



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, April 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 Sunday, April 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. **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 March 21, 2022, Board of Library Trustees Meeting** (pp. 5-15)

[DRAFT OF MINUTES](#)

2. **Patron Comments** (pp. 16-19)

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

[PATRON COMMENTS](#)

3. **Library Activities** (pp. 20-28)

Monthly update of library events, services, and statistics.

[MARCH ACTIVITIES](#)

4. **Expenditure Status Report** (pp. 29-30)

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

[MARCH EXPENDITURES](#)

5. **Board of Library Trustees Monitoring List** (p. 31)

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

[MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. FY 2022-23 Library Services Budget (pp. 32-34)

Staff requests that the Board review and approve the FY 2022-23 operating budget for the Library.

[BUDGET REPORT](#)

[BUDGET REPORT-ATTACHMENT A](#)

7. Library Materials Selection (pp. 35-37)

Staff will provide an overview of materials selection.

[MATERIALS SELECTION REPORT](#)

8. Grant Acceptance from California State Library (p. 38)

Staff recommends the Board of Library Trustees approve the acceptance of a grant from the California State Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

[GRANT REPORT](#)

9. Acceptance of Donations (p. 39)

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

[DONATION REPORT](#)

10. Lecture Hall Update

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

11. Balboa Branch Replacement Update (pp. 40-43)

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

[BALBOA BRANCH SURVEY](#)

12. COVID-19 Update (p. 44)

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

[COVID-19 UPDATE](#)

13. Library Services

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

B. Monthly Reports

14. Library Foundation Liaison Reports (p. 45)

- 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 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
Balboa Branch Library
100 E. Balboa Boulevard, Newport Beach, CA 92661
Meeting Minutes
Monday, March 21, 2022 – 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, Secretary Barbara Glabman (arrived 5:03 p.m.), Trustee Douglas Coulter, Trustee Janet Ray

Trustees Absent:

Staff Present: Tim Hetheron, Library Services Director
Francine Jacome, Administrative Support Specialist
Melissa Hartson, Circulation & Technical Processing Coordinator /Acting Library Services Manager
Debbie Walker, Youth & Branch Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Natalie Basmacyan, Newport Beach Homeless Coordinator
Evelyn Rogers, Balboa Branch Librarian
Katrina Kading, Balboa Branch Library Assistant
Tara Finnigan, Assistant City Manager

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Vice Chair Kost

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the February 22, 2022, Board of Library Trustees Meetings**

Chair Watkins confirmed that the other Trustees did not wish to discuss and/or did not wish to remove items from the Consent Calendar. He noted that he had the following correction to the minutes:

- Handwritten Page 5, first bullet point change “appropriations” to “government”.
- Handwritten Page 10, insert the date for the Newport Beach Arts Foundation (NBAF) Arts in the Park. The date will be either October 15 or 22.

- Handwritten Page 11, correct the spelling of “judgment.”
- Handwritten Page 16, correct the spelling of “performing.”
- Handwritten Page 18, correct “Buena Park Holiday Inn.”

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 noted that two-thirds into the Fiscal Year (FY) the Board of Library Trustees (BLT) is 1.81% underbudget.

5. Board of Library Trustees Monitoring List

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

Chair Watkins acknowledged that Secretary Glabman arrived at 5:03 p.m. He called for the public comment, but there was none. He then called for a Motion.

Motion made by Trustee Coulter, seconded by Trustee Ray, and carried (4-0-1-0) to approve the Consent Calendar with edits to the minutes of January 18, 2022.

AYES: Watkins, Glabman, Coulter, Ray

NOES:

ABSTENTIONS: Kost

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

6. Balboa Branch Update

Branch Librarian Evelyn Rogers presents an overview of Balboa Branch’s activities and resources.

Library Services Director Tim Hetherington introduced Balboa Branch Librarian Evelyn Rogers.

Chair Watkins invited Branch Librarian Evelyn Rogers to give a report.

Branch Librarian Evelyn Rogers reported she had been the branch librarian since 2015. The branch was the original Newport Beach library and was established in 1929. The

building was actually constructed around the existing public restrooms. She introduced Balboa Branch Library Assistant Katrina Kading.

Chair Watkins welcomed Balboa Branch Library Assistant Kading.

Branch Librarian Evelyn Rogers continued to explain that the building had two expansions one in 1952 and a second in 1960. The second renovation expanded the facility to 6,000 square feet (sf) and added the fire station which shares a wall with the library. The library has dedicated patrons and summer is the busiest time of the year. The new wireless printing is expected to be in high demand. The past few years have not had as significant a spike in patronage, but she anticipated a spike this summer. She gave the branch hours and advised the BLT of its special collections and the Newport Beach Historical Society Museum. They offer two story times per week and one special program a month for children. During the past two years they have used grab and go craft bags instead of live performers due to COVID restrictions. She explained the Branch's staffing levels and introduced the various employees. The facility is 93 years old and is the oldest operating City building. The facility is scheduled to be replaced at its current location in 2025. There are 27,892 items currently in the collection and staff strives to offer relevant materials in a clean space that is easy to use. DVDs and Blu-rays do not circulate as much as they used to, but children's materials are high demand and circulation. The usual branch services were interrupted by the pandemic and the branch was closed to the public for most of the past two years while offering curbside pickup, telephone reference, and grab and go crafts. The service population is 11,621 which is generally City Council District 1 and includes the peninsula and Lido Isle, again the number is higher in the summer season. She provided information regarding material circulation, reference questions, curbside services, and children's services. The fluctuation in numbers reflects waves of the pandemic and COVID restrictions. Story time numbers are lower than they were pre pandemic but are starting to pick up. Special programs have consisted of crafts done in person or via pickup while other activities like video story times and Beanstack reading challenges are not reflected in branch statistics. The branch reopened to the public in June 2021. All grab and go craft bags were picked up and there were no leftovers. They also gave out 61 welcome bags and 29 prize books to children. Many patrons are asking about the new branch facility and have turned in surveys. Most patrons seem in favor of the new facility and the response has been generally positive.

Vice Chair Kost inquired about negative responses.

Branch Librarian Rogers indicated they only knew of two or three people who were opposed to the new facility.

Chair Watkins asked when the branch would see the spike in patrons.

Branch Librarian Rogers stated it went from Memorial Day to Labor Day with the Fourth of July being a major spike.

Chair Watkins thanked her for her report and called for BLT questions and comments.

Secretary Glabman inquired about people from out of state that summer in Newport Beach and any potential costs they might pay for a library card.

Branch Librarian Rogers explained out-of-state library cards cost \$10 per year. A guest pass for the computer is available for free.

Trustee Ray lives near the branch and has spoken with several people that were concerned about the branch permanently closing. She assured them that was not the case, but a question people want answered is if the branch closes if there would be a satellite location. The BLT should address that question.

Branch Librarian Rogers indicated she did not know the answer to the question.

Library Services Director Hetherington explained Marina Park has agreed to continue the concierge service when Balboa closes, and that the Library will send staff to conduct story times and will bring browsing collections of children's books. When Balboa is closed and undergoing construction, its patrons will still be able to receive services.

Trustee Ray said patrons of Balboa love their library.

Library Services Director Hetherington stated it would work the same way as Corona del Mar (CdM) did during their construction.

Trustee Coulter inquired how long it took to complete CdM.

Library Services Director Hetherington stated it was approximately a year.

Branch Librarian Rogers explained construction took a little bit longer due to all the rain in 2019.

Chair Watkins thought there was \$850,000 in design for FY 2022/2023.

Library Services Director Hetherington stated that the bid would go out for an architect. Once the architect was working with staff and the BLT the public would have the opportunity to give input. Construction should occur in 2025 and the facility would open in late 2025 or 2026.

Chair Watkins called for further 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.

7. Balboa Branch Replacement Update

Staff will present survey results for the Balboa Branch Replacement project.

Chair Watkins called for any additional update from Trustee Ray.

Trustee Ray indicated that Branch Librarian Rogers provided a complete update and she had nothing further to add.

Chair Watkins asked Library Services Director Hetherington to discuss the survey results and trends.

Library Services Director Hetherington reported that the survey found most people felt things were either excellent or good. Some people provided a narrative that could be used to

market the branch in the future. Others commented that libraries are valuable no matter where they are located. The feedback was generally positive, and he was pleased to see it. The survey will remain available for a few months, and he will report back to the BLT.

Chair Watkins asked when the City would start to expend the \$850,000.

Library Services Director Hetherington indicated the contract would go to Council when Public Works was ready.

Assistant City Manager Tara Finnegan commented that she needed to review the CIP but believed it was funded in FY 2022/2023.

Chair Watkins indicated that was correct.

Library Services Director Hetherington remembered that, with the CdM branch, once the architect was selected, the process moved pretty quickly. It took about six months of working with the architect before the final design went to the BLT and the Fire Department.

Chair Watkins hoped that Assistant Fire Chief Justin Carr, Trustee Ray, and Secretary Glabman would be able to assist during the design process.

Library Services Director Hetherington agreed that would happen and that there would be BLT presence at all the meetings.

Trustee Ray inquired if the survey discussed the historical portion of the library.

Library Services Director Hetherington did not believe the Historical Society, or the historical collections were specifically mentioned in the survey.

Trustee Ray stated she read through the comments and saw that a few people had mentioned it. If they added a question to the survey they may get more input. Personally, she saw the Historical Society and collections as a draw.

Chair Watkins confirmed that she was suggesting the historical archives for the library and the City reside in the new facility.

Trustee Ray was concerned that they were being maintained as well as possible.

Library Services Director Hetherington stated that the City did not have a historical archive, but the Library had local historical collections.

Trustee Ray thought the historical collections were fun.

Secretary Glabman asked if the City was pleased with the architect who handled CdM.

Library Services Director Hetherington said that they were very pleased. It was little late opening but that was due to the contractor and not the architect.

Secretary Glabman asked if that contractor would be up for the Balboa Branch as well.

Library Services Director Hetherington stated that they would be considered if they placed a bid. The architect was great and won two awards for the CdM Branch design. He was hopeful that the architect would bid on the new facility.

Chair Watkins thought the historical issues should be on the survey. The City was organized in 1906 and he wanted to know if it had given up on maintaining archives. He indicated he had books related to the City's history at home.

