



## CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, March 15, 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

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**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 Sunday, March 14, 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\\_r45NOPhASe6E48-qr8675w](https://zoom.us/webinar/register/WN_r45NOPhASe6E48-qr8675w).
3. Or you may connect by Phone/Audio Only by calling: (669)-900-9128. The meeting ID is 986 8056 7666#. 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 January 19, and February 16, 2021 Board of Library Trustees Meetings (pp. 5-18)**

[JANUARY DRAFT MINUTES](#)

[FEBRUARY DRAFT MINUTES](#)

- 2. Patron Comments (pp. 19-20)**

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

[PATRON COMMENTS](#)

- 3. Library Activities (pp. 21-29)**

Monthly update of library events, services, and statistics.

[FEBRUARY ACTIVITIES](#)

- 4. Expenditure Status Report (p. 30)**

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. 31)**

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 Use Policy (NBPL 1) (pp. 32-41)**

Staff requests that the Board review and approve the NBPL Use Policy (NBPL 1), with minor revisions to the introductory paragraph of the policy, and to Item 20, in the list of Prohibited Activities.

[NBPL USE POLICY REPORT](#)

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

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

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

**7. Lecture Hall Update**

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

**8. COVID-19 Update (p. 42)**

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

[COVID-19 UPDATE](#)

**9. Library Services**

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

**B. Monthly Reports**

**10. 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.

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

Trustee update on the most recent activities of the Friends of the Library.

**12. Literacy Services Liaison Report**

Trustee update on the most recent activities of Literacy Services.

**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  
Tuesday, January 19, 2021 – 5:00 p.m.

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

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

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

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

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

Chair Watkins had the following corrections: 1) on handwritten Page 5 “complimented” is misspelled. 2) On handwritten Page 7, Item 8, second paragraph, the last sentence should be revised to read “Chair Watkins said he knows of no reason why NBPL cannot strive for and successfully achieve 5 Star Status.” 3) Handwritten Page 8, Item 11, first sentence should read “issue” instead of “volume.”

2. **Patron Comments**

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

3. **Library Activities**

Monthly update of library events, services and statistics.

4. **Expenditure Status Report**

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

Chair Watkins reported that halfway through the fiscal year they are at 46% of budget.

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

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

Chair Watkins said that at the suggestion of Newport Beach resident Mr. Mosher they reorganized the agenda items and policy reviews to ~~balance out the meetings~~ more evenly spread out the Board's work over the course of the year.

There were no public comments on the Consent Calendar.

Motion made by Board Member Glabman, 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. Review of the NBPL Internet Use Policy (NBPL 5)**

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

Chair Watkins stated that they made minor non-substantive revisions to NBPL 5 as reflected in the redline version. Tim Hetherton, Library Services Director, agreed there were no substantive changes to the use policy. The Board had no further input and the public had no comment.

Motion made by Secretary Kost, seconded by Board Member Glabman, and carried (4-0-0-1) to approve NBPL 5 as revised.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

**7. Review of Rules for Acceptable Use of Wireless Internet (NBPL 11)**

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

Chair Watkins reported that only non-substantive revisions were made to NBPL 11. The Board had no comments or questions. The public had no comment.

Motion made by Board Member Glabman, seconded by Secretary Kost, and carried (4-0-0-1) to approve NBPL 11 as revised.

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

**8. Review Holidays/Meeting Schedule**

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

Library Services Director Tim Hetherton stated that staff provides the Holiday and BLT meeting schedule once annually. The BLT will meet on the 3<sup>rd</sup> Monday of every month except for January and February due to holidays. The Holiday Schedule for library hours will be discussed in July. The Board had no questions or comments on the schedule. The public had no comment.

Motion made by Vice Chair Coulter, seconded by Secretary Kost, and carried (4-0-0-1) to approve the 2021 meeting schedule.

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

**9. Newport Beach Public Library eBranch Review**

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

Chair Watkins commended Adult Services Coordinator Rebecca Lightfoot on her explanation of the anatomy of the eBranch division. Adult Services Coordinator Lightfoot explained the eBranch component of the website is the umbrella for everything that patrons can access from home any time of the day or night and regardless of branch closings. There are four components. First there are databases for research. Second there are downloadable e-books and audio books through the Libby app, which have become increasingly popular during COVID-19 closures. Third are streaming magazines. She reported Overdrive purchased RB Digital, which was one of their magazine providers and RB Digital will be integrated into Overdrive. Flipster is a different collection with additional magazines. Fourth is streaming video, which is done predominately through ~~Canopy~~ Kanopy with a small selection of content on Overdrive.

Adult Services Coordinator Lightfoot explained that the new addition to eBranch was virtual programming. The Programming Library Assistant, Terry Sanchez, was instrumental working with previous performers and authors to obtain rights to post pre-recorded programs and to arrange for the upcoming Sunday Musicales series.

Board Member Glabman inquired about the use and cost of the magazine services. Adult Services Coordinator Lightfoot stated that RB Digital had over 3,500 magazines. The usage data was included in handwritten Page 17. In 2020 54,488 magazines were checked out through RB Digital, up from 26,226 in 2019. Flipster is a much more limited service, with maybe 20 to 30 magazines available. The Library spent \$32,000 combined for both Flipster and RB Digital or about 16,000 each.

Chair Watkins commended the memo Adult Services Coordinator Lightfoot prepared. He stated staff reviews the contracts annually and he was sure they would look at if the City was getting the best value for its \$15,000 or \$16,000 with Flipster as it is with RB Digital.

The public had no comment. The Board received and filed the eBranch Review report.

**10. Lecture Hall Update**

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

Chair Watkins shared that on December 22, 2020, Library Services Director Hetherton made the slide deck on the new Lecture Hall available. On January 12, 2021, the Ad Hoc Memorandum of Understanding (MOU) Committee held an introductory preliminary meeting. The Lecture Hall Committee is making progress and has asked the Council to provide an update on time frame and funding prior to its January 30, 2021 meeting.

The public had no comment. The Board received and filed the Lecture Hall update.

**11. COVID-19 Update**

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

Library Services Director Hetherton reported they were still providing the grab and go service. Central Library is at 20% capacity for the public with the three branch locations open for curbside business. Public computers are available to patrons at the Central Library for an hour at a time. There is a day porter spot cleaning from 9:00 a.m. to 6:00 p.m. daily. Attendance is low at about 230 people per day. The Civic Center closed due to a spike in cases, so City Hall is closed, but there is a pickup and drop off for permits. All staff and the public are asked to use masks and social distance.

The public had no comment. The Board received and filed the COVID-19 Update.

**12. Library Services**

Report of Library issues regarding services, patrons and staff.

Library Services Director Hetherton reported that staff was engaged in maintenance and other behind the scenes activities. He presented the signature block logo that the new Marketing Specialist, Maria Nicklin, created. They held interviews for a full time Cultural Arts and Programming Assistant.

The public had no comment. The Board received and filed the Library Services Report.

**B. Monthly Reports**

**13. Library Foundation Liaison Reports**

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

Chair Watkins shared that the Foundation had an outstanding *Bookmark* issue with a tribute to Mr. John Stahr and profiles of former Board of Library Trustees members Karen



Clark and John Prichard. The Foundation is focused on launching its new virtual Witte and Library Live series and is focused on ticket sales through its new website. Staff continues to work remotely.

The public had no comment. The Board received and filed the Library Foundation Board report.

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

Board Member Glabman reported the lectures for the season are listed in *Bookmark*. There is interest and submissions for the upcoming season and the Committee is reading the books in preparation to vote on the speakers.

The public had no comment. The Board received and filed the Library Live Lectures Committee report.

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

Secretary Kost stated they had the first Witte Lecture on January 15, 2021<sup>th</sup> with Samin Nosrat. There were 267 ticket sales. Chair Watkins thought the introduction was great and the program was fine. Secretary Kost indicated the committee was working out the kinks and were pleased with the first lecture of the series. There are 70 tickets already purchased for P.J. O'Rourke on February 19, 2021 and about 60 for the next two speakers.

The public had no comment. The Board received and filed the Witte Lectures Committee report.

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

Trustee update on the most recent activities.

Vice Chair Coulter explained there was no December or January Friends of the Library meeting, but that they are busy collecting books and CDs Monday to Saturday 10:30 a.m. to 12:00 p.m. The sales are held in the Friends Room and they have tried various marketing approaches to lure business. In December they made \$13,256 including cash sales, credit, Amazon sales, and memberships.

The public had no comment. The Board received and filed the Friends of the Library Liaison report.

**15. Literacy Services Liaison Report**

Trustee update on the most recent activities.

Chair Watkins reported the Advisory Board for the Newport/Mesa ProLiteracy is now fully staffed and met on January 12, 2021. On February 20, 2021 there will be a virtual fundraiser with Lilly King, author of *Writers & Lovers*. The autographed book is available for purchase on the Newport/Mesa ProLiteracy website for \$17. Chair Watkins also thanked Library Services Director Hetherington for circulating the Career Online High School graduation, which was very inspiring. Finally, Pacific Life gave a \$5,000 grant to the program.

Board Member Glabman thanked Library Services Director Hetherton for sending out the graduation video.

The public had no comment. The Board received and filed the Literacy Services Liaison Report.

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

None.

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

Chair Watkins announced the next meeting would be February 16, 2021, at 5:00 p.m. due to the President's Day holiday. The Planning Session for City Council will be held virtually on Saturday, January 30, 2021 from 9:00 a.m. to 12:00 p.m. Chair Watkins hopes to speak to the Council regarding the Library Lecture Hall and the Balboa Branch ~~Empire and Fire~~ Station replacement.

**IX. ADJOURNMENT – 5:44 P.M.**

CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach City Hall (via Zoom)  
100 Civic Center Drive, Newport Beach, CA 92660  
Meeting Minutes  
Tuesday, February 16, 2021 – 5:00 p.m.

