



# **CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA**

**Civic Center Council Chambers  
100 Civic Center Drive, Newport Beach, CA 92660**

**Monday, April 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**

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**SPECIAL NOTICE REGARDING COVID-19**

Given the health risks associated with COVID-19, the City of Newport Beach will proceed with the Board of Library Trustees meeting while strictly adhering to social distancing guidelines. To this end, the meeting will be conducted in the Newport Beach Civic Center Council Chambers, with the public invited to participate with a limit of 20 attendees. Based on recent guidelines from the OC Health Agency, face coverings are required.

The public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at [LibraryBoard@newportbeachca.gov](mailto:LibraryBoard@newportbeachca.gov) by Sunday, April 18, at 4:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

The City remains committed to holding public meetings in a transparent manner, with public participation, ensuring City business continues in this challenging environment. The City of Newport Beach thanks you in advance for continuing to take precautions to prevent the spread of the COVID-19 virus.

The Board of Library Trustees meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or [thetherton@newportbeachca.gov](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 City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the Board of Library Trustees. If the optional sign-in card has been completed, it should be placed in the tray provided.*

*The Board of Library Trustees of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The Board of Library Trustees has the discretion to extend or shorten the time limit on agenda or non-agenda items.*

**V. CONSENT CALENDAR**

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

**A. Consent Calendar Items**

1. **Minutes of the March 15, 2021 Board of Library Trustees Meeting** (pp. 5-11)

[DRAFT OF MINUTES](#)

2. **Patron Comments** (pp. 12-14)

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

[PATRON COMMENTS](#)

3. **Library Activities** (pp. 15-23)

Monthly update of library events, services, and statistics.

[MARCH ACTIVITIES](#)

4. **Expenditure Status Report** (pp. 24-25)

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. 26)

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

[MONITORING LIST](#)

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Library Lecture Hall Concept Design (pp. 27-51)**

The Library Lecture Hall Design Committee (LLHDC) requests that the Board of Library Trustees approve the concept design for the Library Lecture Hall as presented by Robert Coffee + Associates.

[LECTURE HALL REPORT](#)

[LECTURE HALL REPORT-ATTACHMENT A](#)

**7. Request to City Council to Maintain Current Fee for B&W Photocopies (pp. 52-53)**

Staff requests that the Board of Library Trustees approve a request to City Council to maintain the current 15¢ fee for black and white photocopies.

[PHOTOCOPY FEE REPORT](#)

**8. Study Room/Charles Sword Meeting Room Policy (NBPL 13) (pp. 54-60)**

Staff recommends that the Board of Library Trustees review and approve proposed changes to the Study Room/Charles Sword Meeting Room Policy (NBPL 13).

[STUDY ROOM POLICY REPORT](#)

[STUDY ROOM POLICY REPORT-ATTACHMENT A](#)

[STUDY ROOM POLICY REPORT-ATTACHMENT B](#)

[STUDY ROOM POLICY REPORT-ATTACHMENT C](#)

**9. FY 2021-22 Library Services Proposed Budget (pp. 61-63)**

Staff requests that the Board review and approve the proposed FY 2021-22 operating budget for the Library.

[PROPOSED BUDGET REPORT](#)

[PROPOSED BUDGET REPORT-ATTACHMENT A](#)

**10. Grant Acceptance from California State Library (p. 64)**

Staff recommends the Board of Library Trustees approve the acceptance of a \$12,000 Library Services and Technology Act (LSTA) Grant from the California State Library to support virtual youth programming.

[GRANT ACCEPTANCE REPORT](#)

**11. Library Materials Selection (pp. 65-66)**

Staff will provide an overview of materials selection.

[LIBRARY MATERIALS REPORT](#)

**12. COVID-19 Update (p. 67)**

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

[COVID-19 UPDATE](#)

**13. Library Services**

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

**B. Monthly Reports**

**14. 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.

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

Trustee update on the most recently attending meeting of the Friends of the Library.

**16. 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. As a courtesy, please turn cell phones off or set them in the silent mode.*

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

**IX. ADJOURNMENT**

CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach City Hall (via Zoom)  
100 Civic Center Drive, Newport Beach, CA 92660  
Meeting Minutes  
Monday, March 15, 2021 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair Watkins called the meeting to order at 5:01 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 Janet Ray, Board Member Barbara Glabman

Trustees Absent:

Staff Present: Tim Hetherton, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Rebecca Lightfoot, Adult Services Coordinator  
Debbie Walker, Youth & Branch Services Coordinator  
Melissa Hartson, Circulation & Technical Processing Coordinator/  
Acting Library Services Manager

Staff Absent:

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

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the January 19, and February 16, 2021 Board of Library Trustees Meetings**

Chair Watkins stated that the Board needed to look at the January 19, and February 16, 2021 meeting minutes. Board Member Ray will abstain from the January 19 vote.

With respect to the January 19, 2021 minutes Chair Watkins had the following changes:

- Handwritten Page 6, Item 5, “Chair Watkins said that at the suggestion of Newport Beach Resident Mr. Mosher they reorganized the agenda items and policy reviews to...” should be followed with “more evenly spread out the Board’s work over the course of the year.”
- Handwritten Page 7, Item 9, 1st paragraph, second to last item: “Kanopy”
- Handwritten Page 8, Item 13, it should be Mr. “Stahr.”
- Handwritten Page 10, Item 8, The City Council’s planning session should be listed as January 30 and “Empire Station” should be changed to “Fire Station”.

With respect to the February 16, 2021 minutes Chair Watkins had the following changes:

- Handwritten Page 11, Vice Chair Coulter and Board Member Glabman's absences were excused and should be noted as such.
- Handwritten Page 14, last line reads: "Board Member Ray was pleased..." add the word "with".
- Handwritten Page 15, Item 9, first paragraph, last line: "Board Member Ray is pleased with the progress."

Chair Watkins complemented the thoughtful and researched response by Adult Services Coordinator Rebecca Lightfoot on Handwritten Page 19. He also complimented Circulation & Technical Processing Coordinator/Acting Library Services Manager Melissa Hartson for her wonderful response on Handwritten Page 20.

Chair Watkins commented that on the Expenditure Status Report that they are still underbudget by 8% through February 2021.

Motion made by Board Member Glabman, seconded by Secretary Kost, and carried (4-0-1-0) to approve the January 19, 2021 meeting minutes as amended.

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

Motion made by Board Member Ray, seconded by Secretary Kost, and carried (3-0-2-0) to approve the February 16, 2021 meeting minutes as amended.

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

## **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.

Board Member Glabman questioned Youth & Branch Services Coordinator Debbie Walker on her February presentation. Specifically, she wanted to know about the Principal of Newport Coast Elementary's request for the Library to do a video for an online assembly. She asked if the Board could reach out to schools in order to be more proactive in that area and if the Library received feedback on the video.

Youth & Branch Services Coordinator Walker said they planned to reach out to schools with a summer reading video. There was no feedback from the school on the last video, but it was of Children's Librarian Liz Aaron giving a short tour with a theme of organization.

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

AYES: Watkins, Coulter, Kost, Ray, Glabman

NOES:

ABSTENTIONS:

ABSENCES:

**VI. CURRENT BUSINESS**

**A. Items for Review**

**6. Review of the Newport Beach Public Library Use Policy (NBPL 1)**

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

Library Services Director Tim Hetherton stated there were minor changes to NBPL 1. One change is an additional sentence in the introductory paragraph and the other change is to Item 20 and is a specification of what it means to disturb other patrons or staff. The new language is "any unwanted or threatening behavior towards others including, but not limited to harassment, abusive language or gestures, assault and battery."

Library Services Director Hetherton thought the policy is effective and is made stronger by the appeals process. He stated there was a numbering error that would be fixed prior to publication.

Chair Watkins stated the following changes he wanted made as recommended by Newport Beach resident Jim Mosher:

- Handwritten Page 36, Corona del Mar should have a lowercase d.
- "Everyone has a right to quality library services in an atmosphere that is safe and free of disturbances from others" belongs before the sentence that reads "Patrons may remain in the library during posted business hours."

There was no public comment.

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

AYES: Watkins, Coulter, Kost, Ray, Glabman

NOES:

ABSTENTIONS:  
ABSENCES:

**7. Lecture Hall Update**

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

Board Member Ray explained the March 15, 2021 meeting has been postponed because the architect is completing a cost analysis of the project and needed additional time to complete and accurate report. She stated she would have an update for the Board at the next meeting.

The public had no comment, so the Board received and filed the report.

**8. COVID-19 Update**

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

Library Services Director Tim Hetherton stated Orange County moved into the Red tier on March 14, 2021. Public libraries can now open at 50% capacity so beginning on March 16 the Central Library will allow a total capacity of 220 patrons and staff. On Monday, March 27, the Mariners branch will open at 50% capacity.

Library Services Director Hetherton also reported that the City Manager approved recruitment for five part-time clerk positions and five part-time page positions. In response to Chair Watkins' question Library Services Director Hetherton explained the new hires would be assigned based on need and stated they could be asked to move from one location to another.

In response to Secretary Kost's question Library Services Director Hetherton explained that the Balboa and Corona del Mar branches have lower capacity as they are smaller spaces. The main reason they cannot reopen is because of staffing. They are down five clerks, five pages, and shortly will be down a librarian. He assured the Board they would reevaluate the situation with the new hires.

The public had no comment, so the Board received and filed the report.

**9. Library Services**

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

Library Services Director Hetherton provided an update on the Friend's gift shop and the Foundation Passport Office. The merchandise will be ordered shortly, and City Finance will help with access to the City's reseller's permit so that merchandise can be obtained at cost and sold at retail. They are also ordering a cash register, shelving, and other items for the gift shop. The Marketing Specialist is working on branding and signage for the shop. Passport staff have undergone notary training but are unable to be certified because that must be done in person. Due to COVID-19 there is limited in person service. Staff is watching the availability and will continue to try to get certified.

Library Services Director Hetherton stated he did a site walk of the Balboa branch with Public Works Director Dave Webb, Fire Department Chief Jeff Boyles, and Recreation and Senior Services Director Laura Detweiler, which is slated for replacement soon. The lot is expansive and has room for many things. Library Services Director Hetherton encouraged the Board to have staff conduct a need assessment and outreach to the public.

Library Services Director Hetherton invited Board Members to attend the proclamation on April 13, 2021 in Council Chambers for National Library Week at 4:00 p.m. The public are allowed into Council Chambers on a limited basis and Library Services Director Hetherton expects increased involvement.

Library Services Director Hetherton announced Library Live on April 9<sup>th</sup>, a Witte Lecture on April 16<sup>th</sup>, and a Newport/Mesa ProLiteracy happy hour on April 24.

In response to Chair Watkins' question Library Services Director Hetherton said Board Members could do a story time video for National Library Week. Youth & Branch Services Coordinator Walker advised that the deadline is March 23, 2021.

Vice Chair Coulter stated that when he offered to do a video, he learned the times were full, so he declined to participate since they had enough people. Youth & Branch Services Coordinator Walker assured him that if he wanted to participate, he could.

Chair Watkins said he had fun working with Annika on his video.

Chair Watkins confirmed that Library Services Director Hetherton received an opinion from the Deputy City Attorney office that stated that it is inappropriate to disrupt or interfere with the Great Blue Heron population at the Balboa branch. He will continue to work with Library Services Director Hetherton and staff on ways to make parking more accessible to patrons of the branch without disrupting the birds. The birds could also have an impact on the construction of the new facilities on the lot.

In response to Vice Chair Coulter's question Library Services Director Hetherton stated that the Deputy City Attorney based her opinion on the wording of the Migratory Bird Act of 1918.

The public had no comment, so the Board received and filed the report.

**B. Monthly Reports**

**10. Library Foundation Liaison Reports**

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

Board Member Ray stated Meg Linton resigned and Kunga Wangmo-Upshaw is the interim CEO until a permanent replacement is selected. The P.J. O'Rourke event went well with a nice article in the *Newport Beach Independent*. The Library Live event with Jenny Offill also went well and was commended by Parks and Recreation Commissioner Laird Hanes.

In response to Chair Watkin's question Board Member Ray said that she was sure the search for Ms. Linton's replacement was ongoing.

The public had no comment, so the Board received and filed the report.

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

Board Member Glabman advised that Library Live did not meet this month. The schedule is ready for 2022, but it is not to be announced to the public yet. Stuart Palley, a photographer who follows fires and was at all the major California fires, will speak on April 9, 2021. Board Member Glabman thought his lecture would attract younger people and people who might not normally attend Library Live.

The public had no comment, so the Board received and filed the report.

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

Secretary Kost had little to report as he missed the last meeting. Shahzia Sikander is scheduled for Friday, April 16, 2021 at 6:19. The Witte Lectures Committee is working on the 2022 schedule and being prepared whether the events will be live or via Zoom.

In response to Board Member Ray's question Secretary Kost stated he did not know why they start at 6:19 p.m. instead of 6:00.

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

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

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

Vice Chair Coulter reported that the collection donations come in from 10:30 to 12:00 Monday to Saturday and the bookstore is open from 10:30 to 3:00 p.m. The main store sales were \$13,535 and with Amazon and the PBA Gallery the total is \$14,576. There are currently 712 members. Over the last month the Friends of the Library have offered a variety of sales on many genres and mediums. Vice Chair Coulter stated he is pleased to be associated with the group.

Board Member Glabman commended the Friends of the Library on their sales tactics.

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

**12. Literacy Services Liaison Report**

Trustee update on the most recent activities of Literacy Services.

Chair Watkins reported that ProLiteracy has about \$440,000 in the bank. COVID has not been a financial setback. The Lilly King happy hour was a success and raised significant funds. The next happy hour is with Marla Jo Fisher, a humorist with a column in the *Register*. Chair Watkins is looking forward to the event on April 24, 2021 at 5:00 p.m.

Chair Watkins reported that there are 68 active tutors and 5 waiting for the new tutor group. There are 108 active learners with another 4 people waiting. The Career Online High School program offers diplomas and there are 4 attendees at present.

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 on April 19, 2020 at 5:00 p.m. with a location to be determined.

On March 9, 2021 City Council made decisions on various fees and charges. They suggested that the libraries charge \$0.35/page for black and white copies and \$0.45/page for color copies. Newport Beach resident Jim Mosher surveyed 10 to 15 libraries and Chair Watkins also did research and determined that those figures were not in line with other libraries. Chair Watkins requested a recommendation to City Council to lower fees for copies placed on a future agenda.

