



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES MEETING AGENDA

Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660
Monday, November 16, 2015 – 5:00 PM

Board of Library Trustees:

Jerry King, Chair
John Prichard, Vice Chair
Jill Johnson-Tucker, Secretary
Robyn Grant, Board Member
Janet Ray, Board Member

Staff Members:

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

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

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

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. NOTICE TO THE PUBLIC

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

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

IV. PUBLIC COMMENTS

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

V. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. Board of Library Trustees have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request

specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

A. Minutes of the October 19, 2015 Board of Library Trustees Meeting

B. Consent Calendar Items

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.

VI. CURRENT BUSINESS

A. Items for Review

5. Corona del Mar Branch Library Project Interior Layout and Exterior Design

Staff resubmits the request that the Library Board of Trustees select Option D-4 as the floor plan and layout for the proposed Corona del Mar Branch Library for recommendation to City Council. Staff also requests that the Board of Library Trustees select two proposed exterior renderings of the branch for recommendation to City Council.

6. Literacy Program Update

Staff will provide the annual overview of the Literacy program.

7. Corona del Mar Branch Library Project Update

Staff will provide an update on the project.

8. Placement of Art Donated from Gene and Diane Dixon Crain in Honor of Joan Brandt Scarboro and Clark Scarboro

Staff recommends that the Board of Library Trustees approve the placement of art, donated from Gene and Diane Dixon Crain in honor of Joan Brandt Scarboro and Clark Scarboro, in the reading area on the second floor of the Central Library.

9. Appointment of Two Board of Library Trustees to Assist Staff on the Library Budget

The Board of Library Trustees shall nominate and elect two Trustees to serve as liaisons to staff in preparing the FY 2016/2017 Library budget.

B. Monthly Reports

10. Library Services

Report of Library issues regarding services, customers and staff.

11. Friends of the Library Liaison Report

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

12. Library Foundation Liaison Report

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

13. Witte Lectures Committee Liaison Report

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

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

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

IX. ADJOURNMENT

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
October 19, 2015 – 5:00 p.m.**

CONVENED AT 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair King called the meeting to order at 5:00 p.m.

II. **ROLL CALL** – Roll call by Chair King

Trustees Present: Chair Jerry King; Vice Chair John Prichard; Secretary Jill Johnson-Tucker; Board Member Robyn Grant; Board Member Janet Ray

Staff Present: Library Services Director Tim Hetherton; Library Services Manager Dave Curtis; Administrative Support Specialist Elaine McMillion; NBPL Foundation Liaison Toby Larson; City Arts Commission Chair Arlene Greer; Civil Principal Engineer Fong Tse; Deputy Public Works Director/Civil Engineer Mark Vukojevic; Branch and Youth Services Coordinator Debbie Walker; Support Services Coordinator Melissa Kelly; Adult Services Coordinator Natalie Basmacyan; Mariners Branch Librarian Rebecca Lightfoot

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS ON CONSENT CALENDAR**

Chair King opened public comments on the Consent Calendar.

Joy Brenner offered corrections to the minutes from the Board of Library Trustee meeting of September 21, 2015.

Jim Mosher commented on the Library Monitoring list and suggested the Board add discussion of the City's vision for future libraries to it's annual review list.

Seeing no others wishing to address the Board, Chair King closed public comments.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

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 Secretary Johnson-Tucker and seconded by Vice Chair Prichard and carried (5-0-0-0) to approve Consent Calendar items, as presented.

AYES: Grant; Johnson-Tucker; King; Prichard; Ray
NOES: None
ABSTENTION: None
ABSENT: None

B. Minutes of the September 21, 2015 Board of Library Trustees Meeting

Revisions to the minutes as suggested and submitted by Jim Mosher and revisions as suggested by Joy Brenner were noted and accepted.

Motion made by Secretary Johnson-Tucker and seconded by Vice Chair Prichard and carried (4-0-1-0) to approve the Minutes as revised.

AYES: Grant; Johnson-Tucker; King; Prichard
NOES: None
ABSTENTION: Ray
ABSENT: None

VI. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher noted that public comments on non-agenda items usually occurred towards the end of meetings, in the past. He recommended adding a survey on the Library website so that the public can provide comments as to how their experience could be improved.

Discussion followed regarding the new agenda format on public comments and clarifying same in the future.

Mr. Mosher also commented on the Mariners Branch Update.

VII. CURRENT BUSINESS

A. Items for Review and Possible Action

5. Mariners Branch Update

Staff will provide the annual overview of branch operations.

Mariners Branch Librarian Rebecca Lightfoot provided the annual overview of branch operations. She addressed operating hours, sharing the Library with the adjacent elementary school, personnel changes and staffing. The facility, service population, special programs, and the success of the summer reading program were also reviewed.

Discussion followed regarding future plans for the branch and potential improvements, the rental book program, use of the Jorgenson meeting room, bike racks and parking.

**Item No. 8 was moved up on the agenda as there were many members of the public present to speak on same.*

6. Youth Services Update

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

Branch and Youth Services Coordinator Debbie Walker provided an overview of the Children's Services department. She addressed general programming, funding, the Making Memories program, story-time programs, the 1,000 Books before Kindergarten program and funding, National Library Week, the Summer Reading program, Teen Volunteers and hours of service. Additionally, she addressed programs and special events, regular author visits, the Young Adult Advisory Council (YAAC) and outreach. She reported on the Library's materials collection, marketing the collection and the Accelerated Readers program.

Discussion followed regarding the 1,000 Books before Kindergarten program, the turnover on the Children's Collection and the length of time YAAC has been in service.

7. Review of Library Capital Improvements and/or Capital Outlay Needs

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

Support Services Coordinator Melissa Kelly provided a report on capital improvements projects for the Library. She noted that the big project, this year, is the Corona del Mar Branch Library and Fire Station, and that many of the projects on the list last year are moving forward, including remodeling the bathrooms at the Central Library and replacing the carpet in the Friend's Room. She addressed the Mariners Library and potential upcoming items.

Discussion followed regarding the design process for the Mariners Library, expansion of the branch and the Jorgenson Room.

Support Services Coordinator Kelly addressed the possibility of having representatives from the Board work with her on the budget.

Chair King agreed to have representatives appointed during the November Board meeting.

8. Corona del Mar Branch Library Project Interior Layout and Exterior Design

Staff requests that the Library Board of Trustees select Option D-4 as the floor plan and layout for the proposed Corona del Mar Branch Library for recommendation to City Council. Staff also requests that the Board of Library Trustees select two proposed exterior renderings of the branch for recommendation to City Council.

**This item was heard immediately after Item No. 5.*

Library Services Director Tim Hetheron presented details of the report addressing public engagement and input, details of the design, working with residents to develop a suitable plan and recommendations.

Members of the Board commended Library Services Director Hetheron and staff for their patience and work on this endeavor.

Chair King opened public comments.

Joy Brenner commended Library Services Director Hetheron and staff and commented positively on the process and stated she will also note this when this item is presented to City Council. Additionally, she reported the intent to meet with individual City Council Members and emphasize that this is a collaborative project.

Board Trustee Grant commented on members of the public interested in combining efforts with the City regarding the project budget. She noted a prior offer from a member of the public to contribute towards the project and stressed the importance of encouraging those efforts.

Joy Brenner reported having at least four commitments from the public to contribute towards this effort when the time comes, so, she noted that the support is there.

Mary Lou Hergel stated that residents will contribute when funds are needed.

Joy Brenner added that Elizabeth Stahr understands this process as well.

Chair King noted that connections were made during the Corona del Mar Friend's outreach.

The Board's recommendations will be considered by City Council at an upcoming meeting.

Deputy Public Works Director/Civil Engineer Mark Vukojevic verified that this will be considered by City Council on November 24, 2015.

Mary Lou Hergel asked if the financial conditions have changed. Deputy Public Works Director/Civil Engineer Vukojevic noted that funding will be discussed with the architect.

Ms. Hergel thanked Chair King for his efforts with the Corona del Mar residents on this matter.

Jim Mosher commented positively on the final layout and commented on the interior rendering. He stated he is unable to determine where book shelves will be located within the layout.

Library Services Director Hetheron addressed the collection and noted the matter is being reviewed.

