

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Cynthia Cowell, Library Services Director
Re: Report of Library Activities

CYNTHIA COWELL, LIBRARY SERVICES DIRECTOR

December literally flew by, as it always does because we are busy not only with our normal duties but also with the pleasures of the holiday season. This month, I attended several construction-related meetings and two notable parties—the Newport Beach Sister Cities breakfast on the 5th and the Friends of the Library luncheon on the 10th. On the 11th, the City Council meeting was held in the new Civic Center Council Chambers, and a reception followed the Council's election of Keith Curry as Mayor and Tony Petros as a new Council Member replacing Steven Rosansky who reached his term limit. Rush Hill was seated as the Mayor Pro-Tem. On the 13th, I met with Robert Smith (Arts Commission), Marie Marston (Parks, Beaches and Recreation Commission), and Laura Detweiler (Recreation and Senior Services) to discuss the placement of art in public places. On the 18th, City Manager Dave Kiff gathered the Executive Management Team for a strategy session and holiday luncheon. I left on the 20th for the Christmas Holidays and returned to work on the 28th. During that time, the Central Library was closed to the public from 6 p.m. on the 22nd until reopening at 9 a.m. on January 7. All branch libraries remained open. On the 28th, staff at Central were either placed at Branches or took leave because the building was without power most of that day. The construction is moving along at a steady pace with the fire systems being tied in and patching and painting being completed prior to re-opening on January 7th.

TIM HETHERTON, LIBRARY SERVICES MGR / CIRC & TECH PROCESSING COORD.

During December, Tech Pro staff cleaned and organized the staff workroom in preparation for the contractors' plan to work on the temporary wall during the Central Library closure. In anticipation of the final phase of RFID tagging, the audiovisual collection at Central Library was weeded, and CDs, BOCs, and DVDs were cleaned. These materials were then RFID tagged.

Promotional interviews were held in December for 2 part time Library Assistant positions. Library Assistant Kristin Whipple promoted to the 30 hour per week position and part time Clerk I Hannah Carrier promoted to the 19 hour per week position.

The Library hosted a webinar by Guide by Cell, a company that sells software used to create cell phone audio tours and mobile websites. The Library is exploring the possibility of launching these services when the expansion opens in the Spring.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

On Sunday, December 2, CDM Branch participated in the 34th annual Corona del Mar Christmas Walk. Over 600 people visited the branch from 11:00 to 4:00 to enjoy refreshments, crafts and a show by Bubble Mania. The Friends of the Library generously provided the funds and the regular staff (Haidee, Janice, Andrea and Laurie) worked tirelessly to help make the afternoon a huge success.

At Balboa, Kristin, the part-time Library Assistant there, interviewed for, and was selected to fill a 30 hour a week Library-Assistant position available at the branch due to Natalie's promotion in November.

All branch locations received new phones as part of a City-wide revamp of the telephone system. Staff was trained by IT personnel. IT and branch staff are making a joint effort to work out any problems with the system.

Youth Services

The Wintery Wonderland Craft Club held on December 11 at Central was a big success. At least 70 children and adults attended and enjoyed doing snowflake themed crafts and cookie decoration.

First graders from Harbor Day, a nearby private school, made a class visit on Tuesday, December 4. The classes received library cards and each checked out one item.

Teen Services

YAAC did meet in December but there were no other activities to report for the month.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Facilities

On December 17th, we met with Jonathan Wilson, CW Driver and the sub-contractors to go over the schedule of work to be done during the December/January closure. We discussed the areas of the Library that would be affected as well as the planned power outage and boiler shut down.

When staff came in on December 26th, the contractors were in full swing. One of the main jobs being done was to install junction boxes for new fire alarm equipment. These boxes were installed in the drywall at various locations throughout the Library in both public and staff areas. The contractors also worked on the new corridor that will lead to new Computer Lab and staff conference room.

After two weeks of chaos, both the contractor's crew and the Library's janitorial crew came in on Sunday, 1/6 that cleaned up the construction dust and debris.

I met with City engineers to discuss the specifications for the Central Library's heating and air-conditioning system and needed changes. Public Works will be sending out a Request for Proposal in January or February for the system upgrade.

