



## CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Newport Beach City Hall (via Zoom)  
100 Civic Center Drive, Newport Beach, CA 92660

Tuesday, January 19, 2021 - 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**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which allows the Board of Library Trustees to attend Board of Library Trustees meetings by electronic means. Please be advised that to minimize the spread of COVID-19, Board of Library Trustees may attend this meeting either electronically or telephonically.

Also, please be advised that on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allows for the public to participate in any meeting of the Board of Library Trustees telephonically or by other electronic means. Given the health risks associated with COVID-19, the City of Newport Beach will conduct this meeting via Zoom. As a member of the public, if you would like to participate in this meeting, you can participate via the following options:

1. 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](mailto:LibraryBoard@newportbeachca.gov) by Monday, January 18, 2021, 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.
2. You can connect with a computer by joining through Zoom. Click the link below to register for the meeting using a valid email address. You will receive a confirmation email allowing you to join the meeting:  
[https://zoom.us/webinar/register/WN\\_2FLEx0bSSrKq4LAak6zllw](https://zoom.us/webinar/register/WN_2FLEx0bSSrKq4LAak6zllw).
3. Or you may connect by Phone/Audio Only by calling: (669)-900-9128. The meeting ID is 913 7379 9853#. Attendees must raise their hand in the Zoom module if they would like to speak during Public Comments. If attending by phone, press \*9 to raise hand.

Please know that it is important for the City to allow public participation at this meeting. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City's website.

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 Board of Library Trustees 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](mailto:thetherton@newportbeachca.gov).

**NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

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

I. **CALL MEETING TO ORDER**

II. **ROLL CALL**

III. **PLEDGE OF ALLEGIANCE**

IV. **NOTICE TO THE PUBLIC**

*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.*

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 must raise their hand in the Zoom module if they would like to speak upon invitation by the Chair. If attending by phone, press \*9 to raise hand.*

A. **Consent Calendar Items**

1. **Minutes of the Dec 21, 2020 Board of Library Trustees Meeting** (pp. 5-8)

[DRAFT OF MINUTES](#)

2. **Patron Comments** (pp. 9-12)

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

[PATRON COMMENTS](#)

3. **Library Activities** (pp. 13-20)

Monthly update of library events, services, and statistics.

[DECEMBER ACTIVITIES](#)

4. **Expenditure Status Report** (pp. 21-22)

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

[EXPENDITURE REPORT](#)

5. **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](#)

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Review of the NBPL Internet Use Policy (NBPL 5) (pp. 24-31)**

Staff recommends that the Board of Library Trustees review and approve recommended revisions to the Library Internet Use Policy.

[INTERNET USE POLICY REPORT](#)

[INTERNET USE POLICY REPORT-ATTACHMENT A](#)

[INTERNET USE POLICY REPORT-ATTACHMENT B](#)

[INTERNET USE POLICY REPORT-ATTACHMENT C](#)

**7. Review of Rules for Acceptable Use of Wireless Internet Connections (pp. 32-38)**

Staff recommends that the Board of Library Trustees review and approve recommended revisions to the Rules for Acceptable Use of Wireless Internet Connections.

[RULES FOR USE OF WIRELESS INTERNET REPORT](#)

[RULES FOR USE OF WIRELESS INTERNET REPORT-ATTACHMENT A](#)

[RULES FOR USE OF WIRELESS INTERNET REPORT-ATTACHMENT B](#)

[RULES FOR USE OF WIRELESS INTERNET REPORT-ATTACHMENT C](#)

**8. Review Holidays/Meeting Schedule (pp. 39-40)**

Staff requests that the Board of Library Trustees review the 2021 meeting schedule.

[HOLIDAY CLOSURE AND MEETING SCHEDULE REPORT](#)

**9. Newport Beach Public Library eBranch Review (pp. 41-45)**

Staff will provide an update and review of the Library eBranch.

[eBRANCH AND DATABASE REVIEW](#)

**10. Lecture Hall Update**

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

**11. COVID-19 Update (p. 46)**

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

[COVID-19 UPDATE](#)

**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 on the most recent activities.
- B. Library Live Lectures Committee - Report on the most recent activities.
- C. Witte Lectures Committee - Report on the most recent activities.

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

Trustee update on the most recent activities.

**15. Literacy Services Liaison Report**

Trustee update on the most recent activities.

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

*Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. Attendees must raise their hand in the Zoom module if they would like to speak. If attending by phone, press \*9 to raise hand.*

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

**IX. ADJOURNMENT**

CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach City Hall (via Zoom)  
100 Civic Center Drive, Newport Beach, CA 92660  
Meeting Minutes  
December 21, 2020 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair Watkins called the meeting to order at 5:02 P.M.

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

Trustees Present: Chair Paul Watkins, Vice Chair Douglas Coulter, Secretary 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** – Vice Chair Coulter

Library Services Director Tim Hetherton introduced the Marketing Specialist, Maria Nicklin, who expressed enthusiasm for the position and polishing the library's brand.

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the November 16, 2020 Board of Library Trustees Meeting**

Chair Watkins suggested revisions to the minutes.

Newport Beach resident Jim Mosher stated that the monitoring list for November and December was thin and suggested moving items from other months to facilitate an even distribution of business. He also advised that while on a Zoom meeting he sees only three boxes and it is difficult to tell with whom he is meeting. Board Member Glabman apologized for not having her camera on.

2. **Patron Comments**

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

Chair Watkins complemented Rebecca Lightfoot on 16 patron responses in the past month.

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.

Motion made by Vice Chair Coulter, seconded by Secretary Kost, and carried (4-0-0-1) to approve the Consent Calendar as amended.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Lecture Hall Update**

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

Tim Hetherton, Library Services Director, gave the report in Board Member Ray's absence. At the December 7, 2020 meeting the architect presented and discussed possible interior and exterior layouts, the AV complement the building would have, configurations of the courtyard and landscaping. Renderings of potential exterior treatments were shown. Progress is being made and a design may be approved by the January meeting.

In response to Board Member questions Library Services Director Hetherton advised that project renderings and plans could be viewed on the City's website in the December meeting materials. He agreed to forward the link to the Board.

Newport Beach resident Jim Mosher advised that the City Council created an Ad Hoc committee on the Library Lecture Hall. The Ad Hoc committee was to investigate funding for the Library Lecture Hall and would sunset when they reported back or by the end of the year. Mr. Mosher said they have not reported back and noted the end of the year was quickly approaching. The Board directed Library Services Director Hetherton to look into the matter.

**7. COVID-19 Update**

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

Tim Hetherton, Library Services Director, explained that on December 3<sup>rd</sup> the State instituted new COVID restrictions although not much changed for the library. Capacity has been reduced from 25% to 20% or approximately 88 patrons. Patrons have been asked not to consume food and beverages in the building. Grab and go remains in

effect, but the public cannot linger inside the building under the COVID plan. The library has been open since September 21, 2020, and no staff have reported illness. There are approximately 320 patrons a day and the website and services are working.

**8. Library Services**

Report of Library issues regarding services, patrons and staff.

Tim Hetherton, Library Services Director, announced that they are a Library Journal 4 Star Library. Newport Beach Public Library had good numbers across the board, but particularly in electronic retrieval which has been a particular point of focus. Institutions rated 5 Stars generally served smaller communities than Newport Beach.

In response to Board Member Glabman's question Library Services Director Hetherton stated that they received credit for materials borrowed through Libby as an electronic retrieval or as a computer use or Wi-Fi statistic. Chair Watkins said they should aggressively chase a 5 Star rating.

Newport Beach resident Jim Mosher cautioned against putting too much significance or time into chasing stars as the methodology could be questioned. Most notably, the Los Angeles Public Library and the New York Public Library have never received stars from the Library Journal. Mr. Mosher believes the ratings to be random and arbitrary and would not direct staff to focus on stars.

**B. Monthly Reports**

**9. Library Foundation Liaison Reports**

**A. Library Foundation Board** – Report on the most recent activities.

Chair Watkins shared information from an email from Executive Director, Meg Linton, to Board Member Ray. On December 16, 2020, the foundation launched <https://nbplf.foundation/> with more content to come. The 2021 Winter/Spring issue of *Bookmark Magazine* will be mailed the first week of January and will be online by mid-January. Finally, Stories from the Sea will continue into Winter 2021. The Foundation staff continues to work remotely, and the office will be closed from 12/25/2020 through 1/1/2021.

**B. Library Live Lectures Committee** – Report on the most recent activities.

Board Member Glabman stated the speakers list is posted online, there are currently four speakers, but they are looking to add a fifth. The committee is currently working on the 2022 lecture series and the work is fully funded.

**C. Witte Lectures Committee** – Report on the most recent activities.

Secretary Kost said tickets are available online for Samin Nosrat on January 15<sup>th</sup>, P.J. O'Rourke on February 19<sup>th</sup>, Sam Quinones on March 12<sup>th</sup>, and Shahzia Sikander on April 16<sup>th</sup>. There can be 500 viewers, so Secretary Kost encouraged people to invite their friends and family from all over the world to participate. They had \$99,000 committed

this year versus the goal of \$75,000 so the sponsors have been incredible. The 2022 lecture list is being finalized and contracted.

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

Trustee update on the most recent activities.

Vice Chair Coulter explained there was no December Friends of the Library meeting, but that the total net income in November was \$13,144. There is a year-end promotion in the bookstore where for every \$5 spent there is a \$1 certificate for use in January 2021. Board Member Glabman commended the Friends on their marketing and fundraising and the rest of the Board agreed.

**11. Literacy Services Liaison Report**

Trustee update on the most recent activities.

Chair Watkins said Literacy Services puts out a monthly volume called *Literally Speaking* and recommended the Learner's Corner article by Young Hae Kim. He also reported they had 68 matches of tutors and learners and \$439,000 in the bank. The Board has a full twelve members heading into its first 2021 meeting on January 14<sup>th</sup> at 6:00 p.m. They hope to begin a new fundraiser in February 2021. The current campaign of Be Well – Read t-shirts benefits pro-literacy and can be purchased on the website.

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

None.

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

None.

**IX. ADJOURNMENT – 5:43 P.M.**



## NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

DECEMBER 2020

| <b>Comment #</b><br><b>Date Received</b><br><b>Source of Comment</b><br><b>Staff Member</b><br><b>Staff Member Title</b><br><b>Date Responded to Patron</b> | <b>Comment</b>  | <b>Response</b>   |
|---|---|---|
| <u>1</u><br><u>11/30/2020</u><br><u>Email</u><br><u>Melissa Hartson</u><br><u>Circ. &amp; Tech. Processing Coordinator</u><br><u>12/3/2020</u>              | <p>Is there a way to get a list of what I have read since the new library app.? Also, I want to know how to make a donation to the library which will go to the employees/volunteers working in the NB Library.</p> | <p>You may opt into recording your account checkout history through the library's online catalog. Once you log in to your account through our website, saving and showing your checkout history is found in the "Personal Information" tab under "Preferences." The reading history functions are not available in the app. They are only available through your library account on our website. While we appreciate your offer to make a donation to the employees and volunteers working in the Library, we are not able to accept this type of targeted donation. If you would like to support the Library in other ways, you may make a donation to our Foundation, Friends of the Library or Newport/Mesa ProLiteracy. Thank you for your inquiries and support of the Library.</p>  |
| <u>2</u><br><u>12/1/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/1/2020</u>                           | <p>I was checking to see when the media lab would be reopened and if there are ways to rent a computer through the Newport Beach Public Library. Thank you!</p>   | <p>Unfortunately the Media Lab has not yet reopened due to the size of the room and the configuration of the software on the computers. We do not yet have a date when the Media Lab will be reopened. There are a limited number of public computers upstairs at the Central Library. You may make a reservation ahead of time online here: <a href="https://www.newportbeachlibrary.org/services/computers-and-wifi">https://www.newportbeachlibrary.org/services/computers-and-wifi</a>. I hope that helps. Please let me know if you have any other questions. Thank you.</p>   |
| <u>3</u><br><u>12/4/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/4/2020</u>                           | <p>I am building up a number of books which are new and I would like to donate them somewhere. Does the library take any? If not, would you know who would? Thanks.</p>   | <p>Yes. The Friends of the Library are taking donations, but due to the nature of the pandemic have some restrictions on the process. Below you will find the information from the Friends webpage that lists the steps regarding donations. Please note the Friends are not accepting donations on Saturday, December 5 due to a book sale. Bookstore donations will be accepted from 10:30 am until noon, Monday through Saturday, in the Bamboo Courtyard at the Central Library. Guidelines:</p> <ol style="list-style-type: none"> <li>1. All donations must be in small or medium size boxes.</li> <li>2. A maximum of 4 boxes may be dropped off at any one time.</li> <li>3. All books need to be in better condition. Books should be clean with no tears, foxing, broken spines, missing pages, etc.</li> <li>4. Fiction &amp; non-fiction should preferably be from the last 6-10 years except for classics and history.</li> <li>5 We do take CDs &amp; DVDs.</li> <li>6. We do not accept: <ul style="list-style-type: none"> <li>• Encyclopedias unless they're 100 years old</li> <li>• Time/Life books</li> <li>• Reader's Digest condensed books</li> <li>• Medical books, health books, law books, and travel books older than 8 years</li> <li>• VHS or cassette tapes</li> </ul> </li> </ol> <p>If you have questions, email us at <a href="mailto:nblibfriend@gmail.com">nblibfriend@gmail.com</a>. PLEASE do not drop off donations at any other time. They will not be accepted. A donation receipt will be provided if desired. Thank you for your support! We could not make our substantial gifts to the Library without your donations. I hope this helps. Please do not hesitate to contact me with any other questions. Thank you.</p> |

## NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

DECEMBER 2020

| <b>Comment #</b><br><b>Date Received</b><br><b>Source of Comment</b><br><b>Staff Member</b><br><b>Staff Member Title</b><br><b>Date Responded to Patron</b> | <b>Comment</b>  | <b>Response</b>  |
|---|---|--|
| <u>4</u><br><u>12/4/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/4/2020</u>                           | I have the Libby app. Can I request music CDs for pickup via this app? Thank you.   | The Libby app is used for reading and listening to downloadable eBooks and Audiobooks through OverDrive. However, we do have a mobile app for the library's catalog that would allow you to place holds on music CDs. There are links to the app for the Google and Apple app stores on our website here: <a href="https://www.newportbeachlibrary.org/ebranch">https://www.newportbeachlibrary.org/ebranch</a> . You can download the app through the appropriate app store and search the catalog and place holds. I hope that helps. Please let me know if you have any other questions. Thank you. |
| <u>5</u><br><u>12/6/2020</u><br><u>Email</u><br><u>Melissa Hartson</u><br><u>Circ. &amp; Tech. Processing Coordinator</u><br><u>12/7/2020</u>               | I think I may have registered for a new card. I could not check out a book online. HELP!!! Please let me know how best to reserve and check out a book. Thank you.  | You may place holds and check out items in our physical collection and through our digital collection using the library card number you have listed below. According to our records, you have changed your Password from the default of 9999 to something else. If you forgot your password, there is a "Forgot my PASSWORD" link in the login window to reset your password. Thank you for your inquiry.  |
| <u>6</u><br><u>12/7/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/8/2020</u>                           | It has never been easier to start a business. That's why, as the creator of boomerbiz.org, I'm encouraging seniors who want to pursue their entrepreneurial dreams to go for it. Home-based businesses are an especially good choice for seniors because they don't require a lot of capital to get started and they work for those who might have mobility issues. All of that said, I know that starting a business can be intimidating at any age. I'd love to offer some advice in a guest article for your website on how seniors can go about starting a home-based business, and I'll be sure to promote your site within the piece. Please let me know if it's ok for me to write and send over the article. Thank you! | Thank you for thinking of us, but we are not currently looking to add any content to our site.   |
| <u>7</u><br><u>12/9/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/9/2020</u>                           | I signed up and have now a web-registered library card. However, it seems I am unable to use my NBPL card number and pin to access Kanopy.com. Are the web-registered library cards allowed to use the Kanopy video service?  | Unfortunately, temporary card numbers are not compatible with our Kanopy service. You would need to come into the Central Library during open hours, Monday through Saturday from 9 a.m. to 6 p.m., in order to apply for a permanent card. There is a short form to fill out, and we will need to see a valid California ID. I hope that helps. Please let me know if you have any other questions. Thank you.  |
| <u>8</u><br><u>12/13/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/14/2020</u>                         | I loved the ACE Trio concert today. It was beautiful.   | Thank you so much for taking the time to tell us how much you enjoyed the ACE Trio concert. We're so glad you enjoyed it, and we're working on bringing some more wonderful concerts to our community in the upcoming months.  |
| <u>9</u><br><u>12/13/2020</u><br><u>Email</u><br><u>Terry Sanchez</u><br><u>Programs Specialist</u><br><u>12/14/2020</u>                                    | Many thanks. Loved the performance today and thought the group was an exceptional trio. Thank you for bringing a much needed uplifting time to the holiday this year. May you enjoy the holiday this year and hope for a brighter 2021!   | Thank you so much for your feedback! I am so happy to know that you enjoyed yesterday's Holiday Sunday Musicales. I agree, an uplifting performance was very much needed right now, and ACE Trio was truly a delight! Our hope is to bring live in-person performances back one day soon! In the meantime, we will keep offering virtual programs to our wonderful community. Thanks again!  |

## NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

DECEMBER 2020

| <b>Comment #</b><br><b>Date Received</b><br><b>Source of Comment</b><br><b>Staff Member</b><br><b>Staff Member Title</b><br><b>Date Responded to Patron</b> | <b>Comment</b>   | <b>Response</b>  |
|---|--|--|
| <u>10</u><br><u>12/13/2020</u><br><u>Email</u><br><u>Terry Sanchez</u><br><u>Programs Specialist</u><br><u>12/14/2020</u>                                   | <p>Fun, light, Christmas spirited, talented, collaborative, smiling, happy. All of these words come to mind as we enjoyed Shannon, Ryan, and Jason in the ACE Trio performance. Terry (of course) got us started with a super introduction. Loved the lighted Christmas trees set at Oasis. The performers were talented, and they explained so very well the pieces they were about to perform. What a nice way to usher in the holidays. Made our day! Thank you Friends, thank you Library!! All the best, stay well, and Merry Christmas.</p>  | <p>Thank you for your kind words! I am so pleased you enjoyed ACE Trio. They were truly a delight! Have a wonderful Christmas.</p>   |
| <u>11</u><br><u>12/13/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/15/2020</u>                        | <p>The Holiday Concert with ACE Trio was wonderful! Thanks!</p>  | <p>Thank you so much for taking the time to let us know that you enjoyed the ACE Trio concert! We are working to line up more wonderful virtual concerts for our community to enjoy.</p>   |
| <u>12</u><br><u>12/17/2020</u><br><u>Email</u><br><u>Debbie Walker</u><br><u>Library Services Manager, Acting</u><br><u>12/21/2020</u>                      | <p>I would like to reserve one of your study rooms to participate in the February California Bar Exam. California is administering the Bar Examination remotely (in home). This new arrangement is a little difficult for me. Both of my roommates work from home and have several large dogs. Additionally, as with anything in Newport Beach, three house are in various stages of construction on my street. I understand that COVID-19 protocols in place at the library. The study rooms are closed and I assume they are closed to prevent the spread of the COVID-19. By allowing only one person to use the room, the risk of spreading the virus to another occupant is minimal. The schedule for the exam makes this practical. The exam will place minimal burden on library staff. Library personnel will not be required to monitor exam. All examinees are monitored through our cameras on our computers. Test materials are provided to each student through the examination software. Each test resides on each individual takers laptop before test day. All scratch paper and any other test materials are provided through the exam software. What we need is your permission to use the study rooms and access them at 7:30 AM before library hours. That is it. Taking at the library would be the same as if we were at our homes, without the distractions of living at home. I understand this is an unusual request during COVID-19, but I am sure if we sit down and work this out, we can come up with a solution that can accommodate test takers and protect the health of library staff and patrons. Please consider this request. I am sure there are others who may need a quiet room to take the exam and I hope this could be a viable solution in these crazy times. Happy Holidays.</p> | <p>I'm sending this in response to your email requesting to reserve a study room for the California Bar exam in February. Unfortunately due to the nature of what has been going on with the pandemic and State and County guidelines regarding building capacity, access, etc. I do not have a definitive answer for you. Based on current guidelines regarding our building capacity here at the Central Library we are currently open from 9 – 6 for public use. It is necessary for our patrons to basically come in, get their materials, and leave. We do offer public computer usage for one hour, but otherwise we do not have seating or study rooms available at all. If and only if the guidelines for capacity and this business model relax by February and we are able to once again allow patrons the opportunity to stay for longer periods and use study rooms, we do have the Charles Sword Meeting Room that might be booked in advance (no more than 28 days prior though). It would not be available before 9:00 a.m. though as those are opening hours to the public. We also do not know if we would be open as late as 9:00 p.m. as in the past as this is again due to health guidelines and availability of Library Staff. I've included the link to our website to the page that outlines the regular guidelines for the Charles Sword Meeting Room and other Study Rooms so that you might see those policies when we are under normal operations: <a href="https://www.newportbeachlibrary.org/services/study-meeting-rooms">https://www.newportbeachlibrary.org/services/study-meeting-rooms</a>. Again, my apologies for not being able to give you a more certain answer regarding your request.</p> |

## NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

DECEMBER 2020

| <b>Comment #</b><br><b>Date Received</b><br><b>Source of Comment</b><br><b>Staff Member</b><br><b>Staff Member Title</b><br><b>Date Responded to Patron</b> | <b>Comment</b>  | <b>Response</b>  |
|---|---|--|
| <u>13</u><br><u>12/19/2020</u><br><u>Email</u><br><u>Melissa Hartson</u><br><u>Circ. &amp; Tech. Processing Coordinator</u><br><u>12/21/2020</u>            | I returned this book last week but got a 3-day notice to return: Duke: A Life of Duke Ellington by author Terry Teachout, call number: ELLINGT. | 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>15</u><br><u>12/28/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/28/2020</u>                        | I returned "Atomic Habits" prior to the due date to the bin on Dover Drive and yet I am receiving notifications that it is overdue.             | All items returned are being quarantined for 7 days and will be backdated to the date of return so you will not incur any overdue fines. If the item is still showing on your account 10 days after you've returned it, please let us know so we can initiate the search process. Thank you.   |
| <u>16</u><br><u>12/29/2020</u><br><u>Email</u><br><u>Rebecca Lightfoot</u><br><u>Adult Services Coordinator</u><br><u>12/29/2020</u>                        | Can you tell me how to access an eBook?   | You can borrow downloadable eBooks and audiobooks through OverDrive. To see the collection and read books on your computer, navigate to the eBranch page of the library's website and select eBooks & eAudiobooks from the drop down menu: <a href="https://www.newportbeachlibrary.org/ebranch/ecollection/ebooks">https://www.newportbeachlibrary.org/ebranch/ecollection/ebooks</a> . Click on the big blue OverDrive button. A new tab or window will open that says "Southern California Digital Library". Log in with your Newport Beach library card and browse the collection. You can read most titles right in your browser. You can also download the Libby app on your mobile device (such as an iPad), which will allow you to read or listen to books on your phone or tablet. Just search for "Libby" in your app store, and follow the installation and setup instructions. Here is a link to OverDrive's getting started page: <a href="https://help.overdrive.com/en-us/categories/getting-started.htm">https://help.overdrive.com/en-us/categories/getting-started.htm</a> . 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 – January 19, 2021 meeting

---

### **TIM HETHERTON - LIBRARY SERVICES DIRECTOR**

*"If information is the currency of democracy, then libraries are its banks."*

-Senator Wendell Ford

#### **4-Star signature logo**

Our new Marketing Specialist, Maria Nicklin, has created a logo for staff email signatures promoting our Library Journal 4-Star status:



#### **Recruitment**

On January 14 and 15, the Library held interviews for a full-time Cultural Arts and Programming Assistant. The selected candidate will work with the Library Services Director on Cultural Arts matters as well as Library Programming. This is an important position as the Lecture Hall comes closer to fruition as a venue for library and cultural arts programming.

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

- **Board of Library Trustees Meeting**  
5. p.m., Tuesday, February 16, 2021  
Zoom
- **Witte Lecture**  
P.J. O'Rourke  
6:19 p.m., Friday, February 19, 2021  
Zoom

## **DEBBIE WALKER – BRANCH AND YOUTH SERVICES COORDINATOR**

### **Branches**

Curbside continued at all branch locations and once again, Mariners posted particularly strong numbers with over 1600 pick-ups for the month. Branch staff also took advantage of building closures to analyze, re-arrange and deselect items in their materials collections. Annika Helmuth, Branch Librarian at CDM hosted a virtual coding program for children ages five through eight that had over 100 views.

### **Youth Services**

Tune-in Tuesdays took place through December 15 and then went on hiatus for the traditional winter holiday storytime break. The theme for the Grab and Go craft kit in December was “Noon Year’s Eve.” The content of this kit was largely inspired by the hugely successful in-person program of the same theme that was held at Central on December 31, 2019. Over 450 craft kits were given out at all locations. A virtual Noon Year’s Eve countdown filmed with members of the Youth Services team had close to 600 views.

### **Teen Services**

YAAC held a virtual meeting in December and discussed upcoming winter activities.

### **Facilities**

Facilities Maintenance Specialist Eddie Flores continued to take advantage of the absence of patrons in the branches to touch up paint and make other minor repairs. At Central on December 14 the two vending machines that were located in the breakroom were removed as the City is no longer working with the vendor. The City is working on finding a replacement service. With the machines gone Eddie was able to give the area a thorough cleaning and repaint the wall there.

