



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Newport Beach Public Library - MARINERS BRANCH LIBRARY
1300 Irvine Avenue, Newport Beach, CA 92660

Monday, October 21, 2019 - 5:00 PM

Board of Library Trustees Members:

Janet Ray, Chair
Paul Watkins, Vice Chair
Douglas Coulter, Secretary
Barbara Glabman, Board Member
Kurt Kost, Board Member

Staff Members:

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

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

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

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. NOTICE TO THE PUBLIC

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

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

IV. PUBLIC COMMENTS

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

V. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received

detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

A. Consent Calendar Items

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

[02- DRAFT MINUTES SEP MTG](#)

2. Patron Comments

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

[03 - PATRON COMMENTS](#)

3. Library Activities

Monthly update of library events, services and statistics.

[04- LIBRARY ACTIVITIES](#)

4. Expenditure Status Report

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

[05 - EXPENDITURES](#)

[06 - FRIENDS DONATION](#)

[07 - FOUNDATION DONATION](#)

5. Board of Library Trustees Monitoring List

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

[08 - BLT MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update

Staff will provide the annual overview of Mariners Branch operations, to include review of parking issues.

[09 - MARINERS BRANCH UPDATE](#)

7. Youth Services Update

Staff will provide the annual overview of Youth Services.

[10 - YOUTH SERVICES UPDATE](#)

8. Corona del Mar Branch Update

Staff will update the Board on the recently opened Corona del Mar Branch Library.

[11 - CDM BRANCH UPDATE](#)

9. Newport Beach Public Library Donation

Staff recommends the Board of Library Trustees approve the acceptance of a donation of \$1,000 from the Spitz Family Trust to enhance the Library's materials collection.

[12 - NBPL DONATION](#)

10. Request to Add Designated Donor Wall

Staff recommends that the Board of Library Trustees approve the designation of the wall above the Central Library Gallery as a donor recognition wall. Staff recommends that the letters should be 3 inches tall and that the banner length of the letters should not exceed 10 feet.

[13 - REQUEST TO ADD DESIGNATED DONOR WALL](#)

[14- ATTACHMENT A](#)

11. Lecture Hall Update

Chair Ray will report on the most recent meeting of the Library Lecture Hall Design Committee.

12. Library Services

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

13. Library Foundation Liaison Reports:

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

14. Friends of the Library Liaison Report

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

15. Literacy Services Liaison Report

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

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

IX. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660
Meeting Minutes
September 16, 2019 – 5:00 p.m.

I. **CALL MEETING TO ORDER** –Chair Ray called the meeting to order at 5:02 p.m.

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

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

Trustees Absent: None

Staff Present: Tim Hetherton, Library Services Director
Elaine McMillion, Administrative Support Specialist
Debbie Walker, Branch & Youth Services Coordinator
Melissa Hartson, Circulation & Technical Processing Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Cherall Weiss, Literacy Coordinator

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

Jim Mosher noted "bookmark" in the second paragraph of Page 5 in the minutes should be capitalized and italicized. The number of Library visits appears to have decreased over the past year, and the number of visits to Central Library in fiscal year 2019/20 appears to be significantly less than the prior year. He requested an explanation for the decrease and a timeline for Library Services Manager Natalie Basmacyan's work in the City Manager's office.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the August 19, 2019 Board of Library Trustees Meeting**

Chair Ray concurred with Mr. Mosher's correction.

2. **Patron Comments**

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

3. **Library Activities**
Monthly update of library events, services and statistics.
4. **Expenditure Status Report**
Monthly expenditure status of the library's operating expenses, services, salaries, and benefits by department.
5. **Board of Library Trustees Monitoring List**
List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

Motion made by Board Member Coulter, seconded by Vice Chair Watkins, and carried (5-0-0-0) to approve the Consent Calendar with the August 19, 2019 Minutes amended as noted.

AYES: Ray, Watkins, Coulter, Glabman, Kost
NOES:
ABSTENTIONS:
ABSENCES: None

Chair Ray announced the Corona del Mar Branch is open.

VI. **CURRENT BUSINESS**

A. **Items for Review**

6. **Literacy Program Update**
Literacy Coordinator Cherall Weiss and Newport/Mesa ProLiteracy's Board President Eve-Marie Kuntzman will give an oral report on the literacy program and events.

Literacy Coordinator Cherall Weiss reported 110 people attended the October Happy Hour for Literacy, and approximately \$3,000 was raised during the event. ProLiteracy now offers ten classes per week. Classes for public speaking and writing have been added. One learner was awarded a prize in the Writing Challenge. More than 200 people attended the Gift of Literacy luncheon, which raised more than \$25,000. Two financial literacy workshops were held during the year, but the Library will begin presenting the workshops to the general public. National Literacy Day was celebrated the prior week with the Writing Challenge awardee, three high school graduates, and *In Your Own Words*, an anthology of learners' writings. The next Happy Hour will be held October 26 with Steven Rowley, author of *The Editor*. A volunteer created a brochure for the ProLiteracy program. During the past fiscal year, volunteers logged 8,863 hours. ProLiteracy served 203 adult learners and five career online high school students.

Vice Chair Watkins remarked that Happy Hour is a worthwhile event and fundraiser.

7. Corona del Mar Branch Project Update

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

Library Services Director Hetherton advised that staff will continue to report on the Branch over the next few months. Vice Chair Watkins has suggested the Board of Library Trustees meet at the Branch in November.

Vice Chair Watkins related that the two staff members at the desk were extremely welcoming during his visit. The Branch is beautiful.

8. Lecture Hall Update

Chair Ray will report on the August 19 meeting of the Library Lecture Hall Design Committee.

Chair Ray reported on August 19 the Library Lecture Hall Design Committee selected four finalists to present information and interview at its September 19 meeting. She suggested a retreat for the Board to discuss its past and future role.

In response to questions from the Board, Chair Ray indicated the committee meeting is open to the public. The meeting is scheduled to begin at 8:30 a.m. Library Services Director Hetherton indicated staff could arrange a tour of lecture halls in Cerritos and Long Beach for the Board of Library Trustees. Chair Ray requested staff circulate a list of potential dates to Board Members.

Commissioners Kost and Glabman felt a retreat would be beneficial. Vice Chair Watkins commented that the Board of Library Trustees has delegated authority to various people with expertise regarding lecture halls. The Board receives updates about the Lecture Hall Committee meetings, and the meetings are open to the public. Chair Ray clarified that the retreat would focus on the Board's role in the Library's past and future.

9. Library Services

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

Library Services Director Hetherton reported Library Services Manager Basmacyan is working with the City Manager's office as Homeless Coordinator until September 2020. The position could become permanent. Debbie Walker, Melissa Hartson, and Rebecca Lightfoot will serve four months each as Acting Library Services Manager. During good economic times, the Library usually has fewer visits. Librarians receive fewer reference questions because more people are conducting their own internet searches. To increase the number of visits, staff increases programming. The numbers for Mariners Branch are constant because it is associated with a school and convenient to Newport Beach and Costa Mesa residents. In addition, Costa Mesa residents visited Mariners Branch while the Costa Mesa Library was closed. The Foundation's Donor Wall and Recognition Party is scheduled for September 18.

Board Member Kost added that people are utilizing online services rather than visiting the Library.

In reply to Board Member Glabman's inquiry, Library Services Director Hetherton explained that staff counts database hits, downloaded materials, visits to the Library website, and Wi-Fi sessions.

Chair Ray noted staff provides more robust programming, which may be reflected in the coming year.

Jim Mosher inquired regarding the reason for changing the Donor Wall. Meg Linton, Newport Beach Library Foundation Chief Executive Officer, advised that some of the names are no longer legible, and the person who did the original work is no longer available.

B. Monthly Reports

10. Library Foundation Liaison Reports

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

Chair Ray reported Ms. Linton is collaborating with the Friends of the Library and ProLiteracy.

Meg Linton, Newport Beach Library Foundation, added that the Foundation published a call for volunteers for ProLiteracy and posted information regarding ProLiteracy and the Friends on social media.

Board Member Glabman indicated Library Live lectures have been scheduled with Allison Davis Maxon and Sharon Kaplan Roszia, Dibi and Herbie Fletcher, Helen Zia, and Steven Rowley. The Library Live Committee discussed community outreach.

Board Member Kost advised that tickets for Witte lectures can be purchased beginning November 1. The Witte Lectures Committee is working aggressively to obtain donations and has reconfigured sponsorship brackets.

