



CITY OF NEWPORT BEACH

BOARD OF LIBRARY TRUSTEES CLOSED SESSION

4:00 P.M. / REGULAR MEETING 5:00 P.M. AGENDA

Civic Center Council Chambers

100 Civic Center Drive, Newport Beach, CA 92660

Monday, November 16, 2020 - 5:00 PM

Board of Library Trustees Members:

Paul Watkins, Chair

Douglas Coulter, Vice Chair

Kurt Kost, Secretary

Barbara Glabman, Board Member

Janet Ray, Board Member

Staff Members:

Tim Hetherton, Library Services Director

Francine Jacome, Administrative Support Specialist

SPECIAL NOTICE REGARDING COVID-19

Given the health risks associated with COVID-19, the City of Newport Beach has decided to proceed with the Board of Library Trustees meeting while strictly adhering to social distancing guidelines. To this end, the meeting will be conducted in the Newport Beach Civic Center Council Chambers. The public is invited to participate in the Community Room next to the Council Chambers. The Community Room is set to provide minimum seating socially distanced. Based on recent guidelines from the OC Health Agency, face coverings are required. You can participate via the following options:

1. You can go to the Community room and participate.

2. You can submit your 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 15, 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.

Special Accommodations: If you are unable to participate in the meeting via the process set forth above, please contact the Library Services Department at (949) 717-3801, or LibraryBoard@newportbeachca.gov, and our staff will attempt to accommodate you. The City remains committed to holding public meetings in a transparent manner, with public participation, ensuring City business continues in this challenging environment. The City of Newport Beach thanks you in advance for continuing to take precautions to prevent the spread of the COVID-19 virus.

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 City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or thetherton@newportbeachca.gov.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

I. CONVENE IN OPEN SESSION - 4:00 P.M.

II. ROLL CALL

III. PUBLIC COMMENTS

Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

IV. CLOSED SESSION

1. Discuss the Library Services Director's Appointment, Employment and Evaluation of Performance (Government Code § 54957).

V. RECESS

VI. RECONVENE AT 5:00 P.M. FOR REGULAR MEETING

VII. ROLL CALL

VIII. CLOSED SESSION REPORT

IX. PLEDGE OF ALLEGIANCE

X. 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.

XI. 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 to the lectern upon invitation by the Chair.

A. Consent Calendar Items

2. Minutes of the October 19, 2020 Board of Library Trustees Meeting (pp. 5-10)

[DRAFT MINUTES](#)

3. Patron Comments (pp. 11-12)

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

[PATRON COMMENTS](#)

4. Library Activities (pp. 13-21)

Monthly update of library events, services and statistics.

[OCTOBER ACTIVITIES](#)

5. Expenditure Status Report (p. 22)

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

[EXPENDITURE REPORT](#)

6. Board of Library Trustees Monitoring List (p. 23)

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

[MONITORING LIST](#)

XII. CURRENT BUSINESS

A. Items for Review

7. Media Lab Use Policy (pp. 24-30)

Staff requests that the Board review the Media Lab Use Policy (NBPL 6) and approve suggested changes.

[MEDIA LAB USE POLICY REPORT](#)

[MEDIA LAB USE POLICY REPORT-ATTACHMENT A](#)

[MEDIA LAB USE POLICY REPORT-ATTACHMENT B](#)

[MEDIA LAB USE POLICY REPORT-ATTACHMENT C](#)

8. Sound Lab Use Policy (pp. 31-37)

Staff requests that the Board review the Sound Lab Use Policy (NBPL 7) and approve suggested changes.

[SOUND LAB USE POLICY REPORT](#)

[SOUND LAB USE POLICY REPORT-ATTACHMENT A](#)

[SOUND LAB USE POLICY REPORT-ATTACHMENT B](#)

[SOUND LAB USE POLICY REPORT-ATTACHMENT C](#)

9. Lecture Hall Update

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

10. COVID-19 Update (p. 38)

Staff will update the Trustees on the Library's modified activities during COVID-19.

[COVID-19 UPDATE](#)

11. Library Services

Report of Library issues regarding services, patrons and staff.

B. Monthly Reports

12. Library Foundation Liaison Reports

A. Library Foundation Board - Report on the most recently attending meeting.

B. Library Live Lectures Committee - Report on the most recently attending meeting.

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

13. Friends of the Library Liaison Report

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

14. Literacy Services Liaison Report

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

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

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

XV. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA 92660
Meeting Minutes
Monday, October 19, 2020 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair Watkins called the meeting to order at 5:00 P.M.

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

Trustees Present: Chair Paul Watkins, Vice Chair Douglas Coulter, Board Member Kurt Kost, Board Member Barbara Glabman

Trustees Absent: Board Member Janet Ray

Staff Present: Tim Hetherton, Library Services Director
Francine Jacome, Administrative Support Specialist

III. **PLEDGE OF ALLEGIANCE** – Board Member Barbara Glabman

IV. **NOTICE TO THE PUBLIC**

Waived.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the September 21, 2020 Board of Library Trustees Meeting**

2. **Patron Comments**

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

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.

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

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

In response to Board Member Glabman's question, Youth and Branch Services Coordinator Debbie Walker explained SRP stands for Summer Reading Program.

Chair Watkins complimented Adult Services Coordinator Rebecca Lightfoot on her responsiveness to patron comments.

Motion made by Vice Chair Coulter, seconded by Board Member Glabman, and carried (4-0-0-1) to approve the Consent Calendar.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update

Branch Librarian Andrew Kachaturian will provide the annual overview of Mariners Branch operations.

Branch Librarian Andrew Kachaturian shared that the Mariners Branch opened in 2006, and it is a joint-use facility with Mariners Elementary School. While school is in session, the school portion of the Library is closed to the public. Under normal operations, the Mariners Branch is open the same hours as the Central Library and offers five story time sessions, a Lego club, and monthly crafts. Due to the current COVID-19 pandemic, the Mariners Branch is only offering curbside pickup service. In addition to the Branch Librarian, the Reference staff consists of two full-time Librarians, Jeremy Rodriguez and Christine Chapel, one full-time Library Assistant Janice Nikula, and two Part-Time Library Assistants Duncan Kistler and Rokhsan Shafiei. The Circulation team includes Senior Clerk Liz McKibbin, Rick Costa, Claire Constantino, Shelley Pricer and Amy Baltin, Piers Brown, and pages Kevin Holley, Craig Chamberlain, Katrina Kading, and Isabel Wang. There is currently one part-time clerk position open. Four staff members are currently on medical leave. Jackie Casella has returned this year as the Library Media Technician running the school side of the Library during school hours. Major facility maintenance was needed to the HVAC equipment, including the replacement of the compressor and hot water pump, and wiring issues needed to be reworked. Due to the constant maintenance of the HVAC, this equipment has been identified as a future candidate for city capital improvements. The flagpole installation was a small but successful project. Circulation has decreased, with just over 170,000 materials circulated and over 29,000 reference questions between July 2019 and June 2020. Between July 2019 and March 2020, the Mariners Branch hosted 157 story times with over 7,000 attendees, 37 other children events were also held with over 972 attendees. Virtual story time has been a successful program in the continuous efforts to serve the community through the closure. The Mariners collection currently consists of approximately 70,000 items, with some of the more popular items being movies, audiobooks, children's materials and general fiction. Before the pandemic, staff had been promoting advisory and digital services. Mariners Branch will continue to be available for patron questions, offer curbside pickup and continue to offer virtual programming for children and take-home crafts.

In reply to Chair Watkins' question, Branch Librarian Andrew Kachaturian shared he has been with the Library for 23 years and with the Mariners Branch for two years.

In response to Chair Watkins' inquiry, Branch Librarian Andrew Kachaturian stated the eight additional parking spaces have helped alleviate the parking congestion at the Mariners Branch.

Chair Watkins commented on the great landscape and well-maintained exterior of the Mariners Branch.