Linh Do noted the handout D-5 which illustrates another way to change D-2 and suggested having a focus or working group early in the process to save time and money. She expressed her appreciation to Director Hetheron and staff as well as to the Board of Library Trustees.

Secretary Johnson-Tucker stated that she prefers D-4 as it addressed the majority of concerns and seems like a compromise. She stated that the layout is similar to the existing "L" shape and noted there is room for stacks comparable to what currently exists.

Chair King spoke in support of D-4 noting that it provides for flexibility, is open and is similar to the existing concept.

Motion made by Trustee Grant and seconded by Secretary Johnson-Tucker and carried (5-0-0-0) to recommend to City Council, approval of the proposed layout, D-4.

AYES:	Grant; Johnson-Tucker; King; Prichard; Ray
NOES:	None
ABSTENTION:	None
ABSENT:	None

In response to Vice Chair Prichard's inquiry, Deputy Public Works Director/Civil Engineer Vukojevic explained the scope of the Board's recommendation to City Council.

Discussion followed regarding the Exterior Designs including the possibility of changing the exterior color as presented in the renderings, whether a patio is proposed upstairs, addressing details in the future, benefits of the flat roof, the similarities in the various options, stroller parking, making a broad-stroke approval with the knowledge that things might change in the future, consideration of the homeless plight and opportunities for future input in terms of design details.

Secretary Johnson-Tucker commented on window placement and clarified that the current approval is in terms of the general aesthetics of the exterior. It was noted that D-4 allows for windows in the back.

Deputy Public Works Director/Civil Engineer Vukojevic asked that if the Board or public have comments as the project moves ahead, that these be provided ahead of time to determine if any changes need to be incorporated.

Secretary Johnson-Tucker asked to see any significant changes prior to being implemented.

Trustee Ray commented positively on everyone working together to develop an acceptable solution.

Linh Do inquired about stroller parking and Deputy Public Works Director/Civil Engineer Vukojevic noted that currently, it is shown as a reserved area.

Civil Principal Engineer Fong Tse commented on a placeholder for strollers which may be an open or enclosed area.

Linh Do suggested a speed bump be placed in that area for increased safety and containment, and that planting bushes for the same purpose may be an option.

Civil Principal Engineer Fong Tse added that it is easier to make changes on paper rather than during construction.

Jim Mosher commented on the necessity for bike racks.

Joy Brenner noted that regarding the exterior, there were 79 for Option 3, 11 for Option 2 and 4 for Option 1. She suggested that the fact the yellow box was on top of Option 1, was a deterrent and that Option 1 could be the second favorite.

Chair King closed public comments.

By vote, it was agreed by the Board that Option 3 was their first choice and Option 2 their second.

Motion made by Trustee Grant and seconded by Vice Chair Prichard and carried (5-0-0) to declare Option 3 as the first choice and Option 2 as the second choice.

AYES: Grant; Johnson-Tucker; King; Prichard; Ray
NOES: None
ABSTENTION: None
ABSENT: None

**Item No. 6 was heard at this juncture and the Board continued to consider the remaining items on the agenda, in order.*

9. Placement of Rex Brandt and Joan Irving Brandt Paintings in the Central Library

Staff recommends that the Board of Library Trustees appoint a Trustee to coordinate with the City Arts Commission to approve the site placement of 2 paintings in the Central Library donated by Gene and Diane Crain.

Chair King asked Trustee Ray to take the lead on this issue for proposed site placement and she agreed.

City Arts Commission Chair Greer commented on the suitability of various areas.

Discussion followed regarding having the City Arts Commission make recommendations to the Board on appropriate placement of the artwork.

Library Services Director Hetherton stated he will work with Arts Commission Chair Greer and Commissioner Logan and coordinate with staff on this matter.

Board Member Ray asked that visual information be provided in the next agenda packet to help the Board in its consideration.

City Arts Commissioner Chair Greer noted that the available space dimensions are 80 inches by 40 inches.

C. Monthly Reports

10. Library Services

Report on Library issues regarding services, customers and staff.

Library Services Director Hetherton thanked Library staff for their work on the Corona del Mar Library project. He addressed a celebration of Literacy Day and noted the booklet with a compilation of volunteer stories which will may be reviewed at the November 16th Board Meeting when the Literacy

Program update is provided. The Library's emergency planning and disaster preparedness were discussed at the most recent Library All Staff meeting. He welcomed new Trustee Janet Ray.

11. Friends of the Library Liaison Report

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

Chair King presented an update of the most recently attended Friends of the Library Board meeting.

12. Library Foundation Liaison Report

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

Board Member Johnson-Tucker provided an update of the most recently-attended Library Foundation meeting, including the Library Live Program.

13. Witte Lectures Committee Liaison Report

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

Vice Chair Prichard noted that there was no meeting last month. However, he reported that the new series season will begin in January 2016, and that a number of sponsorships have been confirmed.

PUBLIC COMMENTS

Discussion followed regarding revision of the City's new software program, agenda template which is used for all City Boards, Commissions and Committees, so that public comments on agenda items be given at the beginning and non-agenda item comments be given at the end, of each meeting, instead of the format as presented at this meeting.

Jim Mosher noted that the agenda has not been imposed by City Council and commented on the changes to agendas by City staff. He added that the format of the agenda is up to the Board and should not be imposed by anyone else. Additionally, he noted that the public needs to have an opportunity to comment on every item that the Board discusses.

VIII. ADJOURNMENT – 6:51 p.m.

Submitted by: _____
Approval of Minutes

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

<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 align="center">1 <u>10/10/2015</u> <u>Comment Form - Email</u> <u>Natalie Basmaciyar</u> <u>Adult Services Coordinator</u> <u>10/12/2015</u></p>	<p>Hello, I had a few questions about becoming a member of the Newport Beach Library. 1. How do I become a member and can I do it online or do I have to come in? 2. How much would it cost? 3. Do I have to wait to rent/borrow audio books or are they readily available as they are needed? 4. Can I listen to audio books directly on my cell phone? Any information you can provide I'd appreciate it, thank you!</p>	<p>Good afternoon, Thank you for contacting the Newport Beach Public Library. Here are the answers to your questions: 1- NBPL library cards are free for all California residents. You just need to show proof of valid California residency to obtain a card. You may sign up online for a free temporary, 30-day card. You need to come in within the 30 days to obtain the full-access, permanent card. With out-of-state ID, library cards are \$10.00 per year. 2- Library cards are free for all California residents. 3- All locations have Book on CD collections. Some more popular titles may have a hold list, however. 4- NBPL subscribes to Overdrive, which offers eAudiobooks to use on your device. As with physical Books on CD, there may be a hold list for more popular titles. All Overdrive titles are free to use with your NBPL library card. To access Overdrive and the other online services, click on the eBranch tab on the Library's website. Please let me know if we may be of further assistance.</p>
<p align="center">2 <u>10/13/2015</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>10/13/2015</u></p>	<p>Nearly everyday of the week, a gentleman (think the name is _____), sits at Computer 30 on the 2nd floor near the staff elevators and eats/drinks at the public computer at will. Last week I witnessed a situation where he almost got in an altercation (verbal exchange did occur before staff responded) over the eating at the table. I think my biggest gripe is that he violates the rules of using the computers in front of the staff elevators where staff are getting on and off of the elevator and face him all day long. Not once has a staff member addressed the situation.</p>	<p>Good Afternoon, Thank you for sharing your concerns around patrons' use of the computers and their adherence to library policies. We appreciate your input and it has prompted reminders to staff to remain diligent in enforcing our Use Policy. Should you witness further violations, please share with staff at the Reference Desk so that they can assess and address as needed at that time. Many thanks again,</p>
<p align="center">3 <u>10/13/2015</u> <u>Comment Form - Email</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>10/13/2015</u></p>	<p>I was trying to reserve some newer title and noticed that there are about 10 PS4 games missing - too much to be a coincidence. What is being done about this? Perhaps all PS4 and Xbox one games need to have the actual discs held at front desk for security? What happened</p>	<p>Good Afternoon, Thank you for sharing your observations and concern regarding the video game collection at the Newport Beach Public Library. You are right in thinking that some missing titles are not a coincidence. We did suffer some losses when a number of games were checked out and not returned. There was deliberate intent, we believe, to take the games and not bring them back. Since then, we have altered our policies to limit the number of games one can have out to five. This helped to stop the rash of theft that we were experiencing. We have also increased our security technology in recent months to help as well. I hope you are able to find titles that you enjoy upon future visits to the Library. Thanks again,</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>4</u> <u>10/15/2015</u> <u>Comment Form - Email</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>10/15/2015</u></p>	<p>Melissa, Congratulations on your new responsibilities. They're probably not new, but they're new to me. It turns out that you're the person I was advised to write to. I've had occasion to use the small study rooms in Newport Center on 3-4 occasions this summer when I was meeting with others. The different rooms I've used seem to have very bad acoustics. I was reminded of a church meeting hall that had a terrible example of the same problem and solved it in a very simple way. I hadn't been there in several years, but when I returned, the problem was miraculously gone. I looked around; obviously no major structural changes had occurred. They had hung rectangles of cotton fabric stapled onto canvas stretchers on the wall. Very simple, very inexpensive, very effective. They had used quiet colors close to the paint color, but any color or pattern would work. Good luck with it.</p>	<p>It's nice to hear from you and it is always nice to have you around the library during your summer stay. I appreciate your suggestion for sound baffling. We'll take a look at this and see what should and could be done. Thank you for your continuous support of your Library.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetheron, Library Services Director
Re: Report of Library Activities – November 16, 2015 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

