish list totaling \$175,000.

Motion made by Board Member Coulter, seconded by Board Member Watkins, and carried (4-0-0-1) to approve the Friends of the Library wish list.

AYES: Johnson-Tucker, Watkins, King, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Ray

13. Library Foundation Wish List

Staff requests that the Board of Library Trustees review and approve the wish list.

Library Services Director Hetherington appreciated the Library Foundation's donation and recommended the Board of Library Trustees approve the wish list.

Motion made by Board Member Coulter, seconded by Board Member King, and carried (4-0-0-1) to approve the Library Foundation wish list totaling \$153,125.

AYES: Johnson-Tucker, Watkins, King, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Ray

14. Lecture Hall Update

Chair Johnson-Tucker will provide an update on activities related to efforts to integrate a lecture hall on the Central Library site.

Chair Johnson-Tucker advised that the conceptual design study will begin August 6. She is attempting to organize a trip to view facilities in San Diego. Library Services Director Hetherington is preparing a list of desired features for the lecture hall.

15. Library Services

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

Library Services Director Hetherington announced Melissa Kelly's retirement effective June 28 and thanked her for her many contributions to the Library.

Chair Johnson-Tucker thanked Board Member King for eight years of service on the Board of Library Trustees.

Board Member Watkins expressed regret at the retirement of Melissa Kelly, who is a very capable employee.

B. Monthly Reports

16. Friends of the Library Liaison Report

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

Board Member Coulter reported the Friends held their annual members luncheon in June. The Friends donated \$175,000 to the Library and \$5,000 to the Literacy program. The Friends will make another donation, which will go towards materials etc. for the new Corona del Mar branch and will work with Tim & his staff to determine exactly what the donation will cover. The Friends earned \$17,621 in May. Chair Johnson-Tucker added that the sale of art books went well and totaled \$1,549.

17. Library Foundation Liaison Report

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

Dorothy Larson, Library Foundation Board President, reported the Foundation was preparing contracts for the Witte Lecture Series and the Library Live series, planning events, and preparing budgets.

Kathy McCarrell, Library Foundation Interim Executive Director, introduced herself.

18. Witte Lectures Committee Liaison Report

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

Dorothy Larson, Library Foundation Board President, advised that contracts are being prepared for the next series of lectures.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Toby Larson, Library Foundation Board Member, announced a reception for outgoing Board President Dorothy Larson will be held at 6:00 p.m. on July 9.

Jim Mosher favorably commented regarding his use of the Library's digital newspaper collection and the ability to search it.

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

None

IX. ADJOURNMENT – 6:53 p.m.

**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
JUNE 2018**

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<p align="center"> <u>1</u> <u>6/11/2018</u> <u>Email</u> <u>Natalie Basmaciyen</u> <u>Library Services Manager</u> <u>6/8/2018</u> </p>	<p>Hi there, I'm an organizer at a local non profit called Rock n' Roll Camp for Girls OC; we're a camp that teaches girls, especially from low income communities, how to play an instrument and grow their self confidence. This year I really want to show some of our teen campers how to use the library equipment, how to edit videos, and how to tell their stories using library resources. The program I've dreamed up is called Film Folx, where over the course of a month a few campers come in weekly and learn how to edit videos. My plan is to meet up with them on Sundays in the Library, but I just wanted to run this by the library first; the program is free for campers, and we won't be doing anything accessibly loud, but I'll probably be talking to them a bit and I know the media lab is usually fairly quiet. Would this be an okay project to undertake? Are Sundays usually pretty busy days in the media lab? Thanks!</p>	<p>Good morning, and thank you for contacting the Newport Beach Public Library regarding the Media Lab. The Media Lab is a public resource for the community and cannot be booked and closed for group use. An alternative location for your classes may be the Hoag Family Resource Center on Placentia Avenue. There is a computer lab in their facility. Their phone number is (949) 764-6542. Please let me know if we may be of further assistance. Sincerely.</p>
<p align="center"> <u>2</u> <u>6/28/2018</u> <u>Email</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>6/28/2018</u> </p>	<p>I recall there is another book fair, \$2 per bag, scheduled this year, what is the date of the next one?</p>	<p>The next \$2 sale from the Friends of the Library is scheduled for August 4, 9am-2pm. For more information please check out the Library's website, www.newportbeachpubliclibrary.org and click on the tab for the Friends of the Library. Saturday, August 4, 9am - 2pm Central Library -Everyone Welcome \$2-A-BAG! We supply the bags. Thanks for using the Library.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetheron, Library Services Director
Re: Report of Library Activities – July 16, 2018 Meeting

TIM HETHERON, LIBRARY SERVICES DIRECTOR

“Libraries are a cornerstone of democracy—where information is free and equally available to everyone. People tend to take that for granted, and they don’t realize what is at stake when that is put at risk.”

- Carla Hayden

As we enter into the post-Melissa Kelly era, some members of the Library Administration have new responsibilities. Natalie Basmacıyan will take on Facilities, and serve as staff liaison to the City Arts Commission. Melissa Hartson will oversee the Library’s budget. We will open a recruitment for a Librarian III, Adult Services Coordinator, in the next few days and should have that position staffed by the end of the summer. As much as we will all miss Melissa Kelly, I am looking forward to encouraging staff as they move into new roles and responsibilities, and grow professionally.

NATALIE BASMACIYAN, LIBRARY SERVICES MANAGER

Staffing

Allison Sarnowski began her new Department Assistant/Part Time position in the Administration office this month. Allison brings years of marketing and customer service skills to her new position.

Passport Services

Library Assistant/Full Time Christopher Hennigan has completed his Acceptance Agent training with the Department of State. Christopher observed several passport appointments to learn the customer service standards and procedures, and is now ready to conduct his own appointments. Passport Services now has 12 certified fulltime staff to assist with appointments.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

At all locations June was the month to prepare for Summer Reading Program which officially began on Saturday, June 23. In anticipation of, and to spread the word about, Balboa staff made a visit to Newport Elementary and at Mariners students from both Mariners Elementary and Kaiser visited the library to hear about all of the fun. Magician Billy Bonkers entertained good crowds at all locations during the first full week of SRP. Storytimes also resumed that week after a two-week hiatus.

In other Branch related news, page Natasha Stambuk began her assignment to Mariners and the foundation for the new CDM Library and fire station was poured on Friday, June 22.

Youth Services

Not only was June a busy month in terms of planning and prepping for SRP, it also was a very successful month at Central in terms of outreach. Off-site staff visited several local elementary schools including Andersen, Newport Coast, Harbor View and Eastbluff to talk about SRP while in the library two separate Anneliese kindergarten and first grade classes took tours and a group from Christ Lutheran. For the first time ever a group of mentally disabled adults came for a tour and storytime on June 22. They were from the Lincoln Adult Education Group which is affiliated with the Garden Grove Unified School District. SRP kicked off at Central on the 23rd with a rousing program presented by Kids Imagine Nation.

Teen Services

YAAC met for the last time before their summer break. The 20 members in attendance were thanked for their year of exceptional service. Special recognition went to Caroline West who had the most volunteer hours for the year (65) and Dana Levenson who had perfect attendance. Dillon McArdell and Sydney Huang were recognized as graduates. A new YAAC council will be selected in September. Additional teen activities for the month included sessions of SRP volunteer training, STARS training and orientation and a "Secrets of College Admission" program.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staffing

The Library currently has three Page vacancies and one Part-time Clerk I vacancy. Recruitment for these openings is set to begin next month.