## **MELISSA HARTSON – CIRCULATION AND TECHNICAL PROCESSING COORDINATOR**

### **ILS Update**

The ILS Team continues to meet with our SirsiDynix Implementation Consultant on a monthly basis. As staff continues to become familiar with the system, we have found these monthly meetings to be beneficial. During these meetings, we gain a better understanding of available features and how we may utilize them to best serve our patrons. Our Implementation Consultant works with us to configure and modify available features discussed during our meetings.

Adult Services Coordinator, Rebecca Lightfoot and I met with our SirsiDynix Library Relations Manager. We meet on a quarterly basis to review SirsiDynix’s product roadmap, latest system release notes, key SirsiDynix events, company changes and any additional matters that need addressing.

## **REBECCA LIGHTFOOT – ADULT SERVICES COORDINATOR**

### **Programming**

December’s Virtual Sunday Musicale featuring “ACE Trio” in a special holiday program had 193 views. “Nutcracker for Kids” had 50 views.

# Proquest Articles Retrieved 2020-2021

|                        | July | Aug  | Sept | Oct  | Nov  | Dec  | Jan | Feb | Mar | Apr | May | Jun | AVG. |
|------------------------|------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|------|
| Business Databases     | 861  | 837  | 888  | 1376 | 1009 | 1095 |     |     |     |     |     |     | 1011 |
| Newspapers--Current    | 982  | 816  | 829  | 1121 | 815  | 888  |     |     |     |     |     |     | 909  |
| Newspapers--Historical | 1621 | 1058 | 2165 | 3478 | 4175 | 2282 |     |     |     |     |     |     | 2463 |
| Magazines              | 17   | 30   | 49   | 38   | 40   | 44   |     |     |     |     |     |     | 36   |

| Database FY Comparisons         | JUL<br>2020 | AUG<br>2020 | SEP<br>2020 | OCT<br>2020 | NOV<br>2020 | DEC<br>2020 | JAN<br>2021 | FEB<br>2021 | MAR<br>2021 | APR<br>2021 | MAY<br>2021 | JUN<br>2021 | YTD<br>20/21 |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Tracked by #searches</b>     |             |             |             |             |             |             |             |             |             |             |             |             |              |
| A to Z Databases                | 517         | 1252        | 1581        | 2455        | 1997        | 6449        |             |             |             |             |             |             | 14251        |
| Ancestry                        | 2366        | 5105        | 3777        | 1812        | 1145        | 110         |             |             |             |             |             |             | 14315        |
| AskART                          | 32          | 14          | 19          | 26          | 9           | 23          |             |             |             |             |             |             | 123          |
| Brainfuse JobNow/VetNow         | **          | **          | **          | 0           | 1           | 0           |             |             |             |             |             |             | 1            |
| Britannica School Edition       | 37          | 0           | 0           | 99          | 0           | 87          |             |             |             |             |             |             | 223          |
| Facts on File Ancient History   | 4           | 0           | 15          | 5           | 1           | 12          |             |             |             |             |             |             | 37           |
| Gale Archives Unbound           | 3066        | 876         | 11169       | 14235       | 3270        | 1095        |             |             |             |             |             |             | 33711        |
| Gale Directory Library          | 9           | 1           | 19          | 29          | 37          | 1           |             |             |             |             |             |             | 96           |
| Gale in Context: Biography      | 39          | 44          | 19          | 16          | 39          | 1           |             |             |             |             |             |             | 158          |
| Gale in Context: Elementary     | 50          | 9           | 1           | 0           | 2           | 5           |             |             |             |             |             |             | 67           |
| Gale in Context: Opposing View  | 46          | 69          | 74          | 65          | 1679        | 288         |             |             |             |             |             |             | 2221         |
| Gale Literature Resource Center | 48          | 49          | 34          | 50          | 40          | 3           |             |             |             |             |             |             | 224          |
| Gale Virtual Reference Library  | 127         | 31          | 19          | 40          | 194         | 25          |             |             |             |             |             |             | 436          |
| HeritageQuest                   | 2396        | 2792        | 2820        | 3924        | 2637        | 97          |             |             |             |             |             |             | 14666        |
| Legal Information Ref Center    | 9           | 23          | 15          | 29          | 24          | 25          |             |             |             |             |             |             | 125          |
| National Geographic             | 26          | 18          | 12          | 18          | 14          | 58          |             |             |             |             |             |             | 146          |
| National Geographic Kids        | 24          | 31          | 6           | 18          | 27          | 35          |             |             |             |             |             |             | 141          |
| NewsBank (OC Register)          | 1411        | 1609        | 1237        | 1276        | 3074        | 769         |             |             |             |             |             |             | 9376         |
| NoveList Plus                   | 69          | 85          | 55          | 47          | 28          | 4           |             |             |             |             |             |             | 288          |
| NoveList K-8 Plus               | 15          | 17          | 20          | 30          | 70          | 19          |             |             |             |             |             |             | 171          |
| ProQuest                        | 2568        | 2280        | 2709        | 3677        | 2748        | 2748        |             |             |             |             |             |             | 16730        |
| Proquest eLibrary               | *           | *           | 31          | 4           | 22          | 0           |             |             |             |             |             |             | 57           |
| Reference USA Business          | 903         | 828         | 842         | 561         | 558         | 4196        |             |             |             |             |             |             | 7888         |
| Reference USA Residential       | 8           | 40          | 40          | 22          | 34          | 24          |             |             |             |             |             |             | 168          |
| SIRS Discover                   | *           | *           | 16          | 6           | 0           | 1           |             |             |             |             |             |             | 23           |
| SIRS Issues Researcher          | *           | *           | 12          | 10          | 16          | 6           |             |             |             |             |             |             | 44           |
| World Book Online               | 24          | 2           | 65          | 59          | 36          | 25          |             |             |             |             |             |             | 211          |
| <b>Tracked by #sessions</b>     |             |             |             |             |             |             |             |             |             |             |             |             |              |
| Testing & Education Ref. Center | 29          | 4           | 20          | 25          | 34          | 32          |             |             |             |             |             |             | 144          |
| <b>Tracked by #page views</b>   |             |             |             |             |             |             |             |             |             |             |             |             |              |
| Consumer Reports                | 3137        | 3941        | 3072        | 2132        | 3238        | 2950        |             |             |             |             |             |             | 18470        |
| CultureGrams                    | 45          | 81          | 85          | 10          | 179         | 192         |             |             |             |             |             |             | 592          |
| Morningstar                     | 44184       | 31804       | 12785       | 26047       | 28354       | 30254       |             |             |             |             |             |             | 173428       |
| NetAdvantage                    | 6262        | 4216        | 5818        | 9366        | 8647        | 7221        |             |             |             |             |             |             | 41530        |
| RealQuest                       | 72          | 136         | 35          | 99          | 193         | 174         |             |             |             |             |             |             | 709          |
| Tumblebooks                     | 160         | 78          | 51          | 111         | 25          | 75          |             |             |             |             |             |             | 500          |
| Value Line                      | 11076       | 9740        | 10629       | 13068       | 14503       | 11068       |             |             |             |             |             |             | 70084        |
| <b>Tracked by courses</b>       |             |             |             |             |             |             |             |             |             |             |             |             |              |
| Udemy                           | 1721        | 2316        | 2124        | 2083        | 1470        | 1987        |             |             |             |             |             |             | 11701        |
| <b>Tracked by Hours Used</b>    |             |             |             |             |             |             |             |             |             |             |             |             |              |
| Rosetta Stone                   | 95.6        | 97.1        | 98.63       | 55.78       | 63.05       | 89.93       |             |             |             |             |             |             | 500.1        |

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



**NBPL Website Usage 2020-2021**

| Metric                | July   | Aug    | Sept   | Oct    | Nov    | Dec    | Jan | Feb | Mar | Apr | May | Jun | Average | Total   |
|-----------------------|--------|--------|--------|--------|--------|--------|-----|-----|-----|-----|-----|-----|---------|---------|
| Total Users           | 29721  | 33169  | 33247  | 36204  | 33638  | 34090  |     |     |     |     |     |     | 33345   | 200069  |
| New Users             | 25824  | 27006  | 26917  | 30022  | 28399  | 28786  |     |     |     |     |     |     | 27826   | 166954  |
| Sessions              | 73936  | 72313  | 71550  | 71518  | 64528  | 64372  |     |     |     |     |     |     | 69703   | 418217  |
| Pageviews             | 289912 | 299267 | 283384 | 257889 | 228504 | 224847 |     |     |     |     |     |     | 263967  | 1583803 |
| Sessions Per User     | 2.49   | 2.18   | 2.15   | 1.98   | 1.92   | 1.89   |     |     |     |     |     |     | 2.10    | --      |
| Pages Per Session     | 3.92   | 4.14   | 3.96   | 3.61   | 3.54   | 3.49   |     |     |     |     |     |     | 3.78    | --      |
| Avg Session Dur (min) | 3.37   | 3.27   | 3.07   | 2.82   | 2.70   | 2.60   |     |     |     |     |     |     | 2.97    | --      |
| Bounce Rate (%)       | 45.83  | 49.01  | 49.11  | 51.97  | 53.67  | 54.58  |     |     |     |     |     |     | 50.70   | --      |

**Cassie Wireless (Spot) Total Number of Sessions 2020-2021**

| Location     | July        | Aug         | Sept        | Oct         | Nov         | Dec         | Jan | Feb | Mar | Apr | May | Jun | Average     | Total        |
|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-----|-----|-----|-----|-----|-----|-------------|--------------|
| Balboa       | 136         | 142         | 103         | 142         | 104         | 94          |     |     |     |     |     |     | 120         | 721          |
| CdM          | 31          | 23          | 7           | 4           | 10          | 13          |     |     |     |     |     |     | 15          | 88           |
| Mariners     | 377         | 440         | 412         | 553         | 468         | 470         |     |     |     |     |     |     | 453         | 2720         |
| Central      | 825         | 1252        | 1497        | 2421        | 1747        | 1609        |     |     |     |     |     |     | 1559        | 9351         |
| <b>Total</b> | <b>1369</b> | <b>1857</b> | <b>2019</b> | <b>3120</b> | <b>2329</b> | <b>2186</b> |     |     |     |     |     |     | <b>2147</b> | <b>12880</b> |

**Cassie Wireless (Spot) Total Length of Sessions (min) 2020-2021**

| Location     | July         | Aug          | Sept          | Oct           | Nov           | Dec           | Jan | Feb | Mar | Apr | May | Jun | Average       | Total         |
|--------------|--------------|--------------|---------------|---------------|---------------|---------------|-----|-----|-----|-----|-----|-----|---------------|---------------|
| Balboa       | 6934         | 6878         | 5737          | 6890          | 5244          | 5181          |     |     |     |     |     |     | 6144          | 36864         |
| CdM          | 1323         | 1127         | 305           | 173           | 331           | 597           |     |     |     |     |     |     | 643           | 3856          |
| Mariners     | 17988        | 20663        | 20004         | 27269         | 23019         | 23218         |     |     |     |     |     |     | 22027         | 132161        |
| Central      | 40969        | 64316        | 75610         | 119221        | 86190         | 78577         |     |     |     |     |     |     | 77481         | 464883        |
| <b>Total</b> | <b>67214</b> | <b>92984</b> | <b>101656</b> | <b>153553</b> | <b>114784</b> | <b>107573</b> |     |     |     |     |     |     | <b>106294</b> | <b>637764</b> |

**Cassie Wireless (Spot) Average Length Per Session (min) 2020-2021**

| Location     | July         | Aug          | Sept         | Oct          | Nov          | Dec          | Jan | Feb | Mar | Apr | May | Jun | Average      | Total     |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|-----|-----|-----|-----|-----|--------------|-----------|
| Balboa       | 50.99        | 48.44        | 55.70        | 48.52        | 50.42        | 55.12        |     |     |     |     |     |     | 51.13        | --        |
| CdM          | 42.68        | 49.00        | 43.57        | 43.25        | 33.10        | 45.92        |     |     |     |     |     |     | 43.82        | --        |
| Mariners     | 47.71        | 46.96        | 48.55        | 49.31        | 49.19        | 49.40        |     |     |     |     |     |     | 48.59        | --        |
| Central      | 49.66        | 51.37        | 50.51        | 49.24        | 49.34        | 48.84        |     |     |     |     |     |     | 49.71        | --        |
| <b>Total</b> | <b>49.10</b> | <b>50.07</b> | <b>50.35</b> | <b>49.22</b> | <b>49.28</b> | <b>49.21</b> |     |     |     |     |     |     | <b>49.52</b> | <b>--</b> |