7. Youth Services Update

Acting Library Service Manager Debbie Walker will provide the annual overview of Youth Services

Youth and Branch Services Coordinator and Acting Library Service Manager Debbie Walker shared youth services was thriving prior to the COVID-19 closures with many programs, including in-person children's story time and craft programs. Many special monthly programs last year were successful, which included the Halloween Extravaganza that attracted over 350 attendees and the Noon Year's Eve party with over 240 attendees. October 2019 also brought first and second grade class visits to the Central Library. The Young Adult Advisory Council (YAAC) had been meeting in-person, once a month along with college planning and test preparation programs. With the Library closures beginning in mid-March, Youth Services were forced to reinvent ways to continue community outreach with young patrons. Virtual programming was launched, which included video story times, pre-recorded craft videos, Tune-in Tuesdays, and "Let's Talk Books for Kids" where staff posts a book recommendation via video. Virtual programming faces challenges as publisher online read aloud permission agreements are set to expire at the end of 2020. In honor of National Library Week, Mayor Will O'Neill, Council Member Diane Dixon, Assistant City Manager Carol Jacobs and other City Staff have contributed to virtual programming with recorded stories. The Summer Reading Program (SRP) was a successful event even with the challenges of the pandemic. It began on June 20 and ended August 8, with over 950 children registered, 600 welcome kits distributed, 600 prize books awarded, and 600 Grab & Go craft kits handed out. The Youth Services team is now meeting remotely and is currently evaluating key components from the SRP to implement for October and November programs. Halloween craft kits are now available, and a virtual costume contest and spooky story/art contest are planned. Family Storytime Bundles were introduced in July, which are themed bundles that include three books on a variety of topics. Presentations were made via Zoom to the Newport Coast Elementary PTA introducing the Library and virtual programs offered. More ways are now being explored to continue the involvement with the schools. In-person testing and college preparation programs through teen services have been postponed indefinitely, with virtual meetings being held. The positive energy and innovative ideas coming from the Youth Services team have helped virtual programming and curbside SRP successful.

Chair Watkins congratulated Youth and Branch Services Coordinator and Acting Library Service Manager Debbie Walker on her wonderful job during the pandemic.

Jim Mosher suggests reading classic children's stories that are no longer under copyright as an alternative when the publisher online read aloud permission agreements expire at the end of the year.

8. Lecture Hall Update

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

Chair Watkins reports on behalf of Board Member Ray that Monday, October 26, 2020, there will be a lecture hall meeting.

9. COVID-19 Update and Reopening

Staff will update the Trustees on the Library's activities during the COVID-19 closure and on reopening plans.

Library Services Director Tim Hetherton shared that the Central Library reopened for Grab & Go services on September 21, 2020, with Plexi-Glass implementations, sanitation stations, and a day porter working from 10:00 a.m. to 6:00 p.m., Monday through Saturday spot-cleaning high traffic areas. All returned materials are quarantined for seven days. Public computers are available by appointment or by checking in at the front desk. Wi-Fi access hours have been extended to 6:00 a.m. to 10 p.m., Monday through Sunday. Regular hours and programming will not return until the County and State approve a full-scale reopening and sufficient staffing is available. Maintenance Specialist Eddie Flores has used the time of the closure to undertake and complete numerous maintenance projects during the Library closure, including improvements to the HVAC systems, painting, and parking lot recoating and restriping.

In reply to Board Member Kost's inquiry, Library Services Director Hetherton indicated attendance has been low with the modified hours and services opening with approximately 229 visitors per day. A press release, social media announcement, and email blasts were done to promote the modified opening.

Chair Watkins congratulated Maintenance Specialist Eddie Flores on his outstanding work.

10. Library Services

Report of Library issues regarding services, patrons and staff.

Library Services Director Hetherton shared if the Eucalyptus tree is found to be unhealthy the Heron's nests would need to be relocated. There are two other trees on the premises that have been identified to hold the nests if needed. The City annually inspects and trims the trees with the next inspection scheduled for January. With the new facility planned for construction in the next few years, he urges architects to plan parking areas away from the Herons.

Chair Watkins thanked Jim Mosher for pointing out City Council Policy G-1 to the Board and the protection that the trees have under such policy. Follow-ups will be made with the City Arborist on the Herons and the Blue Gum Lagoon Eucalyptus.

In answer to Vice Chair Coulter's inquiry, Chair Watkins shared the future construction of a new building will be the appropriate time to address concerns with the trees. In the meantime, the droppings are still a significant issue.

In response to Board Member Kost's question, Library Services Director Hetherton indicated he was unsure of costs in implementing temporary shelters or covered parking

to alleviate droppings. Covered parking could still result in maintenance issues with the accumulation of droppings on the top of the covering structure. He believes the best course of action right now is not to disturb the Herons and wait on news from the City on the Eucalyptus trees.

Chair Watkins shared that a local golf course lost hundreds of their Eucalyptus Trees due to an infestation of Australian Leaf Beetles.

Library Services Director Hetherton shared that Parks and Landscape Superintendent Kevin Pekar is concerned about this specific type of tree due to other issues they have encountered within the City.

Library Services Director Hetherton indicated he plans on speaking with the City Manager on filling a few part-time positions, despite a hiring freeze, to help staffing issues. The second round of interviews for the Marketing Specialist position will be held in the next few weeks. Presentation of the Foundation Check will be held on October 27th at 4:30 p.m. The next Board meeting location has yet to be determined.

In answer to Kurt Kost's question, Library Services Director Hetherton stated two full-time employees are currently working from home.

In response to Chair Watkins' inquiry, Library Services Director Hetherton shared the Library Board of Trustees is welcome to attend the check presentation on October 27th.

B. Monthly Reports

11. Library Foundation Liaison Reports

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

Chair Watkins reported on behalf of Board Member Ray that there are three lectures called the Local Luminary Lectures currently going on.

Library Services Director Hetherton shared he attended the last Library Foundation meeting, and there are some virtual programming plans for next year.

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

Board Member Glabman reported four programs are scheduled with speakers including Photographer Stuart Palley and Author Steven Rowley.

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

Board Member Kost shared speakers are scheduled from January through April 2021 for Witte Lectures.

12. Friends of the Library Liaison Report

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

Vice Chair Coulter announced the Bookstore is open. Donations are being accepted Monday through Saturday, from 10:00 a.m. to 12:00 p.m. The Friends are offering different specials each week to bring in more customers. Money earned for September decreased to \$6,166, compared to \$19,050 at the same time last year.

13. Literacy Services Liaison Report

Chair Watkins shared the Virtual Happy Hour will take place on October 24, 2020, with Author Julia Phillips. The next Virtual Happy Hour is scheduled for February 2021. Literacy Services has 131 active learners with 70 active/waiting tutors. An Advisory Board meeting is scheduled for November 10, 2020.

In reply to Board Member Glabman's question, Chair Watkins indicated active tutors are assigned multiple learners but only schedule one-on-one learning times.

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 there will be a closed session regarding a personnel matter at the November 16, 2020, meeting.

Chair Watkins honored John R. Stahr and offered condolences to his family. Mr. Stahr was an innovative thinker and contributor to the Newport Beach Central Library starting in 1989 with his fundraising campaign efforts that helped introduced exceptional collections, programs, and resources to the Library.

