



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AMENDED (CLOSED SESSION - 4 P.M.) AGENDA

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

Tuesday, January 18, 2022 - 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 Monday, January 17, 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 Retirement and Recruitment/ Appointment Process (Government Code § 54957(b)).**

V. RECESS

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

VII. CALL MEETING TO ORDER

VIII. ROLL CALL

IX. CLOSED SESSION REPORT

X. PLEDGE OF ALLEGIANCE

XI. 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.

XII. 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 Dec 20, 2021 Board of Library Trustees Meeting (pp. 5-13)

[DRAFT OF MINUTES](#)

3. Patron Comments (pp. 14-16)

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

[PATRON COMMENTS](#)

4. Library Activities (pp. 17-24)

Monthly update of library events, services, and statistics.

[DECEMBER ACTIVITIES](#)

5. Expenditure Status Report (pp. 25-26)

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

[DECEMBER EXPENDITURES](#)

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

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

[MONITORING LIST](#)

XIII. CURRENT BUSINESS

A. Items for Review

7. Library Gift and Donor Policy (NBPL 3) (pp. 28-39)

Staff recommends that the Board of Library Trustees review and accept revisions to the Library's NBPL 3 *Gift and Donor* policy.

[GIFT AND DONOR POLICY REPORT](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT A](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT B](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT C](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT D](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT E](#)

8. NBPL eBranch, Database, and Downloadable Services Review (pp. 40-41)

Staff will provide an update and review of the Library eBranch, database, and downloadable services.

[eBRANCH REPORT](#)

9. Lecture Hall Update

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

10. Balboa Branch Replacement Updated

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

11. COVID-19 Update (p. 42)

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

[COVID-19 UPDATE](#)

12. Acceptance of Donation (p. 43)

Staff recommends the Board of Library Trustees approve the acceptance of a year-end donation from a supporter to enhance the materials collection.

[DONATION REPORT](#)

13. Library Services

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

B. Monthly Reports

14. Library Foundation Liaison Report (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](#)

15. Friends of the Library Liaison Report

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

16. Literacy Service Liaison Report

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

XIV. 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.

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

XVI. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach Central Library
1000 Avocado Avenue, Newport Beach, CA 92660
Meeting Minutes
Monday, December 20, 2021 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – 5:00 P.M.

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

Trustees Present: Chair Paul Watkins, Vice Chair Kurt Kost, Trustee Douglas Coulter, Trustee Janet Ray

Trustees Absent: Secretary Barbara Glabman (excused)

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

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

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the November 15, 2021, Board of Library Trustees Meetings**

Chair Watkins called for comments on the Consent Calendar, but the Board of Library Trustees (BLT) and public had none. Chair Watkins stated that on Handwritten Page 9, the date for the Council discussion on Capital Improvement Programs (CIP) will be Saturday, January 29, 2022. The Library Lecture Hall and the Balboa Branch projects will be discussed, and BLT attendance is encouraged.

Library Services Director Tim Hetherton stated the discussion would be held in Council chambers at 9:00 a.m. A reminder will be sent to the BLT.

Chair Watkins had the following correction to the minutes:

- Page 11, correct the spelling of “prologue.”

2. **Patron Comments**

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

3. Library Activities

Monthly update of library events, services, and statistics.

4. Expenditure Status Report

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

Chair Watkins reported they were 2% under budget and recognized Circulation & Technical Processing Coordinator Melissa Hartson for her efforts.

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 Vice Chair Kost, and carried (4-0-0-1) to approve the Consent Calendar with edits to the minutes of November 15, 2021.

AYES: Watkins, Coulter, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

VI. CURRENT BUSINESS

A. Items for Review

6. Review of the Library Lecture Hall Policy (NBPL 15)

Staff recommends that the Board of Library Trustees review and accept revisions to Library Policy NBPL 15, *Library Lecture Hall*.

Library Services Director Hetherton reported that the BLT reviewed the item in November prior to it going to Council on November 30, 2021. Since then, there have been suggested additions to policy by Chair Watkins and the City Council. The policy now includes the City of Newport Beach having first priority as a user of the facility for official business and programming. Secondly, it states that the Fire Marshal will establish the capacity of rooms. Newport resident, Jim Mosher, is correct that the lettering is off, and it will be fixed in the final version.

Chair Watkins called for BLT comments or questions. Hearing none he requested that Library Services Director Hetherton take the subsection on attendance and create a separate item from Letter G. He noted that he was speaking about Page 40 and gave instruction to Administrative Support Specialist Francine Jacome.

Library Services Director Hetherton agreed with the request.

Chair Watkins called for a motion to adopt the revised *Library Lecture Hall* policy. He called for BLT discussion and the public comment, but there was none.

Motion made by Vice Chair Kost, seconded by Trustee Ray, and carried (4-0-0-1) to accept the revisions to Library Policy NBPL 15, *Library Lecture Hall*.

AYES: Watkins, Coulter, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

7. Review of the Laptop Borrowing Policy (NBPL 10)

Staff recommends that the Board of Library Trustees review and accept revisions to Library Policy NBPL 10, *Laptop Borrowing*.

Library Services Director Hetherton reported that the policy had worked well since its inception and that staff recommended no changes other than those to fix grammatical errors and to change “customers” to “patrons.”

Chair Watkins called for BLT discussion and the public comment, but there was none. He called for a motion to adopt the *Laptop Borrowing* policy.

Motion made by Trustee Coulter, seconded by Trustee Ray, and carried (4-0-0-1) to accept the revisions to Library Policy NBPL 10, *Laptop Borrowing*.

AYES: Watkins, Coulter, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

8. Fine Elimination in Public Libraries

Staff will present as a current library topic of interest – for information only – a report on fine elimination in some public libraries.

Chair Watkins complimented Circulation & Technical Processing Coordinator Hartson on her summary on Page 49. He called for the report.

Library Services Director Hetherton reported that it was a growing trend in public libraries to move to a model with no fines. Ultimately if the books are not returned within a certain time they are declared a lost item and the patron is charged. It is a trend that could become an expectation among library patrons, but also may not. There is a theory that the policy would increase circulation and patron visits, but his research shows that so far the difference is not significant. He recommended that staff continue to monitor the issue and noted that no fine policies take materials out of the hands of patrons for significant periods of time. It is stressful to collect fines, but it would be more stressful to try to collect significant material replacement fees from patrons. Fines work as a mechanism for items to be returned timely. An Australian did a study on fines and proved that the higher the fines are the sooner materials were returned. The item is informational only and staff will continue to investigate the matter.

Vice Chair Kost asked if libraries tracked the value of lost materials.

Library Services Director Hetherton indicated they did.

Vice Chair Kost thought it would be interesting to see if that expense would go up under a no fine model.

Library Services Director Hetherton explained the average price of a new hardcover book is \$25.00. Newport Beach's Library is well funded, but they still must protect public resources. He wanted the fairest policy available.

Trustee Coulter agreed with Library Services Director Hetherton.

Chair Watkins asked if Circulation & Technical Processing Coordinator Hartson had anything to add.

Circulation & Technical Processing Coordinator Hartson said that automatic renewals have been a good will gesture to the community.

Chair Watkins said the topic was of current interest and included in the *Library Journal* often. He listed several larger cities including San Francisco, New York, and Chicago that are doing away with fines based on income levels and noted that was not a concern in Newport Beach. From a common sense and personal responsibility standpoint he thought fines were sensible and suggested discussing the issue further from time to time.

Trustee Ray felt strongly that not having accountability sent a bad message and that reasonable fines were acceptable. However, she noted her interest in continuing the discussion.

Trustee Coulter agreed with Trustee Ray.

Chair Watkins commended the staff report.

Vice Chair Kost agreed with the rest of the BLT.

Chair Watkins called for the public comment.

Ronda Watkins, Newport Beach resident, suggested drop off locations for library materials throughout the City for people with mobility issues.

Library Services Director Hetherton described the concierge service at Marina Park, Newport Coast Community Center, and Oasis and noted they are always looking for ways to expand the program.

Chair Watkins announced that the BLT received and filed the report.

9. Lecture Hall Update

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

Trustee Ray reported that the Memorandum of Understanding (MOU) was approved by the City Council and the Foundation. Robert Coffee Architects is working with the City on approvals. There will be a meeting by the end of January 2022. She is involved in many aspects of the community and people are excited about the Lecture Hall.

Chair Watkins asked Jerold Kappel for an update.

Jerold Kappel, CEO of Newport Beach Public Library Foundation (NBPLF) explained they were developing a prospectus, brand, and logo for the campaign. He hoped they would be ready to print mid-January. They are printing a limited number so that if things change, they can update the document. Data sheets are complete, and the pledge form must be reviewed by the City Attorney. By the end of January, they will be in full campaign mode.

In response to Chair Watkins' question about the makeup of the campaign committee Mr. Kappel explained it was Teddy Ray, Jill Johnson-Tucker, Janet Hadley, and Lizanne Witte. There will be a small steering committee with a larger committee for solicitation of prospects. They are setting up a separate escrow account and all funds will be held earning interest until it is released to the City. If the project does not happen funds would be returned to donors per the pledge form.