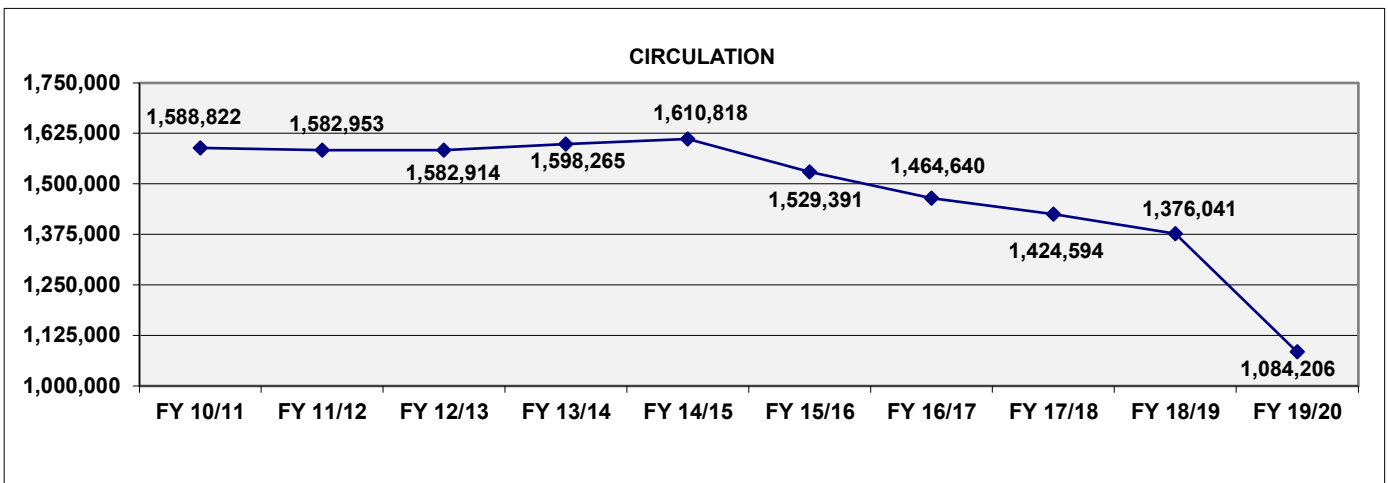
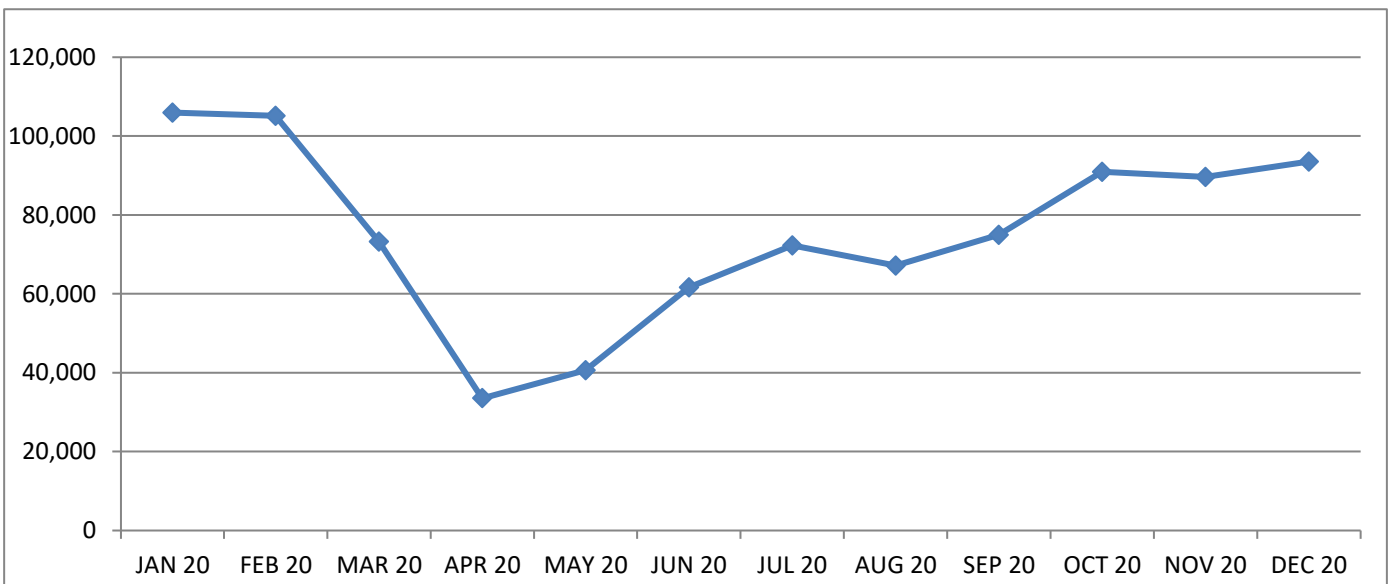
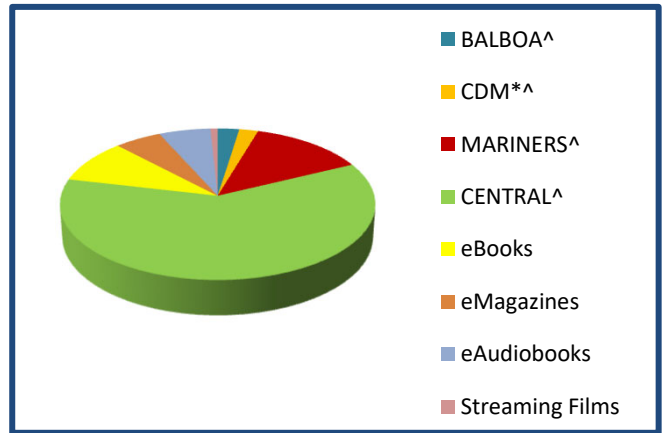


# NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2020

## CIRCULATION

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

|                 | DEC 20        | YTD 20/21      | YTD 19/20      |
|-----------------|---------------|----------------|----------------|
| BALBOA^         | 2,305         | 15,797         | 30,436         |
| CDM*^           | 2,022         | 14,110         | 16,028         |
| MARINERS^       | 12,355        | 79,205         | 143,308        |
| CENTRAL^        | 56,843        | 261,979        | 386,496        |
| eBooks          | 8,687         | 48,783         | 38,961         |
| eMagazines      | 5,026         | 33,388         | 17,253         |
| eAudiobooks     | 5,532         | 30,510         | 27,501         |
| Streaming Films | 768           | 4,692          | 4,506          |
| <b>TOTAL</b>    | <b>93,538</b> | <b>488,464</b> | <b>664,489</b> |



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

^ November 2020 Circulation counts updated on 12/23/20.

# NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2020

## REFERENCE

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

BALBOA^

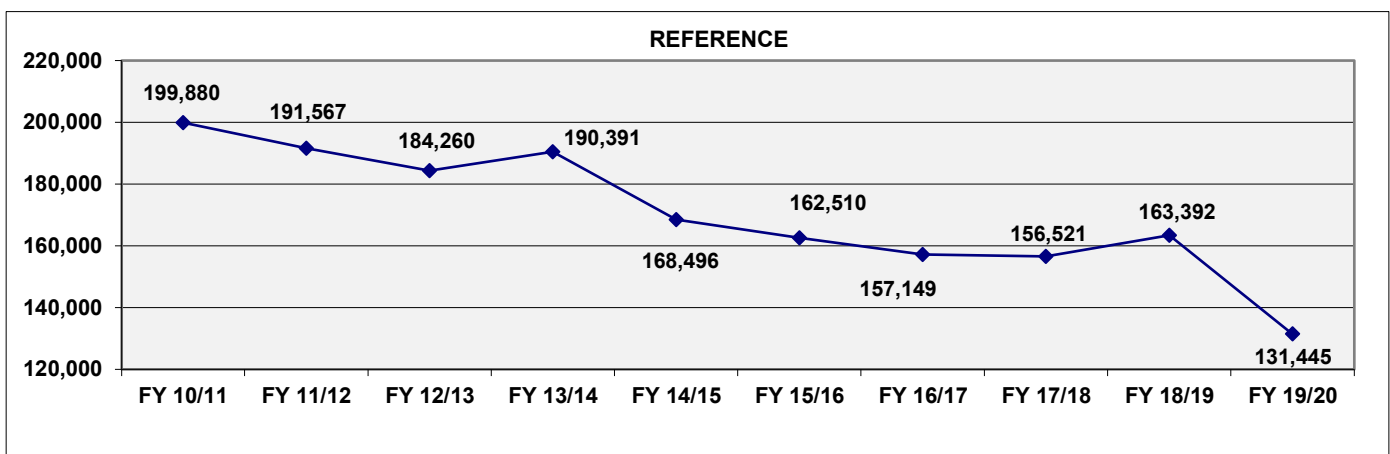
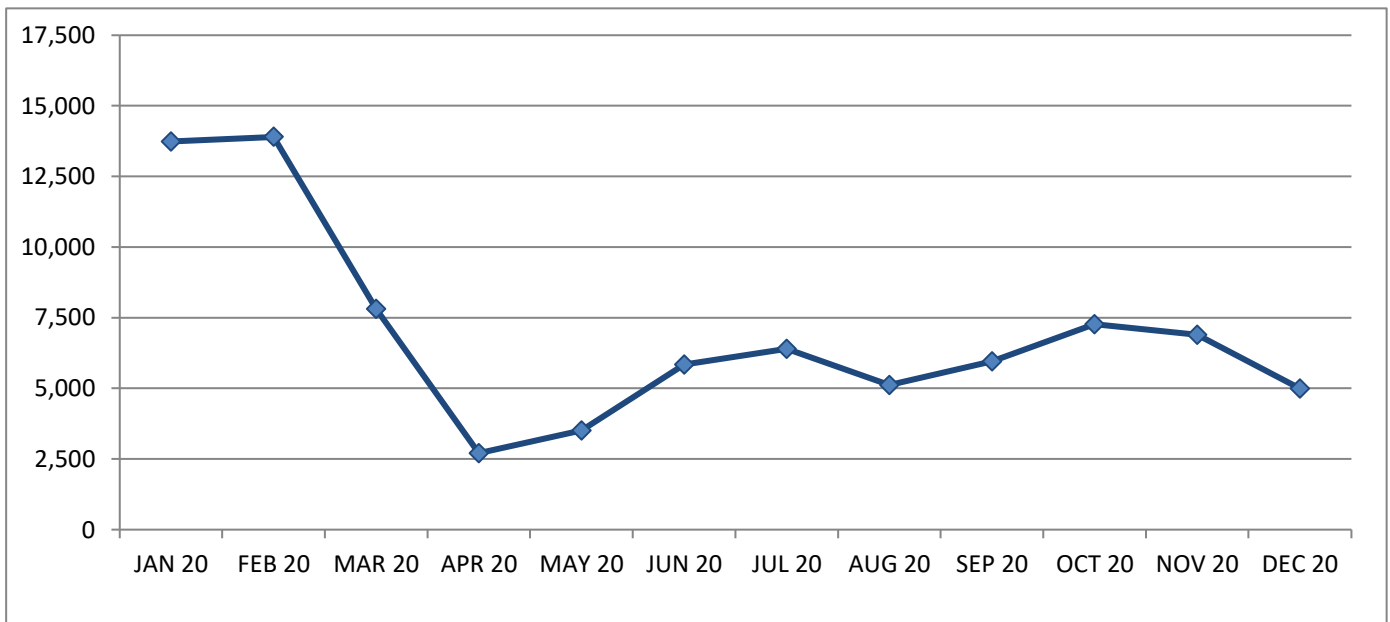
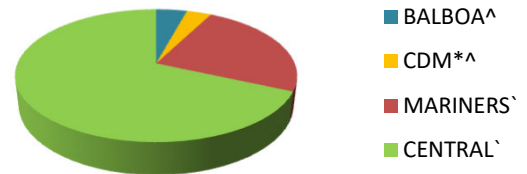
CDM\*^

MARINERS`

CENTRAL`

TOTAL

| DEC 20 | YTD 20/21 | YTD 19/20 |
|--------|-----------|-----------|
| 212    | 1,808     | 2,686     |
| 169    | 1,609     | 3,884     |
| 1,202  | 9,501     | 18,200    |
| 3,416  | 23,719    | 59,156    |
| 4,999  | 36,637    | 83,926    |



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

^ Includes reference and curbside phone calls.

