



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, August 15, 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, August 14, 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. ge 1

**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 July 18, 2022 Board of Library Trustees Meeting** (pp. 5-14)

[DRAFT MINUTES](#)

2. **Patron Comments** (p. 15)

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

[PATRON COMMENTS](#)

3. **Library Activities** (pp. 16-25)

Monthly update of library events, services, and statistics.

[JULY ACTIVITIES](#)

4. **Expenditure Status Report** (pp. 26-27)

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

[FY2022 YEAR-END EXPENDITURES](#)

[JULY EXPENDITURES](#)

5. **Board of Library Trustees Monitoring List** (p. 28)

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. Information Technology Update**

IT Manager Avery Maglinti will update the Board of Library Trustees on Library information technology activities.

**7. Media Lab Marketing Report (pp. 29-30)**

Adult Services Coordinator Rebecca Lightfoot will provide a report on Library plans for marketing the Media Lab to patrons.

[MEDIA LAB MARKETING REPORT](#)

**8. Collection Development Policy (NBPL 2) (pp. 31-41)**

Staff requests that the Board of Library Trustees review and approve revisions to the Library Policy NBPL 2, *Collection Development*.

[COLLECTION DEVELOPMENT POLICY](#)

[COLLECTION DEVELOPMENT POLICY-ATTACHMENT A](#)

[COLLECTION DEVELOPMENT POLICY-ATTACHMENT B](#)

[COLLECTION DEVELOPMENT POLICY-ATTACHMENT C](#)

[COLLECTION DEVELOPMENT POLICY-ATTACHMENT D](#)

**9. Adult and Reference Service Update (pp. 42-43)**

Adult Services Coordinator Rebecca Lightfoot will provide the annual update on reference services, and collections and programming for adult patrons.

[ADULT AND REFERENCE SERVICE UPDATE](#)

**10. Lecture Hall Update**

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

**11. Balboa Branch Replacement Update**

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

**12. Library Services**

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

**B. Monthly Reports**

**13. 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 attended meeting.

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

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

**15. 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)**

**X. ADJOURNMENT**

CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach Central Library  
1000 Avocado Avenue, Newport Beach, CA 92660  
Meeting Minutes  
Monday, July 18, 2022 – 5:00 p.m.

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

Chair Watkins introduced new Trustee Ash Kumra, stated he was interested in the Media Lab, and announced he would be the new Library Live Liaison.

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

Trustees Present: Chair Paul Watkins, Trustee Douglas Coulter, Trustee Ash Kumra, Trustee Janet Ray

Trustees Absent: Secretary Barbara Glabman (excused)

Staff Present: Melissa Hartson, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Rebecca Lightfoot, Adult Services Coordinator/Acting Library Services Manager

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Trustee Ray

IV. **ELECTION OF OFFICERS**

The Board of Library Trustees (BLT) shall nominate and elect Board Members to serve as Chair, Vice Chair, and Secretary for Fiscal Year (FY) 2022-23.

The BLT nominated officers for FY 2022-23 as follows:

Nominations for Chair

Nomination made by Trustee Ray, seconded by Trustee Kumra, and carried (4-0-0-1) to select Paul Watkins as Chair for FY 2022-23.

AYES: Watkins, Coulter, Kumra, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

Nominations for Vice Chair

Nomination made by Trustee Watkins, seconded by Trustee Coulter, and carried (4-0-0-1) to select Janet Ray as Vice Chair for FY 2022-23.

AYES: Watkins, Coulter, Kumra, Ray  
NOES:  
ABSTENTIONS:  
ABSENCES: Glabman

Nominations for Secretary

Nomination made by Trustee Watkins, seconded by Trustee Kumra, and carried (4-0-0-1) to select Douglas Coulter as Secretary for FY 2022-23.

AYES: Watkins, Coulter, Kumra, Ray  
NOES:  
ABSTENTIONS:  
ABSENCES: Glabman

Chair Watkins requested that Meeting Minutes be sent to him ahead of time for review. With respect to liaison assignments Trustee Kumra would work with Library Live. Vice Chair Ray would help with the Foundation. Trustee Glabman would be assigned to Project Adult Literacy. Secretary Coulter would be assigned to the Friends of the Library and Chair Watkins would work with the Witte Lecture Series.

**V. NOTICE TO THE PUBLIC – Waived**

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

**A. Consent Calendar Items**

**1. Minutes of the June 20, 2022, Board of Library Trustees 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.

Vice Chair Ray asked how they would approve the minutes without Trustee Kost and Trustee Glabman since both herself and Chair Watkins were absent from the June 20 meeting.

Chair Watkins indicated that Library Services Director Hartson had checked with the City Clerk and then advised him that if the Chair and Secretary Coulter read and approved the minutes they could be approved as part of the vote on the Consent Calendar.

**2. Patron Comments**

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

Chair Watkins directed the BLT to Handwritten Pages 14 and 16 and commented that there was a spectacular program called the Storyteller's Writing Workshop. There is another Storyteller's Writing Workshop scheduled for August which was sold out and had a waiting list of at least 50 people.

Vice Chair Ray asked when the next workshop would be held.

Library Services Director Melissa Hartson explained it was set for August but was full. They were in discussions to host more sessions in the fall.

Vice Chair Ray asked how many people participated in the last workshop.

Library Services Director Hartson explained she was not aware of the number.

Chair Watkins confirmed that the program was held in three two-hour seminar sessions. He then indicated that he would like to sign up for the next workshop.

**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 they were 7.5% under budget for the year. Some of that will be used for good faith expenditures on behalf of the Library.

Library Services Director Hartson explained that was correct and that the BLT would receive a final expenditure status report in August for the FY since they were still receiving invoices from June and earlier.

Chair Watkins confirmed that report would be available for the August 15 meeting.

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

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

Chair Watkins confirmed no members of the public wished to discuss the Consent Calendar. He then called for a Motion.

Motion made by Secretary Coulter, seconded by Vice Chair Ray, and carried (4-0-0-1) to approve the Consent Calendar with no edits to the minutes.

AYES: Watkins, Kost, Coulter, Kumra, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

**VII. CURRENT BUSINESS**

**A. Items for Review**

**6. Library Service Policy (Council Policy I-1)**

Staff recommends that the BLT review Council Policy I-1, *Library Service Policy*, and suggests no revisions be brought forth to City Council.

Library Services Director Hartson stated that Council Policy I-1 was a short policy and that all policies proposed to be adopted by the BLT had to first be submitted to the City Council for review. She did not recommend any revisions to the policy. She recommended that they memorialize the BLT's review of the policy and therefore added Attachment B. If approved it would document when the policy was brought to the BLT and what happened at the meeting. The document would be maintained separate from the policy but would follow the policy in the BLT manual.

Vice Chair Ray asked if the policy should read "reviewed" rather than "amended."

Library Services Director Hartson explained it was a Council Policy, so it was beyond the BLT. She did not recommend changing the policy but did recommend having documentation following the Council Policy.

Chair Watkins explained that there was a separate set of Library Policies listed in the handbook. The Council Policy involved the Library, so it came to the BLT for biannual review. If necessary the BLT could recommend a change to the Council, but in this case it was not needed. Attachment B was simply to keep track of when the BLT last reviewed the Council Policy. Starting in August the Library Policies would be reviewed by the BLT. He called for the public comment but heard none. He called for BLT questions or comment but heard none.

Motion made by Trustee Kumra, seconded by Secretary Coulter, and carried (4-0-0-1) to approve Council Policy I-1, *Library Service Policy*, without revisions and list the review in Attachment B.

AYES: Watkins, Coulter, Kumra, Ray  
NOES:  
ABSTENTIONS:  
ABSENCES: Glabman

Vice Chair Ray noted that Page 28 had a monitoring list.

Trustee Kumra indicated that he had reviewed it.

Chair Watkins announced that on August 15 the BLT would review NBPL 2.

**7. Proposed Library Schedule for Winter Holidays 2022**

Staff recommends a proposed Library holiday schedule for BLT approval.

Library Services Director Hartson explained that the holidays fell over the weekend in 2022. City Hall was closed beginning Saturday, December 24 through Monday, January 2, 2023. The Library wanted to remain open during the week between Christmas and New Year's. Therefore, staff recommended the following schedule:

- All locations open 9 a.m. to 1 p.m. on Saturday, December 24.
- All locations closed on Sunday, December 25 and Monday, December 26.
- All locations close at 6 p.m. Tuesday, December 27 through Thursday, December 29.



- All locations open 9 a.m. to 1 p.m. on Saturday, December 31.
- All locations closed on Sunday, January 1 and Monday, January 2.
- Normal schedule resumes on Tuesday, January 3.

Secretary Coulter supported the schedule and indicated he was ready to make a Motion.

Chair Watkins thought the return to 9:00 a.m. to 1:00 p.m. was generous to the patrons as some of the peer libraries were closed on those days. Additionally, they were being more generous to the staff as the previous year was open until 6:00 p.m. on those dates. He called for the public comment but there was none.

Motion made by Secretary Coulter, seconded by Vice Chair Ray, and carried (4-0-0-1) to approve the Library holiday schedule as proposed.

