



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AMENDED CLOSED SESSION 4 P.M. / REGULAR MEETING 5 P.M. AGENDA

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

Monday, November 15, 2021 - 5:00 PM

Board of Library Trustees Members:

**Paul Watkins, Chair
Kurt Kost, Vice Chair
Barbara Glabman, Secretary
Douglas Coulter, Board Member
Janet Ray, Board Member**

Staff Members:

**Tim Hetherton, Library Services Director
Francine Jacome, Administrative Support Specialist**

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

The public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at LibraryBoard@newportbeachca.gov by Sunday, November 14, at 4:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

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

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

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

II. ROLL CALL

III. PUBLIC COMMENTS

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

IV. CLOSED SESSION

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

V. RECESS

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

VII. ROLL CALL

VIII. CLOSED SESSION REPORT

IX. PLEDGE OF ALLEGIANCE

X. NOTICE TO THE PUBLIC

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

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

XI. CONSENT CALENDAR

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

A. Consent Calendar Items

- 2. Minutes of the October 18, 2021 Board of Library Trustees Meeting (pp. 5-15)**

[DRAFT OF MINUTES](#)

- 3. Patron Comments (p. 16)**

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

[PATRON COMMENTS](#)

- 4. Library Activities (pp. 17-25)**

Monthly update of library events, services, and statistics.

[OCTOBER ACTIVITIES](#)

5. Expenditure Status Report (p. 26)

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

[EXPENDITURE REPORT](#)

6. Board of Trustees Monitoring List (p. 27)

List of agenda items and dates for monthly review of projects.

[MONITORING LIST](#)

XII. CURRENT BUSINESS

A. Items for Review

7. Review and Adoption of the Library Lecture Hall Policy (NBPL 15) (pp. 28-33)

Staff recommends that the Board of Library Trustees review, approve and adopt Library Policy NBPL 15, Library Lecture Hall.

[LECTURE HALL POLICY](#)

[LECTURE HALL POLICY-ATTACHMENT A](#)

8. Lecture Hall Update

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

9. Balboa Branch Replacement Update (pp. 34-42)

Trustees Ray and Glabman will report on activities related to the Balboa Branch Replacement project.

[BALBOA BRANCH UPDATE-NEEDS ASSESSMENT.pdf](#)

[BALBOA BRANCH UPDATE-OVERVIEW.pdf](#)

[BALBOA BRANCH UPDATE-SURVEY TEMPLATE.pdf](#)

10. COVID-19 Update (p. 43)

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

[COVID-19 UPDATE](#)

11. Library Services

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

B. Monthly Reports

12. Library Foundation Liaison Reports (p. 44)

- A. Library Foundation Board - Report of the most recently attended meeting.
- B. Library Live Lectures Committee - Report of the most recently attended meeting.
- C. Witte Lectures Committee - Report of the most recently attended meeting.

[LIBRARY LIVE NOTES](#)

13. Friends of the Library Liaison Report

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

14. Literacy Services Liaison Report

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

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

XV. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Crean Mariners Branch Library
1300 Irvine Avenue, Newport Beach, CA 92663
Meeting Minutes
Monday, October 18, 2021 – 5:00 p.m.

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

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

Trustees Present: Chair Paul Watkins, Vice Chair Kurt Kost, Secretary Barbara Glabman (arrived at 5:03 p.m.), Trustee Douglas Coulter, Trustee Janet Ray (arrived at 5:09 p.m.)

Trustees Absent:

Staff Present: Tim Hetherton, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Adult Services Coordinator
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Youth & Branch Services Coordinator/Acting Library Services Manager
Andy Kachaturian, Mariners Branch Librarian
Christine Chapel, Mariners Librarian I
Jeremy Rodriguez, Mariners Librarian I

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

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the September 20, 2021, Board of Library Trustees Meetings**

Chair Watkins called for comments on the Consent Calendar, but the Board of Library Trustees (BLT) had none. Chair Watkins noted necessary changes to the minutes as follows:

- Page 9, correct the duplication of Secretary Glabman's name.
- Page 9, three paragraphs down clarify that it was the first library building in the City. Also add "library" before building in the last sentence of the paragraph.
- Page 10, change "would be" to "had been taken out of the BLT's hands."
- Handwritten Page 14, Witte Lectures Committee change "attend" to "attended" in the title.

2. Patron Comments

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

Chair Watkins complimented Library Services Director Hetherton on his handling of a patron's concern about computer filtering. Library Services Director Hetherton worked with IT and got the filtering dialed back. Handwritten Page 17 also noted a concern about the men's bathrooms.

Library Services Director Hetherton reported that the Library continues to utilize a day porter service to spot clean throughout the course of the day.

Chair Watkins thanked Library Services Director Hetherton for addressing the issue.

3. Library Activities

Monthly update of library events, services, and statistics.

4. Expenditure Status Report

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

Chair Watkins noted that the BLT is about 1.5% over budget after 25% of the Fiscal Year (FY), which is remarkably good.

Library Services Tim Director Hetherton agreed with Chair Watkins' assessment.

Chair Watkins noted the arrival of Secretary Glabman.

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 Trustee Coulter, seconded by Secretary Glabman, and carried (3-0-1-1) to approve the Consent Calendar with edits to the minutes of September 20, 2021.

AYES: Watkins, Coulter, Kost

NOES:

ABSTENTIONS: Glabman

ABSENCES: Ray (arrived at 5:09 p.m. after the vote)

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update

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

Chair Watkins called for the Mariners Branch Update and congratulated Branch Librarian Andrew Kachaturian on a well written and informative report.

Branch Librarian Kachaturian reported that the building was 15 years old and unique in that it adjoins Mariners Elementary School. He introduced Jeremy Rodriguez, Piers Brown, and Christine Chapel, all of whom are long term Library employees.

Chair Watkins stated the Tune-In Tuesdays were spectacular.

Branch Librarian Kachaturian explained they were short a few positions due to COVID, but that Central Library assisted with staffing. Additionally, a part time staff member has been out for medical reasons. Staff has done an extraordinary job given the service model changes. During the COVID closure there were 15,000 curbside transactions which was pretty good. When they reopened there were about 12,000 transactions a month which is encouraging. Much of the programming has changed. Outdoor storytimes have been very popular.

Library Services Director Hetherton inquired as to how long they planned to continue with outdoor storytimes.

Branch Librarian Kachaturian reported that all the feedback on the outdoor setting was positive.

Mariners Librarian I Christine Chapel thought patrons appreciated and enjoyed the program outside and that the children were more relaxed. The first story time was attended by 15 to 20 people, but then word got out and attendance increased to about 60.

Vice Chair Kost asked if they had larger crowds outdoors than indoors.

Mariners Librarian I Chapel indicated that the program attracted about the same number of people either way. The indoor program was normally held in the Mariners story time room, but required the doors remain open to accommodate everyone. Outside people spread out and the patrons seem more relaxed.

Branch Librarian Kachaturian said they had also done several take-home crafts during COVID and credited that success to Mariners Librarian I Chapel and Library Assistant Janice Nikula. There are no big projects scheduled for the building in 2021, but they are looking into replacing the problematic HVAC system and improving the exterior lighting.

Chair Watkins stated that the new parking was well used and that he was pleased that they made the decision to create extra spaces.

Branch Librarian Kachaturian said the improvements were a big help.

In response to Chair Watkins inquiry Branch Librarian Kachaturian explained it was his third year at Mariner's Branch and his 24th year with NBPL. They were unable to make class visits due to COVID, but Mariners Librarian I Chapel led the outreach.

Mariners Librarian I Chapel said that Woodland and Kaiser had a read-a-thon.

Branch Librarian Kachaturian explained that because of the outreach, many more schoolchildren have library cards. The Mariners' Elementary School Librarian Jackie Casella returned this year and is doing a great job. The school has begun using the library again. There is a partition that closes the school section of the library during the day.

Chair Watkins asked if there were library activities held in the Jorgensen room.

Branch Librarian Kachaturian explained that room was utilized by the Recreation and Senior Services Department and is usually booked. They hoped to use the outside courtyard for story time, but that did not work out. He commended his staff on their hard work over the past year.

Chair Watkins said that Library Services Director Hetherton had advised him that Branch Librarian Kachaturian was a good leader and manager.

Branch Librarian Kachaturian thanked the BLT.

Secretary Glabman inquired if the Library Media Technician's salary came under the Library or the Board of Education.

Branch Librarian Kachaturian answered it was from the school district.

Trustee Coulter thanked Branch Librarian Kachaturian for the report.

Chair Watkins noted that Trustee Ray had arrived.

Trustee Ray apologized and explained she had car difficulties.

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

7. Youth Services Update

Youth and Branch Services Coordinator Debbie Walker will provide the annual overview of Youth Services.

Chair Watkins stated that Youth & Branch Services Coordinator/Acting Library Services Manager Debbie Walker's report on Youth Services was impressive, particularly the part on the 19th Annual OC Parenting Readers' Choice Awards where Newport Beach Public Library was recognized for the "Best Storytelling Time." The Youth Services Team is fantastic, and the Virtual Programming Grant was a tremendous accomplishment. He called for the staff report.

Youth & Branch Services Coordinator/Acting Library Services Manager Debbie Walker reported that the Youth Services team had an eventful and challenging year. Two children's librarians from Central separated from the City earlier in the year so Annika Helmuth and Jasmin Avila have joined the team. The team meets twice a year and in September they held their first in-person meeting in a year and a half, which was wonderful. They applied for and received a Virtual Programming Grant offered by the California State Library through the Library Services and Technology Act (LSTA) for \$12,000. The funds were able to be used for virtual programming and technical equipment. The programs were required to take place and the money had to be spent between March

and the end of August. Annika Helmuth was the coordinator of the Learn & Grow @ Your Library project. They used the funds to put on "Coding for Kids," a workshop for cartooning, and to purchase equipment. The idea was to target school aged children. As live programming opened, they were told the funds could also be used for live programming, so each branch was able to purchase audio enhancing equipment and other technology for use in live programming. All other funding comes from the Friends of the Library. The outdoor storytimes utilize funds from both the grant and the Friends of the Library.

Chair Watkins inquired if any funds remained from the grant.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker explained the \$12,000 was spent. Until mid-July storytimes were done virtually. Publishers began to push back on recorded content and other libraries were trying outdoor programming, so they utilized the new audio equipment and started hosting the storytimes outdoors. As the weather turns, they are moving toward hosting some indoor storytimes with restrictions while keeping outdoor storytimes at certain branches. National Library Week was held virtually as it was in April. Summer reading started on June 12, 2021. They used Beanstack for the reading challenge and it went well with many kids participating and submitting book reports. There were also grab-and-go crafts, which were extremely popular, perhaps more so than previous in-person craft programs. Other programming over the year included additional grab-and-go crafts, some virtual programming, and how-to videos by Adult Librarian Alex Jenkins.

Chair Watkins said that Adult Librarian Jenkins was very creative.

Vice Chair Kost asked if his past videos were available.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker indicated they were. On Saturday October 30, there will be an all-day program at all locations with crafts, costumes, and trick-or-treating. With respect to teens, the Young Adult Advisory Council (YAAC) resumed meeting in person in September. They also have in person teen volunteers back. Library Assistant Danielle Doi has aggressively worked with companies and organizations that do college prep and the resulting programs have been very popular. The YAAC members always request college prep programming. The juvenile collection is varied and makes up about 30% of the overall collection, but accounts for almost 50% of the circulation. She praised the Youth Services Team and reiterated that they won "Best Storytelling Time".

The BLT applauded Youth & Branch Services Coordinator/Acting Library Services Manager Walker's announcement.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker announced she was happy to take questions.

Chair Watkins called for BLT comment and all Trustees indicated they were pleased with the report. Chair Watkins called for public comment, but there was none. The BLT received and filed the report.

8. Lecture Hall Update

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

Trustee Ray reported that the City Council held a study session to discuss the design and renderings of the Library Lecture Hall. The response was favorable. The ad hoc committee has met regularly over the past two years and selected architect Robert Coffee. The project is complex as there is limited space and that space is adjacent to the Bamboo Courtyard. Due to COVID and the timing of the project the initial anticipated cost increased from about \$7 million to \$12.5 million. The Council indicated that at \$7 million it would see the project as a public/private partnership and fund half the cost. The Council voted to move forward with the project and Robert Coffee is now moving forward with the building plans. Additionally, the Council agreed that the project is approximately \$13 million and indicated the City would fund half.