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

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

Trustees Present: Chair Paul Watkins, Secretary Kurt Kost, Board Member Janet Ray

Trustees Absent: Vice Chair Douglas Coulter, Board Member Barbara Glabman

Staff Present: Tim Hetheron, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Melissa Hartson, Acting Library Services Manager/Circulation and  
Technical Processing Coordinator  
Debbie Walker, Youth and Branch Services Coordinator

Staff Absent: Rebecca Lightfoot, Adult Services Coordinator

III. **PLEDGE OF ALLEGIANCE** – Board Member Ray

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the January 19, 2021 Board of Library Trustees Meeting**

Board Member Ray noted her absence from the January meeting required her to abstain from voting on the Minutes. On the advice of Library Services Director Tim Hetheron, the Board deferred the Approval of Minutes to the March 15, 2021 meeting. Chair Watkins stated he had changes to address at that time.

**INTRODUCTION** – Library Services Director Hetheron introduced new Cultural Arts Assistant Camille Escareal-Garcia. Cultural Arts Assistant Escareal-Garcia stated her excitement for the position and thanked the Board for their welcome.

2. **Patron Comments**

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

3. **Library Activities**

Monthly update of library events, services and statistics.

**4. Expenditure Status Report**

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

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

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

There were no public comments on the Consent Calendar.

Motion made by Board Member Ray, seconded by Secretary Kost, and carried (3-0-0-2) to approve Items 2 through 5 of the Consent Calendar.

AYES: Watkins, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Coulter, Glabman

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Display and Distribution of Materials Policy (NBPL 8)**

Staff recommends that the Board of Library Trustees review and amend NBPL 8, *Display and Distribution of Materials in Library*.

Chair Watkins indicated there were minor non-substantive revisions to NBPL 8.

Library Services Director Hetherton stated that was correct, reviewed the minor changes in wording as indicated in the redline document.

The Board had no further input and the public had no comment.

Motion made by Secretary Kost, seconded by Board Member Ray, and carried (3-0-0-2) to approve NBPL 8 as revised.

AYES: Watkins, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Coulter, Glabman

**7. Annual Budget – Preliminary Review**

Staff requests that the Board review and approve the preliminary Library budget for Fiscal Year 2021/2022.

Acting Library Services Manager/Circulation and Technical Processing Coordinator Melissa Hartson stated the proposed budget was prepared according to the City's directive to remain flat. There were no program enhancement requests. Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson, Library Services Director Hetherton, the City Manager, and Finance staff met on February 11, 2021 and all

were pleased with the proposed budget. With respect to the salary and benefits numbers an increase to \$6,231,411 is expected and that brings the Library budget total to \$9,459,513.

Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson presented the revenue projection under a full reopening. She noted that the Library does not sell maps and publications, but it does sell supplies at the reference desk which are reflected under the "sale of maps and publications" line. The Library currently does not have a one-day DVD and Blu-ray collection to rent as the studios have been releasing new content direct to streaming. As studios begin to release new DVDs and Blu-rays the Library will add them and generate revenue. Library fines have decreased, which was expected under the new automatic renewal system and appreciated by patrons. Some circulation numbers are down and that also contributes to lower fine revenue.

Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson stated she will bring the final budget to the Board in April and welcomed questions.

In response to Board Member Ray's question Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson had no projection regarding passports. As the Library opens more services it will look to reopen passport services as well. All agents have been recertified and are ready for reopening. The revenue projection listed begins in July 2021. Staff is preparing and getting materials ready for reopening, but some things are on hold due to the pandemic. For example, the notaries cannot be certified yet because there is no in person training.

In response to Secretary Kost, Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson advised that the passport room was not yet stocked, and that staff is working on gift shop logistics. The Library still has the passport services equipment from the previous room.

Board Member Ray stressed the need to be prepared for a passport rush with vaccinations opening the possibility of travel.

In response to Chair Watkins' question Library Services Director Hetherton stressed that he hoped for a full reopening of the Central Library and the branches by July 1, 2021.

In reply to Chair Watkins' inquiry Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson indicated that the approximate \$167,000 addition to the budget represented the increased employee costs and that all staff except management are part of the City Employee's Association.

The Board had no further comments or questions, so Chair Watkins called for public comment.

Newport Beach resident Jim Mosher thanked Acting Library Services Manager/Circulation and Technical Processing Coordinator Hartson for answering the three questions he submitted in writing.

Motion made by Board Member Ray, seconded by Secretary Kost, and carried (3-0-0-2) to approve the Annual Budget – Preliminary Review as submitted.

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

**8. Arts and Culture Update**

Staff will present the annual report on the activities of the Cultural Arts Division.

Library Services Director Hetherton stated the Cultural Arts staff and the City Arts Commission work together to bring programming to the City. The primary programs are the jury Art Show in June, the Sculpture Exhibition, which is installed in May and opens in June, the Concerts on the Green, which run from June through September, and a variety of arts lectures, special events, and gallery displays in the Central Library. The public submits their work to the Arts Commission for approval and display in the Central Library as governed by City Council Policy I-11. Due to COVID-19 the Annual Art Exhibition in June 2020 was canceled. The 2021 Exhibition is tentatively planned and the call for entries went out on February 1. If the event cannot be staged as normal it will follow necessary COVID-19 restrictions. Concerts on the Green in 2020 were also cancelled due to COVID-19 and are tentatively planned for 2021. The annual Concert on the Balboa Peninsula at Marina Park in October 2020 was cancelled due to COVID-19 and staff is hopeful for October 2021.

Council Policy I-10 provides funds to the City Arts Commission for Cultural Arts Grants for the benefit of Newport Beach residents. In 2019 the Grants were awarded to Balboa Island Improvement Association, Baroque Music Festival, Chuck Jones Center for Creativity, Kontrapunktus, Laguna Playhouse, Newport Elementary School Foundation, Pacific Symphony, Philharmonic Society of Orange County, and South Coast Repertory. The organizations provided programming free of charge to the community. The City Arts Commission completed its grant program for 2021 on February 11, 2021 and granted out \$25,500 of its \$30,000 budget. The budget was reduced in 2021 from \$40,000 as a one-time budget savings plan.

The City Arts Commission also recommends to Council the sculptures for exhibition in Civic Center Park. The process includes a call for entries and a public survey. Council approved the Phase VI recommendations on February 9, 2021. The installation is scheduled for May and the Exhibition will open June 2021. The City Arts Commission secured a state grant to fully fund Phases V and VI. The program is popular and highlights public art. At the suggestion of former City Arts Commissioner and now Board Member Barbara Glabman to encourage public awareness, the City Arts Commission sponsored a photography contest of the Exhibition with prizes awarded.

The City Arts Commission has a dedicated support group, The Newport Beach Arts Foundation (NBAF). In December 2020 NBAF gifted \$33,450 in support of City Arts Commission programming.

Board Member Ray was pleased the City Arts Commission work and the \$30,000 in grants.

Chair Watkins was impressed with the number of programs, activities, and grants. He thanked Library Services Director Hetherton for the report and opened the public comments.

Newport Beach Resident Jim Mosher stated he believed that some of the arts and culture activities in the Friends Room was initiated by Library staff independent of the City Arts Commission.

In response to Jim Mosher's question Library Services Director Hetherton explained that the monthly Sunday Musicales are funded by The Friends of the Library.

The Board received and filed the Arts and Culture Update Report.

**9. Lecture Hall Update**

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

Board Member Ray reported the Library Lecture Hall Design Committee met on February 3, 2021, the agenda and minutes are on the City website. The Committee is well advanced into completing the design development phase and the next step is a detailed cost estimate. The Committee is working to finalize the Avocado Avenue elevation. The Committee was formed in 2019 and Board Member Ray is please with its progress.

In response to Secretary Kost's questions Board Member Ray stated she did not have a date for funding and Library Services Director Hetherton explained Council deferred the lecture hall construction until Fiscal Year 2021/2022, but they are proceeding with the design phase. The Lecture Hall Committee will make a recommendation to Council on design, but the project will not start until 2021/2022. Board Member Ray added that there will also be fundraising efforts prior to construction.

Newport Beach resident Jim Mosher thought that in January the Public Works Department said they were not putting the Lecture Hall into the 2021/2022 Budget.

Chair Watkins stated that he recalled Capital Improvement Projects (CIP) including the Lecture Hall would be deferred until July 1, 2022 at the earliest. Therefore, the January 2022 planning session of Council would consider affirming the Lecture Hall for July 1, 2022.

Library Services Director Hetherton admitted he was confused and that he went by the PowerPoint of the list of deferred CIP projects and that said 2021/2022.

Chair Watkins said that the Lecture Hall would not move forward this year, but that there was a lot of work to be done. He thanked Board Member Ray for the report and commended the Committee's work.

The Board received and filed the Lecture Hall Update report.

**10. COVID-19 Update**

Staff will update the Trustees Library operations during COVID-19 restrictions.

Library Services Director Hetherton reported that in January the State of California lifted the stay-at-home order. The County remains at the purple tier and the Library is at 25% capacity. Patrons can consume food and drink in the building, but masks and social distancing are still required. Central Library use remains under capacity and the Library system will continue to follow State and County regulations and look to other libraries for best practices. He noted that Fire Chief Boyles provided positive information on vaccine progress and hoped that library staff, teachers, and educators would have access to the vaccine shortly. He expressed hope for normalcy and asked to entertain questions.

The Board and public had no comment. The Board received and filed the COVID-19 Update.

**11. Library Services**

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

Library Services Director Hetherton reported that staff has a Balboa site walk planned with Public Works in early March. The Board will receive a full report at the March meeting. The Library Department is pleased to welcome new Cultural Arts Assistant Camille Escareal-Garcia. There is a Witte Lecture with P.J. O'Rourke on February 19, 2021. Newport/Mesa ProLiteracy is hosting a happy hour with Lilly King on February 20, 2021. The next Trustees Meeting is March 15, 2021 and might be held in Council Chambers.

