



CITY OF NEWPORT BEACH Board of Library Trustees Agenda

Corona del Mar Branch Library, 420 Marigold Avenue, Corona del Mar, CA 92625
June 15, 2015 – 5:00 p.m.

Board of Library Trustees:

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 May 18, 2015 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.
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B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Update** – Staff will provide the annual update on Corona del Mar Branch services.
2. **Corona del Mar Branch Project Update** - Kelley Needham of WLC Architects and Public Works staff will present layouts and receive public input for the Corona del Mar branch project slated for construction in Spring 2017.
3. **Financial Report Comparison of Beginning Budget to End of the Year Amended Budget** – Staff will report on Budget Amendments for Fiscal Year 2014-2015.
4. **Retail Space on the Second Floor Expansion** - Staff will request that the Board of Library Trustees recommend to City Council that the retail space on the second floor expansion be leased by the Credit Union of Southern California. Further Information regarding the proposal, including the terms of the lease, will be provided.
5. **Donation Acceptance for the Library Literacy Program** - Staff recommends the Board of Library Trustees accept of a donation from the Schulein Family Donor Advised Philanthropic Fund. If accepted the \$500 donation will be allocated into operating accounts for Literacy.

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 meeting.
3. **Library Foundation Liaison Report** – Trustee Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
4. **Witte Lectures Committee Liaison Report** - Secretary Palk's update of the most recently attended Witte Lectures 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
May 18, 2015 – 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, Vice Chair John Prichard, Secretary Eleanor Palk, Jill Johnson-Tucker, Jerry King

Staff Present: Library Services Director Tim Hetheron, Library Services Manager Dave Curtis, Administrative Support Specialist Elaine McMillion, Support Services Coordinator Melissa Kelly, Youth Services and Branch Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmacyan, Principal Civil Engineer Fong Tse, Deputy Public Works Director Mark Vukojevic, Foundation Director of NBPL Tracy Keys

3) PUBLIC COMMENTS

Jim Mosher commented on the number of people in attendance regarding the replacement plans for the Corona del Mar Library and suggested allowing the public to comment on those plans after the architect has presented a report. He commented on Item B4 and expressed disappointment at the current proposal noting that the Board previously endorsed a more creative use of that space.

The Board agreed to allow public comments after the report on Item No. B1.

Karen Carlson, Corona del Mar, spoke in support of the expansion of the Corona del Mar Library noting the desire to at least, keep the Library at its existing size or more and to maintain its atmosphere and sense of community.

Linh Do, Corona del Mar, spoke in support of the expansion of the Corona del Mar Library and the importance to residents, of being able to walk to it. She stated there is sufficient parking and spoke positively regarding its programs.

4) APPROVAL OF MINUTES – *Draft April 20, 2015 Minutes*

Chair Grant referenced corrections to the minutes submitted, in writing, by Members of Commission and a member of the public.

Motion made by Vice Chair Prichard and seconded by Secretary Palk and carried (5-0-0-0) to approve the minutes of April 20, 2015, as corrected.

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

5) CURRENT BUSINESS

A. CONSENT CALENDAR

1. **Customer Comments** - *Monthly review of evaluations of library services through suggestions and requests received from customers.*

Chair Grant pointed out that as usual, customer comments have been positive and favorable. She commented regarding concerns with "holds" and thanked staff for addressing them.

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.*

Motion made by Vice Chair Prichard and seconded by Trustee Johnson-Tucker and carried (5-0-0-0) to approve the Consent Calendar, as discussed.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** – *Kelley Needham of WLC Architects and Public Works staff will give an update of recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar.*

Deputy Public Works Director Mark Vukojevic noted the attendance of Principal Civil Engineer Fong Tse and introduced Kelly Needham and Bill Louie, of WLC Architects, and deferred to them for a presentation.

Kelley Needham, WLC Architects, provided a PowerPoint presentation addressing a topographic survey, site layout, working closely with the Fire Department to ensure their needs are met, shared lobby, parking, and firefighter parking stalls, details of the Fire Station component, Library spaces, Library layout, and Library staff parking.

Trustee King expressed concerns whether the code is met relative to bathrooms and wondered why a second level was not considered for the Library. He stressed that he does not want to see a reduction in existing square footage. He suggested the need for additional bathrooms and expressed concerns regarding the functionality of the design and the evaluation and public input process.

Secretary Palk expressed similar concerns and commented on the feasibility of adding a second story to the existing Library. She noted the popularity of children's programs and the need for more rooms.

Trustee Johnson-Tucker commented positively on the proposed improvements. She spoke in support of adding a second story to the Library to use as a community room or for programming. She expressed concerns regarding the reduced number of stacks and opined that to reduce the square footage from what currently exists is short-sighted. Additionally, she suggested that it would be nice to have a children's bathroom inside the Library.

Vice Chair Prichard reported that, given the space concerns, it is important to share spaces with the Fire Department. He addressed outdoor spaces and spoke in favor of a second story. He expressed concerns with decreasing the square footage and its effect on the Library's collection, programming and staffing.

Chair Grant addressed the number of stacks and division between the children's area and adult area.

Mr. Needham reported on the number of stacks that will remain, that Library staff is seeing this report for the first time, and noted that stacks will be placed around the perimeter and that there will be an open children's area. He added that the current capacity will be maintained and that input is yet to be received from staff.

Chair Grant addressed shared restrooms and agreed with the possibility of adding a children's bathroom inside the Library. She liked the stroller parking area and expressed interest in the reading porch. In response to her inquiry, Mr. Needham reported that the reading porch area is an addition to the square footage. Chair Grant noted she favors the idea of adding a second story and wondered why it was not considered from the outset.

Discussion followed regarding the importance of getting input from staff, the feasibility of adding a second story and the need to consider cost and budget.

Deputy Public Works Director Vukojevic addressed City Council direction, cost and size, shared family restrooms, the proposed shared lobby and use of the outdoor environment. He added that staff could present a stack-by-stack comparison of the existing and the proposed Library as well as unusable/usable space.

Trustee King asked regarding direction given to reduce the square footage of the Library to give to the Fire Department and why public input was not considered. He expressed concerns with the "shared bathroom" process and noted that having staff bathrooms is important, but, not at the expense of serving the public. He commented on allocation of square footage and stated that residents may not like what is being proposed.

Trustee Johnson-Tucker asked whether consideration was given to adding a second story to the Library.

Mr. Needham responded that it was considered but the costs were prohibitive and the City does not currently have the budget for adding a second story to the Library.

Discussion followed regarding the need for a lobby for the Fire Station, the possibility of including the lobby in an office, benefits of sharing a community room with the Fire Station, meeting ADA requirements, the need to keep within the specific budget, and the additional costs of adding a simple second story.

Mr. Needham addressed the need for an elevator, stairs and adding heating/cooling for the space. He reported that the Fire Station is exempt, past the lobby, from ADA requirements.

Chair Grant opened public comments.

Joy Brenner referenced a copy of the minutes from a recent Friends of the Corona del Mar Library meeting. She commented on the importance of having a sink for crafts in the Library, offering plenty of storage space, on the contribution of a Rex Brandt mural and the possibility of adding it to the new Library in the construction process. She noted the need to maintain the ambiance of the existing Library and agreed with the benefits of adding a community room. She added that the exterior must fit in with the community architecture. She added that the Friends will be holding subsequent meetings and urged the Board to stay in contact with them. She suggested this would be a great place for the Rex Brandt Memorial Library and reported that the Principal at Harbor View Elementary discussed the idea of having

a space for elementary school students to work on projects. She agreed with the need for added space and a second story.

Chair Grant noted the attendance of Council Member Scott Peotter at the Friends of Corona del Mar meeting and addressed the importance of having open communication with City Council Members. She encouraged keeping that channel of communication open.

Ms. Brenner added that in discussions, Council Member Peotter addressed the possibility of fundraising and that a meeting has been scheduled with him as well as with Mayor Pro Tem Diane Dixon.

Chair Grant commented on the Rex Brandt mural and it was noted that the Arts Commission has an interest in the project.

In response to Trustee King's inquiry, it was noted that City staff is making plans to present to the various Corona del Mar Home Owner Associations.

Trustee Johnson-Tucker wondered if there is sufficient wall space to include the Rex Brandt mural.

Mr. Needham stated they would like to incorporate a piece of the mural into the Library construction.

Discussion followed regarding the size of the piece and possible locations of placement.

Wendy Salter noted the importance of the Library to Corona del Mar residents and regional visitors. She addressed the importance of not "short-changing" the Library, at this point, and spoke in favor of adding a second story and not hurrying through the process.

Elizabeth Stahr reported that her husband and she were asked by the Board of Library Trustees to help raise money for the existing Library; noting that the City wanted to see demonstration of public support through private donations. She suggested this could be done, again, if the City is not willing to help build a second story.

Jim Mosher spoke regarding the size of the proposed Library, existing constraints, whether the Fire Station is designed to maximize the Library area, suggested a tandem arrangement for Fire Department vehicles, the possibility of making parking more efficient, the importance for the public to have a concept of what the architect has in mind, creative use of windows and natural light, work room and patio areas, the need for an explanation of the details of the plan and other designs by WLC Architects.

A resident expressed concerns regarding use of the public restroom by beach-goers and suggested keeping the restrooms opening into the Library, as they are currently. She opined that the lobby space seems like wasted space and suggested a reconfiguration of the Fire Station desk space. She expressed support for a second story and suggested ensuring that the structure would accommodate a second story in the future.

