CITY OF NEWPORT BEACH
Board of Library Trustees Agenda

Friends Meeting Room
Newport Beach Public Library, 1000 Avocado Ave., Newport Beach, CA 92660
July 20, 2015 – 5:00 p.m.

Board of Library Trustees:

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

Staff Members:

Tim Hetherton, 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 June 15, 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.*

/

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Update on Corona del Mar Branch Project** - Architect Kelly Needham and Public Works staff will present updated plans for the new Corona del Mar Branch Library.

2. **Proposed Library Winter Holiday Schedule for 2015** - Staff will present library holiday schedule.

3. **Statistical Comparison Report of Regional Peer Libraries** - Staff will provide a sample statistical comparison of the Newport Beach Public Library and regional peer libraries.

4. **Adult Services Update** - Staff will provide the semi-annual update on Library Adult Services.

5. **NBPL Foundation Gift** – Staff recommends that the Board of Library Trustees accept a check in the amount of $11,364 from the NBPL Foundation for restricted disbursement.

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** - *Trustee 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.

DRAFT

CITY OF NEWPORT BEACH

Board of Library Trustees
Meeting Minutes
June 15, 2015 – 5:00 p.m.

CONVENED AT 5:00 p.m.

1) CALL MEETING TO ORDER – Vice Chair John Prichard called the meeting to order.

2) ROLL CALL – Roll call by Vice Chair John Prichard

Trustees Present: Vice Chair John Prichard, Secretary Eleanor Palk, and Jerry King

Trustees Absent: Chair Robyn Grant, and Jill Johnson-Tucker

Staff Present: Library Services Director Tim Hetherton, 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 Basmaciyan, Principal Civil Engineer Fong Tse, Deputy Public Works Director Mark Vukojevic, Fire Chief Scott Poster, City Council Member Scott Peotter

3) PUBLIC COMMENTS

Vice Chair John Prichard invited public comments. There was no response and Vice Chair Prichard closed public comments.

4) APPROVAL OF MINUTES – *Draft May 18, 2015 Minutes*

Motion made by Secretary Palk and seconded by Trustee King and carried (3-0-0-2) to approve the minutes of May 18, 2015, as presented.

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

5) CURRENT BUSINESS

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.*

Motion made by Trustee King and seconded by Secretary Palk and carried (3-0-0-2) to approve the Consent Calendar, as presented.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** – *Staff will provide the annual update on the Corona del Mar Branch services.*

Youth Services and Branch Coordinator Debbie Walker provided a presentation addressing a general history of the facility, a "Village feel" identity, demographics, registered members, availability of the report on the City's website, budgeting, adoption of the service model, media circulation, materials collections, children's programming, staffing, new areas for seating and keeping the children's area large to accommodate programs.

Brief discussion followed regarding tracking attendance at meetings and programs.

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.*

City Engineer/Deputy Public Works Director Mark Vukojevic provided an update on the Corona del Mar Brand project addressing public input and incorporating them into four different concept plans for consideration at this time. He introduced and deferred to Kelley Needham, WLC Architects, for a presentation.

Mr. Needham provided details of each of four options including changes that were incorporated after the last Board meeting. He addressed restrooms, the lobby and entrance, children's area, storage areas, accommodating strollers, the current and proposed square footage, interior and exterior areas, reductions in square footage, changing the entrance location, and divisions between the adult and children's area. Mr. Needham addressed parking, consideration of a two-story option and parking for deliveries.

Discussion followed regarding the need to demolish the existing building, ceiling heights, the possibility of having a loft, dedicated staff parking, staff opinions and recommendations, attempts to accommodate all users, reasons why the Fire Department needs a larger footprint, the number of Fire Fighters stationed at this location and landscaping versus parking.

It was noted that staff will continue to work with the architect to ensure that the communities concerns are addressed. The renderings will be added to the website for accessibility by the public.

RECESS/RECONVENE

Staff called for a recess to allow the public to review renderings.

The assembly reconvened with all Members, present, except Chair Robyn Grant, and Jill Johnson-Tucker.

Discussion followed regarding the proposed architectural style and façade, the need to make it look like a public building while blending with the community, the patio offering architectural relief, consideration of the designs by the Fire Department, costs, difference between the options presented, the total budget for the project and the possibility of building the Rex Brandt mural into the library.

Arlene Greer, Vice Chair of the City Arts Commission, provided a brief description of the Rex Brandt mural. She addressed the size, medium and colors of the mural.

Brief discussion followed regarding library parking.

City Engineer/Deputy Public Works Director Mark Vukojevic addressed next steps including additional public meetings.

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.*

Support Services Coordinator Melissa Kelly provided details of the staff report noting that most of the amendments were related to donations. She addressed allocations to the Literacy Program and offered to respond to questions.

Motion made by Secretary Palk and seconded by Trustee King and carried (3-0-0-2) to propose amendments to the Fiscal Year 2014-2015 Budget as discussed and presented.

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

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 Credit Union of Southern California. Further information regarding the proposal, including the terms of the lease will be provided.*

Library Services Director Tim Hetherton provided a report and addressed details of the lease. He noted the attendance of Dave Gunderson, a representative of the Credit Union of Southern California and deferred to him for a presentation.

Mr. Gunderson stated they would be honored to open a branch in Corona del Mar and noted they are merging with the City Employee's Credit Union. He provided information regarding the organization and the services they offer. He addressed issues that differentiate the organization from others and commented on who can become a member of the credit union. He noted they are supportive of the community, especially, non-profit organizations and commented on plans to support the library.

Credit Union representative Michelle Hunter spoke regarding free financial services offered to members and provided information regarding hours of operation.

Discussion followed regarding the timeline for integration and approval.

Motion made by Trustee King and seconded by Secretary Palk and carried (3-0-0-2) to recommend to City Council, that the second-floor expansion be leased, including the terms of the lease, to Credit Union of Southern California.

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

5. **Donation Acceptance for the Library Literacy Program** – *Staff recommends the Board of Library Trustees accept a donation from the Schulein Family Donor Advised Philanthropic Fund. If accepted, the $500 donations will be allocated into operating accounts for Literacy.*

Vice Chair John Prichard presented the item for consideration.

Motion made by Trustee King and seconded by Secretary Palk and carried (3-0-0-2) to accept a donation from the Schulein Family Donor Advised Philanthropic Fund. If accepted, the $500 donations will be allocated into operating accounts for Literacy.

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

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 Tim Hetherton addressed approval of the budget, a recent literacy event and the Library Foundation's *Bunnies and Books* program.

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

Trustee King commented on the recent Annual meeting of the Friends of the Library and commended volunteers who helped make it a successful event.

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

No report, as Trustee Johnson-Tucker was absent.

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

Vice Chair Prichard reported on the recent Witte Lecture Committee's meeting and lecture series, and addressed issues discussed at same. He announced an upcoming retreat and noted items that may be discussed during the event.

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) - None

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the public spoke regarding the possibility of engaging in fundraising efforts to expand and build out the Corona del Mar Branch Library.

8) ADJOURNMENT – 6:25 p.m.

