



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES SPECIAL MEETING AGENDA

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

Monday, February 24, 2020 - 5:00 PM

Board of Library Trustees Members:

**Janet Ray, Chair
Paul Watkins, Vice Chair
Douglas Coulter, Secretary
Barbara Glabman, Board Member
Kurt Kost, 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 twenty-four (24) hours in advance of each 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, prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or thetherton@newportbeachca.gov.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. NOTICE TO THE PUBLIC

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

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

IV. PUBLIC COMMENTS

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

V. CONSENT CALENDAR

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

A. Consent Calendar Items

1. Minutes of the January 21, 2020 Board of Library Trustees (Pages 4-10)

[02 DRAFT MINUTES](#)

2. Patron Comments (Pages 11-12)

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

[03 PATRON COMMENTS](#)

3. Library Activities (Pages 13-23)

Monthly update of library events, services and statistics.

[04 LIBRARY ACTIVITIES](#)

4. Expenditure Status Report (Page 24)

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

[05 EXPENDITURE STATUS REPORT](#)

5. Board of Library Trustees Monitoring List (Page 25)

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

[06 BLT MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Arts and Cultural Update (Pages 26-29)

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

[07 VIA6 ARTS AND CULTURAL UPDATE](#)

7. Annual Budget - Preliminary Review (Pages 30-34)

Staff requests that the Board review and approve the preliminary Library budget for Fiscal Year 2020/2021.

[08 VIA7 ANNUAL BUDGET PRELIMINARY REVIEW](#)

[09 VIA7 ATTACHMENT A - Proposed Budget FY 2020-21](#)

[10 VIA7 ATTACHMENT B - Revenue Projection FY 2020-2021](#)

8. Lecture Hall Update

Chair Ray will report on activities related to the Library Lecture Hall project.

9. Library Services (Pages 13-18)

Report Library issues regarding services, patrons and staff.

B. Monthly Reports

10. Library Foundation Liaison Reports:

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

11. Friends of the Library Liaison Report

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

12. Literacy Services Liaison Report

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

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660
Meeting Minutes
January 21, 2020 – 5:00 p.m.

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

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

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

Trustees Absent: Board Member Barbara Glabman

Staff Present: Tim Hetherton, Library Services Director
Elaine McMillion, Administrative Support Specialist
Melissa Hartson, Acting Library Services Manager
Rebecca Lightfoot, Adult Services Coordinator

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the December 16, 2019 Board of Library Trustees Meeting**

Vice Chair Watkins requested that the Minutes be amended to incorporate Mr. Mosher's proposed revisions.

2. **Patron Comments**

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

Vice Chair Watkins commended Library Services Director Hetherton's thoughtful, thorough, and polite response to a patron's comments regarding fines.

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 Vice Chair Watkins, seconded by Board Member Coulter, and carried (4-0-0-1) to approve the consent calendar with amendments to the Minutes of the December 16, 2019 Regular Meeting as discussed.

AYES: Ray, Watkins, Coulter, Kost

NOES:

ABSTENTIONS:

ABSENCES: Glabman

VI. CURRENT BUSINESS

A. Items for Review

6. Review of Holidays and Meeting Schedule

Staff requests that the Board of Library Trustees review the 2020 meeting schedule.

Chair Ray requested staff place the page number of reports next to the appropriate item on the agenda.

Library Services Director Tim Hetherton reported the Board's meeting dates for January and February fall on holidays so the meetings are held on the following Tuesday for each.

Motion made by Vice Chair Watkins, seconded by Board Member Kost, and carried (4-0-0-1) to adopt the 2020 holiday closure and meeting schedule proposed by staff.

AYES: Ray, Watkins, Coulter, Kost

NOES:

ABSTENTIONS:

ABSENCES: Glabman

Chair Ray advised that she would not be present for the March 16 meeting and requested Vice Chair Watkins assume her duties for the meeting.

7. Library Gift and Donor Policy (NBPL 3)

Staff requests that the Board of Library Trustees review and approve changes to the Gift and Donor policy (NBPL 3).

Library Services Director Hetherton advised that Chair Ray, Newport Beach Library Foundation Chief Executive Office Meg Linton, Foundation Board Member Jill Johnson-Tucker, Foundation Board Member Karen Clark, and he met to review the Gift and Donor Policy. Proposed revisions include the addition of donor recognition walls, changes to

donor levels, an increase of the Grand Stairway donor level to \$500,000, and designated funding of \$75,000 and \$100,000 for the Sound Lab and Media Lab respectively. Additional language states that in the event the area of the library with the donor's name is significantly renovated, demolished, or is no longer used for library purposes, either voluntarily or involuntarily, the donor shall have no further rights related to the name recognition, at the sole discretion of the Board of Library Trustees. In such case, any payments not yet paid by the donor shall no longer be due.

Vice Chair Watkins advised that he has circulated proposed revisions. He proposed additional language that stated any changes or exceptions to dollar amounts, letter size and banner length, design, content and location of donor recognition walls, Foundation gifts, and the Gift and Donor Policy are subject to the express approval of the Board of Library Trustees.

Resident Jim Mosher suggested the Gift and Donor Policy should allow donor recognition in any of the Library facilities. The policy appears to state that recognition walls acknowledge all donations to the Library Foundation, whether the donations are utilized for the Library or Foundation programs.

Chair Ray felt any changes pertinent to the proposed Lecture Hall should be incorporated once a decision to build the Lecture Hall is made.

Vice Chair Watkins noted in December, the Board of Library Trustees decided to focus on changes to donor walls and the funding levels for donor walls. The proposed revisions accomplish the Board's decision. The Gift and Donor Policy is not tied to particular expansion areas.

In response to Board Member Kost's inquiries, Chair Ray indicated a donor can designate the use of his donation. Meg Linton, Newport Beach Public Library Foundation Chief Executive Officer, related that a separate campaign would raise funds for a lecture hall and offer limited naming opportunities.

Motion made by Vice Chair Watkins, seconded by Board Member Coulter, and carried (4-0-0-1) to approve the Gift and Donor Policy (NBPL 3) with revisions proposed during the meeting.

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

8. Newport Beach Public Library eBranch and Database Review

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

Adult Services Coordinator Rebecca Lightfoot reported eBranch services are those services available to patrons anytime and anywhere. Staff reviews and evaluates existing databases, statistics for existing databases, patron suggestions, and new databases. Based on statistics, staff has canceled the subscription to Axis 360 and transferred its contents to Overdrive. Patron use of Overdrive continues to grow. Kanopy's enhanced

patron access to the Great Courses series and children's movies have been well received. RB Digital and Flipster offer downloadable magazines, and staff has increased the content available through RB Digital. Financial databases continue to perform well. Staff subscribed to the Legal Reference Information Center database in July 2019 and added two levels to Rosetta Stone. Staff canceled the subscription to Lynda.com because of the privacy issues created by LinkedIn's purchase of Lynda.com. Staff is evaluating other databases to replace Lynda.com and should have an update in the next few months.

In reply to Board Member Kost's queries, Adult Services Coordinator Lightfoot related that Rosetta Stone has an app, but it doesn't work well for Library patrons.

In answer to Jim Mosher's question, Adult Services Coordinator Lightfoot advised that the Library offers online access to the *Orange County Register* and its archives through News Bank and the in-house database.

9. Donations

Staff recommends the Board of Library Trustees approve the acceptance of three year-end donations from Library Supporters to enhance the Library's materials collection.

Acting Library Services Manager Melissa Hartson reported the Library received three donations at the end of 2019 and requested the Board accept the donations.

Motion made by Board Member Coulter, seconded by Vice Chair Watkins, and carried (4-0-0-1) to accept the donations as recommended by staff.

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

10. Lecture Hall Update

Chair Ray will report on activities related to the Library Lecture Hall project.

Chair Ray advised that the Library Lecture Hall Design Committee met earlier in the day and reviewed different configurations for seating. The next meeting is scheduled for February 3 to discuss exterior areas. Robert Coffee is very thorough. Library Director Hetherington and Foundation Chief Executive Officer Meg Linton have prepared a list of issues the committee should consider. The Lecture Hall and the Friends Room will increase the number of visitors to the Library.

Meg Linton added that discussions about design are raising questions about programming and growth.

11. Library Services

Report of Library issues regarding services, patrons and staff.

Library Services Director Hetherington expressed disappointment and surprise that the Library was not ranked as a Star Library for 2019. The Palo Alto and Redwood City Libraries reported statistics similar to Newport Beach Library statistics, but Palo Alto and

Redwood City Libraries moved from three stars to four stars. The Library has emphasized eBranch services and program attendance such that program attendance has increased 142 percent in ten years. He indicated he has contacted Keith Curry Lance, author of the index of Star Libraries, for an explanation and is awaiting a return call. The one category in which the Library finished last was Wi-Fi sessions, but patrons appear to be satisfied with the Library's Wi-Fi service. The Board may wish to consult with Mr. Lance regarding ways to improve the Library's rank. The Library's rank is important for the Mayor, the City's management team, and the community.

Vice Chair Watkins remarked that the non-ranking is not a reflection on Library Services Director Hetherton or the Board of Library Trustees. Cerritos Library was discussed and it was noted that this library is home to several cultures that emphasizes reading and learning beginning at an early age. He suggested staff inquire regarding the cost of Mr. Lance's consulting services. Libraries in Redwood City, Palo Alto, and Cerritos are very different from the Newport Beach Public Library.

Board Member Coulter felt in-person contact with Mr. Lance could be more beneficial than a phone call.

Meg Linton commented that the ranking process appears to be blind and vague.

Toby Larson, Library Foundation Board Member, related that the Cerritos Library is visually impressive but does not offer programming for the general population. The Cerritos Library offers programs oriented to specific cultures and receives excellent support from the Cerritos School District, which is one of the highest achieving districts in California.

