



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

**Crean Mariners Branch Library**  
1300 Irvine Avenue, Newport Beach, CA 92660

**Monday, October 17, 2022 - 5:00 PM**

***Board of Library Trustees Members:***

**Paul Watkins, Chair**  
**Janet Ray, Vice Chair**  
**Douglas Coulter, Secretary**  
**Barbara Glabman, Trustee**  
**Ash Kumra, Trustee**

**Staff Members:**

**Melissa Hartson, Library Services Director**  
**Francine Jacome, Administrative Support Specialist**

The Board of Library Trustees meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Commission 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 public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at [LibraryBoard@newportbeachca.gov](mailto:LibraryBoard@newportbeachca.gov) by Sunday, October 16, at 4:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

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 Melissa Hartson, 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 [mhartson@newportbeachca.gov](mailto:mhartson@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. PLEDGE OF ALLEGIANCE**
- IV. 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 tray provided.*

*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.*

**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 upon invitation by the Chair.*

**A. Consent Calendar Items**

- 1. Minutes of the Sept 19, 2022 Board of Library Trustees Meeting (pp. 5-12)**

[DRAFT OF MINUTES](#)

- 2. Patron Comments (pp. 13-14)**

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

[PATRON COMMENTS](#)

- 3. Library Activities (pp. 15-23)**

Monthly update of library events, services and statistics.

[SEPTEMBER ACTIVITIES](#)

- 4. Expenditure Status Report (pp. 24-25)**

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

[SEPTEMBER EXPENDITURES](#)

- 5. Board of Library Trustees Monitoring List (p. 26)**

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

[MONITORING LIST](#)

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Mariners Branch Update (pp. 27-29)**

Circulation and Technical Processing Coordinator Andrew Kachaturian will provide the annual overview of Mariners Branch operations.

[MARINERS BRANCH UPDATE](#)

**7. Youth Services Update (pp. 30-35)**

Branch and Youth Services Coordinator Annika Helmuth will provide the annual overview of Youth Services.

[YOUTH SERVICES UPDATE](#)

**8. Lecture Hall Update**

Trustee Ray will report on activities related to the Library Lecture Hall project.

**9. Balboa Branch Replacement Update**

Trustee Ray will report on activities related to the Balboa Branch Replacement project.

**10. Library Services**

Report of Library issues regarding services, patrons and staff.

**B. Monthly Reports**

**11. Library Foundation Liaison Reports**

- A. Library Foundation Board - Report of the most recently attended meeting.
- B. Library Live Lectures Committee - Report of the most recently attended meeting.
- C. Witte Lectures Committee - Report of the most recently attending meeting.

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

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

**13. Literacy Services Liaison Report**

Trustee update of the most recently attended Literacy Services Advisory Board meeting.

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

*Public comments are invited and 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.*

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

**IX. ADJOURNMENT**

CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach Central Library  
1000 Avocado Avenue, Newport Beach, CA 92660  
Meeting Minutes  
Monday, September 19, 2022 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – 5:00 P.M.

II. **ROLL CALL** – Roll Call by Francine Jacome, Administrative Support Specialist

Trustees Present: Chair Paul Watkins, Vice Chair Janet Ray, Trustee Barbara Glabman, Trustee Ash Kumra (arrived 5:01 p.m.)

Trustees Absent: Secretary Douglas Coulter (excused)

Staff Present: Melissa Hartson, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Rebecca Lightfoot, Adult Services Coordinator/Acting Library Services Manager  
Annika Helmuth, Branch and Youth Services Coordinator  
Andrew Kachaturian, Circulation and Technical Processing Coordinator

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Vice Chair Ray

IV. **NOTICE TO THE PUBLIC** – Waived

V. **CONSENT CALENDAR** – Administrative Support Specialist Francine Jacome

A. **Consent Calendar Items**

1. **Minutes of the August 15, 2022, Board of Library Trustees (BLT) Meeting**

Chair Watkins introduced the Consent Calendar and confirmed that the other Trustees did not wish to discuss and/or did not wish to remove items from the Consent Calendar. Hearing none he noted that he had several observations.

2. **Patron Comments**

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

Chair Watkins thought the response provided by Library Services Director Melissa Hartson to a patron on e-waste was well done. He also thought that Adult Services Coordinator/Acting Library Services Manager Rebecca Lightfoot handled the response to the internet activist well.

**3. Library Activities**

Monthly update of library events, services, and statistics.

**4. Expenditure Status Report**

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

Chair Watkins reported that 17% of the year had elapsed and they were under budget for Fiscal Year (FY) 2022-23. He thanked Library Services Director Hartson and staff for keeping an eye on the budget.

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

List of agenda items and dates for monthly review of projects by the BLT.

Chair Watkins called for a Motion on the minutes and noted that Vice Chair Ray would be abstaining because of her prior absence.

Motion made by Trustee Glabman, seconded by Trustee Kumra, and carried (3-0-1-1) to approve the Consent Calendar with the minutes as presented.

AYES: Watkins, Kumra, Glabman

NOES:

ABSTENTIONS: Ray (as to Minutes only)

ABSENCES: Coulter

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Expressive Use Areas Policy (NBPL 9)**

Staff recommends that the BLT review Library Policy NBPL 9, *Expressive Use Areas*, and requests the Board approve changes.

Chair Watkins called for the staff report.

Library Services Director Hartson explained that NBPL 9 worked. There are established specific areas at each branch for the community to set up a table and provide viewpoints, seek opinions, and host petitions. The policy worked well, and the management of the space was handled by administrative staff. She was not recommending substantial changes to the policy, there were minor clarifications and errors corrected including a mislabeling of exhibits.

Chair Watkins noted the corrections and stated that the policy looked ready. He called for Trustee comment. Hearing none, he called for the public comment and learned there was none.

Motion made by Trustee Kumra, seconded by Vice Chair Ray, and carried (4-0-0-1) to approve Library Policy NBPL 9, *Expressive Use Areas*.

AYES: Watkins, Ray, Kumra, Glabman

NOES:  
ABSTENTIONS:  
ABSENCES: Coulter

**7. Literacy Services Update**

Staff will provide an update on the Literacy program and events.

Chair Watkins stated Cherall Weiss had retired and called for a staff report from Library Services Director Hartson.

Library Services Director Hartson stated that Cherall Weiss had provided her with a year in review of the Literacy Services. Her report listed the highlights of the program. They are returning to in person programming and learners and tutors had come back. There were 146 learners served in the past year with 7,015 volunteer hours. In person classes continue on a regular basis. The program raised over \$150,000 in the past year with several donations and two highlighted events, which were happy hours and well attended. Over the past year they went through a rebranding from Newport/Mesa ProLiteracy to Project Adult Literacy (PAL). She passed materials around for the Trustees to review and then showed a promotional video. The video was a powerful tool for community outreach to show people what the program was about. They considered the video to be a big accomplishment over the past year with the rebranding. September 8 was International Literacy Day and she shared some of the learner's thoughts about it with the Trustees. Cherall Weiss attended conferences over the past year and was a panel presenter at the California Library Association (CLA). After 18 years with the program and beginning as a tutor Cherall has now retired, and the City is moving through the hiring process and working to find her replacement. A new Literacy Coordinator should be in place sometime in October. Cherall Weiss will continue to work with the Literacy Advisory Board in the interim and transition. The Literacy Advisory Board appointed Jessica Bass as the new President.

Vice Chair Ray asked if PAL planned to host a luncheon like they did pre-COVID.

Library Services Director Hartson stated that getting something like that up and running would be part of the Literacy Coordinator's job. There would be a transition period and the new person would be able to work with Cherall Weiss. The luncheon was a large fundraiser and she imagined the luncheon event will return.

Trustee Kumra thought the update was fantastic.

Chair Watkins thanked Trustee Glabman for her work as liaison. He, Vice Chair Ray, and Trustee Glabman attended International Literacy Day. He then called for the public comment, but there was none so the BLT received and filed the report.

**8. Acceptance of Donation**

Staff recommends the BLT approve the acceptance of a donation from the Dorothy Arens Ressel Trust to enhance the Library's maintenance and operation budget.

Chair Watkins called for the staff report.

Library Services Director Hartson stated that Ms. Ressel left a portion of her estate to three departments within the City: Police, Fire, and the Library. The Library was honored

to be included. The gift was already approved by the City Council earlier in the year and now the funds would be transferred to the Library.

Chair Watkins asked what the funds were to be used for.

Library Services Director Hartson explained that they would go into collections. The estate did not put any specific restrictions on the use of the funds by the Library.

Chair Watkins called for BLT questions. Hearing none, he called for the public comment.

Rhonda Watkins, Newport Beach resident, asked if the funds could be used for the Library Lecture Hall.

Library Services Director Hartson explained that the gift could go to anywhere within the Library, but for the Library Lecture Hall the funds would have to go through the Library Foundation and the Library could not move the funds in that manner.

Motion made by Trustee Kumra, seconded by Vice Chair Ray, and carried (4-0-0-1) to approve the acceptance of a donation from the Dorothy Arens Ressel Trust to enhance the Library's maintenance and operation budget, including collections.

AYES: Watkins, Ray, Kumra, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Coulter

## **9. Lecture Hall Update**

Trustee Ray will report on activities related to the Library Lecture Hall project.

Vice Chair Ray reported that City Council had approved a major donation from the William Witte family of \$4 million. Accordingly, the Lecture Hall will be named Witte Hall. They are continuing in the silent phase of fundraising so there was nothing further to report. She thanked the Foundation for its work as the Library and Trustees did not become directly involved in the fundraising work.

Chair Watkins asked if Jerry Kappel wished to add to the report.

Jerry Kappel, Newport Beach Public Library Foundation (NBPLF) CEO, reported that there were two additional naming rights donations which were currently in negotiation. That represented an additional \$1,750,000. He hoped they would be ready for announcement at the next meeting. There was also a \$500,000 challenge grant which would be used to spur public donations.

Chair Watkins confirmed there would be a time period associated with the matching funds.

Mr. Kappel indicated that was correct and that any contribution would be matched within that time to a maximum of \$500,000.

Chair Watkins called for questions of Mr. Kappel.



Mr. Kappel added that there would be another design committee meeting but the date for that was not set.

Vice Chair Ray explained there was an ad hoc committee that had been working for the last three years. The process had been very thoughtful. The architect had an example of a seat and brought it to the City Hall for examination, but it was not a good fit so that was being revisited.