Vice Chair Kost inquired if there was a cap on the amount Council would fund.

Trustee Ray indicated that the Council would not be pleased if the cost increased significantly and stated that if the project became \$20 million it would not fly. The Lecture Hall would round out the City Hall/Library campus and is supported by the citizens.

Trustee Coulter congratulated Trustee Ray.

Secretary Glabman asked if the project had the support of all the Council members.

Trustee Ray explained one Council member was not in the room at the time, but then later voted against the item.

Trustee Ray indicated that it did not surprise her and that she was pleased to have the support of the rest of the Council. She praised Jill Johnson-Tucker's presentation and Larry Tucker's work.

Chair Watkins stated that everyone at the meeting did a good job.

Trustee Ray said that the Newport Beach Public Library Foundation (NBPLF) is very supportive of the project.

Chair Watkins called for BLT comments and questions.

Vice Chair Kost inquired about funding commitments.

Trustee Ray said that they have interest and commitments, but noted she was not ready to share the information. The ad hoc committee has been discussing financial support with the community.

Vice Chair Kost requested a ballpark figure.

Trustee Ray stated she was uncomfortable providing a figure.

Vice Chair Kost asked NBPLF CEO Jerold Kappel when they would begin fundraising.

Jerold Kappel, NBPLF CEO, explained that they needed two things before beginning the campaign. Firstly, they need a Memorandum of Understanding (MOU) with the City. Secondly, they need working drawings, not just conceptual drawings. The major increase in the cost comes from having to move utility lines under the project site. The case statement is very strong, and the Newport Beach Visitor's Association is extremely supportive and advised that there are State Economic Development Agency (EDA) funds available for tourism which must be used for infrastructure. The Lecture Hall should meet those requirements so there will be a partnership with the Newport Beach Visitor's Association for an EDA Grant.

Vice Chair Kost clarified that would fall into the fundraising half of the project.

Mr. Kappel said he understood that the funds the City planned to provide were part of the COVID relief funds. He asked if Chair Watkins shared his understanding.

Chair Watkins indicated he did not know that information.

Mr. Kappel explained that Council Member O'Neill told him the funds would be used for the lifeguard building and the Library Lecture Hall. The Lecture Hall will support tourism to the City.

Chair Watkins said that Library Services Director Hetherton anticipated a November 30 City Council Consent Calendar item on the project's California Environmental Quality Act (CEQA) documents and the MOU. Mr. Tucker advised him that it was not necessary for as many people to show up to the Council meeting as it was for the previous discussion. He said he planned to attend with Library Services Director Hetherton. This is a proforma approval of the concept, CEQA, and the MOU.

9. Balboa Branch Replacement Update

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

Library Services Director Hetherton reported the committee met in September and staff was tasked with a modified needs assessment, a snapshot of current branch operations, and a sample survey. The survey will be reviewed by the committee on November 4. The meeting will be held at the Balboa Branch at 2:00 p.m.

Chair Watkins confirmed that they were waiting for a later time to ask for the Fire Department's input.

Library Services Director Hetherton said they would request it once they had an architect.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker indicated she was not at the September meeting but would attend the November meeting.

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

10. COVID-19 Update

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

Library Services Director Hetherton reported no change in COVID-19 policy since the September BLT meeting. Unvaccinated members of the public are required to wear a mask and members of the public are self-attesting. Many of the staff are opting to wear face masks based on CDC guidance. Outdoor story time is going great and is very popular. Due to the changing seasons, they are opting into a hybrid model and a transition to indoor storytimes, which should begin about November 1. There was a plethora of programs in the Friends Room in September. In fact, there were so many programs in September that when the County contacted him about using the Friends Room as an incident command center for the oil spill he had to say no as it would have canceled 17 programs. The number of programs indicates to him that people are feeling more comfortable resuming public activity. No staff members have contracted COVID and there has been no contact tracing related to the Library by the County.

Chair Watkins suggested they retain the COVID update at least through the end of the year. He called for BLT or public comments and questions, but there were none. The Board received and filed the report.

11. Library Services

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

Library Services Director Hetherton reported that they were working with the City Attorney's Office on several items related to the Friends Gift Shop. He thought the income tax issue was handled. The City Attorney's Office is reviewing and updating the MOU between the Friends of the Library and the BLT/City for the Friends Gift Shop. They have found a cash register that allows staff to track sales tax and inventory. The product designs have been finalized and will be ordered. November 30 the City Council will have the Lecture Hall agendized, but it is considered a routine matter.

Chair Watkins inquired about an opening date for the Friends Gift Shop and asked about Christmas.

Library Services Director Hetherton said that he was holding out hope for Christmas but noted that the City Attorney's Office had to work through the paperwork.

Vice Chair Kost asked about the merchandise.

Library Services Director Hetherton stated that merchandise was on its way. They could offer the items for sale in the bookstore until the Friends Gift Shop opened.

Chair Watkins called for BLT comments and questions.

Trustee Ray asked how they would sell the items if things were not finalized.

Library Services Director Hetherton explained the bookstore was set up to sell items. They did not anticipate it taking so long to open the Friends Gift Shop.

Secretary Glabman asked if there were new logos or product designs specifically for the Library.

Library Services Director Hetherton explained they were using the building and palms logo. Marketing Specialist Maria Nicklin is working on a rebrand for the Friends including their logo and marketing.

Secretary Glabman requested samples of the merchandise at the November meeting.

Library Services Director Hetherton said he would be happy to bring samples.

Vice Chair Kost recalled seeing pictures at the September meeting.

Library Services Director Hetherton said the pictures were of ordered merchandise and that the BLT had not seen the Friends branding.

Chair Watkins called for the public comment, but there was none. He indicated the BLT would receive and file the report.

B. Monthly Reports

12. Library Foundation Liaison Reports

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

Vice Chair Kost reported that they held a meeting on October 4 via Zoom. He met everyone on the NBPLF Board and received updates. There is a new investment policy as of September which will have them distributing up to 5% of their dividends and interest to the Library on an annual basis. In September they received gifts of \$17,250. The Foundation also received two different PPP Loans during COVID for \$50,000 each. The first was forgiven and they're waiting on approval of the second. They are sending out letters for the Witte and Library Live upcoming season, *Bookmark* will go out at the end of October, and they are prepping for the capital campaign for the Lecture Hall. The target is \$6.5 million, but they are looking to raise \$7.5 to \$8 million as a buffer. The donor reception was held several weeks ago in the Bamboo Courtyard and went well.

Jerold Kappel, NBPLF CEO, reported that they received a California Relief Grant for \$15,000. *Bookmark* is going in a new direction and Library Services Director Hetherton has the opening column. It will also contain an annual report.

Chair Watkins asked if the publication date was November 1.

Mr. Kappel explained he hoped it was mailed by November 1.

Chair Watkins called for Board and public comments or questions, but there were none. The Board received and filed the report.

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

Chair Watkins stated he prepared and submitted a report which he asked be included in the minutes in the interest of time (see attached). He indicated he would be happy to answer questions and then indicated the BLT would receive and file the report.

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

Secretary Glabman reported they had the lecturers in place for the coming year and that they were in the 2022 program received by attendees at the donor reception. She was asked not to announce the lecturers yet as they have not been made public.

Chair Watkins said the Library Live Lectures were also not yet public.

Secretary Glabman said there are four author/speakers in place.

Chair Watkins called for Board and public comments or questions, but there were none. The BLT received and filed the report.

13. Friends of the Library Liaison Report

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

Trustee Coulter reported that the Friends held many specials over the past month to raise funds for the Library. The art book sale on October 9 raised \$1,653. The September total was \$15,000. Membership stands at 713. The Friends are hosting a volunteer lunch on November 9. They normally hold a member's luncheon in June.

Library Services Director Hetherton indicated he would attend.

Trustee Coulter said he would attend as well. The next big sale is scheduled for November 19, from 1:00 p.m. to 4 p.m., and is for members only. November 20 from 9:00 a.m. to 2:00 p.m. is open to the public. Books are \$3 a bag.

Chair Watkins called for BLT questions and comments, but there were none. He then called for the public comment.

Ronnie Watkins, Newport Beach resident, noted that the Book Store could sell Gift Shop items and that the Friends Gift Shop would have limited hours once it opened. Therefore, she suggested a partnership for weekends and other times the Gift Shop was not staffed.

Library Services Director Hetherton stated that he would investigate the idea.

Trustee Coulter stated the Book Store was not open on Sunday.

14. Literacy Services Liaison Report

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

Trustee Ray reported that Project Adult Literacy (PAL) held a happy hour event on October 9. Over 100 people were registered, and the event was successful. People appreciated the program being held in person. There are 64 active tutors with 1 in training and 95

active learners with 10 in waiting. On October 13 there was a new learner orientation and tutor training. Numbers are increasing post COVID shutdowns. All classes are held via Zoom. She listed the available classes and noted that by student request they will be launching new classes shortly. The Board experienced some turnover but is now full. The last Board meeting was in person, and everyone was happy to be together.

Chair Watkins called for BLT and public comments and questions, but there was none. The Board received and filed the report.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

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

None.

IX. ADJOURNMENT – 6:07 P.M.

Chair Watkins announced the next BLT meeting was November 15 at 5:00 p.m. Library Services Director Hetherton will receive his performance evaluation in closed session at 4:00 p.m.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

OCTOBER 2021

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>10/12/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>10/13/2021</u>	I'm having trouble accessing the most recent copy of Newsweek online. Could you please help me? I don't know if I'm doing something wrong, or if the online version is posted late. Thank you.	It does look like the online issue is published a little late. I do apologize for the inconvenience. You can set up an alert and be notified whenever the next issue of any publication is available, when new issues are added to ProQuest. You can specify details - information only or full text, and the frequency and duration of the alert. Click Set up alert. Complete the form and click Create alert. Confirm receipt of the email address confirmation message to begin receiving your alerts. Sign in to My Research to manage your alerts. Please do not hesitate to contact me with any other questions or concerns. Thank you.
<u>2</u> <u>10/25/2021</u> <u>Comment Card</u>	Thanks for your help Andy, Autumn, Christine, Emily, Jeremy, Melinda, and Stuart. Thanks for waiving the \$1.00 movie rental fee during the worst months of the pandemic. When replacing computer keyboards, please get keyboards with a single key for print screen instead of the two-key FN-PRTSK.	No contact information was provided so we are not able to reply.

NEWPORT BEACH PUBLIC LIBRARY

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

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"A house without books is like a room without windows. Children learn to read by being in the presence of books. The love of knowledge comes with reading and grows upon it."

- Horace Mann

Friends Gift Shop

The City Attorney's Office is working with the Friends of the Library to draft a Memorandum of Understanding to document the mutually accepted expectations of our valued support group and the City. This document is important in that it will delineate the use of the retail space for the Friends Gift Shop.

Three NBPL staff members are now certified notaries with a fourth staff member scheduled to take the exam.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- **City Council Regular Meeting:**
Library Lecture Hall Concept Approval, CEQA Documents, and Funding Memorandum of Understanding
Tuesday, November 30
Council Chambers, Civic Center
5 p.m.
- **Holiday Open House**
Friday, December 5
Corona del Mar Library
11 a.m. to 4 p.m.
- **Board of Library Trustees meeting**
Monday, December 20
Small Conference Room, Central Library
5 p.m.

DEBBIE WALKER, YOUTH AND BRANCH SERVICES COORDINATOR

Branches

All locations continued outdoor storytimes through the month of October. On Saturday, October 2, CdM staff presented a Firefighter Storytime to kick off Fire Safety Week. Two firefighters from neighboring Station No. 5 read books and participated in rhymes and songs. Afterward, attendees were invited to visit the station where they learned about fire safety, tried on uniforms, and got to climb in a firetruck.