Submitted by: _____
Approval of Minutes

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
JUNE 2015

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
1 6/1/2015 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/1/2015	I would like to attend the leisure and travel resources workshop. thank you, please confirm I can attend.	Thank you for contacting the Newport Beach Public Library regarding the Tuesdays @ 2 classes. The class listed for 6/30/15 is the Consumer Reports database. The Travel & Leisure classes were held in 2014. Attached are the handouts from the 2014 Tuesdays @ 2 classes. Hopefully you find the handouts useful. Also, you may review the 2015 Tuesdays @ 2 classes on the website, under "Services." Please let me know if we may be of further assistance. Sincerely
2 6/10/2015 Comment Form - Email Melissa Kelly Support Services Coordinator 6/10/2015	I have a number of technical books that I no longer need as I have them in electronic form. Does this library accept donations of this kind?	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.
3 6/11/2015 Comment Form - Email Elaine McMillion Admin Support Spec 6/11/2015	I want to check to see if you have any job openings currently.	Thank you for your interest in the Newport Beach Public Library. In response to your email, the Newport Beach Public Library's job openings when available are posted on the City of Newport Beach website. To view job openings and for information on applying for any job opportunities of interest to you, you may visit the City of Newport Beach website at www.newportbeachca.gov, then click on Jobs in right column.
4 6/12/2015 Comment Form - Written No contact Info	What I like most about NBPL are the movies and also that we can request through this system. Thank you for brining back that information center downstairs. Please have computer classes for adults we need it! Beginner, Intermediate, Advanced. They do it in Rancho Cucamonga libraries. THANK YOU!!	
5 6/15/2015 Comment Form - Written Rebecca Lightfoot Mariners Branch Librarian No contact Info	What I like most about NBPL is that several staff are Hi-Quality example setters. I would like to see expanded Fri/Sat/Sun hours. Pierce is a rock solid (for years) performer staff wise.	

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
6 6/15/2015 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/15/2015	Good afternoon, do you do look ups on obituaries. Need two family obits from 1975 and 1979, If you have a research department and if their is a fee please let me know and I will be glad to send. Thank you	Thank you for contacting the Newport Beach Public Library. We do conduct obituary searches free of charge. Please send me as much information as you can about the family members' names and approximate passing, and I will ensure the proper person conducts the searches for you. Generally, you will receive the completed search in 1-2 weeks, depending on how the obituary is located. Please let me know if we may be of further assistance. Sincerely
7 6/16/2015 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/16/2015	How do I access my Book Cart?	Thank you for contacting the Newport Beach Public Library regarding the Book Cart function. The Book Cart is a temporary location for amassing titles while you search the catalog. Typically, this function is utilized to place a batch of selected items on hold at one time. Once you log out of your account or leave the catalog, the contents of the Book Cart are deleted. If you are interested in placing holds on items, please use the "Place Hold" button to do so. Please let me know if we may be of further assistance. Sincerely
8 6/16/2015 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/17/2015	Hi! I would like to reserve the room (meeting/ study group) for 1 hour next week. How do I do that? We have 3 people in our study group.	Thank you for contacting the Newport Beach Public Library regarding the Study Rooms. The Central Library has three Study Rooms available to the public. The rooms may only be reserved in person, the day of use, at the Reference desk. The rooms are checked out to groups of 2-5 people for 2 hours on your Newport Beach library card. The link below will direct you to the full Study Room policy: http://newportbeachlibrary.org/about/policy/studyroom Please let me know if I may be of further assistance. Sincerely
9 6/18/2015 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/18/2015	May I order, for borrowing, a book that is not in the collection? If so, how? Thanks,	Thank you for contacting the Newport Beach Public Library regarding book requests. We may be able to acquire them through an Interlibrary Loan. The availability and loan period of Interlibrary Loans depends on the loaning library, and we can process the requests for you in person at any of our four locations. Please note there is a $5.00 non-refundable fee per request. Please let me know if I may be of further assistance with this inquiry. Sincerely
10 6/18/2015 Comment Form - Written Rebecca Lightfoot Mariners Branch Librarian No contact Info	What I like most about the NBPL is Annika. Many times she has been very helpful and professional at Mariners Crean.	

8

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
11 6/22/2015 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/22/2015	Please provide Consumer Reports database.	Thank you for taking the time to contact the Newport Beach Public Library. Zinio no longer offers Consumer Reports, but the Newport Beach Public Library subscribes to the Consumer Reports database. You may access the databases via the eBranch tab on the Library's website. Consumer Reports is listed under the Magazines & Newspapers section of the Databases page. You may access the database remotely or at any of the NBPL locations. If you wish to use the database remotely, you will be prompted to provide your last name and library card number. All the databases are free to use with your NBPL library card. Please let me know if we may be of further assistance. Sincerely
12 6/22/2015 Comment Form - Email Tim Hetherton Library Services Director 6/22/2015	I was surprised not to find the highly rated DVD "UP" in the catalog. Maybe the DVD isn't out yet. Am I right?	We have copies of "Up" and I went ahead and placed a hold on it for you. Let me know if you prefer the Blu-Ray. Thanks, Tim

9

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees

From: Tim Hetherton, Library Services Director

Re: Report of Library Activities – July 20, 2015 Board of Library Trustees Meeting

---

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"The Information helps you to see that you're not alone. That there's somebody in Mississippi and somebody in Tokyo who all have wept, who've all longed and lost, who've all been happy. So the library helps you to see, not only that you are not alone, but that you're not really any different from everyone else." - Maya Angelou

The annual **Friends of the Library** luncheon and installation of officers was held on Tuesday June 9th. The Friends Board for 2015/16 includes:

- Amy Hunt – President
- Louise Raya – 1st Vice President – Programs
- Elena Yuasa -2nd Vice President – Membership
- Susan Caine – Treasurer
- Linda Baldwin – Secretary
- Virginia Hayter – Historian/Publicity
- Nancy Acone – Bookstore Manager
- Wendy Frankel – Volunteer Coordinator
- Herb Ring – Bookkeeper

The luncheon featured guest speaker P.S. Foley, a bestselling author from Newport Beach. The Friends presented the Library with a check for $205,000 that will fund collections and programming. The Friends continued generosity and support, which funds so many key enhancements, is much appreciated. Outgoing president Jan Oates displayed exemplary leadership and a knack for extending the Friends fundraising capabilities during her tenure.

The **Library Foundation** also approved an annual gift of $216,125 at their June 22nd meeting. These funds will be used towards enhancing the Electronic Village area, purchasing eBooks and databases, and other special projects.

The new **Flag Depository** at the Central Library has been well-used since its installation. Newport Beach Fire Department employees have collected nearly 100 worn American flags. Library Services Manager Dave Curtis suggested the collection receptacle, and the bright red "Worn Flag Deposit" box was unveiled on June 10 at the Central Library next to the book and video return area. Fire Department staff collect the worn flags weekly, then deliver them to the Newport Harbor American Legion, where members will dispose of the flags with proper etiquette and ceremony.

10

DAVE CURTIS, LIBRARY SERVICES MANAGER

New RFID security gates were installed at the first floor entrance of the Central Library. The new gates match the upstairs model with a sleek, modern look, and will integrate directly with the SmartGate software already in place.

Library staff has been working with HR very actively to recruit and hire for various positions. We have hired two pages in June. Also, Francine Jacome from Literacy joined us full time in Administration, and Hannah Carrier promoted from part-time Library Assistant to a full-time Librarian. She also married and became Hannah Haase. We anticipate another full-time Librarian coming on board in July.

The Library and Fire Department teamed up to offer a new service to the community. We acquired and installed a worn flag drop box near the exterior book drop at the Central Library. Now, citizens will have a trusted way to properly retire their American flags. Flags dropped in the attractively painted box will be collected and moved on to the local American Legion for destruction in an appropriate and honorable fashion.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

End of the Fiscal Year
The City's fiscal year ended on June 30, 2015. All our orders and invoices were submitted prior to that date so that the City could move all of the financial records into the new Tyler Munis accounting system. Several of the Library staff members went through training on the new system and we are eager to get started with fiscal year 2015/2016.