IX. ADJOURNMENT – 6:00 P.M.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

OCTOBER 2020

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>10/2/2020</u> <u>Email</u> <u>Melissa Hartson</u> <u>Circ. & Tech. Processing Coordinator</u> <u>10/2/2020</u>	I have books from Central Library. Can I return to Balboa Library? Thanks.	The exterior book drop at the Balboa Library is available for returns. All returned materials are being held in a 7-day quarantine period before they are removed from your account. We check the items in on the correct date they are returned, so you do not incur any fines for the quarantine period. Thank you for your inquiry.
<u>2</u> <u>10/6/2020</u> <u>Comment Card</u>	I rely on the library for Internet, DVDs, and books. Appreciate NBPL's curbside service since April, now computers, and excellent customer service from everyone listed below. Mariners, thank you for help by telephone with my account, hold requests, and curbside service: Amy, Autumn, Bernadette, Janice, John, Pam, Pat, Roxanne, and Teri. Christine, thanks for some DVD suggestions. Duncan, thanks for selecting three good DVDs for me. Liz and Shelley, nice to see familiar faces. Piers and Richard, many thanks, most often you answer the phone to help. Central, thank you for help with computers and check out: Danielle, Erin, Monse, Pam, and Pat. Erik and Greg, thanks for resolving my password mismatch by explaining there are now two new different systems. Vanessa, thanks for WiFi help.	No contact information was provided, so unfortunately we are unable to respond.
<u>3</u> <u>10/8/2020</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/8/2020</u>	Hi Team. Looks like Morningstar took away the interpreter feature in the x-ray portfolio. Can you please confirm? Regards.	I do apologize for the inconvenience. I reached out to Morningstar's Technical Support and they confirmed that the interpreter feature is not functioning correctly at the moment, but they are working on repairing it so it will be back. They have a projected completion date for the fix as the end of October. Please let me know if you have any other questions. Thank you.
<u>4</u> <u>10/8/2020</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/9/2020</u>	I hope you are all doing well and staying safe. I am a member of the Newport Beach Library. I am working on a collage project that would require some old magazines. I am wondering if you have any older issues that you could give away. Please let me know! Thank you so much!	I'm so sorry, we are unable to give out back issues of old magazines as they are City property and there are guidelines as to how we are to handle them. Please let me know if you have any other questions! Thank you.
<u>5</u> <u>10/13/2020</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/13/2020</u>	I've just created my library card online and was trying to sign in to Udemy. However, when I input my temporary library card ID to the sign in page of Udemy, it gives me an error message. Can you please give me directions on how to get access to the Udemy using my card ID? Thank you.	Unfortunately, you cannot sign up for Udemy using a temporary barcode. You would have to apply for a permanent card in order to access the database. You may come into the Central Library to apply for a card in person, or follow the instructions on our website to apply for a card: https://www.newportbeachlibrary.org/about/using-the-library Please let me know if you have any other questions. Thank you.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

OCTOBER 2020

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>6</u> <u>10/16/2020</u> <u>Email</u> <u>Francine Jacome</u> <u>Administration Support Specialist</u> <u>10/16/2020</u>	Are the meeting rooms open for reservations at this time? We have a group of 8 people.	Thank you for your inquiry. At this time, the Central Library is open to the public with modified services. Following State guidelines, we have restarted in-person services incrementally, and occupancy is limited to a capacity of 100. Initial services offered allow patrons to browse the shelves, check out materials, and manage accounts. Public computers are available on a limited basis. However, until guidelines are relaxed, we are unable to offer the use of study and meeting rooms, which do not allow for proper social distancing. We hope that soon we will be able to office this service again. Please check newportbeachlibrary.org for the latest updates. Thank you, and have a pleasant day.
<u>7</u> <u>10/23/2020</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/23/2020</u>	I am trying to locate some books about how to live in a van, car, or RV. There are several titles I'm looking for, but nothing shows up when I search in the app. 1. How to live the dream: Things every van lifer needs to know - Kristine Hudson, 2. Going places and doing things: The modern woman's guide to living wild and free - Kristine Hudson 3, How to love in a car, van or RV - Bob Wells. Any help would be greatly appreciated. Thank you	Unfortunately, we do not own those three titles and our book vendor does not carry them, so we are unable to order them. We can do an interlibrary loan request -- there is a \$5 charge for each item, and it can take 6-8 weeks for another library to fill the request. If you would like to pursue this option for one or all of the books, the information is on our website: https://www.newportbeachlibrary.org/services/interlibrary-loans As far as books on the topic go, we do have a book called "RV Living Full Time" by Kevin Moore and "The Camper Book" by Dave Hoekstra. If you would like either or both of these placed on hold for you, just let me know. Thank you.
<u>8</u> <u>10/27/2020</u> <u>Email</u> <u>Melissa Hartson</u> <u>Circ. & Tech. Processing Coordinator</u> <u>10/27/2020</u>	There are issues with the new Library catalog on the website. It used to be a lot easier to find some of the books I want. First, I don't understand the difference between the 2 key word options. Just now, neither helped. When looking for a book in a series, neither of those 2 options produces results. I have looked for books in the Doyle and Acton series by Anne Cleeland and the Hugo Marston series by Mark Pryor. One problem with the Hugo Marston series is that not all titles in this series mention Hugo Marston. Even when they do, though, a key word search doesn't produce results. The 2nd issue is that, on the old site, a librarian showed me how to click on any title in a series and I would be shown all the books in the series, in order, the way I want to read them. Not including these 2 ways to search has made searching more difficult and time-consuming.	The Everything – All Fields search is the broadest catalog keyword search. The first title to come up in a search of "Everything – All Fields – Doyle and Acton", results in an item from the Doyle and Acton series displaying at the top. The first screenshot below shows this search and the results. If you click on the title link of one of the books listed in these results, it will open to show additional details regarding the title. There is a "Readalikes" tab approximately half way down the page, which will show you the Books in the Series when you open this tab. I have pasted an additional screenshot of the Title Detail screen with the Readalikes tab. An "Everything – All Fields – Hugo Marston" search will produce similar results, showing titles from the series. You will see the Readalikes tab once you click on any of the titles to see the rest of the books in the series. Thank you for your inquiry.
<u>9</u> <u>10/30/2020</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/30/2020</u>	I am trying to login on Kanopy. It needs to reset my password. Thanks.	I'm sorry to hear you're having trouble logging into Kanopy. If you've previously created an account, all you need to do is click on the "Forgot Password" link on the bottom of the login screen. Kanopy will send you password reset instructions to your email. I hope that helps. Please let me know if you have any other questions. Thank you.

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – November 16, 2020 meeting

TIM HETHERTON - LIBRARY SERVICES DIRECTOR

"A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert."

- Andrew Carnegie

John Stahr, 1932-2020

Mr. Stahr, together with his wife Elizabeth, was an integral figure in the creation of the Newport Beach Central Library.

The story begins in 1981. Newport Beach had a 14,000-square-foot Library in Newport Center. At that time, the Board of Library Trustees, in conjunction with the Library management, performed a community needs assessment – a process for determining and addressing needs, or “gaps” between current conditions and desired conditions or “wants.” Together they concluded that the old Newport Center facility was lacking in both collections and sufficient space. Contemporary accounts describe a facility overflowing with materials with minimal public space. At that time, the four-library Newport Beach system was the second-busiest municipal public library in California, so the Trustees felt that there was enough advocacy in the community to build a 54,000-square-foot Central Library, designed to offer public space, hold collections and offer programming and become something of a community hub. The project required a new approach to funding. At its basis was a land swap between the City and the Irvine Company and an emphasis on private fundraising.

Mr. and Mrs. Stahr initiated a fundraising campaign that began with the creation of a Newport Beach Public Library Foundation in 1989 and an effort to raise \$1.5 million. The fundraising drive was unusual, because unlike most efforts where large donations come in first, this one had been built on smaller donations. The Stahrs recognized that they could garner support from the general public since the benefit of an exceptional library had wide appeal in the community.

“We tried to keep it a low-key, grass-roots campaign,” Elizabeth Stahr said. “No glitz and no black-tie dinners.”

The Stahrs ensured that the campaign for an institution that has inclusion as a core value was itself inclusive. The Foundation sought popular support. The response was nothing less than a resounding success, as the campaign drew in people who had never before donated to a capital project. Public interest in the project was high, as was participation.

As of December 1992, there were over 1,500 donations, and only 20 of these were donations that exceeded \$10,000. The campaign successfully raised over 2 million dollars and established a Foundation that continues to fund exceptional collections, programs, and resources.

To quote Elizabeth in 1994, the year of the Grand Opening, and five years after she and John established the Library Foundation, “this Library was built by the people of Newport Beach”.

And, the Library Foundation became part of a paradigm that empowers a community to have the Library of its dreams through a dynamic private/public partnership. Without the effort that John and Elizabeth Stahr put into the fund-raising campaign, we would not have the Central Library.

The Board of Library Trustees and Newport Beach Public Library staff honors Mr. Stahr for a life well-lived and offers their condolences to Elizabeth and the Stahr family.

Ballot Box

Newport Beach Central Library served as a 24-hour ballot drop-off location prior to the Tuesday, November 3 election. The ballot box proved to be a popular amenity.

Corona del Mar Branch Library

The November 2020 issue of the *Library Journal* recognizes the new Corona del Mar Branch Library in the annual “The Year in Architecture” issue. The brief mention can be located at:

https://digital.emagazines.com/library_journal/20201027/index.html?t=cdac99b5-f40a-4624-8676-171f2b9d1ba9#p30.

