



CITY OF NEWPORT BEACH Board of Library Trustees Agenda

Newport Beach Public Library
1000 Avocado Avenue, Newport Beach
January 20, 2015 – 5:00 p.m.

Board of Library Trustees Members:

Robyn Grant, Chair of the Board
John Prichard, Vice-Chair of the Board
Eleanor Palk, Secretary of the Board
Jill Johnson-Tucker
Jerry King

Staff Members:

Tim Hetheron, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Administrative Support Specialist

1) **CALL MEETING TO ORDER**

2) **ROLL CALL**

3) **PUBLIC COMMENTS**

Public comments are invited on agenda items. Speakers must limit comments to five (5) 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 silent mode.

4) **APPROVAL OF MINUTES** – Draft December 15, 2014 Minutes

5) **CURRENT BUSINESS**

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. 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, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. **Customer Comments** - Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** - Monthly update of library events, services and statistics.
3. **Expenditure Status Report** - Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Critical Review of Online Database & Services / Database Usage Report** – Staff will give an update and review of the Library database services.
2. **Annual Budget Update** – Staff will provide a report for review.
3. **Display and Distribution of Materials in Library Policy** – Staff will present the revisions as presented at the December 15, 2014 meeting for review and approval.
4. **Vacant Space Across from Bistro 24** – Update on the potential use of the space located on the second floor of the Central Library as discussed at the December 15, 2014 meeting.
5. **Corona del Mar Branch Project Update** – Staff will report on recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar. (Committee liaisons: Vice Chair Prichard, and Trustee King)

C. MONTHLY REPORTS - No written reports created prior to the Board of Library Trustees Meeting

1. **Library Services Director Report** - Report of Library issues regarding services, customers and staff.
2. **Friends of the Library Liaison Report** - Trustee King's update of the most recently attended Friends of the Library Board's monthly meeting.
3. **Library Foundation Liaison Report** – Trustee Jill Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
4. **DSLIS Liaison Report** - Secretary Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.

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

7) 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 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.

8) ADJOURNMENT

This Board of Library Trustees 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 of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach 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, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office 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) 644-3005 or cityclerk@newportbeachca.gov.

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
December 15, 2014 – 5:00 p.m.**

CONVENED AT 5:00 p.m.

1) CALL MEETING TO ORDER – Chair Robyn Grant called the meeting to order.

2) ROLL CALL – Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Robyn Grant, Secretary Eleanor Palk, Jill Johnson-Tucker, Jerry King

Trustees Absent: Vice-Chair John Prichard

Staff Present: Library Services Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Adult Services Coordinator Natalie Basmacyan, Administrative Support Specialist Elaine McMillion

3) PUBLIC COMMENTS

No public comments.

4) APPROVAL OF MINUTES

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to approve the minutes of Monday, October 20, 2014 with revisions as noted.

AYES: Grant, Palk, King, Johnson-Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Prichard

A. CONSENT CALENDAR

1. **Customer Comments** – *Monthly review of evaluations of library services through suggestions and requests received from customers.*
2. **Library Activities** – *Monthly update of library events, services, and statistics.*
3. **Expenditure Status Report** – *Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.*
4. **Board of Library Trustees Monitoring List** – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

The Expenditure Status Report was reviewed and discussed and staff explained the difference between seasonal and part time expenditures. Support Services Coordinator Melissa Kelly will meet with Trustee King and Vice Chair Prichard to review the 2015/2016 fiscal year budget which will then be reported back to the Board.

Customer Comments were reviewed and discussed. The Board suggested taking the comments about Library programming into consideration when scheduling future events.

The Board of Library Trustees Monitoring List was reviewed. The Board suggested that the Adult Services update be made in May and November each year.

Motion made by Secretary Palk and seconded by Trustee King and carried (4-0-0-1) to approve the Consent Calendar Items as presented, including recommended revisions to the Board of Library Trustees Monitoring List as discussed.

AYES:	Grant, Palk, Johnson-Tucker, King
NOES:	None
ABSTENTIONS:	None
ABSENT:	Prichard

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. Adult and Reference Services Update

Adult Services Coordinator Natalie Basmacyan gave an overview of programming, activities, and initiatives for adults scheduled from June through December 2014. The Long Beach Comic Con event was a great community outreach opportunity for the Library. This was a great opportunity to promote the Media Lab along with downloadable services and databases. New foreign languages have been added to the Overdrive service and included materials in Spanish and Chinese. The online reservation system for the Media Lab has been very successful and allows customers to reserve four-hour sessions, and guarantees the availability of a computer. Another feature of the Media Lab were the 2014 Tuesdays @ 2 training classes, where 25 classes covered downloadable ebooks and magazines, business databases and social media, with the most attended classes covering ebooks, Pinterest, and You Tube. These classes will start up again in February 2015. The Passport service, Secret Shopper Program, Medical lectures and Madam Hahn art lectures, new databases, the Volunteer Recognition event, Book Club In-A-Bag program, and the laptop reservation pagers were other items discussed. Other items covered were how the rental book process is handled, holds, and the new microfiche scanner which was installed today.

On Thursday January 15, Central will host a Media Lab Open House to showcase the software, services and potential of the space. Library staff and volunteers from the Laguna School of Art and Design will be on hand to demonstrate the programs offered in the Media Lab. The Open House will run from 10:00am -12:00pm and 4:00pm – 6:00pm.

2. Additional Space for Expressive Use – Amended Policy

Library Services Manager Dave Curtis presented the suggested revised policy and second floor expressive use area location which was reviewed and discussed. The Board asked that in moving forward that staff present any City of Newport Beach policies which may coincide with this policy to alleviate any inconsistencies with the City and Library policy.

Motion made by Trustee Johnson-Tucker and seconded by Secretary Palk and carried (4-0-0-1) to approve the revised policy as presented and a request for staff to provide an accurate schematic adjusted to scale of the approved second floor location as presented.

AYES:	Grant, Palk, Johnson-Tucker, King
NOES:	None

4

ABSTENTIONS: None
ABSENT: Prichard

3. Display and Distribution of Materials in Library Policy

Library Services Director Tim Hetherton asked that this agenda item be deferred and presented at the January meeting. The Board made some recommendations to be presented in writing at the next meeting.

4. Retail Space in 2nd Floor Expansion

Tim gave an overview of the proposed retail space on the second floor of the Central Library. The written staff report outlined potential uses for this area and the Board made suggestions. Some of the suggestions made at this meeting included using the area for passport services, a Literacy Program meeting area, a training area, an art display area, or relocation of the Media Center. The Board agreed that this area would be best suited as a library-friendly operation rather than a retail outlet. Tim will attend meetings with City staff and report the Board of Library Trustees' suggestions, as well as reporting the updates for the use of this area to the Board.

5. Review 2015 Holidays – Meeting Schedule

A list of the 2015 City/Library holidays and the regular Board of Library Trustees meeting dates was reviewed. Due to the Monday, January 19 and the Monday, February 16 meeting dates falling on City holidays, the Board of Library Trustees meeting will be held on the following business day for each which will be January 20 and February 17.

6. Arts Master Plan

Tim provided a written report of the Arts Master Plan as presented by Arts Orange County to the City Arts Commission at their November meeting. This plan will need City Council approval before it would be implemented. Chair Grant tabled discussion of this item pending the City Council decision on whether or not to approve the Plan. The Board thanked Tim for providing the written report.

7. Corona del Mar Branch Project Update

Tim gave an update of this project noting that the City Public Works department has narrowed the choice from all of the initial submittals down to two firms for this proposed joint use fire station and branch library facility. Nothing has been officially passed at this time and it was noted that both firms have submitted comparable, rectangular floor plans. Discussion continued.

MONTHLY REPORTS

1. Library Services Director Report

Director Hetherton reported that due to the various amenities offered through the Newport Beach Public Library to its customers, the many accomplishments through this past year, and future plans for arts and library programming and integration, that not only the statistics in critical areas have increased but it has created a banner year for the Library. The Board gave a special thank you to staff for making this happen.

2. Friends of the Library Liaison Report

Trustee King apologized for not having a report ready at this meeting as he was unable to attend the most recent Friends of the Library Board meeting due to a scheduling change.

3. Library Foundation Liaison Report

Due to Chair Grant's absence at the last Foundation Board meeting she deferred the report to Director Hetherington who gave the update. The Foundation's new Board Chair is Dorothy Larson. The Foundation Board's annual retreat helped to create new avenues for the Foundation to explore on fundraising, membership and programming. Trustee Johnson-Tucker will take over as liaison for Chair Grant.