In the past year the Library purchased, processed and shelved over 18,000 print books from Brodart, our main vendor.

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

Staff
Several members of the Central Library circulation, technical processing and literacy sections received awards for their years of service to the City at the staff picnic in June. These included:

- Francine Jacome 5 years
- Julie Duncan 10 years
- Stuart Sherman 10 years
- Michael Tran 10 years
- Emily Chiu 15 years
- Erin Finnen 20 years
- Carol Kuch 30 years
- Melissa Kelly 30 years

//

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches
In anticipation of Summer Reading Program (SRP), Youth Services staff made visits to the local Newport Mesa Elementary schools to share the word about SRP. The theme for 2015 is "Read to the Rhythm." All locations kicked off the actual program on Saturday, June 20. Sign-ups were healthy as was attendance at the first week's program (Sandy Lynn's Musical Barnyard show) and the second week, offering of Picture Book Art crafts.

On Monday, June 15 the Board of Library Trustees monthly meeting was held at the CDM Branch. Several members of the local community were in attendance. In addition to hearing a branch report given by the Branch and Youth Services Coordinator, the architect for the new library/fire station project and members of Public Works spoke about revised plans for the structure and addressed general concerns about the size of the building, adding a second floor, etc. The plans were available for viewing at that time also.

The Newport Beach Historical Society approached the Library Director about the possibility of sharing space at the Balboa Branch Library to house much of their collection. The process has begun to move the Nautical periodicals that normally occupy the middle room at Balboa to Central to free up space for the historical society.

Youth Services
As reported above, all of the Youth Services team were very busy during the annual storytime hiatus (the two weeks prior to the kick-off of SRP) to visit the local schools to generate excitement about "Reading to the Rhythm." Interviews for the vacant Librarian I positions were held and a selection was made for the Children's position. An official announcement will be made in next month's report.

Teen Services
YAAC held their final meeting before taking a break in July and August. Greg Johnson, Library Assistant in Adult Reference, will be joining Joanna to be part of the staff team working with YAAC. Joanna made two school visits (July 9 – Newport Harbor High, July 10 – CDM) to give away paperbacks and let the students know about SRP. These events are very popular and the books were snatched up in record time. The paperbacks are purchased with funds generously donated by the Friends of the Library.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

ALA
Adult Services Coordinator Natalie Basmaciyan and Library Assistant Greg Johnson attended the 2015 American Library Association Conference in San Francisco. Natalie and Greg met with current and potential vendors in the exhibit halls, attended lectures, and networked with other attendees. Greg focused his efforts on technology-related vendors, while Natalie focused on databases and publishers.

Librarian I Position
Hannah Haase was promoted to Librarian I from Part-Time Library Assistant. Hannah's new responsibilities include training as a passport Acceptance Agent and fulfilling collection development assignments.

Kids These Days Website

Adult Services Coordinator and Librarian Jana Colver have been enhancing the Kids These Days: Growing Up in Newport Beach website. Jana reached out to staff who grew up in Newport Beach to solicit their memories. She also took initiative to ask teen volunteers to submit content. Natalie learned the administrative functions of the Wordpress platform to manage, add, and post content as submissions are received. Natalie also solicited family and old friends to submit memories. The Kids These Days website may be accessed via the Teens page on the library's website.

Proquest Articles Retrieved

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	AVG.
Business Databases	299	1151	400	566	628	539	497	468	912	1271	765	1102	717
Newspapers–Current	995	1535	3004	1622	1234	910	597	739	1901	1412	1293	1169	1368
Newspapers–Historical	3831	2824	2142	2145	2497	2639	2368	2445	3968	4085	2677	2150	2814
Magazines	43	56	86	50	90	84	39	94	143	128	96	50	80

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	JUN 2015	YTD 14/15
Tracked by #searches															
Ancestry	17198	12113	1015	1116	772	2036	1586	865	920	1420	1815	1640	383	3630	**17198**
A to Z Databases	4284			264	394	346	385	285	210	281	491	771	414	443	**4284**
AskART	81	26	9	7	12	7	8	5	4	9	9	11	23	44	**81**
BioResCtr*	918	800	22	58	156	101	56	81	112	51	53	64	111	53	**918**
FoF Ancient Hist	764	473	35	3	149	32	33	29	17	24	94	175	87	86	**764**
GDL	398	230	21	20	10	60	10	0	31	12	43	19	138	34	**398**
GVRL	2551	945	41	34	463	154	84	46	119	177	180	361	399	493	**2551**
HeritageQuest	12118	8997	841	481	496	255	507	401	662	321	1908	1433	951	3862	**12118**
Kids InfoBits	296	333	6	6	15	17	5	5	21	30	147	23	17	4	**296**
Lynda.com	5710	1713	409	183	275	349	292	295	812	597	330	680	657	831	**5710**
LitResCtr	6821	3958	60	30	139	113	132	112	123	88	1167	464	4332	61	**6821**
Opposing Vpts*	1592	1067	51	23	72	117	431	267	45	141	140	20	244	41	**1592**
Nat Geo	397	187	21	10	46	16	9	21	16	10	36	74	96	42	**397**
Nat Geo Kids	43	76	0	4	2	0	4	5	1	4	7	0	2	14	**43**
NoveList Plus	2631	1588	219	162	184	219	131	169	183	253	277	304	326	204	**2631**
NoveList K-8 Plus	666	494	70	20	66	236	55	35	20	18	32	34	41	39	**666**
ProQuest	36694	33007	2544	2692	3277	2208	2807	2684	2273	2346	4176	3634	3166	4887	**36694**
Oxford Art Online	154	124	0	3	3	1	16	15	0	0	27	81	8	0	**154**
Ref USA Bus.	25584	37811	2261	2998	2627	2230	2100	1915	2257	1826	1433	2191	1604	2142	**25584**
Ref USA Res.*	1670	1381	222	150	105	286	64	63	189	84	160	117	105	125	**1670**
Tumblebooks	12200	12765	493	365	665	1215	1212	1283	830	1432	1499	912	1208	1086	**12200**
World Book Online	679	986	8	6	92	87	43	77	70	33	76	39	59	89	**679**
Tracked by #sessions															
Cypress Resume	117	141	9	25	7	5	7	10	6	7	5	4	18	14	**117**
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	689	642	92	47	36	32	19	57	91	57	40	43	61	114	**689**
Tracked by #page views															
Consumer Reports										964	1102	104	2009	1702	**5881**
CultureGrams	4006	5156	35	89	874	108	172	49	74	122	140	78	2062	203	**4006**
Morningstar	27351	30123	2526	2489	2503	2054	2020	1990	2422	2500	3834	2643	2370		**27351**
NetAdvantage	47418	15541	5862	7445	7489	5215	2198	2103	2119	2130	3310	2587	3944	3016	**47418**
RealQuest	8462	5610	131	83	372	6360	242	333	94	126	242	75	238	166	**8462**
Rocket Languages	692	655	169	45	50	19	14	45	70	25	84	46	75	50	**692**
Value Line	145742	200241	8751	9053	9932	10463	12119	11408	12754	13422	12605	13880	15351	16004	**145742**