Circulation

During the construction closure at the Central Library, staff was sent to the Branch Libraries as extra help and to fill in for those who had taken time off for the Holidays. The staff that was assigned to work at Central on 12/26 and 12/27 could only work in certain areas of the Library. This limited their ability to get returned items checked in. The week after New Year's, more staff was assigned to work and more areas of the Library were available. The staff did an amazing job catching up with the check-ins and shelving of materials. All backlogs were cleared and everything was ready for the public when the Library re-opened on January 7th.

RFID Project

During the closure at the Central Library, staff tagged the audio book DVD collections. The Central Library is ready to go forward using the RFID tags for check out as soon the new self checkout machines are installed as part of the construction project.

Staff took advantage of the school district's winter break and began putting RFID tags into the children's non-fiction books at the Mariners Library. One of the portable tagging workstations was moved to the Branch and Clerk II, Piers Brown, led the tagging team and trained the Mariners staff on RFID tagging process.

Budget

The Library Board sub-committee met in December and discussed the Revenue projections for the end of the current fiscal year and for the 2013-2014 year. Those projections, which are fairly static, were submitted to the City's budget office at the end of December.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

Manuscripts Book Discussion

43 people attended this month's Manuscripts Book Discussion Group at the Central Library. The group read Mister Pip by Lloyd Jones, which tells the story of a copper-rich tropical island shattered by war and the daily struggle to survive. Everyone participated in discussions about the characters and their relationships, and debated what might have become of some characters had the story continued. The meeting closed with readers sharing their favorite passages and discussing the author's knack for lyrical descriptions. Next month's selection is Binocular Vision by Edith Perlman. This Foundation event was free and open to the public.

Closure Projects

The Central Reference staff participated in RFID tagging projects, which included processing the Books on CD and DVD collections. Shopworn cases were replaced as well.

STATISTICS – DECEMBER

	CIRCULATION		REFERENCE		CUSTOMERS SERVED IN LIBRARY		PROGRAM ATTENDANCE	
	DEC 2012	YTD 12/13	DEC 2012	YTD 12/13	DEC 2012	YTD 12/13	DEC 2012	YTD 12/13
BALBOA	8,172	55,110	594	4,393	4,528	32,708	190	1,473
CdM	7,180	42,719	615	4,501	6,129	28,555	1,021	4,073
MARINERS	32,888	214,782	3,068	29,509	19,154	140,559	396	4,605
CENTRAL	66,593	498,513	5,886	53,025	38,048	371,429	979	16,521
TOTAL	114,833	811,124	10,163	91,428	67,859	573,251	2,586	26,672
<i>LAST FISCAL YEAR-TO-DATE 2011/12</i>								
Total YTD 2011/12		773,245		93,066		558,819		23,233
<i>Central closed from Saturday, December 22 through Sunday, January 6</i>								

