



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, September 19, 2022 - 5:00 PM

Board of Library Trustees Members:

Paul Watkins, Chair
Janet Ray, Vice Chair
Douglas Coulter, Secretary
Barbara Glabman, Trustee
Ash Kumra, Trustee

Staff Members:

Melissa Hartson, 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, September 18, at 4:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

The City 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 Melissa Hartson, 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 mhartson@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 August 15, 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.

[AUGUST ACTIVITIES](#)

- 4. Expenditure Status Report (p. 29)**

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

[AUGUST EXPENDITURES](#)

- 5. Board of Trustees Monitoring List (p. 30)**

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. Expressive Use Areas Policy (NBPL 9) (pp. 31-47)

Staff recommends the Board of Library Trustees review Library Policy NBPL 9, *Expressive Use Areas*, and requests the Board of Library Trustees approve changes.

[EXPRESSIVE USE POLICY REPORT](#)

[EXPRESSIVE USE POLICY-ATTACHMENT A](#)

[EXPRESSIVE USE POLICY-ATTACHMENT B](#)

[EXPRESSIVE USE POLICY-ATTACHMENT C](#)

7. Literacy Services Update (p. 48)

Staff will provide an update on the Literacy program and events.

[LITERACY SERVICES UPDATE](#)

8. Acceptance of Donation (p. 49)

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the Dorothy Arens Ressel Trust to enhance the Library's maintenance and operation budget.

[DONATION REPORT](#)

9. Lecture Hall Update

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

10. Balboa Branch Replacement Update

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

11. Library Services

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

B. Monthly Reports

12. Library Foundation Liaison Reports

- 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.

13. Friends of the Library Liaison Report

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

14. Literacy Services Liaison Report

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

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
Monday, August 15, 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, Secretary Douglas Coulter, Trustee Barbara Glabman, Trustee Ash Kumra (arrived 5:05 P.M.)

Trustees Absent: Vice Chair Janet Ray (excused)

Staff Present: Melissa Hartson, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Adult Services Coordinator/Acting Library Services Manager
Avery Maglinti, IT Manager

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Secretary Coulter

IV. **NOTICE TO THE PUBLIC** – Waived

V. **CONSENT CALENDAR** – Administrative Support Specialist Francine Jacome

A. **Consent Calendar Items**

1. **Minutes of the July 18, 2022, Board of Library Trustees Meeting**

Chair Watkins introduced the Consent Calendar and confirmed that the other Trustees did not wish to discuss and/or did not wish to remove items from the Consent Calendar. Hearing none he noted that he had several observations.

2. **Patron Comments**

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

3. **Library Activities**

Monthly update of library events, services, and statistics.

4. **Expenditure Status Report**

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

Chair Watkins reported that they were 6% under budget for Fiscal Year (FY) 2021-22. The Library made some good faith expenditures in the past month. In July 2022 they were 5.6% under budget and were expected to be closer to budget in August 2022.

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 called for public comment on the Consent Calendar.

Jim Mosher, Newport Beach resident, called attention to Comment #5 under Patron Comments on Page 15 and questioned if people understood that BLT meetings were open to the public. He suggested offering the information on the Library website on the calendar and specifically noting that it was a public meeting. He further suggested signage prior to the Board of Library Trustees (BLT) monthly meetings at each branch so local patrons were aware of such meetings.

Trustee Kumra indicated that he had arrived.

Chair Watkins called for a Motion on the minutes and noted that Trustee Glabman would be abstaining because of her prior absence.

Motion made by Secretary Coulter, seconded by Trustee Kumra, and carried (3-0-1-1) to approve the minutes of July 18, 2022 as presented.

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

Chair Watkins called for a Motion on the Consent Calendar.

Motion made by Secretary Coulter, seconded by Trustee Kumra, and carried (4-0-0-1) to approve the Consent Calendar with the minutes as presented.

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

VI. CURRENT BUSINESS

A. Items for Review

6. Information Technology Update

IT Manager Avery Maglinti will update the BLT on Library information technology activities.

Chair Watkins called for the Information Technology (IT) update.

IT Manager Avery Maglinti introduced himself and explained he would provide an update on all the projects IT handled for the Library over the past year. The projects were in addition to the over 850 Help Desk tickets filed by the Library over the past year. Help Desk tickets ranged from broken personal computers (PC) to network issues, application support, printing issues, access, and other problems. The Media and Sound Labs received new Macs and upgraded software. The Media Lab also got a new scanner and the Sound Lab got new audio interface equipment. The Mariners Branch had new RFID gates installed to minimize the footprint. All the PCs at all branches were upgraded as were the wireless access points. The entire Library received a networking upgrade and infrastructure. The website is in the process of being updated with new design and colors. They implemented a more modern software called TBS which helped facilitate the public PC reservations and remote printing. Some doors at Central Library were converted to key card access for security. They were about 50% complete at replacing the security cameras at Central Library.

Chair Watkins asked how many megapixels the new cameras were.

IT Manager Maglinti did not know the answer to the question, but explained the cameras filmed in high definition. IT also installed new receipt printers with sticky labels. In 2020 there was an Integrated Library System (ILS) upgrade which allowed for annual upgrades. Over the next year IT would continue to replace the Central Library security cameras, look into replacing the security camera system at Mariners, replace the PCs in the Media Lab, and provide all branches with new laptops for public use.

Chair Watkins asked if they were spending money on security cameras at Balboa Branch.

IT Manager Maglinti said that there was no current plan for Balboa.

Trustee Glabman asked how many PCs the Library had.

IT Manager Maglinti did not have a count.

Trustee Glabman asked what happened to decommissioned PCs.

IT Manager Maglinti explained that they were sent to the Central Warehouse and then were surplus. The funds from the sale ultimately returned to the General Fund. The sale was similar to an auction and items were purchased by the pallet.

Trustee Glabman asked if remote printing could be done from off site.

IT Manager Maglinti stated that it could be done from off-site through the website or email, but the patron would have to come to the branch to initiate the printing.

Trustee Glabman asked IT Manager Maglinti to define ILS.

IT Manager Maglinti said it was Integrated Library System.

Trustee Glabman inquired about the process of getting new security cameras.

IT Manager Maglinti explained that IT purchased the cameras and were replacing the ones they could do themselves to save some money. A vendor would be used to replace some of the higher cameras and those would be put out to bid. They were in the process of seeking bids.

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

Jim Mosher, Newport Beach resident, inquired about the PC reservation system at the branches. He noted that it was working well but a banner interfered with ease of use. Therefore he requested the banner be moved to a less intrusive location.

IT Manager Maglinti indicated that he would have someone look into it the next day.

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

7. Media Lab Marketing Report

Adult Services Coordinator Rebecca Lightfoot will provide a report on Library plans for marketing the Media Lab to patrons.

Chair Watkins thanked Adult Services Coordinator Lightfoot for her work on the report and called for it.

Adult Services Coordinator Rebecca Lightfoot reported that she met with her staff and brainstormed ideas. Pre-pandemic they held Technology Classes in the Media Lab and they wanted to get back to that. Staff was developing a list of topics and determining who would teach the courses. They plan to request patron feedback at the October Open Houses. Open Houses were scheduled twice a week, one in the morning and one in the evening, for the month of October. Staff would be on hand to answer questions and show patrons what could be done with the Media Lab. They also planned to have some kind of survey prepared for the patrons. Marketing Specialist Maria Nicklin updated the Media Lab rack cards and she passed one around for BLT review. Staff is also looking to increase the social media presence of the Media Lab. The Media Lab rack card will be disseminated with the EBranch brochure to City partners and local high schools. Staff also was discussing hosting another Digital Saturday.

Chair Watkins praised the past Digital Saturday programs.

Adult Services Coordinator Lightfoot explained that the program had been successful and mentioned the prior themes. She explained that they had tried to increase awareness of the Media Lab's resources.