Ms. Linton related that new sponsorship packets are being released during the week. Foundation members can purchase Witte lecture tickets on October 21, before the general public can purchase tickets. Sponsors will be guaranteed seats to each lecture. In answer to Vice Chair Watkins' query, Ms. Linton explained that the committee recommends speakers, and she works with committee members to contact speakers directly.

11. Friends of the Library Liaison Report

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

Board Member Coulter reported on December 3 from 5:00 to 7:00 p.m., the Friends will be holding a fundraiser at Goriana Jewelry in Fashion Island. The store will donate 19 percent of all their sales during that time to the Friends. The Friends will have a table at

Art in the Park on September 28 where they'll be selling art & craft books. Bookstore sales for August, which include the August quarterly sale, totaled \$22,482, and Amazon book sales totaled \$1,492. The Friends currently have 902 members. The volunteer recognition lunch will be held November 12. The next quarterly book sale is scheduled for November 1 and 2. In 2020, the number of quarterly sales will be reduced to three, and lobby sales will be held more often.

Staff added that a cart of sale books will be located at the Corona del Mar Branch.

Ronnie Watkins remarked that Friends members are welcoming and accommodating.

12. Literacy Services Liaison Report

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

See Item VI.A.6.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

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

Chair Ray announced the October meeting of the Board of Library Trustees will be held at the Mariners Branch, and the November meeting will be held at the Corona del Mar Branch.

IX. ADJOURNMENT – 5:52 p.m.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

SEPTEMBER 2019

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>9/3/2019</u> <u>Comment Card</u> <u>Debbie Walker</u> <u>Library Services Manager, Acting</u> <u>9/5/2019</u>	I like the helpful library staff. New landscaping is needed. The existing is just plain UGLY. Hope the water bill is worth it.	I am writing this in response to the Customer Comment card you recently filled out and left at the Library. You mentioned that what you liked most about the Library was the helpful staff. We appreciate that you took the time to let us know that you find them helpful. Here at the Library we pride ourselves in providing excellent customer service and genuinely appreciate it when Library patrons take the time to acknowledge that. You mentioned in the section on improvements that you did not like the landscaping. While we do know that everyone has a variety of tastes regarding this topic, the City did make a conscience decision to use drought-tolerant and water-wise plants to make up the landscaping at City Hall, the Library and the Civic Center Park. This was done to conserve water and other resources. We do appreciate your use of the Library and that you took the time to contact us.
<u>2</u> <u>9/9/2019</u> <u>Comment Card</u> <u>Melissa Hartson</u> <u>Circulation & Technical Processing Coordinator</u> <u>9/23/2019</u>	I have a concern about my privacy when I request books and audios. The requested items sit on the shelf with my full name on for possibly many days. That is an invasion of my privacy. The requested items should be kept away from the public eyes. I accidentally saw my friend's item on the reserved shelf today. That tells me unknown people could see what books I requested too. Please contact me for your solution.	I received the comment form you filled out regarding your concern about the items on the holds shelf. The Library has had an open holds shelf for nearly 16 years. During the course of this time, we have found our patrons prefer the convenience of easily locating their holds and checking them out over their regards to their privacy. For patrons that do not wish to have their holds available for others to see, we recommend going directly to the library shelves where your desired materials are, locating them and checking them out versus using the holds pickup service. Thank you for your correspondence.
<u>3</u> <u>9/11/2019</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>9/11/2019</u>	Here at UCI we don't have access to Lynda.com. I've had a request from a faculty member for access. I'm wondering if you provide access?	Yes, the Newport Beach Public Library does have access to Lynda.com through the end of 2019. Patrons can access it from our databases page with their valid NBPL card. If your faculty member doesn't have a card, it is free for anyone with a valid California ID. They just need to stop by any of our locations during normal business hours and fill out a short application. Please let me know if there is anything else I can help you with. Thank you.
<u>4</u> <u>9/12/2019</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>9/12/2019</u>	How do I stream movies thru Kanopy and read magazines thru Flipster? Please email me back. Thank you.	Thank you for your inquiry regarding Kanopy and Flipster. You need a valid Newport Beach Public Library account to access both Kanopy and Flipster. You can watch Kanopy through a mobile app, a tablet, Apple TV, Roku, Chromecast, and many other devices. You can find more information on how to get started on your device here: https://help.kanopy.com/hc/en-us/categories/200923998-For-Viewers . You can download the Flipster app on a mobile device and read magazines that way, or on a desktop. You can find more information specific to your device here: https://connect.ebsco.com/s/topic/0TO1H000000HHfUWAW-?language=en_US . I hope that helps answer your questions. Please feel free to contact me if you need any additional help. Thank you.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS		SEPTEMBER 2019
Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>5</u> <u>9/24/2019</u> <u>Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>9/24/2019</u>	I just wanted to say "thank you" for making our libraries such wonderful places for our little ones! My nanny just took our baby over to the CDM library for Books and Babies Storytime and I can tell that they both had so much fun! It makes me so happy that my child gets to enjoy these programs your library puts on while I am away at work! You are doing so much more than just having stories read to kids.	That's great! You made my day. So glad we are benefitting your family!
<u>6</u> <u>9/30/2019</u> <u>Phone</u> <u>Debbie Walker</u> <u>Library Services Manager, Acting</u> <u>10/9/2019</u>	We received a call with a complaint about library hours. The patron would like the Central library to stay open later on Sundays.	Debbie called this patron to listen to his concerns. She explained that we have no plans to extend our Sunday hours. She also let him know we appreciate his use of the library especially given that he no longer lives nearby.

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – October 21, 2019 Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

*You can't judge a fish by lookin' in the pond,
You can't judge right from looking at the wrong,
You can't judge one by looking at the other,
You can't judge a book by looking at the cover.*

-Bo Diddley (Elias McDaniel)

Programming:

Programming at Newport Beach Public Library continues on its current growth trajectory.

Since January 1, 2019, 45,634 residents and guests have attended programs at the Central Library. The majority of these programs were held in the Friends Room. During this period, the Central Library Friends Room has hosted 109 public programs. These programs have included Foundation lectures, Friends of the Library sponsored programs, SCORE Workshops, book discussions, children's programming, college preparation programs, Wake Up Newport Beach, films, Newport Mesa ProLiteracy programming, Sunday Musicales, and financial seminars.

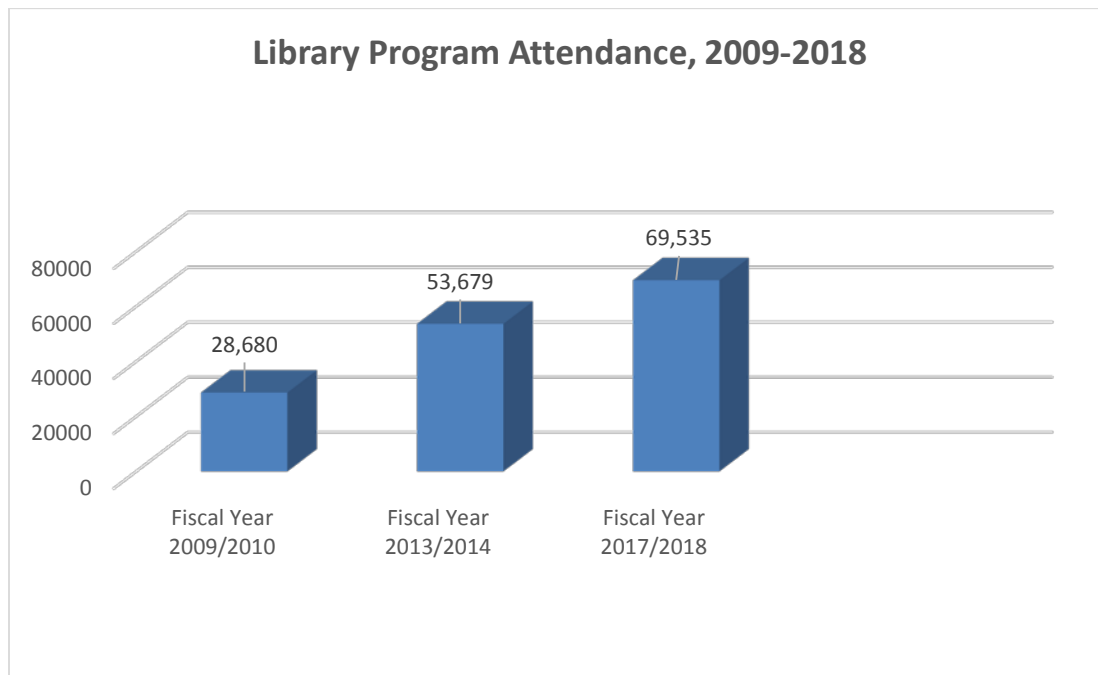
In the same period, the Friends Room has served as a venue for City staff training, community forums, and the Friends of the Library quarterly book sales. The Friends Room has been used for these purposes 29 times since January 1.