Vice Chair Watkins requested that Library Services Director Hetherton explore hiring Mr. Lance as a consultant.

In answer to Chair Ray's query, Library Services Director Hetherton was unsure whether a Star ranking is considered prestigious. The Star ranking is the primary method for comparing libraries.

Jim Mosher recalled in 2018 that the Board decided not to be overly concerned with the Star ranking, which was a good decision. Paying the consultant who dispenses Star rankings to learn how to improve rankings seems ethically questionable. A reasonable question for the consultant is why are there no one Star and two Star rankings.

Library Services Director Hetherton advised that a number of public libraries continue to boycott Macmillan Publishing. Macmillan's Chief Executive Officer will address the American Library Association's conference. Congress is looking into Macmillan's actions as possible antitrust violations. On January 28, the Council will consider forming an ad hoc committee to draft a Memorandum of Understanding (MOU) between the Board of Library Trustees and the City of Newport Beach regarding funding for the Lecture Hall. City Attorney Aaron Harp has suggested anyone interested in joining the committee should express their interest to the Mayor. The Council is interested in identifying the Foundation's representative for negotiations with the City. The Witte Lecture series continues on January 24 and 25 with Doris Kearns Goodwin. The Library will be closed

on February 17 for President's Day. The next Board meeting is scheduled for February 18.

Meg Linton, Foundation Chief Executive Officer, reported the Foundation has formed a lecture hall committee, and Jill Johnson-Tucker has joined the Foundation Board. Several Board Members, who are attorneys, have expressed interest in the negotiations.

B. Monthly Reports

12. Library Foundation Liaison Reports

A. Library Foundation Board – Report of the most recently attended meeting.

Chair Ray indicated the Foundation Board did not hold a meeting in January.

Meg Linton, Library Foundation Chief Executive Officer, advised that the Library Live Committee is beginning to work on the 2020/2021 season. The *Newport Beach Indy* published a full-page article regarding the Witte Lecture series. The Library Live Lectures and Witte Lectures Committees book the speakers. Young adult author Tomi Adeyemi was added to the Library Live series at the last minute. A new issue of *The Bookmark* is available.

B. Library Live Lectures Committee – Report of the most recently attended meeting.

Chair Ray shared Board Member Glabman's comments regarding the Library Live Lectures Committee. The purpose of Library Live lectures are experimentation, community outreach, and connections. The guest authors charge moderate fees; therefore, the impetus to sell seats is not great. The Committee is attempting to grow volunteers. Board Member Glabman is aiming to discover a mission, long-range plan, and short-term goals for the Committee.

Meg Linton clarified that a full house is always desirable. Attendance at lectures is always good.

C. Witte Lectures Committee – Report of the most recently attended meeting.

Board Member Kost noted the Doris Kearns Goodwin lectures are sold out. The fundraising total has surpassed the goal with a total of \$147,000. The Committee is finalizing contracts for the 2021 season.

12. Friends of the Library Liaison Report

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

Board Member Coulter stated between Christmas and New Years that the Friends of the Library gave 377 gift certificates to people who purchased at least \$5 in books to be used in the month of January only. December 2019 sales in the bookstore net income increased 18.4 percent over December 2018 sales. Amazon sales were down \$882 in December

2019 from December 2018. The next book sale is scheduled on February 7 and 8. Total revenues in December were \$19,300.

13. Literacy Services Liaison Report

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

Vice Chair Watkins reported Literacy Services is in very good financial condition and is planning the Gift of Literacy luncheon for May 1 at the Hyatt Regency on Jamboree. The guest speaker will be Isha Sesay, author of *Beneath the Tamarind Tree*.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

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 – 6:03 p.m.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>1/9/2020</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>1/13/2020</u>	I like everything, including online access to the Wall Street Journal. The copiers need improvement. They cannot adjust for contrast, guaranteeing poor quality copies. The downstairs copier is broken/out of service.	Thank you for taking the time to fill out a comment card about the copiers at the Central Library. I do apologize for the downstairs copier being out of order. We are waiting on a part from the manufacturer so it can be repaired. Staff is happy to help you adjust the settings for the contrast on the copier upstairs. Please ask us the next time you visit and we can get it adjusted for you. Thank you.
<u>2</u> <u>1/13/2020</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>1/13/2020</u>	I like the spacious, comfortable setting. Reference assistance, check out service, and Internet services need improvement. There is only one copy each of the Wall Street Journal and IBD Weekly. I never find them. The e-articles for the papers are not the same as the actual paper.	Thank you for taking the time to fill out a comment card regarding the Wall Street Journal and Investor's Business Daily. I do understand your frustration that these high demand resources are often in use when you visit the Library, especially during busy weekend hours. We do offer the Wall Street Journal at all four of our locations, and Investor's Business Daily at Mariners and Balboa in addition to Central. Other than not having the pictures, the articles available through our ProQuest database contain all the same information. Thank you.
<u>3</u> <u>1/14/2020</u> <u>Comment Card</u> <u>Debbie Walker</u> <u>Branch & Youth Services Coordinator</u> <u>1/14/2020</u>	Unbelievable that after years and years you are still wasting paper in the main bathroom. Enormous disrespect for the environment.	I received your comment form where you stated that you felt that the Library was wasting paper in the main bathroom. When the first floor restrooms were remodeled here at Central a couple of years ago we added Dyson hand dryers to help curtail the need for paper towels. We also provide electric hand dryers at Mariners Branch and the new Corona del Mar Library. We do appreciate your use and interest in the Library.
<u>4</u> <u>1/14/2020</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> <u>1/14/2020</u>	Where do I take books I wish to donate?	The Library welcomes your donations. You may drop them off at the Central Library or any of our branch libraries. If needed, you may receive a receipt for tax purposes. Your donations go to our Friends of the Library Bookstore where the money from the sales goes back to the Library to support programs and collections. Thank you for considering us for your donations.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>5</u> <u>1/21/2020</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> <u>1/22/2020</u>	Is Lynda.com still available for people with a Library Card from the Newport Public Library? I tried to sign in with the Newportpubliclibrary.org portal, and it did not recognize the URL. Has this changed? Thank you.	The Library's subscription to Lynda.com ended on December 31. Lynda.com was purchased by LinkedIn and changed their terms of service, requiring library patrons to create a LinkedIn account in order to continue using Lynda.com. Due to privacy concerns, librarians across the country tried to negotiate with LinkedIn, but unfortunately, no agreement was reached. California State Librarian Greg Lucas issued a press release in July of last year, recommending that libraries no longer continue their relationship with LinkedIn. You can read the State Librarian's press release here. The Newport Beach Public Library takes our patrons' right to privacy seriously, so we felt we had no other choice but to cancel the service. We are in the process of evaluating a suitable replacement and anticipate subscribing to a new service in the coming months. Thank you for your inquiry.
<u>6</u> <u>1/2020</u> <u>Comment Card</u> <u>Andy Kachaturian</u> <u>Branch Librarian II</u> <u>2/6/2020</u>	Newbery and Caldecott medal winners should be all grouped together at the Mariners Branch. Thanks!	My name is Andrew Kachaturian and I am the Mariners Branch Librarian. I received your comment card and wanted to respond to you. First of all, thank you so much for taking the time to compliment the library and our services! We are happy to know you have had good experiences at the library. Thank you also for taking the time to make the suggestion to group the Newbery and Caldecott award winning children books. This is actually a project we have been planning to move forward with as our Central Library has been organizing their collection in this way and found it to be helpful as well. I believe you can expect to see this take place in the next month or so at Mariners. We need to take care of some details on the backend so that everything displays correctly in the library catalog and then we can begin relocating items. Thank you once again for taking the time to contact us and we hope to see you again soon.

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
 From: Tim Hetherton, Library Services Director
 Re: Report of Library Activities – February 24, 2020 Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

Library Journal Star Library

I was able to schedule a teleconference with Keith Curry Lance, the gentleman who originated and compiles the Library Journal Star Index. I explained that the staff and the Board of Library Trustees were concerned about NBPL's change in status in relation to its peer group. Mr. Lance was exceedingly helpful; and I feel that we had a very productive discussion.

He asserted that not being designated a Star Library for 2019 does not indicate a failure on NBPL's part. He pointed out that the Star index measures quantity, not quality. As noted in the Star Libraries FAQ, a library may lose Star status simply because of data reported by other libraries. In the 2019 (Fiscal Year 2017-18) data, 8-9 Star Libraries in the \$5-9.9 M peer group report one or more extraordinary statistical "outliers". Mr. Lance pointed out that in some instances, wi-fi sessions per capita may be disproportionate to visits per capita, and visits per capita may be disproportionate to circulation per capita and public Internet computer use per capita.