AYES: Watkins, Coulter, Kumra, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

#### **8. Friends of the Library Wish List**

Staff recommends that the BLT approve the annual wish list request and accept the annual donation from the Friends of the Newport Beach Library.

Chair Watkins directed the BLT to Page 35 and called for the staff report.

Library Services Director Hartson explained that there was an annual ask of the support organizations and the Friends of the Library donated \$200,000 to support general materials and programming. Library hosted programming is funded by the Friends of the Library. The current ask was \$200,000 and the Friends provided the check; therefore, she requested that the BLT approve the wish list and accept the donation.

Secretary Coulter indicated he was ready to make the Motion.

Chair Watkins called for discussion.

Vice Chair Ray asked if the gift was presented at the City Council.

Library Services Director Hartson indicated that had not happened but that she would make everyone aware when the date was selected. Tentatively it would probably happen in September.

Vice Chair Ray thought that was good for visibility.

Secretary Coulter indicated that the Friends of the Library had announced the gift at their last meeting.

Chair Watkins said that the Friends of the Library were critical to the success of the Library and was very successful in their book sales. He also lauded the relationships created by

Secretary Coulter with the Friends of the Library. He called for the public comment but heard none.

Motion made by Secretary Coulter, seconded by Vice Chair Ray, and carried (4-0-0-1) to approve the annual wish list request and accept the annual donation from the Friends of the Newport Beach Library.

AYES: Watkins, Coulter, Kumra, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

**9. Lecture Hall Update**

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

Vice Chair Ray requested that Jerry Kappel provide the report.

Jerry Kappel, Newport Beach Public Library Foundation (NBPLF) CEO, reported that on Tuesday, July 26 the City Council would hear and Amend to the Memorandum of Understanding (MOU) and Naming Rights Agreement which was negotiated with the donor family. Once that was approved by Council they would be able to announce the naming of the Lecture Hall. A press release would be put out on Wednesday, July 27. He also reported that there was a potential naming pledge for the Courtyard which would be confirmed in August. There was also a \$500,000 matching gift pledge from Tod and Linda White. Two naming rights were still available for the Lobby and the Green Room, and those gift agreements were anticipated by the end of August. The campaign goal was \$7 million and assuming Council accepted the naming rights agreements they were at almost 80% of the goal.

Chair Watkins called for further BLT and public comment but heard none. He then asked if the legalities of the donor agreement would be wrapped up by July 26.

Mr. Kappel said that it was with the City Attorney and would go before the Council on July 26.

Chair Watkins noted that the Junior Lifeguard Building was deferred because of high construction costs. He asked if there was a similar situation with the Library Lecture Hall and how it affected the fundraising.

Mr. Kappel explained that the MOU indicated that the NBPLF was responsible for 50% or \$6.5 million, or whichever was less based on a \$13 million potential cost for the building. If the building came in higher than that they would have to renegotiate the MOU with the City. If the City did not renegotiate the MOU, the building would be off.

Chair Watkins asked what would happen if the building came in at \$15 million and the Council was unwilling to go beyond \$6.5 million. Would a public/private partnership be able to raise the extra \$2 million.

Mr. Kappel indicated that they could, but it would have to go to the Board of the NBPLF.

Chair Watkins asked if Mr. Kappel thought the building might run over the \$13 million.

Mr. Kappel believed that it might.

Trustee Kumra asked if they requested any bids in advance.

Mr. Kappel explained that the City did not operate that way. The architectural and engineering plans were still with the City under a plan check to ensure everything met code. Bids were anticipated to go out in October and November and return in 45 to 60 days. At that point the City could accept, reject, defer, or go out for other bids. One issue is that the building placement was over utility lines which meant the lines needed to be moved causing extraordinary expense.

Chair Watkins commended Mr. Kappel on all his work and suggested the BLT attend Council on July 26 if possible.

**10. Balboa Branch Replacement Update**

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

Vice Chair Ray reported that she lived near the Balboa Branch Library and heard from neighbors how important it was to them and the community. A town hall was scheduled for July 19 at Marina Park, but the ad hoc committee had nothing to report. She indicated that she needed to speak with Library Services Director Hartson further about the next steps.

Library Services Director Hartson indicated she learned about the town hall from Vice Chair Ray. Councilmember Diane Dixon announced the agenda last week at the Council Meeting. Public Works was on the agenda and would include the Balboa Branch as it was on the Facilities Financial Plan (FFP). She had no further information about the town hall.

Vice Chair Ray wanted to move forward in a way that included neighbors of the Balboa Branch especially given the history of the branch.

Secretary Coulter suggested Vice Chair Ray speak with Councilmember Dixon.

Chair Watkins indicated that Library Services Director Hartson, Vice Chair Ray, and himself would attend the town hall. He stated that it was not a wheelhouse item but that BLT members were welcome to attend. There was a large amount of money scheduled to be spent in FY 2022-23 on the planning of the Balboa Branch Replacement. Vice Chair Ray needed to be extremely involved and kept up to date as the project was important and the branch had a lot of history. He indicated that the BLT would receive and file both the Balboa Branch Replacement and the Lecture Hall reports.

**11. Library Services**

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

Library Services Director Hartson welcomed Trustee Kumra. The administrative staff was currently down to two, so recruitment was open and first round interviews would start at the beginning of August with second round following. The facilities were open, and staff

was serving the public but there were currently vacancies at nearly every level. The summer reading program was a success.

Chair Watkins asked when the Literacy Coordinator position would be listed.

Library Services Director Hartson said that it would come out in the next few weeks.

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

**B. Monthly Reports**

**12. Library Foundation Liaison Reports**

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

Library Services Director Hartson reported the Library Foundation Board was looking at September 15 for its donor recognition event.

Chair Watkins asked to confirm that it would be held in the Bamboo Courtyard.

Library Services Director Hartson indicated that was correct. Library Live and Witte were on hiatus resuming in September. The Foundation would not meet in August and the next meeting was scheduled for the 2<sup>nd</sup> Monday of September.

Chair Watkins said that both Library Live and Witte would meet in mid-September.

Trustee Kumra asked what time the Foundation met on the 2<sup>nd</sup> Monday of each month.

Library Services Director Hartson said that he would be asked to attend Library Live Committee meetings, but she did not have a time for those meetings.

Mr. Kappel clarified that the Committee met at 9:30 a.m. and that he would send Trustee Kumra the date.

Library Services Director Hartson reported that the speaker contracts for Library Live and Witte Lectures were sent. The fall *Bookmark* would announce the speakers. Mr. Kappel indicated that he would be taking his vacation in August.

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

Covered in VII.B.12.A

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

Covered in VII.B.12.A

Chair Watkins indicated the BLT received and filed the reports.

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

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

Secretary Coulter announced that the June bookstore sales were \$13,463, which was down from \$18,367 in 2021. At their June board meeting, the Friends presented Library Services Director Hartson with a check for \$200,000. The City Council meeting regarding that was scheduled for September. The new President was Pam Crook, and Amy Hunt would be the new bookstore manager. The Friends recently gave out 71 free memberships as part of its recent sale so there are 830 members of the group. The Volunteer Appreciation Luncheon was scheduled for November 8. He announced the upcoming book sale for August 5 and 6. He also indicated that he had membership applications available.

Vice Chair Ray indicated that she knew someone who was trying to reach the Friends of the Library.

Secretary Coulter assured her that he would make sure the branches had applications.

Library Services Director Hartson agreed that they would be available at all branches.

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.

Library Services Director Hartson reported that learner classes were on summer break. Classes would resume in September. New Learner Orientation was still happening as was New Tutor Training in August. Former Literacy Coordinator Cherall Weiss would continue to work with the Literacy Advisory Board as a consultant until a replacement was selected.

Chair Watkins requested that Trustee Kumra receive the Literacy newsletter *Literally Speaking*.

Secretary Coulter stated that he had never received one.

Chair Watkins requested that all BLT addresses were provided so that they would each receive *Literally Speaking*. He noted that Cherall's farewell letter was included in the last issue.

Library Services Director Hartson stated that they were also revamping their brochure to match the new branding.

Chair Watkins called for BLT or public comment. As there was none he received and filed the report.

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

None.

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

Chair Watkins requested a discussion about Media Lab occur at the August 2022 meeting. The next BLT meeting was scheduled for August 15. He also reminded the BLT about required Ethics Training.