While it serves its intended purpose as a community meeting space, the Friends Room lacks the infrastructure to support many of the Library's programs. In fiscal year 2017/18, the Friends Room served the majority of the Library's 69,535 program attendees in a room that is 2,646 square feet. The occupancy of the room is limited to 187 people. Because of this, the Library is often required to turn potential attendees away, or to schedule additional events to accommodate demand. This is an especially critical issue for the Library Foundation, as demand for tickets for the Witte Lecture series and Library Live events often surpasses the number of available seats. To enhance the experience of attendees, the Library has implemented a few stopgap measures, such as a portable raised stage, aftermarket lighting, and audio solutions, but limited space for high demand programs remain an issue.

Library program attendance is on the rise nationally. Though public libraries have seen a downward trend in circulation per capita (a drop of more than 11% since Fiscal Year 2012), program attendance throughout the United States has increased significantly in the same timeframe—nearly 17%, according to the 2017 Public Library Data Service report. "As programming gains importance and requires more resources of the library

(money, staff, space, collateral, equipment, etc.), libraries will need to better prepare to demonstrate their efficiency and effectiveness in service delivery,” the report states.

This trend is in effect at Newport Beach Public Library. In the last decade, the Library’s programming statistics have increased exponentially:



In recent decades, we have seen public programming expand from a peripheral offering to an essential library service for patrons of all ages. Library services continue to change to reflect their institutions as hubs for civic and cultural life in the community.

Wheelhouse List for Library Trustees:

- **Happy Hour for Literacy**
Saturday, October 26, 6:00 pm
Friends Meeting Room, Central Library
- **Board of Library Trustees Meeting**
Monday, November 18, 5:00 pm
Corona del Mar Branch Library

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches:

Balboa hosted a successful “Moana” themed program and Mariners started the ever-popular Lego Block Parties again to welcome the back-to-school crowd to the branches. Jackie Casella, the new Library Media Tech for Mariners Elementary came on board also and very quickly became part of the Mariners team. Jackie replaces Jen Gotcher who held the position for many years and left the job this past May.

The biggest branch news in September though was the opening of the new CDM Branch Library on Monday, September 16. Over 250 visitors came through that day and the rest of the month stayed equally busy. Storytime attendance was strong with 137 attendees in the first week of operation. On September 26 a Fire Safety craft program had over 40 in attendance in addition to welcoming some special guests...three local firefighters and their firetruck. Library patron response has been overwhelmingly positive and everyone (staff and patrons alike) is so grateful that the branch is finally open.

Youth Services:

First Saturday of the month drop-in crafts began again in September at Central in addition to Lego Saturdays which happen during the rest of the month. The Fall Craft and cookie decorating program on September 26th had close to 60 in attendance and provided the Children’s room with lovely autumn leaves throughout.

Teen Services:

The first post-summer meeting of YAAC took place on September 11th. Nineteen teens were in attendance and eager to start the new school year of YAAC related activities. New members and old got acquainted with each other and the library as they participated in a “know your library/shelfie” scavenger hunt. Teen test prep programs began in September also. A SAT practice test program was held on September 7th and an ACT practice test on the 14th.

Facilities

A tree was removed from the west end of the Mariners parking lot (near Mariners Elementary) that was blocking the lighting on a nearby light pole. This has helped brighten the parking lot at that end. Caliber Signs, the company working on the Mariners donor wall submitted drawings and mock-ups of their plans that were proofed and revised by myself and the graphic artist at the company. Caliber will be working on a sample panel to review in the coming weeks.

MELISSA HARTSON, CIRCULATION & TECHNICAL PROCESSING COORDINATOR

Staffing:

We conducted oral interviews to fill one Library Page vacancy and are moving forward to conduct background and fitness checks.

Training:

This month, Rebecca Lightfoot and I participated in a 3-part webinar workshop titled "Library Director Bootcamp: Getting the Skills You Need." Kate Hall and Kathy Parker, both Library Directors, presented an overview of what the Library Director position entails. The series covered a range of topics including Financials, Boards, Personnel, Facilities, Insurance and Legal Matters.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Outreach:

Reference and circulation staff attended the Annual Employee Health Fair on September 25 and interacted with City employees, handing out brochures on upcoming events and encouraging staff to visit the library and get library cards.

Staff also went to Marina Park on September 29 to host a Let's Talk Tech event before the concert at the park. Concert goers learned how to download popular apps on their mobile devices to take advantage of all the library has to offer.

Programming:

Local author Chris Epting discussed his latest book, "Rock n' Roll in Orange County" on September 26. One hundred and thirty-seven guests enjoyed learning more about the roots of rock n' roll in nearby locations. Two of his most recent books were available for purchasing and signing.

Meetings:

Adult Services Coordinator Rebecca Lightfoot hosted two reference staff meetings to discuss collection development and the reference collections. The branches will have their turn in October.

Training:

Librarian Alex Jenkins attended a workshop on the Art of Writing Performance Evaluations. All full time Reference staff participating in overhauling the Database questions that are used for training new staff. Several new databases were added as part of the training, and current databases were updated to provide a more meaningful training experience.

Proquest Articles Retrieved 2019-2020

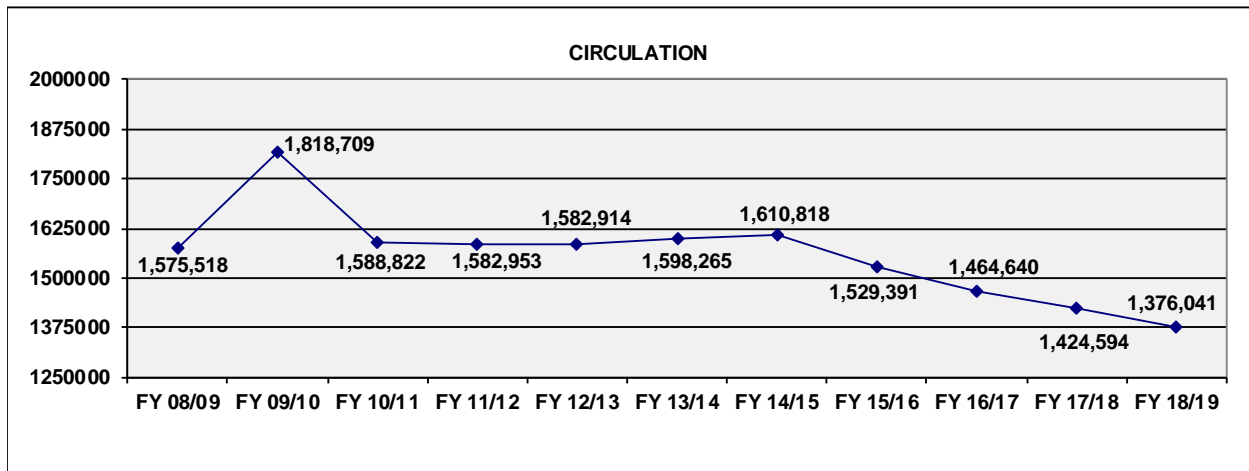
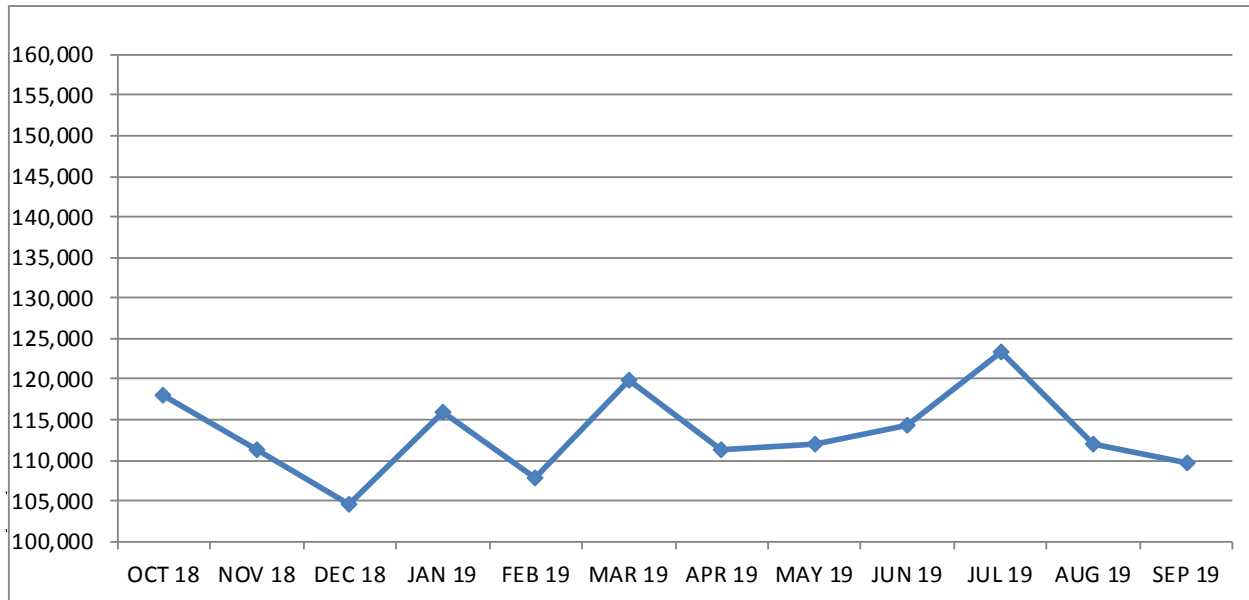
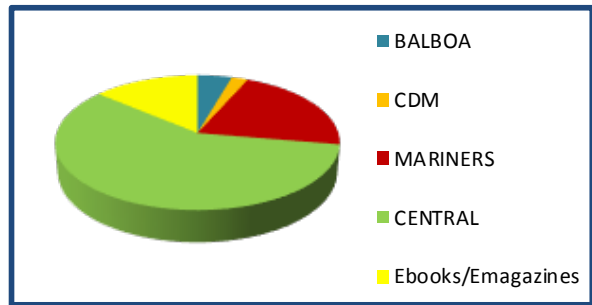
	July	Aug	Sept	AVG.
Business Databases	1233	812	1230	1092
Newspapers--Current	604	643	879	709
Newspapers--Historical	1376	1101	1895	1457
Magazines	28	28	54	37

