



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, November 21, 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 by Sunday, November 20, 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.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. NOTICE TO THE PUBLIC

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

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

V. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. Board of Library Trustees have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward upon invitation by the Chair.

A. Consent Calendar Items

- 1. Minutes of the October 17, 2022 Board of Library Trustees Meeting (pp. 5-13)**

[DRAFT OF MINUTES](#)

- 2. Patron Comments (pp. 14-15)**

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

[PATRON COMMENTS](#)

- 3. Library Activities (pp. 16-24)**

Monthly update of library events, services and statistics.

[LIBRARY ACTIVITIES](#)

- 4. Expenditure Status Report (p. 25)**

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

[OCTOBER EXPENDITURES](#)

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

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

[MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Resolution Honoring Library Facilities Specialist Eddie Flores (p. 27)

The Board of Library Trustees will honor Eddie Flores for his 40 years of service to the City of Newport Beach.

[RESOLUTION](#)

7. Media Lab Use Policy (NBPL 6) (pp. 28-31)

Staff recommends that the Board of Library Trustees review Library Policy NBPL 6, *Media Lab Use*, and requests the Board approve changes.

[MEDIA LAB POLICY REPORT](#)

[MEDIA LAB POLICY REPORT-ATTACHMENTS A-C](#)

8. Sound Lab Use Policy (NBPL 7) (pp. 32-35)

Staff recommends that the Board of Library Trustees review Library Policy NBPL 7, *Sound Lab Use*, and requests the Board approve changes.

[SOUND LAB POLICY REPORT](#)

[SOUND LAB POLICY REPORT-ATTACHMENTS A-C](#)

9. Grant Acceptance from California State Library (pp. 36)

Staff recommends the Board of Library Trustees approve the acceptance of a grant from the California State Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

[CLLS GRANT](#)

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)

IX. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Crean Mariners Branch Library
1300 Irvine Avenue, Newport Beach, CA 92660
Meeting Minutes
Monday, October 17, 2022 – 5:00 p.m.

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

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

Trustees Present: Chair Paul Watkins, Secretary Douglas Coulter, Trustee Barbara Glabman

Trustees Absent: Vice Chair Janet Ray (excused), Trustee Ash Kumra (excused)

Staff Present: Melissa Hartson, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Adult Services Coordinator/Acting Library Services Manager
Annika Helmuth, Branch and Youth Services Coordinator
Andrew Kachaturian, Circulation and Technical Processing Coordinator
Alex Jenkins, Mariners Branch Librarian
Liz McKibbin, Senior Library Clerk
Christine Chapel, Children's Librarian
Rokhsan Shafiei, P/T Library Assistant

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Chair Watkins

IV. **NOTICE TO THE PUBLIC** – Waived

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

A. **Consent Calendar Items**

1. **Minutes of the September 19, 2022, Board of Library Trustees (BLT) Meeting**

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

2. **Patron Comments**

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

Chair Watkins pointed to Page 13, Patron Comment #3, and congratulated Adult Services Coordinator/Acting Library Services Manager Rebecca Lightfoot on locating an article for a patron from 1979.

Adult Services Coordinator/Acting Library Services Manager Rebecca Lightfoot indicated that she found the article digitally.

3. Library Activities

Monthly update of library events, services, and statistics.

Chair Watkins commended the Mariners Report and the Branch Youth Services Report.

4. Expenditure Status Report

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

Chair Watkins reported that 25% of the year had elapsed and they were 3% under budget for Fiscal Year (FY) 2022-23. The budget is \$9.3 million annually.

5. Board of Library Trustees Monitoring List

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

Chair Watkins called for the public comment.

Jim Mosher, Newport Beach resident, called out Page 20 of the packet and the Activity Report. There was quite a difference between the circulation of adult materials and children's materials. He suggested that it could be useful to show the circulation and break down the adult and children's numbers to see if they could find trends.

Chair Watkins called for a Motion on the minutes and noted that Secretary Coulter would be abstaining because of his prior absence.

Motion made by Trustee Glabman, seconded by Secretary Coulter, and carried (2-0-1-2) to approve the Consent Calendar with the minutes as presented.

AYES: Watkins, Glabman

NOES:

ABSTENTIONS: Coulter

ABSENCES: Ray, Kumra

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update

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

Library Services Director Hartson introduced Mariners Branch Librarian Alex Jenkins.

Mariners Branch Librarian Alex Jenkins took a moment to introduce his staff (listed in the roll call) to the BLT.

Chair Watkins indicated that the Mariners staff could return to their work and leave the meeting if necessary.

Circulation and Technical Processing Coordinator Andrew Kachaturian explained he would give a highlight of his report. Mariners is a joint use facility with the adjacent school and this year was a return to normalcy. The library is also a joint facility with the community room with Recreation. Numbers were picking up and things were returning to normal. The building opened in 2016 and that is why some Capital Improvement Projects (CIP) were coming into play. Currently they were adding lighting all along the building and increasing it by the book drop. Following the meeting he noted it would be dark enough for the Trustees to see some of the improvements. An HVAC repair was also in progress related to the chiller and other equipment. The branch has had significant HVAC issues during the past several years so the project would be greatly helpful. Other improvements included the sign along Irvine Avenue, issues with the shades on the side of the building, and other facility maintenance. With respect to public service there were over 100,000 circulations. It was hard to compare the year to prior years due to the different service model with curbside pickup, but the circulation had increased. There were over 20,000 reference questions addressed in the past FY as well. Children's storytimes have been held on the field as part of the COVID procedure. It was incredibly popular outside, and the attendance rose by about 90 people.

Children's Librarian Christine Chapel explained that they held the storytimes outside under the trees and the patrons loved it. Children were even better behaved outside.

Trustee Glabman asked about the acoustics outside.

Children's Librarian Chapel stated that her voice carried but they did have a headset mic they could use if necessary. They also have a speaker that is tied into the iPad for music.

Circulation and Technical Processing Coordinator Kachaturian explained that while the storytimes outside had worked well they could move indoors for inclement weather. They participated in three opportunities with Mariners Elementary including a parent's night.

Children's Librarian Chapel explained they held a TK/Kinder orientation, hosted a table at the Elementary Open House, and made an announcement over the PA for Flag Deck.

Circulation and Technical Processing Coordinator Kachaturian explained that they were excited to be back in the schools. He explained that he had been the Mariners Branch Librarian for 4 years, and this was his fourth report. Mariners has a great staff.

Chair Watkins commended the team.

Trustee Glabman asked if the exterior lighting was being added for safety reasons.

Circulation and Technical Processing Coordinator Kachaturian stated that safety was taken into consideration, especially with the book drop area.

Trustee Glabman asked if there was a homeless issue in the park.

Circulation and Technical Processing Coordinator Kachaturian explained that he sometimes saw luggage and other things in the park, but that people do not cluster near the Library anymore.

Chair Watkins called for further Trustee questions/comments. Hearing none he called for the public comment.

Jim Mosher, Newport Beach resident, indicated that he wanted to follow up on his previous comment and requested a break down of the circulation between adults and children.

Circulation and Technical Processing Coordinator Kachaturian explained that with the school partnership they were very children heavy. He guessed that it might be a 75/25 or a 70/30 split.

Children's Librarian Chapel noted that children's books were thinner, so patrons tended to check out multiple books at a time.

Chair Watkins indicated that the BLT would receive and file the report.