Library Services Director Hetherington stated there was a small wing at Central Library containing that information. The Balboa Branch has a collection of nautical history books.

Chair Watkins asked if they should consolidate the collections.

Secretary Glabman indicated that this was the time to consider those issues.

Chair Watkins asked if the collection from Central should be moved to Balboa.

Library Services Director Hetherington thought the Balboa Branch might be the appropriate place due to its historic background. On the other hand, Central might be a more convenient place for people to do research.

Chair Watkins suggested the ad hoc committee add the topic to its checklist. He called for further BLT comments and questions, but there were none. He then called the public comment.

Rhonda Watkins, Newport Beach resident, thought that the Balboa Branch was not as centrally located and may be more difficult for people to get to in order to do historical research.

Chair Watkins found that to be a good point.

Secretary Glabman said that it could also be seen as a draw for the Balboa Branch.

8. Lecture Hall Update

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

Chair Watkins called for Trustee Ray's update.

Trustee Ray reported that there was a meeting on March 9. The AV expert was there and discussed the acoustic details at length. They also reviewed chairs and are requesting a sample to review at the next meeting. Possible locations for the donor wall were discussed, but nothing was decided. The architect shuffled things around and was able to accommodate fixed seating of 299 in the hall. Movable seating is no longer possible.

Chair Watkins asked if the 299 included handicapped seating.

Trustee Ray indicated that it did. The plans will go to the Building Department on May 1 for review. The process should take around three months although she was not optimistic about that. The fund-raising campaign was also discussed and is almost ready to commence.

Jerry Kappel, Newport Beach Public Library Foundation CEO, reported that almost all the fund-raising documents were prepared and ready to be printed. They are not printing many to begin with so that they could be updated with donors and then reprinted. They have four naming opportunities to offer donors based on a \$14 million building.

Chair Watkins requested an explanation of the naming opportunities.

Mr. Kappel explained they were related to the building for \$5 million, the lobby at \$1 million or \$750,000, the Bamboo Courtyard at \$1 million, and the Green Room at about \$250,000. NBPLF will most likely return to the City Council to seek more naming opportunities. Everything will turn depending on which donor takes the naming opportunity for the building.

Chair Watkins inquired if the donation form or naming rights form has been approved by the City Attorney.

Mr. Kappel said that the naming rights form was still being reviewed by the City Attorney. The regular pledge form did not have to go to the City Attorney and was available.

Chair Watkins asked about the time frame path to the escrow and release of funds.

Mr. Kappel stated that everything depended on getting a commitment for the naming rights of the building early on. Normally the campaign would take 18 months to 2 years but due to the terms of the Memorandum of Understanding (MOU) everything needed to be in escrow before the project breaks ground. Current construction costs are unpredictable. If all bids are in by September then the commitments should be in by the end of the year. The question was if the City would accept an irrevocable pledge agreement.

Chair Watkins asked why the City would not accept that.

Trustee Coulter stated that they wanted cash.

Mr. Kappel agreed and explained that for seven figure donors that was rare.

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

9. COVID-19 Update

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

Library Services Director Hetherton reported that all COVID restrictions were lifted, and the Library was back to regular operations with programs, in person meetings, and story times. The public is not required to wear masks as long as they are vaccinated and that is operating under self-attestation. Staff is back at work.

Chair Watkins stated that pending the April COVID-19 report he has asked Library Services Director Hetherton to consider removing the report from the monitoring list. He called for BLT and then public comment, but there was none. The BLT received and filed the report.

10. Library Services

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

Library Services Director Hetherington announced a busy Library schedule starting with the Annual National Library Week proclamation in Council Chambers on March 22. There would be Library Live on March 24.

Chair Watkins announced that the author was Adin Dobkin, and the book was *Sprinting Through No Man's Land*.

Library Services Director Hetherington explained that annual National Library week would commence on April 3 through April 9. He explained the library would host City guest readers that week as per tradition. Chair Watkins and his wife are one of the guest readers.

Chair Watkins noted that his wife had already selected a story. He called for BLT questions or comments on Library Services, but there were none. He called for further public comment, but there was none. The BLT received and filed the report.

B. Monthly Reports

11. Library Foundation Liaison Reports

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

Vice Chair Kost reported that they met March 7 in person. Gifting is at 92% of goals. The average gift is up about 16%. The net operating income for the current fiscal year is positive \$196,000. The Foundation approved its whistleblower policy and made Board Member Walter Stahr the compliance officer. The Foundation is working on spending additional money in the marketing and programming budgets in preparation for the capital campaign. There will be a new member event held on June 25. The spring *Bookmark* will focus on 25 years of the Witty Lecture Series and a segment on Library Services Director Hetherington.

Secretary Glabman requested an explanation of the whistleblower policy.

Mr. Kappel explained that nonprofits have a corporate wide whistleblower policy and how that worked. Nonprofits must comply and file a form with the Internal Revenue Service (IRS), and it is also necessary to have a whistleblower policy under California law for the Board, employees, vendors, and volunteers.

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 Page 70 contained a written report on the March 8 meeting. Programs and attendance are set forth in the report. The Committee also met its budget. They added Board Member Adrian Windsor as a Library Live Committee Member. They

announced Library Services Director Hetherton's retirement date. The next meeting is scheduled for April 5. 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 held in person. They have started reaching out to the 2023 potential speakers regarding availability and pricing. The first Witte Lecture event of the year took place on March 18 and 19 featuring Suzanne Simard. She was fascinating, inspirational, and engaging about how the forests save people and deserve more respect. The program was outstanding.

Chair Watkins also praised the program.

Secretary Glabman reported there would soon be a film, based on the book, with Amy Adams.

Trustee Ray agreed that the program was excellent, and that people were happy to be in person.

Trustee Coulter indicated that he attended the Saturday program and understood the critical need for the new lecture hall as in order to show slides Ms. Simard needed to give her lecture in the dark. A potential donor approached him after the program as well.

Chair Watkins said that the PowerPoint was not in high definition, the stage was not elevated, and on Friday night the microphone did not work. He also noted that the view lines were not clear from where he and his wife stood.

Mr. Kappel explained the technical difficulties were related to the age of the equipment.

Trustee Coulter asked who owned the equipment and learned it was the Library.

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

Rhonda Watkins, Newport Beach resident, indicated she would send the pictures she took at the Witte Lecture and send it to Mr. Kappel.

Secretary Glabman suggested that they bring in professional audio and visual for the current lecture series.

Mr. Kappel said that there was a professional and that it was the equipment. He was in the process of pricing out new video screens in order to eliminate the use of the projector. A projector costs approximately \$10,000.

Chair Watkins noted the BLT received and filed the report.

12. Friends of the Library Liaison Report

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

Trustee Coulter reported that the February bookstore sales were \$12,137, Amazon sales were \$1,000, Membership funds were \$610 for a total of \$13,806. He announced the current sale and passed around the information. The next members only sale starts on Friday, April 1, and he provided the information. The Friends do a wonderful job.

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

13. Literacy Services Liaison Report

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

Trustee Ray reported that the February income was \$5,250. There are 97 active learners with nine waiting to start. There are 72 active tutors and 4 waiting tutors. A Happy Hour with T. Jefferson Parker on May 7 in the Bamboo Courtyard. The book is *A Thousand Steps*. Bell bottoms are encouraged for the program. The Board continues to develop a strategy for branding and community outreach. They will be working with a marketing company in the hopes of becoming more proactive post COVID. They are also looking at Key Performance Indicators (KPI) to make achievements more visual. The KPI will be included in the newsletters. There will be an impact report at the end of the year. Signups for classes since the Omicron COVID wave have been slow, but a new schedule is now being offered. The Project Adult Literacy (PAL) Certified Public Accountant (CPA) is retiring, and the group is looking for a new one.

Chair Watkins suggested Dorothy Larson.

Trustee Ray stated she would mention that to PAL. They did not hold their spring luncheon this year as they did not want to risk deposit money with ongoing COVID concerns. They hope to have the luncheon this fall.

Secretary Glabman stated that T. Jefferson Parker had a long history with the Library. He was part of the Author's Opening Night Panel.

Chair Watkins called for further BLT or comments or questions, but there were none. Every other month PAL publishes *Literally Speaking* and that they have a new President Jessica Bass. He called for the public comment, but there was 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)

Chair Watkins announced the next meeting would be Monday, April 18, at 5:00 P.M. at Central Library. The National Library Week Proclamation would be read in Council Chambers at 4:00 P.M. the next evening and he planned to attend.

Trustee Coulter indicated he planned to attend as well.

Chair Watkins encouraged the BLT to attend Library Live and Witte Lectures. The application period for the new Library Services Director concluded on March 14. Library Services Director Hetherton's last day will be Friday, May 20, 2022.

IX. ADJOURNMENT – 5:58 P.M.

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

MARCH 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>03/03/2022</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Manager, Acting</u> <u>03/03/2022</u></p>	<p>I am visiting Newport Beach in May 2022. Can a visitor use your computers? Is a reservation needed for the computers? How long does the reservation last, if needed? Also, do you have a public pay telephone on your premises? Thank you.</p>	<p>Visitors may obtain a guest pass to use the computers. The guest pass allows for a 1-hour session plus 20-minute extensions until a waitlist forms. If a waitlist forms, you may use the guest pass to get in line on the waitlist. The pass is valid for the day. Staff will need to see your photo ID to issue you a computer guest pass. The library does not have a public pay phone at any of our facilities. Thank you for your inquiry.</p>
<p><u>2</u> <u>03/08/2022 & 03/12/2022</u> <u>Email</u> <u>Nadia Dallstream</u> <u>Branch Librarian</u> <u>03/09/2022 & 03/12/2022</u></p>	<p>I am unable to use the udemy with library service. Can you please help me with that?...Thank you for your response. Here is my card number...</p>	<p>Sorry you are having trouble connecting with Udemy. I would be happy to help you via email or over the phone. Please reply to this email with your library card number or call the number below. Thank you...I hope you are having a nice morning. Unfortunately, Udemy is not accessible with a temporary card number. You will need to apply in-person for a Newport Beach Public Library Card. We are open today from 9 a.m. to 6 p.m. You can stop in to any of our locations to pick up a library card. Please bring your CA State ID or a picture ID and proof of residence in CA to complete the application. Let me know if you have any other questions. Thanks.</p>
<p><u>3</u> <u>03/11/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/11/2022</u></p>	<p>Please can you help me. We live in the UK and coming to Newport Beach for a family vacation. My son is in his final year at University (College). He is now doing his dissertation, but knows that he will have to work on this whilst we are in Newport Beach. We will be staying at Newport Coastal Villas, which has Wi-Fi. However, Alexander is worried that the Wi-Fi may not be okay for him. If that was the case, please could he come to your library and work there? Otherwise, I worry that he will decide that he will have to stay at home in England. Very many thanks, and look forward to hearing from you. Kind regards.</p>	<p>Yes, visitors can certainly use the library's Wi-Fi to connect to the internet. There is no username or password required. Please let me know if there is anything else I can help you with. Thank you.</p>
<p><u>4</u> <u>03/13/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/14/2022</u></p>	<p>I thought I came across something that are self paced lessons I on music theory, piano, guitar, but I can't seem to locate it again. Can you please send me the link? I already spent time looking, but still can't find it.</p>	<p>Yes, we subscribe to an online service called ArtistWorks, which offers self-paced lessons on music. You can find more information about how to use it here: https://www.newportbeachlibrary.org/branch/ArtistWorks. I hope that helps! Please let me know if you have any other questions. Thank you.</p>