Board Member Ray commended Homeless Liaison Natalie Basmaciyan on her presentation on Speak Up Newport. Chair Watkins stated that Natalie Basmacivan is assigned to the Homeless Taskforce for the foreseeable future.

**IX. ADJOURNMENT – 5:51 P.M.**

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS			MARCH 2021
Comment # Date Received Source of Comment Staff Member Title Date Responded to Patron	Comment	Response	
1 3/1/2021 <u>Comment Card</u>	The library services are outstanding. Please recognize Monserrat Reyna. Her sanitizing keeps us safe. She does very detailed work and she is friendly.	This comment came from a member of the public without a library card in our database. We do not have an email address to which we can send a thank you message.	
2 3/2/2021 <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> 3/2/2021	In past years, the library has stocked federal and state tax booklets. Are they available this March 2021 for the 2020 tax year? Thank you.	The Library has received the 2020 Tax Forms. You may pick these forms up from the Central Library, which is open Monday – Saturday, from 9 a.m. – 6 p.m. or via Curbside Service at one of our Branch Locations. Thank you for your inquiry.	
3 3/3/2021 <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> 3/3/2021	Do I have to return a rental to the same branch where I checked it out?	You may return your items to any of our four Library Locations. There is also a library return drop box located outside at the Newport Coast Community Center. Thank you for your inquiry.	
4 3/11/2021 <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> 3/11/2021	Do you have a drop off for batteries? Thank you.	Yes, the Central Library has a drop off box to recycle batteries located upstairs in our second floor copy center. You may drop them off anytime during our normal hours, Monday through Saturday from 9 a.m. to 6 p.m. I hope that helps! Please let me know if you have any other questions. Thank you.	
5 3/13/2021 <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> 3/15/2021	How do I search for periodical titles in the online catalog?	If you would just like to see a listing of all the magazines or newspapers that we carry, you can run a blank search (don't put anything in the search box and click the orange search button). On the results screen, choose the facet on the left that says "Collection" and then "View All". From the list, check "Magazines" (or "Newspapers", or both) and click "Include". The next screen will show all of the magazines that we carry. I hope that helps! Please let me know if you have any other questions. Thank you.	

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS			MARCH 2021
Comment # Date Received Source of Comment Staff Member Title Date Responded to Patron	Comment	Response	
<u>6</u> <u>3/14/2021</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch &amp; Youth Coordinator</u> <u>3/15/2021</u>	Do you accept donations of books that are in Japanese? Thank you very much!	<p>All book donations to the Library are made through the Friends of the Library. I've included verbiage below regarding their current policies about donations. I am not sure if they do accept books in other languages and would encourage you to contact them at this email to find out for sure: <a href="mailto:nblbfriender@gmail.com">nblbfriender@gmail.com</a>. The following information can be found on their webpage: <a href="https://www.newportbeachlibrary.org/about/friends-of-the-library">https://www.newportbeachlibrary.org/about/friends-of-the-library</a>. We have resumed donations for the time being; please help by following the guidelines below.</p> <p>When: Bookstore donations will be accepted from 10:30 am until noon, Monday through Saturday</p> <p>Where: The Bamboo Courtyard at the Central Library</p> <p>Guidelines:</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:nblbfriender@gmail.com">nblbfriender@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. We hope you will find this information to be useful.</p> <p>Employment opportunities for all City Departments can be found on the employment page of the City of Newport Beach website. I've included the link here: <a href="https://www.newportbeachca.gov/government/departments/human-resources-department/job-opportunities">https://www.newportbeachca.gov/government/departments/human-resources-department/job-opportunities</a>. We currently do not have positions available at the Library, but you may find some other positions of interest on this page. There is also a link here to fill out a "Job Interest Card" which would allow you to be notified for future employment opportunities. We wish you all the best in your endeavors.</p>	
<u>7</u> <u>3/15/2021</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch &amp; Youth Coordinator</u> <u>3/15/2021</u>	I'm a 25 year old female looking for a new job. I was curious as to if you have any entry level positions available for hire? I have a degree in Communications from DePaul University. Thanks for your time.		
<u>8</u> <u>3/20/2021</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> <u>3/22/2021</u>	I am writing this email to ask if you could contact me when you have any books that you would like to dispose of, either to renew with new editions or any other reason. I would like to give/offer the books to homeschooled kids of community areas without internet access and/or limited resources. Please contact me at your convenience if you have any books you would like to donate.	<p>The Library is not able to donate our used books to you. We have an agreement with our support group, the Friends of the Library, that precludes the Library from donating books to another entity. Thank you for your inquiry.</p>	

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS			MARCH 2021
Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response	
9 3/18/2021 Email Rebecca Lightfoot Adult Services Coordinator 3/23/2021	I was surprised that many new CDs added to the collection recently didn't have liner notes/booklet. I believe in some cases I was likely the first borrower (placed my hold based on New Releases/On Order search), so the booklet wasn't lost/misplaced by the previous borrower. Especially with Classical or Jazz titles, the liner notes are an important part of the experience, sometimes the story may be more important/interesting than the music itself. I understand that you repackaged most CDs in more circulation friendly cases, please try to preserve and include liner notes if possible. Thank you.	Thank you for reaching out to us regarding the liner notes in CDs. I verified with our music vendor that nothing had changed on their end in regards to how they process our items, and they confirmed that many record companies are doing away with the liner notes as a cost cutting measure. Unfortunately, since most music is sold online through streaming services, in order to keep the cost of the physical CDs down, they are rarely including these liner notes. Please let me know if you have any other questions or concerns. Thank you.	
10 3/26/2021 Email Terry Sanchez Programs Specialist 3/30/2021	I am so grateful that I was able to attend the Genealogy class yesterday. It was excellent!! Arlene does a FABULOUS job and has a wealth of knowledge. I am also enrolled in the upcoming classes. Can you advise when the previous classes recordings will be available for viewing? Thank you again. Wishing you a restful weekend.	Thank you for your email. I'm so happy to know that you enjoyed the genealogy workshop. The first two classes are currently available on our Virtual Programming page which is located on the library's website. I am also linking it here for your convenience: <a href="https://www.newportbeachlibrary.org/branch/virtual-programming">https://www.newportbeachlibrary.org/branch/virtual-programming</a> . We look forward to your attendance in future sessions.	
11 3/27/2021 Email Melissa Hartson Library Services Manager, Acting 3/29/2021	Is the Avocado branch open yet for those who wish to sit inside and work?	The Central Library is currently open for "Grab and Go" services. There are no tables or seating available inside the Library due to building capacity limits within the county's current Red Tier. Until the State's restrictions on gatherings and building capacity are lifted, the use of seating areas, study rooms and program spaces are prohibited based on the California Department of Public Health's COVID-19 Industry Guidance. As we prepare to move into the Orange Tier, expanding services are under consideration. For more information on services NBPL is currently offering, please visit: <a href="https://www.newportbeachlibrary.org/about/library-reopening-20737/-fsiteid-2">https://www.newportbeachlibrary.org/about/library-reopening-20737/-fsiteid-2</a> . Thank you for your inquiry.	
12 3/27/2021 Email Debbie Walker Branch & Youth Coordinator 3/29/2021	My child would like to enter the poetry contest but no email is listed in the description. Do we use the same email as last year? Thanks!	We are so happy to hear that you child will be entering the poetry contest that will begin on April 1st. Yes, the email is the same as last year: <a href="mailto:juvref@newportbeachca.gov">juvref@newportbeachca.gov</a> . Starting on the 1st there will also be a live web page for the Poetry Party that will be on a banner ad on the Library website and linked on the Children's webpage: <a href="http://www.newportkids.org">www.newportkids.org</a> . Again, we are really happy that your child will be participating this year.	
13 3/30/2021 Email Tim Hetherington Library Services Director 3/31/2021	As a working mom of two small children in car seats, the benefit of curbside service was incredible. It allowed us to quickly access the wonderful books the library has to offer in a streamlined manner. There are times we would love to peruse the shelves but limited by time (anyone with young children knows that no errand happens fast when involves getting in/out of car seats). We used the library more than we ever had before with this service! We would be so grateful if that service were to remain available at Mariners (perhaps the front check-in person could be utilized in this manner?). We love the library and all that you provide - just wanted to give feedback from the perspective of a mom. Thank you!	Thanks for contacting NBPL. We appreciate your support and your feedback is always welcome. The Library implemented curbside service at the branch locations because of capacity restrictions and to limit the exposure of the public and Library staff to potential COVID-19 infection. When the County entered the red tier, we were allowed to increase capacity from 25% to 50% which enabled us to reopen Mariners Branch. Unfortunately, we do not have sufficient staffing to run curbside services at Mariners now that staff is working the service desks in the branch. We are, however, still offering curbside at CdM and Balboa Branches. You can designate one of these branches as your pickup site for your reserved materials. Also, when operations return to normal as the County cycles out of the tier system, we will resume offering curbside service at the Central Library. Thanks.	
14 3/30/2021 Email Rebecca Lightfoot Adult Services Coordinator 3/31/2021	I live in Balboa, but our library is not open. Do you have computers to use and print things out?	The Central and Mariners libraries are both open to the public and have computers available for use and printing. You can find more information on their hours here on our website: <a href="https://www.newportbeachlibrary.org/about/library-reopening-20737">https://www.newportbeachlibrary.org/about/library-reopening-20737</a> . I hope that helps! Please let me know if you have any other questions. Thank you.	

## **NEWPORT BEACH PUBLIC LIBRARY**

To: Board of Library Trustees  
From: Tim Hetherton, Library Services Director  
Re: Report of Library Activities – April 19, 2021 Meeting

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### **TIM HETHERTON, LIBRARY SERVICES DIRECTOR**

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

— Andrew Carnegie

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

Staff continues to plan for the opening of the Friends Gift Shop and the Foundation Passport Office. City Finance is in the process of obtaining the City’s reseller’s permit, in order to obtain merchandise at cost, for resale in the Gift Shop.

Plexi-glass was ordered for the Gift Shop/Passport Office. In addition, floating shelves and slatwall were selected and ordered for the walls that will be used to display merchandise and books for sale.

Library staff that have received notary training are scheduled to receive in-person certification on May 15.

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

- **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>
- **Board of Library Trustees Meeting**  
Monday, May 17 at 5 p.m.  
Site TBD
- **Newport Beach Public Library Foundation presents Steven Rowley - Library Live**  
Friday, May 14 at 6:19 p.m.  
Zoom lecture; purchase tickets at <https://nbplfoundation.givecloud.co/steven-rowley>

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

### **Branches**

Exciting branch news involved Mariners which reopened at 50% capacity with a grab-and-go service model on Monday, March 22. In-person usage of the branch was steadily trending upward as the month progressed. Balboa and CDM continued Curbside service.

It was also announced in March that the Corona del Mar Fire Station No. 5 and Library Replacement project had been selected as the recipient of the American Society of Civil Engineers, Orange County Branch (ASCE OC) 2020 Outstanding Sustainable Engineering Project Award.

In Branch personnel news, Mariner's Library Page Katrina Kading interviewed for and was promoted to a part-time Library Assistant position and was assigned to the Balboa Branch. The Balboa team is very happy to welcome her aboard.

### **Youth Services**

In further exciting news, NBPL learned in early March that it was the recipient of a \$12,000 "Virtual Youth Programming" grant. This opportunity was made available to several California Libraries through the California State Library with funding provided by the Federal Library Services and Technology Act (LSTA). Criteria for the grant stipulated that the Library offer no fewer than four virtual programs between March 21 and August 31 and that these events be designed to specifically enhance the Library and Literary experience of school age children and teens. We are calling our project "Learn & Grow @ Your Library" and already a series of programs are in the works. This includes coding for kids, a journaling workshop for tweens, college test preparation workshops/webinars, etc. Much appreciation to the team who worked on putting the application and program ideas together: myself, Rebecca Lightfoot, Danielle Doi, Maria Nicklin, Terry Sanchez and an especially heartfelt thanks to Annika Helmuth who not only was a big part of the planning and application process but will serve as the NBPL grant liaison and coordinator along with other Librarians and California State Library Staff who are administering the grant.

### **Teen Services**

YAAC again met virtually and discussed ideas for programs that would be of interest to teens. Danielle also asked the group for their input regarding Summer Reading Program events and prizes.

### **Facilities**

Jimni, the vendor who services the sump pumps at Central came to do some follow-up service to them and determined that two of the three pumps needed fairly immediate replacement. Jimni put together a quote and ordered the pumps needed for installation in the near future.

Interface Alarms obtained the part needed to make repairs on the fire alarm system and completed that on Friday, March 12.

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

### **Staff Vacancies**

I began working with HR to develop the job bulletins and recruitment timelines for five part-time Library Clerk vacancies and five Library Page vacancies. The recruitment for the Library Clerks is expected to open mid-April with the Library Page recruitment to follow two weeks after.

**Phone Queue System**

IT worked on the setup for a new phone queue software program for Central's Customer Service and Reference Desks. The new system, TeamQ, will automatically place incoming phone calls in a queue, allowing staff at these service desks to better balance patron interactions. Staff began training in the new system at the end of the month. The Library anticipates the software going live within a month.

**REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR****Programming**

Two more genealogy Zoom workshops were held in March. Twenty-four patrons attended on March 11, twenty on March 25. Participants have been very enthusiastic and expressed their appreciation in having such an informative workshop to aid them with their research. The instructor was able to answer several questions during both workshops.

Library Assistant Chris Hennigan worked with Children's Librarian Liz Aaron to plan a virtual poetry party for the month of April. Children ages 3-12 are invited to submit up to 5 original poems each to be published on the website and potentially win a prize.

**Public Service**

Library Assistant Erik Gunderson updated the Community Resources handout.

Librarian II Claire Leach ordered the shelving, display tables, and slat wall for the Friends Gift Shop.