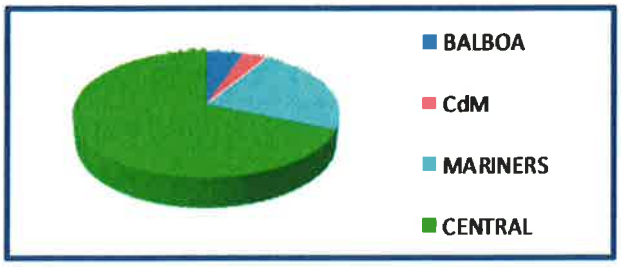
13

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2015

CUSTOMERS SERVED IN THE LIBRARY

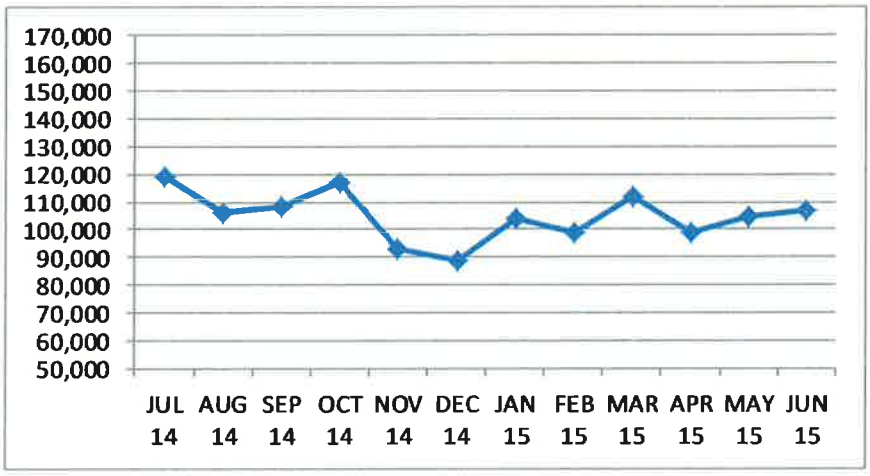
CURRENT

	Jun-15	YTD 14/15	YTD 13/14
BALBOA	5,594	56,642	62,392
CdM	3,691	42,117	47,344
MARINERS	24,167	293,939	285,744
CENTRAL	73,107	863,540	1,004,361
TOTAL	106,559	1,256,238	1,399,841



12 Month Comparison

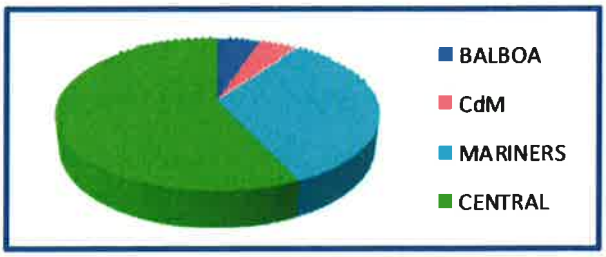
JUL 14	119,069
AUG 14	105,858
SEP 14	108,480
OCT 14	116,853
NOV 14	92,770
DEC 14	88,732
JAN 15	103,773
FEB 15	99,216
MAR 15	111,841
APR 15	98,777
MAY 15	104,310
JUN 15	106,559
TOTAL	1,256,238



REFERENCE

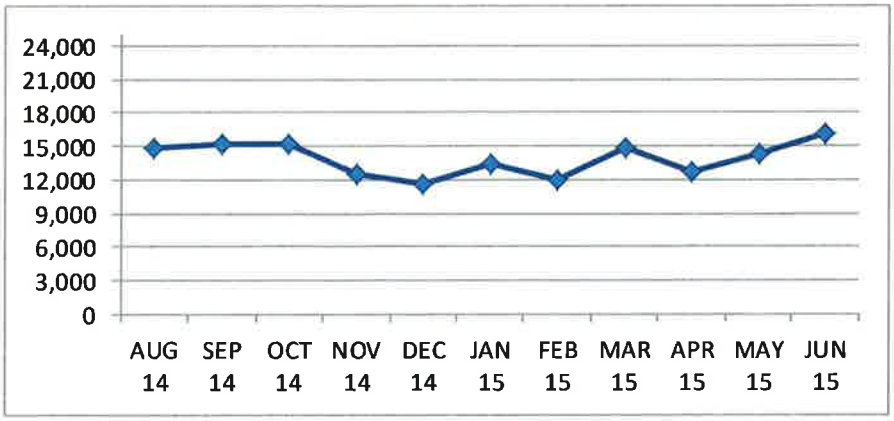
CURRENT

	Jun-15	YTD 14/15	YTD 13/14
BALBOA	828	9,493	8,526
CdM	775	8,280	8,682
MARINERS	5,328	58,389	61,573
CENTRAL	9,195	92,334	111,610
TOTAL	16,126	168,496	190,391



12 Month Comparison

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
JUN 15	16,126
TOTAL	152,925



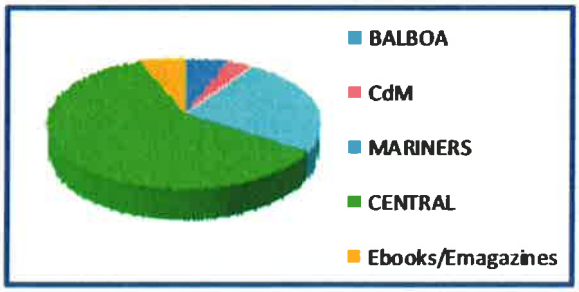
14

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2015

CIRCULATION

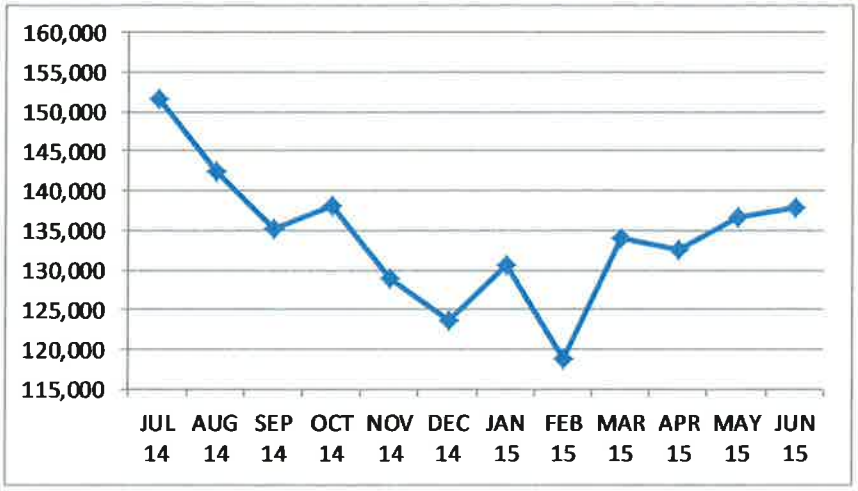
CURRENT

	Jun-15	YTD 14/15	YTD 13/14
BALBOA	8,109	90,840	100,151
CdM	5,079	61,536	69,836
MARINERS	34,127	408,987	423,975
CENTRAL	81,996	946,598	1,004,303
Ebooks/Emagazines	8,487	102,857	91,587
TOTAL	137,798	1,610,818	1,689,852