7. Youth Services Update

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

Branch and Youth Services Coordinator Annika Helmuth provided the annual Youth Services Report. The last report ended in September 2021, so her report ran from October 2021 to September 2022. Much of the report discussed a return to normalcy with community outreach events and specialty events. There are children's personnel at all four locations and that makes up the Youth Services Team. They primarily focus on resources and services for babies through sixth grade. She thanked the Friends of the Library for providing funding for most of the children's programs, examples of which she listed for the BLT. Storytimes returned to full brilliance during the reporting period. There was a 20% increase in attendance from July 2022 to September 2022 despite summers usually being busy months. They hosted Council members, City administration, and the BLT as story time readers for National Library Week. They also reopened the Children's Sun & Sea Discovery Garden that week, which she encouraged the BLT to go view. The summer reading program was popular with registration totals up 15% from 2021. Youth Services has begun providing its specialty events again like crafts, Lego, sensory play, seek and find challenges, and local author events after a two year hiatus. Teen volunteers logged over 2,000 hours of service prepping and helping host events. With the collection there is a high turnover rate with children's materials. As they are popular, they require a lot of attention. Youth Services staff maintain and curate the collection and ensure the items are in working order. Staff completed the annual review of recommended reading lists, which are valuable tools for patrons and staff and were available on the website. The reading lists are available by grade level, genre, interest, and other categories. The outreach events included promoting the Summer Reading Program at the local elementary schools. Over 3,000 students, teaching staff, and parents were reached during the visits. Staff also attended the Orange County Children's Book Festival on October 2. Almost

1,000 people stopped by the booth to learn about programming. Staff was also excited to resume class visits, which were field trips to the library.

Chair Watkins asked if that was for first-grade students only.

Branch and Youth Services Coordinator Helmuth explained it was not although the Friends of the Library generously supported the first-grade visits. There were eight visits planned for the school year. They launched an Educator and Student Services Webpage in August 2022 which streamlined the process of scheduling library visits for students outside of first grade, in scouting, or being homeschooled. The webpage was a key tool for educators to use to schedule library visits, request a librarian come speak, or request library materials to support assignments. She looked forward to continuing to work with the very capable Youth Services team as they reimagine children's programs, services, and collections.

Chair Watkins asked for more information on the book festival.

Branch and Youth Services Coordinator Helmuth reported that the book festival was held at Orange Coast College and was a day long event with several different zones.

The BLT thanked Branch and Youth Services Coordinator Annika Helmuth for her report.

Chair Watkins called for the public comment, but there was none so the BLT received and filed the report.

8. Lecture Hall Update

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

Chair Watkins noted that Vice Chair Ray was absent and asked if there was a report.

Library Services Director Hartson stated that there was a meeting held.

Jerry Kappel, Newport Beach Public Library Foundation (NBPLF) CEO, reported that there were two naming right agreements in negotiation with the City Attorney. He did not know when they would be on the City Council agenda. The *Bookmark* listed all the details and was available at all libraries. It is also sent to about 1,600 homes. NBPLF has current commitments of around \$1 million, including a \$500,000 challenge grant. They are moving into a more public phase of the campaign with wider cultivation and solicitation.

Chair Watkins inquired about the donation matching.

Mr. Kappel explained that it ran to the end of January and so far they had \$100,000 pledged. The NBPLF Board approved the benefit package for Hall donors. After depositing contributed funds into the escrow account with the City any funds raised over the required amount would be placed into a temporarily restricted account for Witte Hall. Donor restrictions would continue even after the escrow was fulfilled. The plans for Witte Hall were still in plan check with the Department of Public Works. The NBPLF hoped that those plans would be released this month. They are continuing to work on seating options and audio/visual projection and lighting options. He recommended that the Trustees visit the hall in La Jolla for inspiration.

Chair Watkins asked if that hall was a public/private partnership.

Mr. Kappel indicated that it was. He announced that they had packages going out to 80 people this week for the public start of the campaign.

Chair Watkins called for Trustee questions or comments, but there was none. He then called for public comment, but there was none. He noted the BLT received and filed the report.

9. Balboa Branch Replacement Update

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

Trustee Glabman reported that Public Works assigned a project manager, and the Library and Fire Station replacement went out to bid the last week of September.

Chair Watkins asked if that was the architect's bid.

Trustee Glabman thought it was for building costs.

Library Services Director Hartson confirmed it was for the design phase.

Trustee Glabman explained the bids were due at the beginning of November. Once bids were in the project would go to the community and BLT.

Chair Watkins asked if the BLT would have input on the design.

Trustee Glabman said that she did not know how much input they would have, but there would be some.

Chair Watkins noted that it was preferable to have input from the BLT upfront rather than on the back end, but that was out of their control.

Trustee Glabman repeated that they would get to have input but did not know the weight it would carry. The project was moving forward.

Secretary Coulter asked if any decisions were made about the trees.

Trustee Glabman did not believe the decision was made but understood the trees were historical.

Secretary Coulter thought something should be done about the trees and noted that was why he raised the issue.

Chair Watkins called the public comment.

Jim Mosher, Newport Beach resident, recalled that the Library Lecture Hall had a competition between architects and the City chose the most popular concept. He was not clear what would happen with this bid and asked if the architects would be presenting conceptual designs or simply a cost.

Trustee Glabman indicated that she had no information to provide related to that.

Chair Watkins said that the Library Lecture Hall was private, and this project was City run so how it was handled was not in the control of the BLT.

Mr. Mosher said that for the Corona del Mar branch the architect was selected and then presented several design concepts which the public was able to vote on.

Chair Watkins said that he assumed Mr. Mosher was correct that after an architect was selected there would be design formats presented for Board, public, and community input.

Trustee Glabman thought it would be handled in much the same way as Corona del Mar.

Chair Watkins noted the BLT received and filed the report.

10. Library Services

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

Library Services Director Hartson reported that they were moving though recruitment and anticipated having a Literacy Coordinator in place in early November. In the interim the Newport Balboa Rotary Club invited someone from the Literacy Advisory Board to come speak about the program at their September meeting, which she also attended to provide additional information. It was an excellent place to highlight the Literacy program. The media lab open houses are ongoing, there is an upcoming Library author event, and a Foundation Library Live event upcoming. The past weekend had a well-attended Musicales with another coming up in November.

Trustee Glabman asked how many people attended the Musicales.

Library Services Director Hartson said they generally drew about 200 people and varied by time of year.

Chair Watkins called for the public comment, but there was none. He received and filed the report.

B. Monthly Reports

11. Library Foundation Liaison Reports

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

Library Services Director Hartson reported that the fall *Bookmark* was released and distributed. The Foundation hosted its Library Leadership Reception in September. Attendance is up at the free events hosted by the Foundation.

Chair Watkins checked with Mr. Kappel, but he had nothing to add to the report.

Trustee Glabman received input from several people who attended the It's Your Money event. She thought they should be put on the target list for Witte Hall donations.

Mr. Kappel had been asked to speak at a number of events at other libraries and centers in the area. Newport Beach had the largest turnout by far.

Chair Watkins called for the public comment, but there was none so he received and filed the report.

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

Chair Watkins noted that Trustee Kumra was absent, so he reported that he had seen Rebecca Scherm. There were less than 60 people at the program but it was the same time as the General Plan Update Committee meeting and other events.

Library Services Director Hartson noted that the Film Festival also opened that night.

Chair Watkins thought the talk was amazing and Ms. Scherm was brilliant. He reminded the BLT of the next lecture on November 17. There were 85,000 residents of Newport Beach and he suggested the BLT imagine a population decrease to 5,100 overnight. That was what happened with the Camp Fire in 2018 so the topic was very interesting.

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

Chair Watkins asked Mr. Kappel when people could reserve seats for the Witte Lectures.

Mr. Kappel said that members of the Foundation could order season passes now. Single tickets were scheduled to go on sale November 1.

Chair Watkins announced Anne Applebaum on February 10 and 11, Dr. Arthur Caplan on March 3 and 4, Cristina Mittermeir on March 31 and April 1, and Dr. Jill Lepore on April 28 and 29. Foundation members could order their season passes. The Friday night events include dinner while the Saturday events include coffee and cookies. He called for BLT or public comment, but there was none. He indicated the BLT received and filed the report.