**X. ADJOURNMENT – 6:03 P.M.**

## NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

JULY 2022

<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>
1 <u>07/05/2022</u> Email <u>Melissa Hartson</u> <u>Library Services Director</u> <u>07/05/2022</u>	Regarding free passes for California State Parks: I would like to reserve the pass for Bolsa Chica State Beach.	The California State Library Parks Passes are not available to reserve. The passes are available to check out on a first-come, first-served basis. Each of our library locations have a limited number of passes that check out to our library patrons. You may borrow the pass for one week and it is not eligible for renewal. Thank you for your inquiry.
2 <u>07/07/2022</u> Email <u>Melissa Hartson</u> <u>Library Services Director</u> <u>07/08/2022</u>	I would like more information regarding a photo session in May. I hope you remember me. You were very attentive and helped me a lot due to the fact that I do not understand English. I am Brazilian. Thanks so much. I appreciate it.	I would be glad to provide you with more information concerning your inquiry. What is the information you are looking for regarding a photo session? Thank you.
3 <u>07/08/2022</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager, Acting</u> <u>07/08/2022</u>	I am wondering if all books that are donated to the library go to "Friends of the Library Book Store" for resale or are some entered into the library catalog for lending or reference? I ask this because a book I borrowed is tagged as being acquired in 2019, is hard bound, covered and in excellent physical condition. The only problem being that someone, who had previously borrowed it, left every page marked up with symbols for future reference. I would appreciate it if you could provide some clarification as to how this book may have been left in such condition.	Thank you for letting us know about the book that you borrowed. Not all books that are donated to the library go to the Friends, some are added to the collection, but these are typically brand new books that patrons buy specifically for us to evaluate and add. Staff verifies each donation is in brand new condition before being added to the shelves. Sometimes patrons will borrow library books and mark in them. It is unfortunate, but due to the large volume of items being returned and checked in every day, staff doesn't have the time to go through each book individually. We rely on patrons such as yourself to bring these items to our attention so we can take care of them. If you could let me know what title it is, I will make a note on the record so we can catch it when you return it. Thank you again, and please let me know if you have any other questions.
4 <u>07/25/2022</u> Email <u>Greg Johnson</u> <u>Library Assistant</u> <u>07/25/2022</u>	I would like to visit to learn about the Sound Lab. I am proposing to Chapman University to establish a sound lab in their library. If I may, I would like to visit yours to learn about what you have done.	Thank you for emailing us. As a patron of our library you may visit our Sound Lab anytime. Hours, general information, reservations and resources are on our Media Lab web page: <a href="https://www.newportbeachlibrary.org/services/media-lab">https://www.newportbeachlibrary.org/services/media-lab</a> . For fine details, I am happy to answer your questions. You may email me directly if you'd like.
5 <u>07/25/2022</u> Email <u>Melissa Hartson</u> <u>Library Services Director</u> <u>07/25/2022</u>	Is the City Arts Commission meeting open to library members?	The City Arts Commission Meetings are open to the public. The meetings are held on the second Thursday of each month at 5 p.m. at the Newport Beach Central Library. Thank you for your inquiry.
6 <u>07/27/2022</u> Email <u>Melissa Hartson</u> <u>Library Services Director</u> <u>07/27/2022</u>	I often drop off my batteries for recycling at the Avocado branch of the NBPL. I know the Mariners branch also offers battery recycling drop off. I was wondering if the Corona del Mar branch also offers this service? Thank you!	The Corona del Mar Library does not have a battery recycling drop off. These recycling receptacles are only located at the Central and Mariners Library facilities. Thank you for your inquiry.

## **NEWPORT BEACH PUBLIC LIBRARY**

To: Board of Library Trustees  
From: Melissa Hartson, Library Services Director  
Re: Report of Library Activities – August 15, 2022, Meeting

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

#### **Staffing**

We have maintained a steady pace working with Human Resources to fill several system-wide openings. The Library welcomed Pages Meldiana Karabeg, Shayla Serrato, and Darin Tabor to its staffing complement. First- and second-round interviews for the Circulation and Technical Processing and Branch and Youth Services Coordinators are set for the beginning of August, and Human Resources opened the Literacy Coordinator recruitment in July. August interviews are scheduled for a full-time Librarian II position, and there are several candidates in various stages of the hiring process to fill the remaining part-time vacancies. We are appreciative of the collaborative efforts with Human Resources to hire our new staff.

#### **Town Hall**

I attended Council Member Diane Dixon's Town Hall meeting on July 19, along with Chair Watkins. There were several items on the agenda, most notably for the Library, Public Works Upcoming Projects. Public Works Deputy Director Jim Houlihan presented an update for the Balboa Library and Fire Station Replacement project, and Chair Watkins and I shared information regarding the Library's history and importance within the community. It was an opportunity to speak to the residents and inform them that the initial phases of the project are set to move forward this fiscal year.

#### **California State Parks Passes**

This spring, the California State Library began a park pass program to provide free vehicle day-use entry to participating State parks. Our Library received a limited number of these passes to check out to our patrons. The State Library recently sent notification that our parks pass circulation has us ranked in the top 5 of number of circulations to pass checkout ratio for California libraries reporting their statistics. We are glad to be able to offer this service and pleased with the tremendous response from our patrons.

#### **WHEELHOUSE LIST FOR LIBRARY TRUSTEES**

- **International Literacy Day Proclamation**  
Tuesday, August 23  
4 p.m.  
City Council Chambers
- **Board of Library Trustees meeting**  
Monday, September 19  
5 p.m.  
Small Conference Room, Central Library
- **International Literacy Day Celebration**  
Thursday, September 8  
10 a.m. – 12 p.m.  
Friends Meeting Room, Central Library



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

### **Branch and Youth Services Update**

#### **Children's Summer Reading Program Overall Participation**

The Children's Summer Reading Program (SRP), which includes the Read-to-Me Club (for beginning readers) and Reader's Club (for independent readers), concluded on Saturday, July 30, after launching on Beanstack on June 11. Over seven weeks, readers logged books and minutes, submitted book reviews, and completed library- and summer-themed activities. Upon registering, readers received a prize paperback book, and for every 100 minutes or five books read, participants also earned a prize. This year marks the second year the Library offered Summer Reading on Beanstack, and participation statistics show readers are enjoying keeping track of their reading. Registration totals were up over 15% with 1,249 children registered across all four Library locations. Impressively, the total number of books and minutes read were also up 30% and 25% respectively. Participants read 9,052 books, logged 288,344 minutes and submitted 1,465 book reviews (an increase of over 63%). On many occasions, parents shared their joy and appreciation for the program, and children squealed after picking up their prizes. The Children's Summer Reading Program was a huge success.

#### **Central Children's SRP Recap**

##### **Summer Seek & Find Challenge**

The week of July 11-16, Central hosted a daily Seek-and-Find game that challenged players to find hidden book characters throughout the Children's area in an "I spy" style. Children had fun learning about different sections of the Children's area by using clues related to library material. The characters rotated daily, and throughout the week we had 291 players. Staff shared feedback that players would often work together and invite others to play as well. The game struck the right balance between difficulty and engagement for players to feel a sense of excitement and accomplishment.

##### **Out-in-the-Garden and Sailing-the-Seas Craft Programs**

Like our first SRP craft program, both *Out in the Garden* Crafts (July 5) and *Sailing the Seas* Crafts (July 19) were huge successes at Central. With 142 and 140 participants respectively, adults and children alike had fun making different themed crafts for a variety of skill levels. A staff member notified us that after the final craft, they had two separate families inquiring about more craft events because they had so much fun. Another staff member noted how beneficial the supplemental craft videos were in helping patrons. A huge thanks from the Youth Services team to Reference Librarian Alex Jenkins for his time and creativity in making these supplemental videos. It has been a treat for patrons and staff alike to share in the joy of hosting in-person programs again after two years of grab-and-go-style events.

##### **Kids Imagine Nation**

On Saturday, July 30, the Library's Summer Reading Program wrapped with an energetic outdoor musical dance party as Kids Imagine Nation performed for approximately 340 children and caregivers spread out on picnic blankets on the Civic Center Lawn. Children danced, cheered, and laughed during the interactive live *Summer of Fun* musical adventure. Participants even waited in line to take pictures with the performers after the event.

### **Mariners Branch Children's SRP Recap**

Mariners had another successful Children's Summer Reading Program with 304 children participating and 284 book reviews received. On June 25, we gave out 50 *Under the Sea* craft bags. A few families made their crafts at the library, while the majority were happy to take them home. On July 2, ten young patrons enjoyed dropping off their stuffed animals for the Stuffed Animal Sleepover Camp. They made sure their special friends were ready to spend the night at the Library and wished them well. Mariners Library Assistant Rokhsan Shafiei and Mariners Children's Librarian Christine Chapel enjoyed placing and posing the stuffed animals in various areas of the Library, having them attend storytime, read books, eat some See's candy and of course tucking them in at night. The pictures and videos were posted that night on NBPL's Instagram page @nblibrary. The following week, on July 9, we gave out another 50 craft bags. This time they were filled with *Out in the Garden* crafts. The Seek-and-Find Challenge took place from July 11-16. Fun was had by all. Thirty children participated by finding the eight children's book characters that were hidden throughout the Children's Library. Staff enjoyed moving the characters each night and giving the kids clues to help them find the pictures. Sometimes children that didn't know each other would work together to finish. The third and final craft program, *Sailing the Seas*, was on July 23. We gave out 50 craft bags. We received much praise and positive responses throughout this year's Summer Reading Program from parents and children alike.

### **Balboa Branch Children's SRP Recap**

Balboa Branch children's activities for July included *Out in the Garden* Crafts, Summer Seek-and-Find Challenge, and *Sailing the Seas* Crafts. *Out in the Garden* Crafts and *Sailing the Seas* Crafts both saw all 30 crafts done by participants. Twelve kids searched and found book characters in the Summer Seek-and-Find Challenge. Participants were delighted with the cute crafts and characters. Throughout SRP, kids had the opportunity to write the title of their favorite book on a sea-themed shape and have them posted along the shelving. Kids SRP book reviews were also posted, filling up a wall in the children's area.

