



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Tuesday, February 22, 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, February 21, 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. **CALL MEETING TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **NOTICE TO THE PUBLIC**

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

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

V. CONSENT CALENDAR

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

A. Consent Calendar Items

1. Minutes of the Jan 18, 2022 Board of Library Trustees Meeting (pp. 5-14)

[DRAFT OF MINUTES](#)

2. Patron Comments (pp. 15-17)

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

[PATRON COMMENTS](#)

3. Library Activities (pp. 18-26)

Monthly update of library events, services, and statistics.

[JANUARY ACTIVITIES](#)

4. Expenditure Status Report (p. 27)

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

[JANUARY EXPENDITURES](#)

5. Board of Library Trustees Monitoring List (p. 28)

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

[MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Library Gift and Donor Policy (NBPL) (pp. 29-42)

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 REPORT](#)

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

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

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

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

7. Annual Budget - Preliminary Review (pp. 43-47)

Staff requests that the Board of Library Trustees review and approve the preliminary Library operating budget for Fiscal Year 2022/2023.

[PROPOSED BUDGET REPORT](#)

[PROPOSED BUDGET REPORT-ATTACHMENT A](#)

[PROPOSED BUDGET REPORT-ATTACHMENT B](#)

8. Arts and Culture Update (pp. 48-51)

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

[ARTS AND CULTURE UPDATE](#)

9. Lecture Hall Update

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

10. Balboa Branch Replacement Update (pp. 52-54)

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

[BALBOA BRANCH SURVEY](#)

11. COVID-19 Update (p. 55)

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

[COVID-19 UPDATE](#)

12. Selection of Book Titles for Craig Gray's A Novel Idea (pp. 56-57)

Staff requests that each member of the Board of Library Trustees select the title of one novel each to be engraved on *A Novel Idea*.

[BOOK SELECTION REPORT](#)

13. Acceptance of Donations (p. 58)

Staff recommends the Board of Library Trustees approve the acceptance of multiple donations from the Newport Beach Public Library Foundation to enhance the Library's materials collection.

[DONATIONS REPORT](#)

14. Library Services

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

B. Monthly Reports

15. Library Foundation Liaison Reports (p. 58)

- 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](#)

16. Friends of the Library Liaison Report

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

17. Literacy Services Liaison Report

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

VII. 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.

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

IX. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach Central Library
1000 Avocado Avenue, Newport Beach, CA 92660
Meeting Minutes

Tuesday, January 18, 2022 – Closed Session 4:00 / Regular Meeting 5:00 p.m.

I. **CONVENE IN OPEN SESSION** – 4:00 P.M.

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

Trustees Present: Chair Paul Watkins, Vice Chair Kurt Kost, Secretary Barbara Glabman, Trustee Douglas Coulter

Trustees Absent: Trustee Janet Ray (excused)

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

III. **PUBLIC COMMENTS**

Jim Mosher, Newport Beach resident, stated that he had not been aware that the Library Services Director was retiring, but noted the closed session discussion about the recruitment/appointment process. It is great that the Board of Library Trustees (BLT) is involved in the process, but he was displeased that the discussion would be in closed session. He provided written comments and stated that closed sessions were supposed to be reserved for specific purposes. As it did not appear that they would be discussing an employee or a specific potential employee and would only discuss the process it should take place in open session. Following any closed sessions there is to be a session report. He thought this was comparable to the recruitment of the City Manager and noted that City Council ultimately decided to discuss recruitment in an open session. Interviews were held in closed session. He strongly advocated for an open recruitment process with an executive recruitment firm. The Newport Beach Library Services Director is the highest paid outside of the Bay Area so they should attract talent.

Chair Watkins stated that Library Services Director Hetherton announced his retirement effective Thursday, March 31, 2022. Item IV. 1. Will discuss his retirement and matters related to recruitment and appointment of a new Library Services Director. He read Chapter 9 § 54957(b). Based on that he stated the meeting was in recess until 5:00 p.m. when the BLT would reconvene in open session.

IV. CLOSED SESSION

1. **Discuss the Library Services Director's Retirement and Recruitment/Appointment Process (Government Code § 54957(b)).**

At 4:06 p.m. the Trustees adjourned with City Manager Grace Leung and Human Resources Director Barbara Salvini for a Closed Session.

V. RECESS – 4:40 P.M

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

VII. CALL MEETING TO ORDER

VIII. ROLL CALL

Trustees Present: Chair Paul Watkins, Vice Chair Kurt Kost, Secretary Barbara Glabman, Trustee Douglas Coulter

Trustees Absent: Trustee Janet Ray (excused)

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

IX. CLOSED SESSION REPORT

Chair Watkins reported the BLT met with City Manager Grace Leung and Human Resources Director Barbara Salvini to discuss Library Services Director Hetheron's retirement effective March 31, 2022, and the recruitment and appointment of a public employee.

X. PLEDGE OF ALLEGIANCE – Led by Chair Watkins

XI. NOTICE TO THE PUBLIC

XII. CONSENT CALENDAR

A. Consent Calendar Items

2. Minutes of the December 20, 2021, Board of Library Trustees Meetings

Chair Watkins confirmed the BLT did not want to discuss or remove items from the Consent Calendar.

Chair Watkins had the following correction to the minutes:

- Handwritten Page 8, "Rhonda" is the correct spelling of Rhonda Watkins.

- Handwritten Page 13, "Chair Watkins" is repeated and should be corrected.

3. Patron Comments

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

Chair Watkins thanked Adult Services Coordinator Rebecca Lightfoot for her complete and worthwhile responses to patron comments.

Trustee Coulter also voiced appreciation for Adult Services Coordinator Lightfoot's responses.

4. Library Activities

Monthly update of library events, services, and statistics.

5. Expenditure Status Report

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

Chair Watkins reported that they were halfway through the fiscal year and are 5% under budget.

6. Board of Library Trustees Monitoring List

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

Chair Watkins called for the public comment.

Jim Mosher, Newport Beach resident, stated he submitted written comments on Consent Calendar Item 3, Patron Comments. Comments numbered 3 and 7 had to do with patron frustration with the current study room policy. He suggested the BLT review the policy, which is scheduled to be reviewed in April 2023. Rooms cannot be reserved by telephone, which is inconvenient.

Chair Watkins stated that if a patron was present and made a commitment for a study room it made sense for the policy to be sustained. He asked for Library Services Director Hetherton's opinion.

Library Services Director Tim Hetherton said that he needed to discuss the item further with staff and would return to the BLT later with a recommendation.

Secretary Glabman asked if there were people reserving rooms on the phone and then not showing up to use them.

Library Services Director Hetherton explained that he was not sure how the policy came to be, but they used to do phone reservations and people wanted to reserve rooms far in advance. "No shows" result in additional staff time enforcing the 15 minute no-show rules. He will discuss the matter further with staff and report back to the BLT.

Chair Watkins called for a Motion.

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 December 20, 2021.

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

XIII. CURRENT BUSINESS

A. Items for Review

7. Library Gift and Donor Policy (NBPL 3)

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

Chair Watkins requested the item be tabled until the February 22, 2022, meeting so that the Newport Beach Public Library Foundation (NBPLF) Executive Board could weigh in on the policy. The NBPLF has requested the additional time. Hearing no objections, the matter was tabled.

8. NBPL eBranch, Database, and Downloadable Services Review

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

Adult Services Coordinator Lightfoot explained the eBranch is made up of databases and downloadable services. The services include eBooks, audiobooks, magazines, and streaming video. The services are very popular, especially OverDrive. 2020's numbers were slightly higher than 2021, but 2021 was still higher than 2019. The numbers should continue to grow as the service becomes more popular and more items are added. The current focus is on adding children's items. Over the past two to three years the selection of materials for children has improved. They continue to evaluate the current selection of databases and remove some and add others as necessary. In March 2021 they added Comics Plus, which has over 20,000 graphic novels, manga, and comics with unlimited checkouts and simultaneous use. Graphic novels and manga are growing in popularity. In June they added ArtistWorks, which is musical instruction and can be accessed through OverDrive. Kanopy continues to add films to their selection and in August 2021 they started adding major motion pictures from big studios. Now there are popular blockbuster movies available, and more content will continue to be added. Last year OverDrive purchased RB Digital and merged their content. Over 3,000 magazines are available and are a compliment to Flipster, the other magazine service the Library subscribes to.

Chair Watkins inquired about Cloud Library.

Adult Services Coordinator Lightfoot explained Cloud Library was similar to OverDrive, a vendor offering eBooks and audiobooks. Staff has viewed Cloud Library demonstrations and did not feel the content was on the same level as OverDrive. Additionally, Cloud Library does not have the functionality or usability of OverDrive. The library has been an

OverDrive customer for 15 years and has invested a lot of resources into developing the content. Overall, she did not feel Cloud Library was as good as OverDrive.

Chair Watkins called for the public comment.

Rhonda Watkins, Newport Beach resident, stated that she did not believe the greater public was aware of the variety of materials available. She asked what the Library was doing to publicize itself.

Adult Services Coordinator Lightfoot said that they used to teach classes in the Media Lab on the services, but that was put on hold due to COVID. They hope to resume that program in the future. One of the Librarians had an idea to spotlight a different service each month on the front page of the website, which they implemented and have done for the last three months. Currently they are highlighting Beanstack.

In response to Vice Chair Kost's question, Adult Services Coordinator Lightfoot explained that past highlighted services are linked on the databases page. In November, the use of the highlighted service doubled over the previous month.

Vice Chair Kost asked if information was sent to the local school librarians. He noted that the Comics Plus service might be especially interesting to children.

Adult Services Coordinator Lightfoot said that Youth & Branch Services Coordinator Debbie Walker could speak to the partnership with the schools better than she could. There have been challenges with getting information out to the school librarians. Marketing Specialist Maria Nicklin includes information on the databases in the e-mail blast which goes out weekly.

Secretary Glabman suggested Zoom tutorials to highlight topics.

Adult Services Coordinator Lightfoot liked the idea.

Chair Watkins recognized Mr. Kappel.

Jerry Kappel, NBPLF CEO, stated that the NBPLF was starting a monthly email newsletter and will help promote the services. There are 14,000 people on the email list.

Adult Services Coordinator Lightfoot thanked Mr. Kappel for the offer.

Secretary Glabman asked if eVisits went into the library's count.

Chair Watkins believed they did but asked Library Services Director Hetherington to confirm.

Library Services Director Hetherington said that Mr. Lance of the Library Journal Star Library survey does look at those statistics.

Chair Watkins called for further input or questions, but there was none. The BLT received and filed the report.

9. Lecture Hall Update

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

Library Services Director Hetherton reported that Jill Johnson Tucker chairs the committee and presented for Speak Up Newport on Wednesday. There were nice graphics and a video shown and they showed the potential for the proposed facility.

Chair Watkins stated that he did not know if that was available to view, but the flyer was great.

Library Services Director Hetherton stated he would send it to the BLT and would check the Speak Up site to see if it was archived.

Chair Watkins called for further questions or comments, but there were none. He called for the public comment.

Jerry Kappel, NBPLF CEO, stated that they were planning to enhance the video with a drone flyover to connect the lecture hall more directly to the civic center campus.

Rhonda Watkins, Newport Beach resident, stated Speak Up Newport archives its meetings on its website. Sometimes they are rebroadcast on NBTV television station.

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.

Secretary Glabman stated that there was nothing new to report.

Library Services Director Hetherton reported they were waiting for IT to create the survey.

Chair Watkins said that he and Trustee Ray would meet with Council Members Diane Dixon and Joy Brenner at the Balboa Branch Fire Station on January 20 at 2:00 p.m. before the January 29 meeting on Capital Improvement Projects (CIP). It is important that the Balboa Branch replacement not supersede the Library Lecture Hall.

