



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, October 17, 2016 - 5:00 PM

**Board of Library Trustees Members:**

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

**Staff Members:**

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

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

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or [thetherton@newportbeachca.gov](mailto: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 19, 2016 Board of Library Trustees Meeting**

[2016-10-17 SEP DRAFT MINUTES](#)

**2. Customer Comments**

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

[2016-10-17 CUST COMMENTS](#)

**3. Library Activities**

Monthly update of library events, services and statistics.

[2016-10-17 MO REPORT](#)

**4. Expenditure Status Report**

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

[2016-10-17 EXP RPT](#)

[2016-10-17 FOL](#)

[2016-10-17 FOUND 1](#)

[2016-10-17 FOUND 2](#)

**5. Board of Library Trustees Monitoring List**

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

[2016-10-17 BLT MONT LST](#)

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Corona del Mar Branch Construction Update**

Public Works staff will provide an update on the Corona del Mar branch construction schedule.

**7. Mariners Branch Update**

Staff will provide the annual overview of Branch operations.

[2016-10-17 MAR BRNCH RPT](#)

**8. Youth Services Update**

Staff will provide the annual overview of Children's Services.

[2016-10-17 YOUTH SERV RPT](#)

**9. Review of Library Capital Improvements and/or Capital Outlay Needs**

Prior to drafting the next year's budget for the Library, the Library Administration is considering various capital improvements to address the appearance and/or functionality of the libraries. An oral report will be presented for the Board's consideration and is not an actionable item.

[2016-10-17 CAP IMP](#)

**B. Monthly Reports**

**10. Library Services**

Report of Library issues regarding services, customers and staff.

**11. Friends of the Library Liaison Report**

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

**12. Library Foundation Liaison Report**

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

**13. Witte Lectures Committee Liaison Report**

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

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

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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

**IX. ADJOURNMENT**

**DRAFT**

**CITY OF NEWPORT BEACH**

**Board of Library Trustees  
Meeting Minutes  
September 19, 2016 - 5:00 p.m.**

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

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

Trustees Present: Chair Jill Johnson-Tucker; Vice Chair Janet Ray; Secretary Paul Watkins

Trustees Absent: Board Member Jerry King, Board Member Douglas Coulter

Staff Present: Library Services Director Tim Hetheron  
Administrative Support Specialist Elaine McMillion  
Support Services Coordinator Melissa Kelly  
Library Services Manager Natalie Basmacıyan  
Circulation and Technical Processing Coordinator Melissa Hartson

III. **NOTICE TO THE PUBLIC**

Chair Johnson-Tucker referred to the Brown Act notice but did not read it.

IV. **PUBLIC COMMENTS**

Jim Mosher believed the Library survey results were now complete and suggested Trustees and the public would want to know any conclusions, recommendations or actions based on the survey. Perhaps an item regarding the survey could be scheduled for November or December as agenda items shown on the Monitoring List for those months are few.

Chair Johnson-Tucker will review the Monitoring List and request comments regarding additional topics for future meetings.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the August 15, 2016 Board of Library Trustees Meeting**

Chair Johnson-Tucker noted a few grammatical errors in the Minutes which were corrected.

**DRAFT**

**2. Customer Comments**

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

Secretary Watkins indicated staff responses to customer comments were thoughtful. He pointed out that staff is accomplished in handling issues and responding accurately all while being polite. Chair Johnson-Tucker agreed.

**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 Secretary Watkins, seconded by Vice Chair Ray, and carried (3-0-0-2) to approve the Consent Calendar.

AYES: Johnson-Tucker, Watkins, Ray

NOES:

ABSTENTIONS:

ABSENCES: King, Coulter

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Literacy Update**

Staff will provide the annual overview of the Literacy program.

Support Services Coordinator Melissa Kelly reported on the role of the Newport/Mesa ProLiteracy Advisory Board with the Library.

Fara Mozaffar, Newport/Mesa ProLiteracy Advisory Board President, advised that the ProLiteracy Board works to increase public awareness to ensure sufficient tutors and volunteers are available to assist participants. Most participants find the organization through social media. In the prior fiscal year, volunteers spent almost 9,000 hours to help 206 adult learners. The Board is grateful to the Library for its support.

Cherall Weiss, Literacy Coordinator, reported on new classes for learners; the annual spring lunch event; a Happy Hour event in October with author Maria Semple; online tutor training; a new program called Career Online High School; and International Literacy Day. Ms. Weiss provided attendees with copies of In Our Own Words, a

**DRAFT**

collection of writings from learners. The Board discussed ticket sales for the Happy Hour event and possible confusion of it being a Library Foundation event.

Jim Mosher commented regarding the Literacy Project Foundation. Ms Weiss shared information regarding the Literacy Project, which focuses on literacy for children and schools.

In response to questions from the Board, Ms. Weiss indicated Newport/Mesa ProLiteracy has approximately 125 volunteers, of which 100 are tutors. Most learners attend classes while waiting to be assigned to a tutor. Their annual budget is about \$122,000. Newport/Mesa ProLiteracy utilizes social media, attending meetings of community organizations, advertisements for tutors and word of mouth to increase public awareness.

**B. Monthly Reports**

**7. Library Services**

Report of Library issues regarding services, customers and staff.

Library Services Director Tim Hetheron reported regarding the Literacy Day celebration, library card sign-up month, and the CENIC project.

Library Services Manager Natalie Basmacyan reported on the success of Digital Saturday in that 171 people attended programs, 220 people entered the raffle, and 200 attended children's programs between 10:00 a.m. and 3:00 p.m. Library staff demonstrated tech toys and digital services for children and fielded 60 reference questions and 10 technology questions. In response to Chair Johnson-Tucker's question, she suggested planning Digital Saturday events quarterly. Secretary Watkins complimented staff on the programs and their good work.

Library Services Director Hetheron advised that he is planning to bring statistical information from the survey to the annual retreat in October. That information could be used to plan programs and activities for the next year or two.

**8. Friends of the Library Liaison Report**

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

Library Services Director Hetheron indicated Board Member Coulter attended the September meeting of the Friends of the Library. The Friends of the Library is working to increase participation at book sales by tagging onto Library events. Friends of the Library earned approximately \$1,200 through the sale of signed, first edition copies of Dean Koontz books. No date is set for the December luncheon.

Support Services Coordinator Melissa Kelly noted the Friends of the Library increased its membership through Two for One Tuesdays.

**9. Library Foundation Liaison Report**

**DRAFT**

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

None.

**10. Witte Lectures Committee Liaison Report**

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

Chair Johnson-Tucker advised tickets are now on sale.

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

Chair Johnson-Tucker attended several meetings with an architect regarding space for a lecture hall. Information would be presented in a month or two.

Vice Chair Ray received a new passport through the Library, where she received fantastic service. Chair Johnson-Tucker added that the passport service was listed second in a Google search.

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Jim Mosher felt that Library staff has learned many good ideas through interaction with other libraries and associations, and Mr. Mosher suggested the Board of Library Trustees participate in a free seminar offered to Library Boards by the California Public Library Advocates.

**IX. ADJOURNMENT – 5:33 p.m.**

**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS  
SEPTEMBER 2016**

<p>COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer</p>	<p align="center">COMMENT</p>	<p align="center">RESPONSE</p>
<p align="center"><u>1</u> <u>9/1/2016</u> Email <u>Melissa Hartson</u> <u>Circulation &amp; Tech Proc Coord</u> <u>9/1/2016</u></p>	<p>How many times can I renew a book online?</p>	<p>The majority of our books may be renewed online for two additional lending periods as long as the item has not been reserved. Please let me know if I can be of further assistance in this matter. Kind regards.</p>
<p align="center"><u>2</u> <u>9/2/2016</u> Comment Card <u>Natalie Basmaciyen</u> <u>Library Services Manager</u> <u>9/9/2016</u></p>	<p>The group study room should have a white board to write equations and graphics and prepare a technical presentation. I need to prepare and rehearse a technical presentation. The group study rooms should be available to those who need to practice a speech or presentation.</p>	<p>Natalie called the customer and left a detailed message explaining that the study rooms may be refurbished soon, and that the Library will take this recommendation under advisement.</p>
<p align="center"><u>3</u> <u>9/4/2016</u> Email <u>Melissa Hartson</u> <u>Circulation &amp; Tech Proc Coord</u> <u>9/6/2016</u></p>	<p>I am a resident of California, but because I also own property in Arizona, I have maintained my AZ license and car plates... How would I go about being able to get a library card?</p>	<p>California residents are eligible to receive a free library card. You may visit any of our Newport Beach Public Library locations to sign-up for a card. There is a short form to fill out and we will need to see your AZ driver's license along with a piece of mail with your name and CA address on it. Kind regards.</p>
<p align="center"><u>4</u> <u>9/14/2016</u> Email <u>Melissa Hartson</u> <u>Circulation &amp; Tech Proc Coord</u> <u>9/15/2016</u></p>	<p>We are going on a 3 1/2 week trip...can I check out a book for that long?</p>	<p>The lending period for a book is 3 weeks. However books may be renewed for two additional 21-day periods if the item has not been requested by another customer. You may renew your items online through the library's website, <a href="http://www.newportbeachlibrary.org">www.newportbeachlibrary.org</a>, or phone our renewal line at 949-720-7424. Thank you for your inquiry.</p>
<p align="center"><u>5</u> <u>9/15/2016</u> Hand Written Note <u>Melissa Hartson</u> <u>Circulation &amp; Tech Proc Coord</u> <u>9/16/2016</u></p>	<p>Dear Melissa, I just want to thank you and compliment your employee Stuart who helped my husband and me with renewal of our passports. He "went the extra mile." I explained that my husband is recovering from a massive stroke and although independent, still has issues with expressive aphasia. Stuart was patient and kind without being condescending. He was just great and I so appreciate that. Sincerely.</p>	<p>Stuart, I received the attached note from Sharon Niederhaus today. Thank you for your compassion when assisting her and her husband with their passport applications on August 16th. I appreciate you taking the extra steps and your thoughtfulness that clearly meant so much to the two of them. Thank you again.</p>