Proquest Articles Retrieved

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	AVG.
Business Databases	430	196	125	282	1269	803	559	721	989	2038	706	760	740
Newspapers--Current	595	303	600	502	582	1539	1400	930	894	618	997	1733	891
Newspapers--Historical	627	352	1741	1547	1453	3086	1845	2679	2623	1415	976	1725	1672
Magazines	6	6	26	42	155	277	123	180	400	194	95	208	143

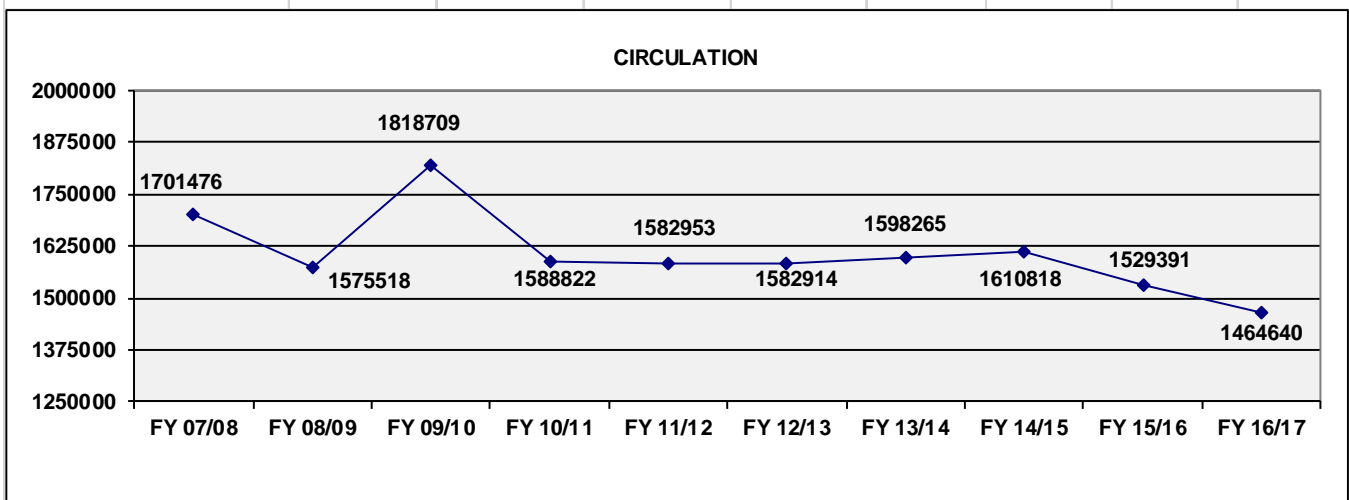
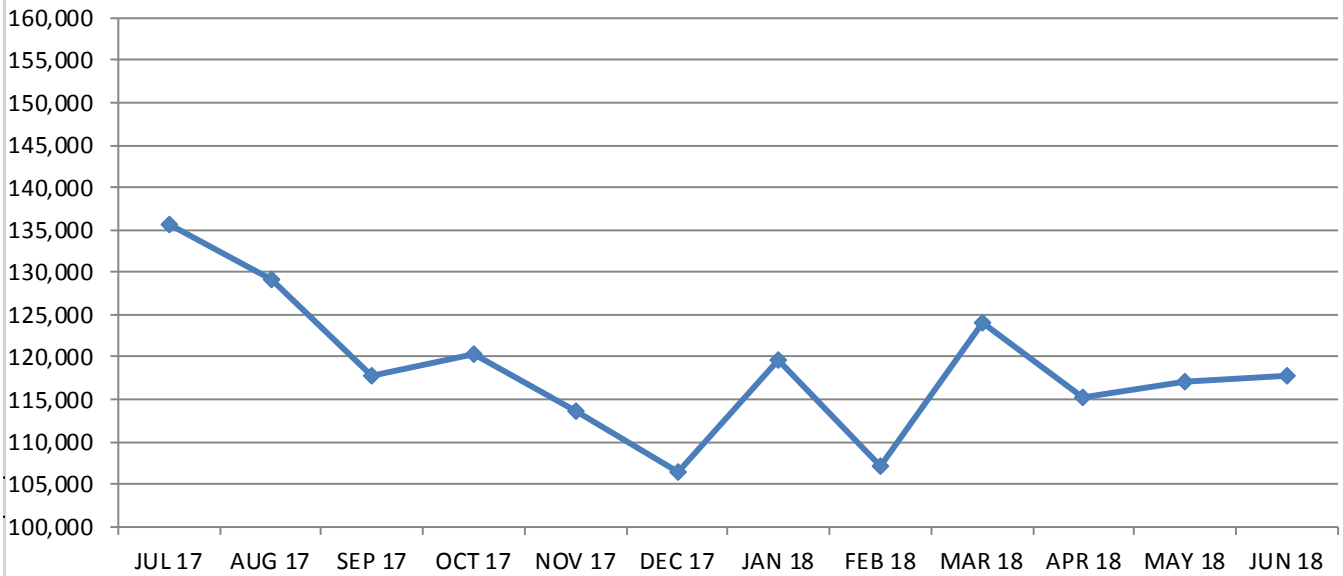
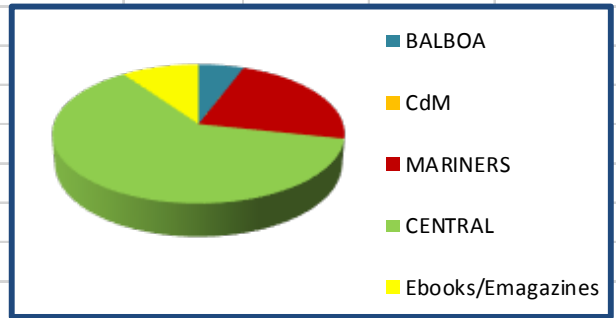
Database FY Comparisons	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	YTD 17/18
Tracked by #searches													
Ancestry	3989	3234	2107	716	968	1128	812	1016	404	1222	662	326	16584
A to Z Databases	175	274	239	480	655	321	566	343	789	1409	3635	1282	10168
AskART	28	287	59	64	38	41	34	66	44	73	87	84	905
BioResCtr*	15	39	59	43	163	46	72	102	127	70	217	207	1160
FoF Ancient Hist	18	47	42	11	47	12	24	64	29	215	89	260	858
GDL	27	17	10	3	11	13	14	25	89	92	36	33	370
GVRL	33	52	72	147	271	124	81	78	600	225	898	668	3249
HeritageQuest	3049	1852	2302	1558	2304	2487	1431	711	1135	2202	2310	653	21994
Kids InfoBits	53	4	25	63	31	10	5	9	22	81	32	18	353
Lynda.com	21181	25073	17173	8077	7293	6508	7251	7368	6496	6405	8382	6620	127827
LitResCtr	21	105	37	27	94	143	28	33	206	943	561	117	2315
Opposing Vpts*	140	45	55	775	1681	681	212	263	1357	296	828	445	6778
Nat Geo	20	20	12	11	25	20	14	13	32	30	26	63	286
Nat Geo Kids	11	10	9	22	40	6	14	3	121	38	20	41	335
NoveList Plus	176	185	216	176	136	129	159	109	257	199	295	190	2227
NoveList K-8 Plus	28	21	106	88	11	8	46	9	14	92	70	46	539
ProQuest	1322	875	1462	1668	3744	6739	6509	2931	3463	3138	2931	4330	39112
Ref USA Bus.	1907	1469	1459	7587	6303	3903	3034	2906	3030	3013	3029	1562	39202
Ref USA Res.*	41	58	96	181	101	118	34	74	74	86	76	103	1042
ScienceFLIX	15	6	10	13	36	13	7	40	11	7	13	21	192
Tumblebooks	51	116	184	265	234	359	211	341	451	399	548	1058	4217
World Book Online	8	45	22	24	34	28	31	42	43	52	49	212	590
Tracked by #sessions													
Cypress Resume	11	12	10	5	10	14	8	5	10	11	10	15	121
Kanopy						64	338	286	388	325	493	448	2342
Testing & EdRef Ctr	46	82	45	62	52	78	54	53	51	55	39	38	655
Universal Class	133	111	205	129	47	28	57	101	171	120	60	76	1238
Tracked by #page views													
Consumer Reports		1405	1133	1158	2070	1909	1765	520	1645	1586	2672	2163	18026
CultureGrams	239	561	161	331	160	406	443	190	540	397	296	316	4040
Morningstar	22380	3474	16425	46200	2934	2862	7521	7025	5357	6319	6138	5566	132201
NetAdvantage	2964	2624	2879	3427	2569	X	1773	1556	1815	2273	1997	5385	29262
RealQuest	248	1014	81	19	99	20	111	173	143	183	37	183	2311
Value Line	14635	15129	16918	18108	15339	14118	16807	15018	13958	15607	16331	17405	189373
Tracked by Hours Used													
Rosetta Stone	66.7	42.3	22.4	57.4	20.3	36.2	34	28.9	28.5	54.5	28.1	41.1	460.4

Notes: *No Data for NetAdvantage for December 2017 due to platform migration to Capital IQ.
 *Kanopy officially launched at the beginning of 2018. Sessions equal the number of video plays.