# 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	1285				1122
Newspapers--Current	982	816	829	1121	815	888	958	673	608				854
Newspapers--Historical	1621	1058	2165	3478	4175	2282	1116	1710	2584				2243
Magazines	17	30	49	38	40	44	47	2853	35				350

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	3722				25612
Ancestry	2366	5105	3777	1812	1145	110	886	1133	507				16841
AskART	32	14	19	26	9	23	157	34	39				353
Brainfuse JobNow/VetNow	**	**	**	29	39	234	165	140	46				653
Britannica School Edition	37	0	0	99	0	87	39	63	118				443
Facts on File Ancient History	4	0	15	5	1	12	0	9	146				192
Gale Archives Unbound	3066	876	11169	14235	3270	1095	3504	443	7241				44899
Gale Directory Library	9	1	19	29	37	1	7	3	25				131
Gale in Context: Biography	39	44	19	16	39	1	19	15	130				322
Gale in Context: Elementary	50	9	1	0	2	5	10	8	3				88
Gale in Context: Opposing View	46	69	74	65	1679	288	300	36	85				2642
Gale Literature Resource Center	48	49	34	50	40	3	75	46	143				488
Gale Virtual Reference Library	127	31	19	40	194	25	55	26	53				570
HeritageQuest	2396	2792	2820	3924	2637	97	4247	4179	1981				25073
Legal Information Ref Center	9	23	15	29	24	25	21	74	114				334
National Geographic	26	18	12	18	14	58	12	22	42				222
National Geographic Kids	24	31	6	18	27	35	12	13	26				192
NewsBank (OC Register)	1411	1609	1237	1276	3074	769	1238	988	1084				12686
NovelList Plus	69	85	55	47	28	4	25	58	149				520
NovelList K-8 Plus	15	17	20	30	70	19	12	20	63				266
ProQuest	2568	2280	2709	3677	2748	2748	3281	5774	2621				28406
Proquest eLibrary	*	*	31	4	22	0	8	17	12				94
Reference USA Business	903	828	842	561	558	4196	3552	1944	997				14381
Reference USA Residential	8	40	40	22	34	24	36	30	27				261
SIRS Discover	*	*	16	6	0	1	2	5	0				30
SIRS Issues Researcher	*	*	12	10	16	6	20	129	279				472
World Book Online	24	2	65	59	36	25	40	513	121				885
<b>Tracked by #sessions</b>													
Gale Presents: Peterson's Test and	29	4	20	25	34	32	34	24	39				241
<b>Tracked by #page views</b>													
Consumer Reports	3137	3941	3072	2132	3238	2950	2255	2829	2862				26416
CultureGrams	45	81	85	10	179	192	41	31	33				697
Morningstar	44184	31804	12785	26047	28354	30254	30104	17631	11956				233119
NetAdvantage	6262	4216	5818	9366	8647	7221	5625	12622	5362				65139
RealQuest	72	136	35	99	193	174	222	76	306				1313
Tumblebooks	160	78	51	111	25	75	24	115	101				740
Value Line	11076	9740	10629	13068	14503	11068	9745	10907	12846				103582
<b>Tracked by courses</b>													
Udemy	1721	2316	2124	2083	1470	1987	5715	7220	4925				29561
<b>Tracked by Hours Used</b>													
ABCmouse	***	***	***	***	***	***	***	***	44.52				44.5
Rosetta Stone	95.6	97.1	98.63	55.78	63.05	89.93	103	92.95	57.52				753.6

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 Useage in March 2021 instead of submissions (usage was not showing up in "submissions"), adjusted previous months retroactively

\*\*\*ABCMouse added for remote use Feb 2021 with full usage tracking starting March 2021

**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	36218				35111	316002
New Users	25824	27006	26917	30022	28399	28786	40305	28989	31291				29727	267539
Sessions	73936	72313	71550	71518	64528	64372	79282	64655	69284				70160	631438
Pageviews	289912	299267	283384	257889	228504	224847	258484	225790	238644				256302	2306721
Sessions Per User	2.49	2.18	2.15	1.98	1.92	1.89	1.75	1.88	1.91				2.02	--
Pages Per Session	3.92	4.14	3.96	3.61	3.54	3.49	3.26	3.49	3.44				3.65	--
Avg. Session Dur. (min)	3.37	3.27	3.07	2.82	2.70	2.60	2.42	2.70	2.72				2.85	--
Bounce Rate (%)	45.83	49.01	49.11	51.97	53.67	54.58	59.52	54.89	54.97				52.62	--

**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	63				110	990
CdM	31	23	7	4	10	13	12	7	4				12	111
Mariners	377	440	412	553	468	470	601	473	556				483	4350
Central	825	1252	1497	2421	1747	1609	1644	1645	1999				1627	14639
<b>Total</b>	1369	1857	2019	3120	2329	2186	2385	2203	2622				2232	20090

**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	2953				5586	50277
CdM	1323	1127	305	173	331	597	549	282	172				540	4859
Mariners	17988	20663	20004	27269	23019	23218	30131	23587	27159				23671	213038
Central	40969	64316	75610	119221	86190	78577	81968	82501	97285				80737	726637
<b>Total</b>	67214	92984	101656	153553	114784	107573	119236	110242	127569				110535	994811

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

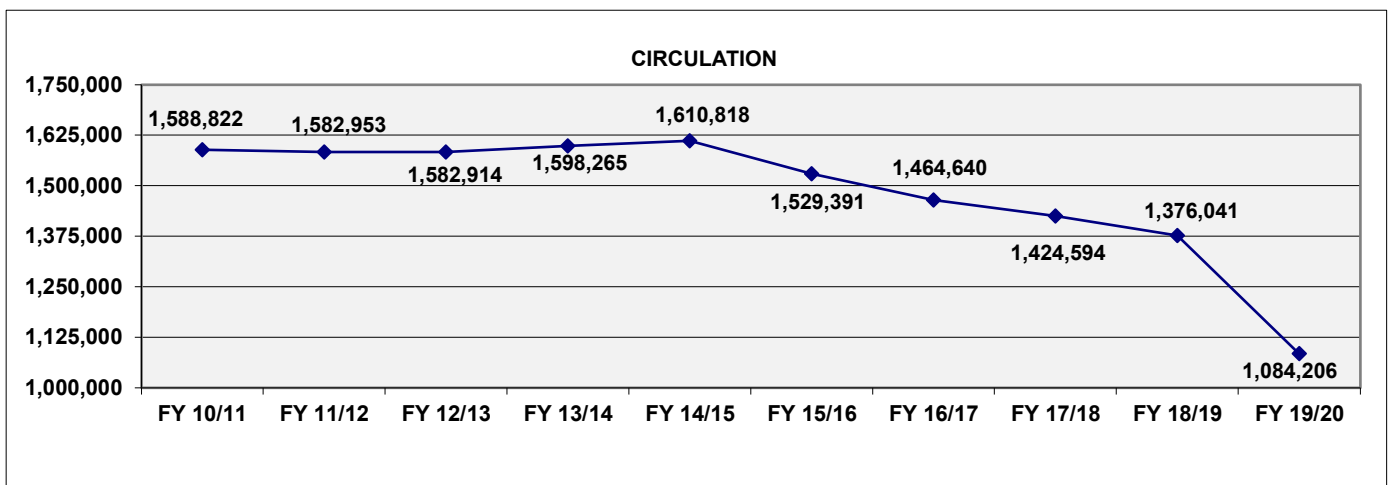
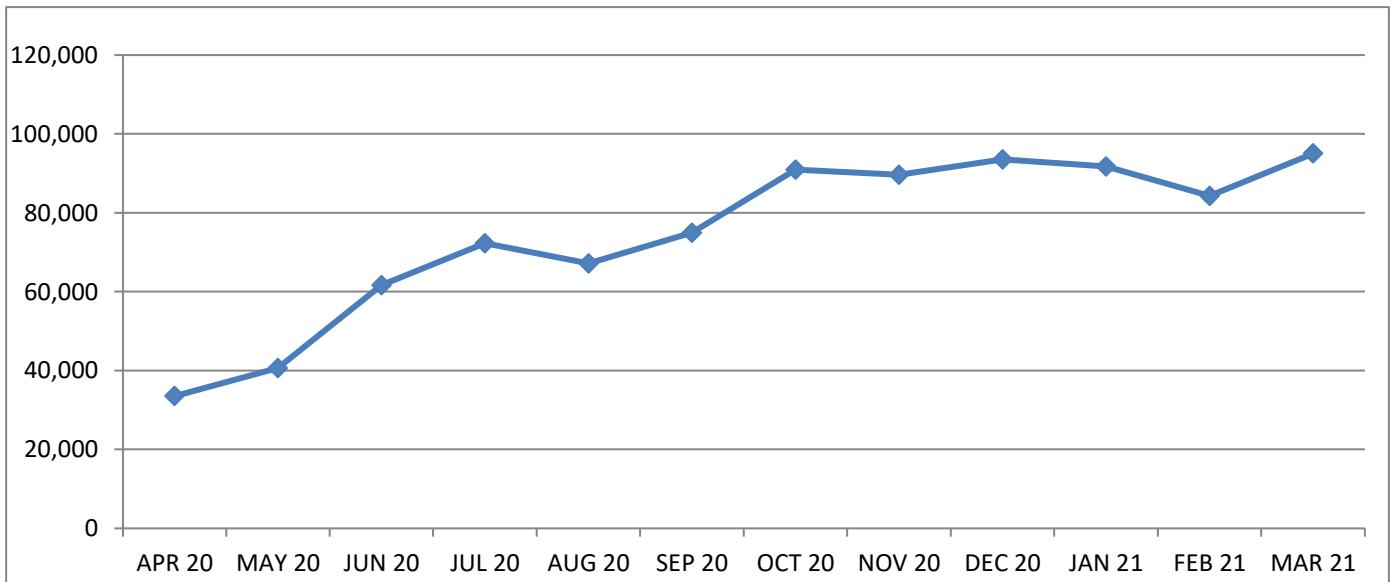
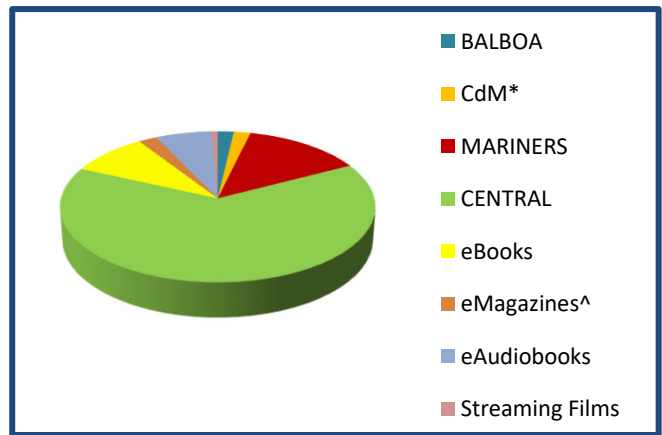
Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	50.99	48.44	55.70	48.52	50.42	55.12	51.47	49.64	46.87				50.78	--
CdM	42.68	49.00	43.57	43.25	33.10	45.92	45.75	40.29	43.00				43.77	--
Mariners	47.71	46.96	48.55	49.31	49.19	49.40	50.13	49.87	48.85				48.97	--
Central	49.66	51.37	50.51	49.24	49.34	48.84	49.86	50.15	48.67				49.64	--
<b>Total</b>	49.10	50.07	50.35	49.22	49.28	49.21	49.99	50.04	48.65				49.52	--

## NEWPORT BEACH PUBLIC LIBRARY - MARCH 2021

### CIRCULATION

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; IN-PERSON PROGRAMS CANCELED 3/12/20+  
CENTRAL REOPENED 9/21/20; MARINERS REOPENED 3/22/21

	MAR 21	YTD 20/21	YTD 19/20
<b>BALBOA</b>	1,750	21,194	42,296
<b>CdM*</b>	1,814	19,626	26,655
<b>MARINERS</b>	12,952	115,054	202,038
<b>CENTRAL</b>	61,217	431,074	537,799
<b>eBooks</b>	8,552	74,960	60,028
<b>eMagazines^</b>	1,998	42,894	29,967
<b>eAudiobooks</b>	6,105	47,853	43,013
<b>Streaming Films</b>	672	6,883	7,031
<b>TOTAL</b>	<b>95,060</b>	<b>759,538</b>	<b>948,827</b>



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

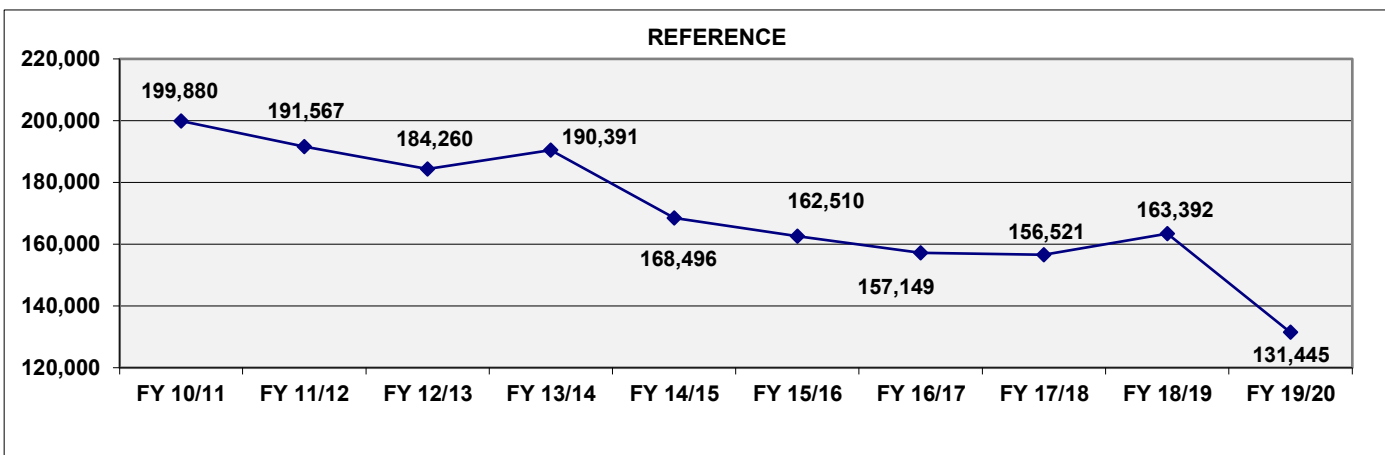
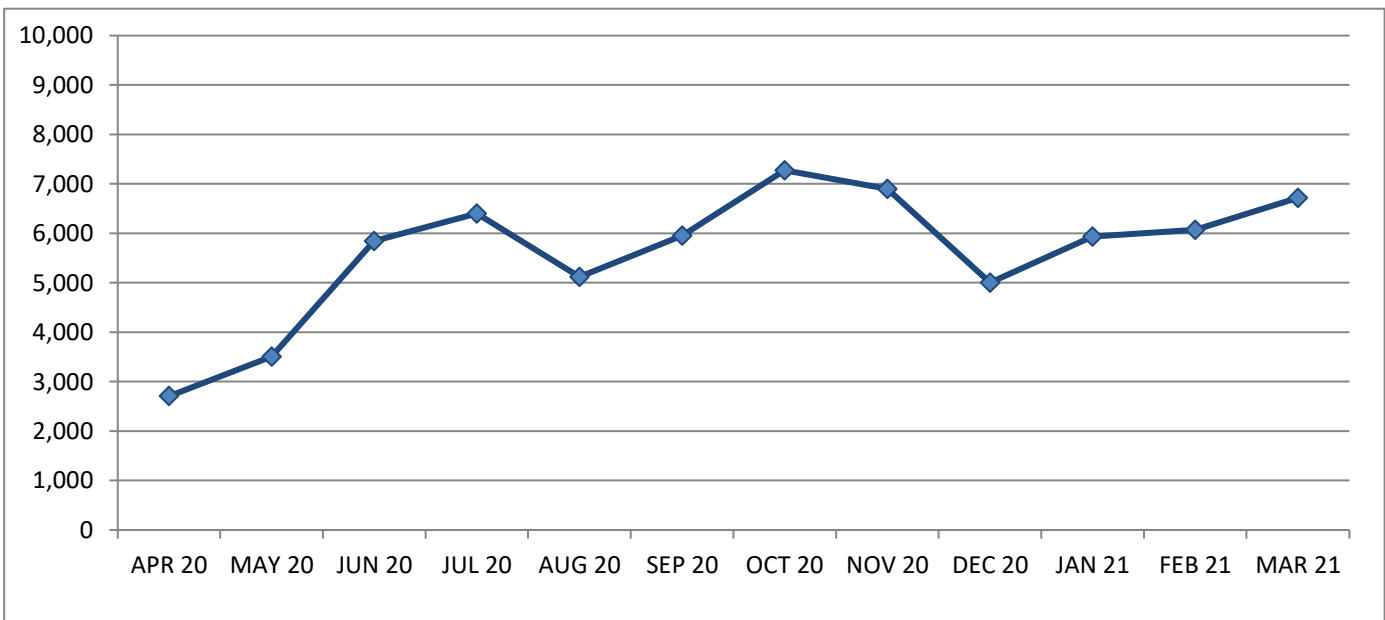
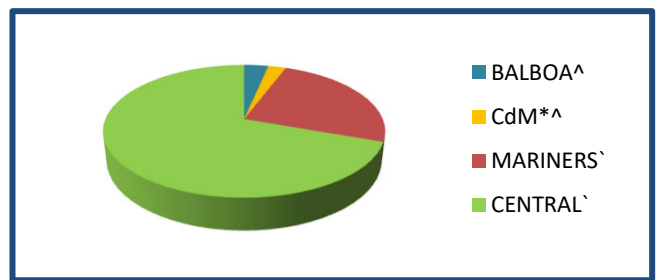
^ Excludes 2/1/21-2/10/21 data as a result of RBDigital migration to OverDrive.