4. DSLS Liaison Report

Secretary Palk was unable to attend the last meeting so Vice Chair Prichard who had been in attendance gave an update in which he noted that the committee is looking at ways to recognize donors of this series. They are also looking at lectures to help attract the younger audiences.

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

- NBPL Public Give-Away Shelf Policy – Staff will provide a report at the next meeting to review the revisions as discussed at this meeting.
- Vacant Space Across from Bistro 24 – Update on the potential use of the space located on the second floor of the Central Library as discussed at this meeting.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comments were made.

8) ADJOURNMENT – 6:28 p.m.

Submitted by: _____
Approval of Minutes

**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
DECEMBER 2014**

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To 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>12/1/2014</u> Comment Form - Email <u>Melissa Kelly</u> Support Services Coordinator <u>12/2/2014</u></p>	<p>Do you accept old American Flags that need to be retired?</p>	<p><u>Melissa Kelly responded by email:</u> The Library does not have a way of disposing of retired flags. I believe that either the American Legion or the Elks Club can help you with that. The American Legion Post is at 215 E. 15th Street (949) 673-5070 and the Elks Lodge is at 3456 Via Oporto (949) 673-6110. Thank you for using the Library.</p>
<p align="center"><u>2</u> <u>12/3/2014</u> Comment Form - Email <u>Heather Hart</u> Mariners Branch Librarian <u>12/4/2014</u></p>	<p>Hi, I'm hoping someone can assist me as soon as possible. I mistakenly dropped off a book which was suppose to be returned to kaiser elementary library to the mariners library. It was last week I believe that I dropped it off and my 9 year old came home today so upset that we will have to pay Kaiser for the book. I think the name of the book was "Owls". Please call or email me if you have the book. Thanks so much!</p>	<p><u>Heather Hart responded by email:</u> I received your email about a Kaiser book mistakenly dropped off here at the Mariners branch library. I just looked through all of the books we have from other libraries (we keep them in one place) and I don't see a book on owls. I also checked with the Mariners Elementary school librarian, as sometimes other school library books are given to her to route back to the right school. She has not seen an owl book, but we will keep an eye out for it and send it back to Kaiser Elementary if it turns up. Sorry I was not able to locate the book today.</p>
<p align="center"><u>3</u> <u>12/29/2014</u> Comment Form - Email <u>Dave Curtis</u> Library Services Manager <u>12/30/2014</u></p>	<p>Subject: Can we get more wifi connections? Hi, 1. I found an app I wanted to install on my phone in the google store and clicked the button to install it. But I could not get my phone connected to wifi to complete the installation. 2. I am taking a course on lynda.com that I need to use my laptop to complete the exercises. But I could not logon to wifi since I was already signed into the Internet with the lynda.com computer. So, would it be possible to be able to connect more than one device to the library's network. I think others are going to have this problem, especially in the media lab. thanks</p>	<p><u>Dave Curtis responded by email:</u> Good Morning -----, Thank you for your comments regarding WiFi access at the Library. I am so glad that you are making good use of Lynda.com. For your item #1 below: I am not sure why your phone would not access the WiFi for an app install. I'm sure you're aware of such tips as restarting your phone, etc. I hope you have had success since then. For item #2: I am not familiar with any Lynda.com exercises that would require another computer. We only provide Lynda access on three particular machines in the Lab. However, we want you to be able to fully utilize the product so what I'd ask that you do is to connect with Adult Services Coordinator Natalie Basmaciyan. Her phone number is 949-717-3823, or you can ask for her at any service desk. The two of you can determine the need and how best to address it. Our WiFi access is a great feature that many users enjoy at any given time. The single computer use helps us to maintain network stability and prevent unsatisfactory performance. The good news is that we are able to address individuals' needs on a case by case basis and make some accommodation as warranted. Thanks again for sharing your needs and suggestions, and I hope your Lynda.com experiences are helpful.</p>
<p align="center"><u>4</u> <u>12/30/2014</u> Comment Form - Email <u>Melissa Kelly</u> Support Services Coordinator <u>12/30/2014</u></p>	<p>hi, is there any way I can renew my book more than 2 times? I am not finished reading it yet. Or if not, can i return it today and check it out again?? Thanks!</p>	<p><u>Melissa Kelly responded by email:</u> Ms. - - - , As you know the Library policy is 2 renewals so that other customers will be able to use the item. If you are referring to the book that is currently checked out on card # - - - - - I see that we have multiple copies available so we will make an exception and renew it one additional time. The book is now due on January 20th, 2015. Thank you for using the Library.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – January 20, 2014 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

“Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better.” — Sidney Sheldon

As consumers increasingly access literature, films, music, and reference resources through online delivery, it is the role of public libraries to provide access to resources and to assist the public in learning how to access these resources. Technological literacy continues to grow in importance. Technology literacy is comprised of many elements, and there is more information available than ever before. And the tools for finding, using and creating information are rapidly becoming more diverse and sophisticated. At NBPL, we feel that we are on the vanguard of supporting and fostering technological literacy. Through services like our eBranch, we provide online content and account management to our customers 24/7. Resources like our Media Lab and Sound Lab not only offer free access to cutting-edge creative tools, but also offer training through our Tuesdays@2 classes and self-directed learning through Universal Class and Lynda.com. In this way, we demonstrate our value to the community. In 2015, we will look for more ways to go where our customers are going. And we will still do what we have always done well, which is provide rich and engaging collections and programs.

Here's to a prosperous 2015.

DAVE CURTIS, LIBRARY SERVICES MANAGER

The new Media Lab promotional brochure has been completed. Staff will now proactively market the Media Lab and its resources.

In December, the Library launched its eBranch. This convenient webpage provides access to a variety of online and downloadable resources that can be accessed by computer or mobile device. Our convenient eBranch is open all day, every day for users to enjoy eBooks, audiobooks, downloadable videos, online classes, homework help and a broad range of easy-to-access online services.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Budget

The Library Board sub-committee met on December 9th to begin the review of the coming year's budget and needs. The group will meet again on January 13th and I will make the final presentation to the Library Board on January 20th.

Literacy

Newport Mesa ProLiteracy had their annual membership meeting and Holiday party on December 6th. The groups 2015 Board members were approved by the membership body. The officers will be elected by the Board members at their January meeting.

The group played a rousing game of "Getting to Know You Bingo" and enjoyed a delicious buffet of international cuisine provided by the attendees.

Facilities

A few leaks were detected during the heavy rains in December. Both the leak at Balboa and the one at Mariners occur when the rain is accompanied by heavy winds. There was no major damage at either location. A leak at the Central Library occurred in the roof over the Bistro. The City is working with the roofing contractor to have that area repaired.

It was also discovered during the storms that some of the automatic windows over the Bistro were not closing. The City is still working on getting these to function properly.

Leadership Workshop

I attended a half day workshop sponsored by the Human Resources Department. The topic was "Recognition and Productive Responses to Disruptive Behaviors in the Workplace". This was led by a very dynamic Psychologist, Manny Tau, and was very informative and illuminating. It provided tools for recognizing and heading off negative situations that arise between employees. The session also had a short component led by Police Chief, Jay Johnson regarding the workplace impact of substance use and abuse.

Holidays

Because of the shortened hours and cooperation of each other, many of the Library Clerks and Pages were able to take time off to enjoy the holidays with families and friends.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

December is traditionally a quieter month as all locations take a two week storytime break during the weeks of the Christmas/New Year's holiday. On December 7 though CDM participated in the Corona del Mar Christmas Walk festivities and once again had a very successful day. Over 500 people visited the branch on that Sunday to enjoy refreshments, magic performances by Abbit the Average and several craft activities. As always funding for the event was provided by a generous donation from the Friends of the Library. Balboa and Mariners also held Children's winter crafts events.

On the personnel front, Mariners welcomed new page William Kingsland. In more personal news, Mariners' full-time Library Assistant Annika Helmuth and her husband welcomed baby Blake Kjerstin Helmuth into the world on December 19th. Annika is currently on leave but mother and daughter are doing fine.

Youth Services

At Central Drop-in Crafts and a monthly craft program focused on fun holiday related crafts. Staff took advantage of the slower holiday period to work on collections and cleaning up storage areas.

Teen Services

At the YAAC December meeting the group discussed current book to movies and made reading resolutions for the New Year. They also brainstormed ideas for spring programs. Joanna hosted a

“Cookies and Crafts” event on December 18th which gave the teens and adults who attended the chance to decorate cookies and try their hand at some more advanced holiday related crafts.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

“The Nutcracker” for Kids Program

A standing-room only crowd of children and adults enjoyed “The Nutcracker” for Kids program presented by the Festival Ballet Theater. “The Nutcracker” for kids is an abridged narrated version of the holiday classic, is intended to introduce children to The Nutcracker story and ballet.

