



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA 92660

Monday, October 21, 2024 - 5:00 PM

Board of Library Trustees Members:

Chase Rief, Chair
Antonella Castro, Vice Chair
Dorothy Larson, Secretary
Lauren Kramer, Trustee
Meghan Murray, Trustee

Staff Members:

Melissa Hartson, Library Services Director
Francine Jacome, 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 Commission 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 public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at LibraryBoard@newportbeachca.gov by Sunday, October 20, at 5:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

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 Melissa Hartson, 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 mhartson@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. PLEDGE OF ALLEGIANCE

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 tray provided.

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. 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. Board of Library Trustees have 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 upon invitation by the Chair.

A. Consent Calendar Items

- 1. Minutes of the Sept 16, 2024 Board of Library Trustees Meeting (pp. 5-9)**

[MINUTES](#)

- 2. Patron Comments (pp. 10-11)**

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

[PATRON COMMENTS](#)

- 3. Patron's Request for Evaluation of Library Resources (pp. 12-22)**

Monthly review of evaluations of library resources as requested by patrons with corresponding staff responses.

[PATRON REQUESTS FOR EVALUATION](#)

- 4. Expenditure Status Report (p. 23)**

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

[SEPTEMBER EXPENDITURES](#)

- 5. Board of Library Trustees Monitoring List (p. 24)**

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

[MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update (pp. 25-27)

Mariners Branch Librarian Alex Johnkins will provide the annual overview of Mariners Branch operations.

[STAFF REPORT](#)

7. Youth Services Update (pp. 28-33)

Branch and Youth Services Coordinator Annika Helmuth will provide the annual overview of Youth Services.

[STAFF REPORT](#)

8. Grant Acceptance from California Library Literacy Services (p. 34)

Staff recommends the Board of Library Trustees approve the acceptance of a grant from California Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

[STAFF REPORT](#)

9. Acceptance of Donations (p. 35)

Staff recommends the Board of Library Trustees approve the acceptance of donations from the Dorothy Arens Ressel Trust and patron Patricia Steinmann to enhance the Library's materials collection.

[STAFF REPORT](#)

10. Library Activities (pp. 36-44)

Monthly update of library events, services, and statistics.

[STAFF REPORT](#)

B. Monthly Reports

11. Library Foundation Liaison Report (pp. 45-47)

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

[FOUNDATION REPORT](#)

12. Friends of the Library Liaison Report

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

13. Pals4pal Liaison Report

Trustee update of the most recently attended Pals4pal Board meeting.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

IX. ADJOURNMENT

CITY OF NEWPORT BEACH

**Board of Library Trustees
Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA
Meeting Minutes
Monday, September 16, 2024 – 5:00 PM**

ROLL CALL – Roll call by Administrative Support Specialist Francine Jacome.

Trustees Present: Chair Chase Rief, Vice Chair Antonella Castro, Secretary Dorothy Larson, Trustee Lauren Kramer, Trustee Meghan Murray

Trustees Absent: None

Staff Present: Melissa Hartson, Library Services Director
Rebecca Lightfoot, Library Services Manager
Francine Jacome, Administrative Support Specialist
Annika Helmuth, Branch and Youth Services Coordinator
Andrew Kachaturian, Circulation and Technical Processing Coordinator

Staff Absent: None

STUDY SESSION

SS1. Fiscal Year 2023-24 Library Review

Library Services Director Melissa Hartson presented a statistical overview of Fiscal Year 2023-24 Library Operations and goals for Fiscal Year 2024-25. In 2023, 135,851 people carried a Library Card and 653,667 patrons walked through the doors, 1,095,002 visits were made to the website, and there were 1,265,179 total checked out items. Staff met 8,682 attendees at outreach events, 39,547 patrons engaged in self-directed activities, and 61,130 people attended programs. There were 885 processed applications for new passports. Staff proctored online and written tests for 178 students. Visitors connected to the Wi-Fi 132,897 times using their own devices with 42,148 subscribers to eNews and social media. Some of the staff goals for Fiscal Year 2023-24 include growing awareness of the Library and its services through continued monthly eBlasts, attending outreach events and mailing out “welcome to the neighborhood” postcards; increase use of Library services and materials by promoting library card signups, programs offered and marketing materials to encourage a greater number of checkouts; and continue to advance digital and traditional literacy skills across all ages by offering public computer and Wi-Fi access, hosting a 24/7 eBranch featuring eBooks and eAudiobooks, streaming movies, digital magazines, and databases and creating reading challenges while continuing to acquire physical materials to check out.

The Trustees asked clarifying questions regarding the statistics, discussed goals, and asked what could be improved. Library Services Director Hartson stated expanding larger scale programs and utilizing the new space in Witte Hall, expanding streaming services in lieu of physical technology such as CD's, which still show demand but are no longer utilized by as many patrons.

Chair Chase Rief asked if there were any branches that were either over performing or under performing. Library Services Director Hartson stated that currently the Balboa branch is underperforming.

III. PUBLIC COMMENTS

Jim Mosher, Newport Beach resident, referenced a statistic on Handwritten Page 41, "Program Attendance", and commented that the increase was extraordinary and questioned if there had been a change in what is being counted that contributed to that change, or possibly an increase in programs and suggested to help make future reports clearer, include the number of programs in the table along with the number of attendees.

IV. RECESS - None

V. REGULAR MEETING

VI. ROLL CALL

Trustees Present: Chair Chase Rief, Vice Chair Antonella Castro, Secretary Dorothy Larson, Trustee Lauren Kramer, Trustee Meghan Murray

Trustees Absent: None

Staff Present: Melissa Hartson, Library Services Director
Rebecca Lightfoot, Library Services Manager
Francine Jacome, Administrative Support Specialist
Annika Helmuth, Branch and Youth Services Coordinator
Andrew Kachaturian, Circulation and Technical Processing Coordinator

VII. PLEDGE OF ALLEGIANCE

Trustee Lauren Kramer led the Pledge of Allegiance

VIII. NOTICE TO THE PUBLIC - Waived

IX. CONSENT CALENDAR

Administrative Support Specialist Jacome read the Consent Calendar Notice to the public.

Chair Rief inquired if any Trustees had requests to pull an item from the Consent Calendar.

- 1. Minutes of the August 19, 2024 Board of Library Trustees Meeting**
- 2. Patron Comments**
Monthly review of evaluations of library services through suggestions and requests received from patrons.
- 3. 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.

Chair Rief opened the item for public comments and there were none.

Motion made by Secretary Dorothy Larson, seconded by Vice Chair Lauren Kramer, and carried (5-0-0-0) to approve the Consent Calendar Items 1-4.

AYES: Rief, Larson, Kramer, Murray, Castro

NOES:

ABSTENTIONS:

ABSENCES:

X. CURRENT BUSINESS

A. Items for Review

5. Literary Services Update

Library Services Manager Rebecca Lightfoot will provide an update on the Literacy program and events.

Library Services Manager Rebecca Lightfoot reported that the Library's Project Adult Literacy (PAL) program, which was created in 1988 and offers no-cost, one-on-one and small group tutoring classes for adults interested in improving their reading, writing, and communication skills. In February 2024, volunteers, tutors, and learners were introduced to a new record-keeping system called America Learns. America Learns is specifically designed for literacy programs and is customizable to collect the data needed by the California State Library. Literacy Coordinator Gabriela Lemán conducted extensive training to ensure all participants felt comfortable using the new system. There are 74 active tutors, and 76 adult learners currently enrolled in the program. From September 2023 through August 2024, 4,494 volunteer hours were completed. In March 2024, eight learners participated in the Writer to Writer 23rd annual writer contest. One learner received first-place runner up in the Advanced Writing Category. Gabriela Lemán resigned her position in August 2024. There is currently a recruitment to fill the Literacy Coordinator position. Part-time Literacy Assistant Christina Smith joined PAL in September 2023 and has proven to be a valuable addition to the program, forging connections with tutors and learners.

Vice Chair Antonella Castro inquired if the recruitment would be for a full-time position. Library Services Manager Lightfoot answered that the position remains 32 hours per week, and the compensation is the same.

Chair Rief called for Public Comments on the item and there were none.

Chair Rief received and filed the report.

6. Expressive Use Areas Policy (NBPL 9)

Staff recommends that the Board of Library Trustees review and accept revisions to Library Policy NBPL 9, *Expressive Use Areas*.

Library Services Director Hartson reported on the Policy and that it works quite well. There were only minor changes such as the removal of public pay phones, which are no longer in existence, and a minor update to the Balboa Branch map reflecting this change.

Chair Rief opened the item for public comments.

Jim Mosher, Newport Beach resident, commented that in addition to the comments he listed on each branch, which could be slightly improved, it's not entirely clear what "Expressive Use" means, only a short list of examples. There are many other things that could be categorized as expressive use such as political campaigning, fundraising, speech making, artistic performances, sales of personal artwork or recordings, book sales, face-painting, and even tattoos. The first condition after "therefore" regarding reporting to the Director a desired use of Expressive Use Areas doesn't explain the process in which to do so and when and suggested adding "notify the librarian in charge".

Trustee Lauren Kramer noted that what is not considered Expressive Use is listed in the Policy, however agreed that clarifying the process of notification could be beneficial.

Chair Rief inquired if the Policy has worked well for staff. Library Services Director Hartson responded that it had worked very well in the past.

Trustee Meghan Murray suggested possibly posting the policy in the actual areas as well.

Motion made by Vice Chair Lauren Kramer, seconded by Chair Chase Reif, and carried (5-0-0-0) to accept revisions to Library Policy NBPL 9, *Expressive Use Areas*.

AYES: Rief, Larson, Kramer, Murray, Castro

NOES:

ABSTENTIONS:

ABSENCES:

7. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Melissa Hartson reported that the Pals4pal Board, the fundraising arm for literacy, approached her last month and explained that they plan to dissolve the program. They are working with the Library Foundation to transfer their funds to them, which will only be used for Project Adult Literacy purposes. It should be concluded within the next few months. The Foundation Board accepted the contracted agreement with Pals4pal.

Chair Rief called for Public Comments on the item and received none.

Chair Rief received and filed the report.

B. Monthly Reports

8. Library Foundation Liaison Reports

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

Secretary Dorothy Larson reported that Jerry Kappel, Foundation CEO, provided a report for the packet. The Witte Lectures and Library Live are off the charts with enthusiasm for the season to begin. The first Library Live will be out on the civic center green and will be a first-of-its-kind program. The Committee did a walk through last week to see how it would be set up. There are expected to be over 400 in attendance at the outdoor event.

Jerry Kappel, Foundation CEO, reported that 394 season passes have been sold to date.

9. Friends of the Library Liaison Report

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

Trustee Murray stated there was nothing to report.

10. Pals4pal Liaison Report

Trustee update of the Pals4pal Board meeting.

Chair Rief opened the monthly reports to public comments.

Jim Mosher, Newport Beach resident, stated that Ralph's supermarket had at one time established a program in which each purchase made with their Ralph's card would contribute something back to the Library. The program is still advertised on the Friends of the Library website, but his understanding was that it's not every purchase made, rather it's a commitment by Ralph's based on a fixed dollar amount spent, and that is divided amongst different organizations; he suggested Friends of the Library see how much they are receiving from that program as he uses the card even without a discount present, solely for the contribution to the Library's program.

Chair Rief stated that during his time as liaison, Ralph's was never a line item.

Chair Rief received and filed all the reports.

XI. PUBLIC COMMENTS ON NON-AGENDA ITEMS – Three Minutes per speaker

Jim Mosher, Newport Beach resident, commented that he will not be able to attend next month so he will be submitting his comments and suggested this Board change the 4 PM cut off time to 5 PM to align with all the other Boards time limit for submitting comments prior to a meeting.

Chair Rief stated he would be open to matching the 24 hour time frame.

XII. 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

XIII. ADJOURNMENT – 5:56 p.m.

The October meeting is scheduled for Monday, October 21, at 5:00 p.m. in the Civic Center Council Chambers.