Database FY Comparisons	JUL 2019	AUG 2019	SEP 2019	YTD 19/20				
Tracked by #searches								
A to Z Databases	1234	1874	875	3983				
Ancestry	263	790	744	1797				
AskART	43	51	32	126				
Biography In Context	51	143	48	242				
Britannica School Edition	55	265	52	372				
Facts on File Ancient History	74	95	22	191				
Gale Archives Unbound	438	1095	8322	9855				
Gale Directory Library	23	17	22	62				
Gale Virtual Reference Library	19	24	363	406				
HeritageQuest	2980	1565	2641	7186				
Kids InfoBits	16	45	14	75				
Lynda.com	6883	5836	7105	19824				
Legal Information Ref Center	46	242	112	400				
Literature Resource Center	56	99	18	173				
National Geographic	45	78	30	153				
National Geographic Kids	5	25	11	41				
NoveList Plus	68	282	164	514				
NoveList K-8 Plus	52	89	81	222				
Opposing View points	49	214	408	671				
ProQuest	2275	1971	2750	6996				
Reference USA Business	1508	906	1091	3505				
Reference USA Residential	146	727	218	1091				
World Book Online	4	0	15	19				
Tracked by #sessions								
ScienceFLIX	5	3	4	12				
Testing & Education Ref. Center	14	7	37	58				
Tracked by #page views								
Consumer Reports	2283	2864	2126	7273				
CultureGrams	9	120	27	156				
Morningstar	48614	24429	11599	84642				
NetAdvantage	6581	8480	2859	17920				
RealQuest	98	3093	24	3215				
Tumblebooks	64	227	358	649				
Value Line	8605	10042	11834	30481				
Tracked by Hours Used								
Rosetta Stone	70.32	51.2	61.25	182.8				
Notes:	July 2019 - Intermittant issues with S&P NetAdvantage and ValueLine this month							
	Sept 2019 - trouble w ith S&P NetAdvantage access outside of library							

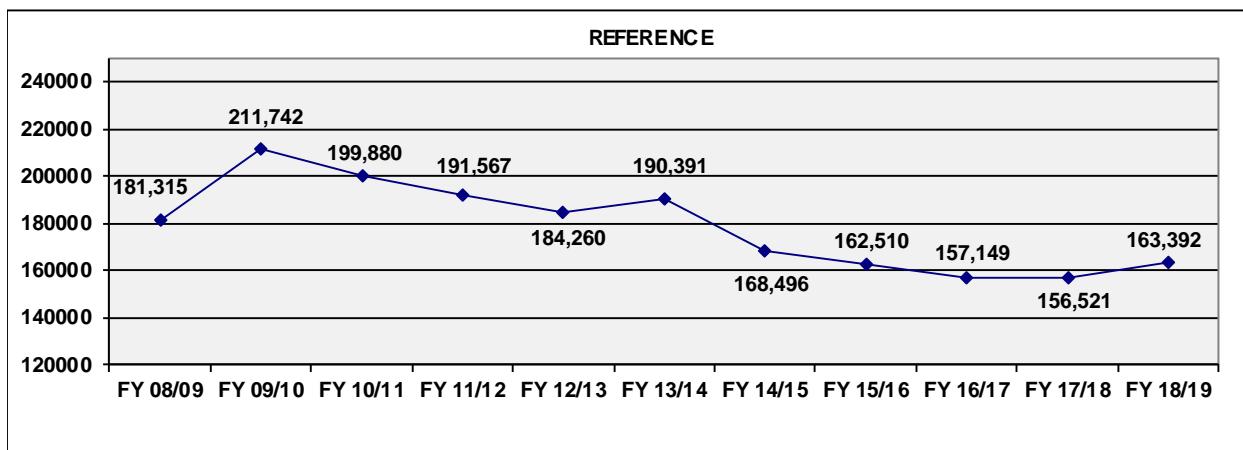
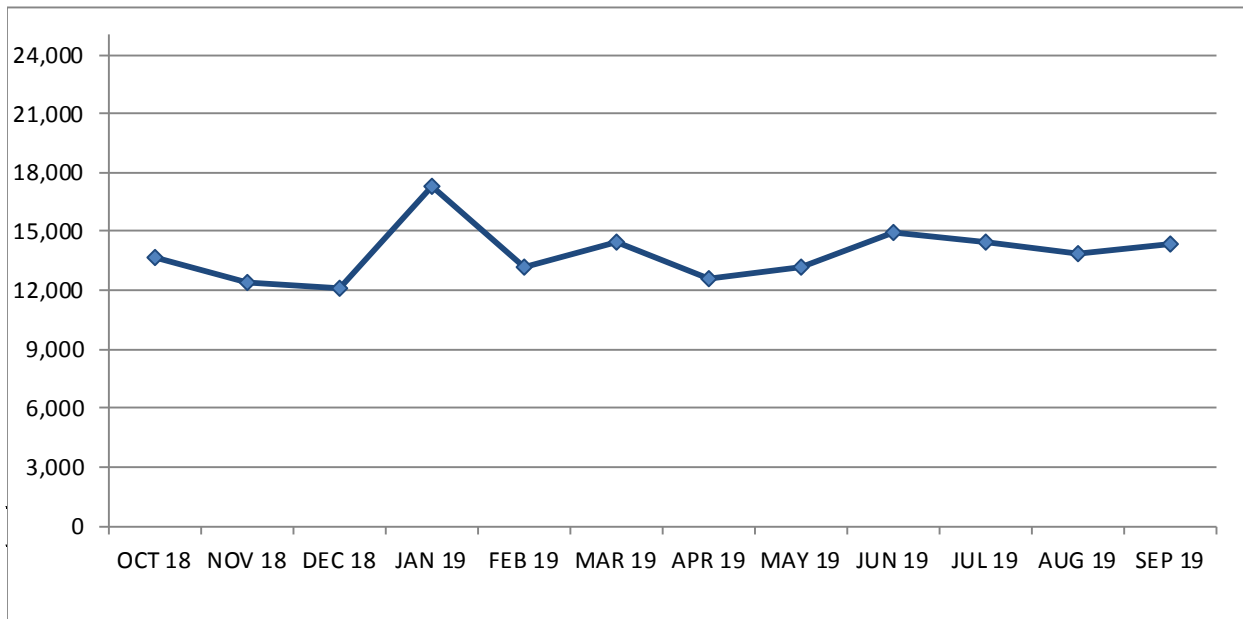
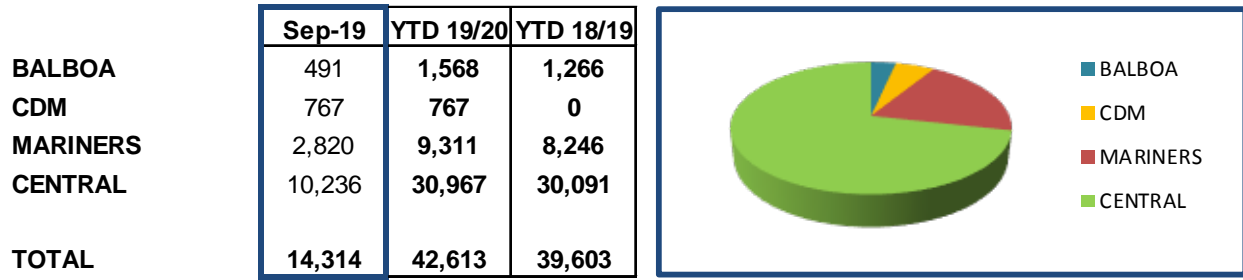
NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2019

