



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660

Tuesday, November 13, 2018 - 5:00 PM

Board of Library Trustees Members:

Janet Ray, Chair
Paul Watkins, Vice Chair
Douglas Coulter, Secretary
Kurt Kost, Board Member
Jill Johnson-Tucker, Board Member

Staff Members:

Tim Hetherton, Library Services Director
Elaine McMillion, 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 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. The Board of Library Trustees has 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. Consent Calendar Items

1. Minutes of the October 15, 2018 Board of Library Trustees Meeting

[02 MINUTES](#)

2. Customer Comments

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

[03 CUST COM](#)

3. Library Activities

Monthly update of library events, services and statistics.

[04 LIB ACTIVITIES](#)

4. Expenditure Status Report

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

[05 EXPENDITURES](#)

5. Board of Library Trustees Monitoring List

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

[06 MON LST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Media Lab Use Policy

Staff requests that the Board review the Media Lab Use Policy and approve suggested changes.

[07 MEDIA LAB POLICY REPORT](#)

[08 MEDIA LAB POLICY A - ORIGINAL](#)

[09 MEDIA LAB POLICY B - REDLINED](#)

[10 MEDIA LAB POLICY C - FINAL](#)

7. Sound Lab Use Policy

Staff requests that the Board review the Sound Lab Use Policy and approve suggested changes.

[11 VI A 7 - 1 Staff Report - Sound Lab Use Policy](#)

[12 VI A 7 - A Staff Report - NBPL Sound Lab Use Policy Original](#)

[13 VI A 7 - B Staff Report - NBPL Sound Lab Use Policy Redlined](#)

[14 VI A 7 - C Staff Report - NBPL Sound Lab Use Policy Final](#)

8. Donation to the Newport Beach Public Library

Staff requests that the Board accept a \$500 donation made to the Newport Beach Public Library.

[15 VI A 8 - Donation Acceptance from Spitz Family Trust](#)

9. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project.

[16 VI A 9 Staff Report - Corona del Mar Branch Project Update](#)

10. Lecture Hall Update

Trustee Johnson-Tucker will provide an update on activities related to efforts to integrate a lecture hall on the Central Library site.

11. All Staff Meeting

Staff requests that the Board of Library Trustees approve opening all NBPL locations at 10 a.m. on Wednesday, December 5, for the purpose of an all staff meeting.

[17 VI A 11 - Staff Report- All Staff Meeting](#)

12. Library Services

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

13. Friends of the Library Liaison Report - DC

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

14. Library Foundation Liaison Report - JJT

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

15. Witte Lectures Committee Liaison Report - KK

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

16. Literacy Services Liaison Report - TH & PW

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

17. Library Live Lectures Liaison Report - JR

Trustee update of the most recently attended Library Live Lectures Committee meeting.

VII. 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.

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 Public Library–Mariners Branch
1300 Irvine Avenue, Newport Beach 92660
Meeting Minutes
October 15, 2018 - 5:00 p.m.**

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

II. **ROLL CALL** - Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Vice Chair Paul Watkins, Secretary Douglas Coulter, Board Member Jill Johnson-Tucker, Board Member Kurt Kost

Trustees Absent: Chair Janet Ray (excused)

Staff Present: Tim Hetheron, Library Services Director
Elaine McMillion, Administrative Support Specialist
Natalie Basmacyan, Library Services Manager
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Branch & Youth Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Andy Kachaturian, Mariners Branch Librarian
Liz McKibbin, Mariner's Senior Library Clerk
Alex Jenkins Mariners Librarian
Bernadette Gilliam, Library Assistant–Children's Department
Melinda Vogel, Library Assistant–Children's Department
Kristina Bailey, Library Assistant–Children's Department

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the September 17, 2018 Board of Library Trustees Meeting**

Board Member Johnson-Tucker corrected the second paragraph on page 4 to "In response to Chair Ray's query, Board Member Johnson-Tucker was unclear whether the subcommittee work is complete."

Vice Chair Watkins indicated he will abstain from voting on the portion of the minutes after 6:09 p.m. as he left the meeting before it adjourned.

2. Customer Comments

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

Vice Chair Watkins noted the comment from a customer thanking Jeremy Rodriguez and Camille Escareal-Garcia for their assistance with a large print and scan job.

3. Library Activities

Monthly update of library events, services and statistics.

Vice Chair Watkins appointed Board Members Kost and Coulter to a subcommittee to determine potential Library uses for the credit union space as the credit union will vacate the space in October.

Board Member Johnson-Tucker offered to share with the subcommittee the Library's past efforts concerning the space.

In response to Board Member Coulter's question, Board Member Johnson-Tucker explained that the space belongs to the City, but securing a tenant is difficult. At one time, the City Manager had requested proposals for use of the space. She understood the City would forego the rent if the Library could utilize the space. Hopefully, the subcommittee can find a Library use for the space. Vice Chair Watkins added that Community Development Director Jurjis had requested the Board of Library Trustees provide input regarding possible Library uses for the space.

4. Expenditure Status Report

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

5. Board of Library Trustees Monitoring List

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

Vice Chair Watkins suggested review of Library policies be added to the Monitoring List for November and December.

Motion made by Board Member Coulter, seconded by Board Member Kost, and carried (3-0-1-1) to approve the Consent Calendar with the amendments to the minutes.

AYES: Watkins (Items 2-5), Coulter, Johnson-Tucker, Kost
NOES:
ABSTENTIONS: Watkins (Item 1)
ABSENCES: Ray

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update

Staff will provide the annual overview of Mariners Branch operations, to include review of parking issues.

Adult Services Coordinator Rebecca Lightfoot reported on the changes in personnel, the building, and programs. Customer feedback for the new carpet has been positive. The Teen exam prep classes went well, and another is planned for February.

Vice Chair Watkins advised that he and Library Services Director Hetherington met with Public Works staff regarding increasing the number of parking spaces. Public Works staff will explore converting landscape and hardscape to parking spaces at Mariners Branch and adding parking spaces at Mariners Park.

Toby Larson remarked that he had observed cars without handicap tags or placards parked in the handicapped space.

In response to Board Member Johnson-Tucker's question, Adult Services Coordinator Lightfoot related that the parking lot is crowded during Story Time and between 3:15 and 5:00 on weekdays.

7. Youth Services Update

Staff will provide the annual overview of Youth Services.

Branch & Youth Services Coordinator Debbie Walker shared staffing and programming changes. Over the past year, the Halloween Extravaganza, Butterfly Release, Coding for Kids, Star Wars Digital Saturday, and teen exam prep have been successful. Forty-three percent of Summer Reading Program participants completed the program, which is an increase over the number who completed the program in 2017. Outreach programs include first-grade class visits, Summer Reading Program school visits, attendance at College and Career Nights and the Children's Book Festival, and Scout and private school tours of the Library. Library staff is updating book lists, which are valuable resources. Board books, graphic novels, and DVDs have the highest circulation of Library materials.

Library Assistant Bernadette Gilliam introduced herself and described her duties, use of Accelerated Reader levels, and craft times.

Library Assistant Melinda Vogel introduced herself and depicted her leading offsite Story Times and preparation of displays and bulletin boards.

Library Assistant Kristina Bailey introduced herself and detailed her work in Teen Services and volunteer opportunities for teens.

In response to inquiries, Branch & Youth Services Coordinator Walker related that outreach programs are part of Library Services Director Hetherington's initiative. Library Assistant Bailey reported the Library has a waiting list for participation in the Young Adult

Advisory Council (YAAC). Teens can and often do participate in YAAC for multiple years and bring their friends into the program.

8. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project. Staff recommends that the Board of Library Trustees approve the gift request to the Friends of the Library for \$116,400 for an opening day collection and furniture for the reading porch.

Library Services Director Hetherington reported the project remains ahead of schedule, and the Branch could open in May 2019 if progress continues. The structure has been waterproofed, and work on the interior has begun. Story Times are back on their regular schedule, and attendance has almost doubled since the summer. Recreation staff at the Community Youth Center has been extremely accommodating for Library programs. At the request of the Friends of the Library, staff prepared a wish list for an Opening Day collection and teak patio furniture.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (4-0-0-1) to submit a request to the Friends of the Library for an Opening Day collection for \$110,000, and teak patio furniture for of \$6,400.

AYES: Watkins, Coulter, Johnson-Tucker, Kost
NOES:
ABSTENTIONS:
ABSENCES: Ray

9. CLLS Literacy Grant

Staff requests that the Board accept the California Library Literacy Services (CLLS) grant for Literacy Services.

Motion made by Board Member Johnson-Tucker, seconded by Board Member Coulter, and carried (4-0-0-1) to accept a grant in the amount of \$18,000 from the California Library Literacy Services to support the Newport Beach Library Adult Literacy Program.

AYES: Watkins, Coulter, Johnson-Tucker, Kost
NOES:
ABSTENTIONS:
ABSENCES: Ray

10. Donation to the Newport Beach Public Library

Staff requests that the Board accept a \$25 donation made to the Newport Beach Public Library.

Motion made by Board Member Johnson-Tucker, seconded by Board Member Coulter, and carried (4-0-0-1) to accept a donation of \$25 from a local chapter of the P.E.O. Sisterhood to enhance the Library's materials collection.

AYES: Watkins, Coulter, Johnson-Tucker, Kost
NOES:
ABSTENTIONS:

ABSENCES: Ray

11. Lecture Hall Update

Trustee Johnson-Tucker will provide an update on activities related to efforts to integrate a lecture hall on the Central Library site.

Board Member Johnson-Tucker shared a rendering of the preferred option with the alternate lobby arrangement. The Board of Library Trustees does not have enough information to determine which arrangement will be optimal. Assistant City Manager Carol Jacobs feels strongly that the Board should present the options to the public through homeowners association, board, and commission meetings. She attended the City Arts Commission meeting the prior week to present the options.

In reply to questions, Board Member Johnson-Tucker advised that the lobby arrangements have the same number of seats. She and Library Services Director Hetheron will determine the amount of funding remaining before asking the architects to prepare drawings of the two lobby arrangements. The architects have not prepared elevations for the options. The preferred option with the lobby on Avocado could look good; however, it appears to have a big wall. The seating is a maximum of 348, but the Board of Library Trustees needs to discuss whether the lecture hall should be that big or slightly smaller. Assistant City Manager Jacobs recommended the architects prepare for maximum seating. If necessary, the size can be reduced. Regardless of the size of the lecture hall, 18 parking spaces will be lost. Staff is exploring the possibilities for adding parking spaces to replace those lost. During the day, the parking structure is crowded.

12. Library Services

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

Library Services Director Hetheron reported Cherall Weiss attended the California Library Literacy Services conference and presented on three topics. The Library's possible use of the credit union space is promising. He had contacted Keith Curry Lance about the Library achieving four-star status. Library staff will continue to think of the customer first and to spend money wisely. On October 30, he will hold a meeting with the facilitators of the Library Administration Annual Retreat. The Retreat is scheduled for November 9. At his request, Library Services Manager Natalie Basmaciyon, Adult Services Coordinator Lightfoot, Branch & Youth Services Coordinator Walker, and Circulation and Technical Processing Coordinator Melissa Hartson have drafted customer service initiatives for the reference collection, outreach, and Library card registration. The Wheelhouse List should include the Library volunteer event on October 24 at 10:00 a.m.

In answer to Vice Chair Watkins' question, Library Services Director Hetheron suggested Mr. Lance referenced a possible upcoming fifth category for Wi-Fi access. The Library is doing well in that category.

Board Member Johnson-Tucker appreciated the new initiatives.

B. Monthly Reports

13. Friends of the Library Liaison Report

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

Board Member Coulter reported that the Friends had art book sales of \$940 on Saturday, October 13 at Art in the Park. In September, book sales totaled \$14,869, \$594 of which came from the sale of vintage books. The next quarterly book sale is Friday, November 2 for members only and Saturday, November 3 for the public. The Friends are planning their Volunteer Holiday luncheon for December 10 at Newport Rib Company.

14. Library Foundation Liaison Report

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

Board Member Johnson-Tucker reported that the Foundation continues to search for an Executive Director.

Toby Larson, Library Foundation Board Member, added that planning for the Witte Lectures and Library Live is complete. The Board of Library Trustees is invited to the VIP event prior to the October 25 Library Live lecture. Outreach and Library tours are wonderful ways to bring in new members.

15. Witte Lectures Committee Liaison Report

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

Board Member Kost noted that speakers are lined up for the Witte lectures. The Committee has added a sponsor bracket and decreased the number of tickets provided to sponsors. In addition, sponsors must request their tickets or the tickets will be released to the public. Service charges are now incorporated into the ticket price. At the time of ticket purchase, the purchaser may round up the cost with the difference being donated to the Foundation.

16. Literacy Services Liaison Report

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

Vice Chair Watkins noted the next meeting is November 13. Both he and Library Services Director Hetherton will attend the meeting.

17. Library Live Lectures Liaison Report

Trustee update of the most recently attended Library Live Lectures Committee's meeting.

Toby Larson reported all speakers have been booked for the 2018/2019 series. The first lecture is October 25. Two of the four lectures will be free to the public.

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)

None

IX. ADJOURNMENT – 6:17 p.m.

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS

<p>COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>1</u> <u>9/2018</u> <u>Comment Card</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>10/7/2018</u></p>	<p>Like Most: Your staff and the music room. The sound lab needs improvement. Your setup is only set up to record live sounds (i.e., vocals and acoustic guitar). YOU NEED VIRTUAL INSTRUMENTS! What a beautiful idea to have a recording studio, but sad that it can only serve singers and guitar players. But what about BEAT makers? It is needed. Computer is too slow. Needs to be bigger computer or just get VSTs. Call me to explain to you quickly.</p>	<p>Called as requested and left phone message.</p>
<p><u>2</u> <u>10/2018</u> <u>Comment Card</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>10/8/2018</u></p>	<p>Coordinate: Library Tech <-> Oasis. Offer tech classes. Increase use/benefit of tech by Oasis patrons. Cost-Benefit!!</p>	<p>Thank you for contacting the Newport Beach Public Library via comment card. You inquired about teaching tech classes at the OASIS Senior Center. OASIS staff and NBPL staff have collaborated through the Computer Club at OASIS several times. I will speak with my colleague at OASIS to see if we can pursue this idea.</p>
<p><u>3</u> <u>10/2018</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/22/2018</u></p>	<p>Librarian: Please provide another copy of The New York Times. The library thief takes the only copy every day and does not return it. Thanks for your consideration.</p>	<p>Thank you for taking the time to let us know about the New York Times going missing. It is a pretty big library, and sometimes people take the paper upstairs and leave it there, so we'll often find it later. Hopefully that is what is happening in this case and not someone actually taking it out of the building. We will certainly consider adding another subscription. You can always access the full text of the New York Times online through our ProQuest database. If you need assistance accessing the database, please let us know and we'll be happy to show you how it works! Please don't hesitate to contact me with any other questions or concerns. Thank you.</p>