Wheelhouse List

Board of Library Trustees meeting

Monday, December 21, 5:00 p.m.

Council Chambers

HOLIDAY HOURS

- All locations closed on Thursday, November 26, and Friday, November 27, for Thanksgiving holiday.
- The branch hours provided below apply to curbside service; Central Library open for modified public service.
- Thursday, December 24, open 9 a.m. - 1 p.m. (all locations)
- Friday, December 25, closed (all branches)
- Saturday, December 26, open 9 a.m. - 6 p.m., Central only. All other branches closed.
- Sunday, December 27, all locations closed.
- Monday, December 28, - Wednesday, December 30, open 9 a.m. - 6 p.m. (all branches)
- Thursday, December 31, open 9 a.m. – 1 p.m. (all locations)
- Fri, January 1, 2021, closed (all locations)

DEBBIE WALKER - BRANCH AND YOUTH SERVICES COORDINATOR

Branches

All branch locations continued with Curbside service. Mariners in particular continues to see steady numbers for curbside pickup. Mariners and Balboa staff have taken advantage of this time to weed and inventory their material collections. Staff continues to be rotated throughout all three locations to assure coverage for open hours.

Youth Services

The Spooktacular program was a great success. Launched on October 19, the program featured a “grab and go” craft kit that also included a raffle ticket for a drawing to be held on November 2. Alex once again made a fun and very watchable instructional video to accompany the craft kit. The kits proved to be so popular that we ran out of them at the end of the first week. Central alone gave out over 200.

We did encourage everyone to still participate in the raffle and Central handed out safely packaged candy throughout the week of Halloween. Our younger patrons were also encouraged to post pictures of themselves in costume and we received several entries. Tune-in Tuesdays continues to be popular and planning is underway for the November grab and go craft kit.

Teen Services

YAAC held a virtual meeting in October. Danielle and Melinda used Google forms to survey the teens and sent out a digital escape room activity for them in advance of the meeting. Twelve of the fifteen YAAC members participated. Only about half of the teens were reporting to school in-person.

A teen version of Spooktacular gave teens the opportunity to submit spooky stories and/or artwork. Although there were few entries those that participated were thrilled to have their work on display.

Facilities

On Monday, October 12, Tom Sandefur of Public Works hosted a meeting at City Hall to discuss the City plan to begin a facilities condition assessment. Eddie and I attended along with other City staff and were introduced to employees from the real estate management company JorgensenFM, which is based in Irvine. The company was hired to visit and assess every single facility owned and operated by the City of Newport Beach. Balboa and Mariners were inspected on Monday, October 19, Central on Wednesday, October 21 and CDM on Thursday, October 22. Once the company has visited and inspected all City buildings and structures, the data will be analyzed and sorted to be used in a database or related documents to create a Facilities Maintenance Master plan that may serve as a tool for facility managers in all departments to help maintain and repair City structures.

On Tuesday, October 13 Eddie and I attended a Zoom meeting hosted by DMS Consultants who are heading up the Control/Security project to finalize what doors will be involved in the project and how they will be equipped to handle the new key card entry system.

A staff person at Central noticed on Monday, October 26 that a tree just outside the windows of the staff workroom area was bending over very low. There were high winds that day, so it was a concern. Luckily it was not a big tree and Park West Landscape, who contracts with the City Municipal Operations Department, opted to remove it.

Western Allied did their annual HVAC filter maintenance at Mariners in the last week of October. This requires moving the security gates and bringing a lift in to reach the highest points of the ceiling. An absence of patrons in the building meant that the process was completed in one visit instead of two, as is generally the case.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staff Training

Quarterly Clerk Training has been on a hiatus during the pandemic. This quarter's training would normally occur in October. Staff are preparing to resume training in November using Zoom to maintain social distancing.

I attended a Women Leading Government Workshop at the beginning of the month. Marie Knight, Director of Organizational Learning and Engagement for the City of Huntington Beach presented "The Joseph Factors: Lessons Learned from an Unintentional Leader." Ms. Knight discussed several leadership traits and how they relate in today's work climate during COVID-19.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Databases

The California State Library is providing many new databases to California libraries free of charge. We were able to take advantage of this program and add links to several K-12 grade geared learning databases as well as JobNow/VetNow through Brainfuse, which provides resources for job seekers and veterans.

Training

Regular monthly Emergency Operations Center meetings resumed in October. Adult Services Coordinator Rebecca Lightfoot and Library Assistant Erik Gunderson attended the meeting.

Proquest Articles Retrieved 2020-2021

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	861	837	888	1376									991
Newspapers--Current	982	816	829	1121									937
Newspapers--Historical	1621	1058	2165	3478									2081
Magazines	17	30	49	38									34

Database FY Comparisons	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	YTD 20/21
Tracked by #searches													
A to Z Databases	517	1252	1581	2455									5805
Ancestry	2366	5105	3777	1812									13060
AskART	32	14	19	26									91
Brainfuse JobNow/VetNow	**	**	**	0									0
Britannica School Edition	37	0	0	99									136
Facts on File Ancient History	4	0	15	5									24
Gale Archives Unbound	3066	876	11169	14235									29346
Gale Directory Library	9	1	19	29									58
Gale in Context: Biography	39	44	19	16									118
Gale in Context: Elementary	50	9	1	0									60
Gale in Context: Opposing View	46	69	74	65									254
Gale Literature Resource Center	48	49	34	50									181
Gale Virtual Reference Library	127	31	19	40									217
HeritageQuest	2396	2792	2820	3924									11932
Legal Information Ref Center	9	23	15	29									76
National Geographic	26	18	12	18									74
National Geographic Kids	24	31	6	18									79
NewsBank (OC Register)	1411	1609	1237	1276									5533
NoveList Plus	69	85	55	47									256
NoveList K-8 Plus	15	17	20	30									82
ProQuest	2568	2280	2709	3677									11234
Proquest eLibrary	*	*	31	4									35
Reference USA Business	903	828	842	561									3134
Reference USA Residential	8	40	40	22									110
SIRS Discover	*	*	16	6									22
Sirs Issues Researcher	*	*	12	10									22
World Book Online	24	2	65	59									150
Tracked by #sessions													
Testing & Education Ref. Center	29	4	20	25									78
Tracked by #page views													
Consumer Reports	3137	3941	3072	2132									12282
CultureGrams	45	81	85	10									221
Morningstar	44184	31804	12785	26047									114820
NetAdvantage	6262	4216	5818	9366									25662
RealQuest	72	136	35	99									342
Tumblebooks	160	78	51	111									400
Value Line	11076	9740	10629	13068									44513
Tracked by courses													
Udemy	1721	2316	2124	2083									8244
Tracked by Hours Used													
Rosetta Stone	95.6	97.1	98.63	55.78									347.1

Notes:

Biography in Context database name changed to Gale in Context: Biography

Opposing Viewpoints database name changed to Gale in Context: Opposing Viewpoints