# NEWPORT BEACH PUBLIC LIBRARY - MARCH 2021

## REFERENCE

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; IN-PERSON PROGRAMS CANCELED 3/12/20+  
CENTRAL REOPENED 9/21/20; MARINERS REOPENED 3/22/21

	MAR 21	YTD 20/21	YTD 19/20
BALBOA^	224	2,467	3,673
CdM*^	162	2,105	6,540
MARINERS`	1,660	13,994	25,624
CENTRAL`	4,670	36,793	83,545
<b>TOTAL</b>	<b>6,716</b>	<b>55,359</b>	<b>119,382</b>



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

^ Includes reference and curbside phone calls.

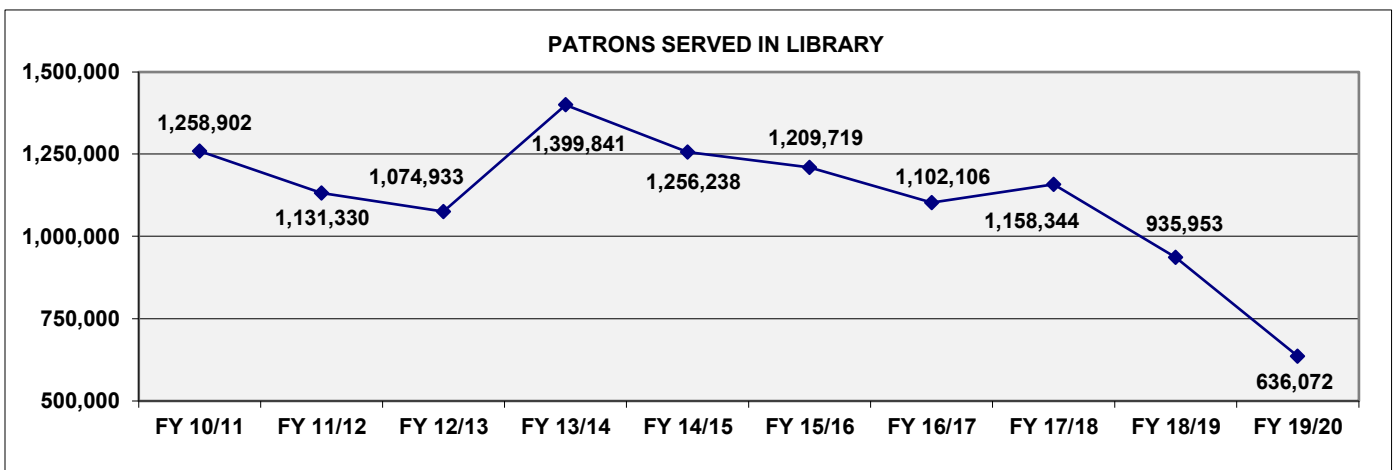
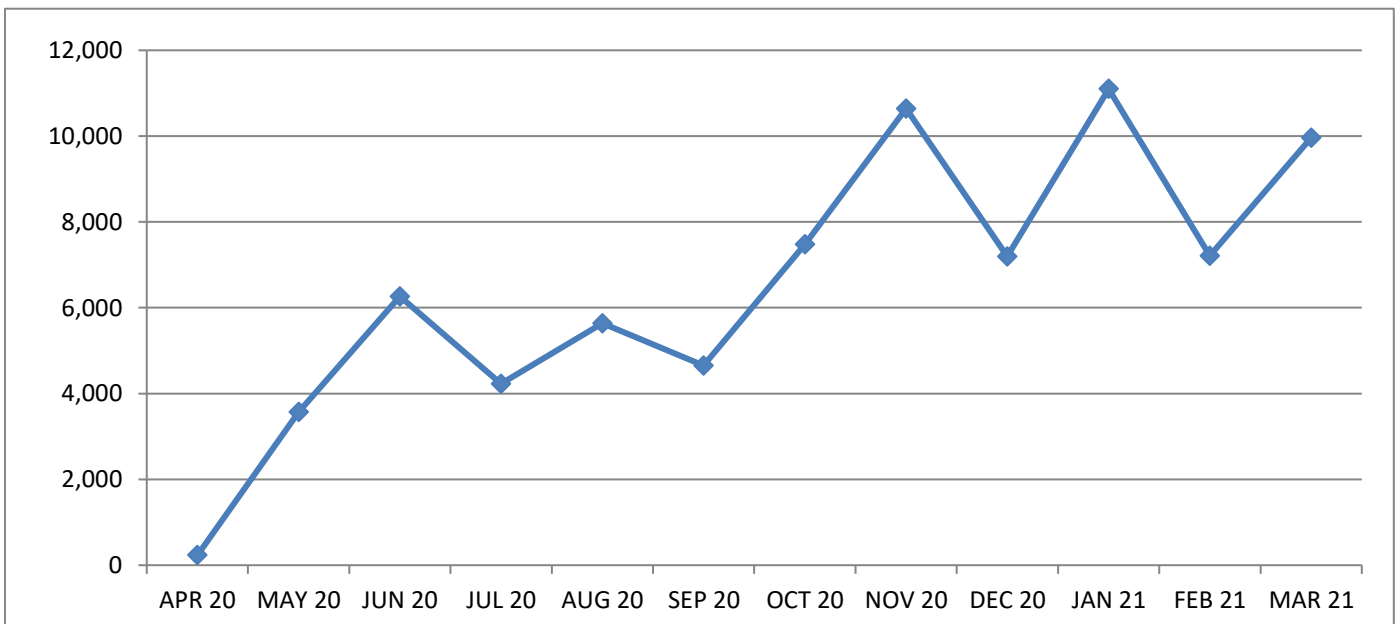
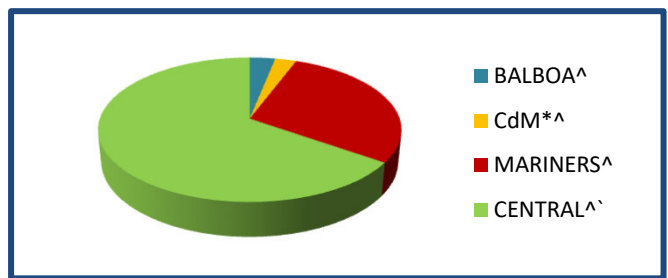
` Includes reference and curbside phone calls, reference and curbside emails, and in-person reference transactions.

# NEWPORT BEACH PUBLIC LIBRARY - MARCH 2021

## PATRONS SERVED IN LIBRARY

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; IN-PERSON PROGRAMS CANCELED 3/12/20+  
CENTRAL REOPENED 9/21/20; MARINERS REOPENED 3/22/21

	MAR 21	YTD 20/21	YTD 19/20
BALBOA^	314	2,559	27,833
CdM*^	262	2,554	32,149
MARINERS^	2,877	17,178	167,137
CENTRAL^`	6,509	45,814	398,879
<b>TOTAL</b>	<b>9,962</b>	<b>68,105</b>	<b>625,998</b>



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

^ Includes curbside pickups.

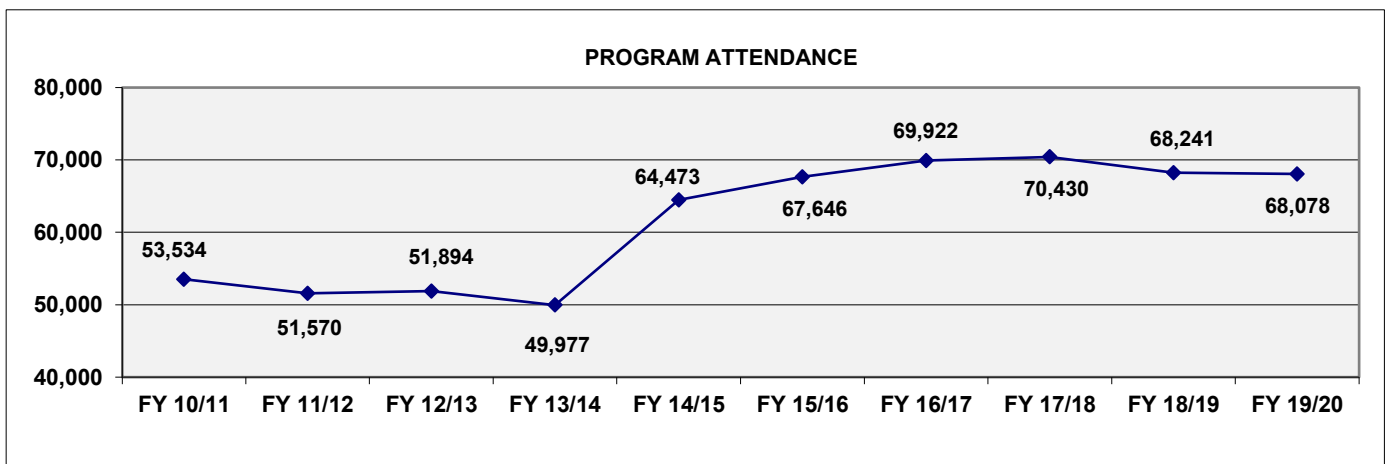
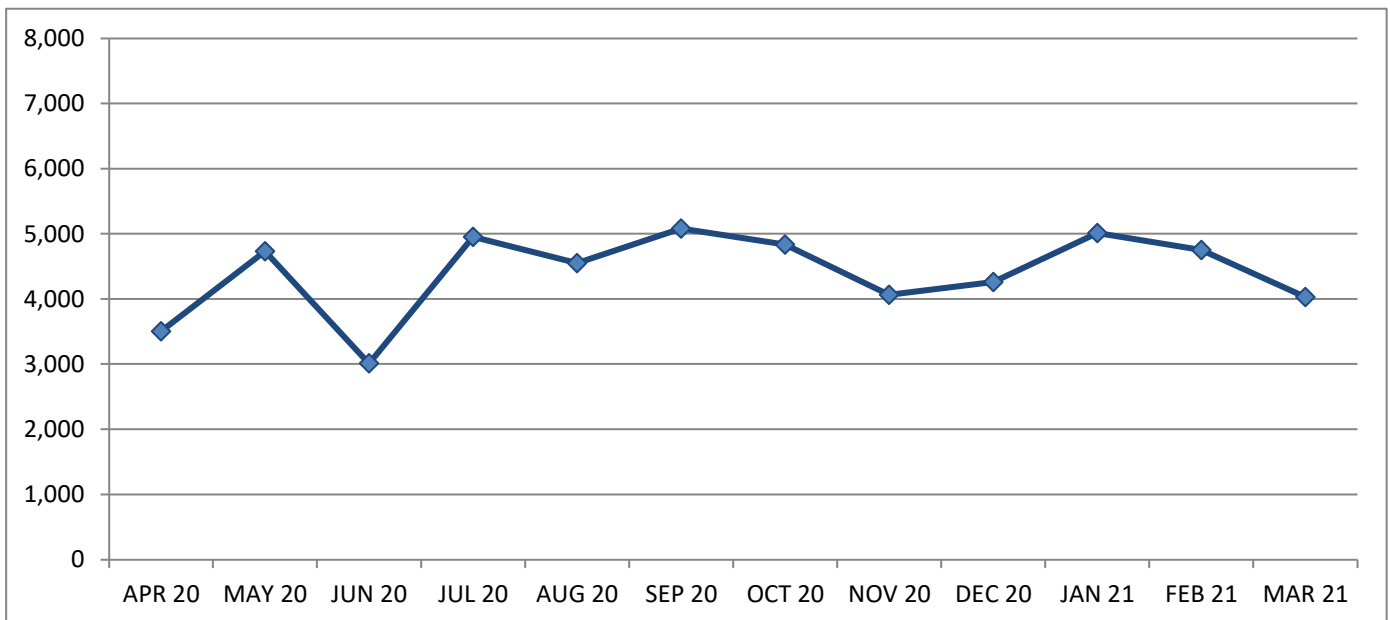
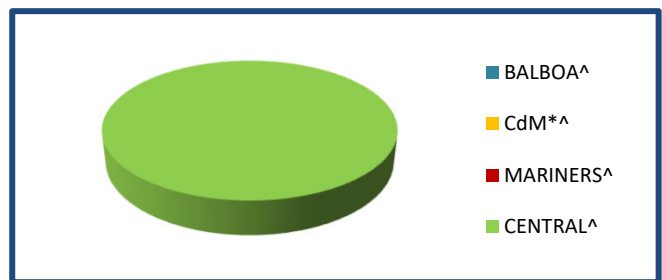
` Excludes walk-ins from 9/21/20 to 9/30/20.