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2018

CIRCULATION

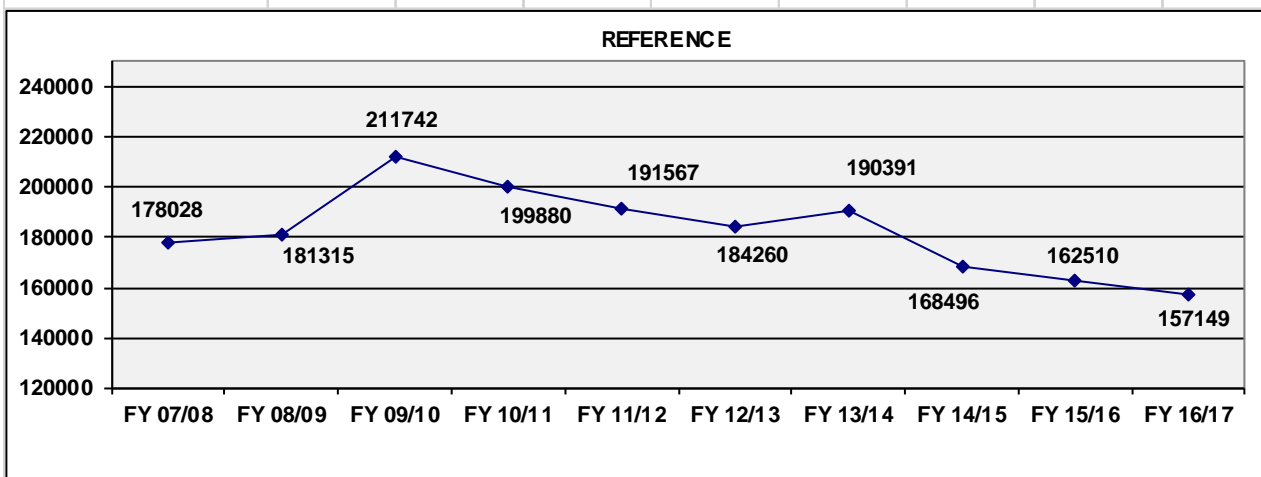
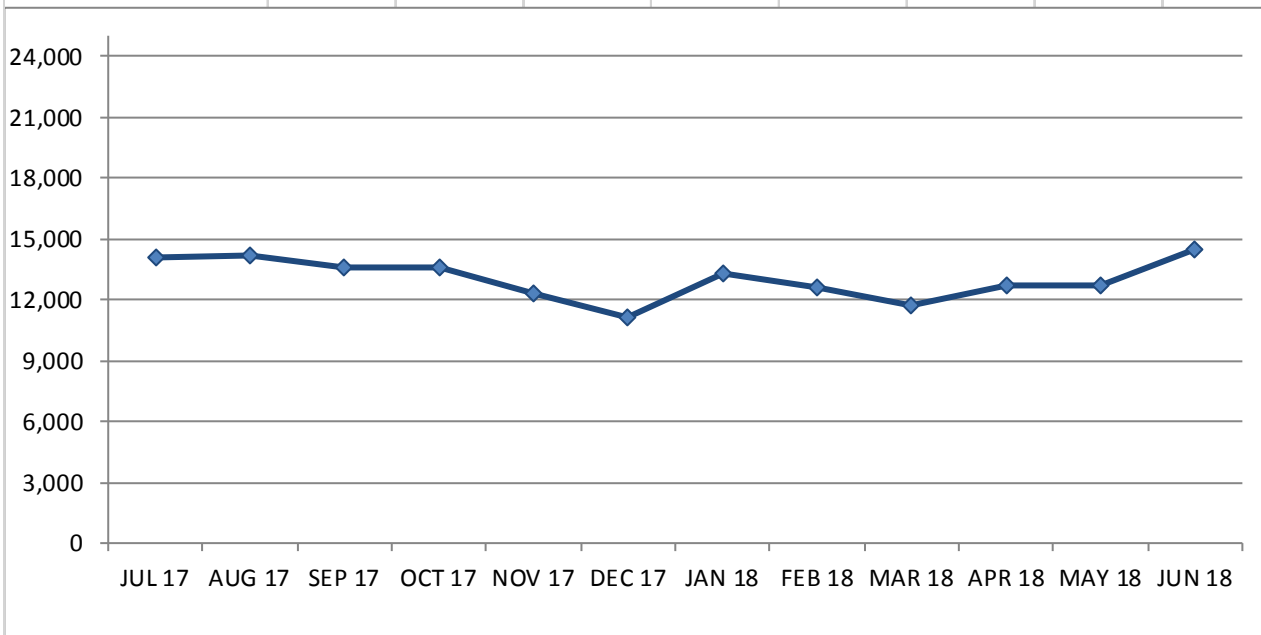
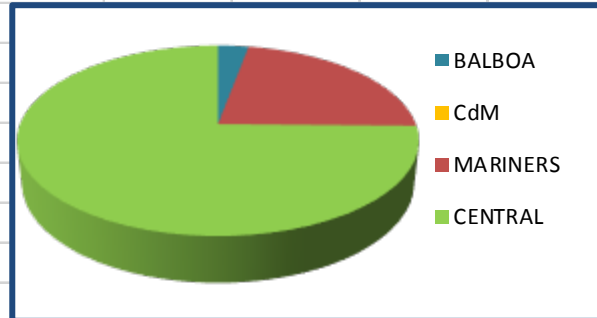
	Jun-18	YTD 17/18	YTD 16/17
BALBOA	6,784	74,404	78,501
CdM	16	31,081	49,411
MARINERS	26,615	341,588	358,526
CENTRAL	72,829	851,214	861,421
Ebooks/Emagazines	11,564	126,307	116,781
TOTAL	117,808	1,424,594	1,464,640