Another resident commented on the shared restrooms and lobby.

Chair Grant closed public comments.

Members of the Board noted the need for additional work on the plan. The public was encouraged to attend the next City Council meeting to provide input and discuss the possibility of providing funding for a second story.

Discussion followed regarding the project timeline, providing a report at the Board's next meeting, the possibility of reconfiguring the restroom, considering different ideas and recommendations for the public to address City Council.

Library Services Director Tim Hetherington reported that the matter will not be on Council's next agenda but that the public could comment on non-agenda items or contact Council, directly, through the City's website.

It was noted that Council will be approving the City's final budget for 2015/2016 and the public could speak to that in terms of increasing the budget to allow for a second story.

Discussion followed regarding the budget process and the possibility of making improved technology available at the various Library branches, making technology more accessible/portable.

Chair Grant stated she looks forward to hearing more on the project next month.

2. **Newport Beach Public Library Emergency Response Plan** – *Staff will provide an overview of the Library's emergency response preparation, management, and operations.*

Support Services Coordinator Melissa Kelly referenced the staff report and addressed procedures set for staff to follow, during an emergency. She addressed staff training, an emergency response manual, evacuation plans and drills, participation in the City's overall emergency planning, dissemination of information to the public, dependency on the City's IT Department, backup of Library information, priorities in terms of securing people and the Library's collection, insurance, and, special collections.

Discussion followed regarding the possibility of staff being CERT trained, certification of staff through FEMA, CPR training, introducing new staff members through the process and procedures via orientation, posted signage, closing procedures and updating the BLT monitoring list and staff procedures.

It was noted this is not a Library policy, but rather a procedure/plan.

3. **Feasibility Study for Library Lecture Hall/Auditorium** – *Staff requests that the Board of Library Trustees approve a proposal from the Auditorium Planning Subcommittee to seek City Council funding for a study to examine the feasibility of constructing a lecture hall/auditorium on the Central Library site.*

Library Services Director Hetherington provided a staff report addressing the Friends room reaching capacity, the number of programs going on there, increased competition for the Friends room, potential ways to accommodate the needs, practices by other libraries, considerations and actions by the Auditorium Planning Subcommittee and requests made to City Council.

Trustee Johnson-Tucker added speaking with the Library Foundation and noted their approval for moving forward with the request.

It was noted that the project is worthy of a feasibility study. Discussion followed regarding options for consideration, the need for professional advice, the San Diego facility being rented out to area businesses, and the Newport Beach Witte Lecture Series.

Motion made by Secretary Palk and seconded by Trustee King and carried (5-0-0-0) to approve a proposal from the Auditorium Planning Subcommittee to seek City Council funding for a study to examine the feasibility of constructing a lecture hall/auditorium on the Central Library site.

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

4. **Retail Space on the Second Floor Expansion** - *Staff will request that the Board of Library Trustees recommend to City Council that the retail space on the second floor expansion be leased by the Credit Union of Southern California.*

Library Services Director Hetherton provided a staff report addressing background, options considered, original plans, benefits of the use, costs with changing the facility, and recommendations.

Trustee Johnson-Tucker commented unfavorably on the idea noting that she was excited with the idea of turning it into an art space or a store. She asked regarding consideration by the Arts Commission and use of the funds recently contributed by the Balboa Theater.

Library Services Director Hetherton reported that the money is targeted towards performing arts programming.

Trustee Johnson-Tucker stated she does not see the benefit of having a credit union occupy the space and suggested creating a use that is appealing to everybody and is attractive and desirable.

Brief discussion followed regarding the terms of the lease.

Vice Chair Prichard stated he will defer to the good judgement of staff.

Chair Grant commented on the desirability of having a use that is library or arts related but understood the economy of having a paying customer in there. She reported that it is not feasible to maintain an arts-related lease there. She added that she sees the need for City employees to have a credit union and noted it was part of the original plan for City Hall.

Discussion followed regarding challenges with Library staff in maintaining an arts-related use, being sensitive to the City's original intent and the availability of an ATM machine.

Trustee King spoke in support of a credit union and an ATM machine in the space.

Discussion followed regarding required action, public and staff opinions/support regarding the item and lease terms.

Library Services Director Hetherton reported the matter will be considered by City Council in July and that he will have a representative from the City's Community Development Department provide a report at the Board's meeting in June.

Chair Grant added that it would be helpful to invite Members of the Arts Commission to attend the Board's next meeting.

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.*

Library Services Director Hetherton provided an update of Library activities including outreach to residents about the proposed Corona del Mar Library and activities and programming during the month of April. He reported that Tina Watson retired and addressed restoration of the "Seagulls in Flight" sculpture.

2. **Friends of the Library Liaison Report** - *Trustee King's update of the most recently attended Friends of the Library Board meeting.*

Trustee King provided an update of a recent meeting of the Friends of the Library and addressed topics discussed and actions taken including use of credit cards. Additionally, he reported that membership is up and that book sales continue to be very popular. Their next meeting will be on June 9th.

3. **Library Foundation Liaison Report** – *Trustee Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.*

Trustee Johnson-Tucker provided an update of the Library Foundation's recent Board meeting. She addressed topics considered including an update of the lecture series, the Library's wish list and the need for a lecture hall/auditorium.

4. **Witte Lectures Committee Liaison Report** - *Secretary Palk's update of the most recently attended Witte Lectures Committee's monthly meeting.*

Secretary Palk provided an update of the Witte Lectures Committee's monthly meeting including planning for next season, evaluations, suggestions for improving future lectures and an upcoming retreat. She reported she will be unable to attend their next meeting and Vice Chair Prichard offered to attend in her place. The meeting will be held on June 4th at 9:00 a.m.

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)

Chair Grant noted next month will be a heavy agenda and listed items currently on same.

Library Services Director Hetherington stated that the Adult Services Update can be postponed until December 2015.

The June agenda will include an update on the Corona del Mar Branch Library, the Budget report, use of the Retail Space and consideration of the proposed changes to the Corona del Mar Library and Fire Station.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented positively on the Library's Emergency Plan, the importance of updating the plan in terms of protecting technology and agreed with Trustee Johnson-Tucker's comments regarding use of the retail space in the Library. Additionally, he commented on a recent meeting of the Friends of the Library and made suggestions regarding the visioning for the future.

8) ADJOURNMENT – 7:02 p.m.

Submitted by: _____
Approval of Minutes

**NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
MAY 2015**

<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>5/1/2015</u> <u>Hand Written Note</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>5/1/2015</u></p>	<p>Please install a deoderizer system in the upstairs bathroom similar to the men's restroom downstairs.</p>	<p>Good Morning, Thank you for your suggestion to install a deodorizer in the restroom upstairs. I have spoken with facilities staff and they will be installing a solution very soon. Your input is very much appreciated.</p>
<p align="center"><u>2</u> <u>5/1/2015</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>5/5/2015</u></p>	<p>Good afternoon, I am one of the recruiting deputies with the Orange County Sheriff's Department. I notice you have banners that hang outside of the Fire Station. They are on the wall facing Irvine Blvd. Is this something you control or do I need to contact the Fire Dept? We are hiring and would like to put a banner up. Thank you!</p>	<p>Good Afternoon, You would, indeed, need to contact the Fire Dept. to ask about hanging banners at any stations. Good luck with your recruiting!</p>
<p align="center"><u>3</u> <u>5/2/2015</u> <u>Comment Form - Email</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>5/4/2015</u></p>	<p>Does NBPL still accept books dropped off for donation? Are there any restrictions or limitations of hours or type of books?</p>	<p>Books may be donated to the Friends of the Newport Beach Library. These books are sold in their bookstore or during quarterly book sales at the Central Library. The money from the sale of books is donated to the Library to support programs and collections. You may drop off your donated books at the Friends Bookstore on the first floor of the Central Library or at any of the 3 Branch Libraries during the Library's open hours. For specific information regarding the types of materials that the Friends accept, please contact the Book Store directly at (949) 759-9667. The store hours are: Monday - Saturday 10:30-4:30 and Sunday 1:00-4:00 The Friends of the Library are a 501c3 non-profit organization and they will give you a donation receipt for your tax purposes. Thank you for using the Library.</p>
<p align="center"><u>4</u> <u>5/4/2015</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>5/4/2015</u></p>	<p>Good afternoon, I am writing in regards to the position posted on the government jobs site for your librarian position. The reason I am writing is there seems to be a glitch in the UI/UX during the application process, in lieu of this I am trying to find an alternative. Perhaps I can come in and meet the hiring manager and drop off my application and resume?</p>	<p>Good Morning, I'm sorry you are experiencing issues with the system. I am sending your comments to our HR Department to most directly address these concerns. Thank you for your interest!</p>