Chair Watkins called for the public comment, but there was none. He thanked Mr. Kappel and noted that the naming rights would be announced at the next City Council meeting or in October at the latest. He thanked Vice Chair Ray and received and filed the report.

**10. Balboa Branch Replacement Update**

Trustee Ray will report on activities related to the Balboa Branch Replacement project.

Chair Watkins stated that there was nothing to report and confirmed that with Library Services Director Hartson.

**11. Library Services**

Report of Library issues regarding services, patrons, and staff.

Library Services Director Hartson announced that new staff members were in place. She introduced Branch and Youth Services Coordinator Annika Helmuth and Circulation and Technical Processing Coordinator Andrew Kachaturian. Both brought a wealth of experience and knowledge to their positions, and she was thrilled to expand the team. With Library Services Manager, Rebecca Lightfoot's tenure was extended through the end of the calendar year.

Chair Watkins confirmed that Library Services Manager was Library Services Director Hartson's "deputy."

Library Services Director Hartson stated that was correct.

Chair Watkins congratulated Acting Library Services Manager Lightfoot.

Library Services Director Hartson repeated that they attended International Literacy Day. The Foundation's donor event was scheduled for Wednesday, September 21. The check presentation from the Friends of the Library would be held for the \$200,000 on Tuesday, September 27.

Chair Watkins thanked Library Services Director Hartson, called for questions/comments, and received and filed the report.

**B. Monthly Reports**

**12. Library Foundation Liaison Reports**

**A. Library Foundation Board** – Report on the most recently attended meeting.

Vice Chair Ray indicated that Library Services Director Hartson covered the update.

Chair Watkins called for questions of Vice Chair Ray or Library Services Director Hartson. He then called for public comment.

Mr. Kappel reported that the next *Bookmark* magazine would be out soon and would contain the financial report. The Witte series was also being announced and Library Live had gone public.

**B. Library Live Lectures Committee** – Report on the most recently attended meeting.

Trustee Kumra reported that he had attended his first meeting the prior week and heard an overview of the upcoming programs. The speakers were very good. They discussed the vision of the lecture series and explained that they wanted attendance of at least 200 people.

Chair Watkins called for questions/comments from the Trustees. Hearing none, he called for the public comment. Hearing none, he then received and filed the report.

**C. Witte Lectures Committee** – Report on the most recently attended meeting.

Chair Watkins reported they had met the previous week. The speakers would be announced in the *Bookmark* as indicated by Mr. Kappel. The lectures were scheduled for February 10 and 11, March 3 and 4, March 31 and April 1, and April 28 and 29. The Committee was a well-read group and was interested in bringing quality speakers. He called for BLT or public comment, but there was none. He indicated the BLT received and filed the report.

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

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

Library Services Director Hartson reported that the August bookstore sales were \$19,694, and the total income for the month was \$20,810.46, which included memberships. Membership stood at 882 people. They continue with a variety of specials and were looking forward to a vintage book sale and an art book sale in the coming weeks. The next big used book sale was scheduled for January 13 and 14.

Chair Watkins called for BLT and public comment. Hearing none he received and filed the report.

**14. Literacy Services Liaison Report**

Trustee update on the most recently attended Literacy Services Advisory Board meeting.

Trustee Glabman explained that Library Services Director Hartson's report was complete. There were 97 active learners with 13 on the waiting list. There were 60 active tutors, 8 new and ready tutors waiting for assignment, and 5 returning tutors. International Literacy Day was September 8. September 13 was the most recent Literacy Services Advisory

Board meeting. Kappa Kappa Gamma chose PAL as the recipient of \$3,000 raised at their Author Under the Stars Event. PAL would also make a presentation to the Newport Beach Rotary Club on September 29. The Board was also looking to set up an assistance fund to remove hurdles from learners for things like paying for childcare during tutoring sessions or for transportation to tutoring.

Chair Watkins said that PAL has a good nest egg as the group is well funded.

Trustee Glabman said that they were working to replace Cherall Weiss and noted that the position was not full time. They are also working on an annual report and looking to fill Board positions. They need people with fundraising, outreach, public relations, and social media skills.

Trustee Kumra indicated that he might know someone and asked if the information was available on the website.

Chair Watkins stated that it was on the Library website under Literacy Services.

Chair Watkins called for the public comment.

Rhonda Watkins, Newport Beach resident, asked if the organization held trainings or meetings via Zoom as a way to overcome transportation and childcare hurdles.

Chair Watkins clarified that she meant the tutoring.

Trustee Glabman said that she was not sure and asked if that was how the learning occurred during COVID.

Library Services Director Hartson believed that they did utilize online tools during COVID but had transitioned back to in person learning.

Trustee Glabman stated that it was more than just tutoring, there was also mentorship and relationship building. She thought that was why they tried to have the meetings in person.

Ms. Watkins stated that she understood but noted that Zoom could be very personal.

Chair Watkins called for further comment. Hearing none he received and filed the report.

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

None.

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

Trustee Glabman noted that there was a great public relations article in the LA Times about things to borrow from libraries. She reminded the Trustees about the parking passes for parks they had available and how they had not been aware of that prior to the last meeting. She thought there were other items that were like that, and that the public was

not aware of them either. She suggested someone put together a piece for the local paper advertising those items.

Chair Watkins agreed that was a great idea.

Vice Chair Ray agreed that was a great idea and noted that not everyone reviewed the Library's website for different types of materials.

Chair Watkins announced that the next BLT meeting was Monday, October 17, 2022, at Mariners Library. The Friends of the Library's check presentation was on September 27, 2022.

**IX. ADJOURNMENT – 5:42 P.M.**

<b>Comment #</b> <b>Date Received</b> <b>Source of Comment</b> <b>Staff Member</b> <b>Staff Member Title</b> <b>Date Responded to Patron</b>	<b>Comment</b>	<b>Response</b>
<p>1  <u>09/06/2022</u>  <u>Email</u>  <u>Melissa Hartson</u>  <u>Library Services Director</u>  <u>09/07/2022</u></p>	<p>I am a first grade associate teacher at Harbor Day School. The first grade team is looking/hoping to schedule a field trip to the Corona Del Mar library sometime in the spring. If this is of interest to you, please let me know and we can discuss further about dates and scheduling for a time that works! Thank you so much!</p>	<p>The Library is once again offering field trips for first grade students. We have recently launched a new Educator and Student Services webpage on our website where teachers may request library visits, invite library staff to speak at school events, request resources for upcoming assignments, find out how to get library cards and more. I invite you to fill out the "Visiting the Library" request form to schedule your first-grade class visits. We look forward to seeing you and your students at the Library. Thank you for your inquiry.</p>
<p>2  <u>09/09/2022</u>  <u>Email</u>  <u>Annika Helmuth</u>  <u>Branch &amp; Youth Services Coordinator</u>  <u>09/09/2022</u></p>	<p>Would you be interested in having Sterling Waterfield host a "Meet the Author Book Signing" for an hour or so for Children 11-14 years old? We can put a 50 child invitation list together, and you could also invite others. Sterling will be in Newport the week between Christmas &amp; New Year's Eve. She is a young author that wrote a book called <i>The Last Survivor</i>. It was just recently published.</p>	<p>Thank you for your email. Currently, we are not looking to add other children's events to our Winter schedule as this is during our two-week programming break. We are happy to consider a future date should Sterling return to California.</p>
<p>3  <u>09/10/2022</u>  <u>Email</u>  <u>Rebecca Lightfoot</u>  <u>Library Services Manager, Acting</u>  <u>09/12/2022</u></p>	<p>I personally was the subject of an article regarding a burglary turned into a robbery at my home over on Sandcastle Drive. It was in the "Daily Pilot" and occurred in September 1979 (as I recall, the week prior to Corona del Mar High School opening football that year). My mother had cut out the article from way back then, but it was recently destroyed. I'd like to try and track it down (Microfiche, I believe, but not sure). Could you push me in the right direction? Thank you so much.</p>	<p>The article appeared in the September 14, 1979 issue of the "Orange Coast Pilot". I've attached the article, which is on page 51 of that day's paper. You can access back issues of the "Daily Pilot" online through our databases page, if you'd like to see the entire paper. Just go to our website and under eBranch, click on Databases. Under Magazines and Newspapers, click on Local Newspaper Historical Records. We've digitized all the microfilm we hold. I hope that's what you were looking for. Please let me know if you have any other questions. Thank you.</p>
<p>4  <u>09/11/2022</u>  <u>Email</u>  <u>Rebecca Lightfoot</u>  <u>Library Services Manager, Acting</u>  <u>09/12/2022</u></p>	<p>Lately, it seems like the reservation policy for study rooms is inconsistent at best. On prior days, I've requested a room and was informed that the day was completely booked as early as 9 am until close. Today, when I inquired on a second booking for 2 hours out, I was denied the reservation. Can you please elaborate on why your study room reservation policy fluctuates? Are there tiers of memberships? Any insight that you could provide on this issue would be greatly appreciated.</p>	<p>The Study Room Policy has not changed, but there has been a significant increase in usage over the past few months and rooms are often booked for the entirety of the day very early on. Reservations can be made same day, in person only. The rooms go out on a first come, first served basis. The initial reservation is for two hours and it may be extended if there are no other reservations afterwards. Please don't hesitate to contact me with any other questions or concerns. Thank you.</p>