## NEWPORT BEACH PUBLIC LIBRARY - MARCH 2021

### PROGRAM ATTENDANCE

COVID-19 CLOSURE 3/16/20+ WITH CURBSIDE SERVICE; IN-PERSON PROGRAMS CANCELED 3/12/20+  
CENTRAL REOPENED 9/21/20; MARINERS REOPENED 3/22/21

	MAR 21	YTD 20/21	YTD 19/20
BALBOA^	0	245	984
CdM*^	0	220	4,105
MARINERS^	0	1,028	8,829
CENTRAL^	4,027	40,032	42,916
<b>TOTAL</b>	<b>4,027</b>	<b>41,525</b>	<b>56,834</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**

(April 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	2,046,018	332,915	887,518
SALARY PART-TIME	1,044,147	1,079,897	506,512	79,254	573,385
BENEFITS	2,086,990	2,224,501	1,558,492	134,352	666,009
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>6,064,673</b>	<b>6,237,934</b>	<b>4,111,022</b>	<b>546,521</b>	<b>2,126,912</b>
<b>II       MAINT &amp; OPERATION</b>					
PROFESSIONAL SERVICE*	164,393	171,535	132,054	26,671	39,481
UTILITIES	271,491	271,491	149,968	15,509	121,523
PROGRAMMING	5,500	7,500	1,410	300	6,090
SUPPLIES**	81,970	83,236	28,461	6,425	54,775
LIBRARY MATERIALS	619,740	626,529	519,200	22,774	107,329
FACILITIES MAINTENANCE	184,686	184,871	107,422	9,445	77,449
TRAINING AND TRAVEL	10,681	10,681	556	0	10,125
GENERAL OPERATING EXPENSES***	24,202	24,452	9,464	1,584	14,988
PERIPHERALS	5,000	5,000	62	62	4,938
INTERNAL SERVICE FUNDS	1,858,439	1,858,439	1,393,829	154,870	464,610
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>2,343,406</b>	<b>237,641</b>	<b>902,328</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>9,292,775</b>	<b>9,483,668</b>	<b>6,454,428</b>	<b>784,163</b>	<b>3,029,240</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 Mar 31, 2021*

<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	\$ 25,047	In Progress
	\$ 25,000	Digital Magazines	\$ 25,000	Complete
	\$ 15,000	Kanopy Streaming Films	\$ 10,662	In Progress
	\$ 5,000	Literacy Program	\$ 3,655	In Progress
<b>Total</b>	\$88,000		\$64,364	

Sep 2020

### **Designated Gift**

\$ 25,000	Children's Materials	\$ 2,424	In Progress
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**Total**      \$ 25,000                                      \$2,424

## FRIENDS

**FY 2020-21**

*As of Mar 31, 2021*

<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	\$ 1,500	In Progress
	\$50,000	Programming	\$ -	Begin Spending 4th Qtr
<b>Total</b>	\$200,000		\$1,500	

### **Designated Gift**

Sep 2020	\$10,000	Passport & Gift Shop	\$ -	Begin Spending 4th Qtr
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**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
Apr 20, 2020	Annual Budget - Approval		Apr 19, 2021
Apr 20, 2020	Library Material Selection		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 and Downloadable Services 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		
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:** Library Lecture Hall Concept Design

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**RECOMMENDATION:**

The Library Lecture Hall Design Committee (LLHDC) requests that the Board of Library Trustees approve the concept design for the Library Lecture Hall as presented by Robert Coffee + Associates.

**DISCUSSION:**

In July 2019, the City Council acted upon a recommendation of the Board of Library Trustees and took the initial steps to consider building a Lecture Hall on the Central Library Campus. The preferred location for the Lecture Hall is contiguous to Avocado Avenue and connected to the existing Bamboo Courtyard and the Central Library. The Lecture Hall is envisioned to have a comfortable permanent seating capacity of 275, superior acoustics, sightlines and high-quality design features and materials. It will complete the Central Library Campus.

In order to evaluate the proposal further, the City Council appointed a Library Lecture Hall Design Committee (LLHDC) to recommend an architect to the City Council. The Committee is comprised of former Trustee Jill Johnson-Tucker (Chair), Library Trustee Janet Ray (Vice Chair), Councilmember Diane B. Dixon, Newport Beach Public Library Foundation Chair and former Newport Beach Board of Library Trustee Karen Clark, and Matthew Witte, Senior Vice President of Acquisitions and Development for Related California.

After issuing a Request for Proposals (RFP) and conducting an extensive evaluation process, LLHDC recommended architectural firm Robert Coffee + Associates (RCA) to the City Council. On November 19, 2019, the City Council awarded a design contract to RCA for the conceptual design of the Lecture Hall upon which a preliminary budget could also be based.

In a series of public meetings, LLHDC offered design input and direction to RCA in the development of the conceptual design for the Lecture Hall and were assisted by City Public Works staff in working on this highly visible building.

On Monday, April 12, 2021, the Library Lecture Hall Design Committee approved the design concept as presented by architect Robert Coffee. The design concept successfully addressed the needs established in Exhibit B, Architecture Design Guidelines, of the Request for Proposals:

1. Additional non-fixed seating for up to 50 in lobby for overflow.
2. Sloped seating with optimal sightlines/slope as much as possible meeting ADA guidelines.
3. Consider steps as in Mark Taper Auditorium- Central Library, Los Angeles.
4. Side and center aisles for ease of entering & exiting.

5. Minimal loss of parking spaces and determine where replacement parking may be located on the library lot.
6. Attractive from four sides.
7. Position the LLH partially in/over detention swale, between the library parking lot and Avocado Avenue.
8. Proximity to Bamboo Courtyard for receptions.
9. Possible relocation or reconfiguration of pedestrian bridge to Avocado Avenue and addressing the pergola along library front if integral to design, or to improve the flow of pre-function and lobby space.
10. Stage large enough to accommodate a piano (with a closet/backstage stow area) and small musical groups.
11. Consider a stage that can be lowered to floor level so dance groups can perform.
12. Effective use of natural light.
13. Both semi shades and blackout shades that can be lowered easily.
14. Consider repairs or improvements to Bamboo Courtyard to create a better venue for receptions, for example, consider extending the Bamboo Courtyard out towards Avocado Avenue in line with Lecture Hall to gain additional space for receptions.
15. Level of Quality Equivalent to:
  - 2013 Library expansion; and
  - City Hall

Architect Robert Coffee provided the following narrative regarding the design:

“Completing the “cultural evolution” of the Newport Beach Civic Center Complex, the single story 9,500 SF Library Lecture Hall is designed to be a signature building that complements the architecture of the new City Hall and respects the scale of the existing library.

Anchoring the southern end of the Civic Center Complex along Avocado Avenue the most distinctive characteristic of the new building is an undulating perforated specular screen wall meant to recall the glittering reflection of the sun on the ocean, an intrinsic image seen by the citizens of this west facing seaside community. This metaphorical architectural element is meant to complement the “sail shape” of the recently completed City Hall Council Chamber building at the north end of the Civic Center. The semi-transparency of this wall is meant to stimulate interest in the activity seen within the building but to keep a complete understanding elusive, thus encouraging participation by the community in the events hosted in this new venue. Completing the building composition, floating above the “sea foam wall” is the sea-shell inspired curved roof form.

Sited to maintain as much of the existing library parking lot as possible, part of the lecture hall building is cantilevered over the existing bioswale that parallels Avocado Avenue. This allowed the vehicular approach to the library to be greatly improved by extending the entry drive through the parking lot, so it terminates at a drop-off plaza for both the existing library and lecture hall. With the addition of 13 new parking spaces along the drive aisle linking the library parking lot to the parking structure, the new development has preserved the original parking count of 172 spaces.

On the southside of the building a new pedestrian link using ramps and stairs connects the street to the library entrance. The existing Bamboo Courtyard has been enlarged and will function as an ancillary assembly and event space for Library Foundation events. The exterior material palette borrows heavily from the new City Hall project and includes aluminum composite panels, stone veneer, painted metal, and lightly tinted blue-green glass. A unique fabrication of off-set laser-cut aluminum panels comprise

the undulating wall that faces Avocado Street. Coated with a metallic prismatic paint the panels will gently reflect light and provide a slight color shift to the passing motorists. Filtered natural light, the use of natural woods and a soft color palette will provide a soothing atmosphere inside the lecture hall.

Although the undulating wall of the colored laser-cut panels will provide an ethereal experience of being in an under-sea world, when required for specific presentations sunshades will be lowered to create a darker environment. The stepped floor will have 272 fixed seats with an overflow area that can accommodate an additional 27 seats for a total of 299 seats. All seating will be within 45 feet of the stage. Seating for the disabled is distributed evenly throughout the space.

The landscape planting concept is differentiated to address the three distinct spaces surrounding the building. Ornamental grass “waves” and sycamores are used along the Avocado Street frontage to flow with the undulation of the building wall and to maintain the aesthetic of the existing bioswale. Four new Date Palms are used to line the new entry drive leading to the drop-off plaza. In combination with the new lecture hall building, the vertical quality of these palms and the four existing palms in front of the existing library arcade help create an auto entry court, thus strengthening the sense of arrival.

The existing Bamboo Courtyard has been enlarged and designed to accommodate event seating. Moveable seating and four strategically placed large canopy trees provide shade and scale to the courtyard. The building will be designed to the equivalent of a LEED Silver Certified Building. Sustainable design strategies included the use of active and passive design features such as daylighting and views, low energy use building systems, indoor air quality, low maintenance materials, renewable resources, and locally sourced materials. Similarly, attention has been given to selecting plant species that are regionally appropriate and require low water usage as well as the use of a centrally controlled irrigation system.”

The estimated construction cost for the Lecture Hall is in the range of \$7,000,000 to \$8,000,000. Now that the design concept has been vetted and a preliminary budget has been prepared, the LLHDC will make a further recommendation to Council as to final design.

Prior to Council approval, the concept design must also be approved by the Foundation, the Irvine Company, and the Board of Library Trustees.

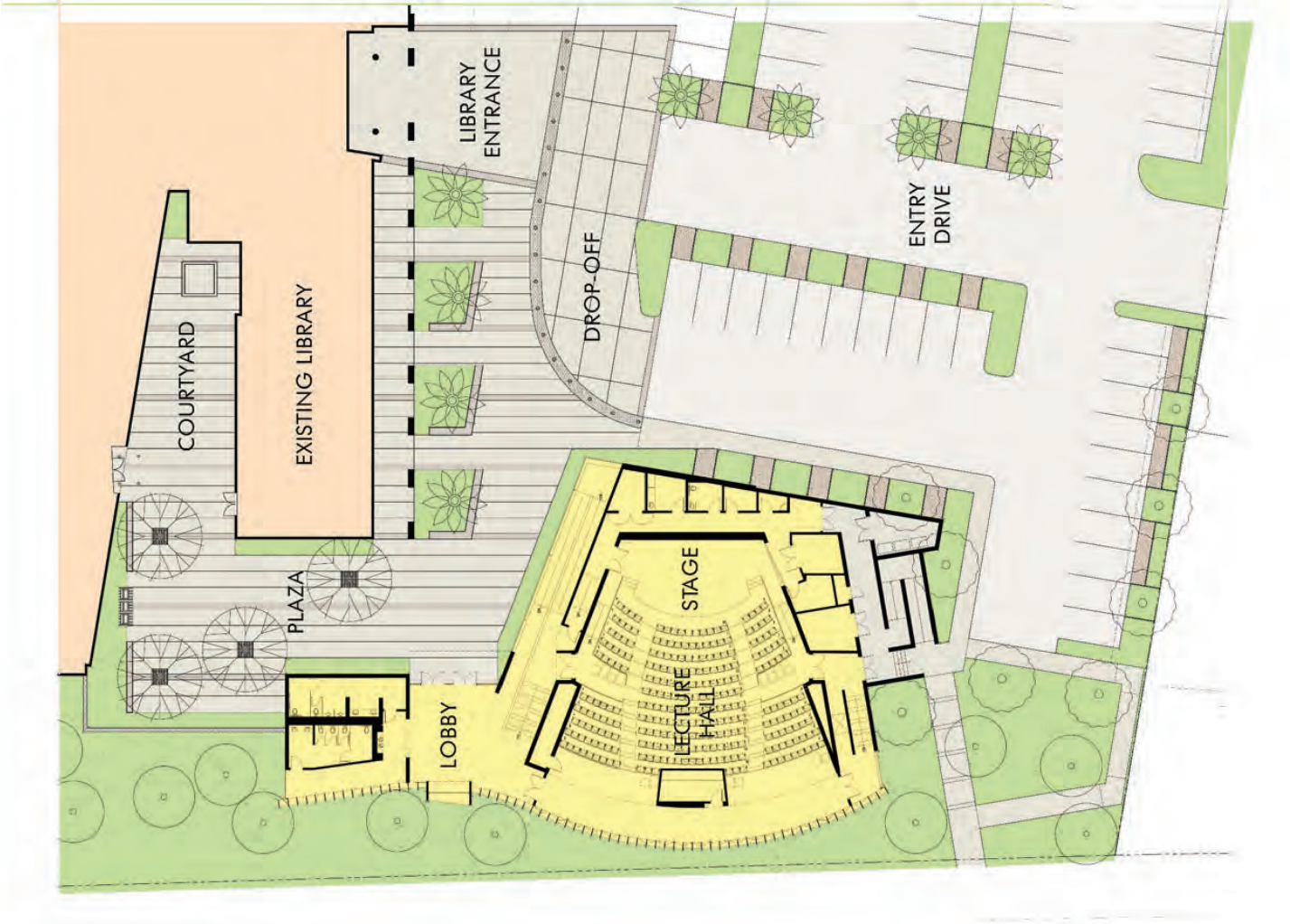
The Library Lecture Hall Design Committee respectfully requests that the Board of Library Trustees approve the concept design as submitted by Robert Coffee + Associates.