In response to Secretary Kost's question Library Services Director Hetherton said he was waiting for the Newport Beach Public Library Foundation (NBPLF) to announce Meg Linton's departure, but she is leaving on February 28, 2021. Kunga Wangmo-Upshaw will be the Interim Director during the search for Meg Linton's replacement. Ms. Linton did a lot with the Foundations website and other infrastructure during her two-year tenure.

The public had no comment. The Board received and filed the Library Services Report.

**B. Monthly Reports**

**12. Library Foundation Liaison Reports**

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

Board Member Ray was unable to attend the last meeting, but asked Nancy Dahlfors for a report. The Stories from the Sea resumed after the holiday break and they are moving forward with interviews. The Foundation also met with the Lecture Hall designer to discuss the Avocado elevation and design. Board Member Ray expects a public announcement shortly regarding Meg Linton's resignation.

The Board and public had no comment.

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



Library Services Director Hetherton stated that Board Member Glabman advised him there was nothing to report.

The public had no comment.

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

Secretary Kost reported the first lecture on January 15, 2021 with Samin Nosrat and it went well. There were 75 tickets sold and 267 households watched the event. There are 73 tickets purchased for P.J. O'Rourke on February 19, 2021 with more expected. Feedback has been good and there are tickets purchased for future lectures. The Committee is working on the 2022 calendar and preparing for either in person or Zoom lectures. There is also a possibility of adding a fifth event to the current series. Patty Conover, Vice President of Community Relations at Bank of America is a new member of the Committee.

The public had no comment. The Board received and filed the Witte Lectures Committee report.

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

Trustee update on the most recent activities.

Vice Chair Coulter sent notes to Chair Watkins who reported the January total receipts by the Friends of the Library were \$12,500. There are currently 712 members of the Friends of the Library engaged in promoting the store and raising funds.

Secretary Kost commended the Friends of the Library on their work.

The public had no comment.

**14. Literacy Services Liaison Report**

Trustee update on the most recent activities.

Chair Watkins reported as the ProLiteracy liaison. The last solicitation resulted in approximately \$10,500. On February 20, 2021 at 5:00 p.m. there is a happy hour with Lilly King, author of *Writers & Lovers*. There are about 175 people registered for the program. Chair Watkins read the book, found it to be interesting, and submitted questions to the interviewer. A new Career Online High School student began last week, and another is about 85% complete toward graduation. Chair Watkins read a paragraph from Marla Jo Fischer's February 10, 2021 humor column in the *Register* and announced her happy hour on April 24, 2021.

The public had no comment. The Board received and filed the Literacy Services Liaison Report.

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

None.

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

Secretary Kost reminded the Board of the P.J. O'Rourke lecture on February 19, 2021. The invitation says the program starts at 6:00 p.m., but the performance is scheduled for 6:19 p.m.

Chair Watkins announced the next meeting would be March 15, 2021, at 5:00 p.m. and might be held in Council Chambers.

IX. **ADJOURNMENT** – 5:59 P.M.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS			FEBRUARY 2021
Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response	
<u>1</u> <u>2/1/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>2/1/2021</u>	<p>I would like to borrow any CDs available by the following artists: Cal Tjader / Earl Klugh / Diana Krall / Vince Guaraldi. Any CDs will do. Please tell me the best way to fulfill my request. My best pickup location is the library on the Peninsula - Balboa Blvd. &amp; Island. Thank you.</p>	<p>You can use our online catalog to search for and place holds on CDs: <a href="https://nb.ent.sirsi.net/client/en_US/default/?#">https://nb.ent.sirsi.net/client/en_US/default/?#</a>. You can also call the reference desk at 949-717-3800, option 2, and a librarian would be happy to assist you with choosing some CDs and placing holds. The Balboa library is open Monday through Saturday from 9 a.m. to 6 p.m. for curbside service. Once you are notified that your items are ready for you to pick up at Balboa, you can head over to the library. Call the number on the sign out front. Please have your library card number ready. Staff will check your items out and bring them out to the table where you can pick them up. I hope that helps! Please let me know if you have any other questions. Thank you.</p>	
<u>2</u> <u>2/1/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>2/1/2021</u>	<p>Do you have tutors who help with Algebra for adults? I have a resident who is attending adult school and is looking for a free tutor to help her with math.</p>	<p>While we don't have any tutors, we do subscribe to a database called "Brainfuse Job/Now &amp; Vet/Now", which, despite its name, offers a wide variety of learning tools for students of all ages including live tutor help. This database is free to use with your Newport Beach Public Library card. Navigate to the "Databases" page on our website. Under "Job Seekers" click on the link for the "Brainfuse" database: <a href="https://www.newportbeachlibrary.org/branch/databases">https://www.newportbeachlibrary.org/branch/databases</a>. Once you've entered your library card number scroll down to the bottom of the page. There is a section called "Tools for Learners". Click on "Learn Now" and open up the "High School" lessons. They have sections for Pre-Algebra, Algebra I, and Algebra II. There is also a button at the top to click for Live Help. I hope that helps! Please let me know if you have any other questions. Thank you.</p>	
<u>3</u> <u>2/9/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>2/9/2021</u>	<p>Will you be having any book sales in the near future? Thanks.</p>	<p>While the Friends of the Library aren't currently planning one of their big sales, they are open Monday through Saturday from 10:30 until 3 in the Friends Room off the Bamboo Courtyard at the Central Library. There is more information here on the website: <a href="https://www.newportbeachlibrary.org/about/friends-of-the-library">https://www.newportbeachlibrary.org/about/friends-of-the-library</a>. I hope that helps! Please let me know if you have any other questions. Thank you.</p>	
<u>4</u> <u>2/19/2021</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch &amp; Youth Services Coordinator</u> <u>2/19/2021</u>	<p>Are any of the branches accepting used books at this time?</p>	<p>I've copied information from the Friends website regarding book donations and included it below. Bookstore donations will be accepted from 10:30 am until noon, Monday through Saturday, in the Bamboo Courtyard at the Central Library.</p> <ol style="list-style-type: none"> <li>1. All donations must be in small or medium size boxes.</li> <li>2. 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:nblfriend@gmail.com">nblfriend@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. Hope this information helps.</p>	

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS			FEBRUARY 2021
Comment # Date Received Source of Comment Staff Member Title Date Responded to Patron	Comment	Response	
<u>5</u> <u>2/19/2021</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> <u>2/19/2021</u>	<p>I am enrolled in a library science class because I am interested in this field. If I may have a moment of your time, I would like to know more about the duties and responsibilities of library staff, challenges they face, what an average day looks like, and about how they go about promoting the ALA's code of ethics and ensuring all patrons have access to information and that their search for knowledge is confidential. I look forward to hearing from you!</p>	<p>There are a variety of duties the Library Staff are responsible for carrying out. Staff work to serve the community. They issue library cards, check materials in and out, provide answers to reference questions, offer instruction in using library resources, maintain the Library's collection, and create programming. With the current pandemic, the Staff have faced the challenge of continuing to provide these services in a safe environment. Staff have worked within safety protocols to serve the community in one capacity or another since the beginning of the pandemic. Staff have adapted services at different junctures of the pandemic, initially providing curbside service to re-opening the Central Library with a grab and go service model. Our mission statement, "The Library is the cultural, educational and informational heart of Newport Beach," sets the tone for making sure patrons have access to information. From our service offerings and programming to our policies, Staff strive to adjust to the ever-changing needs of the community. We have evolved from a repository of information into a place for community gathering where all ages have the means to learn formally and informally, providing technology access and having resources available 24/7. Thank you for your interest in the Library and its Staff.</p>	
<u>6</u> <u>2/22/2021</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> <u>2/22/2021</u>	<p>Are we now able to reserve a room and if so, for how many hours? Our son will be visiting and may require a quiet place to work. I assume he will need his own library card to use one of the rooms if they are now available.</p>	<p>Based on current State and County guidelines, the Central Library is open for "Grab and Go" services. Currently, there is no seating or tables available inside the library including the use of the Study Rooms. We await updated guidelines from State and County health officials as to when we may expand our offerings. There is a patio outside the second floor entrance with a limited number of tables and chairs available. You may access the Wi-Fi in this area, however there are no power outlets. Thank you for your inquiry.</p>	
<u>7</u> <u>2/27/2021</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch &amp; Youth Services Coordinator</u> <u>3/1/2021</u>	<p>I have some really old law books (case books). Do you accept these? (Some places accept old books for decorating purposes, e.g.). Thank you!</p>	<p>I have included a portion of the page from the Friends of the Library website which outlines items they do not except. They do not take law books older than 8 years. I would encourage you to email them at the address below though if you need more information regarding their policies.</p> <p>We do not accept:</p> <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> <p>If you have questions, email us at <a href="mailto:nblibfriend@gmail.com">nblibfriend@gmail.com</a>. Hope this information will be helpful to you.</p>	

## **NEWPORT BEACH PUBLIC LIBRARY**

To: Board of Library Trustees  
From: Tim Hetherton, Library Services Director  
Re: Report of Library Activities – March 15, 2021 Meeting

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

*"Don't join the book burners... Don't be afraid to go in your library and read every book."*

- Dwight D. Eisenhower

#### **Friends Gift Shop/Foundation Passport Office Update**

Staff has continued to plan for the opening of the Friends Gift Shop and the Foundation Passport Office. We are working with City Finance to utilize the City's reseller's permit, in order to obtain merchandise at cost, for resale in the Gift Shop.

We will also order a cash register and slat wall shelving for displaying merchandise in the Gift Shop. Marketing Specialist Maria Nicklin is working on the branding for the Gift Shop and the Passport Office.

Staff is ordering a new camera for the Passport Office. Staff has asked IT to set up the computers and the telephones in the space.

Library staff has received notary training but are unable to receive certification because it is an in-person service. As soon as staff can go off-site for in-person certification, we will be able to offer notary services through the Passport Office when it opens.