Chair Watkins praised the creative and innovative ideas and asked Trustee Kumra to be a "Media Lab Czar," work with Adult Services Coordinator Lightfoot, and report back to the BLT when appropriate. He then called for BLT comments or questions.

Trustee Glabman loved the outreach plan.

Trustee Kumra thanked Adult Services Coordinator Lightfoot for the report and was looking forward to speaking with her further. He liked the Digital Saturday idea and had

been involved with similar projects in the past. He explained his background in digital privacy and offered his assistance while explaining the topic was extremely important to the community.

Chair Watkins called for the public comment, but there was none. He thanked Adult Services Coordinator Rebecca Lightfoot for her report and indicated that the BLT would receive and file it.

8. Collection Development Policy (NBPL 2)

Staff request that the BLT review and approve revision to the Library Policy NBPL 2, *Collection Development*.

Chair Watkins called for the staff report.

Library Services Director Melissa Hartson explained that she would ask Adult Services Coordinator Rebecca Lightfoot to provide the report.

Adult Services Coordinator Lightfoot explained NBPL 2 was a backbone policy of the Library. Staff felt the current policy was not as specific as they would like so it was revised to be more transparent for the public. They added specificity, a section on donations and the Friends of the Library, and more information on collection maintenance.

Chair Watkins noted that Library Services Director Hartson was advised of a few typographical errors. There was also a patron comment which was addressed. He called for BLT comments and questions.

Trustee Glabman inquired about collection objectives and a possible grammar error.

Adult Services Coordinator Lightfoot said that they already caught that error.

Chair Watkins liked the additions to the policy. He called for the public comment.

Jim Mosher, Newport Beach resident, indicated he had several stylistic suggestions for the policy and noted that the overall additions were very good. He directed the BLT to the redline version and noted that he thought the original paragraphs were all collection objectives. He then made a few suggestions and comments about the organization and phrasing of the policy and how he understood it.

Chair Watkins asked the BLT if they could come up with a better word than “popular” pursuant to Mr. Mosher’s suggestion.

Trustee Glabman thought the item was self-explanatory and did not need further clarification.

Chair Watkins thought it was appropriate to have an introductory paragraph.

Adult Services Coordinator Lightfoot said that was her intention, there would be an overall summation as an introduction.

Chair Watkins called for any other necessary changes to the policy. Hearing none he called for a Motion.

Motion made by Trustee Glabman, seconded by Secretary Coulter, and carried (4-0-0-1) to approve the revisions to the Library Policy NBPL 2, *Collection Development*.

AYES: Watkins, Coulter, Kumra, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

9. Adult and Reference Service Update

Adult Services Coordinator Rebecca Lightfoot will provide the annual update on reference services, and collections and programming for adult patrons.

Adult Services Coordinator Lightfoot reported a busy year in Reference. At this point all branches have been reopened to the public for an entire year.

Chair Watkins asked staff to discuss what Reference was and noted that he saw it as people asking questions being sent to the proper places. He asked if that was an oversimplification.

Adult Services Coordinator Lightfoot explained that was a core function of Reference at the various service desks. Children's Reference was separate from the Adult Reference desks. Adult Reference assists patrons with their informational needs from telephone numbers to finding source material. She reported staffing changes and announced they were still short two staff members but were recruiting.

Chair Watkins asked if they would have the Librarian II position filled by the next month.

Adult Services Coordinator Lightfoot thought that timeline was optimistic. The Mariners Branch Librarian returned to Central in the interim to assist. A part-time Library Assistant at Corona del Mar resigned, and that person was replaced. Two more part-time Library Assistants were recently hired, and they were in the process of recruiting two more. She listed some of the great programs over the past year and indicated credit for those events belonged to Programming Assistant Terry Sanchez. She explained the National Zine Month programming and announced that 18 zines were created. Outreach has started back up with a visit to a local retirement community to help patrons access online resources. Staff is looking forward to further outreach opportunities. Several databases have hosted online training for all staff. The Library also added the NewsBank database including the Daily Pilot. Test proctoring resumed and is now available at Corona del Mar. The new print and PC management system discussed earlier by IT has also been great and includes new features.

Trustee Glabman inquired if the local papers could be accessed online.

Adult Services Coordinator Lightfoot indicated they could and that there were over a decade of back issues of The Daily Pilot included. The Wall Street Journal could be accessed via another database online.

Chair Watkins called for the public comment.

Jim Mosher, Newport Beach resident, explained that the NewsBank database got the online text of an article but did not look like the physical paper. He took a physical paper from the rack and was unable to reconcile it with the NewsBank copy. He thought NewsBank was reposting the text on different days than the original paper and not every article is included. The tool was useful but was not a replacement for the printed paper, if that was the intent.

Adult Services Coordinator Rebecca Lightfoot explained that they were at the mercy of the vendors and NewsBank was the only vendor that supplied The Daily Pilot. There are actual photos of The Orange County Register but not of The Daily Pilot.

Chair Watkins indicated the BLT received and filed the report.

10. Lecture Hall Update

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

Library Services Director Hartson reported that the Newport Beach Public Library Foundation (NBPLF) might have a meeting on August 23 featuring an item on Consent related to the Library Lecture Hall Naming Rights Agreement and the Amendment to the Memorandum of Understanding (MOU) between the City and the NBPLF. She would update the BLT on the agenda when she received the information.

Kunga Wangmo-Upshaw, NBPLF Director of Programming, thought they might have secured naming rights for the Lobby.

Chair Watkins confirmed that they had naming rights for the hall, the courtyard, and the lobby.

Ms. Wangmo-Upshaw stated that they were still working on the green room naming rights.

Chair Watkins asked if there was a report on the private funds in escrow.

Ms. Wangmo-Upshaw said there was no report.

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

11. Balboa Branch Replacement Update

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

Library Services Director Hartson reported that they attended District 1's town hall with Councilmember Dixon on July 19. One of the agenda items was upcoming Public Works projects. The Balboa Branch Library and Fire Station replacement was on track for planning and going out to bid. Public Works is focused on the timeline to release bids as things are currently coming back high. Community input for the project would be handled in a similar manner as the Lecture Hall. Everything was on track for the FY.

Chair Watkins stated that Vice Chair Ray would work with Library Services Director Hartson and staff on the project when she returned.

Trustee Glabman asked if the meeting was well attended.

Library Services Director Hartson indicated that it was.

Chair Watkins noted that the agenda was full.

Library Services Director Hartson said that there was good community turn out. She also announced at the meeting that they were soliciting community input through the survey on the Balboa Branch website page.

Chair Watkins called for further BLT discussion. He then called for the public comment.

Jim Mosher, Newport Beach resident, recalled extensive public input on the last Library/Fire Station remodel. He clarified that the meeting was not considered to be one for public input because people on the peninsula did not know it was a topic at the town hall. The notice that the public saw mentioned Public Works, so people did not know there was a chance to provide input on the Balboa Branch Library.

Chair Watkins agreed that there was an exhaustive agenda covering more than just the Balboa Branch replacement project. He reminded Mr. Mosher of the survey as a means of public input. He received and filed the report.

12. Library Services

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

Library Services Director Hartson reported that the Library was about to turn a corner related to staffing as they had completed first and second round interviews for the Coordinator position, Librarian III.

Chair Watkins requested a timeline.

Library Services Director Hartson thought an announcement would come within a month. The Library was on the cusp of several hires. With the California State Park Passes Newport Beach was in the top 5 due to its circulation model. She was pleased with the program and thought it was a welcome addition to the Library's offerings. If the Library Lecture Hall ended up on the Council's agenda she would let the BLT know. The Literacy Day proclamation was scheduled for August 23 at 4:00 p.m. in Council Chambers. The Foundation Donors appreciation event would be in the Bamboo Courtyard on September 21 at 5:00 p.m.