**NOTICING:**

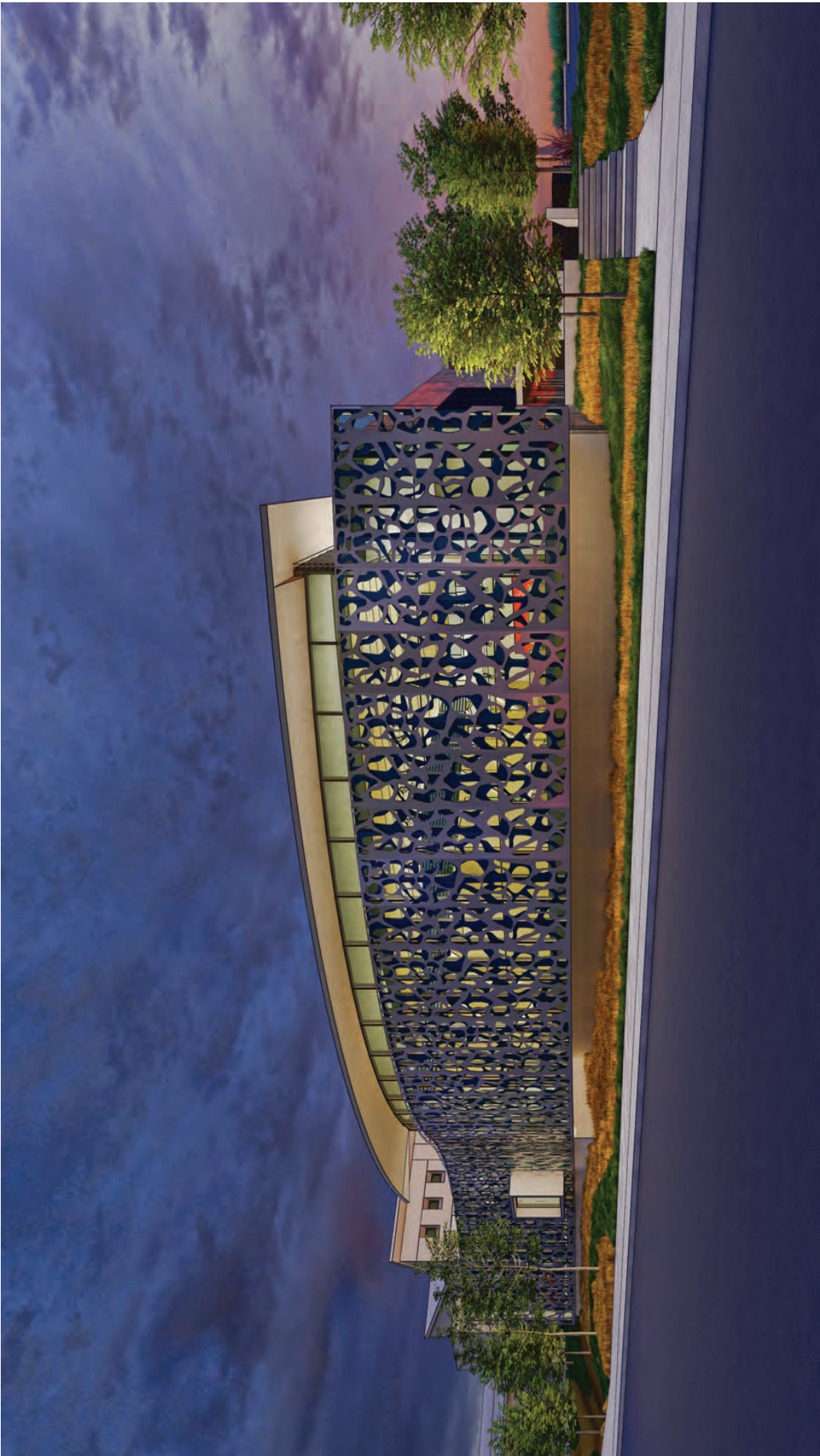
This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