“A public library is the most democratic thing in the world. What can be found there has undone dictators and tyrants: demagogues can persecute writers and tell them what to write as much as they like, but they cannot vanish what has been written in the past, though they try often enough...People who love literature have at least part of their minds immune from indoctrination. If you read, you can learn to think for yourself.”

— Doris Lessing

The Library Administration held a retreat on October 14 to review our present situation, and plan for future initiatives that benefit the community. In my opinion, we can be most responsive to the community by evaluating the customer experience, embracing customer-centered Library technology, focusing on the unique history and cultural heritage of Newport Beach, and looking at customer use patterns when developing public space. I asked the Library Administration Team to brainstorm on these 4 points and contribute ideas, goals, and objectives. The Administration Team was encouraged to consider both the big picture and issues unique to their management responsibilities. Here is what we came up with:

1) **Evaluate the customer experience.**

- The Library Administration should begin the process of soliciting our customer’s opinions and thoughts, and determine how to best serve the community.
- Surveys: website (before logging in), remote web access (as customers log in to use online services), circulation receipts, Survey Monkey, MindMixer.
- Outreach efforts – community gatherings, Library programs, point of service surveys.
- Make effort to evaluate the non-resident experience.
- Determine appropriate signage for all locations – fewer signs in order to encourage more interaction between staff and customers.

2) **Encourage technological literacy.**

- The public library should be at the forefront of encouraging technological literacy and exposing the public to both emerging and established technological resources and services.
- NBPL needs to offer more classes, and more specialized training in the Media Lab. Staff needs to develop a basic working knowledge of the Media Lab resources in order to assist the public.
- Lectures on emerging technologies, including TED talks, could also be a welcome and important addition.
- Integrate technological literacy into Children’s and Teen Services.

- Encourage music and film production in the Media Lab: Battle of the Bands; create videos to promote the Library, Media Lab, Foundation, and Friends.

3) **Preserve the memories of the City.**

- Digitize our local newspapers (microfilm conversion) and photograph collections.
- Make local historical archives discoverable through NBPL catalog.
- Develop partnerships with local historical societies, and Sherman Gardens and Library.
- Include local history presence in space planning of any proposed replacement for the Balboa Branch.

4) **Experiment with public space so customers define use.**

- Evaluate current use of space at all locations for possible alternate uses for public space.
- Determine what the public wants in addition to what NBPL already has.
- Determine which spaces are not used and reconfigure them.
- Determine how to use space more effectively.
- Implement user friendly furniture.
- Keep what customers are using, and adapt what they are not using to new uses.

DAVE CURTIS, LIBRARY SERVICES MANAGER

Preparedness

The City and Library held drills to hone their preparedness in October. Library staff participated in a Emergency Operations Center (EOC) exercise that simulated heavy rains and flooding around the region. All Library locations held evacuation drills in October as well. These efforts help to know procedures and to keep readiness in the front of our minds.

Improved Friends Workspace

The Friends of the Library moved into a newly prepared space in the Central Library in October. They are now enjoying the space that used to be the server room near the materials processing area. The Library worked with IT staff to clear and prep the room for this alternative use.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Literacy

Newport Mesa ProLiteracy was noted on the GreatNonProfits list of outstanding organizations for 2015. The program has received many wonderful reviews by learners and tutors which can be seen at <http://greatnonprofits.org/org/newport-mesa-proliteracy> .

State Report

The State Library will be using a new program for collecting data this year. They held a webinar on October 28th to preview the program, show some of the new fields and answer questions from data collectors. Some of the new fields are equipment circulation, off-site programming and technology assistance. On Friday, October 31st they opened the survey software for us to begin working on the annual report. The survey will be completed by December 4th.

Staff Training

The Library clerks had their quarterly training session at the end of October. The staff discussed the new credit card acceptance equipment and procedures, the use of the smart gate technology and assisting customers with renewals and holds. The group also exchanged ideas about the possibility of going paperless when issuing new library cards.

In the spirit of Halloween, the clerks all made masks to wear to the meeting. We found that we have some very creative people on staff.



Staffing

In October we welcomed Kristen Sonntag, part-time clerk; Thomas Trinh, part-time page and John West, part-time page to the Circulation staff. Kristen and Thomas are assigned to the Central Library and John is working at the Balboa Branch.

Interviews were conducted in October to fill 2 part-time library clerk positions. We hope to have new staff members on board in November. After orientation and initial training, one of the new clerks will be working at the Central Library and the other at the Mariners Branch.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Programming at the branches was varied throughout the month although more than one location offered creepy crafts and Halloween stories. Magician and juggler Fantastick Patrick amazed and amused a capacity crowd at CDM on October 7. CDM also hosted a storytime with the fire station next door. At least 65 adults and children were able to tour the fire station and see the engines up close.

In personnel news, long-time Mariners Branch Librarian I Tamara Henn gave notice that she would be retiring from the City, effective December 30. Tamara has been with the City for 15 years and been at Mariners since 2007. Tamara will be missed by customers and staff. Steps are currently in place to

recruit for her replacement. Balboa was happy to welcome Library page John West as a permanent member of the branch team. Mr. West is a resident of the area and familiar with many of the customers who use the branch.

Youth Services

On Monday, October 26, four members of YAAC participated in Pajama Storytime as part of Teens Telling Tales. Over 53 parents and children thoroughly enjoyed the guest presenters for this pre-Halloween event. The Making Memories series of Gardening Workshops wound up this month with *Good Bugs, Bad Bugs* on October 4 and *Art Inspired by Nature* on October 25. These Foundation sponsored events were well received by those in attendance. Friends of the Library sponsored First Grade Class visits began on October 13 when 63 members of Newport Coast Elementary came to tour the Children's Room, get library cards and take home a book.

Teen Services

YAAC met on October 14 and made plans for those assisting with October craft programs and the Pajama Storytime on the 26th. They also brainstormed ideas for future programming and talked about their current favorite books, movies and television. Joanna took part in the CDM High School Community Service Fair on October 21st. This event was organized by the National Honor Society with the intent of giving students the opportunity to find out about volunteer opportunities that are available in the area. Joanna handed out some 60 volunteer applications and had the opportunity to discuss the library and its services as well. It was a very worthwhile opportunity for outreach.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

New Staff

New Part-Time Library Assistants Isabel Stevens and Terry Sanchez are both assigned to Central. They completed their initial training this month and now are assisting customers at all service points.

Let's Talk Tech

From November to January, Library Assistant Greg Johnson will be hosting a series of classes and Open House events in the Media Lab. All events are scheduled for 7PM on Tuesday nights. Topics include Introduction to Photoshop, Introduction to Illustrator, and Introduction to InDesign, featuring the Lynda.com tutorials. Marketing Specialist Katherine Mielke designed a new graphic to highlight the classes on the website. The Tuesdays @ 2 public training classes resume in February 2016.

Internet Librarian Conference

Adult Services Coordinator Natalie Basmacıyan attended the Internet Librarian conference. Lecture topics included project management, Makerspace activities, and marketing strategies.