CIRCULATION

	Sep-19	YTD 19/20	YTD 18/19
BALBOA	4,926	16,818	20,242
CDM	2,344	2,392	23
MARINERS	23,109	74,220	74,313
CENTRAL	64,073	208,485	229,971
Ebooks/Emagazines	15,213	43,229	36,382
TOTAL	109,665	345,144	360,931



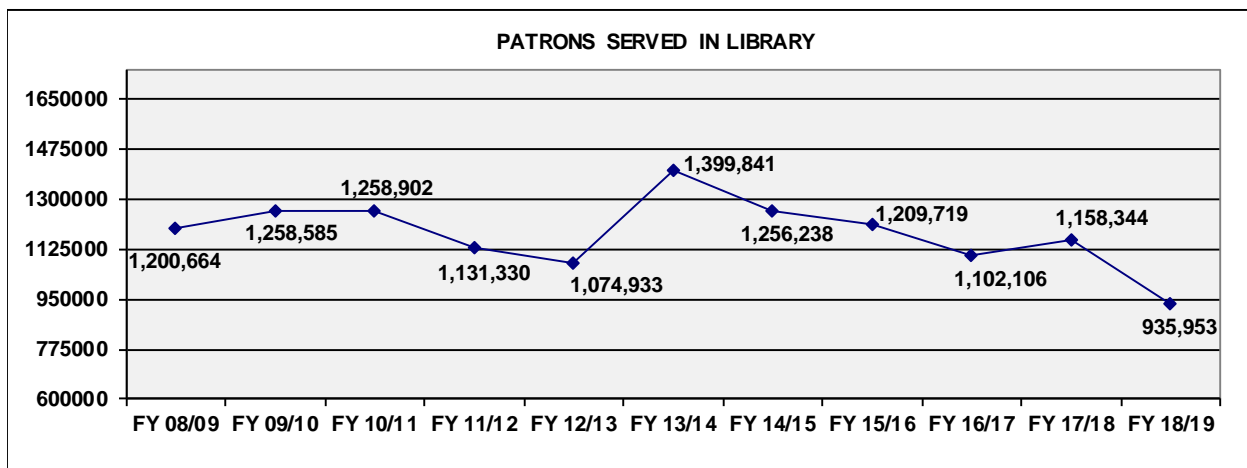
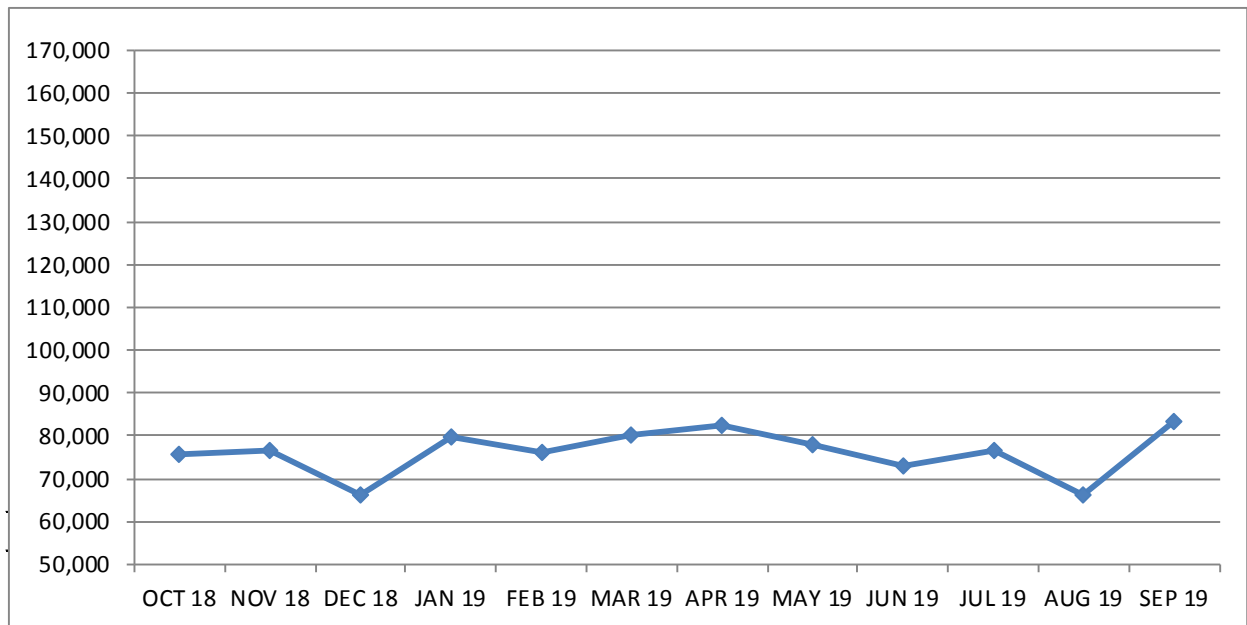
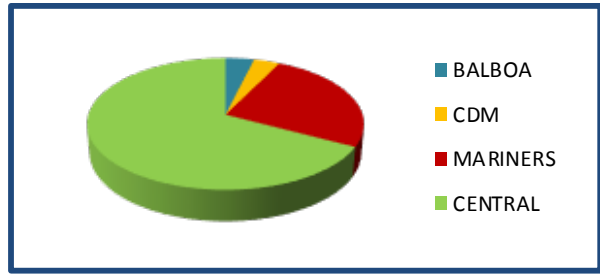
NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2019 **REFERENCE**



NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2019

PATRONS SERVED IN LIBRARY

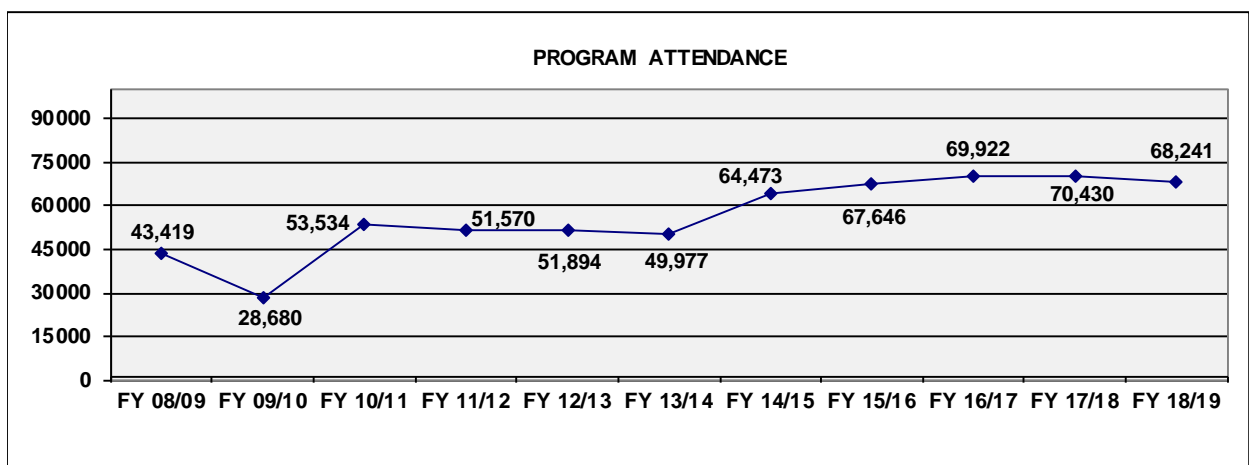
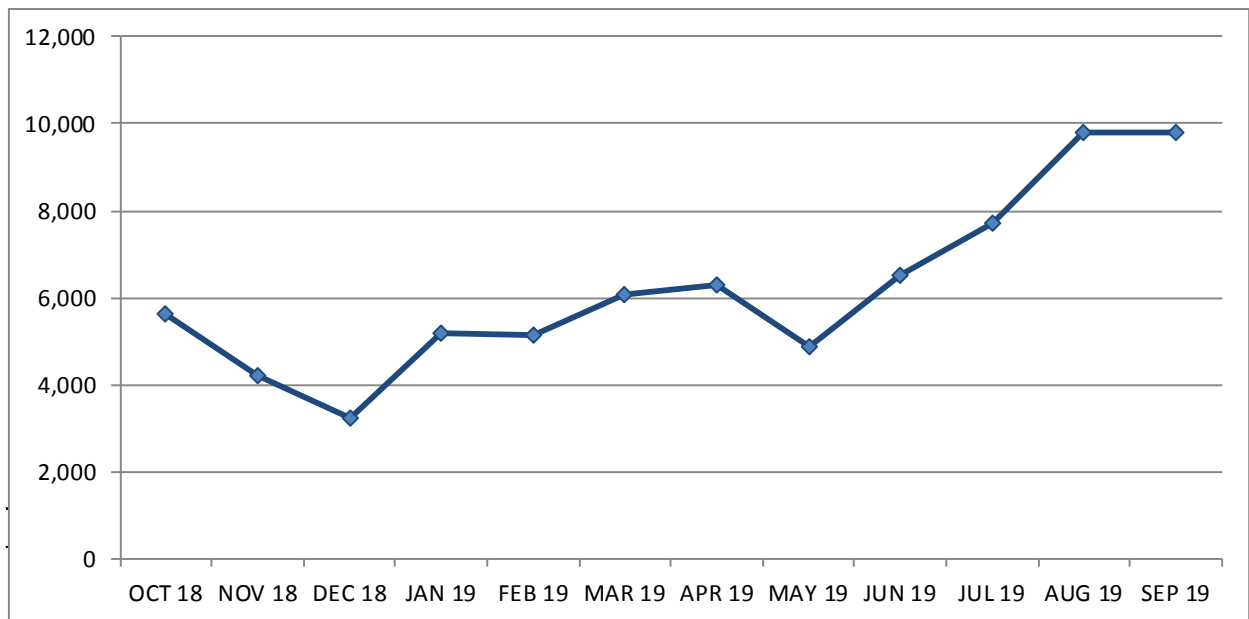
	Sep-19	YTD 19/20	YTD 18/19
BALBOA	3,194	11,599	12,349
CDM	2,923	2,923	0
MARINERS	21,187	60,189	49,983
CENTRAL	56,100	151,786	185,691
TOTAL	83,404	226,497	248,023



NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2019 **PROGRAM ATTENDANCE**

	Sep-19	YTD 19/20	YTD 18/19
BALBOA	126	521	563
CDM	177	477	776
MARINERS	1,026	3,133	2,730
CENTRAL	8,471	23,177	17,006
TOTAL	9,800	27,308	21,075

- BALBOA
- CDM
- MARINERS
- CENTRAL



LIBRARY EXPENDITURES
(September 30, 2019)

FY 2019-20

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,875,248	2,875,248	572,703	213,554	2,302,545
SALARY PART-TIME	944,040	960,789	176,059	67,116	784,730
BENEFITS	2,345,669	2,343,469	448,395	114,306	1,895,075
SALARY & BENEFITS TOTAL	6,164,957	6,179,506	1,197,157	394,976	4,982,349
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	167,773	167,773	29,716	10,891	138,057
UTILITIES	271,491	271,491	37,879	34,266	233,612
PROGRAMMING	5,500	5,500	297	50	5,203
SUPPLIES**	83,170	83,209	20,068	11,975	63,141
LIBRARY MATERIALS	619,740	626,577	256,605	45,719	369,972
FACILITIES MAINTENANCE	174,951	180,246	29,122	12,214	151,124
TRAINING AND TRAVEL	15,075	15,075	50	50	15,025
GENERAL OPERATING EXPENSES***	24,200	24,562	2,460	1,478	22,102
PERIPHERALS	5,000	6,891	1,010	0	5,881
INTERNAL SERVICE FUNDS	1,458,054	1,458,054	243,009	125,211	1,215,045
OFFICE EQUIPMENT	2,000	2,000	0	0	2,000
MAINT & OPERATION TOTAL	2,826,954	2,841,378	620,216	241,856	2,221,162
LIBRARY BUDGET TOTAL	8,991,911	9,020,884	1,817,373	636,832	7,203,511

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FRIENDS

FY 2019-20

As of Sep 30, 2019

Date Funded

Wish List

Amt Expended

Jul 2019

Amount

Purpose

YTD

Notes

\$135,000	New Materials	\$ -	Spending to begin next quarter
\$50,000	Programming	\$ -	Spending to begin next quarter

Total

\$185,000

\$ -

FOUNDATION

FY 2019-20

As of Sep 30, 2019

Date Funded

Wish List

Amt Expended

Aug 2019

Amount

Purpose

YTD

Notes

\$ 68,875	Downloadable Content	\$ -	Begin Spending 2nd Qtr
\$ 25,000	Flipster Subscription	\$ -	Invoiced 2nd Qtr
\$ 15,000	New Materials	\$ -	Begin Spending 2nd Qtr
\$ 13,125	Lynda.Com Subscription	\$ 13,125	Complete
\$ 18,000	Kanopy Streaming Films	\$ 3,719	In Process
\$ 10,000	Business Center	\$ -	Wait for Library Occupancy
\$ 5,000	Adult Literacy Program	\$ 5,000	Complete

\$155,000

\$ 21,844

Total

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

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Andy Kachaturian, Mariners Branch Librarian

TITLE: Crean Mariners Branch Report October 2018 – October 2019

The Crean Mariners Branch of the Newport Beach Public Library opened in April of 2006, with 15,305 square feet. This branch is unique in Newport Beach as it is a joint use facility with the adjoining Mariners Elementary School. During the school year, when school is in session the school portion of the library is closed to the public and library staff members are on hand to retrieve items for the public. We have a built in after school audience for our afternoon programs, so we get large crowds of school children heading over to the library once school lets out to do homework and take advantage of other library resources. This also gives us a wonderful outreach opportunity, since we don't have to go off site to visit with students.

We are a busy branch, open 71 hours a week, the same number as Central. We offer five popular storytimes every week, a once a week afternoon Lego program, and once a month we have a special family event such as a craft or performer.

Personnel

In addition to the Branch Librarian, Reference staff consists of two full-time Librarians, Jeremy Rodriquez (who was transferred from Central upon his promotion to Librarian I) and Christine Chapel who specializes in Children's Services. The staff also includes full-time Library Assistant Janice Nikula who also specializes in Children's Services and Part-Time Library Assistants Duncan Kistler and Rokhsan Shafiei.

The Circulation team is headed by Senior Clerk Liz McKibbin who oversees the Part-time Clerks, Rick Costa, Claire Constantino, Shelley Pricer and John West. Piers Brown, Clerk II oversees pages Kevin Holley, Craig Chamberlain, and Katrina Kading. Circulation at Mariners is currently down two positions: Part-time Clerk and Page. These positions are in the process of being filled.

Facility Maintenance

Last year was an eventful one in terms of facility maintenance as in addition to a donation from the Foundation providing new shelving for music CDs, DVDs and Holds, the entire building was re-carpeted. This year a smaller but not less important project began with the replacement of the Donor wall that is located at the entrance of the Library. The wooden panels that comprised the wall were fading and original company that made them was no longer in business. It was decided to entirely redo the area

with panels and graphics that are more cost effective and easily replaced if necessary. Caliber Signs and Imaging of Irvine are in the process of completing the new panels that will hopefully be ready for installation within the next couple of months. City staff worked with an outside company to take down the original panels, repair and paint the wall in anticipation of the new components.