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NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

MARCH 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>5</u> <u>03/15/2022</u> <u>Email</u> <u>Nadia Dallstream</u> <u>Branch Librarian</u> <u>03/15/2022</u></p>	<p>I just signed up for an electronic library ID, but it is not working in the database.</p>	<p>Thank you for your email. Unfortunately, not all our library databases allow you to log in using a Temporary User Card. On our Databases page you will see a list of databases that are grouped by subject area. The databases that can be accessed with a Temporary Card number will have an asterisk to the right of their name and description. If you are trying to use a database that does have an asterisk and it is not working, please let me know. Otherwise, you are welcome to come into any of the NBPL Libraries to get a regular library card. We are open today from 9 a.m. to 6 p.m. You can stop in to any of our locations to pick up a library card. Please bring your CA State ID or a picture ID and proof of residence in CA to complete the application. Please let me know if you have any other questions. Thanks.</p>
<p><u>6</u> <u>03/16/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/17/2022</u></p>	<p>Once in a while lucky day books come up in my account. I like this feature because I borrow a book read it and give it back in a week. It's usually a very pop book that requires long wait period. get. How do I check out the lucky day books? I cannot seem to find the portal or the section in the library where the lucky day books appear. I'm looking for E books only.</p>	<p>You can see our Lucky Day collection on the homepage of our OverDrive website: https://scdl.overdrive.com/. Make sure to sign in with your Newport Beach Library card in order to see all the titles available to you. From there, you can just click on the book to check it out. I hope that helps! Please let me know if there is anything else I can help you with. Thank you.</p>
<p><u>7</u> <u>03/16/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/17/2022</u></p>	<p>I'd like to sign up for the Storytellers Writing Workshop, but it's not giving me an option to do so on your site. Also, do you have author/writer open mic nights? Or would you be open to having them? Anaheim Public Library has them once a month, and they're fantastic. Thank you.</p>	<p>The Storytellers Writing Workshop filled up very quickly, so we took the registration link down. I do apologize for the inconvenience. These programs have been very popular! If you have not done so already I would encourage you to sign up for the Library's eNews, so you can hear about all our events: https://www.newportbeachlibrary.org/about/contact-us/subscribe. We do not currently have an open mic night, but I'll pass your suggestion along to our Programming Library Assistant. We are always open to considering new programs. Thank you.</p>
<p><u>8</u> <u>03/17/2022</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/18/2022</u></p>	<p>Outstanding check out service, library catalog, and databases. Please extend hotspot check-out from one week to two weeks.</p>	<p>Thank you for taking the time to leave a comment card at the Central Library. We appreciate your positive feedback regarding our checkout services, catalog, and databases. Thank you for your suggestion to have hotspots check out for two weeks instead of one. Due to the hotspots' popularity we wanted to make sure they had a quicker turnover and give everyone a chance to check them out. Once their popularity dies down we can certainly consider changing the lending period. Please don't hesitate to contact me with any other thoughts or suggestions. Thank you.</p>
<p><u>9</u> <u>03/18/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/18/2022</u></p>	<p>Please add "Newport Coast Community Center" to the drop down menu for Pickup Locations on the App. It's available on the website, but not on the App. Thanks.</p>	<p>I do apologize for the inconvenience. We took those pick up locations off the mobile app when they were closed. I just added them back. You should be able to choose Newport Coast as a pickup location by tomorrow. Please let me know if you have any other questions. Thank you.</p>

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

MARCH 2022

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>10</u> <u>03/18/2022</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch & Youth Services Coordinator</u> <u>03/18/2022</u>	<p>I am an assistant for a local resident in Newport Beach. I am contacting you regarding a space in your library that would be available to rent out. I am holding a small event for a parent/child science project (for the local children in the school district). We will not need a large area of space, but just something more private to host our project. Please let me know if there is a way to reserve any spots in the library. Thank you and have a great rest of your day.</p>	<p>I am copying Francine and Allison on this reply as they have information regarding available space at the Library and how it may be reserved and/or used. One or both of them may be reached on Monday after 9:00 am by calling the Administration Office at 949-717-3801. I am also including the link to our Study/Meeting Room policy to give you further information: https://www.newportbeachlibrary.org/services/study-meeting-rooms. Hope this information will be helpful.</p>
<u>11</u> <u>03/18/2022</u> <u>Email</u> <u>Terry Sanchez</u> <u>Programs Specialist</u> <u>03/19/2022</u>	<p>Thank you, Terry. I very much enjoyed the lecture and the knowledge of the speaker on the topic of genealogy. The information on her personal research and the resources she provided will be invaluable in my further quest to get to the United Kingdom, Europe and Scandinavia to find my earlier relatives. Much appreciated is your effort in bringing this type educational experience to Newport Beach. Best regards.</p>	<p>Thank you for your email. I'm so happy to know that you enjoyed the genealogy presentation and that what you learned will be helpful in your genealogical research. I will pass your note along to our instructor as well. Kind regards.</p>
<u>12</u> <u>03/27/2022</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Adult Services Coordinator</u> <u>03/28/2022</u>	<p>Can I send printing via tbs-newportbeachlib-bw@eprintit-service.com? And how? Thanks.</p>	<p>Yes, you can forward any print job from your phone to that email address you have listed below. You will then be sent instructions on how to retrieve your print jobs. You can go to any of our four locations and log into the print release station to pick up your print jobs. I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<u>13</u> <u>03/30/2022</u> <u>Email</u> <u>Terry Sanchez</u> <u>Programs Specialist</u> <u>04/02/2022</u>	<p>Thank you so much for hosting the writing workshop. I so appreciate the opportunity and all you did to make us feel so welcome and comfortable. God bless.</p>	<p>Thank you for your email. I'm glad you enjoyed the workshop! Hope to see you at future workshops. Kind regards.</p>

NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS

MARCH 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>14</u> <u>03/31/2022</u> <u>Email</u> <u>Debbie Walker</u> <u>Branch & Youth Services Coordinator</u> <u>03/31/2022</u></p>	<p>Do you still collect/accept books that are no longer wanted? Can I drop off books that I no longer want?...Thank you for you extra-prompt reply!</p>	<p>Yes donations of used books are accepted by the Friends of the Library. I am including information from their webpage below explaining the donation process. Here is a link to their website also: 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. Thank you for your support! We could not make our substantial gifts to the Library without your donations. We appreciate your interest in the Library.</p>

NEWPORT BEACH PUBLIC LIBRARY

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

TIM HETHERON, LIBRARY SERVICES DIRECTOR

“If the fires of freedom and civil liberties burn low in other lands, they must be made brighter in our own. If in other lands the press and books and literature of all kinds are censored, we must redouble our efforts here to keep them free. If in other lands the eternal truths of the past are threatened by intolerance, we must provide a safe place for their perpetuation.”

— Franklin D. Roosevelt

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- **Witte Lecture Series: Dr. Eddie Glaude Jr., *Race and Democracy: America is Always Changing, But America Never Changes***
Friday, April 22, 7 p.m.
Saturday, April 23, 2 p.m.
Friends Room, Central Library
- **Library Live: Charles Yu, *Interior Chinatown: Screenwriting, Representation, and Identity***
Thursday, April 28
Friends Room, Central Library
7 p.m.
- **Witte Lecture Series: Ezra Klein, *American Varieties: Reflecting on Democracy***
Friday, April 29, 7 p.m.
Saturday, April 30, 2 p.m.
Friends Room, Central Library
- **Board of Library Trustees Meeting**
Monday, May 16
Small Conference Room, Central Library
5 p.m.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Storytime attendance continued to increase throughout the month. CdM and Mariners are still offering their programs outside (on the Reading Porch and in Mariners Park, respectively) while Balboa events are inside. Balboa also hosted St. Patrick’s Day crafts with drop-in crafting available at CdM. March 8 was the last day for Shannon Pirus, the part-time Library Assistant at CdM. Shannon moved out of state with her

family and took a full-time Children's Librarian position at the local library there. Shannon's enthusiasm and creativity will be missed. Until her position can be replaced, Central Children's staff are filling in to cover Shannon's storytimes. For the first time in over two years, Balboa hosted the March Board of Library Trustees meeting where Branch Librarian Evelyn Rogers gave her annual branch report.

Youth Services

On March 7, all locations launched the Children's Spring Reading Challenge on Beanstack. This event ran until April 9. For every 20 minutes of reading, participants earned digital badges. Participants who earned all 10 reading badges were entered into a prize drawing. On March 19, Central hosted a Blooms & Butterflies program. There were 225 craft kits which were all distributed beginning that day. A butterfly mural was available as a backdrop for photos, and children had the chance to see the caterpillars in the butterfly house located on the Children's desk. This "house" will be available for viewing through all phases of their development. On March 8, Tim, Annika Helmuth, and myself were part of a photo shoot arranged by the Foundation to acknowledge the very generous donation of \$25,000 by Joan Sullivan, which will be used to purchase Children's materials at Central. Ms. Sullivan and Elizabeth Stahr, another long-time Library donor and supporter, came to the Library to meet staff and be thanked in person for the gift. Using the donated funds, Children's staff are purchasing biographies, books about national holidays and the White House, in addition to other books that will fill the needs of our younger patrons.