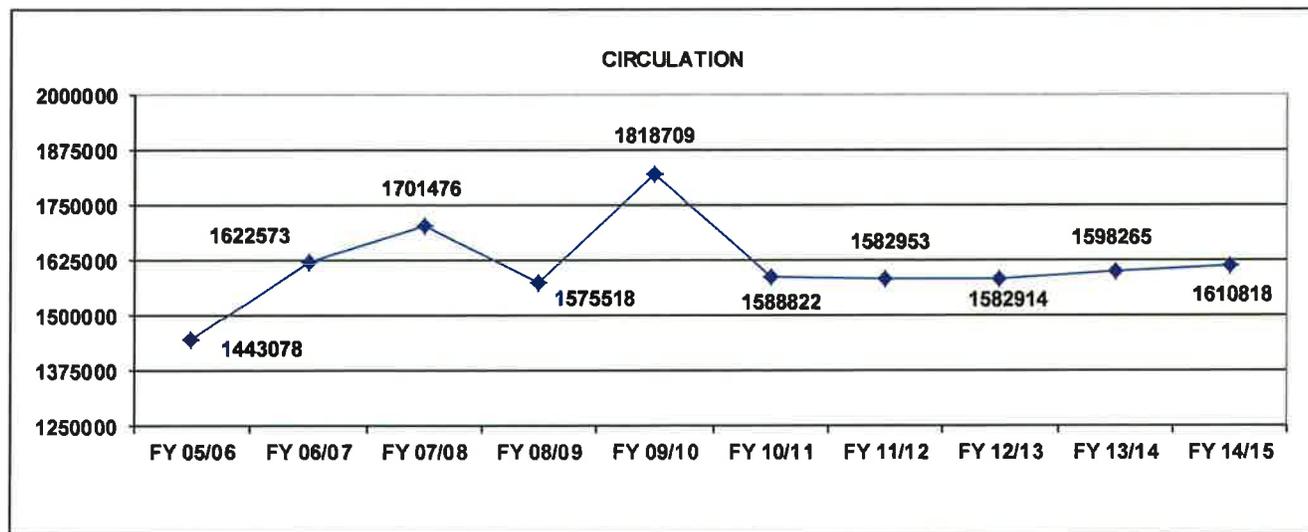
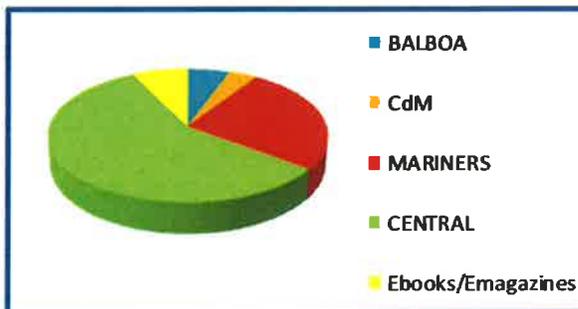
Database FY Comparisons	YTD 15/16	YTD 14/15	JUL 2015	AUG 2015	SEP 2015	OCT 2015
Tracked by #searches						
Ancestry	3511	4939	838	650	850	1173
A to Z Databases	1632	1004	573	390	546	123
AskART	235	26	10	32	70	123
BioResCtr*	206	337	55	32	34	85
FoF Ancient Hist	219	219	20	9	69	121
GDL	37	111	4	12	7	14
GVRL	374	692	70	75	100	129
HeritageQuest	11616	2073	1777	2316	4150	3373
Kids InfoBits	201	44	161	20	0	20
Lynda.com	9736	1713	372	2313	3156	3895
LitResCtr	242	342	102	30	63	47
Opposing Vpts*	403	263	351	5	17	30
Nat Geo	97	93	3	12	26	56
Nat Geo Kids	71	6	62	5	0	4
NoveList Plus	661	784	217	115	139	190
NoveList K-8 Plus	256	392	43	66	86	61
ProQuest	11013	10721	1030	2903	3605	3475
Oxford Art Online	0	7	0	0	0	0
Ref USA Bus.	10181	10116	2038	1833	3688	2622
Ref USA Res.*	318	763	87	68	138	25
Tumblebooks	1215	2738	184	265	409	357
World Book Online	48	193	15	16	17	
Tracked by #sessions						
Cypress Resume	28	46	7	5	11	5
LiveHomework	46	61	8	1	18	19
Testing & EdRefCtr	281	176	74	84	74	49
Universal Class	761	207	285	205	177	94
Tracked by #page views						
Consumer Reports	7559	0	1398	1884	2187	2090
CultureGrams	684	1106	336	74	167	107
Morningstar	26251	19219	4896	4881	9022	7452
NetAdvantage	18115	26011	4585	3217	4962	5351
RealQuest	621	6946	99	64	284	174
Rocket Languages	203	283	104	32	63	4
Value Line	58450	38199	14688	13442	14608	15712

Proquest Articles Retrieved

	July	Aug	Sept	Oct	AVG.
Business Databases	195	306	199	250	238
Newspapers--Current	690	807	1583	1030	1028
Newspapers--Historical	2275	2621	1938	2044	2220
Magazines	31	26	50	68	44

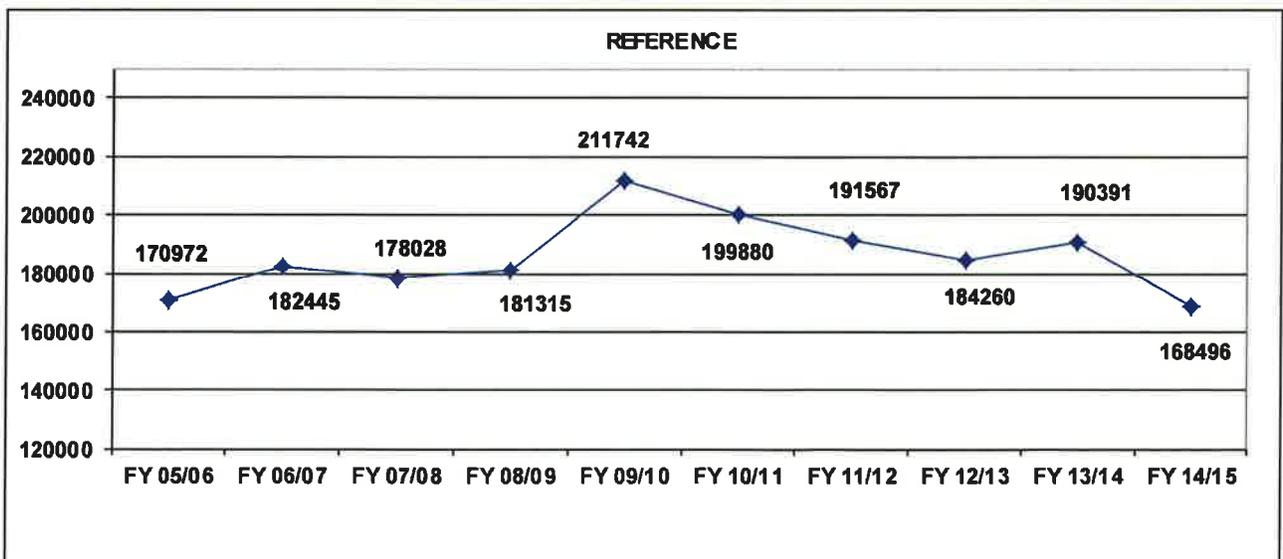
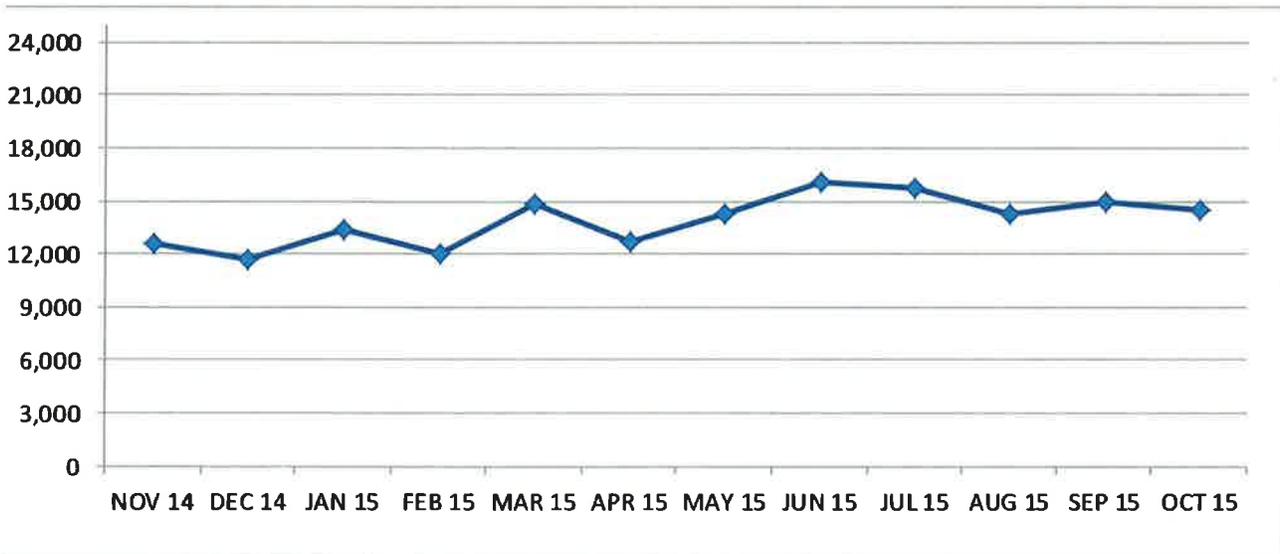
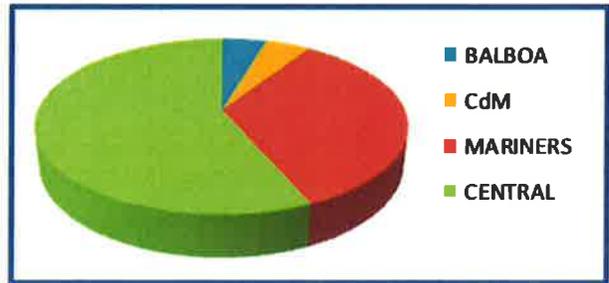
NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2015 CIRCULATION