<p>COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>6</u> <u>9/18/2016</u> <u>Email</u> <u>Melissa Hartson</u> <u>Circulation &amp; Tech Proc Coord</u> <u>9/19/2016</u></p>	<p>Hi there, I was wondering do we need to be a member to check out books? I have 2 kids that i want to start bringing them in and borrow some books for them. If yes what do I need to become a member Thank you.</p>	<p>A Newport Beach Public Library Card is needed to check out materials. California residents are eligible to receive a free library card. There is a short registration form to fill out and we will need to see your CA driver's license or ID to issue you a card. Kind regards.</p>
<p><u>7</u> <u>9/19/2016</u> <u>Comment Card</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>9/20/2016</u></p>	<p>Mirror in 2nd level bath hallway.</p>	<p>Thank you for completing a customer comment card regarding the second floor restrooms. Due to the layout of the 2nd floor restroom hallway, there is not a suitable location to add another mirror. Sincerely.</p>
<p><u>8</u> <u>9/29/2016</u> <u>Comment Card</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>9/30/2016</u></p>	<p>I went to your Digital Saturday and really liked it!!</p>	<p>Thank you for completing a customer comment card regarding the Digital Saturday event and for your kind words. This was the first time NBPL hosted this event, and your feedback shows the programs were of value to the community. If there was something staff did not address, feel free to stop in and ask for assistance at the reference desk. Sincerely.</p>
<p><u>9</u> <u>9/30/2016</u> <u>Email</u> <u>Melissa Hartson</u> <u>Circulation &amp; Tech Proc Coord</u> <u>9/30/2016</u></p>	<p>Hello, I have quite a few books in great condition that I would like to donate. Do you accept donations?</p>	<p>The library welcomes book donations. Donations are given to our Friends of the Library Bookstore where the proceeds from the sales go directly back to the library. You may drop off your donations at any of our libraries and we can provide a receipt for your tax purposes. You can contact the Bookstore directly at 949-759-9667 if you have additional questions. Thank you for your support of the library. Sincerely.</p>
<p><u>10</u> <u>10/5/2016</u> <u>Admin Walk In</u> <u>Tim Hetheron</u> <u>Library Services Director</u></p>	<p>A customer came into the Administration office and asked if the following message could be relayed to the Library Services Director. "Your employee Jeremy Rodriguez saved my bacon. He found my wallet which had one thousand dollars in it. God Bless Jeremy. Please give Jeremy a raise."</p>	<p></p>

## NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees  
From: Tim Hetheron, Library Services Director  
Re: Report of Library Activities – October 17, 2016 Meeting

---

### TIM HETHERTON, LIBRARY SERVICES DIRECTOR

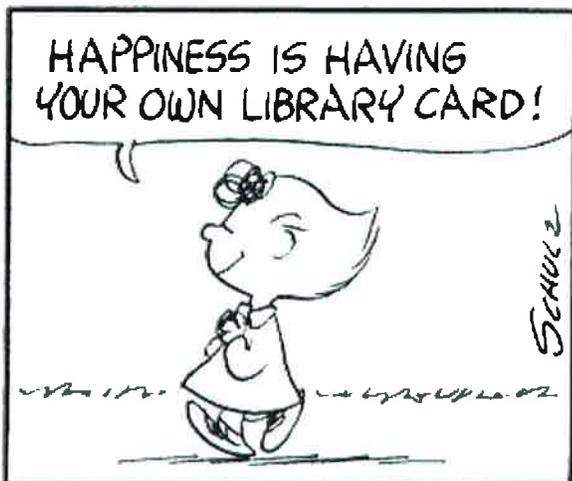
*I think the health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries.*

-Carl Sagan.

#### **Survey results**

NBPL concluded our customer survey in September. Survey results are attached. These results will be used to inform the Administrations' discussions about customer-centered services at our annual retreat, scheduled for November.

#### **September: National Library Card Sign-up Month**



During Library Card Sign-up Month, the American Library Association and libraries nationwide join together to remind parents, caregivers and students that signing up for a library card is the first step towards academic achievement and lifelong learning. At NBPL, all locations participated in a raffle for children and teens, in which any child or teen issued a new card or used the library card they already had, were able to enter. The winners—one child and one teen at each branch—each received a \$10 gift card to Barnes & Noble, thanks to the Friends of the Library. Across all four branches we had 210 children and 17 teens participate in the raffles. We also had a good number of library card sign-ups: we created 1035 new adult cards, 186 new children's cards, and 44 new young adult cards for a total of 1265 sign-ups in September.

#### **Annual Wish Lists**

The Friends and the Foundation both presented the City with checks in September that enhance Library resources and services. The Friends' gift will go towards collections and programs. The Foundation gift will go towards special projects and technology. Both support groups are funding an opening day collection for the new Corona del mar Branch. We are very fortunate to have these volunteers who work so hard for us and enrich the experiences of our customers.

## **NATALIE BASMACIYAN, LIBRARY SERVICES MANAGER**

### **Digital Saturday**

On September 17<sup>th</sup>, the Central Library staff hosted a Digital Saturday event. Representatives from Axis 360 ebooks were on-site to present public training classes and provide one-on-one assistance. Axis 360 also donated an iPad for a customer raffle, which had 220 entries. Staff hosted training classes on Lynda.com, the Media Lab, children's online resources, and Ancestry. NBTV filmed the training classes to post on the City's website. Over 170 people attended the classes.

### **Sound Lab**

Thanks to generous funding from the NBPL Foundation, new equipment has been installed in the Sound Lab. Customers may use a professional-grade recording microphone and an amplifier. A new M-Track audio interface was added as well.

### **Employee Health Fair**

Library staff participated in the City's Employee Health Fair and opened 10 new library cards. Staff provided information on the Tech Toys, online resources, and general library services.

## **MELISSA KELLY, SUPPORT SERVICES COORDINATOR**

### **Literacy**

Our Newport/Mesa ProLiteracy group has achieved a 5 star rating on Great Non-Profits for the 3<sup>rd</sup> year running. To see the comments from participants and supporters, please visit:

<http://greatnonprofits.org/org/newport-mesa-proliteracy>

## **DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR**

### **Branches**

Autumn crafts were the themes of programs at Mariners and CDM while Balboa hosted its annual celebration of *Talk Like a Pirate Day* on September 21. Along with pirate-related crafts, a pirate ship bean toss game was popular and several of the attendees came dressed in their finest pirate garb! Mariners welcomed new page Leslie LaCount. Leslie took the spot vacated by William Kingsland. They are happy to have a full page staff again!

### **Youth Services**

The highlight of the month at Central was Digital Saturday which took place at Central on September 17. This special event involved Adult and Youth Services. Nadia held two sessions geared to children and families to talk about online Children's and Student Resources. This included presenting information about downloadable books and audiobooks, Children's databases, Lynda.com, Media Lab, etc. On the less technological side, Children's staff created and presented a fun and interactive program featuring the popular literary character Geronimo Stilton, the intrepid mouse reporter and publisher of the *Rodent's Gazette*. Geronimo himself made an appearance (thanks to a costume rental and Nicholas Jacome, YAAC member and son of Francine who is in the Admin Office). Attendees delighted in writing their own news stories and posing for pictures with their favorite literary rodent.

### **Teen Services**

YAAC held its first meeting of the year hosted by Hannah and Nadia. New members were introduced and ideas for future programming were brainstormed. The vast majority of YAAC members stated that the programs they felt were the most popular were ones that involved test preparation, study halls and volunteer opportunities.

**MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR**

**Staffing**

The Library hired 3 new Pages this month. Leslie LaCount started working at Mariners on September 19<sup>th</sup>. Christopher Hennigan and Duncan Kistler started on September 26<sup>th</sup> and are assigned to Central.