Chair Watkins explained that attendance for the Literacy Day Proclamation was not necessary as he would be there but indicated that BLT members were welcome. Project Adult Literacy Advisory Board President Jessica Bass would be present.

Trustee Kumra asked what the BLT's goal was for the August 23 Council event.

Chair Watkins explained that when the Library had items before the Council he found it to be good form to show up if one's schedule permitted to support the Library's various programs, functions, and infrastructure. He explained that the "Wheelhouse list" contained events that the BLT should consider attending. It was not mandatory, but the Chair appeared at the events. He called for BLT or comment questions.

Trustee Glabman stated that she was unaware of the parking passes until she read about them in the minutes. She asked how they were being promoted and for further information.

Library Services Director Hartson explained that the passes were good for a week and that the Library had a limited number of passes available in partnership with the California State Library. The Library has 15 passes, and they are listed in the catalog. They are available on first come first served basis and cannot be reserved or renewed. The pass works at most State parks but does not cover Corona del Mar beach.

Chair Watkins called for the public comment.

Jim Mosher, Newport Beach resident, said that he shared Trustee Glabman's question as he was not aware of the program at all. He asked how people were being made aware that the passes were in the catalog.

Library Services Director Hartson said that they were in the catalog. California State Library did press releases when the program came out and a number of patrons came in immediately, so the Library did not have to promote the program further since they received such a limited number of passes. They have slowly been announcing the program since its launch. No major marketing campaigns are planned.

Secretary Coulter thought that if one could not make a reservation then they did not need a marketing campaign.

Mr. Mosher asked another question regarding the program.

Library Services Director Hartson explained that in their program they did not have the most check outs, but the passes were turning over faster and circulating more in Newport Beach than at other libraries.

B. Monthly Reports

13. Library Foundation Liaison Reports

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

Library Services Director Hartson indicated that there was nothing to report as the next meeting was scheduled for September 12 at 5:00 p.m.

Kunga Wangmo-Upshaw, NBPLF Director of Programming, noted that the September 21 was a Wednesday.

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

Trustee Kumra stated that they had not met.

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

Kunga Wangmo-Upshaw, NBPLF Director of Programming, stated that all contracts for Library Live and Witte were in place and signed. They were preparing to market the events.

Chair Watkins called for BLT or public comment, but there was none. He indicated the BLT received and filed the reports.

14. Friends of the Library Liaison Report

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

Secretary Coulter announced that the recent book sale yielded \$3,617, with the bookstore making \$1,939, for a total of \$5,556. There are 840 members, and membership income for July was \$645. The bookstore income was down 1.5%, and total income was down 15.6% from 2021. The Friends are always looking for new ideas for sales. The organization is great and has tremendous participation and results.

Chair Watkins called for BLT and public comment. Hearing none he received and filed the report.

15. Literacy Services Liaison Report

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

Trustee Glabman said that Literacy Day was September 8 and everyone would receive information about it via email.

Chair Watkins praised the program.

Trustee Glabman said that it was a great opportunity to recruit people who were not involved in the Library. The program would take place in the Friends Room.

Chair Watkins encouraged BLT members to attend. He called for BLT or public comment.

Jim Mosher, Newport Beach resident, commented that the item was referred to on the agenda as Literacy Services. The Library Website has a tab called "Services" and Literacy Services should be listed there. Currently the information was buried so he suggested the staff address that.

Library Services Director Hartson explained that under the banner there were four buttons for the Foundation, the Friends, and Literacy.

Chair Watkins called for further public comment. As there was none he received and filed the report.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher, Newport Beach resident, said it was a pleasure to attend the BLT in person as the City's Aviation Committee usually met the same date and time. He frequently used Mariners Branch Library and noticed that since the Library implemented self-checkout and auto renewal that some clerks seemed bored and had little to do. He wondered if the staff and BLT could come up with a productive task for the clerks.

Secretary Coulter noted that Mr. Mosher could have visited during an uncharacteristically down time.

Chair Watkins indicated that staff would handle the matter.

Library Services Director Hartson said that she would be on top of it.

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 BLT meeting was scheduled for September 19. The Library Lecture Hall might be addressed on August 23. International Literacy Day was September 8.

Library Services Director Hartson stated that there was a Concert on the Green on Sunday the 21.

Chair Watkins said that *Literally Speaking* was sent out earlier in the day. There might be a Library section in upcoming StuNews.

IX. ADJOURNMENT – 6:09 P.M.

| NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS | | | AUGUST 2022 |
|---|---|--|-------------|
| Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron | Comment | Response | |
| 1 08/03/2022 Email Rebecca Lightfoot Library Services Manager, Acting 08/03/2022 | I was told there is a dropbox where I can dispose of my tattered American flag. Is there such a box? If so, where is it located? Thank you. | Yes, there are drop boxes for flags at both the Central and Mariners library locations. At Central the box is located in the front of the building near the book return slots. At Mariners it is also right outside the front entrance. I hope that helps! Please let me know if you have any other questions. Thank you. | |
| 2 08/04/2022 Email Rebecca Lightfoot Library Services Manager, Acting 08/05/2022 | What is the membership fee required to become a Friend of the Library? | The pricing for membership to the Friends varies. Here's a link to their membership brochure: https://www.newportbeachlibrary.org/home/showpublisheddocument/71678/637928032070200000 . You can always stop by and pay in person at the bookstore here at Central, or mail in your fee using the form. I hope that helps! Please let me know if there is anything else I can help you with. Thank you. | |
| 3 08/06/2022 Email Melissa Hartson Library Services Director 08/08/2022 | Teens Against E-waste (TAE) invites you to join our 1MB (One Million Batteries) collection initiative! To those interested in supporting youth for a greener planet, I hope you are doing well! [I am] a high school sophomore and the president of the Mariner's Church Branch of Teens Against E-waste (TAE). TAE (https://www.teensagainstawaste.org) is a student-run 501(c)(3) nonprofit organization that aims to raise awareness of e-waste and to take action to protect a healthier environment. We recently launched its first action campaign, One Million Batteries (onemillionbatteries.org), with the goal of recycling 1 million used batteries. So far, 150, 100 batteries have been collected and recycled with the help of over 500 volunteers! We sincerely invite you, Newport Beach Public Library, to join us in this action! We think there could be two ways of collaboration, but please don't hesitate to propose alternatives that work from your perspective. You collect and recycle, we report to 1MB: We can help you promote the collection events by providing flyers, educational material, and logos. You collect and send the batteries via the business recycling venue and report your counted battery numbers to us so that we can credit your contribution on the homepage of our website. You collect, we recycle and report: If you want us to pick up the batteries (for free), please note that we only collect used household batteries, e.g., one-time alkaline batteries, rechargeable batteries, and button batteries (no car batteries). We can't collect batteries generated from business or the workplace, but we can help you promote battery drives that collect household batteries from your employees/members. Either way, we would like to increase your visibility by posting your library as our partner on our website if you are interested. Together we will make a difference. Please feel free to contact me... Thank you in advance for your consideration in joining us in this effort for a greener planet! All the best,...President of the TAE Mariner's Church Branch Teens Against E-Waste (TAE) 1 Million Batteries (1MB) P.S. Here (tinyurl.com/Battery-Recycling-Flyer) is an educational flyer titled "Battery Recycling." Currently, in California, it's illegal to throw household batteries away in the trash or recycling bin. We look forward to working with you to keep 1 million batteries from the landfills! | I applaud you and Teens Against E-waste (TAE) efforts to raise awareness of e-waste. The Library's battery recycling receptacles are already a part of the City's waste service offerings. While the Library won't be participating in your campaign, I wish you and your organization the best in achieving your goal of recycling 1 million used batteries and more. Thank you for your inquiry. | |

| NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS | | | AUGUST 2022 |
|---|--|---|-------------|
| Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron | Comment | Response | |
| 4 08/14/2022 Email Terry Sanchez Programs Specialist 08/16/2022 | Hello. I would like to sign up for the November Storytellers Workshop, November 1, 8, and 15. | Thank you for your interest in the Storytellers Writing Workshop. Registration for the November session will open next week. I have added your email address to our email list so that you will see the announcement as soon as it comes out. I believe it will likely be Wednesday or Thursday. I highly recommend you register as soon as you receive the email as in the past, registration is full within that first hour of the email announcement. Please feel free to reach out with any further questions or if you'd like me to remove your email address from our email database. Kind regards. | |
| 5 08/15/2022 Email Rebecca Lightfoot Library Services Manager, Acting 08/16/2022 | Hi Team. I hope your day is going well so far. I'm an internet activist. My goal is to make culturally competent resources for People of Color as widely accessible as possible. We can only address health disparities through action. I really appreciate the action you've taken in posting so many great resources on https://www.newportbeachlibrary.org/branch/covid-19-resources/mental-health-resources to support the community! Your dedication to this topic is a crucial step in the right direction! However, I didn't see anything that specifically pertains to substance use prevention in the BIPOC community. An essential element of being anti-racist is providing access to culturally competent mental health care. These guides do a great job of addressing this key issue for People of Color *and* their allies: Live Another Day - (https://liveanotherday.org/) Extensive information on mental health and substance use resources for People of Color. Their mission is equal access to life-saving resources. Detox Local - (https://www.detoxlocal.com/resources/aapi-addiction-mental-health/) An excellent resource that features abundant information including mental health and substance use resources specifically for the AAPI (American Asian and Pacific Islander) community. I think adding these links to your page could go a long way towards more fully supporting your website visitors. It also helps by sending a strong message that these issues matter and change is always possible! What are your thoughts on including these resources on your page? | Thank you for thinking of us, but we are not looking to add any content to our website. | |
| 6 08/21/2022 Email Rebecca Lightfoot Library Services Manager, Acting 08/22/2022 | Do you know if there are any book clubs for adults? I am interested in joining one and wondered if there are any in the area. Thank you. | The Newport Beach Public Library Foundation holds a book discussion group. You can find information about the group here on their website: https://nbplf.foundation/programs/book-discussion-group/ . I hope that helps! Please let me know if you have any other questions. Thank you. | |
| 7 08/24/2022 Email Terry Sanchez Programs Specialist 08/26/2022 | Thank you, Terry, for the PowerPoint presentation. Thank you, Newport Beach library, for organizing this lecture series. I learned so much from Chris and the students. I really appreciate what everyone has done. Thanks! | Thank you for your email. I'm very happy to know that you benefited from the Storytellers Writing Workshop. Best wishes on your continued writing journey! | |

| NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS | | | AUGUST 2022 |
|---|--|---|-------------|
| Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron | Comment | Response | |
| 8 <u>08/24/2022</u> Email Terry Sanchez Programs Specialist <u>08/26/2022</u> | Hope you're doing well. Thank you so much for everything. I am very grateful for the presentation slides and for being given the opportunity to attend the workshop. It has motivated me to keep improving my storytelling skills and strengthened my confidence in writing. I also greatly enjoyed learning about the publishing process. Thank you again and I hope you have a great rest of your summer. | Thank you so much for your email. I am very happy to know that you benefitted from the Storytellers Writing Workshop. I wish you the best as you continue to write your stories! Kind regards. | |
| 9 <u>08/25/2022</u> Email Terry Sanchez Programs Specialist <u>08/26/2022</u> | I want to thank the Library and especially you for all your efforts to make such great classes available as the Chris Epting writing class completed yesterday. I feel very blessed to be able to take advantage of the programs you offer and so want you to know how truly appreciated you are for all you do to make these classes possible. My very best. | Thank you for your email and kind words. I really appreciate it and I am glad to know that you benefitted from the Storytellers Writing Workshops and other programs the library offers. Hope to continue to see you around the library! Warm regards. | |
| 10 <u>08/26/2022</u> Email Terry Sanchez Programs Specialist <u>08/26/2022</u> | Thanks to you and the Friends of the Library for hosting the Writers' Workshop with Chris Epting. He's an excellent instructor and we feel that our writing has greatly benefited from his experience and advice. We look forward to more interesting and valuable programs at the Library. Thanks again. | Thank you for your email. I'm so glad to know you benefitted from the Storytellers Writing Workshop. It's always nice to see you and [others] participate in the library's programming. Take care. | |
| 11 <u>08/26/2022</u> Email Rebecca Lightfoot Library Services Manager, Acting <u>08/29/2022</u> | There is a conflict between a time listed in the calendar and a time listed on the event page: https://www.newportbeachlibrary.org/Home/Components/Calendar/Event/70360/11906?curm=9&cury=2022 . This event says 3pm in the calendar, but when you click on the event itself, there it says 4pm. Which time is correct? And can you please correct it so they are both matching and accurate. Thank you. | I do apologize for the confusion. The event starts at 3 p.m. and goes until 4 p.m., so that is why it is listed as "3 p.m. to 4 p.m." on the event itself. I hope that helps. Please let me know if there is anything else I can answer for you. Thank you. | |
| 12 <u>08/29/2022</u> Email Melissa Hartson Library Services Director <u>08/29/2022</u> | Gaslighting Incidents: Although I'm a newcomer to Newport Beach, I enjoy visiting the library. Recently, I've been verbally attacked while on the premises. How do you handle these scenarios to ensure every is treated fairly, with dignity and respect, regardless of their socioeconomic status? | I am sorry to hear you recently had an unpleasant experience at one of our Library locations. The Newport Beach Public Library believes patrons have a right to quality services in an atmosphere that is safe and free of disturbances from others regardless of their socioeconomic status. Please speak with a staff member if you are the recipient of unwanted or threatening behavior from another patron while you are in the Library. Staff will assess the situation and intervene on your behalf if necessary. We do want to provide a safe, comfortable environment that is conducive to all members of the public. Thank you for bringing this matter to our attention. | |

| NEWPORT BEACH PUBLIC LIBRARY PATRON COMMENTS | | | AUGUST 2022 |
|---|---|---|-------------|
| Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron | Comment | Response | |
| 13 08/31/2022 Email Annika Helmuth Branch & Youth Services Coordinator 08/31/2022 | Pre-Covid, we were invited to take a field trip to the library for a tour of the children's section and then a story was read to the students. They heard all about the events that happen at the library. Are you still doing that? My understanding is that, in years past, you also paid for the busses. If this is still happening, I would love to get a date on the calendar for the two first grade classes from Eastbluff Elementary School to come. Thank you. | Thank you for contacting the Newport Beach Public Library. I am happy to hear of your interest in a class visit for your first-grade students! You are correct that we previously offered field trips for first grade students, and I am excited to share that we are again offering these. We have also recently launched a new Educator and Student Services webpage on our website where teachers can request library visits, invite library staff to speak at school events, request resources for upcoming assignments, find out how to get library cards and more. I invite you to fill out the "Visiting the Library" request form to schedule your first-grade class visit. The Friends of the Library generously fund transportation for first-grade class visits. We look forward to seeing you and your students at the library! | |

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Melissa Hartson, Library Services Director
Re: Report of Library Activities – September 19, 2022 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Staffing

I am pleased to announce the appointment of Annika Helmuth as the Branch and Youth Services Coordinator and Andrew Kachaturian as the Circulation and Technical Processing Coordinator. Both are strong additions to the Library's leadership team.

Annika has worked for the Library for 9 years. In 2018, she became the Corona del Mar Branch Librarian where she successfully closed the Branch in preparation for its replacement, worked closely with Public Works, other City staff, and contractors during reconstruction, and re-opened the new facility in 2019. Last year, she was reassigned to the Children's Department at Central. She had a lead responsibility in coordinating and implementing several children's programs, including planning and executing the return to in-person storytimes after a year without in-person programming during the pandemic.