Mariners was the site for the October Board of Library Trustees Meeting. Branch Librarian Andy Kachaturian presented the annual Mariners Branch Library report and trustees had the opportunity to meet several members of the Mariners staff. I also presented the annual Youth Services staff report at the same meeting. In personnel news, Donna Lamanno, a newly hired part-time Clerk began training at Mariners, filling at least one of the current staff vacancies.

Youth Services

The Beanstack “Back to School Bingo” reading challenge ended mid-month with almost 80 participants. There were several prize winners including the grand prize recipient who won a Kindle eReader. The ever popular In-n-Out Cover to Cover program also began on Saturday, October 2 and will end on November 13. All branches are participating. On Saturday, October 30 all locations hosted their own versions of a “Halloween Extravaganza.” Take home craft kits were provided with a variety of fun and spooky crafts. Central gave out over 200 kits and the other locations gave out several as well. Costumes were encouraged and a photo backdrop was provided at each location. All branches also offered sweet treats for trick-or-treating.

Teen Services

At the monthly YAAC meeting, in addition to regular business, attendees made a variety of paper jack-o-lanterns to decorate the green wall in the Children’s room to serve as a photo backdrop for the Halloween Extravaganza. “How to Find the Right College for You” and “How to Write a College Essay” were two very successful in-person programs co-hosted with Collegewise during the month. Part-time Library Assistant Emily Halphide has been assisting Danielle with programming and has been a real asset.

Facilities

Both CdM and Mariners had HVAC work done in October with Western Allied performing their annual maintenance check at Mariners. Public Works staff also met with Andy and Recreation staff at Mariners to discuss the exterior lighting project which will begin soon. The biggest facility news though took place at Central where the Public Works-supported CIP project, to retrofit eight interior and exterior doors at the Library with new door hardware and key card readers, was finally completed. In addition to Public Works and RD Systems, Inc. (who performed the work), a huge thanks goes out to HR and IT who not only made sure that all Central staff members and volunteers had badges, but that they were programmed to assure keyless access. The response of staff to the system has been overwhelmingly positive.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staff Vacancies

P/T Library Clerk Megan Emery began training at the Central Library this month. We await background and fitness check results for two additional candidates.

We continue to work with HR to fill several Library Page vacancies. Second round department interviews took place mid-October. We are checking references for six candidates as a result of these second-round interviews.

Library Budget

I met with Finance mid-month to discuss Q1 (first quarter) expenditures and revenues. The Library remains on track with spending.

Finance hosted a training workshop to review various financial reporting tools available to department budget staff. Similarly, Sander Huang, the City's Purchasing and Contracts Administrator, held a meeting to review RFP and Contract processes. I attended both Finance meetings.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Programming

On October 17, the library featured Syrinx Reed Quintet as part of our Sunday Musicale Concert Series. They received a standing ovation, which led to an encore. Many patrons expressed thanks for bringing back live music. There were 116 in attendance, and it was filmed by NBTv.

Training

Adult Services Coordinator Rebecca Lightfoot, Marketing Specialist Maria Nicklin, Librarian II Nadia Dallstream, and Librarian I Alex Jenkins attended a webinar on Promoting Your Collection, offered by Library Works. Adult Services Coordinator Rebecca Lightfoot also attended webinars on eBooks Collections through Gale and a streaming video service through Bibliotheca.

Proquest Articles Retrieved 2021-2022

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	758	1023	1108	1036									981
Newspapers--Current	762	759	1060	867									862
Newspapers--Historical	3015	2169	1776	1915									2219
Magazines	17	36	53	2905									753

Database FY Comparisons	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	YTD 21/22
Tracked by #searches													
A to Z Databases	1456	1224	2805	1906									7391
Ancestry	459	114	185	288									1046
AskART	63	55	15	13									146
Brainfuse JobNow/VetNow	21	90	348	149									608
Britannica School Edition	22	14	93	64									193
Facts on File Ancient History	0	33	65	1									99
Gale Archives Unbound	219	1534	7687	3942									13382
Gale Directory Library	7	14	14	21									56
Gale in Context: Biography	6	0	39	19									64
Gale in Context: Elementary	2	0	3	4									9
Gale in Context: Opposing View	11	18	10	36									75
Gale Literature Resource Center	12	5	20	8									45
Gale Virtual Reference Library	23	66	151	44									284
HeritageQuest	1602	1895	935	1879									6311
Legal Information Ref Center	12	34	18	48									112
National Geographic	114	36	38	18									206
National Geographic Kids	57	20	21	10									108
NewsBank (OC Register)	1060	1146	1188	1120									4514
NoveList Plus	79	64	195	49									387
NoveList K-8 Plus	24	28	46	27									125
ProQuest	1858	2459	3029	5780									13126
Proquest eLibrary	1	12	24	12									49
Reference USA Business	539	486	360	216									1601
Reference USA Residential	96	55	433	37									621
SIRS Discover	0	0	10	11									21
SIRS Issues Researcher	413	185	501	3188									4287
World Book Online	7	22	25	67									121
Tracked by #page views													
Artist Works	14	23	11	13									61
Consumer Reports	2054	2291	1714	1772									7831
CultureGrams	0	21	171	1974									2166
Morningstar	5070	5727	5600	5902									22299
RealQuest	36	12581	8192	27									20836
Tumblebooks	19	7	27	14									67
Value Line	14720	12441	14510	16072									57743
Tracked by courses													
Udemy	2316	1523	1266	2097									7202
Tracked by Hours Used													
ABC Mouse	26.25	39.43	33.65	25.15									124.5
Rosetta Stone	67.32	68.5	58.87	63.05									257.7

Notes:

NBPL Website Usage 2021-2022

Metric	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	40325	40067	40500	39931									40206	160823
New Users	35072	34955	35426	35046									35125	140499
Sessions	73733	73195	72935	72310									73043	292173
Pageviews	249347	242176	244237	248891									246163	984651
Sessions Per User	1.83	1.83	1.80	1.81									1.82	--
Pages Per Session	3.38	3.31	3.35	3.44									3.37	--
Avg. Session Dur. (min)	2.68	2.70	2.62	2.70									2.68	--
Bounce Rate (%)	54.90	55.57	56.18	56.28									55.73	--

Cassie Wireless (Spot) Total Number of Sessions 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	225	256	224	241									237	946
CdM	121	191	102	163									144	577
Mariners	933	1229	1262	1040									1116	4464
Central	12055	11896	11283	11617									11713	46851
Total	13334	13572	12871	13061									13210	52838

Cassie Wireless (Spot) Total Length of Sessions (min) 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	18534	27214	21891	25375									23254	93014
CdM	9508	17717	9806	14939									12993	51970
Mariners	100962	142648	139271	114620									124375	497501
Central	1711361	1626605	1511287	1581285									1607635	6430538
Total	1840365	1814184	1682255	1736219									1768256	7073023

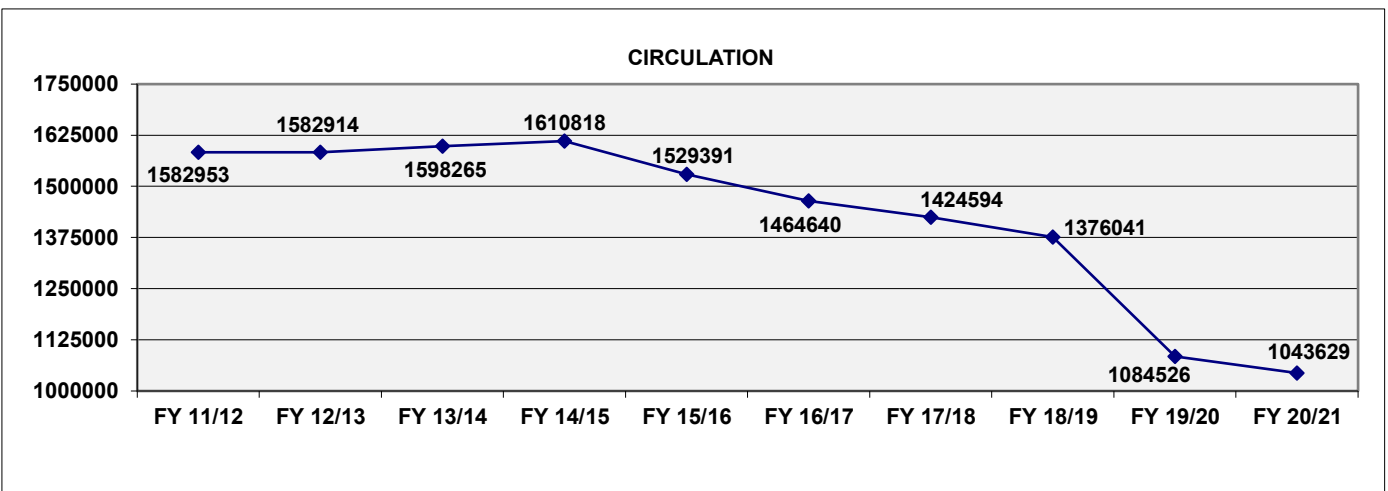
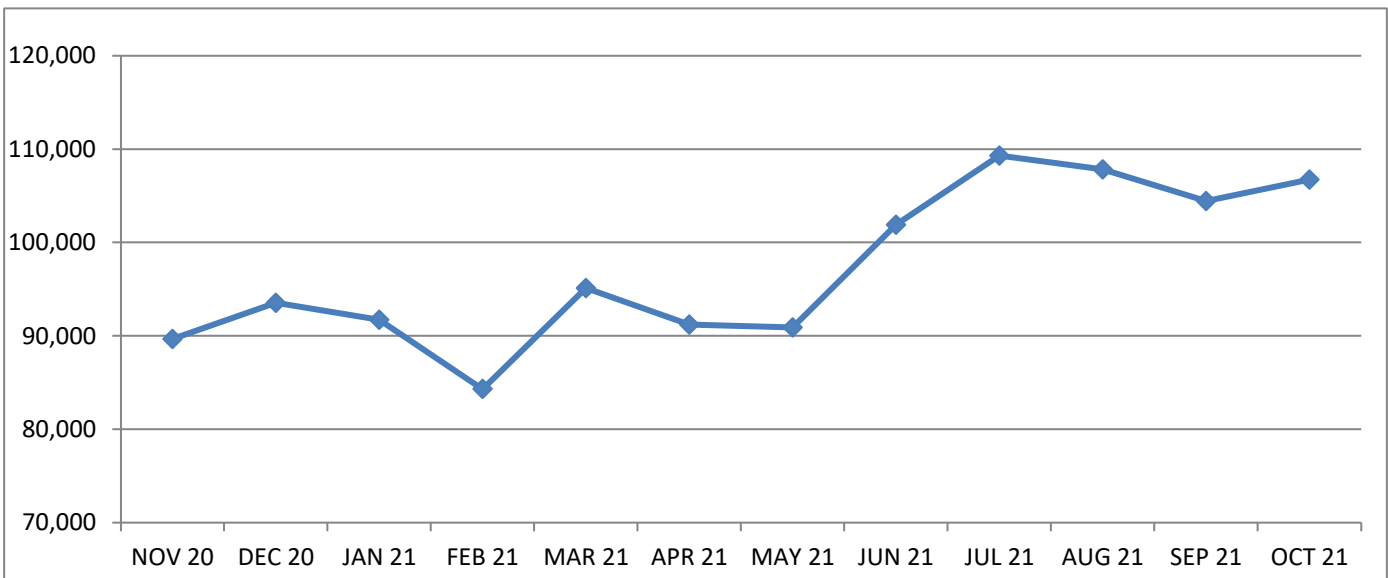
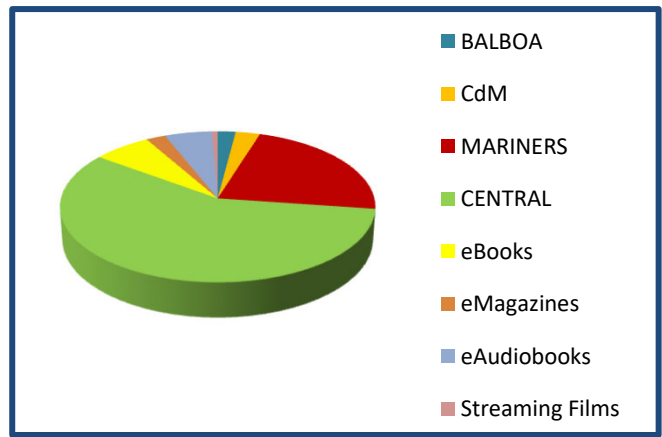
Cassie Wireless (Spot) Average Length Per Session (min) 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	82.37	106.30	97.73	105.29									98.32	--
CdM	78.58	92.76	96.14	91.65									90.07	--
Mariners	108.21	116.07	110.36	110.21									111.45	--
Central	141.96	136.74	133.94	136.12									137.26	--
Total	138.02	133.67	130.70	132.93									133.86	--

NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2021

CIRCULATION

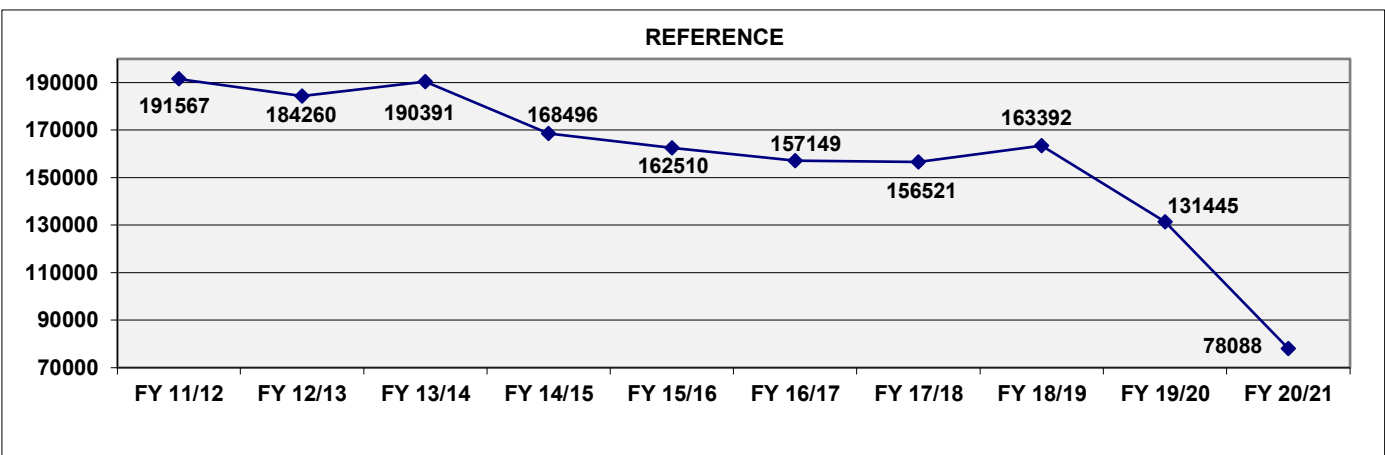
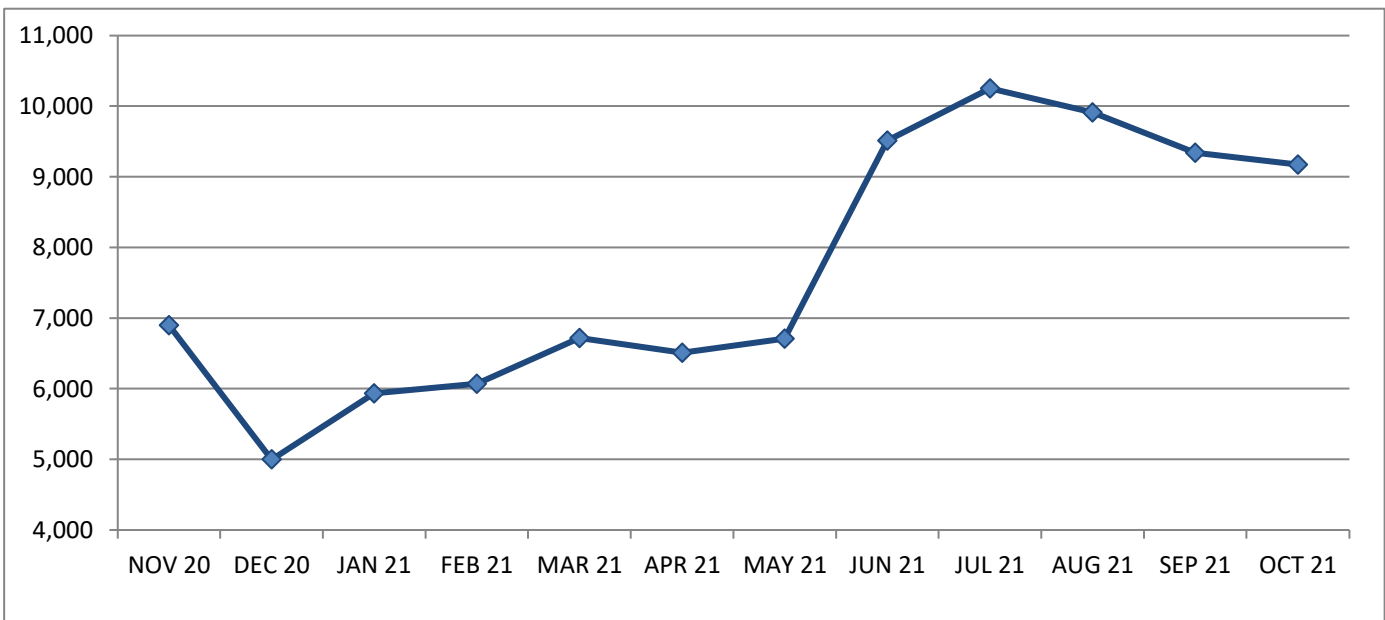
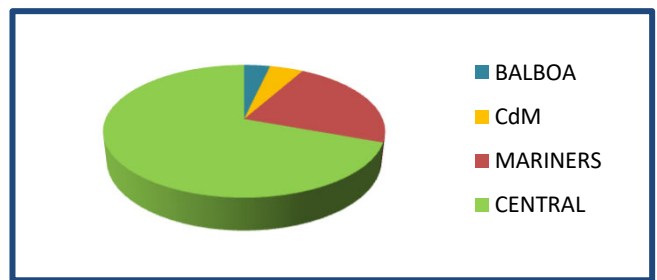
	OCT 21	YTD 21/22	YTD 20/21
BALBOA	2,192	9,540	11,563
CdM	2,966	11,951	10,187
MARINERS	23,883	91,774	54,383
CENTRAL	61,721	248,369	151,798
eBooks	7,103	31,952	31,636
eMagazines	2,387	8,602	22,878
eAudiobooks	5,756	23,302	19,618
Streaming Films	711	2,807	3,194
TOTAL	106,719	428,297	305,257



NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2021

REFERENCE

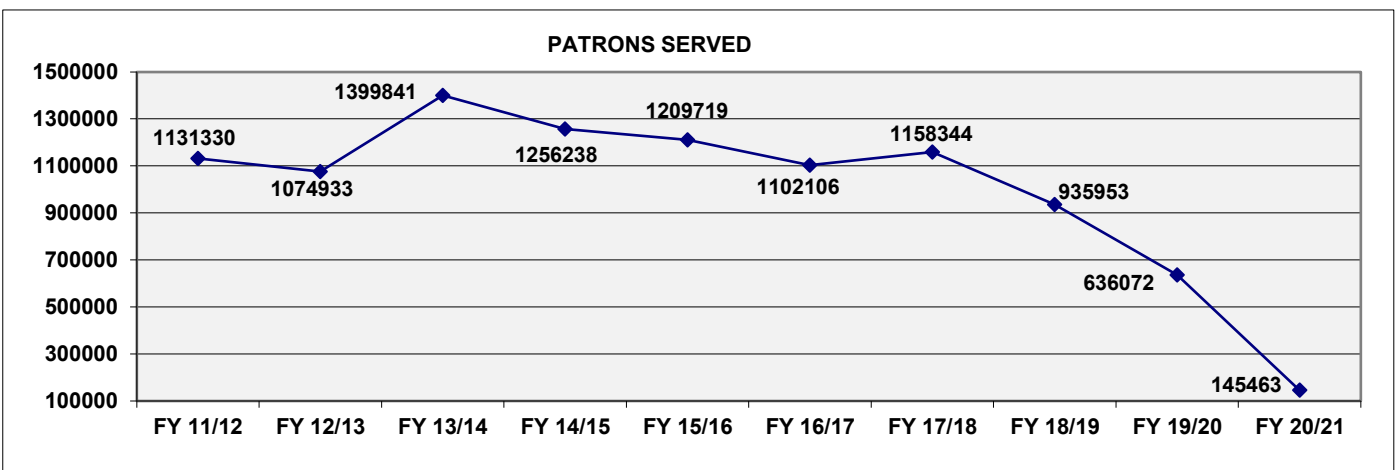
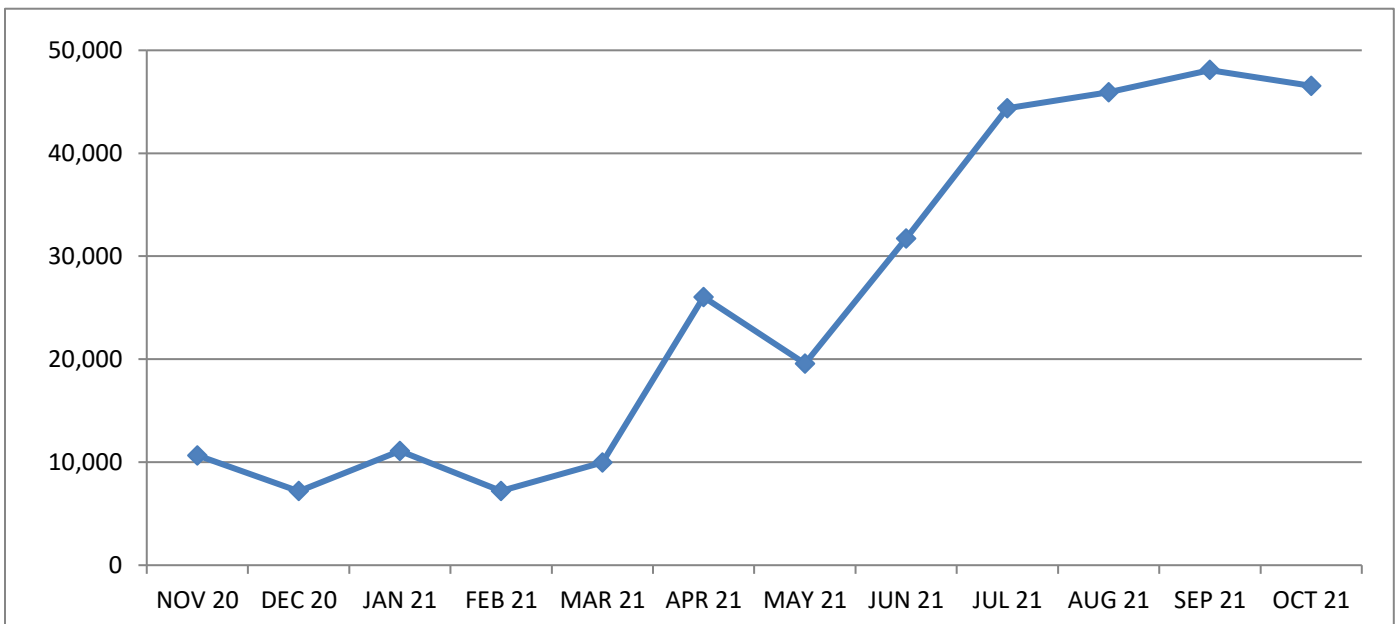
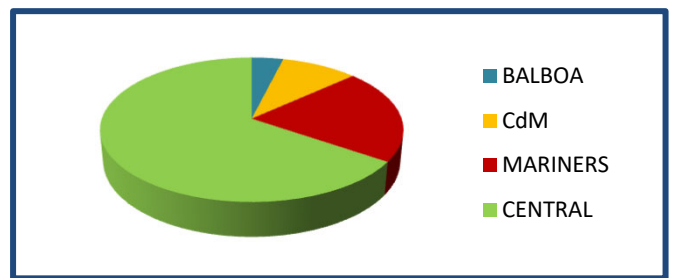
	OCT 21	YTD 21/22	YTD 20/21
BALBOA	326	1,343	1,320
CdM	423	1,808	1,264
MARINERS	2,058	7,785	7,124
CENTRAL	6,367	27,737	15,031
TOTAL	9,174	38,673	24,739



NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2021

PATRONS SERVED

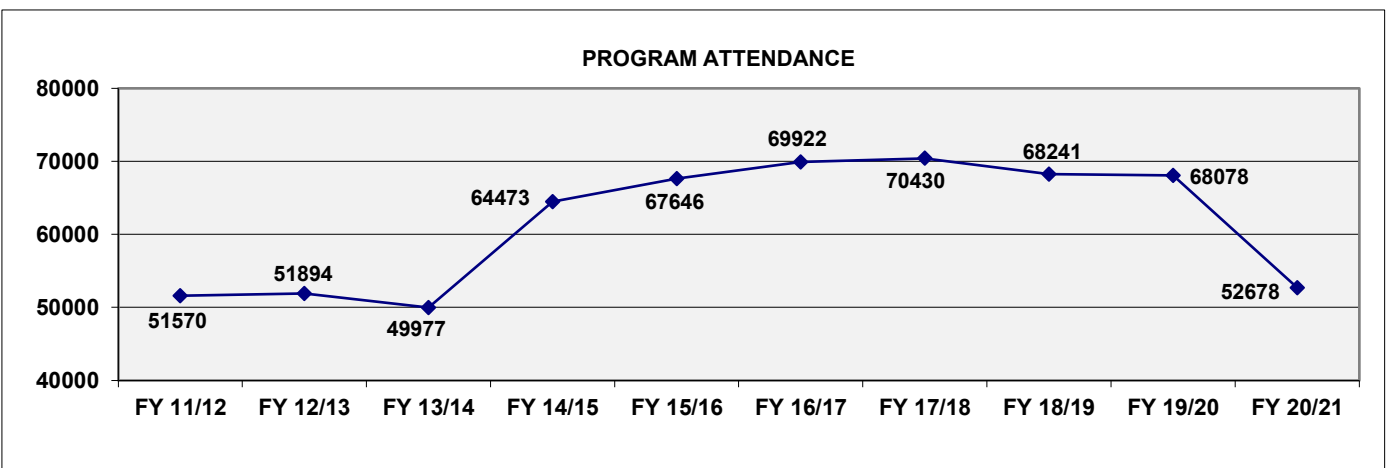
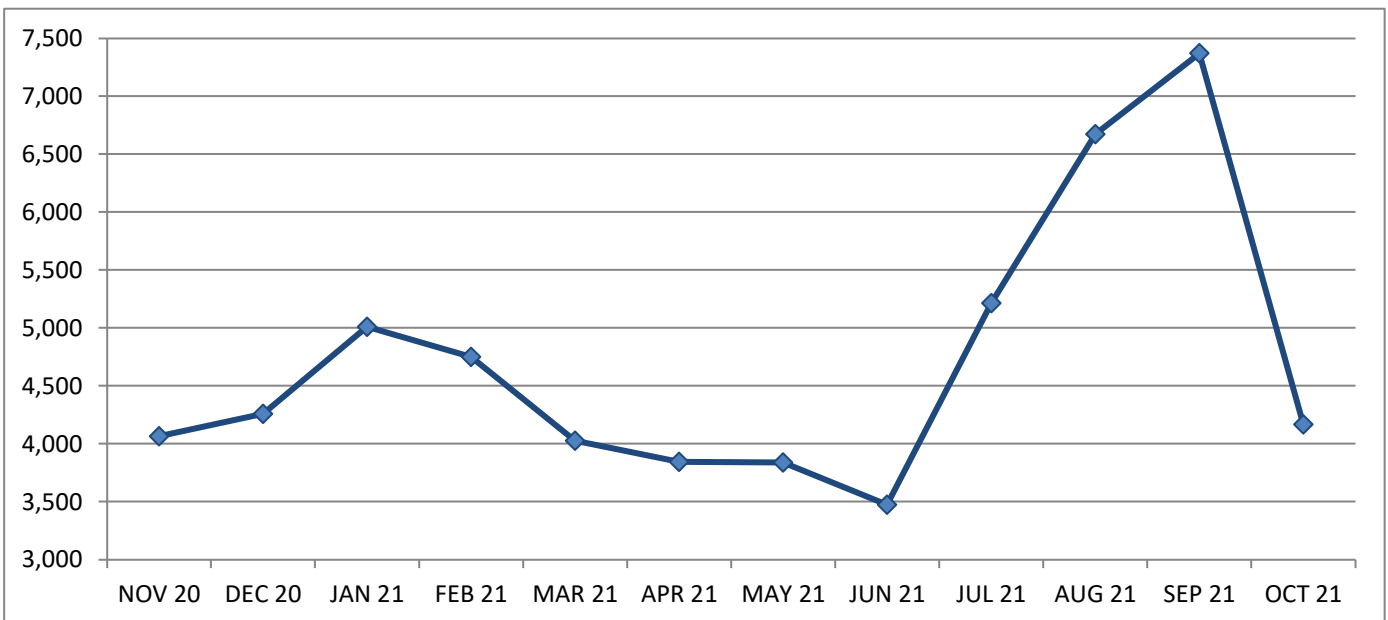
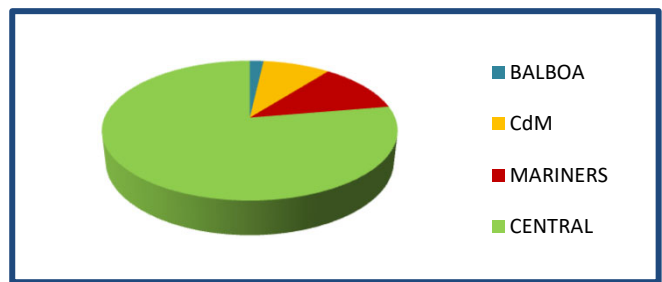
	OCT 21	YTD 21/22	YTD 20/21
BALBOA	1,814	8,123	1,174
CdM	4,402	13,886	1,358
MARINERS	9,832	40,565	7,443
CENTRAL	30,503	122,368	12,017
TOTAL	46,551	184,942	21,992



NEWPORT BEACH PUBLIC LIBRARY - OCTOBER 2021

PROGRAM ATTENDANCE

	OCT 21	YTD 21/22	YTD 20/21
BALBOA	75	317	114
CdM	367	899	148
MARINERS	488	2,105	469
CENTRAL	3,236	20,101	18,685
TOTAL	4,166	23,422	19,416



LIBRARY EXPENDITURES

(November 1, 2021)

FY 2021-22

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I SALARY & BENEFITS					
SALARY FULL-TIME REGULAR	2,954,186	2,805,398	855,881	210,302	1,949,517
SALARY PART-TIME	1,162,634	1,166,634	247,529	63,977	919,105
BENEFITS	2,143,211	2,248,096	670,220	81,890	1,577,876
SALARY & BENEFITS TOTAL	6,260,031	6,220,128	1,773,630	356,169	4,446,498
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	164,393	198,621	65,947	22,428	132,674
UTILITIES	284,373	284,373	110,172	4,246	174,201
PROGRAMMING	5,500	4,500	529	50	3,971
SUPPLIES**	81,970	66,507	20,641	4,742	45,866
LIBRARY MATERIALS	619,740	620,240	279,209	30,976	341,031
FACILITIES MAINTENANCE	184,686	181,764	47,319	18,448	134,445
TRAINING AND TRAVEL	10,681	9,581	398	198	9,183
GENERAL OPERATING EXPENSES***	24,202	23,694	5,695	1,975	17,999
PERIPHERALS & SOFTWARE	5,000	27,891	795	0	27,096
INTERNAL SERVICE FUNDS	1,758,054	1,758,671	586,224	0	1,172,447
OFFICE EQUIPMENT	2,000	2,000	1,514	1,514	486
MAINT & OPERATION TOTAL	3,140,599	3,177,842	1,118,443	84,578	2,059,399
LIBRARY BUDGET TOTAL	9,400,630	9,397,970	2,892,073	440,747	6,505,897

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Lecture Hall Update		Ongoing
Ongoing	Balboa Branch Replacement Update		Ongoing
Ongoing	COVID-19 Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
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
Apr 19, 2021	Annual Budget - Approval		Apr 18, 2022
Apr 19, 2021	Library Material Selection		Apr 18, 2022
May 24, 2021	Media Lab Update		May 16, 2022
May 24, 2021	Marketing Update & Social Networking Update		May 16, 2022
Jun 21, 2021	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June)		Jun 20, 2022
Jun 21, 2021	Branch Update - CDM		Jun 20, 2022
Jul 19, 2021	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 18, 2022
Jul 19, 2021	Proposed Library Closures for Winter Holidays 2021		Jul 18, 2022
Aug 23, 2021	Information Technology Update		Aug 15, 2022
Aug 23, 2021	Adult and Reference Services Update		Aug 15, 2022
Sep 20, 2021	Literacy Program Update		Sep 19, 2022
Oct 18, 2021	Branch Update - Mariners		Oct 17, 2022
Oct 18, 2021	Youth Services Update		Oct 17, 2022
LAST REVIEWED	POLICY REVIEW		
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
Jan 19, 2021	NBPL 5	Newport Beach Public Library Internet Use Policy	Jan 17, 2023
Jan 19, 2021	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 17, 2023
Feb 16, 2021	NBPL 8	Display and Distribution of Materials Policy	Feb 21, 2023
Mar 15, 2021	NBPL 1	Library Use Policy	Mar 21, 2023
Apr 19, 2021	NBPL 13	Study Room Policy	Apr 17, 2023
Jun 21, 2021	NBPL 4	Children in the Library Policy	Jun 19, 2023
Aug 23, 2021	NBPL 14	Friends Meeting Room	Aug 21, 2023

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Review and Adoption of the Library Lecture Hall Policy (NBPL 15)

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review, approve, and adopt Library Policy NBPL 15, *Library Lecture Hall*.

DISCUSSION:

Library Policy NBPL 15, *Library Lecture Hall*, establishes procedures for processing and approving or disapproving requests from private persons, groups, or organizations for permission to use the proposed Library Lecture Hall. The policy states priorities for the use of the Lecture Hall to ensure its availability to Library support groups, the City and its officers, and employees, and to resolve any conflict related to requests for use by others. It provides standards and criteria for the use of the Library Lecture Hall. The policy delineates standard conditions for use of the facility. Procedures for reserving the room have also been established.

Pending approval, the Board of Library Trustees will next review the policy in November of 2023.

NOTICING:

This agenda item has been noticed according to the Brown Act (24 hours in advance of the special meeting at which the Board of Library Trustees considers the item).

ATTACHMENT A – *Library Lecture Hall* policy (NBPL 15)

The Library Lecture Hall

Background

The auditorium at the Newport Beach Central Library is known as the Library Lecture Hall (“LLH”).

The Library Board of Trustees and the Library Services Department administer the Library and the LLH. The LLH is an important source of meeting space for Library, Library-related, Library-affiliated, City of Newport Beach (“City”) and outside lectures, programs, and activities. It is not unusual for Library and City officers and employees to have a need to use the LLH for Library and City business on short notice. Moreover, use of the LLH takes Library staff away from their normal duties and, if uncontrolled, can interfere with the public’s use and enjoyment of the Library.

Applicability

This Policy shall not apply to First Priority and Second Priority uses (as defined below) of the LLH as provided below, although the users of such Priorities are required to complete in advance an Application For Use form for such uses. So long as they complete and file in advance the Application For Use form, such users shall be entitled to use the LLH with the permission of and subject to confirming availability with the Library Services Director. Moreover, it shall be permissible for such users to place an advance hold on recurring regularly scheduled dates of use by such users, e.g., the first Thursday morning of each month at 7:30 AM.