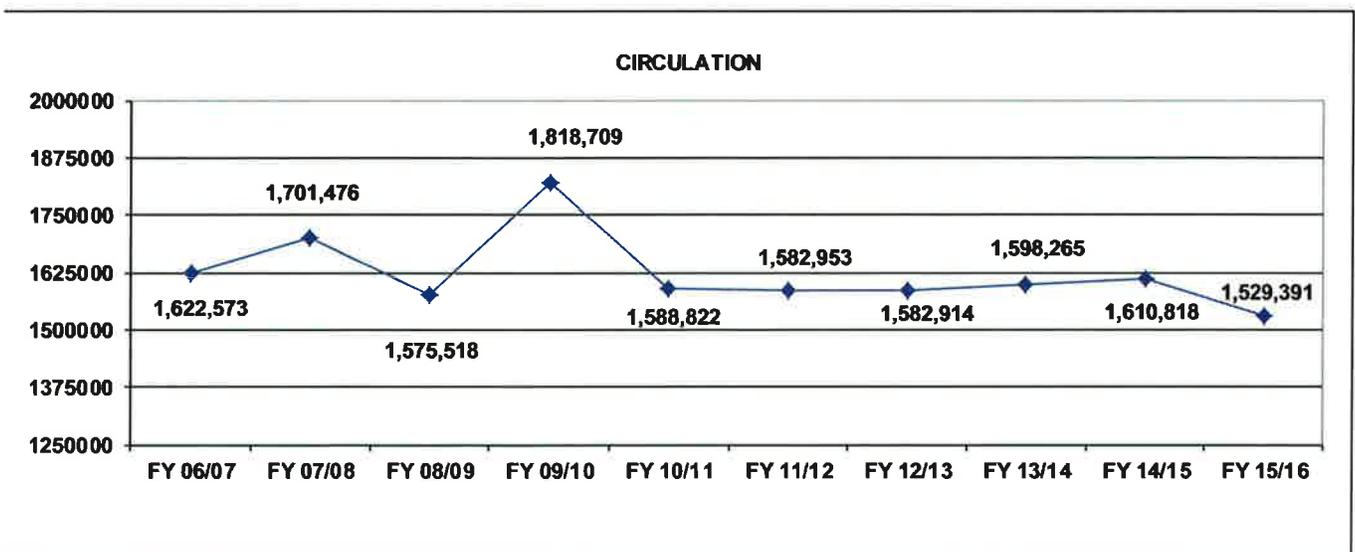
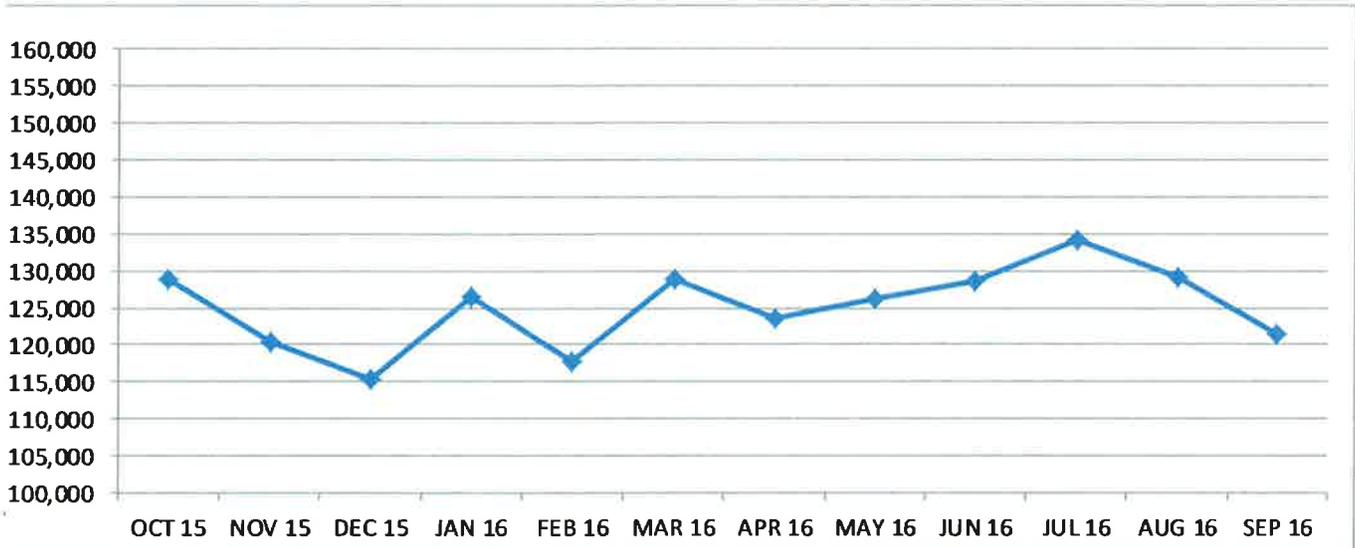
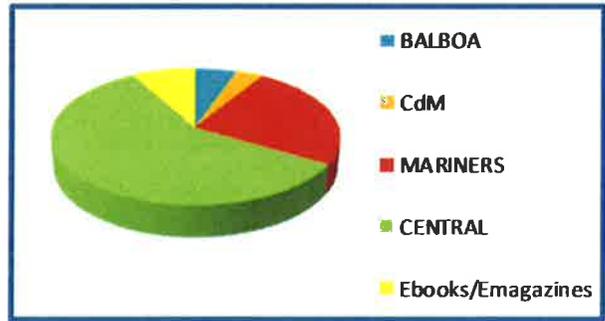
**Proquest Articles Retrieved**

	July	Aug	Sept	AVG.
Business Databases	589	471	772	611
Newspapers--Current	1830	1875	892	1532
Newspapers--Historical	2321	1161	2532	2005
Magazines	21	12	110	48

Database FY Comparisons	JUL 2016	AUG 2016	SEP 2016	YTD 15/16
<b>Tracked by #searches</b>				
Ancestry	331	646	995	1972
A to Z Databases	513	684	813	2010
AskART	14		19	33
BioResCtr*	2	30	29	61
FoF Ancient Hist	18	7	12	37
GDL	12	25	9	46
GURL	31	34	83	148
HeritageQuest	3034	2303	1844	7181
Kids InfoBits	6	2	15	23
Lynda.com	9370	12210	15301	36881
LitResCtr	13	69	38	120
Opposing Vpts*	8	21	21	50
Nat Geo	5	30	14	49
Nat Geo Kids	21	2	11	34
Novelist Plus	167	19105		19272
Novelist K-8 Plus	58	34	43	135
ProQuest	4516	2686	2867	10069
Oxford Art Online	6	17		23
Ref USA Bus.	2137	2586	2452	7175
Ref USA Res.*	125	66	87	278
ScienceFLIX	17	9	114	140
Tumblebooks	249	196	423	868
World Book Online	8	12	6	26
<b>Tracked by #sessions</b>				
Cypress Resume	5	23	13	41
Testing & EdRefCtr	52	61	34	147
Universal Class	77	143	1309	1529
<b>Tracked by #page views</b>				
Consumer Reports	1514	740	1131	3385
CultureGrams	64	14	155	233
Morningstar	4476	11421		15897
NetAdvantage	2249	6292	2115	10656
RealQuest	151	123	380	654
Rocket Languages	19	30	115	164
Value Line	17248	16554	17781	51583

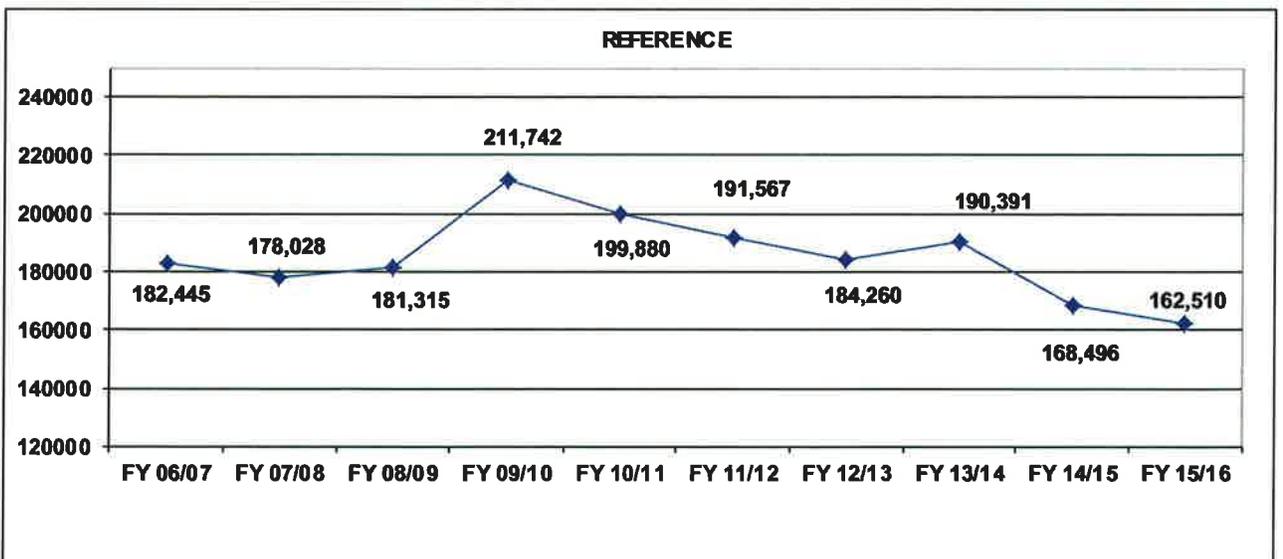
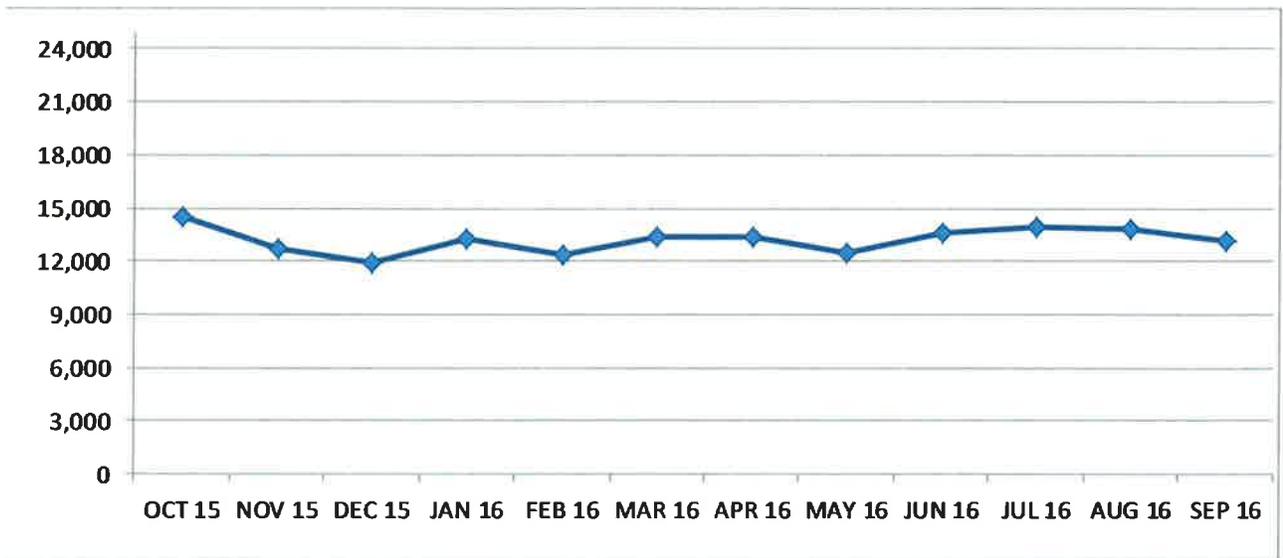
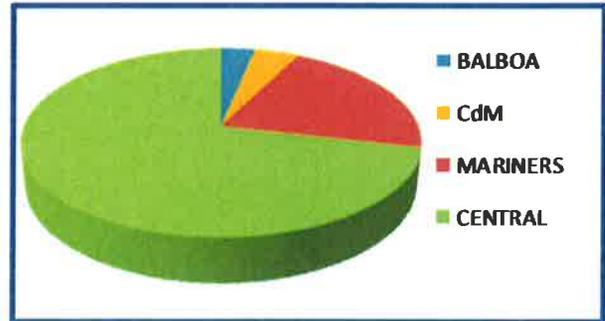
## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2016 CIRCULATION