Andrew started working at the Library nearly 25 years ago. He started his tenure in Circulation working as a Library Page. As a Librarian, he has worn many hats over the years. He has been involved in numerous special projects, most notably a key contributor through multiple Integrated Library System (ILS) migrations. He demonstrates a strong commitment to public service and, most recently as the Mariners Branch Librarian, he capably led the Branch through multiple service model transitions while simultaneously involved in the setup and migration to the Library's new ILS.

International Literacy Day

Nearly 80 literacy learners, tutors and supporters gathered in the Friends Meeting Room on Thursday, September 8 to celebrate International Literacy Day. The annual event recognizes the efforts of our devoted volunteers and the hardworking learners who are enrolled in the Library's Project Adult Literacy (PAL) program. During the celebration, learners, tutors, and guests share dishes from their home countries and come together to honor program participants. This year's recipient of the Rochelle Hoffman Memorial Award was presented to Anna Kwon. This award was established in memory of Rochelle Hoffman, a dedicated tutor who passed away in 2004.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- **Foundation Library Leadership Donor Appreciation Reception**
Wednesday, September 21
5 – 7 p.m.
Bamboo Courtyard
- **Friends of the Library Check Presentation**
Tuesday, September 27
5:30 p.m.
City Council Chambers
- **Board of Library Trustees meeting**
Monday, October 17
5 p.m.
Mariners Branch Library

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Storytimes resumed in August after a two-week break that gave staff the opportunity to wrap up the Summer Reading Program. Storytime participation continued at a steady or increasing pace at all locations.

Mariners saw a steady increase in footfall at Adult Reference. Mariners also had many developments in personnel. Shayla Serrato and Darin Tabor started in August as Library Pages. Nicole Osterman started as part-time Library Clerk I. Alex Jenkins promoted to Librarian II and Mariners Branch Librarian effective September 10.

Balboa hosted a children's craft program, "Dog Days of Summer," which had kids making crafts based on real and fictional dogs. Throughout the day, 30 participants had fun completing the variety of adorable crafts.

Corona del Mar also hosted children's programming including daily drop-in crafts with over 200 participants for the month and a return of Sensory Play with 46 participants playing pretend "ice cream shop" with sensory materials and fine motor tools. Sensory Play is an excellent way to encourage critical thinking, foster imagination, strengthen fine-motor skills, and supply opportunities for language development for early-learners. Test proctoring, which resumed at the branch in July 2022, saw seven proctored exams in August.

Youth Services

As experienced at the Branches, storytimes at Central are popular. Toddler storytime on Wednesday mornings continues to have particularly strong numbers with crowds often reaching over 100 children and caregivers. Back-to-School BINGO, a Beanstack reading challenge, launched on August 27 with 40 participants signing up in the first week. Participants complete as many library and reading related activities as they can for a chance to win prizes. The reading challenge ends on September 24. Youth Services is working to fill one Children's part-time Library Assistant vacancy and one Children's Librarian II vacancy.

Teen Services

Teen services offered the first of three college prep workshops, "Find the Right College for You," on August 31 at the Central Library, with its largest crowd to date. A total of 38 students and parents enjoyed learning about how to be savvy college shoppers and asking valuable questions about finding the best fit college.

REBECCA LIGHTFOOT, ADULT SERVICES COORDINATOR

Programming

We had a total of 16 participants in July's Zine Exchange Program.

The Storyteller's Workshop continues to be extremely popular. We had full attendance for our three-part August workshop. Two workshops opened for registration for October and November and were fully booked within minutes. We are planning more workshops to help meet the demand.

Personnel

Part-time Library Assistant Janine McFarlin started at Central on August 29. We are interviewing candidates for another part-time Library Assistant vacancy later in September.

Librarian I Jeremy Rodriguez was promoted to Librarian II in Adult Services and will begin his new assignment at Central on September 10. We are in the process of recruiting for two Librarian I's to fill those vacancies.

ANDREW KACHATURIAN, CIRCULATION AND TECHNICAL PROCESSING COORDINATOR**Staffing**

A recruitment was opened for two part-time Library Page positions on August 31. Both will be assigned to the Central Library.

The Library continues to work with HR to fill one part-time Library Clerk and three Library Page vacancies.

Proquest Articles Retrieved 2022-2023

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | AVG. |
|------------------------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Business Databases | 831 | 2438 | | | | | | | | | | | 1635 |
| Newspapers--Current | 925 | 926 | | | | | | | | | | | 926 |
| Newspapers--Historical | 3937 | 3036 | | | | | | | | | | | 3487 |
| Magazines | 15 | 15 | | | | | | | | | | | 15 |

| Database FY Comparisons | JUL 2022 | AUG 2022 | SEP 2022 | OCT 2022 | NOV 2022 | DEC 2022 | JAN 2023 | FEB 2023 | MAR 2023 | APR 2023 | MAY 2023 | JUN 2023 | YTD 22/23 |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Tracked by #searches | | | | | | | | | | | | | |
| A to Z Databases | 1244 | 1237 | | | | | | | | | | | 2481 |
| Ancestry | 399 | 804 | | | | | | | | | | | 1203 |
| AskART | 19 | 15 | | | | | | | | | | | 34 |
| Brainfuse JobNow/VetNow | 23 | 32 | | | | | | | | | | | 55 |
| Britannica School Edition | 110 | 1 | | | | | | | | | | | 111 |
| Gale Archives Unbound | 2628 | 5694 | | | | | | | | | | | 8322 |
| Gale Directory Library | 7 | 3 | | | | | | | | | | | 10 |
| Gale in Context: Biography | 23 | 11 | | | | | | | | | | | 34 |
| Gale in Context: Elementary | 0 | 0 | | | | | | | | | | | 0 |
| Gale in Context: Opposing View | 3 | 12 | | | | | | | | | | | 15 |
| Gale Literature Resource Center | 71 | 17 | | | | | | | | | | | 88 |
| Gale Virtual Reference Library | 14 | 48 | | | | | | | | | | | 62 |
| HeritageQuest | 763 | 396 | | | | | | | | | | | 1159 |
| Legal Information Ref Center | 44 | 30 | | | | | | | | | | | 74 |
| National Geographic | 72 | 10 | | | | | | | | | | | 82 |
| National Geographic Kids | 44 | 40 | | | | | | | | | | | 84 |
| NewsBank | 1155 | 1027 | | | | | | | | | | | 2182 |
| NoveList Plus | 36 | 47 | | | | | | | | | | | 83 |
| NoveList K-8 Plus | 44 | 31 | | | | | | | | | | | 75 |
| ProQuest | 2152 | 3766 | | | | | | | | | | | 5918 |
| Proquest eLibrary | 9 | 0 | | | | | | | | | | | 9 |
| Reference Solutions Business | 903 | 333 | | | | | | | | | | | 1236 |
| Reference Solutions Residential | 27 | 35 | | | | | | | | | | | 62 |
| SIRS Discoverer | 55 | 125 | | | | | | | | | | | 180 |
| SIRS Issues Researcher | 639 | 1006 | | | | | | | | | | | 1645 |
| World Book Online | 26 | 1 | | | | | | | | | | | 27 |
| Tracked by #page views | | | | | | | | | | | | | |
| Artist Works | 7 | 6 | | | | | | | | | | | 13 |
| Consumer Reports | 2515 | 2033 | | | | | | | | | | | 4548 |
| CultureGrams | 32 | 65 | | | | | | | | | | | 97 |
| Morningstar | 255 | * | | | | | | | | | | | 255 |
| RealQuest | 124 | 59 | | | | | | | | | | | 183 |
| Tumblebooks | 19 | 16 | | | | | | | | | | | 35 |
| Value Line | 17052 | 15831 | | | | | | | | | | | 32883 |
| Tracked by courses | | | | | | | | | | | | | |
| Udemy | 1600 | 1550 | | | | | | | | | | | 3150 |
| Tracked by Hours Used | | | | | | | | | | | | | |
| ABC Mouse | 15.33 | 17.25 | | | | | | | | | | | 32.6 |
| Rosetta Stone | 31.76 | | | | | | | | | | | | 31.8 |