NEWPORT BEACH PUBLIC LIBRARY - JUNE 2018

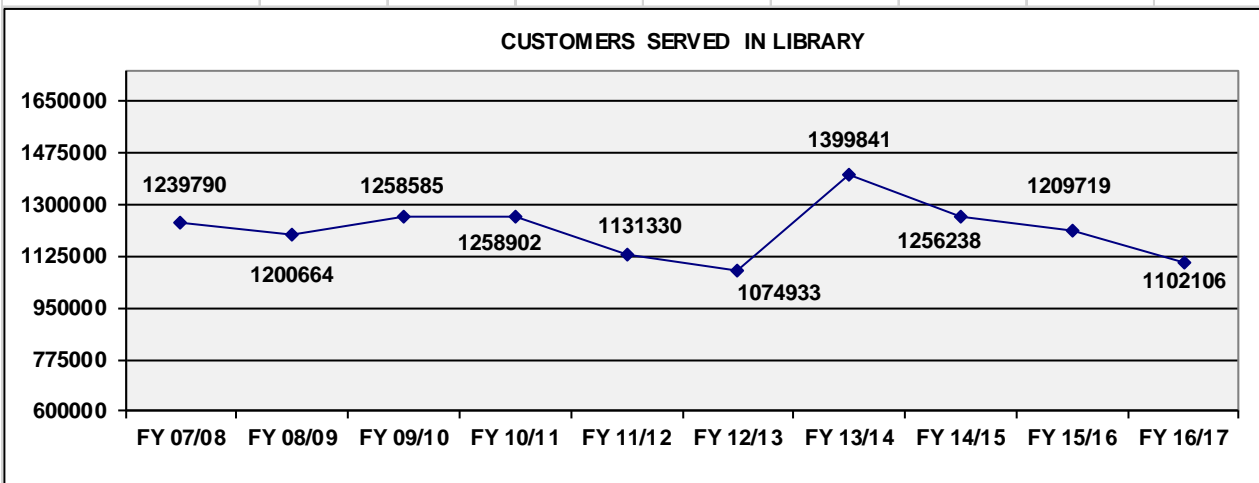
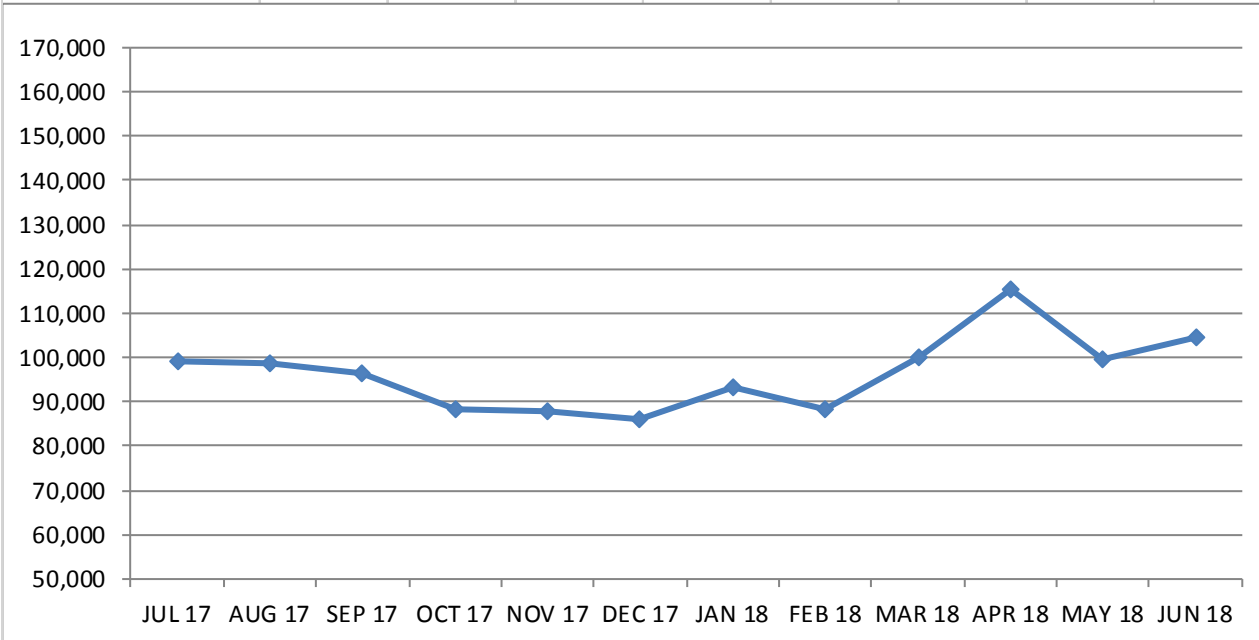
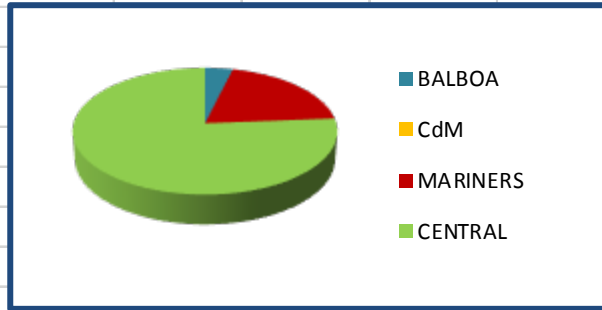
REFERENCE

	Jun-18	YTD 17/18	YTD 16/17
BALBOA	423	4,791	5,787
CdM	0	3,865	5,727
MARINERS	3,244	34,054	35,910
CENTRAL	10,837	113,811	109,725
TOTAL	14,504	156,521	157,149



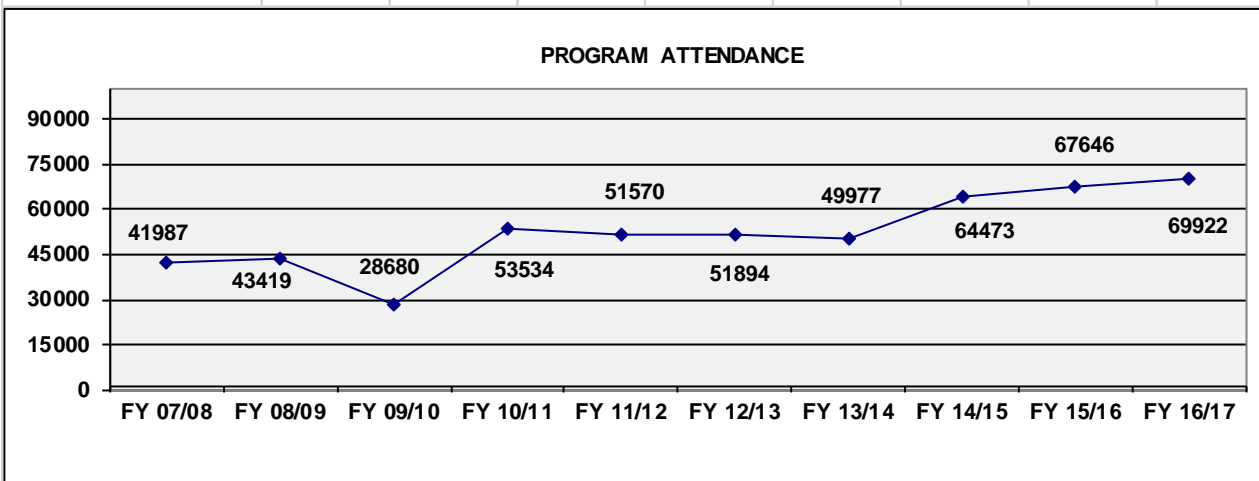
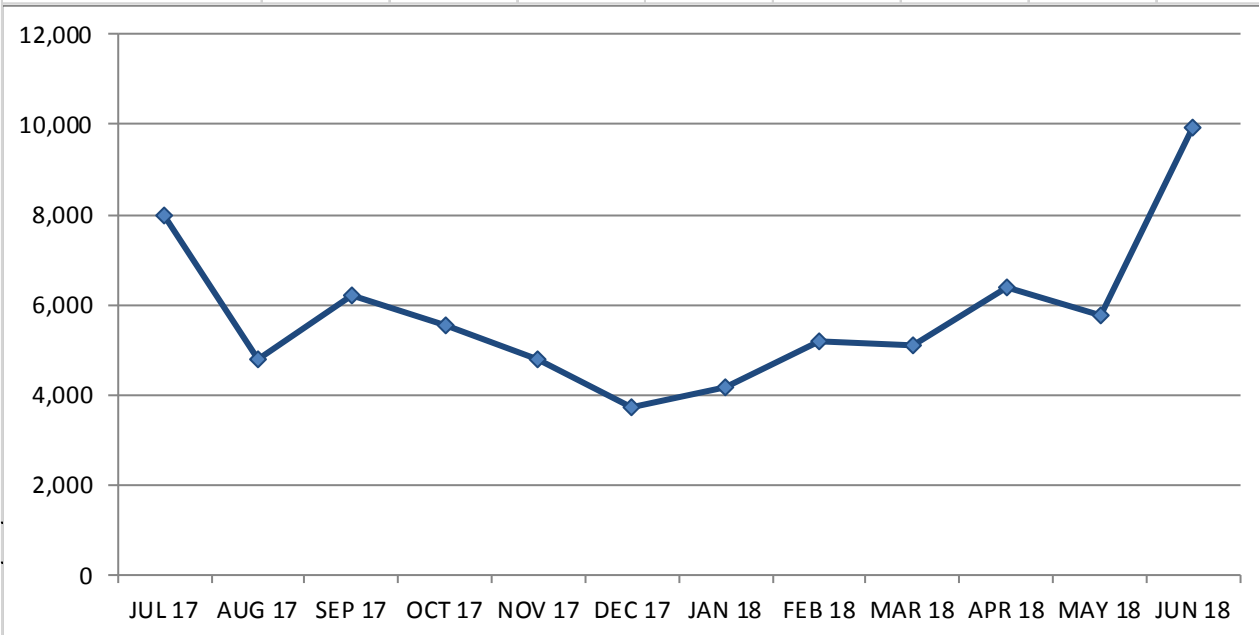
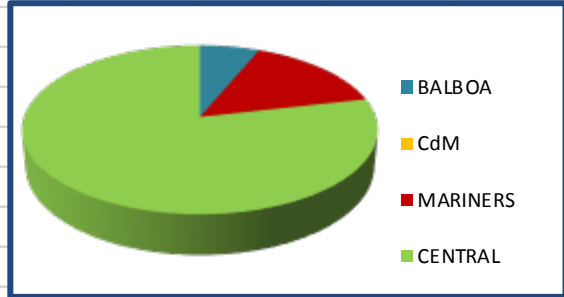
NEWPORT BEACH PUBLIC LIBRARY - JUNE 2018
CUSTOMERS SERVED IN LIBRARY