Vice Chair Kost asked if they would solicit for pledges at the Witte and Library Live lectures.

Mr. Kappel said that they could but reminded the BLT they must raise \$700,000 per year. The committee plans to go after major donors, especially as there is a naming opportunity for the building.

Chair Watkins called for further comments, but there were none. The BLT received and filed the report.

10. Balboa Branch Replacement Update

Trustee Ray will report on activities related to the Balboa Branch Replacement project, and staff will present a public survey concerning Balboa Branch services and resources for review and approval.

Library Services Director Hetherton said that the survey was standard. At the pre-meeting with Chair Watkins and Vice Chair Kost they agreed to include Mr. Mosher's suggested question about services patrons would like to see at the new branch in the survey.

Chair Watkins directed the attention to Page 54 and instructed them to eliminate the words "if at all."

Vice Chair Kost asked how the survey was to be distributed.

Library Services Director Hetherton explained there would be print copies at the branches, an email would go out to the mailing list, and it would be advertised in The Daily Pilot and StuNews.

Vice Chair Kost confirmed it was not geared to the peninsula residents.

Library Services Director Hetherton said that it was not as the tax dollars came from the entire City. There are also patrons who use multiple branches.

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

Mr. Kappel offered to publicize the survey in the spring *Bookmark*.

Library Services Director Hetherton thanked him.

Chair Watkins asked for a motion to adopt the survey as slightly revised.

Motion made by Vice Chair Kost, seconded by Trustee Ray, and carried (4-0-0-1) to adopt the survey as revised.

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

11. Review Holidays and Meeting Schedule

Staff requests that the Board of Library Trustees review the 2022 holidays and meeting schedule.

Library Services Director Hetherton reported the schedule is generally handled in January, but as that meeting is impacted by a holiday it was moved to the December meeting. The BLT meets the third Monday of the month unless there is a holiday, then it moves to the following Tuesday.

Chair Watkins directed the BLT to Page 55. The January and February 2022 meetings are one day late due to holidays. He called for BLT comments or questions, but there were none. He called for the public comment, but there was none. He called for a motion.

Motion made by Trustee Coulter, seconded by Vice Chair Kost, and carried (4-0-0-1) to accept the 2022 holiday and meeting schedule.

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

12. COVID-19 Update

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

Library Services Director Hetherton reported that on December 15, 2021, they returned to full masks indoors in public places. Signage is posted.

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

13. Library Services

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

Library Services Director Hetherton reported they are a 3-Star library for the twelfth time in 14 years. He noted that Chair Watkins believes that if they had counted website visits as they indicated they would that Newport Beach would have been 4-Star. The website information will count in 2022.

On November 30th Librarian II Annika Helmuth attended a virtual seminar about library design. She reports that it was a panel discussion on the trends in public library design. Flexibility to modify spaces, bringing the outdoors indoors, shelving, sustainability, environments that allow for collaboration, Wi-Fi availability, meeting rooms, and other topics were discussed. It is important to design libraries for people and the community and not just materials. Information learned by Librarian II Helmuth can inform the Balboa Branch discussions.

Chair Watkins suggested a copy of Librarian II Helmuth's report be placed in the Balboa file.

Library Services Director Hetherton stated they would do so.

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

B. Monthly Reports

14. Library Foundation Liaison Reports

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

Vice Chair Kost reported they met on December 6 via Zoom. Patricia Dreyfuss is a new member of the Foundation. Library Live received a \$10,000 donation. The Joanna Kim Family Foundation donated another \$10,000. The November 2021 total was \$85,000 in gifts and pledges. They are replacing library banners to feature programs in the new Lecture Hall. There are over 14,000 people on the Foundation's email list. Their "Giving Tuesday" event raised \$5,000.

Mr. Kappel added that they presented a proposal for a \$25,000 gift to the Central Library for children's non-fiction dealing with math and science, biographies, and classic fiction. The donor agreed to the gift, and the Foundation will provide a \$25,000 check hopefully the first week of January 2022. The \$5,000 from the "Giving Tuesday" campaign will also go to the Crean Library and the children's section.

Vice Chair Kost asked if the funds would be for new books.

Mr. Kappel said that the "Giving Tuesday" funds could be used to buy books. The grant has a broader scope and could be used for shelving or other items. They just received \$1,500 from a former teacher at the Mariner's Library which will also be directed to the Library by the Foundation.

Chair Watkins called for BLT comments or questions.

Trustee Ray asked if the school had a parent foundation.

Youth & Branch Services Coordinator/Acting Library Services Manager Debbie Walker stated they did.

Trustee Ray thought that they would have an interest in supporting the Library.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker said that they had given generously though book sales.

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

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

Chair Watkins stated that the last page of the Agenda contained a summary of the December 7 meeting spearheaded by Kunga Wangmo-Upshaw. The summary includes ticket sales and mention of adding someone to the committee.

Kunga Wangmo-Upshaw explained they had not added anyone yet.

Chair Watkins stated that the BLT received and filed the report.

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

Kunga Wangmo-Upshaw reported that Friday Ezra Klein had sold out and the Saturday lecture was nearly sold out. Eddie Glaude, Jr. has sold 124 tickets for Friday and 116 for Saturday. Suzanne Simard has sold 120 for Friday and 106 for Saturday. Charlotte Alter has sold 112 for Friday and 100 for Saturday.

Chair Watkins stated those were good numbers considering that it was still early in the season.

Ms. Wangmo-Upshaw said that other than *Bookmark* they really had not advertised through printed materials, so they were pleased with the numbers. The capacity is 200 and they will not increase it.

Vice Chair Kost asked if the capacity was the same for Library Live.

Ms. Wangmo-Upshaw said it was also 200. They are starting to look for speakers for 2023. Friday nights will have dinners for donors and supporters.

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

15. 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 of the Library had a great November totaling \$23,008. That is double the amount they brought in for November 2020. There was \$16,000 from the bookstore, \$2,196 from their triannual Book Sale, \$751 from Amazon sales, \$5,600 in donations of which \$5,000 was from one individual, and \$1,500 in membership dues. He announced the week's sales at the bookstore and noted the success of its recent sales. There are currently 776 members of the Friends of the Library. At the luncheon they celebrated eight people's fifth year as volunteers, six people at 10 years, and four at 15 years. During the Corona del Mar Christmas Walk, there were 450 visitors to the CdM branch at the holiday open house.

Chair Watkins Chair Watkins called for Board or public comments or questions. Hearing none the BLT received and filed the report.

16. Literacy Services Liaison Report

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

Trustee Ray reported that on December 4 they had the annual Saturday morning brunch where the learners and tutors come together. It was a heartwarming and wonderful event, but they were unable to do the traditional potluck due to COVID. There was also volunteer recognition and there were several volunteers who had given over 100 hours.

Chair Watkins stated that one tutor had 750 hours in one year. He also enjoyed the Saturday morning brunch. Eve Marie Kuntzman is finishing her term as president at the end of December. Cherall Weiss is retiring in August 2022, which will leave her position open and will be difficult to fill.

Chair Watkins called for BLT or public comments or questions, but there were none. The BLT 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)

Announcements:

- Trustee Ray commented that her college-aged grandson enjoys spending time at the Library.
- Chair Watkins announced that he and his wife attended the Corona del Mar Christmas Walk and enjoyed it.

IX. ADJOURNMENT – 5:52 P.M.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

DECEMBER 2021

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>12/03/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/03/2021</u>	How many desktops for public use do you have there? How about laptops to check out for in-library use? Thank you.	Between the four libraries, we have 50 desktops for public use. The Corona del Mar location only has laptops, no desktops. Between the four libraries, we have 23 laptops available for checkout. There is more information about the computers available here on our website: https://www.newportbeachlibrary.org/services/computers-and-wifi . I hope that helps! Please let me know if you have any other questions. Thank you.
<u>2</u> <u>12/10/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/10/2021</u>	I have a library card. I would like to access the NY Times and want to find out about video editing with Final Cut Pro (Apple). Thank you.	You can read current and back issues of the New York Times online through our ProQuest database. Go to the Databases page on our website, located under eBranch, and scroll down to "Magazines and Newspapers", then click on ProQuest. You will have to enter your valid Newport Beach Library card. Under "Publications", enter "New York Times". You can then read each individual issue or search for specific articles. https://www.newportbeachlibrary.org/ebranch/databases . Our Media Lab is equipped with computers that have Final Cut Pro. You can make a reservation to use a Media Lab computer here: https://www.newportbeachlibrary.org/services/media-lab/media-lab-reservations . I hope that helps! Please do not hesitate to contact me if you have any other questions. Thank you.
<u>3</u> <u>12/12/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/13/2021</u>	Today I attempted to book a study room at approximately 2:27 pm on December 12th and was informed that all rooms had been booked through the end of day. Needless to say I was disappointed because it was my understanding that rooms are booked on a first come first serve basis and no sooner than 2 hours prior to prevent rooms from sitting idle due to last minute cancellations. I would like to suggest that the policy be changed back to a first come basis to prevent people who are currently present at the library from being denied access to a room that is readily available.	I apologize for the misunderstanding regarding reserving the study rooms. You can make a reservation same day, in person, at any time of day for later on that day. The room is then reserved for a two hour time limit. You can find the complete policy on our website: https://www.newportbeachlibrary.org/services/study-meeting-rooms . Please do not hesitate to contact me with any other questions or concerns. Thank you.
<u>4</u> <u>12/21/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/22/2021</u>	I wanted to know if the library will ever have cloud library? It's another ebooks and audio books several libraries have this service. Thank you and have great day.	While we don't currently subscribe to Cloud Library, it's certainly possible we might in the future. For now we feel like the selection on OverDrive is a better fit for our patrons' needs. Please don't hesitate to contact me with any other questions or concerns! Thank you.
<u>5</u> <u>12/22/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/23/2021</u>	While using study room 2 tonight, December 22nd at approximately 5:50 pm a local pc user knocked on the door to tell me that I was being too noisy while ending a phone call. What is an acceptable noise level and are library patrons allowed to use cell phones in study rooms for meetings, etc.?	The study rooms are not sound proof, so we do ask that users be mindful of the fact that they might be heard outside of the room. You may certainly use your cell phone in the study room at a level that does not interfere with other patrons' use of the library. Please do not hesitate to contact me or any other staff member at the desk if you have any questions or concerns. Thank you.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