11. COVID-19 Update

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

Library Services Director Hetherton reported that in response to the Omicron surge California requested that public buildings require the public to wear masks. City Hall has temporarily closed with plans to reopen the week of January 24, 2022. Staff and the public are required to wear masks in all public facilities. Staff is being grouped into three cores to limit contact and spread of the virus. Many employees have been out with COVID or COVID exposures, so they have had to adjust service hours. The Corona del Mar Branch closed on January 14 for lack of staff. He commended staff for being flexible and managing the situation.

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

12. Acceptance of Donation

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

Chair Watkins introduced the discussion of a \$1,000 donation from Georgetta Wolff. He asked for questions or comments from the BLT, but there were none. He called for the public comment, but there was none.

Motion made by Trustee Coulter, seconded by Secretary Glabman, and carried (4-0-0-1) to approve the acceptance of a year-end donation from a supporter to enhance the materials collection.

AYES: Watkins, Kost, Glabman, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Ray

13. Library Services

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

Library Services Director Hetherton reported that he was waiting for a draft Memorandum of Understanding (MOU) for the Friends of the Library and the City of Newport Beach for the Gift Shop. On Saturday, January 29, 2022, at 9:00 a.m. City Council will hold its annual planning session and CIP update which should provide information on the Library Lecture Hall and the Balboa Branch replacement.

Chair Watkins called for BLT comments and questions.

Vice Chair Kost inquired about the status of the gift shop materials.

Library Services Director Hetherton indicated they received a few items and were looking into ordering more. Everything is on hold pending the City's decision. Staff has identified merchandise, but it may not have been purchased yet.

Vice Chair Kost asked if the delay of the MOU was COVID related.

Library Services Director Hetherton explained the City Attorney's Office is always busy and they received the request just before the holiday. He thought it should be done shortly.

Chair Watkins called for public comment, but there was none. The BLT received and filed 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 January 10 via Zoom. Patricia Dreyfuss is a new committee member. January and February events have been cancelled due to COVID and most are looking to reschedule rather than do Zoom presentations. The Next Bookmark will focus on the 25th anniversary of the Witte Lecture Series. The Foundation is working on new banners and logos for around the library. The Foundation audit has been completed and approved. Income is up and there is \$3.7 million in assets. Donations for December were strong and included \$79,000 of donations in the last ten days of the year.

Chair Watkins called for BLT comment or questions, but there were none. He 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 he prepared a written report which could be found on Handwritten Page 44. Kunga Wangmo-Upshaw advised him that Walter Stahr has been moved from Thursday, February 24 to a date uncertain due to COVID. Other lectures may be moved as well. Many of the speakers prefer to have live audiences. Ms. Wangmo-Upshaw provided a good summary of the framework and tenets of Library Live and its target audience. Library Live has \$69,000 in donations against a requested budget of \$78,000, which is quite good given the pandemic. The programs will follow all California COVID guidelines. He called for BLT or public comment, but there was none. The BLT received and filed the report.

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

Secretary Glabman attended the Witte Lectures Committee meeting, which was in person and held outdoors. Ezra Klein has sold out for both Friday and Saturday. Dr. Eddie Glaude, Jr. has 145 tickets sold for Friday and 130 for Saturday. Suzanne Simard has 140 tickets sold for Friday and 121 for Saturday. There is plenty of time for ticket sales, but Ezra Klein and Dr. Glaude have been postponed to April. Notices have been sent to ticket holders and the Library Foundation subscribers. The Committee is exploring speakers for 2023 going through people, themes, and cost. Some of the themes considered were China, the environment, democracy and voting rights, power and balance in social media, social justice, the economy, concentrated wealth, and education in California. Ms. Wangmo-Upshaw has a list of speakers and is determining who might fit into the budget and timeframe. The Witte Lecture Series is 60% of the way to the donation goal of \$158,000.

Chair Watkins called for BLT questions and comments.

Trustee Coulter asked how many people could be allowed into the lectures.

Secretary Glabman answered that 200 people could be accommodated for both Witte Lectures and Library Live.

Chair Watkins called for the public comment.

Jerry Kappel, NBPLF CEO, explained the advantage of moving the Witte series to April was that they would be able to keep the doors open for airflow in April whereas that may not have been possible in January.

Chair Watkins stated 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 met outside in the courtyard. They have closed the bookstore for the rest of January due to the COVID surge. The December net income was \$16,358. The fourth quarter sales for 2021 were \$42,264, a 32% increase over 2020's fourth quarter sales of \$31,939. He announced the next book sale scheduled for April 1 and 2. The sale on April 1 is for members only while April 2 is open to the public. There are currently 768 members of the Friends of the Library. He explained their recent promotions and praised the Friends for their work.

Secretary Glabman asked if the Friends notify members when their membership is about to expire.

Trustee Coulter stated he would get the answer for Secretary Glabman.

Chair Watkins stated the BLT received and filed the report.

16. Literacy Services Liaison Report

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

Chair Watkins announced that Jessica Bass was the new President of the Advisory Board.

Library Services Director Hetherington stated that Project Adult Literacy (PAL) sent out a solicitation letter in December. The total income for December was \$16,518.52. \$9,000 came from the solicitation. There are 69 active tutors and 5 waiting to complete training. There are 95 active learners and 12 are waiting for tutors. Classes are via Zoom due to the moratorium on in person programming. There is a Zoom book club. He corrected his earlier statement and explained that City Hall was scheduled to reopen on January 28. The Board is working on collaboration and community outreach. They are looking for a speaker for The Gift of Literacy luncheon and are hoping they do not have to change their plans due to COVID.

Chair Watkins inquired about the date of the luncheon.

Library Services Director Hetherington said that he did not have a date, but the luncheon was typically held in the spring. He agreed to put it on the BLT's calendar when the date was known.

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

XIV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher, Newport Beach resident, said that one of the reasons the public wanted a new Library Lecture Hall was because the acoustics in the Friends Meeting Room are not perfect. He missed Item 7 on the Agenda, the review of the gift policy and asked if it was continued.

Chair Watkins stated that the item was continued to the next meeting.

Mr. Mosher commented that the attachments do not correlate to current policy, and he wanted to bring that to staff's attention. When Chair Watkins gave the closed session report, he heard that the BLT had approved the appointment of a public employee. He asked if that was correct.

Chair Watkins stated that they discussed the retirement of Library Services Director Hetherington. He called for further public comment, but there were none.

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)

Chair Watkins called for announcements or future agenda items, but there were none. He congratulated Tara Finnigan on her appointment to the Assistant to the City Manager.

XVI. ADJOURNMENT – 5:47 P.M.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

JANUARY 2022

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p><u>1</u> <u>01/03/2022</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch & Youth Services Coordinator</u> <u>01/03/2022</u></p>	<p>I checked out a book from the Mariners Branch library. May I return it to the Central Library, or should I take it to Mariners? Thank you.</p>	<p>Yes, you may return the book you checked out at Mariners to Central. We offer delivery service between all four Newport Beach Public Library locations so you may return items at any Branch you choose. We appreciate your use of the Library.</p>
<p><u>2</u> <u>01/09/2022</u> <u>Email</u> <u>Francine Jacome</u> <u>Administrative Support Specialist</u> <u>01/10/2022</u></p>	<p>I am planning a wedding and wondering if your space is available for rental on July 16, 23, 30, or August 6, 13. I am happy to discuss this in further detail. Thank you!</p>	<p>Thank you for your inquiry. Unfortunately, we are unable to accommodate your request at this time as our large Friends Meeting Room is not available for private events. However, you should be able to find a venue through the City's Recreation & Senior Services Department. You may visit their website at www.newportbeach.ca.gov or contact them at (949) 644-3151. I have attached a copy of the City's Facility Rental Packet that contains further information about their rentals. Please don't hesitate to contact us if you have any further questions. Thank you and have a pleasant day.</p>
<p><u>3</u> <u>01/11/2022</u> <u>Phone & Mail</u> <u>Tim Hetherton</u> <u>Library Services Director</u> <u>01/21/2022</u></p>	<p>A patron made a \$1,000 donation directly to the Library. She felt we are courageous in staying open during the pandemic and we are one of the only institutions that continue to offer services to the public. She mentioned even the curbside service was a big deal for the community. The donation is her way of saying thank you.</p>	<p>On behalf of the City of Newport Beach, I would like to thank you for the \$1,000.00 donation that you made to the Newport Beach Public Library. Your thoughtful contribution will help us provide new materials for the Library. Gifts such as yours enable us to enhance the Library's collection and continue providing valuable services for all patrons. Generous support from individuals like you make it possible for the Library to succeed in serving the community. We truly appreciate your \$1,000.00 donation and we pledge to use it wisely.</p>
<p><u>4</u> <u>01/12/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>01/12/2022</u></p>	<p>How do I renew a DVD? I did not find it on the website. I borrowed a DVD on January 12, 2022.</p>	<p>Our new system automatically renews your items up to four times, as long as no one else has the item on hold. If you are signed up for email notification, you should receive an email letting you know when your items were renewed. If you would like to do it yourself online, after you log into your account, click on "check-outs". Put a check in the box to the left of each item and click on the "renew" button near the top. I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<p><u>5</u> <u>01/12/2022</u> <u>In-Person</u> <u>Francine Jacome</u> <u>Administrative Support Specialist</u> <u>01/12/2022</u></p>	<p>A patron complained about another patron's attempt to steal his ear buds that were left at his computer station while he was retrieving something from the printer.</p>	<p>We encourage patrons not to leave personal belongings at any work station in the Library because we can't be responsible for lost items.</p>

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p>6 <u>01/20/2022</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch & Youth Services Coordinator</u> <u>01/20/2022</u></p>	<p>I was wondering what the current policy is on reading or studying at the library. Are you allowed to stay and sit for a while or do you have to just grab books and leave due to covid restrictions?</p>	<p>Currently, there are no restrictions at any of our four locations in terms of staying and studying. We have slightly modified hours at three of our locations at least through the end of January to correspond with current City Hall closures and we are not offering in-person programming. Aside from that, we are offering Library services per usual. The Library does require that all patrons wear masks while in the building per the California state mandate that is currently in effect at least to February 15. Be sure to visit our web page at https://www.newportbeachlibrary.org/home for all of the latest information regarding services and programming. We do appreciate your interest in and use of the Library. Please don't hesitate to contact us if you have any other questions.</p>
<p>7 <u>01/20/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>01/20/2022</u></p>	<p>Are income tax forms available for pickup at the library?</p>	<p>Our tax forms are on order and have not yet arrived. We expect them within the next few weeks. We will update our website when the forms have arrived. Please do not hesitate to contact me with any other questions or concerns. Thank you.</p>
<p>8 <u>01/23/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>01/24/2022</u></p>	<p>I have heard that LinkedIn Learning is available with a valid library card, however I am not sure, given that this is a city run library, if that still applies with a Newport Beach Public Library card. If it is available, would you be able to walk me through the next steps to enable it? Thank you.</p>	<p>The Newport Beach Public Library does not subscribe to LinkedIn Learning. We do subscribe to Udemy, a similar online learning database. You can access it with your library card from our databases page: https://www.newportbeachlibrary.org/ebranch/databases. I hope that helps. Please let me know if you have any other questions.</p>
<p>9 <u>01/25/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>01/25/2022</u></p>	<p>I'm wondering about the possibility of hosting a piano recital at your location. Please let me know what the cost would be for a 2.5-hour block and what the head count limit is. Thank you.</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 Musicales Program series, you can contact our programming assistant, Terry Sanchez, at tsanchez@newportbeach.ca.gov or by calling 949-717-3895. Thank you.</p>