#### **Balboa Branch**

Every March, the Balboa Branch report is presented to the Board of Library Trustees. However, last year's report was postponed until August 2020 due to restrictions on public gatherings due to COVID-19 and the Board will determine an appropriate date for the 2021 report.

On March 2, in lieu of the replacement of the facility in 2025, I participated in a site walk of the Balboa Branch and Fire Station with Public Works Director Dave Webb, Fire Chief Jeff Boyles, and Recreation and Senior Services Director Laura Detweiler. The age and condition of the buildings was noted, as was the potential for maximizing the use of the expansive lot.

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

- **Library Live – Stuart Pally - *Terra Flamma: Wildfires at Night***  
Friday, April 9, 2021 at 6:19pm  
Zoom lecture; register at <https://nbplfoundation.givecloud.co/stuart-palley>
- **National Library Week Proclamation**  
Tuesday, April 13, 4 p.m.  
City Council Chambers

- **Witte Lecture - Shahzia Sikander**  
Friday, April 16, 6:19 p.m.  
Zoom lecture; register at <https://nbplfoundation.givecloud.co/shahzia-sikander>
- **Board of Library Trustees Meeting**  
Monday, April 19 at 5 p.m.  
Site TBD
- **Newport/Mesa ProLiteracy Happy Hour with author Marla Jo Fisher**  
Saturday, April 24 at 5 p.m.  
Zoom lecture; register at <https://www.newportbeachlibrary.org/about/literacy-services>

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

### **Branches**

Curbside service continued at all branch locations. In addition to library materials, tax forms are also being distributed via curbside when requested.

### **Youth Services**

Valentine Grab & Go kits were a hit and were all distributed by the end of the first week of promotion. Proving to be just as popular and in-demand were STEAM kits that had a planned distribution from February 22 through March 5 but were totally gone by February 27. Close to 330 kits were given out in person or via curbside. The principal of Newport Coast Elementary reached out to me early the last week of February asking if we might make a video for an online school assembly they were planning that dealt with the theme of “organization.” This was due by Friday so with very short notice, Liz gamely volunteered, and we shot a short video for them mid-week. We are hoping to have more outreach opportunities with the local schools like this one going forward.

### **Teen Services**

YAAC again met virtually with 13 teens participating in the meeting. Programming was again a topic of discussion and college prep programs continue to be the most requested.

### **Facilities**

JorgensenFM, the real estate management company that conducted the City facilities assessment in October 2020, is now consolidating all of the information and working with the City in the creation of an online facility and maintenance plan. As part of their research process, they met with all facility managers and specialists from each department to further assess the needs for each building. Eddie Flores and I met with a representative from the company and with Tom Sandefur from Public Works via Zoom on February 1 to answer questions related to Central Library and the Branches. Interface returned on February 2 to begin work on the issues they found when they did an in-depth inspection of the fire alarm system in January. Western Allied began the process of replacing an expansion valve in the chiller yard that was causing the HVAC system to constantly trip and need to be reset.

Mariners also had a visit from Interface with minor repairs done to the intrusion system and suggestions for new batteries in the Simplex fire panels.

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

### **Library Budget Review**

As stated in a verbal report last month, Library Director, Tim Hetherton and I met with City Manager Grace Leung and Finance Staff to discuss the Library's FY 2021-22 budget. After attending the meeting, the Library anticipates a flat budget for next year with an exception of an increase in salaries and benefits due to negotiated bargaining unit contracts.

### **Training**

Library Clerk, Autumn Durand began Passport Acceptance Training. Once her training is complete, she will be certified to process passport applications when we resume services.

### **ILS Update**

I attended the California Libraries SirsiDynix User Group meeting at the beginning of the month. Presenters covered a wide range of topics such as company updates, product development, and improving system performance.

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

### **Programming**

Library Assistant Chris Hennigan is partnering with Librarian Liz Aaron to plan a poetry party in April.

On February 25 the library kicked off the first class in the new live virtual genealogy series titled "Genealogy Uncovered." This is a six-class series that takes place every other Thursday through May 6.

### **Marketing**

Marketing Specialist Maria Nicklin has been participating in City communications meetings. She updated Children's Library card forms. She has been developing a Social Media strategy and working with the rest of Web Team on refreshing the website's layout and color scheme.

### **Beanstack**

The library is getting ready to offer popular reading app Beanstack to our patrons. Beanstack was made possible by a grant from the California Library Association in partnership with the California State Library. Adult Services Coordinator Rebecca Lightfoot, CdM Branch Librarian Annika Helmuth, Librarian II Nadia Dallstream, and Marketing Specialist Maria Nicklin have been working with Beanstack to design the app and set up the patron user experience. Beanstack is set to go live March 29.

# Proquest Articles Retrieved 2020-2021

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	861	837	888	1376	1009	1095	1339	1411					1102
Newspapers--Current	982	816	829	1121	815	888	958	673					885
Newspapers--Historical	1621	1058	2165	3478	4175	2282	1116	1710					2201
Magazines	17	30	49	38	40	44	47	2853					390

Database FY Comparisons	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	YTD 20/21
<b>Tracked by #searches</b>													
A to Z Databases	517	1252	1581	2455	1997	6449	4541	3098					21890
Ancestry	2366	5105	3777	1812	1145	110	886	1133					16334
AskART	32	14	19	26	9	23	157	34					314
Brainfuse JobNow/VetNow	**	**	**	29	39	234	165	140					607
Britannica School Edition	37	0	0	99	0	87	39	63					325
Facts on File Ancient History	4	0	15	5	1	12	0	9					46
Gale Archives Unbound	3066	876	11169	14235	3270	1095	3504	443					37658
Gale Directory Library	9	1	19	29	37	1	7	3					106
Gale in Context: Biography	39	44	19	16	39	1	19	15					192
Gale in Context: Elementary	50	9	1	0	2	5	10	8					85
Gale in Context: Opposing View	46	69	74	65	1679	288	300	36					2557
Gale Literature Resource Center	48	49	34	50	40	3	75	46					345
Gale Virtual Reference Library	127	31	19	40	194	25	55	26					517
HeritageQuest	2396	2792	2820	3924	2637	97	4247	4179					23092
Legal Information Ref Center	9	23	15	29	24	25	21	74					220
National Geographic	26	18	12	18	14	58	12	22					180
National Geographic Kids	24	31	6	18	27	35	12	13					166
NewsBank (OC Register)	1411	1609	1237	1276	3074	769	1238	988					11602
NoveList Plus	69	85	55	47	28	4	25	58					371
NoveList K-8 Plus	15	17	20	30	70	19	12	20					203
ProQuest	2568	2280	2709	3677	2748	2748	3281	5774					25785
Proquest eLibrary	*	*	31	4	22	0	8	17					82
Reference USA Business	903	828	842	561	558	4196	3552	1944					13384
Reference USA Residential	8	40	40	22	34	24	36	30					234
SIRS Discover	*	*	16	6	0	1	2	5					30
SIRS Issues Researcher	*	*	12	10	16	6	20	129					193
World Book Online	24	2	65	59	36	25	40	513					764
<b>Tracked by #sessions</b>													
Gale Presents: Peterson's Test and	29	4	20	25	34	32	34	24					202
<b>Tracked by #page views</b>													
Consumer Reports	3137	3941	3072	2132	3238	2950	2255						20725
CultureGrams	45	81	85	10	179	192	41	31					664
Morningstar	44184	31804	12785	26047	28354	30254	30104	17631					221163
NetAdvantage	6262	4216	5818	9366	8647	7221	5625	12622					59777
RealQuest	72	136	35	99	193	174	222	76					1007
Tumblebooks	160	78	51	111	25	75	24	115					639
Value Line	11076	9740	10629	13068	14503	11068	9745	10907					90736
<b>Tracked by courses</b>													
Udemy	1721	2316	2124	2083	1470	1987	5715	7220					24636
<b>Tracked by Hours Used</b>													
Rosetta Stone	95.6	97.1	98.63	55.78	63.05	89.93	103	92.95					696.0

Notes:

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

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

Testing & Education Ref. Center name changed to Gale Presents: Peterson's Test and Career Prep

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

\*\*JobNow/VetNow added Oct 2020 from the California State Library, adjusted tracking metric to Database Usage in March 2021 instead of submissions (usage was not showing up in "submissions"), adjusted previous months retroactively

\*\*\*Consumer Reports data not yet available, support ticket sent to ebco but not yet resolved



**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	45379	34336					34973	279784
New Users	25824	27006	26917	30022	28399	28786	40305	28989					29531	236248
Sessions	73936	72313	71550	71518	64528	64372	79282	64655					70269	562154
Pageviews	289912	299267	283384	257889	228504	224847	258484	225790					258510	2068077
Sessions Per User	2.49	2.18	2.15	1.98	1.92	1.89	1.75	1.88					2.03	--
Pages Per Session	3.92	4.14	3.96	3.61	3.54	3.49	3.26	3.49					3.68	--
Avg. Session Dur. (min)	3.37	3.27	3.07	2.82	2.70	2.60	2.42	2.70					2.87	--
Bounce Rate (%)	45.83	49.01	49.11	51.97	53.67	54.58	59.52	54.89					52.32	--

**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	128	78					116	927
CdM	31	23	7	4	10	13	12	7					13	107
Mariners	377	440	412	553	468	470	601	473					474	3794
Central	825	1252	1497	2421	1747	1609	1644	1645					1580	12640
<b>Total</b>	1369	1857	2019	3120	2329	2186	2385	2203					2184	17468

**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	6588	3872					5916	47324
CdM	1323	1127	305	173	331	597	549	282					586	4687
Mariners	17988	20663	20004	27269	23019	23218	30131	23587					23235	185879
Central	40969	64316	75610	119221	86190	78577	81968	82501					78669	629352
<b>Total</b>	67214	92984	101656	153553	114784	107573	119236	110242					108405	867242