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

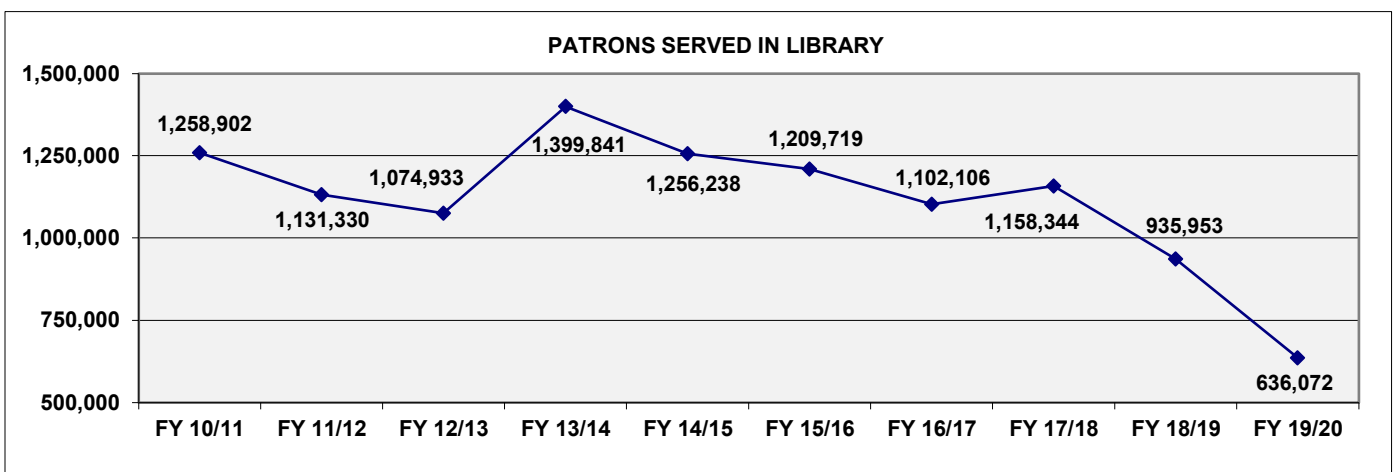
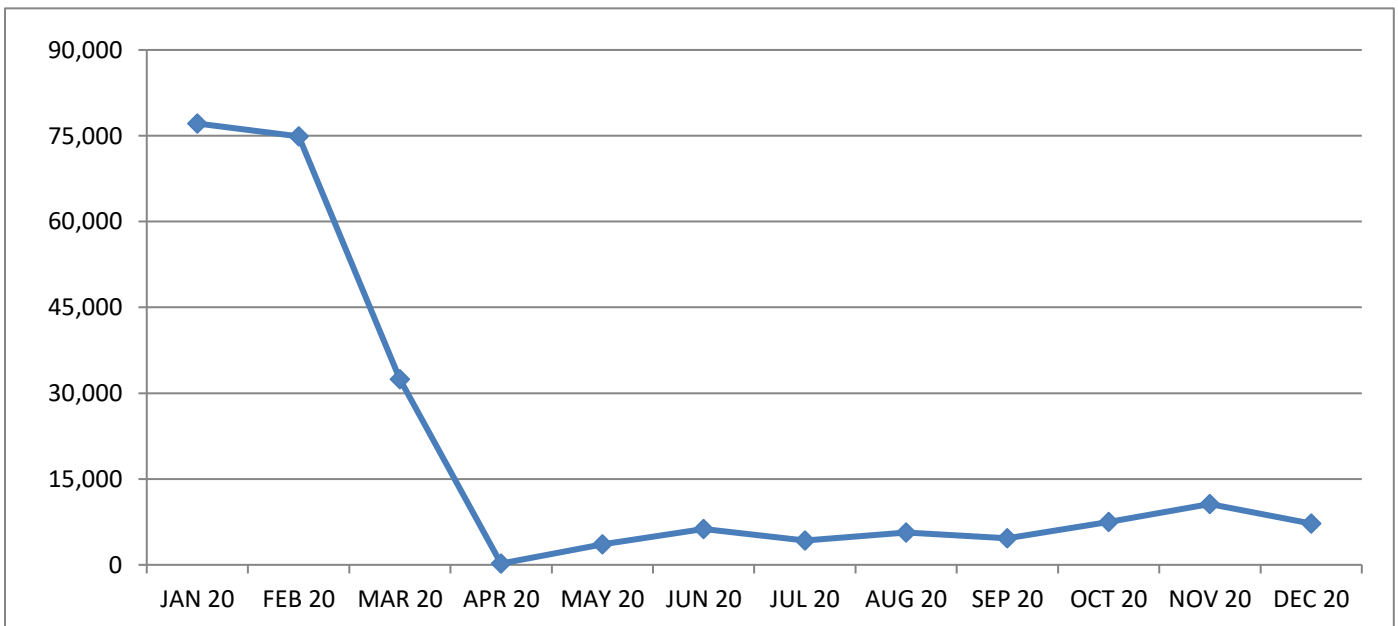
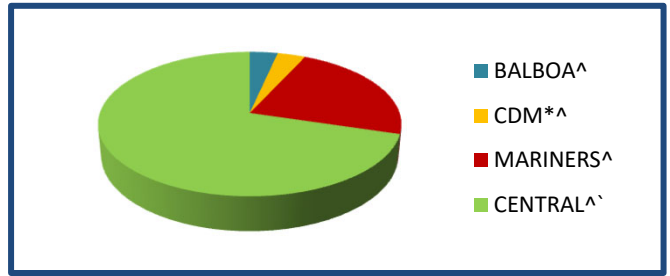
# NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2020

## 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^`

| DEC 20       | YTD 20/21     | YTD 19/20      |
|--------------|---------------|----------------|
| 249          | 1,681         | 20,477         |
| 249          | 1,823         | 18,777         |
| 1,634        | 10,757        | 117,188        |
| 5,066        | 25,568        | 285,085        |
| <b>7,198</b> | <b>39,829</b> | <b>441,527</b> |



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

^ Includes curbside pickups.

` Excludes walk-ins from 9/21/20 to 9/30/20.

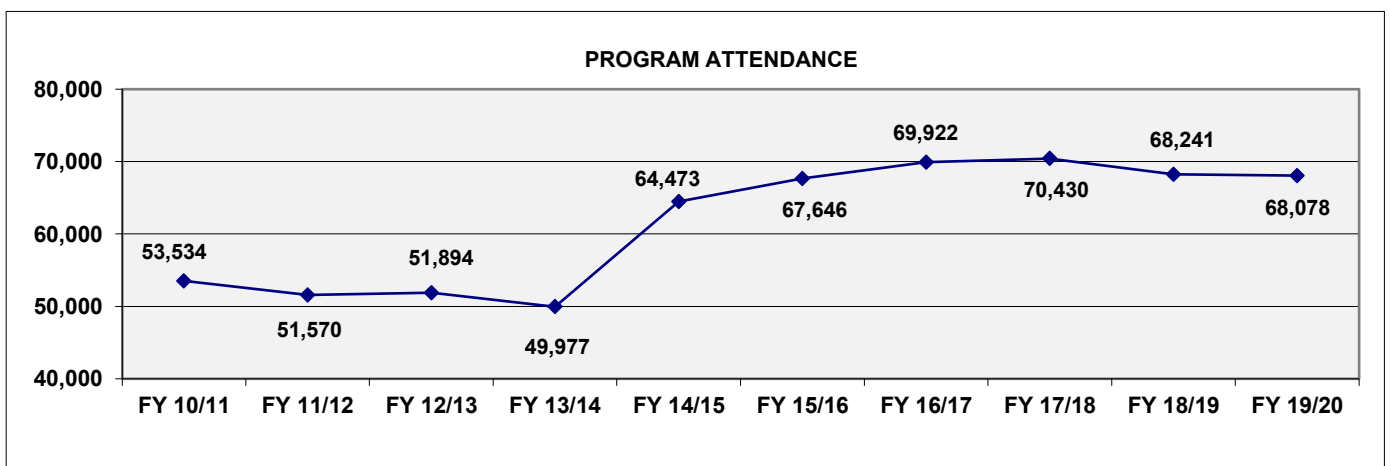
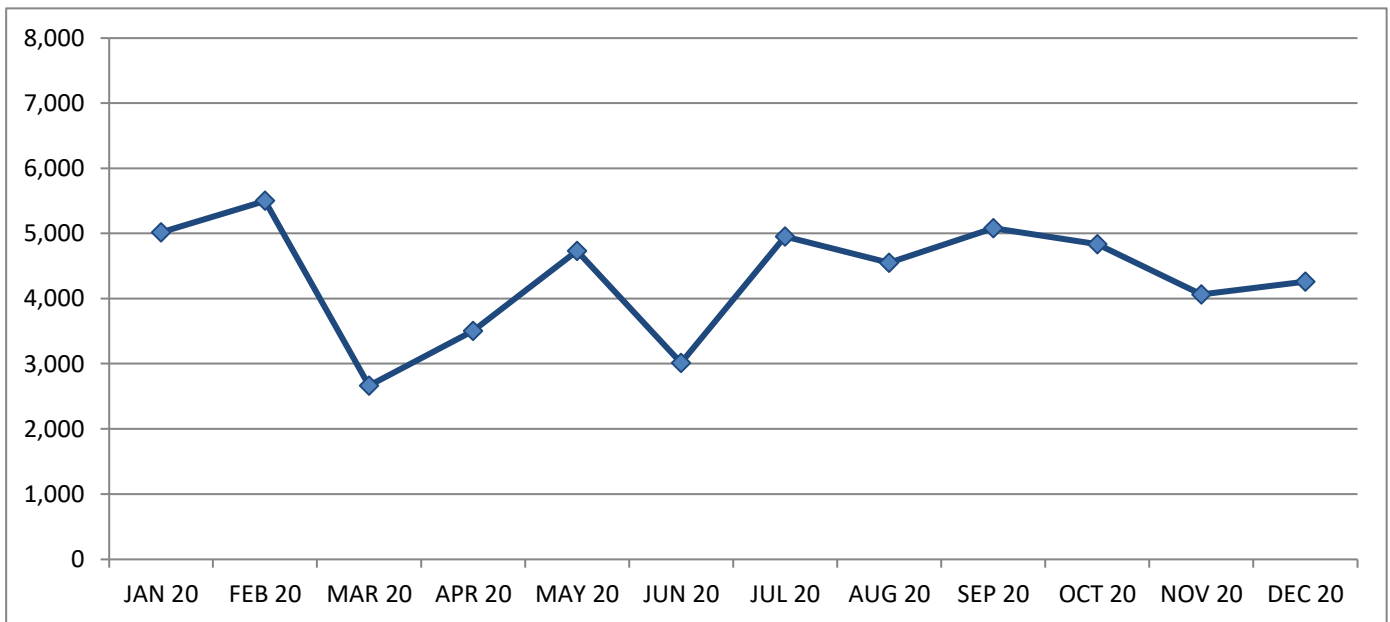
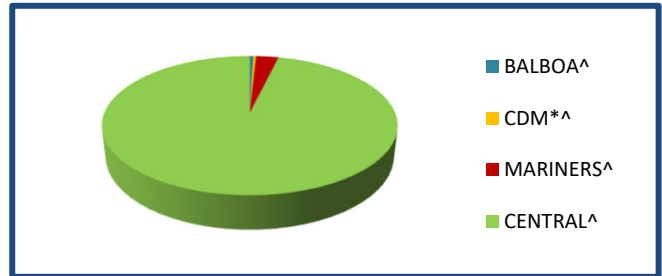
# NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2020

## 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^

| DEC 20       | YTD 20/21    | YTD 19/20     |
|--------------|--------------|---------------|
| 20           | 190          | 833           |
| 15           | 188          | 2,674         |
| 125          | 747          | 6,037         |
| 4,098        | 26,614       | 34,112        |
| <b>TOTAL</b> | <b>4,258</b> | <b>27,739</b> |



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

^ Includes live virtual program attendance, recorded program views, and/or self-directed program participation.

**LIBRARY EXPENDITURES**  
(December 31, 2020)

**FY 2020-21**

| <b>ACCOUNT DESCRIPTION</b>                | <b>ORIGINAL<br/>APPROP</b> | <b>REVISED<br/>BUDGET</b> | <b>YTD<br/>EXPENDED</b> | <b>MONTHLY<br/>EXPENDED</b> | <b>AVAILABLE<br/>BUDGET</b> |
|---|----------------------------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| <b>I            SALARY &amp; BENEFITS</b> |                            |                           |                         |                             |                             |
| SALARY FULL-TIME REGULAR                  | 2,933,536                  | 2,933,536                 | 1,272,605               | 204,930                     | 1,660,931                   |
| SALARY PART-TIME                          | 1,044,147                  | 1,044,147                 | 329,284                 | 49,779                      | 714,863                     |
| BENEFITS                                  | 2,086,990                  | 2,088,240                 | 1,067,222               | 167,289                     | 1,021,018                   |
| <b>SALARY &amp; BENEFITS TOTAL</b>        | <b>6,064,673</b>           | <b>6,065,923</b>          | <b>2,669,111</b>        | <b>421,998</b>              | <b>3,396,812</b>            |
| <b>II           MAINT &amp; OPERATION</b> |                            |                           |                         |                             |                             |
| PROFESSIONAL SERVICE*                     | 164,393                    | 171,535                   | 59,358                  | 9,148                       | 112,177                     |
| UTILITIES                                 | 271,491                    | 271,491                   | 105,038                 | 15,748                      | 166,453                     |
| PROGRAMMING                               | 5,500                      | 7,500                     | 822                     | 103                         | 6,678                       |
| SUPPLIES**                                | 81,970                     | 83,236                    | 15,723                  | 2,063                       | 67,513                      |
| LIBRARY MATERIALS                         | 619,740                    | 626,529                   | 406,299                 | 48,014                      | 220,230                     |
| FACILITIES MAINTENANCE                    | 184,686                    | 184,871                   | 76,285                  | 22,160                      | 108,586                     |
| TRAINING AND TRAVEL                       | 10,681                     | 10,681                    | 556                     | 0                           | 10,125                      |
| GENERAL OPERATING EXPENSES***             | 24,202                     | 24,452                    | 4,579                   | 650                         | 19,873                      |
| PERIPHERALS                               | 5,000                      | 5,000                     | 0                       | 0                           | 5,000                       |
| INTERNAL SERVICE FUNDS                    | 1,858,439                  | 1,858,439                 | 929,219                 | 0                           | 929,220                     |
| OFFICE EQUIPMENT                          | 2,000                      | 2,000                     | 979                     | 0                           | 1,021                       |
| <b>MAINT &amp; OPERATION TOTAL</b>        | <b>3,228,102</b>           | <b>3,245,734</b>          | <b>1,598,859</b>        | <b>97,887</b>               | <b>1,646,875</b>            |
| <b>LIBRARY BUDGET TOTAL</b>               | <b>9,292,775</b>           | <b>9,311,657</b>          | <b>4,267,970</b>        | <b>519,885</b>              | <b>5,043,687</b>            |