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<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>5</u> <u>5/4/2015</u> <u>Comment Form - Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>5/4/2015</u></p>	<p>I would like to suggest that during construction there be a book drop bin at the CDM library location for us to drop off returned books. Thank You</p>	<p>At this time, it is difficult to determine how much accessibility staff will have at the CDM branch construction site, but we will consider any suggestion to maintain the branch's presence and continuity during the closure. I can say with confidence, however, that the Library maintains a concierge service at OASIS, and customers can both return and pick up library materials at that location. We will continue to offer that service. Lastly, I also want to let you know that the CDM Branch architect will be at the next Library Board meeting on May 18th and he will presenting design concepts and soliciting input from the residents. Thanks very much,</p>
<p><u>6</u> <u>5/17/2015</u> <u>Comment Form - Written</u> <u>Rebecca Lightfoot</u> <u>Mariners Branch Librarian</u> <u>5/18/2015</u></p>	<p>The helpful staff @ Mariners' branch is what I like most. Please provide hand sanitizer pumps to deter germs spreading - many hands on many items.</p>	<p>Thank you for your kind comments about the Mariners library and our staff. I'm so glad we are meeting your expectations, and I appreciate you taking the time to let us know how we are doing. Thank you for your suggestion to provide hand sanitizer. We'll take it under consideration. If you have any other comments, questions, or suggestions, please do not hesitate to let me know. Thank you,</p>
<p><u>7</u> <u>5/19/2015</u> <u>Mailed Card</u> <u>Library Staff</u> <u>No response info provided</u></p>	<p>Dear Staff - I wanted to send this note of appreciation - as a former O.C. Resident the NBPL was my main Library. I used it to check out materials, use computers and sometimes just to hang out in a quiet corner. Although I moved away years ago I'm very grateful for all the services you provided (as well as materials). The staff I interacted with were always friendly and helpful. Thank you for being there for me - and the community!</p>	
<p><u>8</u> <u>5/21/2015</u> <u>Comment Form - Email</u> <u>Natalie Basmaciyen</u> <u>Adult Services Coordinator</u> <u>5/21/2015</u></p>	<p>Hello there, I was looking over your site and noticed you have a resource page for seniors. I believe I have a suggestion. Could you direct me to the right person?</p>	<p>Hi, thank you for contacting the Newport Beach Public Library. I am the contact for the resource page, so please feel free to forward your suggestions to me. Sincerely,</p>
<p><u>9</u> <u>5/22/2015</u> <u>Comment Form - Written</u> <u>Rebecca Lightfoot</u> <u>Mariners Branch Librarian</u> <u>5/27/2015</u></p>	<p>Tamara has consistently done a deeply professional & nice job at her station very outstanding example of librarian, is she. Would like to see extended weekend hours.</p>	<p>Rebecca sent the following response after she called the customer: "The customer didn't leave an email, just a phone number, so I called and thanked him for his kind words of praise regarding Tamara, and he told me how long he'd been using the Mariners' library, since the old building, and he suggested we really take a strong look at extending our weekend hours. I thanked him for his suggestion. He also had kind words for Piers, which I'll pass along.</p>

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>10</u> <u>5/24/2015</u> <u>Comment Form - Email</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>5/26/2015</u></p>	<p>Dear Newport Beach Public Library, I have many, many books in great condition I would love to donate to the library. Are there specific genres or types of books that the library is currently accepting? They range from nice soft cover and hardcover fiction to young adult/teen books. I would like to know how I can donate them to the library. Do I schedule a time to come by and drop these off? I have been a long-time patron of this library, coming here for about 18 years. Newport Beach Public Library holds a very sentimental spot in my heart, so I would love to give back to the library that has fostered my love of books from since stepping foot in there first grade. Sincerely,</p>	<p>Books may be donated to the Friends of the Newport Beach Library. These books are sold in their bookstore or during quarterly book sales at the Central Library. The money from the sale of books is donated to the Library to support programs and collections. You may drop off your donated books at the Friends Bookstore on the first floor of the Central Library or at any of the 3 Branch Libraries. The Friends of the Library are a 501c3 non-profit organization and they will give you a donation receipt for your tax purposes. Thank you for using the Library, we are glad to have been a part of your life.</p>
<p><u>11</u> <u>5/29/2015</u> <u>Comment Form - Written</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>No response info provided</u></p>	<p>The NBPL is one place now that's actually relatively quiet so I can concentrate. Small item to be improved - but the next time you change your book bags to a new kind, have the handles longer so I can sling it over my shoulders. Thanx.</p>	
<p><u>12</u> <u>5/31/2015</u> <u>Hand Written Note</u> <u>No response info given</u></p>	<p>THE BEST LIBRARY W/ THE BEST STAFF, PERIOD!</p>	

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – June 15, 2015 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

“The most important asset of any library goes home at night – the library staff.”
–Timothy Healy

On May 1, 2015, Newport/Mesa ProLiteracy held its annual fundraising luncheon featuring Ann Packer, author of the recent novel, *The Children’s Crusade*. Mayor Selich introduced the program, which was a resounding success. A touching testimonial from literacy student Yana Newburg was a high point of the program. Ms. Newburg, who spoke about the positive impact Newport/Mesa ProLiteracy has made in her life, is currently enrolled in a post graduate program and recently became a United States citizen. A portion of ticket sales for this event benefited Newport/Mesa ProLiteracy, which is a non-profit charitable organization.

The Library Foundation hosted the 2nd *Bunnies and Books* festival on Saturday, May 9th. The Library Foundation made great use of the expanded Children’s Services area, the patio, and the Civic Green and entertained over 400 guest of all ages. The event included bunny-themed storytelling, kids’ activities, face painting, crafts and a scavenger hunt.

On May 26th, City Council approved the 2015-2016 budget, including the funding of the CDM Branch.

DAVE CURTIS, LIBRARY SERVICES MANAGER

SJSU student, Lauren Dubell, is lined up to intern with NBPL beginning in August. Lauren is excited to get started with the Library’s partnership project with Sherman Library and Gardens, as she loves cataloging and history. We, too, look forward to Lauren working on the project.

May saw two veteran Librarians depart from NBPL. Staff is working with HR to fill the vacated positions as soon as possible. We may see the recruitment process results before the end of June.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Literacy

The Gift of Literacy luncheon held at the Pacific Club was a great success. The program made over \$14,000 on the event from ticket sales, silent auction and raffle opportunities. It was very successful and enjoyed by the attendees.

Mark your calendars for International Literacy Day celebration on September 10th.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Programs at branches varied from dinosaurs (Mariners), royal crafts (CDM) to "Fun with Pete the Cat" at Balboa. The bigger news though at branches involved personnel (Balboa and Mariners) and discussion of a brand new library to be built (CDM).

In early May, Rebecca Lightfoot began her official day-to-day supervision at Mariners as their new Branch Librarian. Rebecca hit the ground running and was welcomed by staff with a potluck. Annika Helmuth, who had been on maternity leave since December returned that week also so Mariners was once again fully staffed. Evelyn Rogers, full-time Children's Librarian I at Central interviewed for the Balboa Branch Librarian position and was asked to take the job there. Evelyn's creativity and talent will be missed at Central but will be very welcomed at Balboa where she is very excited about the prospect of expanding and enhancing Children's programming there.

The "Friends of the CDM Library" group met at the branch on May 14 to discuss the new "Fibrary" project that is slated to begin in 2016. Attendees included library users, City Councilmember Scott Peotter and Branch and Youth Services Coordinator Debbie Walker. Along with their concerns about the proposed branch size, services, and integration into the CDM village, there is a push to incorporate a large mural painted by the late Rex Brandt into the physical construction of the new library facility.

Youth Services

On May 5th Central Library was just a bit safer as there were several "super heroes" roaming about. At the "Super Hero Celebration" those in attendance were able to make fun super hero crafts, answer trivia and show off their super human abilities. The second annual Bunnies and Books Festival (sponsored and funded by NBPL Foundation and the Friends of the Library) was held on Saturday, May 10. Well over 300 children, parents and grandparents had a wonderful time attending an interactive storytime, getting their faces painted, participating in a scavenger hunt, playing organized games and making one of several crafts that were available. The weather was perfect for the event and everyone is looking forward to another great celebration next year.

With Summer Reading Program just around the corner, all locations are working hard to make sure everything is ready for the kick-off on Saturday, June 20.

Teen Services

After taking the month of April off, YAAC met again in May. Everyone shared their spring break activities and discussed current books, movies, video games, etc. that they are enjoying. Volunteer opportunities and Teen Summer Reading were also a topic of discussion. The last meeting of the year will take place on June 9. Meetings will resume in September.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

Medicine in Your Own Backyard series

The well-attended lecture series concluded in May. 175 people attended the lecture. Plans are underway to produce the 2015-2016 series.

Media Lab

A 2nd VHS conversion station was added in the Media Lab on a PC. This popular service allows customers to convert old VHS tapes to DVDs, and DVDs to Blu-Ray.

Wireless Printing: Staff from the Central Library and City IT department collaborated to enable wireless printing. Customers may now print from personal laptops. The service will be introduced at the branches in the near future.