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p><u>1</u> <u>09/02/2024</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Circ. & Tech. Processing Coordinator</u> <u>09/03/2024</u></p>	<p>We are from out of state but will be staying in Orange for the year. We are currently staying in hotels though. Is it possible for us to get a library card for our kiddo? Thank you.</p>	<p>Yes, we do offer library cards for non-California residents for \$10 a year. This would be a full use card that you could use to check out materials and utilize all of our great online resources such as eBooks, streaming movies, and databases. We have many popular resources for children that you can view here as well: https://www.newportbeachlibrary.org/children/databases-for-kids. Please just be sure to bring a valid photo identification to one of our four locations and we would be happy to get you started. Best regards.</p>
<p><u>2</u> <u>09/07/2024</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>09/09/2024</u></p>	<p>I have a complaint about loud music and disruptive sounds. On the second floor of the library, in the section behind the front desk where the study chairs are located beside the windows, there is a man sitting in the open area near the construction site who is playing music very loudly. This noise can be heard clearly from the windows on the second floor. I hope you can address this issue. Thank you.</p>	<p>Thank you for letting us know. Please don't hesitate to notify staff at the reference desk so we can take care of the situation at that moment. Thank you.</p>
<p><u>3</u> <u>09/11/2024</u> <u>Comment Card</u> <u>Andy Kachaturian</u> <u>Circ. & Tech. Processing Coordinator</u> <u>09/11/2024</u></p>	<p>I live in Costa Mesa and your library was recommended to me. I followed the route instructions to get here, traveled on Jamboree toward the beach and saw the "LIBRARY" sign and its arrow into the shopping area. Then I drove around and around the shopping area looking for the library. The problem is there is NO SIGN pointing me up the narrow uphill road. After five minutes, I asked someone: "Where is the library?"</p>	<p>Thank you for taking time out of your day to share your difficulty in locating the library on your recent visit. With the construction taking place in front of the library, I can see how the usual sight line would not have made the library very apparent when entering the Corona del Mar shopping plaza. I will share this with City staff that is leading the construction to see if they can help with some signage while this project takes place. I hope you were able to have an otherwise enjoyable experience at the library. Thank you.</p>
<p><u>4</u> <u>09/11/2024</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Circ. & Tech. Processing Coordinator</u> <u>09/11/2024</u></p>	<p>This [Brad Thor] title has been ordered and is showing on the catalog as "coming soon" but there has been no activity for at least a few weeks. Can you please look into what's causing the delay in getting this title into circulation? Thanks.</p>	<p>Thank you for checking with us. I have just looked into this and learned that there was a widespread publication misprint with this title and all of our copies are missing pages. We are working with our print vendor to get replacement copies as soon as possible. I do see you are still in the hold queue for this, so you will remain in position for this and the hold will get filled as soon as the replacement copies become available. We are going to ask for an update today to try and speed this along as best we can. Thank you for your patience! Best regards.</p>
<p><u>5</u> <u>09/12/2024</u> <u>Email</u> <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>09/13/2024</u></p>	<p>I present performances and educational demonstrations featuring the West African kora, a 21-22 string harp. I learned to play over the course of multiple visits to Gambia and Senegal, West Africa where I studied with four teachers. I'm curious to know if the Newport Beach Public Library may be interested in hosting me for a program on March 3rd, 5th, 11th or 12th. Since 2015, I have conducted programs in over 400 libraries across the U.S. and Canada as well as a multitude of k-12 schools, colleges and assisted living facilities. I present adult programs, youth specific programs and family programs...</p>	<p>Thank you for your interest in hosting a program at the Newport Beach Public Library. Youth services staff consider several different factors when selecting featured performers and events. Some of the criteria used when selecting programs for special events include community interests and demands; significance and compatibility of the work to the Newport Beach area; recommendations of at least two references; suitability of format, subject and style to the intended audience; and program setup and space requirements. Program schedules have already been set for March 2025 and we are unable to add any additional programs during that time. I have shared your program proposal with the programming team for future consideration.</p>

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>6</u> <u>09/16/2024</u> <u>Comment Card</u> <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>09/16/2024</u>	Outstanding Reference Assistance, Check Out Service, Databases, and Internet Services. [I would like] charge stations for computer etc., adult computer answer man and high school coaches, no charge for limited number of copies, and hard copies of suggestion cards (not everyone goes online to fill out stuff).	Thank you for your recent comment card received at the Mariners Branch Library. We are happy to hear that our Reference Assistance, Check Out Service, Databases, and Internet Services are outstanding in meeting your needs. We are also always looking for ways to improve our services and appreciate your suggestion to provide hard copies of the suggestion cards. I have confirmed with staff that these are available at the Reference desk. Charge stations are also available for check out from the Reference Desk to use anywhere in the library including near the computer stations. Furthermore, staff welcomes the opportunity to assist at the computers. Please visit the Reference desk should you have any questions during your visit. The charge for copies is set and determined by the City. Again, we are grateful for your feedback and hope that we can meet your needs on a future visit.
<u>7</u> <u>09/18/2024</u> <u>Email</u> <u>Terry Sanchez</u> <u>Programs Specialist</u> <u>09/20/2024</u>	[I] attended Meet the Author event on 9/17/24 with Chris Epting speaker. He stated he would be conducting workshops at the library, but no other details were given. Where/how can I sign up? Thank you.	Thanks for your inquiry. The Storytellers Writing Workshops are a 3-class series. The next one will be offered in January. Please make sure you are subscribed to receive our eblast notifications so that you will receive the announcement with registration information that will go out in late November/early December. You can subscribe on our website on the top right corner of the homepage, just click subscribe to sign up. The Writers Workshop will take place from Sept-May. It is offered 2 times per month. This is a small writers group of 10 writers maximum. It is highly recommended that you participate in Storytellers prior to attending The Writers Workshop. I have pasted the information below...Hope this helps! Please let me know if you have any further questions.
<u>8</u> <u>09/19/2024</u> <u>Email</u> <u>Terry Sanchez</u> <u>Programs Specialist</u> <u>09/28/2024</u>	I hope this message finds you well ... I am a writer and experienced Adult Programmer based in New York. I specialize in offering engaging and impactful writing workshops to libraries across the country, both in-person and virtually. I had the pleasure of working with libraries such as Somers Library (NY), Centerville Library (MA), Rutherford Public Library (NJ), and many others. I would love the opportunity to bring my workshops to your community as well. I've attached a flyer highlighting the range of programs I offer, including my latest course, Healing through Writing, now available at half price. Thank you for your time, and I look forward to the possibility of working together!	Thank you for reaching out and for your interest in the Newport Beach Public Library. Your course offerings look interesting, however we are already in contract with a writing instructor and currently offer a variety of writing workshops and writers groups to our community. We will keep your information on file and will reach out if there are any opportunities in the future. Thank you again for your interest. We wish you the best in all endeavors. Kind regards.
<u>9</u> <u>09/23/2024</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>09/23/2024</u>	Good/outstanding Library services. [I like] the elevator, [and would like] more investments into Holistic vs. IV therapy.	Thank you for taking the time to fill out a comment card at the Central Library. We appreciate your feedback. I'm glad to hear that you are happy with all our services, and we will look into acquiring more materials on holistic therapy. Thank you for the suggestion! Please don't hesitate to reach out if you have any other questions or concerns. Thank you.
<u>10</u> <u>09/29/2024</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>09/30/2024</u>	Is the website down? Or does my account no longer work?	Yes, I do apologize for the inconvenience. A brief power outage disrupted the server, but City IT was able to get the website back up and running again. It should be fine now. Thank you.

ATTACHMENT I

PATRON'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. The staff will evaluate the material and forward a recommendation to the Library Services Director ("Director"). This completed form and corresponding response from the Director will be included in the Board of Library Trustees agenda packet.

Print Name Haley Jenkins Date 8-30-24



Resources on which you were commenting:

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

1. Title Grandad's Pride

2. Author/Producer Harry Woodgate

3. What brought this title to your attention?

My daughter grabbed it off the shelf because she saw a rainbow on the spine and cover...

4. Have you seen or heard reviews of this material?

Yes.

5. Please comment on the resource as a whole.

This book is written and illustrated to capture the attention of small children. It sends confusing messages and has highly inappropriate sexualized illustrations. The library has a copy of the author's first book, Grandad's Camper which is much more mild/appropriate

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RECEIVED: <u>SEP 09 2024</u>	RESPONDED: <u>OCT 15 2024</u>	BLT MEETING: <u>OCT 21 2024</u>

for children, while still delivering similar messages with the same characters. This book goes outside of the boundaries of what is age-appropriate.

6. Please note your **specific** concerns.

◦ 5 pages in, there is a gay couple in BDSM gear embracing and making out.
◦ The next page features a man holding a sign with a pink triangle that says "Silence = death"
◦ The Grandad states that pride demands that "everyone should be treated with equality and respect" but a few pages later, a

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

- Any resource that explains why children should not be exposed to sexualized materials at an early age.

8. What action are you requesting the Library to consider (remove, relocate, add, other)?

I understand this is a book made for children, so it's strange to move to an adult section, but it can be relocated upstairs to the history / gay rights section. Please move away from children.

Please fill out this form in its entirety and return to **Central Library Administration Office, Attention: Administrative Assistant** (1000 Avocado Avenue, Newport Beach) or by email to libraryadmin@newportbeachca.gov. You may also drop it off at one of the branches so it can be forwarded to the Central Library. 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
Revised - November 16, 2010
Revised - August 20, 2018
Revised - August 17, 2020
Reviewed - August 15, 2022
Revised - September 18, 2023
Revised - October 16, 2023
Revised - January 16, 2024



Woman is holding a sign that says "break the cis-tem" as in being what they label "cis-gender" is a bad thing.

- I am sure that small children that read picture books should not be looking at characters in sexual fetish gear making out, or seeing a grandfather being dressed in drag with a make-up and wig, or be told to "break the cistem."
- Again, the author has a similar book already in the library, with similar, but more age-appropriate messages, and the same characters. This is not about any hatred of the gay community. This is about what is acceptable to show to children. When Newport Beach slowly accepts books with these pictures and messages, it becomes a slippery slope to where sooner or later, anything goes.



October 15, 2024

Ms. Haley Jenkins
[REDACTED]

Dear Ms. Jenkins,

Thank you for taking the time to express your concern for the book "Grandad's Pride", written and illustrated by Harry Woodgate. We received your completed Request for Evaluation of Library Resources form and have evaluated the material based on the Newport Beach Public Library Policy NBPL 2, *Collection Development Policy* (Policy).

Collection development is based on specific criteria for selection, and the title meets many of these criteria including community interest and demand, recommendations from professional journals, reputation and qualification of author, suitability of format, and suitability of subject and style to intended audience. Furthermore, additional guidelines are considered when evaluating children's materials, which include age-appropriate subject matter and illustrations, and consideration of the varied interests, abilities and, maturity levels of the children served. This process ensures a balanced and thoughtful approach.

The book is a sequel to award-winning author and illustrator Harry Woodgate's "Grandad's Camper", which is in the children's picture book collection of the Newport Beach Public Library. Woodgate is a Stonewall Book Award Honoree and, as an illustrator, Woodgate won the British Book Awards Children's Illustrated Book of the Year. "Grandad's Pride" has received multiple accolades, including a 2024 Lambda Literary Award Finalist for LGBTQ+ Children's Books, a 2024 Rainbow List Top 10 Titles for Younger Readers, and the 2024 Gerontological Society of America's Book Award for Best Children's Literature on Aging.

The Newport Beach Public Library uses established tools, such as reviews from trusted sources, to evaluate whether a book is appropriate for its intended audience. The book received favorable reviews from Publisher's Weekly and School Library Journal and a starred review from Kirkus Reviews indicating it is of particularly high value. These professional review sources profile the book as suitable for children ages 3-8 or in first through fourth grades, while the Library's purchasing vendor recommends the book for ages 3-6.

Furthermore, Accelerated Reader, a student reading achievement and assessment tool, established the book level as 3.6. This means the book is written in a way that is understandable to individuals who have reading comprehension skills typical of a student near the middle of third grade. Accelerated Reader also takes into account qualitative factors that include levels of meaning, structure, language conventionality, clarity, and knowledge demands. These elements determine an

Interest Level. The Interest Level relates to content and age appropriateness and is based on students' abilities to comprehend the purpose and content of the text as a whole. The Interest Level for "Grandad's Pride" is rated for Lower Grades, or for students in kindergarten through third grade.

The format of "Grandad's Pride" aligns with the children's picture book category. It is a book that combines pictures and text to tell a story and is intended for children. There are 17 other public libraries in Orange County that include "Grandad's Pride" in their collection. All 17 have the book in their children's picture book collection.

The author's accolades and book's award honors, regarded professional reviews, and peer library holdings serve as evidence to the literary, artistic, and intellectual merit of the item as well as the suitability of format. The Children's Collection is intended to "[serve] the informational, educational, social, spiritual, and emotional learning needs, developments, and recreational reading requirements appropriate for child patrons (through sixth grade)", and the reading age spans preschool through fourth grade, which accounts for the variety of maturity levels of children served.

It is the intent of the Policy that we seek to provide "breadth and depth" within our collections as well as various points of view to meet the diverse interests, needs, and backgrounds of the community. In addition, "use of library materials is an individual and private matter. Parents and caregivers have the primary responsibility to guide and direct the use of library materials by the minor children under their care and supervision." Patrons are free to either select or reject materials for themselves and not restrict the freedom of others to read or inquire. The title in question checks out often as does the author's previously published picture book showing interest and demand. This reflects that tastes are individualized and subjective.

After careful consideration of the book, Policy, and professional evaluation, "Grandad's Pride" will remain in the children's picture book collection of the Newport Beach Public Library. Per the Policy, "[i]f a patron disagrees with [this decision], the patron may appeal to the Board for final resolution" in accordance with the application for appeal and procedures attachment within the policy.

Again, we do appreciate your use of the Newport Beach Public Library and that you took the time to contact us with your concerns.

Sincerely,



Melissa Hartson
Library Services Director

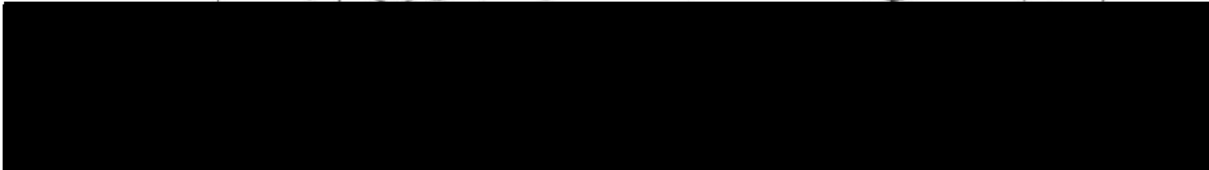
Attachment: Library Policy NBPL 2, *Collection Development Policy*

ATTACHMENT I

PATRON'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. The staff will evaluate the material and forward a recommendation to the Library Services Director ("Director"). This completed form and corresponding response from the Director will be included in the Board of Library Trustees agenda packet.