	Jun-18	YTD 17/18	YTD 16/17
BALBOA	4,012	44,124	47,919
CdM	0	25,343	37,667
MARINERS	20,812	261,477	253,036
CENTRAL	79,760	827,400	763,484
TOTAL	104,584	1,158,344	1,102,106



NEWPORT BEACH PUBLIC LIBRARY - JUNE 2018
PROGRAM ATTENDANCE

	Jun-18	YTD 17/18	YTD 16/17
BALBOA	625	2,201	2,011
CdM	0	5,129	7,627
MARINERS	1,506	14,492	13,436
CENTRAL	7,813	47,713	46,848
TOTAL	9,944	69,535	69,922



LIBRARY EXPENDITURES **2017-2018**
 (July, 2017 through June, 2018)

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,718,341	2,718,341	2,598,899	205,777	119,442
SALARY PART-TIME	994,727	1,056,389	797,891	56,348	258,498
BENEFITS	2,297,473	2,297,473	2,361,353	191,930	-63,880
 SALARY & BENEFITS TOTAL	6,010,541	6,072,203	5,758,143	454,055	314,060
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	137,577	137,577	89,123	8,952	48,454
UTILITIES	274,350	274,350	284,403	19,591	-10,053
PROGRAMMING	5,500	14,300	11,326	8,178	2,974
SUPPLIES**	82,170	83,548	78,878	2,984	4,670
LIBRARY MATERIALS	619,740	621,881	620,369	3,887	1,512
FACILITIES MAINTENANCE	174,747	175,271	161,820	6,778	13,451
TRAINING AND TRAVEL	15,075	17,352	11,634	0	5,718
GENERAL OPERATING EXPENSES	24,200	25,101	18,056	480	7,045
PERIPHERALS	7,500	7,500	556	433	6,944
INTERNAL SERVICE FUNDS	993,745	993,745	993,745	82,812	0
OFFICE EQUIPMENT	2,000	2,000	0	0	2,000
 MAINT & OPERATION TOTAL	2,336,604	2,352,625	2,269,911	134,095	82,714
LIBRARY BUDGET TOTAL	8,347,145	8,424,828	8,028,053	588,150	396,775

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FOUNDATION

FY 17-18

As of Jun 30, 2018

Date Funded	Wish List		Amt Expended	
	Amount	Purpose	YTD	Notes
Sep 2017	\$ 50,000	eBook Content & Platform	\$ 49,995	Complete
	\$ 13,125	Lynda.Com Subscription	\$ 13,125	Complete
	\$ 20,000	Daily Pilot Digitization	\$ 18,000	In Process
	\$ 11,000	Mariners Popular Library	\$ 11,000	Complete
	\$ 3,000	Balboa Branch Fixtures	\$ 3,000	Complete
	\$ 25,000	Wayfinding Kiosk	\$ -	In Process
	\$ 9,500	Signage	\$ -	In Process
	\$ 5,400	Blinds	\$ 5,400	Complete
	\$ 13,000	AWE Early Literacy Stations	\$ 13,000	Complete
	\$ 5,000	Adult Literacy Program	\$ 5,000	Complete
Total	\$155,025		\$ 118,520	

Date Funded	Designated Gifts		Amt Expended	
	Amount	Purpose	YTD	Notes
Mar 2018	\$ 5,000	Balboa Blu-Ray & DVDs	\$ 750	In Process
	\$ 200	Balboa other materials	\$ 200	Complete
	\$ 75	Children's Books	\$ 75	Complete
	\$ 3,600	Literacy Program	\$ 3,600	Complete
Total	\$ 8,875		\$ 4,625	

FRIENDS

FY 17-18

As of Jun 30, 2018

Date Funded

Wish List

Amt Expended

Jul 2017

Amount	Purpose	YTD	Notes
\$60,000	Audio Visual materials	\$ 60,000	Complete
\$65,000	New releases	\$ 65,000	Complete
\$50,000	Children's & YA materials	\$ 50,000	Complete
\$55,000	Programming (SRP, etc.)	\$ 35,000	In Process
\$10,000	Flipster	\$ 10,000	Complete
\$5,000	Lucky Day Collection	\$ 5,000	Complete
\$5,000	Literacy	\$ 5,000	Complete
	Disc Cleaning Machine	\$ 12,390	Complete

Total

\$250,000

\$

242,390

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
Jul 17, 2017	Statistical Comparison Report of Peer Libraries/Meeting Spaces	Jul 16, 2018
Jul 17, 2017	Election of Board of Library Trustees Officers/Trustee Liaisons	Jul 16, 2018
Jul 17, 2017	Proposed Library Closures for Winter Holidays 2018	Jul 16, 2018
Aug 21, 2017	Information Technology Update	Aug 20, 2018
Sep 18, 2017	Literacy Program Update	Sep 17, 2018
Oct 16, 2017	Branch Update - Mariners	Oct 15, 2018
Oct 16, 2017	Youth Services Update	Oct 15, 2018
Jan 16, 2018	Review Holidays / Meeting Schedule	Jan 22, 2019
Jan 16, 2018	Newport Beach Public Library eBranch & Database Review	Jan 22, 2019
Feb 27, 2018	Annual Budget - Preliminary Review	Feb 19, 2019
Feb 27, 2018	Arts & Cultural Update	Feb 19, 2019
Mar 19, 2018	Branch Update - Balboa	Mar 18, 2019
Mar 19, 2018	Annual Budget - Approval	Mar 18, 2019
Mar 19, 2018	WiFi Usage Compared to Other Libraries	Mar 18, 2019
Mar 19, 2018	Assign a Lecture Hall Capital Campaign Committee	Mar 18, 2019
Mar 19, 2018	Review of San Diego Library's Proposed Library Fines Policy	Mar 18, 2019
Apr 16, 2018	Library Material Selection & Downloadable Services	Apr 15, 2019
Apr 16, 2018	Further Review of Library Fines	Apr 15, 2019
May 21, 2018	Media Lab Update	May , 2019
Jun 18, 2018	Marketing Update & Social Networking Update	Jun 17, 2019
CLOSED 2018	Branch Update - Corona del Mar	Jun 17, 2019
Jun 18, 2018	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)	Jun 17, 2019
Jun 18, 2018	Adult and Reference Services Update	Jun 17, 2019

LAST REVIEWED	POLICY REVIEW	
	<i>Library Service Policy (City Council Policy I-1)</i>	Aug 19, 2019
May 12, 2015	Library Use Policy (formerly City Council Policy I-2)	Feb 18, 2019
Mar 04, 2013	Collection Development Policy (formerly City Council Policy I-3)	Jul 16, 2018
Feb 03, 2014	Library Gift and Donor Policy (formerly City Council Policy I-4)	Nov 19, 2018
Feb 06, 2012	Newport Beach Public Library Gift Policy (formerly City Council Policy I-5)	Nov 19, 2018
Jan 17, 2017	Children in the Library Policy (formerly City Council Policy I-6)	Mar 18, 2019
Oct 10, 2006	<i>Library Meeting Rooms Policy (Council Policy I-7)</i>	Jul 16, 2018
Jun 16, 2014	Newport Beach Public Library Internet Use Policy (formerly City Council Policy I-8)	Apr 20, 2019
Jun 16, 2014	Media Lab Use Policy	Dec 17, 2018
Jun 16, 2014	Sound Lab Use Policy	Dec 17, 2018
Feb 17, 2015	Display and Distribution of Materials Policy	Jan 21, 2019
Dec 15, 2014	Expressive Use Areas	Aug 20, 2018
Oct 07, 2013	Laptop Borrowing Policy	Oct 15, 2018
Feb 21, 2017	Rules for Acceptable Use of Wireless Internet Connections	Apr 20, 2019
Feb 27, 2018	Circulation Policy	Feb 17, 2020
Apr 01, 2013	Study Room Policy	Sep 17, 2018

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetheron, Library Services Director

TITLE: Corona del Mar Branch Project Update – July 2018

DISCUSSION:

Project Manager Peter Tauscher of Public Works reports that the project remains ahead of schedule. The contractor poured the library slab-on-grade on Wednesday, July 10. Next week, the contractor will take delivery of the steel beams that will serve as the structural support for the building.

The contractor is also working on the Fire Station apparatus bay. The apparatus bay and structural steel will be the main work items over the next three weeks.