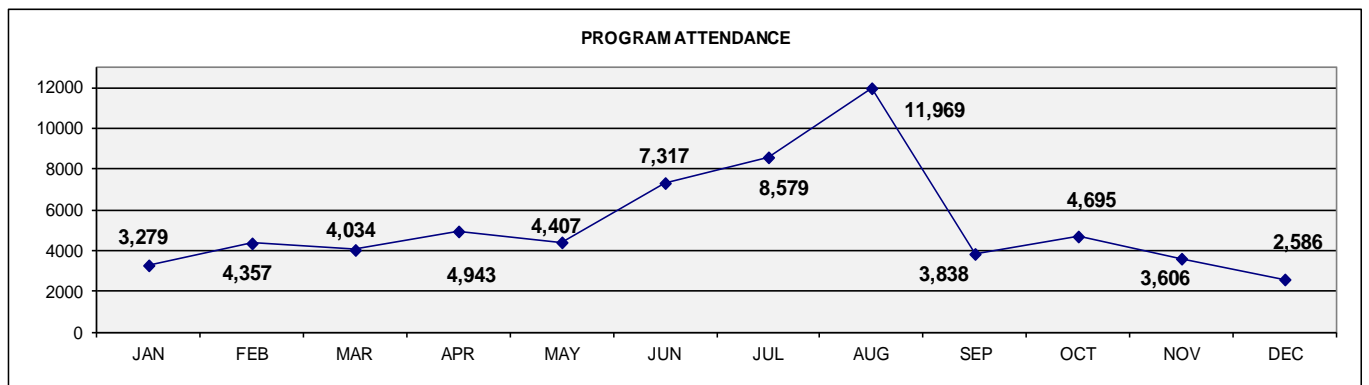
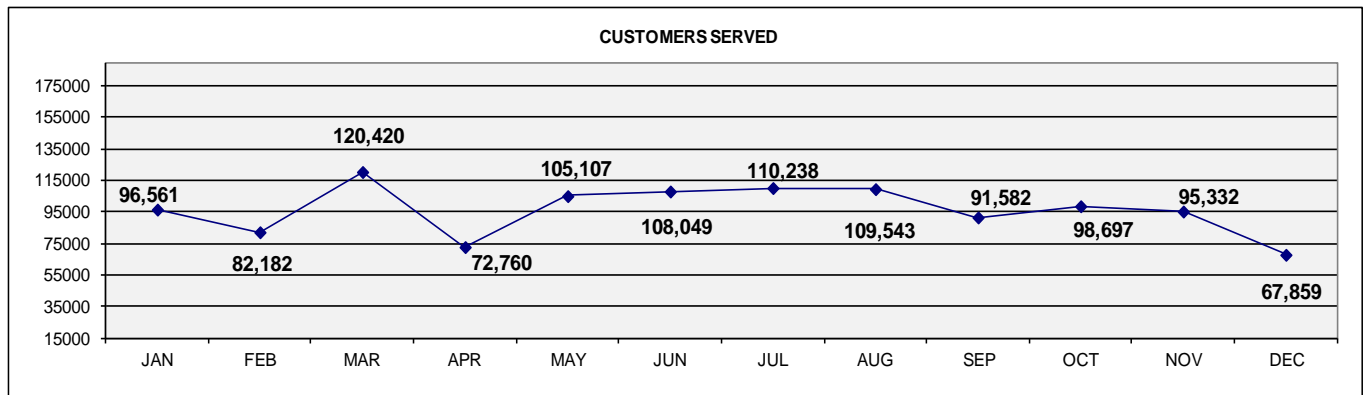
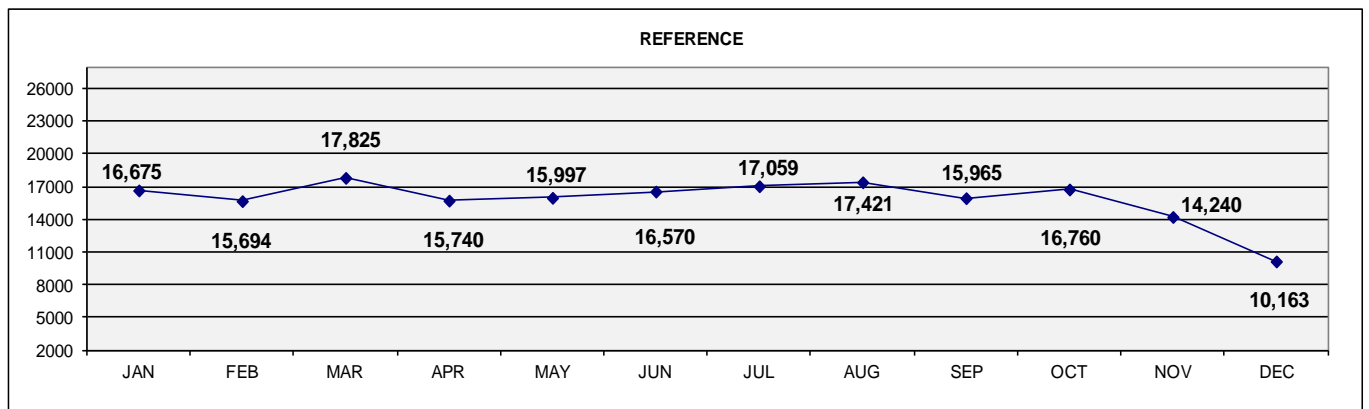
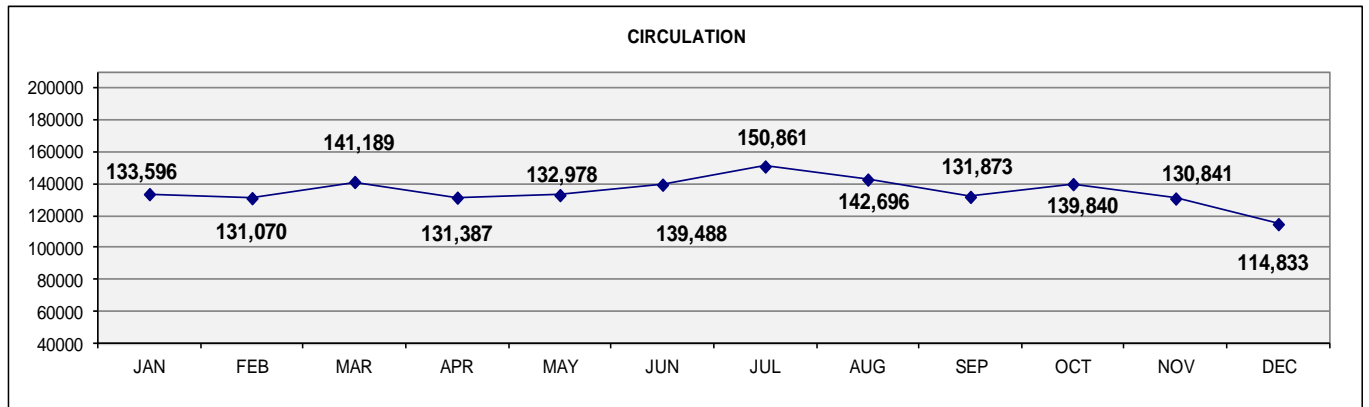
PRO QUEST ARTICLES RETRIEVED