12 Month Comparison

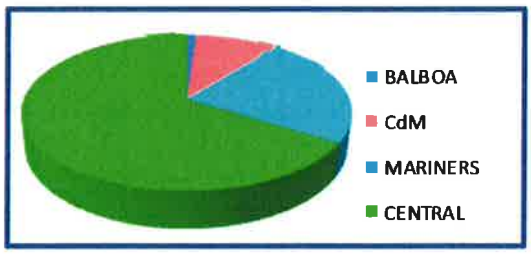
JUL 14	151,739
AUG 14	142,418
SEP 14	135,153
OCT 14	138,156
NOV 14	129,009
DEC 14	123,763
JAN 15	130,556
FEB 15	118,735
MAR 15	134,039
APR 15	132,689
MAY 15	136,763
JUN 15	137,798
TOTAL	1,610,818



PROGRAM ATTENDANCE

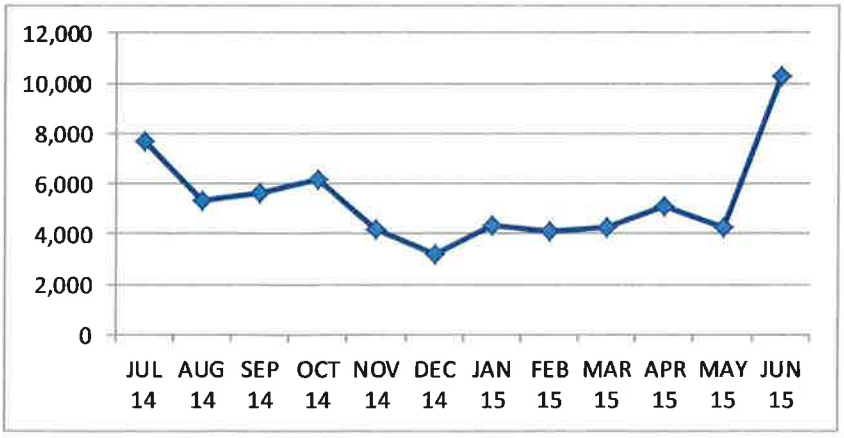
CURRENT

	Jun-15	YTD 14/15	YTD 13/14
BALBOA	111	1,239	3,038
CdM	996	7,434	7,269
MARINERS	2,364	11,455	10,247
CENTRAL	6,778	44,345	33,125
TOTAL	10,249	64,473	53,679

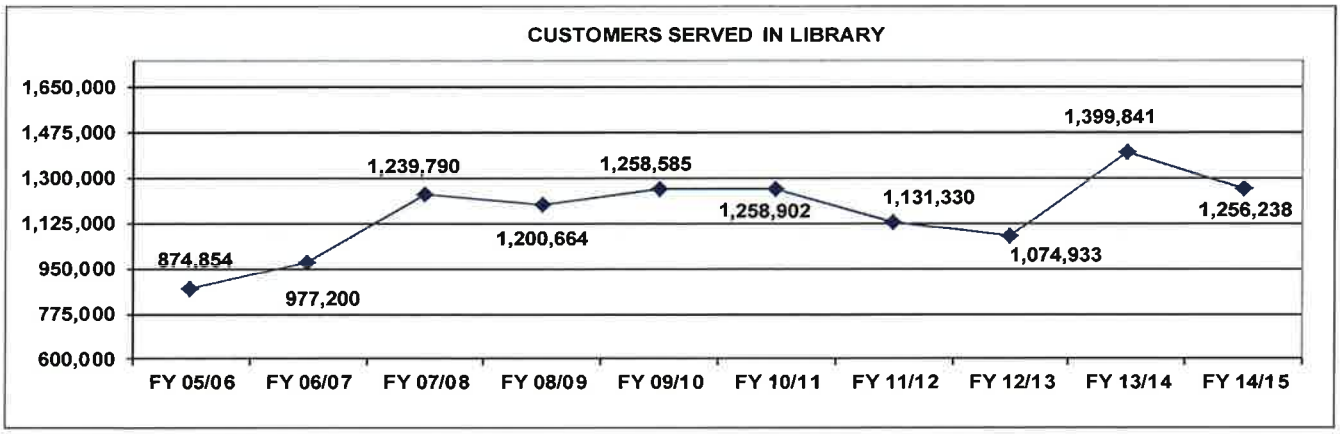


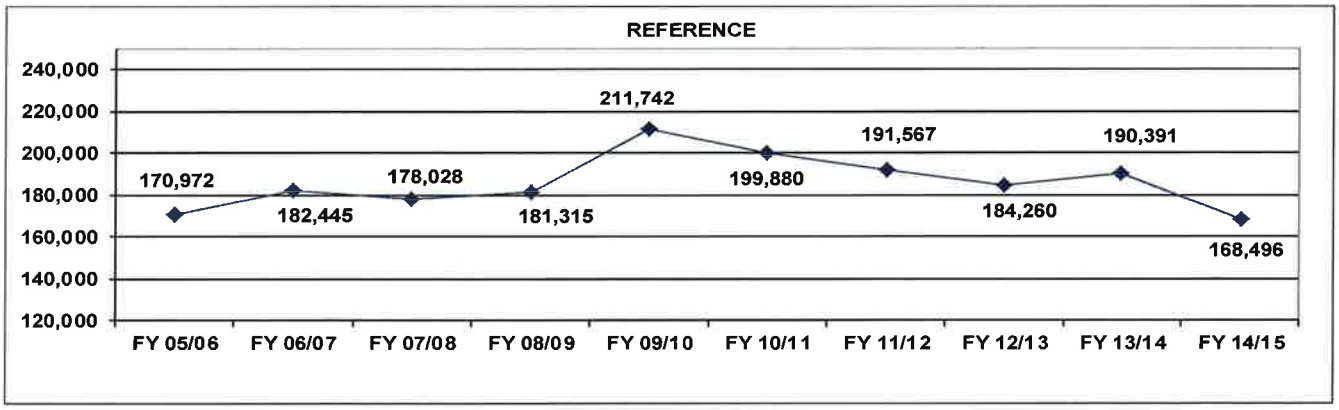
12 Month Comparison

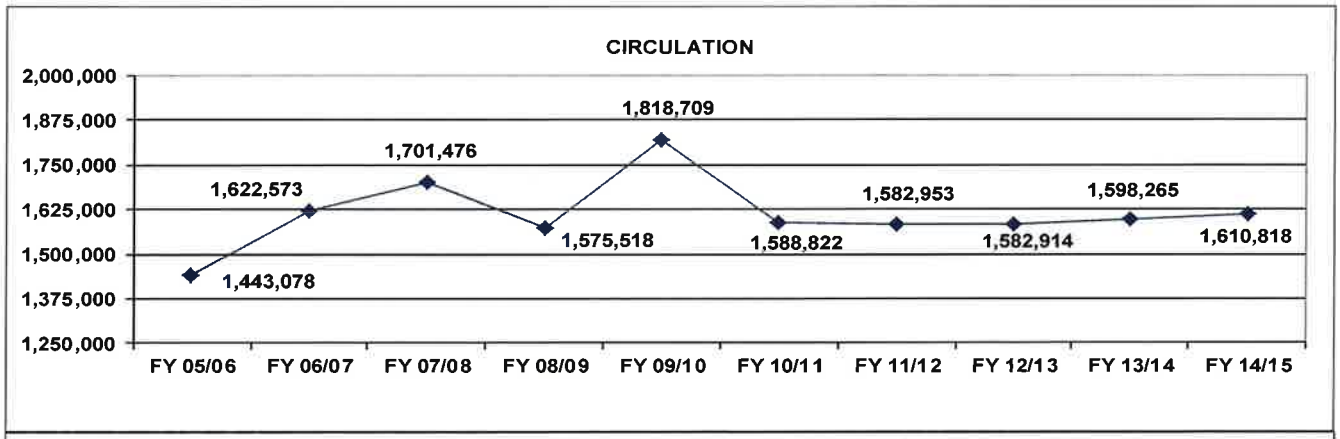
JUL 14	7,706
AUG 14	5,326
SEP 14	5,619
OCT 14	6,153
NOV 14	4,180
DEC 14	3,169
JAN 15	4,305
FEB 15	4,100
MAR 15	4,280
APR 15	5,100
MAY 15	4,286
JUN 15	10,249
TOTAL	64,473