<b>Comment #</b> <b>Date Received</b> <b>Source of Comment</b> <b>Staff Member</b> <b>Staff Member Title</b> <b>Date Responded to Patron</b>	<b>Comment</b>	<b>Response</b>
<p>5  <u>09/18/2022</u>  <u>Email</u>  <u>Rebecca Lightfoot</u>  <u>Library Services Manager, Acting</u>  <u>09/19/2022</u></p>	<p>Just curious if the library takes book donations?</p>	<p>Yes, the Friends of the Library does take donations of books on behalf of the Library. I've copied the information regarding donations from their website and included it here. You can find more information about the Friends organization at: <a href="https://www.newportbeachlibrary.org/about/friends-of-the-library">https://www.newportbeachlibrary.org/about/friends-of-the-library</a>.</p> <p><b>BOOK DONATIONS</b></p> <p>Please help by following these guidelines for donations:</p> <ol style="list-style-type: none"> <li>1. We prefer that donations be in small or medium size boxes.</li> <li>2. A maximum of 6 boxes may be dropped off at any one time. If you have a larger donation, please call the Bookstore at 949-759-9667 and leave a message for Paul or Amy to set up an appointment. We have a dolly available and can supply boxes if needed.</li> <li>3. All books need to be in good, resellable condition. Books should be clean with no tears, foxing (spotting around/on edges), broken spines, missing pages, etc.</li> <li>4. Fiction &amp; non-fiction should preferably be from the last 6-10 years except for classics and history.</li> <li>5 We do take DVDs, CDs, DVD games, vinyl records, and jigsaw puzzles.</li> <li>6. We do not accept: <ul style="list-style-type: none"> <li>•Encyclopedias unless they're 100 years old or older.</li> <li>•Reader's Digest condensed books.</li> <li>•Medical books, health books, law books, and travel books older than 8 years.</li> <li>•VHS or cassette tapes.</li> </ul> </li> </ol> <p>If you have questions, email us at <a href="mailto:nblibfriend@gmail.com">nblibfriend@gmail.com</a>. A donation receipt will be provided if desired. Please let me know if you have any other questions! Thank you.</p>
<p>6  <u>09/26/2022</u>  <u>Phone</u>  <u>Alex Jenkins</u>  <u>Branch Librarian</u>  <u>09/26/2022</u></p>	<p>The soap dispenser in the men's room was empty. I told a staff member and she said the library would take care of it. I returned to use the men's room 50 minutes later and there was still no soap. I went back to the same staff member and she said the library is short-staffed. This excuse is unacceptable.</p>	<p>We apologize for the inconvenience. If the circulation desk is busy, they will contact the reference staff for help with this in the future.</p>

## **NEWPORT BEACH PUBLIC LIBRARY**

To: Board of Library Trustees  
From: Melissa Hartson, Library Services Director  
Re: Report of Library Activities – October 17, 2022 Meeting

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### **MELISSA HARTSON, LIBRARY SERVICES DIRECTOR**

#### **Literacy**

Jill Richardson, a member of the Literacy Advisory Board and I attended a Newport-Balboa Rotary Club Meeting at the end of the month. Rotary recognizes September as Basic Education and Literacy Month, which gave Jill and I an opportunity to speak about Project Adult Literacy and the Library. The members were engaged and asked questions throughout the presentation.

Department interviews for the Literacy Coordinator position were held mid-September. A candidate is moving forward through the City's pre-employment process. I anticipate the new hire to join our staff by late-October or early-November.

#### **WHELHOUSE LIST FOR LIBRARY TRUSTEES**

- Media Lab Open House  
Tuesday, October 18, 10 a.m. – 12 p.m.  
Media and Sound Labs, Central Library
- Meet the Author: Dr. Cristina LePort  
Thursday, October 27, 7 p.m.  
Friends Meeting Room, Central Library
- Library Live: Bill Plaschke  
Thursday, November 17, 7 p.m.  
Friends Meeting Room, Central Library
- Sunday Musicale: Madeleine Trio  
Sunday, November 20, 3 p.m.  
Friends Meeting Room, Central Library
- Board of Library Trustees Meeting  
Monday, November 21, 5 p.m.  
Small Conference Room, Central Library

### **ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR**

#### **Branches**

Mariners continues to host storytimes outdoors at Mariners Park with large crowds. The neighboring Mariners Elementary School resumed class visits and open library hours for students, with over 2,375 student walk-ins during the month. Taylor Stephenson joined Mariners staff as a part-time Library Clerk in September. Recruitment for a remaining Library Page position at the Branch is ongoing. Library Assistant Erik Gunderson continues his temporary assignment at Mariners in the absence of Librarian Jeremy Rodriguez, who promoted to a Librarian II position at Central. Two exterior lighting projects began late in the month.

Balboa hosted a children's craft program, *Pirates Ahoy!* which had kids attending in their best seafaring attire. Thirty-six pirates attended and completed pirate-themed crafts. Staff at Central and Mariners continue to cover Library Page duties at the Branch.

Corona del Mar's storytime crowds are growing with over 360 attendees for the month. A construction themed sensory play event was a success with 29 participants. Meldiana Karabeg, a Library Page at Central, started her weekly rotation covering Library Page duties at the Branch.

### **Youth Services**

After a two-year hiatus, children's author events returned in September with two energetic and interactive events. The first event, complete with a Q&A, book signing and journal creating activity, brought students together with New York Times Bestselling Authors Lisi Harrison and Daniel Kraus. Sixty-one participants listened as the authors shared about their newest book and the process of writing. Youth Services' second author event with local author of the popular *Surfside Girls* graphic novel series Kim Dwinell, was also a success. Fifty participants listened to Kim as she shared her experience in animation and storytelling. She made real-life connections with the students and encouraged participants as she guided them through a directed drawing "key frame" animation. Both events left participants inspired and many expressed gratitude to the Library in offering programs like these.

Two drop-in style programs also returned after a long break: LEGO Saturdays and Drop-In Crafternoons. LEGO Saturdays invites children to design, build, and invent at this casual but creative program held on the first and third Saturday each month. Fifty-seven patrons attended the first LEGO event. On Tuesday, September 13, 44 participants attended the first Drop-In Crafternoon and chose from a variety of crafts to create together. Parents complimented Library staff for the activities and children spent valuable time working with various materials that activated their imagination and fine motor skills.

### **Teen Services**

On September 28, Teen services offered the second of three college prep workshops, *Paying for College: Financial Aid & Scholarships*, at the Central Library. A total of 14 students and parents enjoyed learning valuable information about applying for financial aid and scholarships.

## **ANDREW KACHATURIAN, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR**

### **Staffing**

Part-time Library Clerk Taylor Stevenson started at Mariners on September 12. Two part-time Library Clerk positions remains vacant.

A recruitment for Pages is underway, with department interviews scheduled for October 18.

### **Facilities**

The new boiler at the Central Library has been installed with a final walkthrough planned for late October. There will be some additional work to tie in temperature sensors for improved monitoring.

The anticipated Mariners exterior lighting improvement project has begun. The first stage of the project will be adding lighting along the walkway in front of the building and adding lighting along the front of the building. Other improvements will be the parking lot pole lighting, improvements by the book drop attached to the building – in front of the Jorgensen Room – and all along the exterior of the building, front and back. Additionally, lighting of the Mariners signage along Irvine Avenue has been updated. The sign itself will be replaced in the coming months as well.



## **REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR**

### **Collections**

The new 4K Blu-ray collection is proving very popular. So far there have been a total of 348 circulations on the 69 items in the collection.

### **Programming**

In September, we hosted the first Sunday Musicale of the season featuring tenor Joshua Simka with a piano accompanist. Ninety-eight patrons attended.

Dr. Michael Roizen gave a talk on his new book *The Great Age Reboot*. One hundred and twenty-four were in attendance. Dr. Roizen graciously signed copies of his book and chatted with attendees. The event was filmed by NBTV.

### **Marketing**

The Library was the featured department in the City Employee's October newsletter. Marketing Specialist Maria Nicklin put together an impressive spread, highlighting the Library's activities and services.

### **Outreach**

Reference and Circulation staff manned a table at the City's Annual Employee Health Fair on September 28. Staff passed out information about the Library to City staff attending the event.

**Proquest Articles Retrieved 2022-2023**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	831	2438	1125										1465
Newspapers--Current	925	926	1022										958
Newspapers--Historical	3937	3036	3076										3350
Magazines	15	15	32										21

Database FY Comparisons	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	YTD 22/23
<b>Tracked by #searches</b>													
A to Z Databases	1244	1237	1194										3675
Ancestry	399	804	390										1593
AskART	19	15	52										86
Brainfuse JobNow/VetNow	23	32	116										171
Britannica School Edition	110	1	336										447
Gale Archives Unbound	2628	5694	4381										12703
Gale Directory Library	7	3	8										18
Gale in Context: Biography	23	11	3										37
Gale in Context: Elementary	0	0	14										14
Gale in Context: Opposing View	3	12	22										37
Gale Literature Resource Center	71	17	33										121
Gale Virtual Reference Library	14	48	61										123
HeritageQuest	763	396	254										1413
Legal Information Ref Center	44	30	62										136
National Geographic	72	10	17										99
National Geographic Kids	44	40	11										95
NewsBank	1155	1027	1032										3214
NoveList Plus	36	47	40										123
NoveList K-8 Plus	44	31	28										103
ProQuest	2152	3766	4596										10514
Proquest eLibrary	9	0	45										54
Reference Solutions Business	903	333	240										1476
Reference Solutions Residential	27	35	31										93
SIRS Discoverer	55	125	188										368
SIRS Issues Researcher	639	1006	1691										3336
World Book Online	26	1	16										43
<b>Tracked by #page views</b>													
Artist Works	7	6	6										19
Consumer Reports	2515	2033	1710										6258
CultureGrams	32	65	8										105
Morningstar	255	5349	4381										9985
RealQuest	124	59	45										228
Tumblebooks	19	16	52										87
Value Line	17052	15831	17229										50112
<b>Tracked by courses</b>													
Udemy	1600	1550	*										3150
<b>Tracked by Hours Used</b>													
ABC Mouse	15.33	17.25	14.18										46.8
Rosetta Stone	31.76	35.41	45.11										112.3

Notes: \*Udemy statistics not accessible. Will complete when available.