**ATTACHMENT A:** Robert Coffee + Associates’ Library Lecture Hall design concept.

**Floor Plan**  
**9,514 SF**  
**270-274 fixed seats**  
**20-24 moveable seats**

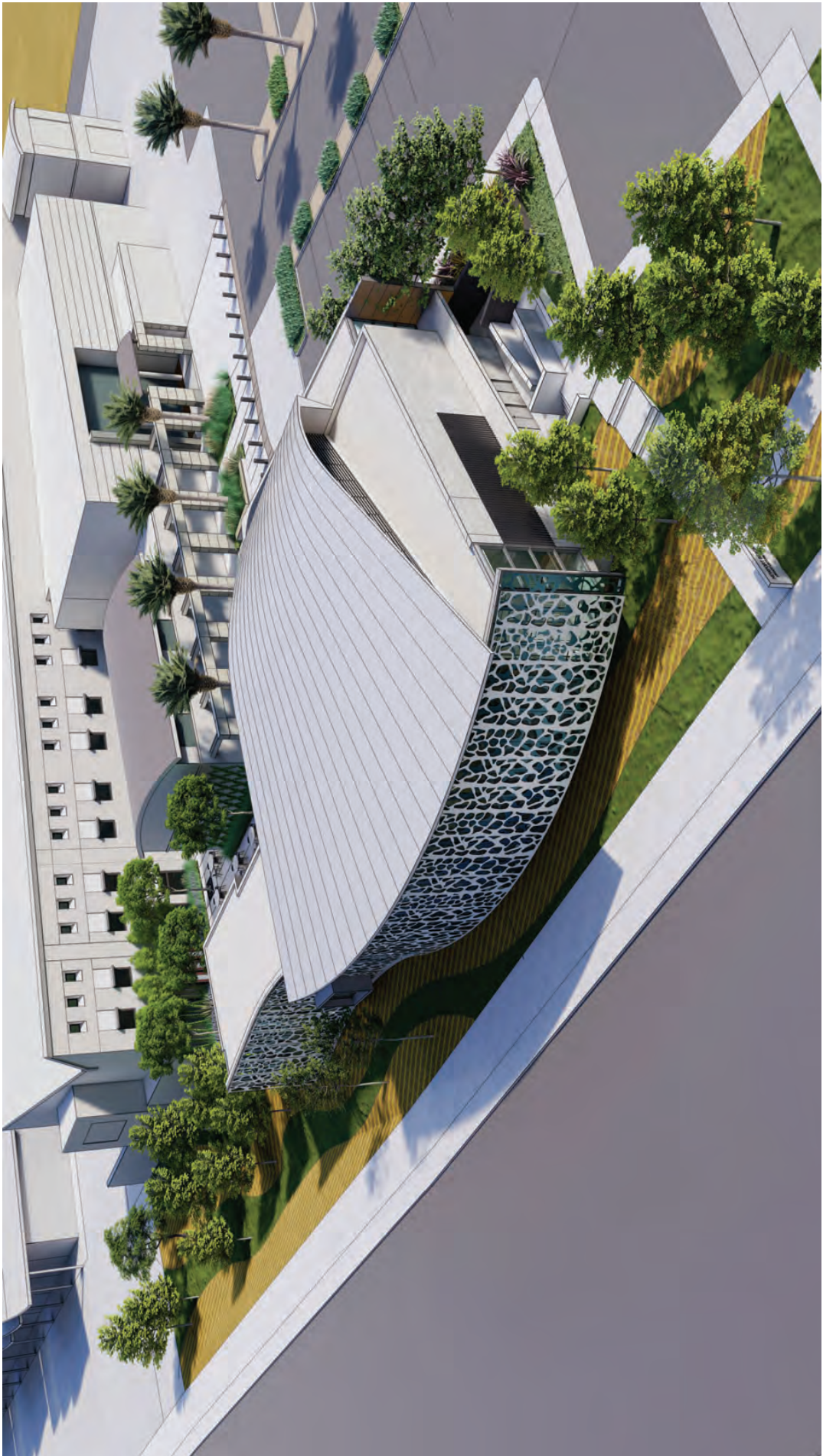


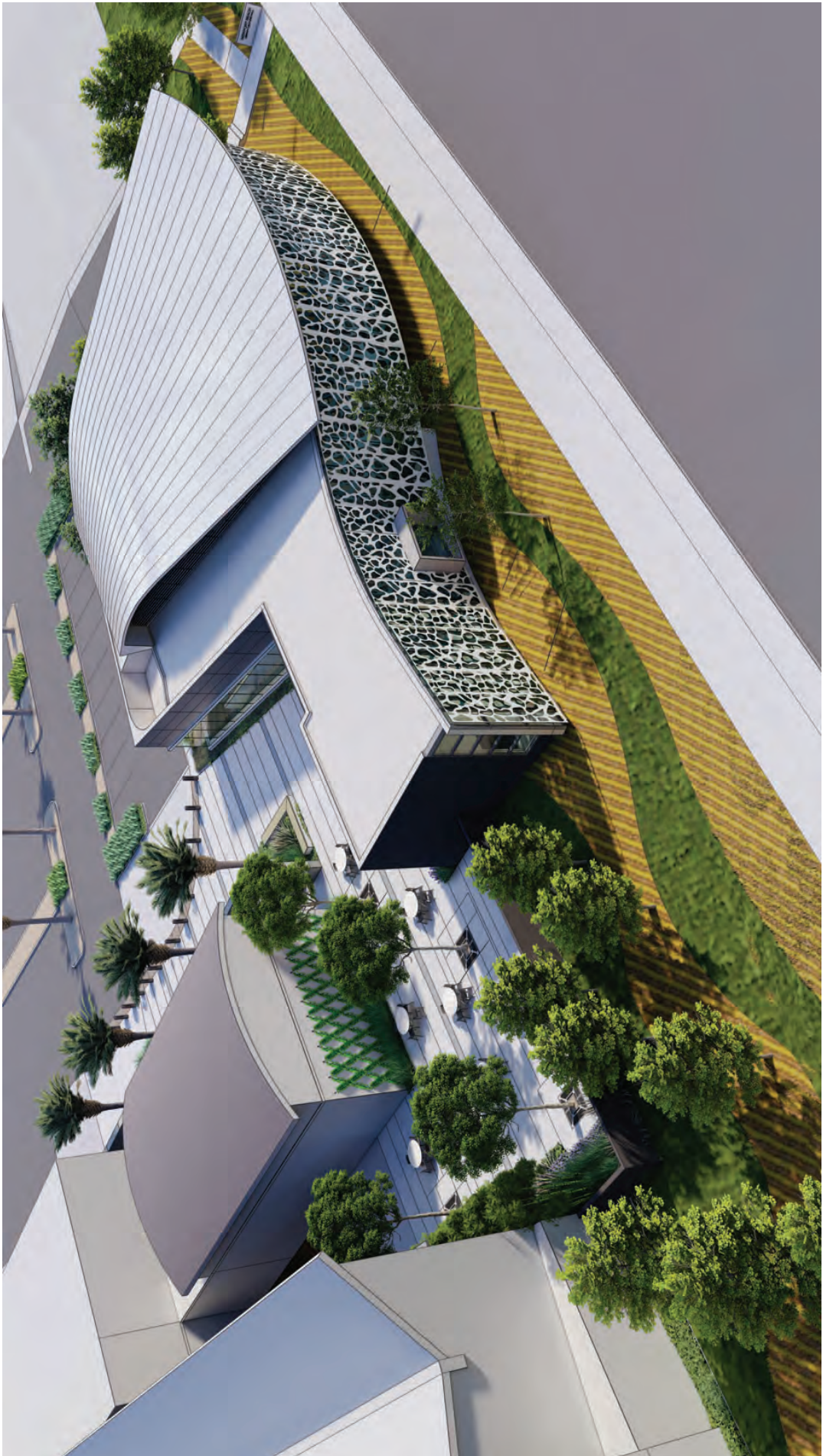








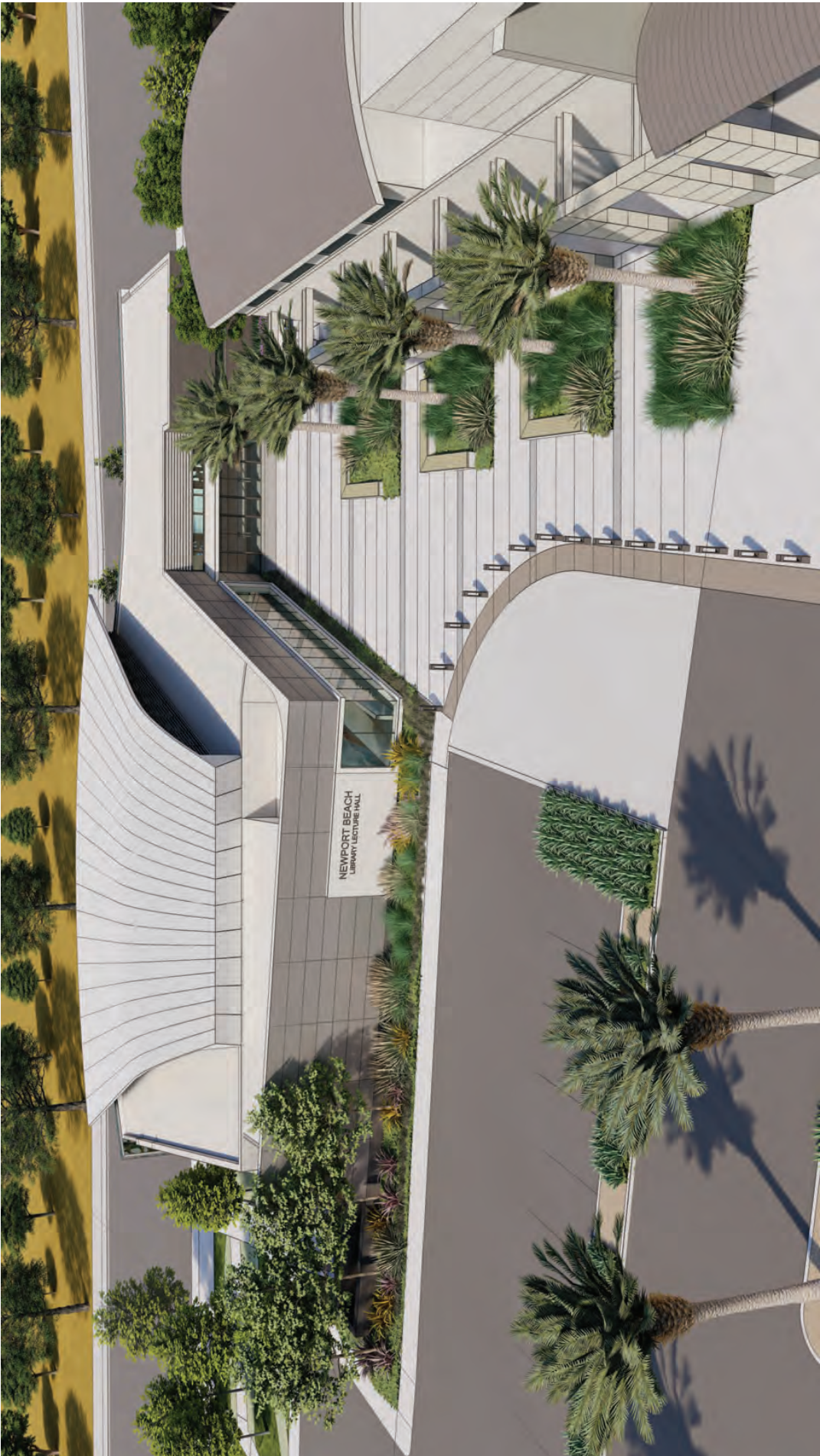




















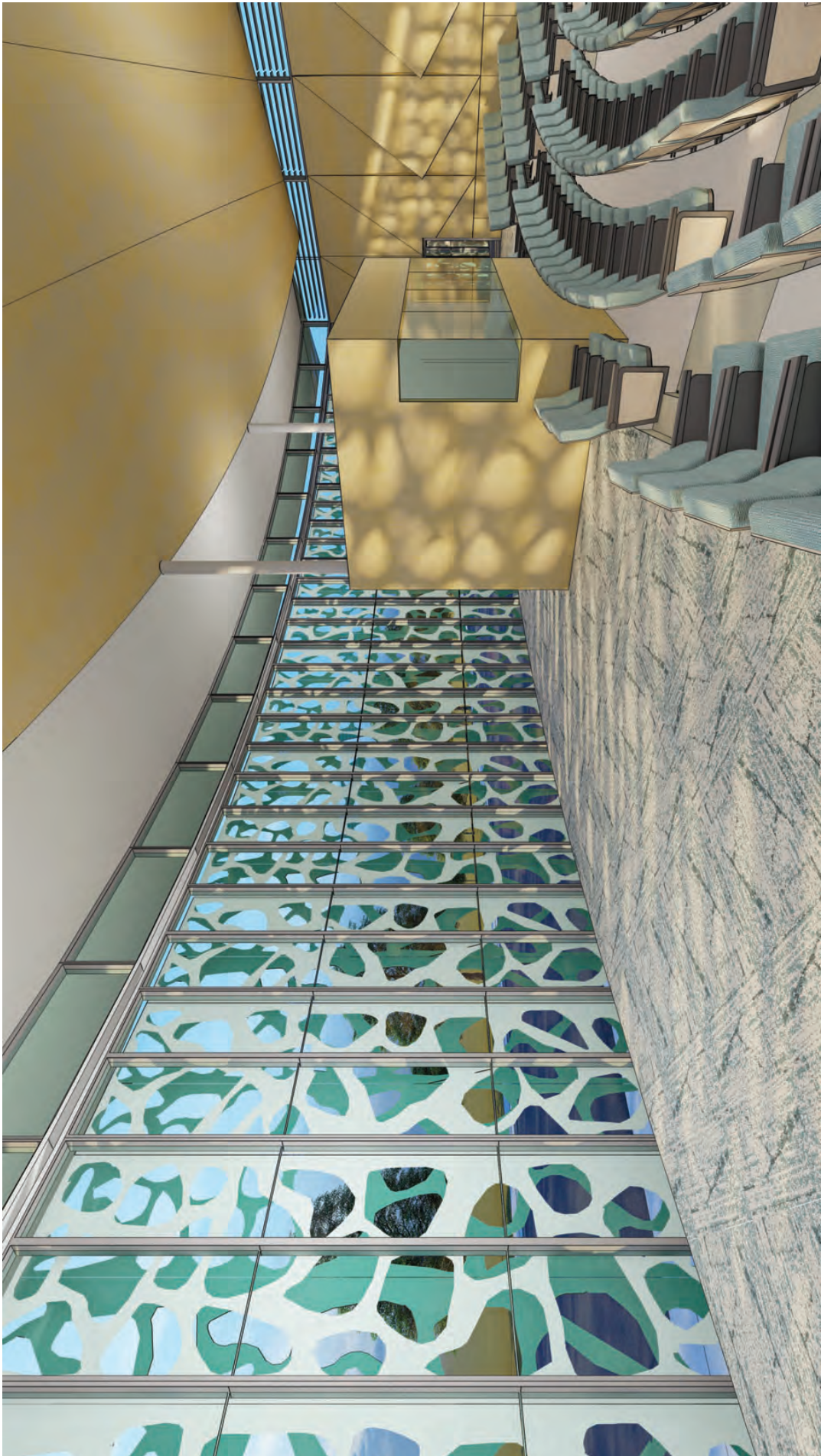














**TO:** BOARD OF LIBRARY TRUSTEES

**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:** Request To City Council To Maintain Current Fee for Black And White Photocopies

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**RECOMMENDATION:**

Staff requests that the Board of Library Trustees approve a request to City Council to maintain the current 15¢ fee for black and white photocopies.

**DISCUSSION:**

The Library provides copiers to the public for making black and white and/or color copies. The Library currently charges 15¢ per black and white copy and 75¢ per color copy.

Finance staff recently conducted a fee study and determined that the per copy cost for Library copies is different than the average cost of copies for City departments. Finance calculated the new figures using the replacement cost of the copier, its useful life, the annual number of copies, the maintenance cost of the copiers, and paper costs. The study calculated the cost of Library black and white copies at 39¢ per copy and color copies at 49¢. Finance staff recommended that these costs be rounded down to the nearest nickel to 35¢ for black and white and 45¢ for color, for easy application. At its March 9, 2021 regular meeting, City Council approved these recommended changes, effective July 1, 2021.

While staff appreciates the rationale behind the revised fee structure, staff also thinks that the fee increase from 15¢ to 35¢ for black and white copies is excessive. A comparison of fees with regional peer libraries in similar communities indicates that the majority of public libraries in this group charge 15¢ per page for black and white copying:

LIBRARY	B&W	COLOR
Berkeley Public Library	15¢	\$1.50
Burlingame Public Library	15¢	45¢
City of Commerce Public Library	15¢	35¢
Carmel – Harrison Library	15¢	35¢
Marin County Public Library	15¢	\$1.00
<b>NBPL</b>	<b>15¢</b>	<b>75¢</b>
San Francisco Public Library	10¢	40¢
Santa Clara County	15¢	20¢
Anaheim Public Library	15¢	50¢
Cerritos Public Library	15¢	45¢
Huntington Beach Public Library	15¢	50¢

Orange County Public Library	15¢	N/A
Orange City Library	15¢	35¢
Pasadena Public Library	15¢	50¢
Placentia Public Library	15¢	50¢
Santa Barbara Public Library	15¢	25¢
Santa Monica Public Library	15¢	50¢
South Pasadena Public Library	15¢	15¢

One concern is that a 133% increase will be perceived as excessive by library patrons, building resentment and alienating users. Another potential consequence is the reduction in user demand. Patrons who cannot afford the fee are likely to look for alternatives or go without.

The current 15¢ fee serves as a “nuisance” fee, implemented to deter the public from making an unlimited number of photocopies, rather than to compensate for the real costs of photocopying, which the City Finance Department has identified.

The public library has an essential informational, educational, and cultural role in society. It supports a democratic form of government through public access to information and knowledge. It serves the community in terms of its ability to inform, educate and enrich the lives of its patrons. Libraries are a merit good - an institution an individual or society should have on the basis of some concept of need, rather than ability and willingness to pay - and any potential revenue loss is far outweighed by the overall good to the community.

Staff welcomes the reduction of the color copy fee, and the proposed 45¢ per copy fee is in line with the fees charged by our peers.

**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:** Study Room/Charles Sword Meeting Room Policy (NBPL 13)

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**RECOMMENDATION:**

Staff recommends that the Board of Library Trustees review and approve proposed changes to the Study Room/Charles Sword Meeting Room Policy (NBPL 13).

**DISCUSSION:**

Newport Beach Public Library offers flexible meeting space at Central Library in the form of our three study rooms and the Charles Sword Meeting Room.

The Library's three study rooms at Central Library are a high demand resource. Policy is in place to establish guidelines for the public's use of the rooms and to assure equitable access.

Staff recommends the following changes to the current policy governing the use of the study rooms:

1. Currently, the study rooms are available only for groups (2 to 5 patrons). Use of the study rooms is consistently requested by individual patrons. Staff thinks that allowing individuals to use the rooms will maximize usage and serve as an amenity for patrons who require an isolated space to teleconference or use other communication technologies.
2. The term "customer" will be replaced by the more favorable term, "patron".

The Charles Sword Room was originally intended as a quiet reading room. In 2017, the Newport Beach Public Library made the Charles Sword Room available to the public for small group meetings (6 to 14 participants). The Sword Room can be reserved through the Library Administration office during business hours. Staff recommends no policy changes to the use of the Sword Room.

**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:** Study Room Policy (NBPL 13)

**ATTACHMENT B:** Study Room/Charles Sword Meeting Room Policy (NBPL 13) (redlined)

**ATTACHMENT C:** Study Room/Charles Sword Meeting Room Policy (NBPL 13) (final)

# Study Rooms/Charles Sword Meeting Room Policy

**NBPL 13**

## **STUDY ROOMS:**

There are three (3) study rooms available at the Central Library for groups of 2-5 people, depending on the size and requirements of each specific room. These rooms are for small group use only and are not intended for individual use.

The library schedules these rooms daily on a first come, first serve basis. Groups must request use of a study room in person at the Reference Desk on the second floor of the Central Library. The library will not accept telephone or e-mail requests to use the study rooms. Customers may only schedule one study room session at a time and must wait until their current session is over before scheduling a new session. Reservations for Study Rooms will be honored for 10 minutes past the requested time. Failure to arrive within 10 minutes of the requested time will result in a forfeiture of the reserved room.

Study rooms are available for use Monday thru Sunday for up to two (2) hours during the library's hours of operation. Groups can extend the length of their session if no other groups are waiting to use a room. A representative of the group must check in the reference desk before their scheduled session.

At least one member of a group requesting a study room must have a valid Newport Beach Public Library card. Rooms are checked out to a library cardholder in the library's circulation system. The members of the group scheduling use of the study room must be present during the period of usage. The library will consider any study room occupied by only one member of the group for more than 10 minutes to be available for use by others.

The library will consider any study room left unattended for more than 10 minutes to be available for use by others. The library is not responsible for items left unattended. The library will consider items left unattended to be lost and will place them in the library's Lost and Found located on the first floor at the Customer Service desk.

Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room. Users may not move tables and chairs into or remove them from a study room. Users cannot tape or tack materials to study room walls or windows.

## **CHARLES SWORD MEETING ROOM:**

The Charles Sword Meeting Room at the Central Library is reserved for larger groups. Use of the room requires a minimum of 6 people and a maximum of 14 people.

The Charles Sword Meeting Room is available for use Monday through Sunday for up to four (4) hours during the library's hours of operation.

Room reservations can be made Monday - Friday between 9AM - 5PM through the Library Administration office in person, or by telephone at (949) 717-3802. The room may be reserved a maximum of four (4) weeks in advance.

Customers must have an NBPL card on file before reserving the Sword Meeting Room. Student ID is acceptable for school age applicants under age 18. The room may be reserved for a maximum of four (4) hours per group. The members of the group scheduling use of the study room must be present during the period of usage.

A representative of the group must check in at the reference desk before their scheduled reservation.

The Reference staff will open the Sword Room only for customers who reserved the room through the Administration Office. The room reservation will be released if the customer does not arrive within ten (10) minutes of their reservation time.

The library is not responsible for items left unattended. The library will consider items left unattended to be lost and will place them in the library's Lost and Found located on the first floor at the Customer Service desk.

No commercial activity is permitted in the room. The room is located in a quiet area of the library, so groups must keep the door closed during meetings.

Users of the Charles Sword Meeting Room are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Charles Sword Meeting Room. Users may not move tables and chairs into or remove them from the Charles Sword Meeting Room. Users cannot tape or tack materials to the room walls or windows.

**Adopted by the Board of Library Trustees on April 1, 2013.**

**Amended and approved by the Board of Library Trustees on September 17, 2018.**

**Amended and approved by the Board of Library Trustees on April 23, 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 April 23, 2019.*

# Study Rooms/Charles Sword Meeting Room Policy

NBPL 13

## STUDY ROOMS:

There are three (3) study rooms available at the Central Library for individuals or groups of 2-5 people, depending on the size and requirements of each specific room. ~~These rooms are for small group use only and are not intended for individual use.~~

The library schedules these rooms daily on a first come, first serve basis. Groups-Patrons must request use of a study room in person at the Reference Desk on the second floor of the Central Library. The library will not accept telephone or e-mail requests to use the study rooms. Customers Patrons may only schedule one study room session at a time, and must wait until their current session is over before scheduling a new session. Reservations for Study Rooms will be honored for 10 minutes past the requested time. Failure to arrive within 10 minutes of the requested time will result in a forfeiture of the reserved room.

Study rooms are available for use Monday thru Sunday for up to two (2) hours during the library's hours of operation. Groups-Patrons can extend the length of their session if no other groups patrons are waiting to use a room. A patron or a patron acting as the representative of the a group of patrons must check in the reference desk before their scheduled session.

~~At A patron or at~~ least one member of a group requesting a study room must have a valid Newport Beach Public Library card. Rooms are checked out to a library cardholder in the library's circulation system. ~~The members of the group scheduling use of the study room must be present during the period of usage. The library will consider any study room occupied by only one member of the group for more than 10 minutes to be available for use by others.~~

The library will consider any study room left unattended for more than 10 minutes to be available for use by others. The library is not responsible for items left unattended. The library will consider items left unattended to be lost and will place them in the library's Lost and Found located on the first floor at the Customer-CirculationServiceDeskDesk.

Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room. Users may not move tables and chairs into or remove them from a study room. Users cannot tape or tack materials to study room walls or windows.

## CHARLES SWORD MEETING ROOM:

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~~Customers~~ Patrons must have an NBPL card on file before reserving the Sword Meeting Room. Student ID is acceptable for school age applicants under age 18. The room may be reserved for a maximum of four (4) hours per group. The members of the group scheduling use of the study room must be present during the period of usage.

A representative of the group must check in at the reference desk before their scheduled reservation.