	Oct-15	YTD 15/16	YTD 14/15
BALBOA	7,148	30,498	31,250
CdM	4,801	19,639	22,196
MARINERS	33,423	135,742	144,308
CENTRAL	74,030	319,128	334,691
Ebooks/Emagazines	9,416	37,231	35,021
TOTAL	128,818	542,238	567,466



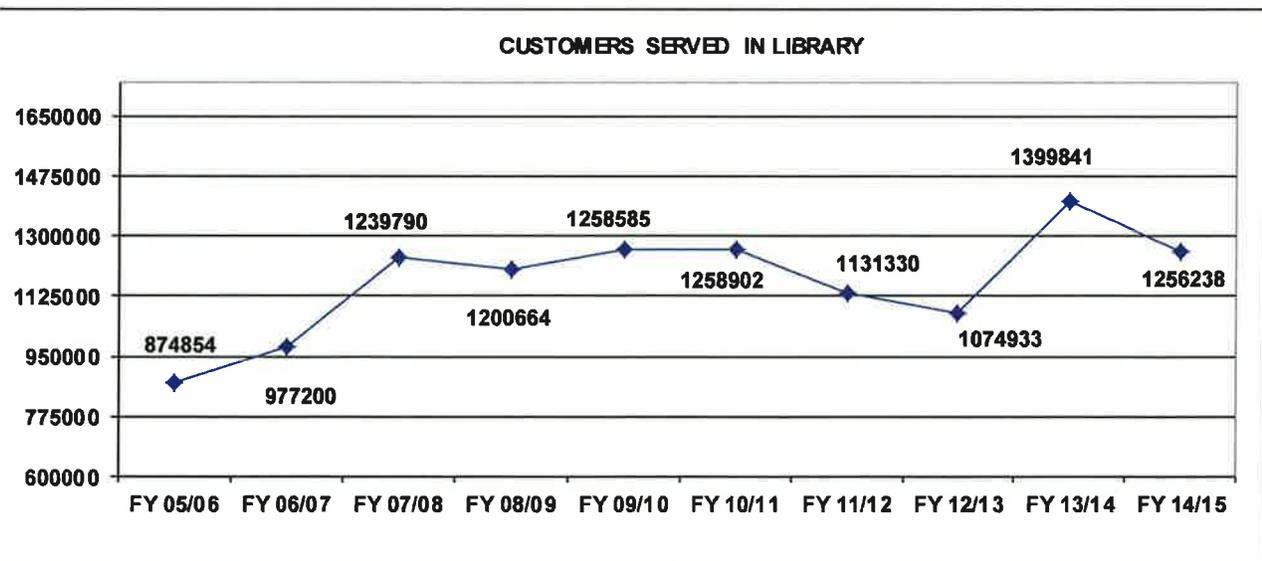
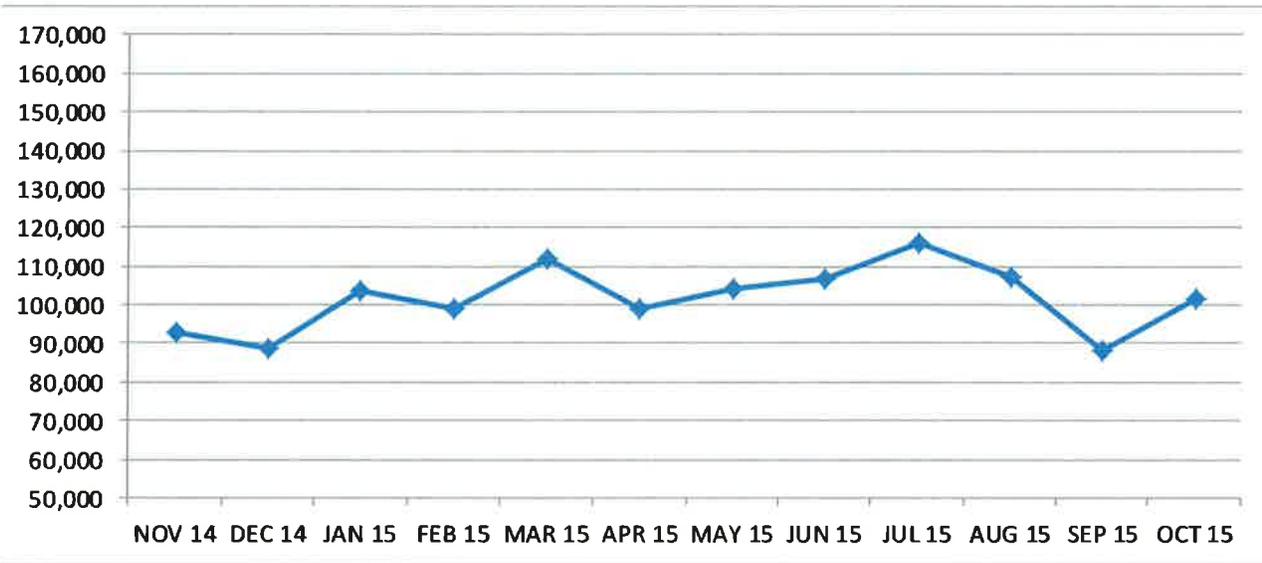
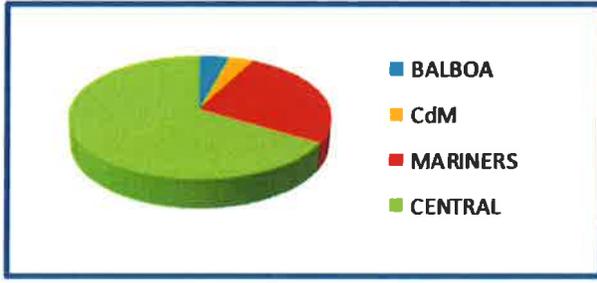
NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2015 REFERENCE

	Oct-15	YTD 15/16	YTD 14/15
BALBOA	671	2,931	3,440
CdM	672	2,685	2,808
MARINERS	4,956	19,011	21,750
CENTRAL	8,230	34,918	32,912
TOTAL	14,529	59,545	60,910