**NBPL Website Usage 2022-23**

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	35112	38912	38539										37521	112563
New Users	30367	34389	34385										33047	99141
Sessions	67043	71011	68950										69001	207004
Pageviews	235396	246933	231365										237898	713694
Sessions Per User	2	2	2										2	--
Pages Per Session	4	3	3										3	--
Avg. Session Dur. (min)	3	3	3										3	--
Bounce Rate (%)	52	55	56										54	--

**Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2022-23**

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	160	310	169										213	639
CdM	154	186	165										168	505
Mariners	1050	1230	1100										1127	3380
Central	8250	10240	10150										9547	28640
<b>Total</b>	9614	11966	11584	0	0	0	0	0	0	0	0	0	2764	33164

**Today's Business Solutions Wireless (TBS): Total Unique Patrons 2022-23**

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	425	396	349										390	1170
CdM	288	305	307										300	900
Mariners	1028	1184	1337										1183	3549
Central	6605	7207	8221										7344	22033
<b>Total</b>	8346	9092	10214	0	0	0	0	0	0	0	0	0	2304	27652

**Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2022-23**

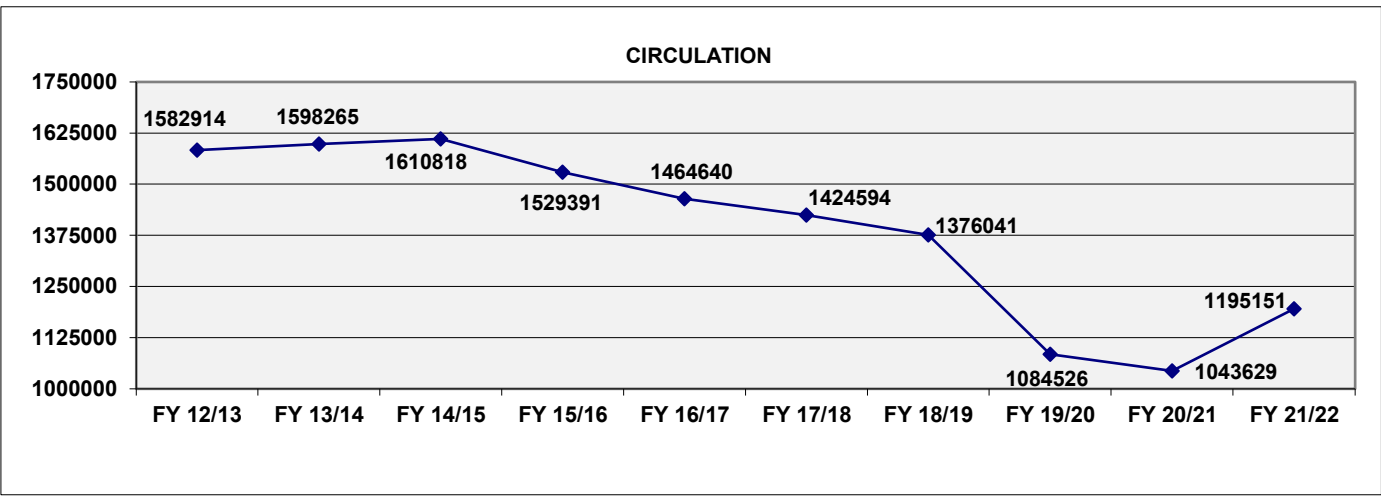
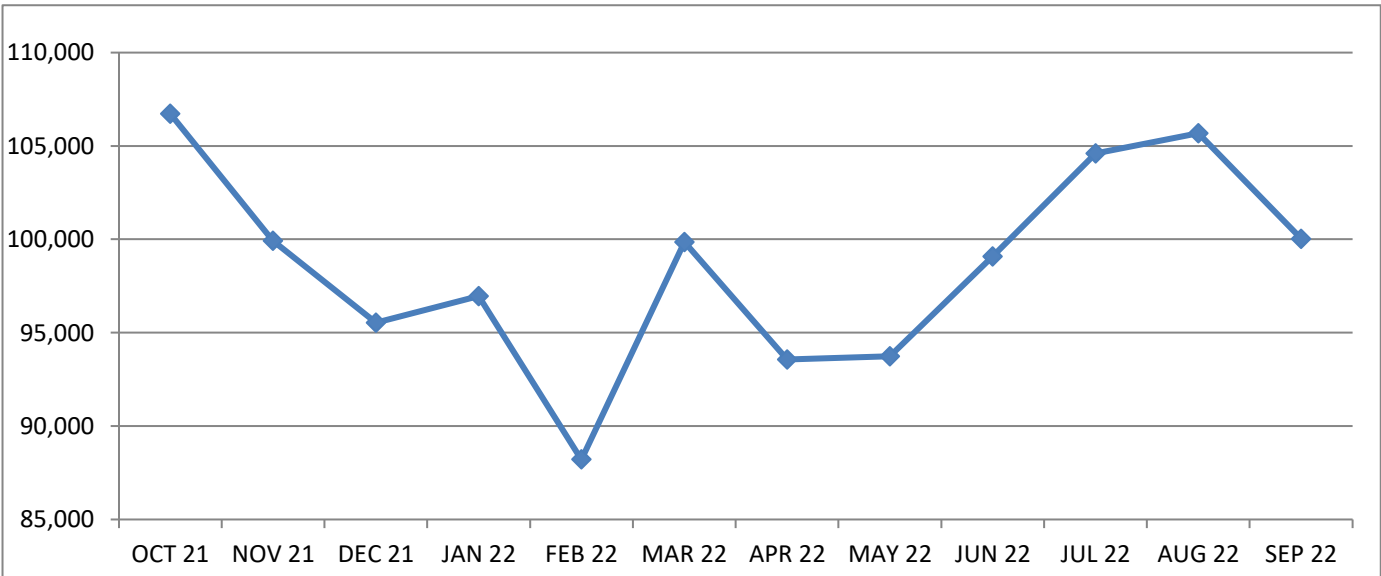
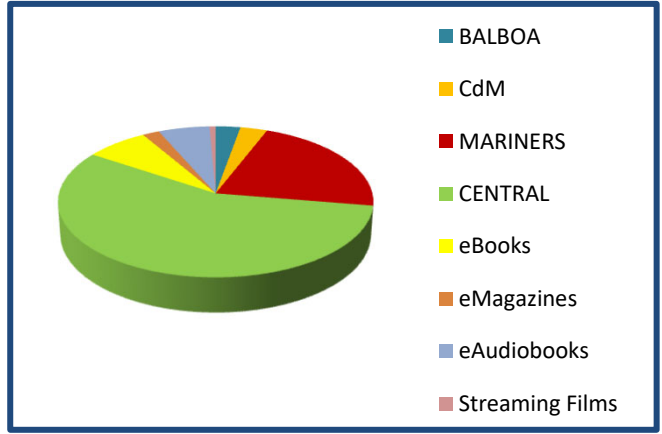
Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	33	36	36										35	105
CdM	18	19	21										19	58
Mariners	80	89	113										94	282
Central	449	517	597										521	1563
<b>Total</b>	580	661	767	0	0	0	0	0	0	0	0	0	167	2008

**Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2022-23**

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385	801	497										561	1683
CdM	548	625	550										574	1722
Mariners	1040	1070	863										991	2973
Central	1280	1460	1260										1333	4000
<b>Total</b>	3253	3956	3169	0	0	0	0	0	0	0	0	0	865	10378

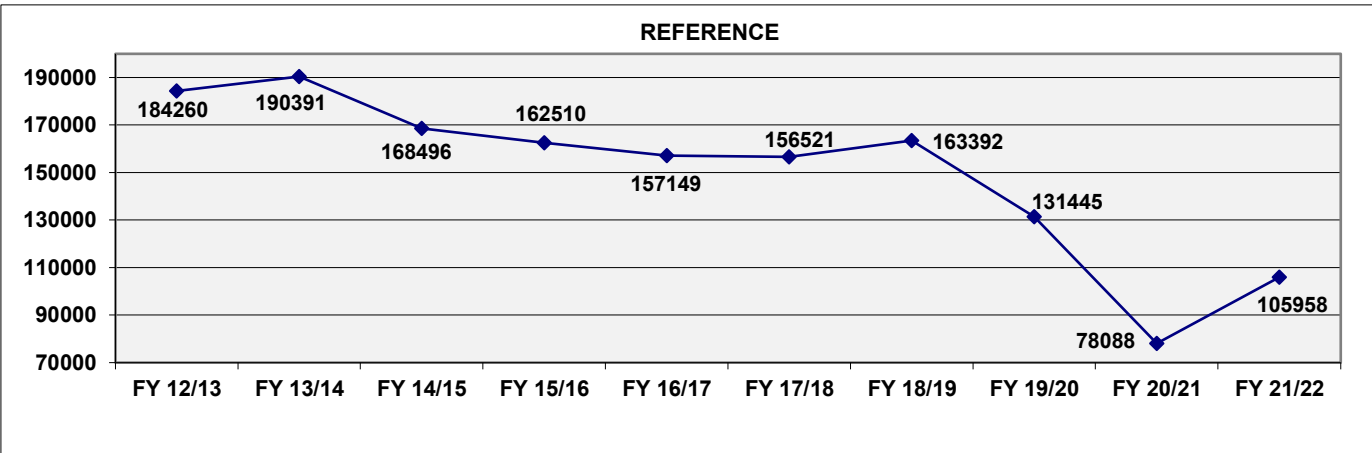
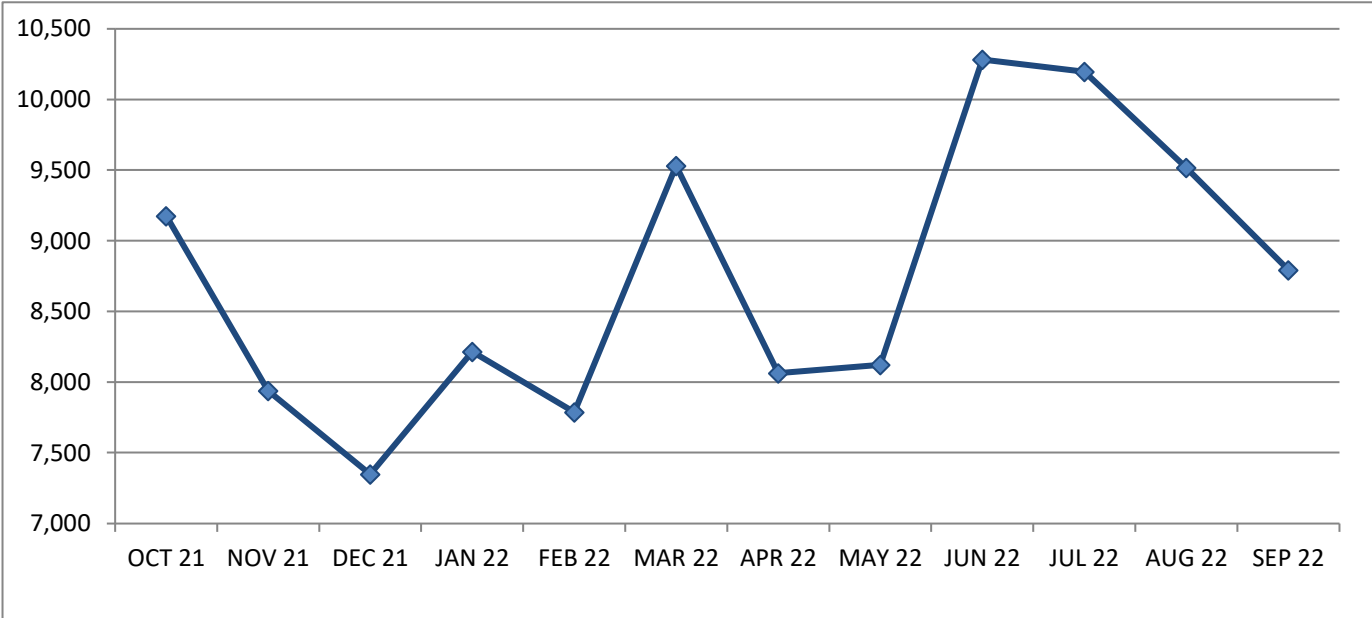
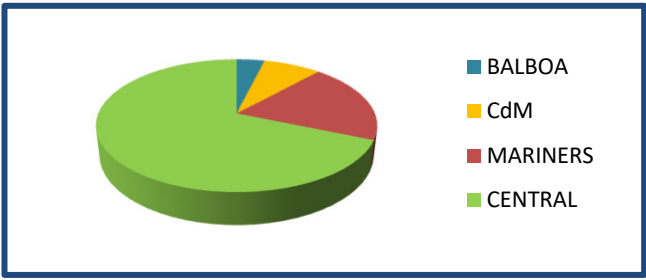
## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2022 CIRCULATION