Digital Microfilm Scanner

The new ST ViewScan digital microfilm scanner has been installed at the Central Library, thanks to a generous gift from the Foundation. Users may peruse microfilm and microfiche in a more efficient manner than with the old reader. Findings may be saved to a flash drive or emailed as well. The vendor provided hands-on training to the Reference staff, and the software contains tutorials and helpsheets for training. Customer feedback has been positive regarding this enhancement to service.

Passport Services

Passport Services processed 696 applications in calendar year 2014. The Acceptance Agents are in the process of completing a refresher course for certification through 2015.

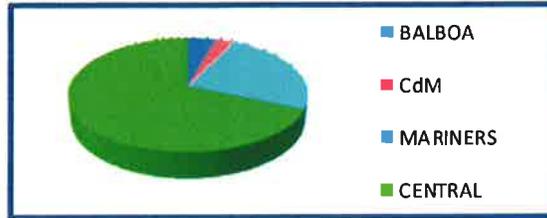
Database FY Comparisons	YTD 14/15	YTD 13/14	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014
Tracked by #searches								
Ancestry	7390	6823	1015	1116	772	2036	1586	865
BioResCtr*	474	414	22	58	156	101	56	81
FoF Ancient Hist	281	243	35	3	149	32	33	29
GDL	121	157	21	20	10	60	10	0
GVRL	822	511	41	34	463	154	84	46
HeritageQuest	2981	5179	841	481	496	255	507	401
Kids InfoBits	54	70	6	6	15	17	5	5
LitResCtr	586	481	60	30	139	113	132	112
Opposing Vpts*	961	360	51	23	72	117	431	267
Nat Geo	123	126	21	10	46	16	9	21
Nat Geo Kids	15	49	0	4	2	0	4	5
NoveList	1084	985	219	162	184	219	131	169
NoveList K-8	482	213	70	20	66	236	55	35
ProQuest	16212	16622	2544	2692	3277	2208	2807	2684
Ref USA Bus.	14131	19483	2261	2998	2627	2230	2100	1915
Ref USA Res.*	890	637	222	150	105	286	64	63
Tumblebooks	5233	6803	493	365	665	1215	1212	1283
World Book Online	313	293	8	6	92	87	43	77
Tracked by #sessions								
Cypress Resume	63	80	9	25	7	5	7	10
LiveHomework	106	187	13	4	12	32	27	18
Testing & EdRefCtr	253	265	59	34	48	35	45	32
Universal Class	283	354	92	47	36	32	19	57
Tracked by #page views								
CultureGrams	1327	716	35	89	874	108	172	49
Morningstar	32227	32041	5150	6000	5276	5340	5340	5121
NetAdvantage	22823	9694	5862	7445		5215	2198	2103
RealQuest	7521	4889	131	83	372	6360	242	333
Rocket Languages	342	311	169	45	50	19	14	45
Value Line	61726	137613	8751	9053	9932	10463	12119	11408

NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2014

CUSTOMERS SERVED IN THE LIBRARY

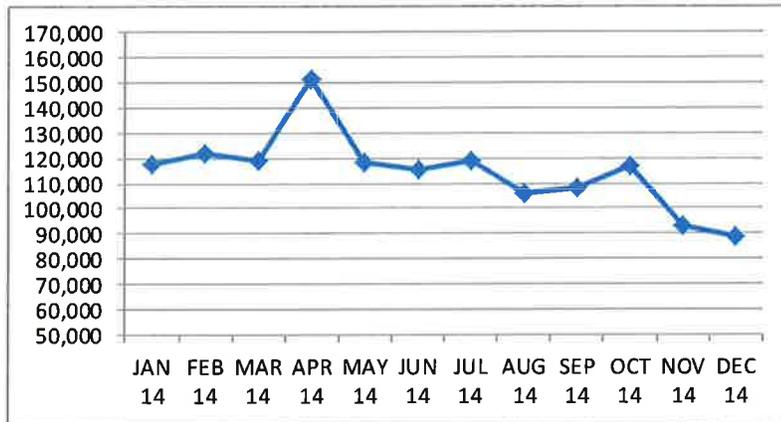
CURRENT

	Dec-14	YTD 14/15	YTD 13/14
BALBOA	3,896	28,178	31,549
CdM	2,651	21,339	23,899
MARINERS	21,371	149,931	135,051
CENTRAL	60,814	432,314	465,253
TOTAL	88,732	631,762	655,752



12 Month Comparison

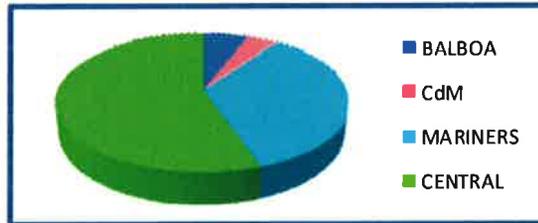
JAN 14	117,652
FEB 14	121,995
MAR 14	119,245
APR 14	151,515
MAY 14	118,276
JUN 14	115,406
JUL 14	119,069
AUG 14	105,858
SEP 14	108,480
OCT 14	116,853
NOV 14	92,770
DEC 14	88,732
TOTAL	1,375,851



REFERENCE

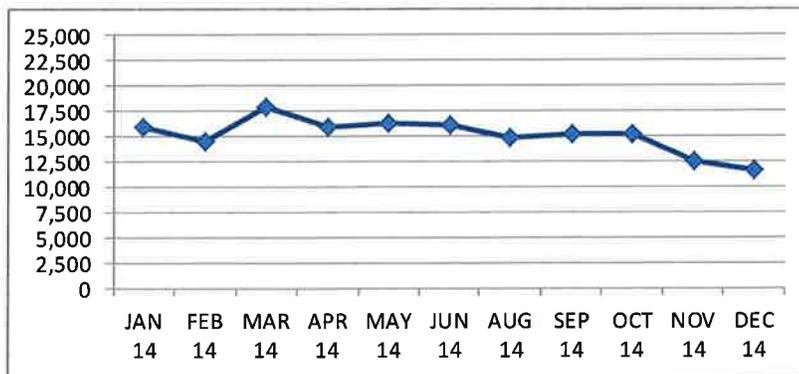
CURRENT

	Dec-14	YTD 14/15	YTD 13/14
BALBOA	689	4,811	4,016
CdM	476	3,822	4,416
MARINERS	4,050	30,513	29,382
CENTRAL	6,457	46,034	56,119
TOTAL	11,672	85,180	93,933



12 Month Comparison

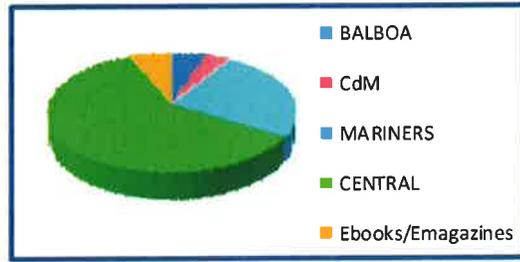
JAN 14	15,975
FEB 14	14,424
MAR 14	17,862
APR 14	15,850
MAY 14	16,290
JUN 14	16,087
AUG 14	14,905
SEP 14	15,184
OCT 14	15,250
NOV 14	12,598
DEC 14	11,672
TOTAL	166,097



NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2014

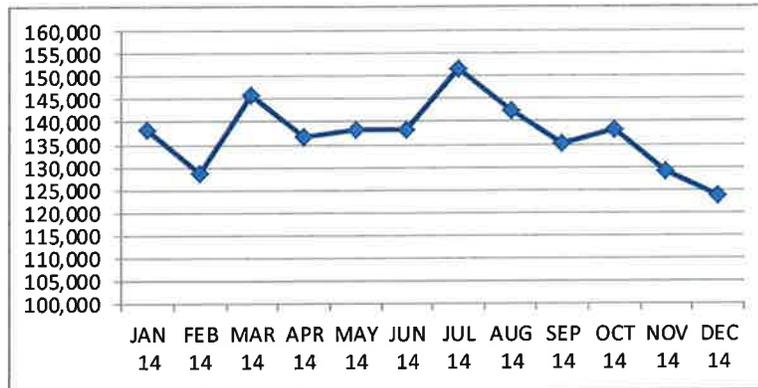
CIRCULATION CURRENT

	Dec-14	YTD 14/15	YTD 13/14
BALBOA	6,403	44,501	52,784
CdM	4,637	31,538	35,824
MARINERS	31,142	208,217	214,056
CENTRAL	73,793	484,728	518,610
Ebooks/Emagazines	7,788	51,254	42,229
TOTAL	123,763	820,238	863,503