	Sep-16	YTD 16/17	YTD 15/16
BALBOA	6,524	20,771	23,350
CdM	4,168	13,269	14,838
MARINERS	29,995	93,661	102,319
CENTRAL	71,044	227,564	245,098
Ebooks/Emagazines	9,751	29,634	27,815
<b>TOTAL</b>	<b>121,482</b>	<b>384,899</b>	<b>413,420</b>



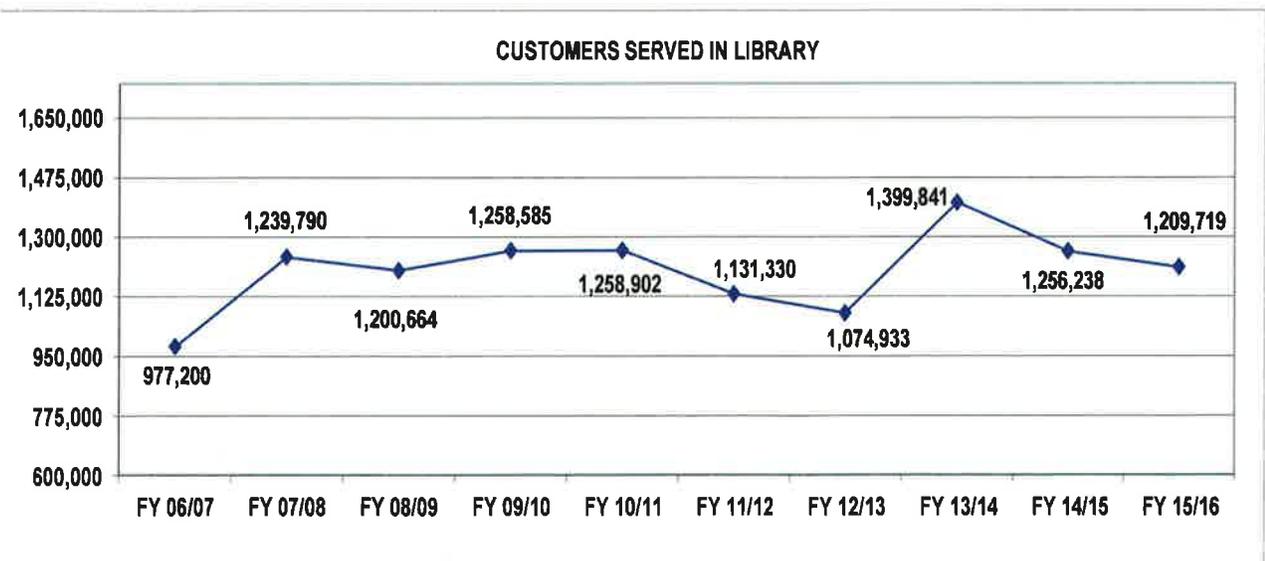
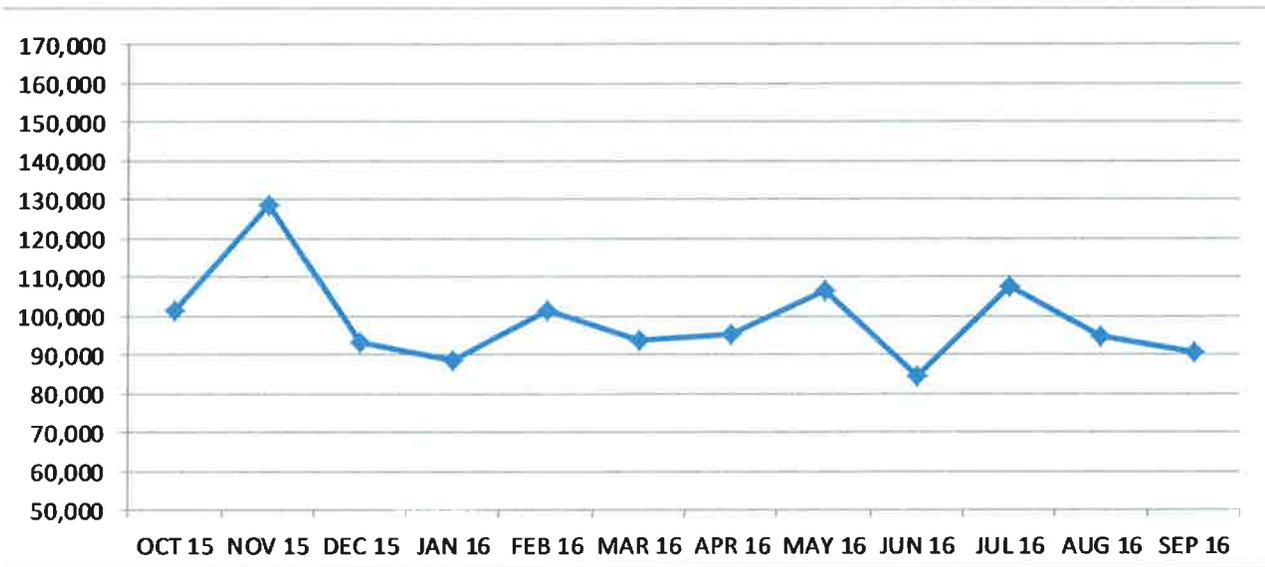
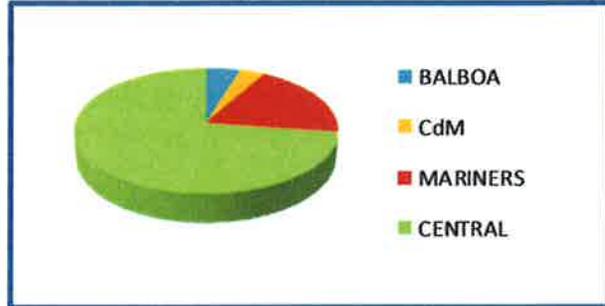
## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2016 REFERENCE

	Sep-16	YTD 16/17	YTD 15/16
BALBOA	426	1,746	2,260
CdM	558	1,530	2,013
MARINERS	2,755	8,428	14,055
CENTRAL	9,376	29,030	26,688
<b>TOTAL</b>	<b>13,115</b>	<b>40,734</b>	<b>45,016</b>