Proquest Articles Retrieved	July	Aug	Sept	Oct	Nov	Dec	AVG.
Business Databases	354	560	485	657	1446	342	641
Newspapers--Current	1759	896	1166	1277	1351	1230	1280
Newspapers--Historical	5511	4922	7748	9000	7580	9217	7330
Magazines	51	36	85	75	529	84	143

DATABASE STATS – FY 2012 / 2013

Database	Dec-12	Dec-11	Dec-10	YTD 12/13	YTD 11/12	YTD 10/11
Tracked by #searches						
Ancestry	150	342	239	5842	3858	2439
Career Transitions		1	27	58	116	754
BioResCtr*		158	38	561	521	480
FoF Ancient Hist	42	N/A	88	452	131	164
GDL		8	N/A	114	75	N/A
GVRL		180	N/A	459	559	N/A
HeritageQuest	229	134	58	1063	1617	1406
Kids InfoBits		9	43	108	21	67
LitResCtr		225	218	519	390	625
Opposing Vpts*		102	181	1092	177	417
Nat Geo				150	N/A	N/A
Novelist	75	248	190	1228	772	867
Novelist K-8	34	235	49	280	382	183
ProQuest	3427	3296	4518	26196	12638	17545
Ref USA Bus.	4782	2519	3817	28048	16491	28342
Ref USA Res.*	115	119	812	1294	7332	18424
World Book Online	68	45	136	370	351	379
Tracked by #books viewed/checked out						
Overdrive	3226	2575	1123	21285	6523	4562
Tumblebooks	589	773	1104	4597	3380	4518
Tracked by #sessions						
Cypress Resume	10	18	N/A	109	55	N/A
LiveHomework	58	164	103	402	665	388
Testing & EdRefCtr		31	22	186	232	295
Universal Class	100	35	N/A	479	268	N/A
Tracked by #page views						
CultureGrams	46	24	139	658	698	931
Morningstar	2906	1786	2115	21100	9838	10997
NetAdvantage	881	5	533	14913	1710	2443
RealQuest	2109	667	1231	8252	2207	715
Rocket Languages	17	39	117	201	293	N/A
Value Line	18296	7298	4264	92373	33909	12359

MONTHLY LIBRARY SYSTEM STATISTICS



ANNUAL LIBRARY SYSTEM STATISTICS - FY 2002/2003 thru FY 2011/2012