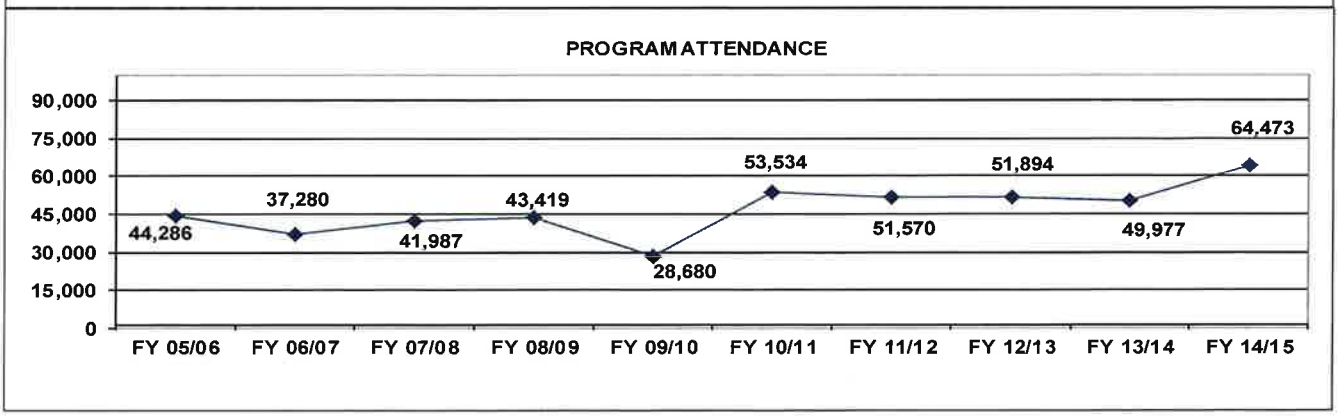


15


CUSTOMERS SERVED IN LIBRARY
1,650,000
1,475,000
1,300,000
1,125,000
950,000
775,000
600,000
874,854
977,200
1,239,790
1,200,664
1,258,585
1,258,902
1,131,330
1,074,933
1,399,841
1,256,238
FY 05/06
FY 06/07
FY 07/08
FY 08/09
FY 09/10
FY 10/11
FY 11/12
FY 12/13
FY 13/14
FY 14/15


REFERENCE
240,000
220,000
200,000
180,000
160,000
140,000
120,000
170,972
182,445
178,028
181,315
211,742
199,880
191,567
184,260
190,391
168,496
FY 05/06
FY 06/07
FY 07/08
FY 08/09
FY 09/10
FY 10/11
FY 11/12
FY 12/13
FY 13/14
FY 14/15


CIRCULATION
2,000,000
1,875,000
1,750,000
1,625,000
1,500,000
1,375,000
1,250,000
1,443,078
1,622,573
1,701,476
1,575,518
1,818,709
1,588,822
1,582,953
1,582,914
1,598,265
1,610,818
FY 05/06
FY 06/07
FY 07/08
FY 08/09
FY 09/10
FY 10/11
FY 11/12
FY 12/13
FY 13/14
FY 14/15


PROGRAM ATTENDANCE
90,000
75,000
60,000
45,000
30,000
15,000
0
44,286
37,280
41,987
43,419
28,680
53,534
51,570
51,894
49,977
64,473
FY 05/06
FY 06/07
FY 07/08
FY 08/09
FY 09/10
FY 10/11
FY 11/12
FY 12/13
FY 13/14
FY 14/15

16

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 13/15

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	.00	.00	2,529,139.56	73,374.84	97.18
7020	SALARIES - PART TIME	351,734.67	.00	.00	457,081.80	-105,347.13	129.95
7030	SALARIES - SEASONAL	531,289.19	.00	.00	256,444.69	274,844.50	48.27
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	.00	.00	1,456.09	426.91	77.33
7062	NIGHT DIFF, MISC	10,262.52	.00	.00	9,564.20	698.32	93.20
7110	CAR ALLOWANCE	4,800.00	.00	.00	4,800.12	- .12	100.00
7114	CELL PHONE STIPEND EXP	3,000.40	.00	.00	4,062.20	-1,061.80	135.39
7210	HEALTH/DENTAL/VISION FT	719,169.08	.00	.00	673,426.79	45,742.29	93.64
7211	HEALTH/DENTAL/VISION PT	6,700.00	.00	.00	47,517.68	-40,817.68	709.22
7223	ANNUAL OPEB COST	133,135.11	.00	.00	133,135.20	- .09	100.00
7227	RHS $2.50 CONTRIB	28,499.90	.00	.00	33,568.83	-5,068.93	117.79
7290	LIFE INSURANCE	3,881.36	.00	.00	3,782.01	99.35	97.44
7295	EMP ASSISTANCE PROGRAM	874.46	.00	.00	885.91	-11.45	101.31
7370	WORKERS' COMP, MISC	69,174.00	.00	.00	69,174.00	.00	100.00
7373	COMPENSATED ABSENCES	91,088.00	.00	.00	91,088.04	- .04	100.00
7425	MEDICARE FRINGES	50,060.29	.00	.00	51,005.13	-944.84	101.89
7439	PERS MISC EE CNTRBN	226,909.33	.00	.00	214,437.90	12,471.43	94.50
7440	PERS MISC ER CNTRBN	234,389.91	.00	.00	211,075.10	23,314.81	90.05
7445	MISC RETIRE CONTRIB	-314,869.23	.00	.00	-288,627.24	-26,241.99	91.67
7446	UNFUNDED LIABILITY-MISC	320,691.74	.00	.00	301,514.99	19,176.75	94.02
7460	RETIREMENT PART TIME/TEM	19,923.34	.00	.00	18,176.62	1,746.72	91.23
	TOTAL SALARIES & BENEFITS	5,095,111.47	.00	.00	4,822,709.62	272,401.85	94.65
1ST SUBTOTAL-800 OPERATING EXPENSES							
8010	ADVERT & PUB RELATIONS	12,783.00	.00	.00	12,682.82	100.18	99.22
8012	PROGRAMMING	23,038.00	.00	.00	14,506.14	8,531.86	62.97
8020	AUTOMOTIVE SERVICE	6,000.00	.00	.00	2,071.29	3,928.71	34.52
8022	EQUIP MAINT ISF	7,725.19	.00	.00	7,725.24	- .05	100.00
8024	VEHICLE REPLACE ISF	5,492.40	.00	.00	5,492.40	.00	100.00
8030	MAINT & REPAIR - EQUIP	12,700.00	.00	.00	2,050.20	10,649.80	16.14
8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	2,973.53	1,026.47	74.34
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BUILDIN	108,900.00	.00	.00	114,166.03	-5,266.03	104.84
8050	PSTGE,FREIGHT,EXPRESS NO	12,000.00	.00	.00	8,011.30	3,988.70	66.76
8060	PUBLICATIONS & DUES NOC	8,000.00	.00	.00	2,525.30	5,474.70	31.57
8070	RENTAL/PROP & EQUIP NOC	400.00	.00	.00	292.76	107.24	73.19
8080	SERVICES-PROF & TECH NO	3,000.00	.00	.00	4,334.15	-1,334.15	144.47
8081	SERVICES - JANITORIAL	113,500.00	.00	.00	100,515.35	12,984.65	88.56
8086	SERVCES-OTHER PRINT VEND	2,000.00	.00	.00	1,795.93	204.07	89.80
8089	SVCS-CITY PRINT CONTRACT	1,488.00	.00	.00	470.29	1,017.71	31.61
8100	TRAVEL & MEETINGS NOC	8,125.00	.00	.00	1,702.26	6,422.74	20.95
8105	TRAINING	8,472.11	.00	.00	667.49	7,804.62	7.88
8112	UTILITIES - TELEPHONE	5,425.00	.00	.00	5,227.46	197.54	96.36
8114	UTILITIES - NATURAL GAS	12,850.00	.00	.00	10,268.58	2,581.42	79.91
8116	UTILITIES - ELECTRICITY	208,900.00	.00	.00	234,301.08	-25,401.08	112.16
8118	UTILITIES - WATER	20,500.00	.00	.00	15,146.32	5,353.68	73.88