Teen Services

The Young Adult Advisory Council (YAAC) members discussed the Summer Reading Program and had the chance to enjoy some LEGO-building fun. YAAC, and other teen volunteers, were a great help throughout the month making sure that craft kits were assembled and ready to go when needed.

Facilities

Central had a relatively quiet month regarding facilities, but during the week of March 14, work began on the Children's Garden at Central to replace the existing plants there. On March 10, a large crack appeared on one of the front windows at Balboa. The outside wooden windowsill was coming loose and could not support the weight of the glass. Public Works removed the broken glass and temporarily boarded up the window. Later in the month, a Public Works supervisor and contractor came to assess the windows and have made plans to replace the front windows and woodwork in the next few weeks. Mariners had the sink in the staffroom repaired and a water line was installed to the refrigerator that was inherited from the Recreation Department. Interface Systems, the alarm company, also reassessed the zone map at Mariners and worked with Andy Kachaturian to update the areas.

MELISSA HARTSON, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR

Staff Vacancies

Full-time Library Clerk Autumn Durand gave her resignation notice this month. She has worked at the Library for over seven years. Her knowledge, friendly demeanor, and service to the community will be missed. I have submitted this full-time vacancy requisition to Human Resources. We continue to await recruitment timelines for part-time Library Clerk and Library Page vacancies.

ILS Update

The ILS Team continues to meet monthly with our SirsiDynix Consultant. The staff team works to implement minor changes and improvements to the system each month.

IT installed a software update to the Library's test ILS environment. The team is currently reviewing the release notes for this latest software version and evaluating its delivered enhancements and features.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Training

Reference and Children's staff system wide trained on the World Book Encyclopedia database.

Media Lab

New Mac computers have been installed in the Media Lab and various pieces of software have been upgraded. Library staff have given tours and provided information to several libraries who are looking to build their own Media and Sound Labs.

Programming

In March, the popular Storytellers Writing Workshop with Chris Epting continued. A 3-class session that began in February concluded at the beginning of the month and a new 3-class session ran for the remainder of the month. The classes continue to be in high demand and receive much positive feedback from its participants.

Also in March programming, the Library offered a beginning Genealogy overview in the Friends Meeting Room, presented by Arlene O'Donnell. Ms. O'Donnell is the past VP of the South Orange County Genealogical Society and has been conducting genealogical research for over 30 years. She offered a wealth of experience, knowledge, and expertise to our community. The class was then followed up a week later with a smaller group workshop for more specific research discussion, held in the staff conference room. Both programs reached capacity.

March's Sunday Musicales featured the Latsos Piano Duo. They gave an outstanding performance and were very well received. There were 157 in attendance and the duo was given an enthusiastic standing ovation. Many attenders stayed long after to take pictures with the duo. They are of Russian decent and opened their performance with a heartfelt message of their heartbreak regarding the invasion of Ukraine.

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	1254	1344				1255
Newspapers--Current	762	759	1060	867	1326	988	702	989	887				927
Newspapers--Historical	3015	2169	1776	1915	2472	2171	3124	3073	3815				2614
Magazines	17	36	53	2905	45	30	76	55	25				360

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	2041	2435				16145
Ancestry	459	114	185	288	252	262	412	579	565				3116
AskART	63	55	15	13	11	17	24	11	34				243
Brainfuse JobNow/VetNow	21	90	348	149	368	184	104	192	151				1607
Britannica School Edition	22	14	93	64	27	2	16	16	68				322
Facts on File Ancient History	0	33	65	1	36	10	15	32	7				199
Gale Archives Unbound	219	1534	7687	3942	14030	11170	2409	438	657				42086
Gale Directory Library	7	14	14	21	39	4	3	1	5				108
Gale in Context: Biography	6	0	39	19	5	18	9	7	6				109
Gale in Context: Elementary	2	0	3	4	7	9	16	13	10				64
Gale in Context: Opposing View	11	18	10	36	1170	94	102	45	12				1498
Gale Literature Resource Center	12	5	20	8	27	5	32	3	109				221
Gale Virtual Reference Library	23	66	151	44	97	67	27	14	74				563
HeritageQuest	1602	1895	935	1879	857	2165	3425	3098	2462				18318
Legal Information Ref Center	12	34	18	48	18	56	9	28	41				264
National Geographic	114	36	38	18	60	28	92	20	42				448
National Geographic Kids	57	20	21	10	35	14	63	27	47				294
NewsBank (OC Register)	1060	1146	1188	1120	934	853	968	895	1639				9803
NoveList Plus	79	64	195	49	68	34	29	16	100				634
NoveList K-8 Plus	24	28	46	27	27	13	15	4	19				203
ProQuest	1858	2459	3029	5780	2884	3055	4288	3307	3343				30003
Proquest eLibrary	1	12	24	12	9	12	22	8	29				129
Reference Solutions Business	539	486	360	216	354	508	234	294	420				3411
Reference Solutions Residential	96	55	433	37	39	47	25	38	38				808
SIRS Discoverer	0	0	10	11	60	534	4576	8856	4541				18588
SIRS Issues Researcher	413	185	501	3188	3143	3776	3799	2563	7175				24743
World Book Online	7	22	25	67	53	18	19	1259	120				1590
Tracked by #page views													
Artist Works	14	23	11	13	8	6	4	5	5				89
Consumer Reports	2054	2291	1714	1772	2185	2337	2866	2047	2218				19484
CultureGrams	0	21	171	132	28	265	102	153	285				1157
Morningstar	5070	5727	5600	5902	6254	5176	6110	5468	5175				50482
RealQuest	36	12581	8192	27	63	90	103	6140	140				27372
Tumblebooks	19	7	27	14	66	26	19	31	33				242
Value Line	14720	12441	14510	16072	17351	14037	18514	17098	16143				140886
Tracked by courses													
Udemy	2316	1523	1266	2097	1925	1693	2416	2585	2506				18327
Tracked by Hours Used													
ABC Mouse	26.25	39.43	33.65	25.15	27.02	19.53	60.85	83.16	124				439.0
Rosetta Stone	67.32	68.5	58.87	63.05	32.85	21.22	53.18	45.64	124.8				535.5

Notes:

Reference USA changed name to Reference Solutions

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	31097	41528				38238	344138
New Users	35072	34955	35426	35046	31947	31967	33253	26830	36975				33497	301471
Sessions	73733	73195	72935	72310	66539	65075	71035	60578	74837				70026	630237
Pageviews	249347	242176	244237	248891	228139	213616	242666	211556	244018				236072	2124646
Sessions Per User	1.83	1.83	1.80	1.81	1.80	1.80	1.89	1.95	1.80				1.83	--
Pages Per Session	3.38	3.31	3.35	3.44	3.43	3.28	3.42	3.49	3.26				3.37	--
Avg. Session Dur. (min)	2.68	2.70	2.62	2.70	2.63	2.53	2.68	2.90	2.78				2.69	--
Bounce Rate (%)	54.90	55.57	56.18	56.28	55.67	56.74	54.61	52.61	56.47				55.45	--

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	325					263	2101
CdM	121	191	102	163	142	176	124	142					145	1161
Mariners	933	1229	1262	1040	1196	1081	959	958					1082	8658
Central	12055	11896	11283	11617	9990	10125	8971	10152					10761	86089
Total	13334	13572	12871	13061	11597	11648	10349	11577					12251	98009

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	38441					28426	227409
CdM	9508	17717	9806	14939	13867	13443	9744	13554					12822	102578
Mariners	100962	142648	139271	114620	128143	120872	101285	107989					119474	955790
Central	1711361	1626605	1511287	1581285	1370595	1355008	1256379	1402910					1476929	11815430
Total	1840365	1814184	1682255	1736219	1543284	1516445	1405561	1562894					1637651	13101207

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	118.28					108.24	--
CdM	78.58	92.76	96.14	91.65	97.65	76.38	78.58	95.45					88.35	--
Mariners	108.21	116.07	110.36	110.21	107.14	111.81	105.62	112.72					110.39	--
Central	141.96	136.74	133.94	136.12	137.20	133.83	140.05	138.19					137.25	--
Total	138.02	133.67	130.70	132.93	133.08	130.19	135.82	135.00					133.67	--

NBPL Wireless Total Data Transferred (GB) 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa									96.35				96.35	96.35
CdM									37.08				37.08	37.08
Mariners									823.75				823.75	823.75
Central									7630.00				7630.00	7630.00
Total									8587.18				8587.18	8587.18

NBPL Wireless Total Unique Patrons 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa									248				248	248
CdM									160				160	160
Mariners									820				820	820
Central									5928				5928	5928
Total									7156				7156	7156