Database FY Comparisons	YTD 14/15	YTD 13/14	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	YTD 14/15
Tracked by #searches														
Ancestry	13568	12113	1015	1116	772	2036	1586	865	920	1420	1815	1640	383	13568
A to Z Databases	3841			264	394	346	385	285	210	281	491	771	414	3841
AskART	81	26	9	7	12	7	8	5	4	9	9	11	23	81
BioResCtr*	865	800	22	58	156	101	56	81	112	51	53	64	111	865
FoF Ancient Hist	678	473	35	3	149	32	33	29	17	24	94	175	87	678
GDL	364	230	21	20	10	60	10	0	31	12	43	19	138	364
GVRL	2058	945	41	34	463	154	84	46	119	177	180	361	399	2058
HeritageQuest	8256	8997	841	481	496	255	507	401	662	321	1908	1433	951	8256
Kids InfoBits	292	333	6	6	15	17	5	5	21	30	147	23	17	292
Lynda.com	4879	1713	409	183	275	349	292	295	812	597	330	680	657	4879
LitResCtr	6760	3958	60	30	139	113	132	112	123	88	1167	464	4332	6760
Opposing Vpts*	1551	1067	51	23	72	117	431	267	45	141	140	20	244	1551
Nat Geo	355	187	21	10	46	16	9	21	16	10	36	74	96	355
Nat Geo Kids	29	76	0	4	2	0	4	5	1	4	7	0	2	29
NovelList Plus	2427	1588	219	162	184	219	131	169	183	253	277	304	326	2427
NovelList K-8 Plus	627	494	70	20	66	236	55	35	20	18	32	34	41	627
ProQuest	31807	33007	2544	2692	3277	2208	2807	2684	2273	2346	4176	3634	3166	31807
Oxford Art Online	65	124	0	3	3	1	16	15	0	0	27	0	0	65
Ref USA Bus.	23442	37811	2261	2998	2627	2230	2100	1915	2257	1826	1433	2191	1604	23442
Ref USA Res.*	1545	1381	222	150	105	286	64	63	189	84	160	117	105	1545
Tumblebooks	11114	12765	493	365	665	1215	1212	1283	830	1432	1499	912	1208	11114
World Book Online	590	986	8	6	92	87	43	77	70	33	76	39	59	590
Tracked by #sessions														
Cypress Resume	103	141	9	25	7	5	7	10	6	7	5	4	18	103
LiveHomework	213	288	13	4	12	32	27	18	13	26	32	18	18	213
Testing & EdRefCtr	431	567	59	34	48	35	45	32	28	30	68	17	35	431
Universal Class	575	642	92	47	36	32	19	57	91	57	40	43	61	575
Tracked by #page views														
Consumer Reports										964	1102	104	2009	4179
CultureGrams	3803	5156	35	89	874	108	172	49	74	122	140	78	2062	3803
Morningstar	61111	47389	5150	6000	5276	5340	5340	5121	5183	5242	6181	4098	8180	61111
NetAdvantage	36913	15541	5862	7445		5215	2198	2103	2119	2130	3310	2587	3944	36913
RealQuest	8296	5610	131	83	372	6360	242	333	94	126	242	75	238	8296
Rocket Languages	642	655	169	45	50	19	14	45	70	25	84	46	75	642
Value Line	129738	200241	8751	9053	9932	10463	12119	11408	12754	13422	12605	13880	15351	129738

Proquest Articles Retrieved

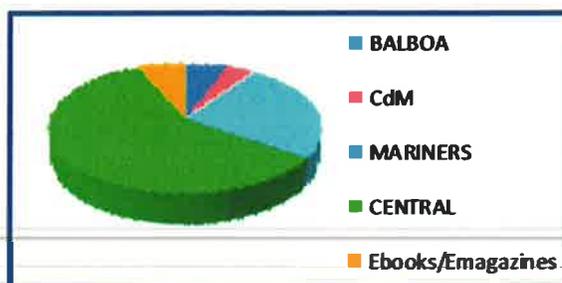
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	AVG.
Business Databases	299	1151	400	566	628	539	497	468	912	1271	765	681
Newspapers--Current	995	1535	3004	1622	1234	910	597	739	1901	1412	1293	1386
Newspapers--Historical	3831	2824	2142	2145	2497	2639	2368	2445	3968	4085	2677	2875
Magazines	43	56	86	50	90	84	39	94	143	128	96	83

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NEWPORT BEACH PUBLIC LIBRARY - MAY 2015

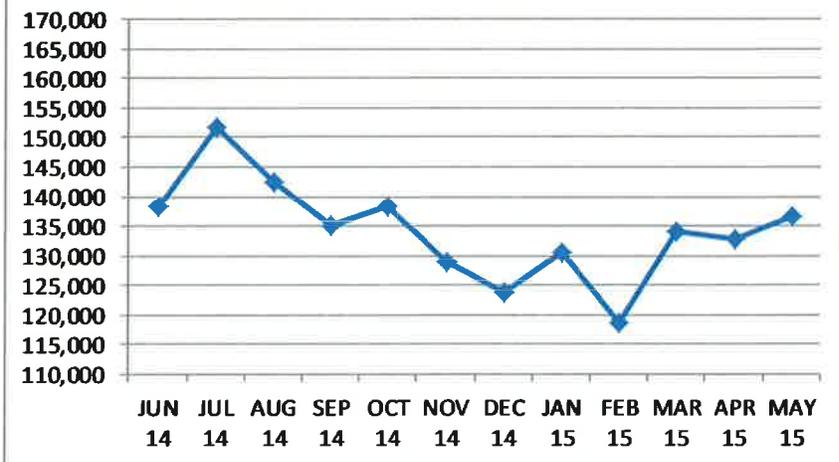
CIRCULATION CURRENT

	May-15	YTD 14/15	YTD 13/14
BALBOA	7,956	82,731	92,309
CdM	5,411	56,457	64,561
MARINERS	34,258	374,860	388,952
CENTRAL	80,210	864,602	922,498
Ebooks/Emagazines	8,928	94,370	83,120
TOTAL	136,763	1,473,020	1,551,440



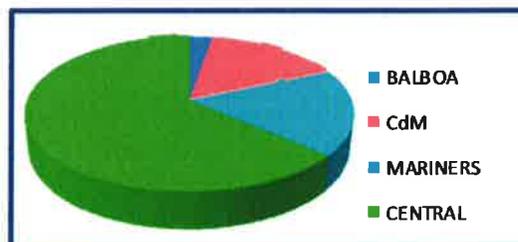
12 Month Comparison

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
JAN 15	130,556
FEB 15	118,735
MAR 15	134,039
APR 15	132,689
MAY 15	136,763
TOTAL	1,611,432



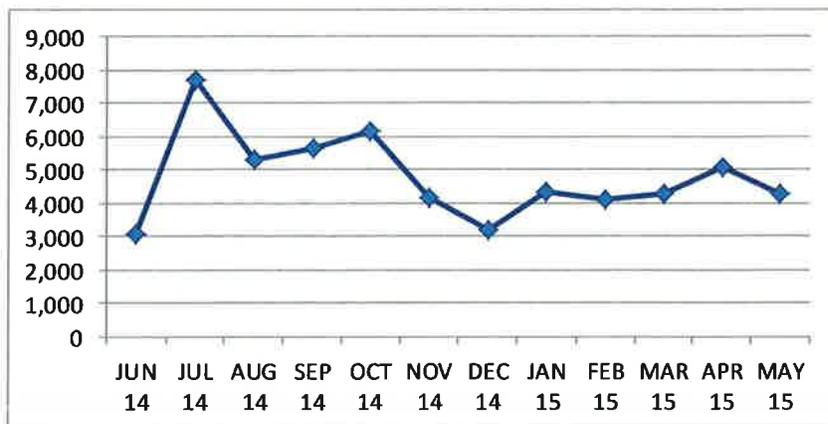
PROGRAM ATTENDANCE CURRENT

	May-15	YTD 14/15	YTD 13/14
BALBOA	114	1,128	2,490
CdM	676	6,438	6,902
MARINERS	766	9,091	8,614
CENTRAL	2,730	37,567	28,913
TOTAL	4,286	54,224	46,919



12 Month Comparison

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
JAN 15	4,305
FEB 15	4,100
MAR 15	4,280
APR 15	5,100
MAY 15	4,286
TOTAL	57,282

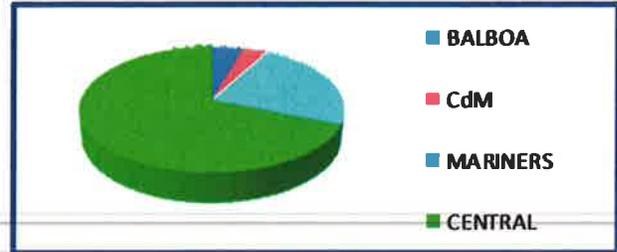


NEWPORT BEACH PUBLIC LIBRARY - MAY 2015

CUSTOMERS SERVED IN THE LIBRARY

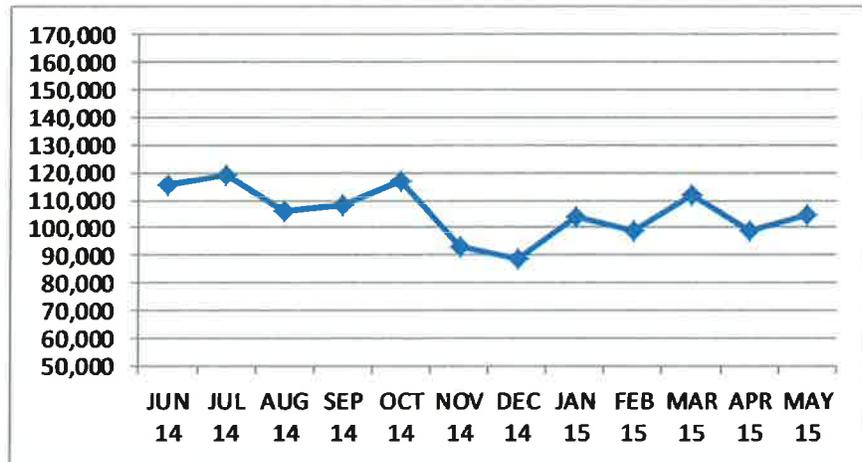
CURRENT

	May-15	YTD 14/15	YTD 13/14
BALBOA	4,620	51,048	56,504
CdM	3,685	38,426	43,617
MARINERS	24,252	269,772	260,933
CENTRAL	71,753	790,433	923,381
TOTAL	104,310	1,149,679	1,284,435