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

JANUARY 2022

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p><u>10</u> <u>01/25/2022</u> Email <u>Rebecca Lightfoot</u> Adult Services Coordinator <u>01/26/2022</u></p>	<p>Danielle, reference assistant, took immediate and decisive action to render technical support utilizing the computer. However, Google blocked my Gmail account since I never opened it at the library. So, Danielle provided the library email address to email the VA letter to her. Then, Danielle graciously printed the VA document after she confirmed it was the correct letter. Since I went to 3 FedEx stores whose server was down preventing them from being able to scan/email documents, Danielle graciously taught me how to scan and email the VA letter. Respectfully request that the NB Admin to recognize Danielle's genuine commitment to providing patrons with the highest standard of service. I appreciate her patience, gentle spirit, and professionalism. Thank you for promoting her dedication. P.S. Be advised that I am a disabled veteran w/ visual impairment and a head injury. Danielle treated me with dignity and respect.</p>	<p>This patron does not have an email address on file, so Rebecca called her directly to say thank you for the kind words about Danielle.</p>
<p><u>11</u> <u>01/27/2022</u> Email <u>Melissa Hartson</u> Library Services Manager, Acting <u>01/27/2022</u></p>	<p>I placed a book on hold. It is at Balboa and I would like to pick it up at Mariners. Will I be notified when it is available? I entered my cell number to receive text messages.</p>	<p>You will be notified via text message when your hold is available for you to pick up at the Mariners Library. The text message notification will be delivered to your cell number. Thank you for your inquiry.</p>
<p><u>12</u> <u>01/27/2022</u> Email <u>Debbie Walker</u> Branch & Youth Services Coordinator <u>01/28/2022</u></p>	<p>I checked out a Thomas the Train book and all the pages slipped out when I opened it. I wanted to return it in person so I could bring it to someone's attention, but I arrived at the Mariners branch too late. I tried to *carefully* return it via the book return outside the front doors. Thank you so much!</p>	<p>I forwarded your email to Andy Kachaturian the Branch Librarian at Mariners. He'll make sure to find the book and we'll take care of the loose pages. We appreciate you giving us a heads-up (and are so happy to have you use the Library!).</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetheron, Library Services Director
Re: Report of Library Activities – February 22, 2022 Meeting

TIM HETHERON, LIBRARY SERVICES DIRECTOR

“The very existence of libraries affords the best evidence that we may yet have hope for the future of man.”

—T.S. Eliot

Retirement

I had originally announced my retirement date as March 31, but I have agreed to stay at the helm until May 20. The new Director of Library Services should be in place by that date. The recruitment for the position opened on February 11. Read the job notice at: <https://www.alliancerc.com/wp-content/uploads/2022/02/Newport-Beach-Library-Svcs-Dir-Profile-FINAL.pdf>

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- **Board of Library Trustees meeting**
Monday, March 21
Balboa Branch Library
5 p.m.

- **Library Live**
Walter Stahr: *Salmon P. Chase: Lincoln’s Vital Rival*
Thursday, February 24, 7:00pm
Friends Room, Central Library

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Due to restrictions on in-person services and staffing shortages, storytimes at all locations were temporarily suspended in order to comply with these restrictions. To help solve staffing issues at the branches, Mariners’ hours were reduced for the month and CdM and Balboa closed for an hour from 1:00 p.m. to 2:00 p.m. to allow existing staff their full lunch hour. CdM hosted a stuffed animal sleepover with nine very special friends being dropped off on Friday, January 21. The highlights of what those nine did can be viewed on the Library’s Instagram Stories @nblibrary and are definitely worth a look.

Youth Services

On Saturday, January 22, all locations offered Grab & Go craft bags with Lunar New Year projects and information about The Year of the Tiger. All 260 bags that had been prepared by the Youth Services team were handed out by the end of day Sunday. To enhance the whole experience, Alex Jenkins once again produced a clever and informative video demonstrating how to complete each craft in the bag.

Teen Services

Because of the Covid restrictions in place, YAAC members checked-in virtually for their January meeting. In-person college prep and college testing programs scheduled in January were cancelled due to Covid restrictions as well. A teen creative writing program took place in January and a new ongoing Beanstack managed program "100 Books Before College," launched at the first of the month. As of the end of January, at least 46 teens had signed up to participate.

Facilities

In mid-January, the OC Health Department made a visit to the Bistro to follow-up on a violation of not having hot enough water. The inspector found that hot water temperatures for the Bistro and the Central Library's upstairs restrooms did not meet Health Department standards. The hot water heater for the Bistro was adjusted to make that change but the restroom water proved to be more complicated. With funding from Public Works, the process to replace the water heater unit for the restrooms was started and should be completed in early February. On Wednesday, January 26, Eddie Flores discovered a leak outside the loading dock area which involved the DCDA units that manage the water for the Library's fire sprinkler system. Working with Public Works, a plumber was called out the following day. Because the fire sprinkler system had to be disabled, during open hours Library Staff was put on Fire Watch, and a Public Works staff person stayed at the Library all night to Fire Watch before work resumed on Friday. The repairs were completed that afternoon. On early Thursday morning, January 27, the new flag pole at Central was installed. This project has been months in the works so it was great to see it completed. At Mariners, Western Allied started the job to repair fan coils in the HVAC system. The work should be completed in February.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Passport Recertification

I prepared and submitted the Library's annual passport agency recertification packet in January. Recertification involves all staff agents to complete and pass an annual training course. The U.S. Department of State has confirmed our facility is now certified to accept passport applications for 2022.

Hiring Update

The Library welcomed three new team members in January. Que Do, Victor Guzman, and Fay Min were hired as Library Pages. Que and Fay are assigned to Central. Victor is working at Mariners.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Personnel

Librarian I Rosemary Medina started her training at Central on January 10.

We are currently recruiting for two part time Library Assistants for Adult Services.

Training

Adult Services Coordinator Rebecca Lightfoot attended a Dossier BlueCloud Analytics training class, offered through Sirsi, the Library's ILS vendor.

Librarian I Laurie Sanders was asked to present virtually to a Laguna Beach Local History Class of 4th and 5th graders to discuss resources available at the Newport Beach Public Library for local history research.

Programming

The Storytellers Writing Workshop 3-class series was held on Jan 13, 20, and 27. The class was originally scheduled to be in-person but was shifted to Zoom format while in-person programming was temporarily suspended. The class was a success, and we received much positive feedback from its participants. The class averaged about 20 participants each session. Instructor Chris Epting gave skilled instruction, assigned writing prompts, and gave editing notes and feedback to participants who shared their writing assignments. This format produces a very bonded group, so much so that they are continuing to meet beyond the 3-class session on their own to keep encouraging each other in their writing.

The Sunday Musicale which was originally scheduled for January 23 was also cancelled. Performers TC4 Sax Quartet graciously filmed their performance offsite for the library so we could offer it virtually to the community. It is available now on the library's website.

Tax Forms

Library Assistant Chris Hennigan is coordinating the ordering and delivering of tax forms to all branch locations.

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	2373						1243
Newspapers--Current	762	759	1060	867	1326	988	702						923
Newspapers--Historical	3015	2169	1776	1915	2472	2171	3124						2377
Magazines	17	36	53	2905	45	30	76						452

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	1441						11669
Ancestry	459	114	185	288	252	262	412						1972
AskART	63	55	15	13	11	17	24						198
Brainfuse JobNow/VetNow	21	90	348	149	368	184	104						1264
Britannica School Edition	22	14	93	64	27	2	16						238
Facts on File Ancient History	0	33	65	1	36	10	15						160
Gale Archives Unbound	219	1534	7687	3942	14030	11170	2409						40991
Gale Directory Library	7	14	14	21	39	4	3						102
Gale in Context: Biography	6	0	39	19	5	18	9						96
Gale in Context: Elementary	2	0	3	4	7	9	16						41
Gale in Context: Opposing View	11	18	10	36	1170	94	102						1441
Gale Literature Resource Center	12	5	20	8	27	5	32						109
Gale Virtual Reference Library	23	66	151	44	97	67	27						475
HeritageQuest	1602	1895	935	1879	857	2165	3425						12758
Legal Information Ref Center	12	34	18	48	18	56	9						195
National Geographic	114	36	38	18	60	28	92						386
National Geographic Kids	57	20	21	10	35	14	63						220
NewsBank (OC Register)	1060	1146	1188	1120	934	853	968						7269
NoveList Plus	79	64	195	49	68	34	29						518
NoveList K-8 Plus	24	28	46	27	27	13	15						180
ProQuest	1858	2459	3029	5780	2884	3055	4288						23353
Proquest eLibrary	1	12	24	12	9	12	22						92
Reference USA Business	539	486	360	216	354	508	234						2697
Reference USA Residential	96	55	433	37	39	47	25						732
SIRS Discoverer	0	0	10	11	60	534	4576						5191
SIRS Issues Researcher	413	185	501	3188	3143	3776	3799						15005
World Book Online	7	22	25	67	53	18	19						211
Tracked by #page views													
Artist Works	14	23	11	13	8	6	4						79
Consumer Reports	2054	2291	1714	1772	2185	2337	2866						15219
CultureGrams	0	21	171	132	28	265	102						719
Morningstar	5070	5727	5600	5902	6254	5176	6110						39839
RealQuest	36	12581	8192	27	63	90	103						21092
Tumblebooks	19	7	27	14	66	26	19						178
Value Line	14720	12441	14510	16072	17351	14037	18514						107645
Tracked by courses													
Udemy	2316	1523	1266	2097	1925	1693	2416						13236
Tracked by Hours Used													
ABC Mouse	26.25	39.43	33.65	25.15	27.02	19.53	60.85						231.9
Rosetta Stone	67.32	68.5	58.87	63.05	32.85	21.22	53.18						365.0

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	36865	36159	37666						38788	271513
New Users	35072	34955	35426	35046	31947	31967	33253						33952	237666
Sessions	73733	73195	72935	72310	66539	65075	71035						70689	494822
Pageviews	249347	242176	244237	248891	228139	213616	242666						238439	1669072
Sessions Per User	1.83	1.83	1.80	1.81	1.80	1.80	1.89						1.82	--
Pages Per Session	3.38	3.31	3.35	3.44	3.43	3.28	3.42						3.37	--
Avg. Session Dur. (min)	2.68	2.70	2.62	2.70	2.63	2.53	2.68						2.65	--
Bounce Rate (%)	54.90	55.57	56.18	56.28	55.67	56.74	54.61						55.71	--

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	295						254	1776
CdM	121	191	102	163	142	176	124						146	1019
Mariners	933	1229	1262	1040	1196	1081	959						1100	7700
Central	12055	11896	11283	11617	9990	10125	8971						10848	75937
Total	13334	13572	12871	13061	11597	11648	10349						12347	86432