	SEP 22	YTD 22/23	YTD 21/22
<b>BALBOA</b>	2,821	8,873	7,348
<b>CdM</b>	3,088	9,777	8,985
<b>MARINERS</b>	21,690	64,051	67,891
<b>CENTRAL</b>	56,735	178,520	186,648
<b>eBooks</b>	7,196	22,807	24,849
<b>eMagazines</b>	1,929	6,185	6,215
<b>eAudiobooks</b>	5,874	17,920	17,546
<b>Streaming Films</b>	692	2,179	2,096
<b>TOTAL</b>	<b>100,025</b>	<b>310,312</b>	<b>321,578</b>



## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2022 REFERENCE

	SEP 22	YTD 22/23	YTD 21/22
BALBOA	338	1,201	1,017
CdM	698	2,060	1,385
MARINERS	1,719	5,400	5,727
CENTRAL	6,038	19,844	21,370
<b>TOTAL</b>	<b>8,793</b>	<b>28,505</b>	<b>29,499</b>



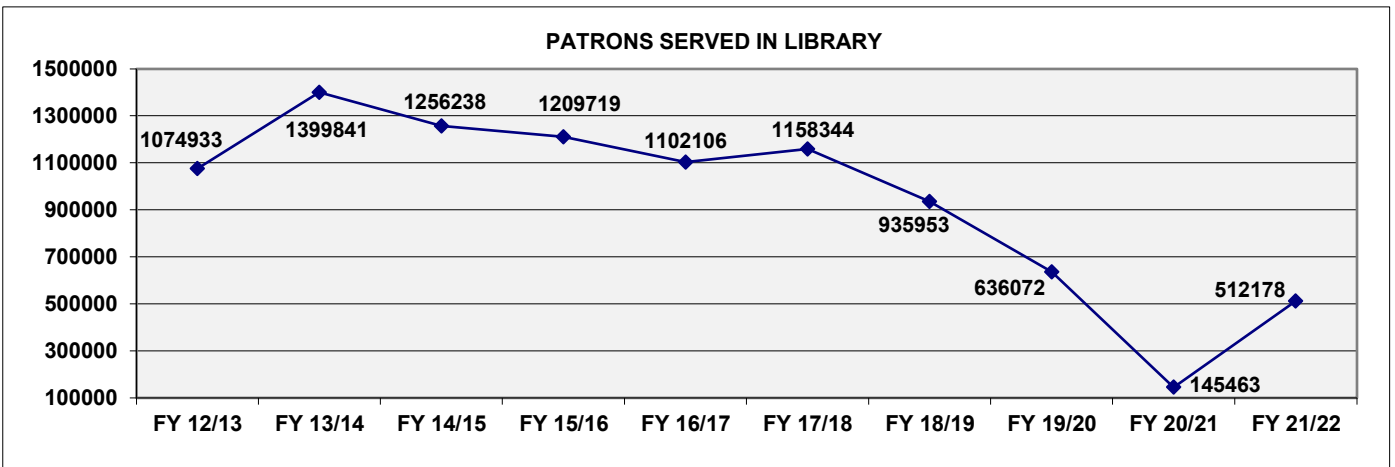
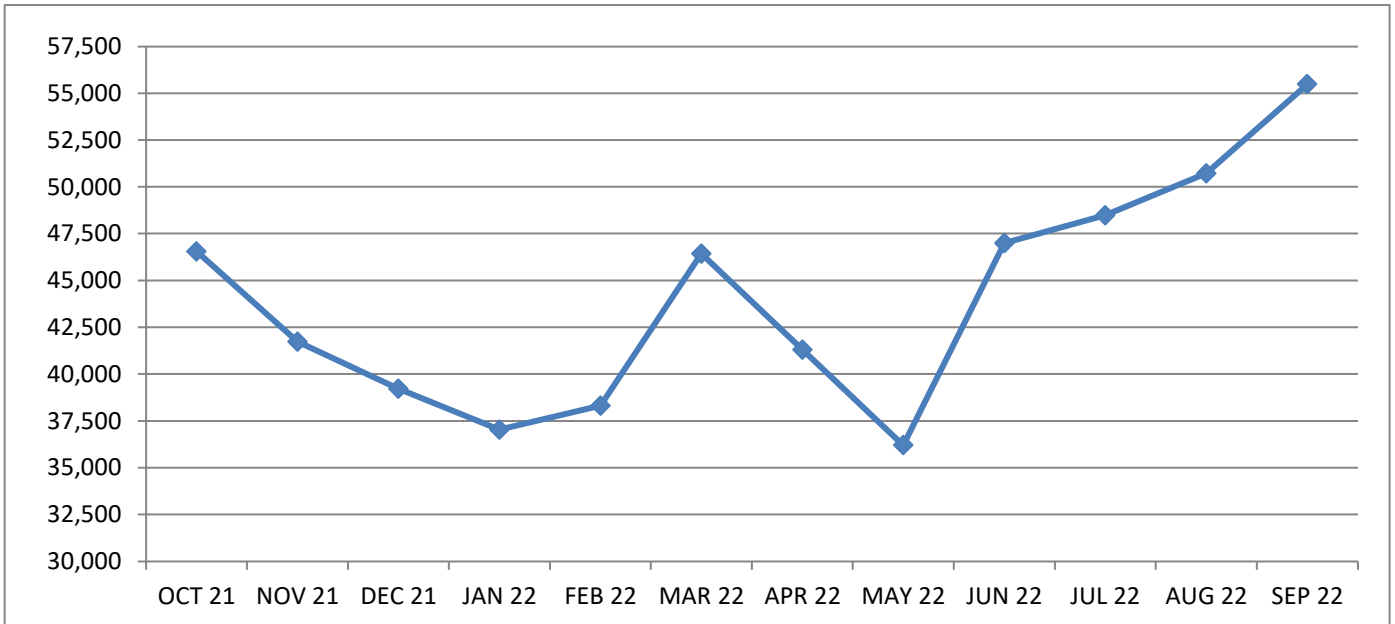
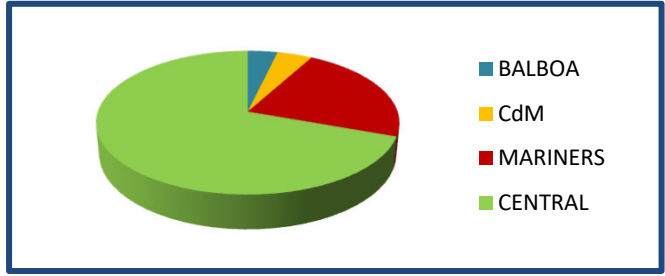
## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2022