12. Friends of the Library Liaison Report

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

Secretary Coulter reported that the September bookstore sales were \$14,683 and total income was \$15,124. When you compare that to the prior year they were up 7.2%. The group continues to hustle, and membership stood at 884 people. September dues totaled \$370. The volunteer lunch was scheduled for Tuesday, November 8.

Chair Watkins asked if BLT members could attend the volunteer lunch.

Secretary Coulter noted that it was only for volunteers of Friends of the Library.

The bookstore would be closed on November 8 for the luncheon. Art in the Park was scheduled for October 27 and the Friends would have books there for sale.

Library Services Director Hartson corrected that the Art in the Park was on October 22.

Secretary Coulter apologized for the incorrect date. The next big sale in the Library was January 13 and 14, with January 13 being only open to members. The Friends hoped to have 600 boxes of books by that date so it would be a large sale. Overall, the Friends did a great job, and he was honored to represent the BLT before them.

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

13. Literacy Services Liaison Report

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

Trustee Glabman explained that Adult Literacy met every other month and there was no meeting in September. She reported a full schedule of classes had resumed and were well attended. The video storytelling and updated orientation were online. The marketing team was working on an annual impact report which was scheduled for completion shortly. The annual solicitation was being prepared and would be sent out in early November and new Board Members were being recruited. That concluded her report, but she had a response to a question raised at the last BLT meeting about tutors and learners and Zoom. The use of Zoom depended on the tutor and learner. Some are using Zoom, but the majority are now working in person. When a person enters the program they are asked for their preference.

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

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

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

Chair Watkins announced that the next BLT meeting was scheduled for November 21. He also announced that the Media Lab Open House was on October 18 from 10:00 a.m. to 12:00 p.m. and that he would attend.

IX. ADJOURNMENT – 5:47 P.M.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

OCTOBER 2022

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>10/02/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager, Acting</u> <u>10/03/2022</u>	<p>I have 21 movies on CDs to donate. Some of them are French / English. Please let me know if it could be of interest to you. Thank you.</p>	<p>We would be happy to take a look at your DVDs to see if we would like to add any to the circulating collection. Any that we decide not to add will go to our Friends of the Library to sell in their bookstore. Feel free to drop them off at the Central Library anytime. Thank you.</p>
<u>2</u> <u>10/02/2022</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Director</u> <u>10/03/2022</u>	<p>Hope this email finds you well. I am a Marketing Associate from Anago of Orange County. We are a local janitorial service specializing in cleaning and sanitation services. I am wondering if we could provide you with a no-cost and no-obligation cleaning proposal? My Account Executive will be in your area to visit a few offices nearby. Perhaps we can come by on the 5th, Wednesday at 11:00 AM? We look forward to hearing from you.</p>	<p>The Library's janitorial services are contracted out through the City. The City has an online vendor registration system where potential vendors will be automatically notified via email of the City's Request for Estimate (RFE), Request for Bid (RFB), Request for Qualifications (RFQ), and Request for Proposal (RFP) solicitations. Here is the link to the City's Bids, RFPs, & Vendor Registration for additional information regarding the process. Thank you for contacting the Library.</p>
<u>3</u> <u>10/07/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager, Acting</u> <u>10/10/2022</u>	<p>I was looking for an older game that is no longer at the library anymore. I was just curious what happens to those games. Do they go to another library or something? If I can ask, why is it games don't stick around like the books and movies, etc.? I don't find many libraries that have games at all, so it's nice to have a spot with some.</p>	<p>The library evaluates its collections to determine if the items being purchased still fit the needs of our community. Video game platforms are frequently updated and older titles become obsolete as more people switch over to the new systems. Once a collection ceases to circulate as robustly as it once did, we will withdraw those items in order to make space and spend money on newer, more in-demand games. The withdrawn games go to our Friends of the Library bookstore. The Friends sell donated items and raise money for materials and programming. Please don't hesitate to contact me if you have any other questions. Thank you.</p>
<u>4</u> <u>10/10/2022</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Director</u> <u>10/11/2022</u>	<p>We are creating a video for CASA and are curious if you allow people to film inside the library at all? The teen in foster care and his advocate spend a lot of time reading and at libraries and are an integral part of their story, so we thought it would be a good setting for their interview. Please let me know if this is a possibility and what that process might look like for approval. Thank you so much!</p>	<p>The City does allow filming within the Library with the proper permit. Filming in the City is regulated by Newport Beach Municipal Code Section 5.46. Here is a link with information regarding how to apply for a film permit. Thank you for your inquiry.</p>
<u>5</u> <u>10/13/2022</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Circ. & Tech. Processing Coordinator</u> <u>10/14/2022</u>	<p>I wanted to know if I can sign up for a non-resident library card.</p>	<p>You can apply for a card in person at any one of our four branches. Their hours and locations are listed here: https://www.newportbeachlibrary.org/about/hours-and-locations. Please be sure to bring a photo ID. If you can also provide something that has been through the mail to a California address, you can get a regular library card for free. If you normally live out of state, there is a \$10 annual charge. We do require people to apply in person for a library card. Thank you for your question, and please let me know if there is anything else I can answer for you.</p>
<u>6</u> <u>10/17/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager, Acting</u> <u>10/17/2022</u>	<p>I've been told to get first info on the seminar Telling a Story. I should sign up for the library newsletter as this class goes fast once announced. How do I sign up for the library newsletter? Thank you.</p>	<p>You can use the form here to sign up for our eNews... Please let me know if you have any other questions. Thank you.</p>

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

OCTOBER 2022

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>7</u> <u>10/17/2022</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Circ. & Tech. Processing Coordinator</u> <u>10/17/2022</u>	<p>I borrowed a book from the central library off of Avocado, but I was wondering if I am able to return the book at the Crean Mariners library off of Irvine instead of going back to the main library. Please let me know, thanks!</p>	<p>Absolutely—you can return any items borrowed from NBPL to any of our branches (Central Library, Mariners, Balboa, or Corona del Mar). We also hold items and pick up items from the Newport Coast Community Center, Oasis Senior Center, and Marina Park. Hope this helps. If you have any other questions, please let us know.</p>
<u>8</u> <u>10/18/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager, Acting</u> <u>10/18/2022</u>	<p>I think it'd be nice if the rules regarding checkouts and fines were very easy to find from the home page or drop-down menu. As it is, there is no submenu whose title conveys that I will find that information there. I'm always forgetting whether it's three or four weeks before fines, how much the fines are for which item, etc. Thank you!</p>	<p>Thank you for your suggestion regarding the Library's website. We will discuss it and take it under consideration. In the meantime, we do have a search bar at the top right hand side of every page of the website that allows you to search the website. Hopefully that will help you quickly find any information you need. Please don't hesitate to contact me with any other suggestions. Thank you.</p>
<u>9</u> <u>10/20/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager, Acting</u> <u>10/20/2022</u>	<p>We have some kids books in very good condition. Do you accept book donations? Thank you.</p>	<p>Yes the Friends of the Library does take donations of books on behalf of the Library. I've copied the information regarding donations from their website and included it here. You can find more information about the Friends organization at: https://www.newportbeachlibrary.org/about/friends-of-the-library</p> <p>BOOK DONATIONS</p> <p>Please help by following these guidelines for donations:</p> <ol style="list-style-type: none"> 1. We prefer that donations be in small or medium size boxes. 2. A maximum of 6 boxes may be dropped off at any one time. If you have a larger donation, please call the Bookstore at 949-759-9667 and leave a message for Paul or Amy to set up an appointment. We have a dolly available and can supply boxes if needed. 3. All books need to be in good, resellable condition. Books should be clean with no tears, foxing (spotting around/on edges), broken spines, missing pages, etc. 4. Fiction & non-fiction should preferably be from the last 6-10 years except for classics and history. 5 We do take DVDs, CDs, DVD games, vinyl records, and jigsaw puzzles. 6. We do not accept: <ul style="list-style-type: none"> •Encyclopedias unless they're 100 years old or older. •Reader's Digest condensed books. •Medical books, health books, law books, and travel books older than 8 years. •VHS or cassette tapes. <p>If you have questions, email us at nblibfriend@gmail.com. A donation receipt will be provided if desired. Please let me know if you have any other questions! Thank you.</p>
<u>10</u> <u>10/27/2022</u> <u>Email</u> <u>Terry Sanchez</u> <u>Programs Specialist</u> <u>10/27/2022</u>	<p>Great talk this evening. Thank you, Terry, for always organizing interesting speakers and classes. Have a wonderful weekend.</p>	<p>Thank you so much! Glad you enjoyed the event. I appreciate your email.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Melissa Hartson, Library Services Director
Re: Report of Library Activities – November 21, 2022 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Hiring Update