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

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

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

## FOUNDATION

**FY 2020-21**

*As of Dec 31, 2020*

| <b>Date</b>   | <b>Amount</b> | <b>Purpose</b>         | <b>Amt Expended</b> | <b>Notes</b>           |
|---------------|---------------|------------------------|---------------------|------------------------|
| <b>Funded</b> |               | <b>Wish List</b>       | <b>YTD</b>          |                        |
| Oct 2020      |               |                        |                     |                        |
|               | \$ 43,000     | Downloadable Content   | \$ -                | Begin Spending 3rd Qtr |
|               | \$ 25,000     | Digital Magazines      | \$ 15,955           | In Progress            |
|               | \$ 15,000     | Kanopy Streaming Films | \$ 3,908            | In Progress            |
|               | \$ 5,000      | Literacy Program       | \$ 2,877            | In Progress            |
| <b>Total</b>  | \$88,000      |                        | \$22,740            |                        |

Sep 2020

### **Designated Gift**

|           |                      |      |                        |
|-----------|----------------------|------|------------------------|
| \$ 25,000 | Children's Materials | \$ - | Begin Spending 3rd Qtr |
|-----------|----------------------|------|------------------------|

**Total**      \$ 25,000      \$0

## FRIENDS

**FY 2020-21**

*As of Dec 31, 2020*

| <b>Date</b>   | <b>Amount</b> | <b>Purpose</b>   | <b>Amt Expended</b> | <b>Notes</b>              |
|---------------|---------------|------------------|---------------------|---------------------------|
| <b>Funded</b> |               | <b>Wish List</b> | <b>YTD</b>          |                           |
| Sep 2020      |               |                  |                     |                           |
|               | \$150,000     | New Materials    | \$ -                | Spending to begin 3rd Qtr |
|               | \$50,000      | Programming      | \$ -                | Spending to begin 3rd Qtr |
| <b>Total</b>  | \$200,000     |                  | \$0                 |                           |

### **Designated Gift**

|          |          |                      |      |                           |
|----------|----------|----------------------|------|---------------------------|
| Sep 2020 | \$10,000 | Passport & Gift Shop | \$ - | Spending to begin 3rd Qtr |
|----------|----------|----------------------|------|---------------------------|

**Total**      \$10,000      \$0

| 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 19, 2021          |
| Apr 20, 2020                              | Library Material Selection & Downloadable Services   |   | Apr 19, 2021          |
| June 15, 2020                             | Media Lab Update   |   | May 17, 2021          |
| June 15, 2020                             | Marketing Update & Social Networking Update  |   | May 17, 2021          |
| June 15, 2020                             | Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June) |   | Jun 21, 2021          |
| Aug 17, 2020                              | Branch Update - CDM  |   | Jun 21, 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 2021   |   | Jul 19, 2021          |
| Aug 17, 2020                              | Information Technology Update  |   | Aug 16, 2021          |
| June 15, 2020                             | Adult and Reference Services 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          |
| Nov 16, 2020                              | Performance Review of Library Services Director (Closed Session)                               |   | Nov 15, 2021          |
| <b>LAST REVIEWED</b>                      | <b>POLICY REVIEW</b>   |   |                       |
| Jan 22, 2019                              | NBPL 5   | Newport Beach Public Library Internet Use Policy          | 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  | Mar 15, 2021          |
| Apr 23, 2019                              | NBPL 13  | Study Room Policy   | Apr 19, 2021          |
| Mar 18, 2019                              | NBPL 4   | Children in the Library Policy                            | Jun 21, 2021          |
| Apr 23, 2019                              | NBPL 14  | Friends Meeting Room                                      | Aug 16, 2021          |
| Jan 22, 2019                              | NBPL 10  | Laptop/Use Borrowing Policy                               | Dec 20, 2021          |
| Jan 21, 2020                              | NBPL 3   | Library Gift and Donor Policy                             | Jan 18, 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          |
| Aug 17, 2020                              | NBPL 2   | Collection Development Policy                             | Aug 15, 2022          |
| Sep 21, 2020                              | NBPL 9   | Expressive Use Areas                                      | Sep 19, 2022          |
| Nov 16, 2020                              | NBPL 6   | Media Lab Use Policy                                      | Nov 21, 2022          |
| Nov 16, 2020                              | NBPL 7   | Sound Lab Use Policy                                      | Nov 21, 2022          |

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton, Library Services Director

**TITLE:** Internet Use Policy (NBPL 5)

---

**RECOMMENDATION:**

Staff recommends that the Board of Library Trustees review and approve recommended revisions to the Library Internet Use Policy.

**DISCUSSION:**

Providing internet access is an essential part of today's public library service, and a well-used resource at Newport Beach Public Library. The Library is cognizant of the delicate balance between the need for intellectual freedom and compliance with legal requirements in order to provide a welcoming and supportive environment for the public.

In 2018, the Newport Beach Board of Library Trustees approved the use of filtering software to block material deemed harmful to minors on the public Internet workstations, and the circulating laptops. Since Newport Beach Public Library receives federal E-rate funds for internet access and in-building network enhancements (such as those made available by the Corporation for Education Network Initiatives in California, or CENIC), the Library is required to comply with filtering and other requirements of the Children's Internet Protection Act ("CIPA"). The Children's Internet Protection Act requires that K-12 schools and libraries in the United States use internet filters and implement other measures to protect minors from harmful online content as a condition for federal funding.

To comply with the CIPA, as interpreted by the United States Supreme Court, authorized library personnel can disable the filtering software upon request by an adult for the purpose of bona fide research or other lawful purposes. Accordingly, the revised Internet Use Policy allows any adult Library patron who is unable to access a lawful website that is not harmful to minors to request staff to unblock access to that website. Library staff will respond to requests regarding the filtering software promptly.

Library staff worked with City IT to identify the filtering product, "Symantec WebFilter", that is in accordance with the American Library Association's "Guidelines to Minimize the Negative Effects of Internet Content Filters on Intellectual Freedom" ([http://www.ala.org/advocacy/intfreedom/filtering/filtering\\_guidelines](http://www.ala.org/advocacy/intfreedom/filtering/filtering_guidelines)).

Concerning the current policy, staff recommends the following changes:

- The Library will no longer capitalize the word "internet". In 2016, the *Chicago Manual of Style* announced that its 17th edition would remove the capitalization of the word "internet." The same year, the Associated Press announced that the 2016 *Associated Press Stylebook* will also no longer capitalize "internet". Many print, television, and online news organizations have also shifted to the lower-case spelling.



- The sentence “Any adult Library patron who is unable to access a lawful website that is not harmful to minors may request Library staff to unblock access to that website” was removed from paragraph 4 as it is a near-repeat the previous sentence.
- In the section, The internet and Children, staff recommends linking to the parents resources “Protecting Kids Online” (<https://www.consumer.ftc.gov/topics/protecting-kids-online>) rather than “Keeping Kids Safer on the Internet: Tips for Parents and Guardians” (<https://www.justice.gov/sites/default/files/usao-ma/legacy/2011/05/25/Keeping%20Kids%20Safer%20on%20the%20Internet%20%28NCMEC%209.pdf>). The former site is more current (the latter dates from 2006) and presents more comprehensive information.

**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: Internet Use Policy (NBPL 5)

ATTACHMENT B: Internet Use Policy (NBPL 5) (red-lined)

ATTACHMENT C: Internet Use Policy (NBPL 5) (final)

# Internet Use Policy

## NBPL 5

The Newport Beach Public Library ("Library") information resources include access to the World Wide Web ("Internet"). Access to the Internet supports the Library's mission to serve as the cultural, educational, and informational heart of Newport Beach. The Internet enables the Library to supplement its collection by providing information of a serious literary, artistic, political, or scientific value to patrons beyond the Library's physical collection.

Use of the Library's Internet requires a Library card number. Those ineligible for a free Library card, for example, out-of-state visitors, may be issued a free "Internet use only" (no borrowing privileges) card by presenting some personal identification. Guest passes are also available on a temporary basis.

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. The Library does not monitor and has no control over the information on the Internet. Not all sources on the Internet provide accurate, complete, or current information. Library patrons may need to question the validity of the information they find. In offering Internet access, the Library cannot control access points which often change rapidly and unpredictably. Library patrons access the Internet as they deem appropriate, and the Library is not responsible for any access points they reach. Library patrons access the Internet and Library computers, laptops, or other electronic devices on an "as-is" basis and at their own risk. The Library is not responsible for any harm or offense that may arise out of such use, including but not limited to, fraud, loss of private or personal information, viruses and malware, or other harmful misconduct.

Internet filtering software is utilized by the Library and is designed to block content harmful to minors. The Library cannot guarantee, and therefore does not assume responsibility for, the reliability or accuracy of the filtering software. Any Library patron who is unable to access a lawful website that is not harmful to minors may request Library staff to unblock access to that website. Any adult Library patron who is unable to access a lawful website may request Library staff to unblock access to that website. Library staff shall respond to requests regarding the filtering software promptly.

Use of the Library's Internet, computers, laptops, or other electronic devices may be suspended or revoked pursuant to the procedures set forth in the NBPL Use Policy, available on the Library's website, if the user engages in any activity that violates any applicable law, rule, regulation, or policy. Materials obtained or copied on the Library's computers or over the Library's Internet may be subject to copyright laws. Library patrons assume all risk associated with his or her use of the Library's Internet, computers, laptops, or other electronic devices. The Library is not responsible for any misuse of the Library's Internet or the Library's computers, laptops, or other electronic devices.

## THE INTERNET AND CHILDREN

As with other Library materials, parents and guardians of children, not the Library, are responsible for their children's use of the Internet. While it is the responsibility of parents and guardians to establish rules for their children's use of the Internet, the Library has taken steps to assist parents and guardians in this task. The Library has installed Internet filtering software on the children's computers and other electronic devices that is designed to prevent content harmful to minors from being accessed. This service has proven to be reliable in blocking such material from appearing on these devices.

However, due to the fact that some content providers deliberately attempt to thwart blocking programs, some children seek to overcome blocking programs, and because the filtering software may not recognize all content that should be blocked, the Library does not guarantee that content harmful to minors will not be accessed by children. Appropriate use of the Library's Internet must be the responsibility of parents and guardians. Parents are encouraged to read [Keeping Kids Safer on the Internet: Tips for Parents and Guardians](#) and view the resources for parents and guardians at <http://www.netismartz.org/Parents>.

**Approved by the Board of Library Trustees - November 11, 1996**

**Adopted - February 24, 1997**

**Amended & Reassigned – April 8, 2003**

**Amended & Reassigned – August 17, 2004**

**Amended & Reassigned – May 7, 2012**

**Revised and Amended - January 22, 2019**

**Formerly I-22**

*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 January 22, 2019.*

# Internet Use Policy

## NBPL 5

The Newport Beach Public Library ("Library") information resources include access to the World Wide Web ("~~Internet~~~~internet~~"). Access to the ~~Internet~~~~internet~~ supports the Library's mission to serve as the cultural, educational, and informational heart of Newport Beach. The ~~Internet~~~~internet~~ enables the Library to supplement its collection by providing information of a serious literary, artistic, political, or scientific value to patrons beyond the Library's physical collection.

Use of the Library's ~~Internet~~~~internet~~ requires a Library card number. Those ineligible for a free Library card, for example, out-of-state visitors, may be issued a free "~~Internet~~~~internet~~ use only" (no borrowing privileges) card by presenting some personal identification. Guest passes are also available on a temporary basis.

The ~~Internet~~~~internet~~ and its available resources contain a wide variety of material and opinions from varied points of view. The Library does not monitor and has no control over the information on the ~~Internet~~~~internet~~. Not all sources on the ~~Internet~~~~internet~~ provide accurate, complete, or current information. Library patrons may need to question the validity of the information they find. In offering ~~Internet~~~~internet~~ access, the Library cannot control access points which often change rapidly and unpredictably. Library patrons access the ~~Internet~~~~internet~~ as they deem appropriate, and the Library is not responsible for any access points they reach. Library patrons access the ~~Internet~~~~internet~~ and Library computers, laptops, or other electronic devices on an "as-is" basis and at their own risk. The Library is not responsible for any harm or offense that may arise out of such use, including but not limited to, fraud, loss of private or personal information, viruses and malware, or other harmful misconduct.