The table below shows NBPL in comparison to its peer group:

LIBRARY	CITY	STATE	POPULATION OF LEGAL SERVICE AREA	TOTAL OPERATING EXPENDITURE \$	SCORE	STARS	CIRCULATION PER CAPITA	CIRCULATION OF ELECTRONIC MATERIALS PER CAPITA	VISITS PER CAPITA	PROGRAM ATTENDANCE PER CAPITA	PUBLIC INTERNET COMPUTER USE PER CAPITA	WIFI SESSIONS PER CAPITA
WORTHINGTON PUBLIC LIBRARY	WORTHINGTON	OH	59,689	8,990,041	2,675	5	56.11	8.48	21.43	1.31	2.39	4.06
UPPER ARLINGTON PUBLIC LIBRARY	UPPER ARLINGTON	OH	34,150	5,453,331	2,132	5	56.23	4.51	14.83	1.14	1.87	5.57
NORTHBROOK PUBLIC LIBRARY	NORTHBROOK	IL	33,170	6,893,582	2,104	5	25.08	1.69	13.15	1.59	0.99	37.30
WILMETTE PUBLIC LIBRARY DISTRICT	WILMETTE	IL	27,087	5,261,442	2,042	5	30.02	4.55	12.20	1.07	1.02	25.38
ELMHURST PUBLIC LIBRARY	ELMHURST	IL	44,121	6,110,412	2,039	5	27.16	1.55	13.57	1.36	6.76	5.48
PRINCETON PUBLIC LIBRARY	PRINCETON	NJ	28,572	5,485,283	2,016	5	18.01	2.65	27.50	2.33	2.19	2.95
CERRITOS PUBLIC LIBRARY	CERRITOS	CA	50,039	5,336,520	1,999	5	8.65	0.34	52.87	0.37	4.45	4.25
GREENWICH LIBRARY	GREENWICH	CT	62,359	9,484,318	1,915	5	19.64	3.39	10.16	0.85	7.46	1.82
COOK MEMORIAL PUBLIC LIBRARY DISTRICT	LIBERTYVILLE	IL	59,842	8,329,541	1,710	5	23.31	1.52	10.28	0.58	1.03	34.17
WASHINGTON-CENTERVILLE PUBLIC LIBRARY	CENTERVILLE	OH	56,628	6,276,011	1,703	5	28.47	4.71	8.59	0.80	0.80	16.57
OAK PARK PUBLIC LIBRARY	OAK PARK	IL	51,878	7,332,827	1,701	4	24.56	2.61	15.28	0.76	2.79	11.52
REDWOOD CITY PUBLIC LIBRARY	REDWOOD CITY	CA	85,601	8,927,396	1,559	4	12.88	1.11	9.36	2.62	0.83	11.93
CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS PL	CLEVELAND HTS.	OH	57,867	9,174,873	1,512	4	26.24	1.90	12.09	0.75	3.44	3.97
ELA AREA PUBLIC LIBRARY DISTRICT	LAKE ZURICH	IL	34,462	6,672,597	1,510	4	22.99	1.26	11.06	1.09	3.07	7.69
WESTERVILLE PUBLIC LIBRARY	WESTERVILLE	OH	90,764	7,395,400	1,501	4	18.82	3.31	5.65	0.54	5.10	2.34
PALO ALTO CITY LIBRARY	PALO ALTO	CA	68,691	8,953,401	1,452	4	22.20	1.41	15.01	1.08	2.18	5.15
CARMEL CLAY PUBLIC LIBRARY	CARMEL	IN	83,293	5,783,659	1,441	4	25.61	2.17	7.49	0.96	2.86	4.76
PLAINVIEW-OLD BETHPAGE PUBLIC LIBRARY	PLAINVIEW	NY	28,676	6,367,795	1,433	4	12.28	1.13	12.91	1.89	2.97	0.00
GREAT NECK LIBRARY	GREAT NECK	NY	44,580	7,187,407	1,386	4	13.66	6.34	7.03	0.61	1.90	0.67
BARRINGTON PUBLIC LIBRARY DISTRICT	BARRINGTON	IL	44,157	5,852,759	1,380	4	25.33	4.58	7.96	0.80	0.95	2.49
PUEBLO CITY-COUNTY LIBRARY DISTRICT	PUEBLO	CO	165,109	9,882,437	1,315	3	15.66	1.32	8.26	1.56	2.76	0.85
VERNON AREA PUBLIC LIBRARY DISTRICT	LINCOLNSHIRE	IL	41,055	7,111,158	1,288	3	23.16	2.43	8.26	1.17	0.85	4.46
WILLIAMSBURG REGIONAL LIBRARY	WILLIAMSBURG	VA	86,204	6,334,566	1,254	3	16.20	2.60	8.62	1.39	1.03	2.32
CHESTER COUNTY LIBRARY	EXTON	PA	78,350	6,919,584	1,231	3	20.67	1.72	7.61	0.76	0.71	12.75
HALF HOLLOW HILLS COMMUNITY PUBLIC LIBRARY	DIX HILLS	NY	48,558	6,370,331	1,223	3	10.67	4.83	6.45	1.07	0.55	2.95
IOWA CITY PUBLIC LIBRARY	IOWA CITY	IA	83,352	6,454,980	1,217	3	15.73	1.47	9.56	0.69	1.00	13.56
NORTHPORT PUBLIC LIBRARY	NORTHPORT	NY	36,113	8,889,125	1,213	3	10.89	1.67	12.54	0.84	2.66	1.97
PORT WASHINGTON PUBLIC LIBRARY	PORT WASHINGTON	NY	31,071	6,130,077	1,213	3	10.31	1.15	13.42	1.39	1.27	4.32
PALATINE PUBLIC LIBRARY DISTRICT	PALATINE	IL	88,983	6,354,407	1,210	3	15.17	1.07	5.73	0.43	0.79	23.60
MEDINA COUNTY DISTRICT LIBRARY	MEDINA	OH	145,137	9,200,176	1,133	3	17.63	2.23	4.91	0.76	2.37	1.47
CHANDLER PUBLIC LIBRARY	CHANDLER	AZ	257,948	6,465,803	1,125	3	7.64	0.77	4.03	0.58	0.87	24.89
NEWPORT BEACH PUBLIC LIBRARY	NEWPORT BEACH	CA	84,915	8,288,214	1,116	0	17.25	1.38	12.98	0.77	1.14	2.64

The data above shows that statistical outliers affect overall ratings, and that there is not necessarily a correlation between data sets for Star libraries.

The LJ Index, on which the ratings are based, is designed so libraries can excel in a variety of ways: either by excelling across the board on all measures, or by excelling on only one or two output measures. This enables one or two figures to earn a library a higher score than across the board higher numbers.

Mr. Lance used the example of the Chandler Public Library in Arizona. This particular library has extremely high wi-fi sessions per capita statistics because two of their four branches operate in large public high schools as part of a partnership with the Chandler Unified School District. Chandler Public Library reported a high number of wireless sessions from students and teachers accessing wi-fi from nearby hallways and classrooms- stats not generated by a visit to the library. As Mr Lance stated: "While your library had better numbers overall, Chandler's extremely high level of wi-fi service—very much a result of their unique situation—was enough to compensate for their otherwise less impressive statistics."

He also pointed out that the difference in LJ Index scores between NBPL and the last 3-Star library is only 9 points. The slightest increase in any one of NBPL's data points or the slightest decrease in any of the outliers reported by the 2019 Star Libraries in this category would have made NBPL a Star Library. Newport Beach missed being a Star Library for 2019 by one place—9 points on a 2476-point scale. Based on its LJ Index score, Newport Beach is in the top 10 (#10) of the 61 city libraries in the nation among its spending peers. NBPL has the fourth highest LJ Index score of the 16 CA libraries in the \$5-9.9M group.

Mr. Lance recommended contacting the directors of some of the "outlier" Star libraries in order to ask them how they achieved such high figures. The discussion may reveal something extraordinary they are doing, that could be replicated at NBPL.

Balboa Island Museum

Staff met with Tiffany Pepys and Celeste Dennerline of the Balboa Island Museum to discuss local history exhibits at the Central Library.

Gift Shop/Passport Services (former Credit Union space)

Staff created a floorplan and consulted staff from the Municipal Operations Department about reconfiguring the space. Staff has identified potential merchandise and is considering furniture for the new area.

Macmillan update

The situation remains unchanged: major publisher Macmillan has refused to comply with the requests of the American Library Association to lift the embargo that limits public libraries to purchasing a maximum of one copy of a new release title until eight weeks after the release date. In September of 2019, the ALA launched its [#eBooksForAll campaign](#), condemning Macmillan's embargo. Macmillan CEO John Sargent has made the claim that providing libraries with unlimited access to purchase Macmillan eBook titles in digital format, the company would lose money. By taking this action, Macmillan has received a great deal of public relations fallout from all the negative publicity, with many public libraries boycotting Macmillan publications.

The American Library Association has prepared this policy statement on eBooks and public libraries:

Ensuring **#eBooksForAll** through America's Libraries

MILLIONS OF PEOPLE EVERY WEEK explore and read new and favorite books at local libraries across the country. Digital discovery of authors and books through libraries stands at an all-time high. Libraries nationwide saw their communities borrow more than 1 million eBooks and audiobooks this past year. But some major publishers are now threatening Americans' right to read what and how they choose by restricting access to eBooks through our nation's libraries. These unfair policies harm people who most depend on libraries, particularly those with disabilities or with low incomes. **Lawmakers must restore equitable library lending rights to ensure access to our nation's cultural heritage.**

The Challenge



With physical copies, libraries purchase (often at a discount from publishers) and lend materials without restriction. Businesses that sell these materials have profited as libraries buy and promote a wide range of books and authors. Likewise, libraries benefit from a stable collection at an affordable price.

With digital materials, there are areas in the marketplace that are failing libraries and our communities. In November 2019, Macmillan Publishers restricted libraries (of any size) to a single copy of new eBook titles for eight weeks. Amazon—the world's fifth-largest publisher of eBooks—refuses to sell any eBooks to libraries. When they can purchase eBook access, libraries pay up to five times more than individuals and only have access to the titles for two years or a limited number of circulations before the license expires. Streaming licenses for audiovisual content also are typically limited to personal use and do not permit library lending or preservation.

The only way to ensure equitable and sustained access to original digital content from publishers like Macmillan and Amazon, as well as services like Netflix or Spotify, for future generations is to restore libraries' ability to lend and preserve all content.

The Opportunity

Libraries will pay a fair price for fair services. Libraries have spent over \$40 billion in the past 10 years acquiring eBooks and other digital content available 24/7 through library websites and apps. These investments improve access for people who are home-bound, physically disabled, or lack easy access to a physical library. eBooks become large-print books with a few clicks, and most eBook readers offer fonts and line spacing that make reading easier for people with dyslexia.