I am pleased to announce that Claudia Lavenant has been hired as the Library's Literacy Coordinator. Claudia brings to the position her experience working with adults of all ages overseeing a non-profit family resource program, developing and hosting educational programs for adults, supporting young adults interested in seeking graduate schoolwork, and most recently teaching courses for the University of California, Riverside. I look forward to having Claudia grow the Library's Project Adult Literacy program and continue to create a lasting impact on members of the community.

Employee Service Recognition

I attended the 62nd Annual City of Newport Beach Employee Service Award and Appreciation Luncheon in October. This annual event recognizes milestone years of service to the City and several of our Library staff members were acknowledged at this event.

Congratulations to the following staff:

5 Years of Service

Michale Martinez
Pamela O'Connor

15 Years of Service

Evelyn Rogers

20 Years of Service

Erik Gunderson

25 Years of Service

Andrew Kachaturian

40 Years of Service

Eddie Flores

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Thanksgiving Closure
November 24-25
All branches
- Holiday Open House
Sunday, December 4, 11 a.m. – 4 p.m.
Corona del Mar Branch Library
- Sunday Musicale: ACE Trio
Sunday, December 11, 3 p.m.
Friends Meeting Room, Central Library
- Board of Library Trustees Meeting
Monday, December 19, 5 p.m.
Small Conference Room, Central Library

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Staff at Mariners finished a long-term children's nonfiction weeding project. Using the CREW method, staff removed dated, poor condition, and low circulation titles to create space, highlight specialized collections, and feature displays. This technique is often successful in increasing circulation of items. An exterior lighting project at Mariners continued through the month. On Saturday, October 29, Mariners took part in the City's 5th Annual Halloween Spooktacular at Mariners Park. Over 1,500 people stopped by the Library's decorated Trunk or Treat table for treats and information about the Library. Staff reported many parents expressed appreciation for the Newport Beach Public Library and all the services the Library provides. Also at Mariners, Maggie Craddick joined the staff as a part-time clerk.

At CdM, themed-displays similarly increased circulation of selected collections. A special Fire Station Storytime in celebration of National Fire Safety week was particularly popular complete with stories and a tour of Fire Station #5. Captain Dean Rush's first day as Captain was an exciting one.

Youth Services

All four locations hosted Halloween events in October. A combined 286 participants joined the Halloween crafting fun at Balboa's Spooky Stories on October 26, Mariners' Crafty Critters on October 27, CdM's Spooktacular on October 29, and Central's Halloween Party on October 31.

At Central, October was an exceptionally busy month for Youth Services. Staff attended the Orange County Children's Book Festival on Sunday, October 2. Approximately 1,000 festival attendees stopped by the Library's booth to spin the prize wheel, ask questions, and learn about Library services. Staff also hosted two Lego programs, a drop-in Crafternoon, Halloween Yoga with local author, Teresa Power, and for the first time since 2019, a first-grade class field trip. During the first-grade class visit, staff overheard students, parents, and teachers express excitement and joy in getting a behind-the-scenes tour and storytime. Re-adding school tours and afterschool programs like these provide new families a great opportunity to visit, connect with each other, and interact with library materials. In all at Central, 1,515 participants, attended the variety of children's events throughout the month.

Teen Services

Teen Services hosted the last of a 3-part college preparatory workshop series, a College Essay Writing Seminar. Attendees received one-on-one help with the college essays during this interactive event. The Young Adult Advisory Committee (YAAC) met early in the month and helped create not-so-spooky decorations for the Children's Halloween Party, including a haunted house, ghosts, pumpkins, and tombstones. YAAC members enjoyed the creative outlet as many are busy with extracurriculars and college applications.

ANDREW KACHATURIAN, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staffing

Part-time Library Clerk Maggie Craddick started at Mariners on October 24, filling the last Library Clerk vacancy at Mariners. One part-time Library Clerk vacancy remains at the Central Library with a candidate in background.

Library Page Sully Jacome-Wilkes transferred from the Central Library to the Mariners branch to fill a vacancy. A recruitment for Library Pages is ongoing to fill four remaining vacancies.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Programming

In October, the Library offered a new Storytellers Writing Workshop 3-part series. As always, it was a hit. One of the trends we've discovered that has come out of these workshops is that past participants form bonds and, after only three weeks of sharing their work and encouraging each other, continue by creating writing groups. One such group from the summer writing workshop meets weekly on Wednesday mornings in the Sword Meeting Room. A handful of participants from the recent October group also wants to continue to meet. It is such a pleasure to bring programming to our library that spurs community and encourages creativity.

On Oct 16, the Sunday Musicales series featured TC4, a saxophone quartet which gave an outstanding and full-of-personality performance. They were enthusiastically well-received with 192 in attendance. The musicians received a standing ovation and were gracious to perform an encore song. Many patrons expressed how much they enjoyed the performance and thanked the Library for finding such accomplished musicians for Sunday Musicales.

On Oct 27, the Library hosted a Meet the Author event, featuring Hoag cardiologist, Dr. Cristina LePort. She presented her debut novel, a medical thriller titled, *Dissection*. There were 149 in attendance. Dr. LePort was engaging and shared her journey of finally getting published after many years and many rejections. She was humorous and candid about how difficult the journey was. Books were available for purchase and signing, and a representative from the publisher, Bancroft Press was here as well.

Training

Librarian I Laurie Sanders attended a webinar on *Mastering Uncomfortable Conversations with Library Visitors* and another one on *How to Back-up Your Coworkers in a Crisis*.

Proquest Articles Retrieved 2022-2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	831	2438	1125	3379									1943
Newspapers--Current	925	926	1022	1109									996
Newspapers--Historical	3937	3036	3076	3560									3402
Magazines	15	15	32	22									21