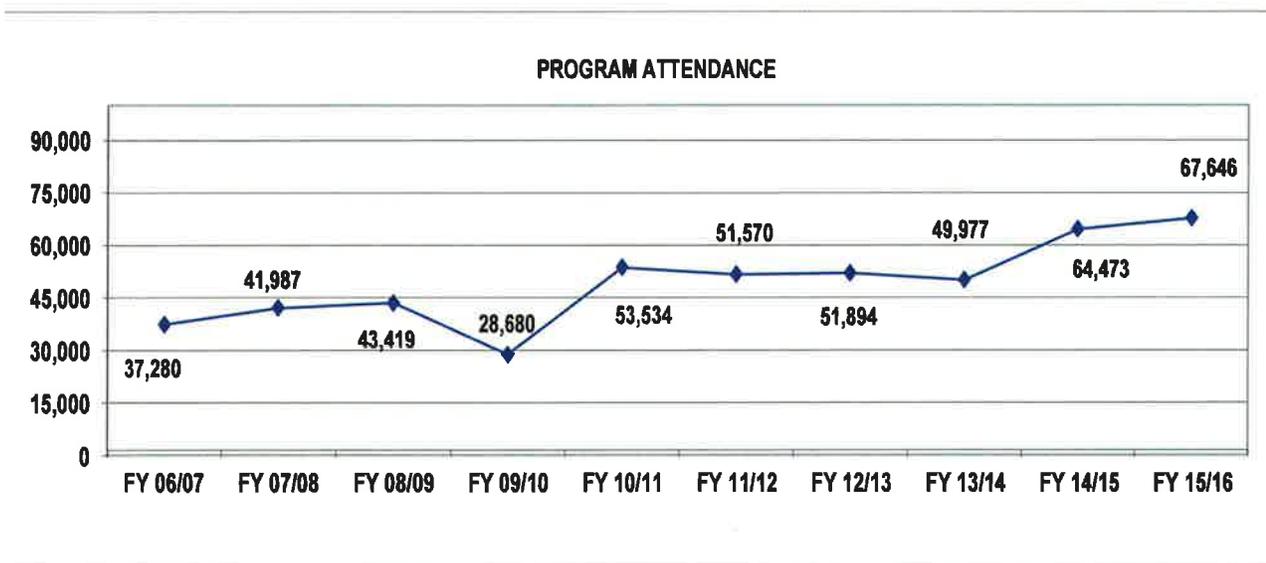
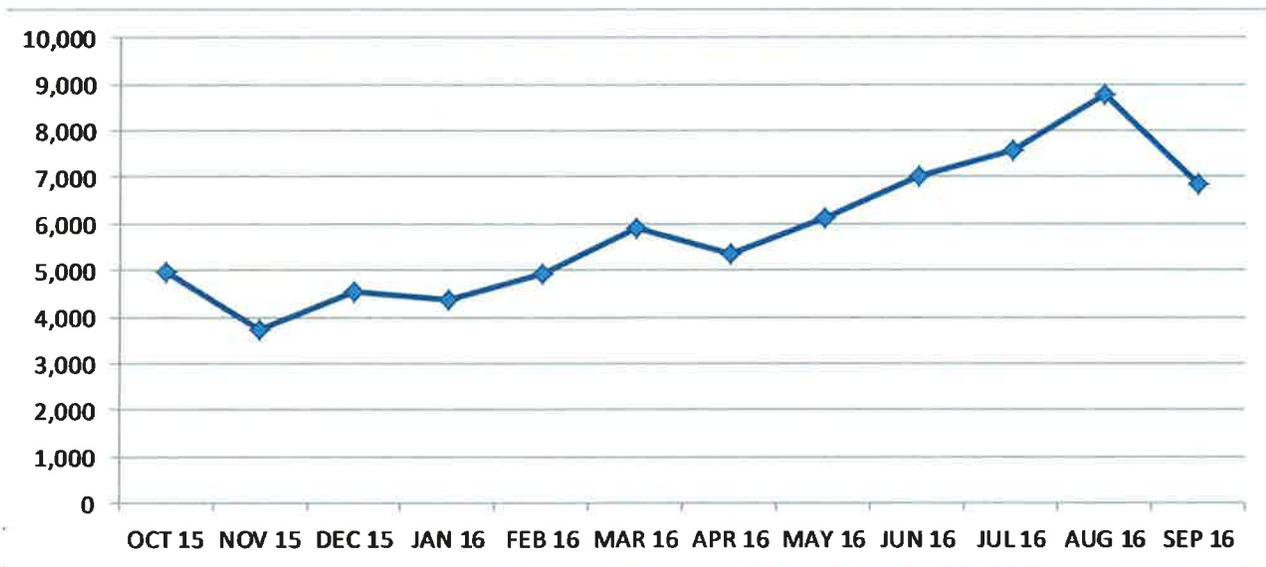
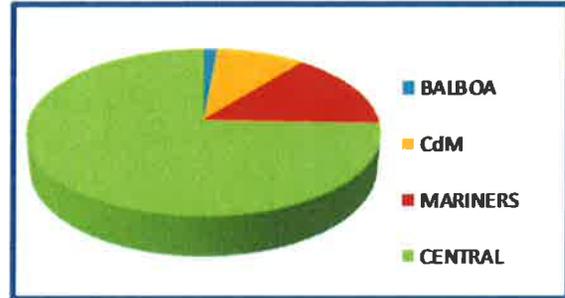
## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2016 CUSTOMERS SERVED IN LIBRARY

	Sep-16	YTD 16/17	YTD 15/16
<b>BALBOA</b>	4,318	14,464	14,143
<b>CdM</b>	3,135	9,959	11,651
<b>MARINERS</b>	17,278	57,741	70,039
<b>CENTRAL</b>	66,054	211,158	215,585
<b>TOTAL</b>	90,785	293,322	311,418



## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2016 PROGRAM ATTENDANCE

	Sep-16	YTD 16/17	YTD 15/16
BALBOA	99	372	490
CdM	640	1,974	1,789
MARINERS	1,014	3,164	2,638
CENTRAL	5,104	17,699	15,777
<b>TOTAL</b>	<b>6,857</b>	<b>23,209</b>	<b>20,694</b>



**LIBRARY EXPENDITURES**

**2016-2017**

*9/30/2016*

<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROP</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>AVAILABLE BUDGET</b>
SALARY FULL-TIME REGULAR	2,715,024	2,715,024	538,252	2,176,772
SALARY PART-TIME	925,007	925,007	181,024	743,983
BENEFITS	1,981,939	1,981,939	340,249	1,641,690
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>5,621,970</b>	<b>5,621,970</b>	<b>1,059,525</b>	<b>4,562,445</b>
PROFESSIONAL SERVICE*	131,589	131,589	25,416	106,173
UTILITIES	234,450	234,450	64,399	170,051
PROGRAMMING	5,500	5,500	419	5,081
SUPPLIES**	82,470	82,470	15,708	66,762
LIBRARY MATERIALS	619,740	619,740	281,683	338,057
FACILITIES MAINTENANCE	169,247	169,852	21,300	148,552
TRAINING AND TRAVEL	15,125	15,125	545	14,580
GENERAL OPERATING EXPENSES	24,200	24,200	1,772	22,428
PERIPHERALS	7,500	10,627	4,762	5,865
INTERNAL SERVICE FUNDS	828,497	828,497	828,497	0
<b>MAINT &amp; OPERATION TOTAL</b>	<b>2,118,318</b>	<b>2,122,050</b>	<b>1,244,501</b>	<b>877,549</b>
<b>&amp; OPERATING EXPENSES TOTAL</b>	<b>7,740,288</b>	<b>7,744,020</b>	<b>2,304,026</b>	<b>5,439,994</b>
<b>CAPITAL OUTLAY</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>7,742,288</b>	<b>7,746,020</b>	<b>2,304,026</b>	<b>5,441,994</b>

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

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

\*\*\*INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FRIENDS

FY 16-17

Date of Gift	Amount	Purpose	Amt Expended YTD	Notes
		<b>Wish List</b>		
	\$50,000	Audio Visual materials	\$ 10,000	In Progress
	\$50,000	New releases	\$ 13,000	In Progress
	\$30,000	Children's & YA materials	\$ 7,500	In Progress
	\$15,000	CDM Opening Day Collection		Holding for CDM Completion
	\$55,000	Programming (SRP, etc.)	\$ 2,620	In Progress
	\$5,000	Literacy	\$ 200	In Progress
	\$205,000		\$ 33,320	

## FOUNDATION

FY 16-17

### WISH LIST FOR 16-17

Date Funded	Amount	Purpose	Amt Expended YTD	Notes
		<b>Wish List</b>		
	\$ 20,000	Daily Pilot Digitization		In Progress
	\$ 40,000	eBook content & platform		In Progress
	\$ 10,000	Zinio		Due In February
	\$ 13,125	Lynda.com	\$ 13,125	Complete
	\$ 3,400	Media Lab Technology	\$ 2,800	In Progress
	\$ 7,500	Sword Room Repurposing		
	\$ 8,000	Study Carrel Improvements		
	\$ 4,400	Computer Area Branding		
	\$ 70,000	CDM Opening Day Collection		Hold for CDM Opening
	\$ 5,000	Literacy	\$ 5,000	Completed
	\$ 3,000	SCORE	\$ 3,000	Completed
	\$ 575	Central Library Lamps	\$ 623	Completed
<b>Total</b>	<b>\$185,000</b>		<b>\$ 24,548</b>	

## FOUNDATION

FY 15-16

9/30/2016

### LIBRARY FOUNDATION 2015-2016

Date Funded	Amount	Purpose	Amt Expended YTD	Notes
<b>DESIGNATED GIFTS</b>				
07/15	\$ 2,500	Children's furniture @ Central	\$ 2,500	Completed
07/15	\$ 5,000	Blu-ray & DVD for Balboa	\$ 5,000	Completed
07/15	\$ 125	Children's books	\$ 125	Completed
07/15	\$ 239	CDM Renovation		Holding for Renovation Project
07/15	\$ 2,000	eBook content	\$ 2,000	Completed
07/15	\$ 1,500	Literacy	\$ 1,500	Completed
Total	\$ 11,364		\$ 11,125	

### WISH LIST FOR 15-16

Date Funded	Amount	Purpose	Amt Expended YTD	Notes
<b>Wish List</b>				
10/15	\$100,000	Electronic Village Renovation	\$ 100,000	Completed
10/15	\$ 40,000	eBook content & platform	\$ 40,000	Completed
10/15	\$ 10,000	Zinio	\$ 10,000	Completed
10/15	\$ 13,125	Lynda.com	\$ 13,125	Completed
10/15	\$ 7,600	Schlastic Scienflix Database	\$ 7,571	Completed
10/15	\$ 8,000	Media Lab Technology	\$ 4,400	In Progress with the Tech Toys collection
10/15	\$ 15,000	Furniture Re-upholstery	\$ 15,000	Completed
10/15	\$ 5,400	Tables & Chairs for Kids (CL)	\$ 5,400	Completed
10/15	\$ 500	Paint Pillars in Kids room	\$ 500	Completed
10/15	\$ 3,500	Projector/Apple TV	\$ 3,420	Completed
10/15	\$ 5,000	Presentation Light for mtg rm	\$ 5,000	Completed
10/15	\$ 5,000	Literacy	\$ 5,000	Completed