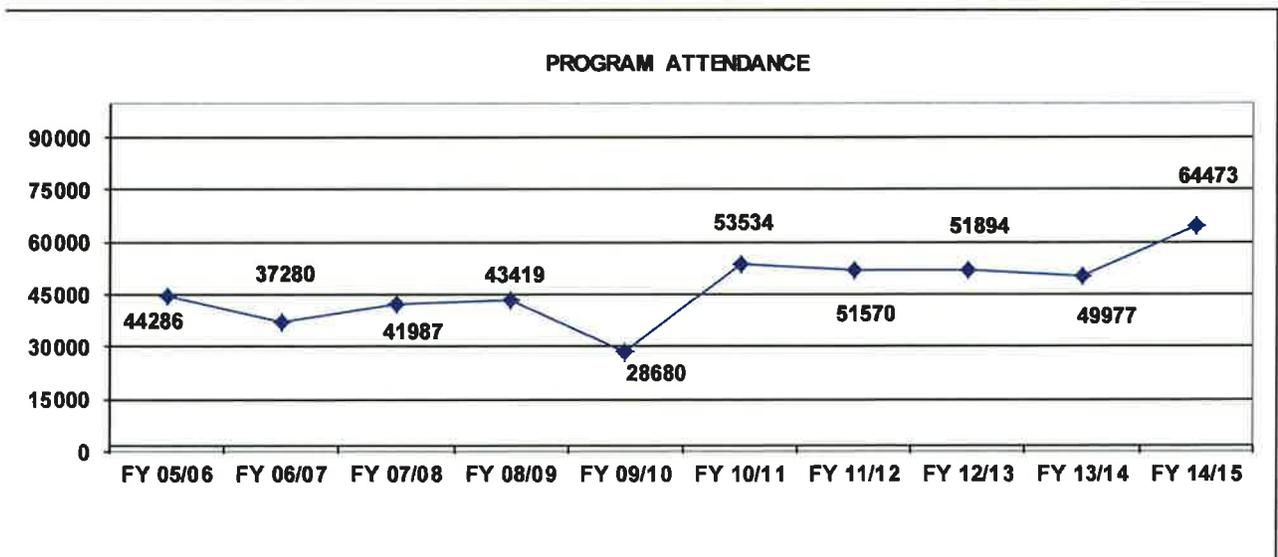
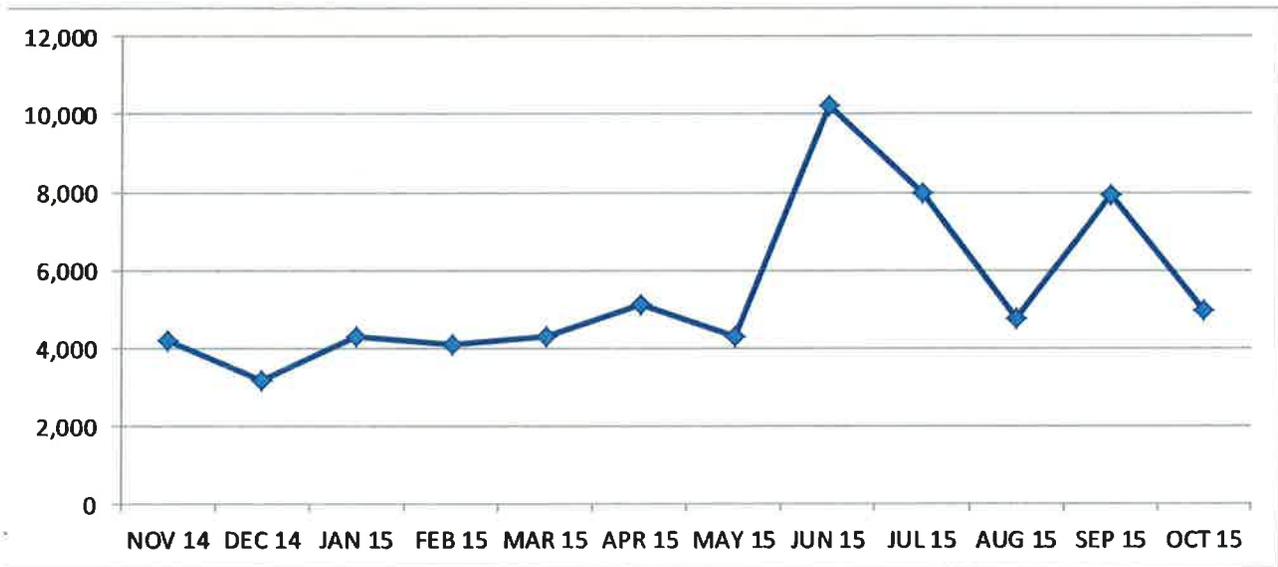
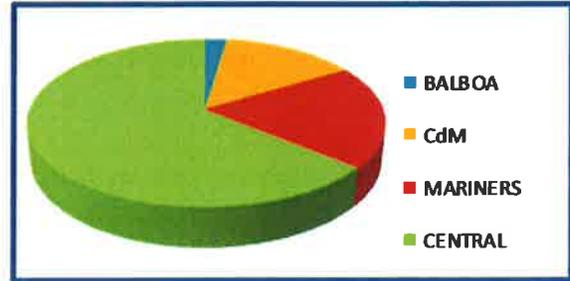
NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2015 CUSTOMERS SERVED IN LIBRARY

	Oct-15	YTD 15/16	YTD 14/15
BALBOA	4,276	18,419	20,458
CdM	3,499	15,150	15,482
MARINERS	26,277	96,316	103,666
CENTRAL	67,296	282,881	310,654
TOTAL	101,348	412,766	450,260



NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2015 PROGRAM ATTENDANCE

	Oct-15	YTD 15/16	YTD 14/15
BALBOA	114	604	438
CdM	699	2,488	2,455
MARINERS	971	3,609	3,391
CENTRAL	3,172	18,949	18,520
TOTAL	4,956	25,650	24,804



ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET
SALARY FULL-TIME REGULAR	2,613,458	2,613,458	583,900	2,029,558
SALARY PART-TIME	175,933	177,433	104,977	72,457
SALARY SEASONAL	645,278	645,278	63,087	528,191
BENEFITS	1,828,216	1,867,847	389,751	1,478,096
SALARY & BENEFITS TOTAL	5,262,885	5,304,016	1,141,715	4,108,302
PROFESSIONAL SERVICE*	131,589	131,589	9,736	121,853
UTILITIES	294,976	294,976	62,719	232,257
PROGRAMMING	6,500	10,500	1,195	9,305
SUPPLIES**	82,570	82,570	15,237	64,862
LIBRARY MATERIALS	619,740	620,740	260,425	352,235
FACILITIES MAINTENANCE	149,221	149,221	18,003	131,218
TRAINING AND TRAVEL	15,125	15,125	802	14,323
GENERAL OPERATING EXPENSES	24,200	24,200	4,773	19,427
PERIPHERALS	3,500	3,500	0	3,500
INTERNAL SERVICE FUNDS	718,274	718,274	179,569	538,706
OPERATING EXPENSES TOTAL	2,045,695	2,050,695	552,459	1,487,676
CAPITAL OUTLAY	2,000	2,000	596	1,404
LIBRARY BUDGET TOTAL	7,310,580	7,356,711	1,694,770	5,597,392

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

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
Nov 17, 2014	Literacy Program Update	Nov 16, 2015
Dec 15, 2014	Review Holidays / Meeting Schedule	Dec 21, 2015
Jan 20, 2015	Newport Beach Public Library eBranch & Database Review	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
Mar 16, 2015	Branch Update - Balboa	Mar 21, 2016
Mar 16, 2015	Media Suite Update	Mar 21, 2016
Mar 16, 2015	Library Material Selection & Downloadable Services	Mar 21, 2016
Apr 20, 2015	Marketing Update & Social Networking 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
Jun 15, 2015	Adult and Reference Services Update	Jun 20, 2016
Jul 20, 2015	Statistical Comparison Report of Peer Libraries/Meeting Spaces	July 18, 2016
Jul 20, 2015	Proposed Library Closures for Winter Holidays 2015	July 18, 2016
Aug 17, 2015	Information Technology Update	Aug 15, 2016
Sep 21, 2015	Election of Board of Library Trustees Officers/Trustee Liaisons	
Oct 19, 2015	Branch Update - Mariners	
Oct 19, 2015	Children Services Update	
Oct 19, 2015	Review of Library Capital Improvements and/or Capital Outlay Needs	

October 29, 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 Library Floor Plan and Exterior

RECOMMENDATION:

Staff requests that the Library Board of Trustees select Option D-4 as a general floor plan for the proposed Corona del Mar Branch Library for recommendation to City Council.