*Proquest eLibrary, SIRS Discover, and SIRS Issue Researcher added Sept 2020

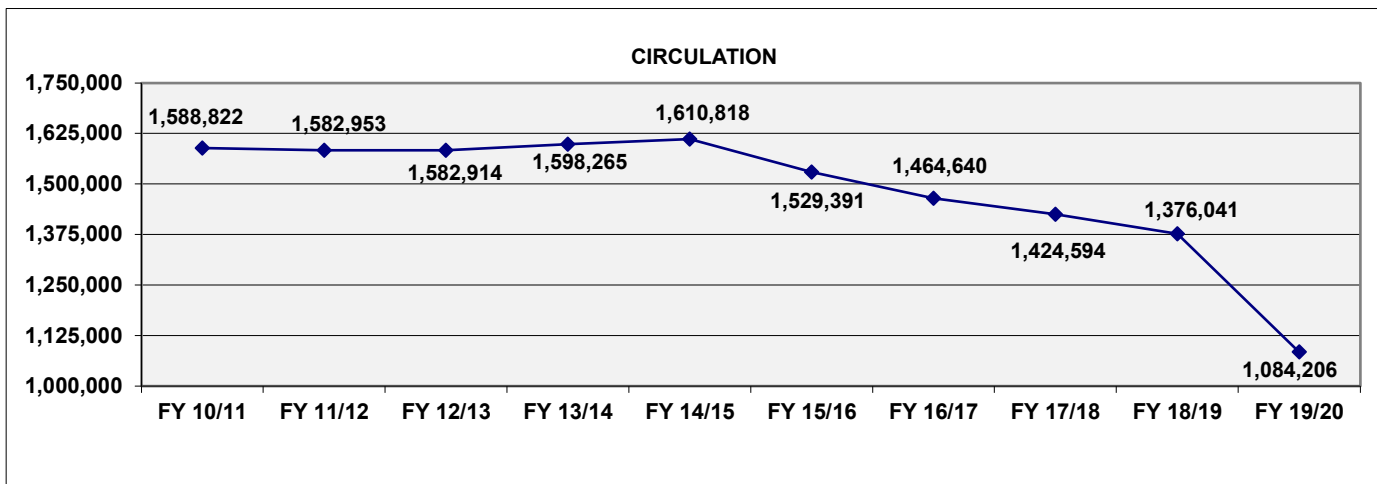
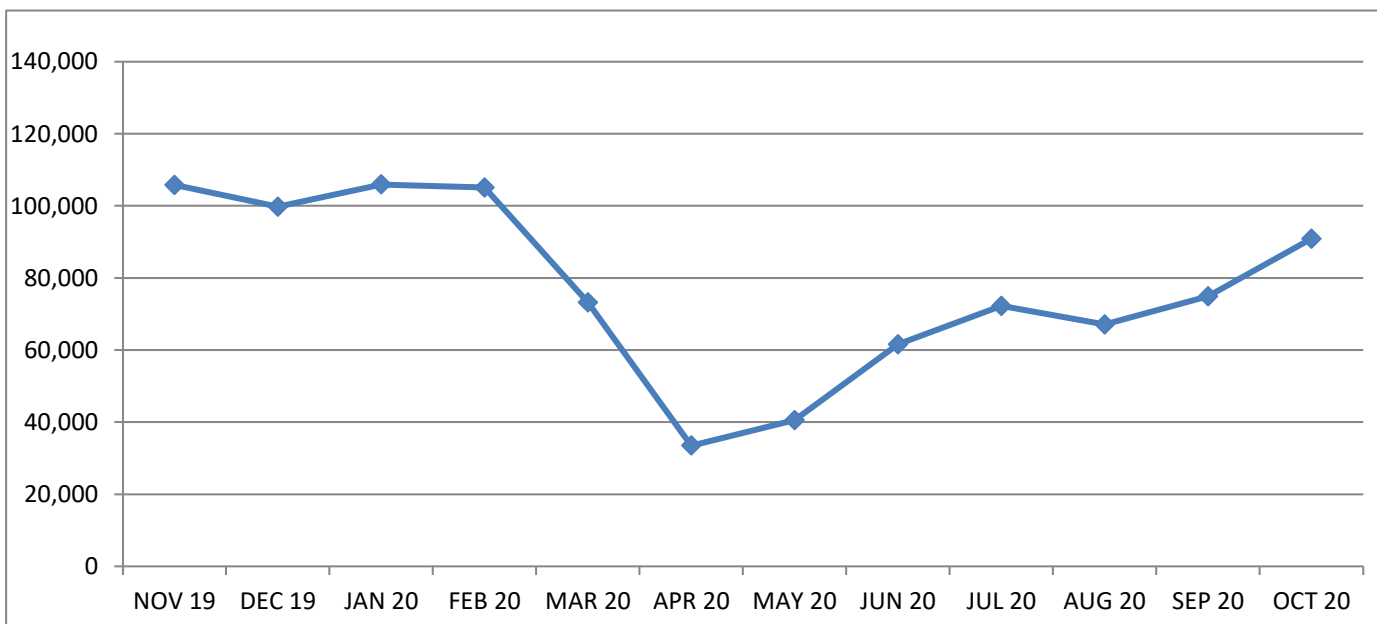
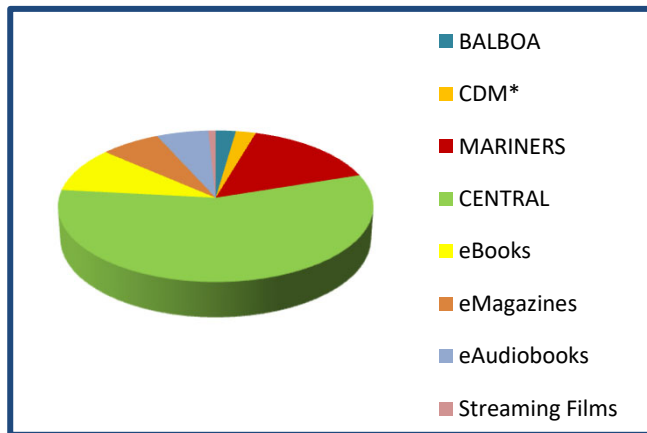
**JobNow/VetNow added Oct 2020 from the California State Library

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2020

CIRCULATION

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; CENTRAL REOPENED 9/21/20; IN-PERSON PROGRAMS CANCELED 3/12/20+

	OCT 20	YTD 20/21	YTD 19/20
BALBOA	2,091	11,563	21,927
CDM*	2,077	10,187	7,066
MARINERS	13,968	54,383	99,435
CENTRAL	51,589	151,798	271,833
eBooks	8,814	31,636	26,114
eMagazines	6,231	22,878	11,671
eAudiobooks	5,393	19,618	17,851
Streaming Films	764	3,194	3,034
TOTAL	90,927	305,257	458,931