COMMENT # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>4</u> <u>10/9/2018</u> <u>Phone</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>10/9/2018</u>	A library patron called earlier to report that someone was smoking on a bench on the south side of the library. She was upset because she feels the library is not enforcing a no smoking policy. I asked for her name and number, but she does not want a call back. She said she just wants us to do a better job enforcing the rules.	Natalie is working with Public Works to post signage regarding smoking.
<u>5</u> <u>10/16/2018</u> <u>Email</u> <u>Natalie Basmaciyan</u> <u>Library Services Manager</u> <u>10/18/2018</u>	I miss the "return box" on Avocado that was removed during the building of city hall! Please consider bringing it back. The two 3-MINUTE PARKING SPOTS designated in the library parking lot for "RETURNS" are currently mis-used by patrons -- to visit the Library, not just to insert books into the "return box." PLEASE, PLEASE consider the age of some of your clientele and make it easier for us to use the Library. Thank you for your consideration.	Thank you for contacting the Newport Beach Public Library regarding the Avocado Avenue book drop. City staff relocated the book drop to the side of the Central Library building by the parking deck. The book drop was not placed back on Avocado Avenue due to the bicycle lane requirements and OCTA bus route needs. Library staff is aware that some customers park in the 3-minute spaces for longer than the posted time. We do call Parking Enforcement as needed to address this concern. Please let me know if we may be of further assistance. Thank you for using your library.
<u>6</u> <u>10/22/2018</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>11/2/2018</u>	Back side of newspaper reading area - by 1st set of big windows downstairs ADD TABLES & CHAIR.	Thank you for your recent comment card suggesting we add tables and a chair to the newspaper reading area at the Central Library. We will certainly look at our current furniture configuration and determine if we could better utilize the furniture and space we have available. Please don't hesitate to contact me if you have any other questions or concerns!

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetheron, Library Services Director
Re: Report of Library Activities – November 13, 2018 Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

“My two favorite things in life are libraries and bicycles. They both move people forward without wasting anything.”

–Peter Golkin

Retail Space

As mentioned last month, the Credit Union has vacated the retail space across from the bistro at the second floor entrance. Community Development, the City entity responsible for real estate and leases, has asked the Library to develop potential uses of the space. Library Services Manager Natalie Basmacyan and I met with Trustee Kost to inspect the location and discuss possible uses of the space. Staff thinks that the space would make an excellent location for the Library’s passport services activities. In addition, staff proposes that the retail space, in addition to passport services, can also be used as a business center – with public fax, scanning, notary public services, device charging, and supply sales. Staff consulted the Friends of the Library, who are interested in having a presence in the space as well, selling books and gift shop items. Moving these services to the retail space will also open up the current passport office, which can then be repurposed, perhaps as an additional study room. With Board direction, staff would like to bring a formal proposal to the BLT in December.

Board of Library Trustees’ Wheelhouse list:

- **November 27**
Friends of the Library check presentation
4 p.m., City Council Chambers
- **December 1**
The Nutcracker for kids
Two performances: 2:30 p.m. and 4 p.m.
Friends Room, Central Library
- **December 2**
Corona del Mar Christmas Walk
Corona del Mar’s Business District
11 a.m. to 4 p.m.
(Library staff will host a table and promote the new Branch facility.)

NATALIE BASMACIYAN, LIBRARY SERVICES MANAGER

Staffing

After a competitive recruitment for the Librarian II positions, Librarian I Nadia Dallstream and Library Clerk/Full Time Claire Leach have been promoted. Both Nadia and Claire are assigned to the Adult Services department and will report to Adult Services Coordinator Rebecca Lightfoot.

Sunday Musicale

95 people attended the October Sunday Musicale. Concert pianist Ekaterina Bessmeltseva and Brazilian guitarist Hugo Nogueira presented a repertoire of 19th-century music originally written for classical guitar and piano, including music from composers Mauro Giuliani (Italy), Ferdinando Carulli (Italy), and Anton Diabelli (Austria).

Author Event

Author Michele I. Khoury hosted 42 people for her event featuring her debut novel, Busted. She discussed her in-depth research in to Orange County crime and justice. 8 people purchased books and one attendee opened a new library card. Thank you to Library Assistants Terry Sanchez and Camille Escareal-Garcia for facilitating the program.

Community Outreach

Librarian Annika Helmuth and Senior Clerk Julie Duncan presented an overview of library services to the P.E.O. Sisterhood meeting on Balboa Island. 35 attendees learned about the myriad services and collections. The Sisterhood presented Annika and Julie a \$25.00 donation check as a thank you for the program.

Librarian Helen Medina hosted students in a Master's program from the Interior Design Institute in Newport Beach. Helen reviewed business and online resources for the students.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Programs at the branches for the month of October included Incredi-Crafts at Balboa (inspired by *The Incredibles* movies) and Happy Halloween crafts at Mariners.

Andy Kachaturian took over Branch Librarian duties at Mariners on October 8 and has very quickly gotten into the swing of operating the branch. Andy made some changes regarding collection development responsibilities and is working with the Branch Coordinator on scheduling and other personnel related issues.

Youth Services

On Sunday, October 7 John Flanagan, author of the very popular Ranger's Apprentice series appeared at the Library courtesy of the Whale of a Tale Bookshoppe and delighted the crowd with the tales of the series and his writing process. John hails from Australia and visited the Library four years ago. We would happily have him back again and again! Annika hosted a very successful Coding for Kids program on October 9 and the Halloween Extravaganza held on October 31 was once again a resounding success. Over 200 children and their adults enjoyed trick-or-treating, crafts, games and just general Halloween fun.

At the October meeting of the Board of Library Trustees held at Mariners on Monday the 15th, in addition to Rebecca giving her last Branch Report on Mariners (Andy will take this over in the future), part-time Children's Library Assistants Bernadette Gilliam, Melinda Vogel and Kristie Bailey spoke to the Board about their responsibilities and duties as part of the Youth Services team. This includes programming and work with YAAC and other Teen volunteers. They did a great job representing the team.

In personnel news, Children's Librarian Nadia Dallstream promoted up to a Librarian II position in Adult Reference near the end of the month. Although we will miss her very much as a full-time member of the Youth Services team, Nadia will continue to help with YAAC and definitely be scheduled to assist with coverage in the Children's room. Congratulations to Nadia!

Teen Services

YAAC members took part in a Library Scavenger hunt as part of their October meeting in addition to discussing volunteer opportunities and college prep programs in the coming months. Annika and part-time Library Assistant Danielle Doi had the opportunity to represent the Library and Teen services at the NMUSD College and Career Night at the OC Fair Grounds on Wednesday, October 17. This outreach event gave them the chance to talk about Library services and volunteer opportunities to several interested teens and their parents.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staffing

Congratulations to Claire Leach who was promoted from a Technical Processing Clerk to the Reference Department as a Librarian II this month.

We continue to work with Human Resources on recruitments for additional Library Page and P/T and F/T Library Clerk vacancies.

Training

I hosted our quarterly Clerk training sessions this month. Each member of the Admin Team shared their 2019 Customer Service Initiatives with the group. I presented an overview of the Library's collection development policy and procedures. Best practices for circulation and technical processing workflows were shared among the group.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Librarian II Promotion

Children's Librarian I Nadia Dallstream and Technical Processing Clerk Claire Leach earned the Librarian II promotions and started their new assignments October 29th.

New Database

We are pleased to offer a new database to our customers, Encyclopedia Britannica for Students. Britannica offers a wide variety of resources in different media formats, specially geared towards specific age groups.