12 Month Comparison

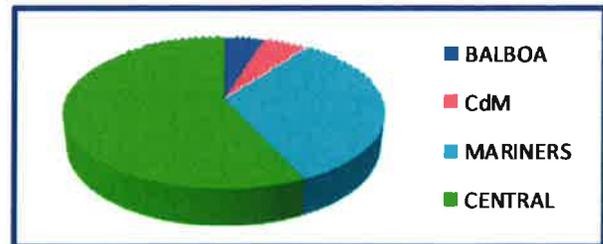
JUN 14	115,406
JUL 14	119,069
AUG 14	105,858
SEP 14	108,480
OCT 14	116,853
NOV 14	92,770
DEC 14	88,732
JAN 15	103,773
FEB 15	99,216
MAR 15	111,841
APR 15	98,777
MAY 15	104,310
TOTAL	1,265,085



REFERENCE

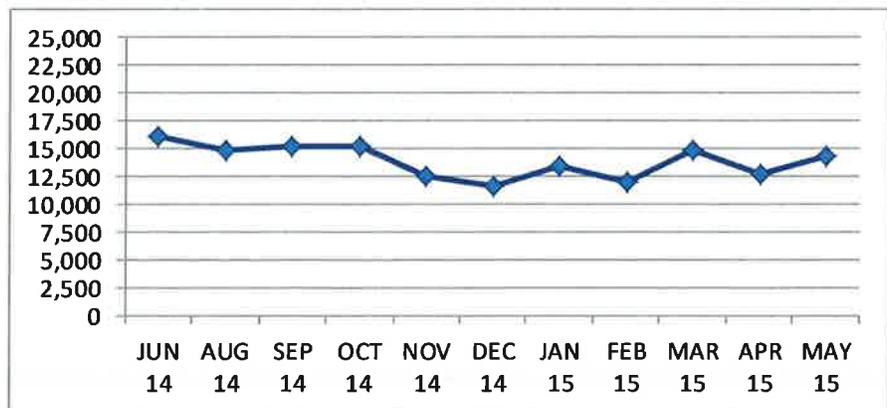
CURRENT

	May-15	YTD 14/15	YTD 13/14
BALBOA	695	8,665	7,623
CdM	784	7,505	7,968
MARINERS	4,659	53,061	55,973
CENTRAL	8,125	83,139	102,740
TOTAL	14,263	152,370	174,304

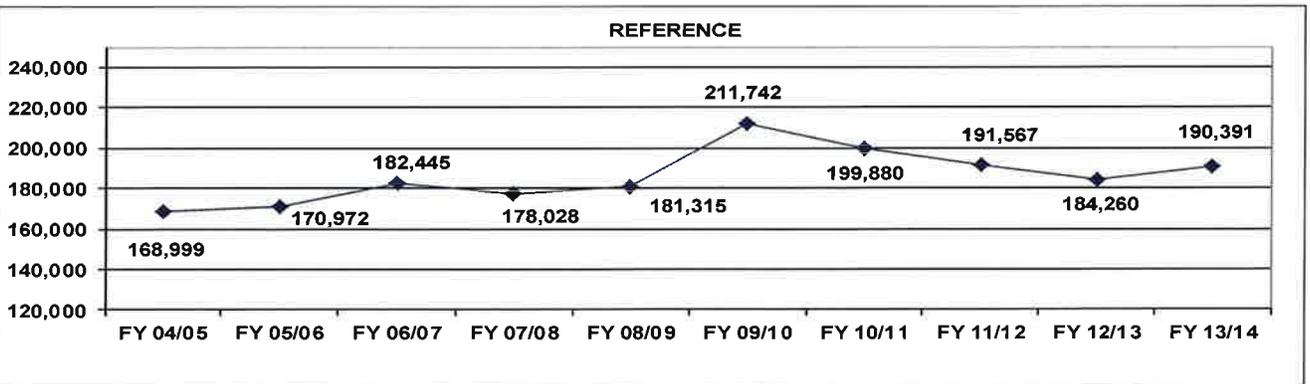
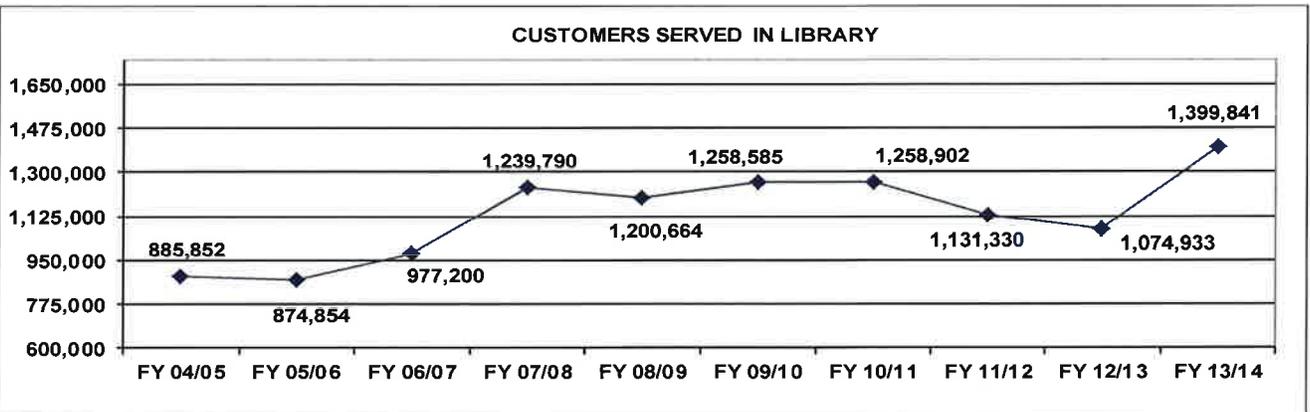
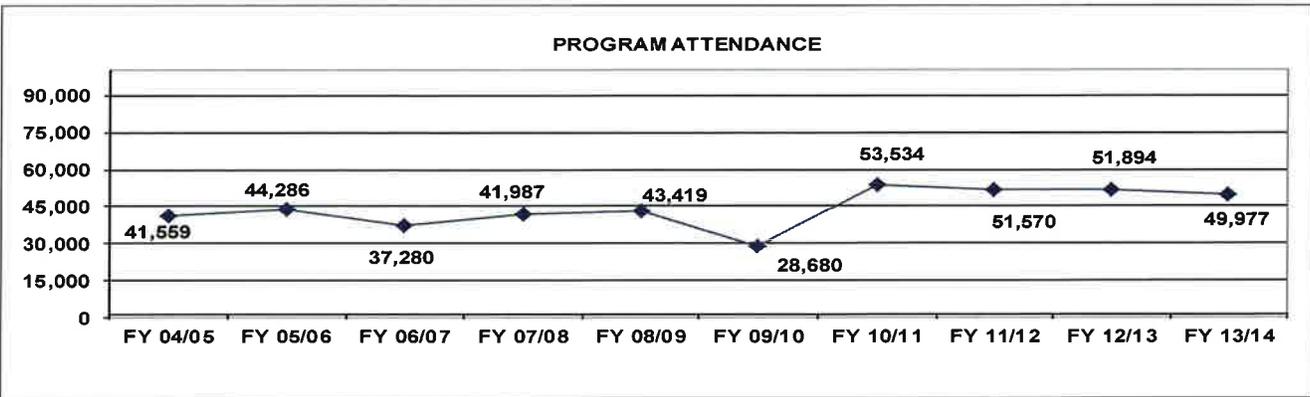
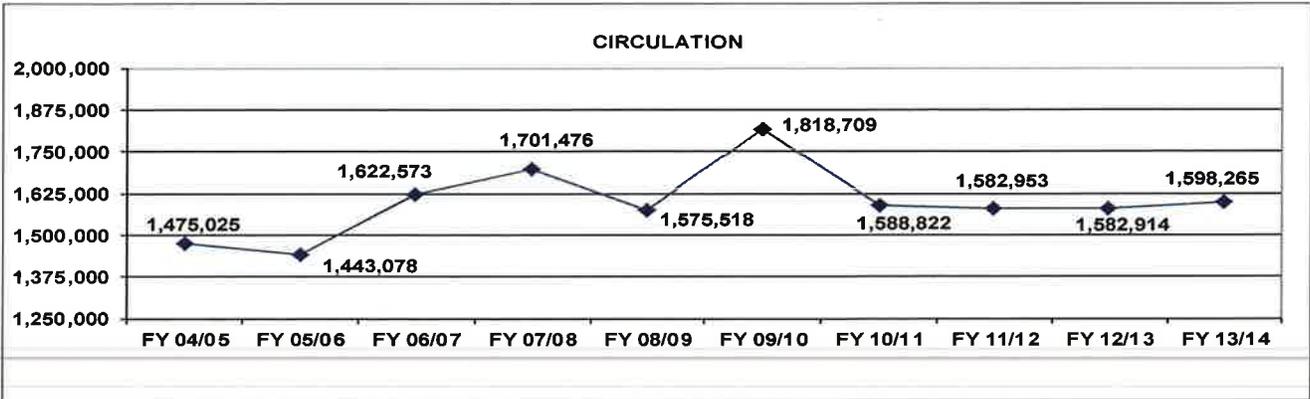


12 Month Comparison

JUN 14	16,087
AUG 14	14,905
SEP 14	15,184
OCT 14	15,250
NOV 14	12,598
DEC 14	11,672
JAN 15	13,358
FEB 15	12,007
MAR 15	14,870
APR 15	12,692
MAY 15	14,263
TOTAL	152,886