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

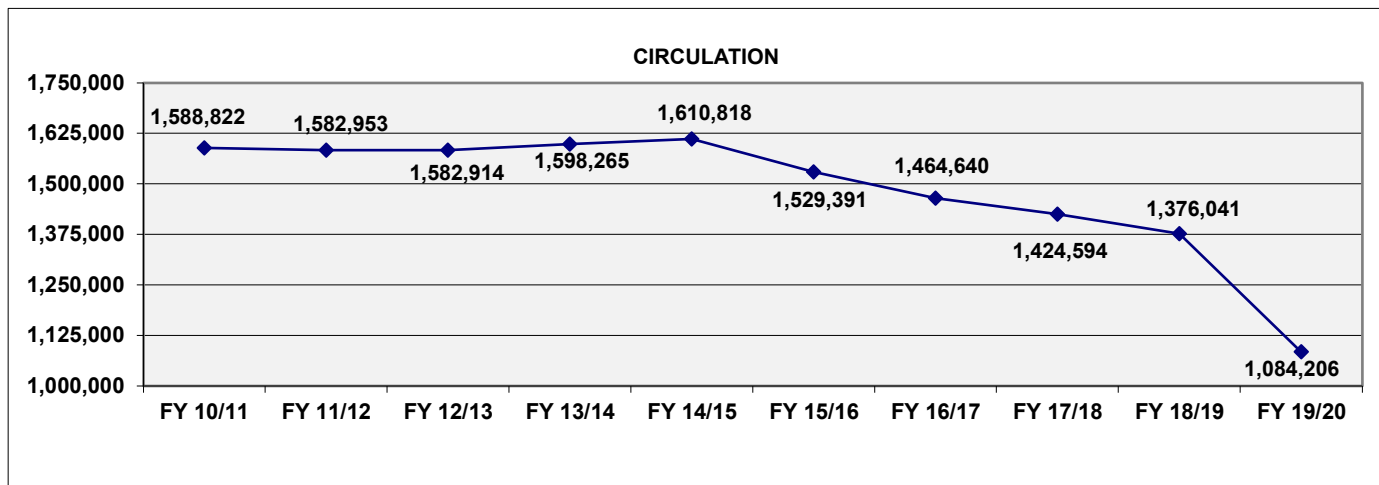
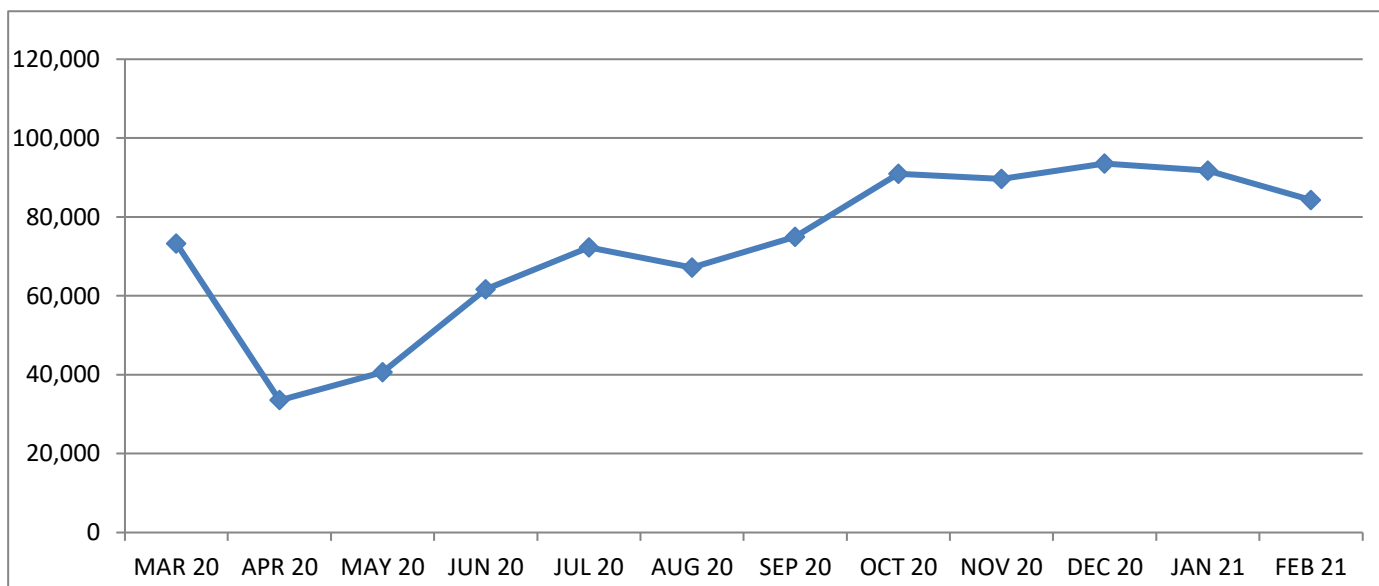
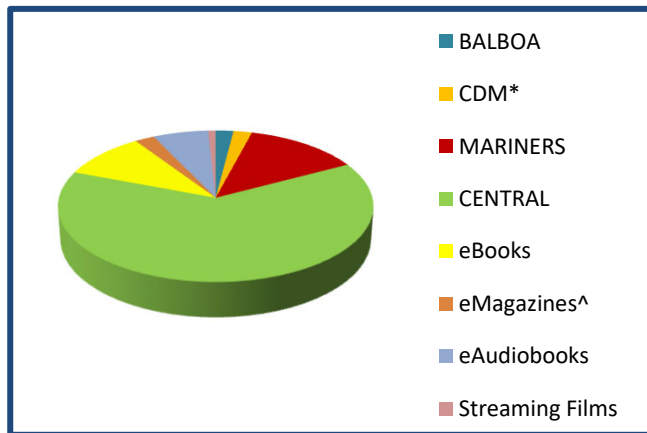
Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	50.99	48.44	55.70	48.52	50.42	55.12	51.47	49.64					51.05	--
CdM	42.68	49.00	43.57	43.25	33.10	45.92	45.75	40.29					43.80	--
Mariners	47.71	46.96	48.55	49.31	49.19	49.40	50.13	49.87					48.99	--
Central	49.66	51.37	50.51	49.24	49.34	48.84	49.86	50.15					49.79	--
<b>Total</b>	49.10	50.07	50.35	49.22	49.28	49.21	49.99	50.04					49.65	--

# NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2021

## CIRCULATION

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

	FEB 21	YTD 20/21	YTD 19/20
BALBOA	1,714	19,444	39,730
CDM*	1,775	17,812	24,304
MARINERS	11,101	102,102	187,651
CENTRAL	53,479	369,857	502,778
eBooks	8,293	66,408	52,023
eMagazines^	1,880	40,896	25,129
eAudiobooks	5,337	41,748	37,943
Streaming Films	729	6,211	6,009
<b>TOTAL</b>	<b>84,308</b>	<b>664,478</b>	<b>875,567</b>



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

^ Excludes 2/1/21-2/10/21 data as a result of RBDigital migration to OverDrive.

## NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2021

### REFERENCE

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

BALBOA^

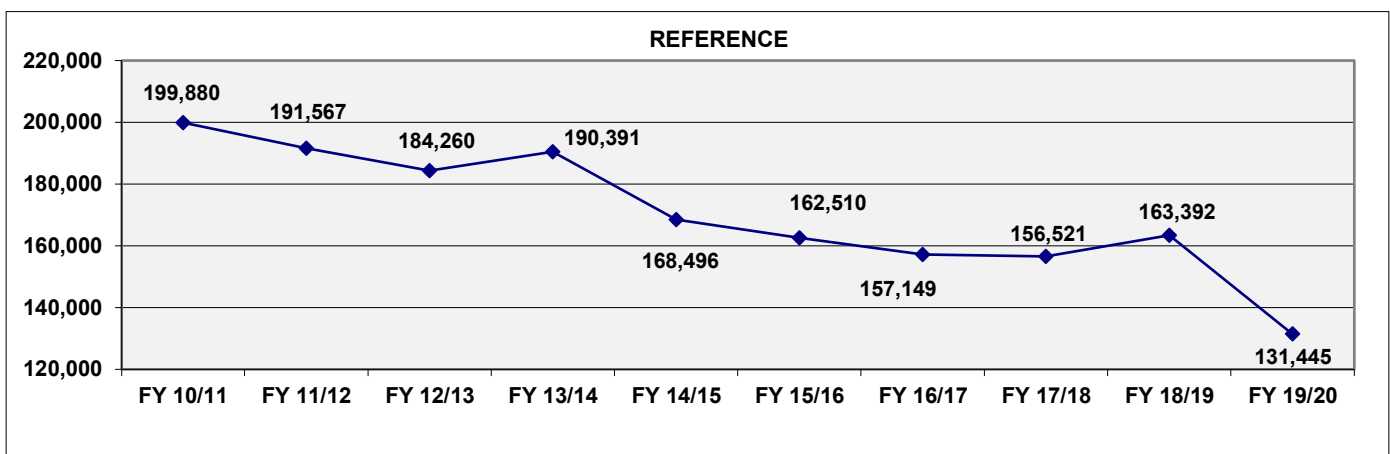
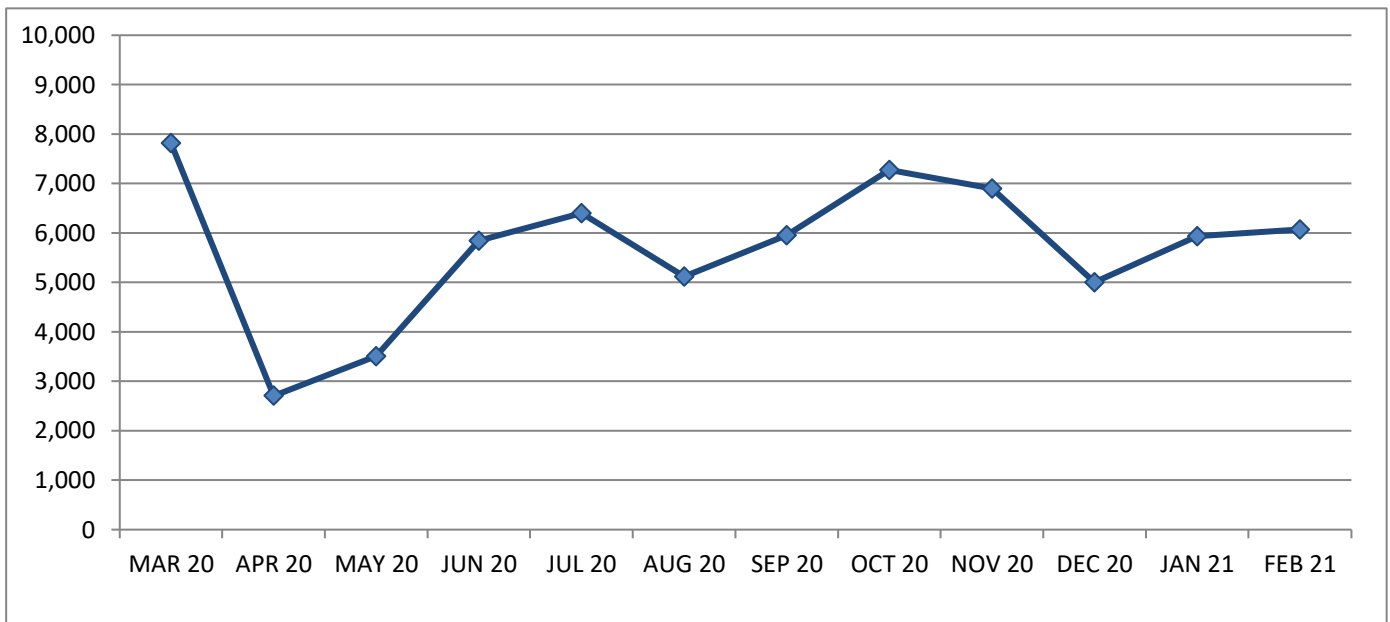
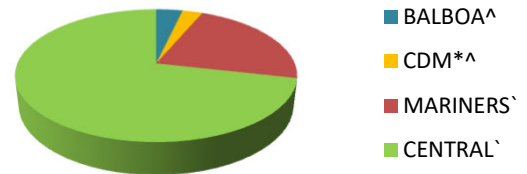
CDM\*^