Print Name Haley Jenkins Date 9/24/24



Resources on which you were commenting:

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

1. Title How Do You Make A Baby?

2. Author/Producer Anna Fiske

3. What brought this title to your attention?

- Another local mom found this on the shelf and was disgusted by it. Showed it to our mom's group.

4. Have you seen or heard reviews of this material?

Not until I saw this book.

5. Please comment on the resource as a whole.

The book has a lot of information on where babies come from. However, there is better material out there, that NBPL already owns. This has very poor illustrations, like a 6 year old drew them, and inappropriate questions for children.

FOR INTERNAL USE ONLY		
RECEIVED SEP 09 2024	RESPONDED OCT 16 2024	BLT MEETING OCT 21 2024

6. Please note your **specific** concerns.

* One of the pages in the beginning asks children to look at various pictures, and find "Who is having sex here?" like a sick game. There is a line that needs to be drawn between a book giving information, and a book with cheap, very poorly

→

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

- NBPL already has many resources on this topic.
- It's Perfectly Normal was just approved a few meetings ago.

8. What action are you requesting the Library to consider (remove, relocate, add, other)?

Please move this book to an adult section. There is a nonfiction section for adults that has sex as a topic. Place that here. Adults can grab it in that section to be

read to children. DO NOT purchase any further books that ask kids to look for "who is having sex?"
Please fill out this form in its entirety and return to **Central Library Administration Office, Attention: Administrative Assistant** (1000 Avocado Avenue, Newport Beach) or by email to libraryadmin@newportbeachca.gov. You may also drop it off at one of the branches so it can be forwarded to the Central Library. 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
- Revised - November 16, 2010
- Revised - August 20, 2018
- Revised - August 17, 2020
- Reviewed - August 15, 2022
- Revised - September 18, 2023
- Revised - October 16, 2023
- Revised - January 16, 2024

drawn illustrations, asking children to find pictures of people having sex. That is wrong! Where does NBPL draw the line? Or is there no line of what is acceptable for children?

- NBPL already has various resources (Chair Chase R

Commented on this when we discussed *It's Perfectly Normal*)
Why does this specific book ~~need~~ need to be on the shelf. Aren't there others with the same information, but done in a more presentable, appropriate way?

- Another page has more cartoonish pictures with a man and a woman kissing naked, with the word "hello!" pointing to the man's penis, and the words "come in!" pointing to the woman's vagina.

- Again, a book can inform without using inappropriate, dumbed down cartoons. NBPL should seek to find high quality books to inform and entertain young readers. This book is not that.



October 16, 2024

Ms. Haley Jenkins
[REDACTED]

Dear Ms. Jenkins,

Thank you for taking the time to express your concern for the book "How Do You Make a Baby?", written and illustrated by Anna Fiske and translated by Don Bartlett. We received your completed Request for Evaluation of Library Resources form and have evaluated the material based on the Newport Beach Public Library Policy NBPL 2, *Collection Development Policy* (Policy).

Collection development is based on specific criteria for selection, and the title meets many of these criteria including reputation and qualification of author and illustrator, recommendations from professional journals, suitability of format, and suitability of subject and style to intended audience. Furthermore, additional guidelines are considered when evaluating children's materials, which include age-appropriate subject matter and illustrations, and consideration of the varied interests, abilities, and maturity levels of the children served. This process ensures a balanced and thoughtful approach.

The book's author, Anna Fiske, has received several foreign children's literature awards. "How Do You Make a Baby?" was nominated in the Children's Books category for the Brage Prize, Norway's annually awarded literature prize. The book is included in the author's How-series of titles, all of which have been translated into multiple languages. However, this is the only title in the series available in the United States market. "How Do You Make a Baby?" received mixed reviews from The Horn Book, Kirkus Reviews, Publisher's Weekly, and School Library Journal. These professional review sources profile the book as suitable for children ages 7-12 or in kindergarten through fourth grades, while the Library's purchasing vendor recommends the book for ages 8-12. It is categorized as a children's nonfiction book. Upon review of Orange County library collections, no other library in Orange County has this book in its collection. This may indicate a lack of demand, diminished relevancy, and/or availability of preferred alternatives in nearby communities.

It is the intent of the Policy that we seek to provide "breadth and depth" within our collections as well as various points of view to meet the diverse interests, needs, and backgrounds of the community. In addition, "use of library materials is an individual and private matter. Parents and caregivers have the primary responsibility to guide and direct the use of library materials by the minor children under their care and supervision." Patrons are free to either select or reject materials for themselves and not restrict the freedom of others to read or inquire. The title in question has very few checkouts as compared to other children's nonfiction titles on this subject. This may further suggest a lack of ongoing demand or need for this title.

It is also the intent of the Policy to provide a “contemporary, relevant collection [that meets] the informational, educational and recreational needs of the entire community.” The title in question is coming due for review to assess continued relevance and accuracy within the collection. This process is established in the Policy’s Collection Maintenance provisions.

Collection Maintenance considers several factors to ensure the quality and relevance of the collection. These factors include whether an item is “worn, outdated, superseded or obsolete.” A title with lower usage combined with the age of the title may additionally indicate that relevance to the collection has diminished and/or that alternative resources may be preferred.

After careful consideration of the book, Policy, and professional evaluation, “How Do You Make a Baby?” by Anna Fiske will be withdrawn in accordance with the Collection Maintenance provisions of the Policy. Per the Policy, “[i]f a patron disagrees with [this decision], the patron may appeal to the Board for final resolution” in accordance with the application for appeal and procedures attachment within the policy.

Again, we do appreciate your use of the Newport Beach Public Library and that you took the time to contact us with your concerns.

Sincerely,



Melissa Hartson
Library Services Director

Attachment: Library Policy NBPL 2, *Collection Development Policy*

LIBRARY EXPENDITURES

(October 3, 2024)

FY 2024-25

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2024-25 EXPENDED	AVAILABLE BUDGET	YTD 2024-25 % EXPENDED	YTD 2023-24 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,346,020	3,346,020	487,892	715,429	2,630,591	21.4%	685,514
SALARY PART-TIME	1,419,780	1,419,780	68,614	209,231	1,210,549	14.7%	201,635
BENEFITS	2,305,496	2,457,848	205,014	632,707	1,825,141	25.7%	534,809
SALARY & BENEFITS TOTAL	7,071,297	7,223,649	761,521	1,557,367	5,666,281	21.6%	1,421,958
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	215,453	215,453	35,917	54,242	161,211	25.2%	36,656
UTILITIES	383,009	383,009	39,540	113,101	269,909	29.5%	132,347
PROGRAMMING	2,000	2,300	41	765	1,535	33.3%	1,656
SUPPLIES**	82,800	82,800	10,964	20,767	62,033	25.1%	21,426
LIBRARY MATERIALS	669,740	674,139	55,569	289,700	384,439	43.0%	298,500
FACILITIES MAINTENANCE	248,450	271,455	39,034	62,360	209,095	23.0%	42,768
TRAINING AND TRAVEL	10,681	10,681	125	125	10,556	1.2%	47
GENERAL OPERATING EXPENSES***	24,202	28,202	2,369	9,876	18,326	35.0%	3,991
PERIPHERALS & SOFTWARE	5,000	5,000	151	151	4,849	3.0%	-
INTERNAL SERVICE FUNDS	1,849,173	1,849,173	159,228	467,423	1,381,749	25.3%	423,349
OFFICE EQUIPMENT	2,000	2,000	-	-	2,000	0.0%	-
MAINT & OPERATION TOTAL	3,492,508	3,524,212	342,938	1,018,510	2,505,702	28.9%	960,739
LIBRARY BUDGET TOTAL	10,563,804	10,747,860	1,104,459	2,575,877	8,171,983	24.0%	2,382,697

*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	Policy Review (See List Below)		Ongoing
Oct 16, 2023	Branch Update - Mariners		Oct 21, 2024
Oct 16, 2023	Youth Services Update		Oct 21, 2024
Dec 11, 2023	Review Holidays / Meeting Schedule		Dec 16, 2024
Jan 16, 2024	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 21, 2025
Feb 26, 2024	Annual Budget - Preliminary Review		Feb 18, 2025
Feb 26, 2024	Arts & Cultural Update		Feb 18, 2025
Mar 18, 2024	Branch Update - Balboa		Mar 17, 2025
Apr 15, 2024	Performance Review of Library Services Director (Closed Session)		Apr 21, 2025
Apr 15, 2024	Library Material Selection		Apr 21, 2025
May 20, 2024	Annual Budget - Approval		May 19, 2025
May 20, 2024	Media Lab Update		May 19, 2025
May 20, 2024	Marketing Update & Social Networking Update		May 19, 2025
Jul 15, 2024	Branch Update - CDM		Jun 16, 2025
Jun 17, 2024	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jun 16, 2025
Jul 15, 2024	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 21, 2025
Jul 15, 2024	Proposed Library Closures for Winter Holidays		Jul 21, 2025
Aug 19, 2024	Information Technology Update		Aug 18, 2025
Aug 19, 2024	Adult and Reference Services Update		Aug 18, 2025
Sep 16, 2024	Literacy Program Update		Sep 15, 2025
LAST REVIEWED	POLICY REVIEW		
Nov 21, 2022	NBPL 6	Media Lab Use Policy	Nov 18, 2024
Nov 21, 2022	NBPL 7	Sound Lab Use Policy	Nov 18, 2024
Jan 17, 2023	NBPL 12	Circulation Policy	Jan 21, 2025
Jan 17, 2023	NBPL 5	Internet Use Policy	Jan 21, 2025
Jan 17, 2023	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 21, 2025
Feb 21, 2023	NBPL 8	Display and Distribution of Materials Policy	Feb 18, 2025
Apr 17, 2023	NBPL 1	Library Use Policy	Apr 21, 2025
Apr 17, 2023	NBPL 13	Study Rooms/Charles Sword Meeting Room Policy	Apr 21, 2025
Jun 19, 2023	NBPL 4	Children in the Library Policy	Jun 16, 2025
Aug 21, 2023	NBPL 14	The Friends Meeting Room	Aug 18, 2025
Dec 11, 2023	NBPL 10	Laptop Borrowing Policy	Dec 15, 2025
Mar 18, 2024	NBPL 3	Library Gift and Donor Policy	Mar 16, 2026
Jun 17, 2024	NBPL 2	Collection Development Policy	Jun 15, 2026
Jul 15, 2024	CC I-1	Library Services Policy (Council Policy I -1)	Jul 20, 2026
Sep 16, 2024	NBPL 9	Expressive Use Areas	Sep 21, 2026



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

October 21, 2024
Agenda Item No. 6

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Alex Johnkins, Mariners Branch Librarian

TITLE: Mariners Branch Update

DISCUSSION:

The Donna and John Crean Mariners Branch of the Newport Beach Public Library opened in April 2006. The 15,305-square-foot branch shares a small section of its footprint with an elementary school. A joint-use agreement allows the Mariners Elementary School to access part of the library during the school year. While school is in session, half of the children's section of the Library is closed to the public by a sliding wall to provide the students a safe and uninterrupted environment. Library staff is always available to retrieve items for the public while school is in session. Mariners Branch is open for the same 71- hours-per-week schedule as the Central Library.

Personnel

In addition to Branch Librarian Alex Johnkins, the Mariners Branch (Mariners) is supported by full-time Children's Librarian Christine Chapel and Reference Librarian Leah Duffy. The Reference department also includes full-time Library Assistant Janice Nikula, and part-time Library Assistants Tom Rusconi and Brooke Pauley.

The Circulation staff is led by Senior Library Clerk Liz McKibbin and full-time Library Clerk Piers Brown. The Branch part-time Library Clerks are Rick Costa, Shelley Pricer, Nicole Osterman, Mikaela Malsy, and Sully Jacome. Library Pages Noel Chalmers, Matt Wirta, and Devon Burton also support the Circulation department.

Facility Maintenance

In May, Mariners closed for major repairs of corroded and leaking fire sprinklers in the high ceiling. Originally planning for a four-day closure, the work was completed in only three. During the closure, Mariners offered curbside delivery as well as telephone and email reference services. Staff took advantage of the closure to do a deep clean of areas not readily accessible with patrons in the Library. The parking lot was also resurfaced in the early hours of the morning before operations. Inspections by the Newport Beach Fire Department resumed in 2024. The inspection resulted in replacement of some water valves, new labels on gauges and pipes, and updates to some exterior pipes supplying the building

Public Service

Circulation and Reference Services

The City of Newport Beach service population for Mariners is 27,819. That does not include the many visitors from Costa Mesa (just across the street) and other nearby cities. Between July 2023 and June 2024, Mariners was responsible for 24,207 reference questions and 253,877 circulations of physical materials. Reference questions increased a little over 9% year over year, while circulations increased 12.4% at the Branch.

Program Attendance

Storytimes, held every Tuesday and Thursday, are the most consistently well-attended programs at Mariners. They are so popular that the crowd regularly spills out of the storytime room and into the children's area. Despite a full children's area, storytime attendance dropped from 6,032 last year to 5,756 this year. This is likely due to the end of outdoor storytimes that allowed for larger crowds. Weekly LEGO Block Party events, seasonal children's crafts, and teen/adult programs (such as the poetry and bookmaking take-home projects) were all hits. This year, Mariners staff dedicated a section of the wall just inside the children's section to continuous interactive seasonal decorations. Children enjoy coloring leaves (for fall), snowflakes (for winter), flowers (for spring), etc. and seeing their work posted to the wall. 655 children had art posted to the wall this year.