* The Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2020

REFERENCE

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; CENTRAL REOPENED 9/21/20; IN-PERSON PROGRAMS CANCELED 3/12/20+

BALBOA^

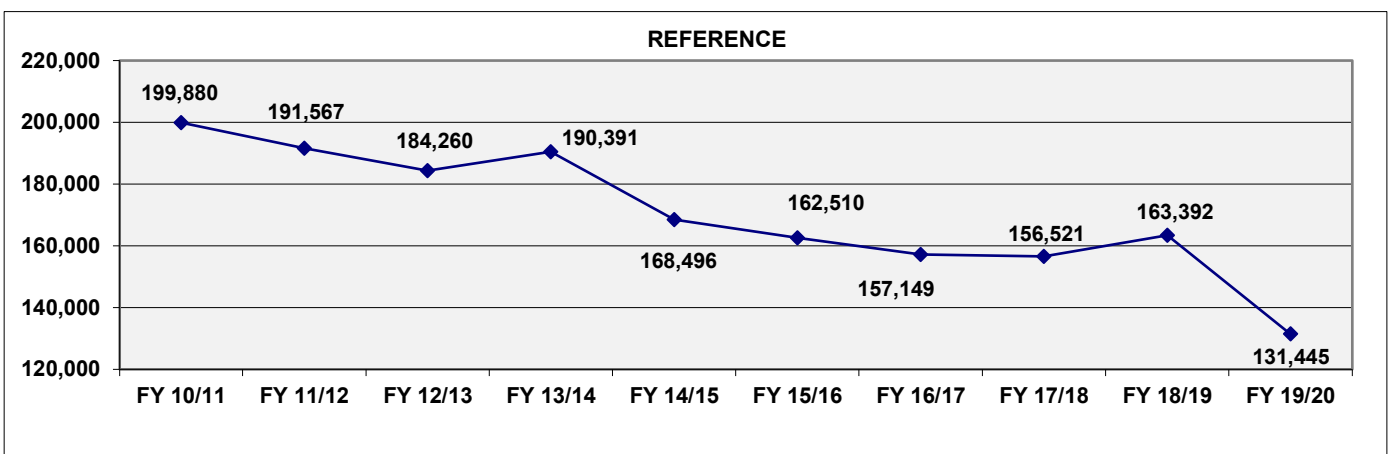
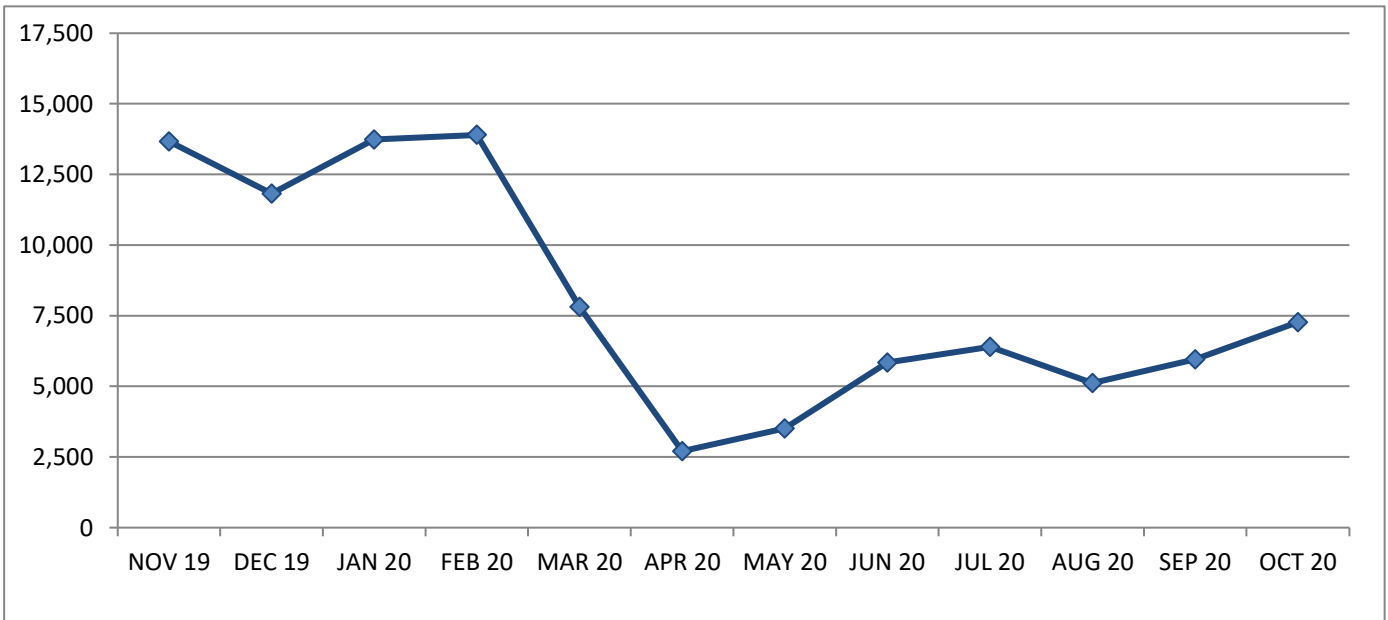
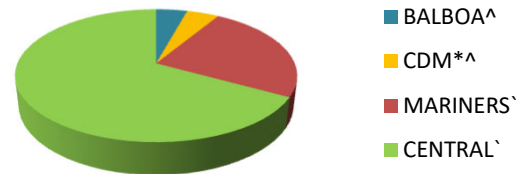
CDM*^

MARINERS`

CENTRAL`

TOTAL

OCT 20	YTD 20/21	YTD 19/20
311	1,320	2,016
321	1,264	1,778
1,769	7,124	12,827
4,872	15,031	41,815
7,273	24,739	58,436



* The Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

^ Includes reference phone calls and curbside phone calls.

` Includes reference phone calls, curbside phone calls, reference emails, curbside emails, and in-person reference transactions.

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2020

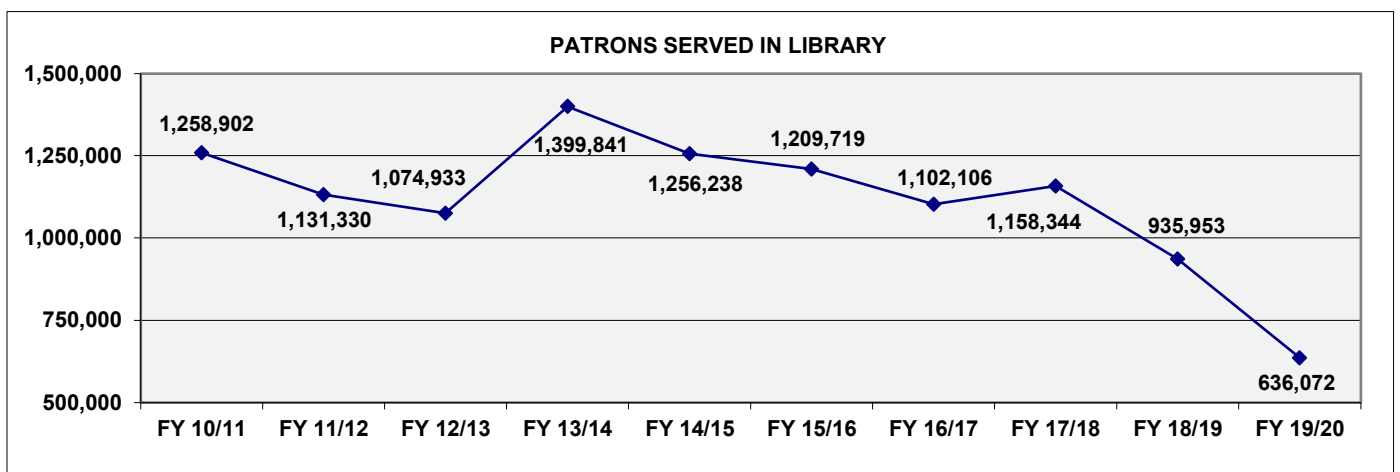
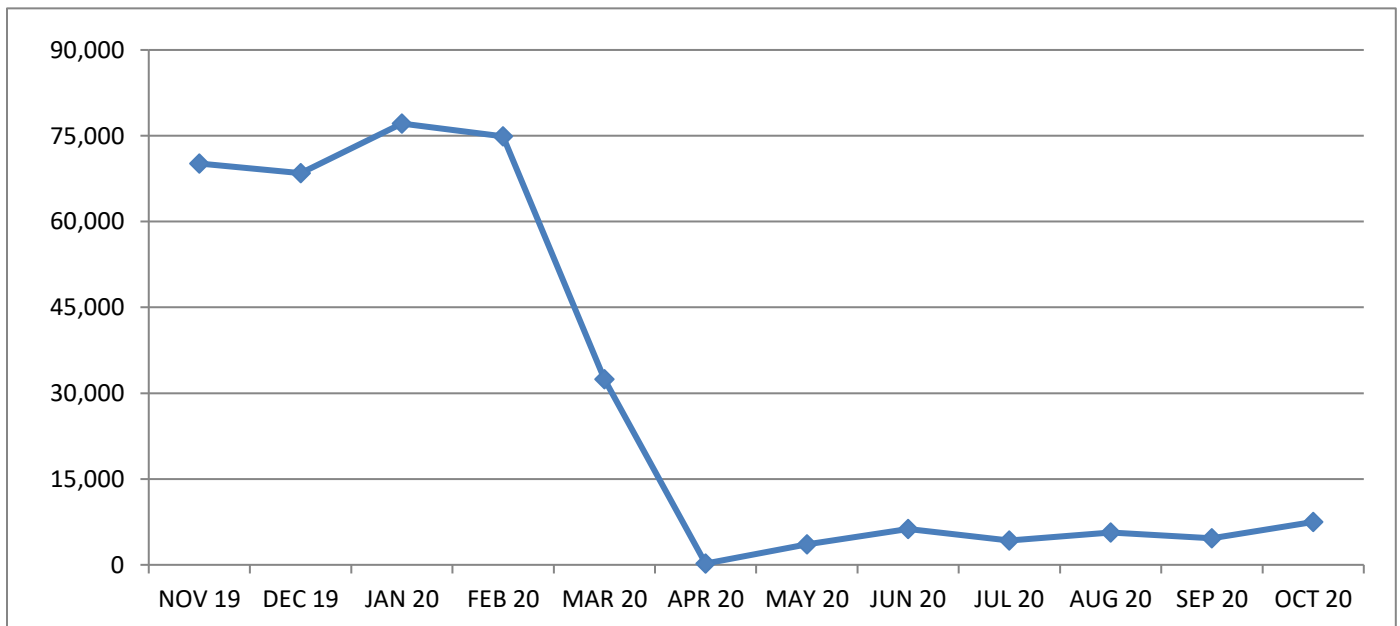
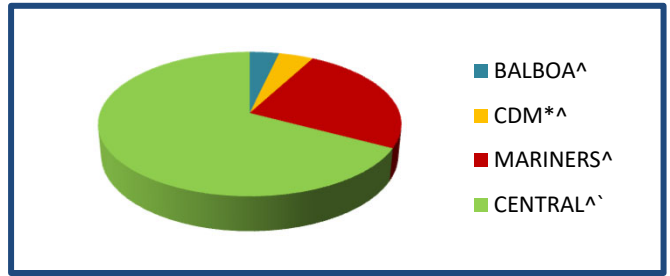
PATRONS SERVED IN LIBRARY