Internet filtering software is utilized by the Library and is designed to block content harmful to minors. The Library cannot guarantee, and therefore does not assume responsibility for, the reliability or accuracy of the filtering software. Any Library ~~adult~~ patron who is unable to access a lawful website that is not harmful to minors may request Library staff to unblock access to that website. ~~Any adult Library patron who is unable to access a lawful website may request Library staff to unblock access to that website.~~ Library staff shall respond to requests regarding the filtering software promptly.

Use of the Library's ~~Internet~~~~internet~~, computers, laptops, or other electronic devices may be suspended or revoked pursuant to the procedures set forth in the NBPL Use Policy (~~NBPL-1~~), available on the Library's website, if the user engages in any activity that violates any applicable law, rule, regulation, or policy. Materials obtained or copied on the Library's computers or over the Library's ~~Internet~~~~internet~~ may be subject to copyright laws. Library patrons assume all risk associated with his or her use of the Library's ~~Internet~~~~internet~~, computers, laptops, or other electronic devices. The Library is not responsible for any misuse of the Library's ~~Internet~~~~internet~~ or the Library's computers, laptops, or other electronic devices.

## THE INTERNET AND CHILDREN

As with other Library materials, parents and guardians of children, not the Library, are responsible for their children's use of the ~~Internet~~internet. While it is the responsibility of parents and guardians to establish rules for their children's use of the ~~Internet~~internet, the Library has taken steps to assist parents and guardians in this task. The Library has installed ~~Internet~~internet filtering software on ~~all the children's public~~-computers ~~and other electronic devices~~ that is designed to prevent content harmful to minors from being accessed. This service has proven to be reliable in blocking such material from appearing on these devices.

However, due to the fact that some content providers deliberately attempt to thwart blocking programs, some children seek to overcome blocking programs, and because the filtering software may not recognize all content that should be blocked, the Library does not guarantee that content harmful to minors will not be accessed by children. Appropriate use of the Library's ~~Internet~~internet must be the responsibility of parents and guardians. Parents are encouraged to read [Keeping Kids Safer on the Internet: Tips for Parents and Guardians](#) <https://www.consumer.ftc.gov/topics/protecting-kids-online> and view the resources for parents and guardians at <http://www.netsmartz.org/Parents>.

**Approved by the Board of Library Trustees - November 11, 1996**

**Adopted - February 24, 1997**

**Amended & Reassigned – April 8, 2003**

**Amended & Reassigned – August 17, 2004**

**Amended & Reassigned – May 7, 2012**

**Revised and Amended - January 22, 2019**

**Revised and Amended – January 19, 2021**

**Formerly I-22**

*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 January ~~2219~~, ~~2019~~2021.*

# Internet Use Policy

## NBPL 5

The Newport Beach Public Library ("Library") information resources include access to the World Wide Web ("internet"). Access to the internet supports the Library's mission to serve as the cultural, educational, and informational heart of Newport Beach. The internet enables the Library to supplement its collection by providing information of a serious literary, artistic, political, or scientific value to patrons beyond the Library's physical collection.

Use of the Library's internet requires a Library card number. Those ineligible for a free Library card, for example, out-of-state visitors, may be issued a free "internet use only" (no borrowing privileges) card by presenting some personal identification. Guest passes are also available on a temporary basis.

The internet and its available resources contain a wide variety of material and opinions from varied points of view. The Library does not monitor and has no control over the information on the internet. Not all sources on the internet provide accurate, complete, or current information. Library patrons may need to question the validity of the information they find. In offering internet access, the Library cannot control access points which often change rapidly and unpredictably. Library patrons access the internet as they deem appropriate, and the Library is not responsible for any access points they reach. Library patrons access the internet and Library computers, laptops, or other electronic devices on an "as-is" basis and at their own risk. The Library is not responsible for any harm or offense that may arise out of such use, including but not limited to, fraud, loss of private or personal information, viruses and malware, or other harmful misconduct.

Internet filtering software is utilized by the Library and is designed to block content harmful to minors. The Library cannot guarantee, and therefore does not assume responsibility for, the reliability or accuracy of the filtering software. Any Library adult patron who is unable to access a lawful website that is not harmful to minors may request Library staff to unblock access to that website. Library staff shall respond to requests regarding the filtering software promptly.

Use of the Library's internet, computers, laptops, or other electronic devices may be suspended or revoked pursuant to the procedures set forth in the NBPL Use Policy (NBPL-1), available on the Library's website, if the user engages in any activity that violates any applicable law, rule, regulation, or policy. Materials obtained or copied on the Library's computers or over the Library's internet may be subject to copyright laws. Library patrons assume all risk associated with his or her use of the Library's internet, computers, laptops, or other electronic devices. The Library is not responsible for any misuse of the Library's internet or the Library's computers, laptops, or other electronic devices.

### THE INTERNET AND CHILDREN

As with other Library materials, parents and guardians of children, not the Library, are responsible for their children's use of the internet. While it is the responsibility of parents and guardians to establish rules for their children's use of the internet, the Library has taken steps to assist parents and guardians in this task. The Library has installed internet filtering software on all public computers that is designed to prevent content harmful to minors from being accessed. This service has proven to be reliable in blocking such material from appearing on these devices.

However, due to the fact that some content providers deliberately attempt to thwart blocking programs, some children seek to overcome blocking programs, and because the filtering software may not recognize all content that should be blocked, the Library does not guarantee that content harmful to minors will not be accessed by children. Appropriate use of the Library's internet must be the responsibility of parents and guardians. Parents are encouraged to read <https://www.consumer.ftc.gov/topics/protecting-kids-online> and view the resources for parents and guardians at <http://www.netsmartz.org/Parents>.

**Approved by the Board of Library Trustees - November 11, 1996**

**Adopted - February 24, 1997**

**Amended & Reassigned – April 8, 2003**

**Amended & Reassigned – August 17, 2004**

**Amended & Reassigned – May 7, 2012**

**Revised and Amended - January 22, 2019**

**Revised and Amended – January 19, 2021**

**Formerly I-22**

*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 January 19, 2021.*

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton, Library Services Director

**TITLE:** Rules for Acceptable Use of Wireless Internet Connections (NBPL 11)

---

**RECOMMENDATION:**

Staff recommends that the Board of Library Trustees review and approve recommended revisions to the Rules for Acceptable Use of Wireless Internet Connections.

**DISCUSSION:**

As an increasing number of patrons visit Newport Beach Public Library with their own laptops, tablets, and smartphones, the availability of a safe and easily accessible Wi-Fi network has transitioned from a service that many considered a nice amenity to an expectation. Newport Beach Public Library reports Wi-Fi session statistics to the State Library and they are considered an important indicator concerning how visitors access online resources at the library. Wi-Fi usage is also an output measure for determining Star status in the Library Journal Index.

Throughout the pandemic, Wi-Fi access through the Library has proven to be an essential service to many residents and guests. In response, the Library has provided Wi-Fi access 7 days a week, from 6 a.m. until 10 p.m., at all 4 NBPL locations.

Changes proposed by staff are minor. In the past, the policy had been referred to as both the Wireless Internet policy and Rules for Acceptable Use of Wireless Internet Connections. The latter title will now be utilized as the official title.

**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: Rules for Acceptable Use of Wireless Internet Connections – NBPL 11 - original  
ATTACHMENT B: Rules for Acceptable Use of Wireless Internet Connections – NBPL 11 – red-lined  
ATTACHMENT C: Rules for Acceptable Use of Wireless Internet Connections – NBPL 11 - final



# Wireless Internet

**NBPL 11**

## Rules for Acceptable Use of Wireless Internet Connections

Regardless of the Wi-Fi source, wireless Internet users inside the library or on library premises are subject to the library's Internet Use Policy.

1. Wireless users who do not follow the Internet Use Policy may be asked to stop using the wireless connection inside the library, be excluded from all City libraries and/or be prosecuted.
2. The Library's wireless connection is unencrypted. Use of the wireless connection is at the user's own risk. By using this connection, users acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, users expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the user's computer.
3. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the user's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the user; and the user indemnifies and holds harmless the Library from any such damage.
4. The Library accepts no responsibility regarding the ability of user owned equipment to connect to the wireless network. Library staff will not change settings on user's equipment.
5. Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in a formal notification to the appropriate local law enforcement office.

## Notice: Warning of Copyright Restrictions

As a Library user, your ability to post or link to copyrighted material is governed by United States copyright law. The library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 USC S 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

**Adopted by the Board of Library Trustees on February 21, 2017**

**Amended by the Board of Library Trustees on January 22, 2019.**

*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 January 22, 2019.*

## **RULES FOR ACCEPTABLE USE OF WIRELESS INTERNET CONNECTIONS**

Formatted: Font: 24 pt

### **Wireless Internet**

NBPL 11

#### **Rules for Acceptable Use of Wireless Internet Connections**

Regardless of the Wi-Fi source, wireless Internet users inside the library or on library premises are subject to the library's Internet Use Policy.

1. Wireless users who do not follow the Internet Use Policy may be asked to stop using the wireless connection inside the library, be excluded from all City libraries and/or be prosecuted.
2. The Library's wireless connection is unencrypted. Use of the wireless connection is at the user's own risk. By using this connection, users acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, users expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the user's computer.
3. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the user's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the user; and the user indemnifies and holds harmless the Library from any such damage.
4. The Library accepts no responsibility regarding the ability of user-owned equipment to connect to the wireless network. Library staff will not change settings on user's equipment.
5. Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in a formal notification to the appropriate local law enforcement office.

#### **Notice: Warning of Copyright Restrictions**

As a Library user, your ability to post or link to copyrighted material is governed by United States copyright law. The library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 U.S. Code Section 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the

intellectual property rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

**Adopted by the Board of Library Trustees on February 21, 2017**

**Amended by the Board of Library Trustees on January 22, 2019.**

**Amended by the Board of Library Trustees on January 19, 2021.**

*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 January ~~22~~19, ~~2019~~2021.*

**Formatted:** Font: Bold

# RULES FOR ACCEPTABLE USE OF WIRELESS INTERNET CONNECTIONS

**NBPL 11**

Regardless of the Wi-Fi source, wireless Internet users inside the library or on library premises are subject to the library's Internet Use Policy.

1. Wireless users who do not follow the Internet Use Policy may be asked to stop using the wireless connection inside the library, be excluded from all City libraries and/or be prosecuted.
2. The Library's wireless connection is unencrypted. Use of the wireless connection is at the user's own risk. By using this connection, users acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, users expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the user's computer.
3. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the user's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the user; and the user indemnifies and holds harmless the Library from any such damage.
4. The Library accepts no responsibility regarding the ability of user-owned equipment to connect to the wireless network. Library staff will not change settings on user's equipment.
5. Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in formal notification to the appropriate local law enforcement office.

## **Notice: Warning of Copyright Restrictions**

As a Library user, your ability to post or link to copyrighted material is governed by United States copyright law. The library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 U. S. Code Section 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

**Adopted by the Board of Library Trustees on February 21, 2017**

**Amended by the Board of Library Trustees on January 22, 2019.**

**Amended by the Board of Library Trustees on January 19, 2021.**

*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 January 19, 2021.*

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Francine Jacome, Administrative Support Specialist

**TITLE:** Holiday Closure and Meeting Schedule for 2021

---

**RECOMMENDATION:**

Staff requests that the Board review the Library's holiday and meeting schedule for 2021:

| 2021 HOLIDAY CLOSURES – BLT MEETING SCHEDULE |               |                   |    |
|--|---------------|-------------------|----|
| HOLIDAY CLOSURES                             |               | BLT MEETING DATES |    |
| New Year's Day                               | FRI., JAN. 1  |                   |    |
| Martin Luther King, Jr. Day                  | MON., JAN. 18 | JANUARY           | 19 |
| Presidents' Day                              | MON., FEB. 15 | FEBRUARY          | 16 |
|  |               | MARCH             | 15 |
| Easter                                       | SUN., APR. 4  | APRIL             | 19 |
| Memorial Day                                 | MON., MAY 31  | MAY               | 17 |
|  |               | JUNE              | 21 |
| Independence Day                             | SUN., JUL. 4  | JULY              | 19 |
|  |               | AUGUST            | 16 |
| Labor Day                                    | MON., SEP. 7  | SEPTEMBER         | 20 |
|  |               | OCTOBER           | 18 |
| Veterans' Day                                | THU., NOV. 11 |                   |    |
| Thanksgiving Day                             | THU., NOV. 25 |                   |    |
| Day-After Thanksgiving                       | FRI., NOV. 26 | NOVEMBER          | 15 |
| Christmas Eve                                | FRI., DEC. 24 |                   |    |
| Christmas Day                                | SAT., DEC. 25 |                   |    |
| New Year's Eve                               | FRI., DEC. 31 | DECEMBER          | 20 |

Per the Board of Library Trustees By-Laws (Article IV – Meetings) Section 1:

*"The regular meetings shall be held on the third Monday of each month commencing at 5:00 p.m. at the Central Library or at a specified branch library, unless noticed otherwise. In the event the third Monday of the month is a holiday observed by the City, such regular meeting shall be held on the next business day commencing at 5:00 p.m. at the Central Library unless noticed otherwise. Special meetings may also be held subject to compliance with the provisions of the Ralph M. Brown Act."*

In 2021, two Board of Library Trustee meetings are rescheduled due to holiday closures: The Board meets on Tuesday, January 19 due the Martin Luther King, Jr. holiday and the February meeting will be held on Tuesday, February 16 as a result of Presidents' Day on February 15.