### **Corona del Mar Library SRP Recap**

This summer the reading program was a big hit. We had 117 participants in the kids, teen and adult reading programs. Participants submitted 119 book reviews, and 26 participants completed the program. Adults found the bookmark game sheet an easy way to track their time. Parents and kids were pleased to be able to participate in a craft or Seek-and-Find every time they stopped in the library.

The weekly programs were a lot of fun. All 80 craft bags went quickly. The Summer Seek-and-Find Challenge was exciting for kids and parents, and we had 38 participate in that program. We had a bonus summer-long Seek-and-Find at CdM called *Find the Sasquatch*. Forty kids participated during the month of July.

### **Teen Summer Reading Program (TSRP)**

TSRP took place completely on Beanstack with Teens able to pick up their prize book at the beginning of the program. To complete the challenge, Teens had to read and review at least three books which would gain them entry into the grand prize drawing. This year, the Teen Summer Reading Program had 142 New Registrations, up 9.23% from last year and 27 Finishers, down 6.9% from last year. However, we had 84 rewards collected and Teens wrote a total of 263 book reviews, up 28.29% from last year.

### **Teen Summer Reading Program Volunteers**

This year, the Library had 72 Teen Summer Reading program volunteers and book reviewers. SRP volunteers worked at the SRP table either by themselves or with a partner and helped make sure families registered on Beanstack and were eligible to pick up their prizes. Volunteers worked in two-hour shifts and logged a total of 641.5 hours. SRP volunteers also helped at special events including working with families during all-day craft events and helping staff during the Kids Imagine Nation live performance. Teen Volunteers were a huge help, spreading the word about the Summer Reading Program and positively interacting with both parents and children as they distributed prizes.

### **Adult Services Update**

#### **Adult Summer Reading**

This year's Adult Summer Reading Program (ASRP) was a great success, surpassing our numbers across the board from last year. Adults registered and participated in Beanstack, but a paper option was also made available for those who preferred it. Those who registered on opening day, Saturday, June 11, were entered into an opening-day prize drawing for a NBPL tote bag full of NBPL and book-lover swag. Participants tracked their reading time in 20-minute increments and were entered into the Grand Prize drawing after every 100 minutes read, for a maximum of 600 minutes. They could also submit book reviews and complete activities for entry into weekly prize drawings. We had a total of 199 registrants across the four branches, with 60 finishers. Participants who completed the program by end-of-day on Saturday, July 23 were invited to attend the ASRP wrap party on the afternoon of Thursday, July 28 in the Friends Meeting Room at the Central Library. We had 15 wrap party attendees, almost double the attendance from last year. Everyone had a great time sharing their favorite summer reads, and a raffle was held for some great prizes, including author-signed books donated by Terry Sanchez, and gift cards to Amazon and Target. Thank you to the Friends of the Library for their generous support of the Summer Reading Program.

#### **Personnel**

Part-time Library Assistant Andrew Page moved to Mariners to fill the vacancy left by the departure of Duncan Kistler.

**Proquest Articles Retrieved 2022-2023**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	831												831
Newspapers--Current	925												925
Newspapers--Historical	3937												3937
Magazines	15												15

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												1244
Ancestry	399												399
AskART	19												19
Brainfuse JobNow/VetNow	23												23
Britannica School Edition	110												110
Gale Archives Unbound	2628												2628
Gale Directory Library	7												7
Gale in Context: Biography	23												23
Gale in Context: Elementary	0												0
Gale in Context: Opposing View	3												3
Gale Literature Resource Center	71												71
Gale Virtual Reference Library	14												14
HeritageQuest	763												763
Legal Information Ref Center	44												44
National Geographic	72												72
National Geographic Kids	44												44
NewsBank	1155												1155
NoveList Plus	36												36
NoveList K-8 Plus	44												44
ProQuest	2152												2152
Proquest eLibrary	9												9
Reference Solutions Business	903												903
Reference Solutions Residential	27												27
SIRS Discoverer	55												55
SIRS Issues Researcher	639												639
World Book Online	26												26
<b>Tracked by #page views</b>													
Artist Works	7												7
Consumer Reports	2515												2515
CultureGrams	32												32
Morningstar	255												255
RealQuest	124												124
Tumblebooks	19												19
Value Line	17052												17052
<b>Tracked by courses</b>													
Udemy	1600												1600
<b>Tracked by Hours Used</b>													
ABC Mouse	15.33												15.3
Rosetta Stone	31.76												31.8

**NBPL Website Usage 2022-23**

Metric	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	35112												35112	35112
New Users	30367												30367	30367
Sessions	67043												67043	67043
Pageviews	235396												235396	235396
Sessions Per User	1.91												1.91	--
Pages Per Session	3.51												3.51	--
Avg. Session Dur. (min)	3.10												3.10	--
Bounce Rate (%)	52.29												52.29	--

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

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	159.94												159.94	159.94
CdM	154.02												154.02	154.02
Mariners	1050.00												1050.00	1050.00
Central	8250.00												8250.00	8250.00
<b>Total</b>	<b>9613.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>801.16</b>	<b>9613.96</b>

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

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	425.00												425.00	425.00
CdM	288.00												288.00	288.00
Mariners	1028.00												1028.00	1028.00
Central	6605.00												6605.00	6605.00
<b>Total</b>	<b>8346.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>695.50</b>	<b>8346.00</b>

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

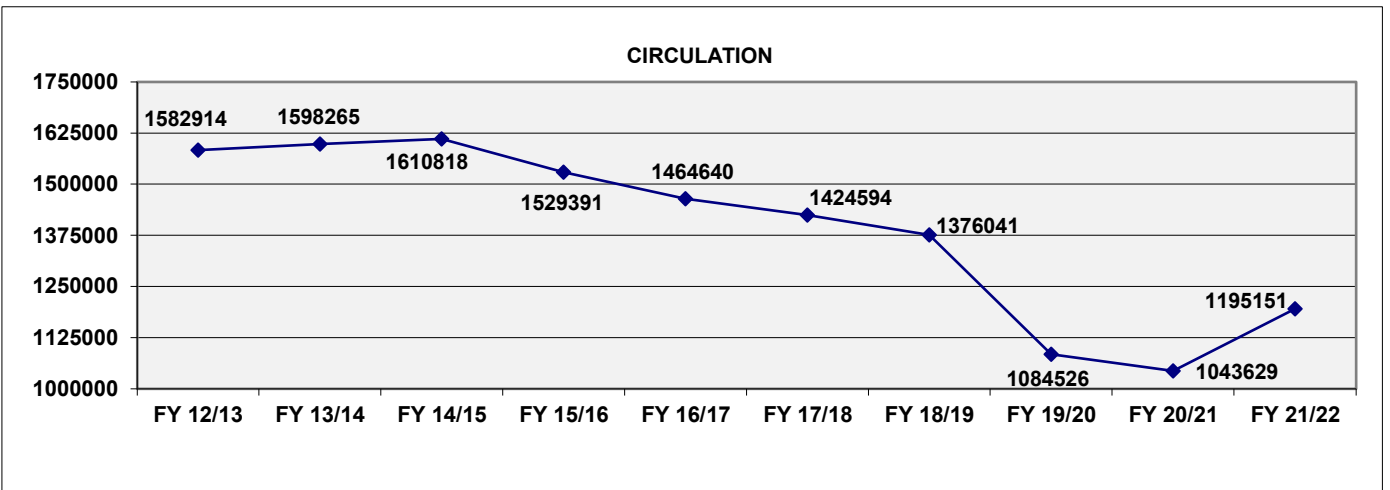
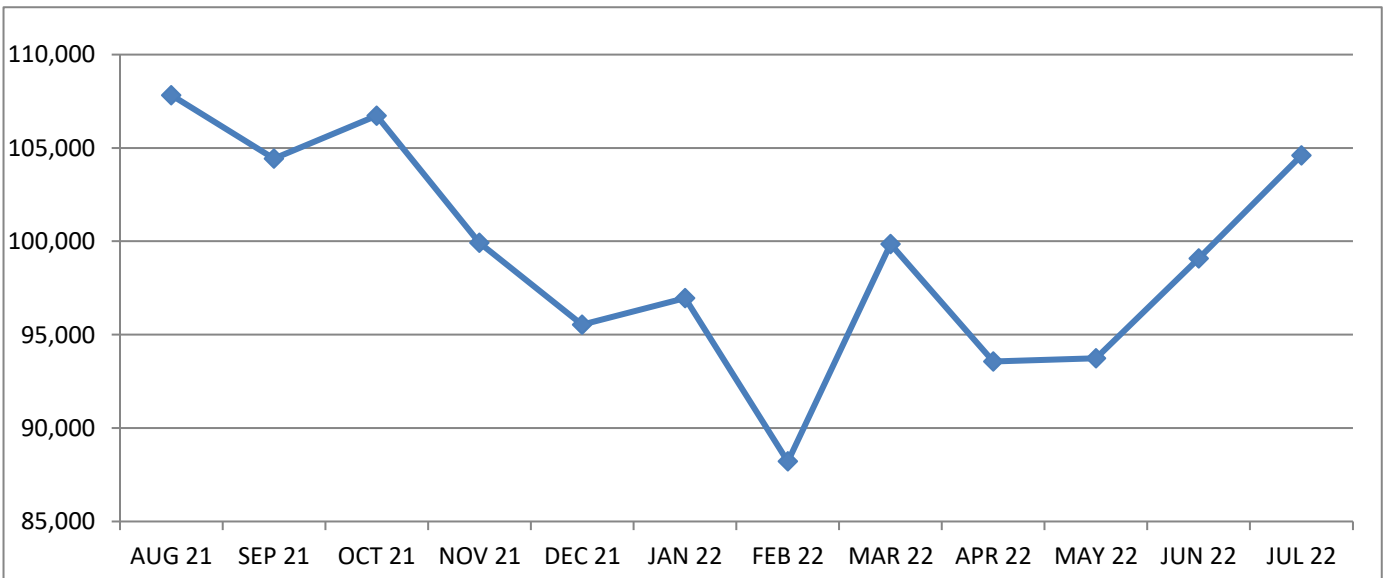
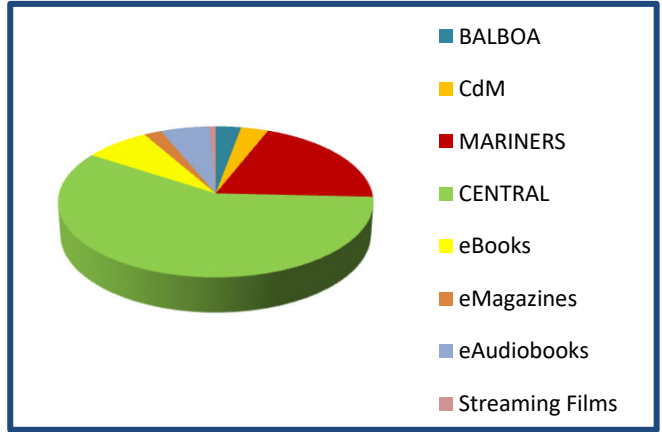
Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	33.00												33.00	33.00
CdM	18.00												18.00	18.00
Mariners	80.00												80.00	80.00
Central	449.00												449.00	449.00
<b>Total</b>	<b>580.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48.33</b>	<b>580.00</b>