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

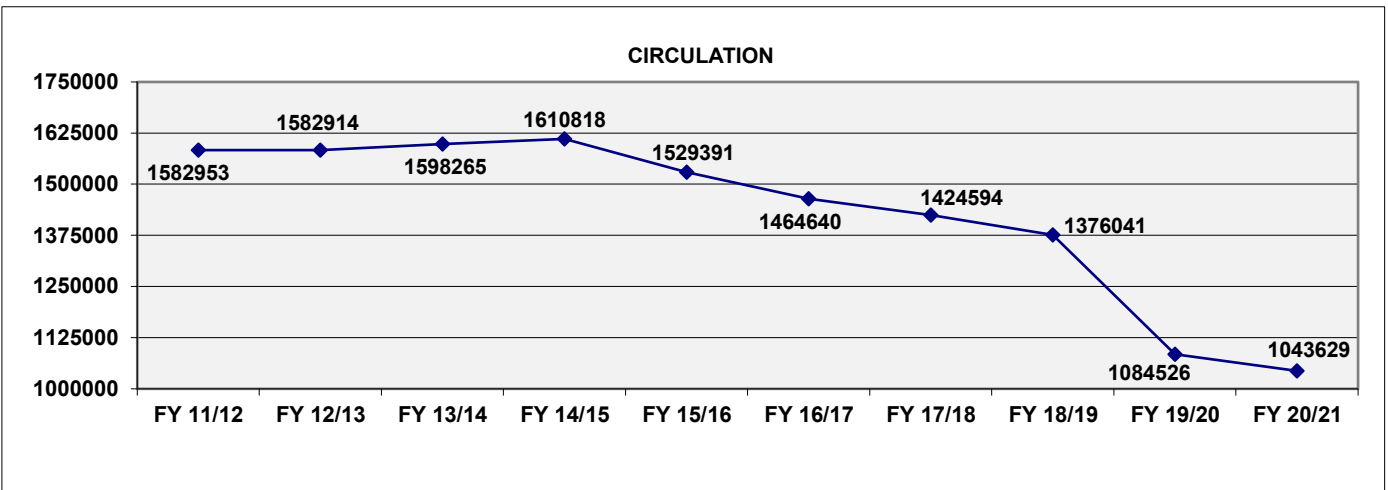
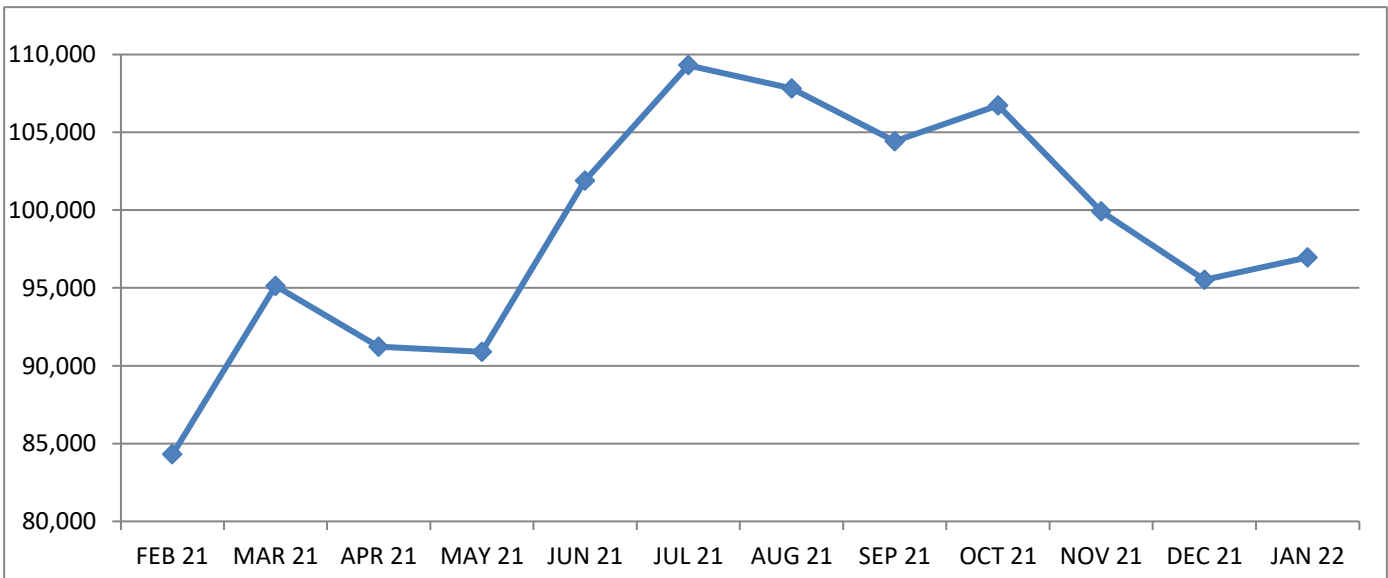
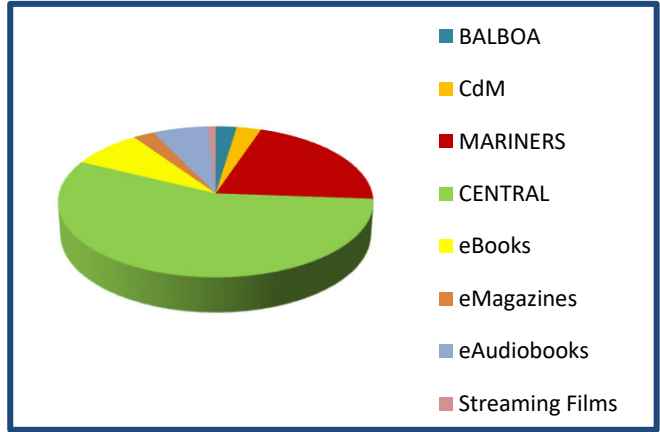
Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	18534	27214	21891	25375	30679	27122	38153						26995	188968
CdM	9508	17717	9806	14939	13867	13443	9744						12718	89024
Mariners	100962	142648	139271	114620	128143	120872	101285						121114	847801
Central	1711361	1626605	1511287	1581285	1370595	1355008	1256379						1487503	10412520
Total	1840365	1814184	1682255	1736219	1543284	1516445	1405561						1648330	11538313

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	129.33						106.40	--
CdM	78.58	92.76	96.14	91.65	97.65	76.38	78.58						87.36	--
Mariners	108.21	116.07	110.36	110.21	107.14	111.81	105.62						110.10	--
Central	141.96	136.74	133.94	136.12	137.20	133.83	140.05						137.12	--
Total	138.02	133.67	130.70	132.93	133.08	130.19	135.82						133.50	--

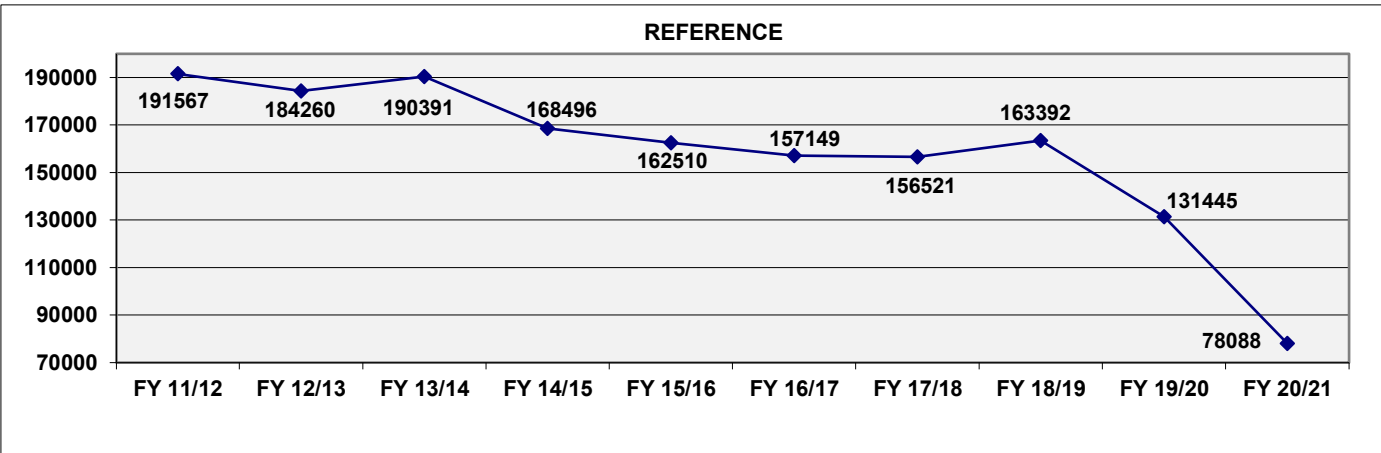
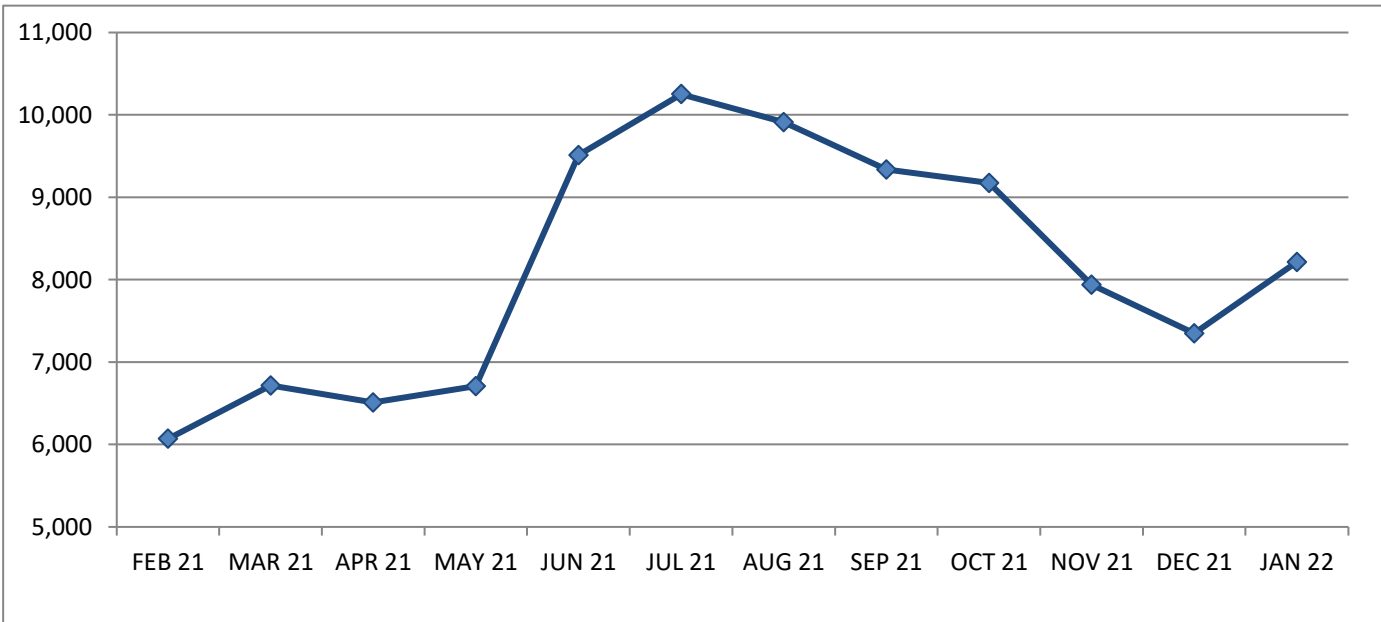
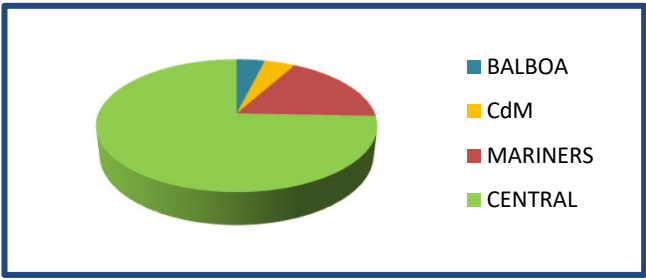
NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2022 CIRCULATION

	JAN 22	YTD 21/22	YTD 20/21
BALBOA	2,328	16,866	17,730
CdM	2,713	20,114	16,037
MARINERS	20,307	154,412	91,001
CENTRAL	54,401	414,271	316,378
eBooks	7,855	53,823	58,115
eMagazines	2,334	15,196	39,016
eAudiobooks	6,159	40,875	36,411
Streaming Films	858	5,145	5,482
TOTAL	96,955	720,702	580,170



NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2022 REFERENCE

	JAN 22	YTD 21/22	YTD 20/21
BALBOA	320	2,249	2,022
CdM	347	2,983	1,776
MARINERS	1,436	12,221	10,989
CENTRAL	6,111	44,720	27,785
TOTAL	8,214	62,173	42,572