Purpose

The purpose of this Policy is to establish:

- A. Procedures for processing and approving or disapproving requests from applicable groups or organizations for permission to use the LLH;
- B. Priorities as set forth below for the use of the LLH and to resolve any conflict related to requests for use; and
- C. Standards and criteria for the use of the LLH to insure there is no significant impact on the workload of staff.

Priorities of Use

The mission of the Library is to be the cultural, educational, and informational heart of Newport Beach (the “Library Mission”). Subject to the Library Mission, to this Policy, and to all related terms and conditions, the LLH is available for use as provided herein. The fact that a group or organization is granted permission to use the LLH in no way constitutes endorsement of the policies or beliefs of that organization by the Library or the City. Even following an advance reservation pursuant to a completed Application For Use, NBPL has a right to preempt any event for a Library or Library-related event; in such rare instances, Library will use its reasonable efforts to assist the group in reserving another date for use of the LLH. The numerical listing below a particular Priority (e.g.,

First Priority) shall indicate the preference or priority within the stated Priority, e.g., First Priority A.1. shall have preference over First Priority A.2.

A. FIRST PRIORITY

1. The Newport Beach Public Library Foundation (the "Foundation") and, thereafter, other NBPL support groups including but not limited to The Friends of the Library and Project Adult Literacy.
2. Any official Library sponsored, co-sponsored, and/or conducted programs and activities that are directly related to the Library Mission and the Library's functions and purposes.

B. SECOND PRIORITY

1. Any meeting or activity of (i) the Newport Beach Chamber of Commerce, (ii) the Corona Del Mar Chamber of Commerce, (iii) Speak Up Newport, or (iv) any other local non-profit organization or entity which organization or entity is based in or around the City and whose meeting or activity is primarily and substantively designed to educate and inform the local community on current issues. With respect to subsection (iv), the Director shall have the discretion to determine whether an organization or entity meets the qualifications set forth in subsection (iv) and whether a meeting or activity meets the qualifications set forth in subsection (iv).
2. Any meeting or activity by local non-profit organizations or entities which organizations or entities are based in or around the City. The Director shall determine whether an organization or entity qualifies as a local non-profit organization or entity for purposes of Second Priority status.

C. THIRD PRIORITY

Use of the LLH may be granted by the Library Services Director to those persons, organizations, or entities listed below on a first come, first serve basis:

1. Sponsored educational or informational programs and activities of state or local public agencies such as local public schools or public districts.
2. Recreational, social, or civic organizations and/or groups that are promoted and sponsored by City residents or City non-profit organizations that are open to the public and have fifty percent (50%) or more of their memberships held by Newport Beach residents.
3. Recreational, social, or civic organizations and/or groups that are non-resident and are promoted and sponsored by non-profit organizations that are open to the public but do not qualify under C.2. above.
4. Schools, colleges, hospitals, or other similar groups not qualifying under the definition of non-profit. Non-profit status is defined as an organization that is so defined by the Internal Revenue Code Section 501(c) and has a State of California Tax Identification Number.

D. FOURTH PRIORITY

All other outside organizations, municipal agencies, individuals, and groups have Fourth Priority on all dates, and may reserve events on a first come, first serve basis under the terms, provisions, and documents required hereunder. All Fourth Priority users shall enter into an Agreement Regarding Use Of Library Lecture Hall For Outside Events ("Outside Events Contract") in form and content as the Director may specify from time to time, which Outside Events Contract shall include the Rules and Regulations (First Addendum to Outside Events Contract) in form and content as the Director may specify from time to time.

Procedure

All persons, groups or entities seeking permission to use the LLH ("applicant") shall submit an Application For Use on the form provided by the Department. The applicant shall provide all information requested in the application and such additional information as may be required by the Library Services Director to enable the Director to determine if use by the applicant will comply with this Policy. Applications shall not be considered complete unless accompanied by required fees, proof of insurance, and any additional requested information to the extent applicable. No person, group or entity shall be entitled to use of the LLH unless their application has been approved by the Library Services Director or the Director's designee. If an applicant fails to comply with the standard conditions of use or any special conditions imposed by the Director, no additional application by that applicant shall be considered for a one-year period following such failure.

Standard Conditions of Use Applicable to Third Priority and Fourth Priority Users

These standard conditions of use shall be and are applicable to Third Priority and Fourth Priority users only; with the exception of standard conditions B, D, and F, the standard conditions are not applicable to First Priority and Second Priority users; provided, however, other than in the case of the Foundation, the Director shall have the discretion to impose one or more such other standard conditions on First Priority and Second Priority users. An Application For Use of the LLH may be approved subject to the Third Priority User's and the Fourth Priority User's compliance with the following standard conditions of use and other conditions of use as may be imposed by the Library Services Director:

- A. The use of alcoholic beverages is prohibited unless expressly approved in writing by the Library Services Director and subject to the approval of the Alcoholic Beverage Control Board.
- B. Smoking, vaping of any kind, and other use of tobacco or similar products is prohibited in the LLH and the entire Library campus, including restrooms and all common areas.
- C. At least one (1) adult shall be present in the LLH when minors are in attendance.
- D. No person shall interfere with the normal use and activities of the Library by way of noise, disturbance, or other activity.
- E. Meetings or activities conducted in the LLH may not be advertised or promoted as City or Library sponsored activities unless approved in advance by the Library Services Director. All materials used for advertising or announcing a meeting or activity to be conducted in the LLH shall be submitted to the Library Services Director at least ten (10) days prior to the use for the sole purpose of determining if the materials comply with this condition. The Library Services Director shall notify the permittee of the Director's determination that the materials comply or do not comply with the condition within three business days after submittal.
- F. Events or activities in the LLH shall not exceed [274? Actual Number Of Fixed Seats And Possible Additional Mobile/Temp Chairs At Rear To Be Determined By Architectural Plan/NBFD Requirements And Approved by Library Services Director] persons unless approved in advance by the Library Services Director.

- G. Use of the LLH is limited from 9 a.m. to 9 p.m. Monday through Thursday, 9 a.m. to 6 p.m. Friday through Saturday, and 12 p.m. to 5 p.m. on Sundays, unless expressly approved in writing in advance by the Library Services Director.
- H. The provision of insurance should be general liability, naming the Library and City and their officers, agents, officials, employees, and volunteers as additional insureds, providing coverage in the amount of not less than \$1,000,000 for any claim, loss, injury, damage, or other casualty that is in any way related to the use and/or occupancy of the LLH by the permittee authorized to use the LLH pursuant to this Policy.
- I. The permittee agrees to defend, indemnify, and hold harmless the Library and the City and their officers and employees with respect to any claim, loss, or injury that arises out of, or is in any way related to permittee's use and occupancy of the LLH.
- J. Applications for reservations may be made no more than 90 days in advance and not more than once every 90 days.

Fees, Deposits and Cancellation Procedures

Fees may be charged for the use of the LLH. Fees shall be established by Resolution of and periodically adjusted by the Board of Library Trustees subject to approval of the City Council. Fees shall include an amount necessary to defray the costs associated with the administration of this Policy and the maintenance and repair associated with the use of the LLH. Notwithstanding anything to the contrary herein, the Director may impose fees and other charges on the First Priority Users and the Second Priority Users; provided, however, in the case of the Foundation, such fees and other charges shall be agreed upon in advance in writing by the Director and the Foundation.

Use Subject to Recorded Declaration of Special Land Use Restrictions

Use of the LLH shall at all times be subject to that certain Declaration of Special Land Use Restrictions, Right of First Refusal, Mortgage Lien and Option to Repurchase recorded May 8, 1992 as Instrument No. 92-304757 in the Official Records of Orange County, California, as modified by that certain amendment recorded November 24, 2010 as Instrument No. 2010-634195 and as further amended by that certain amendment (the "Second Amendment") recorded December 5, 2019 as Instrument No. 2019000509265 (all such recorded documents are referred to collectively as the "Declaration"). The Second Amendment (which as indicated is a part of the Declaration) specifically provides as follows:

1.2 Use of the Lecture Hall

Declarant expressly agrees that the use of the Lecture Hall by Grantee [City of Newport Beach, a California municipal corporation] to conduct library, cultural, training, educational, informational, entertainment, civic and community focused programming as well as for programming of library support groups, such as the Friends of Newport Beach Public Library and the Newport Beach Public Library Foundation (collectively, the "Intended Use"), are uses commonly associated with public libraries, as described in Section 2.1(a) of the Declaration, and these uses do not compete with the retail and commercial facilities in the Center [Newport Center]. Grantee may from time to time allow, and charge reasonable fees for, such uses of the Lecture Hall, and such other uses of the Lecture Hall that Grantee determines in its reasonable discretion are complementary to the use of

the Land as a free, public library and will not interfere with the use of the Land by Grantee's library patrons and available parking for such library patrons; provided such other uses, in Declarant's reasonable discretion, do not materially compete with the retail and commercial facilities in and around the Center, and in no event shall the Lecture Hall be used as a commercial banquet hall or conference center.

1.3 Parking

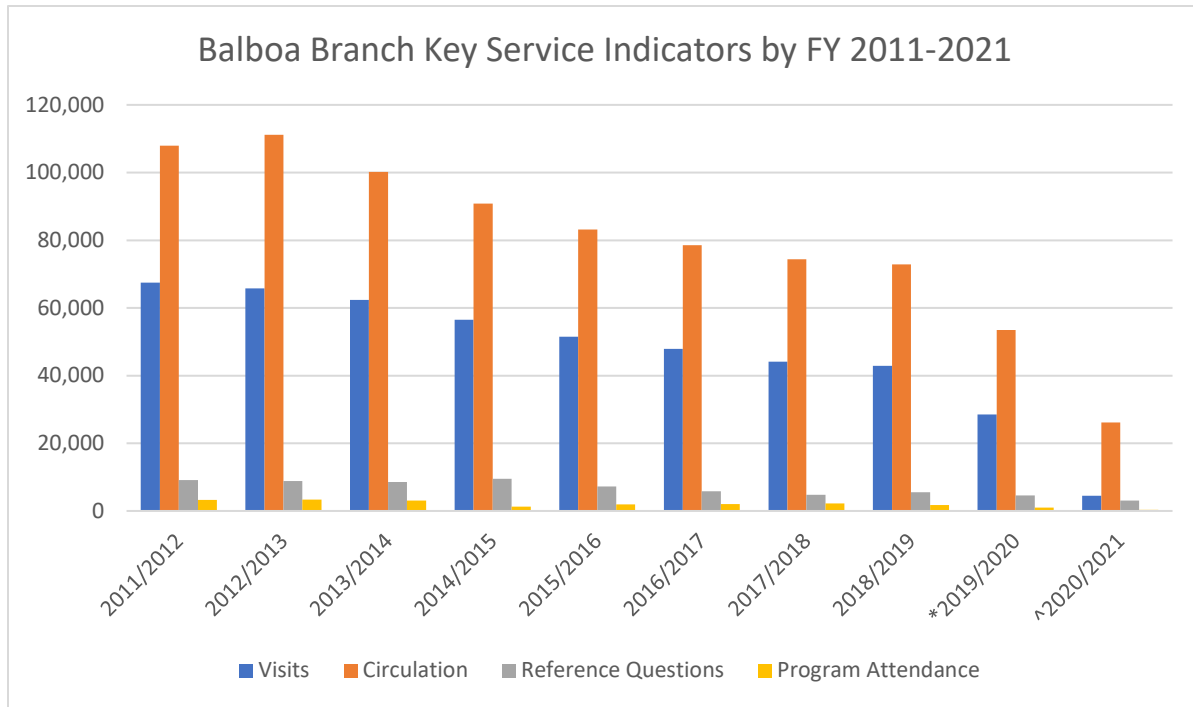
The number of parking spaces on the Land and available for public use is currently 172. Such number of parking spaces available for public use shall not be reduced without the prior written consent of Declarant as described in Section 2.2(a) of the Declaration.