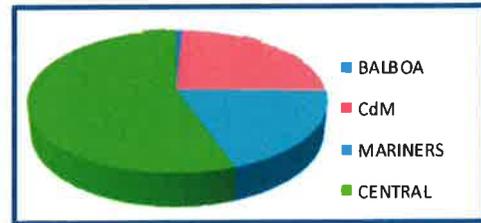
12 Month Comparison

JAN 14	138,311
FEB 14	128,733
MAR 14	146,050
APR 14	136,617
MAY 14	138,226
JUN 14	138,412
JUL 14	151,739
AUG 14	142,418
SEP 14	135,153
OCT 14	138,156
NOV 14	129,009
DEC 14	123,763
TOTAL	1,522,824



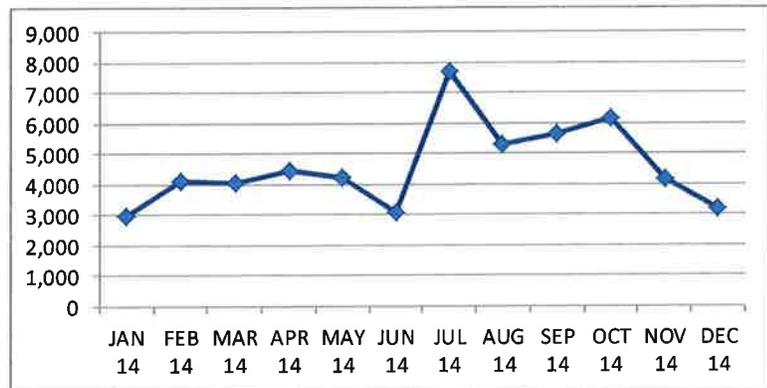
PROGRAM ATTENDANCE CURRENT

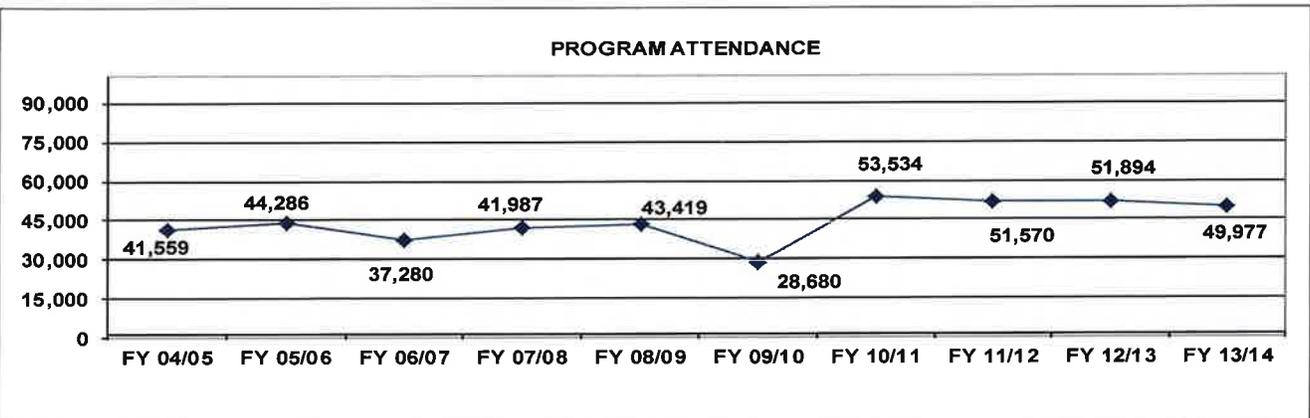
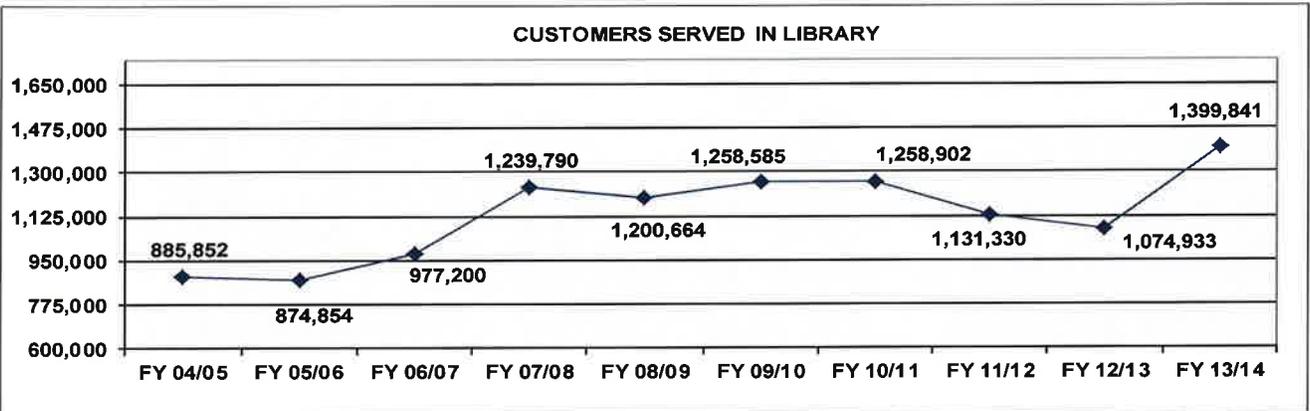
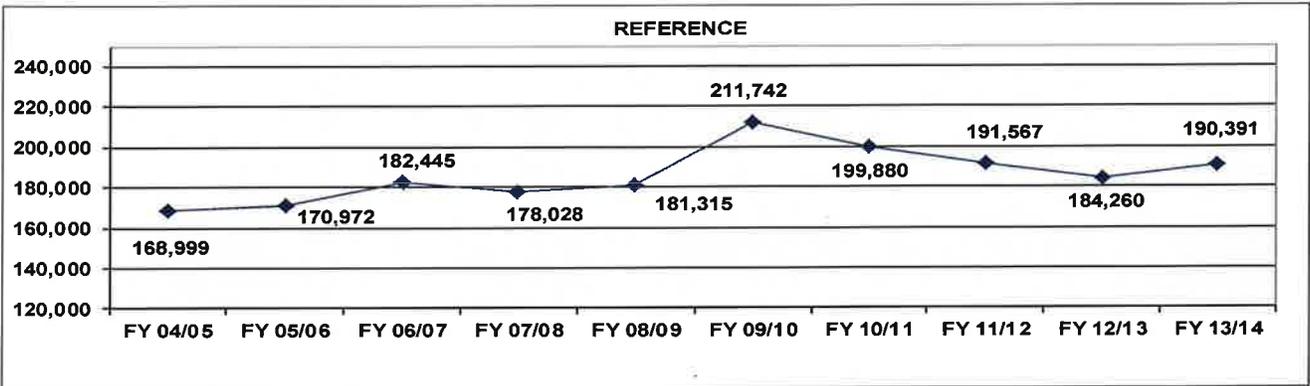
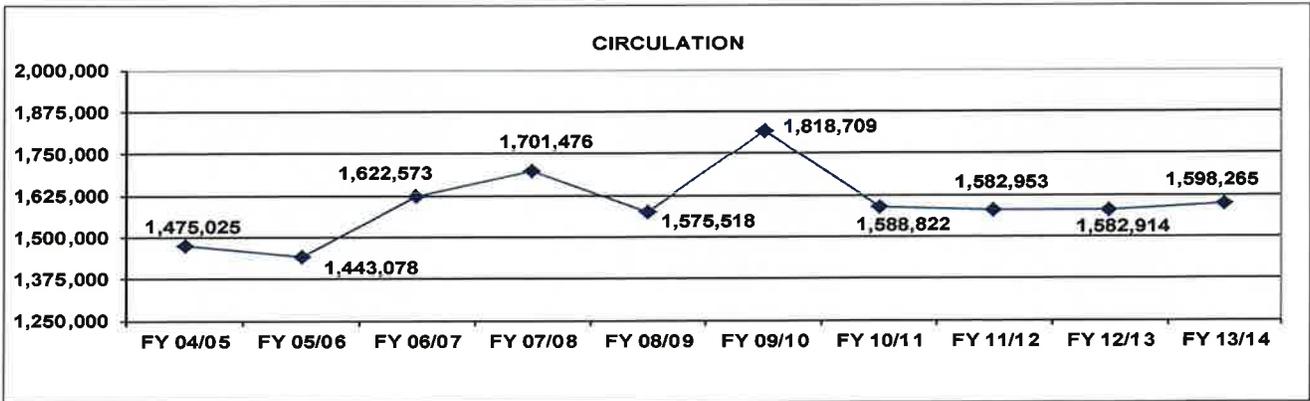
	Dec-14	YTD 14/15	YTD 13/14
BALBOA	24	511	1,571
CdM	779	3,739	3,795
MARINERS	611	4,836	4,562
CENTRAL	1,755	23,067	17,196
TOTAL	3,169	32,153	27,124