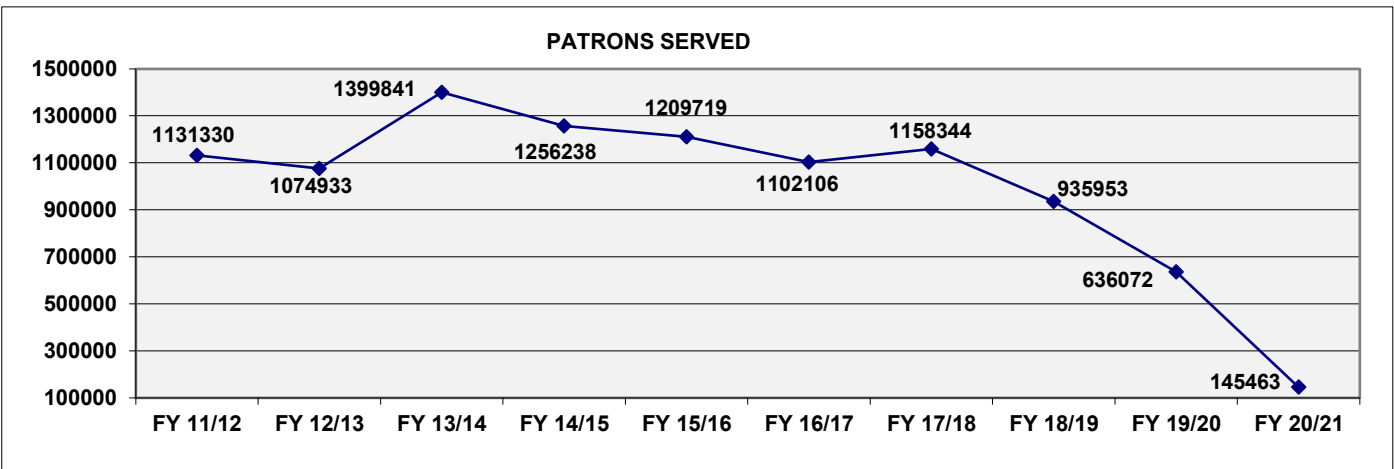
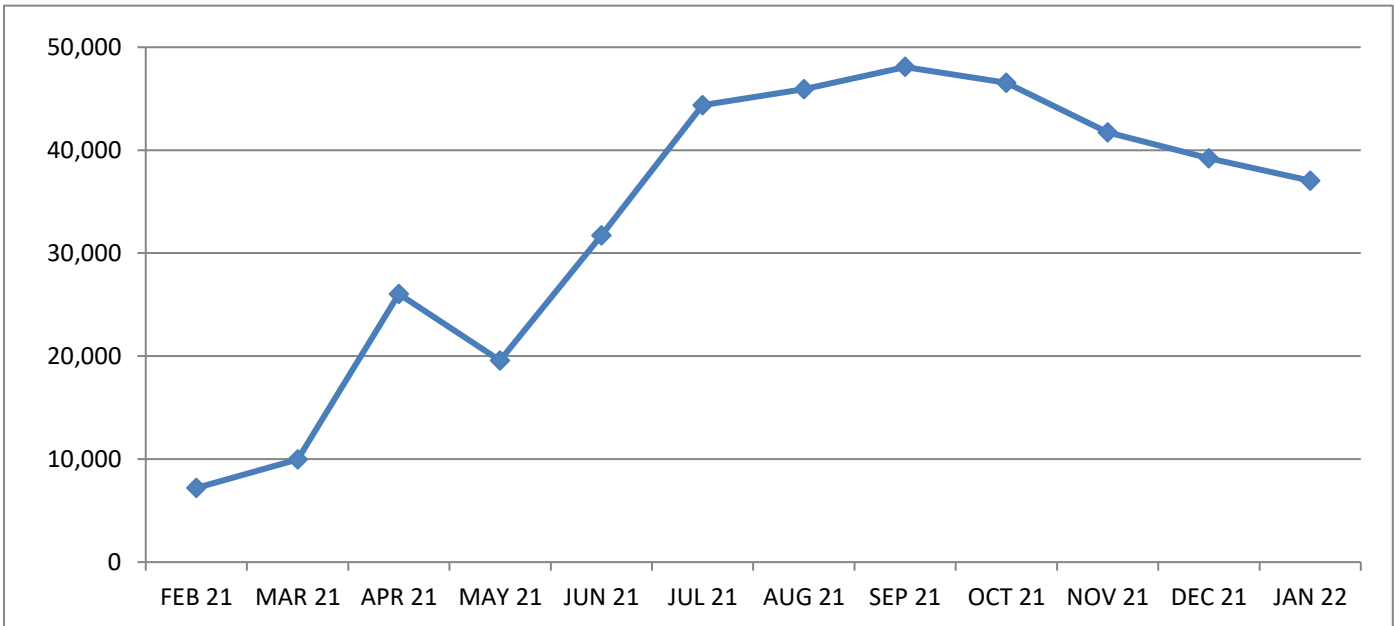
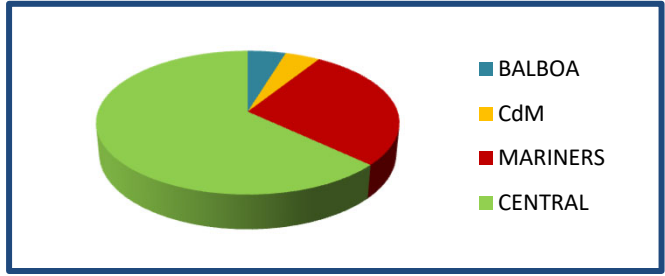
NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2022

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

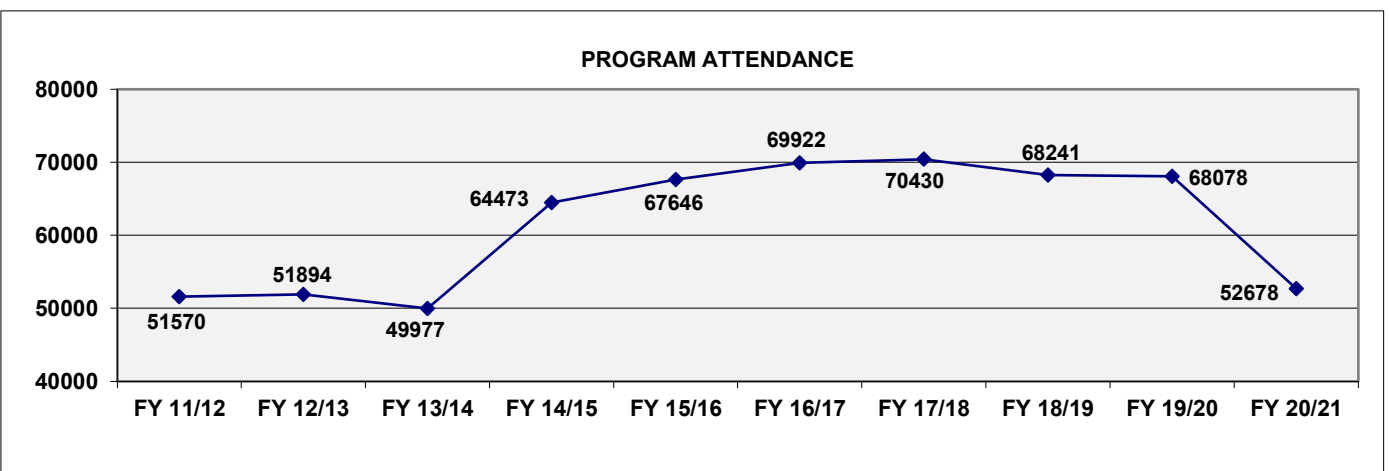
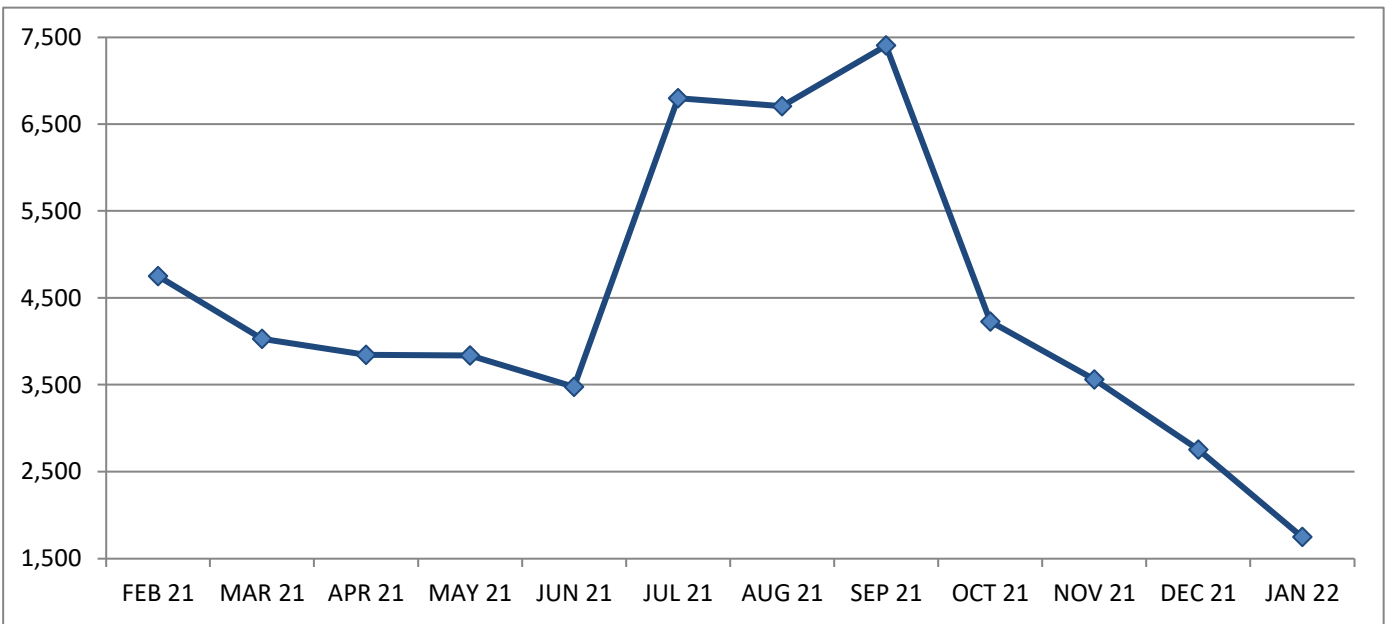
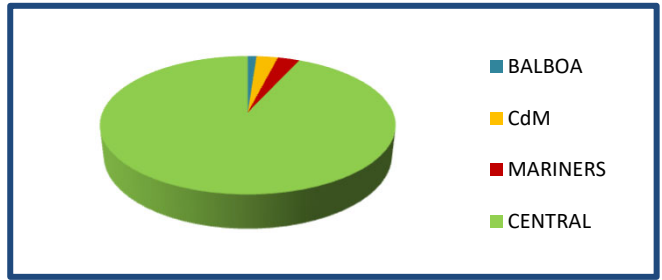
TOTAL

	JAN 22	YTD 21/22	YTD 20/21
BALBOA	1,744	13,147	1,991
CdM	1,597	19,329	2,058
MARINERS	10,329	72,309	12,591
CENTRAL	23,363	198,142	34,292
TOTAL	37,033	302,927	50,932



NEWPORT BEACH PUBLIC LIBRARY - JANUARY 2022 PROGRAM ATTENDANCE

	JAN 22	YTD 21/22	YTD 20/21
BALBOA	20	489	210
CdM	49	1,718	198
MARINERS	50	2,958	811
CENTRAL	1,628	28,031	31,530
TOTAL	1,747	33,196	32,749