10/15	\$ 5,000	Blinds replacement @ Central	\$ 5,000	Completed
10/15	\$ 3,000	SCORE	\$ 3,000	Completed
			#	
Total	\$221,125		\$ 217,416	

<b>Date Funded</b>	<b>Amount</b>	<b>Purpose</b>	<b>Amt Expended YTD</b>	<b>Notes</b>
<b>Designated Gifts</b>				
3/16	\$ 80	Audiobooks	\$ 80	Completed
3/16	\$ 100	Materials for Balboa	\$ 100	Completed
3/16	\$ 10,100	Central Library materials	\$ 6,000	In Progress
3/16	\$ 2,500	Religion/Spiritual books	\$ 2,100	In Progress
3/16	\$ 500	Children's materials	\$ 500	Completed
3/16	\$ 100	Mariners Children's material	\$ 100	Completed
3/16	\$ 2,100	Literacy	\$ 2,100	Completed
Total	\$ 15,480		\$ 10,980	

## BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previous Agenda Date	AGENDA ITEM	Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library	Ongoing
Ongoing	Corona del Mar Branch Project Update	Ongoing
Oct 19, 2015	Branch Update - Mariners	Oct 17, 2016
Oct 19, 2015	Youth Services Update	Oct 17, 2016
Oct 19, 2015	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 17, 2016
Jan 19, 2016	Review Holidays / Meeting Schedule	Jan 17, 2017
Jan 19, 2016	Newport Beach Public Library eBranch & Database Review	Jan 17, 2017
Feb 16, 2016	Annual Budget Update	Feb 21, 2017
Feb 16, 2016	Arts & Cultural Update	Feb 21, 2017
Mar 21, 2016	Branch Update - Balboa	Mar 20, 2017
Mar 21, 2016	Media Lab Update	Mar 20, 2017
Mar 21, 2016	Library Material Selection & Downloadable Services	Mar 20, 2017
Apr 18, 2016	Marketing Update & Social Networking Update	Apr 17, 2017
May 16, 2016	Review of Library Expansion Donor Wall Naming / NBPL Foundation	May 15, 2017
Jun 20, 2016	Branch Update - Corona del Mar	Jun 19, 2017
Jun 20, 2016	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)	Jun 19, 2017
Jun 20, 2016	Adult and Reference Services Update	Jun 19, 2017
Jul 18, 2016	Statistical Comparison Report of Peer Libraries/Meeting Spaces	Jul 17, 2017
Aug 15, 2016	Election of Board of Library Trustees Officers/Trustee Liaisons	Aug 21, 2017
Aug 15, 2016	Proposed Library Closures for Winter Holidays 2016	Aug 21, 2017
Aug 15, 2016	Information Technology Update	Aug 21, 2017
Sep 19, 2016	Literacy Program Update	Sep 18, 2017

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director

**PREPARED BY:** Rebecca Lightfoot, Mariners Branch Librarian

**TITLE:** Crean Mariners Branch Report October 2015 – October 2016

---

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 very busy branch, open 71 hours a week, the same number as Central, but with far fewer staff. 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**

Longtime Librarian I Tamara Henn retired at the end of December of 2015. Part time Library Assistant Alexander Jenkins was promoted to Librarian I to fill that vacancy. Part time Library Assistant Sarah Emmerson started her assignment at Mariners in March of 2016.

#### **Facility Maintenance**

In December of 2015 and January of 2016 some of the carpeting was replaced, including the colorful rainbow in the children's room.

In April of 2016, the Friends donated money to purchase four new chairs for the Children's room as well as a new rug.

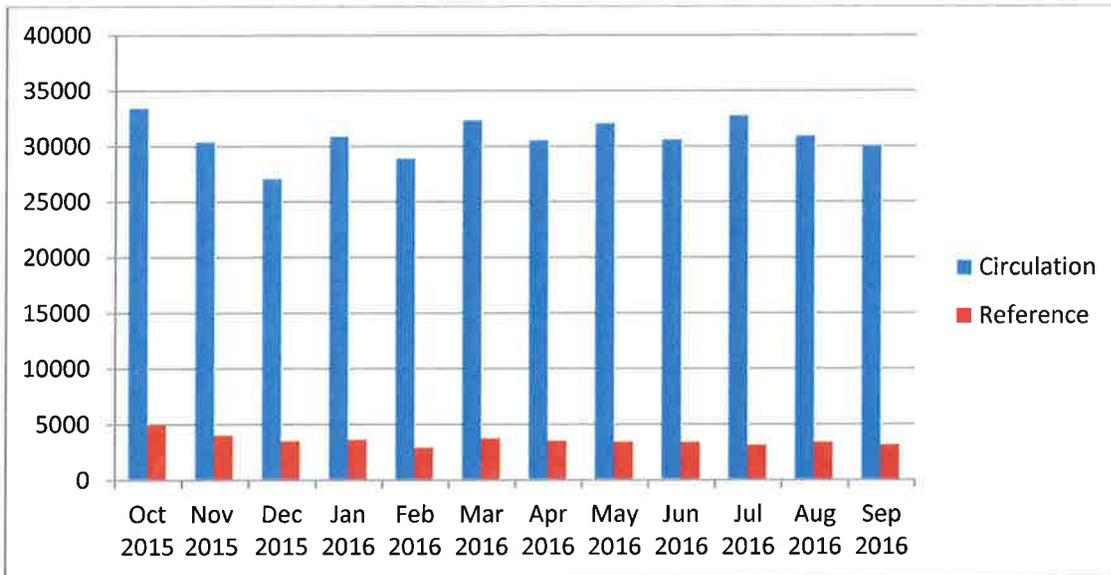
In June of 2016 City IT replaced all the public computers in the building as well as the Children's computers and the catalog terminals. The iPads in the Children's room were repurposed to be part of Central's circulating Tech Toys collection.

In July of 2016 the park side outdoor book drop was replaced. The old drop served us well for 10 years.

## Public Service

### *Circulation and Reference Services*

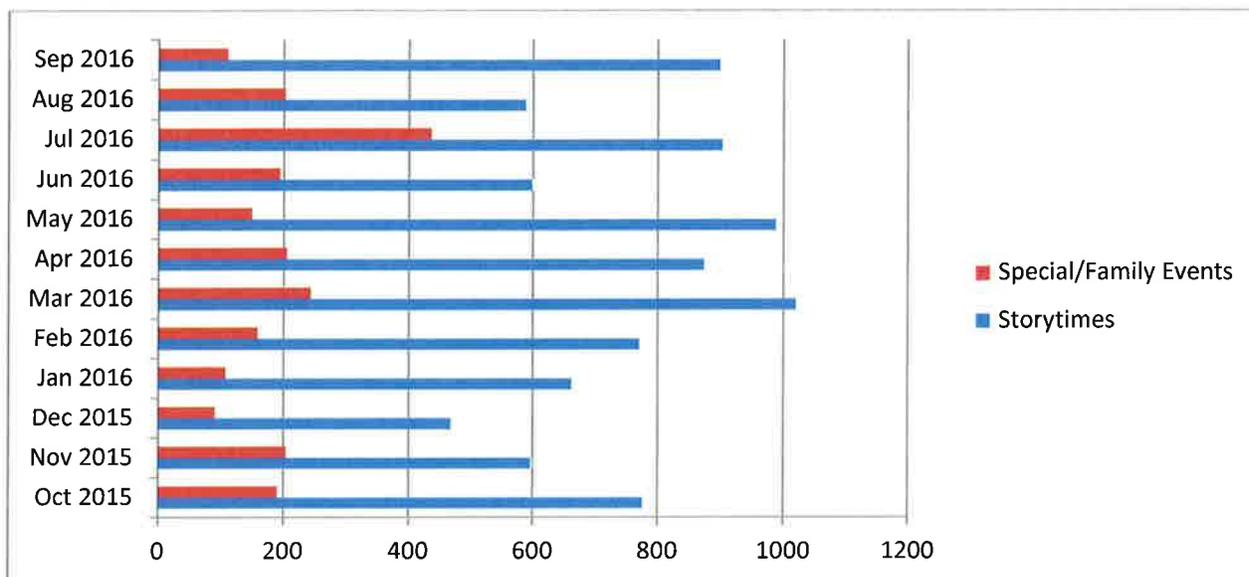
Our service population is 17,043, although we get many visitors from neighboring areas. 369,859 circulations occurred from October of 2015 through September of 2016, and we had a total of 42,771 reference questions for the same time period.



### *Program Attendance*

We currently have 230 active participants in the 1000 Books before Kindergarten program between the four branches. We have had 15 children finish the program here at Mariners.

We have had a very busy year in Children's services. Due to overwhelming demand, we added two storytimes a week to our rotation: a 9:30 a.m. Books & Babies on Wednesday mornings and a 9:30 a.m. Toddlers on Thursday mornings. We had 9,169 attendees at storytimes and 2,324 attendees at our craft and other special programs, such as our weekly Lego Block Parties. Our Lego Block Parties usually average around 35 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 751. We had two performances each for our three performer programs, and we were at room capacity for most of these shows.

### *Class Visits*

We hosted six classes from Kaiser Elementary school in June, talking to a total of 162 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 738 students from Mariners Elementary in June, promoting the Summer Reading Program.

In March of 2016 Christine Chapel gave a behind the scenes tour to a Daisy Scout Troop. Twelve scouts got to learn how the library works and were taught how to use the catalog and check out books.