Adopted by the Board of Library Trustees on November 15, 2021

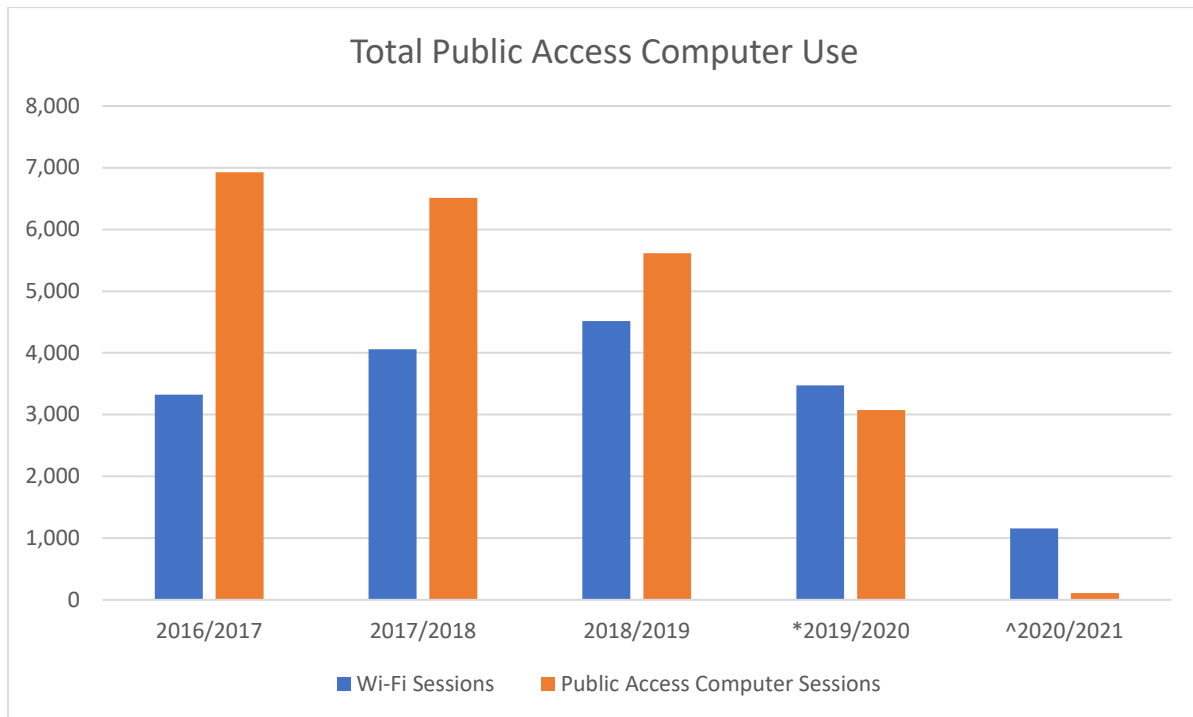
This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on November 15, 2021.

Balboa Branch Replacement Ad Hoc Subcommittee Report

Balboa Branch Library Key Service Indicators by FY from 2011-2021



Balboa Branch Library Total Public Access Computer and Wi-Fi Use by FY from 2016-2021

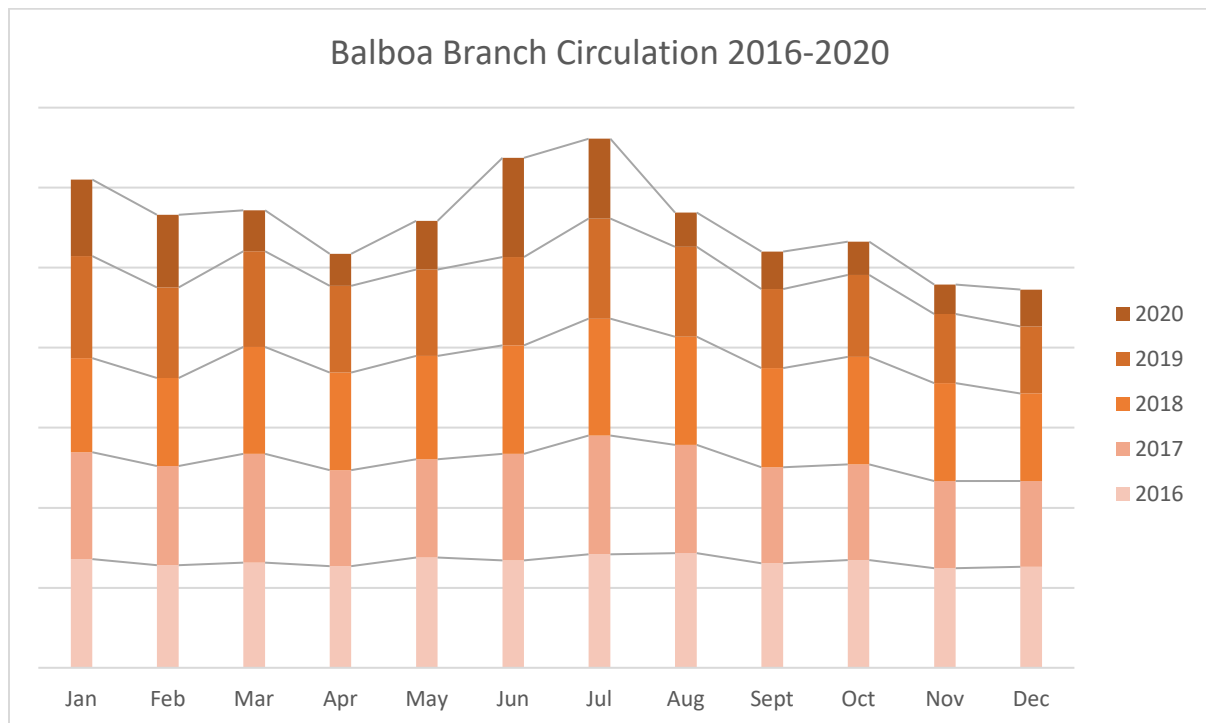
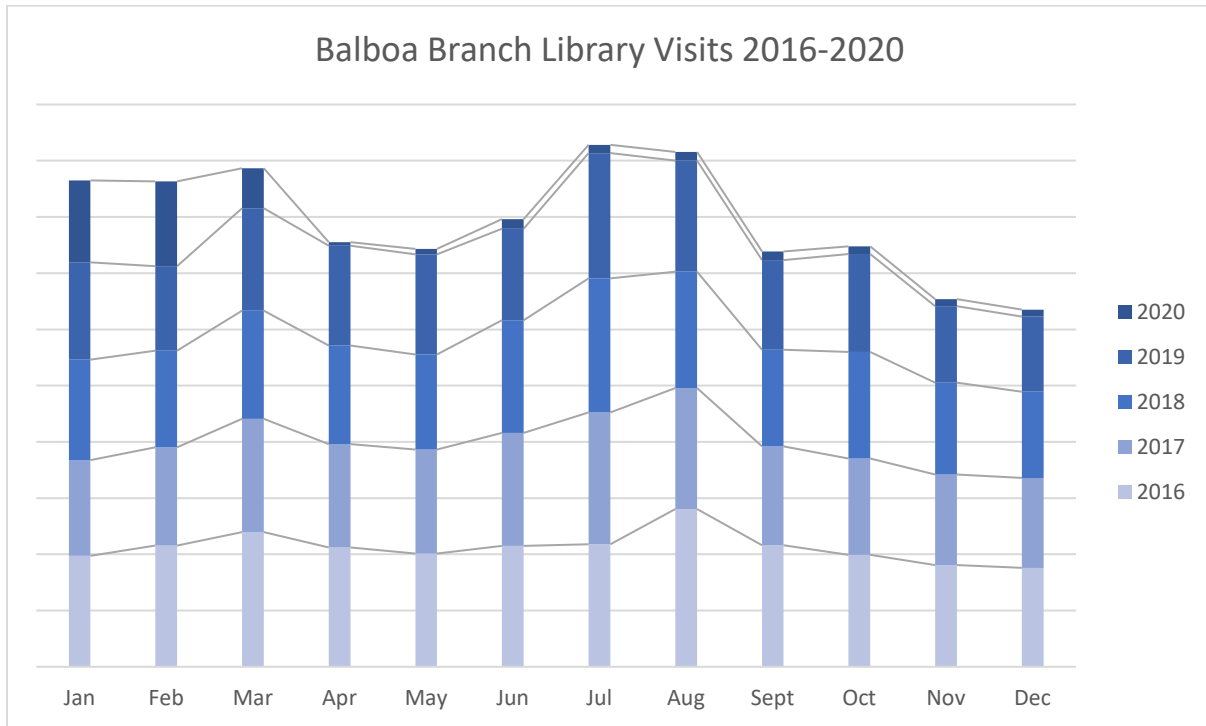


*COVID Closure March 16, 2020

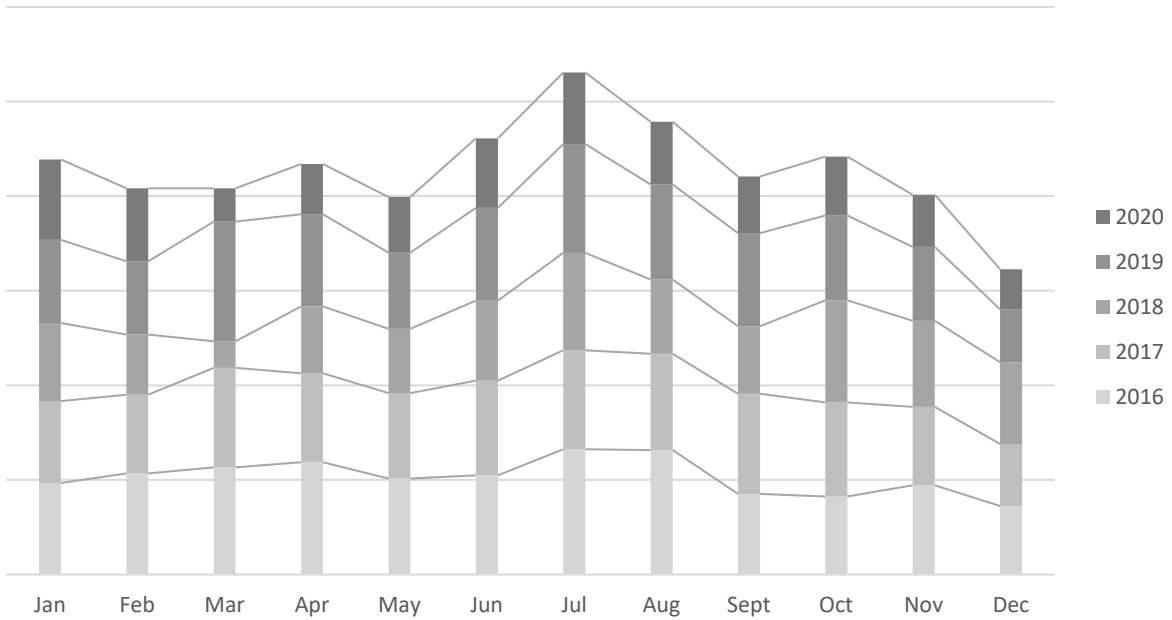
^Curbside Service April 2020 – June 2021

Balboa Branch Key Services Indicators by Month for Years 2016-2020

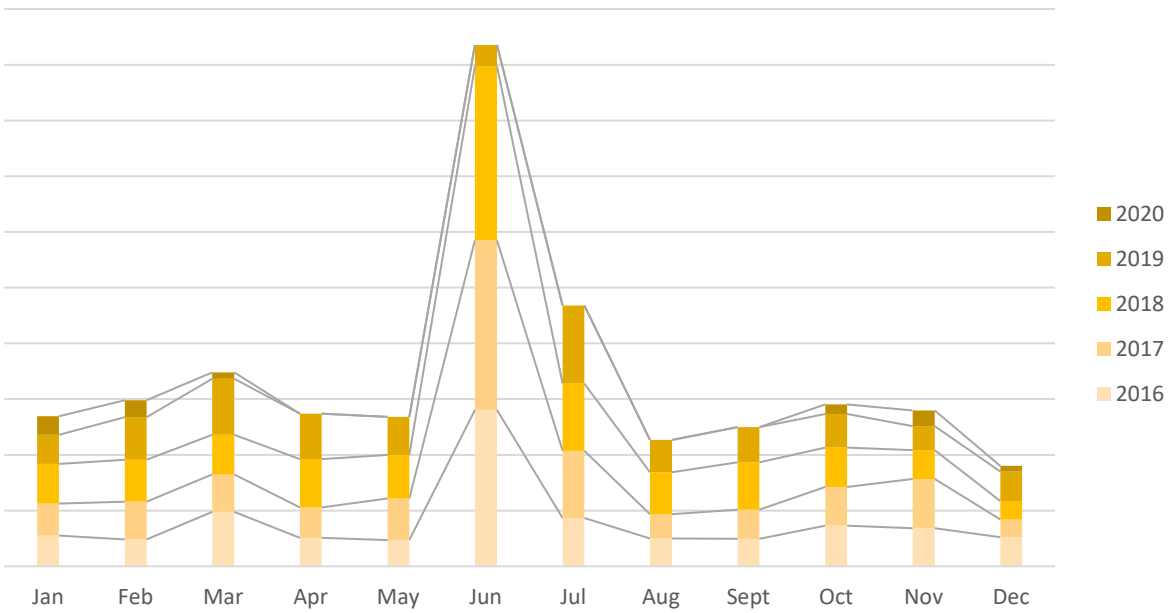
The following four graphs show year over year, service at Balboa Branch Library peaks during the summer months with a clear drop in service during the holiday months.