LIBRARY EXPENDITURES

(February 2, 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	2,822,057	1,488,579	211,982	1,333,478
SALARY PART-TIME	1,162,634	1,203,426	427,634	56,615	775,792
BENEFITS	2,143,211	2,325,393	1,059,704	75,908	1,265,689
SALARY & BENEFITS TOTAL	6,260,031	6,350,876	2,975,916	344,505	3,374,960
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	164,393	198,621	107,829	1,278	90,792
UTILITIES	284,373	284,373	195,353	36,611	89,020
PROGRAMMING	5,500	5,000	1,396	447	3,604
SUPPLIES**	81,970	66,807	35,631	4,389	31,176
LIBRARY MATERIALS	619,740	622,777	435,126	40,998	187,651
FACILITIES MAINTENANCE	184,686	181,764	73,351	8,525	108,413
TRAINING AND TRAVEL	10,681	9,581	568	106	9,013
GENERAL OPERATING EXPENSES***	24,202	23,694	9,304	1,115	14,390
PERIPHERALS & SOFTWARE	5,000	27,891	795	0	27,096
INTERNAL SERVICE FUNDS	1,758,054	1,758,671	879,336	0	879,335
OFFICE EQUIPMENT	2,000	2,000	1,514	0	486
MAINT & OPERATION TOTAL	3,140,599	3,181,179	1,740,202	93,470	1,440,977
LIBRARY BUDGET TOTAL	9,400,630	9,532,055	4,716,119	437,975	4,815,936

*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
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
Jan 18, 2022	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 17, 2023
LAST REVIEWED	POLICY REVIEW		
Jan 21, 2020	NBPL 3	Library Gift and Donor Policy	Feb 22, 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 a handful of changes to the policy (see red-lined version). Staff consulted with Newport Beach Public Library Foundation Chair Karen Clark and Chief Executive Officer Jerry Kappel who suggested changes to clarify the “Foundation Gifts” section of the policy.

The section, “Donor Recognition Walls” has been revised to reflect the walls still available to potential donors, and the corresponding diagram of the donor walls reflects these changes.

Additional revisions of a grammatical nature were also implemented.

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; Central Library Second Floor

Library Gift and Donor Policy

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It is the position of the Board of Library Trustees that gifts and bequests given to the Library shall be used to supplement those funds appropriated for use by the Library and shall not in any way supplant such funds appropriated for Library salaries and maintenance and operations of the Library.

Foundation Gifts

The Newport Beach Public Library Foundation (“Foundation”) is an Internal Revenue Code Section 501(c) (3) organization. The Foundation solicits funds and properties and disburses monies for the benefit of the Newport Beach Public Library.

All donors who contribute \$2,500 or more to the Foundation shall be recognized in a manner as designated by the Foundation and approved by the Board of Library Trustees.

All service clubs, Parent Teacher Associations, schools, or other organizations who collectively donate \$2,500 or more shall be recognized by the organization’s name.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library on behalf of the Foundation. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy (NBPL 2) of the Library. Items purchased for a specific subject will not be kept separately but will be integrated into the collection.

Recognition of pledges shall be based upon the total amount pledged. Donors of gifts of \$5,000 or greater shall have no more than five (5) years to complete the pledge, and recognition may be implemented after the pledge has been fulfilled. Appropriate recognition of items will be given to donors at the discretion of the Newport Beach Public Library Foundation Board. Any modification to the foregoing dollar amounts and exception to this policy concerning Foundation gifts will require the express approval of the Newport Beach Library Board of Library Trustees.

Donor Recognition Walls

At the February 4, 2013, regular meeting, the Board of Library Trustees approved donor recognition walls within the Central Library. A donor recognition wall consists of a listing of the name of a person (or persons) or a company that contributed funds to a capital campaign or other major fundraising. The fundamental purposes of a donor recognition wall are to honor the major financial contributors of an organization, and to serve as an incentive for potential donors to contribute. The Foundation has established the funding level for each designated donor wall. The donor recognition walls within the Central Library include the following locations:

- Children's Activities Area (\$500,000)
- Media Center (\$250,000)

- Sound Lab (\$75,000)
- Media Lab (\$100,000)
- Grand Stairway (\$500,000)
- Second Floor Reading/Study Area (east side) (\$150,000)
- Second Floor Self-Checkout Area (\$100,000)

At the February 4, 2013, regular meeting, the Board of Library Trustees also approved guidelines for the letter size and banner length of the donor recognition walls:

- Children's Activities Area: 2.5" letters up to 13' banner length
- Media Center: 2" letters up to 10' banner length
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The Board further approved a guideline to limit the lettering on donor walls, with the exception of "Study Area B", to a single line. The design and content of donor recognition walls must be reviewed and approved by the Board of Library Trustees. Recognition will consist of stainless-steel lettering that adheres to the parameters approved by the Board of Library Trustees (size of letters and length of single line on wall). Donors shall have no control over the size, location, materials or any other aspect of the recognition sign.

Recognition shall be permanent unless a corresponding pledge is not fulfilled over five years. Additional names shall not be added to a named wall. If a pledge payment is not paid within 30 days following written notice to the most recent address provided to the Library, the Board of Library Trustees shall have the right to remove the name recognition permanently. No payments made prior to that time shall be refundable in any event.

In the event the area of the Library with the donor's name is significantly renovated, demolished, or is no longer used for Library purposes, either voluntarily or involuntarily, the donor shall have no further rights related to the name recognition, at the sole discretion of the Board of Library Trustees. In such case, any payments not yet paid by the donor shall no longer be due.

Any modification to the foregoing dollar amounts or to the letter size and banner length, or any exception to this policy concerning donor recognition walls will require the express approval of the Board of Library Trustees.

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Library Gifts

Gifts offered directly to the Library will be reviewed and considered for acceptance by the Board of Library Trustees. Gifts to the Library are also tax deductible. Recognition of donations by plaques, signage or other permanent display shall be approved by the Board of Library Trustees.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library on behalf of the Library. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy (NBPL 2) of the Library. Items purchased for a specific subject will not be kept separately but will be integrated into the collection.

All donations of gifts and property to the Newport Beach Public Library not covered by the Collection Development Policy (NBPL 2) must be approved by the Board of Library Trustees. The Board reserves the right to decide the time and place for display and use of any gift. The ultimate disposition of the gift lies within the sole province of the Board of Library Trustees.

Adopted March 11, 1991

Amended October 28, 1991

Amended February 10, 1992

Amended January 24, 1994

Amended March 9, 1998

Reassigned April 8, 2003

Amended October 18, 2005

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Amended August 20, 2018

Amended January 21, 2020

Formerly 0-8

Formerly 1-17

Formerly I-4

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Appropriate recognition of items will be given to donors at the discretion of the Newport Beach Public Library Foundation Board. Any modification to the foregoing dollar amounts and exception to this policy concerning Foundation gifts to the Foundation to fund specific collections or areas of the Library will require the express approval of the Newport Beach Library Board of Library Trustees.

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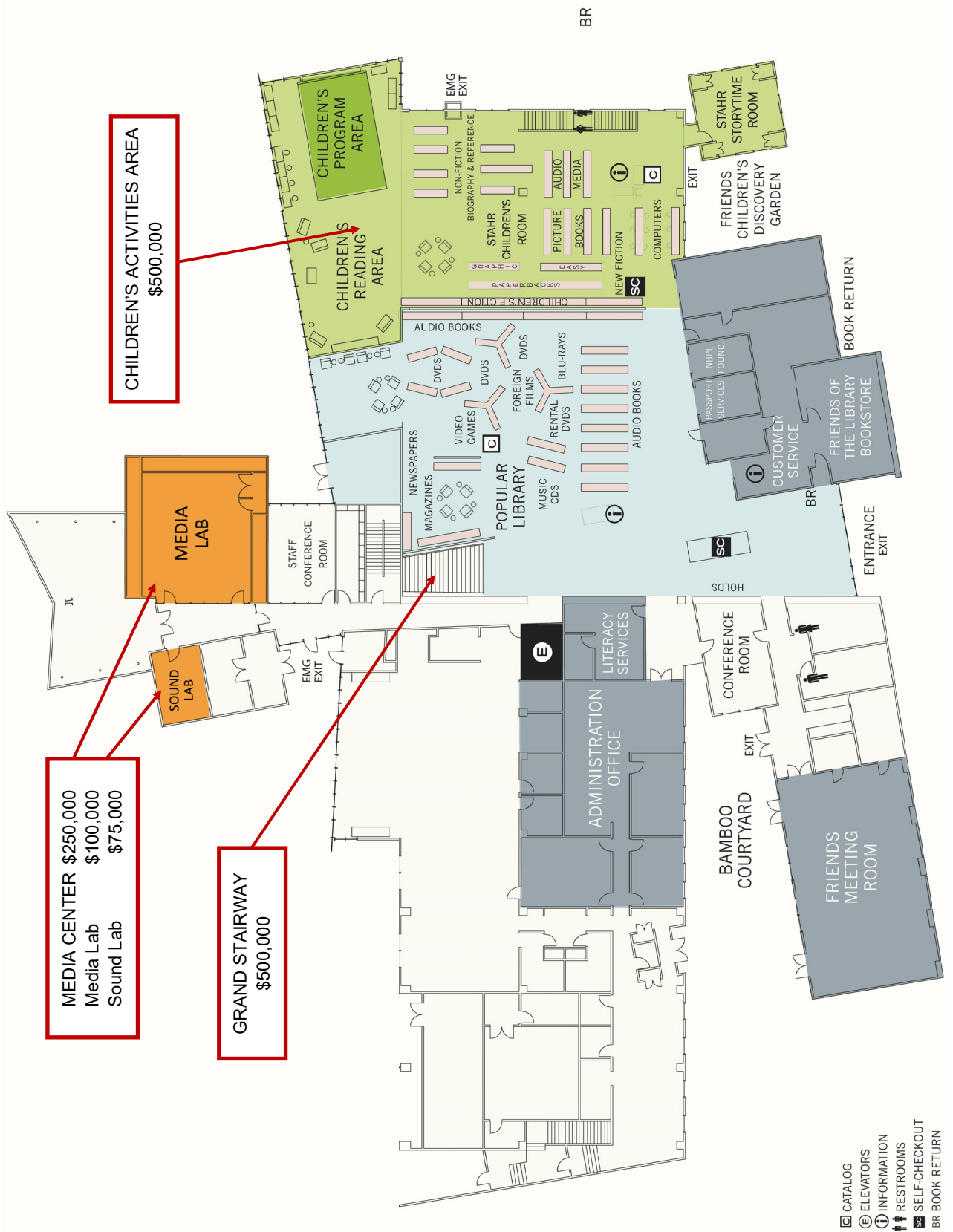
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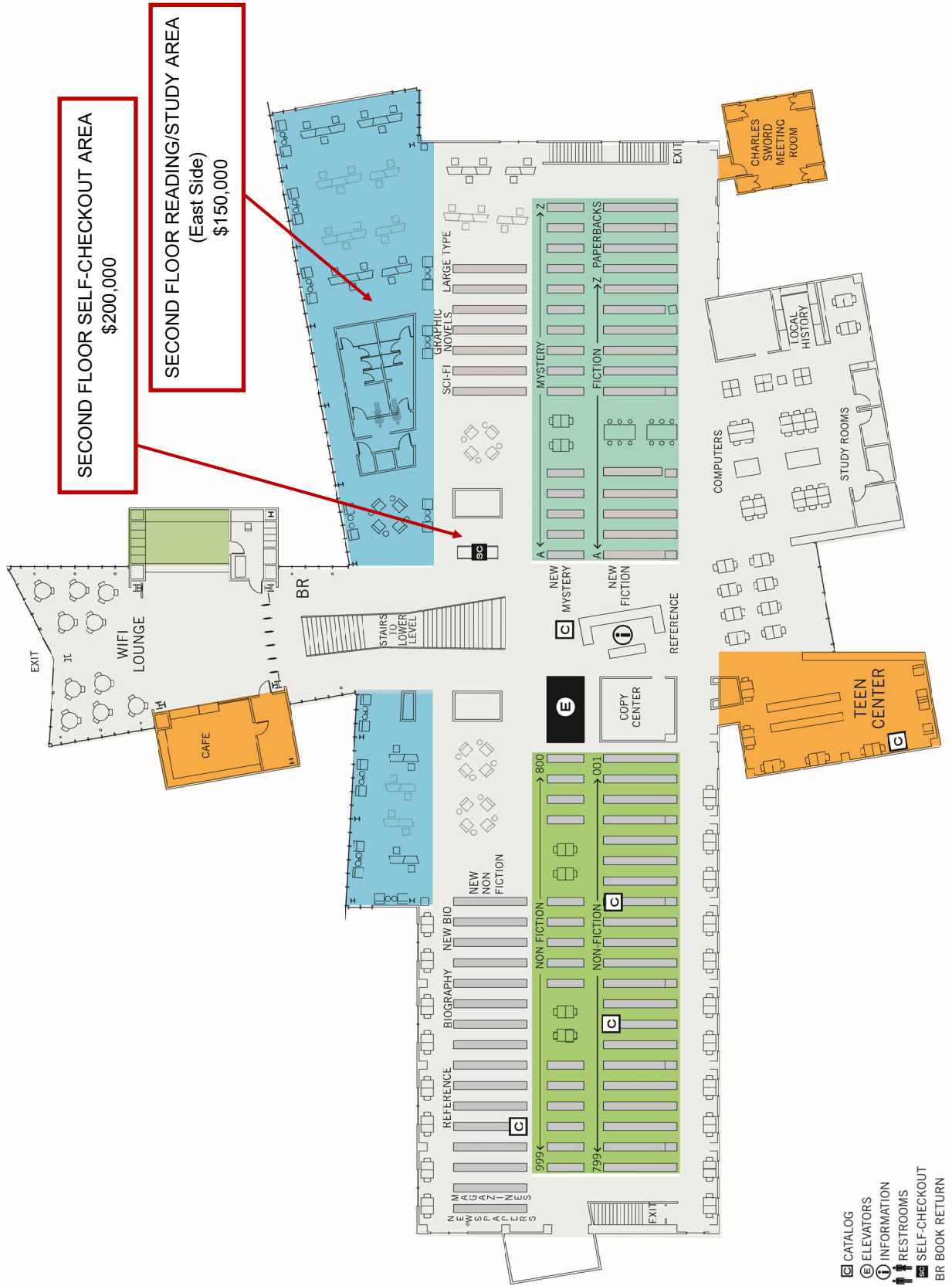
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CENTRAL LIBRARY LOWER LEVEL NAMING AREAS