Another project that was completed during this last year was enhancing the outdoor lighting in the parking lot. A section of lights that suffered from water damage near the Jorgensen Room were repaired and replaced, overhead lighting outside the library entrance was replaced with brighter bulbs, and most beneficially, additional angled lamps were added to the existing light poles in the parking lot to spread light throughout the lot. Bright, longer-lasting LED bulbs replaced the bulbs in the existing lamps as well. Staff have received positive feedback as customers have stated that there was improved visibility at night.

Public Service

Circulation and Reference Services

Our service population is 22,748, although we get many visitors from neighboring areas. Mariners was responsible for 242,991 circulations of materials between October 2018 and September of 2019. There were a total of 38,052 reference questions for the same time period.

Program Attendance

We currently have 577 active participants in the 1000 Books before Kindergarten program between the four branches. We have had 35 children finish the program here at Mariners.

Storytime attendance throughout the time period was 10,597 while there were 2045 attendees at our craft and other special programs, such as our weekly Lego Block Parties. Our Lego Block Parties usually averaged around 20 people every week.

Summer Reading Program

We had a very successful Summer Reading Program this year. We had seven weeks of special programs during the summer, with a total attendance of 721. We had two performances each for our three performer programs. The numbers were down slightly from last year which may be attributed to the fact that due to scheduling needs of the Recreation Department for the Jorgensen Room, programs had to be held on Saturdays instead of Mondays as in years past. The SRP wrap-up event was held at Mariners this year between performances. Everyone was invited to the patio behind the Jorgensen Room to enjoy refreshments and prizes.

Class Visits

We hosted six classes from Kaiser Elementary school in June, talking to a total of 173 third graders about using the library and passing out new cards. They were all very excited to get to check out their first

books. We spoke to 581 students from Mariners Elementary in June, promoting the Summer Reading Program.

Other Programs

In February an AP Test prep class was held at Mariners. Potential teen volunteers took part in a Volunteer Information session in May and those who committed to volunteering for SRP attended a training session in mid-June.

Mariners' Elementary School

Library Media Clerk Jennifer Gotcher moved out of state in May. Nikki Goode substituted for her until the end of the school year. Jackie Casella is the new Library Media Technician who runs the school side of the library during school hours.

The Mariners School PTA donated close to \$2000 from their Book Fair Fundraiser to our children's collection. Librarian Christine Chapel selected items from the Book Fair to be added to the collection.

Collection Maintenance

Our collection is currently around 70,656 items. We added additional shelving to the DVD and Blu-ray sections this year, as these are two of the most highly used sections of the library, with an average checkout ratio of almost 3 times that of our general collection. The "Lucky Day" collection was moved closer to the checkout area near the front catalogs for higher visibility and have generated more appeal and checkouts. The new Nintendo Switch video game collection has also been very popular with Mariners customers. Newly purchased software "CollectionHQ," which reports item statistics, has helped staff evaluate collections and their usage. Reference staff have been very active in redistributing items throughout the library system and de-selecting items that are no longer checking out to make space for new items.

Comments

While the previous year incorporated changes such as re-carpeting and new shelving arrangements for the music CD collection and hold shelf, this year has focused on refining existing shelving, collection maintenance, and facility improvements with the exterior lighting. With a new school library media technician on board for a new school year, we are also working to cement our relationship with Mariners Elementary and continue to be an excellent resource for the school students in addition to our public customers who enjoy their community library so well.

NOTICING:

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

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Debbie Walker, Library Services Manager (Acting)

TITLE: Youth Services Update

DISCUSSION:

This report is an overview of Youth Services which encompasses the Juvenile component of the Library collection and programming as well as Teen Services. The Youth Services team includes staff assigned to Central in addition to the Branches. All members contribute to the planning and presentation of a variety of programs including, but not limited to storytimes, craft events, test preparation, etc. The period covered in this report is primarily from late October 2018 to mid-October 2019.

Staffing:

At Central, in addition to the Youth Services Coordinator, the staffing component is two full-time Children's Librarians, Liz Aaron and Melinda Vogel and two part-time Library Assistants. Bernadette Gilliam has been at Central for several years and Christine Iverson is the newest part-time Library Assistant. She joined the staff in August of this year. Annika Helmuth, Librarian II reported to Central on a daily basis until mid-August when she began her stint as CDM Branch Librarian. In addition to Annika, part-time Library Assistant Daisy Hernandez was assigned to CDM and officially became part of the Youth Services team. Members of the Mariners Youth Services staff includes one full-time Librarian, Christine Chapel and full-time Library Assistant Janice Nikula. At Balboa Branch Librarian Evelyn Rogers is responsible for programming with help from part-time Library Assistant Camille Escareal-Garcia.

Teen Services at Central, which includes programming, volunteer coordination, and liaison service to YAAC (Young Adult Advisory Council), is provided by Children's Librarian Melinda Vogel and full-time Adult Reference Library Assistant Danielle Doi. Janice Nikula, the full-time Library Assistant at Mariners, oversees teen services and volunteers at Mariners. The Branch Librarians oversee teen services at Balboa and CDM.

General Programming:

Youth Services programming is funded almost entirely each year by a generous donation from the Friends of the Library. The Foundation sponsored the Books and Bunnies Festival in July and has provided items to giveaway at recent outreach events. Two Children's Author visits held the Whale of a Tale Bookshoppe were arranged last October and November. The Friends funding covers the supplies and marketing required for Summer Reading Program, storytimes, stand-alone themed craft events, weekly Lego building (Mariners and Central), drop-in crafts, in addition to 1000 Books Before Kindergarten and first grade class visits. In addition to the Summer Reading Program, some particularly popular programs this past twelve months have included the Halloween

Extravaganza and second annual Butterfly Release in April (both at Central), a *Moana* themed craft program in September (Balboa) and Fire Safety Crafts at the newly opened CDM Branch. This program not only had many participants, but three local firefighters and their engine took part in the fun.

Teen programming continued its emphasis on college and test preparation. Throughout the year, prep classes have been offered for ACT, SAT and Advanced Placement Class testing as well as tips on college essay writing. These events were only held at Central in the past but are now held at Mariners as well.

Storytimes continue to be the main staple of Youth Services programming at all locations. After several months of holding storytimes at CYC in Grant Howald Park due to the closure of CDM, regular programs resumed the first week the new branch was open. Several grateful families were on hand to participate in this long awaited event. Melinda continues to offer Preschool story time off-site at Marina Park. Staff decided this year to continue this program even during the summer although at a new location in the facility. The storytimes aimed at the youngest customers (Books & Babies, Toddler) continue to draw the largest audiences on a weekly basis at all locations.

1000 Books Before Kindergarten continues to be a steady ongoing program tailored for the youngest of library users. Currently there are close to 600 participants at all locations. Finishers receive a book to keep and a certificate of completion signed by the Library Director. **National Library Week** offers the opportunity for the Library Board Trustees and City Leaders to participate in storytimes and other Library Programming. This past year this annual ALA sponsored program was held from April 6 – 13 and was themed “Libraries = Strong Communities.” This year **Summer Reading Program (SRP)** was themed “It’s Showtime at Your Library” and ran for seven weeks from Saturday, June 22 to Saturday, August 10. As in the past library customers of all ages participated. The number of total participants in the Children’s program was down slightly from the previous year (2065 in 2019 compared to 2079 in 2018) and program attendance was strong except for a small dive at Mariners where the day of the program was moved from Mondays to Saturdays due to scheduling issues with the Victor Jorgensen Room. Some of the programs scheduled for CDM were moved at the last minute to Central when construction was delayed throughout the summer. Staff and performers were very flexible though and this came off without a hitch.

Teen Volunteers: Early in 2019, Human Resources informed the Library that all teen volunteers aged 14 and older were subject to fingerprinting and background checks. Staff decided that the Library would absorb the cost of this process and that it would be made part of the general programming budget in coming years (again thanks to the Friends of the Library). YAAC members who fit the age criteria were the first to go through this process and helped pave the way for working with volunteers and their families who signed up to assist with SRP. Annika, Melinda and Danielle worked hard on coming up with a way to streamline the paperwork and scheduling of the background checks and quickly incorporated the information into the volunteer application form. Volunteer Information sessions held in early May at Central and Mariners were the ideal vehicles to spread the word about the background checks and all other aspects of being a Teen Volunteer. In addition, the City is in the process of implementing the Better Impact volunteer management system. The Library, IT and Fire/Cert staff have been working on selection and implementation of this online management system over the last year. Better Impact will simplify and streamline the applications process for all volunteers and provide a

way to keep all volunteer information up to date, accessible by volunteers and Library staff. This system will be fully implemented at all Library locations and on the Library website by the end of November.