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; CENTRAL REOPENED 9/21/20; IN-PERSON PROGRAMS CANCELED 3/12/20+

BALBOA^
CDM*^
MARINERS^
CENTRAL^^

TOTAL

OCT 20	YTD 20/21	YTD 19/20
273	1,174	15,088
320	1,358	8,181
1,854	7,443	81,008
5,036	12,017	198,640
7,483	21,992	302,917



* The Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

^ Includes the number of curbside pickups at this location.

` Excludes live walk-ins between 9/21/20 and 9/30/20.

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2020

PROGRAM ATTENDANCE

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; CENTRAL REOPENED 9/21/20; IN-PERSON PROGRAMS CANCELED 3/12/20+

BALBOA^

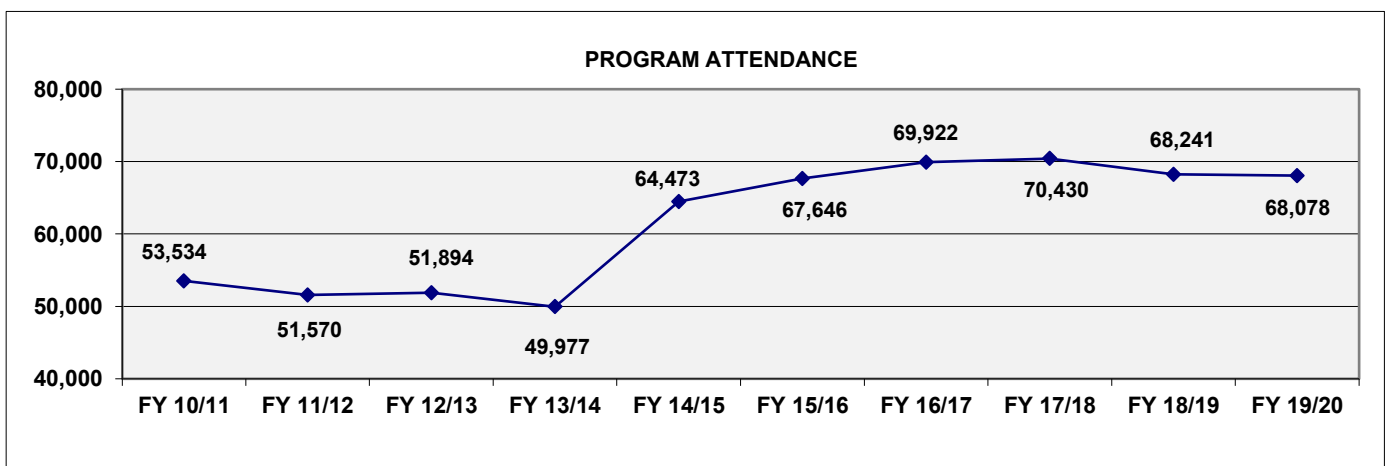
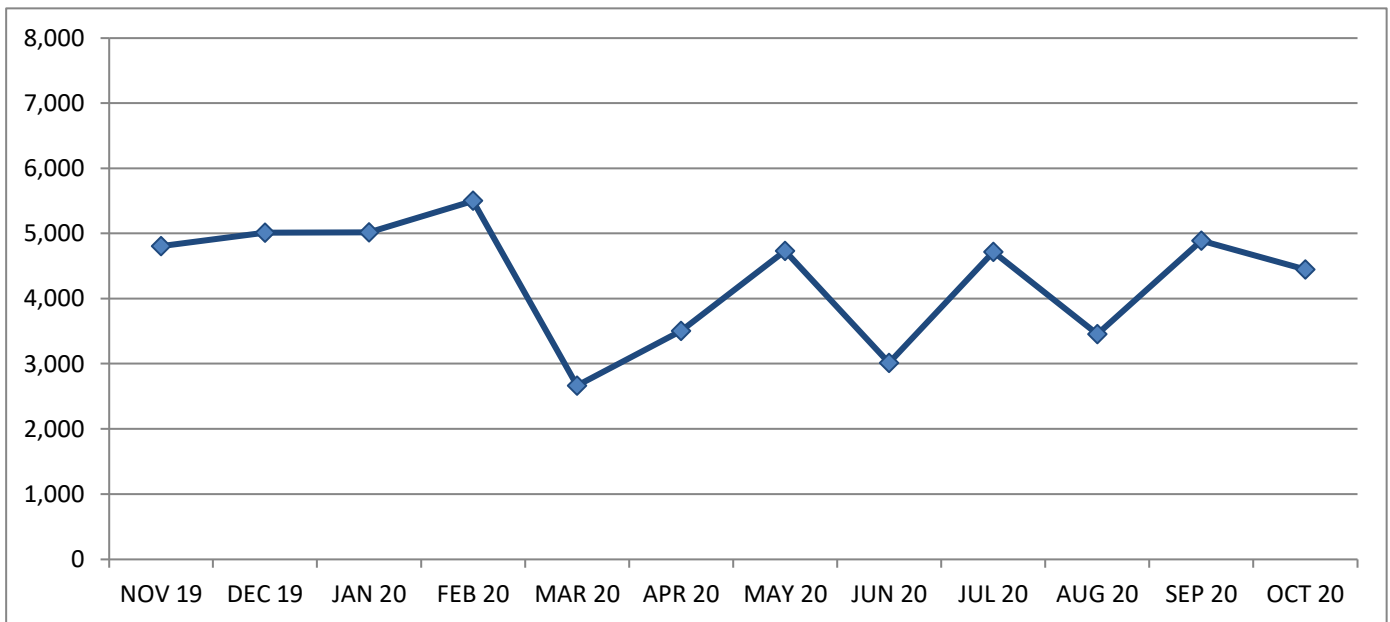
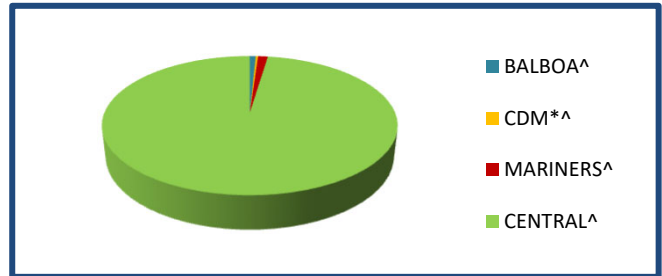
CDM*^

MARINERS^

CENTRAL^

TOTAL

	OCT 20	YTD 20/21	YTD 19/20
BALBOA^	35	35	641
CDM*^	13	48	957
MARINERS^	57	57	4,396
CENTRAL^	4,339	17,362	27,847
TOTAL	4,444	17,502	33,841



* The Corona del Mar Branch Library was closed for reconstruction from April 2018 through July 2019.

^ May include live virtual program attendance, recorded program views, and/or virtual program materials pickup.