Database FY Comparisons	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	YTD 22/23
Tracked by #searches													
A to Z Databases	1244	1237	1194	695									4370
Ancestry	399	804	390	190									1783
AskART	19	15	52	14									100
Brainfuse JobNow/VetNow	23	32	116	38									209
Britannica School Edition	110	1	336	272									719
Gale Archives Unbound	2628	5694	4381	876									13579
Gale Directory Library	7	3	8	6									24
Gale in Context: Biography	23	11	3	66									103
Gale in Context: Elementary	0	0	14	60									74
Gale in Context: Opposing View	3	12	22	22									59
Gale Literature Resource Center	71	17	33	3									124
Gale Virtual Reference Library	14	48	61	59									182
HeritageQuest	763	396	254	181									1594
Legal Information Ref Center	44	30	62	31									167
National Geographic	72	10	17	10									109
National Geographic Kids	44	40	11	17									112
NewsBank	1155	1027	1032	1420									4634
NoveList Plus	36	47	40	73									196
NoveList K-8 Plus	44	31	28	45									148
ProQuest	2152	3766	4596	2479									12993
Proquest eLibrary	9	0	45	6									60
Reference Solutions Business	903	333	240	371									1847
Reference Solutions Residential	27	35	31	45									138
SIRS Discoverer	55	125	188	162									530
SIRS Issues Researcher	639	1006	1691	814									4150
World Book Online	26	1	16	32									75
Tracked by #page views													
Artist Works	7	6	6	1									20
Consumer Reports	2515	2033	1710	2080									8338
CultureGrams	32	65	8	323									428
Morningstar	255	5349	4381	4098									14083
RealQuest	124	59	45	118									346
Tumblebooks	19	16	52	14									101
Value Line	17052	15831	17229	19407									69519
Tracked by courses													
Udemy	1600	1550	1224	2013									6387
Tracked by Hours Used													
ABC Mouse	15.33	17.25	14.18	22.27									69.03
Rosetta Stone	31.76	35.41	45.11	43.55									155.8

NBPL Website Usage 2022-23

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	35112	38912	38539	39570									38033	152133
New Users	30367	34389	34385	35105									33562	134246
Sessions	67043	71011	68950	69570									69144	276574
Pageviews	235396	246933	231365	230585									236070	944279
Sessions Per User	2	2	2	2									2	--
Pages Per Session	4	3	3	3									3	--
Avg. Session Dur. (min)	3	3	3	3									3	--
Bounce Rate (%)	52	55	56	55									55	--

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

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	160	310	169	161									200	800
CdM	154	186	165	134									160	639
Mariners	1050	1230	1100	914									1073	4294
Central	8250	10240	10150	8990									9408	37630
Total	9614	11966	11584	10198									10841	43362

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

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	425	396	349	328									375	1498
CdM	288	305	307	324									306	1224
Mariners	1028	1184	1337	1279									1207	4828
Central	6605	7207	8221	7690									7431	29723
Total	8346	9092	10214	9621									9318	37273

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

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	33	36	36	34									35	139
CdM	18	19	21	22									20	80
Mariners	80	89	113	107									97	389
Central	449	517	597	553									529	2116
Total	580	661	767	716									681	2724

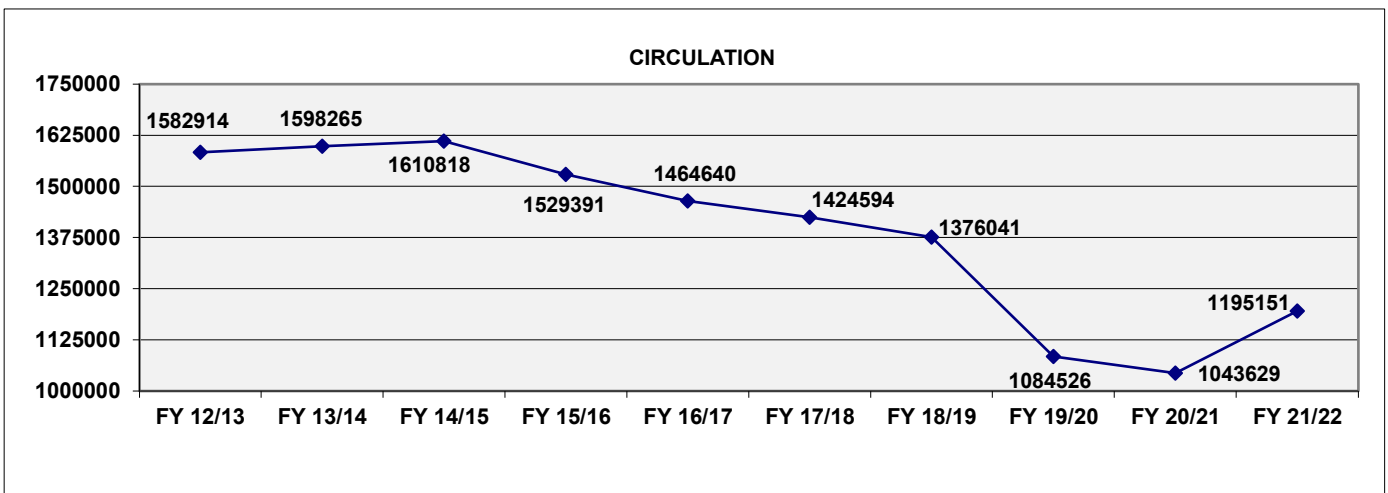
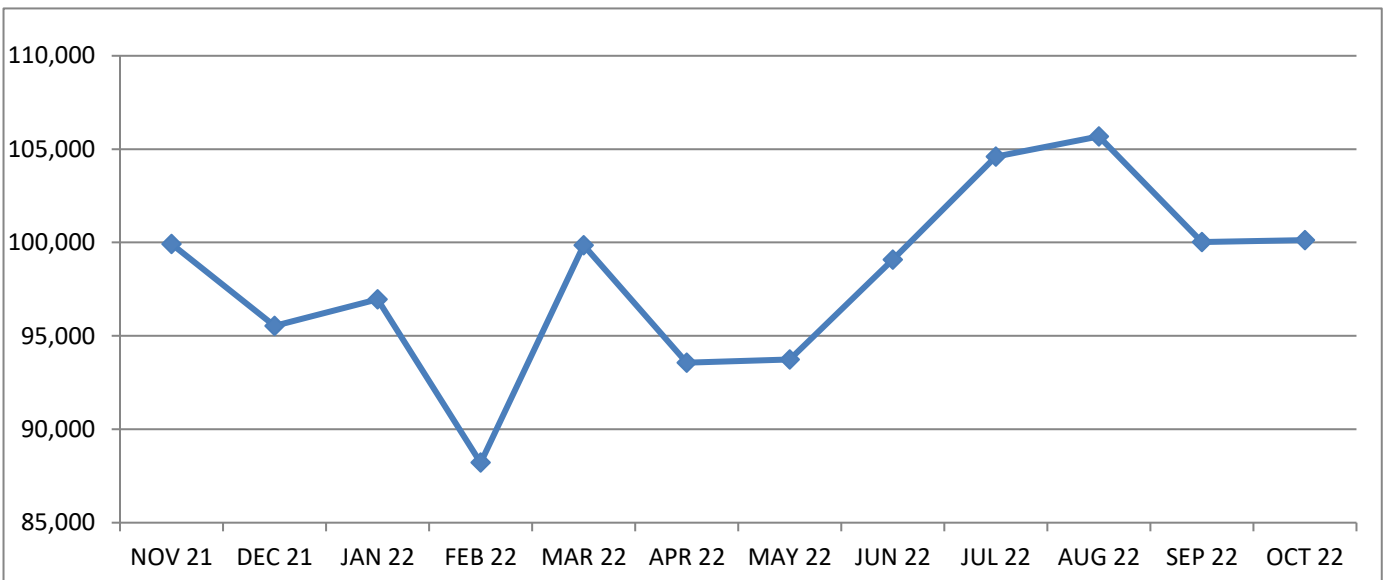
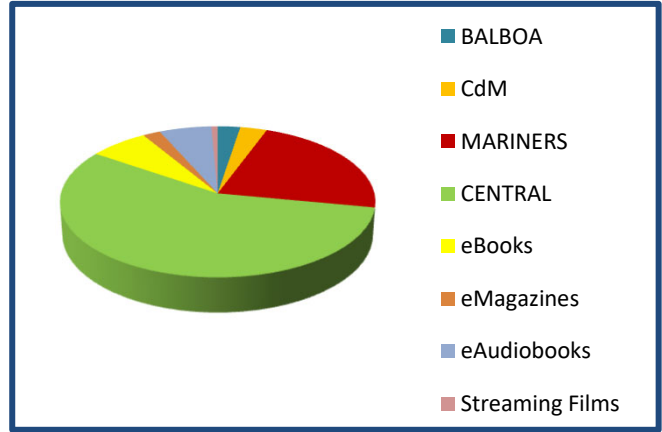
Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2022-23