Equitable access to information and creative works is central to the mission of libraries and essential for readers and learners. The American Library Association urges lawmakers to curb unfair practices.



Key Points for Policy

- All published works must be available for libraries to purchase and lend when they are available in the consumer market.
- Access to and use of eBooks must equitably balance the rights and privileges of readers, authors, and publishers.
- Digital content must be accessible to all people, regardless of physical or reading disabilities.
- Library patrons must be able to access digital content on the device of their choosing.
- Reading records must remain private in the digital age.

To learn more, visit eBooksForAll.org or email ebbooksforall@ala.org. ALA American Library Association

For more information on public libraries and eBooks, visit <https://ebooksforall.org/index.php/faq/>

Wheelhouse List for Library Trustees:

- **Witte Lecture: David Leonhardt**
Friends Room, Central Library
Friday, February 28
7 p.m. (Central Library closes at 5 p.m.)
- **Witte Lecture: David Leonhardt**
Friends Room, Central Library
Saturday, February 29
2 p.m.
- **City Council Regular Meeting**
Council Chambers, Civic Center
Tuesday, February 25
7 p.m.
- **Board of Library Trustees Meeting**
Small Conference Room, Central Library
Monday, March 16
5 p.m.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Sensory Play Saturdays began at CDM on January 11. This is a “stay-and-play” program featuring bins filled with interactive items to stimulate a child’s senses and encourage critical thinking, imagination and language development. In the coming weeks staff will update the sensory bins with new materials that feature different themes. Balboa Branch hosted an Arctic Animal Craft program and Mariners offered “Winter Wonderland” themed crafts. Attendance for all programs and storytimes steadily climbed back to pre-holiday levels.

Youth Services

On January 23 Liz Aaron, Melinda Vogel and Daisy Hernandez all attended the annual Santiago Library System (SLS) Performers Showcase held at the Yorba Linda Public Library. The Showcase gives library staff in Orange County the opportunity to evaluate a variety of performers and entertainers for the Summer Reading Program and other events throughout the year. As part of the SLS Youth Services team, Liz not only attended the event but also helped plan and host it. On January 25, Animal Control Officer Staci Cash and her pup Dylan came to Central as part of “Furry Pets” Family storytime. Over 70 children and adults enjoyed interacting with Dylan, and experiencing dog related stories and crafts.

Teen Services

Young Adult Advisory Committee (YAAC) met on January 8th and discussed theme updates for the Teen Center. The first of the College Planning/Practice Tests workshop series was held on Wednesday, January 15.

Facilities

The book drop was replaced at CDM. On January 9, signs were installed in the parking lot stating what hours the lot could be used outside of regular Library hours. Curbs were painted for staff parking and a "Library Van Parking Only" sign was installed to keep the space open for deliveries. On January 7, Facilities Maintenance Specialist Eddie Flores accompanied Tom Sandefur of Public Works in a walk-through tour of the Chiller Yard at Central. This was done in anticipation of finding a company to repair and update the system there. This was mandatory for vendors who were interested in bidding for the project. On January 13, Eddie, Tom and I visited Balboa to perform a visual inspection with Branch Librarian Evelyn Rogers and to provide Tom a better idea of the challenges the facility is facing due to the issues regarding the roof and the windows at the front of the building. Tom will be working on an assessment of necessary repairs and potential costs for the projects.

MELISSA HARTSON, CIRCULATION & TECHNICAL PROCESSING COORDINATOR

Staffing

HR opened a recruitment to fill two F/T Clerk I vacancies. Candidates were invited to take a written exam at the end of the month. First round oral interviews are set to take place in February.

Training

I hosted Quarterly Clerk Training this month. Meg Linton and Kunga Wangmo Upshaw briefed the team on Foundation updates and answered questions about upcoming events. I discussed the ILS implementation timeline, provided procedure reminders and demonstrated the Library's newest database, Newsbank, which contains access to the Orange County Register.

Meetings

The ILS Implementation Team, comprised of Library and IT staff, completed a Webex conference call with SirsiDynix. Our SirsiDynix project manager presented the migration process overview to our team.

I attended the Annual City Council Planning Session on Saturday, January 25.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Collections

Library Assistant Greg Johnson worked with Mariners Branch Librarian Andy Kachaturian to refresh Mariners' CD collection.

Librarian Alex Jenkins and Library Assistant Greg Johnson assisted with getting the new mobile hotspots ready to circulate and added to the Tech Toys collection.

Tax Forms

Library Assistant Chris Hennigan has received the majority of the expected tax forms from the IRS and the state. The forms are now out and available to the public at all four locations.

Databases

The library added the Orange County Register through NewsBank, which gives patrons access to the full text from 1987-current.

Training

Librarian I Laurie Sanders completed a Performance Pro Supervisor Training workshop through the City.

Proquest Articles Retrieved 2019-2020

	July	Aug	Sept	Oct	Nov	Dec	Jan	AVG.
Business Databases	1233	812	1230	1075	945	1692	1330	1188
Newspapers--Current	604	643	879	1178	1242	921	1025	927
Newspapers--Historical	1376	1101	1895	2586	2023	1770	4026	2111
Magazines	28	28	54	124	83	72	57	64

Database FY Comparisons	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	YTD 19/20
Tracked by #searches								
A to Z Databases	1234	1874	875	450	380	578	696	6087
Ancestry	263	790	744	1102	776	442	563	4680
AskART	43	51	32	93	111	115	181	626
Biography In Context	51	143	48	215	457	78	58	1050
Britannica School Edition	55	265	52	870	483	51	51	1827
Facts on File Ancient History	74	95	22	120	61	44	48	464
Gale Archives Unbound	438	1095	8322	4380	3285	7446	13359	38325
Gale Directory Library	23	17	22	45	5	43	19	174
Gale Virtual Reference Library	19	24	363	393	233	717	379	2128
HeritageQuest	2980	1565	2641	1909	1801	1573	1812	14281
Kids InfoBits	16	45	14	93	38	17	12	235
Lynda.com	6883	5836	7105	5896	14212	14785	**	54717
Legal Information Ref Center	46	242	112	126	50	152	125	853
Literature Resource Center	56	99	18	105	100	30	79	487
National Geographic	45	78	30	273	51	87	33	597
National Geographic Kids	5	25	11	22	24	1	14	102
New sBank (OC Register)***							613	613
NoveList Plus	68	282	164	343	141	135	160	1293
NoveList K-8 Plus	52	89	81	41	134	12	66	475
Opposing View points	49	214	408	377	215	61	84	1408
ProQuest	2275	1971	2750	4486	3228	4542	3566	22818
Reference USA Business	1508	906	1091	890	845	590	2468	8298
Reference USA Residential	146	727	218	160	56	80	47	1434
World Book Online	4	3	16	437	252	4	40	756
Tracked by #sessions								
ScienceFLIX	5	3	4	13	51	50	12	138
Testing & Education Ref. Center	35	68	37	53	37	35	73	338
Tracked by #page views								
Consumer Reports	2283	2864	2126	2561	568*	*	2203*	9834
CultureGrams	9	120	27	186	244	10	70	666
Morningstar	48614	24429	11599	11372	10764	44002	62638	213418
NetAdvantage	6581	8480	2859	1986	1987	683	6554	29130
RealQuest	98	3093	24	92	737	138	336	4518
Tumblebooks	64	227	358	186	134	95	70	1134
Value Line	8605	10042	11834	14057	15422	13804	15276	89040
Tracked by Hours Used								
Rosetta Stone	70.32	51.2	61.25	49.77	33.08	17.33	90.93	373.9

Notes:

July 2019 - Intermittant issues with S&P NetAdvantage and ValueLine this month

Sept 2019 - trouble with S&P NetAdvantage access outside of library

*Partial statistics only for November (11/1-11/8) and January (1/8-1/31); December not available at all (due to a change at Consumer Reports that affected statistics data collection; it has been remedied going forward)