LIBRARY EXPENDITURES

(November 2, 2020)

FY 2020-21

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,933,536	2,933,536	859,142	210,781	2,074,394
SALARY PART-TIME	1,044,147	1,044,147	228,112	54,488	816,035
BENEFITS	2,086,990	2,086,990	636,545	85,140	1,450,445
SALARY & BENEFITS TOTAL	6,064,673	6,064,673	1,723,799	350,409	4,340,874
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	164,393	171,535	41,551	10,604	129,984
UTILITIES	271,491	271,491	72,246	22,612	199,245
PROGRAMMING	5,500	5,500	431	21	5,069
SUPPLIES**	81,970	82,736	9,510	2,621	73,226
LIBRARY MATERIALS	619,740	620,222	263,897	33,533	356,325
FACILITIES MAINTENANCE	184,686	184,871	50,863	24,921	134,008
TRAINING AND TRAVEL	10,681	10,681	40	40	10,641
GENERAL OPERATING EXPENSES***	24,202	24,202	2,822	1,146	21,380
PERIPHERALS	5,000	5,000	0	0	5,000
INTERNAL SERVICE FUNDS	1,858,439	1,858,439	619,480	309,740	1,238,959
OFFICE EQUIPMENT	2,000	2,000	787	787	1,213
MAINT & OPERATION TOTAL	3,228,102	3,236,677	1,061,627	406,027	2,175,050
LIBRARY BUDGET TOTAL	9,292,775	9,301,350	2,785,426	756,436	6,515,924

*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	COVID-19 Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
Jan 21, 2020	Review Holidays / Meeting Schedule 2021		Jan 19, 2021
Jan 21, 2020	Newport Beach Public Library eBranch & Database Review		Jan 19, 2021
Feb 24, 2020	Annual Budget - Preliminary Review		Feb 16, 2021
Feb 24, 2020	Arts & Cultural Update		Feb 16, 2021
Aug 17, 2020	Branch Update - Balboa		Mar 15, 2021
Apr 20, 2020	Annual Budget - Approval		Apr 20, 2021
Apr 20, 2020	Library Material Selection & Downloadable Services		Apr 20, 2021
June 15, 2020	Media Lab Update		Jun 14, 2021
June 15, 2020	Marketing Update & Social Networking Update		Jun 14, 2021
June 15, 2020	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 14, 2021
June 15, 2020	Adult and Reference Services Update		Jun 14, 2021
Aug 17, 2020	Branch Update - CDM		Jun 14, 2021
Jul 20, 2020	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 19, 2021
Jul 20, 2020	Proposed Library Closures for Winter Holidays 2020		Jul 19, 2021
Aug 17, 2020	Information Technology Update		Aug 16, 2021
Sep 21, 2020	Literacy Program Update		Sep 20, 2021
Oct 19, 2020	Branch Update - Mariners		Oct 18, 2021
Oct 19, 2020	Youth Services Update		Oct 18, 2021
LAST REVIEWED	POLICY REVIEW		
Nov 13, 2018	NBPL 6	Media Lab Use Policy	Nov 16, 2020
Nov 13, 2018	NBPL 7	Sound Lab Use Policy	Nov 16, 2020
Jan 22, 2019	NBPL 10	Laptop/Use Borrowing Policy	Jan 19, 2021
Jan 22, 2019	NBPL 5	Newport Beach Public Library Internet Use Policy (formerly City Council Policy I-8)	Jan 19, 2021
Jan 22, 2019	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 19, 2021
Feb 19, 2019	NBPL 8	Display and Distribution of Materials Policy	Feb 16, 2021
Mar 18, 2019	NBPL 1	Library Use Policy (formerly City Council Policy I-2)	Mar 15, 2021
Mar 18, 2019	NBPL 4	Children in the Library Policy (formerly City Council Policy I-6)	Mar 15, 2021
Apr 23, 2019	NBPL 13	Study Room Policy	Apr 19, 2021
Apr 23, 2019	NBPL 14	Friends Meeting Room (formerly City Council Policy I-7)	Apr 19, 2021
Jan 21, 2020	NBPL 3	Library Gift and Donor Policy (formerly City Council Policy I-4)	Jan 17, 2022
Jun 15, 2020	NBPL 12	Circulation Policy	Jun 20, 2022
Jul 20, 2020	CC I-1	Library Services Policy (Council Policy I -1)	Jul 18, 2022

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton

TITLE: Media Lab Use Policy – NBPL 6

DISCUSSION:

The Media Lab, which is comprised of 15 high-end computer workstations, provides specialized software and equipment for creative endeavors. The space is also used for public training. Current policy ensures fair and equal access to the shared resources in the lab.

Staff recommends a few minor revisions to the policy. The word “customer” should be replaced with the word “patron”. The word “considered” in section 3 has been changed to “deemed”.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

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

Media Lab Use Policy

NBPL 6

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

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

Amended by the Board of Library Trustees on November 13, 2018.

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on November 13, 2018.

Media Lab Use Policy

NBPL 6

1. The Media Lab is open to valid Newport Beach Public Library (NBPL) cardholders whose accounts are in good standing.
2. ~~Customers~~ Patrons under 14 years of age must be accompanied by an adult.
3. Users can make ~~4-hour~~ 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 ~~considered~~ deemed canceled at that time.
4. All general behavioral guidelines for the Library apply, specifically, the Library Use Policy and Internet Use Policy.
5. Food and drink are not permitted in the Media Lab at any time.
6. Cell phone conversations are not allowed in the Media Lab. Cell phones must be set to silent. ~~Customers~~ Patrons using the Media Lab for audio projects must use headphones. Headphone volume must be such that other ~~customers~~ patrons will not be disturbed.
7. The workspace area of the Media Lab is reserved for ~~customers~~ patrons using Media Lab software or who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building or check out a laptop. For group study, please reserve one of our three study rooms.
8. Users will be assigned to a specific computer based on their project needs. When making an appointment, ~~customers~~ patrons should inform staff of their specific hardware and software requirements.
9. Saving work on Media Lab computers is prohibited. Users must save their work on an external memory source. CDs and flash drives are sold in the Media Center. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Media Lab.
10. Media Lab users with large files must save, export or transfer large projects to external devices prior to closing. Allow ample time to save, export, transfer large files, or process your files. The Media Lab will close no later than 30 minutes prior to Library closing times.
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Amended by the Board of Library Trustees on November 13, 2018.

Amended by the Board of Library Trustees on November 16, 2020.

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on November ~~13~~16, ~~2018~~2020.

Media Lab Use Policy

NBPL 6

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

Adopted by the Board of Library Trustees on June 16, 2014. Amended by the Board of Library Trustees on November 13, 2018.

Amended by the Board of Library Trustees on November 16, 2020.

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on November 16, 2020.

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton

TITLE: Sound Lab Use Policy – NBPL 7

DISCUSSION:

The Sound Lab provides specialized software and equipment for recording projects. The availability of a digital audio workstation and peripheral equipment for sound recording provides patrons with an important amenity not typically provided by public libraries. Current policy ensures fair and equal access to the shared resources available in the lab.

Staff recommends a few minor revisions to the policy. The word “customer” should be replaced with the word “patron”. The word “considered” in section 3 has been changed to “deemed”.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

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

Sound Lab Use Policy

NBPL 7

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

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

Amended by the Board of Library Trustees on November 13, 2018.

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on November 13, 2018.

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TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton

TITLE: COVID-10 Update

DISCUSSION:

The COVID-19 virus has had an unprecedented impact on Newport Beach Public Library and the community we serve. The Library has adjusted services to support patrons and the community at large during the crisis and continues to plan phased preparations for the months ahead.

Staff is awaiting direction for State, County and City officials concerning broader reopening. These decisions are based on public health metrics, and as the rate of infection decreases, services can be expanded.

Since reopening, the Library's circulation numbers continue to rise, and increased by over 10,000 items in October from the previous month.

Daily visits are down considerably. Before the pandemic, NBPL averaged about 15,000 patron visits a week. Since reopening, Central Library has averaged 228 daily visits. We attribute this to the public remaining cautious about virus transmission, and the popularity and convenience of curbside service and downloadable content and databases.

Patrons continue to seek reference assistance and have asked 9,857 reference questions since reopening.

While our in-library programs are on hold, the public continues to enjoy video from recent Library programs and new content developed by staff for at-home viewing. Library staff members are meeting the needs of the community in creative and resilient ways and have developed the following virtual programs:

- Crafting with NBPL
- Distance Learning Resources
- Let's Talk Books
- Poetry Party
- Safe at Home Resources
- Staff Picks for Young Adults
- Staff Recommendations (eBooks and eAudiobooks)

From September 21 through November 8, library patrons have viewed NBPL virtual programming 5,378 times.

NOTICING:

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