12 Month Comparison

JAN 14	2,973
FEB 14	4,107
MAR 14	4,056
APR 14	4,458
MAY 14	4,201
JUN 14	3,058
JUL 14	7,706
AUG 14	5,326
SEP 14	5,619
OCT 14	6,153
NOV 14	4,180
DEC 14	3,169
TOTAL	51,837





SUNGARD PENTAMATION
 DATE: 01/12/2015
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CITY OF NEWPORT BEACH
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
 ACCOUNTING PERIOD: 6/15

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: DEPARTMENT,1ST SUBTOTAL
 PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
 1ST SUBTOTAL-700 SALARIES & BENEFITS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
7000	SALARIES - MISC	2,602,514.40	289,742.72	.00	1,364,373.52	1,238,140.88	52.43
7020	SALARIES - PART TIME	350,484.67	49,123.59	.00	252,047.27	98,437.40	71.91
7030	SALARIES - SEASONAL	531,289.19	27,737.45	.00	130,603.81	400,685.38	24.58
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	.00	.00	1,030.39	852.61	54.72
7062	NIGHT DIFF, MISC	10,262.52	1,009.75	.00	5,285.75	4,976.77	51.51
7110	CAR ALLOWANCE	4,800.00	553.86	.00	2,584.68	2,215.32	53.85
7114	CELL PHONE STIPEND EXP	3,000.40	346.20	.00	1,615.60	1,384.80	53.85
7210	HEALTH/DENTAL/VISION FT	719,169.08	78,039.01	.00	358,117.14	361,051.94	49.80
7211	HEALTH/DENTAL/VISION PT	6,000.00	4,934.14	.00	24,841.17	-18,841.17	414.02
7223	ANNUAL OPEB COST	133,135.11	11,094.60	.00	66,567.60	66,567.51	50.00
7227	RHS \$2.50 CONTRIB	28,499.90	3,174.21	.00	20,797.99	7,701.91	72.98
7290	LIFE INSURANCE	3,881.36	324.25	.00	1,902.45	1,978.91	49.02
7295	EMP ASSISTANCE PROGRAM	874.46	74.86	.00	439.31	435.15	50.24
7370	WORKERS' COMP, MISC	69,174.00	5,764.50	.00	34,587.00	34,587.00	50.00
7373	COMPENSATED ABSENCES	91,088.00	7,590.67	.00	45,544.02	45,543.98	50.00
7425	MEDICARE FRINGES	50,060.29	5,779.72	.00	27,452.48	22,607.81	54.84
7439	PERS MISC EE CNTRBN	226,909.33	7,162.82	.00	90,452.75	136,456.58	39.86
7440	PERS MISC ER CNTRBN	268,376.91	50,896.50	.00	160,734.64	107,642.27	59.89
7445	MISC RETIRE CONTRIB	-314,869.23	.00	.00	-103,826.30	-211,042.93	32.97
7446	UNFUNDED LIABILITY-MISC	320,691.74	.00	.00	102,227.41	218,464.33	31.88
7460	RETIREMENT PART TIME/TEM	19,923.34	2,019.40	.00	9,953.14	9,970.20	49.96
	TOTAL SALARIES & BENEFITS	5,127,148.47	545,368.25	.00	2,597,331.82	2,529,816.65	50.66
1ST SUBTOTAL-800 OPERATING EXPENSES							
8010	ADVERT & PUB RELATIONS	12,783.00	-3.30	.00	10,681.96	2,101.04	83.56
8012	PROGRAMMING	11,000.00	-7.30	.00	2,092.91	8,907.09	19.03
8020	AUTOMOTIVE SERVICE	6,000.00	.00	.00	1,132.07	4,867.93	18.87
8022	EQUIP MAINT ISF	7,725.19	643.77	.00	3,862.62	3,862.57	50.00
8024	VEHICLE REPLACE ISF	5,492.40	457.70	.00	2,746.20	2,746.20	50.00
8030	MAINT & REPAIR - EQUIP	12,700.00	79.65	.00	1,006.20	11,693.80	7.92
8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	961.72	3,038.28	24.04
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BULDIN	108,900.00	5,763.51	2,423.32	68,454.60	38,022.08	65.09
8050	PSTGE,FREIGHT,EXPRESS NO	12,000.00	.00	.00	2,562.90	9,437.10	21.36
8060	PUBLICATIONS & DUES NOC	8,000.00	.00	.00	299.00	7,701.00	3.74
8070	RENTAL/PROP & EQUIP NOC	400.00	18.54	.00	118.69	281.31	29.67
8080	SERVICES-PROF & TECH NO	3,000.00	324.00	.00	1,905.40	1,094.60	63.51
8081	SERVICES - JANITORIAL	113,500.00	7,871.85	.00	47,734.25	65,765.75	42.06
8086	SERVCES-OTHER PRINT VEND	2,000.00	.00	.00	254.40	1,745.60	12.72
8089	SVCS-CITY PRINT CONTRACT	1,488.00	.00	.00	180.90	1,307.10	12.16
8100	TRAVEL & MEETINGS NOC	8,125.00	.00	.00	92.19	8,032.81	1.13
8105	TRAINING	8,000.00	.00	.00	10.79	7,989.21	.13
8112	UTILITIES - TELEPHONE	5,425.00	492.23	.00	2,292.57	3,132.43	42.26
8114	UTILITIES - NATURAL GAS	12,850.00	767.48	.00	3,303.12	9,546.88	25.71
8116	UTILITIES - ELECTRICITY	208,900.00	17,414.40	.00	135,724.89	73,175.11	64.97
8118	UTILITIES - WATER	20,500.00	954.80	.00	9,392.88	11,107.12	45.82

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SUNGARD PENTAMATION
 DATE: 01/12/2015
 TIME: 17:33:05

CITY OF NEWPORT BEACH
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
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SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
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SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: DEPARTMENT,1ST SUBTOTAL
 PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
 1ST SUBTOTAL-800 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
8140	SUPPLIES- OFFICE NOC	24,300.00	278.16	1,558.99	9,740.59	13,000.42	46.50
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	77.19	.00	466.18	2,183.82	17.59
8144	SUPPLIES- COPY MACHINE	13,220.00	.00	.00	3,693.48	9,526.52	27.94
8150	SUPPLIES- JANITORIAL NOC	27,050.00	2,479.50	.00	14,836.12	12,213.88	54.85
8160	MAINT & REPAIR NOC	7,000.00	476.83	.00	626.13	6,373.87	8.94
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	1,109.65	.00	4,526.53	10,973.47	29.20
8204	UNIFORM EXPENSE	200.00	3.16	.00	167.46	32.54	83.73
8260	LIBRARY MATERIALS	622,109.02	41,136.00	24.02	427,897.71	194,187.29	68.79
8311	HARDWARE-MONITOR/PRINTER	3,500.00	.00	.00	511.19	2,988.81	14.61
8318	IT ISF OPERATING CHARGE	359,615.48	29,967.96	.00	179,807.76	179,807.72	50.00
8319	IT ISF STRATEGIC CHARGE	132,630.28	11,052.52	.00	66,315.12	66,315.16	50.00
8340	GENERAL INSURANCE	103,335.00	8,611.25	.00	51,667.50	51,667.50	50.00
8716	SPECIAL EVENT LIABILITY	3,500.00	.00	.00	927.60	2,572.40	26.50
	TOTAL OPERATING EXPENSES	1,891,398.37	129,969.55	4,006.33	1,055,993.63	831,398.41	56.04
1ST SUBTOTAL-900 CAPITAL OUTLAY							
9000	OFFICE EQUIPMENT	2,000.00	.00	.00	.00	2,000.00	.00
	TOTAL CAPITAL OUTLAY	2,000.00	.00	.00	.00	2,000.00	.00
	TOTAL LIBRARY SERVICES	7,020,546.84	675,337.80	4,006.33	3,653,325.45	3,363,215.06	52.09
TOTAL REPORT		7,020,546.84	675,337.80	4,006.33	3,653,325.45	3,363,215.06	52.09