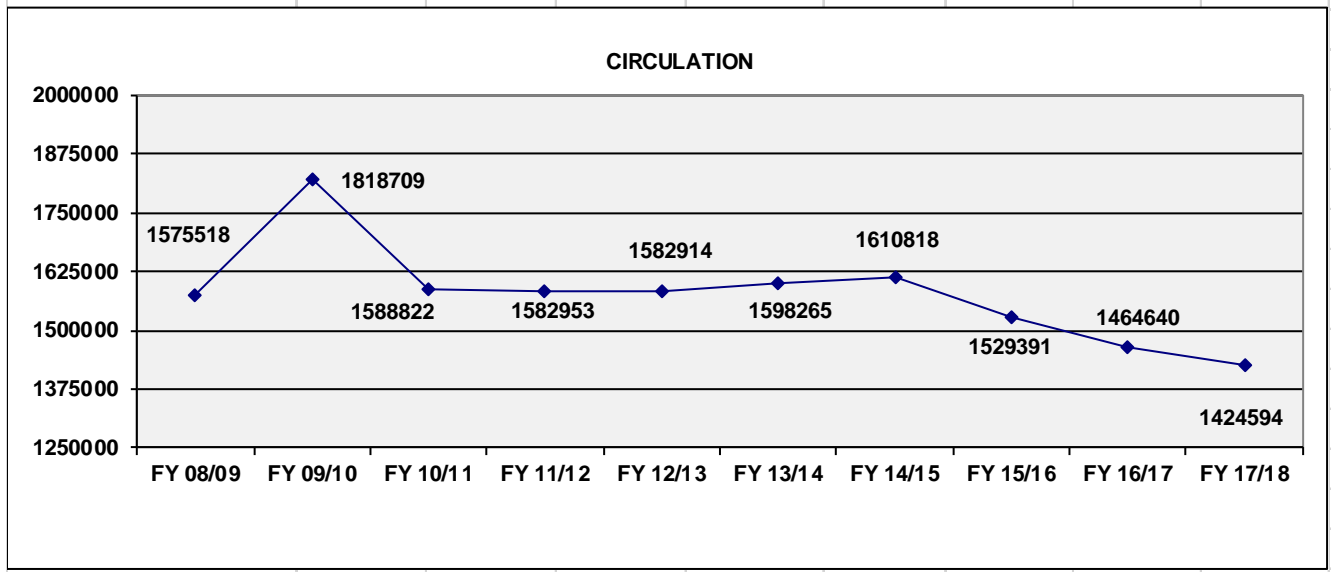
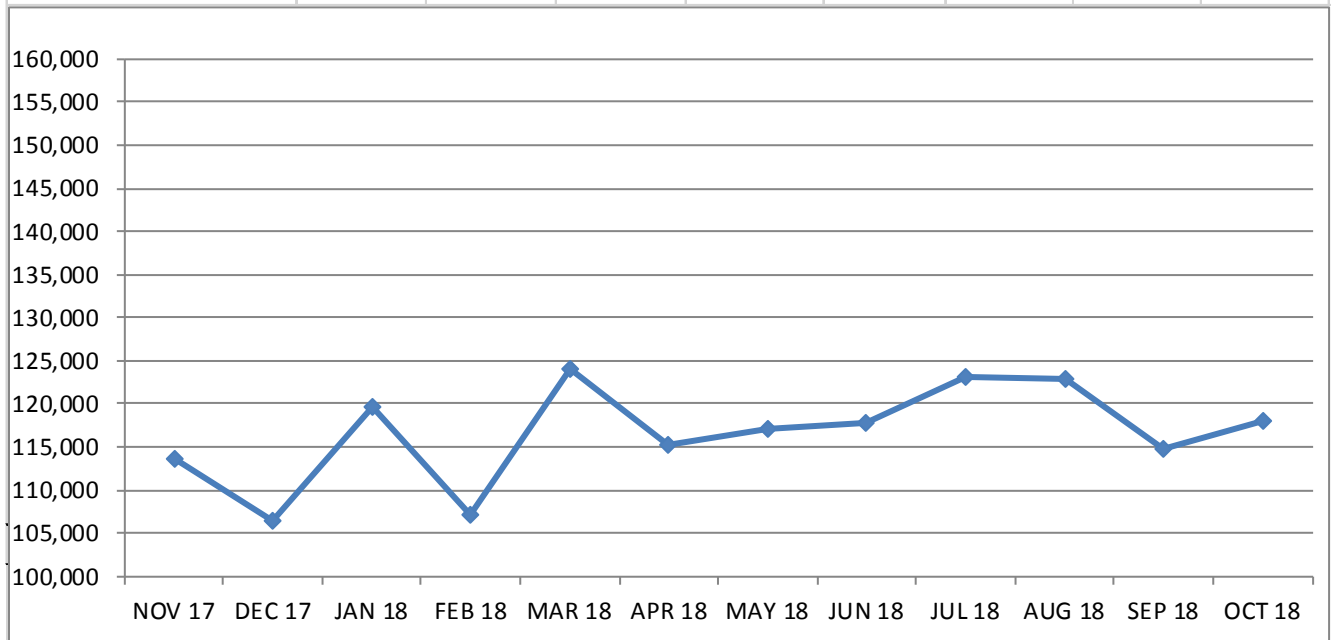
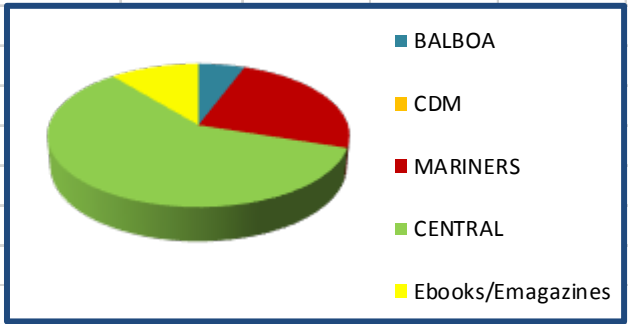
Proquest Articles Retrieved 2018-2019					
	July	Aug	Sept	Oct	AVG.
Business Databases	1433	1359	908	1095	1199
Newspapers--Current	1005	1008	989	883	971
Newspapers--Historical	1579	1255	1639	1892	1591
Magazines	212	781	171	108	318

Database FY Comparisons	JUL 2018	AUG 2018	SEP 2018	OCT 2018	YTD 18/19
Tracked by #searches					
Ancestry	520	547	434	617	2118
A to Z Databases	1005	2362	1180	981	5528
AskART	228	262	185	31	706
BioResCtr*	35	61	58	185	339
Britannica				455	455
FoF Ancient Hist	260	73	52	83	468
GDL	31	14	39	26	110
GVRL	43	31	384	435	893
HeritageQuest	2183	2343	2670	1772	8968
Kids InfoBits	28	113	56	26	223
Lynda.com	6214	8231	8030		22475
LitResCtr	13	69	24	234	340
Opposing Vpts*	6	54	730	2243	3033
Nat Geo	9	21	22	43	95
Nat Geo Kids	6	27	5	21	59
NoveList Plus	197	170	186	181	734
NoveList K-8 Plus	15	81	73	75	244
ProQuest	4069	3731	3108	2964	13872
Ref USA Bus.	1868	1259	1431	983	5541
Ref USA Res.*	87	103	84	442	716
World Book Online	6	15	38	289	348
Tracked by #sessions					
Cypress Resume	10	11	14	10	45
Kanopy	565	691	670	710	2636
ScienceFLIX	4	14	23	12	53
Testing & EdRef Ctr	46	64	49	60	219
Universal Class	83	65	51	90	289
Tracked by #page views					
Consumer Reports	1263	X	989	1674	3926
CultureGrams	154	590	247	210	1201
Morningstar	20950	8675	6152	9580	45357
NetAdvantage	4391	7341	6348	4276	22356
RealQuest	112	41	184	85	422
Tumblebooks	186	142	123	161	612
Value Line	14836	13507	14724		43067
Tracked by Hours Used					
Rosetta Stone	40.1	17	12.7	5.7	75.5
Notes:	Consumer Reports data unavailable for August 2018				
	Britannica is a new database just added this month.				