Summer Reading Program

The Summer Reading Program (SRP) continued to grow in popularity at Mariners this year. Participants earned a free book when signing up for the program and there was strong participation throughout. With well over 350 readers registering, participation was up over 17% since last year. A fresh slate of craft programs and SRP performers boosted attendees to over 400, a 33% increase over the previous year.

Seed Library

In April 2024, the Mariners held a planting event to celebrate the launch of the new Seed Library housed at the branch. Patrons can "check out" up to five small packets of seeds per month to take home and plant. They are welcome to bring seeds back to contribute to the collection but are not required to do so. The seeds offered are selected by staff to meet a set of criteria beneficial to the community. This includes prioritizing California native plants, heirloom varieties, plants that grow well in the surrounding climate, ethical sourcing, and making sure that they can be planted in the season they are offered. Over 850 seed packets were checked out by Mariners patrons in the first six months of the program.

Outreach

Mariners staff reached hundreds of children, parents, and teachers with announcements about SRP at visits to two local elementary schools. In October 2023, Mariners reference staff represented Newport Beach Public Library (NBPL) at the City of Newport Beach Recreation Department's *Trunk-or-Treat* event at Mariners Park. Staff engaged with 850 attendees, providing information about library services, NBPL bookmarks, candy, and other treats. Mariners Children's Librarian Christine Chapel represented NBPL at the first CLA Youth Services Interest Group Summit.

Mariners' Elementary School

Jackie Casella is employed by the Newport-Mesa Unified School District and has been the Library Media Tech for Mariners Elementary School for several years. She operates the school-side of the Library while school is in session. She manages class visits, conducts storytimes for the students, and provides circulation services to the school. In May 2024, Mariners Elementary School hosted its second annual Comicon event in the joint-use area of the children's section of Mariners. The event encouraged students to express themselves through art. Hundreds of students participated, and it received a very positive writeup in the local Daily Pilot section of the Los Angeles Times (<https://www.latimes.com/socal/daily-pilot/news/story/2024-05-23/mariners-elementary-hosts-comicon-to-help-kids-find-their-people>).

Collection Maintenance

The Mariners collection consists of 60,277 items. The librarians on staff routinely work to maintain, withdraw, and add to the collection. CollectionHQ, an analytics and statistical tool, helps identify under-used, worn-out, and out-of-date materials. Mariners staff creates themed displays throughout the Library to highlight materials for circulation, library services, and online resources. This year saw some collections shifted around to better serve patrons. Teen Nonfiction and Biographies were moved to the Teen Corner to join the Fiction and Graphic Novel sections there. The end of the publication of several magazines allowed for an expansion of the incredibly popular DVD, Blu-ray, and Videogame collections. At the direction of the Board of Library Trustees, two children's books were relocated to either the teen or adult section, and one children's book was removed from the Mariners collection and relocated to the children's section at Central.

Comments

Nearly all measurable metrics increased positively this year, from materials circulation and reference services to foot traffic and overall program attendance. The launch of the Seed Library has brought new people into the Library that had never previously registered for a library card. It has been a peaceful and productive year in the branch for both patrons and staff.

Branch Librarian Alex Johnkins looks forward to next year with anticipation for increased patron usage, the continued expansion of library services, and the satisfaction of our diverse community's information needs.

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 BOARD OF LIBRARY TRUSTEES STAFF REPORT

October 21, 2024
Agenda Item No. 7

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Annika Helmuth, Branch and Youth Services Coordinator

TITLE: Youth Services Annual Update

DISCUSSION:

Youth Services staff provide a variety of dynamic services, resources, and materials for children ages 0-12 at the Central Library (Central), Mariners Branch (Mariners), Balboa Branch (Balboa), and Corona del Mar Branch (CdM). At each location, Youth Services is responsible for planning, preparing, and hosting children's programs including author visits and special events; performing storytimes; selecting and deselecting materials from the Children's Collection (Collection); providing reference services and readers' advisory; and presenting at community outreach events throughout the year.

This year, Youth Services' primary focus included increasing early literacy and elementary academic achievement by offering access to a wide variety of materials in the Collection; expanding educational program offerings both for early learning and afterschool age groups (Programs); and expanding outreach efforts to engage a broader community audience and increase patron usage (Outreach).

Personnel

The Youth Services department is comprised of 10 staff members across the four locations. At Central, the Youth Services team includes Branch and Youth Services Coordinator Annika Helmuth, Children's Librarians Christine Lefter and Jasmin Avila, and part-time Library Assistants Bernadette Gilliam and Victoria Freshwater. At the branches, the Youth Services team includes Children's Librarian Christine Chapel and full-time Library Assistant Janice Nikula at Mariners, Branch Librarian Evelyn Rogers at Balboa, and Branch Librarian Nadia Dallstream and part-time Library Assistant Christina Miramontes at CdM. Christina joined the CdM staffing complement in October 2023 and has served as a welcomed addition to the team. Recruitment for a part-time Library Assistant at Balboa recently reopened after a resignation in September 2024.

Training and Professional Development

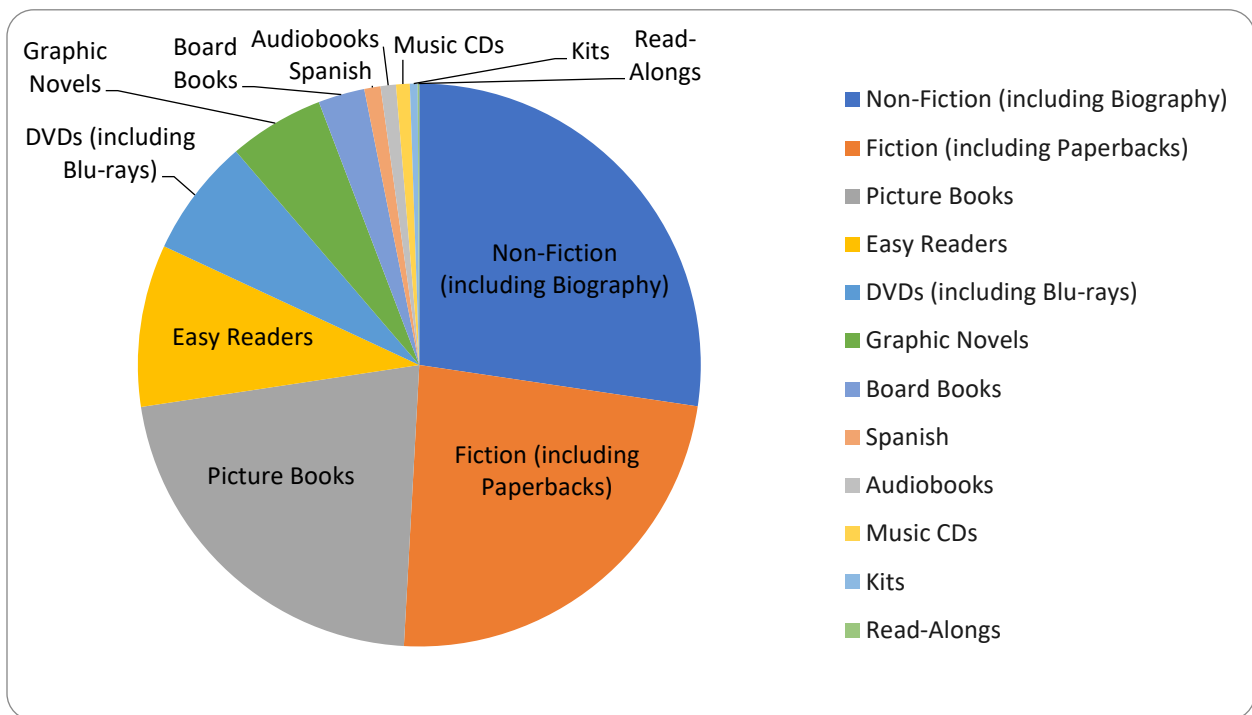
Youth Services staff attended several professional development trainings this year. These workshops and trainings are an opportunity to learn new skills as well as review best practices and industry standards. A few trainings of note: Library Assistant Victoria Freshwater completed *Foundations of Library Services*, a 6-week asynchronous Library Support Staff Certificated (LSSC) course in November 2023; Children's Librarian Jasmin Avila attended the Public Library Association's annual conference in April 2024; and Mariners Children's Librarian Christine Chapel attended the first California State Library *Youth Services*

Summit, also in April 2023. These workshops and professional development sessions are in addition to several City-mandated and optional trainings and webinars on a variety of topics including vulnerable populations, reader’s advisory, library management, program support, and public service.

Collection

Youth Services staff are responsible for selecting a variety of materials for the Collection under Library Policy NBPL 2, *Collection Development Policy*. The Collection includes several items, as shown in *Figure 1*. A new item type, Read-Alongs, were added to in November 2023, following patron requests. This small but mighty collection features children’s books equipped with a ready-to-play audiobook and includes a speaker, headphone jack, and page navigation. Read-Alongs are great for burgeoning readers and have been popular with patrons.

Figure 1



The Collection totals an approximate 82,260 titles across all four locations, which is a 1.6 percent decrease over the previous year but remains consistent with routine selection and deselection processes. Staff continually review and shift materials to ensure adequate room for new items, replacements, and patron requested titles. This review process also ensures quality titles are available and the collection is meeting the needs of our patrons.

The Collection sees high and consistent use with 79,461 items circulating a total 484,488 times. This produces a turnover rate of 6.1 for the Collection system wide. CollectionHQ, a data analytics tool, captures the circulation and turnover rate over five points in time. *Figure 2*, *Figure 3*, and *Figure 4* illustrate the turnover rates by three primary categories, Fiction, Non-Fiction, and Non-Book. Of note, *Figure 4* shows a continual decrease in Non-Book turnover since October 2022. This aligns with patron feedback

regarding the decreased use of Children’s media including audiobooks (books on CD), DVDs, and music CDs.