Outreach:

First Grade Class Visits: This outreach opportunity, funded by the Friends, has continued to be an effective way to promote library services to all first graders attending Newport Mesa Public schools that are located in the city of Newport Beach. The funding provided pays for bus transportation and a paperback book per student. Several visits have already been scheduled for the months of October and November.

SRP School Visits: From late May to early June, Youth Services staff are scheduled at Newport Beach Elementary school assemblies to present a quick and fun program about SRP. Brochures about the Children's program are distributed to grades K – 5 while the 6th graders learn about Teen SRP.

Scout and other School Tours: This past year Scout troops (boys and girls) and private schools have also contacted the Children's Library staff to set up tours of the library and have the opportunity to learn about library resources. These tours are tailored specifically to the needs and size of the groups. In June of this year, Central staff hosted both the 2nd and 4th grade classes for Our Lady Queen of Angels and local private school.

OCC Children's Books Festival: For the past two years, Library staff has participated in a event that is held at Orange Coast College and sponsored by Orange County Children's Books Festival (Timeless Learning). This year Liz, Daisy and myself operated a booth there on Sunday, October 6 and had almost 1000 individuals stop by our booth to either spin for a prize (generously provided by the Friends of the Library and Foundation), talk about Library programming or make a Library card. Opportunities like these provide the staff with an excellent opportunity to talk about the excellent services we have at NBPL.

Teen Outreach: In early June Melinda and Danielle visited both CDM and Newport Harbor High to give away paperbacks and spread the word about Teen SRP.

Materials Collection/Accelerated Reader/Booklists:

The current Juvenile materials collection contains 94,451 items. Although the Juvenile collection includes categories found in the Adult collection: fiction, non-fiction, graphic novels, DVDs, audiobooks, downloadable eBooks and eAudiobooks, and music CDs, the items unique to Children's are picture books, board books, easy readers, phonics readers and kits (this is a picture book that includes a CD with an audio version of the story). After much research and reaching out to other libraries throughout the country, Liz Aaron who is responsible for maintenance of the Children's Reference collection, made the proposal that the items in this category be absorbed into the regular circulating collection so that they might be checked out and not designated for "Library Use Only." The rest of the Youth Services team agreed so at all branches these materials can now be circulated. This has increased usage and means that funds designated to Reference can now be used to purchase additional materials to enhance non-fiction collections at each location.

The Librarians who select for both the juvenile and teen collections use a variety of resources to assist them. These include review journals, library related websites, listservs, newspaper and magazine reviews, customer

and fellow staff suggestions in addition to making sure that choices reflect school curriculum needs, current trends and events in popular culture as well as classics in fiction and non-fiction. All print materials are currently ordered through Brodart, DVDs and music CDs with Baker & Taylor. Downloadable eBooks and eAudiobooks are purchased from the Overdrive platform. Print items and media arrive for the most part “shelf ready” and the vendors large inventory of materials guarantee that library customers get the items they are looking for.

As is the case every September and October, staff created Booklists are in the process of being reviewed and revised. The Booklists have proven to be a valuable resource and learning tool not only for Library customers but for staff as well. All revisions will be reflected on the website when the process is completed in late October. The booklists incorporate books and other media and are arranged by reading level, genre and universal topics. All of the lists link directly to the online catalog. Liz Aaron has acted as the coordinator of this project for the past two years.

The Library continues to add Accelerated Reader (AR) levels to the Juvenile collections at all locations. Newly purchased items arrive pre-labeled while older items are labeled by staff on a continual basis. The online catalog actually offers a search feature that allows users to search by various AR levels.

Conclusion:

Once again, the Youth Services staff has had a successful and rewarding year. Although opening a new branch did not come without its challenges, it was also exciting and provided all of those involved many opportunities for personal and professional growth. All of the Youth Services staff is so dedicated to their work and continually go beyond in thinking of new and creative ways to best serve our youngest patrons and their families. It is such an honor to be part of such dedicated and committed team.

NOTICING:

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

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Corona del Mar Library Branch Update for September 2019

Corona del Mar Library opened for public service on Monday, September 16 at 9 a.m.

Attendance thus far has been robust, particularly for story times. Branch Librarian Annika Helmuth states, *"We've had several familiar faces and some new ones fill the children's room with excitement and joy. In total, CdM had 137 story time attendees in the first two weeks of operation. Also, in honor of the new joint use facility, the Corona del Mar Library hosted "Fire Safety Crafts" on Thursday, September 26. Forty children and caregivers spent the afternoon crafting and creating firefighter themed crafts with a few special visitors—three local firefighters and their big firetruck! It was a treat to watch the children interact with the firefighters. We are grateful for their commitment to outreach in the community. Overwhelming, library patron response is positive and many continue to note what an impressive facility it truly is."*





Photos shared courtesy of Mr. Ron Yeo of CDM. NBPL appreciates Mr. Yeo's graciousness.

Fire personnel began moving into the new Corona del Mar Fire Station 5 on Tuesday, October 8.

Crews continue to address minor punch list issues before and/or after library public service hours.

NOTICING:

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TO: LIBRARY BOARD OF TRUSTEES

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

PREPARED BY: Melissa Hartson, Circulation and Technical Processing Coordinator

TITLE: Donation Acceptance from Spitz Family Trust

Recommendation:

Staff recommends the Board of Library Trustees approve the acceptance of a donation of \$1,000 from the Spitz Family Trust to enhance the Library's materials collection.

Discussion:

Larry Spitz and his wife Barbara are avid supporters of the Newport Beach Public Library. The Library will use these funds to purchase materials for the collection.

Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted the donation 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).

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton

TITLE: Request to Add a Designated Donor Wall

RECOMMENDATION:

Staff recommends that the Board of Library Trustees approve the designation of the wall above the Central Library Lobby Gallery as a donor recognition wall. Staff recommends that the letters should be 3 inches tall and that the banner length of the letters should not exceed 10 feet.

DISCUSSION:

At the February 4, 2013 meeting, the Board of Library Trustees approved potential naming areas within the Central Library, and guidelines for the letter size and banner length of various donor recognition walls. The Board also approved a guideline to limit the lettering to a single line.

The potential naming areas within the Central Library include the following:

- Children's Activities Area
- Media Lab & Sound Lab
- Grand Stairway
- First Floor Reading Area –
CHARLES & SUZANNE TURNER READING AREA
- Second Floor Reading/Study Area (east side) –
VIVIAN SINETAR THORPE MEMORIAL READING AREA
- Second Floor Reading/Study Area (west side) –
KAREN HEATH CLARK & BRUCE ROBERT CLARK READING AREA
- Second Floor Self-Checkout Area

Recently, a long-time Newport Beach Public Library Foundation member and past donor expressed interest in contributing to the Foundation for naming recognition on the wall referred to as the Central Library Lobby Gallery (see ATTACHMENT A). The potential donor is interested in this specific location because of his lifelong interest in the visual arts.

The Lobby Gallery in the Central Library has approximately 38 feet of linear wall space designed for two-dimensional pieces of art. This area, administered by the Library Services Department, remains a popular amenity with City Arts Commission-approved exhibitions displayed every two months. This particular wall is not included among those designated by the Board of Library Trustees as potential naming areas.

Staff recommends that the Board of Library Trustees add the Lobby Gallery to the list of potential naming areas in the Central Library. This would not only satisfy a donor by recognizing a major

contribution to the Library, but also help the Foundation in their fund raising mission.

Staff also recommends that the letters not exceed 3 inches tall and that the banner length of the letters not exceed 10 feet. These dimensions are in accordance with the size guidelines established by the Board of Library Trustees for the Grand Stairway, the closest analog to the Lobby Gallery space in terms of size and public exposure. Staff recommends that the letters should be centered on the "EXIT" sign on the right side of the Lobby Gallery wall.

NOTICING:

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

ATTACHMENT A: photos of Lobby Gallery wall

ATTACHMENT A: photo of Lobby Gallery wall