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2018

CIRCULATION

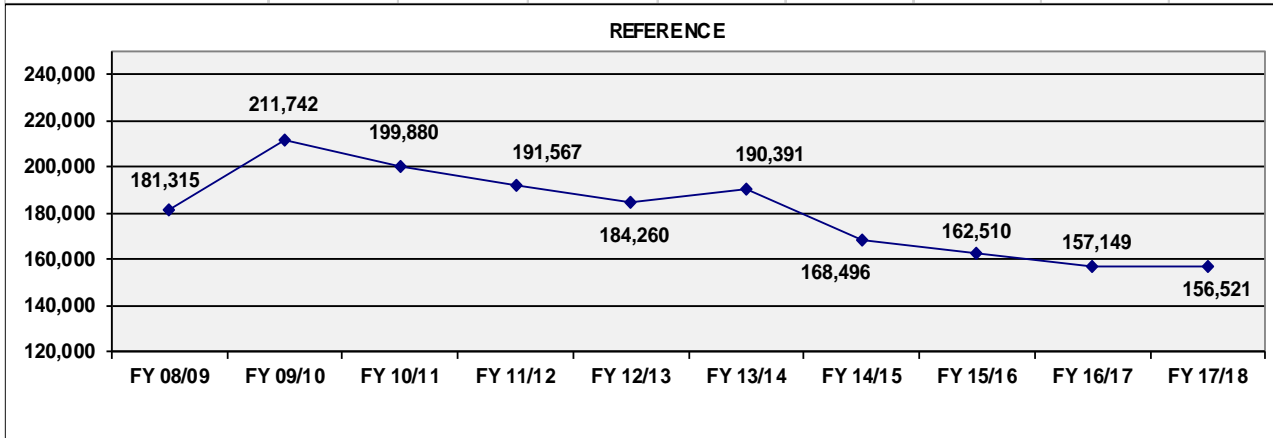
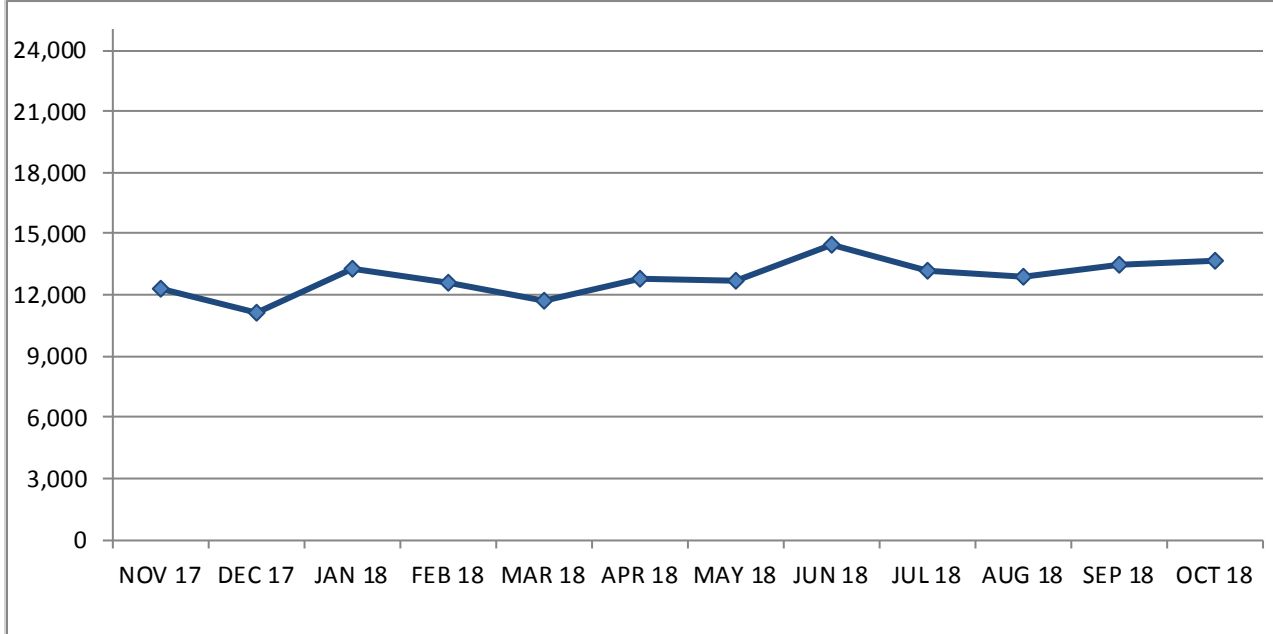
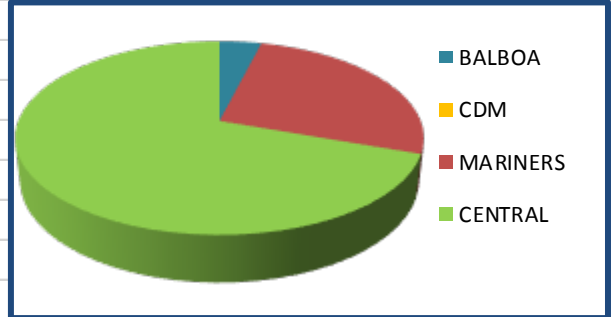
	Oct-18	YTD 18/19	YTD 17/18
BALBOA	6,711	26,953	26,202
CDM	5	28	15,550
MARINERS	28,758	103,071	119,823
CENTRAL	69,676	299,647	300,505
Ebooks/Emagazines	12,982	49,364	40,823
TOTAL	118,132	479,063	502,903



NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2018

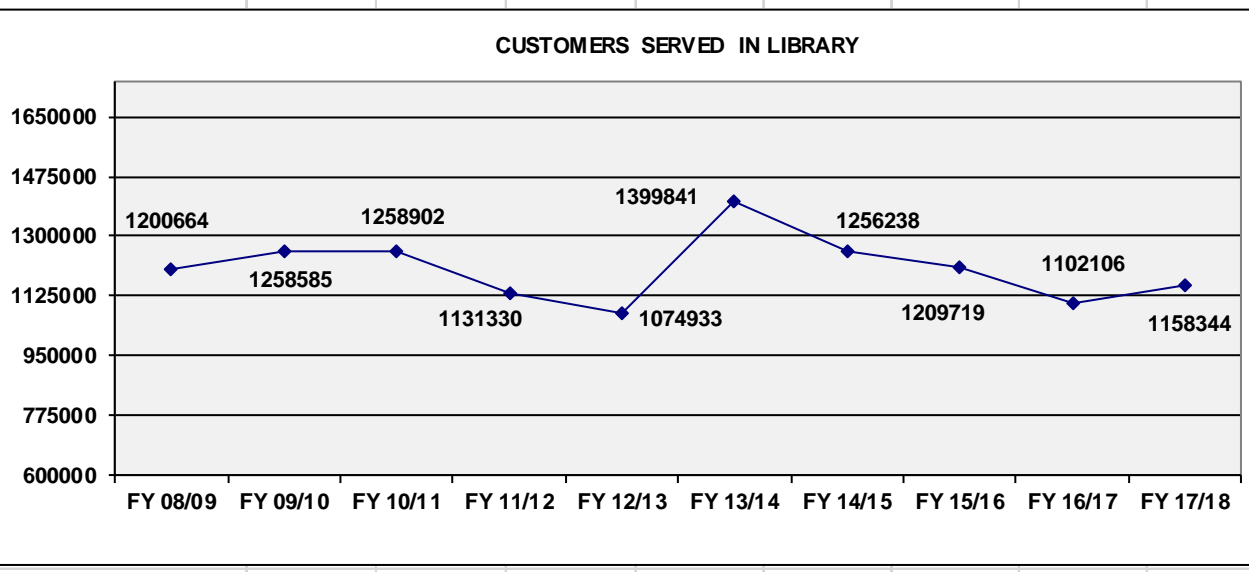
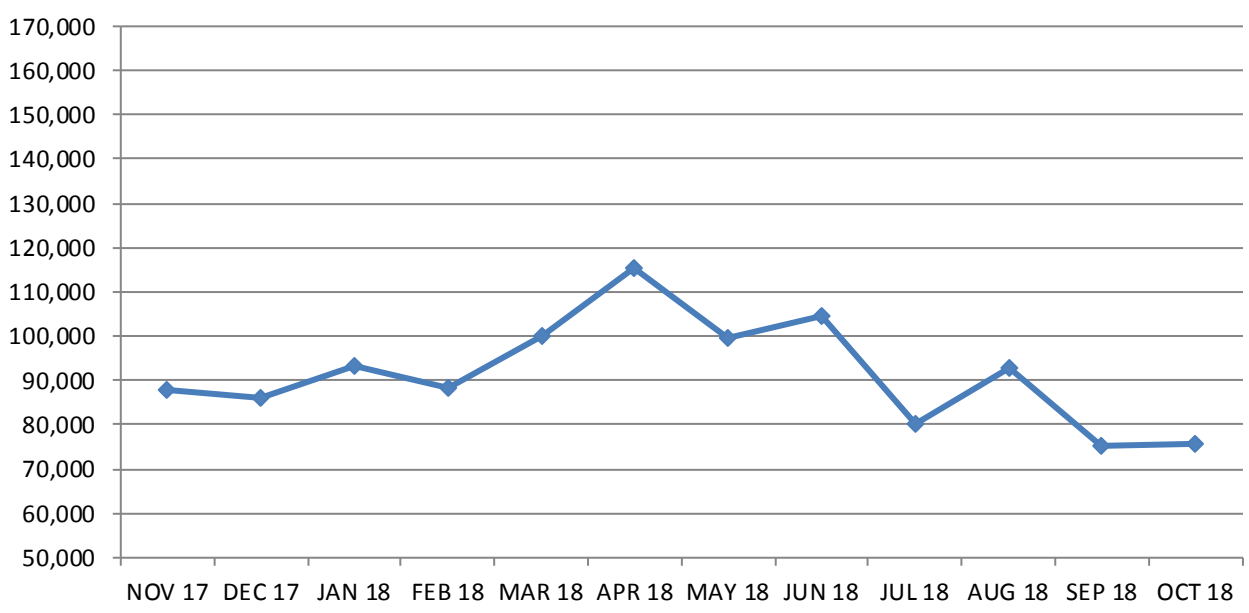
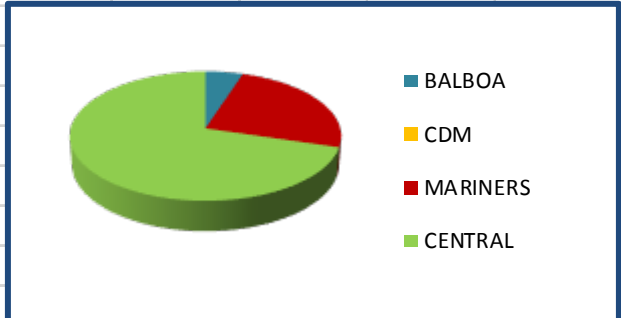
REFERENCE

	Oct-18	YTD 18/19	YTD 17/18
BALBOA	540	1,806	2,059
CDM	0	0	1,618
MARINERS	3,632	11,878	13,830
CENTRAL	9,552	39,643	37,975
TOTAL	13,724	53,327	55,482



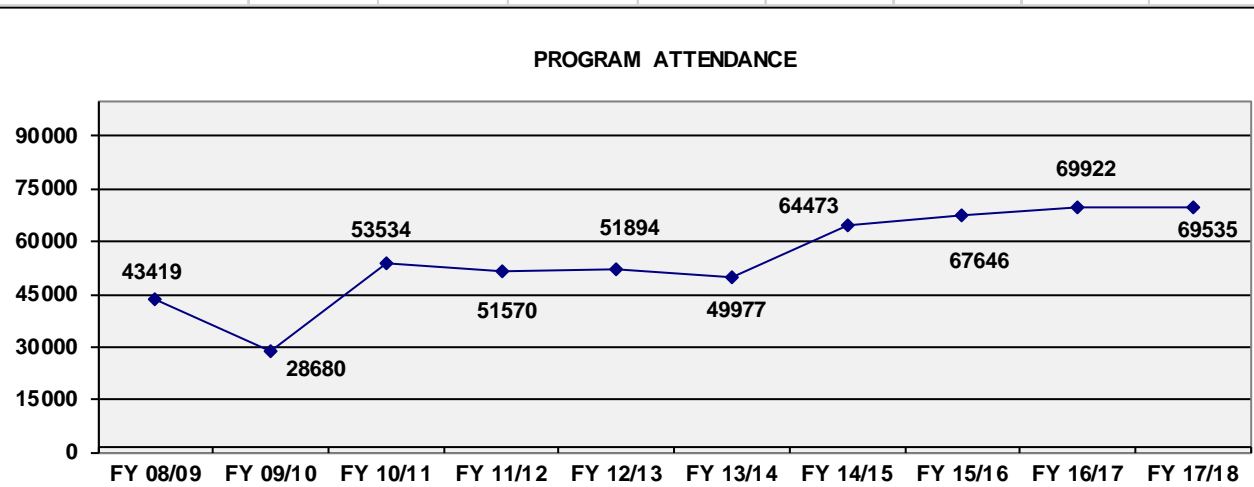
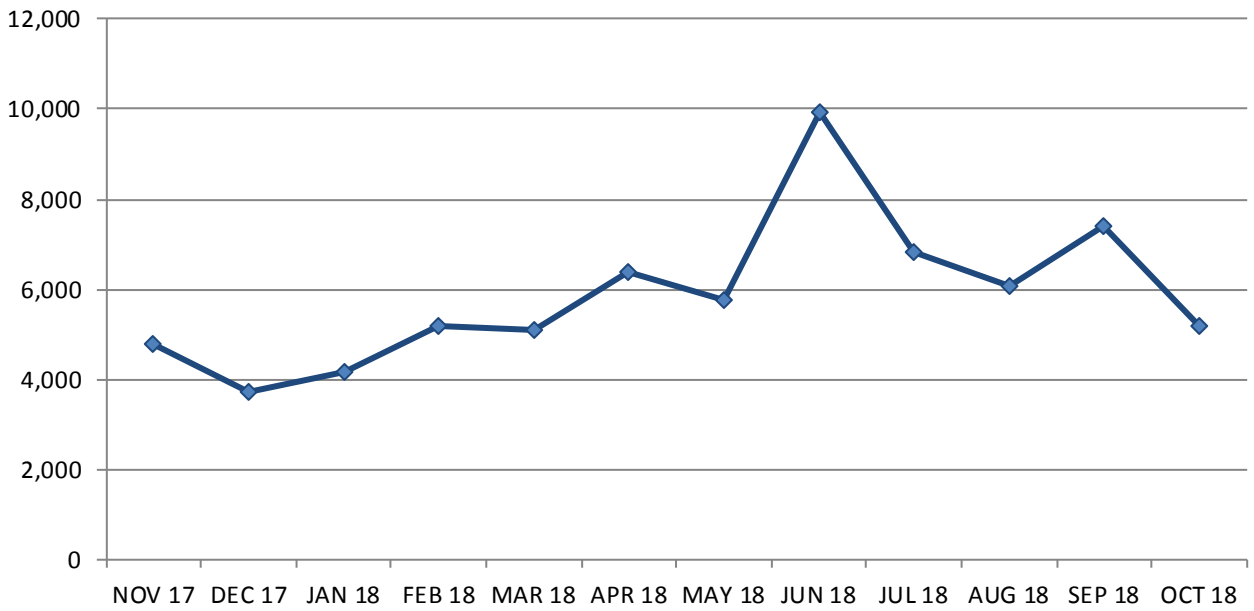
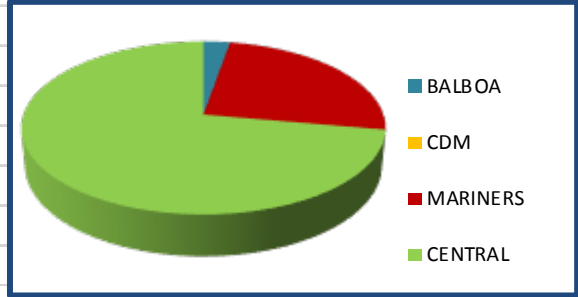
NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2018
CUSTOMERS SERVED IN LIBRARY