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

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385.40												385.40	385.40
CdM	547.60												547.60	547.60
Mariners	1040.00												1040.00	1040.00
Central	1280.00												1280.00	1280.00
<b>Total</b>	<b>3253.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>271.08</b>	<b>3253.00</b>

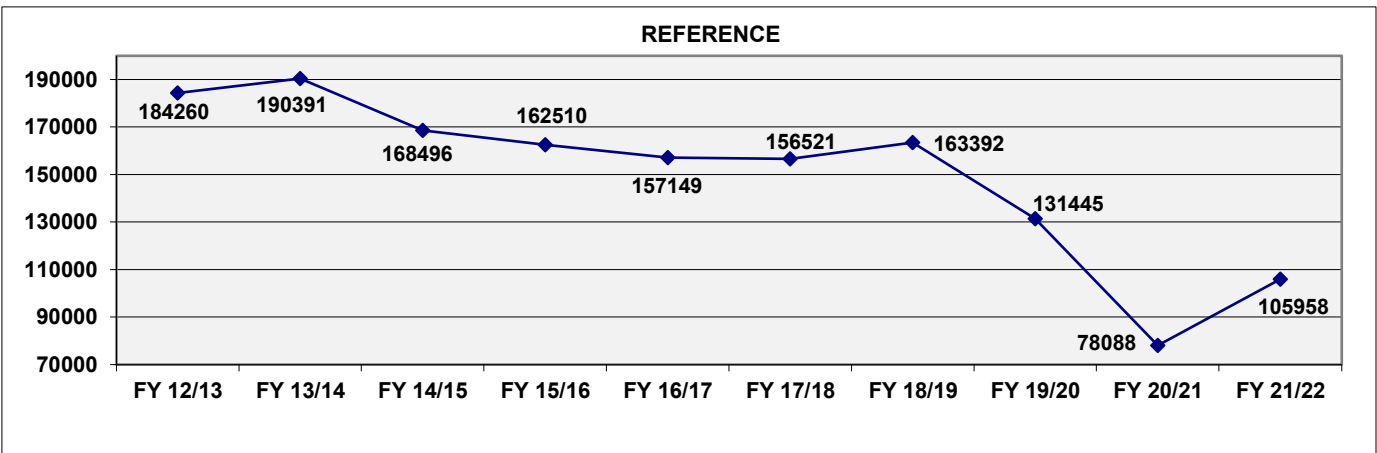
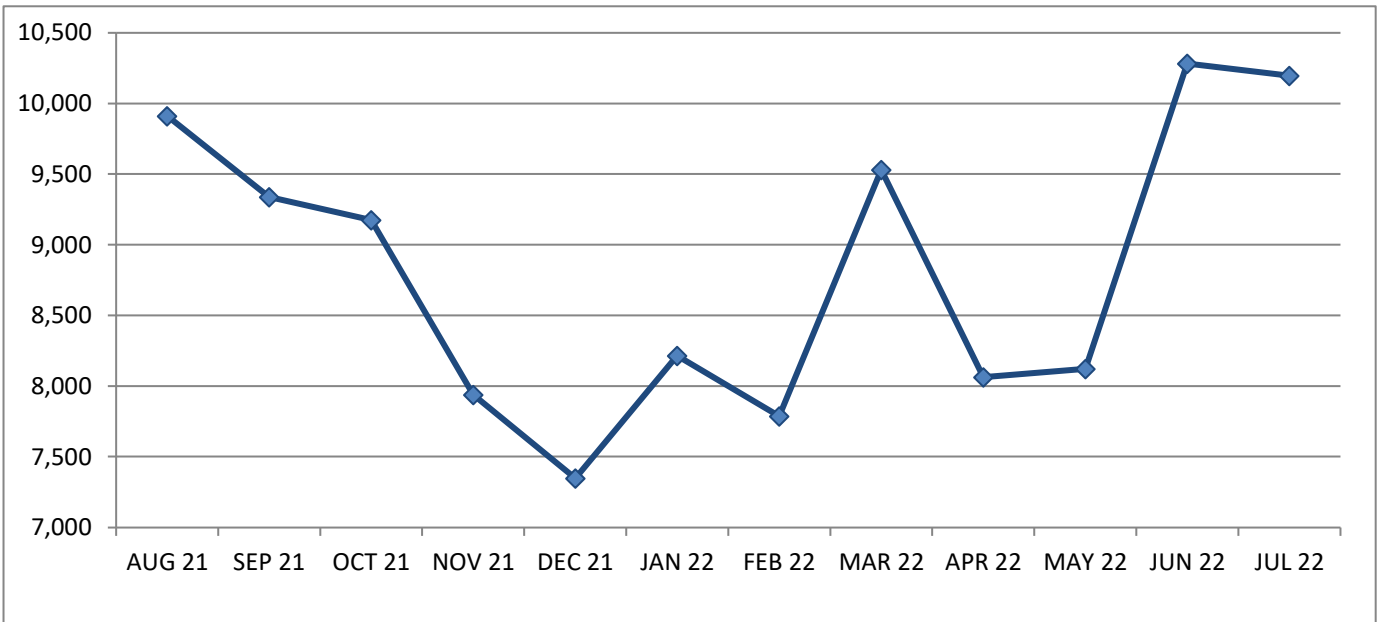
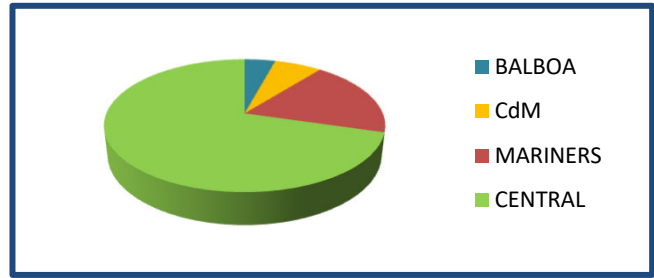
## NEWPORT BEACH PUBLIC LIBRARY - JULY 2022 CIRCULATION

	JUL 22	YTD 22/23	YTD 21/22
<b>BALBOA</b>	3,039	3,039	2,503
<b>CdM</b>	3,268	3,268	2,712
<b>MARINERS</b>	20,602	20,602	22,411
<b>CENTRAL</b>	61,110	61,110	64,481
<b>eBooks</b>	7,873	7,873	8,645
<b>eMagazines</b>	2,108	2,108	1,996
<b>eAudiobooks</b>	5,864	5,864	5,850
<b>Streaming Films</b>	739	739	720
<b>TOTAL</b>	<b>104,603</b>	<b>104,603</b>	<b>109,318</b>