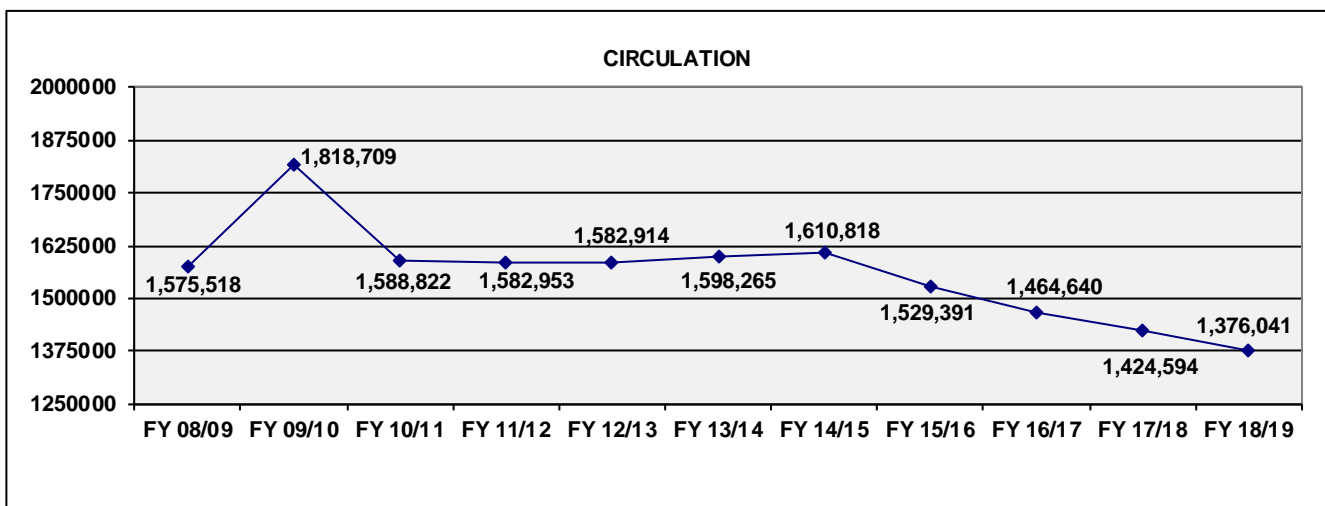
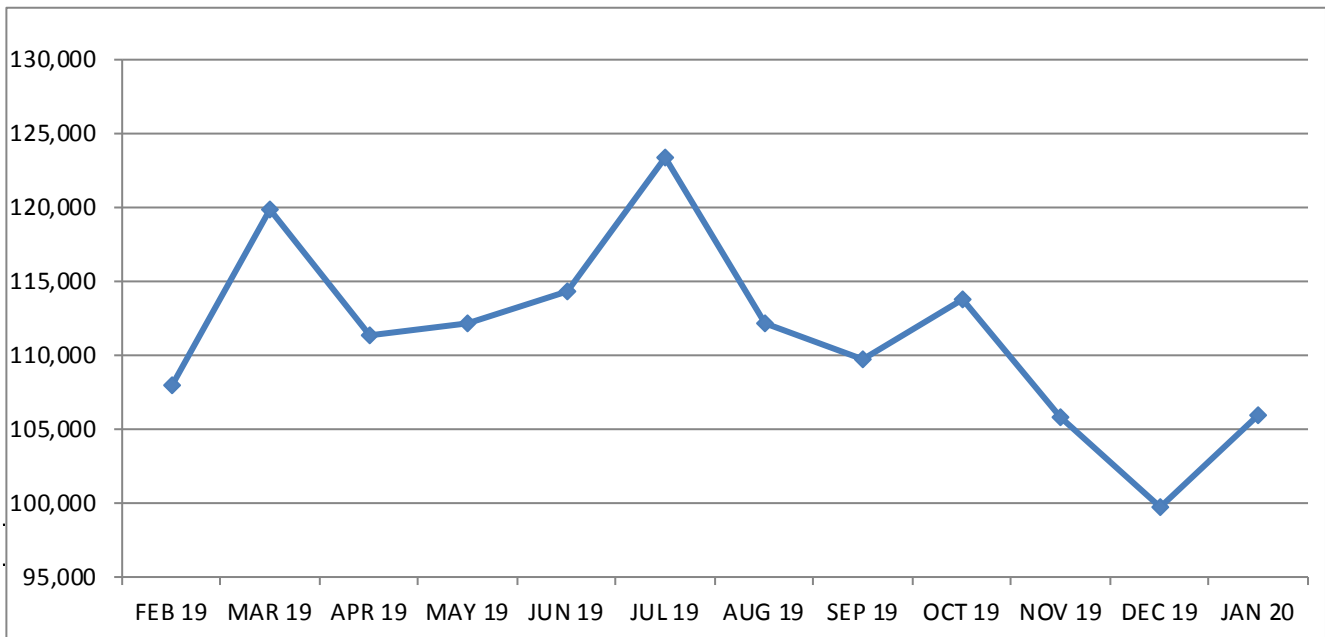
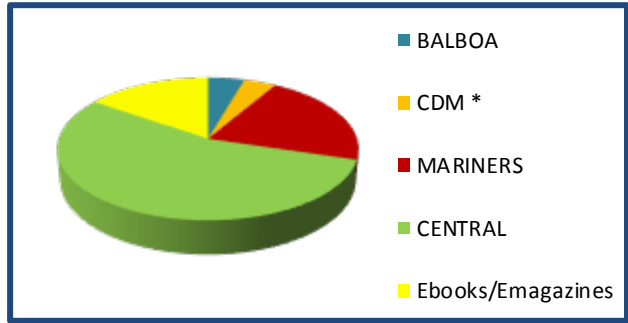
**Lynda service ended

***Subscription began January 16, 2020

NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2020

CIRCULATION

	Jan-20	YTD 19/20	YTD 18/19
BALBOA	4,760	35,196	44,907
CDM *	4,207	20,235	33
MARINERS	22,445	165,753	178,647
CENTRAL	58,215	444,711	496,648
Ebooks/Emagazines	16,307	104,424	90,459
TOTAL	105,934	770,319	810,694

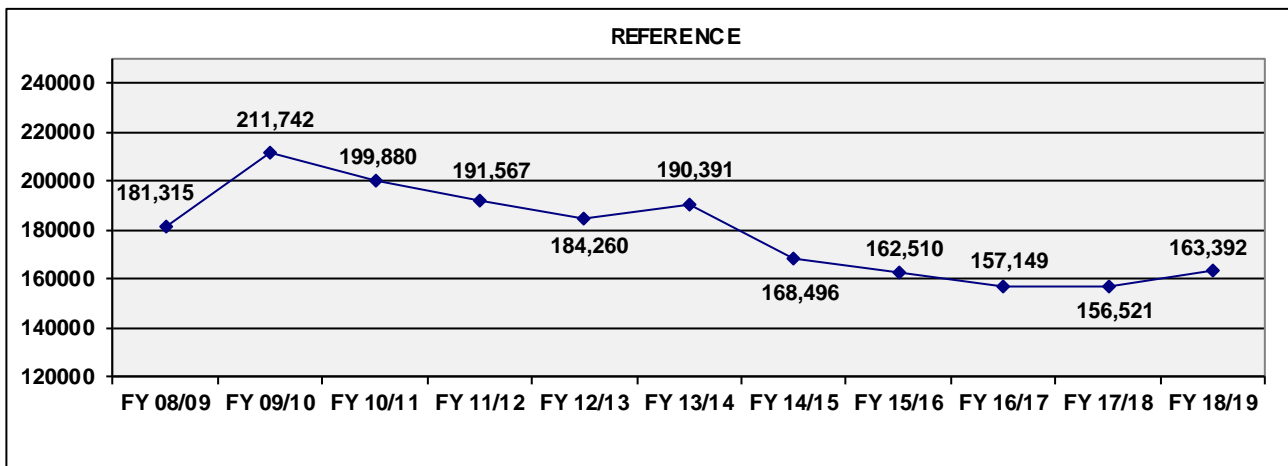
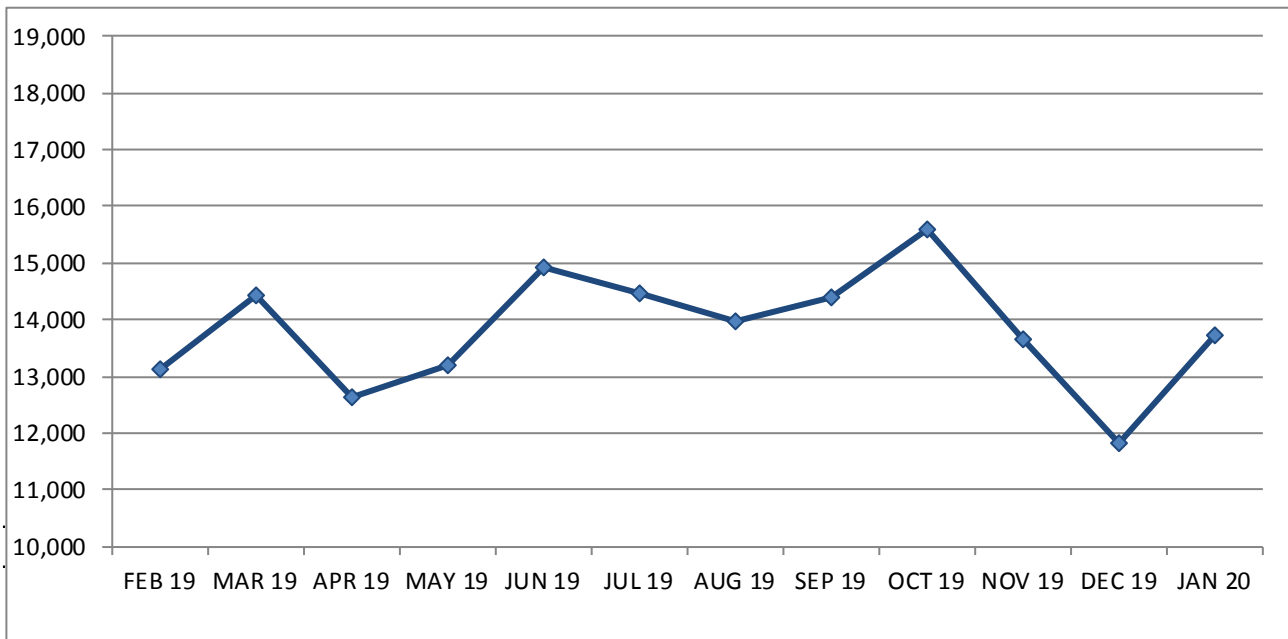


* Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2020

REFERENCE

	Jan-20	YTD 19/20	YTD 18/19
BALBOA	424	3,110	3,132
CDM *	1,037	4,921	0
MARINERS	2,939	21,139	24,865
CENTRAL	9,339	68,495	67,105
TOTAL	13,739	97,665	95,102



* Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

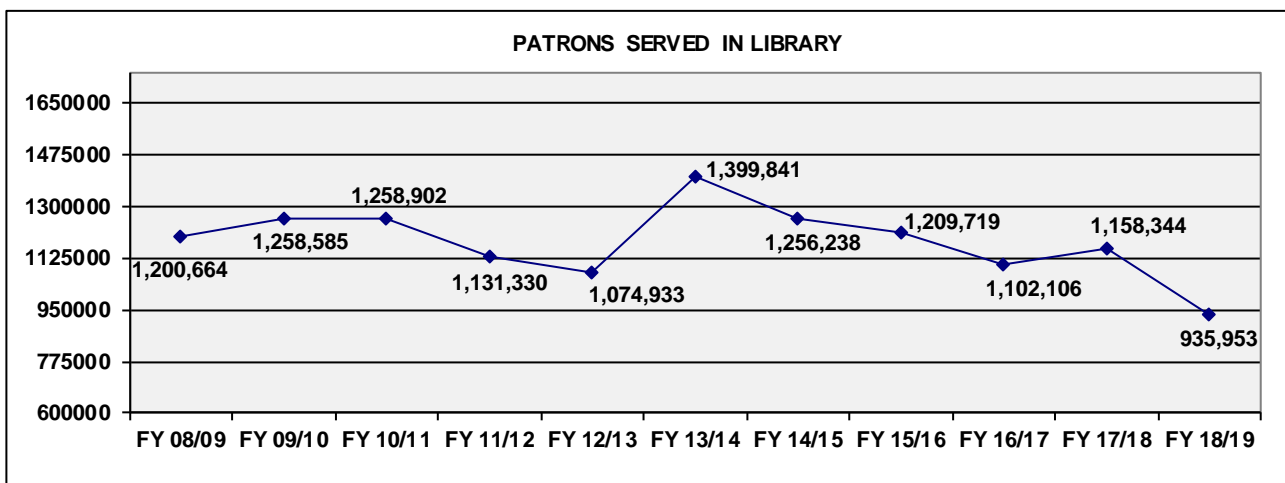
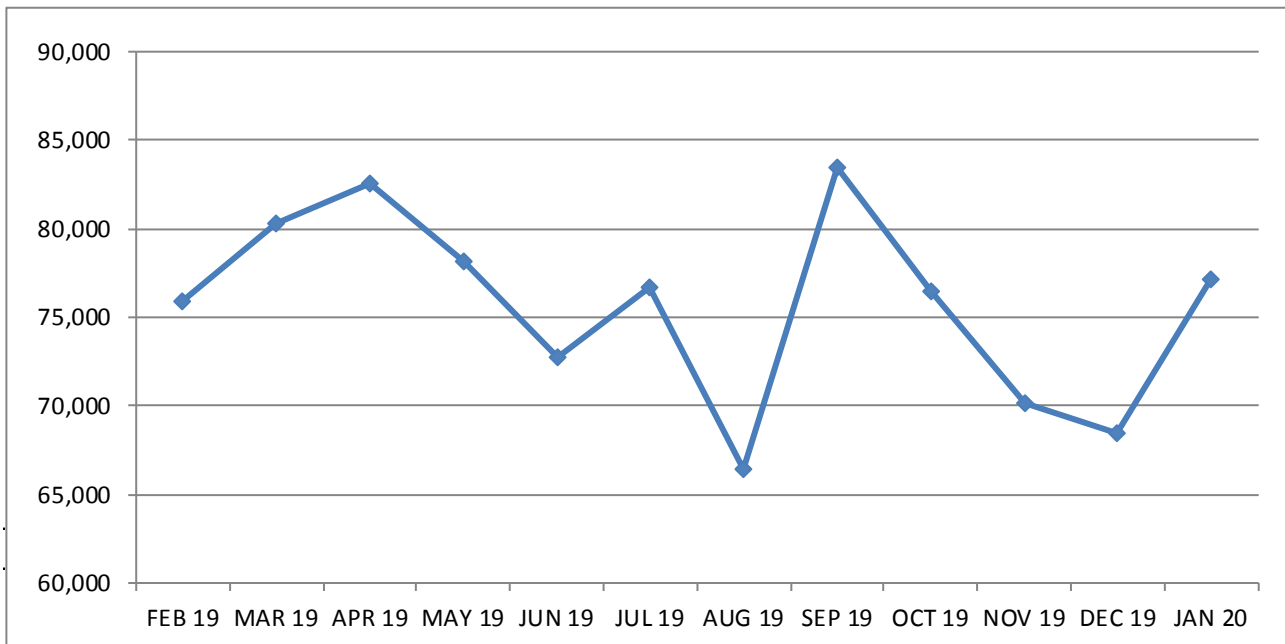
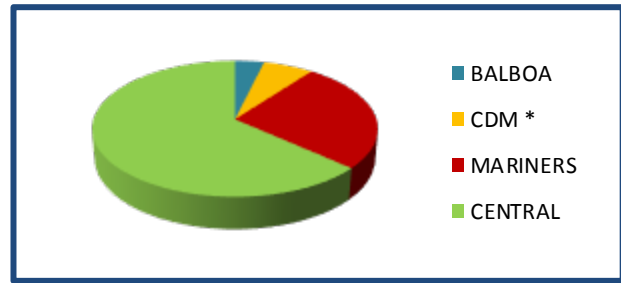
NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2020

PATRONS SERVED IN LIBRARY

BALBOA
CDM *
MARINERS
CENTRAL

TOTAL

Jan-20	YTD 19/20	YTD 18/19
2,911	23,388	25,926
5,013	23,790	0
20,307	137,495	128,731
48,913	333,998	391,558
77,144	518,671	546,215

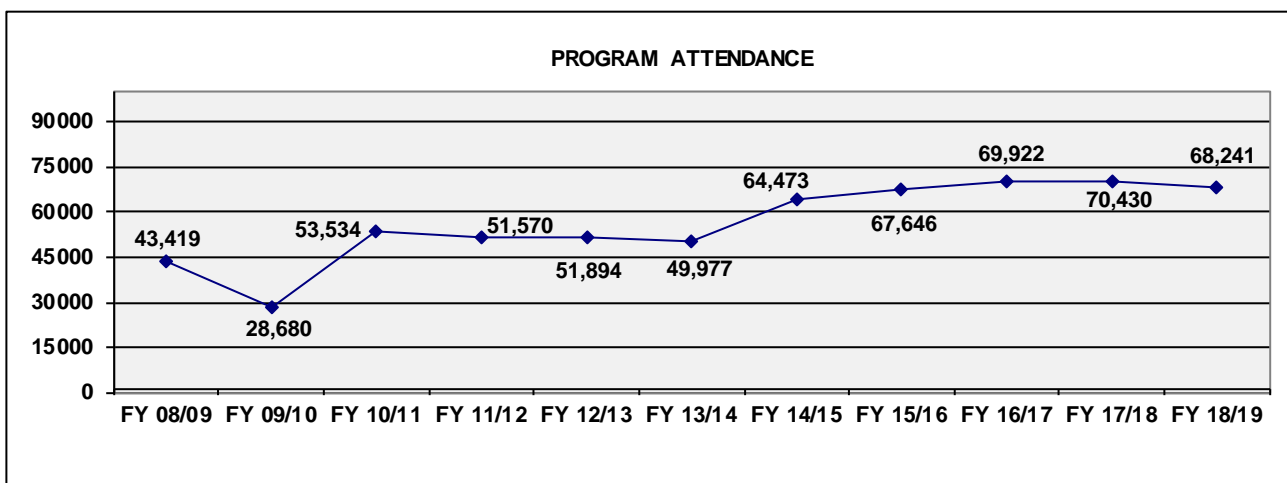
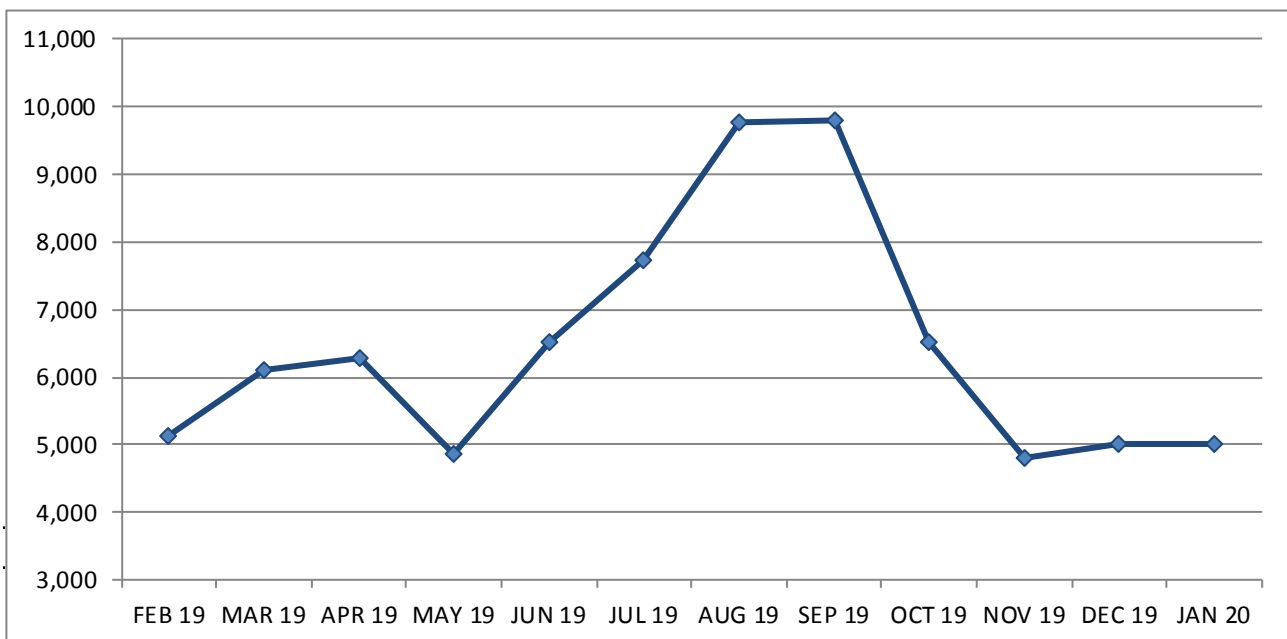
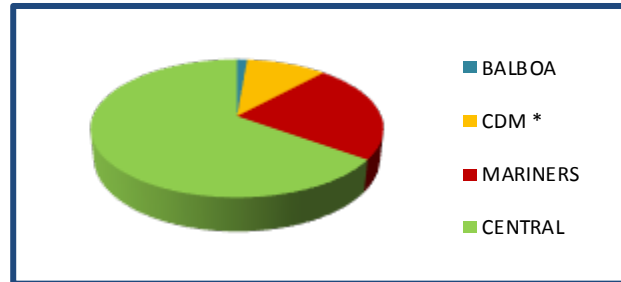


* Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2020

PROGRAM ATTENDANCE

	Jan-20	YTD 19/20	YTD 18/19
BALBOA	67	900	979
CDM *	529	3,203	2,093
MARINERS	1,157	7,194	6,680
CENTRAL	3,261	37,373	29,603
TOTAL	5,014	48,670	39,355



* Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

LIBRARY EXPENDITURES
(February 3, 2020)

FY 2019-20

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,875,248	2,875,248	1,519,204	215,393	1,356,044
SALARY PART-TIME	944,040	970,789	474,980	63,949	495,809
BENEFITS	2,345,669	2,353,469	1,319,985	252,136	1,033,484
SALARY & BENEFITS TOTAL	6,164,957	6,199,506	3,314,169	531,479	2,885,337
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	167,773	167,773	61,206	688	106,567
UTILITIES	271,491	271,491	129,380	15,327	142,111
PROGRAMMING	5,500	8,000	3,473	2,168	4,527
SUPPLIES**	83,170	83,209	45,394	9,184	37,815
LIBRARY MATERIALS	619,740	627,077	444,407	5,115	182,670
FACILITIES MAINTENANCE	174,951	180,246	66,072	4,927	114,174
TRAINING AND TRAVEL	15,075	15,075	9,031	2,074	6,044
GENERAL OPERATING EXPENSES***	24,200	24,562	11,724	3,501	12,838
PERIPHERALS	5,000	6,891	2,570	0	4,321
INTERNAL SERVICE FUNDS	1,458,054	1,458,054	729,027	121,504	729,027
OFFICE EQUIPMENT	2,000	2,000	348	0	1,652
MAINT & OPERATION TOTAL	2,826,954	2,844,378	1,502,631	164,487	1,341,747
LIBRARY BUDGET TOTAL	8,991,911	9,043,884	4,816,800	695,966	4,227,084

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Lecture Hall Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
Feb 19, 2019	Annual Budget - Preliminary Review		Feb 24, 2020
Feb 19, 2019	Arts & Cultural Update		Feb 24, 2020
Mar 18, 2019	Annual Budget - Approval		Mar 16, 2020
Apr 23, 2019	Branch Update - Balboa		Mar 16, 2020
Apr 23, 2019	WiFi Usage Compared to Other Libraries		Apr 20, 2020
Apr 23, 2019	Library Material Selection & Downloadable Services		Apr 20, 2020
May 20, 2019	Media Lab Update		May 18, 2020
Jun 17, 2019	Marketing Update & Social Networking Update		May 18, 2020
Jun 17, 2019	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 15, 2020
June 17, 2019	Branch Update - CDM		Jun 15, 2020
Jun 17, 2019	Adult and Reference Services Update		Jun 15, 2020
Jul 15, 2019	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 20, 2020
Jul 15, 2019	Proposed Library Closures for Winter Holidays 2020		Jul 20, 2020
Aug 19, 2019	Information Technology Update		Aug 17, 2020
Sep 16, 2019	Literacy Program Update		Sep 21, 2020
Oct 21, 2019	Branch Update - Mariners		Oct 19, 2020
Oct 21, 2019	Youth Services Update		Oct 19, 2020
Jan 21, 2020	Review Holidays / Meeting Schedule 2021		Jan 19, 2021
Jan 21, 2020	Newport Beach Public Library eBranch & Database Review		Jan 19, 2021
LAST REVIEWED	POLICY REVIEW		
Feb 27, 2018	NBPL 12	Circulation Policy	Jun 15, 2020
Aug 20, 2018	CC I-1	Library Services Policy (Council Policy I -1)	Jun 15, 2020
Aug 20, 2018	NBPL 2	Collection Development Policy (formerly City Council Policy I-3)	Aug 17, 2020
Sep 17, 2018	NBPL 9	Expressive Use Areas	Sep 21, 2020
Nov 13, 2018	NBPL 6	Media Lab Use Policy	Nov 16, 2020
Nov 13, 2018	NBPL 7	Sound Lab Use Policy	Nov 16, 2020
Jan 22, 2019	NBPL 10	Laptop/Use Borrowing Policy	Jan 19, 2021
Jan 22, 2019	NBPL 5	Newport Beach Public Library Internet Use Policy (formerly City Council Policy I-8)	Jan 19, 2021
Jan 22, 2019	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 19, 2021
Feb 19, 2019	NBPL 8	Display and Distribution of Materials Policy	Feb 16, 2021
Mar 18, 2019	NBPL 1	Library Use Policy (formerly City Council Policy I-2)	Mar 15, 2021
Mar 18, 2019	NBPL 4	Children in the Library Policy (formerly City Council Policy I-6)	Mar 15, 2021
Apr 23, 2019	NBPL 13	Study Room Policy	Apr 19, 2021
Apr 23, 2019	NBPL 14	Friends Meeting Room (formerly City Council Policy I-7)	Apr 19, 2021
Jan 21, 2020	NBPL 3	Library Gift and Donor Policy (formerly City Council Policy I-4)	Jan 17, 2022

TO: Newport Beach Board of Library Trustees

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

PREPARED BY: Tim Hetherton

TITLE: Annual Arts and Culture Update

DISCUSSION:

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

CITY ARTS COMMISSION:

The Newport Beach Arts Commission, authorized by the City Charter, Article VII, Section 712, acts in an advisory capacity to the City Council on all matters pertaining to artistic, aesthetic and cultural aspects of the City. On behalf of the City, it actively encourages programs for the cultural enrichment of the community, including visual and performing arts activities as well as arts education programs.

The City Arts Commissioners are appointed and serve at the pleasure of City Council. Their term of office is four years. Meetings are held on the second Thursday of each month at 5 p.m. either in the City Council Chambers or at the Newport Beach Central Library, as noted in agendas.

EXHIBITS IN THE CENTRAL LIBRARY:

The City of Newport Beach maintains exhibit space at the Central Library. The Lobby Gallery in the Central Library has approximately 38 feet of linear wall space designed for two-dimensional pieces of art. Additionally, two display cabinets were added to the lobby of Central Library in 2010. Artists may now apply to exhibit three-dimensional works for this exhibition space in two Lucite display cases.

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

Upcoming exhibitions include:

INSTALL	DE-INSTALL	ARTIST
2020		
March 9	May 8	Lauren Mendelsohn-Bass (oil on canvas)
May 11	July 10	Bow Seat Ocean Awareness Program (mixed media)
July 13	September 4	William Leung (acrylic on canvas)
September 8	November 6	Agnes Schenk (oil on canvas)
November 9	January 8, 2021	"Fake or Fortune: Provenance and Attribution" (exhibit and lecture)
2021		
January 11	March 5	Richard Ferncase (photography)
March 8	May 7	Quilts on the Wall (textiles)
May 10	July 2	Sunny Kim (acrylics)
July 5	September 3	Ann Apeles Brunning ("Flying Flowers", photography)
September 7	November 5	Roxanne Sexauer (woodcuts & linocuts)
November 8	January 7, 2022	Lisa Fu (watercolors)
2022		
January 10	March 4	Michael Crook (carved/painted artwork)

NEWPORT BEACH ART EXHIBITION:

The Newport Beach City Arts Commission presents an annual juried art show – the Newport Beach Art Exhibition. Residents and guests are provided an opportunity to view and purchase original paintings, photography and sculpture created by hundreds of regional artists. Cash prizes are awarded to artists within a number of categories. A portion of the proceeds from the art sale funds Newport Beach community arts programs. On June 15, 2019, the Arts Commission hosted the 55th Annual Exhibition, which featured 168 artists, and over 300 pieces of art. The Arts Foundation raised nearly \$6,000.

The 2020 exhibition is scheduled for Saturday June 20. The call for entry opened on January 20. The fee to enter is \$40 for two pieces, \$30 for a single piece. Interested artists are advised to go to www.CallForEntry.org, create a free account then apply to the call, “Newport Beach Art Exhibition.” The submission deadline is May 29, 2020.

CONCERTS ON THE GREEN:

The City Arts Commission presents an annual series of “Concerts on the Green” during the summer months. Concerts are held “on the Green” at the Newport Beach Civic Center. Concerts begin at 6 p.m. and end promptly at 7:30 p.m. and are free to the public. Attendees are encouraged to bring beach chairs, blankets, and picnic baskets.

Last year’s series included The Side Deal; Smith; Queen Nation; and Flashback Heart Attack. An additional concert on the Balboa Peninsula was held at Marina Park featuring The Neil Diamond Tribute with Jason Lohrke.

This summer’s series of concerts includes Don’t Stop Believing (Journey Tribute) on July 19, the Pettybreakers (Tom Petty and the Heartbreakers tribute) on August 9, Yachty by Nature (70s’s soft rock) on August 23, and Rumours (Fleetwood Mac tribute) on September 13.

CULTURAL ARTS GRANTS:

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

Grantees for 2019/20 include:

Balboa Island Improvement Association (BIIA): \$2,500

The BIIA will promote cultural activities and musical appreciation by presenting live classical musical performances throughout the year. The concerts will be held at St. John Vianney Chapel. The BIIA will also stage free summer concerts of popular music at Balboa Park, adjacent to the Beek Center.

Baroque Music Festival: \$4,000

The Baroque Music Festival will use the grant funds to bring opera singers, dancers, and instrumentalists to Newport Beach for the zarzuela performance. The funds will also be used to subsidize the cost of student tickets for this concert.