Concerning sound abatement, Public Works Deputy Director Mark Vukojevic reports that Public Works is still evaluating options for reducing sound levels between the upper and lower floors, including the cork layer option, and should have information for the Board of Library Trustees in the next few weeks.

NOTICING:

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

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3819, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Sample Statistical Comparison of Newport Beach Public Library and Regional Peer Libraries, 2016/17

The Newport Beach Public Library prides itself for its excellent service and resources. Through data derived from budgetary information and statistics, staff is able to provide a detailed look at how Newport Beach Public Library fares in comparison to peer public libraries in similar communities in terms of population, income levels, and funding.

The following statistics are from 2016/17 (most current):

LIBRARY	SERVICE POPULATION	STAFF (FTE)	BUDGET	COLLECTION EXPENDITURES	COLLECTION EXPENDITURES PER CAPITA	PRINT MATERIALS	PROGRAM ATTENDANCE	VISITS
CARLSBAD	113,725	102.28	\$12,169,635	\$858,950	\$7.55	\$336,784	65,398	720,205
CERRITOS	50,039	43.00	\$5,336,520	\$465,380	\$9.30	\$291,500	18,298	2,645,399
HUNTINGTON BEACH	197,574	45.65	\$4,721,245	\$530,910	\$2.69	\$312,625	109,358	824,849
MISSION VIEJO	96,718	34.32	\$3,168,156	\$301,799	\$3.12	\$320,840	14,120	812,068
MOUNTAIN VIEW	79,278	42.00	\$5,242,507	\$606,915	\$7.65	\$186,529	57,267	633,920
NEWPORT BEACH	84,915	59.50	\$8,288,214	\$824,846	\$9.17	\$306,592	65,643	1,102,106
PALO ALTO	68,691	63.77	\$8,953,401	\$768,497	\$11.18	\$320,840	74,299	1,031,054
SANTA MONICA	93,834	112.50	\$12,486,902	\$1,133,324	\$12.01	\$317,476	74,143	1,257,746

SOURCE: The California State Library (<http://www.library.ca.gov/>)

DATA FILES: <http://www.countingopinions.com/pireports/report.php?afef65a51d2ca854156e903e7ee251f9&live>

OBSERVATIONS:

- Newport Beach Public Library fares well in comparison with its peer libraries in terms of overall budget, collection expenditures, and collection expenditures per capita. Support from the Friends and the Foundation augment the solid funding for collections that we receive from the General Fund.
- The total amount of full time staff remains high in comparison to our peer group.
- Newport Beach continues to spend a significant portion of its material budget (37%) on print materials.
- Library visits remain high despite the size of our service population. This reflects the high number of library users who live outside our service population area.
- Program attendance is competitive with our peers. Four of our peers maintain auditorium facilities that share a site with the main library. The Mountain View Center for the Performing Arts is adjacent to the Mountain View

Public Library. While both are municipal facilities, the Center for Performing Arts is under the purview of the city's Community Services department. The Mountain View Public Library hosts its programs in the Library Community Room. This Community Room is very similar in layout and function to the Newport Beach Public Library Friends Room. Both Carlsbad and Huntington Beach have buildings designed as auditorium facilities that accommodate lectures and performances. These facilities are contiguous with the library in both cities. Santa Monica also has an auditorium but with a smaller capacity than Carlsbad and Huntington Beach.

FACILITY/LIBRARY	CAPACITY	CONTIGUOUS WITH LIBRARY	SLOPED FLOOR	STAGE
Ruby G. Schulman Auditorium (Carlsbad)	215	yes	yes	yes
Skyline Room and Terrace (Cerritos)	216	yes	no	no
Library Theater (Huntington Beach)	319	yes	yes	yes
Norman P. Murray Community and Senior Center (Mission Viejo)	500 for theater style seating	1 mile from MVPL	no	no
Thomas R. Potocki Conference Center (Mission Viejo)	Largest room holds 64	.5 miles from MVPL	no	no
MainStage (Mountain View Center for the Performing Arts)	600	Yes, but not a library facility	yes	yes
SecondStage (Mountain View Center for the Performing Arts)	200	Yes, but not a library facility	yes	yes
Friends Room (Newport Beach)	187	yes	no	no
Martin Luther King Jr. Auditorium (Santa Monica)	146	yes	yes	yes

COMPARISON WITH PEER LJ STAR LIBRARIES, 2017:

CATEGORY	STARS	LIBRARY	CIRC PER CAPITA	eCIRC PER CAPITA	VISITS PER CAPITA	PROGRAM ATTENDANCE PER CAPITA	PUBLIC INTERNET USE PER CAPITA
\$5M-\$9.9M	****	CERRITOS	11.2	0.3	31.9	0.4	4.2
\$5M-\$9.9M	***	NEWPORT BEACH	18.5 (2)	1.2 (2)	14.4 (2)	0.7 (2)	1.3 (4)
\$5M-\$9.9M	****	PALO ALTO	22.4	1.8	12.1	0.7	1.6
\$10M-\$29.9M	*****	SANTA MONICA	17.1	0.8	13.5	0.8	2

SOURCE: <https://lj.libraryjournal.com/2017/12/managing-libraries/lj-index/class-of-2017/all-the-stars-2017-state-by-state/#>

The LJ Index of Public Library Service is an index of public library service output and places equal weight on five related per capita output indicators: visits, circulation, e-circulation, program attendance, and public Internet computer use. Libraries are scored in relation to other peer libraries based on total operating expenditures.

A comparative look at the service output statistics by our peers who have also attained Library Journal star status shows that NBPL ranks 2nd highest in 4 categories and ranks last in one category, "Public Internet Use Per Capita". According to the Library Journal, "There are at least two dramatically different strategies for pursuing a higher LJ Index score. One is to excel as much as possible at all five types of service output; another is to focus on one or two specific types of output and excel exceptionally at those. The LJ Index design makes no assumptions about the intended output of a library. It does not assume that a library must excel across the board. It allows a library to excel on one service output—even if at the expense of others—if that is the course that library's decision-makers chart.

As a result, each of the five per capita statistics used to calculate an *LJ* Index score is given equal weight. Total circulation is not assumed to be any more important than program attendance. Library visits are not assumed to be any more crucial than uses of public Internet computers. Because the *LJ* Index formula uses standard scores, a library gets full credit for reporting an exceptionally high figure on a single statistic.

Sometimes, though, excelling on a single statistic does not suffice to earn a library Star status. In such cases, it may be useful to examine the per capita statistics for your library's expenditure category peers. Perhaps your library reported the highest value for one of the per capita statistics without achieving Star status. Or perhaps your library reported the highest value on a statistic for some subset of libraries in its expenditure category."

NOTICING:

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

TO: Board of Library Trustees

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

PREPARED BY: Tim Hetherton

TITLE: Proposed Library Schedule for Winter Holidays 2018

ABSTRACT:

An adjusted schedule for this holiday period will have minimal impacts on Library users. It will enable the Library to provide appropriate staffing levels while accommodating staff leave requests.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees adopt the following proposed holiday hours:

- All locations close at 6:00 p.m. on December 26, 27, 28, 29 (Wednesday, Thursday, Friday, Saturday).
- Central and Mariners maintain normal Sunday operating hours (12 p.m. to 5 p.m.) on December 30.
- Normal schedule resumes on January 2 (Wednesday).

			CENTRAL		BALBOA		MARINERS	
			Current	Proposed	Current	Proposed	Current	Proposed
MON	DEC	24	9-1	9-1	9-1	9-1	9-1	9-1
TUE	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed
WED	DEC	26	9-9	9-6	9-9	9-6	9-9	9-6
THU	DEC	27	9-9	9-6	9-6	9-6	9-9	9-6
FRI	DEC	28	9-6	9-6	9-6	9-6	9-6	9-6
SAT	DEC	29	9-6	9-6	9-6	9-6	9-6	9-6
SUN	DEC	30	12-5	12-5	Closed	Closed	12-5	12-5
MON	DEC	31	9-1	9-1	9-1	9-1	9-1	9-1
TUE	JAN	01	Closed	Closed	Closed	Closed	Closed	Closed

FUNDING REQUIREMENTS:

No funding requirement.