## NEWPORT BEACH PUBLIC LIBRARY - JULY 2022 REFERENCE

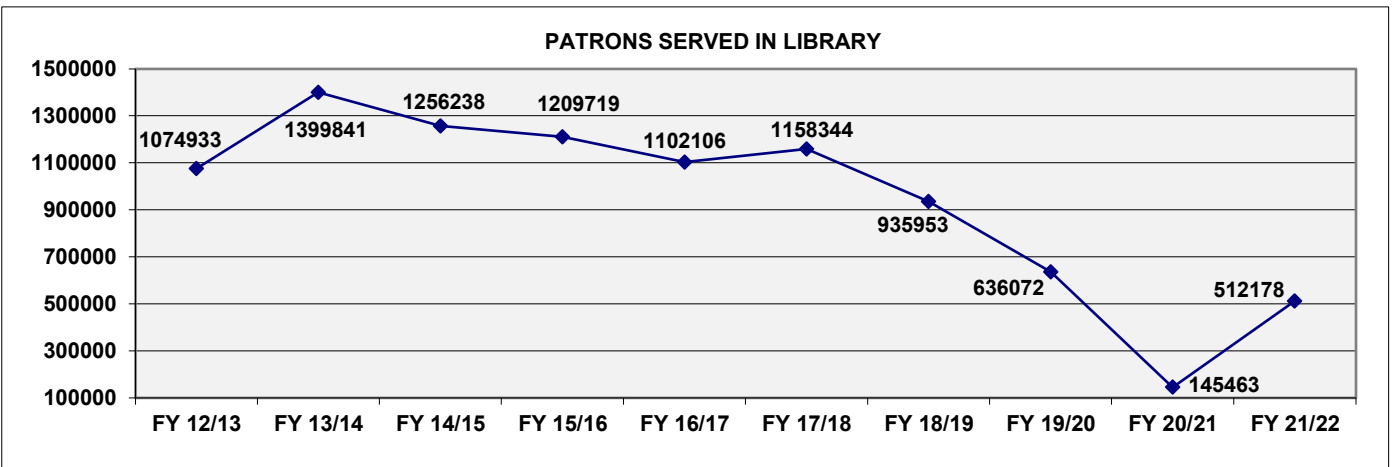
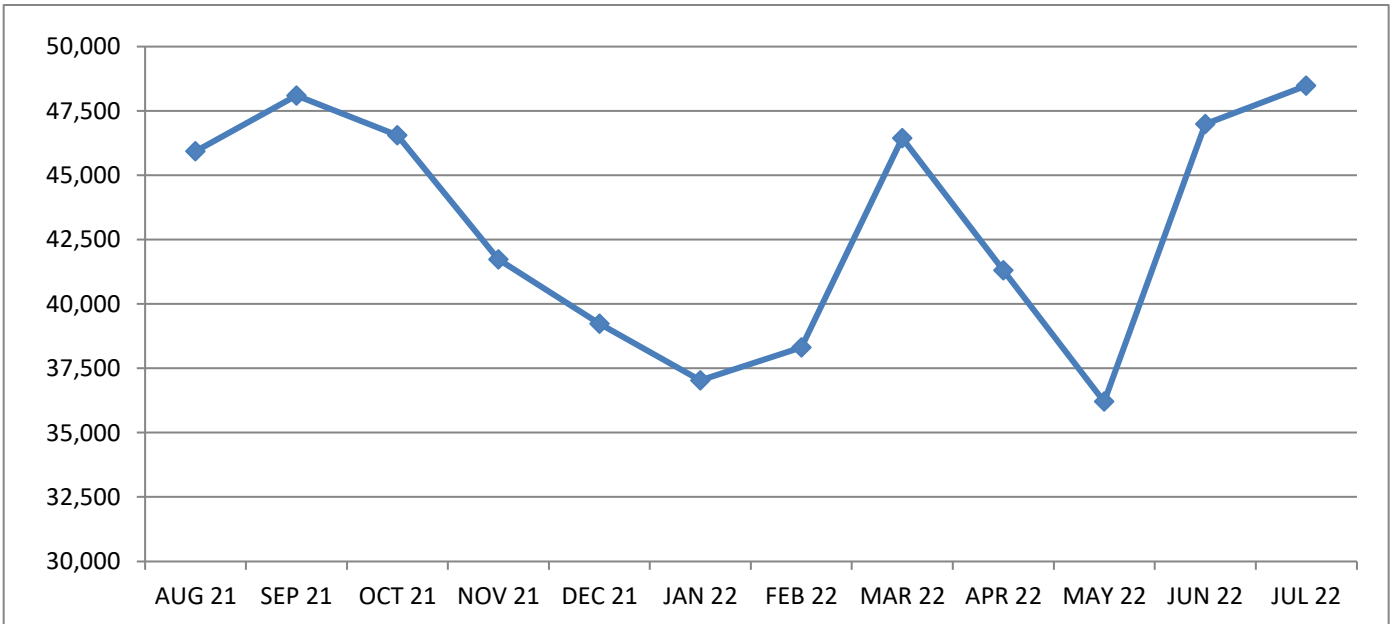
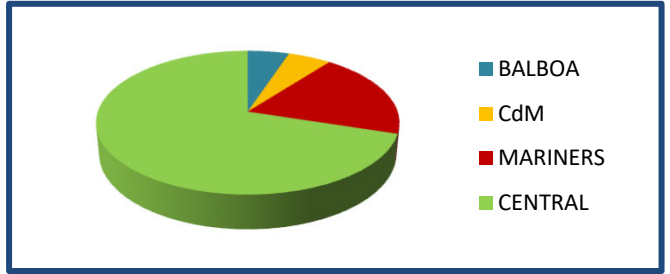
	JUL 22	YTD 22/23	YTD 21/22
<b>BALBOA</b>	431	431	286
<b>CdM</b>	664	664	485
<b>MARINERS</b>	1,916	1,916	1,823
<b>CENTRAL</b>	7,184	7,184	7,657
<b>TOTAL</b>	<b>10,195</b>	<b>10,195</b>	<b>10,251</b>



## NEWPORT BEACH PUBLIC LIBRARY - JULY 2022

### PATRONS SERVED

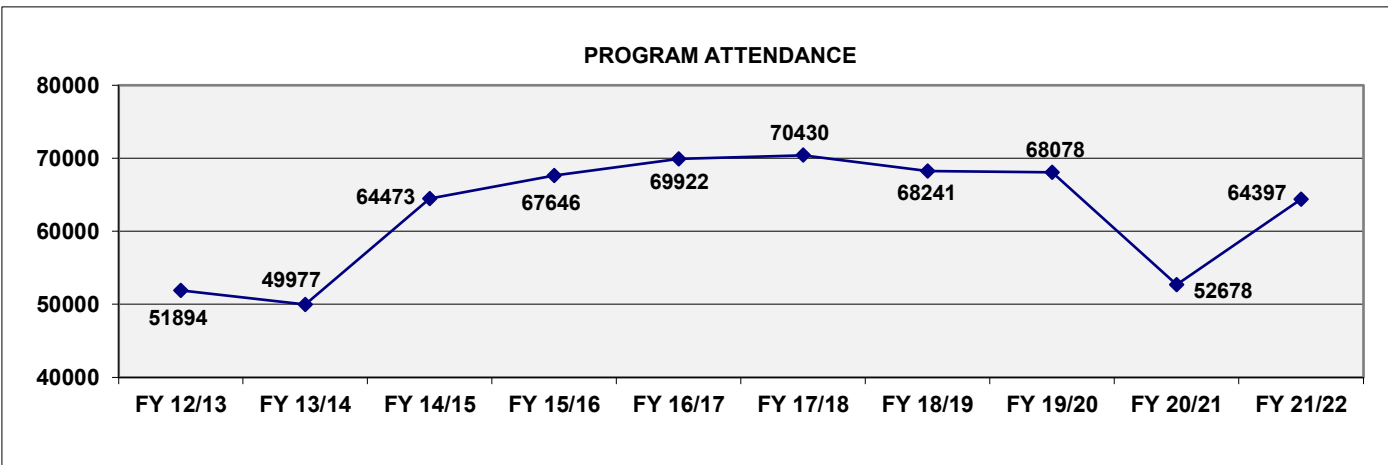
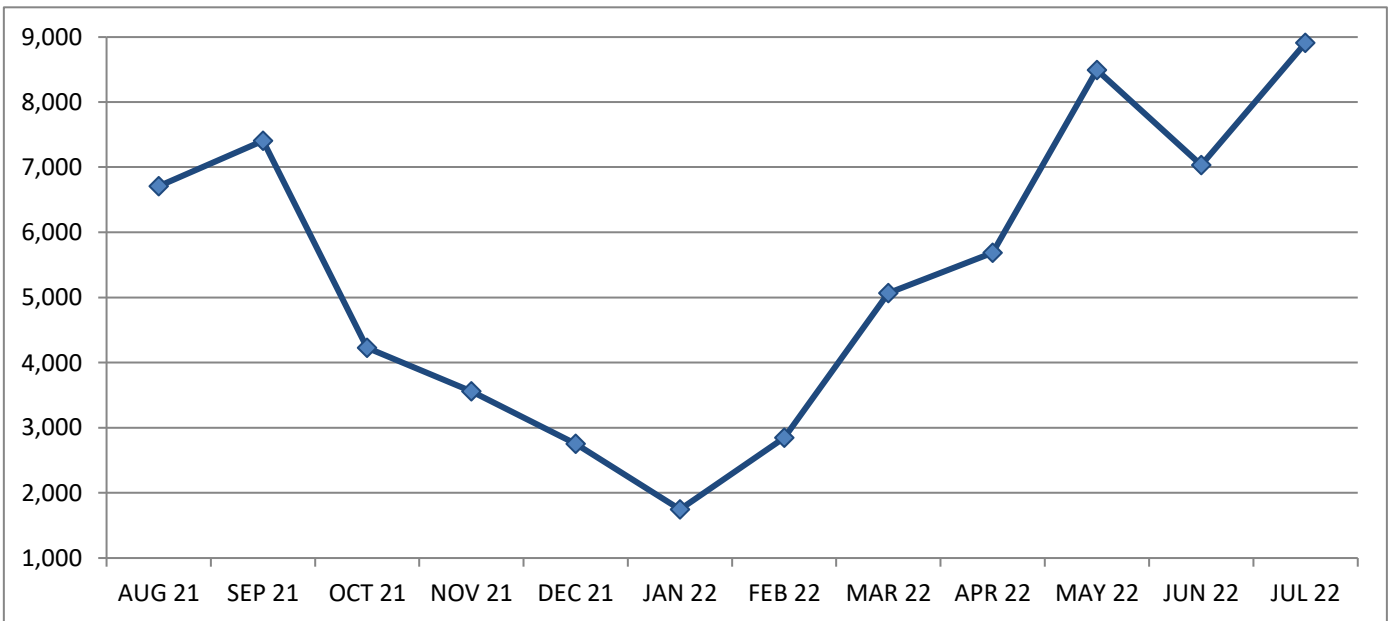
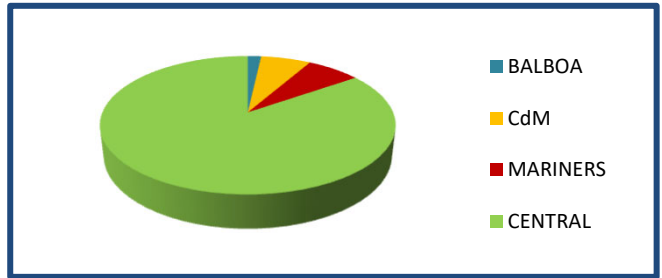
	JUL 22	YTD 22/23	YTD 21/22
BALBOA	2,485	2,485	1,976
CdM	2,585	2,585	3,587
MARINERS	9,416	9,416	8,117
CENTRAL	33,995	33,995	30,688
<b>TOTAL</b>	<b>48,481</b>	<b>48,481</b>	<b>44,368</b>