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SUNGARD PENTAMATION
 DATE: 06/10/2015
 TIME: 12:33:11

CITY OF NEWPORT BEACH
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTALL

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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-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	287,104.68	.00	2,436,763.32	165,751.08	93.63
7020	SALARIES - PART TIME	351,734.67	51,927.50	.00	440,844.12	-89,109.45	125.33
7030	SALARIES - SEASONAL	531,289.19	30,803.99	.00	245,785.89	285,503.30	46.26
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	23.41	.00	1,444.39	438.61	76.71
7062	NIGHT DIFF, MISC	10,262.52	1,093.00	.00	9,200.95	1,061.57	89.66
7110	CAR ALLOWANCE	4,800.00	553.86	.00	4,615.50	184.50	96.16
7114	CELL PHONE STIPEND EXP	3,000.40	664.74	.00	3,840.62	-840.22	128.00
7210	HEALTH/DENTAL/VISION FT	719,169.08	76,176.80	.00	648,995.29	70,173.79	90.24
7211	HEALTH/DENTAL/VISION PT	6,700.00	5,916.96	.00	45,469.24	-38,769.24	678.65
7223	ANNUAL OPEB COST	133,135.11	11,094.60	.00	122,040.60	11,094.51	91.67
7227	RHS \$2.50 CONTRIB	28,499.90	3,086.56	.00	32,577.67	-4,077.77	114.31
7290	LIFE INSURANCE	3,881.36	307.63	.00	3,491.88	389.48	89.97
7295	EMP ASSISTANCE PROGRAM	874.46	73.08	.00	816.89	57.57	93.42
7370	WORKERS' COMP, MISC	69,174.00	5,764.50	.00	63,409.50	5,764.50	91.67
7373	COMPENSATED ABSENCES	91,088.00	7,590.67	.00	83,497.37	7,590.63	91.67
7425	MEDICARE FRINGES	50,060.29	5,801.73	.00	49,143.92	916.37	98.17
7439	PERS MISC EE CNTRBN	226,909.33	19,380.51	.00	200,502.64	26,406.69	88.36
7440	PERS MISC ER CNTRBN	234,389.91	35,915.24	.00	211,978.35	22,411.56	90.44
7445	MISC RETIRE CONTRIB	-314,869.23	-23,445.15	.00	-266,262.14	-48,607.09	84.56
7446	UNFUNDED LIABILITY-MISC	320,691.74	23,348.54	.00	279,270.10	41,421.64	87.08
7460	RETIREMENT PART TIME/TEM	19,923.34	1,992.48	.00	17,541.40	2,381.94	88.04
	TOTAL SALARIES & BENEFITS	5,095,111.47	545,175.33	.00	4,634,967.50	460,143.97	90.97
1ST SUBTOTAL-800 OPERATING EXPENSES							
8010	ADVERT & PUB RELATIONS	12,783.00	49.36	.00	12,680.67	102.33	99.20
8012	PROGRAMMING	23,038.00	8,343.83	.00	14,503.47	8,534.53	62.95
8020	AUTOMOTIVE SERVICE	6,000.00	224.08	.00	2,071.29	3,928.71	34.52
8022	EQUIP MAINT ISF	7,725.19	643.77	.00	7,081.47	643.72	91.67
8024	VEHICLE REPLACE ISF	5,492.40	457.70	.00	5,034.70	457.70	91.67
8030	MAINT & REPAIR - EQUIP	12,700.00	.00	.00	1,006.20	11,693.80	7.92
8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	2,363.69	1,636.31	59.09
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BUILDIN	108,900.00	3,877.71	.00	103,567.18	5,332.82	95.10
8050	PSTGE,FREIGHT,EXPRESS NO	12,000.00	.00	.00	7,505.77	4,494.23	62.55
8060	PUBLICATIONS & DUES NOC	8,000.00	.00	.00	2,427.98	5,572.02	30.35
8070	RENTAL/PROP & EQUIP NOC	400.00	13.39	.00	265.98	134.02	66.50
8080	SERVICES-PROF & TECH NO	3,000.00	393.75	.00	3,984.15	-984.15	132.81
8081	SERVICES - JANITORIAL	113,500.00	7,871.85	.00	92,643.50	20,856.50	81.62
8086	SERVCS-OTHER PRINT VEND	2,000.00	.00	.00	1,810.25	189.75	90.51
8089	SVCS-CITY PRINT CONTRACT	1,488.00	166.32	.00	470.29	1,017.71	31.61
8100	TRAVEL & MEETINGS NOC	8,125.00	-5.05	.00	1,276.26	6,848.74	15.71
8105	TRAINING	8,472.11	.00	.00	667.49	7,804.62	7.88
8112	UTILITIES - TELEPHONE	5,425.00	495.22	.00	5,041.83	383.17	92.94
8114	UTILITIES - NATURAL GAS	12,850.00	124.12	.00	9,272.18	3,577.82	72.16
8116	UTILITIES - ELECTRICITY	208,900.00	16,892.72	.00	217,048.11	-8,148.11	103.90
8118	UTILITIES - WATER	20,500.00	1,250.48	.00	14,163.80	6,336.20	69.09

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SUNGARD PENTAMATION
 DATE: 06/10/2015
 TIME: 12:33:11

CITY OF NEWPORT BEACH
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
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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	25,700.00	2,498.08	.00	21,688.80	4,011.20	84.39
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	219.64	.00	1,109.28	1,540.72	41.86
8144	SUPPLIES- COPY MACHINE	13,220.00	37.79	.00	8,858.72	4,361.28	67.01
8150	SUPPLIES- JANITORIAL NOC	27,050.00	1,836.87	.00	27,461.25	-411.25	101.52
8160	MAINT & REPAIR NOC	7,000.00	325.00	.00	3,743.16	3,256.84	53.47
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	450.83	.00	12,287.86	3,212.14	79.28
8204	UNIFORM EXPENSE	200.00	3.16	.00	202.22	-2.22	101.11
8260	LIBRARY MATERIALS	629,048.02	21,398.17	24.02	551,503.49	77,520.51	87.68
8311	HARDWARE-MONITOR/PRINTER	3,500.00	.00	.00	1,048.11	2,451.89	29.95
8318	IT ISF OPERATING CHARGE	359,615.48	29,967.96	.00	329,647.56	29,967.92	91.67
8319	IT ISF STRATEGIC CHARGE	132,630.28	11,052.52	.00	121,577.72	11,052.56	91.67
8340	GENERAL INSURANCE	103,335.00	8,611.25	.00	94,723.75	8,611.25	91.67
8716	SPECIAL EVENT LIABILITY	3,500.00	.00	.00	2,589.60	910.40	73.99
	TOTAL OPERATING EXPENSES	1,912,247.48	117,200.52	24.02	1,681,327.78	230,895.68	87.93
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	7,009,358.95	662,375.85	24.02	6,316,295.28	693,039.65	90.11
TOTAL REPORT		7,009,358.95	662,375.85	24.02	6,316,295.28	693,039.65	90.11

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
Jun 16, 2014	Branch Update - Corona del Mar	Jun 15, 2015
	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)	Jun 15, 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
Jun 20, 2015	Adult and Reference Services Update (Every May and November)	Nov 16, 2015
Dec 15, 2014	Review Holidays / Meeting Schedule	Dec 21, 2015
Dec 15, 2014	Adult and Reference Services Update (Every June and December)	Dec 21, 2015
Jan 20, 2015	Critical Review of Online Database Resources & Services / Database Usage Report	Jan 18, 2016
Feb 17, 2015	Annual Budget Update	Feb, 15 2016
Feb 17, 2015	Review of Library Expansion Donor Wall Naming / NBPL Foundation	Feb, 15 2016
Feb 17, 2015	Arts & Cultural Update	Feb, 15 2016
Feb 17, 2015	Downloadable Services	Feb, 15 2016
Mar 16, 2015	Branch Update - Balboa	Mar 21, 2016
Mar 16, 2015	Media Suite Update	Mar 21, 2016
Mar 16, 2015	Library Material Selection	Mar 21, 2016
Apr 20, 2015	Marketing Update	Apr 18, 2016
May 18, 2015	Library Emergency Plan	

6/9/2015

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Debbie Walker, Branch Services Coordinator
Tim Hetherton, Library Services Director

TITLE: Corona del Mar Branch Update

HISTORY

The Corona del Mar Library officially opened on its current site on July 28, 1959. In 1968, additional square footage was added to bring the library to its current size of 3795 square feet. In early 2009, a modest renovation was undertaken to support a more updated service model and to commemorate the Branch's 50th Anniversary.

THE COMMUNITY

Corona del Mar is a part of the incorporated City of Newport Beach, but maintains a separate identity as a community. Quality of life issues are important to village residents: parking, traffic, business zoning, access to City services, etc. Residents enjoy the "village" lifestyle with distinct and accessible residential and commercial areas. CDM Branch customers have indicated that the Branch is considered an amenity worth preserving, and that the branch contributes to the identity and quality of life in the village.

DEMOGRAPHICS

Recent census data indicates that the 92625 zip code that comprises much of the branch's service area is a balanced mix of ages.