### *Mariners' Elementary School*

There is a new principal at Mariners Elementary School this year, Mr. Matt Broesamle. Library Media Clerk Jennifer Gotcher continues to run the school side of the library during school hours.

The Mariners School PTA donates \$3,000 twice a year from their Book Fair Fundraiser to our children's collection. Librarian Christine Chapel went to the Book Fair this year to select the titles to be added to the collection.

### *Mariners Tenth Anniversary Celebration*

The current building opened in April of 2006, and in April of 2016 we hosted a tenth anniversary party to celebrate. All week long we presented special birthday and library themed storytimes, and the students at Mariners Elementary school made birthday cards which are currently displayed in the children's room. On April 16<sup>th</sup> we had a special program featuring magician Abbot the Average. A capacity crowd of 90 kids and adults attended and joined us for cake, popcorn, and lemonade afterwards on the patio.

### **Collection Maintenance**

Our collection is currently around 69,891 items. We continue to shift collections around to make the most of the space we have. Branch Coordinator Debbie Walker and Branch Librarian Rebecca Lightfoot met with Yamada Enterprises to discuss the possibility in the near future of adding shelving to the existing shelving units as well as reconfiguring furniture placement in order to gain more meaningful space in high demand areas.

### **Comments**

Now that I have been here a full year and had the opportunity to see two Summer Reading Programs as well as plan the 10<sup>th</sup> Anniversary Celebration, I can see how much this community loves this library. We've had to add programming to meet demand, and are now reaching a new audience. We've discussed adding even more storytimes to better serve our customers. Customers appreciate having such a large collection and access to resources like laptops and computers close to home. Staff is kept very busy. We are a lively branch and unique to Newport Beach since we are joint use with the Elementary School. We have large crowds after school and a built in group of young users. It is a joy to see the library so busy and so well used.

**TO:** BOARD OF LIBRARY TRUSTEES

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

**PREPARED BY:** Debbie Walker, Youth and Branch Services Coordinator

**TITLE:** Youth Services Report

---

Youth Services – Library Board Report (October 17, 2016)

Youth Services encompasses not only the Juvenile component of the Library collection and programming but Teen Services as well. This report will outline the materials collection, programming and general staffing. The information included covers the past twelve months from September 2015 to the current month. Statistics listed for programs and programming numbers reflect information from September 2015 to August 2016 unless otherwise noted.

**Staffing:**

The members of the Youth Services team are the heart and soul of the department and are a composite of full-time and part-time staff. At Central for instance there are two full-time Children’s Librarians and three part-time Library Assistants. All five members of this group plan and present a myriad of storytimes and other programs throughout the year. The Mariners Youth Services team includes one full-time Librarian, a full-time Library Assistant and two part-time Library Assistants. Rebecca Lightfoot the Branch Librarian there is also much involved with the planning and presentation of all Youth Services related programming. At the smaller branches, Evelyn Rogers, Branch Librarian at Balboa is responsible for not only the day-to-day management of the Branch but also all programming that is offered there. Full-time Library Assistant Janice Nikula at CDM continues to attract large crowds to her very popular Books & Babies and Songs and Stories storytimes. Teen services at Central are provided by Hannah Haase who is an Adult Reference Librarian and Nadia Dallstream, full-time Children’s Librarian at Central. Annika Helmuth, full-time Library Assistant oversees Teen Services at Mariners. What made this past year challenging but extremely rewarding is the fact, that particularly at Central, the two full-time Librarians and one of the part-time Library Assistants have been with the Library for barely a year. Summer Reading and other key programs were planned and presented by this new and enthusiastic staff with little or no visible interruptions to our customers.

**General Programming (including funding):**

Funding for Youth Services programs, with the exception of Making Memories (which is funded by the Foundation), continues to be provided by The Friends of the Library. Their generous support provides monies for performers, craft and programming supplies, publicity and marketing, and any other assorted materials required to assure that library customers are provided with a meaningful and rewarding

experience at the library. Over the past twelve months, at all locations, at least 210 programs were planned and presented by the Youth Services staff. General programming is considered performers and authors that may be engaged throughout the year, drop-in crafts at Central and other branch locations, Lego building programs (offered weekly at Mariners), study hall for teens, etc. Craft driven programs at all locations are themed for holidays, literary works, popular movies and even video games. In November a crowd of nearly 100 children and their adults attended a “Minion Madness” program at Central. Crafts, bowling (knocking over large soda bottles cleverly disguised as Minions), and other fun activities kept everyone happily entertained. Another extremely successful program held at Central was arranged by Librarian Andrea Jason (our programming Librarian) and presented by Child Creative Lab. Throughout a two hour period close to 300 children and adults participated in this drop-in workshop that focused on STEM based science activities. These are just two examples of the variety of programming we are able to offer throughout the year.

Children's Programming Statistics			
	FY 2015-2016	FY 2014-2015	PERCENT CHANGE
<b>Storytime Attendance</b>	15492	13724	13%
<b>Special or Family Program Attendance</b>	3132	2738	14%
<b>Teen Program Attendance</b>	404	286	41%
<b>Outreach</b>	3119	3278	-5%
<b>Teen Volunteer Hours</b>	1256	1417	-11%
<b>SRP Participants</b>	2057	2286	-10%
<b>SRP Finishers</b>	751	685	10%

**Storytimes:**

The main staple of Children’s programming continues to be storytimes. Throughout the year some 726 storytimes are planned and presented by Youth Services staff. In terms of attendance, Books & Babies and Toddler storytimes, which are geared for our youngest customers, draw some of the largest numbers. In January of this year Mariners staff opted to begin offering two sessions of each of these storytimes as their storytime room was bursting at the seams with just one program each. This has proved to be a successful move and Mariners customers appreciated having a choice of times to attend. In late April, Children’s Librarian Liz Aaron planned and presented a very special bilingual Japanese/English storytime to celebrate Children’s Day, a national holiday in Japan. Liz spent several years in a previous life teaching English in Japan and wanted to share some of the songs and stories she had learned. The event was well attended and very well received. Staff is hoping to plan similar events in the future.

### **1000 Books Before Kindergarten:**

This program continues to carry on with several happy finishers and new children signing up on a regular basis. Finishers now not only receive a book that is theirs to keep, but also a special certificate that has been signed by the Library Director. Staff is continually looking for new and creative ways to market the program and keep up the enthusiasm.

### **National Library Week:**

This special week in the library world (sponsored by ALA – The American Library Association) continues to create a great opportunity for library staff to interact with those political stakeholders who work so closely with us on an ongoing basis, namely City Staff, City Council and the Board of Library Trustees. In 2016 National Library Week ran from Sunday, April 10 – Saturday, April 16 and the theme was “Libraries Transform.” City Manager Dave Kiff, Council members (Tony Petros, and Mayor Diane Dixon) and Library Trustees (Robyn Grant, Jill Johnson-Tucker, and John Prichard) participated in storytimes at all locations. Special programming for the week was varied and entertaining. Balboa hosted a “Let’s Make Comics” workshop, CDM customers were entertained by magician Fantastick Patrick and popular middle-grade author Stuart Gibbs delighted the crowd at Central with stories about his books, writing and what it is like to be in space (the theme of his latest book). Since the date of Mariners 10 year anniversary fell so close to NLW it was decided to celebrate during this special week. All of the students at Mariners Elementary made birthday cards for the library which were put on display in the Children’s Room there. A birthday party for the Branch held on the 16<sup>th</sup> complete with birthday cake, popcorn and a fun, lively performance by the magician “Abbit the Average” attracted over 100 children and their parents and was a perfect way to celebrate Crean Mariners’ first decade and end the a very special week.

### **Summer Reading Program:**

Summer Reading Program (SRP) continues to be the longest, most involved and successful programming event in the department. The theme chosen this year, “Read for the Win,” coincided with the Summer Olympics held in August. The program ran for seven weeks beginning on Saturday, June 25 and ending on Friday, August 12. In addition to the Children’s version of SRP, the program was also offered to teens and adults. From late May until the end of school in mid-June, youth services staff visited all Newport Mesa schools located in Newport Beach to distribute flyers and present information about the program. The gamesheets created to track SRP participation reflected both the “Reading Club” for those children old enough to read themselves and the “Read-to-Me Club” for those young enough to be read to. Prizes were awarded for every 100 minutes read or five tasks completed in the “Read-to-Me Club.” The final prize (a free book and chance to enter the grand prize drawing) was awarded after completion of 500 minutes of reading or 25 tasks. Each child was allowed to complete one gamesheet but as in the previous two years, to keep everyone reading, book reviews were submitted throughout the seven weeks. Every book review completed gave the reader a chance to be entered for a weekly prize drawing. This year a record number of 1026 book reviews were completed and as in previous years displayed at all branches. Participants enjoyed finding their entries and showing them to family and

friends. The green wall in the Children's room at Central was filled from top to bottom with bright yellow reviews of everyone's favorite reads for the summer. During this SRP, 2057 children collected gamesheets and 751 collected the final prize.

In addition to the reading component, SRP also involved programming which ranged from paid performers to very popular craft programs. Program attendance for some 31 events neared 2500, consistent with years past. Some 179 teens and 52 adults signed up at all locations to participate in their version of SRP. The Adult SRP open house was held on the next to the last day of SRP and once again attended by a small but appreciative group of happy participants who enjoyed the refreshments and the chance to talk about their favorite books and audiobooks of the past year.

Teen volunteers continued to be an extremely important component of the program. Although scheduled primarily at Central and Mariners to assist with sign-ups and prize distribution, the smaller branches had help with craft programs and other large events. Some 108 volunteers collectively worked almost 1400 hours throughout the summer. Pizza parties were held at Central and Mariners to thank everyone for their hard work. Games, food and a chance for raffle prizes were enjoyed by those in attendance.