NBPL Wireless Average Number of Patrons Per Day 2021-2022

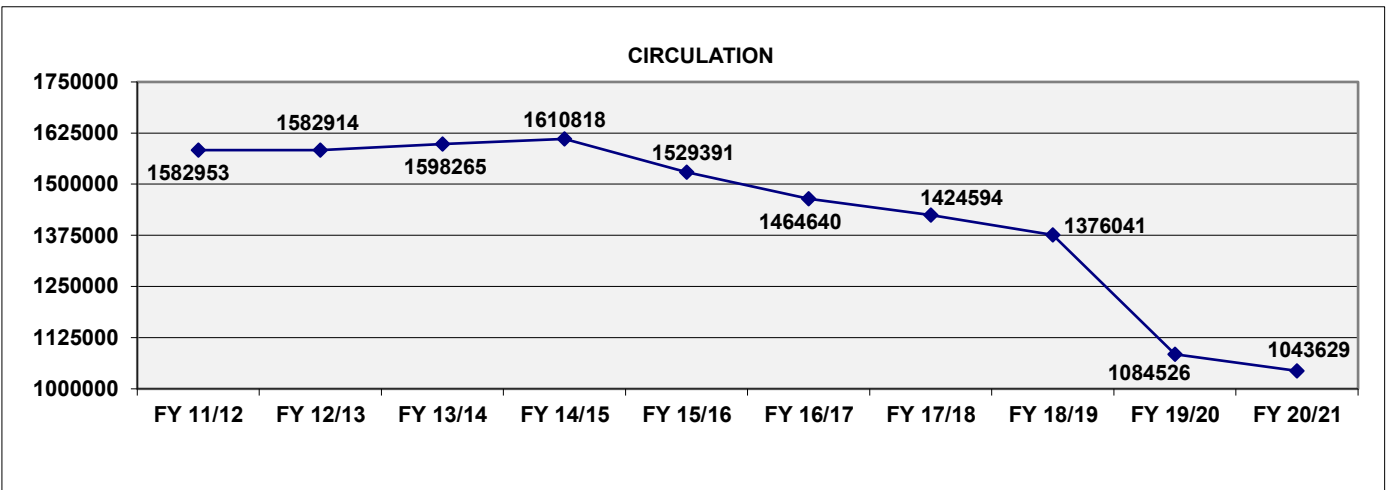
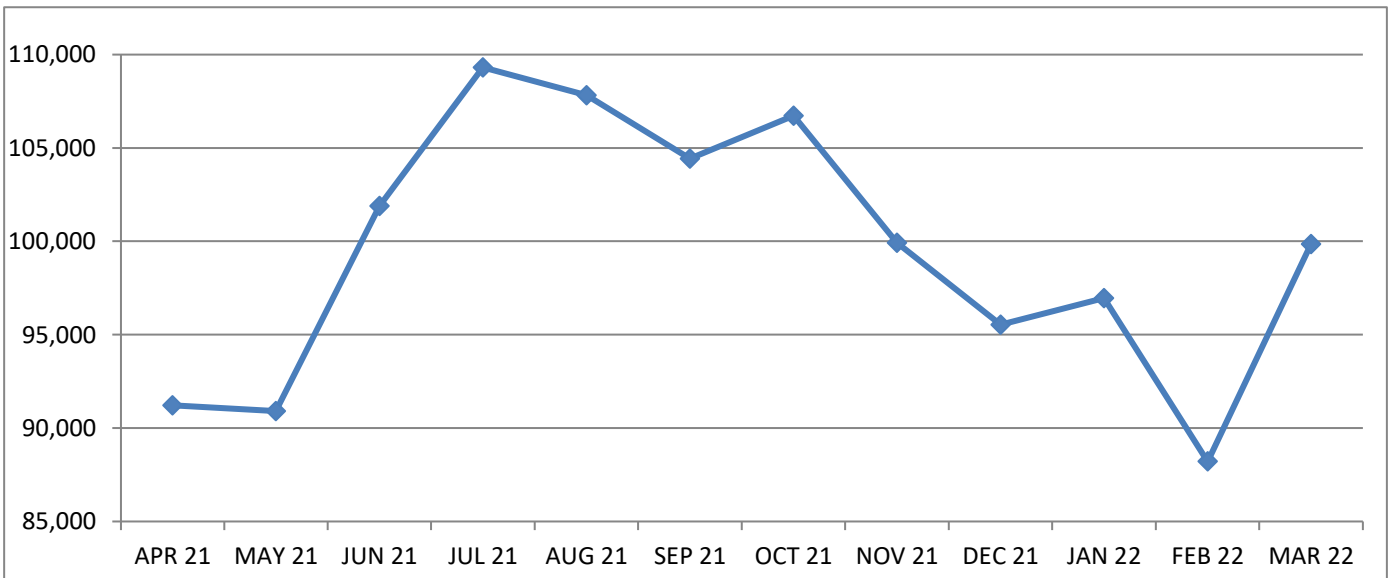
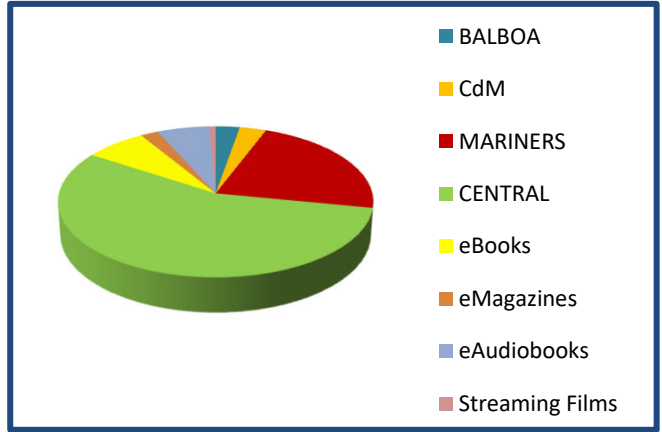
Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa									20				20	20
CdM									9				9	9
Mariners									70				70	70
Central									419				419	419
Total									518				518	518

NBPL Wireless Average Usage Per Patron (MB) 2021-2022

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa									397.80				397.80	397.80
CdM									237.30				237.30	237.30
Mariners									1000.00				1000.00	1000.00
Central									1320.00				1320.00	1320.00
Total									2955.10				2955.10	2955.10

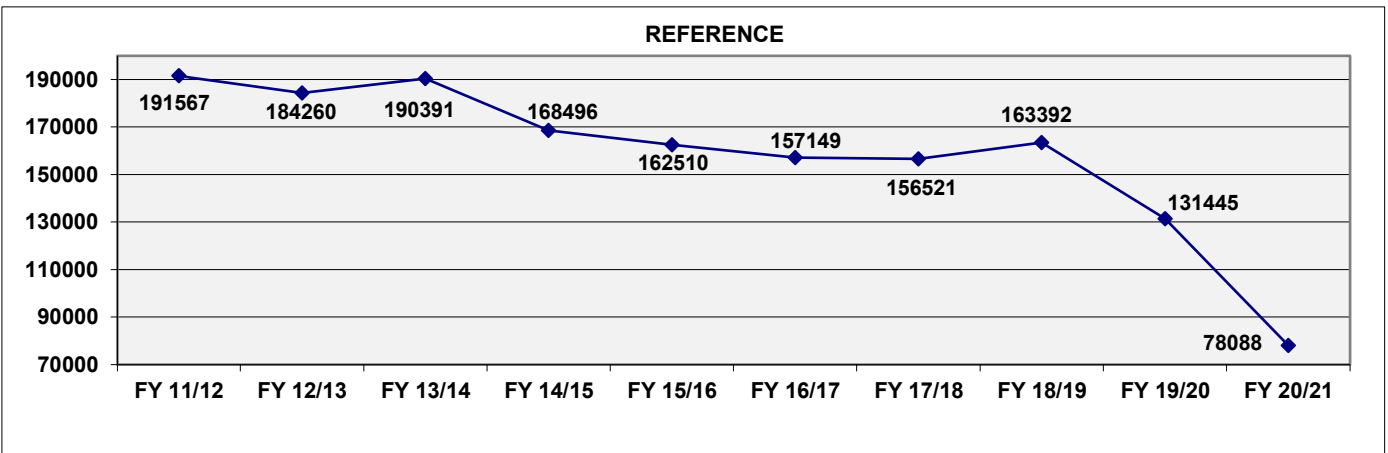
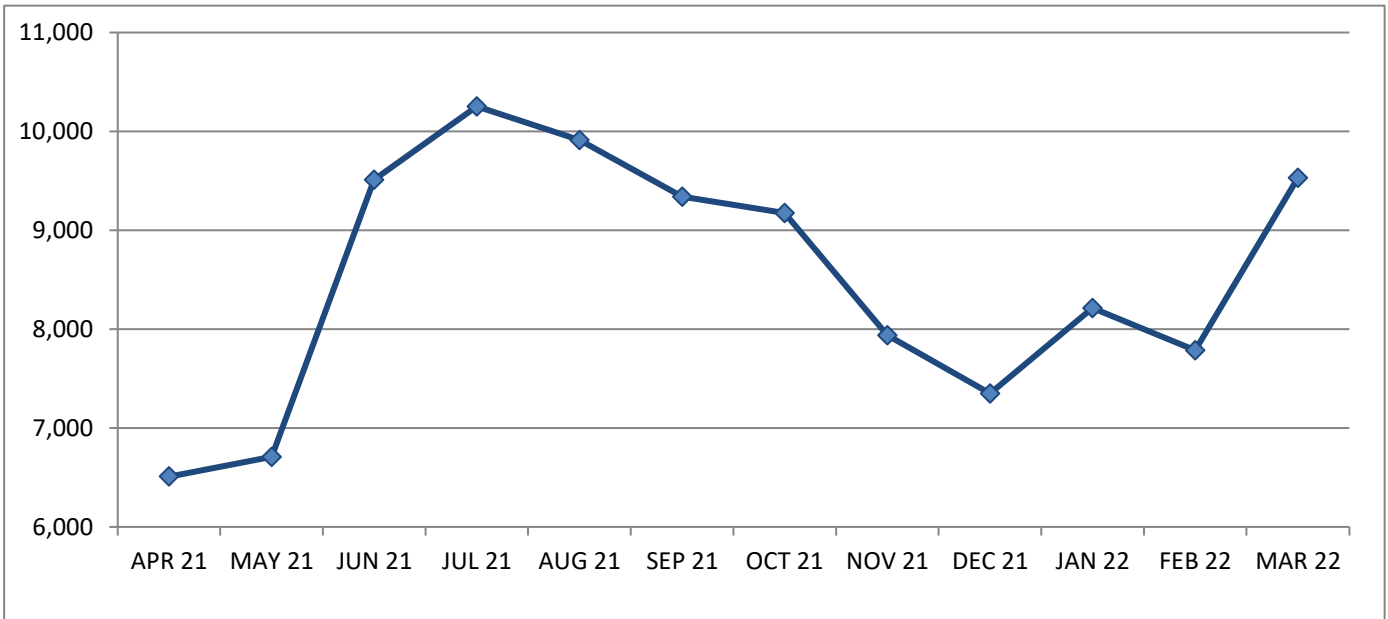
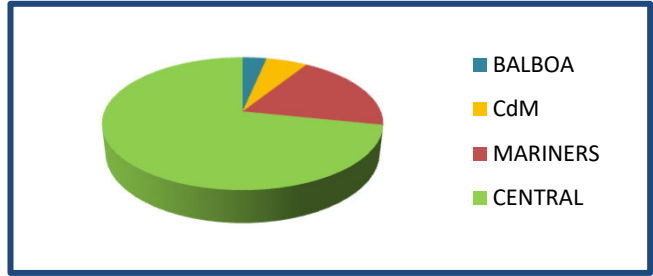
NEWPORT BEACH PUBLIC LIBRARY - MARCH 2022 CIRCULATION