- ☐ CATALOG
- Ⓜ ELEVATORS
- ⓘ INFORMATION
- ♿ RESTROOMS
- 📄 SELF-CHECKOUT
- BR BOOK RETURN

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: Melissa Hartson, Library Services Manager, Acting

TITLE: FY 2022 – 23 Library Services Proposed Budget

RECOMMENDATION:

Staff requests that the Board of Library Trustees review and approve the preliminary Library operating budget for Fiscal Year 2022/2023.

DISCUSSION:

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

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

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

In accordance with the above statement, staff has prepared the proposed FY 2022-23 operating budget for the Library Services Department. The Library met with City Manager Grace Leung on Thursday, February 10, to review the following program enhancement requests.

The Library requested additional funding of \$50,000 for purchasing materials. With this funding, Library patrons will see a reduction in wait times for materials with large hold queues. This will allow the Library to purchase multiple copies of bestsellers and new releases to help manage the hold queues. The purchases will extend to physical materials as well as our digital eBook and downloadable audiobook collections, which continues to see an increase in usage. The Library will also continue to maintain its subscriptions to the highest performing research databases without sacrificing reductions to other materials with this request.

The second program enhancement request the Library submitted is for building maintenance at the Corona del Mar Library. The Library requested and additional \$3,000 to perform routine maintenance and repairs to the facility. Since the facility re-opened, minor repairs have been necessary as patrons and staff use the space. The new building also requires routine maintenance not previously experienced in the old facility.

The projected expenditure figures for the personnel budget were not yet available for inclusion in this report. However, the Library expects these costs may increase due to negotiated bargaining agreements.

Revenue projections for FY 2022-23 remain conservative as the Library anticipates service levels and patron patterns will continue on a similar trajectory as the current fiscal year.

NOTICING:

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

ATTACHMENT A - Proposed Budget FY 2022-23

ATTACHMENT B - Revenue Projection FY 2022-23

LIBRARY SERVICES

ACCOUNT DESCRIPTION	FY 2022-23 PROPOSED BUDGET	FY 2021-22 ORIGINAL APPROPRIATION
I SALARY & BENEFITS		
SALARY FULL-TIME REGULAR	TBD	2,954,186
SALARY PART-TIME	TBD	1,162,634
BENEFITS	TBD	2,143,211
SALARY & BENEFITS TOTAL****	0	6,260,031
II MAINT & OPERATION		
PROFESSIONAL SERVICE*	164,393	164,393
UTILITIES	284,373	284,373
PROGRAMMING	5,500	5,500
SUPPLIES**	81,970	81,970
LIBRARY MATERIALS	669,740	619,740
FACILITIES MAINTENANCE	187,686	184,686
TRAINING AND TRAVEL	10,681	10,681
GENERAL OPERATING EXPENSES***	24,202	24,202
PERIPHERALS	5,000	5,000
INTERNAL SERVICE FUNDS	1,758,054	1,758,054
OFFICE EQUIPMENT	2,000	2,000
MAINT & OPERATION TOTAL	3,193,599	3,140,599
LIBRARY BUDGET TOTAL ****	3,193,599	9,400,630

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

****SALARY & BENEFITS UNAVAILABLE AT TIME OF REPORT

CULTURAL ARTS

ACCOUNT DESCRIPTION	FY 2022-23 PROPOSED BUDGET	FY 2021-22 ORIGINAL APPROPRIATION
PROFESSIONAL SERVICE	157,390	157,390
CITY GRANTS	30,000	30,000
PROGRAMMING	60,500	60,500
MAINTENANCE	4,248	4,248
GENERAL OPERATING EXPENSES	2,340	2,340
CULTURAL ARTS BUDGET TOTAL	254,478	254,478

ACCOUNT DESCRIPTION	FY 2021-22 ORIGINAL	FY 2021-22 ACTUAL	FY 2022-23 PROJECTION
CALIF LITERACY CAMPAIGN	-	40,292	-
COPIES/PLANS/SPECS/MISC	5,000	7,866	8,000
EXAM PROCTOR FEES	5,000	-	1,500
LIBRARY FINES	50,000	27,274	50,000
PASSPORT EXECUTION FEE	20,000	13,190	20,000
PASSPORT PHOTOS	4,000	3,490	6,000
PRIVATE DONATIONS/CONTRIBUTIONS		17,100	
PRIVATE REFUNDS & REBATES	4,000	3,031	4,000
SALE OF MAPS & PUB	500	532	1,000
SLS GRANT FUND OC LIBRARY	-	2,337	-
VIDEOPLAN RENTAL	2,000	549	2,000
LIBRARY ADMIN TOTAL	90,500	115,661	92,500
FRIENDS OF THE LIBRARY	-	200,000	-
TOTAL AS OF FEBRUARY 11, 2022		315,661	

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: Arts and Culture Update

RECOMMENDATION:

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

DISCUSSION:



The City Arts Commission acts in an advisory capacity to the City Council in all matters pertaining to artistic, aesthetic, and cultural aspects of the City.

The City Arts Commission also recommends to the City Council the adoption of such ordinances, rules, and regulations as it may deem necessary for the administration and preservation of fine arts, performing arts, historical, aesthetic, and cultural aspects of the community.

The Cultural Arts Division of the Newport Beach Public Library, with guidance and support by the Newport Beach City Arts Commission, brings cultural and arts programming to the community. Cultural activities are ongoing throughout the year and include the coordination of revolving art and cultural exhibitions at Central Library, the Sculpture Exhibition in Civic Center Park, the annual Newport Beach Art Exhibition, Concerts on the Green, and a variety of arts lectures and special events.

Cultural Arts Assistant Camille Escareal-Garcia was hired in February 2021 and has proven to be a solid asset to the City Arts Commission and Library Administrative staff.

In 2021, Cultural Arts presented the following programming:

Concerts on the Green

Four concerts were held the summer of 2021 with an average attendance of 2,500 residents and guests.





Concert at Marina Park

250 residents and guests attended the annual Concert at Marina Park in October 2021.

Exhibits in the Central Library

The City Arts Commission maintains exhibit space at the Central Library. The City Arts Commission's Fine Arts Committee meets periodically to review artist's submissions for exhibition in the Central Library. Upon acceptance, exhibiting artists must agree to the conditions and requirements detailed in the City Policy 1-11. Artists are booked to exhibit in the gallery space through 2024.

NEWPORT BEACH ART EXHIBITION

SATURDAY, MAY 14, 2022



Newport Beach Art Exhibition

The exhibition presents an opportunity for artists to show and sell their artwork to the public in a one-day exhibit. The annual exhibition features recently created original artwork in various mediums, including oils and acrylics, watercolor, charcoal, pen and ink, sculpture, photography, and mixed media. The event will be held on **Saturday, May 14, 2022, 12 p.m. to 6 p.m.** at the Newport Beach Civic Center.

In 2021, The 56th Annual Newport Beach Art Exhibition was cancelled as a result of restrictions on public gatherings related to COVID-19.

Art in the Park

The Newport Beach Arts Foundation was unable to present the 17th Annual Art in the Park on the Civic Green due to restrictions on public gatherings.

Cultural Arts Grants

The 2021-2022 Cultural Arts Grants were moved from October 2020 to May 2021, to accommodate arts entities associated with local schools. In 2021, arts organizations used grant funds for virtual programming due to restrictions on public gatherings due to COVID-19. The following arts organizations received Cultural Arts grants in 2021:

- **Arts and Learning Conservatory: \$2,500**

The Arts and Learning Conservatory used their grant to help make arts education equitable and accessible to disadvantaged children through hands-on experience. Programming was held at Ensign Intermediate School with the production and presentation of the school's musical theatre virtual program. Multiple casts allowed more students to shine as they learned music and foundational vocal instruction, as well as acting and dance proficiency.

- **Backhausdance: \$4,000**

Backhausdance used their grant to introduce a dance education partnership program called *Dance Expressions: Creativity and Choreography*, which will be held at two different schools in the Newport-Mesa school district—Corona del Mar Middle/High School and Back Bay Continuation High School in fall 2021. This in-depth residency project was developed to help students with the social-emotional impacts associated with distance learning during the pandemic.

- **Baroque Music Festival, Corona del Mar: \$4,000**

The Baroque Music Festival, Corona Del Mar used their grant to present a pre-recorded virtual presentation of *A Bach Keyboard Extravaganza*, featuring harpsichordist and organist Matthew Dirst. The film is viewable online on multiple platforms free of charge, in addition to the in-person ticketed performances in the month of June. The grant covered multiple costs such as the artistic fee, production costs, marketing and education outreach, and ticket subsidy.