	Oct-18	YTD 18/19	YTD 17/18
BALBOA	3,791	16,140	15,935
CDM	0	0	12,412
MARINERS	18,640	68,623	86,730
CENTRAL	53,210	238,901	267,684
TOTAL	75,641	323,664	382,761



NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2018
PROGRAM ATTENDANCE

	Oct-18	YTD 18/19	YTD 17/18
BALBOA	141	704	571
CDM	0	0	2,277
MARINERS	1,296	4,026	4,789
CENTRAL	3,736	20,742	16,857
TOTAL	5,173	25,472	24,494



LIBRARY EXPENDITURES
(November 5, 2018)

2018-2019

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,768,340	2,768,340	848,959	306,560	1,919,381
SALARY PART-TIME	967,642	987,642	254,712	97,643	732,930
BENEFITS	2,278,603	2,281,103	644,948	209,997	1,636,155
SALARY & BENEFITS TOTAL	6,014,585	6,037,085	1,748,620	614,200	4,288,465
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	137,577	137,577	1,173	388	136,404
UTILITIES	274,885	274,885	125,416	48,412	149,469
PROGRAMMING	5,500	5,500	1,199	372	4,301
SUPPLIES**	83,170	83,961	28,941	5,717	55,020
LIBRARY MATERIALS	619,740	624,555	331,233	49,304	293,322
FACILITIES MAINTENANCE	174,951	174,951	29,331	13,271	145,620
TRAINING AND TRAVEL	15,075	15,075	829	405	14,246
GENERAL OPERATING EXPENSES***	24,200	24,200	3,857	1,865	20,343
PERIPHERALS	5,000	5,000	0	0	5,000
INTERNAL SERVICE FUNDS	1,419,637	1,419,637	354,909	354,909	1,064,728
OFFICE EQUIPMENT	2,000	2,000	0	0	2,000
MAINT & OPERATION TOTAL	2,761,735	2,767,341	876,888	474,641	1,890,453
LIBRARY BUDGET TOTAL	8,776,320	8,804,426	2,625,508	1,088,841	6,178,918

*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	Corona del Mar Branch Project Update		Ongoing
Ongoing	Lecture Hall Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
Jan 16, 2018	Review Holidays / Meeting Schedule		Jan 22, 2019
Jan 16, 2018	Newport Beach Public Library eBranch & Database Review		Jan 22, 2019
Feb 27, 2018	Annual Budget - Preliminary Review		Feb 19, 2019
Feb 27, 2018	Arts & Cultural Update		Feb 19, 2019
Mar 19, 2018	Branch Update - Balboa		Mar 18, 2019
Mar 19, 2018	Annual Budget - Approval		Mar 18, 2019
Mar 19, 2018	WiFi Usage Compared to Other Libraries		Mar 18, 2019
Mar 19, 2018	Assign a Lecture Hall Capital Campaign Committee		Mar 18, 2019
Mar 19, 2018	Review of San Diego Library's Proposed Library Fines Policy		Mar 18, 2019
Apr 16, 2018	Library Material Selection & Downloadable Services		Apr 15, 2019
Apr 16, 2018	Further Review of Library Fines		Apr 15, 2019
May 21, 2018	Media Lab Update		May 20, 2019
Jun 18, 2018	Marketing Update & Social Networking Update		Jun 17, 2019
CLOSED 2018	Branch Update - Corona del Mar		Jun 17, 2019
Jun 18, 2018	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 17, 2019
Jun 18, 2018	Adult and Reference Services Update		Jun 17, 2019
Jul 16, 2018	Statistical Comparison Report of Peer Libraries/Meeting Spaces		Jul 15, 2019
Jul 16, 2018	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 15, 2019
Jul 16, 2018	Proposed Library Closures for Winter Holidays 2018		Jul 15, 2019
Aug 20, 2018	Information Technology Update		Aug 19, 2019
Sep 17, 2018	Literacy Program Update		Sep 16, 2019
Oct 15, 2018	Branch Update - Mariners		Oct 21, 2019
Oct 15, 2018	Youth Services Update		Oct 21, 2019
LAST REVIEWED	POLICY REVIEW		
Jun 16, 2014	NBPL 6	Media Lab Use Policy	Nov 13, 2018
Jun 16, 2014	NBPL 7	Sound Lab Use Policy	Nov 13, 2018
Oct 07, 2013	NBPL 10	Laptop Borrowing Policy	Dec 17, 2018
Feb 03, 2014	NBPL 3	Library Gift and Donor Policy (formerly City Council Policy I-4)	Dec 17, 2018
Jun 16, 2014	NBPL 5	Newport Beach Public Library Internet Use Policy (formerly City Council Policy I-8)	Dec 17, 2018
Feb 21, 2017	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Dec 17, 2018
Oct 10, 2006	CC I-7	<i>Library Meeting Rooms Policy (Council Policy I-7)</i>	Jan 21, 2019
Feb 17, 2015	NBPL 8	Display and Distribution of Materials Policy	Jan 21, 2019
May 12, 2015	NBPL 1	Library Use Policy (formerly City Council Policy I-2)	Feb 18, 2019
Jan 17, 2017	NBPL 4	Children in the Library Policy (formerly City Council Policy I-6)	Mar 18, 2019
Feb 27, 2018	NBPL 12	Circulation Policy	Feb 17, 2020
Aug 20, 2018	NBPL 2	Collection Development Policy (formerly City Council Policy I-3)	Aug 17, 2020
Sep 17, 2018	NBPL 9	Expressive Use Areas	Sep 21, 2020
Sep 17, 2018	NBPL 13	Study Room Policy	Sep 21, 2020

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3819, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Media Lab Use Policy – NBPL 6

RECOMMENDATION:

Staff requests that the Board of Library Trustees approve a minor revision of the Media Lab Use Policy (NBPL 6).