## NEWPORT BEACH PUBLIC LIBRARY - JULY 2022 PROGRAM ATTENDANCE

	JUL 22	YTD 22/23	YTD 21/22
BALBOA	156	156	91
CdM	582	582	201
MARINERS	625	625	520
CENTRAL	7,547	7,547	5,986
<b>TOTAL</b>	<b>8,910</b>	<b>8,910</b>	<b>6,798</b>



## LIBRARY EXPENDITURES

FY END 2021-22

(August 3, 2022)

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
<b>I SALARY &amp; BENEFITS</b>					
SALARY FULL-TIME REGULAR	2,954,186	2,822,057	2,761,711	93,660	60,346
SALARY PART-TIME	1,162,634	1,219,362	813,398	31,314	405,964
BENEFITS	2,143,211	2,329,983	2,239,744	27,870	90,239
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>6,260,031</b>	<b>6,371,402</b>	<b>5,814,853</b>	<b>152,844</b>	<b>556,549</b>
<b>II MAINT &amp; OPERATION</b>					
PROFESSIONAL SERVICE*	164,393	198,621	204,196	975	-5,575
UTILITIES	284,373	284,373	319,625	1,338	-35,252
PROGRAMMING	5,500	5,000	2,172	178	2,828
SUPPLIES**	81,970	67,662	66,698	818	964
LIBRARY MATERIALS	619,740	623,957	617,052	6,727	6,905
FACILITIES MAINTENANCE	184,686	181,809	164,286	4,498	17,523
TRAINING AND TRAVEL	10,681	8,761	770	0	7,991
GENERAL OPERATING EXPENSES***	24,202	23,694	18,698	1,447	4,996
PERIPHERALS & SOFTWARE	5,000	27,891	27,891	0	0
INTERNAL SERVICE FUNDS	1,758,054	1,758,671	1,758,671	0	0
OFFICE EQUIPMENT	2,000	2,000	1,743	0	257
<b>MAINT &amp; OPERATION TOTAL</b>	<b>3,140,599</b>	<b>3,182,439</b>	<b>3,181,802</b>	<b>15,981</b>	<b>637</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>9,400,630</b>	<b>9,553,841</b>	<b>8,996,655</b>	<b>168,825</b>	<b>557,186</b>

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

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

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

**LIBRARY EXPENDITURES**

(August 3, 2022)

**FY 2022-23**

<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	103,545	103,545	2,796,159
SALARY PART-TIME	1,085,842	1,085,842	32,950	32,950	1,052,892
BENEFITS	2,099,015	2,228,440	53,072	53,072	2,175,368
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>6,084,561</b>	<b>6,213,986</b>	<b>189,567</b>	<b>189,567</b>	<b>6,024,419</b>
<b>II MAINT &amp; OPERATION</b>					
PROFESSIONAL SERVICE*	208,507	208,507	29,121	29,121	179,386
UTILITIES	309,753	309,753	1,820	1,820	307,933
PROGRAMMING	5,500	5,500	301	301	5,199
SUPPLIES**	81,970	81,970	3,463	3,463	78,507
LIBRARY MATERIALS	669,740	669,740	25,981	25,981	643,759
FACILITIES MAINTENANCE	187,886	187,886	2,968	2,968	184,918
TRAINING AND TRAVEL	10,681	10,681	181	181	10,500
GENERAL OPERATING EXPENSES***	24,202	24,202	981	981	23,221
PERIPHERALS & SOFTWARE	5,000	5,000	0	0	5,000
INTERNAL SERVICE FUNDS	1,588,120	1,588,120	0	0	1,588,120
OFFICE EQUIPMENT	2,000	2,000	0	0	2,000
<b>MAINT &amp; OPERATION TOTAL</b>	<b>3,093,359</b>	<b>3,093,359</b>	<b>64,816</b>	<b>64,816</b>	<b>3,028,543</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>9,177,920</b>	<b>9,307,345</b>	<b>254,383</b>	<b>254,383</b>	<b>9,052,962</b>

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\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

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

**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
Aug 23, 2021	Information Technology Update		Aug 15, 2022
Aug 23, 2021	Adult and Reference Services Update		Aug 15, 2022
Sep 20, 2021	Literacy Program Update		Sep 19, 2022
Oct 18, 2021	Branch Update - Mariners		Oct 17, 2022
Oct 18, 2021	Youth Services Update		Oct 17, 2022
Nov 15, 2021	Performance Review of Library Services Director (Closed Session)		Nov 21, 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
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
<b>LAST REVIEWED</b>	<b>POLICY REVIEW</b>		
Aug 17, 2020	NBPL 2	Collection Development Policy	Aug 15, 2022
Sep 21, 2020	NBPL 9	Expressive Use Areas	Sep 19, 2022
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

**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:** Rebecca Lightfoot, Adult Services Coordinator

**TITLE:** Media Lab Marketing Report

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**ABSTRACT:**

Staff at the Newport Beach Public Library have identified several potential opportunities to provide additional exposure to the Media Lab and its unique resources.

**OVERVIEW:**

The Media Lab offers patrons access to specialized software and equipment for digital audio and visual production, print design, film editing, website building, animation, enhancing photographs, engineering plans, and more. Staff is delighted to share these wonderful resources with the community. With the goal in mind of increasing awareness, staff have identified several programs and marketing opportunities.

**Open Houses:** Staff will host a series of Media Lab Open Houses in the Fall/Winter of 2022. The Open Houses will allow patrons to get an introduction to what is possible to accomplish in the Media Lab. They will have the opportunity to ask staff questions and try out the equipment for themselves.

**Technology Classes:** Pre-pandemic, staff held training classes in the Media Lab on a myriad number of topics. Staff is currently identifying topics for these training classes. We plan to host them again in early 2023. The classes will spotlight the software and equipment in the Media Lab.

**Marketing:** Getting the word out is crucial, so staff is working on a plan to increase awareness of the Media Lab in a number of ways, including:

- More social media posts
- Images on the digital signage at all four library locations
- Sending print materials to our City partners at Oasis Senior Center, Newport Coast Community Center, and Marina Park

Staff is also in contact with local high schools to ask if we can send brochures to be distributed to their students.

Staff is working on an Educator's Resource page for the website and will include information about the Media Lab.

**Upgrading Equipment:** City IT recently replaced the Macs in the Media Lab and updated the software and much of the hardware. They are in the process of replacing the PCs. Staff have identified several new programs to install on these computers and are working with IT to get them set up.

**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).

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

**PREPARED BY:** Rebecca Lightfoot, Adult Services Coordinator

**TITLE:** Collection Development Policy (NBPL 2)

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**RECOMMENDATION:**

Staff requests that the Board of Library Trustees review and approve revisions to the Library Policy NBPL 2, *Collection Development*.