MARINERS`

CENTRAL`

TOTAL

FEB 21	YTD 20/21	YTD 19/20
221	2,243	3,496
167	1,943	6,018
1,345	12,334	23,904
4,338	32,123	78,148
6,071	48,643	111,566



\* 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 - FEBRUARY 2021

### PATRONS SERVED IN LIBRARY

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

BALBOA^

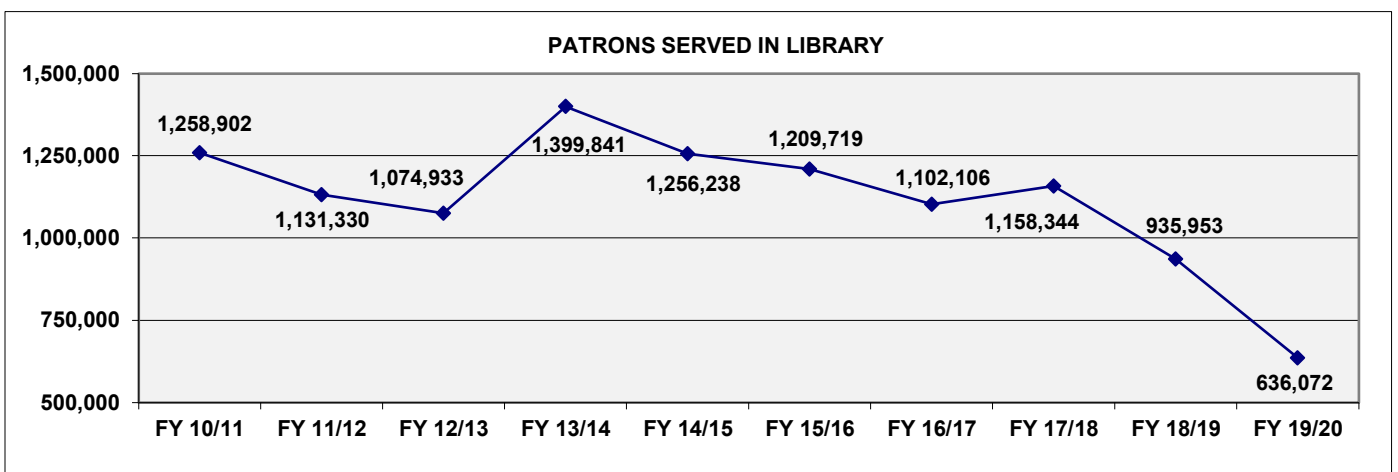
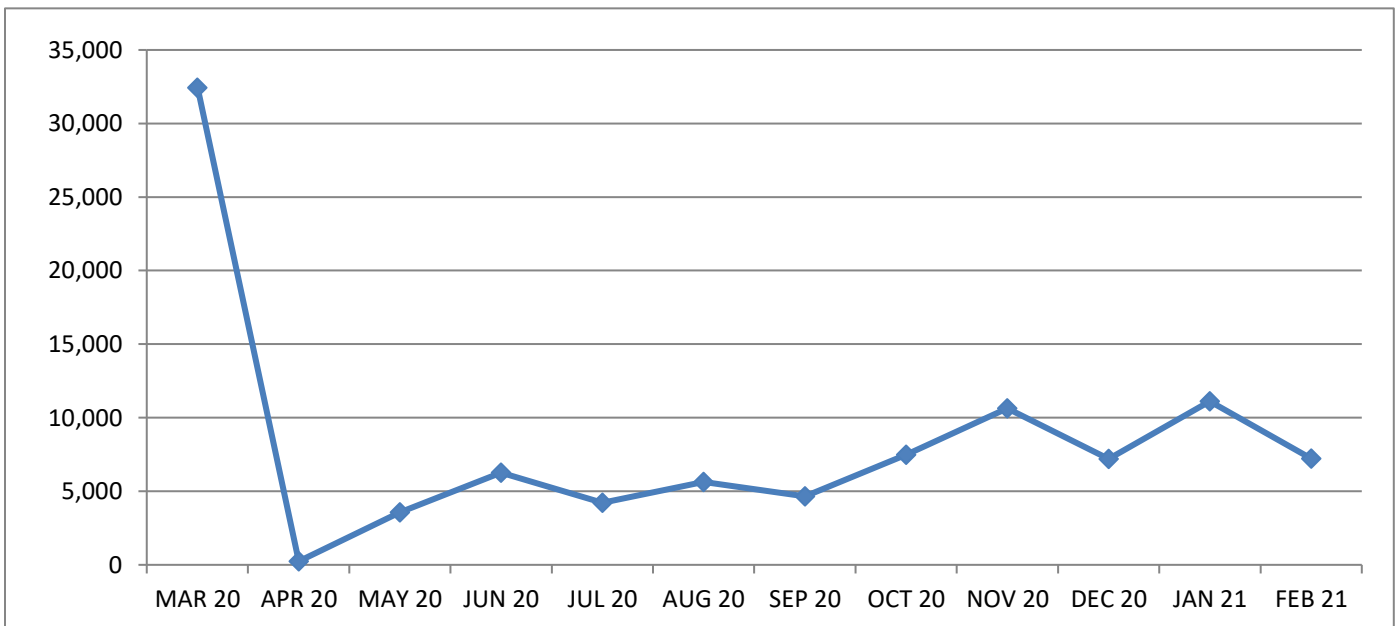
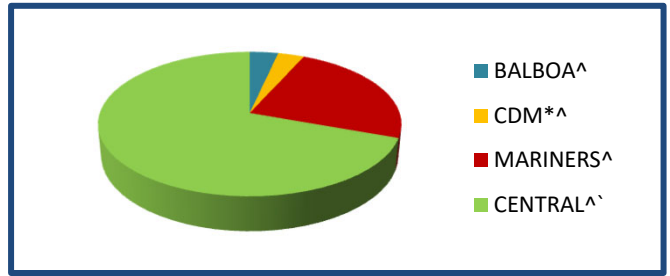
CDM\*^

MARINERS^

CENTRAL^^

TOTAL

FEB 21	YTD 20/21	YTD 19/20
254	2,245	26,406
234	2,292	29,551
1,710	14,301	156,183
5,013	39,305	381,422
7,211	58,143	593,562



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

^ Includes curbside pickups.