### PATRONS SERVED

**BALBOA**  
**CdM**  
**MARINERS**  
**CENTRAL**

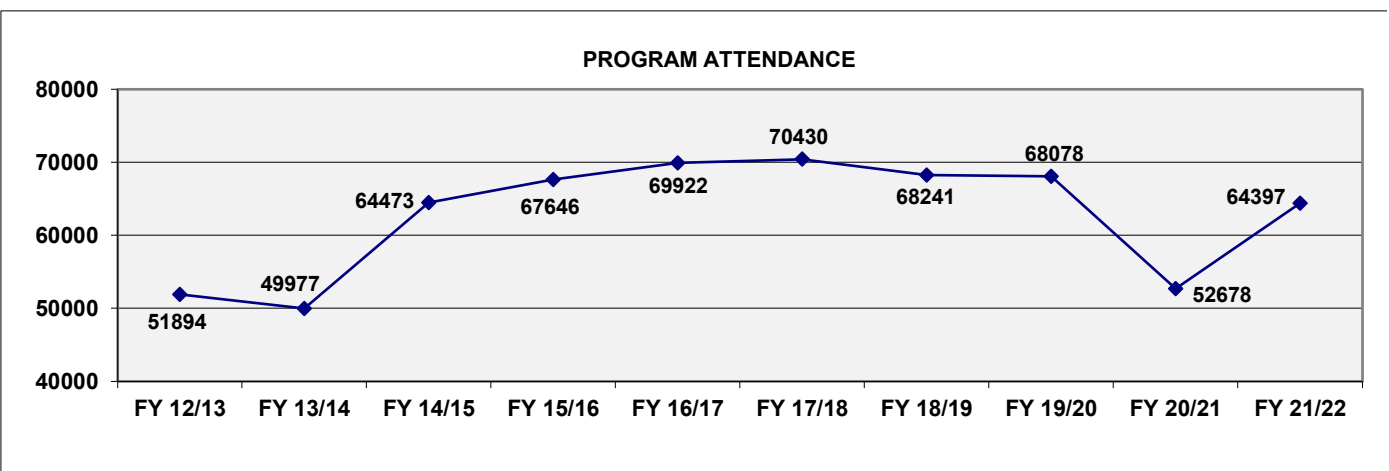
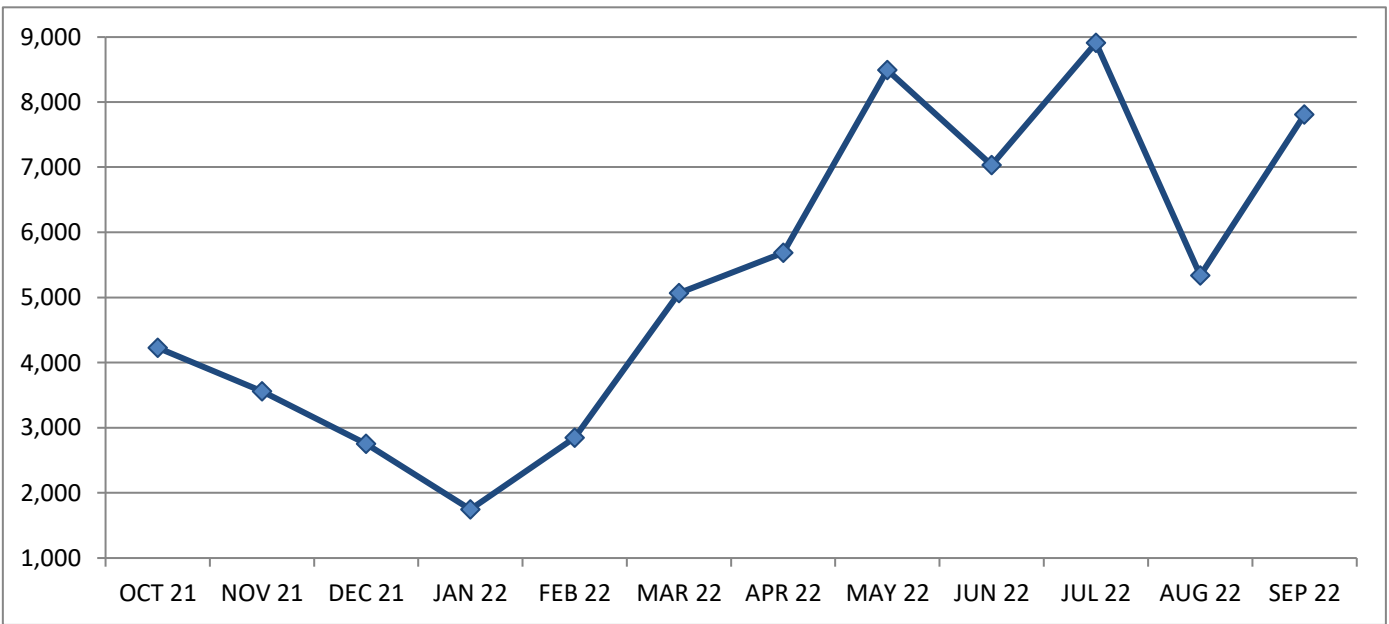
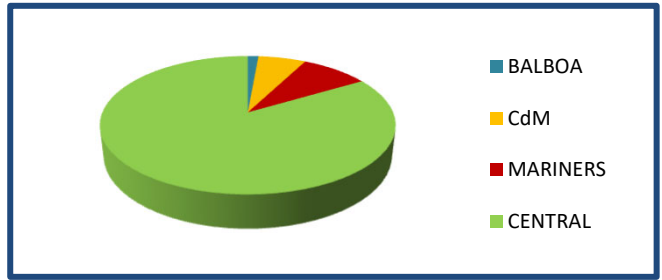
**TOTAL**

	SEP 22	YTD 22/23	YTD 21/22
BALBOA	2,041	6,907	6,309
CdM	2,420	7,648	9,484
MARINERS	12,443	32,416	30,733
CENTRAL	38,585	107,714	91,865
<b>TOTAL</b>	<b>55,489</b>	<b>154,685</b>	<b>138,391</b>



## NEWPORT BEACH PUBLIC LIBRARY - SEPTEMBER 2022 PROGRAM ATTENDANCE

	SEP 22	YTD 22/23	YTD 21/22
BALBOA	109	361	242
CdM	486	1,430	532
MARINERS	691	1,670	1,617
CENTRAL	6,521	18,591	18,519
<b>TOTAL</b>	<b>7,807</b>	<b>22,052</b>	<b>20,910</b>



**LIBRARY EXPENDITURES**

**FY 2022-23**

(October 3, 2022)

<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROP</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>MONTHLY EXPENDED</b>	<b>AVAILABLE BUDGET</b>
<b>I SALARY &amp; BENEFITS</b>					
SALARY FULL-TIME REGULAR	2,899,704	2,899,704	585,924	298,545	2,313,780
SALARY PART-TIME	1,085,842	1,096,049	180,373	93,819	915,676
BENEFITS	2,099,015	2,230,581	513,065	388,680	1,717,516
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>6,084,561</b>	<b>6,226,334</b>	<b>1,279,362</b>	<b>781,044</b>	<b>4,946,972</b>
<b>II MAINT &amp; OPERATION</b>					
PROFESSIONAL SERVICE*	208,507	208,507	45,353	43,903	163,154
UTILITIES	309,753	309,753	85,162	46,289	224,591
PROGRAMMING	5,500	5,500	301	0	5,199
SUPPLIES**	81,970	82,229	19,853	12,706	62,376
LIBRARY MATERIALS	669,740	669,740	242,875	25,981	426,865
FACILITIES MAINTENANCE	187,886	191,550	48,135	30,251	143,415
TRAINING AND TRAVEL	10,681	10,681	770	770	9,911
GENERAL OPERATING EXPENSES***	24,202	24,202	4,000	3,703	20,202
PERIPHERALS & SOFTWARE	5,000	5,000	0	0	5,000
INTERNAL SERVICE FUNDS	1,588,120	1,588,120	308,553	41,255	1,279,567
OFFICE EQUIPMENT	2,000	2,000	0	0	2,000
<b>MAINT &amp; OPERATION TOTAL</b>	<b>3,093,359</b>	<b>3,097,282</b>	<b>755,001</b>	<b>204,858</b>	<b>2,342,281</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>9,177,920</b>	<b>9,323,616</b>	<b>2,034,363</b>	<b>985,902</b>	<b>7,289,253</b>

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

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

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



## FRIENDS

**FY 2023-24**

*As of Oct 4, 2022*

Date Funded Sep 2022	Amount	Purpose Wish List	Amt Expended YTD	Notes
	\$175,000	New Materials	\$ -	Spending to begin third quarter
	\$25,000	Programming	\$ -	Spending to begin third quarter
<b>Total</b>	\$200,000		\$0	

**BOARD OF LIBRARY TRUSTEES MONITORING LIST**

<b>Previous Agenda Date</b>	<b>AGENDA ITEM</b>		<b>Scheduled Agenda Date</b>
Ongoing	Lecture Hall Update		Ongoing
Ongoing	Balboa Branch Replacement Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
Oct 18, 2021	Branch Update - Mariners		Oct 17, 2022
Oct 18, 2021	Youth Services Update		Oct 17, 2022
Dec 20, 2021	Review Holidays / Meeting Schedule 2023		Dec 19, 2022
Jan 18, 2022	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 17, 2023
Feb 22, 2022	Annual Budget - Preliminary Review		Feb 21, 2023
Feb 22, 2022	Arts & Cultural Update		Feb 21, 2023
Mar 21, 2022	Branch Update - Balboa		Mar 20, 2023
Nov 15, 2021	Performance Review of Library Services Director (Closed Session)		Apr 17, 2023
Apr 18, 2022	Annual Budget - Approval		Apr 17, 2023
Apr 18, 2022	Library Material Selection		Apr 17, 2023
May 16, 2022	Media Lab Update		May 15, 2023
May 16, 2022	Marketing Update & Social Networking Update		May 15, 2023
Jun 20, 2022	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 19, 2023
Jun 20, 2022	Branch Update - CDM		Jun 19, 2023
Jul 18, 2022	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 17, 2023
Jul 18, 2022	Proposed Library Closures for Winter Holidays 2021		Jul 17, 2023
Aug 15, 2022	Information Technology Update		Aug 21, 2023
Aug 15, 2022	Adult and Reference Services Update		Aug 21, 2023
Sep 19, 2022	Literacy Program Update		Sep 18, 2023
<b>LAST REVIEWED</b>	<b>POLICY REVIEW</b>		
Nov 16, 2020	NBPL 6	Media Lab Use Policy	Nov 21, 2022
Nov 16, 2020	NBPL 7	Sound Lab Use Policy	Nov 21, 2022
Jan 19, 2021	NBPL 5	Newport Beach Public Library Internet Use Policy	Jan 17, 2023
Jan 19, 2021	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 17, 2023
Feb 16, 2021	NBPL 8	Display and Distribution of Materials Policy	Feb 21, 2023
Mar 15, 2021	NBPL 1	Library Use Policy	Mar 21, 2023
Apr 19, 2021	NBPL 13	Study Room Policy	Apr 17, 2023
Jun 21, 2021	NBPL 4	Children in the Library Policy	Jun 19, 2023
Aug 23, 2021	NBPL 14	Friends Meeting Room	Aug 21, 2023
Nov 15, 2021	NBPL 15	Library Lecture Hall	Nov 21, 2023
Dec 20, 2021	NBPL 10	Laptop/Use Borrowing Policy	Dec 18, 2023
Feb 22, 2022	NBPL 3	Library Gift and Donor Policy	Feb 20, 2024
Jun 20, 2022	NBPL 12	Circulation Policy	Jun 17, 2024
Jul 18, 2022	CC I-1	Library Services Policy (Council Policy I -1)	Jul 15, 2024
Aug 15, 2022	NBPL 2	Collection Development Policy	Aug 19, 2024
Sep 19, 2022	NBPL 9	Expressive Use Areas	Sep 16, 2024

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Melissa Hartson, Library Services Director  
(949) 717-3810, [mhartson@newportbeachca.gov](mailto:mhartson@newportbeachca.gov)

**PREPARED BY:** Andy Kachaturian, Circulation and Technical Processing Coordinator

**TITLE:** Mariners Branch Update

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**DISCUSSION:**

The 15,305 square foot Crean Mariners Branch of the Newport Beach Public Library opened in April of 2006. This branch is unique in Newport Beach as it is a joint use facility with the adjoining Mariners Elementary School. During the school year, when classes are in session, the school portion of the Library is closed to the public and Library staff members are available to retrieve items for the public. Mariners Branch is open the same 71 hours per week as the Central Library, with weekly storytimes and other children’s events throughout the year.