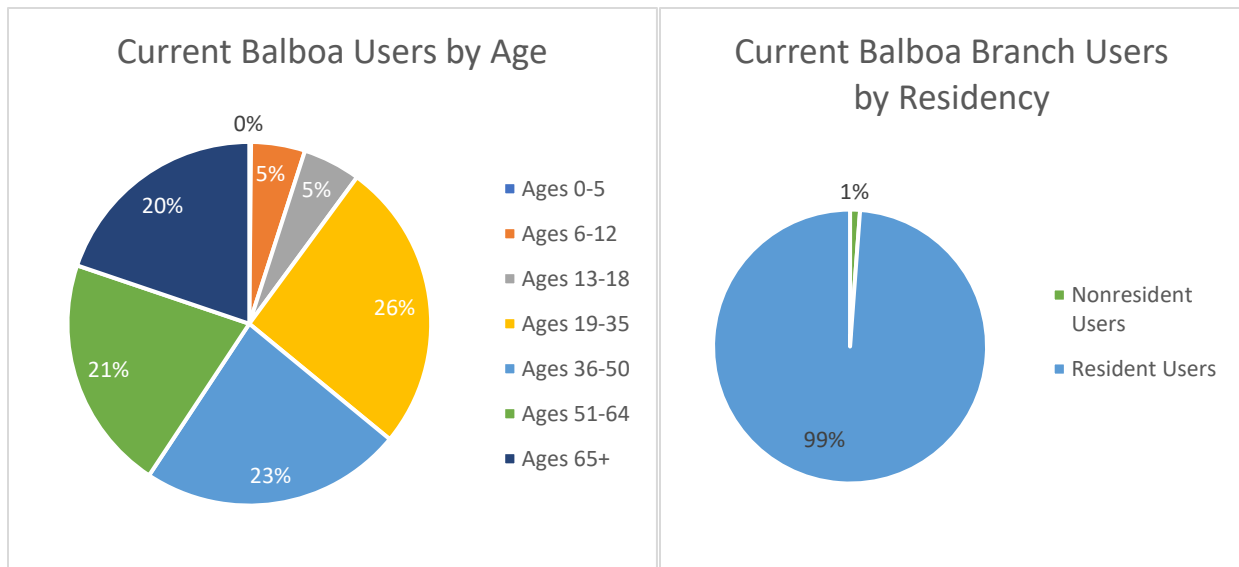
Balboa Branch Reference Questions 2016-2020



Balboa Branch Program Attendance 2016-2020



Current Total Users: 5,882



FY 2019/2020 State Report Statistics

Service Population: 5,368

Total Volumes: 31,459

Total Public Access Computers: 11

Total Reader Seats: 43

2020 Census District 1 Statistics

Total Population: 11,621

Balboa Branch Library
Current Services Overview and Current Facility Service Issues

This report will provide the Balboa Branch Replacement Ad Hoc Subcommittee an overview of current services and facility service issues, as observed by branch staff.

Current services overview

The branch provides reference, reader's advisory, library materials to checkout or use in-house, computers and printing, programming for children, and space.

Adult and Teen checkout of materials tends toward almost all recreational (fiction and nonfiction), with a much smaller amount of materials checked out for school or business, while Children's tends to be more of a combination of books for recreation, school assignments, and learning to read.

Movies are popular for all age groups. It seems to staff that DVDs and Blu-rays were more popular pre-pandemic; perhaps streaming has impacted that. Especially considering that the branch is the only place on the peninsula to rent DVDs and Blu-rays.

Computer use and printing are highly used services at the branch. Wireless printing is frequently requested as well, but there are technical issues with wireless printing and it does not always work. Currently the branch has six public desktops and two laptops. The laptops get very little use. WiFi is used by patrons with their own devices. The desktops do get a lot of use, and provide reliable printing. Six is a good number of desktops as they rarely are all in use at the same time.

Library space is most commonly used for reading, studying, working on projects, and device charging. The study tables and other seating are frequently in use. Periodicals see a lot of use, especially newspapers. There is a consistent group of newspaper readers at the branch every day.

Staff has received multiple requests for private study rooms, in particular from people working from home who want to talk on the phone while working, or from those who want space for studying or tutoring.

Sometimes people come in to the branch just to charge their devices. More often, power is required by people using their own devices to work or study, very often while using the library's WiFi.

Children and families come in for storytimes and special programs, study and tutoring space, books for school assignments, and reading for fun. It's typical that families with young children tend to come earlier in the day, and school-age children come to the library in the afternoon. Programs for children are always popular.

Restrooms are the most requested thing at the branch.

Current facility service issues

The current facility service issues mainly have to do with power, space, and the elements.

With users studying and charging devices at the branch, the amount of power outlets available can be insufficient. A few of the study tables are not near outlets, and people then have to use extension cords. Some of the outlets are two-prong, and then three-prong adapters must be used.

There are times when all the study tables fill up. Currently, with people working from home, along with the usual students and other library users, study space can be at a premium.

The branch is very susceptible to rust because of its location, so near the ocean and bay. Shelving, the outdoor book return, and miscellaneous office supplies are all rusted to various degrees. Looking ahead, rust-resistant shelving and outdoor book return would be ideal.

Multiple repairs have been done to the roof and ceiling. Books have been damaged and the public printer was unavailable for a couple days due to rain coming through. Staff believes this has been fixed, but visible signs of water damage remain.

The Balboa Branch has a unique floor plan due to additions to the building. Over time, library collections and customer needs have changed. Fixed shelving within that unique floor plan has made it difficult to adapt the materials collection to reflect demand and changing use patterns. For example, the demand for DVDs has grown throughout the years while the usage of print nonfiction has decreased and the current configurations have made rehousing these collections problematic. It would be recommended in a new facility that shelving and shelving units be as portable and changeable as possible to allow staff to find ways to keep the collection engaging and useful.

Despite the physical issues and problems that come with occupying such an aging facility, the branch is beloved in the neighborhood and valued as a community resource. Many of the branch's longtime patrons will share stories of the branch, and express fondness for it.

Please take a moment to answer this anonymous survey about the library. All questions are optional.

Section 1: Please check one answer for each of the following:

1. Do you have a library card?

Yes

No

☐
☐

2. On average, how often do you visit the Balboa Branch Library?

Daily

Weekly

Monthly

Less than
once a
month

Never

☐
☐
☐
☐
☐

3. How would you rate each of the following library services at the Balboa Branch?

Excellent

Good

Fair

Poor

Don't
know/Not
applicable

Customer service

☐
☐
☐
☐
☐

Collection (books, DVDs, music,
newspapers, etc.)

☐
☐
☐
☐
☐

Programs (classes, storytimes, etc.)

☐
☐
☐
☐
☐

Online services (website, catalog,
research databases, etc.)

☐
☐
☐
☐
☐

ILL (Inter-library loan)

☐
☐
☐
☐
☐

Library policies

☐
☐
☐
☐
☐

Computers and printers

☐
☐
☐
☐
☐

Internet access

☐
☐
☐
☐
☐

Facilities

☐
☐
☐
☐
☐

Hours of operation

☐
☐
☐
☐
☐

Overall, how would you rate the
library?

☐
☐
☐
☐
☐

4. How important is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing materials (books, DVDs, music, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference (research assistance from librarians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs (classes, storytimes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers and printers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help using computers, printers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study rooms/reading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ILL (Inter-library loan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photocopier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers and magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how important is the library to you and your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: We value your opinions. Please answer the following questions:

5. What do you value most about the Balboa Branch Library?

6. How could the Balboa Branch Library or its services be improved, if at all?

7. How does the Balboa Branch Library benefit you or the community?

Thank you for your time! If you have questions about this survey or about the library, please contact us at _____@newportbeachca.gov.

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: COVID-19 Update

DISCUSSION:

Newport Beach Public Library continues to follow Orange County guidance for in-person services, and guidance published by the State of California for the retail sector. Unvaccinated members of the public and unvaccinated employees are still required to wear masks inside City facilities. Many vaccinated staff members have opted to continue to wear face coverings. The Orange County Health Care Agency recommends that, regardless of an individual's vaccination status, to wear a mask if indoors, around someone at risk, or with people whose vaccination status is unknown.

Because of cooler and damper weather, staff will resume indoor story times on November 15. Masks will be required for children over the age of 2, unvaccinated adults, and recommended for all attendees of indoor events. NBPL will also continue to offer outdoor story times for patrons without mask requirements. Special thanks to the Children's Services staff for developing this hybrid model to better serve all patrons.

Anecdotally, staff has observed that more patrons are visiting the library as they return to their pre-pandemic routines. Program attendance is robust, which indicates that the public is comfortable visiting the Library (and that are programs are engaging). Since reopening in June, Library staff has not experienced any COVID-19 infections, and none of the four library locations has undergone COVID-19 contact tracing.

NOTICING:

This agenda item has been noticed according to the Brown Act (24 hours in advance of the special meeting at which the Board of Library Trustees considers the item).

Chair Watkins' report: Library Live Committee Notes for Tuesday, November 2, 2021 Meeting, 9:30 AM via Zoom:

- (1) Present: Kunga Wangmo-Upshaw, Jerry Kappel, Johanna Kim, Tammy Tang, Dorothy Larson, Karen Clark, Ann Stephens, Lindsay Means, and Paul Watkins (BLT liaison).
- (2) Johanna and Tammy are the new Co-Chairs.
- (3) 2022 speakers: Walter Stahr (February), Brit Bennett (March), Adin Dobkin (March 24), and Charles Yu (April). Actual dates and times will be in forthcoming "Bookmark". Kunga has guidelines/expectations for speakers which they are requested to follow including taking questions at end of presentation. Kunga will share event timeline with Committee.
- (4) Library Live presentations have typically involved works of fiction. (Witte Series may be more non-fiction.)
- (5) Tickets go on sale on December 10, 2021. Absolute max is 200 due to health/safety concerns. No mask required if vaxed; mask required if not vaxed; no checking of vax cards (honor system). Jerry to "text to give" on each presentation. Jerry wants a full house for each presentation of Library Live and Witte.
- (6) Many good 2023 authors (approximately eight or so) were discussed. Kunga to follow up on many of them as to availability, interest, cost, etc. Perhaps add someone like Bill Plaschke (LA Times columnist who wrote recent book on Paradise, CA football player); this may attract more men.
- (7) Kunga wants to expand the Committee, possibly add more men.
- (8) Sub-programs, sub-topics, "spotlights" were again discussed. There seems to be some interest on the Committee. Ideas include climate change, chefs, Asian American women authors, sports, travel destinations, etc. Will revisit next month.
- (9) I believe Loren Blackwood is the first Library Live sponsor who has already provided sponsor funds; Jerry is on the lookout for additional Library Live sponsors.
- (10) "Bookmark" will go to as many as 10,000 Newport Beach households per Jerry.
- (11) Next meeting is on Tuesday, December 7, 2021 at 9:30 AM via Zoom.