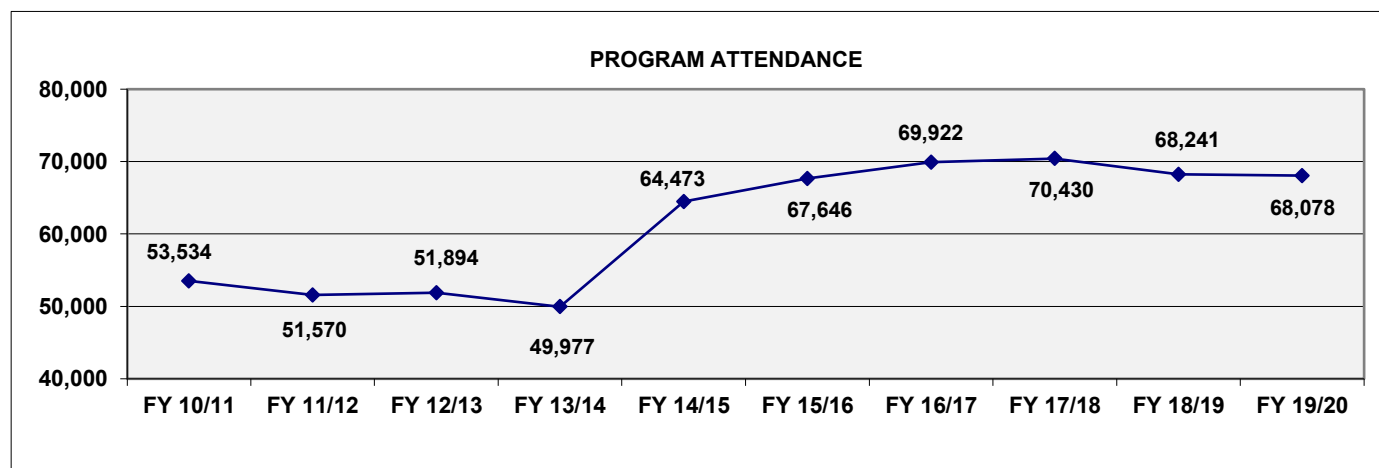
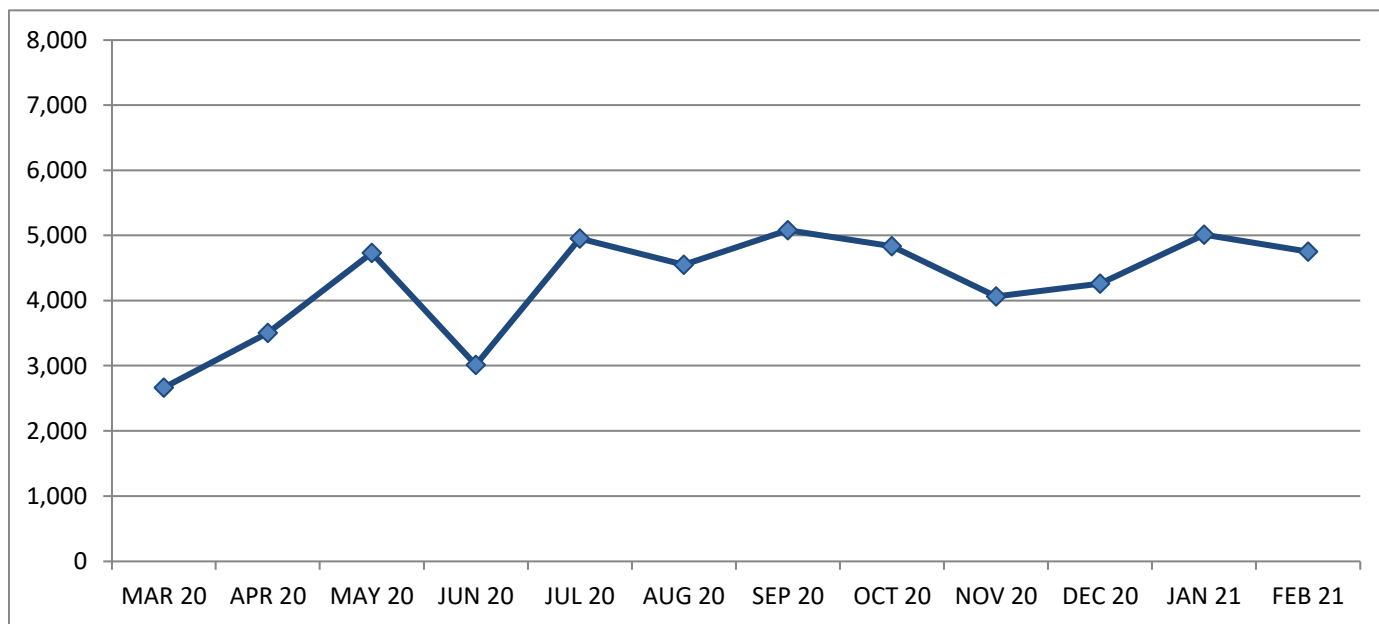
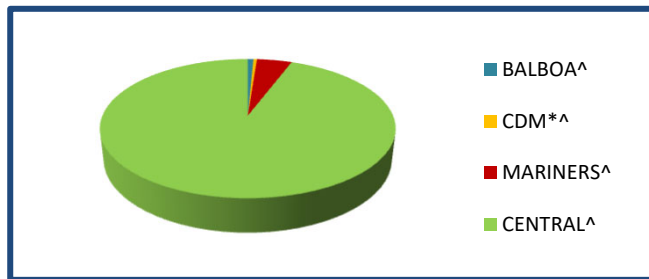
^ Excludes walk-ins from 9/21/20 to 9/30/20.

# NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2021

## PROGRAM ATTENDANCE

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

	FEB 21	YTD 20/21	YTD 19/20
BALBOA^	35	245	961
CDM*^	22	220	3,911
MARINERS^	217	1,028	8,367
CENTRAL^	4,475	36,005	40,931
<b>TOTAL</b>	<b>4,749</b>	<b>37,498</b>	<b>54,170</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**

(March 1, 2021)

**FY 2020-21**

<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROP</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>MONTHLY EXPENDED</b>	<b>AVAILABLE BUDGET</b>
<b>I            SALARY &amp; BENEFITS</b>					
SALARY FULL-TIME REGULAR	2,933,536	2,933,536	1,713,103	222,025	1,220,433
SALARY PART-TIME	1,044,147	1,079,897	427,258	49,861	652,639
BENEFITS	2,086,990	2,224,501	1,424,139	264,424	800,362
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>6,064,673</b>	<b>6,237,934</b>	<b>3,564,500</b>	<b>536,310</b>	<b>2,673,434</b>
<b>II           MAINT &amp; OPERATION</b>					
PROFESSIONAL SERVICE*	164,393	171,535	105,383	25,892	66,152
UTILITIES	271,491	271,491	134,459	29,420	137,032
PROGRAMMING	5,500	7,500	1,110	288	6,390
SUPPLIES**	81,970	83,236	22,036	2,627	61,200
LIBRARY MATERIALS	619,740	626,529	496,426	43,589	130,103
FACILITIES MAINTENANCE	184,686	184,871	97,977	5,558	86,894
TRAINING AND TRAVEL	10,681	10,681	556	0	10,125
GENERAL OPERATING EXPENSES***	24,202	24,452	7,880	2,622	16,572
PERIPHERALS	5,000	5,000	62	62	4,938
INTERNAL SERVICE FUNDS	1,858,439	1,858,439	1,238,959	154,870	619,480
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>2,105,827</b>	<b>264,930</b>	<b>1,139,907</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>9,292,775</b>	<b>9,483,668</b>	<b>5,670,327</b>	<b>801,240</b>	<b>3,813,341</b>

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

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

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

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Lecture Hall Update		Ongoing
Ongoing	COVID-19 Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
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
Jan 19, 2021	Review Holidays / Meeting Schedule 2021		Jan 18, 2022
Jan 19, 2021	Newport Beach Public Library eBranch & Database Review		Jan 18, 2022
Feb 16, 2021	Annual Budget - Preliminary Review		Feb 22, 2022
Feb 16, 2021	Arts & Cultural Update		Feb 22, 2022
Aug 17, 2020	Branch Update - Balboa		Mar 21, 2022
LAST REVIEWED	POLICY REVIEW		
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:** Review of Newport Beach Public Library Use Policy (NBPL 1)

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**RECOMMENDATION:**

Staff requests that the Board review and approve the Newport Beach Public Library Use Policy (NBPL 1), with minor revisions to the introductory paragraph of the policy, and to Item 20, in the list of Prohibited Activities.

**DISCUSSION:**

The Library is designed for the use of all members of the public. Patrons are expected to respect the rights of other patrons and staff members, and to use the Library for its intended purposes.

The Newport Beach Public Library Use Policy (NBPL 1) is a carefully designed, broadly stated, written guideline to ensure public access to the collections, programs, and resources of the Library. The policy improves communication with the public, provides the administration and staff with clear direction from the Board, and provides consistency among Trustees, staff, and the public.

The current policy, which provides a list of prohibited activities, protocol for staff enforcement of the policy, and an appeal process for patrons, is effective in providing a guideline for providing a safe, comfortable environment that is conducive to the use of library facilities, resources, and equipment by the public.

Staff requests that the Board approve an addition to the opening paragraph of the policy, and the inclusion of specific examples of prohibited activities in Item 20.

**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: Newport Beach Public Library Use Policy (NBPL 1)

ATTACHMENT B: Newport Beach Public Library Use Policy (NBPL 1) red-lined

ATTACHMENT C: Newport Beach Public Library Use Policy (NBPL 1) final



## NBPL Use Policy

The Newport Beach Public Library, consisting of the interior and exterior premises of the Central Library, Mariners Branch, Balboa Branch, and Corona Del Mar Branch (collectively, “NBPL” or individually, “Library”), is open to all members of the general public without restriction. Patrons may remain in the library during posted business hours to use the services and resources provided they conduct themselves in a lawful, orderly and considerate manner. Patrons who engage in any of the designated “prohibited activities” listed in this policy will be asked to stop such actions, may be asked to leave the Library and may be subject to a suspension of Library privileges (all access to Library including online services requiring card authentication).