Notes:

*Morningstar statistics are not yet accesible, will update when available

NBPL Website Usage 2022-23

| Metric | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Average | Total |
|-------------------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|--------|
| Total Users | 35112 | 38912 | | | | | | | | | | | 37012 | 74024 |
| New Users | 30367 | 34389 | | | | | | | | | | | 32378 | 64756 |
| Sessions | 67043 | 71011 | | | | | | | | | | | 69027 | 138054 |
| Pageviews | 235396 | 246933 | | | | | | | | | | | 241165 | 482329 |
| Sessions Per User | 2 | 2 | | | | | | | | | | | 2 | -- |
| Pages Per Session | 4 | 3 | | | | | | | | | | | 3 | -- |
| Avg. Session Dur. (min) | 3 | 3 | | | | | | | | | | | 3 | -- |
| Bounce Rate (%) | 52 | 55 | | | | | | | | | | | 54 | -- |

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2022-23

| Location | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Average | Total |
|--------------|------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|-------|
| Balboa | 160 | 310 | | | | | | | | | | | 235 | 470 |
| CdM | 154 | 186 | | | | | | | | | | | 170 | 340 |
| Mariners | 1050 | 1230 | | | | | | | | | | | 1140 | 2280 |
| Central | 8250 | 10240 | | | | | | | | | | | 9245 | 18490 |
| Total | 9614 | 11966 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1798 | 21580 |

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2022-23

| Location | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Average | Total |
|--------------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|-------|
| Balboa | 425 | 396 | | | | | | | | | | | 411 | 821 |
| CdM | 288 | 305 | | | | | | | | | | | 297 | 593 |
| Mariners | 1028 | 1184 | | | | | | | | | | | 1106 | 2212 |
| Central | 6605 | 7207 | | | | | | | | | | | 6906 | 13812 |
| Total | 8346 | 9092 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1453 | 17438 |

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2022-23

| Location | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Average | Total |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|-------|
| Balboa | 33 | 36 | | | | | | | | | | | 35 | 69 |
| CdM | 18 | 19 | | | | | | | | | | | 19 | 37 |
| Mariners | 80 | 89 | | | | | | | | | | | 85 | 169 |
| Central | 449 | 517 | | | | | | | | | | | 483 | 966 |
| Total | 580 | 661 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 103 | 1241 |

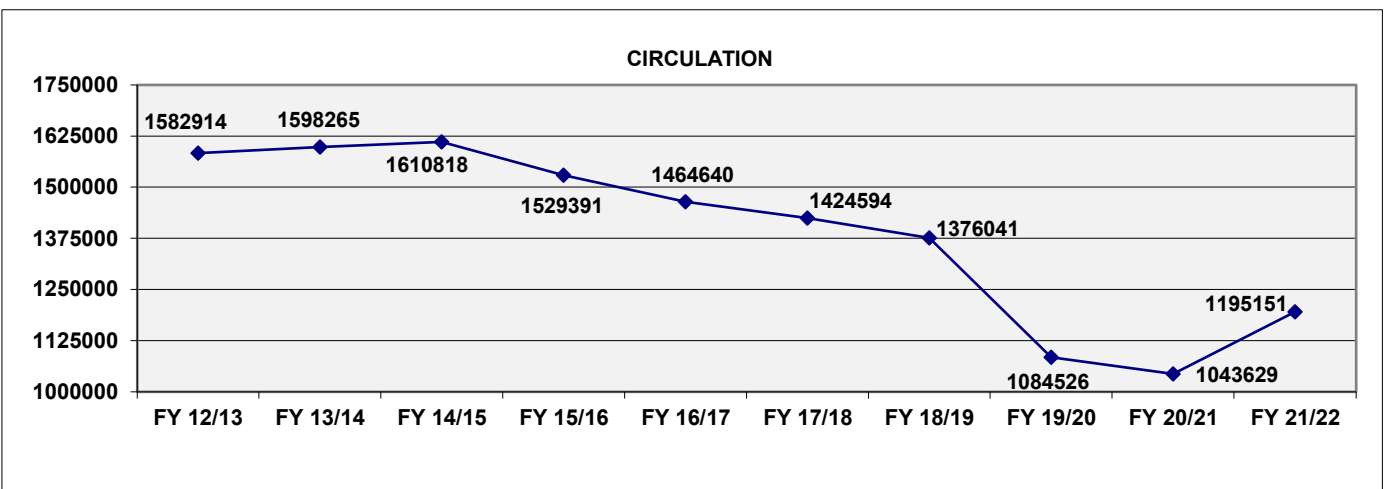
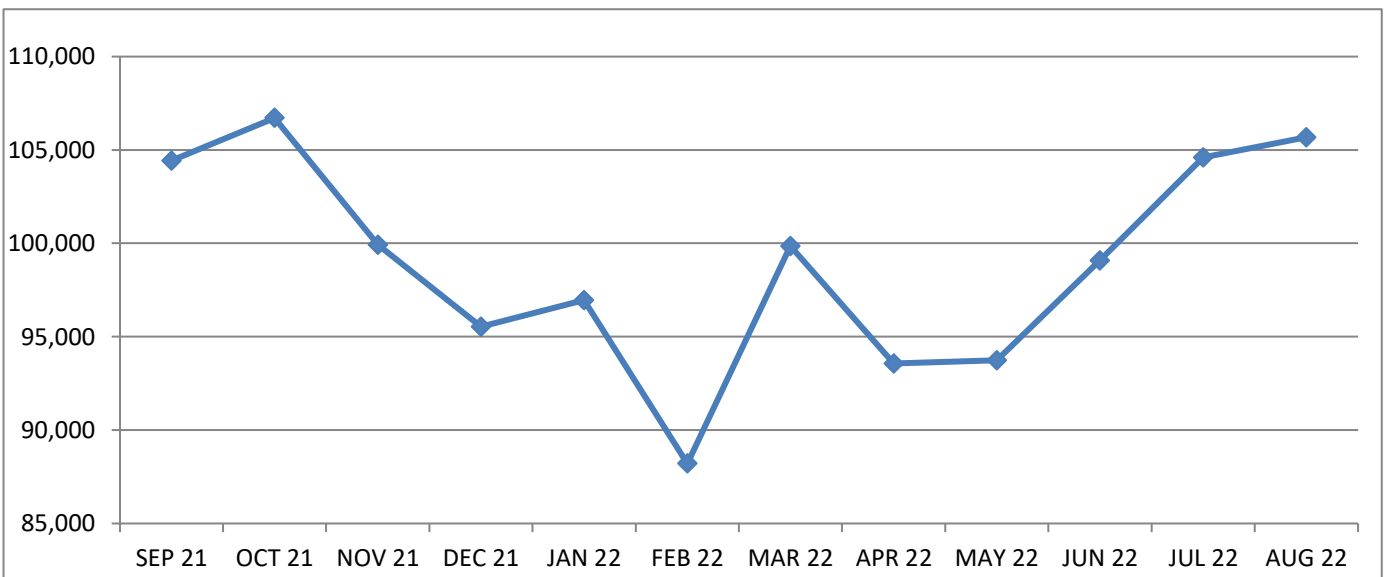
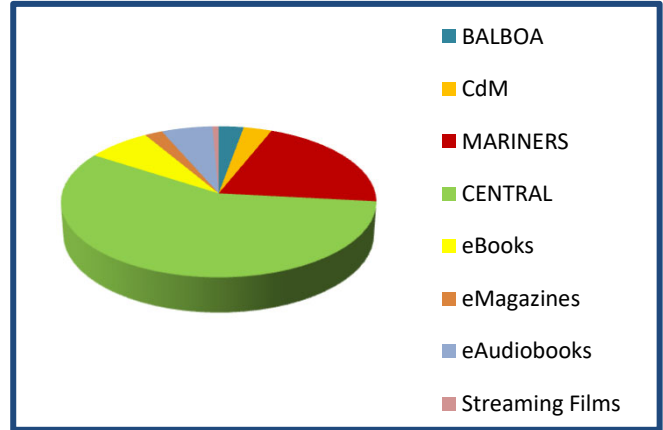
Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2022-23

| Location | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Average | Total |
|--------------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|-------|
| Balboa | 385 | 801 | | | | | | | | | | | 593 | 1186 |
| CdM | 548 | 625 | | | | | | | | | | | 586 | 1173 |
| Mariners | 1040 | 1070 | | | | | | | | | | | 1055 | 2110 |
| Central | 1280 | 1460 | | | | | | | | | | | 1370 | 2740 |
| Total | 3253 | 3956 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 601 | 7209 |

NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2022

CIRCULATION

| | AUG 22 | YTD 22/23 | YTD 21/22 |
|-----------------|----------------|----------------|----------------|
| BALBOA | 3,013 | 6,052 | 5,058 |
| CdM | 3,421 | 6,689 | 5,916 |
| MARINERS | 21,759 | 42,361 | 44,553 |
| CENTRAL | 60,675 | 121,785 | 127,296 |
| eBooks | 7,738 | 15,611 | 17,231 |
| eMagazines | 2,148 | 4,256 | 3,945 |
| eAudiobooks | 6,182 | 12,046 | 11,766 |
| Streaming Films | 748 | 1,487 | 1,380 |
| TOTAL | 105,684 | 210,287 | 217,145 |



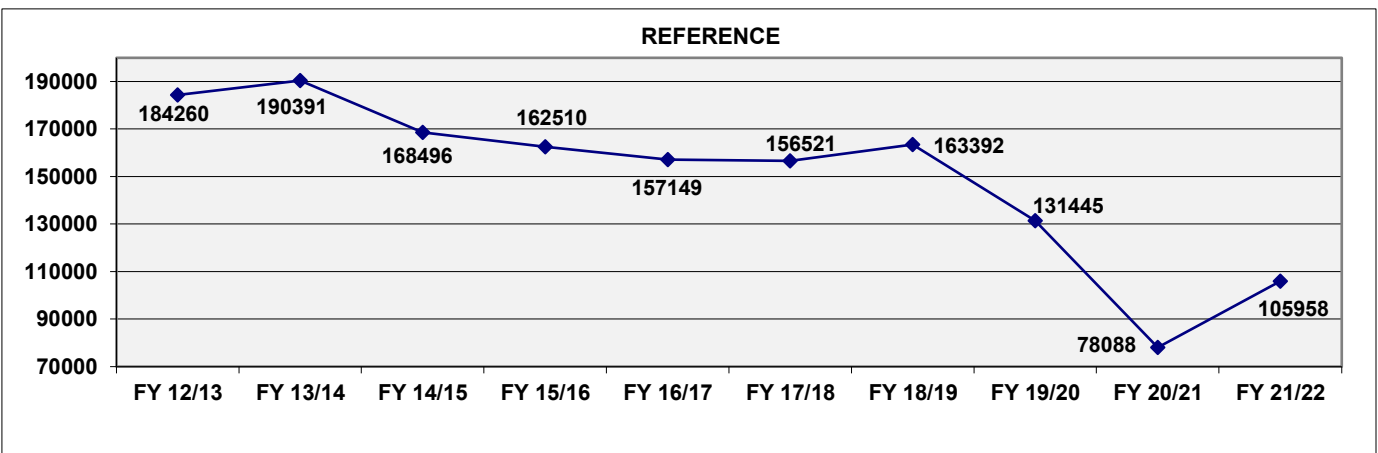
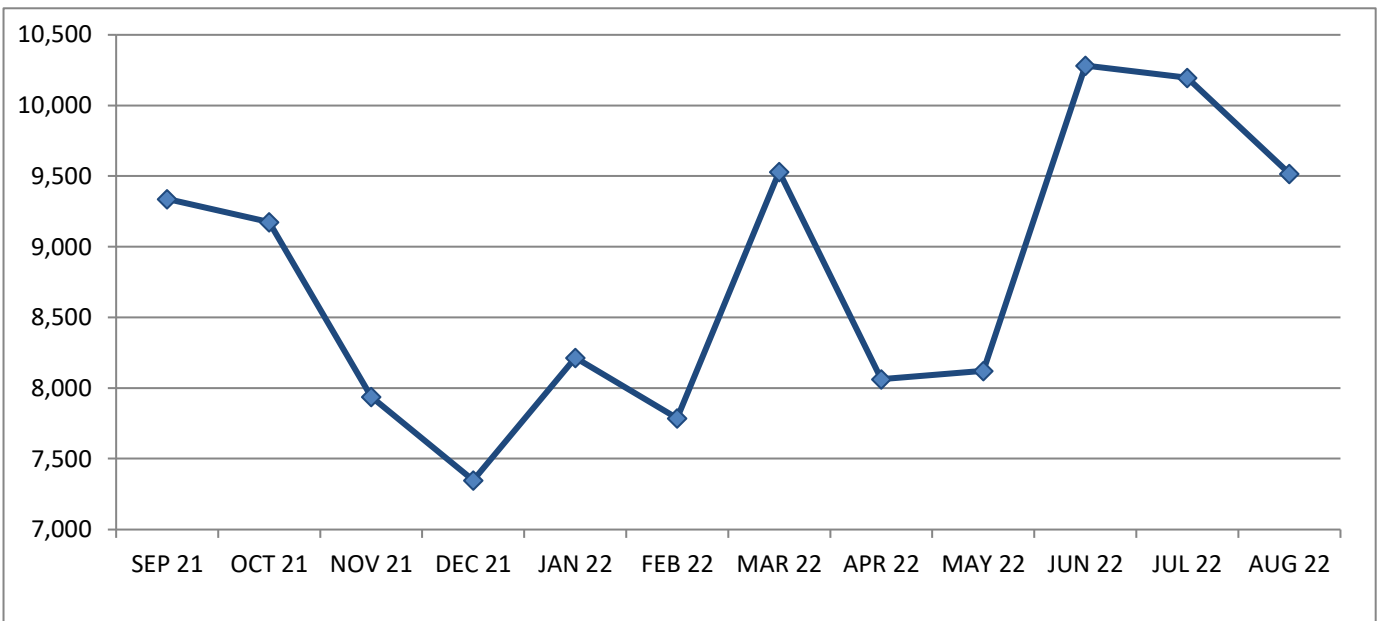
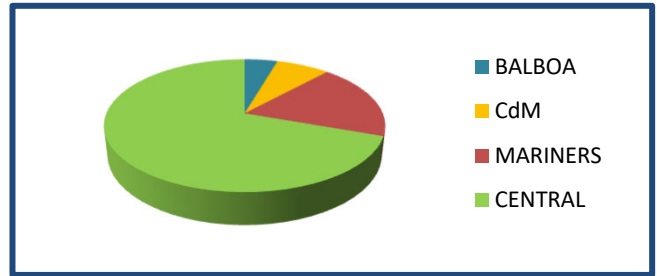
NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2022

REFERENCE

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

| AUG 22 | YTD 22/23 | YTD 21/22 |
|--------|-----------|-----------|
| 432 | 863 | 689 |
| 698 | 1,362 | 1,033 |
| 1,765 | 3,681 | 3,686 |
| 6,622 | 13,806 | 14,753 |
| 9,517 | 19,712 | 20,161 |