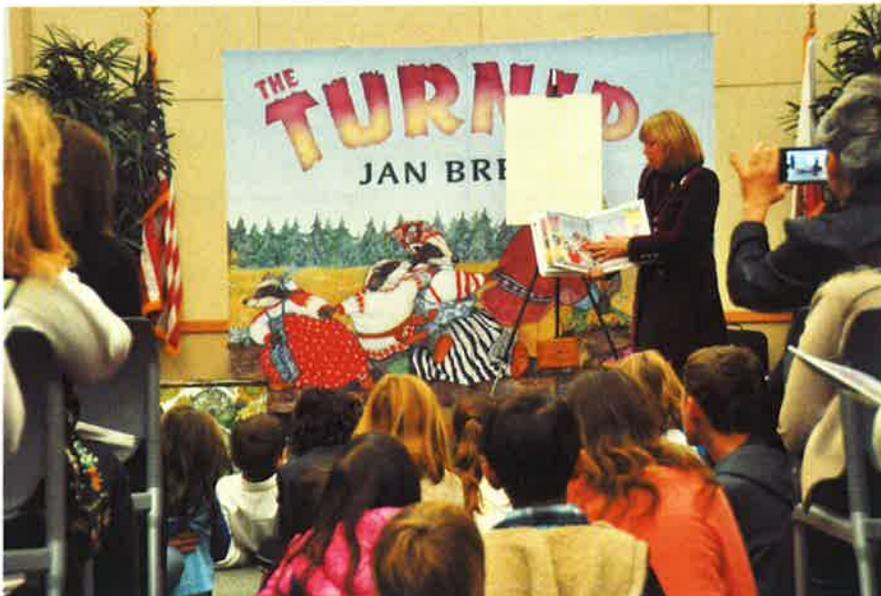
### **Making Memories/Imagination Celebration:**

The NBPL Foundation continues to offer Children's programming as part of Making Memories. I continue to serve on the NBPL Foundation committee that funds, plans and presents the Making Memories series of programs. As a reminder, these programs are a mixture of free and paid events. In the fall a three part gardening course was offered for a nominal fee, and in the spring two "Art in the Spring" workshops were held. The signature event for Making Memories continues to be the *Bunnies and Books for Kids Festival*. This third year of the program, which is held at the Central Library and on the Civic Green, again had over 300 children and adults in attendance. A special version of weekly Family Storytime started the day in the Friends room and was attended by nearly 200 participants who listened to bunny related stories, did bunny related crafts and then made their way to the Civic Green for more crafts, face-painting, games and the chance to see Harvey, a massive Flemish Giant rabbit on display with a local rabbit rescue group. Katie Gerlt (YAAC member and SRP volunteer), daughter of part-time Library Assistant Linda Gerlt, was the winner of a Foundation sponsored contest held earlier in the year to create and illustrate a permanent logo for the Bunnies and Books event. Making Memories wrapped up another successful year with a program presented by the ever popular Robin Preiss Glasser. Ms Glasser is the illustrator of the beloved Fancy Nancy series and hosted a "Saturday Night Sleepover" party. The program highlighted the latest Fancy Nancy picture book and gave participants the chance to buy books (provided by Whale of a Tale Bookshoppe), meet Ms. Glasser who signed books and posed for many photographs.

## Author Visits:

Although some author events have been part of Making Memories (Ms. Glasser for instance), others have been arranged and sponsored solely by the Library and Whale of a Tale Children's Bookshoppe. Alex Uhl, owner of Whale of a Tale, working with publishers and author's representatives, is able to confirm many well-known Children's authors and illustrators for no charge.

The only concession is that their books may be sold by Alex. In December, Alex and Children's services at Central hosted one of the most ambitious author visits undertaken by the Library. Well-known children's author/illustrator Jan Brett agreed to make the Library part of her yearly tour which included a large tour bus, costumed character and an author presentation and book signing.



Children's author and illustrator, Jan Brett reads from her book *The Turnip*.

The event was held on a Sunday and after regular Library hours (a first for the Youth Services department). Almost 150 people were in attendance and thoroughly enjoyed the presentation and the chance to meet this icon of the Children's book world. As part of her presentation, Ms. Brett completed a drawing of one of her animal characters from her latest book. She gave the drawing to the Library, and it is now matted and framed and hanging in the Children's room at Central. Other popular authors that came this past year included Doreen Cronin (author of the very popular *Click, Clack, Moo* series among others), and Stuart Gibbs who as mentioned previously, gave a presentation during National Library Week.

## YAAC/Teen Volunteers:

The Young Adult Advisory Council (YAAC) is now coordinated by two Librarians. Hannah Haase is a member of the Adult Reference team and Nadia Dallstream is a full-time Children's Librarian. These two plan the monthly meetings, programs, volunteer opportunities, recruitment, etc. YAAC meets the second Wednesday of the month with breaks in April, July and August. YAAC members must be in 7<sup>th</sup> – 12<sup>th</sup> grade and live in Newport Beach. Hannah and Nadia are excited about the opportunity to offer new programming and opportunities to teens and teen volunteers. One new program that will commence later in the winter is STARS (Sitting Together and Reading Stories). Interested teens will be required to apply for the program and upon selection will commit to a 3 – 4 week training program that will teach them how to select and present reading materials and appropriate crafts. Once trained, teens in the

STARS program will be scheduled to present storytimes to children who are visiting the library. STARS will initially take place at Central and if it proves to be successful, expand to include Mariners and the smaller branches if possible.

The popular SAT/ACT test preparation programs that were co-presented with Kaplan in the past, ended late last year as Kaplan no longer sponsors this type of library related programming. Hannah and Nadia are currently researching other educationally related organizations in hopes of finding other ways to offer test preparation events as customers still request this type of programming.

*"I just wanted to thank you for giving my child the opportunity to work with you and your team last Saturday. She was really excited and had a very good time with Geronimo and his friends. She is already looking forward to the next event."*

*-Our goal is to provide teens with a positive experience while they help at the library.*

## **Outreach:**

**First Grade Class Visits:** All first graders attending Newport Mesa Public schools that are located in the City of Newport Beach are eligible to visit the library of their choice. The Friends of the Library pay for bus transportation and one paperback book per student. Principals and first grade teachers are notified by mid-September to call or e-mail to set up tours. The visits generally take place in October through February.

Hannah and Nadia made a presentation to CDM High teachers in late August highlighting Library databases and in late May and early June, Hannah and Nadia visited CDM, Newport Harbor High and Ensign to distribute free paperbacks (funded by the Friends of the Library) and talk about Teen SRP.

We continue to provide tours for planned or impromptu visits by small schools and Scouting groups as requested.

## **Materials Collection/Accelerated Reader/Booklists:**

The current juvenile materials collection contains close to 95,700 items. This includes the following categories: fiction, non-fiction, picture books, paperbacks, graphic novels, DVDs, audiobooks, downloadable audio and ebooks, music CDs, etc. The YA collection is just shy of 8600 items. Non-fiction items make up the largest percentage of the collection with picture books close behind. Picture books and DVDs tend to have the largest circulation numbers.

The Youth Services staff who select the items for the collection 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. The items 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.

Staff-created and maintained Booklists have proved to be a valuable resource and learning tool for not only children and parents, but staff as well, and are just one of the means offered to provide effective access to the materials collection. All members of the Youth Services staff are responsible for the creation and updating of booklists which are then posted on the Children’s website. At a very recent Youth Services meeting, Booklist categories and content were discussed and re-evaluated. There were excellent suggestions for creating some new categories, renaming others and eliminating those no longer felt to be valuable. All of these changes will be reflected on the website when the annual revision 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 and are updated on an annual basis to assure that they are relevant and accurately reflect the collection and the newest publications available. Hannah works with other members of the Youth Services staff to maintain an extensive set of booklists for YA readers as well.

Another tool used by staff to assist customers is through the use of the Accelerated Reader (AR) software program. AR is used by primary and secondary schools for monitoring the practice of reading. The NMUSD uses the system and the Library has made a commitment to support the program by noting AR levels in the online catalog and by labeling a large portion of juvenile print materials at all branches with AR level stickers. This effort has been much appreciated by parents, students and staff.

**Conclusion:**

The Youth Services department, which encompasses all locations, continues to be a vital, busy and essential component of the many pieces that make the Newport Beach Public Library system so successful. Although having a strong funding base from the Friends and the Foundation is an important component of what makes it possible for us to continually provide excellent and timely programming, the ingenuity, dedication and hard work of the staff is equally as vital. The entire team, without exception, is dedicated to the goal of providing all of our younger customers and their families with not only the best library experience possible but also the impetus to come again and again. Everyone is very mindful that whether a child is just there to find the next book in their favorite series or attending a craft event to create a work of art, we are contributing to those experiences that provide the foundation needed to create the library lovers and users of tomorrow.

**NOTICING:**

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

**TO:** LIBRARY BOARD OF TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Melissa Kelly, Library Support Services

**TITLE:** Library Capital Improvement and Capital Outlay Needs

---

Prior to drafting the next year's budget for the Library, we are looking at furniture, fixtures and equipment that need to be replaced, refinished or refurbish as well as projects that need to be considered to approve the appearance and/or functionality of the libraries. An oral report will be presented at the October meeting for the Board's consideration and is not an actionable item. Staff is seeking direction regarding items that the Board would like us to investigate further and include in a request to Public Works or add to the Budget when it is presented to the Board for approval in February.