### A. Prohibited Activities

1. Smoking in NBPL buildings or within one hundred feet (100') of all entrances;
2. Sleeping;
3. Occupying furniture in a manner that suggests lounging, as evidenced by lying down on the furniture, or propping feet on chairs, sofas, or tables;
4. Occupying more than one space when other customers need accommodating;
5. Eating or drinking food or beverages in areas where eating and drinking are prohibited;
6. Entering Library without being clothed, including, but not limited to, shirt and shoes;
7. Wearing cleats, skates, rollerblades or other items that could damage Library property;
8. Using electronic devices or other personal equipment that is disruptive to others including devices (with or without headphones) set at a volume that is audible to others;
9. Interfering with other patrons' use of the Library or staff's ability to perform their duties (e.g., making loud noises, blocking pathway, etc.);
10. Soliciting or collecting funds (except for staff's collection of overdue fines, fees, proceeds of book sales, rentals, and library donations);
11. Bringing animals into the Library, except service animals as specified and in compliance with the Americans with Disabilities Act;
12. Leaving a child unattended (see Children in the Library Policy);
13. Using restrooms for other than intended purposes;
14. Bringing any containers, packages, briefcases, parcels, wheeled backpacks, book carriers or bundles into the library which singly or collectively exceed 24"x18"x12". All items brought into the Library are subject to inspection;
15. Bringing shopping carts or wheeled conveyances into the Library, with the exception of wheelchairs and baby strollers/carriages used for the actual transport of a person;
16. Bringing sleeping bags, bed-rolls, or blankets into the Library (blankets for small children are acceptable);
17. Parking a bicycle or wheeled conveyance in any area other than at a designated bicycle rack;
18. Lack of personal hygiene or use of perfume or fragrance producing odors that interfere with other patrons' use of library facilities or interfere with staff's ability to perform their duties;

19. Any illegal activity;
20. Any threatening or abusive language or gestures directed toward patrons or staff;
21. Engaging in or soliciting any sexual act;
22. Damaging, destroying, or theft of Library property;
23. Failure to comply with any warning or request to change or stop conduct in violation of Library Policy; and
24. Using the NBPL in violation of a suspension assigned under this Policy.

## **B. Enforcement of Prohibited Activities**

25. **1st Violation.** Staff may address the patron to correct behavior and may instruct the person to leave the Library for the day unless the patron's violation of the use policy is deemed serious enough to result in a suspension of library privileges.
26. **2nd Violation.** Staff may address the patron to correct behavior and may instruct the person to leave the Library for the day. Staff may advise the patron that continued misconduct may result in suspension of Library privileges for thirty (30) calendar days. A second or subsequent violation need not be the same as prior violation.
27. **3rd Violation.** The Library Services Manager or his /her designee (collectively, "Library Services Manager"), may: (i) instruct the patron to leave the Library for the day; and (ii) issue a suspension of Library privileges (at all NBPL locations) for thirty (30) calendar days; (iii) advise the patron that continued misconduct may result in suspension of Library privileges for up to one (1) year.
28. **4th Violation.** The Library Services Manager may: (i) instruct the patron to leave the Library for the day; and (ii) issue a suspension of Library privileges (at all NBPL locations) for up to one (1) year.
29. Notwithstanding the progressive penalties in paragraphs B(1)-(4) above, the Library Services Manager may suspend a patron for up to one (1) year based upon the nature and severity any single violation.

## **C. Notice**

All suspensions will be accompanied by written notice and a copy of this Policy, notifying the customer of his or her specific violations of this Policy and the suspension length.

## **D. Appeal Procedures for Privilege Suspension**

30. **Filing an Appeal.** An appeal may be filed with the Library Director or his/her designee (collectively, "Library Director") within ten (10) calendar days following the date a suspension was issued. Appeal must include the patron's mailing address or alternative contact information (e.g., E-mail address, etc.).
31. **Scheduling Appeal.** The Library Director shall schedule a date within ten (10) calendar days, or such other time as is mutually agreeable to the parties to hear the appeal.
32. **Notice.** The Library Director shall provide written notice to the patron appealing the suspension of the time, place and date of the appeal meeting.
33. **Conduct.** The appeal meeting will provide the suspended patron an opportunity to speak with the Library Director and provide a written and/or verbal response as to why the

suspension should not be enforced. On review, the Library Director may sustain, reverse, or modify the decision of the Library Services Manager. The Library Director shall decide the appeal within ten (10) calendar days of the close of the appeal meeting. The Library Director shall provide written notice of his/her decision to the patron.

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35. **Effective Date of Privilege Suspension.** A suspension of NBPL privileges shall take effect immediately and shall remain in effect unless modified or reversed by the Library Director or the Board of Library Trustees, as applicable.

## **E. Suspension Violations**

Any additional violation(s) of this policy by a patron currently serving a suspension of thirty (30) calendar days or more shall automatically result in an additional one (1) year suspension.

**Adopted - January 24, 1994**

**Amended - February 24, 1997**

**Reassigned – April 8, 2003**

**Amended – August 17, 2004**

**Amended – May 17, 2005**

**Amended – August 16, 2005**

**Amended – October 18, 2005**

**Amended – October 10, 2006**

**Amended – July 10, 2012**

**Amended – May 12, 2015**

**Amended - March 18, 2019**

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**Amended - March 18, 2019**

**Amended – March 15, 2021**

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## **B. Enforcement of Prohibited Activities**

25. **1st Violation.** Staff may address the patron to correct behavior and may instruct the person to leave the Library for the day unless the patron's violation of the use policy is deemed serious enough to result in a suspension of library privileges.
26. **2nd Violation.** Staff may address the patron to correct behavior and may instruct the person to leave the Library for the day. Staff may advise the patron that continued misconduct may result in suspension of Library privileges for thirty (30) calendar days. A second or subsequent violation need not be the same as prior violation.
27. **3rd Violation.** The Library Services Manager or his /her designee (collectively, "Library Services Manager"), may: (i) instruct the patron to leave the Library for the day; and (ii) issue a suspension of Library privileges (at all NBPL locations) for thirty (30) calendar days; (iii) advise the patron that continued misconduct may result in suspension of Library privileges for up to one (1) year.
28. **4th Violation.** The Library Services Manager may: (i) instruct the patron to leave the Library for the day; and (ii) issue a suspension of Library privileges (at all NBPL locations) for up to one (1) year.
29. Notwithstanding the progressive penalties in paragraphs B(1)-(4) above, the Library Services Manager may suspend a patron for up to one (1) year based upon the nature and severity any single violation.

## **C. Notice**

All suspensions will be accompanied by written notice and a copy of this Policy, notifying the customer of his or her specific violations of this Policy and the suspension length.

## **D. Appeal Procedures for Privilege Suspension**

30. **Filing an Appeal.** An appeal may be filed with the Library Director or his/her designee (collectively, "Library Director") within ten (10) calendar days following the date a suspension was issued. Appeal must include the patron's mailing address or alternative contact information (e.g., E-mail address, etc.).
31. **Scheduling Appeal.** The Library Director shall schedule a date within ten (10) calendar days, or such other time as is mutually agreeable to the parties to hear the appeal.



32. **Notice.** The Library Director shall provide written notice to the patron appealing the suspension of the time, place and date of the appeal meeting.
33. **Conduct.** The appeal meeting will provide the suspended patron an opportunity to speak with the Library Director and provide a written and/or verbal response as to why the suspension should not be enforced. On review, the Library Director may sustain, reverse, or modify the decision of the Library Services Manager. The Library Director shall decide the appeal within ten (10) calendar days of the close of the appeal meeting. The Library Director shall provide written notice of his/her decision to the patron.
34. **Appeal to Board of Library Trustees.** The patron may appeal the Library Director's decision to the Board of Library Trustees within ten (10) calendar days of the Library Director's decision. The Board of Library Trustees shall consider the appeal at a regular or special meeting. The Library Director shall provide the customer appealing a suspension with written notice of the time, place and date of the scheduled Board of Library Trustees' meeting at least ten (10) calendar days prior to the date of meeting. At the meeting the patron, staff and any other affected party may submit verbal and/or written testimony regarding why the suspension should or should not be enforced. On review, the Board of Library Trustees may sustain, reverse, or modify the decision of the Library Director. The Board of Library Trustees may decide the appeal at the conclusion of the meeting, or may take additional time if necessary. The Library Director shall provide written notice of the Board of Library Trustees' decision to the patron. The decision of the Board of Library Trustees is final.
35. **Effective Date of Privilege Suspension.** A suspension of NBPL privileges shall take effect immediately and shall remain in effect unless modified or reversed by the Library Director or the Board of Library Trustees, as applicable.

## **E. Suspension Violations**

Any additional violation(s) of this policy by a patron currently serving a suspension of thirty (30) calendar days or more shall automatically result in an additional one (1) year suspension.

**Adopted - January 24, 1994**

**Amended - February 24, 1997**

**Reassigned – April 8, 2003**

**Amended – August 17, 2004**

**Amended – May 17, 2005**

**Amended – August 16, 2005**

**Amended – October 18, 2005**

**Amended – October 10, 2006**

**Amended – July 10, 2012**

**Amended – May 12, 2015**

**Amended - March 18, 2019**

**Amended – March 15, 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 March 15, 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:** COVID-19 Update

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**DISCUSSION:**

On Tuesday, March 9, 2021, the State of California announced that Orange County has achieved one week of improved metrics, based on the California Department of Public Health's Blueprint for a Safer Economy. Before Orange County can move to the Red Tier, it must meet certain benchmarks set by the State regarding daily case rate, positivity rate, and health equity rate for two consecutive weeks.

It appears that the County is on track in meeting these benchmark requirements.

If local metrics maintain or improve for another week, many local industries and activities will either be allowed to expand capacity or resume operations. The soonest Orange County could officially move from the Purple to the Red Tier is Wednesday, March 17, 2021.

Under the Red Tier, the County risk level is substantial, with some non-essential indoor business operations closed. Public libraries, however, can remain open with modifications, with a maximum of 50% capacity.

Currently, the County of Orange remains in the "widespread" Purple Tier. In this tier, nearly all non-essential indoor businesses must close. Many businesses, including public libraries, can operate outdoors with modifications. and is currently under a Regional Stay Home Order. Newport Beach Public Library's Central location remains open with a maximum of 25% capacity. Patrons are required to wear masks and practice physical distancing. Services are limited to browsing the shelves, public computer use, picking up holds, and checking items out. Mariners, CdM, and Balboa offer curbside services.

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.

On March 4, 2021, City Manager Grace Leung announced that, with the number of COVID-19 positive employees remaining low and the county's numbers continuing to decline, employees who are currently telecommuting should plan to return to their assigned worksites on Monday, March 22, 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).