Staff also requests that the Board of Library Trustees select 2 exterior renderings of the branch for recommendation to City Council.

DISCUSSION:

Kelley Needham of WLC Architects has worked closely with Deputy Public Works Director Mark Vukojevic in developing a layout for the Corona del Mar Branch Library that is responsive to both the public and the service model currently in place at the branch. Mr. Needham has revised Option D-3, presented at the September Board of Library Trustees meeting, to address resident concerns and reconcile these concerns with the Library's need for a layout that supports the Branch's service model and work flow. The latest iteration of the plan is Option D-4 (Attachment A).

Option D-4 is a product of collaboration between the architect, Public Works staff, CDM residents, and Library personnel. The plan satisfies the resident's desire for greater separation between adult and juvenile customers with an "L" shaped configuration reminiscent of the current branch layout. The new plan allows for windows in the rear area of the building which will provide more natural light. The restrooms, initially planned as "family style", are now configured as "male" and "female" facilities equipped with changing tables, and are located centrally in the proposed layout within easy access from both the adult and children's areas. The restrooms are also situated in a manner that traffic to and from them will result in minimal impact to Library customers. The adult area and children's area are of similar size. The Circulation desk placement will accommodate branch work flow and enables staff to greet customers and monitor the branch visually. The size and placement of the desk also allows customers and staff to traverse behind and around the desk. The staff workroom will provide an appropriate space for "off-desk" activities, separate from the customer service desk. The addition of a reading porch offers a nice amenity to Library users and some welcome additional square footage. The Library Administration and Corona del Mar Branch front-line staff has identified D-4 as responsive to both customer needs and staff work requirements.

Staff also requests that the Board of Library Trustees approve select 2 exterior renderings of the branch prepared by Mr. Needham (see Attachments B, C, D) for recommendation to City Council.

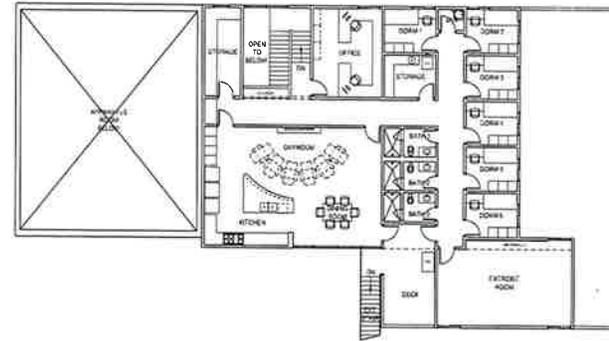
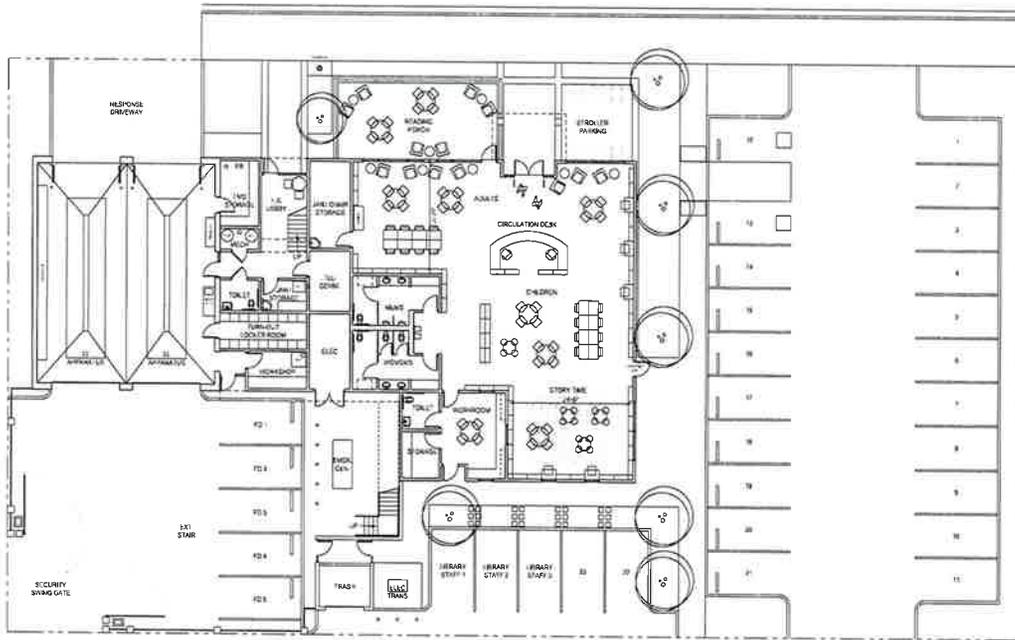
NOTICING:

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).

PROPOSED LAYOUT D-4

10/05/2015

MARIGOLD AVENUE



SECOND FLOOR: 3,523 S.F.



NEWPORT BEACH FIRE STATION NO. 5 & CORONA DEL MAR BRANCH LIBRARY
PROPOSED SITE LAYOUT AND FLOOR LAYOUT

FIRE STATION: 6,030 S.F. (FIRE STATION (2,601 S.F. 1ST FLOOR + 3,429 S.F. 2ND FLOOR))
LIBRARY: 4,507 S.F. (3,872 S.F. INTERIOR + 635 S.F. EXTERIOR READING PORCH)
SHARED: 258 S.F. (ELECTRICAL AND TELECOM)



0 5' 10' 20' 40' SCALE: 1" = 10'-0"

NEWPORT BEACH
FIRE STATION NO. 5
&
CORONA DEL MAR
BRANCH LIBRARY

CITY OF NEWPORT BEACH

ARCHITECTS
WLC
C. EN FOCUSED * PASSION DRIVEN
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8183 ROCHESTER AVENUE, SUITE 100
RANCHO CUCAMONGA
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www.wlcarc.com

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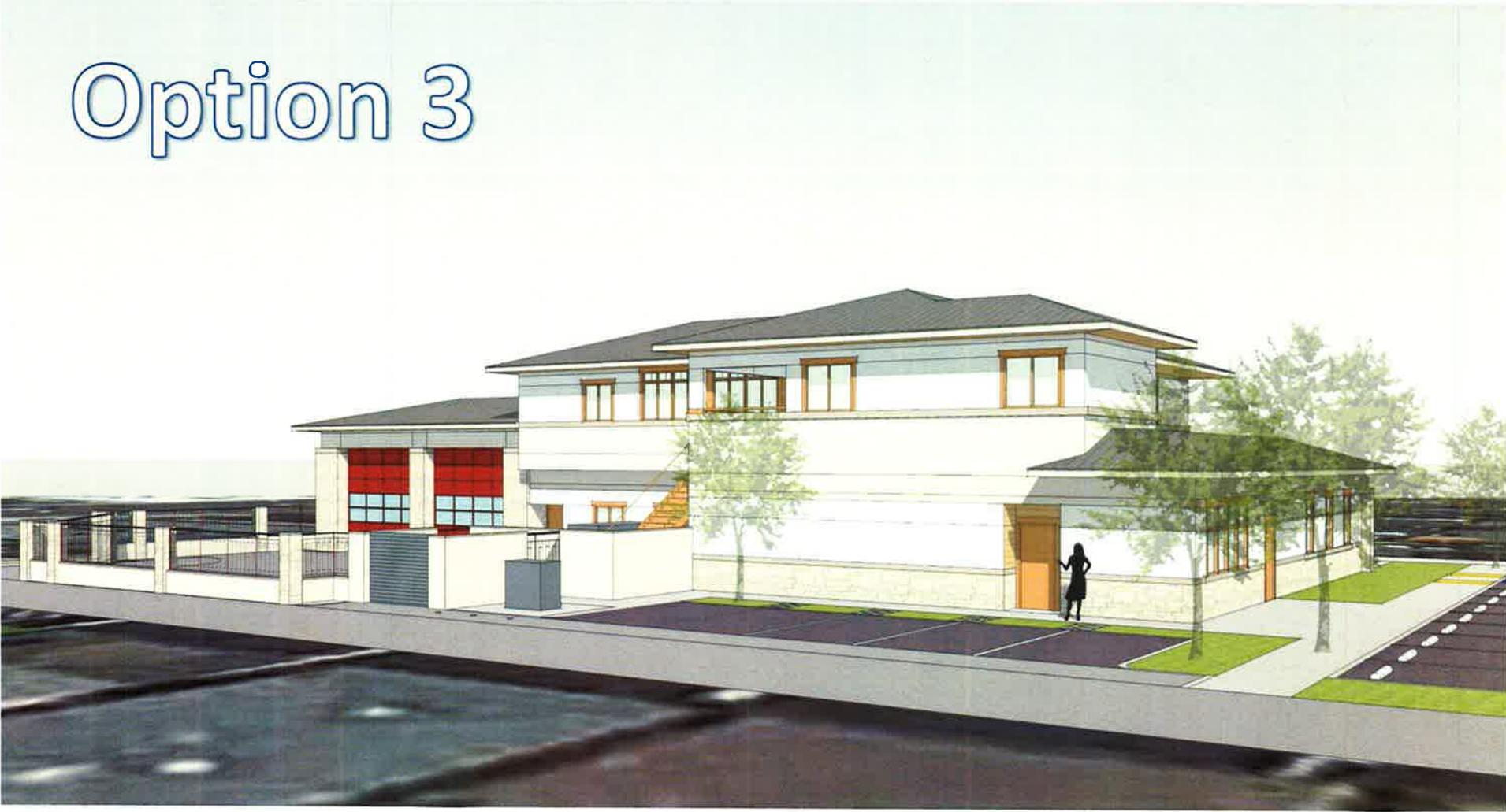
Corona del Mar Library & Fire Station No. 5 Option 3