**DISCUSSION:**

The Collection Development Policy establishes the best practices regarding selection and maintenance of the collection. Staff refer to the policy to help guide their decisions and refer patrons to the policy to better understand the process. The revisions are more detailed than the current policy in laying out the criteria for materials selection and how these decisions are made. The revised policy addresses donated items and collection maintenance, which is not specifically noted in the current policy. Staff thinks the addition of these items results in a more transparent and understandable policy.

**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: Collection Development Policy (NBPL 2) – original  
ATTACHMENT B: Collection Development Policy (NBPL 2) – redlined  
ATTACHMENT C: Collection Development Policy (NBPL 2) – final  
ATTACHMENT D: Patron’s Request for Evaluation of Library Resources

## Collection Development Policy

It is the intent of the Board of Library Trustees that the Newport Beach Public Library provide a variety of print and non-print materials to meet the informational, educational and recreational needs of the entire community.

The Library seeks to provide breadth and depth within the collection, various points of view, and differing formats. The Library endeavors to balance materials of permanent value with those of current interest. Materials are selected based on their content as a whole, not on selected excerpts. Race, nationality, or political, social, moral, or religious views of an author will not affect the selection of materials.

Selection is based on merit of the work; value of the work within the collection; and the needs and interests of the community. Consideration is given to specific types of material; to materials for specific age groups; to materials for special interests of patrons; and to differing formats of materials. These selection criteria will apply equally to materials purchased and to those accepted as gifts.

The selection of materials is made by library staff. Patrons making requests that items be added to the permanent collection will be referred to the "Suggest a Title" form located on the Library's website. Suggestions from library patrons are encouraged and receive serious consideration.

Many items which are not in the collection are available to library patrons, through established interlibrary loan practices. Concurrently, the Library participates in universal borrowing, established by the California Library Services Act, Article 4, Section 18731, which states, "A public library participating in universal borrowing shall not exclude the residents of any jurisdiction maintaining a public library." This allows Newport Beach Public Library patrons direct access to materials housed in other participating public libraries in Orange County and throughout the State of California.

The Library believes that the use of library materials is an individual and private matter. All patrons are free to select or reject materials for themselves; they may not restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the use of library materials by their own minor children.

In support of the above principles, the Library endorses the [Library Bill of Rights](#) and [The Freedom to Read Statement](#) as adopted by the American Library Association Council.

Library patrons with concerns about a specific title in the collection shall be provided with a copy of the Library's "Collection Development Policy" and asked to complete the "[Patron's Request for Evaluation of Library Resources](#)" form, Attachment I of the Collection Development Policy.

Library staff shall evaluate the material, based on the "Collection Development Policy" established by the Board of Library Trustees. A recommendation shall be forwarded to the Library Services Director who shall respond in writing to the patron. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

[\[Attachment I – Patron's Request for Evaluation of Library Resources\]](#)



**Adopted - October 22, 1990**

**Amended - October 28, 1991**

**Amended - January 24, 1994**

**Reassigned - April 8, 2003**

**Corrected (Att. II) – October 10, 2006**

**Revisions Approved – November 16, 2010**

**Amendments Approved by City Council – September 27, 2011**

**Amended – August 20, 2018**

**Formerly I-16**

**Amended – August 17, 2020**

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### Collection Objectives

It is the intent of the Board of Library Trustees that the Newport Beach Public Library provides a contemporary, relevant collection of resources in order to meet the information, educational and recreational needs of the entire community. The Library strives to meet these needs within the limitations of space, budget and availability of items.

Selection is based on merit of the work; value of the work within the collection; and the needs and interests of the community. Consideration is given to specific types of material; to materials for specific age groups; to materials for special interests of patrons; and to differing formats of materials. These selection criteria will apply equally to materials purchased and to those accepted as gifts.

### Responsibility of Selection

Ultimate responsibility for materials selection rests with the Library Services Director, who operates within the framework of policies determined by the Library Board. The Library Services Director delegates the major responsibility of materials selection to the Librarians on staff.

### Guidelines for Materials Selection

Collection Development is based on these specific criteria:

- Community needs, interests, and demands
- Significance and compatibility of the work to the collection
- Recommendations of reviews from professional journals or publications of national repute
- Reputation and qualifications of the author, illustrator, publisher, or producer
- Availability of other information on the subject
- Literary, artistic, historical, scientific, or intellectual merit
- Suitability of format
- Author or creator already has popular works in the collection
- Significance of the author's work to the Newport Beach area
- Suitability of subject and style to intended audience

The importance or weight of each of these factors will vary from one acquisition to another, others may be considered, and materials for adults, teens and children will each be judged differently.

~~The selection of materials is made by library staff.~~ Patrons making requests that items be added to the permanent collection will be referred to the "Suggest a Title" form located on the Library's website. Suggestions from library patrons are encouraged and receive serious consideration.

## **Reciprocal Lending**

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## **Patron Rights**

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## **Donations**

The Library only accepts materials in useable condition. All donations become the sole property of the Newport Beach Public Library upon receipt and cannot be returned. The Library reserves the right to decide whether donated items are added to the collection and to determine the conditions of display, storage and access.

All donated materials added to the collection must meet the same collection criteria as purchased materials. Donated items not added to the collection are given to the Friends of the Newport Beach Public Library for sale in their bookstore. Proceeds from the Friends of the Library Bookstore directly benefit the library.

## **Collection Maintenance**

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded or obsolete. Space limitations require that duplicate copies no longer in demand also be withdrawn.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is an ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer, or revised materials would better replace a given item
- Another library system could better provide the item or a comparable item in the future

[\[Attachment I – Patron’s Request for Evaluation of Library Resources\]](#)

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ATTACHMENT D

ATTACHMENT I

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. **Please fill out this form and return it to the Site Manager.** The staff will evaluate the material and forward a recommendation to the Library Services Director.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Resources on which you were commenting:

- |           |                            |
|-----------|----------------------------|
| Book      | Audiovisual Resource       |
| Magazine  | Content of Library Program |
| Newspaper | Other                      |

1. Title \_\_\_\_\_
2. Author/Producer \_\_\_\_\_
3. What brought this title to your attention? \_\_\_\_\_  
\_\_\_\_\_
4. Have you seen or heard reviews of this material? \_\_\_\_\_
5. Please comment on the resource as a whole. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Please note your **specific** objections. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. What resource(s) would you suggest, to provide additional information on this topic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your request for evaluation will be given careful consideration and a response provided.

Newport Beach Public Library

Newport Beach, California

**Corrected - October 10, 2006**

**Revised – November 16, 2010**

**Revised – August 20, 2018**

**Revised – August 17, 2020**

**Reviewed – August 15, 2022**

**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:** Rebecca Lightfoot, Adult Services Coordinator

**TITLE:** Adult and Reference Service Update

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**OVERVIEW:**

Library patrons consult staff at service desks throughout the system for assistance in locating information. Using a structured reference interview, the librarian works with the patron to clarify their needs and determine what information sources will match their need. Assistance provided may consist of reading material in the form of a book or journal article, instruction in the use of specific searchable information resources such as the library's online catalog or subscription databases, or information drawn from the library's print or eBranch collections. The reference desk can be accessed either in person, by telephone, or through email. A staffed and knowledgeable reference desk is an essential part of any public library and is an important element of NBPL's strong customer service orientation.

There were several staffing changes during the last year. Rosemary Hammock was hired as a Librarian I for Adult Services in January of 2022. Part time Library Assistant Erika Aguilar went to Corona del Mar after Shannon Pirus resigned. Two more part time Library Assistants have joined the team recently: Elizabeth Craig and Griselda Castillo. We are currently recruiting for two more positions to fill recent vacancies. Librarian II Claire Leach resigned in July, and we are currently recruiting to fill her vacancy. As a result of her departure, Branch Librarian Andy Kachaturian has shifted to Central and continues to oversee Mariners while helping out with the day-to-day Librarian II duties in Adult Services.

**Programming and Outreach**

Staff was able to return to in person programming this year. Programming Assistant Terry Sanchez set up several series of Memoir Writing workshops, which have been well received and in high demand. We also presented a Genealogy series. We've hosted several Sunday Musicales and Author events, including Christopher Goffard and Robin Gunn Jones. Librarian I Alex Jenkins held a Zine program during July of 2021 to promote National Zine Month. Patrons created some very interesting and fun zines. Adult Services Coordinator Rebecca Lightfoot and Librarian Alex Jenkins visited a local retirement community to help with using online resources.

**Training and Professional Development**

The Newport Beach Public Library believes strongly in training and staff development and offers a wide variety of opportunities for staff to learn new skills and grow as professionals. Throughout the year, Reference staff members have attended online training sessions on topics ranging from virtual programming to enhancing soft skills. Several databases hosted online training for all staff.

**Services**

The Library added a collection of over 500 local area papers through NewsBank, including the Daily Pilot. Test Proctoring services resumed in July of 2022. This service was shifted from the Balboa Library to CdM. The Library purchased a new print and PC management system called Today's Business Solutions (TBS). IT set up the new system, which allows patrons to send print jobs to the library from home, which was not possible on the old system. TBS also allows for easier mobile printing.

**NOTICING:**

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