Staff will submit a holiday hours schedule for Board review and approval in July 2021.

**NOTICING:**

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



**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

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

**TITLE:** Newport Beach Public Library eBranch Review

---

**ABSTRACT:**

The eBranch component of the Newport Beach Public Library consists of databases and downloadable eBooks, audiobooks, magazines, and streaming video. The eBranch is promoted as the 24/7/365 resource that is accessible anywhere and at any time. Many patrons take advantage of the services provided under the eBranch.

**DISCUSSION:**

The Newport Beach Public Library eBranch (electronic branch) provides remote access to the Library's online and downloadable content. The eBranch is always open - 24 hours a day, 7 days a week – and enables patrons to download eBooks, eAudiobooks, eMusic and eMagazines, access subscription databases for self-directed learning, perform online research, search NBPL's Local History digital archives, search the catalog, place holds on items, and renew materials from the comfort of their homes, offices, or on-the-go. The eBranch is accessible from any device with internet access.

The eBranch offers convenient access to high quality collections and programming and provides an option to patrons who are unable to visit our physical locations or simply prefer remote access. Due to the COVID-19 pandemic, eBranch resources were more popular than ever in 2020.

A Newport Beach Public Library Card is required to use eBranch resources. Users can apply online for a web-registered library card for immediate access to many eBranch resources.

The eBranch is comprised of 5 categories of resources:

- Databases
- eBooks and eAudiobooks
- Streaming video
- eMagazines
- Virtual programming

**1. DATABASES:**

Databases remain an essential and well-used resource for the community and staff. The library is proud to offer over 40 databases that specialize in topics that appeal to all age groups and interest levels. Several databases have over 1,000 uses a month, including Value Line, Morningstar, Net Advantage, ProQuest, and Heritage Quest. Database vendors worked with the library to allow temporary, web-registered library cards to access from home so patrons without library cards could sign up for one online and still enjoy many of the online resources. The majority, but not all of NBPL's databases are

available through remote access. Databases that are not accessible through the eBranch are noted on the database home page.

The California State Library was able to provide many new databases to the library free of charge using grant funds. JobNow/VetNow was one of those databases, added in November of 2020. JobNow provides valuable online job-hunting assistance, live resume coaching and templates, and live interview coaching. The database also has practice tests for professional exams. VetNow helps Veterans in finding out more about benefits available to them. The library also gained access to many K-12 grade database sources, including Teaching Books and student databases through ProQuest. Udemy, with over 6,000 online video courses, was added in March of 2020 as a replacement for Lynda.com. In 2020, patrons signed up for over 14,000 courses in Udemy.

The following is a comprehensive list of NBPL's subscription databases, by subject category:

#### **Art & Literature:**

- AskART is an online database containing over 350,000 international artists, biographies, and art auction records.
- Literature Resource Center is a literature reference database designed for both the undergraduate and graduate student as well as the sophisticated casual user.
- Novelist Plus is a fiction and non-fiction database that provides author, title, and subject access, series information and more. Unabridged and abridged audiobooks can also be searched.
- Novelist Plus K-8 specializes in book information geared towards children and young adults.

#### **Business and Investments:**

- ABI/Inform is a business-oriented resources for large, small and privately owned companies.
- A to Z Databases offers 30 million business & executives profiles, 220 million residents, 2.3 million job/internship opportunities, Interview Tips, Résumé Templates, and more.
- Business Plans Handbook is a digital version of the Business Plans Handbook series.
- Gale Directory Library allows patrons to search directories of associations and broadcast media companies.
- Hoover's Company Records provides up to date proprietary editorial content covering more than 40,000 public and non-public companies and 225,000 key executives.
- Morningstar is a resource for insightful information on stocks, mutual funds, variable annuities, closed-end funds and more.
- Rand California provides state and local level statistical information.
- Realquest provides online property information and values.
- Reference USA provides directory information for U.S. businesses and residents.
- S & P NetAdvantage provides independent credit ratings, indices, risk evaluation, investment research and data.
- ValueLine is the online version of The Value Line Investment Survey.

**Genealogy:**

- Ancestry Library Edition is a genealogical research database with access to many primary source documents and is provided through the generous support of the Friends of the Library.
- A to Z Databases also offers demographic studies, genealogy, and background searching.
- HeritageQuest Online enables genealogy research with coverage dating back to the late 1700s. Provided by the generous support of the Friends of the Library.

**Employment:**

- Brainfuse JobNow & VetNow are adult learning centers with live help as well as resume and interview preparation.
- Career Tools provides career information and advice on resumes, cover letters, interviews, and networking.

**Legal Reference:**

- Legal Information Reference Center lets patrons browse and download popular legal forms and full text Nolo Press Guides.

**Lifelong Learning Tools:**

- Gale Virtual Reference Library lets patrons search articles on a wide variety of topics, including arts, business, history, science, social science and more.
- Rosetta Stone helps patrons learn languages from home using the Rosetta Stone online database.
- Testing & Education Reference Center provides users with in-depth information on colleges and universities, graduate and professional programs, distance learning and more.
- Udemy provides over 4,000 free self-paced online courses in a wide variety of topics.

**Magazines and Newspapers:**

- Consumer Reports is an online version of the Consumer Reports magazine.
- Los Angeles Times Historical contains electronic versions of the Los Angeles Times from 1881 to 1994.
- New York Times Historical database contains issue of the New York Times from 1851 to 2014.
- Local Newspaper Historical Records is a digitized collection of local publications from the 1940's to the early 2000's, including Newport Beach Times, Newport Beach Ensign and The Daily Pilot.
- National Geographic Magazine features the complete archive of the magazine from 1888 to present day, with a People, Animals and the World module as well as access to NG Kids.
- Orange County Register enables patrons to search more than 30 years of Orange County history with The Orange County Register Collection, with coverage from 1987 through current.
- ProQuest Magazines and Journal articles provides full-text articles from over 20,000 magazines, newspapers, and journals, including current issues of the Los Angeles Times, Wall Street Journal, and New York Times.

## Student Resources:

- Ancient and Medieval History offers online resources and videos of the histories for eight major civilizations.
- A to Z Databases offers 2.3 million job/internship opportunities, Interview Tips, and Résumé Templates.
- Biography in Context includes full-text articles from hundreds of periodicals.
- Britannica School Edition offers up to date information on a wide variety of subjects for Elementary, Middle, and High School ages.
- CultureGrams provides concise cultural and statistical snapshots of every country recognized by the United Nations.
- Gale Archives Unbound presents topically focused digital collections of historical documents that support the research and study needs of scholars and students at the college and university level.
- Gale in Context (formerly Kids InfoBits) is a database developed especially for beginning researchers in Kindergarten through Grade 5.
- National Geographic Kids enables our younger patrons to research people, cultures and animals using resources from National Geographic.
- Opposing Viewpoints collects "for" and "against" articles based on social issues.
- Testing & Education Reference Center provides users with in-depth information on colleges and universities, graduate and professional programs, distance learning and more.
- Tuition Funding Sources offers students the largest scholarship database in the world with over \$41 Billion in scholarship awards along with a career personality test and detailed college and career information. When you register, choose "school from California" in the list of schools.
- Tumblebooks is an online collection of animated, talking picture books.
- World Book Encyclopedia provides access to the online version of the World Book Encyclopedia, and includes:
  - ✓ World Book Kids offers simpler navigation, thousands of colorful illustrations, diagrams, and maps, and dozens of activities tied to national curriculum standards.
  - ✓ World Book Student is designed for elementary and middle school students and includes built-in features and tools to help make learning accessible.
  - ✓ World Book Advanced is for the advanced student and adults and offers deeper comprehension and timely access to worldwide news.
  - ✓ World Book Timelines enables patrons to search more than 650 pre-generated timelines and 14,000 events in a highly interactive and customizable database. Patrons can investigate the chronological significance of world events and the lives of notable historical figures.
  - ✓ World Book eBooks offers over 2,500 titles, including World Book exclusive content and classic literature (novels, plays, poems, and nonfiction).
  - ✓ World Book Activity Corner contains thousands of cross-curricular, low-cost, fun yet educational projects for the classroom, after school programs, and library programming.
  - ✓ World Book Discover assist differentiated learners and older adults with a research database that offers a practical Life Skills section. A collection of unique videos, featuring expert answers to often asked questions, and a visual dictionary make content more accessible for readers of all levels.
  - ✓ World Book Enciclopedia Estudiantil Hallazgos: This dedicated Spanish-language database contains videos, compare-and-contrast features, selected articles, and a visual dictionary to

allow ESL students and Spanish-learners the chance to learn. Integrated with World Book Kids for parallel English-language content.

## **2. eBOOKS AND eAUDIOBOOKS:**

The library has seen exponential growth in the demand for eBooks. Combined, eBooks and audiobooks had over 162,000 checkouts in 2020, up from 126,000 checkouts in 2019. The Library's vendor for eBooks and eAudiobooks is Overdrive. Overdrive provides an app called "Libby" that can be downloaded onto patrons' computers and devices, including Kindles, iPhones, iPads and Android-enabled devices. The Library also provides access to Public Domain eBooks are titles that are no longer copyrighted in the US. No library card is required to access these titles and they are not subject to library loan or circulation policies.

## **3. STREAMING VIDEO:**

The library introduced the vendor Kanopy, a streaming video service, in December of 2017. Kanopy offers access to over 26,000 films, ranging from documentaries to feature films, indie, and foreign films. The Kanopy collection includes titles from PBS, The Criterion Collection, and The Great Courses. In May of 2019, Kanopy introduced unlimited access to their children's collection for a flat fee per month, rather than charging per play, and in July of 2019, they added the Great Courses collection to this structure as well. Kanopy had over 10,000 downloads in 2020, compared to 9,800 in 2019. OverDrive also has selection of downloadable movies.

## **4. eMAGAZINES:**

The library utilizes two vendors for eMagazines. RB Digital, a downloadable magazine service, was bought by OverDrive and the content will merge with OverDrive sometime in early 2021. Magazine content will be accessible through the popular Libby app. The library upgraded RB Digital in February of 2020 and now provides access to over 3,500 magazines. In 2020, 54,488 magazines were checked out using this service, compared to 26,226 in 2019. The library also continues to subscribe to Flipster, another downloadable magazine service, that offers a different range of magazines than RB Digital.

## **5. VIRTUAL PROGRAMMING:**

The Library provides remote access to Library programming. It became a component of the eBranch during 2020 as the library worked to provide online content to the public. While our in-library programs are on hold due to restrictions on public gatherings, staff posted video from some recent Library programs and some new content developed just for at-home viewing. Sunday Musicales, Author Lectures and Medicine in Our Backyard programs can be enjoyed at home any time. We also have stories and games to entertain and educate young children. Virtual story times have been particularly popular during the pandemic.

## **NOTICING:**

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

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
Tim Hetherton, Library Services Director  
949-717-3810, [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

**PREPARED BY:** Tim Hetherton, Library Services Director

**TITLE:** COVID-19 Update

---

**DISCUSSION:**

The County of Orange remains in the “widespread” tier and is currently under a Regional Stay Home Order. Announced on December 3, 2020, the order adds restrictions in regions with less than 15% ICU bed capacity. It prohibits gatherings of any size, closes operations except for critical infrastructure and retail, and requires 100% masking and physical distancing. Newport Beach Public Library remains open with a maximum of 20% capacity. Patrons are now prohibited from consuming food and drink on the premises. Use of the Library remains muted, although the organization typically experiences a dip in usage during December.

Newport Beach Public Library will continue to follow the State Library’s guidance for the re-opening of public libraries for in-person services. Staff continues to review published library re-opening plans, related public health research, feedback from library directors across the state, and guidance published by the State of California for the retail sector.

Based on the rising cases in the County and within the Newport Beach City organization, City Manager Grace Leung closed City Hall to the public on Monday, January 11, through the end of the month. Permit services will be provided utilizing a combination of drop-off/pick-up bins at City Hall, online, and telephone resources. Although non-essential recreation programs will be suspended, childcare service programs, Meals on Wheels, and Senior Transportation will continue.

**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).