FRIENDS

FY 14-15

Date of Gift	Amount	Purpose	Amt Expended YTD	Notes
		Wish List		
	\$ 75,000	Audio Visual Materials	\$ 17,627	Ordering on-going throughout the fiscal year
	\$ 70,000	New Realeases	\$ 31,868	Ordering on-going throughout the fiscal year
	\$ 60,000	Children & YA Print Materials	\$ 17,920	Ordering on-going throughout the fiscal year
	\$ 40,000	Programming	\$ 29,000	Christmas Walk; Musicales, YA & Juvi programs, Class Visits
	\$ 5,000	Literacy	\$ 2,500	On-going

FOUNDATION

FY 14-15

As of 12/31/14

Date Funded	Amount	Purpose	Amt Expended YTD	Notes
Designated Gifts				
7/1/14	\$ 5,000	BluRay @ Balboa Branch	\$ 2,200	on going purchasing
	\$ 200	Balboa - unspecified	\$ 200	Complete / Lego programming
	\$ 1,050	Central Library Children's	\$ 1,050	Complete / playthings & storage
	\$ 7,000	Mariners - unspecified	\$ 2,600	Accent painting & tables
	\$ 5,000	eReaders for Branches	\$ -	Expect to order in January
	\$ 1,245	Corona del Mar unspecified	\$ 800	Children's furniture
	\$ 19,495			
Wish List				
9/23/14	\$ 68,000	eBook content and platforms	\$ 18,475	Axis360 Platform - on going purchasing
	\$ 85,000	Popular Library Remodel	\$ 2,250	In process
	\$ 16,000	Digital Microform Scanner	\$ 16,000	Complete
	\$ 16,000	Digital Signage @ Branches		City IT has order
	\$ 12,000	Furnishings for Balboa & CDM	\$ 4,700	Customer seating
	\$ 10,000	Zinio Content		Renewal due in Spring 2015
	\$ 9,000	iPad for Mariners Childrens	\$ 9,000	Complete
	\$ 5,000	Literacy	\$ 5,000	Complete
	\$ 3,000	Score	\$ 3,000	Complete
	\$224,000			

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previously Scheduled Agenda Date	AGENDA ITEM	Suggested Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library (ongoing)	Ongoing
Ongoing	Corona del Mar Branch Project Update	Ongoing
Jan 6, 2014	Critical Review of Online Database Resources & Services / Database Usage Report	Jan 20, 2015
Feb 3, 2014	Annual Budget Update	Jan 20, 2015
Oct 07, 2013	Review of Library Expansion Donor Wall Naming / NBPL Foundation	Feb 17, 2015
Nov 04, 2013	Arts & Cultural Update	Feb 17, 2015
Feb 3, 2014	Downloadable Services	Feb 17, 2015
Mar 3, 2014	Branch Update - Balboa	Mar 16, 2015
Dec 02, 2013	Media Suite Update	Mar 16, 2015
Nov 04, 2013	Library Material Selection	Mar 16, 2015
Apr 7, 2014	Marketing Update	Apr 20, 2015
Jun 16, 2014	Branch Update - Corona del Mar	Jun 20, 2015
Jul 21, 2014	Election of Board of Library Trustees Officers/Trustee Liaisons	Jul 20, 2015
Jul 21, 2014	Statistical Comparison Report of Peer Libraries/Meeting Spaces (Previous report up to 2012)	Jul 20, 2015
Jul 21, 2014	Proposed Library Closures for Winter Holidays 2015	Jul 20, 2015
Aug 18, 2014	Information Technology Update	Aug 17, 2015
Sep 22, 2014	Branch Update - Mariners	Sep 21, 2015
Sep 22, 2014	Children Services Update	Sep 21, 2015
Sep 22, 2014	Newport Beach Public Library Website & Social Networking Update	Sep 21, 2015
Oct 20, 2014	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 19, 2015
Nov 17, 2014	Literacy Program Update	Nov 16, 2015
Dec 15, 2014	Review Holidays / Meeting Schedule	
Dec 15, 2014	Adult and Reference Services Update (Every May and November)	

1/12/2015

TO: LIBRARY BOARD OF TRUSTEES

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

PREPARED BY: Melissa Kelly, Library Support Services

TITLE: 2015-2016 Proposed Budget for Library Services

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

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

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

In response to the above mentioned charter statement, staff has met with Board sub-committee members, John Prichard and Jerry King, to discuss the Library's budget needs and the City's budget protocols. Based on those meetings staff will present the attached documents and an oral report prior to asking for the Boards approval to forward the proposed budget to the City.

Attachments:

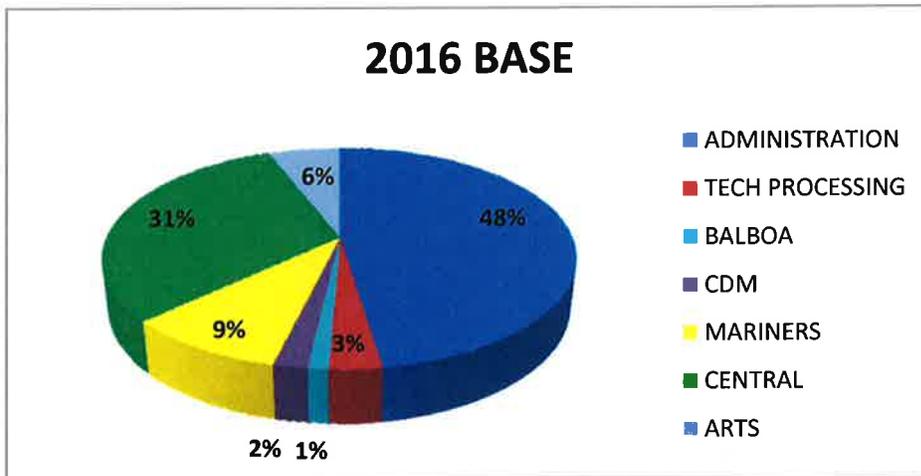
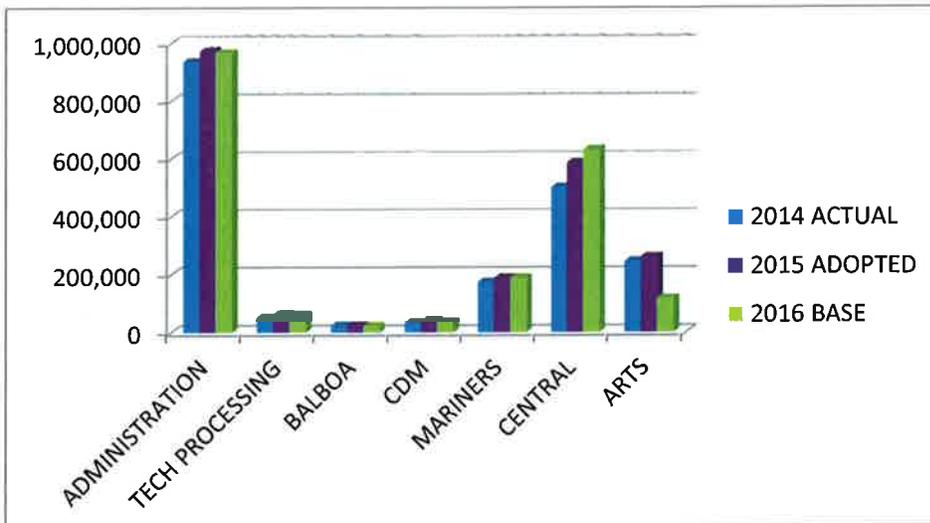
- Proposed operating account budget for the Library
- Proposed operating account budget for the Arts & Cultural
- Graphs and tables showing a comparison of the data
- Proposed request for supplemental funding
- Library Services Performance Plan for 2015-2016 (formatting & graphics to be input by City Office of Budget Management)