DECEMBER 2021

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>6</u> <u>12/23/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/23/2021</u>	<p>Does 'First of a Series' mean the library has or intends to purchase the other books in the series?</p>	<p>We always try to purchase the entire series as the titles come out and replace missing volumes in a series if we can. The "First in Series" tag in the catalog and on the books is a just a helpful way to let patrons and staff know which book was first, since everyone usually wants to read the series in order. I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<u>7</u> <u>12/23/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/23/2021</u>	<p>I would like to reserve a private meeting room for Monday and Tuesday of next week. I saw that I need to do the day of. Where do I reserve that specifically and is their a way to do in advance at all if its charity work ? Thank you.</p>	<p>You are correct, the study rooms on the second floor of the Central Library can only be reserved same day, in person, for a two hour block of time. The library opens at 9 a.m. and you may come in any time after we open to reserve the room for later on that day. You make the reservation upstairs at the reference desk, and you will need a valid library card. I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<u>8</u> <u>12/26/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/27/2021</u>	<p>Does the media lab have a Full size (8x10-ish) flat bed film scanner?</p>	<p>Yes, the Media Lab does have an 8.5 X 11 flatbed film scanner. The scanner is attached to one of the Mac workstations. You can make a reservation to use that particular computer on this page of the website: https://www.newportbeachlibrary.org/services/media-lab/media-lab-reservations. I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<u>9</u> <u>12/29/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/29/2021</u>	<p>Not sure what happened to my hold on "Regenesiis : how synthetic biology will reinvent nature and ourselves" by George Church. Been a while. Thanks.</p>	<p>I see you placed a hold on "Regenesiis" on December 19, 2021. The book was checked out on December 14, 2021, to another patron, before you placed your hold. It is due back on January 4, 2022. You will be notified once it is returned. Please let me know if there is anything else I can help you with! Thank you.</p>
<u>10</u> <u>12/30/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/30/2021</u>	<p>I own the classical music education company, Elite Musique. We are looking to rent some venues this upcoming year to have some in-person performances again. Would someone please respond or reach out to me regarding availability? If you call and no one answers, please leave a message.</p>	<p>I'm sorry, but we don't have a space to rent for in-person performances. If you are interested in participating in our Sunday Musicale Program series, you can contact our programming librarian, Terry Sanchez, at tsanchez@newportbeach.ca.gov or by calling 949-717-3895. Thank you.</p>

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>11</u> <u>12/30/2021</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>12/30/2021</u>	Do you accept book donations? I live near the Mariners branch and have a ton of best sellers from popular authors and am looking to donate them.	Yes the Friends of the Library does take donations of books on behalf of the Library. I've copied the information regarding donations from their website and included it here. You can find more information about the Friends organization at: https://www.newportbeachlibrary.org/about/friends-of-the-library . BOOK DONATIONS Please help by following these guidelines for donations: 1. We prefer that donations be in small or medium size boxes. 2. A maximum of 6 boxes may be dropped off at any one time. If you have a larger donation, please call the Bookstore at 949-759-9667 and leave a message for Paul or Amy to set up an appointment. We have a dolly available and can supply boxes if needed. 3. All books need to be in good, resellable condition. Books should be clean with no tears, foxing (spotting around/on edges), broken spines, missing pages, etc. 4. Fiction & non-fiction should preferably be from the last 6-10 years except for classics and history. 5 We do take DVDs, CDs, DVD games, vinyl records, and jigsaw puzzles. 6. We do not accept: • Encyclopedias unless they're 100 years old or older. • Reader's Digest condensed books. • Medical books, health books, law books, and travel books older than 8 years. • VHS or cassette tapes. If you have questions, email us at nblibfriend@gmail.com . A donation receipt will be provided if desired. You can drop the donations off at Mariners and they will pass them along to the Friends. Please let me know if you have any other questions! Thank you.
<u>12</u> <u>12/31/2021</u> <u>Email</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>12/31/2021</u>	Are you open today, 1/31? Thanks.	Yes, we are open today until 1 p.m. Thanks.

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – January 18, 2022 Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"The library assumes the best out of people. The services it provides are founded upon the assumption that if given the chance, people will improve themselves."

- Eric Klinenberg, from *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*

December was especially quiet for NBPL this year. Staff was most appreciative of the additional closure date on December 26, after an especially trying 2021.

Staff is awaiting a draft MOU for the Friends of the Library and the City of Newport Beach concerning the Gift Shop.

Because of the City Hall closure due to COVID-19 and increased demand for remote access, City IT was unable to create the online survey for the Balboa Branch replacement.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- **City Council Planning Session**
Saturday, January 29
City Council Chambers, Civic Center Drive
9: 00 A.M. - 12: 00 P. M.
Note: this meeting will include a CIP update, including the Library Lecture Hall and Balboa Replacement projects.
- **Board of Library Trustees meeting**
Tuesday, February 22
Small Conference Room, Central Library
5 p.m.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Programming for December included Winter Wonderland crafts at Balboa Branch and a "Winter Wonderland Scavenger Hunt" at Mariners Branch that had over 100 participants between December 20 and December 31. On Sunday, December 5, Corona del Mar Branch hosted an Open House as part of the annual CdM Christmas Walk. At least 465 people came through the Branch between 11:00 a.m. and 4:00

p.m. to enjoy refreshments, crafts, a scavenger hunt, and photo booth. The CdM staff decorated the branch for Christmas and Hanukkah and had the opportunity to check-out materials, issue library cards, and promote online services and resources. The Friends of the Library were also in attendance, letting attendees know about their organization, offering free books, and the chance to win a gift basket.

In staffing news, resignations at Mariners leaves them short two part-time Clerks and two Pages. Page Melissa Langston from Central was assigned to work at CdM once a week to assist with coverage there.

Youth Services

Over 233 participants enjoyed the Central Library version of the Winter Wonderland “Seek and Find” that took place over the two weeks of the holiday. Because all locations took the traditional holiday break from storytimes (December 20 – January 1), this provided a fun activity for families visiting the Children’s area.

Teen Services

The Young Adult Advisory Council (YAAC) met on December 8, and aside from regular business, attendees made winter decorations to adorn the green wall in the Children’s library. They also enjoyed cookies and hot chocolate and discussed business for the coming year.

Facilities

Central Library again had a fairly quiet month in terms of facility issues. On December 2, Eddie Flores and I met with Public Utilities staff and members of the RD Systems team to do the final close-out on the Key Card Entry Systems project at Central.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING

Staff Vacancies

Human Resources prepared and delivered three conditional offer letters to three Page candidates. We await background and fitness results for these candidates. Four Page vacancies and three P/T Clerk vacancies remain.

Library Budget

In preparation for the upcoming budget preparation, Finance held a FY 2022-23 Budget Kickoff Meeting. I attended this early-December meeting and am preparing estimates and projections for next fiscal year.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Training

Adult Services Coordinator Rebecca Lightfoot attended an Advanced BlueCloud Analytics training class, offered through Sirsi, the Library’s ILS vendor.

Catalog Enhancements

Members of Web Team met with a representative from Sirsi to discuss and create new carousels for the Online Public Access Catalog (OPAC). These catalog enhancements are set to go live in January.