Option 3



Option 3



Option 3



Option 3





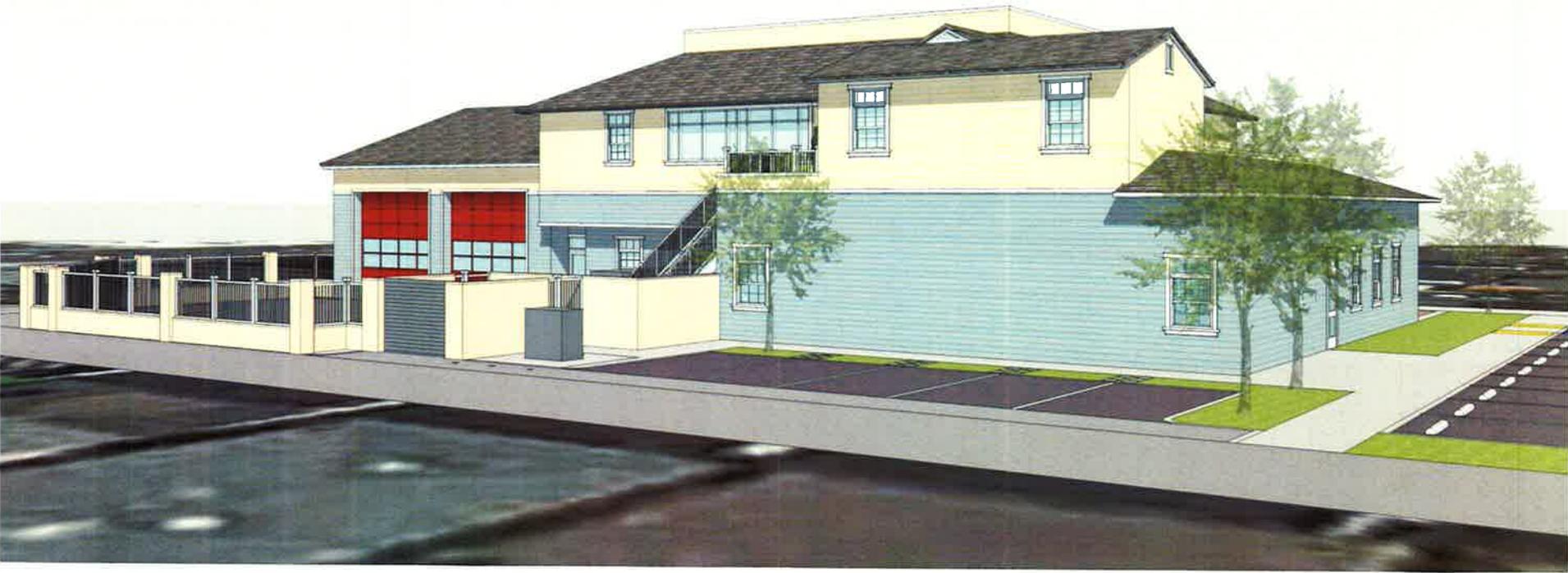
Corona del Mar Library & Fire Station No. 5 Option 1



Option 1



Option 1



Option 1



Option 1





Corona del Mar Library & Fire Station No. 5 Option 2



Option 2



Option 2



Option 2



Option 2



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: Literacy Program Update

The Library and Newport-Mesa ProLiteracy have a successful partnership providing assistance to adults who wish to improve their literacy skills. This program has over 100 very involved volunteers who give their time to help the learners and the Library in general.

Jason Brady, President of the Newport-Mesa ProLiteracy Board and Cherall Weiss, Library Literacy Coordinator will be on hand to give an oral report on the current status of the Literacy Program and to answer questions.

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: Placement of Art Donated from Gene and Diane Dixon Crain in Honor of Joan Brandt Scarboro and Clark Scarboro.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees approve the placement of art, donated from Gene and Diane Dixon Crain in honor of Joan Brandt Scarboro and Clark Scarboro, in the reading area on the second floor of the Central Library.

FUNDING REQUIREMENTS:

Exhibiting the pieces in the Central Library will require secure hanging hardware, and a commemorative plaque. The donor has also requested that the pieces be professionally photographed. Account No. 4002-8080 – Professional and Technical Services, from the City Arts Commission budget, can fund these services.

DISCUSSION:

Gene Crain is a local attorney and art aficionado. As a result of his deep interest in California Scene Painting and his close friendships with artists of the California School, Mr. Crain has amassed a remarkable collection, focusing on watercolors of the Southern California landscape. The collection includes the works of Rex Brandt, Joan Irving Brandt, George James, Phil Dike, and Millard Sheets.

Mr. Crain and his wife, Diane Dixon Crain, with the assistance of Vice Chair Arlene Greer of the City Arts Commission, have donated two watercolors from their collection to the City of Newport Beach, *Northwest Gale Newport Jetty* by Rex Brandt, and *Pirate's Cove from High* by Joan Irving Brandt.



Pirate's Cove From High
by Joan Irving Brandt



Northwest Gale Newport Jetty
by Rex Brandt

Mr. Crain agreed to all the conditions listed in Council Policy I-11, *Donation of Art to the City of Newport Beach*. Mr. Crain requests that the paintings be displayed in the Central Library in a public area. He also asks that a commemorative plaque include a statement of recognition for Rex and Joan's daughter and son-in-law, Joan Brandt Scarboro and Clark Scarboro.

At their April 2, 2015 meeting, the City Arts Commission affirmed the recommendation of the Fine Arts Ad Hoc Subcommittee to recommend acceptance of the donation of the paintings to City Council. Placement of the watercolors in the Central Library was approved by the Board of Library Trustees at their May 2015 meeting. City Council approved the acceptance of the paintings into the City Art inventory at their June 9 2015 meeting.

At their October meeting, Chair King of the Board of Library Trustees asked Trustees Ray and Grant to walk the Central Library site with Chair Greer and Commissioner Logan of the City Arts Commission to evaluate specific sites to recommend to the Board of Library Trustees for approval.

On Monday, November 9, Trustees Grant and Ray walked the Central Library with Chair Greer and Commissioner Logan and determined that the comfortable reading area on the second floor adjacent to the utility shaft would be a good site for the paintings (see Attachment A). The site offers exposure to the public, as requested by Mr. Crain, as well as a sitting area for the public to consider the art in a more contemplative manner. The site wall is of an appropriate size to

accommodate the art. Staff has agreed to paint the surface that the art will be hung on the same blue shade that is prevalent on the second floor of the Central Library in order to highlight the paintings and create an accent wall.

Staff will coordinate the installation of the paintings with a professional art hanger in early December.

NOTICING:

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

ATTACHMENT A