LIBRARY	2015 ADOPTED	2016 BASE	VARIANCE
8010 ADVRT&PUB RELATNS	6,000	6,000	0
8012 PROGRAMMING	6,500	6,500	0
8020 AUTOMOTIVE SERVICE	6,000	4,000	-2,000
8022 EQUIP MAINT ISF	7,725	7,725	0
8024 VEHICLE REPLACE ISF	5,492	5,492	0
8030 MAINT&REPAR - EQUIP	12,700	12,600	-100
8031 MAINT-COPIERS	4,000	4,000	0
8033 PRNTR MAINT/SUPLIES	4,000	4,000	0
8040 MAINT&REPAIR - BLDG	108,900	119,100	10,200
8050 PSTGE,FREIGHT,EXPRS	12,000	10,000	-2,000
8060 PUBLICATIONS & DUES	7,500	5,000	-2,500
8070 RENTAL/PROP & EQUIP	400	400	0
8080 SERVICES-PROF & TECH	3,000	3,500	500
8081 SERVICES - JANITORIAL	113,500	123,500	10,000
8086 SRVCS-OTHR PRNT VNR	2,000	2,000	0
8089 SVCS-CTY PRT CNTRCT	1,488	1,488	0
8100 TRAVEL & MEETINGS	7,625	7,625	0
8105 TRAINING	7,500	7,500	0
8112 UTILITIES - TELEPHONE	5,425	6,000	575
8114 UTILITIES - NTRL GAS	12,850	9,350	-3,500
8116 UTILITIES - ELECTRICITY	208,900	238,900	30,000
8118 UTILITIES - WATER	20,500	19,300	-1,200
8140 SUPPLIES- OFFICE NOC	24,300	24,300	0
8143 OFF SUPP- CHILD PRGM	2,650	2,650	0
8144 SUPP- COPY MACHNE	13,220	13,070	-150
8150 SUPPLIES- JANITORIAL	27,050	27,050	0
8160 MAINT & REPAIR NOC	7,000	5,000	-2,000
8200 SPECIAL DEPT SUPPLIES	15,500	15,500	0
8204 UNIFORM EXPENSE	200	200	0
8260 LIBRARY MATERIALS	619,740	619,740	0
8311 HRDWRE-MNITR/PRNTR	3,500	3,500	0
8318 IT ISF OPRATNG CHRGE	359,615	359,615	0
8319 IT ISF STRATGIC CHRGE	132,630	132,630	0
8340 GENERAL INSURANCE	103,335	103,335	0
8716 SPCIAL EVNT LIABTY	3,500	3,000	-500
Total Operating Expenses	1,876,245	1,913,570	37,325
9000 OFFICE EQUIPMENT	2,000	2,000	0
Total Capital Outlay	2,000	2,000	0

ARTS & CULTURE	2015	2016
	ADOPTED	DEPT-BASE
8012 PROGRAMMING	35,000	35,000
8060 PUBLICATIONS & DUES	1,350	1,350
8080 SERVICES-PROF & TEC	165,000	40,000
8100 TRAVEL & MEETINGS	350	350
8105 TRAINING	0	0
8140 SUPPLIES- OFFICE NOC	800	800
8160 MAINT & REPAIR NOC	240	440
8254 CITY GRANTS	40,000	40,000
8318 IT ISF OPRATNG CHRGE	7,914	7,914
8319 IT ISF STRATGIC CHRGE	3,585	3,585
8340 GENERAL INSURANCE	7,719	7,719
Total Operating Expenses	261,958	137,158

OPERATING EXPENSES*

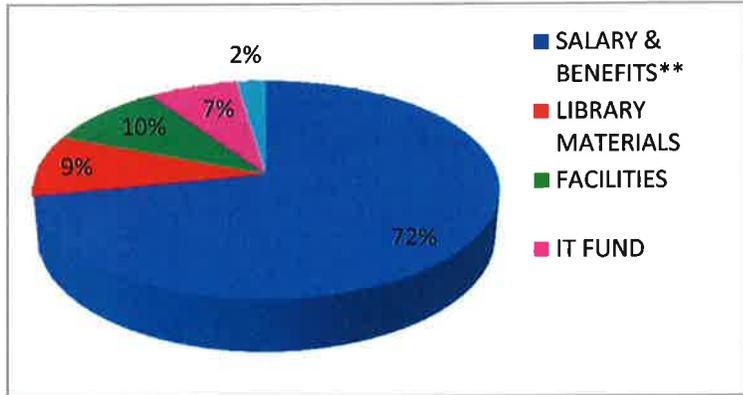
	2014 ACTUAL	2015 ADOPTED	2016 BASE
ADMINISTRATION	937,139	971,868	967,188
TECH PROCESSING	52,196	61,671	61,671
BALBOA	25,275	24,991	23,261
CDM	35,934	41,777	40,137
MARINERS	175,372	188,614	188,989
CENTRAL	501,881	587,324	632,324
ARTS	245,045	261,957	117,940
LITERACY**	0	0	0



* Salaries & Benefits are not included

** Literacy's Base budget covers only salaries & benefits

SALARY & BENEFITS**	4,894,198
LIBRARY MATERIALS	619,740
FACILITIES	645,150
IT FUND	492,245
OTHER	156,435



** Salary & Benefit amounts are from last year's budget. The figures for 2015-2016 have not yet been calculated by the City's Budget Office.

**SUPPLEMENTAL BUDGET REQUEST
FISCAL YEAR 2015-2016**

Library

Item Description	How will this expenditure enhance services?	Division	Account	One-time expense or	Cost Estimate
5 Public Use Copiers - 2 for the Central Library and 1 each for the Branch Libraries	Copying is an expected Library Service. The current copiers were purchased in 2010 and need to be replaced. These machines would include equipment to accept copy payments in cash and by credit card.	4010	9000	One Time	50,000.00

TOTAL

50,000.00

Library Services

Mission Statement

To serve as the cultural, educational, and informational heart of the City.

Department Overview

The Library is a valuable resource which offers a diverse range of materials, information and programming for every age group in our community. Over one million people come into the libraries each year and many more use the on-line resources from their home, office or school.

Key Department Programs

- Public Services
 - ❖ Central Library
 - ❖ Donna and John Crean Mariners Branch Library
 - ❖ Corona del Mar Branch Library
 - ❖ Balboa Branch Library
- Library Administration
- Technical Processing
- Literacy Services
- Arts and Cultural Services

Goals

- Provide current materials and information that meet the varying needs of the community
- Deliver quality service to customers by providing accurate answers, timely responses and assistance
- Provide programming for audiences of all ages
- Provide literacy services to adults
- Support arts and cultural events and programming

Workload indicators

Service Indicators

Circulation
Customers Served in the Library
Reference Questions
Program Attendance

Programs

Public Service

Intended Outcome: To provide a range of materials, information and programs to meet the needs of customers of all ages.

Core Functions

- Serve customers at all locations
- Circulate books, magazines, movies and audio recordings Answer questions and assist customers in person, by phone and via email
- Provide 24/7 library services via eBranch
- Provide technology training and assistance to customers
- Provide access to a workspace equipped with technology and resources for customers to use in creating presentations, videos, web and graphic design.
- Plan and host programs for children, teens and adults throughout the year

Work Plan

The new design and layout of the Popular Library will be evaluated and refined as needed.

The RFID initiative will be completed by replacing the security gates at the west doors.

Library staff will proactively market the Media Lab and the creative opportunities it provides users.

Staff will provide training in the Media Lab on topics such as Photoshop, Pinterest and other popular or powerful media tools.

The Library will continue to enhance the Lab offerings and make them available to users.

Staff will evaluate collections, formats and services that best fill the needs of customers at each Library location.

Staff will continue to explore emerging digital media and increase the collection of eBooks and digital magazines to support the Library's eBranch services.

The Library will develop programming opportunities for customers of all ages.

The Library will continue to provide concierge service to Newport Coast and Oasis to serve the customers using those facilities.

Library Administration

Intended Outcome: To manage the successful operations of the Library system allowing the public service staff to focus on meeting the day to day needs of customers. To assess needs and plan accordingly in order to provide top quality services and resources to the community presently and going forward.

Core Functions:

- Provide support to the public, the staff, the Library Board of Trustees, the Arts Commission, the Friends of the Library, and the Library Foundation
- Set the course and direction of the organization with strong leadership
- Assess the needs of the community and plan for the future
- Provide support in the areas of personnel, record keeping and marketing
- Oversee the maintenance of the Library facilities
- Monitor the budget, financial planning and expenditures

Work Plan:

- Partner with Public Works to develop plans and build Corona Del Mar branch library
- Assist the support groups in maintaining their prominence and name recognition in the community
- Coordinate with IT to upgrade services through technology
- Provide staff training opportunities to keep up with technological advances and enhancements to Library service
- Provide quarterly and annual reports for the State Library to encourage re-establishment of State funding to local agencies
- Evaluate maintenance and furnishing needs for the Libraries

Technical Processing

Intended Outcome: To ensure that the libraries have new materials to fill the needs of customers.

Core Functions:

- Order, receive and process materials
- Process payments for materials
- Mend and maintain collections

Work Plan:

- Cross-train clerical staff for maximum employee flexibility
- Evaluate ordering processes to ensure that the most efficient and effective practices and vendors are used to meet the needs of customers
- Assess the workflow and update processes as appropriate
- Continue to cycle audio and video discs through a regular rotation of cleaning to ensure that materials are in good working order

Literacy Service

Intended Outcome: To provide tutoring for adult literacy learners.