The Reference staff will open the Sword Room only for ~~customers~~ patrons who reserved the room through the Administration Office. The room reservation will be released if the ~~customer~~ patron does not arrive within ten (10) minutes of their reservation time.

The library is not responsible for items left unattended. The library will consider items left unattended to be lost and will place them in the library's Lost and Found located on the first floor at the ~~Customer Service desk~~ Circulation Desk.

No commercial activity is permitted in the room. The room is located in a quiet area of the library, so groups must keep the door closed during meetings.

Users of the Charles Sword Meeting Room are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Charles Sword Meeting Room. Users may not move tables and chairs into or remove them from the Charles Sword Meeting Room. Users cannot tape or tack materials to the room walls or windows.

**Adopted by the Board of Library Trustees on April 1, 2013.**

**Amended and approved by the Board of Library Trustees on September 17, 2018.**

**Amended and approved by the Board of Library Trustees on April 23, 2019**

**Amended and approved by the Board of Library Trustees on April 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 April ~~23~~19, ~~2019~~2021.*

# Study Rooms/Charles Sword Meeting Room Policy

**NBPL 13**

## **STUDY ROOMS:**

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The library schedules these rooms daily on a first come, first serve basis. Patrons must request use of a study room in person at the Reference Desk on the second floor of the Central Library. The library will not accept telephone or e-mail requests to use the study rooms. Patrons may only schedule one study room session at a time and must wait until their current session is over before scheduling a new session. Reservations for Study Rooms will be honored for 10 minutes past the requested time. Failure to arrive within 10 minutes of the requested time will result in a forfeiture of the reserved room.

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A patron or at least one member of a group requesting a study room must have a valid Newport Beach Public Library card. Rooms are checked out to a library cardholder in the library's circulation system.

The library will consider any study room left unattended for more than 10 minutes to be available for use by others. The library is not responsible for items left unattended. The library will consider items left unattended to be lost and will place them in the library's Lost and Found located on the first floor at the Circulation Desk.

Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room. Users may not move tables and chairs into or remove them from a study room. Users cannot tape or tack materials to study room walls or windows.

## **CHARLES SWORD MEETING ROOM:**

The Charles Sword Meeting Room at the Central Library is reserved for larger groups. Use of the room requires a minimum of 6 people and a maximum of 14 people.

The Charles Sword Meeting Room is available for use Monday through Sunday for up to four (4) hours during the library's hours of operation.

Room reservations can be made Monday - Friday between 9AM - 5PM through the Library Administration office in person, or by telephone at (949) 717-3802. The room may be reserved a maximum of four (4) weeks in advance.

Patrons must have an NBPL card on file before reserving the Sword Meeting Room. Student ID is acceptable for school age applicants under age 18. The room may be reserved for a maximum of four (4) hours per group. The members of the group scheduling use of the study room must be present during the period of usage.

A representative of the group must check in at the reference desk before their scheduled reservation.

The Reference staff will open the Sword Room only for patrons who reserved the room through the Administration Office. The room reservation will be released if the patron does not arrive within ten (10) minutes of their reservation time.

The library is not responsible for items left unattended. The library will consider items left unattended to be lost and will place them in the library's Lost and Found located on the first floor at the Circulation Desk.

No commercial activity is permitted in the room. The room is located in a quiet area of the library, so groups must keep the door closed during meetings.

Users of the Charles Sword Meeting Room are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Charles Sword Meeting Room. Users may not move tables and chairs into or remove them from the Charles Sword Meeting Room. Users cannot tape or tack materials to the room walls or windows.

**Adopted by the Board of Library Trustees on April 1, 2013.**

**Amended and approved by the Board of Library Trustees on September 17, 2018.**

**Amended and approved by the Board of Library Trustees on April 23, 2019**

**Amended and approved by the Board of Library Trustees on April 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 April 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:** Melissa Hartson, Library Services Manager, Acting

**TITLE:** FY 2021-22 Library Services Proposed Budget

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**RECOMMENDATION:**

Staff requests that the Board review and approve the proposed FY 2021-22 operating budget for the Library.

**DISCUSSION:**

**Section 708. Board of Library Trustees. Powers and Duties.**

*There shall be a Board of Library Trustees consisting of five members which shall have the power and duty to:*

*(c) Consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and City Manager.*

In accordance with the above statement, staff has prepared the proposed FY 2021-22 operating budget for the Library Services Department. The Library met with City Manager, Grace Leung, and Finance Budget Staff on Thursday, February 11, 2021. The Library submitted a flat budget, with no enhancement requests and City Manager Leung approved this budget.

The Library's staffing complement remains the same, however, the personnel budget will increase in FY 2021-22 due to contractual obligations with the employee work groups. Finance Budget Staff made two other adjustments to account for increased utility fees and a reduction in internal service funds to accommodate for replacement needs in the next fiscal year.

**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:** Proposed Budget FY 2020-21

**LIBRARY SERVICES**

<b>ACCOUNT DESCRIPTION</b>	<b>FY 2021-22 PROPOSED BUDGET</b>	<b>FY 2020-21 ORIGINAL APPROPRIATION</b>
<b>I        SALARY &amp; BENEFITS</b>		
SALARY FULL-TIME REGULAR	2,954,186	2,933,536
SALARY PART-TIME	1,162,634	1,044,147
BENEFITS	2,143,211	2,086,990
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>6,260,031</b>	<b>6,064,673</b>
<b>II       MAINT &amp; OPERATION</b>		
PROFESSIONAL SERVICE*	164,393	164,393
<b>UTILITIES</b>	<b>284,373</b>	<b>271,491</b>
PROGRAMMING	5,500	5,500
SUPPLIES**	81,970	81,970
LIBRARY MATERIALS	619,740	619,740
FACILITIES MAINTENANCE	184,686	184,686
TRAINING AND TRAVEL	10,681	10,681
GENERAL OPERATING EXPENSES***	24,202	24,202
PERIPHERALS	5,000	5,000
<b>INTERNAL SERVICE FUNDS</b>	<b>1,795,924</b>	<b>1,858,439</b>
OFFICE EQUIPMENT	2,000	2,000
<b>MAINT &amp; OPERATION TOTAL</b>	<b>3,178,470</b>	<b>3,228,102</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>9,438,501</b>	<b>9,292,775</b>

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

\*\*INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

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

**CULTURAL ARTS**

<b>ACCOUNT DESCRIPTION</b>	<b>FY 2021-22 PROPOSED BUDGET</b>	<b>FY 2020-21 ORIGINAL APPROPRIATION</b>
PROFESSIONAL SERVICE	157,390	157,390
CITY GRANTS	30,000	30,000
PROGRAMMING	60,500	60,500
MAINTENANCE	4,248	4,248
GENERAL OPERATING EXPENSES	2,340	2,340
<b>CULTURAL ARTS BUDGET TOTAL</b>	<b>254,478</b>	<b>254,478</b>

**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:** Melissa Hartson, Library Services Manager, Acting

**TITLE:** Grant Acceptance from California State Library

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**RECOMMENDATION:**

Staff recommends the Board of Library Trustees approve the acceptance of a \$12,000 Library Services and Technology Act (LSTA) Grant from the California State Library to support virtual youth programming.

**DISCUSSION:**

The Newport Beach Public Library has been awarded a \$12,000 “Virtual Youth Programming” grant. The funding is provided by the Library Services and Technology Act and awarded by the California State Library. The grant stipulates the Library offer at least four virtual programs between March 21, 2021 and August 31, 2021. The programs must specifically enhance the library and literary experience of school age children and teens.

The Library project is called “Learn & Grow @ Your Library” and programming will include a virtual coding program for kids targeting ages five through ten, a live illustrator event at the start of the Summer Reading Program for middle grade students, a creative journaling workshop for tweens and a series of college preparation workshops/webinars and college entrance practice tests for high school students.

The following Library Staff collaborated to submit the winning grant proposal: Debbie Walker, Annika Helmuth, Danielle Doi, Maria Nicklin, Terry Sanchez, and Rebecca Lightfoot.

If the Board accepts the grant funding, a budget amendment to allocate the funds will be submitted to City Council for approval.

**NOTICING:**

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**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:** Library Materials Selection – April 2021

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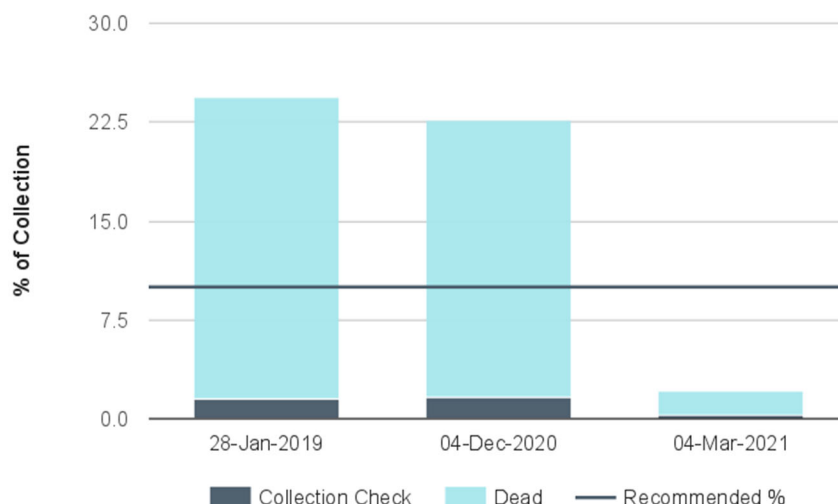
**ABSTRACT:**

The goal of the Newport Beach Public Library is to provide a balanced, well-rounded collection on a wide variety of topics of interest to our community, regardless of the medium. To achieve this goal, staff use an assortment of different professional review journals, the American Library Association's *Library Bill of Rights*, and the Newport Beach Public Library's Collection Development Policy (NBPL-2) to help guide purchasing decisions.

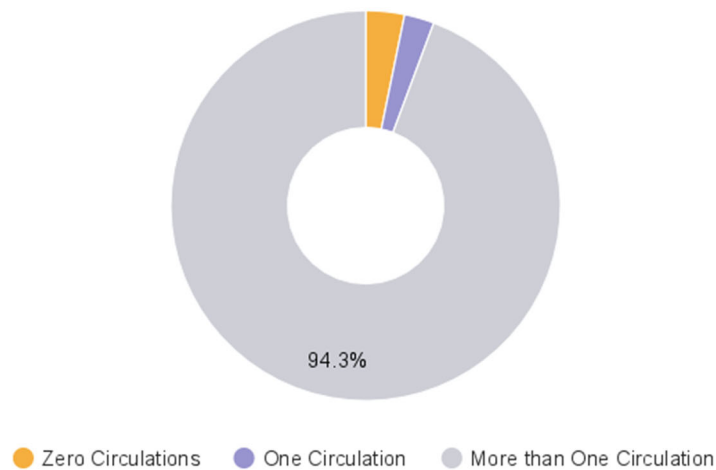
**OVERVIEW:**

Patrons drive the library's selection process. Selectors look at circulation statistics to determine which subjects and genres are the most popular to ensure the library has sufficient numbers of high demand titles. Selectors continue to evaluate and purchase items in every subject matter, ensuring a comprehensive and balanced collection. Selectors rely upon professional reviews, publicity and advertising, current events, curriculum needs, and literary prizes to assist in selecting items for the collection. Patrons make recommendations for purchase through the website and in person, and the selectors evaluate and add these items on a weekly basis.

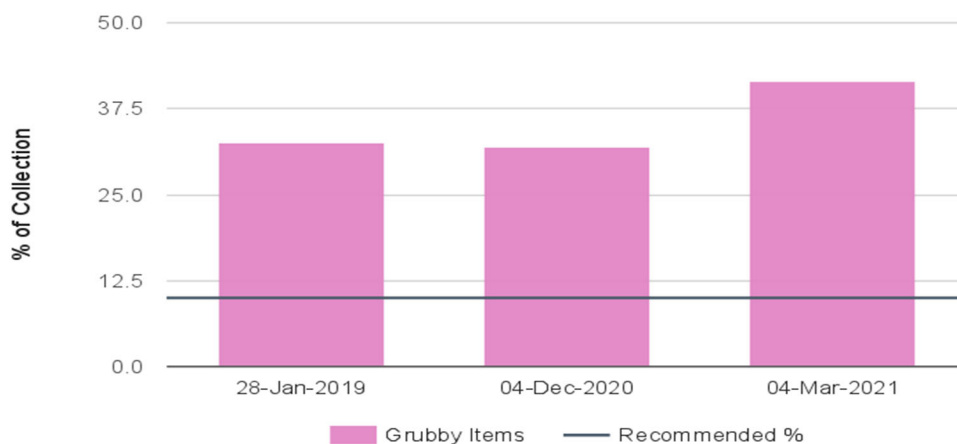
**Collection HQ:** The library implemented Collection HQ in March of 2019. Collection HQ is a powerful tool that provides rich data to help libraries better allocate funds by identifying weaknesses in the collection. Collection HQ also makes suggestions for purchase based on lending patterns and comparing the collection to similarly sized libraries. Collection HQ recommends that less than ten percent of a library's collection be "dead", meaning it has not circulated in more than four years. Newport Beach is well below that ten percent mark.



“Dead on Arrival” refers to the number of times an item circulates the first year after it is added to the collection. It is considered “dead on arrival” if it has circulated only once or not at all. The Newport Beach Public Library has less than six percent of “dead on arrival” items.



“Grubby” items have circulated more than forty times. The library is slightly above the forty percent recommended by Collection HQ. Selectors will work on replacing older, worn out copies with newer ones this upcoming year.



Collection HQ also offers an “outdated stock check” tool, which looks at the age of the collection and makes recommendations on what needs to be updated with more current information.

#### **NOTICING:**

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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:**

In response to the County's graduated status to Orange Tier, on Monday, April 12, 2021, Central Library and Mariners Branch opened at full capacity. The public can now remain in the buildings for study and research purposes. Furniture has been configured to facilitate social distancing. Face masks are required for all staff and patrons. Balboa and CdM will continue to offer curbside services until NBPL is fully staffed in late May/early June. At that time, in-person services will also resume at Balboa and CdM. The Library is currently recruiting part time Clerks and Library Pages. Once we have adequate staff, NBPL will also resume evening and Sunday hours.

NBPL Admin will wait for further guidance regarding the resumption of live story times and public programming.

Because of the small size of the Friends Bookstore, the Friends will continue to operate out of the Friends Meeting Room and Bamboo Courtyard until we can resume programs and public gatherings.

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.

**NOTICING:**

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