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385	801	497	501									546	2185
CdM	548	625	550	424									536	2146
Mariners	1040	1070	863	732									926	3704
Central	1280	1460	1260	1200									1300	5200
Total	3253	3956	3169	2856									3309	13235

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2022

CIRCULATION

	OCT 22	YTD 22/23	YTD 21/22
BALBOA	2,582	11,455	9,540
CdM	3,068	12,845	11,951
MARINERS	22,356	86,407	91,774
CENTRAL	56,628	235,148	248,369
eBooks	6,779	29,586	31,952
eMagazines	2,015	8,200	8,602
eAudiobooks	5,980	23,900	23,302
Streaming Films	720	2,899	2,807
TOTAL	100,128	410,440	428,297

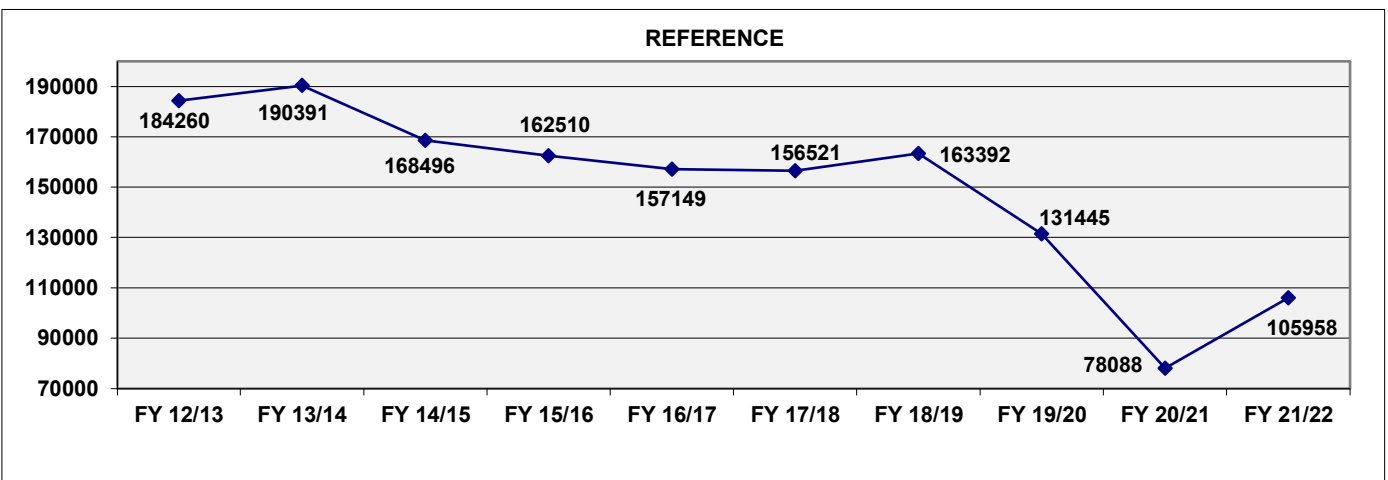
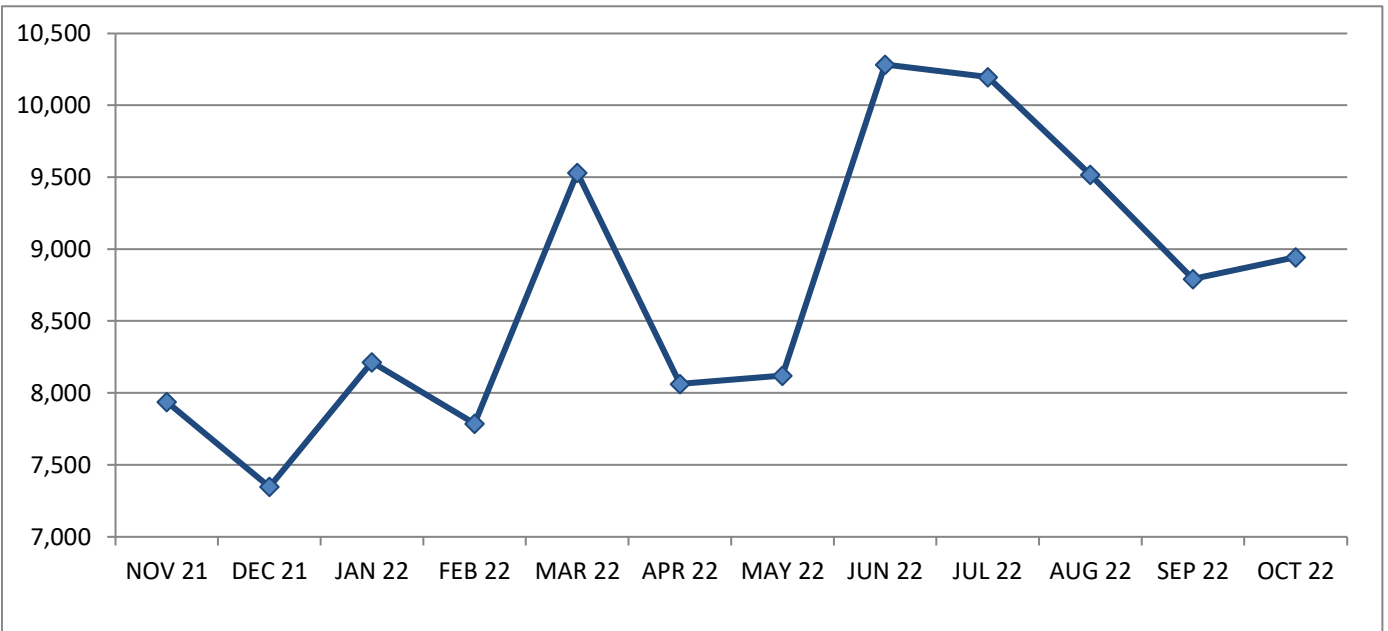
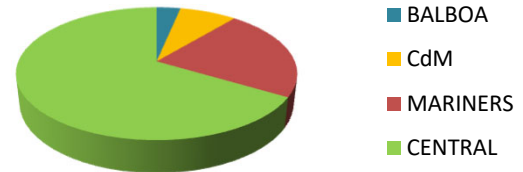


NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2022

REFERENCE

BALBOA
CdM
MARINERS
CENTRAL

OCT 22	YTD 22/23	YTD 21/22
294	1,495	1,343
700	2,760	1,808
2,001	7,401	7,785
5,949	25,793	27,737
8,944	37,449	38,673



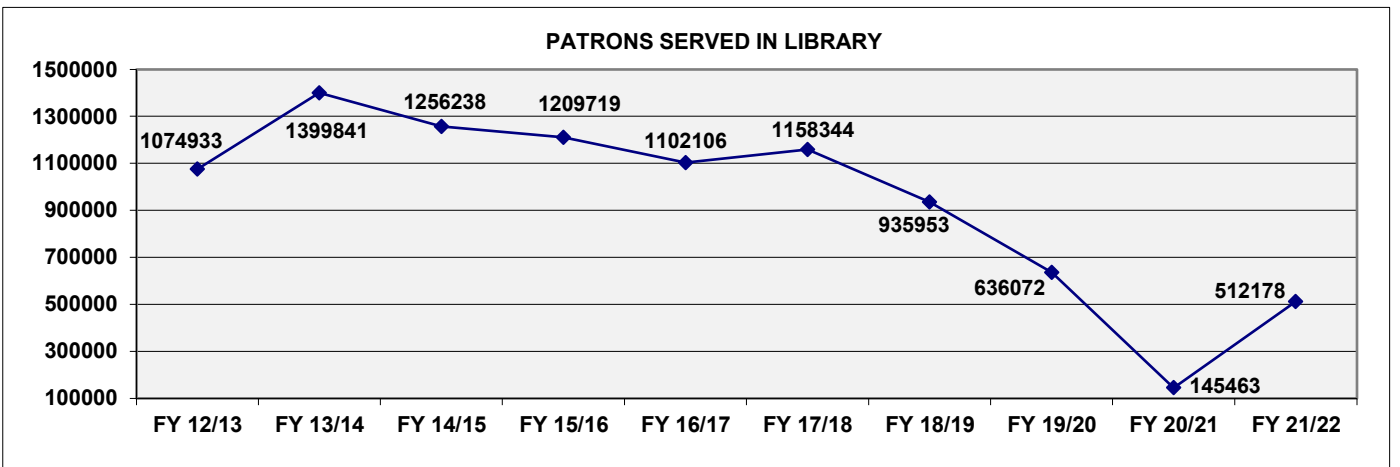
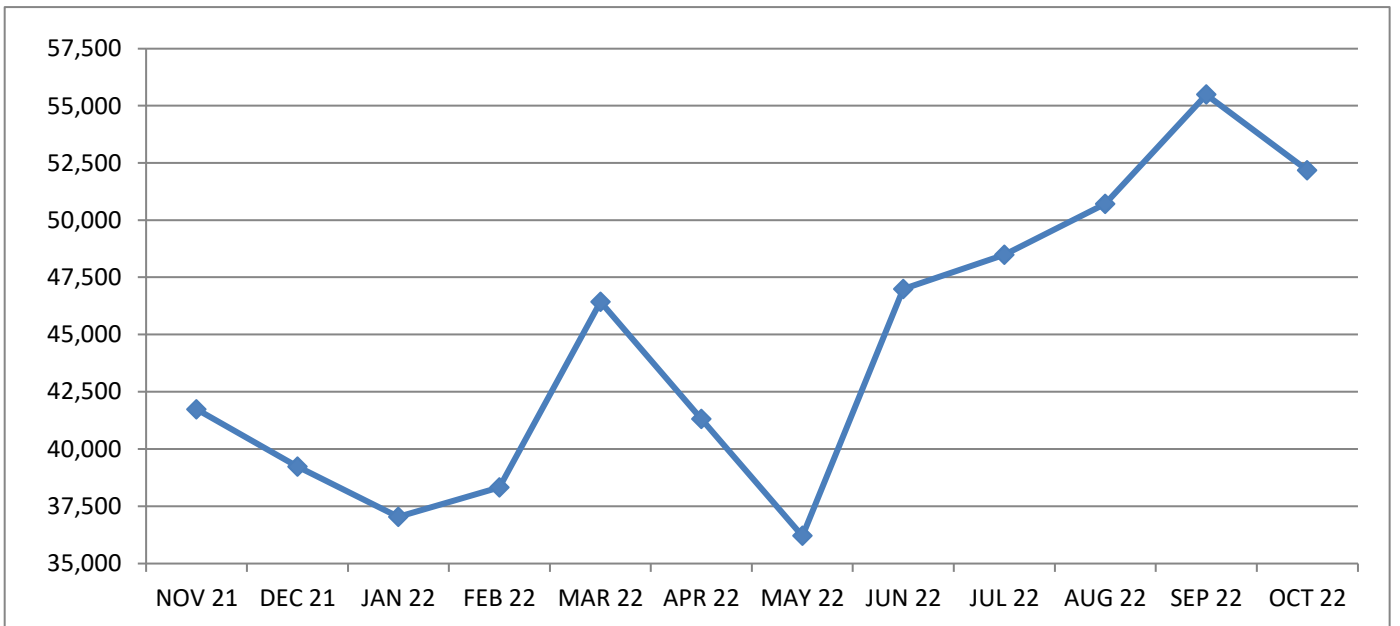
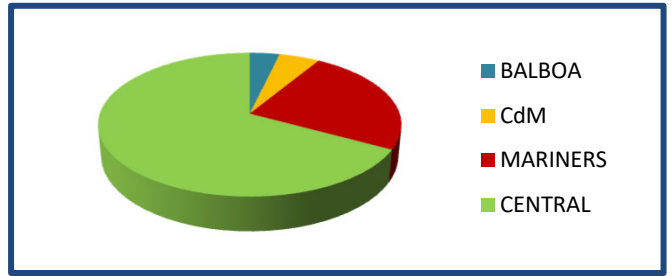
NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2022

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

OCT 22	YTD 22/23	YTD 21/22
1,921	8,828	8,123
2,623	10,271	13,886
12,622	45,038	40,565
35,007	142,721	122,368
52,173	206,858	184,942

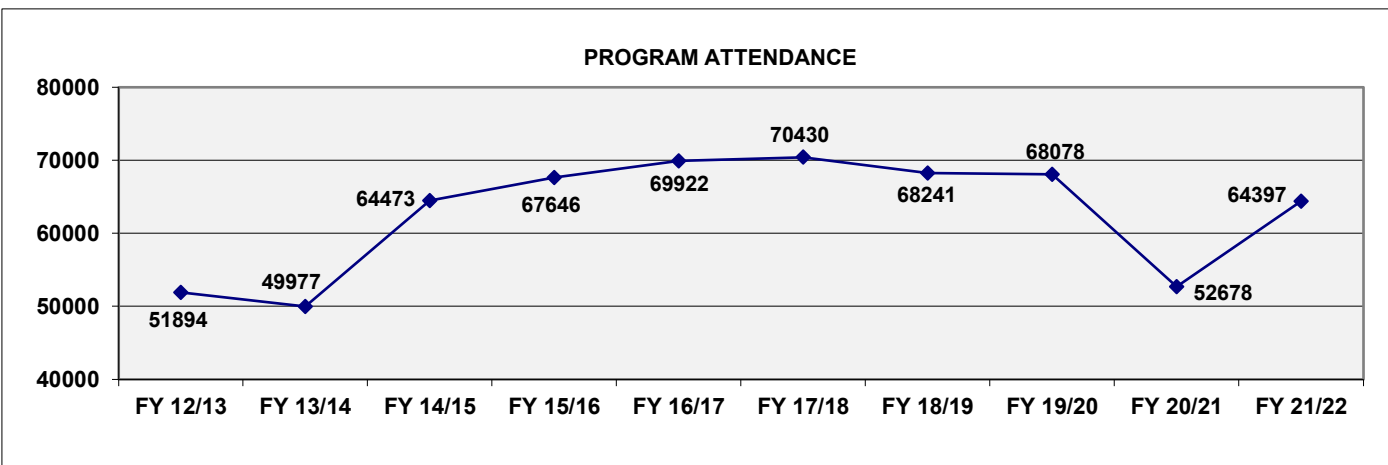
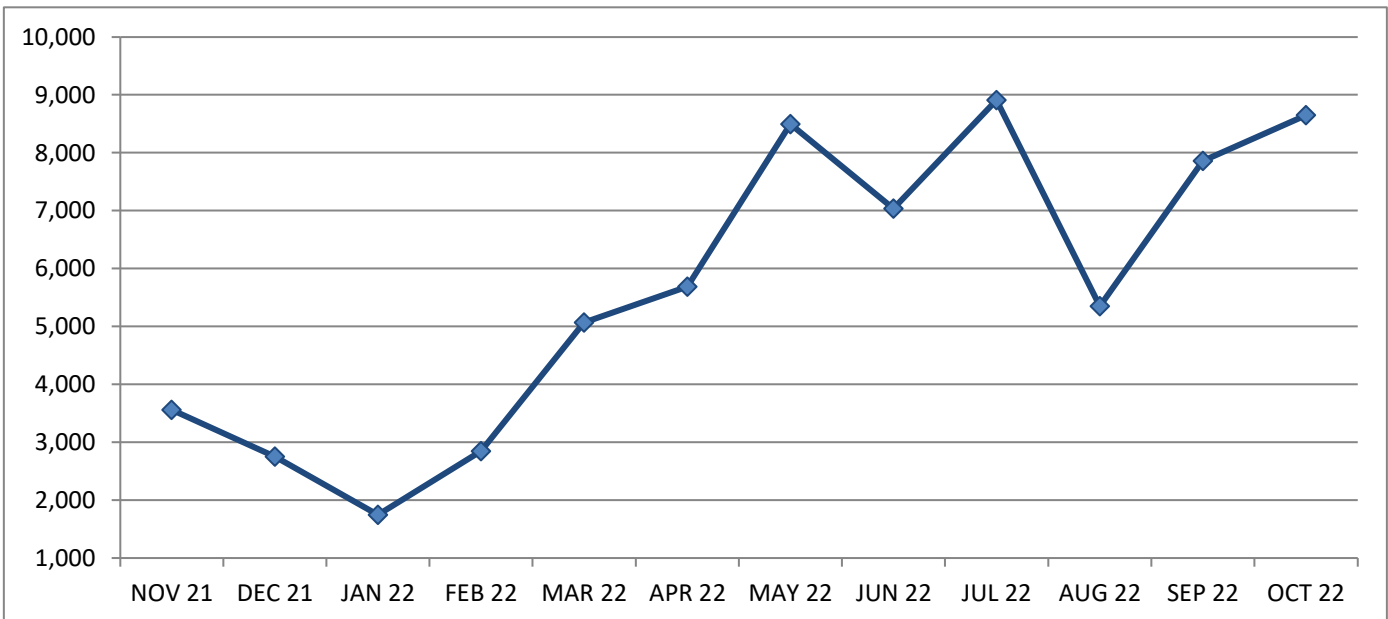
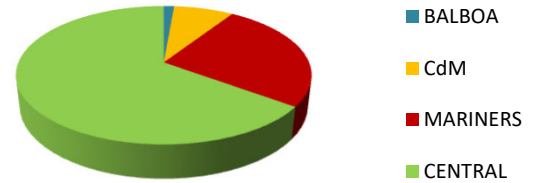


NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2022

PROGRAM ATTENDANCE

BALBOA
CdM
MARINERS
CENTRAL

OCT 22	YTD 22/23	YTD 21/22
117	479	317
676	2,107	899
2,242	3,914	2,105
5,612	24,268	21,815
TOTAL	8,647	30,768



LIBRARY EXPENDITURES**FY 2022-23**

(November 3, 2022)

	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I	SALARY & BENEFITS					
	SALARY FULL-TIME REGULAR	2,899,704	2,926,961	782,206.53	196,283	2,144,754
	SALARY PART-TIME	1,085,842	1,099,549	242,505.15	62,132	857,044
	BENEFITS	2,099,015	2,230,581	681,312.00	168,247	1,549,269
	SALARY & BENEFITS TOTAL	6,084,561	6,257,091	1,706,023.68	426,662	4,551,067
II	MAINT & OPERATION					
	PROFESSIONAL SERVICE*	208,507	208,507	60,660.39	15,307	147,847
	UTILITIES	309,753	309,753	159,401.89	74,240	150,351
	PROGRAMMING	5,500	6,500	1,344.17	1,043	5,156
	SUPPLIES**	81,970	82,548	24,841.23	4,988	57,707
	LIBRARY MATERIALS	669,740	689,222	273,383.06	30,508	415,839
	FACILITIES MAINTENANCE	187,886	191,550	67,126.52	18,992	124,423
	TRAINING AND TRAVEL	10,681	10,681	862.95	93	9,818
	GENERAL OPERATING EXPENSES***	24,202	24,202	7,376.42	3,376	16,826
	PERIPHERALS & SOFTWARE	5,000	5,000	0.00	0	5,000
	INTERNAL SERVICE FUNDS	1,588,120	1,588,120	661,716.70	353,164	926,403
	OFFICE EQUIPMENT	2,000	2,000	0.00	0	2,000
	MAINT & OPERATION TOTAL	3,093,359	3,118,083	1,256,713.33	501,712	1,861,370
	LIBRARY BUDGET TOTAL	9,177,920	9,375,174	2,962,737.01	928,374	6,412,437

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

City of Newport Beach Board of Library Trustees

Resolution Honoring Eddie Flores for 40 Years of Service to the City of Newport Beach

WHEREAS, Eddie Flores has served the City of Newport Beach since 1982, with the past 28 years as the Newport Beach Public Library's Facilities Specialist, providing the City and the Library with exceptional work and dedication; and

WHEREAS, Eddie Flores demonstrates dependability, initiative, and integrity with his unwavering work ethic; and

WHEREAS, Eddie Flores uses his expertise to resolve countless building issues to ensure Library facilities are maintained to the highest standards; and

WHEREAS, Eddie Flores has fostered lasting relationships within the City, has worked untold hours, and exhibited outstanding loyalty in his service, which greatly adds to the Library's success and its importance within the community, while maintaining a demeanor which Library personnel, other City staff, and outside contractors admire and appreciate; and

WHEREAS, Eddie Flores' ongoing excellent performance and strong commitment to our public Library has made a substantial contribution to the betterment of the Library and our City.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees does hereby commend Eddie Flores for his dedication, enthusiasm, and outstanding public service given to the City of Newport Beach and to the Library System.

ADOPTED this 21st day of November, 2022.



Paul K. Watkins
Chair

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
949-717-3810, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Media Lab Use Policy (NBPL 6)

RECOMMENDATION:

Staff recommends the Board of Library Trustees review Library Policy NBPL 6, *Media Lab Use*, and requests the Board of Library Trustees approve changes.

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. Current policy ensures fair and equal access to the shared resources in the lab.

Staff recommends a minor revision to the policy. The update to the policy reflects the current storage format available for sale and its purchase location in the Library.

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

ATTACHMENT C: Media Lab Use Policy - final

Media Lab Use Policy

1. The Media Lab is open to valid Newport Beach Public Library (NBPL) cardholders whose accounts are in good standing.
2. Patrons 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, if not used, will be deemed canceled at that time.
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TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
949-717-3810, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Sound Lab Use Policy (NBPL 7)

RECOMMENDATION:

Staff recommends the Board of Library Trustees review Library Policy NBPL 7, *Sound Lab Use*, and requests the Board of Library Trustees approve changes.

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. Current policy ensures fair and equal access to the shared resources available in the lab.

Staff recommends a minor revision to the policy. The update to the policy reflects the current storage format available for sale and its purchase location in the Library.

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
ATTACHMENT C: Sound Lab Use Policy – final

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TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Rebecca Lightfoot, Adult Services Coordinator

TITLE: Grant Acceptance from California Library Literacy Services

RECOMMENDATION

Staff recommends the Board of Library Trustees accept a grant from the California Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

DISCUSSION

Project Adult Literacy (PAL) offers one-on-one tutoring and small group classes to patrons with low literacy skills. PAL is partially funded by the City's general fund and partially funded through grants, donations, and the fundraising efforts of the literacy program. One of the major funding sources is through the California State Library Literacy Services' annual grant program. A grant of \$43,022 has been awarded to the Library to support our high-quality literacy program. The grant funds will be used towards staffing for the program. This \$43,022 grant represents the California Library Literacy Services first award for FY 2022-23.

Staff recommends the acceptance of this grant by the Library Board of Trustees. If accepted, the funds will be allocated into Library Services Literacy accounts.

NOTICING

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