Total population	11,975
Male	5,623
Female	6,352
Under 5 years	566
5 to 9 years	496
10 to 14 years	313
15 to 19 years	378
20 to 24 years	530
25 to 34 years	1,277
35 to 44 years	1,537

45 to 54 years	1,759
55 to 59 years	983
60 to 64 years	1,067
65 to 74 years	1,469
75 to 84 years	1,011
85 years and over	589
Median age (years)	49.5

SOURCE: American Fact Finder, 2013 American Community Survey
<http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

STATISTICS

Circulation statistics tell us that there are 9,056 registered cardholders in the 92625 zip code. This represents about 76% of the population. The circulation of materials is steady and commensurate with the number of cardholders. Program attendance is high, mainly due to the Branch's Children's Services emphasis.

CDM Branch Statistics, April 2015

- Customers served: 3,583
- Circulation: 5178
- Program attendance: 591

Daily Averages, April 2015*:

- Customers served: 155
- Circulation: 225
- Program attendance: 25
(per program)

*CDM Branch was open 23 days in April 2015

CDM Branch Statistics, Fiscal Year 2013/14:

- Customers served: 23,899
- Circulation: 35,824
- Program attendance: 3,795

Daily Averages, Fiscal Year 2013/14*:

- Customers served: 100
- Circulation: 150
- Program attendance(per program): 37

*CDM Branch was open 238 days in FY 2013/14

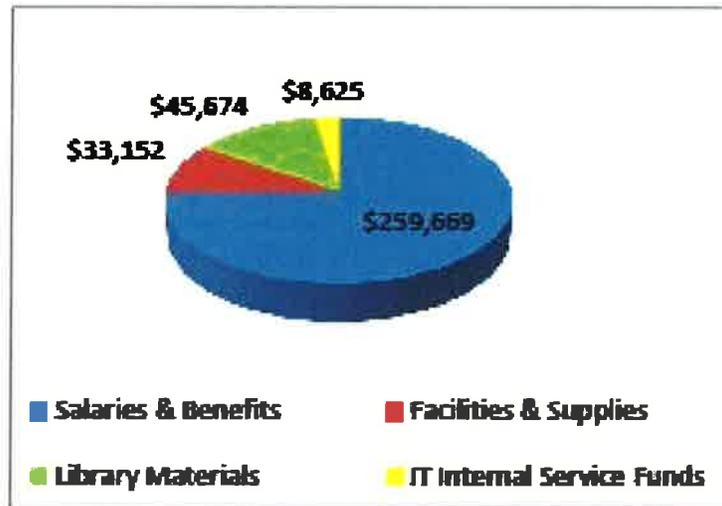
Registered cardholders in the 92625 zip code: 9,056

BUDGET

The Corona del Mar Branch has a staffing complement that results in higher costs for salary and benefits than the larger Balboa Branch Library. However, the cost of the branch overall represents a small portion of the NBPL budget. Salary and benefits for CDM branch represents a little more than 5% of the total Library budget. The average per capita cost for each 92625 resident is about \$26. The average cost per 92625 cardholder is about \$38.

Operational costs, FY 2013/14:

• Salaries & benefits:	\$259,669
• Facilities & supplies:	\$33,152
• Library Materials:	\$45,674
• IT Internal Service Funds:	\$8,624



SERVICE MODEL

Collections are based on the "popular library" model: current, multiple copies of best sellers, new nonfiction, DVDs, audio books, music CDs, and popular, current magazines. Customers are encouraged to make suggestions for new books and media and to use the Library's automated system for placing reserves on materials that can be sent and picked up at the branch. Collections are driven by check-out patterns; since more than 50% of CDM's total circulation is media — DVDs, audio books, and music CDs — the Library accommodates demand by providing these items in sufficient quantities. There is an increasing focus on downloadable eBooks and media through NBPL's eBranch. Less space devoted to collections means more comfortable spaces for programming, quiet study, and computer use which has helped to expand the appeal of the Branch. Children's materials have been updated and refreshed, concentrating on picture books, easy readers, and DVDs that circulate most frequently. The current

materials collection size stands at just over 17,000 items, some 9000 plus items designated as Adult materials and the rest as juvenile/teen. This includes print items (books, periodicals) and audio-visual materials (DVDs, audio books and music CDs).

There is a heavy emphasis on Children's programming at the Branch. With the 2009 remodel, the Library Administration assigned a particularly adept Children's Services Library Assistant to inject some vitality into the Branch's offerings for juvenile customers. This move has reinvigorated Children's programming at the branch, and has generated a great deal of support for the Branch.

Regular story times throughout the week are as follows:

- Books & Babies (Tuesdays at 10:30)
- Preschool (Wednesdays at 10:30)
- Songs & Stories (Fridays at 10:30)

In addition, there are monthly craft activities with varied themes and focus, ongoing participation in "1000 Books Before Kindergarten", and annual participation in Summer Reading Program and the In-n-Out Cover-to-Cover program. In terms of outreach, the Library Assistant does visit the closest Newport Mesa elementary school (Harbor View) in early June to promote Summer Reading Program. The branch also participates in the annual CDM Christmas Walk event held the first Sunday of December.

Statistics indicate that Children's programming is popular at the CDM branch but careful analysis also shows the following: certain story times, particularly Songs & Stories and Books & Babies do draw consistently large numbers, averaging 50 – 60 attendees per session while Preschool story time reflects a much lower attendance with some 20 – 30 participants on average. Craft events are modestly attended (on average 15 – 20) and the overall numbers for Summer Reading Program are lowest at CDM in comparison with all other NBPL locations. Performers booked at the branch for Summer Reading Program do draw solid numbers but the craft events for SRP again show much lower numbers

STAFFING

For safety reasons, Library operational procedures require that at least two employees be scheduled to be working in a facility at any one time. Current CDM Branch staffing includes one full-time Library Clerk, one full-time Library Assistant, and one part-time Library Page. A Librarian II who acts as Branch Librarian also works at the branch two full days of the week. Throughout the workweek, there will be any combination of the above-mentioned staff to assure that there are always two people in the building. The current desk configuration serves to accommodate the circulation function of checking items in and out, issuing library cards, collecting fines and fees, etc. The other desk is used primarily by the reference staff (Library Assistant and Branch Librarian) to place holds, answer reference inquiries, and provide readers' advisory.

FURNISHINGS/TECHNOLOGY

There are currently six fixed computers for public usage in the adult area of the branch and two in the Children's area. There are also two laptops that may be checked out to use within the branch. There is also a printer for use with the public computers, a photocopier and a scanner that may be used free of charge. At the Reference service desk there is a printer with fax capability that is utilized to send faxes for library customers as needed. Seating is provided in a variety of ways for adults: armchairs with footrests, office type chairs at the study desks and standard library chairs at the computer stations and round tables. In the children's area there are three tables with seating, read-to-me loveseats and chairs in addition to chairs at the children's computers. Colorful rugs, beanbags and "read-to-me" furniture rounded out the Children's portion of the branch and served to brighten up the area.

CONCLUSION

Based on statistics, observations, and staff and customer input, we feel that there is a strong case in moving forward with a new facility that will keep the current service model primarily intact. The Library Administration is convinced that the service model that has been in place since the 2009 remodel will continue to serve the new facility well. Customer and staff response to Branch services have proved to be overwhelmingly popular. A new building will afford the library system the opportunity to add some desirable amenities to the Branch, such as an outdoor seating area, an increased number of power outlets, and seating areas designed to provide much greater flexibility to those using personal technological devices, for quiet study, and to maximize the space of public areas. Customer use patterns indicate that a move from fixed public computers to "portable" laptops and tablets that allow for mobility is warranted. Tablet usage would also be recommended for the Children's area, again allowing for increased mobility and portability and for greater flexibility in the use of available space to allow for more heavily attended programming events.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Corona Del Mar Branch Project

DISCUSSION:

Mr. Kelley Needham of WLC Architects and City Public Works will present different conceptual layouts and potential design elements, in addition to providing opportunities for resident input for the Corona Del Mar Branch project.

WLC Architects, Inc. provides complete architectural services, urban and regional master planning, and interior design. WLC is proud to be considered one of the leaders in the design of educational, community, civic, and religious facilities in California. Based in Rancho Cucamonga, WLC has been in business for 41 years and has experience with both Library and Fire Station design. Past projects include the Haskett Branch Library in Anaheim, the Robbie Waters Pocket-Greenhaven Library in Sacramento, and the Victoria Gardens Cultural Center in Rancho Cucamonga.

Kelly Needham, AIA, who will serve as the architect for the project, will be in attendance at the April 20 Board of Library Trustees meeting. Mr. Needham joined WLC Architects in April 1986, and has been a Principal since 2003. He has a wide variety of experience and expertise in project design. His work has a strong emphasis on human needs and how to integrate these needs into the built environment. He has experience in a wide variety of project types but has specialized in the design of civic, educational and essential service facilities.

NOTICING:

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TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Melissa Kelly, Library Support Services Coordinator
949-717-3852, mkelly@newportbeachca.gov

PREPARED BY: Melissa Kelly, Library Support Services

TITLE: Budget Amendments for Fiscal Year 2014-2015

The Library's Materials and Operations Budget is amended when we receive funds from Grants, donations and gifts. Most of the additional funding is received from the Friends of the Newport Beach Library and the Newport Beach Public Library Foundation. In this past year the FOL added \$245,000 to the Library's overall expenditures. The NBPLF added \$224,000 to cover "wish list" items and \$19,450 in designated gifts for a total of \$243,495.

An additional source of funding this fiscal year came from our local Library Consortium, Santiago Library System who received funding from the California State Library on behalf of the consortium members. These funds totaled \$4,156 and were designated to be spent on electronic materials and training. In fiscal year 2013-2014 our portion of the California State Library grant to the consortium members totaled \$6,283. These funds were dispersed too late in the fiscal year to be spent; therefore they were moved forward into the 2014-2015 fiscal year and used for public communication and promoting library services.