Proquest Articles Retrieved 2021-2022

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	758	1023	1108	1036	977	1424							1054
Newspapers--Current	762	759	1060	867	1326	988							960
Newspapers--Historical	3015	2169	1776	1915	2472	2171							2253
Magazines	17	36	53	2905	45	30							514

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	1492	1345							10228
Ancestry	459	114	185	288	252	262							1560
AskART	63	55	15	13	11	17							174
Brainfuse JobNow/VetNow	21	90	348	149	368	184							1160
Britannica School Edition	22	14	93	64	27	2							222
Facts on File Ancient History	0	33	65	1	36	10							145
Gale Archives Unbound	219	1534	7687	3942	14030	11170							38582
Gale Directory Library	7	14	14	21	39	4							99
Gale in Context: Biography	6	0	39	19	5	18							87
Gale in Context: Elementary	2	0	3	4	7	9							25
Gale in Context: Opposing View	11	18	10	36	1170	94							1339
Gale Literature Resource Center	12	5	20	8	27	5							77
Gale Virtual Reference Library	23	66	151	44	97	67							448
HeritageQuest	1602	1895	935	1879	857	2165							9333
Legal Information Ref Center	12	34	18	48	18	56							186
National Geographic	114	36	38	18	60	28							294
National Geographic Kids	57	20	21	10	35	14							157
NewsBank (OC Register)	1060	1146	1188	1120	934	853							6301
NoveList Plus	79	64	195	49	68	34							489
NoveList K-8 Plus	24	28	46	27	27	13							165
ProQuest	1858	2459	3029	5780	2884	3055							19065
Proquest eLibrary	1	12	24	12	9	12							70
Reference USA Business	539	486	360	216	354	508							2463
Reference USA Residential	96	55	433	37	39	47							707
SIRS Discover	0	0	10	11	60	534							615
SIRS Issues Researcher	413	185	501	3188	3143	3776							11206
World Book Online	7	22	25	67	53	18							192
Tracked by #page views													
Artist Works	14	23	11	13	8	6							75
Consumer Reports	2054	2291	1714	1772	2185								10016
CultureGrams	0	21	171	132	28	265							617
Morningstar	5070	5727	5600	5902	6254	5176							33729
RealQuest	36	12581	8192	27	63	90							20989
Tumblebooks	19	7	27	14	66	26							159
Value Line	14720	12441	14510	16072	17351	14037							89131
Tracked by courses													
Udemy	2316	1523	1266	2097	1925	1693							10820
Tracked by Hours Used													
ABC Mouse	26.25	39.43	33.65	25.15	27.02	19.53							171.0
Rosetta Stone	67.32	68.5	58.87	63.05	32.85	21.22							311.8

Notes:

*Consumer Reports Statistics were not available by the time the Dec. 2021 statistics were submitted. They will be updated when the data is available.

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	36865	36159							38975	233847
New Users	35072	34955	35426	35046	31947	31967							34069	204413
Sessions	73733	73195	72935	72310	66539	65075							70631	423787
Pageviews	249347	242176	244237	248891	228139	213616							237734	1426406
Sessions Per User	1.83	1.83	1.80	1.81	1.80	1.80							1.81	--
Pages Per Session	3.38	3.31	3.35	3.44	3.43	3.28							3.37	--
Avg. Session Dur. (min)	2.68	2.70	2.62	2.70	2.63	2.53							2.64	--
Bounce Rate (%)	54.90	55.57	56.18	56.28	55.67	56.74							55.89	--

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	269	266							247	1481
CdM	121	191	102	163	142	176							149	895
Mariners	933	1229	1262	1040	1196	1081							1124	6741
Central	12055	11896	11283	11617	9990	10125							11161	66966
Total	13334	13572	12871	13061	11597	11648							12681	76083

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	30679	27122							25136	150815
CdM	9508	17717	9806	14939	13867	13443							13213	79280
Mariners	100962	142648	139271	114620	128143	120872							124419	746516
Central	1711361	1626605	1511287	1581285	1370595	1355008							1526024	9156141
Total	1840365	1814184	1682255	1736219	1543284	1516445							1688792	10132752

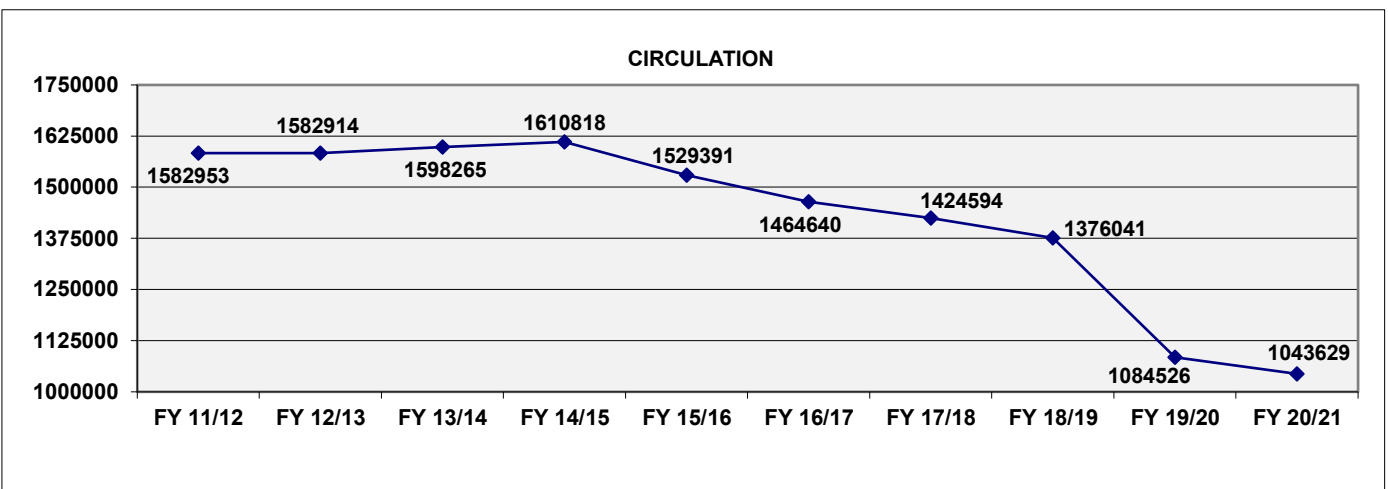
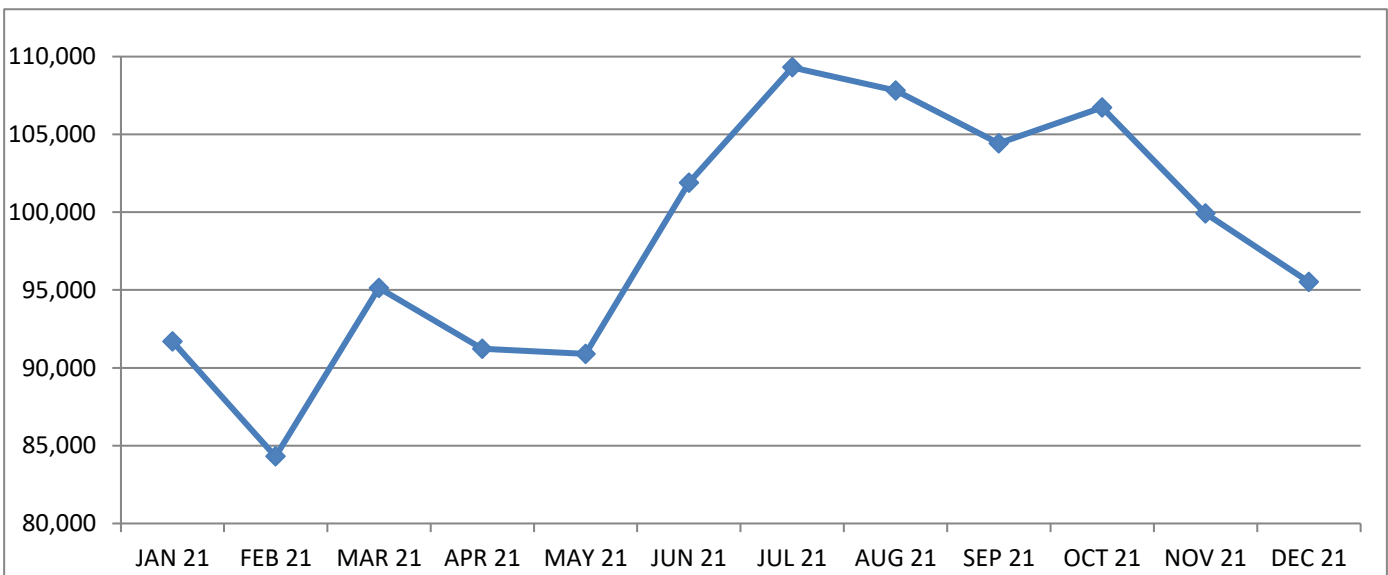
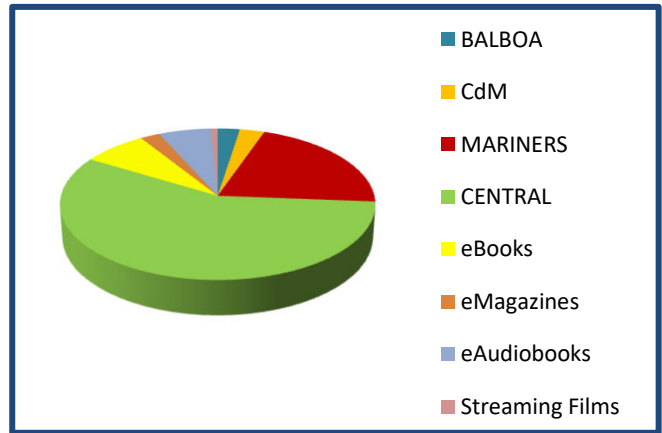
Cassie Wireless (Spot) Average Length Per Session (min) 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	82.37	106.30	97.73	105.29	114.05	101.96							101.83	--
CdM	78.58	92.76	96.14	91.65	97.65	76.38							88.58	--
Mariners	108.21	116.07	110.36	110.21	107.14	111.81							110.74	--
Central	141.96	136.74	133.94	136.12	137.20	133.83							136.73	--
Total	138.02	133.67	130.70	132.93	133.08	130.19							133.18	--

NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2021

CIRCULATION

	DEC 21	YTD 21/22	YTD 20/21
BALBOA	2,415	14,538	15,797
CdM	2,698	17,401	14,110
MARINERS	19,935	134,105	79,205
CENTRAL	54,787	359,870	261,979
eBooks	7,088	45,968	48,783
eMagazines	2,143	12,862	33,388
eAudiobooks	5,724	34,716	30,510
Streaming Films	740	4,287	4,692
TOTAL	95,530	623,747	488,464



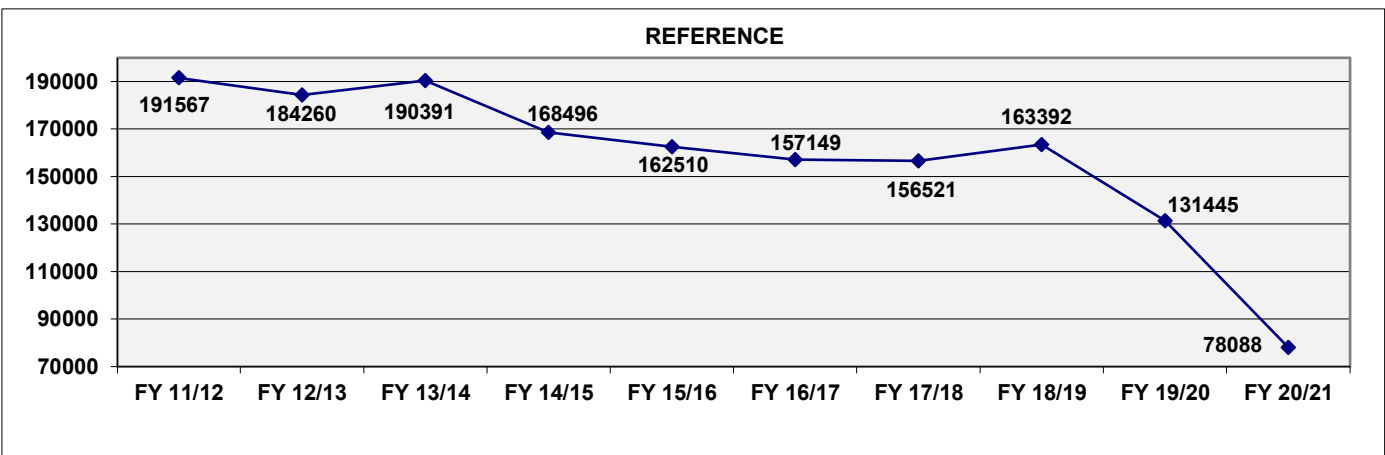
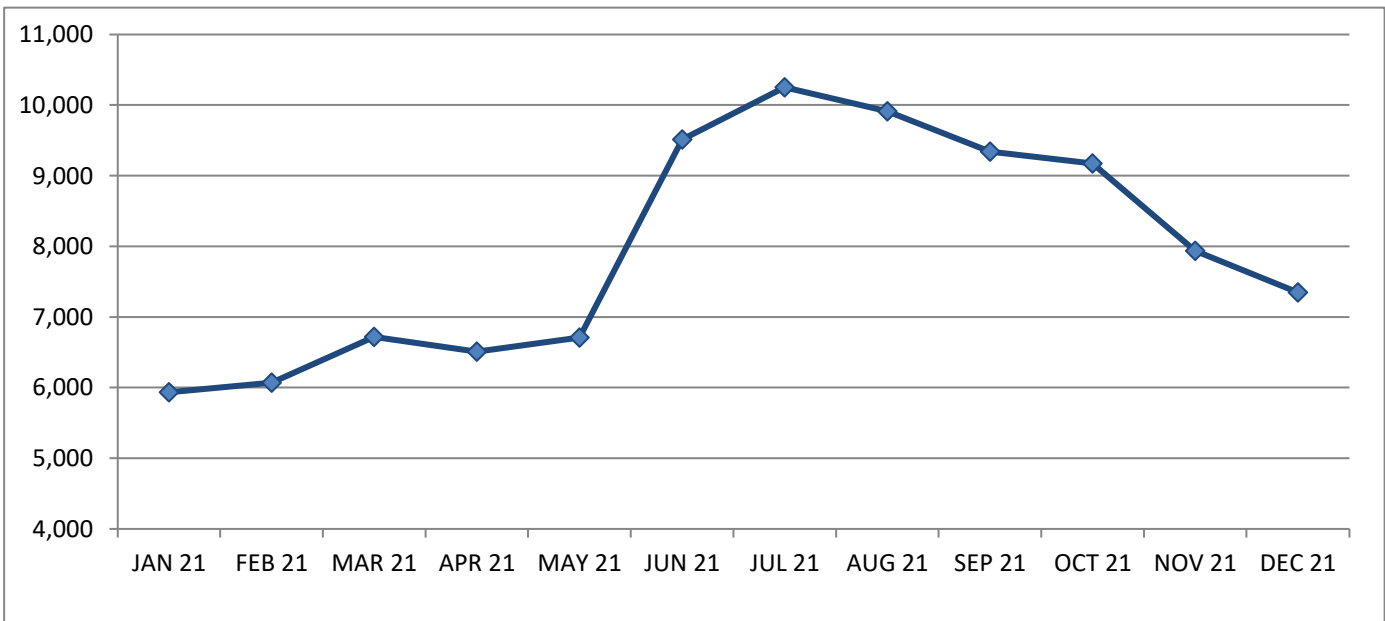
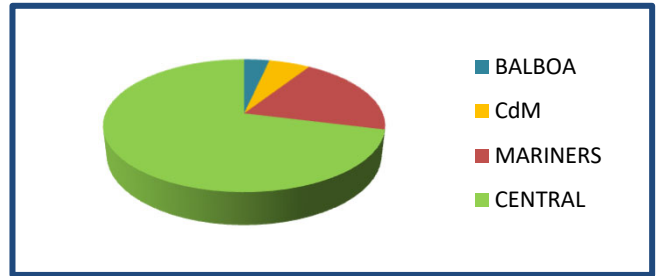
NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2021