	MAR 22	YTD 21/22	YTD 20/21
BALBOA	2,740	21,902	21,194
CdM	3,032	25,855	19,626
MARINERS	22,244	195,214	115,054
CENTRAL	56,043	520,326	431,074
eBooks	7,060	67,509	75,026
eMagazines	2,017	18,899	42,894
eAudiobooks	5,978	52,507	47,853
Streaming Films	735	6,554	6,883
TOTAL	99,849	908,766	759,604



NEWPORT BEACH PUBLIC LIBRARY - MARCH 2022 REFERENCE

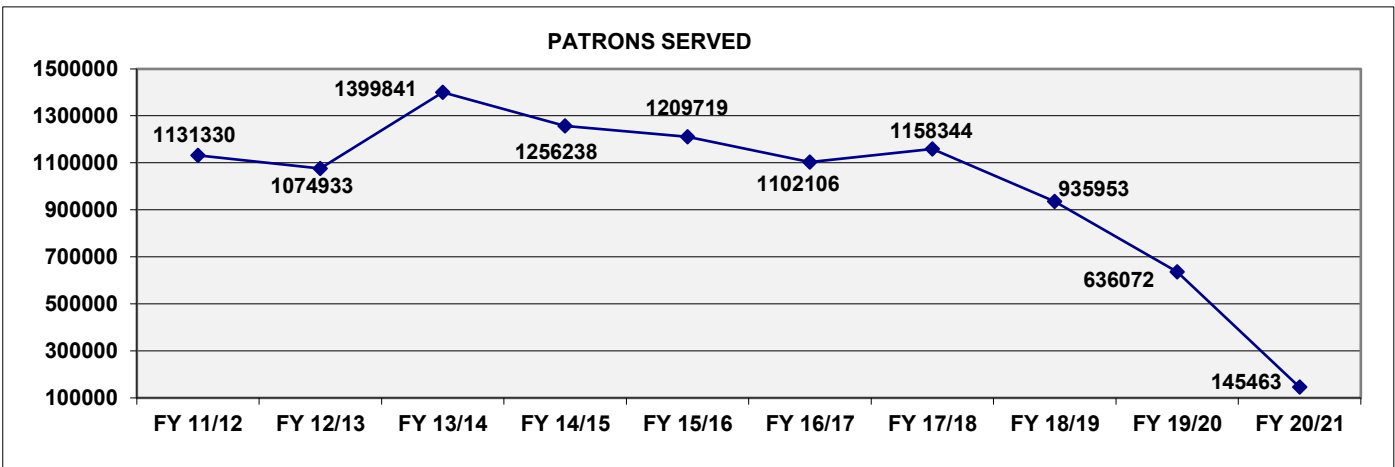
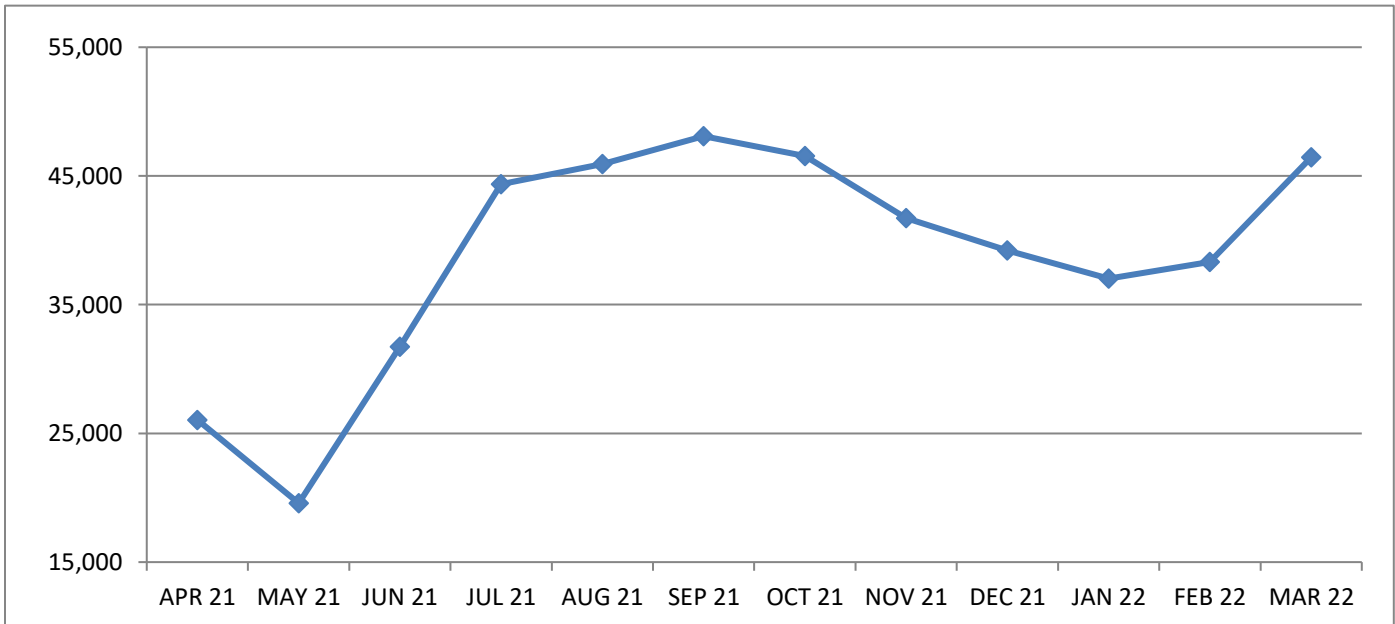
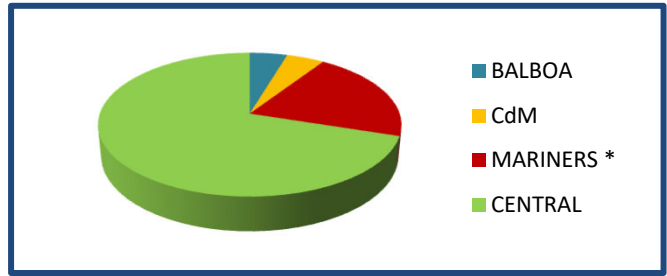
	MAR 22	YTD 21/22	YTD 20/21
BALBOA	315	2,883	2,467
CdM	542	3,989	2,105
MARINERS	1,835	15,569	13,994
CENTRAL	6,839	57,050	36,793
TOTAL	9,531	79,491	55,359



NEWPORT BEACH PUBLIC LIBRARY - MARCH 2022

PATRONS SERVED

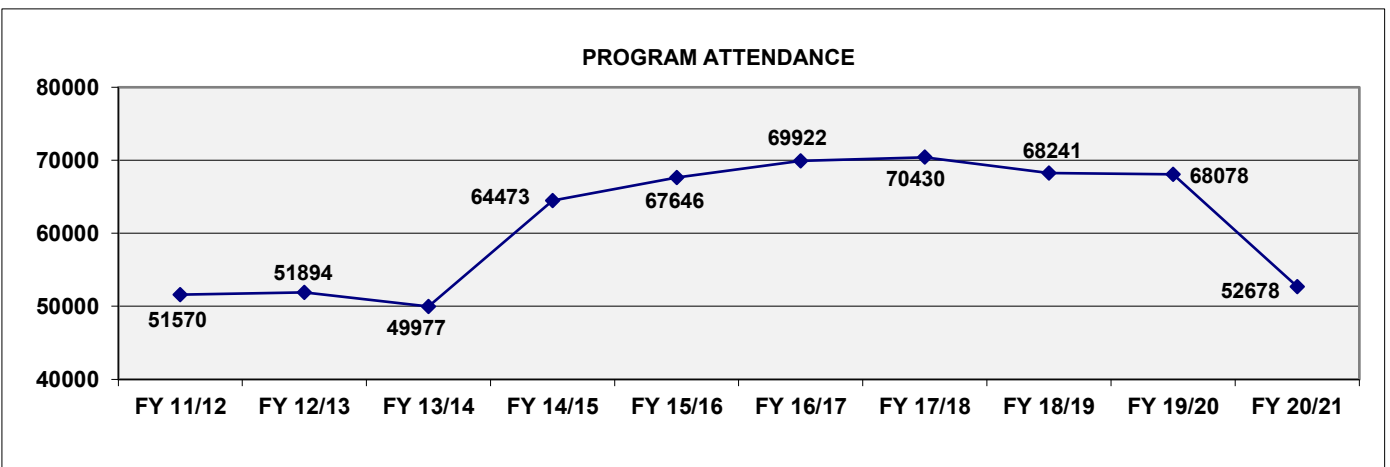
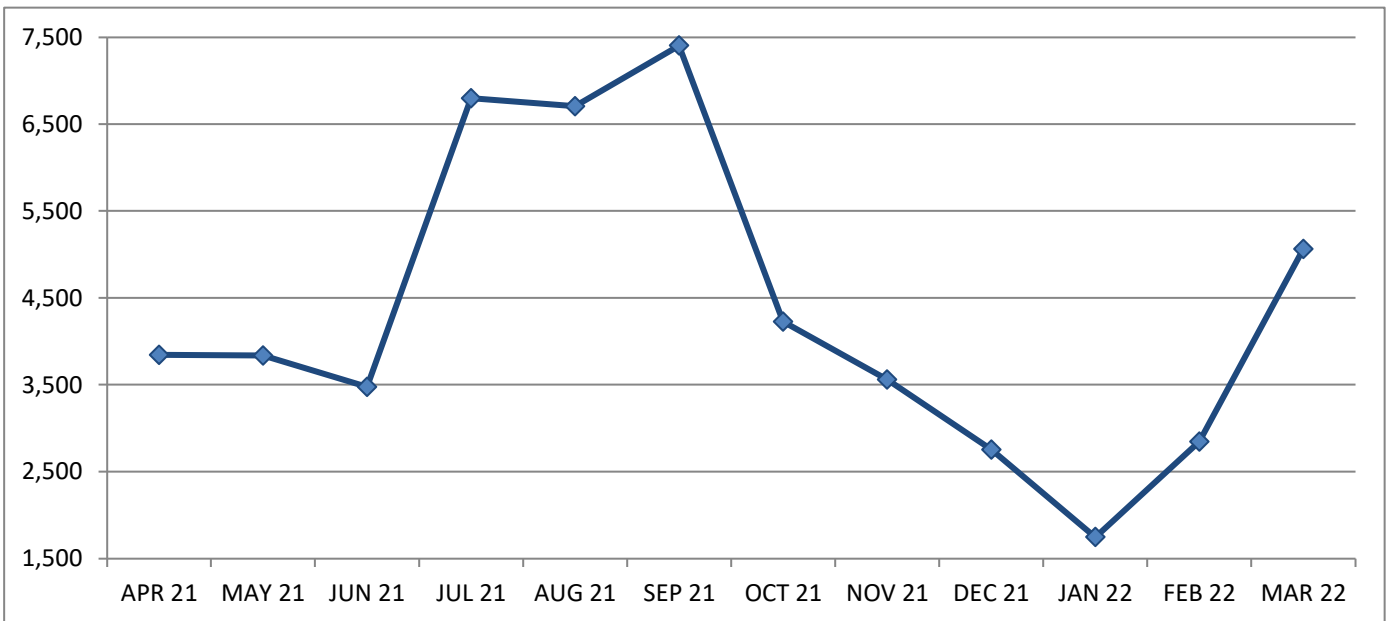
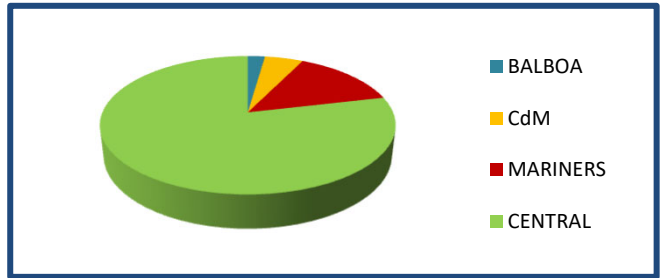
	MAR 22	YTD 21/22	YTD 20/21
BALBOA	2,157	17,213	2,559
CdM	2,170	23,215	2,554
MARINERS *	9,578	91,719	17,178
CENTRAL	32,532	255,529	45,814
TOTAL	46,437	387,676	68,105