- **Laguna Playhouse: \$5,000**

The Laguna Playhouse used their grant for their Theatre for a New Generation (TNG) program, presenting a virtual production of *The Outsiders*. The TNG program targeted teenagers and young adults through strategic partnership with Newport Beach high schools and community organizations that serve at-risk youth.

- **Pacific Symphony: \$5,000**

The Pacific Symphony used their grant to fund the Class Act Music Education (CAME) program for elementary school students. This program was offered at two schools in the Newport-Mesa school district, Anderson and Newport Coast Elementary Schools, for five months of the 2020-2021 school year. The theme for the 2021 CAME program will be *Symphony at the Movies II – Myths and Legends*. The program has been adapted for virtual learning with the use of online and digital student activities, as well as art workshops with Symphony musicians.

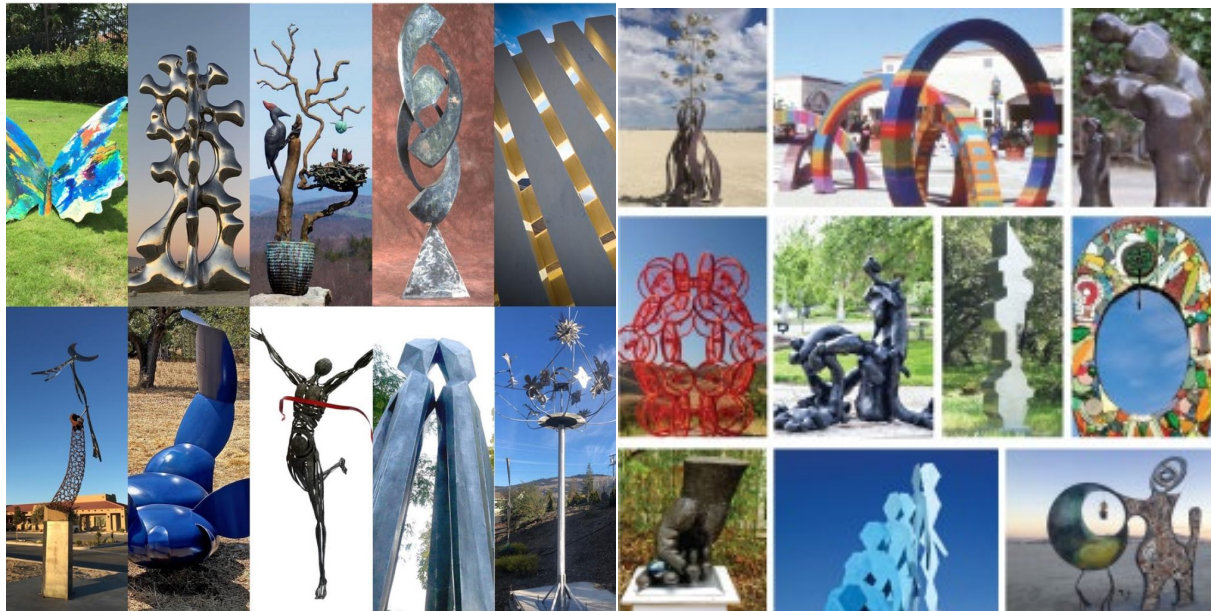
- **South Coast Repertory: \$5,000**

The South Coast Repertory (SCR) used their grant to fund their Theatre for Young Audiences (TYA) program. Two family-friendly productions will be presented in different formats to comply with COVID-19 restrictions. The two programs were a free online classroom viewing of *Red Riding Hood* and a live outdoor production of *You're a Good Man Charlie Brown*, with a minimum of 6 ticketed performances at Mission San Juan. Both productions provided a meaningful introduction to

theatrical arts for young children, with the goal of serving at least 700 Newport Beach students, teachers, and families—the same number that SCR reached the previous year (2019-2020) through two in-person productions.

Sculpture Exhibition in Civic Center Park

Utilizing a grant from the California Department of Parks and Recreation, the City Arts Commission completed Phase VI of the Sculpture Exhibition in Civic Center Park. The Commission is currently planning Phase VII of the exhibition in June 2022. On February 9, City Council approved 10 pieces, and 4 alternates, as selected in a public survey by Newport Beach residents, for Phase VII. Installation will commence in June 2022.



Student Art Contest

The Newport Beach Student Art Exhibition opened to students grades pre-K through 12 during the summer of 2021. Young artists submitted one original work of art in the following mediums: painting (acrylic, oil, watercolor), drawing (ink, pencil, charcoal, pastel, markers, crayons), or collage. Accepted artwork was displayed at the Central Library and an awards ceremony for contest winners was held in October 2021.

Sculpture Exhibition in Civic Center Park Photography Contest

To encourage public awareness of the Sculpture Exhibition in Civic Center Park, the City Arts Commission sponsored a photography contest. Visitors to the sculpture garden were asked to submit photographs of the works on display, and/or photographs depicting interaction with the sculptures. Winners were announced at the March 11, 2021, City Arts Commission meeting.

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).



Balboa Branch Replacement Survey

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?

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

Excellent Good Fair Poor N/A

Programs (classes, storytimes, etc.)

Excellent Good Fair Poor N/A

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

Excellent Good Fair Poor N/A

ILL (Inter-library loan)

Excellent Good Fair Poor N/A

Library policies

Excellent Good Fair Poor N/A

Computers and printers

Excellent Good Fair Poor N/A

Internet access

Excellent Good Fair Poor N/A

Facilities

Excellent Good Fair Poor N/A

Hours of operation

Excellent Good Fair Poor N/A

Overall, how would you rate the library?

Excellent Good Fair Poor N/A

Section 1: Please check one answer for each of the following: *(continued)*

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

Borrowing materials (books, DVDs, music, etc.)

Very Important Important Somewhat Important Not Important N/A

Reference (research assistance from librarians)

Very Important Important Somewhat Important Not Important N/A

Programs (classes, storytimes, etc.)

Very Important Important Somewhat Important Not Important N/A

Computers and printers

Very Important Important Somewhat Important Not Important N/A

Help using computers, printers, etc.

Very Important Important Somewhat Important Not Important N/A

Study rooms/reading areas

Very Important Important Somewhat Important Not Important N/A

Community meeting rooms

Very Important Important Somewhat Important Not Important N/A

Internet access

Very Important Important Somewhat Important Not Important N/A

ILL (Inter-library loan)

Very Important Important Somewhat Important Not Important N/A

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

Very Important Important Somewhat Important Not Important N/A

Photocopier

Very Important Important Somewhat Important Not Important N/A

Newspapers and magazines

Very Important Important Somewhat Important Not Important N/A

Overall, how important is the library to you and your family?

Very Important Important Somewhat Important Not Important N/A

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

What do you value most about the Balboa Branch Library?

How could the Balboa Branch Library or its services be improved?

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

Are there any services not listed above that you would like to see at the new branch, or any other comments you would like to make?

Thank you for your participation!

You can drop off your completed survey at any one of our four branches
or by mail to:

**Newport Beach Public Library
1000 Avocado Avenue
Newport Beach, CA 92660
ATTN: BALBOA BRANCH REPLACEMENT SURVEY**

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:

In December 2021, in response to the surge in COVID-19 cases driven by the Omicron variant, the state issued a mask mandate, requiring face coverings indoors regardless of vaccination status. In response, the Library temporarily modified some operations to ensure that all services to the community were maintained. City libraries remained open, but no in-person meetings (except for Brown Act meetings) or programs were held at libraries until further notice.

During the surge, the Library had several staff absences due to COVID-19, which impacted our ability to provide services. We scheduled 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 also adopted the following service hours in response to staffing limitations:

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

The Library returned to normal service hours on Monday, February 7. Programs and in-person services also resumed on that date.

The statewide indoor masking requirement expired Tuesday, February 15, moving the State back to previous guidance that mandates face coverings only for unvaccinated people in all indoor public settings, like shops, gyms, bars, movie theaters, and public libraries, effective Wednesday, February 16.

NOTICING:

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TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetherton

TITLE: Selection of Book Titles for Craig Gray's *A Novel Idea*

RECOMMENDATION:

Staff requests that each member of the Board of Library Trustees select the title of one novel each to be engraved on *A Novel Idea*.

FUNDING REQUIREMENT:

No funding requirement.

DISCUSSION:

Craig Gray's *A Novel Idea* received the most votes in the recent public survey to determine the pieces for inclusion in Phase VII of the Sculpture Exhibition in Civic Center Park. Mr. Gray creates unique versions of a functional bench, incorporating representations of books in its design, with titles and authors displayed on the spines of the books. *A Novel Idea*, selected as part of Phase VII of the Sculpture Exhibition in Civic Center Park, will be installed in June 2022. Sculptor Craig Gray, creator of *A Novel Idea*, has requested book titles to integrate into the piece that will be loaned to the City of Newport Beach.



Mr. Gray informed Project Manager Richard Stein of Arts Orange County that the piece can be engraved with book titles, as selected by the client.

On February 9, the City Arts Commission approved a staff proposal for each Commissioner to select the title of one novel for inclusion on the piece. The City Arts Commission, as part of the proposal, have asked the five members of the Board of Library Trustees to also submit the title of one novel each. Because the piece is entitled *A Novel Idea*, staff thinks that submissions should be limited to novels, as typically defined as a relatively long work of narrative fiction, typically written in prose, and published as a book.

Staff requests that each Commissioner and Trustee submit a title to staff by March 1, 2022. Submissions will be approved by the City Arts Commission at the March 10 regular meeting.

NOTICING:

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TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Melissa Hartson, Library Services Manager, Acting

TITLE: Acceptance of Donations

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of multiple donations from the Newport Beach Public Library Foundation to enhance the Library's materials collection.

DISCUSSION:

The Library received the following Foundation donations:

- Gift to Newport Beach Public Library from Marilyn Robbins - \$2,600
- Giving Tuesday online campaign - \$3,455
- Gift to Newport Beach Public Library from Joan R. Sullivan - \$25,000

These contributions represent gifts from donors who wish to support the Central Library and Mariners Library. These donor-restricted gifts will be used to purchase materials for the Children's collections at both locations.

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, February 1, 2022 Meeting, 9:30 AM:

- (1) Library Live has \$69,000 in receipts for the FY ending June 30, 2022. Jerry Kappel asks that the 2023 speakers be lined up and under contract by the end of April, 2022 so that the Foundation Board may approve the 2022-2023 Budget by the end of May, 2022.
- (2) Current 2022 speakers/dates/ticket sales are as follows:
 - (i) Walter Stahr, Thursday, February 24, 2022, 113 tickets sold;
 - (ii) Brit Bennett, Thursday, March 3, 2022, 92 tickets sold;
 - (iii) Adin Dobkin, Thursday, March 24, 2022, 49 tickets sold; and
 - (iv) Charles Yu, Thursday, April 28, 2022, 43 tickets sold.

Jerry, Kunga, and others will try to generate ticket sales in the near term. Jerry is reluctant to give free tickets to folks since that may result in an expectation of future free tickets for future speakers.

- (3) The Committee is considering the addition of a new member who will be voted upon at the March 1, 2022 meeting.
- (4) Kunga, Co-Chair Johanna Kim, and Co-Chair Tammy Tang reviewed (with the Committee's input) about sixteen possible books/authors for FY '22-'23. The Committee then voted on the top books/authors with about eight highest-votes possibilities suggested. Kunga will now explore with the authors or their representatives possible pricing/dates/availability for the authors for 2023 programs and report back on March 1, 2022. It is expected that some of the authors may be out of our price range. One author who "self-publishes" was removed from the list because the Library has a policy of not permitting self-published authors to present at the Library. (Apparently Kunga receives many books from self-published authors who wish to speak at the Library.)
- (5) The meeting concluded at 10:45 AM.

Thank you.

Paul Watkins, BLT Library Live Liaison