**Personnel**

In addition to the Branch Librarian Alex Jenkins, Reference staff consists of two full-time Librarians. Christine Chapel who specializes in Children’s Services, and a second, which is currently vacant and undergoing a recruitment. In the meantime, full-time Library Assistant Erik Gunderson from the Central Library is filling in this gap. The Reference Department also includes full-time Library Assistant Janice Nikula and part-time Library Assistants Rokhsan Shafiei and Andrew Page.

The Circulation staff is led by Senior Library Clerk Liz McKibbin and full-time Library Clerk Piers Brown. The branch part-time Library Clerks consist of Rick Costa, Shelley Pricer, Nicole Osterman, and Taylor Stephenson. The branch Pages are Noel Chalmers, Victor Guzman, and Shayla Serrato. There are currently open recruitments for one part-time Library Clerk and one Page. The schedule at Mariners Branch is supplemented by staff from the Central Library

**Facility Maintenance**

There are some significant projects underway at Mariners Branch. Two capital improvement projects are moving forward. An exterior lighting project is currently underway, which will dramatically enhance the lighting around the entire building at night. An HVAC project to replace components in the exterior chiller area are still in development but proceeding—another welcome project as the aging equipment has often needed service.

Other projects completed this last year include a staff room kitchen remodel as water damage required some attention, upgrades to the building intrusion alarm system, and new front security gates that allow for easier access for contractors.

## **Public Service**

### *Circulation and Reference Services*

The service population for the Mariners Branch is 25,073, although we get many visitors from surrounding areas. Between July 2021 and June 2022, Mariners Branch was responsible for 102,266 circulations of materials and 20,889 reference questions. After two years of changing service models due to COVID-19, this is the first year the Library returned to its normal procedures since the pandemic began.

### *Program Attendance*

Children's staff for Mariners Branch adapted storytimes to take advantage of the field behind the Library due to lingering COVID concerns. This has proven to be a popular location, bringing in crowds of 70 or more at a time. As these concerns continue to wane, or in the case of bad weather, staff is prepared to return programming inside the Library.

During the last year, staff have similarly focused efforts on grab-and-go craft bags for children to reduce concerns of exposure. But, as things continue to normalize, staff plan for a return to drop-in crafts and activities. Over this last year, the grab-and-go crafts have been enormously popular with children and are always in demand.

### *Summer Reading Program*

Mariners Branch had another successful Summer Reading Program this year. Children earned a free book when signing up for the program and we had strong participation throughout. There were over 300 children registered and nearly as many book reviews submitted on *Beanstack*. Activities and crafts kept children engaged and interested in the program.

### *School Outreach*

Mariners Branch Children's staff attended and gave presentations at three events at Mariners Elementary School: in March, staff gave a Library orientation to TK/K students; in April, staff attended Open House; and in May, staff presented information about the Summer Reading Program. In September of this year, staff provided an opportunity for students from Newport Harbor High School to acquire public library cards for students

### *Mariners' Elementary School*

Jackie Casella has been the Library Media Tech for Mariners Elementary School for several years now. She runs the school-side of the Library while classes are in session. She manages class visits throughout the week and reads storytimes. Jackie has been an outstanding partner for the Library as she is passionate about inspiring students to read and in making use of the Library. She encourages children and their parents to acquire public library cards and make use of the Library outside of school.

## **Collection Maintenance**

As of July 1, 2022, the Mariners Branch collection currently consists of 66,098 items. Reference staff routinely work to maintain, withdraw and add to Library collections. CollectionHQ, an analytics/statistical tool, helps identify less used and worn-out materials. Some of the most popular collections have been the movie selection, audiobooks, children's materials, and general fiction. Reference staff create displays throughout the Library to feature themed titles and authors, and to highlight customer empowerment services like Novelist, a reader's advisory and OverDrive, our downloadable catalog which proved to be so helpful during the closure.

**Comments**

2022 has brought stability back to Mariners Branch. Our service model has been consistent and has helped grow circulation and programming back in strength. The return to in-class education has brought increasing numbers of students back to Mariners Elementary School and to their use of the Library. The Recreation and Senior Services Department, likewise, have returned to making regular use of the Vincent Jorgenson Room, bringing Mariners Branch back into the focus of the community.

While this last year saw many facilities projects completed, the coming year should see the completion of two important capital improvement projects that will offer great improvements to the Mariners Branch and to the experience of patrons using the Branch Library.

It has been a pleasure to serve as the Mariners Branch Librarian for the last four years. The reins are being transferred over to Alex Jenkins to oversee the Branch going forward. He will have an opportunity to oversee a dynamic veteran staff as well as help guide several new staff members to evolving roles in the organization. Alex brings many new talents to Mariners Branch and is sure to make a positive impact on public service. I appreciate the opportunity to deliver this last update for Mariners Branch and to bring attention to the strong effort and collaboration of the wonderful staff at Mariners Branch.

**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:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Melissa Hartson, Library Services Director  
(949) 717-3810, [mhartson@newportbeachca.gov](mailto:mhartson@newportbeachca.gov)

**PREPARED BY:** Annika Helmuth, Branch and Youth Services Coordinator

**TITLE:** Youth Services Update

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**DISCUSSION:**

**Overview**

The Youth Services team, staffed by Children’s personnel at all four locations, is dynamic and innovative. Primarily focused on resources and services for children from babies to 6th grade, Children’s staff engage patrons in a variety of ways. The team handles planning, preparing, and executing children’s programs from weekly storytimes, which often include performing to crowds of 70 to 120 participants, to special events including author talks, class field trips, and craft programs. In meeting the needs of the community, the Youth Services team is also mindful in collection development, both procuring in-demand titles and curating specialized collections for general interest, homework, and research requirements. As with many Library services, patron needs evolve, and Youth Services staff make it a priority to stay well-informed on best practices and emerging trends. Throughout the reporting period of October 2021 to September 2022, Youth Services experienced a return to well-attended programming, energetic and enthusiastic patrons, and high demand for children’s resources. Whether interacting with families in the Library or connecting with the community during outreach events, the Youth Services team continues to strive for excellence in promoting Library resources and services with the goal of creating life-long Library users from infancy through adulthood.

**Personnel**

At Central, the Children’s staff currently includes the Branch and Youth Services Coordinator Annika Helmuth, Librarian I Jasmin Avila, and part-time Library Assistant Bernadette Gilliam. Recruitments for a Children’s Librarian II and a part-time Library Assistant are in process. At the Branches, seven other staff members complete the Youth Services team including Children’s Librarian I Christine Chapel, full-time Library Assistant Janice Nikula, and part-time Library Assistant Rokhsan Shafiei at Mariners; Branch Librarian II Evelyn Rogers and part-time Library Assistant Katrina Kading at Balboa; and Branch Librarian II Nadia Dallstream and part-time Library Assistant Erika Aguilar at CdM.

**Programs**

The Friends of the Library generously provide funding for most children’s programs including funds for supplies and marketing of storytimes, National Library Week, the ever-popular Summer Reading Program, craft and STEM events, reading challenges, and outreach events.

### *Storytimes*

The core of Children's services, Storytimes, returned to their full brilliance during the reporting period, with each location hosting at least two storytimes per week. Though some modifications are still in place, namely an outdoor storytime offering at Mariners, and aside from another minor pause in programming required earlier this year, as of November 2021, all other storytimes have returned to their respective Children's areas and the crowds continue to grow. Storytime offerings include Books & Babies, Toddler, Preschool, Songs & Stories, and Family Storytime. From October 2021 to September 2022, children's staff hosted 359 storytimes serving 15,767 participants. Notably, in September 2022, attendance saw a 20% increase from July 2022 when a similar number of storytimes occurred.

### *National Library Week*

From April 3 – April 9, all locations of the Newport Beach Public Library recognized National Library Week, an annual celebration highlighting the valuable role of libraries, with a variety of energetic children's programs and special guest storytime readers. Throughout the week, Councilmembers, City Administration, and Library Board of Trustee members read aloud to patrons during the week's storytimes. The Central Library's Children's Garden also re-opened complete with fresh landscaping, and a crowd of over 100 participants helped release painted lady butterflies at the Civic Center Park during our third annual release event.

### *Reading Challenges and the Summer Reading Program*

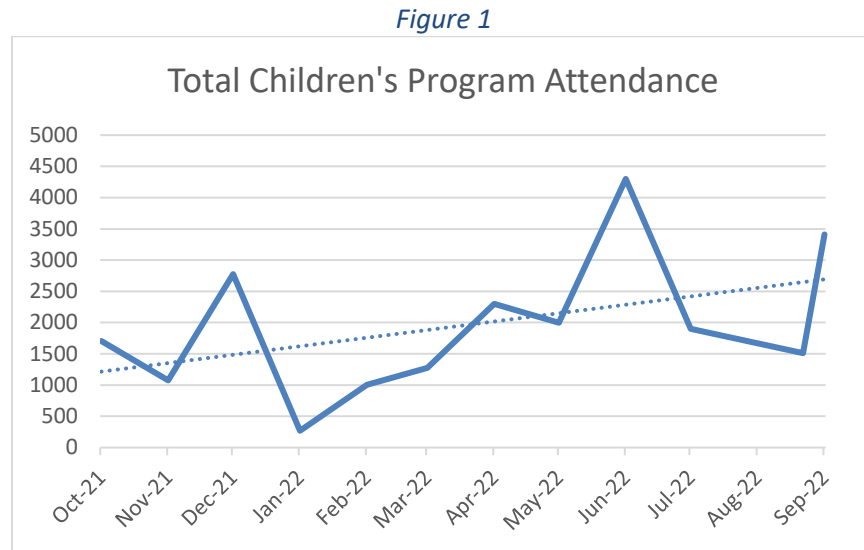
Youth Services' on-going reading challenge is *1000 Books Before Kindergarten*. Launched in 2015, *1000 Books Before Kindergarten* seeks to promote reading at an early age, encourage parent and child bonding through reading, and prepare children for school. Participants register on Beanstack, a reader tracking app. System-wide, 259 participants registered for the reading challenge during the review period. Youth Services also ran two school year reading challenges, a Spring Reading Challenge and Back-to-School BINGO with 163 participants combined.