Chuck Jones Center for Creativity: \$2,000

Chuck Jones Center for Creativity will use the grant funds for the continuation of “Food for Thought: Creativity Workshops with Brain Health in Mind”. The program goal is to provide

exceptional cognitive exercises for four different brain functions (memory, executive function, visual function, and language). The program will be held at OASIS Senior Center.

Kontrapunktus: \$2,000

Kontrapunktus will use the grant funds to help produce a free classical concert at Our Lady Queen of Angels Catholic Church on April 18, 2020, focusing on "The Bachs".

Laguna Playhouse: \$5,000

Laguna Playhouse will use the grant funds for a performance at their theater for approximately 420 Newport Beach students and to support ticket costs for field trips for local Newport Beach students.

Newport Elementary School Foundation: \$500

The Newport Elementary School Foundation will fund the Arts Masters Program. This program consists of full-day lectures and assemblies conducted 6 times through the school year. Each lecture is a multimedia presentation assembly using art visuals, images, and engrossing stories covering each artists and/or art subject. In addition, there is an accompanying art activity for each lecture that enables each student to create their own individual work of art in the manner of the master artist or art subject, using the same techniques, styles, media, and disciplines.

Pacific Symphony: \$5,000

Pacific Symphony's Frieda Belinfante Class Act partnership will enable three Newport Beach elementary schools (Anderson, Harbor View, and Newport Coast) to participate in this unique partnership program. Class Act strives to enhance existing school music programs by providing additional musical experience through the Symphony. Focusing on six main "contact points" with schools, the program works to increase awareness of and involvement with symphonic music for elementary school students, their families and educators.

Philharmonic Society of Orange County: \$5,000

The Philharmonic Society of Orange County will use the grant funds for youth music education programs and concerts featuring professional musicians, as well as their Music Mobile in-school program, which are provided free of cost to students of the Newport-Mesa school district. The programs and concerts will benefit grades 3 through 12. The 5th Grade Concert showcases the Philharmonic's Orange County Youth Symphony with 200 student musicians, including budding musicians from Newport-Mesa high schools. We have also worked with Chapman University's dance department to create a physical dimension to the music program.

South Coast Repertory: \$5,000

South Coast Repertory (SCR) will use the grant to fund their Theatre for Young Audiences (TYA) program, an annual series of three professionally produced plays created especially for children. Initiated by SCR in 2003, TYA extends the range of the theatre's offerings and makes available to the community original, SCR commissioned world premieres and existing adaptations of popular and classic children's literature. As the only professional youth-oriented theatre company in Orange County, TYA's main purpose is to introduce the vitality and magic of professional theatre to all Orange County children, especially those in underserved areas.

SCULPTURE EXHIBITION IN CIVIC CENTER PARK:

The Sculpture in Civic Center Park Exhibition is an integral feature of the Newport Beach Civic Center project. Civic Center Park, which turned nearly half a million square feet of undeveloped land into a new public park, was designed by renowned landscape architectural firm Peter Walker and Partners (PWP). PWP developed a master plan for art in the park, and identified various spots in the park where art, particularly sculpture, may be exhibited. The City Arts Commission determined that a rotating exhibition was an optimal approach to bring sculpture to the City in a cost-efficient manner. In August 2013, the Newport Beach City Council authorized the City Arts Commission to implement an inaugural rotational sculpture exhibit in Civic Center Park.

The acquisition program that the City Arts Commission developed for the exhibition created a model in which pieces are loaned for a 2-year period (or “phase”). Sculptors of works chosen for the exhibition are provided with a small honorarium to loan their work to the City. The City is responsible for installing the art, while sculptors are responsible for the maintenance and repair of their work. Admission is free and the exhibition continues to be enjoyed by a wide demographic, from Southern California and beyond. In essence, the exhibition has become a “museum without walls” that offers the temporary display of public art, allowing the City to avoid the obligation and expense of owning public art. The city sought to have a well-balanced representation of public art that would appeal to a diverse audience of all ages, while including artistic merit, durability, practicality and site responsiveness as criteria in the selection. The rotational nature of the exhibit ensures that residents and guests are exposed to a variety of work.

In June 2019, the State of California Department of Parks and Recreation identified the City of Newport Beach as eligible for Local Assistance Specified Grant Funding for \$500,000 for the Sculpture Exhibition in Civic Center Park. The Fiscal Year 2019-2020 California State Budget (budget Item 3790-101-0001(1)2(p); “\$500,000 shall be available for a grant for a Sculpture Garden in the City of Newport Beach”) appropriates this specified grant.

The grant funds will supplant General Fund monies and be used to stage Phases V and VI of the exhibition, offering substantial savings to the City. Phase V is currently underway, and City Council will review the City Arts Commission’s recommendations at the March 10 regular meeting.

NEWPORT BEACH ARTS FOUNDATION:

The Newport Beach Arts Foundation, a private non-profit 501 (c) (3) organization, has been dedicated to supporting cultural arts activities of the Newport Beach City Arts Commission in the City of Newport Beach. Their annual event, **Art in the Park**, provides a festive day with the arts for residents and guest who have the opportunity to exhibit, purchase, and sell their original art and fine crafts. Vendors display and sell jewelry, sculpture, photography, paintings, and textiles and more.

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: Melissa Hartson, Circulation and Technical Processing Coordinator

TITLE: FY 2020 – 2021 Library Services Proposed Budget

RECOMMENDATION:

Staff requests that the Board review and approve the proposed FY 2020-21 operating budget for the Library.

DISCUSSION:

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

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

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

In accordance with the above statement, staff has prepared the proposed FY 2020-21 operating budget for the Library Services Department. The Library is scheduled to meet with City Manager, Grace Leung, on Monday, February 24, 2020 for review of the following program enhancement requests.

The Library is requesting \$50,000 in additional funding for purchasing library materials. With this funding, Library patrons will see a reduction in wait times for materials with large hold queues. This extends to physical materials as well as our increasingly popular digital eBook and downloadable audiobook collections. In addition, the Library will continue to maintain its subscriptions to the highest performing research databases without sacrificing reductions to other library materials.

In the Cultural Arts Division, the Library submitted a request for \$5,000 for maintaining the art pieces the City owns. The art installations throughout the City require routine maintenance. With the

acquisition of more art, and as the pieces age, maintenance costs increase to preserve the quality of the artwork, specifically with the effects of the ocean environment and outside elements.

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

Most of the Library's revenue projections for FY 2020-21 remain flat. However, one significant change projected for the next fiscal year relates to library fines. The new Integrated Library System, set for implementation in July, has an automatic renewal feature. While it will not eliminate library fines, this new system enhancement will reduce the amount of fines patrons will owe to the library.

NOTICING:

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

ATTACHMENT:

- A. Proposed Budget FY 2020-21
- B. Revenue Projection FY 2020-21

LIBRARY SERVICES

	FY 2020-21 PROPOSED BUDGET	FY 2019-20 ORIGINAL APPROPRIATION
ACCOUNT DESCRIPTION		
I SALARY & BENEFITS		
SALARY FULL-TIME REGULAR	-	2,875,248
SALARY PART-TIME	-	944,040
BENEFITS	-	2,345,669
SALARY & BENEFITS TOTAL	-	6,164,957
II MAINT & OPERATION		
PROFESSIONAL SERVICE*	167,773	167,773
UTILITIES	271,491	271,491
PROGRAMMING	5,500	5,500
SUPPLIES**	83,170	83,170
LIBRARY MATERIALS	669,740	619,740
FACILITIES MAINTENANCE	174,951	174,951
TRAINING AND TRAVEL	15,075	15,075
GENERAL OPERATING EXPENSES***	24,200	24,200
PERIPHERALS	5,000	5,000
INTERNAL SERVICE FUNDS	1,458,054	1,458,054
OFFICE EQUIPMENT	2,000	2,000
MAINT & OPERATION TOTAL	2,876,954	2,826,954
LIBRARY BUDGET TOTAL ****	2,876,954	8,991,911

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

****SALARY & BENEFITS UNAVAILABLE AT TIME OF REPORT

CULTURAL ARTS

ACCOUNT DESCRIPTION	FY 2020-21 PROPOSED BUDGET	FY 2019-20 ORIGINAL APPROPRIATION
PROFESSIONAL SERVICE	162,376	157,376
CITY GRANTS	40,000	40,000
PROGRAMMING	60,500	60,500
MAINTENANCE	5,248	5,248
GENERAL OPERATING EXPENSES	2,340	2,340
CULTURAL ARTS BUDGET TOTAL	270,464	265,464

ACCOUNT DESCRIPTION	FY 2019-20 ORIGINAL	FY 2019-20 ACTUAL	FY 2020-21 PROJECTION
CALIF LITERACY CAMPAIGN	-	18,000	-
SLS GRANT FUND OC LIBRARY	-	4,826	-
SALE OF BOOKS	1,200	675	500
SALE OF MAPS & PUB	2,000	787	1,200
PRIVATE REFUNDS & REBATES	9,000	4,657	9,000
COPIES/PLANS/SPECS/MISC	15,000	8,444	15,000
PASSPORT EXECUTION FEE	28,000	18,815	28,000
PASSPORT PHOTOS	8,000	4,580	8,000
VIDEOPLAN RENTAL	7,000	2,563	5,000
EXAM PROCTOR FEES	4,000	4,821	7,000
LIBRARY FINES	140,000	76,038	70,000
PRVT DONATION/CONTRIBUTNS	-	2,265	-
 LIBRARY ADMIN TOTAL	 214,200	 146,470	 143,700
 NB LIBRARY FOUNDATION	 -	 116,250	 -
 FRIENDS OF THE LIBRARY	 -	 185,000	 -