17

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 13/15

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	.00	.00	21,761.77	3,938.23	84.68
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	.00	.00	1,116.40	1,533.60	42.13
8144	SUPPLIES- COPY MACHINE	13,220.00	.00	.00	8,858.72	4,361.28	67.01
8150	SUPPLIES- JANITORIAL NOC	27,050.00	.00	.00	29,911.05	-2,861.05	110.58
8160	MAINT & REPAIR NOC	7,000.00	.00	.00	4,677.66	2,322.34	66.82
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	.00	.00	12,487.86	3,012.14	80.57
8204	UNIFORM EXPENSE	200.00	.00	.00	210.12	-10.12	105.06
8260	LIBRARY MATERIALS	629,048.02	.00	24.02	587,046.59	41,977.41	93.33
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	.00	.00	359,615.52	- .04	100.00
8319	IT ISF STRATEGIC CHARGE	132,630.28	.00	.00	132,630.24	.04	100.00
8340	GENERAL INSURANCE	103,335.00	.00	.00	103,335.00	.00	100.00
8716	SPECIAL EVENT LIABILITY	3,500.00	.00	.00	2,589.60	910.40	73.99
	TOTAL OPERATING EXPENSES	1,912,247.48	.00	24.02	1,812,214.56	100,008.90	94.77
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	.00	24.02	6,634,924.18	374,410.75	94.66
TOTAL REPORT		7,009,358.95	.00	24.02	6,634,924.18	374,410.75	94.66

FOUNDATION

FY 14-15
As of 6/30/15

Date Funded	Amount	Purpose	Amt Expended YTD	Notes
		Designated Gifts		
7/1/14	$ 5,000	BluRay @ Balboa Branch	$ 5,000	Complete
	$ 200	Balboa - unspecified	$ 200	Complete / Lego programming
	$ 1,050	Central Library Children's	$ 1,050	Complete / playthings & storage
	$ 7,000	Mariners - unspecified	$ 3,296	Accent painting & tables
	$ 5,000	eReaders for Branches	$ 1,522	Nooks
	$ 1,245	Corona del Mar unspecified	$ 1,245	Complete/Children's furniture
		Wish List		
9/23/14	$ 68,000	eBook content and platforms	$ 68,000	Complete / Axis360 Platform and content
	$ 85,000	Popular Library Remodel	$ 85,000	Complete
	$ 16,000	Digital Microform Scanner	$ 16,000	Complete
	$ 16,000	Digital Signage @ Branches	$ 5,362	In Progress w/IT
	$ 12,000	Furnishings for Balboa & CDM	$ 8,250	Customer seating
	$ 10,000	Zinio Content	$ 10,000	Complete
	$ 9,000	iPad for Mariners Childrens	$ 9,000	Complete
	$ 5,000	Literacy	$ 5,000	Complete
	$ 3,000	Score	$ 3,000	Complete

FRIENDS

FY 14-15

As of 6/30/15

Date of Gift	Amount	Purpose	Amt Expended YTD	Notes
		Wish List		
	$ 75,000	Audio Visual Materials	$ 50,500	Ordering on-going throughout the fiscal year
	$ 70,000	New Realeases	$ 48,000	Ordering on-going throughout the fiscal year
	$ 60,000	Children & YA Print Materials	$ 55,000	Ordering on-going throughout the fiscal year
	$ 40,000	Programming	$ 29,000	Christmas Walk; Musicales, YA & Juvi programs, Class Visits
	$ 5,000	Literacy	$ 5,000	Closed

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
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
Jul 21, 2014	Election of Board of Library Trustees Officers/Trustee Liaisons	Aug 17, 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
0ct 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 21, 2015
Dec 15, 2014	Adult and Reference Services Update (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
Jun 15, 2015	Branch Update - Corona del Mar	Jun 20, 2016
Jun 15, 2015	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)	Jun 20, 2016

07-15-2015

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:

At the June 15 Board of Library Trustees meeting, Mr. Kelley Needham of WLC Architects and City Public Works presented different conceptual layouts and potential design elements for the CDM branch. The architect and City staff also provided opportunities for resident and staff input.

Based on this input, Mr. Needham has prepared a revised layout to present to the Board of Library Trustees and public, and will invite further public discussion.

Jim Newkirk, owner of the Rex Brandt mural formally located in Union Bank, has graciously loaned a giclée of the work for public viewing at the meeting. There have been suggestions from the public to integrate this piece into the construction of the building.

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: Library Services Department
Dave Curtis, Library Services Manager
949-717-3819, dcurtis@newportbeachca.gov

PREPARED BY: Dave Curtis

TITLE: Proposed Library Closures for Winter Holidays 2015

ABSTRACT:

Adjusted schedule for this holiday period will have minimal impacts on Library users. It will enable the Library to provide appropriate staffing levels based on customer usage.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees adopt the following proposed holiday hours.

- Branch libraries closed but Central Library open December 26 (Saturday)
- Libraries close at 6:00 on December 28, 29 and 30 (Mon., Tues., and Wed.)

			CENTRAL		BALBOA		CORONA DEL MAR		MARINERS	
			Current	**Proposed**	**Current**	**Proposed**	**Current**	**Proposed**	**Current**	**Proposed**
THU	DEC	24	9-9	9-1	9-6	9-1	9-9	9-1	9-9	9-1
FRI	DEC	25	9-6	Closed	9-6	Closed	9-6	Closed	9-6	Closed
SAT	DEC	26	9-6	9-6	9-6	Closed	9-6	Closed	9-6	Closed
SUN	DEC	27	12-5	12-5	Closed	Closed	Closed	Closed	12-5	12-5
MON	DEC	28	9-9	9-6	9-9	9-6	Closed	Closed	9-9	9-6
TUE	DEC	29	9-9	9-6	9-6	9-6	9-9	9-6	9-9	9-6
WED	DEC	30	9-9	9-6	9-9	9-6	9-6	9-6	9-9	9-6
THU	DEC	31	9-9	9-1	9-6	9-1	9-9	9-1	9-9	9-1
FRI	JAN	01	9-6	Closed	9-6	Closed	9-6	Closed	9-6	Closed

FUNDING REQUIREMENTS:

No funding requirement.