Core Functions:

- Assess the needs of prospective learners
- Recruit and train literacy tutors
- Assist in community awareness
- Support Literacy Board Members

Work Plan:

- Use social media to spread the word of the Library Literacy program
- Work with tutors and learners to evaluate progress and establish a system of moving learners on to higher levels
- Explore new grant opportunities and sponsorships to ensure ongoing funding for the program
- Evaluate the new online tutor orientation and explore other areas of online training.
- Work with and leverage the talents and efforts of Newport Mesa Proliteracy Board.

Arts & Cultural Services

Intended Outcome: To support the City Arts Commission in carrying out their responsibilities

Core Functions:

- Arrange art exhibits for the City, including the annual juried art show
- Plan and execute programs and cultural arts events.
- Administer departmental grants

Work Plan:

- Provide the community with summer programming such as Shakespeare By the Sea and other outdoor performances and concerts
- Arrange fee-based tours to museums and exhibitions
- Coordinate musical performances at the Library

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: Display and Distribution of Materials in Library

RECOMMENDATION:

Staff recommends that the Board of Library Trustees approve the proposed revisions to the Public Giveaway policy.

DISCUSSION:

The Newport Beach Public Library makes available distribution and display shelves for making informational materials provided by various governmental agencies available to Library customers. The Library provides space at all locations for the display of these materials.

At the December 2014 meeting the Board of Library Trustees reviewed a first revision of the policy and suggested some revisions. These revisions have been incorporated into the attached red-lined and final documents. Staff also sought the input of the City Attorney's office in regard to the inclusion of language that would allow announcements of free of charge public events to be held in Newport Beach by 501(c)(3) non-profit organizations engaged in educational and cultural activities that support the Library's mission. The City Attorney's office advised that this language be removed on the basis that "educational and cultural activities" are difficult to define in the context of the Library's mission. The Library would find itself in the position of making a determination as to what constitutes an educational or cultural activity, and why some organization's materials are included and those from others are excluded.

NOTICING:

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

ATTACHMENTS: Display and Distribution of Materials in Library redlined and final versions.

Public Give Away Display and Distribution of Materials in Library

The purpose of this policy is to establish standards concerning the use of the areas officially designated as ~~public "give-away" shelves~~ for **the display and distribution of materials** at the Newport Beach Public Central Library and, to the extent established, any similar shelves in any Library branch.

The Newport Beach Public Library makes available ~~"give-away"~~ shelves **for the display and distribution of materials** for ~~the purpose of making available to Library customers to obtain free materials~~ information provided by various governmental and non-profit agencies. **Central Library and the three branch locations each have a designated area for the display and distribution of materials in the Library.**

The following are the guidelines established by the Library Trustees for the use of these shelves:

A. The materials to be given away must be in brochure, pamphlet, flyer, and/or business card formats, and must not exceed 8.5" x 14" in size.

B. ~~The materials must be provided by an agency of the City of Newport Beach, the County of Orange, the State of California, or the United States government.~~ No materials provided by any non-governmental agency will be permitted on the "give-away" designated shelves. **Acceptable materials for dissemination on the giveaway shelves include Library information and announcements including Friends of the Library and Newport Beach Public Library Foundation material; and materials from other governmental agencies – e.g. City, County, State, and Federal information; and information and instructional materials from schools in the Newport Beach area (schools are defined by the California Department of Education at <http://www.cde.ca.gov/ds/si/ds/dos.asp>); and announcements of free of charge public events to be held in Newport Beach by 501(c)(3) non-profit organizations engaged in educational and cultural activities that support the Library's mission.**

~~C. Materials not acceptable for dissemination on the giveaway shelves include commercial advertisements or announcements, including sales ads, want ads, and fundraising materials; announcements of paid events; partisan political posters or announcements (announcements of public non-partisan or bipartisan meetings are acceptable); personal, non-public oriented announcements or posters; and derogatory or inflammatory material.~~

~~CD. The provider of the materials is responsible for placing the materials on the "give-away" shelves and removing all of its out-dated material.~~ **All items placed on the giveaway designated shelves should be approved by the Adult Services Coordinator or their designee at Central Library and the Branch Librarians or their designee at the branch locations. The Library Services Manager should be consulted if there is doubt about the suitability of a particular item. Library staff is responsible for placing the materials on the "give-away" designated shelves and removing all of its out-dated material.** The provider may furnish any display holder it desires for its materials so long as the display holder is of an appropriate size, shape, and material **and that there is sufficient display space for materials received.**

~~DE. The Library is not responsible for the damage, theft, or loss of any materials or display holders.~~

~~EF. Other than materials provided by the City of Newport Beach or the Library, no materials intended to be given to or seen by the public may be placed by any person or entity in any lobby area, other shelves, desks or tables, or anywhere else in any of the Libraries.~~

~~FG. Library staff has the right to remove and dispose of any materials that fail to meet these standards in any way.~~ **The Library is not responsible for returning undistributed materials.**

Display and Distribution of Materials in Library

The purpose of this policy is to establish standards concerning the use of the areas officially designated for the display and distribution of materials at the Newport Beach Public Central Library and, to the extent established, any similar shelves in any Library branch.

The Newport Beach Public Library makes available shelves for the display and distribution of materials for Library customers to obtain information provided by various governmental agencies. Central Library and the three branch locations each have a designated area for the display and distribution of materials in the Library.

The following are the guidelines established by the Library Trustees for the use of these shelves:

A. The materials to be given away must be in brochure, pamphlet, flyer, and/or business card formats, and must not exceed 8.5" x 14" in size.

B. No materials provided by any non-governmental agency will be permitted on the designated shelves. Acceptable materials for dissemination on the shelves include Library information and announcements including Friends of the Library and Newport Beach Public Library Foundation material; and materials from other governmental agencies – e.g. City, County, State, and Federal information; and information and instructional materials from schools in the Newport Beach area (schools are defined by the California Department of Education at <http://www.cde.ca.gov/ds/si/ds/dos.asp>).

C. All items placed on the designated shelves should be approved by the Adult Services Coordinator or their designee at Central Library and the Branch Librarians or their designee at the branch locations. The Library Services Manager should be consulted if there is doubt about the suitability of a particular item. Library staff is responsible for placing the materials on the designated shelves and removing out-dated material. The provider may furnish any display holder it desires for its materials so long as the display holder is of an appropriate size, shape, and material and that there is sufficient display space for materials received.

D. The Library is not responsible for the damage, theft, or loss of any materials or display holders.

E. Other than materials provided by the City of Newport Beach or the Library, no materials intended to be given to or seen by the public may be placed by any person or entity in any lobby area, other shelves, desks or tables, or anywhere else in any of the Libraries.

F. Library staff has the right to remove and dispose of any materials that fail to meet these standards in any way. The Library is not responsible for returning undistributed materials.

Adopted - April 19th, 2005

Last Updated - April 25th, 2005

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: Vacant Space Across from Bistro 24

RECOMMENDATION:

Staff requests that the Board of Library Trustees approve a recommendation to use the vacant retail space on the 2nd floor expansion as an exhibition area for collections loaned to the Library from members of the community.

DISCUSSION:

The Central Library 2nd floor expansion features 2 areas originally designated as retail spaces. The first is occupied by Bistro 24, an express-style café owned and operated by caterer 24 Carrots. The second space has remained unoccupied since the opening of the expansion in May 2013. The City's Community Development department has been actively seeking an appropriate business for the space. A few potential tenants have approached Community Development, but ideally, the Library prefers a tenant whose function or service supports our cultural, educational, and informational mission. An opportunity was extended to the Friends of the Library to maintain a satellite store in the retail space but the Friends Board determined that they have insufficient staffing and that they would be essentially duplicating their efforts without necessarily increasing their revenue.

One potential use of the space is that of an exhibition space for collections. The Library would provide an opportunity for members of the community to display their collections through an application process, similar to the process the Arts Commission uses for artists who wish to display their art in the Central Library lobby. Collections could include natural history displays, collectibles, *objets d'art* - basically anything that might interest and engage the community. The wall space in the area can also be used for displays. The Library will change collections on a monthly basis.

In order to make the space usable, the cabinetry would be removed and the area would be painted and graphically enhanced in a similar fashion to the recent Media Lab remake. The Library would purchase display cases and art hanging hardware. Funds for these enhancements will be requested from the support groups during the annual Wish List process.

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).