DISCUSSION:

In compliance with the City’s MOU with employee bargaining units, all NBPL locations will be open from 9 a.m. to 1 p.m. on Tuesday, December 24, Tuesday, December 31, and closed on Christmas Day and New Year’s Day. Library management proposes to offer a 9 a.m. to 6 p.m. public services schedule at all

locations from Wednesday, December 26 through Saturday, December 29. The Library will maintain normal 12 p.m. to 5 p.m. hours at Central Library and Mariners on Sunday, December 30. Maintaining open hours during the day and providing digital resources via the 24/7 Library eBranch provides an opportunity for the public to access library services. Typically, usage is low in the evenings during the holiday week. Normal hours will resume on Wednesday, January 2, 2019. Library management expects that this schedule will have minimal impact on customers while satisfying staff requests for leave.

Neighboring libraries and libraries considered our peers in terms of service population and budget are for the most part closing on 12/24 and 12/31:

Orange County Libraries:

- Anaheim Public Library - open on 12/24 and 12/31
- Buena Park Library District - closed on 12/24 and 12/31
- Fullerton Public Library - closed from 12/24 through Monday, 1/1/2019 for winter closure.
- Huntington Beach Public Library - closed on 12/24 and 12/31
- Mission Viejo Public Library - closed on 12/24
- Orange County Law Library - closed on 12/24 and 12/31
- Orange County Public Library –all libraries will close at 5:00 pm on 12/24
- Orange Public Library – to be determined
- Placentia Library District - closed on 12/24 and 12/31
- Yorba Linda Public Library – to be determined

Peer Libraries:

- Carlsbad Public Library – closes at 5 p.m. on 12/24 and 12/31
- Cerritos Public Library - closed on 12/24, and closing at 5 p.m. on 12/31
- Mountain View Public Library – closed 12/26
- Palo Alto Public Library – closed on 12/24 and 12/31
- Santa Monica Public Library - closed on 12/24 and closing at 5:30 p.m. on Monday, December 31, 2018

ATTACHMENT A: City of Newport Beach 2018 Employee Calendar

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).



City of Newport Beach 2018 EMPLOYEE CALENDAR

PAY DAY

OBSERVED HOLIDAY

PAY PERIOD ENDS

COUNCIL MEETING

JANUARY

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					29

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Melissa Hartson, Circulation and Technical Processing Coordinator

TITLE: Collection Development Policy

RECOMMENDATION:

Staff requests that the Board review, make suggested revisions, and approve the Newport Beach Public Library Collection Development Policy.

DISCUSSION:

The purpose of the Collection Development Policy is to provide guidelines for the selection of a variety of print and non-print materials to meet the informational, educational and recreational needs of the community. The selection of materials is inclusive rather than exclusive, in which staff, guided by Board policy, develops collections to support the needs of an informed public, reinforcing the Library’s mission, “to be the cultural, educational and informational heart of Newport Beach.” In selecting materials, library staff use professional judgement, knowledge of literature and resources, training, and experience to select materials representing differing points of view in a variety of formats, thus creating a balanced collection.

Staff recommends that the Board eliminate references to the “Request for Book Purchase Form” and replace it with the “Suggest a Title” form located on the Library’s website. In the past, the Library provided a hard copy form to customers requesting acquisition of a specific item. The form is no longer available in a hard copy. It has moved online and the title changed to allow for different material formats.

Staff also recommends revising the language regarding universal borrowing to include the California Library Services Act language to state that Newport Beach residents are entitled to borrow materials from other California public libraries:

“Many items which are not in the collection are available to library customers, through established interlibrary loan practices. Concurrently, the Library participates in universal borrowing, established by the California Library Services Act, Article 4, Section 18731, which states, “A public library participating in universal borrowing shall not exclude the residents of any jurisdiction maintaining a public library.” This allows Newport Beach Public Library customers direct access to materials housed in other participating public libraries in Orange County and throughout the State of California.”

Lastly, staff recommends that the Board approve retaining the American Library Association’s “The Freedom to Read Statement”, either by referencing the document, or by adding the text of the document to the policy. The inclusion of the Freedom to Read statement, by reference or inclusion of the text, supports the principles set forth in the Collection Development Policy. The Statement coincides with the Library’s intent to provide access to a collection of diverse views without censorship and allowing customers the liberty to choose materials for themselves. Staff requests that the Board choose one of the following variations:

*“In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy and **The Freedom to Read Statement** as adopted by the American Library Association Council on June 30, 2004, as Attachment II to the Collection Development Policy.”*

OR:

*“In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy and **The Freedom to Read Statement** as adopted by the American Library Association Council on June 30, 2004.”*

Staff conducted an informal review of other collection development policies from some of our peer and regional libraries. Most of these libraries either reference or include the Freedom to Read statement in their Collection Development policies.

Peer Libraries

- Carlsbad City – Statement listed in appendices
- Mountain View Public – Statement not included
- Palo Alto City – Statement listed in appendix
- Santa Monica Public – Statement is referenced

Regional Libraries

- Los Angeles County – Statement is referenced
- Pasadena Public – Statement is referenced
- Orange County Public – Statement not included
- San Diego Public – Statement listed in appendices

NOTICING:

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

ATTACHMENTS:

- A. Library Collection Development Policy
- B. Library Collection Development Policy – red-lined version
- C. Library Collection Development Policy – revised version

NEWPORT BEACH PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

It is the intent of the Board of Library Trustees that the Newport Beach Public Library provide a variety of print and nonprint materials to meet the informational, educational and recreational needs of the entire community.

The Library seeks to provide breadth and depth within the collection, various points of view, and differing formats. The Library endeavors to balance materials of permanent value with those of current interest. Materials are selected based on their content as a whole, not on selected excerpts. Race, nationality, or political, social, moral, or religious views of an author will not affect the selection of materials.

Selection is based on merit of the work; value of the work within the collection; and the needs and interests of the community. Consideration is given to specific types of material; to materials for specific age groups; to materials for special interests of clientele; and to differing formats of materials. These selection criteria will apply equally to materials purchased and to those accepted as gifts.

The selection of materials is made by Library staff. Customers making requests that items be added to the permanent collection will be referred to the "Request for Book Purchase Form." Suggestions from Library customers are encouraged and receive serious consideration.

Many items which are not in the collection are available to library customers, through established interlibrary loan practices. Concurrently, the Library's participation in universal borrowing, established by the California Library Services Act, Article 4, Section 18731, provides Newport Beach Public Library customers direct access to materials housed in other participating public libraries in Orange County and throughout the State of California.

The Library believes that the use of Library materials is an individual and private matter. All customers are free to select or reject materials for themselves; they may not restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the use of Library materials by their own minor children.

In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy.

Library customers with concerns about a specific title in the collection shall be provided with a copy of the Library's "Collection Development Policy" and asked to complete the "Customer's Request for Evaluation" form.

Library staff shall evaluate the material, based on the "Collection Development Policy" established by the Board of Library Trustees. A recommendation shall be forwarded to the Library Services Director who shall respond in writing to the customer. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

Library customers requesting specific titles be added to the collection will be provided with a "Request for Book Purchase" form. Library staff shall evaluate the request based on the "Collection Development Policy" established by the Board of Library Trustees. Customer's "Request for Evaluation of Library Resources" form is attached as Attachment II.

[Attachment I - Library Bill of Rights]

[Attachment II - Collection Development Policy]

Adopted - October 22, 1990

Amended - October 28, 1991

Amended - January 24, 1994

Reassigned - April 8, 2003

Corrected (Att. II) - October 10, 2006

Revisions Approved - November 16, 2010

Amendments Approved by City Council - September 27, 2011

Formerly I-16

ATTACHMENT I

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

ATTACHMENT II

NEWPORT BEACH PUBLIC LIBRARY - COLLECTION DEVELOPMENT POLICY

CUSTOMER'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. **Please fill out this form and return it to the Site Manager.** The staff will evaluate the material and forward a recommendation to the Library Services Director.

Name _____ Date _____
Address _____
City _____ State ____ Zip _____ Phone _____

Resources on which you were commenting:

- | | |
|-----------|----------------------------|
| Book | Audiovisual Resource |
| Magazine | Content of Library Program |
| Newspaper | Other |

1. Title _____
2. Author/Producer _____
3. What brought this title to your attention? _____

4. Have you seen or heard reviews of this material? _____
5. Please comment on the resource as a whole. _____

6. Please note your **specific** objections. _____

7. What resource(s) would you suggest to provide additional information on this topic? _____

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your Request for Evaluation will be given careful consideration and a response provided.