REFERENCE

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

DEC 21	YTD 21/22	YTD 20/21
255	1,929	1,808
416	2,636	1,609
1,451	10,785	9,501
5,226	38,609	23,719
7,348	53,959	36,637



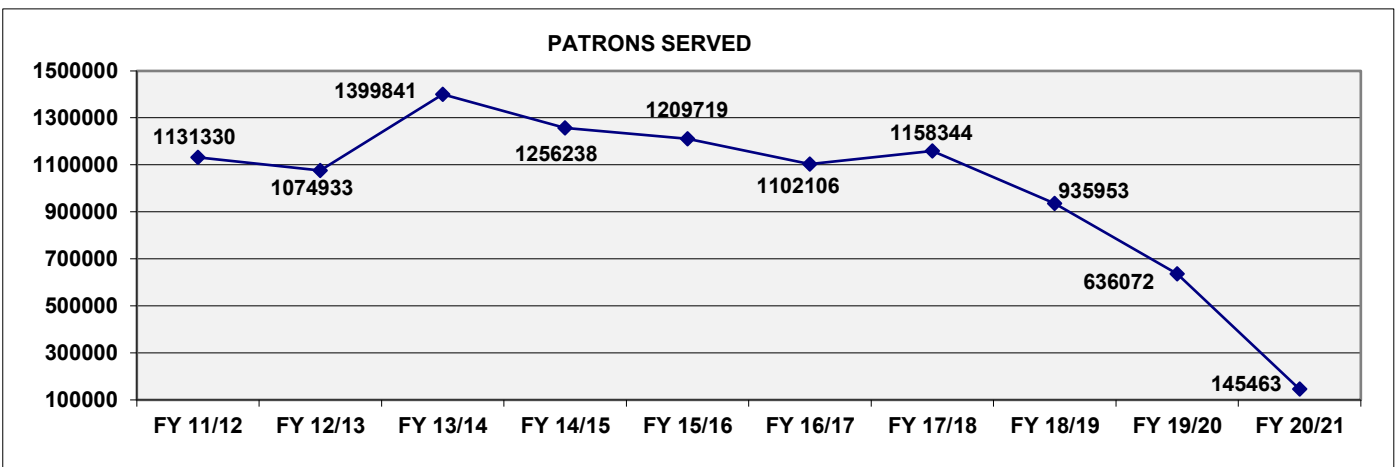
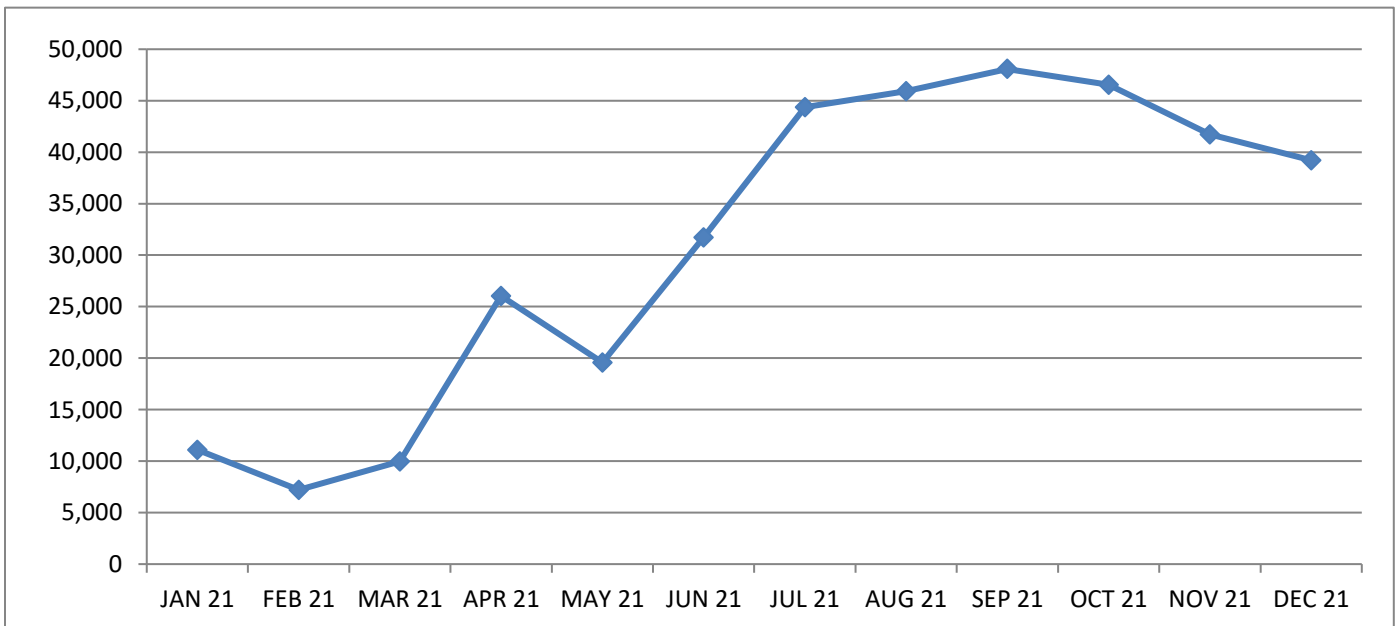
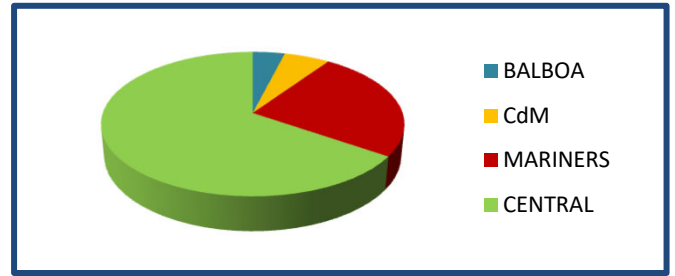
NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2021

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

DEC 21	YTD 21/22	YTD 20/21
1,557	11,403	1,681
2,216	17,732	1,823
9,774	61,980	10,757
25,675	174,779	25,568
39,222	265,894	39,829

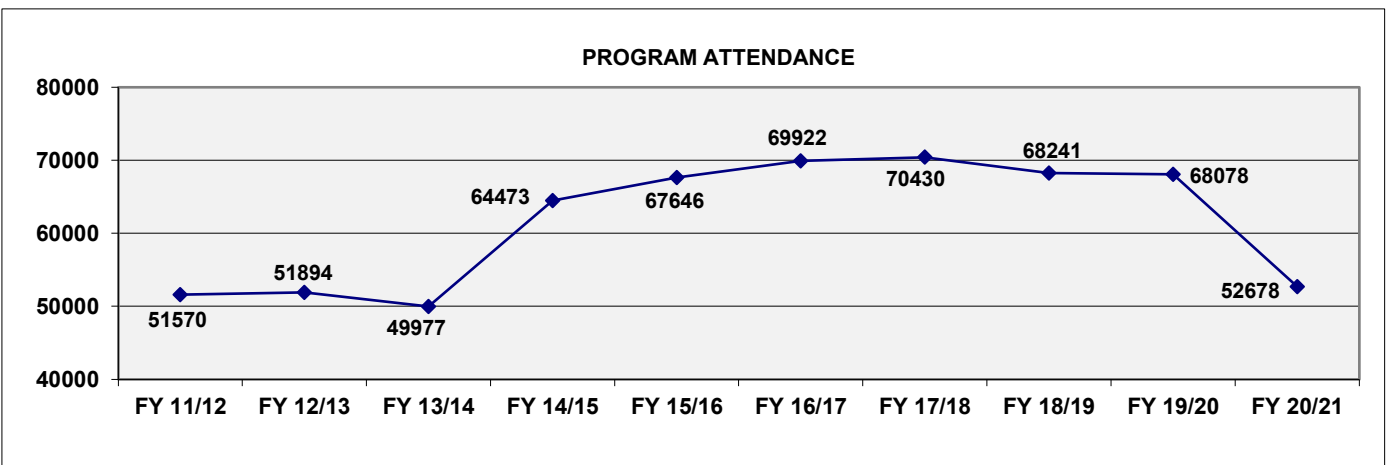
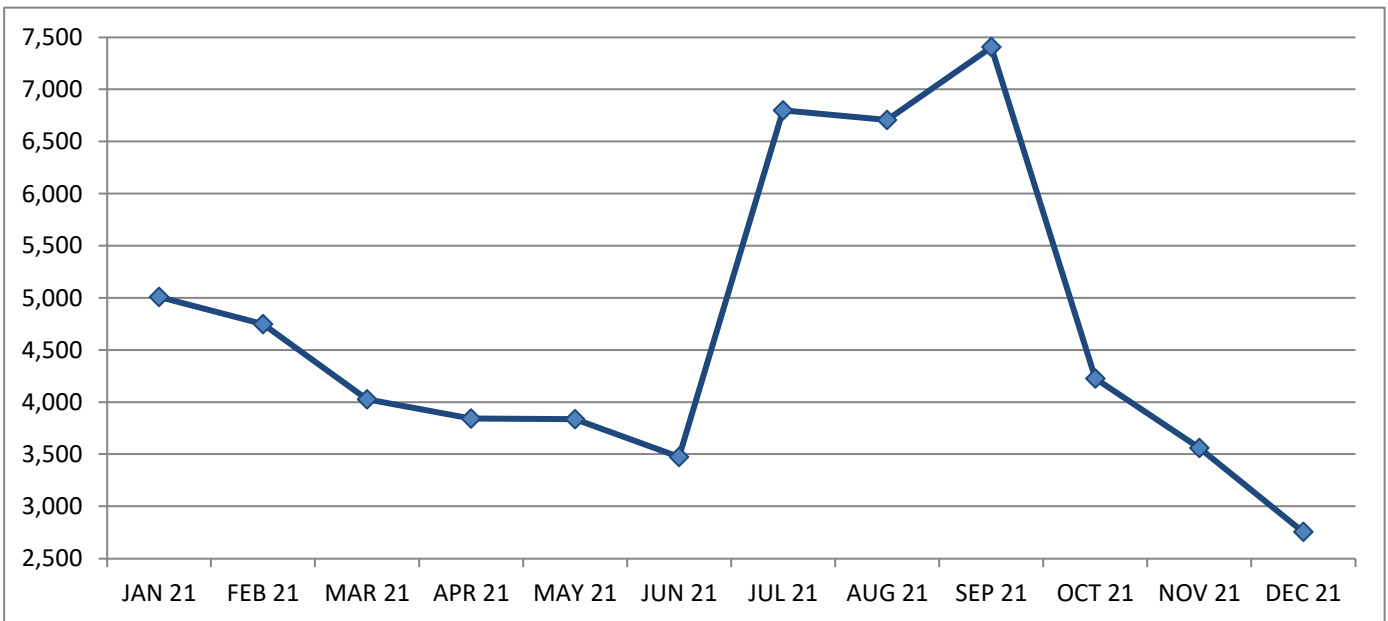
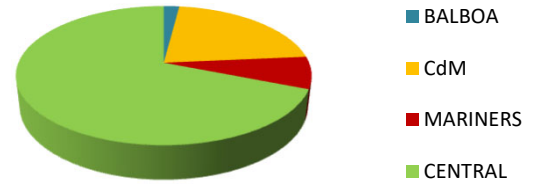