DISCUSSION:

In years past, specifically 2009, 2010 and 2011, the Libraries closed in conjunction with City Hall's holiday week closure. In 2012, the branches remained open but Central was closed for construction. In 2013 and 2014, all libraries closed at 6:00 on the weekdays (other than Christmas Eve and Christmas) during the holiday week.

Based on City holiday schedules, the Library will be closed half-day on December 24 and all day December 25. The Library will also be closed half-day on December 31 and all day January 1.

December 26th is a low use day and a day that many staff request off to be with family. The Library proposes a regular day at Central by leveraging system-wide employees and closing the branches. With ample notice, branch users will have full access to resources at Central. With school out, get-togethers, shopping and lots of family travel, usage is low in the evenings during the holiday week. Maintaining open hours during the day and providing digital resources via the 24/7 Library website provides great opportunity for users to enjoy their library.

This reduction in service hours for the week will allow the Library to be prudent with the staffing budget and to maintain appropriate staffing levels at Central on the 26th and system-wide on the 28th, 29th and 30th, 9am-6pm when library use is highest.

NOTICING:

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

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Dave Curtis, Library Services Manager
949-717-3819, dcurtis@newportbeachca.gov

PREPARED BY: Dave Curtis, Library Services Manager

TITLE: Sample Statistical Comparison of Newport Beach Public Library and Regional Peer Libraries

---

The Newport Beach Public Library is a rich resource for the Newport community and those that visit the City. Staff strives to promote reading and discovery while providing excellent service and resources. Statistics and information regarding libraries through the Institute of Museum and Library Services and the Census are made available at: https://harvester.census.gov/imls/compare/Index.asp

The ability to compare resources and usage among peer libraries proves valuable when the data creates an interest or question that leads to service improvements or increased focus on needs. Included here are some statistics that are culled from 2013 (latest available) and illustrate resource and use levels at some peer and neighboring libraries.

Institute of Museum and Library Services
Data from Public Libraries Survey Fiscal Year: 2013

Library Name	Population	Total Staff	Budget	Collection Expenditures	Collection Exp per Capita	Print Materials
NEWPORT BEACH PUBLIC LIBRARY	86,436	58.42	$6,714,642	$759,736	$8.79	240,750
CARLSBAD CITY LIBRARY	108,246	104.75	$9,406,641	$807,123	$7.46	279,522
CERRITOS PUBLIC LIBRARY	49,470	54	$4,831,266	$387,209	$7.83	231,211
HUNTINGTON BEACH PUBLIC LIBRARY	193,616	47.8	$4,044,917	$395,267	$2.04	388,588
MISSION VIEJO LIBRARY	94,824	35.2	$3,241,712	$324,441	$3.42	164,716
MOUNTAIN VIEW PUBLIC LIBRARY	76,260	42.5	$4,580,305	$547,688	$7.18	265,812
PALO ALTO CITY LIBRARY	66,368	50.52	$6,989,157	$762,782	$11.49	215,416
SANTA MONICA PUBLIC LIBRARY	91,040	106.1	$11,054,986	$1,024,406	$11.25	366,950

Library Name	Electronic Books	Databases	Total Circulation	Library Visits	Library Programs	Program Attendance	Reference Transactions
NEWPORT BEACH PUBLIC LIBRARY	6,462	27	1,582,914	1,074,933	1,274	51,556	184,260
CARLSBAD CITY LIBRARY	2,406	30	1,372,732	821,045	1,702	61,867	283,802
CERRITOS PUBLIC LIBRARY	3,646	28	624,663	964,412	561	24,695	93,477
HUNTINGTON BEACH PUBLIC LIBRARY	1,891	16	950,722	757,414	1,727	109,870	42,676
MISSION VIEJO LIBRARY	4,970	22	928,376	803,562	298	21,472	122,781
MOUNTAIN VIEW PUBLIC LIBRARY	11,418	56	1,746,903	855,854	752	52,260	109,150
PALO ALTO CITY LIBRARY	20,893	37	1,512,975	827,171	745	40,405	43,476
SANTA MONICA PUBLIC LIBRARY	5,557	31	1,757,971	1,373,663	1,991	61,463	189,302

TO: LIBRARY BOARD OF TRUSTEES

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

PREPARED BY: Melissa Kelly, Library Support Services

TITLE: Donation Acceptance from the Newport Beach Public Library Foundation

---

The Newport Beach Public Library Foundation has offered a donation of $11,364.00 to support specific Library programs and expenses. The Library Foundation has accepted these designated gifts from community members who have specified their interests. These are listed below:

- $ 2,500 Furnishings for the Children's room at the Central Library
- $ 5,000 From John & Gail Krueger for the Blu-Ray and DVD collections at Balboa
- $ 125 Juvenile collection
- $ 239 Corona del Mar renovations
- $ 2,000 eBooks
- $ 1,500 Support for the Literacy program from Greg Wohl ($1,000) and Carolyn Scheer ($500)

Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted the donation will be submitted to the City Council for approval and allocation into appropriate operating accounts for the Library.

NEWPORT BEACH PUBLIC LIBRARY FOUNDATION

BOARD OF DIRECTORS

Dorothy Larson
PRESIDENT

Lee Boylan
Margie Buckingham
Karen Clark
Constance Glenn
Toby Larson
Margi Murray
Carol Murrel
Natasha Palmaer
Dr. Adrian Windsor
Lizanne Witte
Felix Yan

Tracy Keys
EXECUTIVE DIRECTOR

DIRECTORS EMERITI

William G. Adams, Esq.
Betty & Don Adkinson
Ron Beale
Kimberly Dwan Bernatz
David Carmichael
Doug Cavanaugh
Jacquelyn B. Dillman
Mike Dreyfus
John E. Dwan II*
Karen & Don Evarts
Martha Fluor
Alison Baker Frenzel
Barbara Glabman
Susan Porter Hart
Ben Jackson, Jr.
Carolyn Klein
Lucille Kuehn*
Daniel Livingston, Esq.
Gordon McAlpine
Tom & Marilyn* Nielsen
Jackie Penney*
Ruth Poole
Lyman Porter
Frank M. Posch*
Katherine Robertson
Gini Robins
James Rubel, Jr.
Deborah Sperberg &
John O. Strong, M.D.
Lawrence Spitz
Elizabeth & John Stahr
Bruce Stump
*In memoriam

July 2, 2015

Mr. Tim Hetherton
Director of Library Services
Newport Beach Public Library
1000 Avocado Avenue
Newport Beach, CA 92660

Dear Tim:

On behalf of the Newport Beach Public Library Foundation, I am pleased to enclose a check in the amount of $11,364.00 to the Newport Beach Public Library. The gift represents restricted gifts received during Fiscal Year 2014-2015.

The expenditures should be as follows:

Children's Area	**$2,500 (this can be applied toward Wish List item: tables & chairs for Central Children's Room)**
Balboa Branch	**$5,000 (from John & Gail Krueger for the Blu-ray, DVD collection at Balboa Branch; please credit them on bookplates for all materials purchased)**
Children's Books	**$125**
Corona del Mar	**$239 (toward renovation)**
E-book content	**$2,000 (this can be applied toward Wish List item)**
Literacy Program	**$1,500 ($1k from Greg Wohl and $500 from Carolyn Scheer)**

As always, it is our pleasure to support the Library!

Thank you very much.

Kind regards,

Tracy Keys
Executive Director

CC: Melissa Kelly, Kim Crawford, Julie Duncan, Cherall Weiss