* Mariners school gate count not available from 3/8/2022 - 3/31/2022.

NEWPORT BEACH PUBLIC LIBRARY - MARCH 2022 PROGRAM ATTENDANCE

	MAR 22	YTD 21/22	YTD 20/21
BALBOA	114	663	245
CdM	254	2,130	220
MARINERS	712	3,925	1,028
CENTRAL	3,985	34,390	40,032
TOTAL	5,065	41,108	41,525



LIBRARY EXPENDITURES

(April 4, 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	2,035,808	219,548	786,249
SALARY PART-TIME	1,162,634	1,212,062	588,759	65,292	623,303
BENEFITS	2,143,211	2,325,706	1,655,543	80,352	670,163
SALARY & BENEFITS TOTAL	6,260,031	6,359,825	4,280,110	365,192	2,079,715
II MAINT & OPERATION					
PROFESSIONAL SERVICE*	164,393	198,621	157,045	48,335	41,576
UTILITIES	284,373	284,373	237,849	37,949	46,524
PROGRAMMING	5,500	5,000	1,724	302	3,276
SUPPLIES**	81,970	66,807	49,047	5,719	17,760
LIBRARY MATERIALS	619,740	623,777	517,564	28,924	106,213
FACILITIES MAINTENANCE	184,686	181,764	107,775	15,043	73,989
TRAINING AND TRAVEL	10,681	9,581	568	0	9,013
GENERAL OPERATING EXPENSES***	24,202	23,694	15,059	2,642	8,635
PERIPHERALS & SOFTWARE	5,000	27,891	27,891	27,096	0
INTERNAL SERVICE FUNDS	1,758,054	1,758,671	1,465,559	146,556	293,112
OFFICE EQUIPMENT	2,000	2,000	1,743	0	257
MAINT & OPERATION TOTAL	3,140,599	3,182,179	2,581,824	312,566	600,355
LIBRARY BUDGET TOTAL	9,400,630	9,542,004	6,861,935	677,758	2,680,069

*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 Apr 4, 2022

Date Funded	Amount	Purpose Wish List	Amt Expended YTD	Notes
Sep 2021	\$165,000	New Materials	\$ 10,350	In Progress
	\$35,000	Programming	\$ -	Spending to begin fourth quarter
Total	\$200,000		\$10,350	

FOUNDATION

FY 2021-22

As of Apr 4, 2022

Date Funded	Amount	Purpose Wish List	Amt Expended YTD	Notes
Mar 2022	\$25,000	Children's Materials	\$ -	Spending to begin fourth quarter
Total	\$25,000		\$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
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
Feb 22, 2022	Annual Budget - Preliminary Review		Feb 21, 2023
Feb 22, 2022	Arts & Cultural Update		Feb 21, 2023
Mar 21, 2022	Branch Update - Balboa		Mar 20, 2023
LAST REVIEWED	POLICY REVIEW		
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: Melissa Hartson, Library Services Manager, Acting

TITLE: FY 2022-23 Library Services Budget

RECOMMENDATION:

Staff requests that the Board review and approve the FY 2022-23 operating budget for the Library.

DISCUSSION:

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

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

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

In accordance with the above statement, staff has prepared the FY 2022-23 operating budget for the Library Services Department. The Library met with City Manager Grace Leung and Finance Budget Staff on Thursday, February 10, 2022. As reported at the February 22, 2022, Board of Library Trustees Meeting, two program enhancement requests were submitted to City Manager Leung. The Library asked for additional funding of \$50,000 for library materials and an increase of \$3,000 for Corona del Mar's building and maintenance costs. City Manager Leung approved both program enhancement requests.

The Library's staffing complement remains the same, however, the personnel budget will decrease in FY 2022-23 due to salary savings through staff retirements and vacancies. Other notable changes in the next FY budget include an increase in professional services and utilities. The professional services increase is attributed to the City's new janitorial services contract set to open July 2022. Finance also adjusted the Library's budget to account for increasing utilities costs at all four locations.

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 - FY 2022-23 City Manager Approved Budget

ATTACHMENT A

CITY MANAGER APPROVED FY 2022-23 BUDGET

LIBRARY SERVICES

ACCOUNT DESCRIPTION	FY 2022-23 CM APPROVED BUDGET	FY 2021-22 ORIGINAL APPROPRIATION
I SALARY & BENEFITS		
SALARY FULL-TIME REGULAR	2,899,704	2,954,186
SALARY PART-TIME	1,014,280	1,162,634
BENEFITS	2,130,488	2,143,211
SALARY & BENEFITS TOTAL	6,044,471	6,260,031
II MAINT & OPERATION		
PROFESSIONAL SERVICE*	208,507	164,393
UTILITIES	309,753	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	1,638,367	1,758,054
OFFICE EQUIPMENT	2,000	2,000
MAINT & OPERATION TOTAL	3,143,406	3,140,599
LIBRARY BUDGET TOTAL	9,187,877	9,400,630

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

CITY MANAGER APPROVED FY 2022-23 BUDGET

CULTURAL ARTS

ACCOUNT DESCRIPTION	FY 2022-23 CM APPROVED BUDGET	FY 2021-22 ORIGINAL APPROPRIATION
PROFESSIONAL SERVICE	157,000	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	254,088	254,478

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: Library Materials Selection

ABSTRACT:

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

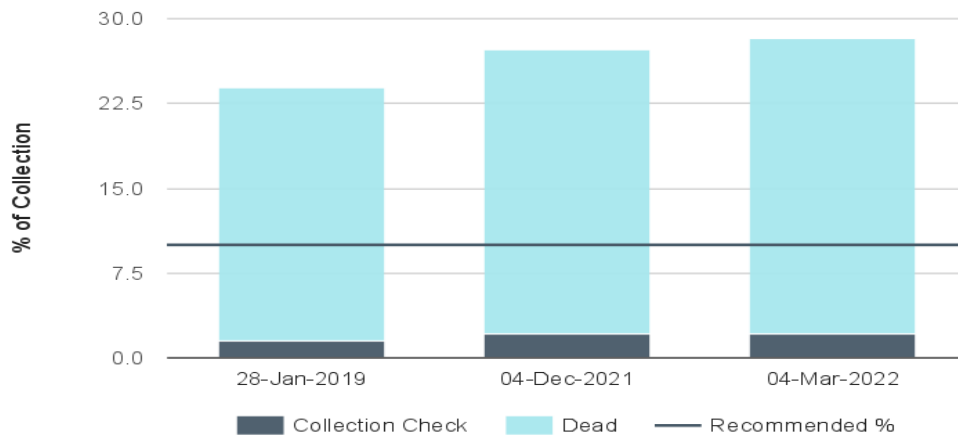
OVERVIEW:

Patrons drive the library’s selection process. Selectors look at circulation statistics to determine which subject matters are the most popular to ensure the library is up to date on the highest demand titles while still maintaining items in every subject matter, ensuring a comprehensive collection with something for everyone. Patrons make recommendations for purchase through the website and in person, and the selectors evaluate and add these items on a weekly basis. Selectors also rely upon professional reviews, publicity and advertising, current events, curriculum needs, and literary prizes to assist in selecting items for the collection.

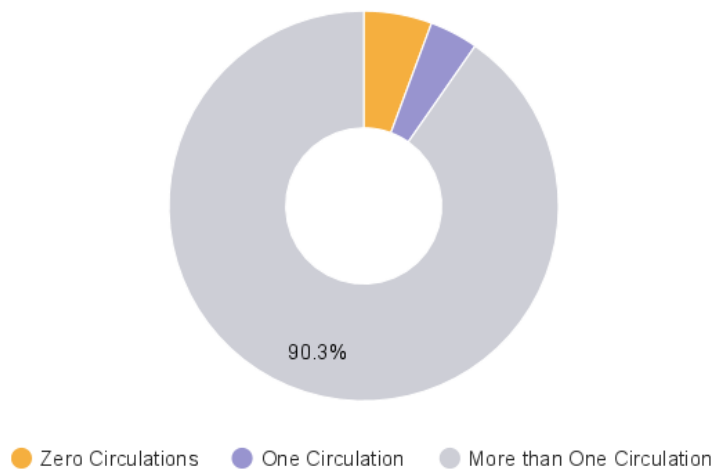
Collection HQ:

The library implemented Collection HQ in March of 2019. Collection HQ is a powerful tool that provides rich data to help libraries better allocate funds. Collection HQ also makes suggestions for purchase based on lending patterns and comparing the collection to similarly sized libraries. Collection HQ allows selectors to see which areas of the collection are “understocked”, meaning selectors should concentrate on buying more items for those collections.