NEWPORT BEACH PUBLIC LIBRARY - DECEMBER 2021

PROGRAM ATTENDANCE

BALBOA
CdM
MARINERS
CENTRAL

DEC 21	YTD 21/22	YTD 20/21
56	469	190
593	1,669	188
205	2,908	747
1,900	26,403	26,614
TOTAL	2,754	31,449



LIBRARY EXPENDITURES

(January 3, 2022)

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	2,817,948	1,276,597	210,274	1,541,351
SALARY PART-TIME	1,162,634	1,203,426	371,019	60,396	832,407
BENEFITS	2,143,211	2,252,834	983,796	72,415	1,269,038
SALARY & BENEFITS TOTAL	6,260,031	6,274,208	2,631,411	343,084	3,642,797
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	164,393	198,621	106,551	32,023	92,070
UTILITIES	284,373	284,373	158,743	23,398	125,630
PROGRAMMING	5,500	5,000	949	96	4,051
SUPPLIES**	81,970	66,807	31,242	3,107	35,565
LIBRARY MATERIALS	619,740	622,777	394,127	101,918	228,650
FACILITIES MAINTENANCE	184,686	181,764	64,825	7,209	116,939
TRAINING AND TRAVEL	10,681	9,581	486	24	9,095
GENERAL OPERATING EXPENSES***	24,202	23,694	8,189	424	15,505
PERIPHERALS & SOFTWARE	5,000	27,891	795	0	27,096
INTERNAL SERVICE FUNDS	1,758,054	1,758,671	879,336	293,112	879,335
OFFICE EQUIPMENT	2,000	2,000	1,514	0	486
MAINT & OPERATION TOTAL	3,140,599	3,181,179	1,646,756	461,310	1,534,423
LIBRARY BUDGET TOTAL	9,400,630	9,455,387	4,278,168	804,395	5,177,219

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FRIENDS

FY 2021-22
As of Jan 5, 2022

Date Funded Sep 2021	Amount	Purpose Wish List	Amt Expended YTD		Notes
	\$165,000	New Materials	\$	-	Spending to begin third quarter
	\$35,000	Programming	\$	-	Spending to begin fourth quarter
Total	\$200,000			\$0	

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
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
Nov 15, 2021	Performance Review of Library Services Director (Closed Session)		Nov 21, 2022
Dec 20, 2021	Review Holidays / Meeting Schedule 2023		Dec 19, 2022
LAST REVIEWED	POLICY REVIEW		
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
Nov 15, 2021	NBPL 15	Library Lecture Hall	Nov 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

TITLE: Library *Gift and Donor* Policy (NBPL 3)

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review and accept revisions to the Library's NBPL 3 *Gift and Donor* policy.

DISCUSSION:

Staff recommends only minor changes to the policy (see red-lined version). Staff consulted with Newport Beach Public Library Foundation Executive Director Jerry Kappel who recommends no changes to funding levels for donor walls. Staff concurs with this assessment.

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 - *Gift and Donor Policy* (NBPL 3) – original
ATTACHMENT B - *Gift and Donor Policy* (NBPL 3) – redlined
ATTACHMENT C - *Gift and Donor Policy* (NBPL 3) – final
ATTACHMENT D - Donor Recognition Walls - Central Library First Floor
ATTACHMENT E - Donor Recognition Walls - Central Library Second Floor

Library Gift and Donor Policy

The Newport Beach Public Library Board encourages and welcomes gifts and bequests to the Library. Gifts may be given to the Newport Beach Public Library, to the Newport Beach Public Library Foundation and/or to the Friends of the Newport Beach Public Library.

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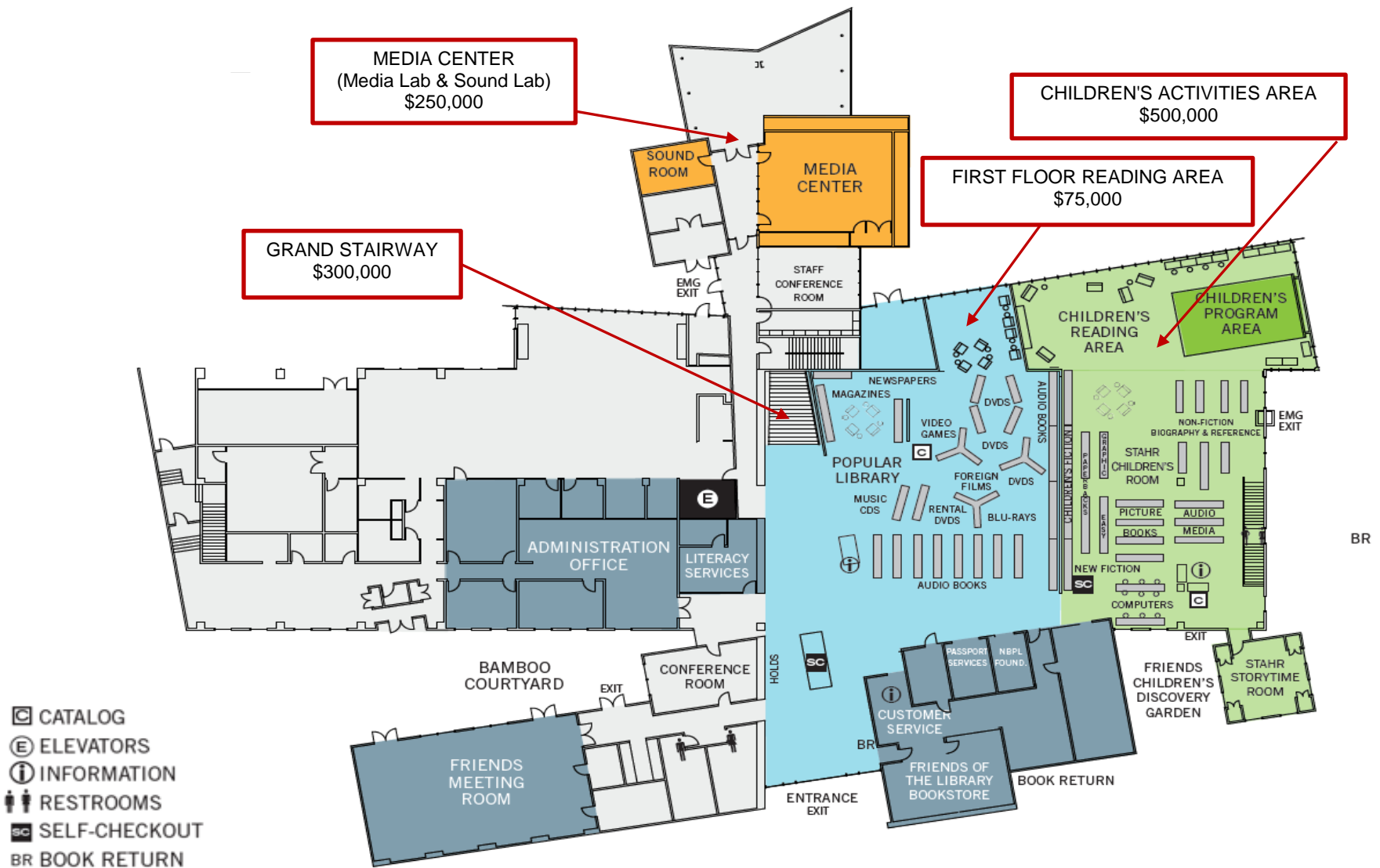
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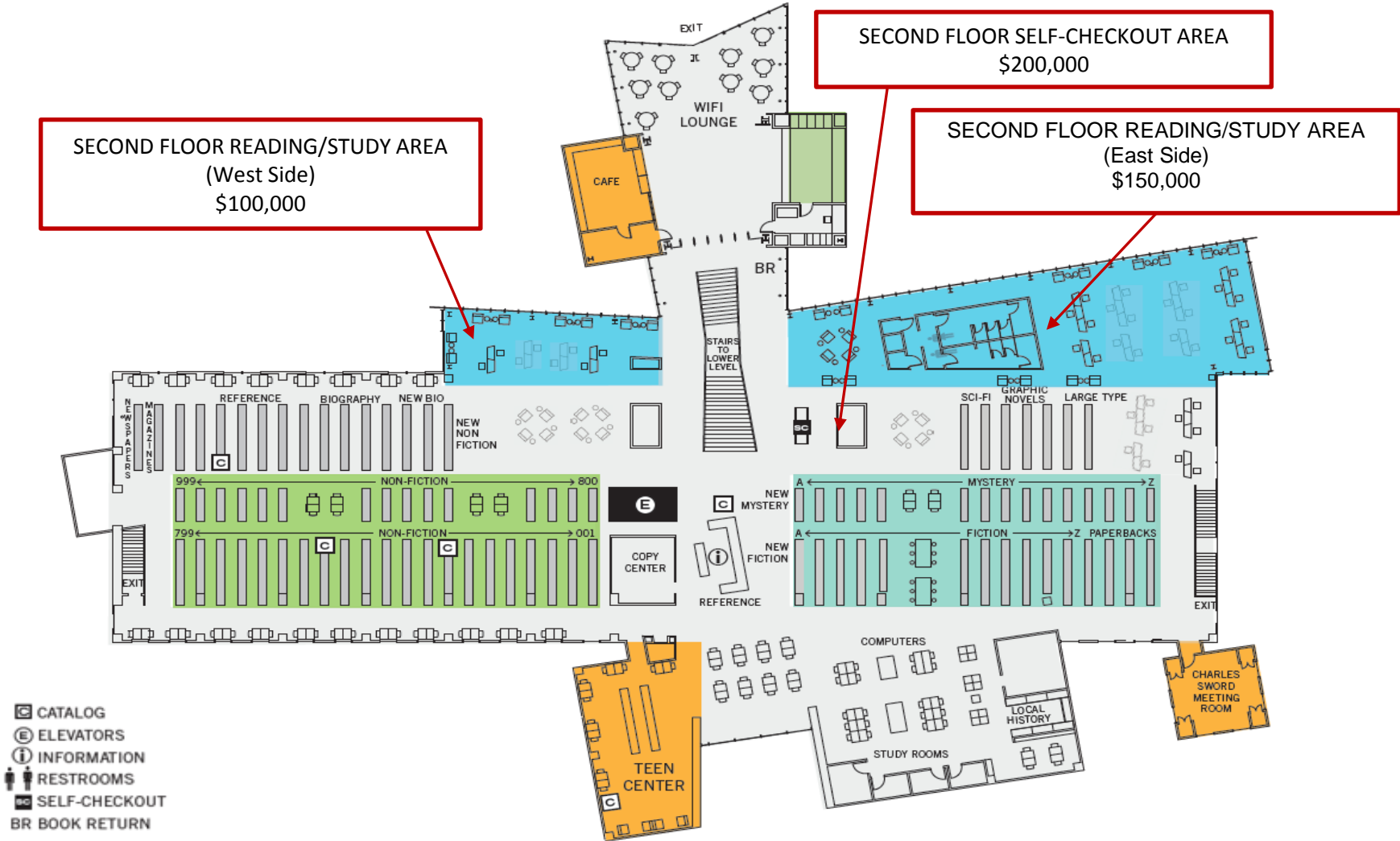
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CENTRAL LIBRARY LOWER LEVEL NAMING AREAS