Another area of the Library's budget that is substantially altered from initial budget to the year end is in the Library Literacy Program. The initial 2014-2015 budget allocation for the Library Literacy Program was \$44,369 which covers approximately one-third of the cost to operate the program. The balance of the funding for this comes from the California State Library Literacy grant, donations and Newport/Mesa ProLiteracy fundraising. These extra funds increased the literacy budget to \$120,574 for this fiscal year.

The attached spread sheet shows the accounts into which these additional funds were allocated to cover expenditures.

Attachment: Annual Budget Amendment Report

Amended Budgets
2014-2015

UNIT	FUND	Original	Ammend	SOURCE*	Amt Added			
Lib Admin	8010	Advertising & PR	6,000	12,283	SLS-CSLS	6,283	Roll over from 13/14	
	8105	Training	7,500	7,972	SLS-CSLS	472		
	8260	Library Materials	619764	623,448	SLS-CSLS	3,684		
		Lib Admin TOTAL	633,264	643,703		10,439		
Literacy	7020	Salaries - PT	34,112	79,362	CSLL/NMPL/NBPLF	45,250		
	7211	Benefits	865	10,065	CSLL/NMPL/NBPLF	9,200		
	74xxx	Retirement funding	9,392	5,609	City Adjustment			-3,783
	8010	Advertising & PR	0	500	Friends of the Library	500		
	8012	Programming	0	16,538	NMPL/FOL	16,538		
	8060	Publications & Dues	0	500	FOL	500		
	8100	Travel & Meetings	0	500	FOL	500		
	8105	Training	0	500	FOL	500		
	8140	Supplies	0	1,400	NMPL/FOL	1,400		
	8260	Library Materials	0	5,600	NMPL/FOL	5,600		
		Literacy TOTAL	44,369	120,574		79,988		

*SOURCE	Source Description	Total Received
SLS-CSLC	Santiago Library System/CA St	10,439
CSLL	CA State Library Literacy Fundi	34,988
NBPL	NBPL Foundation	5,000
FOL	Friends of the NBPL	5,000
NMPL	Newport/Mesa ProLiteracy	35,000

Foundation	8012	Programming	3,000
	8040	Maintenance	5,000

8200	Special Dept Supp.	16,495
8260	Library Materials	86,000
8311	Hardware/scanner	18,000
9300	Equipment	16,000
9310	New PC Purchase	9,000
9400	Office Furn & Fixtures	85,000
4060	Literacy Accts (see above)	5,000
	TOTAL	243,495

Friends	8012	Programming	40,000
	8260	Library Materials	205,000
		TOTAL	245,000

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Retail Space on the Second Floor Expansion

RECOMMENDATION:

Staff requests that the Board of Library Trustees recommend to City Council that the retail space on second floor expansion be leased to the Credit Union of Southern California. At the May 18 meeting, the Board of Library Trustees requested further information regarding the potential leasing of the vacant retail space on the second floor to the Credit Union of Southern California, including information regarding the terms of the lease. In addition, representatives from the City's Community Development Department and Dave Gunderson, the CEO of the Credit Union of Southern California will make a brief presentation and respond to questions.

DISCUSSION:

The retail space across from Bistro 24 on the second floor expansion has been vacant since the Civic Center opened in May 2013. The space was initially planned to house the Newport Beach City Employees Federal Credit Union, who ultimately opted not to relocate to the Library site. The City's Community Development Department has been approached by a handful of potential lessees, none of whom seemed to be a good fit for the Library. The Board of Library Trustees has always favored a lessee whose operations support the Library's mission; unfortunately, these types of entities lack the financial resources to lease the space. At the March 16 meeting, the Board of Library Trustees approved a plan to use the space as a community gallery managed by staff for the display of art and collections.

In April 2015, however, the Credit Union of Southern California (CUSC) approached the City about leasing the retail space. CUSC offers a full range of financial products (e.g., home loans, auto loans, commercial loans, no-fee Visa loans, no-fee checking, certificates of deposit, money market accounts, and financial planning services). They were chartered 60 years ago; have over \$900 million in assets, 15 branches, 30,000 no-surcharge ATMs through the CO-OP network, almost 8,000-shared branches (in which the credit union shares a location with another facility), 77,000 members, and the highest possible financial rating from Bauer Financial. CUSC has almost twice the required reserve level to be considered well capitalized. In terms of customer service, CUSC answers roughly 75% of all incoming calls within one minute and does not use an automatic call attendant, and callers are not required to select options to speak with a representative. CUSC has consistently produced a Net Promoter Score, a loyalty score that a growing number of Fortune 500 companies and financial institutions are using, of over 80%. Banks and credit unions are currently averaging 8% and 58%, respectively; CUSC's score in 2014 was 84%.

The Credit Union of Southern California would make a suitable tenant of the space for the following reasons:

- The Credit Union of Southern California will be open to members of the public. In addition, the Credit Union of Southern California is merging with the Newport Beach City Employees Federal Credit Union (the space's originally intended tenant), so City staff will have quick and convenient access to all credit union services.
- The Credit Union will install a full-service, deposit taking and cash dispensing ATM. The addition of an ATM is an oft-requested amenity from Library customers. The ATM would be installed through the outer wall of the branch in order for it to be available during hours that the branch would not be open. In addition, CUSC will also ensure that two or more employees are on site at the branch during operating hours (Monday through Friday from 9:00 AM to 6:00 PM and Saturdays from 9:00 AM to 1:00 PM).
- The Credit Union intends to join and support the Newport Beach Chamber of Commerce and participate and support a variety of Newport Beach community events. CUSC will also generate revenue that will help fund Library and Cultural Arts programs. In addition, CUSC has expressed willingness to donate to various community organizations. Over the last 2 decades, the Credit Union of Southern California has donated \$1 million to the communities it serves.
- The Credit Union of Southern California has financial literacy and financial education programs for adults and students of all ages, which complements the Library's mission. They have expressed a willingness to work with the library to offer programming or to enhance any existing programs in place.
- The retail space was specifically designed and is currently configured to accommodate a credit union.

The retail space was initially designed and outfitted as a credit union at a cost of \$48,000. This amount includes the installation of custom cabinetry and specialized electrical work for the staff work stations. The cost of removing the millwork and cabinetry, painting and patching the walls, repairing the carpet, and rerouting the electrical wiring is estimated at \$5,000.00. Moreover, removing the fixtures and millwork installed for a credit union or financial services tenant will require City approval, in accordance with the initial Request for Proposal (RFP) for the retail space issued in January 2013. The RFP stipulates that any further improvements or modifications to the space need to be consistent with the architectural specifications of the new Civic Center. Reconfiguring the space is conservatively estimated at \$20,000. The project would include graphics, paint, display cases, and secure art hanging hardware. Finally, additional costs for insurance will be incurred, as will staff costs.

LEASE TERMS

Below is a summary of the proposed terms of a lease agreement with Credit Union of Southern California:

- Premises: 579 square feet of retail space, located on the second floor in the Central Library.
- Term: 5-year initial term, with two additional 5-year extension options. Options must be approved by City.

- Rent: \$21,000 per year (based on market rate of \$3.00 per square foot per month), adjusted annually upon the effective date by 3%.
- Rent Commencement: No later than 30 days from the delivery date, or the first day they are open for business, whichever occurs first. This 30 day window allows them a short time to construct any improvements (i.e. install an ATM), and move into the space before rent commences.
- Hours of Operation: Tenant shall be open to the public during the following hours – Monday through Friday 9:00 am to 6:00 pm, Saturday 9:00 am to 1:00 pm, Sunday Closed.
- Parking for Employees: Tenant is limited to two (2) non-exclusive parking spaces in the parking structure, at level two or above.
- Utilities/Taxes: Tenant is responsible for their pro-rata share of building utilities (trash, water/sewer, electricity), must obtain their own telephone and data accounts, and must pay any Possessory Interest that may be assessed.
- Alterations: Tenant Improvements must be compatible with the existing improvements and design of the building, must be approved in writing by the City, and must be permitted as required by the City's municipal and building codes. Construction of tenant improvements must not interfere with operation of the Library, and must be performed on non-holiday weekdays.
- Maintenance: Tenant must maintain the premises in good condition, and must keep it presentable to the public and library patrons, clean and free of trash/debris.
- Insurance: Tenant must provide and maintain insurance coverage for their operations and use of the facility, in an amount and form acceptable to the City's Risk Manager, and name the City as additional insured.
- Assignment/Subletting: Tenant may not, without City's written consent, voluntarily assign or sublet the premises.

These terms are with the City Attorney's Office to be drafted into a lease agreement, and will then go to CUSC for review and comment (possibly further negotiation) before the agreement goes to the City Council for review and approval, therefore they are subject to change, and/or further clarification.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Melissa Kelly, Library Support Services Coordinator
949-717-3852, mkelly@newportbeachca.gov

PREPARED BY: Melissa Kelly, Library Support Services

TITLE: Donation Acceptance for the Library Literacy Program

The Schulein Family Donor Advised Philanthropic Fund has offered an unsolicited donation of \$500.00 for the Newport Beach Library Literacy program. Linda Schulein has been a tutor for the Newport Beach Library Literacy program for several years and is an avid advocate for Newport/Mesa ProLiteracy. This generous donation will help to fund day to day operating costs for the program.

Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted the funds will be allocated into appropriate operating accounts for Literacy.