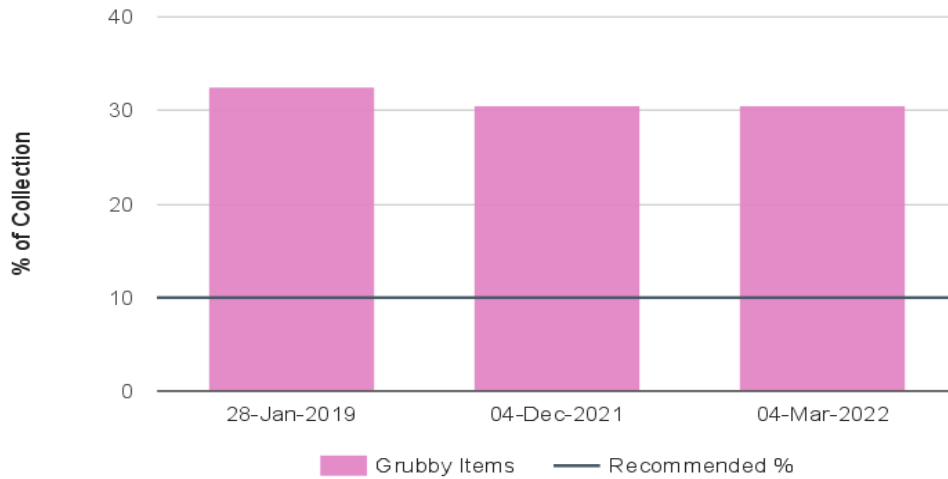
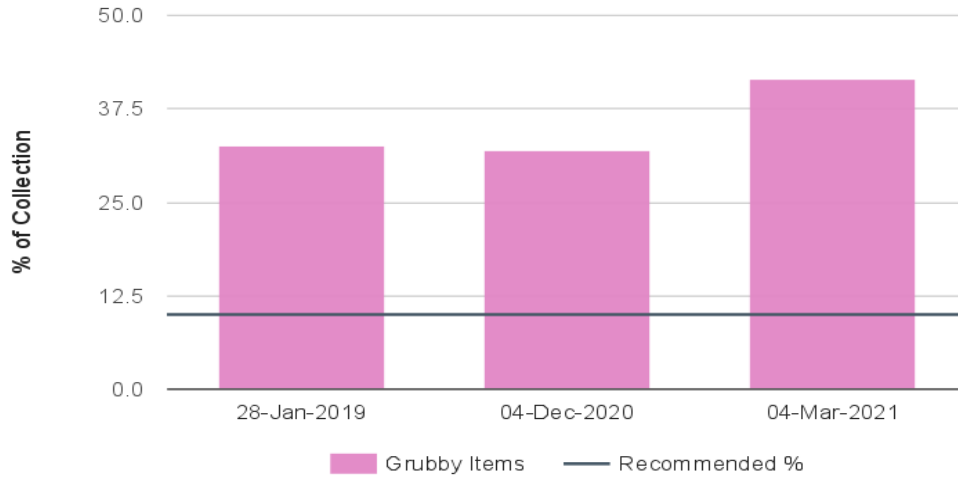
Collection HQ recommends that less than ten percent of a library’s collection be in “collection check”, meaning it has not circulated in more than four years. Newport Beach is well below that ten percent mark. “Dead” items are items that have not circulated in over a year. While Newport Beach’s number of “dead” items has grown over the past two years, factors such as the pandemic and library closure attributed to this.



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



“Grubby” items have circulated more than forty times. Collection HQ recommends replacing these heavily used items with newer and more current items. Selectors have been working on removing these grubby items, which are usually in a state of disrepair, and have brought the percentage down to around 30%, from a high in March of 2021 of 37%.



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

NOTICING:

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: Melissa Hartson, Library Services Manager, Acting

TITLE: Grant Acceptance from California Library

RECOMMENDATION:

Staff recommends the acceptance of a grant in the amount of \$4,477 from the California Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

DISCUSSION:

The Library's literacy program, Project Adult Literacy, offers one-on-one tutoring and small group classes to customers with low literacy skills. The program is partially funded by the City's general fund and partially funded through grants, donations, and the fundraising efforts of Project Adult Literacy. One of the major funding resources is through the California State Library Literacy Services annual grant program. The Library received a check in the amount of \$4,477 from the California State Library. It is the second and final installment from this fiscal year's California State Library Literacy Services Grant. The grant funds will be used towards staffing for the program.

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: 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 a Library supporter and the Newport Beach Public Library Foundation to enhance the Library's materials collection.

DISCUSSION:

The Library received the following donations:

- Donation from Caroline Rhodes, In Memory of Roger Passage - \$50.00
- Foundation Gift from Vonnie Gibbons to augment the Large Print Collection - \$500.00

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

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 RESULTS - MULTIPLE CHOICE

1. Do you have a library card?

Yes	228
No	6

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

Less than once a month	79
Never	54
Weekly	49
Monthly	44
Daily	8

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

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

Excellent	84
Not Selected	64
Good	53
Fair	15
N/A	17
Poor	1

Programs (classes, storytimes, etc.)

N/A or Not Selected	134
Excellent	47
Good	47
Fair	5
Poor	1

ILL (Inter-library loan)

N/A or Not Selected	135
Excellent	73
Good	23
Fair	2
Poor	1

Library Policies

N/A or Not Selected	97
Excellent	90
Good	41
Fair	5
Poor	1

Computers and Printers

N/A or Not Selected	137
Excellent	48
Good	38
Fair	9
Poor	2

Internet Access

N/A or Not Selected	122
Excellent	60
Good	47
Fair	3
Poor	2

Facilities

N/A or Not Selected	89
Excellent	75
Good	50
Fair	19
Poor	2

Hours of Operation

N/A or Not Selected	79
Good	76
Excellent	57
Fair	21
Poor	1

Overall, how would you rate the library?

Excellent	103
N/A or Not Selected	69
Good	55
Fair	6
Poor	1

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

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

Very Important	167
Not Selected	36
Important	22
Somewhat Important	8
Not Important	1

Reference (research assistance from librarians)

Very Important	63
N/A or Not Selected	61
Important	54
Somewhat Important	35
Not Important	21

Programs (classes, storytimes, etc.)

N/A or Not Selected	77
Very Important	54
Somewhat Important	46
Important	34
Not Important	23

Computers and printers

N/A or Not Selected	73
Very Important	54
Somewhat Important	38
Important	33
Not Important	35

Help using computers and printers

N/A or Not Selected	113
Very Important	38
Important	31
Somewhat Important	28
Not Important	24

Study rooms/reading areas

Very Important	65
Not Important	49
Important	47
N/A or Not Selected	44
Somewhat Important	29

Internet Access

Very Important	94
N/A or Not Selected	70
Important	33
Not Important	19
Somewhat Important	18

ILL (Inter-library loan)

N/A or Not Selected	82
Very Important	81
Important	31
Somewhat Important	23
Not Important	17

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

Very Important	110
Not Important	41
Important	37
N/A or Not Selected	33
Somewhat Important	13

Photocopier

N/A or Not Selected	72
Very Important	46
Not Important	43
Important	38
Somewhat Important	35

Newspaper and magazines

N/A or Not Selected	66
Very Important	50
Important	50
Somewhat Important	42
Not Important	26

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

Very Important	147
N/A or Not Selected	36
Important	38
Somewhat Important	11
Not Important	2

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Tim Hetheron, Library Services Director

TITLE: COVID-19 Update

DISCUSSION:

Since February, when City libraries resumed regular hours of operation and hosting in-person meetings, programs, and story times, there has been very little impact from COVID-19. Library facilities are fully staffed with no special restrictions. Still, the City continues to follow established protocol in response to new cases and worksite exposures.

Masks are required inside all City facilities only for unvaccinated members of the public. The public is able to self-attest regarding vaccination status. Signage has been posted at City facilities notifying the public of the state mandate.

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).

Chair Watkins' report: Library Live Committee Notes for Tuesday, April 5, 2022 Meeting, 9:30 AM:

- (1) Current 2022 speakers/dates/ticket sales are as follows:
 - (i) Walter Stahr, Thursday, February 24, 2022, 150 tickets sold, 110 attended;
 - (ii) Brit Bennett, Thursday, March 3, 2022, 180 tickets sold, 150 attended;
 - (iii) Adin Dobkin, Thursday, March 24, 2022, 110 tickets sold, 110 attended; and
 - (iv) Charles Yu, Thursday, April 28, 2022, 65 tickets sold.

Jerry, Kunga, and others will try to generate additional ticket sales in the near term.

- (2) According to Kunga, here are three authors projected at present for the 2023 Library Live Lineup: (i) Bill Plaschke, "Paradise Found: A High School Football Team's Rise From the Ashes", (ii) Omar El Lakkad, "American War" and "What Strange Paradise", and (iii) Susan Straight, "MECCA". Kunga is investigating fourth author possibilities.
- (3) 2023: Lauren Groff's fee is \$18,000 or best offer.
- (4) We will not be pursuing Naomi Hirahara as she typically commits to mystery-themed talks.
- (5) Marketing 2022 Library Live Season: Our remaining 2022 speaker (Mr. Charles Yu)---Jerry has reached out to Chapman University Cinema Department and Cal State Fullerton, Frida Theatre, and Newport Beach Film Festival since Mr. Yu is now a fulltime fiction and TV writer.
- (6) Jerry would like author contracts signed as soon as possible for the 2023 lineup and in all events by May or June, 2022. He would like to have two speakers in the Fall (2022) so that the speakers could coattail off of the Library Lecture Hall fundraising campaign.
- (7) The interview panels for Tim Hetherington's successor as Director of Library Services will be conducted on Thursday, April 14.
- (8) The meeting concluded at 10:35 AM. The next Library Live Committee meeting will be on Tuesday, May 3, 2022 at 9:30 AM via Zoom.

Thank you.

Paul Watkins, BLT Library Live Liaison