DISCUSSION:

The Media Lab, which is comprised of 15 high-end computer workstations, provides specialized software and equipment for creative endeavors. The space is also used for public training. Thoughtful programming, trained staff, and unique resources positions the Media Lab as an important amenity to Library customers.

Staff suggests one change to the existing policy. Media Lab users should not be required to turn over their driver's license or photo ID to staff in order to use the Media Lab, as stipulated by item number 4:

"Use of the Media Lab will be checked out on the user's Newport Beach Public Library account and a photo ID will be held."

Since customers must provide a library card number to access the technology in the Media Lab, as stipulated by item 1, it is not necessary for staff to hold ID. Members of the public log on to Media Lab computers with their library card. A library card is used to check out devices as well.

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: Media Lab Use Policy - original
ATTACHMENT B: Media Lab Use Policy - redlined
ATAACHMENT C: Media Lab Use Policy - final

Media Lab Use Policy

NBPL 6

1. The Media Lab is open to valid Newport Beach Public Library (NBPL) cardholders whose accounts are in good standing.
2. Customers under 14 years of age must be accompanied by an adult.
3. Users can make 4 hour reservations (with extended time permitted if no one else is waiting) to use a Media Lab computer by speaking to a staff member. Reservations will be held for 10 minutes after they are scheduled to begin and will be considered canceled at that time.
4. Use of the Media Lab will be checked out on the user's Newport Beach Public Library account and a photo ID will be held.
5. All general behavioral guidelines for the Library apply, specifically, the Library Use Policy and Internet Use Policy.
6. Food and drink are not permitted in the Media Lab at any time.
7. Cell phone conversations are not allowed in the Media Lab. Cell phones must be set to silent. Customers using the Media Lab portion of the Media Lab for audio projects must use headphones. Headphone volume must be such that other customers will not be disturbed.
8. The workspace area of the Media Lab is reserved for customers using Media Lab software or who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building or check out a laptop. For group study, please reserve one of our three study rooms.
9. Users will be assigned to a specific computer based on their project needs. When making an appointment, customers should inform staff of their specific hardware and software requirements.
10. Saving work on Media Lab computers is prohibited. Users must save their work on an external memory source. CDs and flash drives are sold in the Media Center. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Media Lab.
11. Media Lab users with large files must save, export or transfer large projects to external devices prior to closing. Allow ample time to save, export, transfer large files, or process your files. The Media Lab will close no later than 30 minutes prior to Library closing times.
12. Media Lab users may not install or download software or upgrades. For help or to suggest software, downloads and upgrades, please see Library Staff.
13. The Library is not responsible for any valuables left unattended.

14. Media Lab policies are subject to periodic review and change by the Library Board of Trustees.

Adopted by the Board of Library Trustees on June 16, 2014.

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on June 16, 2014.

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TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3819, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Sound Lab Use Policy – NBPL 7

RECOMMENDATION:

Staff requests that the Board of Library Trustees approve a minor revision of the Sound Lab Use Policy (NBPL 7).

DISCUSSION:

The Sound Lab provides specialized software and equipment for recording projects. The availability of a digital audio workstation and peripheral equipment for sound recording provides patrons with an important amenity not typically provided by public libraries.

Staff suggests one change to the existing policy. Sound Lab users should not be required to turn over their driver's license or photo ID to staff in order to use the Sound Lab, as stipulated by item number 4:

"Use of the Sound Lab will be checked out on the user's Newport Beach Public Library account and a photo ID will be held."

Since customers must provide a library card number to gain access to the room and the technology in the Sound Lab, as stipulated by item 1, it is not necessary for staff to hold ID.

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: Sound Lab Use Policy - original
ATTACHMENT B: Sound Lab Use Policy - redlined
ATAACHMENT C: Sound Lab Use Policy - final

Sound Lab Use Policy

NBPL 7

1. The Sound Lab is open to valid Newport Beach Public Library (NBPL) cardholders whose accounts are in good standing.
2. Customers under 14 years of age must be accompanied by an adult.
3. Users can make 4 hour reservations to use the Sound Lab. Reservations will be held for 10 minutes after they are scheduled to begin and will be considered canceled at that time.
4. Use of the Sound Lab will be checked out on the user's Newport Beach Public Library account and a photo ID will be held.
5. All general behavioral guidelines for the Library apply, specifically, the Library Use Policy and Internet Use Policy.
6. Food and drink are not permitted in the Sound Lab at any time.
7. Cell phone conversations are not allowed in the Sound Lab. Cell phones must be set to silent.
8. The workspace area of the Sound Lab is reserved for customers using Sound Lab software or who are working on digital media projects. Users who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building or check out a laptop. For group study, please reserve one of our three study rooms.
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14. Sound Lab policies are subject to periodic review and change by the Library Board of Trustees.

Approved by the Board of Library Trustees on June 16, 2014.

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TO: LIBRARY BOARD OF TRUSTEES

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

PREPARED BY: Melissa Hartson, Circulation and Technical Processing Coordinator

TITLE: Donation Acceptance from Spitz Family Trust

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of a donation of \$500 from the Spitz Family Trust to enhance the Library's materials collection.

DISCUSSION:

Larry Spitz and his wife Barbara are avid supporters of the Newport Beach Public Library. The Library will use these funds to purchase materials for the collection.

Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted the donation will be allocated into Library Materials operating account.

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

PREPARED BY: Tim Hetherton

TITLE: Corona del Mar Branch Project Update – October 2018

DISCUSSION:

Work continues to progress on the construction project. Over the next few weeks, crews will install the exterior wood finish. Some of the exterior stucco work has commenced and the metal roof will be installed towards the end of the month. In the interior, workers are hanging drywall, installing the fire sprinklers, and placing insulation.

On Thursday, October 25, the Library Administration Team and Branch Librarian Annika Helmuth were able to visit the CDM Library/Fire Station construction site for an extensive tour arranged by Project Manager Peter Tauscher of Public Works.

Public Works would like to offer a tour of the facility to the Board of Trustees. Staff will determine the Board's availability and schedule a tour with Public Works.

Circulation and Technical Processing Coordinator Melissa Hartson, Annika, and Technical Processing Supervisor Julie Duncan met with representatives from Brodart, our primary materials vendor, on Wednesday, November 7, to plan for Corona del Mar's opening day collection.

On Tuesday, November 27, the Friends of the Library will present the City with a check for \$116,377.61 to be used for an opening day collection at the Corona del Mar Branch. The gift will also be used to purchase teak furniture for the reading porch.

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
Tim Hetherton, Library Services Director
949-717-3819, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: All Staff Meeting

RECOMMENDATION:

Staff requests that the Board of Library Trustees approve opening all NBPL locations at 10 a.m. on Wednesday, December 5, so the Library Administration can hold an all staff meeting from 8 to 9:30 a.m.

DISCUSSION:

The Library Administration team would like to hold an all-staff meeting on Wednesday, December 5. Management would like to share the Library's customer service initiatives for 2019 with staff. The meeting will be an opportunity for Library staff to assemble and meet face-to-face, catch up, brainstorm and have group discussions. Management will also use the meeting as an opportunity to introduce our newest staff members to their co-workers.

Delaying the opening of all Library locations until 10 a.m. will affect the public, but Library management feels that the public will ultimately reap the benefits derived from an engaged and informed work force. The meeting is an opportunity for staff to address issues and offer alternative ideas that can have a positive impact on team morale.

Pending Board approval, staff will make every effort to inform the public about the delayed opening. These efforts include posting the information on the Library and City websites, utilization of the Library email list (19,000 subscribers), and the use of physical and digital signage at Central Library and the branches.

NOTICING:

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