The Children's Summer Reading Program is the largest reading challenge offered by Youth Services and ran from June 12 through July 30, 2022. During the seven weeks, readers logged books and minutes, submitted book reviews, and completed library- and summer-themed activities. Using Beanstack for the second year, registration totals were up over 15% at all four Library locations from the previous year. In-person summer events returned and included craft programs, a Seek and Find challenge, a Stuffed Animal Summer Camp Sleepover, and an outdoor musical concert on the Civic Center Lawn, a first for Youth Services. Summer Reading Program attendance totaled 778 participants.

### *Children's Authors and Other Special Events*

The Children's Department also hosts a variety of activities and events for school-aged children. By the end of the reporting period, Youth Services was back on track with a robust after-school programming schedule at all locations. These events include drop-in crafts, STEM programs and LEGO, Sensory Play, Seek and Find Challenges, and local children's author events. A Blooms and Butterfly in March 2022, planned by Children's Librarian Jasmin Avila, was particularly successful with 225 participants making crafts, taking photos in front of a butterfly wing mural, and checking out books inspired by the topic of butterflies. Recently, Central hosted bestselling authors Lisi Harrison and Daniel Kraus and local author Kim Dwinell for two exciting and interactive events to mark the return of children's author events after a two-year hiatus. Total children's special events programming from October 2021 through September 2022 included 54 programs with 4,141 participants overall.

Total program participation, including storytimes, has steadily increased since October 2021 as shown in Figure 1.



#### *Teen Programs and Volunteers*

Teen Services offers a variety of programs for young adults throughout the year. Programs include college prep workshops, college entrance exam practice tests, and monthly Young Adult Advisory Council (YAAC) meetings. YAAC members contribute valuable input on Library programs for teens as well as help with popular children’s events. Full-time Library Assistant Danielle Doi plans and facilitates all Teen programming with help from part-time Library Assistant Emily Halphide. Teen Services hosted 18 events with 310 participants during the review period. In addition to YAAC, there are a variety of volunteer positions for teens ages 12 to 18 that provide an opportunity for young adults to learn valuable work-life skills and give back to their community. Children’s staff often rely on volunteers to help with craft preparation, shelving and cleaning materials, special events, and the Summer Reading Program. Danielle Doi also manages volunteer trainings, duties, and scheduling at the Central Library with full-time Library Assistant Janice Nikula, managing volunteers at the Mariners Branch. Each of the Branch Librarians manage their respective volunteers at Balboa and Mariners. A total of 114 volunteers logged 2,165 hours from October 2021 to September 2022.

In January 2022, Teen Services launched an on-going reading challenge, *100 Books Before Graduation*. Like *1000 Books Before Kindergarten*, *100 Books Before Graduation* seeks to encourage lifelong readers and promote reading for enjoyment, which studies show has a positive impact on academics, social interactions, and emotional well-being. Since launching, a total of 159 teens have registered for the program, an encouraging start.

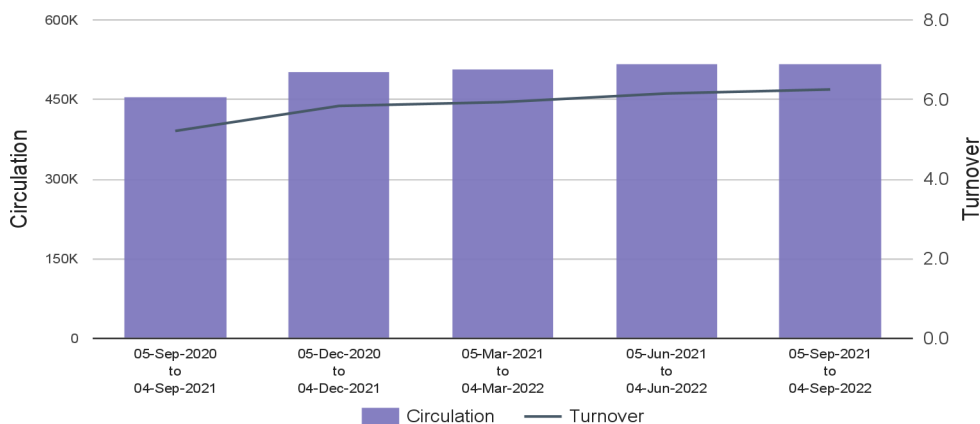
#### **Collection Development**

The Juvenile collection includes children’s Fiction (which consist of hardcover fiction, paperbacks, easy readers, graphic novels, picture books and board books), Non-Fiction, Spanish, Audiobooks, Kits, DVDs, and Music CDs and totals an approximate 83,589 titles. Selectors at each of the four locations take opportunities to highlight and shift collections and materials as needed. This not only allows for a more efficient use of space, often accommodating more titles per shelf, but also keeps the collection approachable and patron focused. Collection review is also an important process in keeping the quality of



materials at patron’s standards. Children’s items turn-over at a high-rate. On average, each children’s title checks out approximately 6.25 times in a year and has been increasing since reopening all facilities, illustrated in Figure 2. Such high demand can cause wear and tear on items. Staff use the Library’s Collection Development policy to continually review materials. This review process ensures fair access to quality materials, allows for collection growth, and certifies the collection is meeting the needs of our patrons.

Figure 2



**Booklists**

In addition to keeping a well curated collection, Youth Services staff annually review and select titles for placement on various Booklists for children. With almost 60 unique Booklists, examples of available lists include “Audiobooks for Families,” “Nonfiction Picture Books,” and “On Your Way to YA.” Staff select titles deemed the best or most notable books available in their respective category and are valuable for parents seeking grade-level reading recommendations or character-building topics for young children, students seeking genre interest books, or staff suggesting books to reluctant readers. The annual review is a team effort facilitated by Balboa Branch Librarian Evelyn Rogers, and booklists are accessible to patrons through the Library’s website.

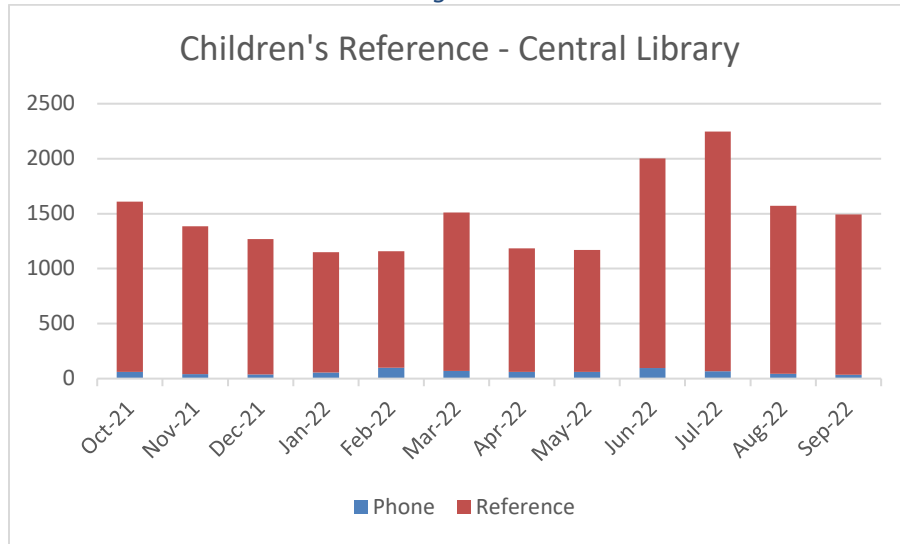
**Public Service and Outreach**

*Circulation and Reference Services*

Children's items circulated a total of 534,071 times from October 2021 to September 2022. While Children’s materials account for 30% of the total collection system-wide, they made-up over 50% of the total circulation in the last year.

From October 2021 through September 2022, the Central Library Children’s Desk answered 17,748 reference questions. As is clear in Figure 3, many reference questions answered are in-person with a typical spike in reference services during the months of the Summer Reading Program.

Figure 3



### Outreach

The Newport Beach Public Library serves 12,523 children ages 0 to 14 which is approximately 15% of the total population of Newport Beach, as reported in the 2020 Census. There are eight local public elementary schools serving a quarter of those children. In promoting the Summer Reading Program, Children's staff visit these eight schools, connecting students with Library resources and promoting reading throughout the summer break. Staff presented to almost 3,000 students, school staff, and parents during these visits.

In addition to visiting local schools, Children's Staff invite classes and other groups into the Library for tours. The first group back to visit the Library since 2019 was a girl scout troop in November 2021. Each visit includes a tour of the children's room, a lesson about Library rules and materials, an overview of how to use the Library, and an opportunity to listen to a story. Youth Services is excited to be offering visits to the Library again.

In recognizing a demand from students and teachers to connect with the Library, Youth Services resurrected an outreach initiative, originally proposed in 2018, to launch a new streamlined portal that allow educators and students direct access to information and resources that support their curriculum needs and current studies. With that came the Educator and Student Services page, the result of a year's worth of needs assessments, planning, and designing by the Branch and Youth Services Coordinator, CdM Librarian Nadia Dallstream and Mariners' Children's Librarian Christine Chapel. Launched in August 2022, just in time for the new school year, the Educator and Student Services page is located on the Library's website. Embedded in this page are forms to arrange a visit to any of the four Library locations, request a librarian to attend a school or organization's event, or request Library materials for support with an assignment. Also available on the site are a Student Success Flyer with notable Library services for students and a list of FAQs for educators navigating the site. The Educator and Student services page is a welcome resource for all staff as they can easily direct inquiries from teachers and students. Patron engagement with the site is promising as is clear by received form requests. Thanks in part to the launch of this site, we are expecting to host approximately eighteen 1st grade classes (that is almost 400 students!) for class visits over the coming months.

The largest outreach event for Youth Services is the Orange County Children’s Book Festival. Held annually at Orange Coast College, Youth Services staff secure a booth location and spend the day promoting Library programs, handing out prizes and Library giveaways, answering questions about Library services, and offering Library cards. At this year’s event, held on October 2, the Branch and Youth Services Coordinator and part-time Library Assistant Bernadette Gilliam interacted with approximately 1,000 children, parents, community members, and authors seeking more information about the Newport Beach Public Library.

**Closing Comments**

As I settle into my new role as the Branch and Youth Services Coordinator, the Children’s team continues to impress me. Their steadfast commitment to the community, their ability to create energetic children’s programs, and their willingness to engage young Library patrons does not go unnoticed. It is encouraging to see programs return with participants and staff both eager and excited to participate and I am hopeful for the year ahead. I look forward to working with a capable team as we continue to reimagine children’s spaces and collections and best meet the needs of the community we serve.

**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).