Newport Beach Public Library

Newport Beach, California

Corrected - October 10, 2006
Revisions made – November 16, 2010

NEWPORT BEACH PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

It is the intent of the Board of Library Trustees that the Newport Beach Public Library provide a variety of print and non-print materials to meet the informational, educational and recreational needs of the entire community.

The Library seeks to provide breadth and depth within the collection, various points of view, and differing formats. The Library endeavors to balance materials of permanent value with those of current interest. Materials are selected based on their content as a whole, not on selected excerpts. Race, nationality, or political, social, moral, or religious views of an author will not affect the selection of materials.

Selection is based on merit of the work; value of the work within the collection; and the needs and interests of the community. Consideration is given to specific types of material; to materials for specific age groups; to materials for special interests of ~~clientele~~ customers; and to differing formats of materials. These selection criteria will apply equally to materials purchased and to those accepted as gifts.

The selection of materials is made by ~~Library~~ library staff. Customers making requests that items be added to the permanent collection will be referred to the ~~"Request for Book Purchase Form."~~ ~~"Suggest a Title"~~ form located on the ~~Library's website~~. Suggestions from ~~Library~~ library customers are encouraged and receive serious consideration.

Many items which are not in the collection are available to library customers, through established interlibrary loan practices. Concurrently, the Library's ~~participation~~ participates in universal borrowing, established by the California Library Services Act, Article 4, Section 18731, which states, "A public library participating in universal borrowing shall not exclude the residents of any jurisdiction maintaining a public library." ~~provides~~ This allows Newport Beach Public Library customers direct access to materials housed in other participating public libraries in Orange County and throughout the State of California.

The Library believes that the use of ~~Library~~ library materials is an individual and private matter. All customers are free to select or reject materials for themselves; they may not restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the use of ~~Library~~ library materials by their own minor children.

In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy and The Freedom to Read Statement as adopted by the American Library Association Council on June 30, 2004, as Attachment II to the Collection Development Policy.

OR:

In support of the above principles, the Library incorporates the Library Bill of Rights as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy and The Freedom to Read Statement as adopted by the American Library Association Council on June 30, 2004.

-

~~I-3~~
~~III-G~~

Library customers with concerns about a specific title in the collection shall be provided with a copy of the Library's "Collection Development Policy" and its attachments and asked to complete the "Customer's Request for Evaluation" form, Attachment III of the Collection Development Policy.

Library staff shall evaluate the material, based on the "Collection Development Policy" established by the Board of Library Trustees. A recommendation shall be forwarded to the Library Services Director who shall respond in writing to the customer. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

Library customers requesting specific titles be added to the collection will be ~~provided with a "Request for Book Purchase" form directed to the "Suggest a Title" form, located on the Library's website.~~ Library staff shall evaluate the request based on the "Collection Development Policy" established by the Board of Library Trustees. ~~Customer's "Request for Evaluation of Library Resources" form is attached as Attachment II.~~

[Attachment I - Library Bill of Rights]

[Attachment II - ~~Collection Development Policy~~The Freedom to Read Statement]

[Attachement III - Customer's Request for Evaluation of Library Resources]

Adopted - October 22, 1990
Amended - October 28, 1991
Amended - January 24, 1994
Reassigned - April 8, 2003

Corrected (Att. II) - October 10, 2006
Revisions Approved - November 16, 2010
Amendments Approved by City Council - September 27, 2011

Formerly I-16

ATTACHMENT I

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

ATTACHMENT II

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into

its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004

ATTACHMENT III

NEWPORT BEACH PUBLIC LIBRARY – COLLECTION DEVELOPMENT POLICY

CUSTOMER’S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. **Please fill out this form and return it to the Site Manager.** The staff will evaluate the material and forward a recommendation to the Library Services Director.

Name _____ Date _____
Address _____
City _____ State ____ Zip _____ Phone _____

Resources on which you were commenting:

- | | |
|-----------|----------------------------|
| Book | Audiovisual Resource |
| Magazine | Content of Library Program |
| Newspaper | Other |

1. Title _____
2. Author/Producer _____
3. What brought this title to your attention? _____

4. Have you seen or heard reviews of this material? _____
5. Please comment on the resource as a whole. _____

6. Please note your **specific** objections. _____

7. What resource(s) would you suggest to provide additional information on this topic? _____

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your Request request for Evaluation-evaluation will be given careful consideration and a response provided.

Newport Beach Public Library

Newport Beach, California

Corrected - October 10, 2006
Revisions made - November 16, 2010

NEWPORT BEACH PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

It is the intent of the Board of Library Trustees that the Newport Beach Public Library provide a variety of print and non-print materials to meet the informational, educational and recreational needs of the entire community.

The Library seeks to provide breadth and depth within the collection, various points of view, and differing formats. The Library endeavors to balance materials of permanent value with those of current interest. Materials are selected based on their content as a whole, not on selected excerpts. Race, nationality, or political, social, moral, or religious views of an author will not affect the selection of materials.

Selection is based on merit of the work; value of the work within the collection; and the needs and interests of the community. Consideration is given to specific types of material; to materials for specific age groups; to materials for special interests of customers; and to differing formats of materials. These selection criteria will apply equally to materials purchased and to those accepted as gifts.

The selection of materials is made by library staff. Customers making requests that items be added to the permanent collection will be referred to the "Suggest a Title" form located on the Library's website. Suggestions from library customers are encouraged and receive serious consideration.

Many items which are not in the collection are available to library customers, through established interlibrary loan practices. Concurrently, the Library participates in universal borrowing, established by the California Library Services Act, Article 4, Section 18731, which states, "A public library participating in universal borrowing shall not exclude the residents of any jurisdiction maintaining a public library." This allows Newport Beach Public Library customers direct access to materials housed in other participating public libraries in Orange County and throughout the State of California.

The Library believes that the use of library materials is an individual and private matter. All customers are free to select or reject materials for themselves; they may not restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the use of library materials by their own minor children.

In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy and **The Freedom**

to Read Statement as adopted by the American Library Association Council on June 30, 2004, as Attachment II to the Collection Development Policy.

OR:

In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy and **The Freedom to Read Statement** as adopted by the American Library Association Council on June 30, 2004.

Library customers with concerns about a specific title in the collection shall be provided with a copy of the Library's "Collection Development Policy" and its attachments and asked to complete the "Customer's Request for Evaluation" form, Attachment III of the Collection Development Policy.

Library staff shall evaluate the material, based on the "Collection Development Policy" established by the Board of Library Trustees. A recommendation shall be forwarded to the Library Services Director who shall respond in writing to the customer. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

Library customers requesting specific titles be added to the collection will be directed to the "Suggest a Title" form, located on the Library's website. Library staff shall evaluate the request based on the "Collection Development Policy" established by the Board of Library Trustees

[Attachment I - Library Bill of Rights]

[Attachment II - The Freedom to Read Statement]

[Attachment III - Customer's Request for Evaluation of Library Resources]

Adopted - October 22, 1990

Amended - October 28, 1991

Amended - January 24, 1994

Reassigned - April 8, 2003

Corrected (Att. II) - October 10, 2006

Revisions Approved - November 16, 2010

Amendments Approved by City Council - September 27, 2011

Formerly I-16

ATTACHMENT I

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

ATTACHMENT II

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into

its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004

ATTACHMENT III

CUSTOMER'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. **Please fill out this form and return it to the Site Manager.** The staff will evaluate the material and forward a recommendation to the Library Services Director.

Name _____ Date _____
Address _____
City _____ State ____ Zip _____ Phone _____

Resources on which you were commenting:

- | | |
|-----------|----------------------------|
| Book | Audiovisual Resource |
| Magazine | Content of Library Program |
| Newspaper | Other |

1. Title _____
2. Author/Producer _____
3. What brought this title to your attention? _____

4. Have you seen or heard reviews of this material? _____
5. Please comment on the resource as a whole. _____

6. Please note your **specific** objections. _____

III-C

7. What resource(s) would you suggest to provide additional information on this topic? _____

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your request for evaluation will be given careful consideration and a response provided.

Newport Beach Public Library
Newport Beach, California

Corrected - October 10, 2006
Revisions made - November 16, 2010