Figure 2

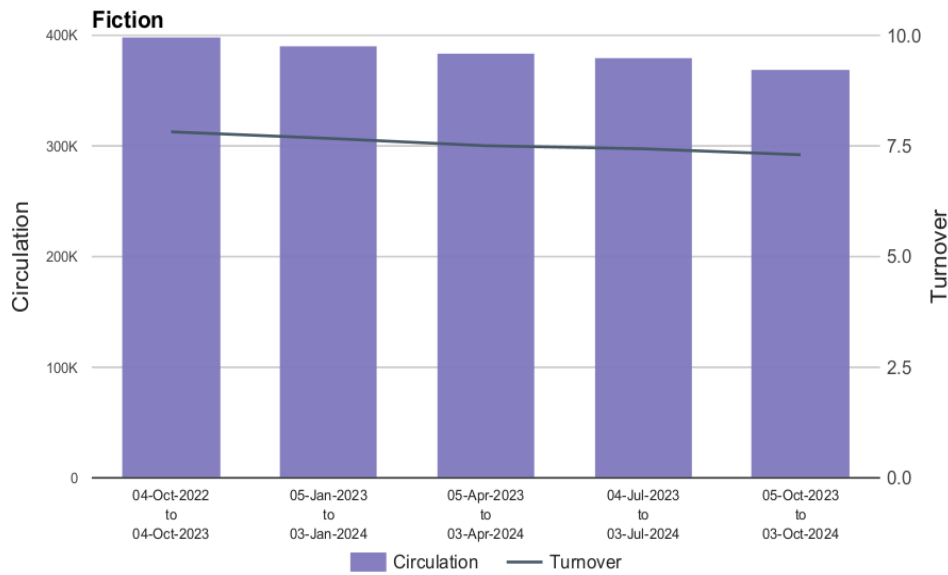


Figure 3

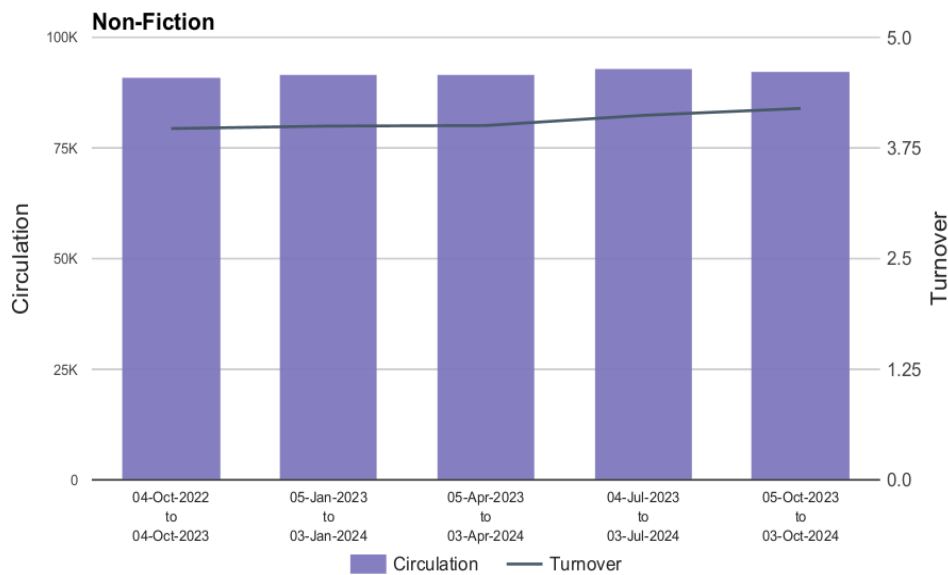
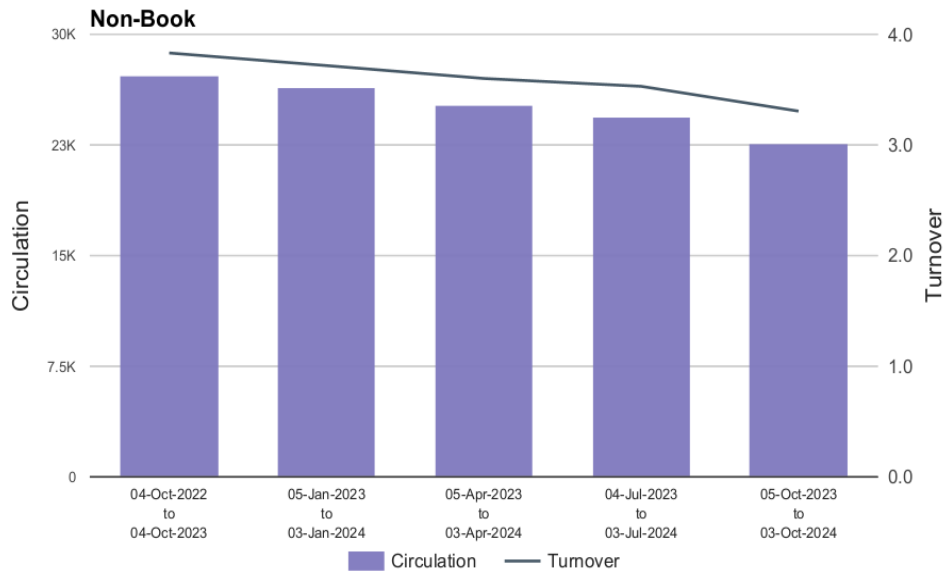


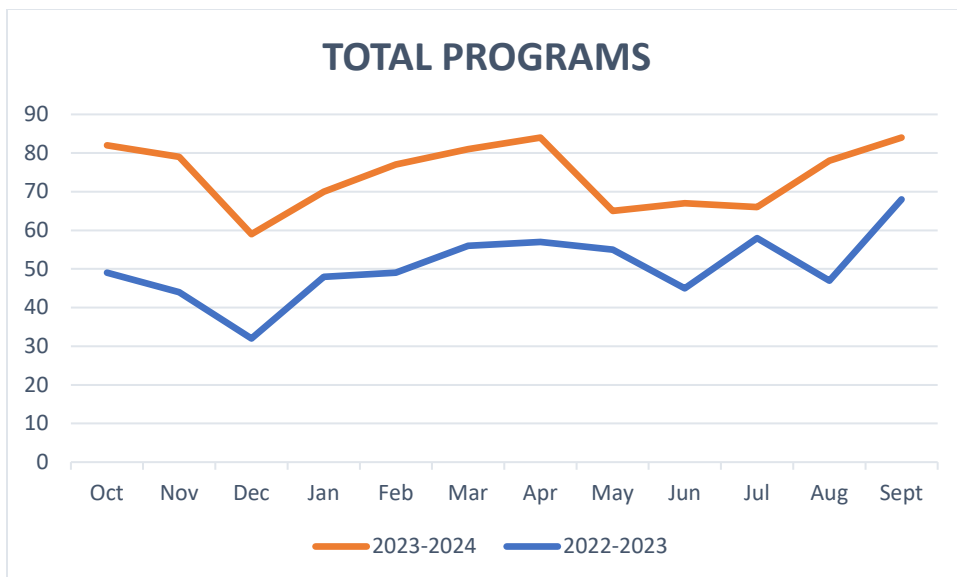
Figure 4



Programs

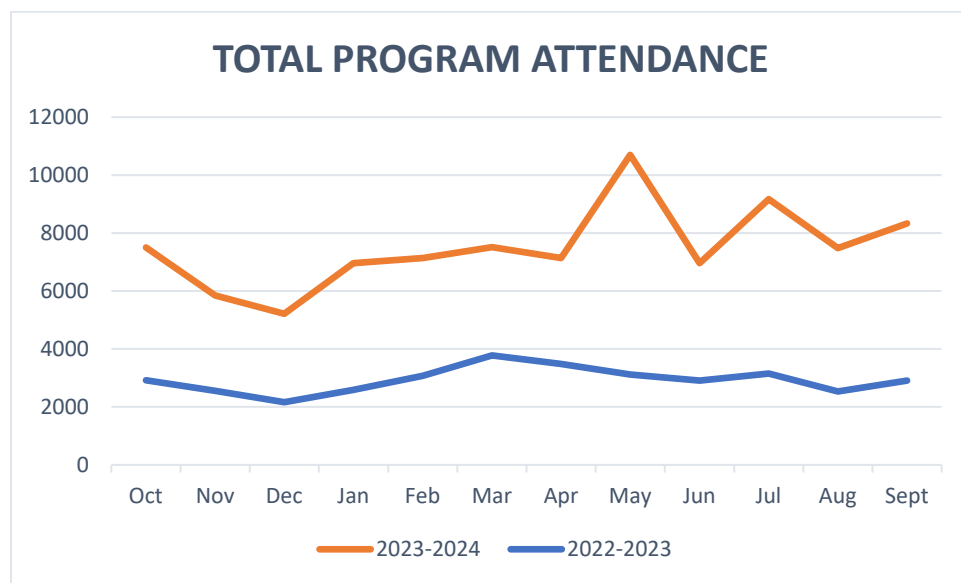
The Youth Services program schedule is robust and continues to expand to meet patron demand. In addition to ongoing weekly storytimes, Youth Services offers several monthly afterschool programs and special events such as the annual National Library Week celebrations and Summer Reading Program. In the last year, Youth Services increased the number of programs offered to patrons by 47% with staff hosting 892 youth programs over last year’s 608 programs. *Figure 5* shows the number of programs offered last year compared to this year, system wide, by month.

Figure 5



The current early learning program schedule includes nine weekly storytimes; *Sensory Play* at CdM; *Toy Train Thursdays* at Balboa; and daily *Stay & Play* at all locations. *Stay & Play* offers patrons meaningful open-ended play opportunities that supports early literacy development, creates a sense of community, and builds caregiver-child relationships. This year, we developed a method for tracking *Stay & Play* activities, which were previously not tracked. The new data gives staff a quantitative framework for on-going maintenance and needs of the program. *Stay & Play* activities account for a large portion of the high jump in overall program attendance shown in *Figure 6*.

Figure 6



The current afterschool program schedule includes *BARK: Read to a Dog*, *Drop-in Crafternoon*, *STEAM Lab*; *Makerspace*, *Middle Grade Book Club*, *LEGO*, and *Board Game Saturdays*. These programs are offered on a monthly or twice-monthly reoccurring basis. At least once a month, each location also offers a special stand-alone program. Some examples of stand-alone events include author or illustrator visits, seasonal craft programs, or hired performances. Additionally, all three branches added monthly, weekly, and/or daily passive activities to their program schedules. Passive activities include scavenger hunts, *Library I Spy*, and drop-in crafts. These added offerings also explain the increase in number of programs and attendance during the past year.

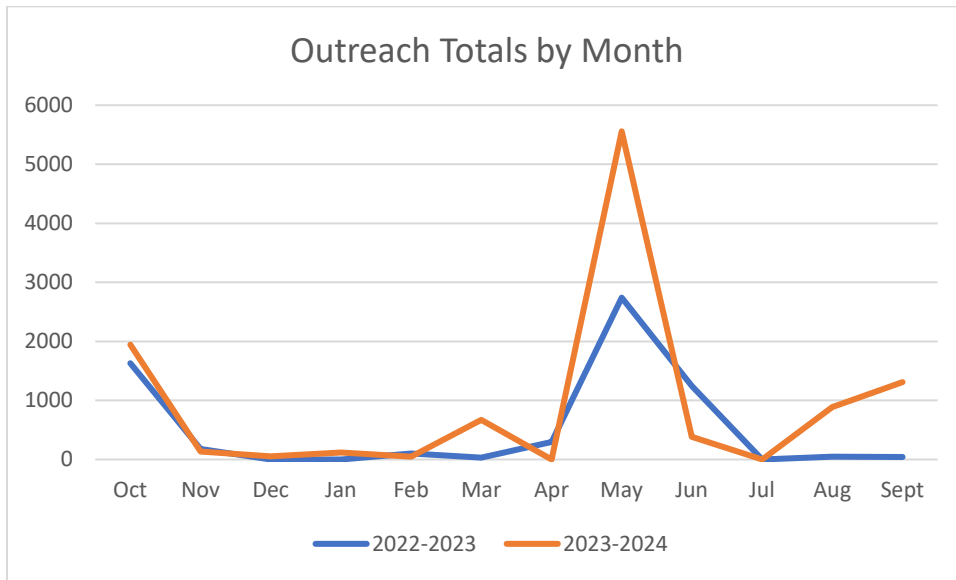
Funding for children’s programs is generously provided by the Friends of the Library and the Newport Beach Public Library Foundation.

Outreach

Library outreach is an important component of Youth Services. It allows staff to connect with the community while expanding services beyond traditional library spaces. From student assemblies to classroom instruction, parent teacher association (PTA) meetings and large community events, staff welcome the opportunity to build a stronger connection with the community through trusted partnerships and collaborating with local organizations. Youth Services staff also invite groups into the library for field trips, hosting several groups for library visits throughout the year that include a tour of the children’s room, a lesson about library rules and materials, an overview of how to use the Library, and an

opportunity to listen to a story. In all, Youth Services staff impressively reach a total of 11,106 community members through outreach events and field trips this past year. That includes an added 10 events to the outreach schedule with an overall 76% increase over last year’s outreach totals. *Figure 7* shows the outreach totals by month.

Figure 7



The busiest outreach months include October, when staff attend the *Orange County Children’s Book Festival* at Orange Coast College and the *City’s Halloween Spooktacular* at Mariners Park, and May, when staff visits local elementary schools to promote the Summer Reading Program. New this year, Youth Services staff also attended the *Spirit Run* in March, the *City’s Touch a Truck* event in May, the *CdM Scenic 5k* in June, the Newport-Mesa Unified School District’s *Back to School Resource Fair* in August, and Big Newport’s *Kids Day* for the release of *The Wild Robot* in September.

Looking Ahead

As Youth Services looks towards the upcoming year, the team is focused on prioritizing sustainable growth that meets the interests and demands of the community. By embracing innovation while elevating traditional services, Youth Services seeks to ensure access to essential resources, advance lifelong learning skills, and create spaces where young patrons can continue to explore, grow, and succeed.

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 BOARD OF LIBRARY TRUSTEES STAFF REPORT

October 21, 2024
Agenda Item No. 8

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Rebecca Lightfoot, Library Services Manager

TITLE: Grant Acceptance from California Library Literacy Services

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of a grant from California Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

DISCUSSION:

The Library's Project Adult Literacy program (PAL) offers one-on-one tutoring and small group classes to patrons with low literacy skills. PAL is partially funded by the City's general fund and partially funded through grants, donations, and the fundraising efforts of Pals4pal. One of the major funding resources is through the California State Library Literacy Services' annual grant program. A grant of \$46,594 has been awarded to the Library to support our high-quality literacy program. The grant funds will be used towards staffing for the program. This portion of the award, \$41,935, represents the first distribution from California Library Literacy Services for FY 2024-25. The Library will receive the rest of the grant funds, \$4,659, in spring 2025.

Staff recommends the acceptance of this grant by the Board of Library Trustees. If accepted, the funds will be allocated into Library Services Literacy accounts.

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 BOARD OF LIBRARY TRUSTEES STAFF REPORT

October 21, 2024
Agenda Item No. 9

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Rebecca Lightfoot, Library Services Manager

TITLE: Acceptance of Donations

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of donations from the Dorothy Arens Ressel Trust and patron Patricia Steinmann to enhance the Library's materials collection.

DISCUSSION:

Newport Beach resident Dorothy Arens Ressel left a share of her estate to the Library. A gift in the amount of \$15,737.06 will be used to augment the Library's collections at all locations, in all formats, and for all age groups.

Patricia Steinmann has donated a gift in the amount of \$300. Staff recommends the acceptance of these donations by the Library Board of Trustees. If accepted, the donations will be allocated into Library Materials operating account.

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 BOARD OF LIBRARY TRUSTEES STAFF REPORT

October 21, 2024
Agenda Item No. 10

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Report of September Library Activities – October 21, 2024 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Library Card Sign-up Month

September was *Library Card Sign-up Month*, which is held annually at the beginning of the school year to highlight the importance of obtaining a library card for a child’s education and to help reduce illiteracy. In celebration, any patron registering for a library card received a special Newport Beach Public Library vinyl sticker. In addition, Library staff welcomed City Hall employees to a Central Library Open House. City staff were able to sign up for a library card, tour the facility, and receive assistance with library-related apps during the event. This year’s initiative saw the addition of 1,136 new library card registrations, a 27% increase over last September’s 897 new registrations.