**CENTRAL LIBRARY UPPER LEVEL
NAMING AREAS**



TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Rebecca Lightfoot, Adult Services Coordinator

TITLE: NBPL eBranch, Database, and Downloadable Services Review

ABSTRACT:

The eBranch component of the Newport Beach Public Library consists of databases and downloadable eBooks, audiobooks, magazines, and streaming video. Virtual Programming became a component during 2020 as the Library worked to provide online content to the public and has continued to play a role in the services offered to the community. The eBranch is promoted as the 24/7/365 resource that is accessible anywhere and at any time. Many patrons take advantage of the services provided under the eBranch.

DISCUSSION:

Online resources continued to remain popular during 2021. Databases remain an essential and well-used resource for the community and staff. The Library is proud to offer over forty databases that specialize in topics that appeal to all age groups and interest levels. Several databases have over 1,000 uses a month, including A-Z, ProQuest, Consumer Reports, Morningstar, and Value Line.

The Library added Comics Plus in March of 2021. Comics Plus has over 20,000 comics, graphic novels, and manga titles for all ages and features unlimited checkouts and simultaneous use, meaning no waits. Another addition this past June was ArtistWorks. ArtistWorks provides world-class instruction for the most popular string and band instruments through self-paced video lessons from professional musicians. Students can also upload videos of themselves performing so the teachers can critique their efforts.

Staff is always on the lookout for ways to improve database selections, evaluating new databases and existing ones to see if they still meet the needs of the community.

eBranch

Service Provided	Vendor
eBooks and audiobooks	OverDrive
eMagazines	Flipster and OverDrive
Streaming Video	OverDrive and Kanopy

Downloadable eBooks and audiobooks: The Library has seen exponential growth with OverDrive. In 2021, combined checkouts totaled over 165,000. The year 2020's numbers were slightly higher (over 170,000) due to the pandemic. In 2012, when Amazon started allowing libraries to circulate Kindle books, eBooks surpassed audiobooks. While audiobooks still have not caught up, they are closing the gap. In 2020, the difference between eBooks and audiobooks was over 38,000, in 2021, it was 26,000.

Streaming Video: The Library introduced Kanopy, a streaming video service, in December 2017. Kanopy offers access to over 27,000 films, ranging from documentaries to feature films, indie, and foreign films. The Kanopy collection includes titles from PBS, The Criterion Collection, and The Great Courses. In August 2021, Kanopy added major motion pictures from Warner Bros., MGM, and Lionsgate to their downloadable offerings.

Downloadable Magazines: RB Digital, a downloadable magazine service, was bought by OverDrive and the content merged with OverDrive in early 2021. Magazine content is now accessible through the popular Libby app. The Library also continues to subscribe to Flipster, another downloadable magazine service, that offers a different range of magazines than OverDrive.

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

PREPARED BY: Tim Hetherton, Library Services Director

TITLE: COVID-19 Update

DISCUSSION:

As the surge in COVID-19 cases driven by the Omicron variant continues, the Library has temporarily modified some operations to ensure that all services to the community are maintained.

City libraries remain open, but no in-person meetings (with the exception of Brown Act meetings) or programs will take place at libraries until further notice.

Masks will be required inside all City facilities. Signage has been posted at City facilities notifying the public of the state mandate.

The Library has had a number of staff absences due to COVID-19 which has impacted our ability to provide services. We are scheduling staff in such a manner to keep “core” groups of employees at specific facilities to reduce the risk of infection.

Consequently, on Tuesday, January 4, the Library adopted the following service hours:

- Central is maintaining current hours (Monday through Thursday from 9 a.m. until 9 p.m., Friday and Saturday from 9 a.m. until 6 p.m., and Sunday from 12 p.m. until 5 p.m.)
- Mariners is open Monday through Saturday from 9 a.m. to 6 p.m. and closed on Sunday.
- Balboa and CdM are open Monday through Saturday from 9 a.m. to 1 p.m., closed from 1 p.m. to 2 p.m., and open again from 2 p.m. until 6 p.m.

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

PREPARED BY: Melissa Hartson, Library Services Manager, Acting

TITLE: Acceptance of Donation

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of a year-end donation from a supporter to enhance the materials collection.

DISCUSSION:

The Library received the following donations at the end of December 2021:

- Gift to Newport Beach Public Library from Georgetta Wolff - \$1000.00

Ms. Wolff chose to make this donation to the Library because she considered Library Staff courageous in staying open during the pandemic and we were one of the only institutions that continued to offer services to the public.

Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted, the donation will be allocated into Library Materials operating account.

NOTICING:

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Chair Watkins' report: Library Live Committee Notes for Tuesday, January 11, 2022 Meeting, 9:30 AM via Zoom:

- (1) Kunga Wangmo-Upshaw called the meeting to order at 9:40 AM.
- (2) Ticket Sales for the 2022 Season are as follows to date:
 - (i) Walter Stahr (Thursday, February 24)---106 (unsold 94)
 - (ii) Brit Bennett (Thursday, March 3)---86 (unsold 114)
 - (iii) Adin Dobkin (Thursday, March 24)---45 (unsold 155)
 - (iv) Charles Yu (Thursday, April 28)---40 (unsold 160)
- (3) Library Live Committee Member Addition: Patricia (Patty) Dreyfus (a poet, writer, and editor) has been added to the Library Live Committee.
- (4) Committee Member Lindsay Means presented a thoughtful and interesting list of soon-to-be-published books (a total of eight books) for the Committee's consideration for possible 2023 speaker possibilities. Kunga also presented the long Knopf/Doubleday publishing list for 2022 (a total of ninety-two books) which contains additional possible speakers for 2023.
- (5) Kunga indicated that she has sent initial and follow up emails to 2023 potential speakers regarding pricing and availability; no responses so far; Kunga will provide information to the Committee as received and the Committee will vote on a line up at the March 1, 2022 Committee meeting.
- (6) There are currently in-person prohibitions through at least January 31 and those restrictions may be extended through February (and possibly beyond February). It is therefore likely that the 2022 Library Live speaker series will need to be schedule-adjusted depending on the evolving COVID/Omicron/variant situation. It's a moving target at present. The 2022 Library Live authors with whom Kunga has talked to date seemed generally amenable to adjusting the schedule since most of them prefer in-person presentations.
- (7) Kunga provided a good summary of the framework/tenets of Library Live: 4 to 5 authors annually, fiction (or, rarely, historical non-fiction such as Walter Stahr's books), no self-publishing books, published within last two years of presentation, local (to the extent possible) to save \$\$, should be able to bring in a crowd.
- (8) Library Live has \$69,103 in donations against a requested 2022 Budget of \$78,000. So far, so good.
- (9) All programs will be expressly subject to the CA State Guidelines with respect to masking, etc. Depending on where a particular reception is held (e.g., private home versus Bamboo Court), there may be some relaxation of the Guidelines.