Newport Beach Public Library Foundation Library Leadership Reception

The Library’s Administrative Team attended the Foundation’s Library Leadership Reception. This annual event recognizes Foundation donors and special guests from the past fiscal year. Mayor Will O’Neill was the evening’s featured speaker. It was an honor to attend this event and it provided an opportunity for staff to personally thank those who support the Library through the Foundation.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Medicine in Our Backyard: Knee Osteoarthritis
Monday, October 28, 7 p.m.
Friends Room, Central Library
- Library Live: Rosanna Xia
California Against the Sea
Thursday, November 7, 7 p.m.
Friends Room, Central Library
- Sunday Musicale: Victor Shlyakhtenko, piano
Sunday, November 10, 3 p.m.
Friends Room, Central Library
- Library Closure: Veterans Day
Monday, November 11
All locations
- Meet the Author: Michael Cannivet,
The Four-Minute Retirement Plan
Tuesday, November 12, 7 p.m.
Friends Room, Central Library
- Board of Library Trustees Meeting
Monday, November 18, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Outreach

Reference Librarian Jeremy Rodriguez presented to over 100 7th- and 8th-grade students at MacArthur Fundamental Intermediate School, discussing teen services, teen volunteering opportunities, and student database instruction in preparation for their National History Day research project.

Programming

In September, the Library kicked off the new season of Sunday Musicale with a saxophone & piano duo featuring Sophia Flores and Andrew Edwards. There were 172 in attendance. Our community really enjoyed their program, which included pieces composed during the Holocaust by mostly unknown composers.

The Library also hosted a Meet the Author event featuring Chris Epting, our Storytellers instructor. Chris's latest book, "Where One Hears the Rain", was inspired by the four years Chris has been teaching Storytellers here at the Newport Beach Public Library. He put his teaching into a comprehensive book. Many of his past students attended the evening. Thanks to the Friends of the Library, we were able to give away copies of the book to the first 25 attendees to arrive. Lido Village Books was on hand to handle book sales.

The launch of the first Writers Workshop also happened in September. The Writers Workshop is the Library's response to many requests for a working writers group for those who completed the Storytellers series and were looking for a writers group to continue exchanging feedback and accountability in their writing projects.

Literacy

September was a big month for Project Adult Literacy with our International Literacy Day Celebration. Department Assistant Christina Smith was instrumental in planning and preparing for the event as well as compiling this year's "In Our Own Words" book. Renee and Risa Hoffman were on hand to give out this year's Hoffman Award, created in memory of their late mother Sarah Hoffman who was a dedicated tutor with the program. The award is presented to a learner in the program who demonstrates high achievement and potential. Nick Hubbard was this year's recipient. We received amazing feedback from the literacy community about the success of this event.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

The Seed Library continues to grow in popularity at Mariners Branch (Mariners) with 255 seeds checked out in September, another record month. *BARK: Read to a Dog* returned to Balboa Branch (Balboa) on September 19, with three trained *BARK* therapy dogs. Also at Balboa, Library Assistant Taylor Stephenson resigned. On September 4, the Cabrillo Marine Aquarium outreach staff presented two educational shows on tidepool animals at Corona del Mar Branch (CdM). Each presentation included a hands-on tidepool touch tank experience, set up on the Friends of the Library Reading Porch.

Youth Services

Monthly ongoing programs continued at the Central Library with *Makerspace* inviting children and caregivers to try origami and paper collage making. *STEAM Lab* taught participants the steps to being a great engineer while building their own marble obstacle courses. September's book club discussed *Charlie*

Thorne and the Last Equation by Stuart Gibbs. After a discussion of the book, participants did a word search race and then created their own ciphers.

Class Visits

Class visits returned with three separate visits this month. The Central Library welcomed Cabrillo Point Academy students on September 16. Families registered for library cards, received a tour of the Library, and participated in a scavenger. Newport Elementary's first-grade students visited Balboa for a tour and discussion of the Library. As part of the Library's ongoing partnership with Newport Beach public schools, students received a gift bag containing a book, bookmark, and Library sticker, generously funded by the Friends of the Library. On September 30, Newport Coast Elementary's second grade class made their annual CdM Branch and Fire Station visit, which included database instruction and a tour of the fire station.

Outreach

The Orange County Children's Book Festival was held at Orange Coast College, a first this year in September as it is typically held in October. Almost 1,000 people stopped by the Library's table with many also registering for library cards.

Special Programs

Family BINGO was a notable success this month with a full room and energetic participants. A memorable win: a child who had walked into the Library saying, "I am going to win!" and sure enough, they did!

Teen Services

The Young Adult Advisory Council (YAAC) had its first meeting of the school year. Meeting monthly throughout the school year, YAAC members discuss agenda items, help plan teen library programming and provide volunteer service for various projects throughout the year. A free Collegewise seminar on *The Common App* offered teens and parents the opportunity to learn how colleges evaluate admission applications.

Training

In September, Branch and Youth Services Coordinator Annika Helmuth and Children's Librarian Jasmin Avila attended *Decision-Making Identifying a Path for Optimal Results*, a workshop that explored decision-making principles and offered strategies for understanding how team dynamics influence decisions and team progress.

ANDREW KACHATURIAN, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staffing

New part-time Library Clerk Skylynn Kern was hired and started in early October. There are currently five vacant Library Page positions, between Central Library and Mariners Branch, that are in recruitment.

Facilities

HVAC repairs have been performed at both Central Library and Mariners Branch. New contractor RAM Air Engineering are familiarizing themselves with the control systems at both locations to better troubleshoot issues as they develop.

Cal Building Systems is in the process of completing fire inspections at both the Central Library and Mariners Branch. Both buildings require an annual inspection as well as a more thorough five-year inspection. Several minor repairs have already been completed.

Proquest Articles Retrieved 2024-2025

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	1279	1530	1636										1482
Newspapers--Current	1285	1161	1426										1291
Newspapers--Historical	3576	2019	1982										2526
Magazines	17	56	44										39

Database FY Comparisons	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	YTD 24/25
Tracked by #searches													
A to Z Databases	684	644	411										1739
Alexander Street	730	168	478										1376
Ancestry	588	514	290										1392
AskART	14	18	15										47
Brainfuse JobNow/VetNow	158	79	15										252
Britannica School Edition	1	119	1979										2099
Exploring Race in Society	2	5	29										36
Gale Archives Unbound	4163	236	143										4542
Gale Directory Library	16	36	78										130
Gale in Context: Biography	14	5	316										335
Gale in Context: Elementary	3	3	63										69
Gale in Context: Environmental	0	0	20										20
Gale in Context: Opposing View	1	2	343										346
Gale Interactive: Science	0	0	0										0
Gale Literature Resource Center	20	18	50										88
Gale Virtual Reference Library	19	29	51										99
HeritageQuest	150	50	121										321
Legal Information Ref Center	103	86	68										257
National Geographic	14	26	60										100
National Geographic Kids	8	13	30										51
NewsBank	*	*	*										0
NoveList Plus	81	23	64										168
NoveList K-8 Plus	41	6	22										69
ProQuest	3058	3526	4107										10691
Proquest eLibrary	4	34	39										77
Reference Solutions Business	325	359	366										1050
Reference Solutions Residential	33	9	17										59
SIRS Discoverer	2	16	120										138
SIRS Issues Researcher	856	740	1317										2913
World Book Online	34	19	187										240
Tracked by #page views													
Artist Works	3	4	2										9
Consumer Reports	2442	2585	1928										6955
CultureGrams	23	48	183										254
Morningstar	5545	4471	3207										13223
RealQuest	57	29	12										98
Tumblebooks	3	126	7										136
Value Line	12179	10816	12942										35937
Tracked by courses													
LinkedIn Learning	291	257	332										880
Tracked by books logged													
Beanstack	9161	3189	3875										16225
Tracked by Hours Used													
ABC Mouse	45.00	46.23	42.58										133.81
Beanstack	5385	445	280										6110
Rosetta Stone	58.01	53.38	63.06										174.45

Notes:

* Data unavailable at this time. Will add when received.

NBPL Website Usage 2024-2025

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	31175	32341	28123										30546	91639
New Users	23890	24747	20174										22937	68811
Sessions	49426	50616	47008										49017	147050
Pageviews	106254	111503	106163										107973	323920
Sessions Per User	2	2	2										2	--
Pages Per Session	2	2	2										2	--
Avg. Session Dur. (min)	5	6	6										6	--
Bounce Rate (%)	60	62	59										60	--

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	152	125	155										144	432
CdM	190	131	160										160	481
Mariners	2000	1640	1900										1847	5540
Central	12550	13050	12600										12733	38200
Total	14892	14946	14815										14884	44653

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385	323	280										329	988
CdM	406	308	320										345	1034
Mariners	1343	1286	1420										1350	4049
Central	8624	8913	9314										8950	26851
Total	10758	10830	11334										10974	32922

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2024-2025

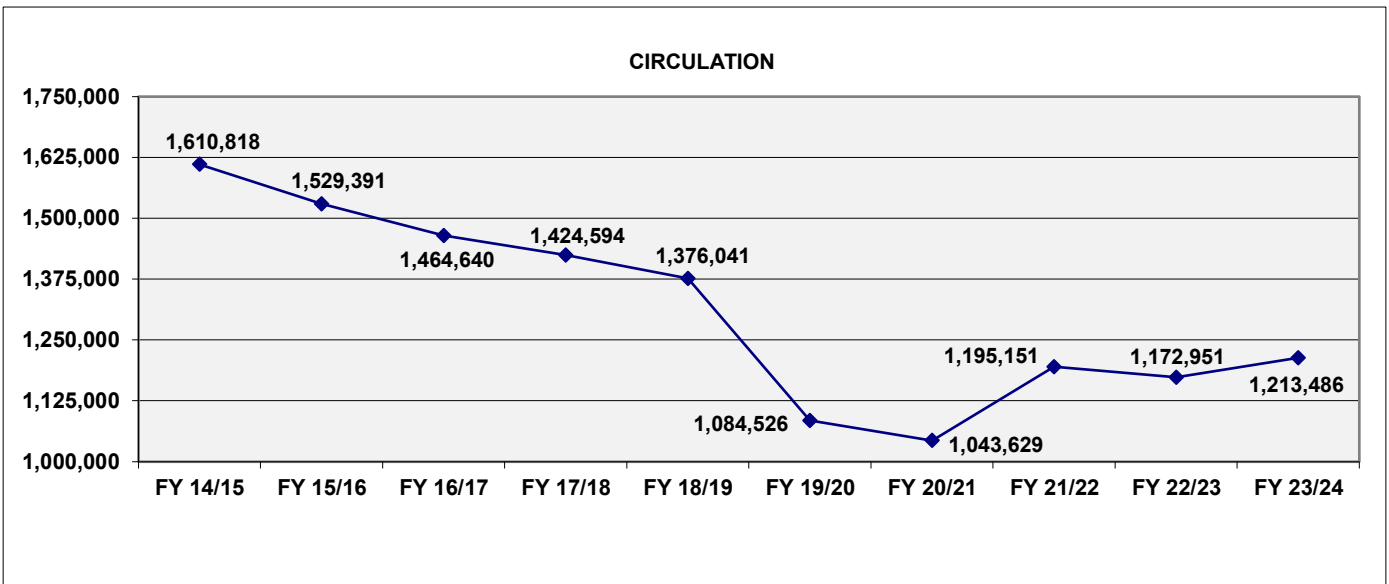
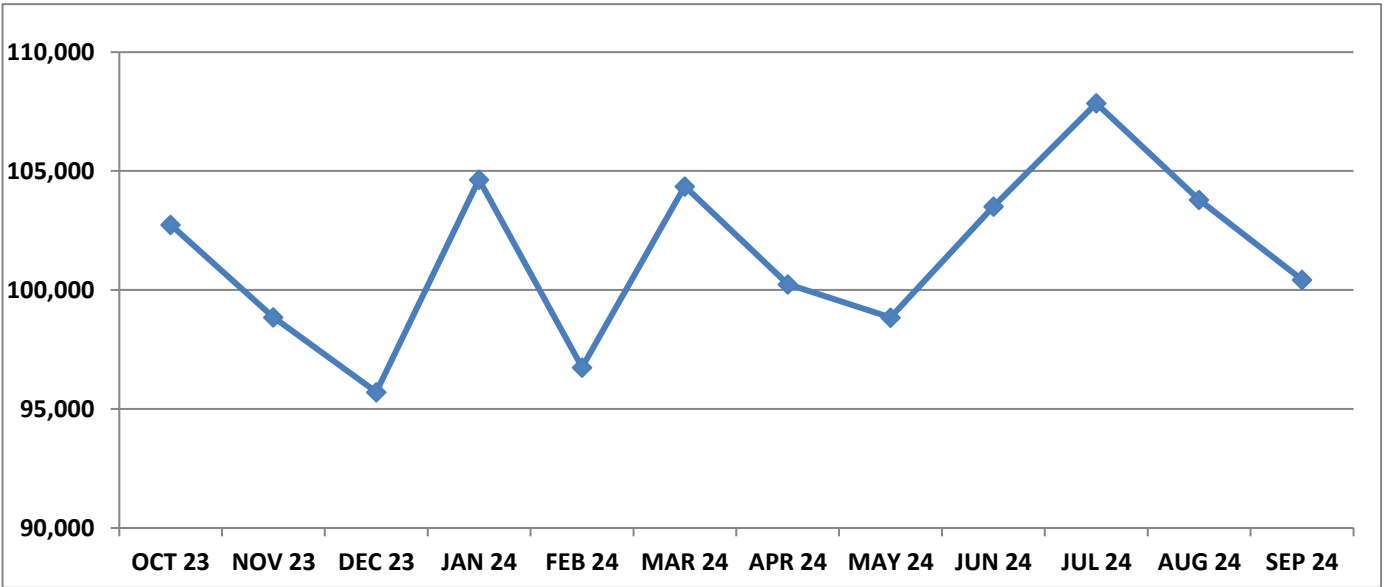
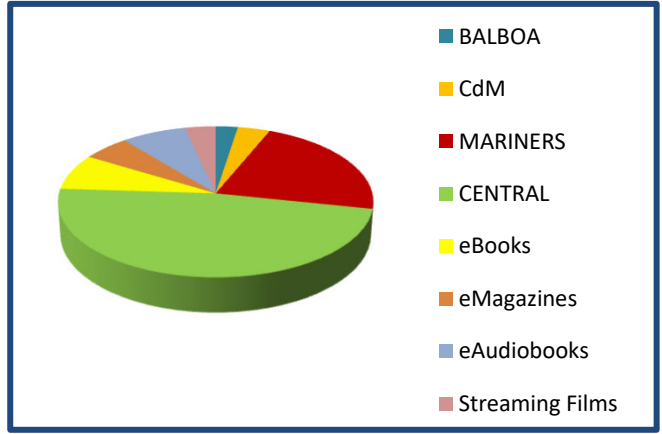
Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	36	28	25										30	89
CdM	24	20	20										21	64
Mariners	110	102	124										112	336
Central	665	628	673										655	1966
Total	835	778	842										818	2455

Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	404	397	566										456	1367
CdM	479	436	513										476	1427
Mariners	1520	1300	1370										1397	4190
Central	1490	1500	1380										1457	4370
Total	3893	3632	3829										3785	11354

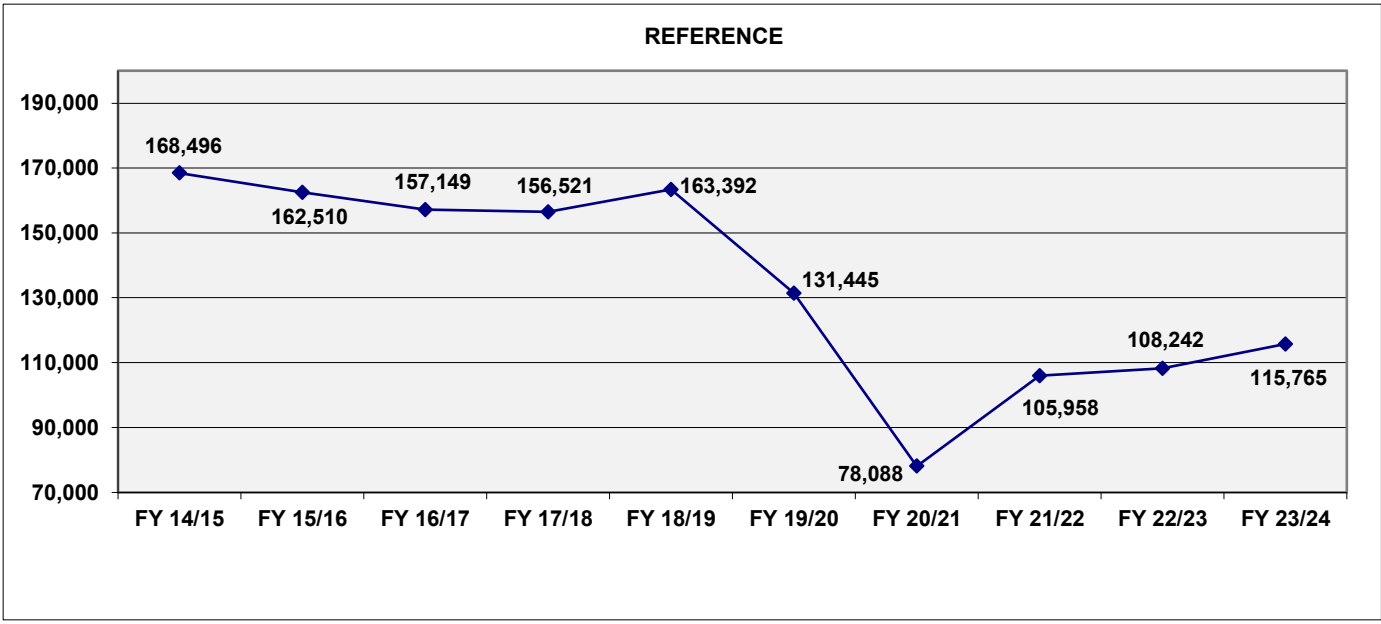
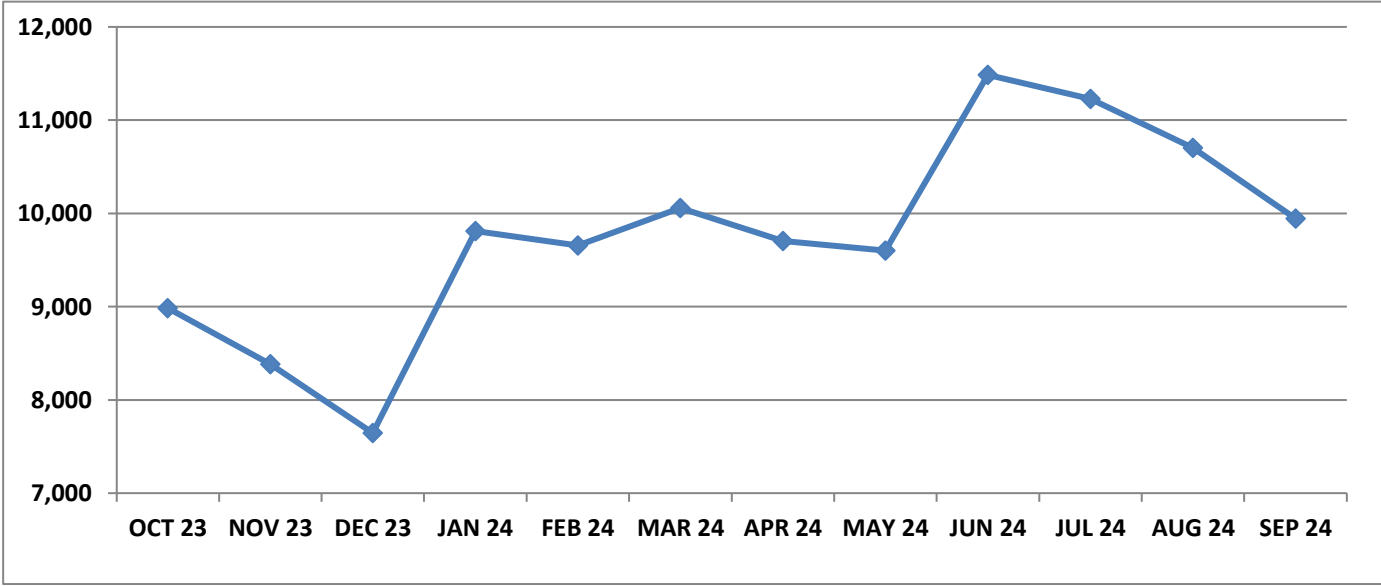
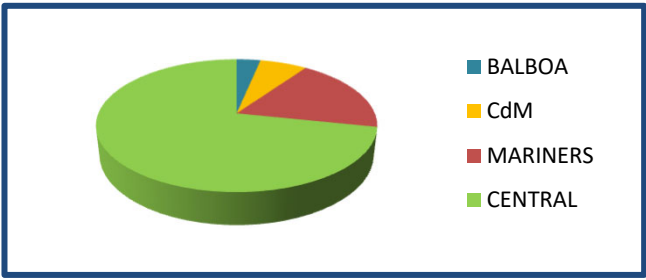
NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2024 CIRCULATION

	SEP 24	YTD 24/25	YTD 23/24
BALBOA	2,546	8,731	7,166
CdM	3,701	11,989	11,579
MARINERS	22,141	63,297	66,180
CENTRAL	47,921	156,189	169,774
eBooks	7,706	24,586	24,060
eMagazines	5,422	14,488	6,399
eAudiobooks	7,464	22,563	19,039
Streaming Films	3,525	10,240	3,644
TOTAL	100,426	312,083	307,841



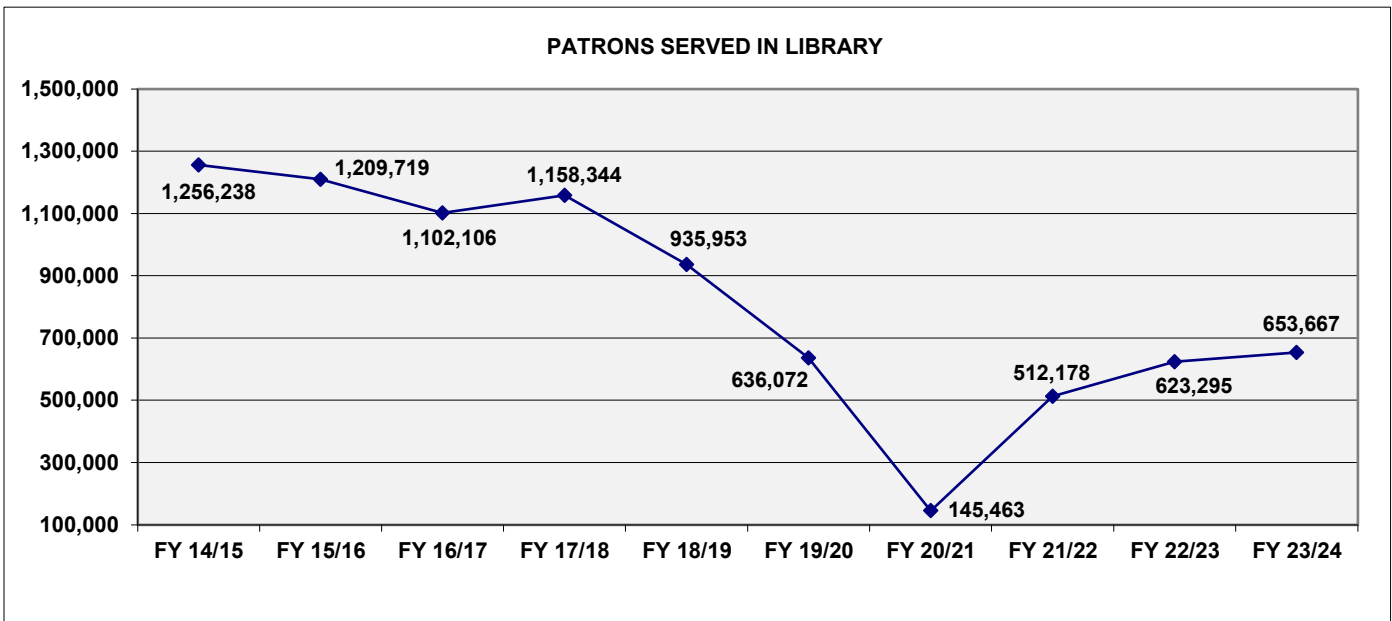
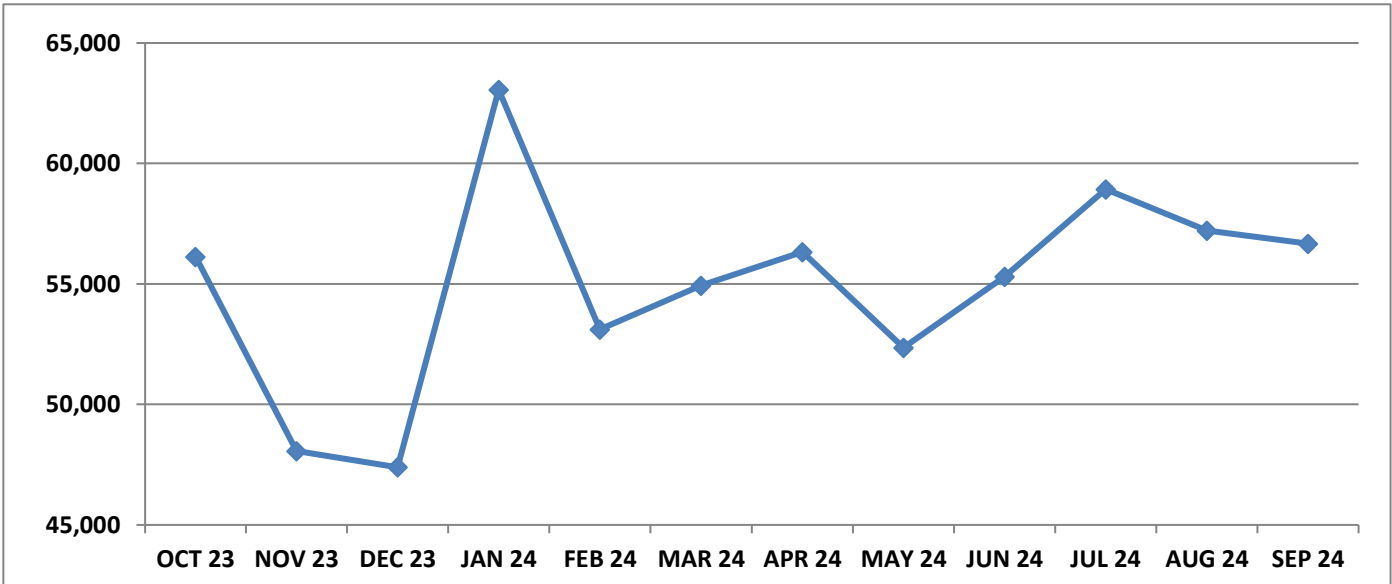
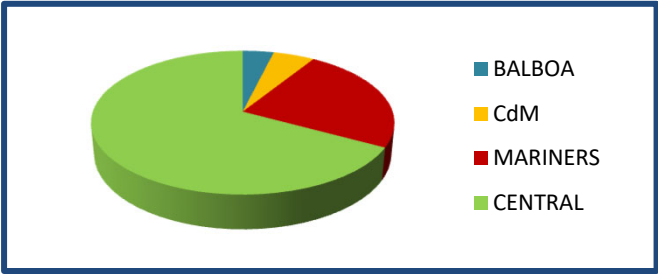
NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2024 REFERENCE

	SEP 24	YTD 24/25	YTD 23/24
BALBOA	327	1,190	1,301
CdM	644	2,156	2,145
MARINERS	1,839	6,257	6,172
CENTRAL	7,133	22,271	20,821
TOTAL	9,943	31,874	30,439



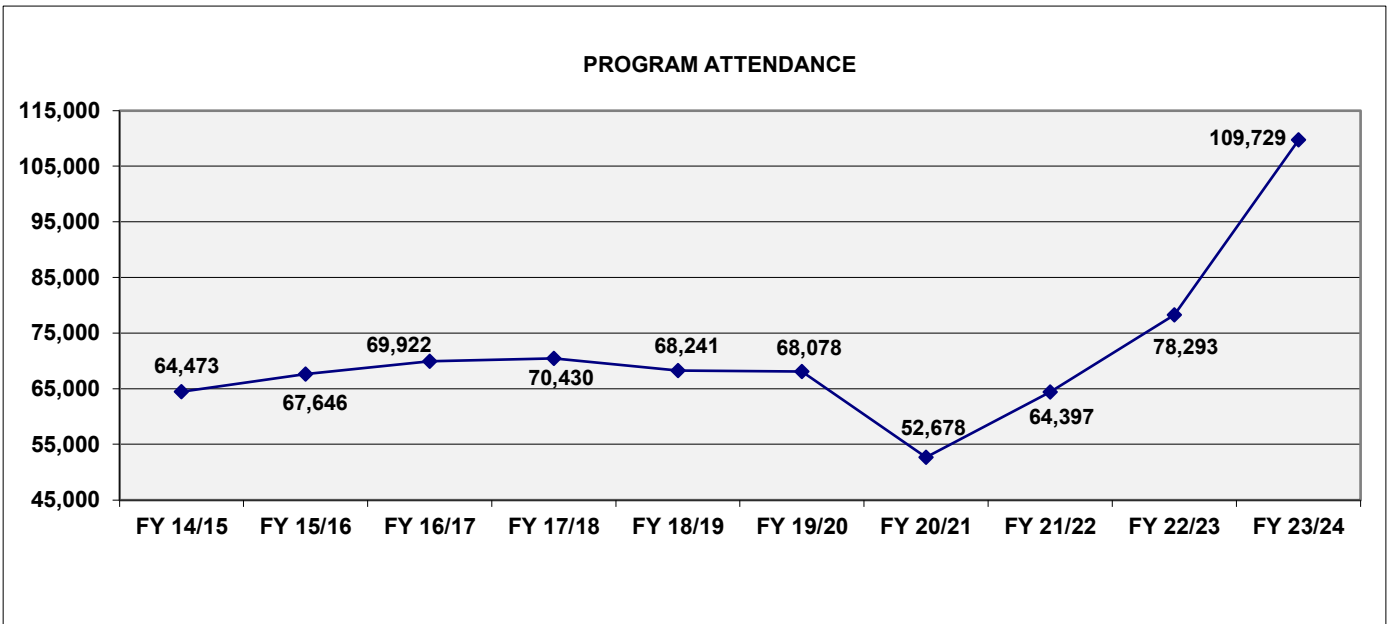
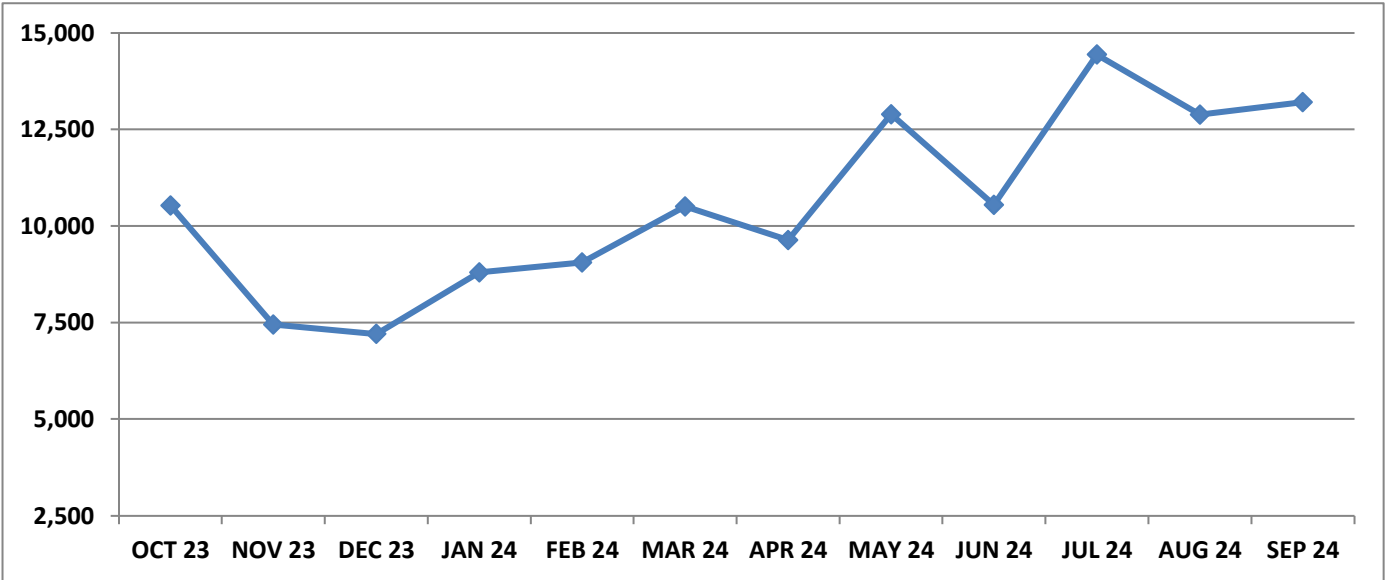
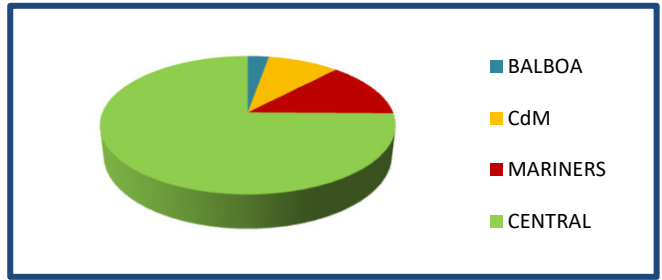
NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2024 PATRONS SERVED

	SEP 24	YTD 24/25	YTD 23/24
BALBOA	2,176	7,399	6,563
CdM	2,901	10,334	9,306
MARINERS	13,560	36,788	35,770
CENTRAL	38,036	118,294	115,374
TOTAL	56,673	172,815	167,013



NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2024 PROGRAM ATTENDANCE

	SEP 24	YTD 24/25	YTD 23/24
BALBOA	364	1,290	542
CdM	1,232	3,898	1,729
MARINERS	1,731	5,537	1,970
CENTRAL	9,876	29,799	18,876
TOTAL	13,203	40,524	23,117



Memo

To: Library Trustees
From: Jerold D Kappel, CEO
Date: October 15, 2024
Re: Library Foundation Report

1. The October Board Meeting was held on October 14.
 - a. Marilyn Krahe was elected to fulfill the term of Kevin Barlow as Chair of the Board. That term ends in June 2025. Kevin Barlow will remain on the Executive Committee as Vice Chair.
 - i. Miles Yourman, formerly Chair of the Finance Committee, is Treasurer.
 - b. The Foundation Board accepted the revised FY2024 Audit. The IRS 990 will be completed in October and presented to the Board at the November meeting for approval. As a reminder, the Foundation posts its audit and 990 on the website under About/Financial Responsibility. The Foundation is rated 4 Stars by Charity Navigator (the highest rating) and has received a Platinum rating from Candid/GuideStar.
 - c. The next Foundation Board meeting is scheduled for Monday, November 11, but will either be moved to an alternate site or rescheduled as the Library is closed on November 11 for Veteran's Day.
 - d. The Winter Bookmark will have the annual report. It will also feature at least one of the learner's stories from the Project Adult Literacy booklet In Our Own Words: One World Many Stories, and the very well-received speech about volunteerism and philanthropy that Mayor Will O'Neill gave at the Library Leadership Reception on September 25.
2. There are 134 season passes purchased for Library Live and 195 combined for the Witte Lectures Friday and Saturday presentations.
 - a. Individual tickets for Library Live went on sale September 1. Individual tickets for Witte Lectures went on sale October 1.

- i. There have been 468 single tickets sold for Library Live
 - 1. Bonnie Garmus—518 total sold (including season passes.)
 - 2. Rosanna Xia--161 total sold (including season passes)
 - a. Surfriders and Crystal Cove Conservancy are marketing sponsors for this event.
 - 3. Javier Zamora--166 total sold (including season passes)
 - 4. Viet Thanh Nguyen—162 total sold (including season passes)
 - ii. We have sold 174 single tickets for the Witte series, which begins on January 24 with Bret Stephens.
 - 1. The press release for the Witte Lectures will be sent at the end of October to the ten local media outlets.
3. The Bonnie Garmus Library Live event was held on Friday October 4, after the Library closed. It was held on the Civic Center Green for seating of up to 550 people. The stage was set on the pad outside the Library entrance with two large rear projection screens so everyone could view the stage. The pre-lecture donor reception was held behind the stage, which was backed by large plants provided by Roger's Gardens. The total attendance, including sponsors, was 542. The event was successful. The Foundation will not know the final financials on the event until all contractor invoices have been received.



- 4. The free Medicine in Our Backyard series, presented with our partner UCI Health, will present its second lecture on October 28, Understanding Osteoarthritis and Its Treatment Options. The lectures are very well attended and received with over 80 in attendance.
- 5. The free Book Discussion Group has over 40 readers attending. The October book for discussion was Huckleberry Finn. The November book is James by Percival Everett, a retelling of the story from Jim's view.
- 6. The free Financial Literacy Workshops began September 30 for six weeks on Monday mornings. Average attendance is over 70.
 - a. In addition to the workshops presented here at Central Library, the It's Your Money and Estate nonprofit presents workshops at senior centers around the county. Jerold Kappel

introduces at least 4 of those workshops in the fall and 4 in the spring. The workshops presented by the Foundation at Central are by far the most attended, averaging 3x the audience of other sites.

7. The free Spotlight on Science opens on October 16 with UCI scientist and professor Jack Brouwer speaking about hydrogen as an energy source. There are 124 people registered. (Although the free events do not require a ticket or registration, we request people to register so that we have an estimate of how many will be attending.)
8. The Foundation has printed fall program brochures for the neighborhood library branches focusing on free programs and Foundation information along with highlighting must-see events each month. There is a separate stand, approved by Annika Helmuth, Branch Services Coordinator.
9. The Foundation is the Film Festival partner for two films this year, Queen of the Ring on Saturday, October 19, 5:30pm Lido Theater, and Why Dinosaurs on Sunday, October 20, 3:00pm Starlight Triangle Cinema. Jerold Kappel, CEO, will be speaking about the Foundation and Library before each showing.
10. The Foundation has now raised \$9.35 million in gifts and gift commitments toward its \$12 million goal, which is 50% of the cost of the construction of Witte Hall.
 - a. The construction camera video is updated every 7-10 days and is available on the Witte Hall webpage on our website. <https://nbplf.foundation/witte-hall/>
 - b. The “topping off” beam is now on site and painted white. Plans are being made to have City Council members, Design Committee members, and major donors (\$25,000 and up) sign the beam before it is raised into place. One signing for City Council members and other donors will be on November 12. Other dates are being arranged with Peter Tauscher or Public Works for those that cannot attend on November 12.
11. The Library Leadership Reception was held on Wednesday September 25. As with the Summer Solstice Celebration, all Trustees, Library leadership staff, City Council members, and other City officials were invited. Signage was posted that states that no Library governance business will be discussed in order to comply with recent rulings regarding the Brown Act.
 - a. Mayor Will O’Neill was the guest speaker and spoke on the importance of volunteerism and philanthropy in the community. His speech will be printed in the winter edition of Bookmark Magazine.
12. The acceptance of dissolution of Pals4pal Literacy Board by the California Attorney General is ongoing. Once accepted that organization’s reserve and intellectual property will be transferred to the Foundation. The funds will be held in a separate investment account, a Board-designated quasi-endowment, restricted to support Project Adult Literacy. The Literacy committee on the Foundation’s Board of Directors will be chaired by new Board member Paul Watkins