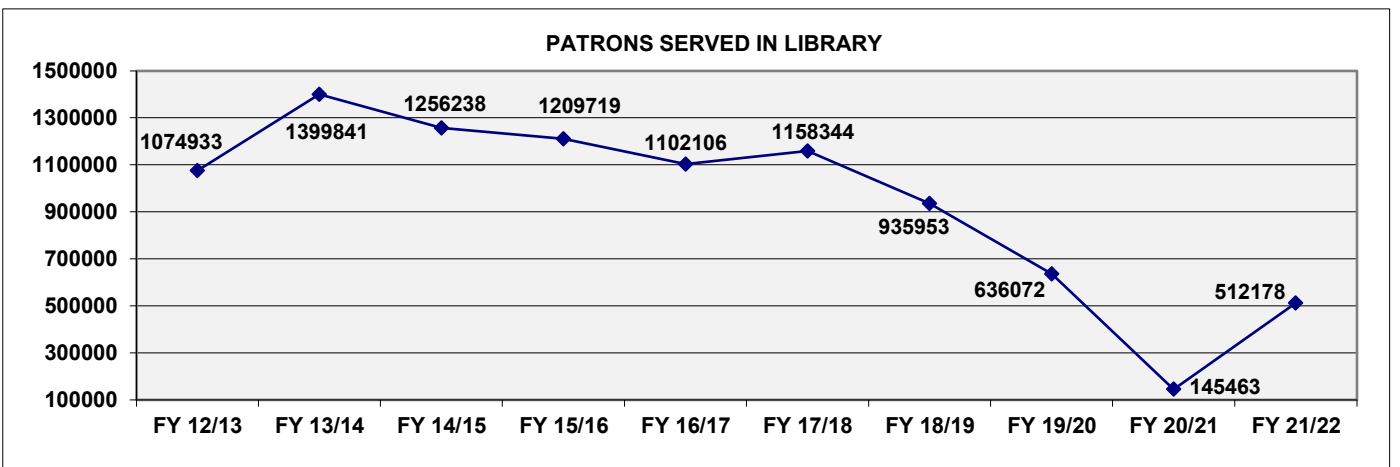
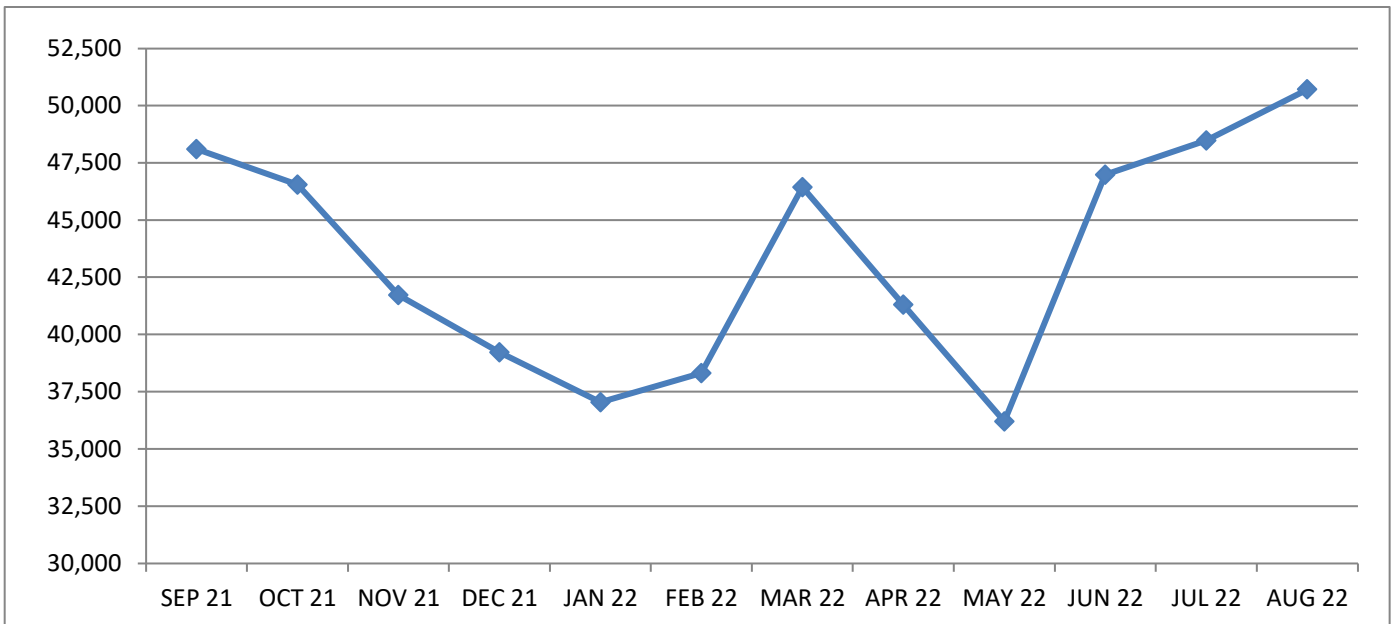
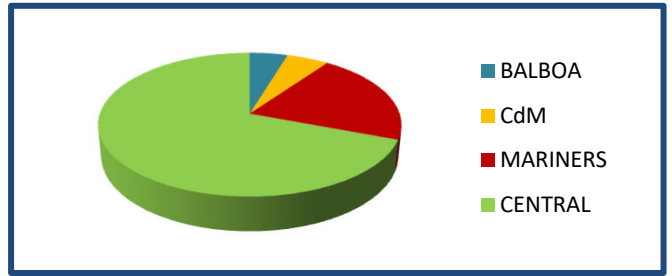
NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2022

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

| AUG 22 | YTD 22/23 | YTD 21/22 |
|--------|-----------|-----------|
| 2,381 | 4,866 | 4,238 |
| 2,643 | 5,228 | 6,356 |
| 10,557 | 19,973 | 18,003 |
| 35,134 | 69,129 | 61,697 |
| 50,715 | 99,196 | 90,294 |

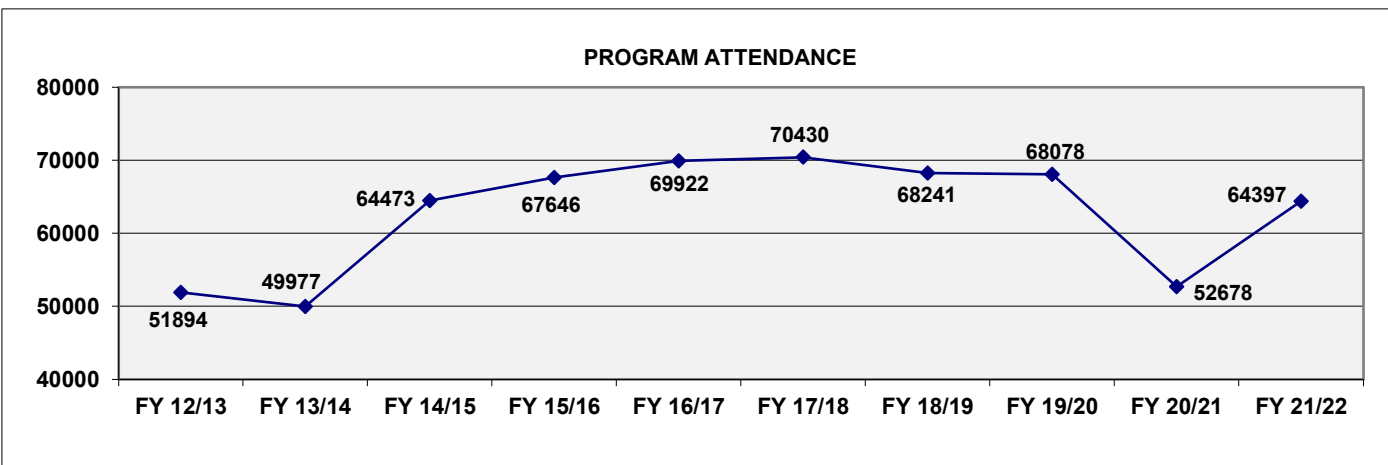
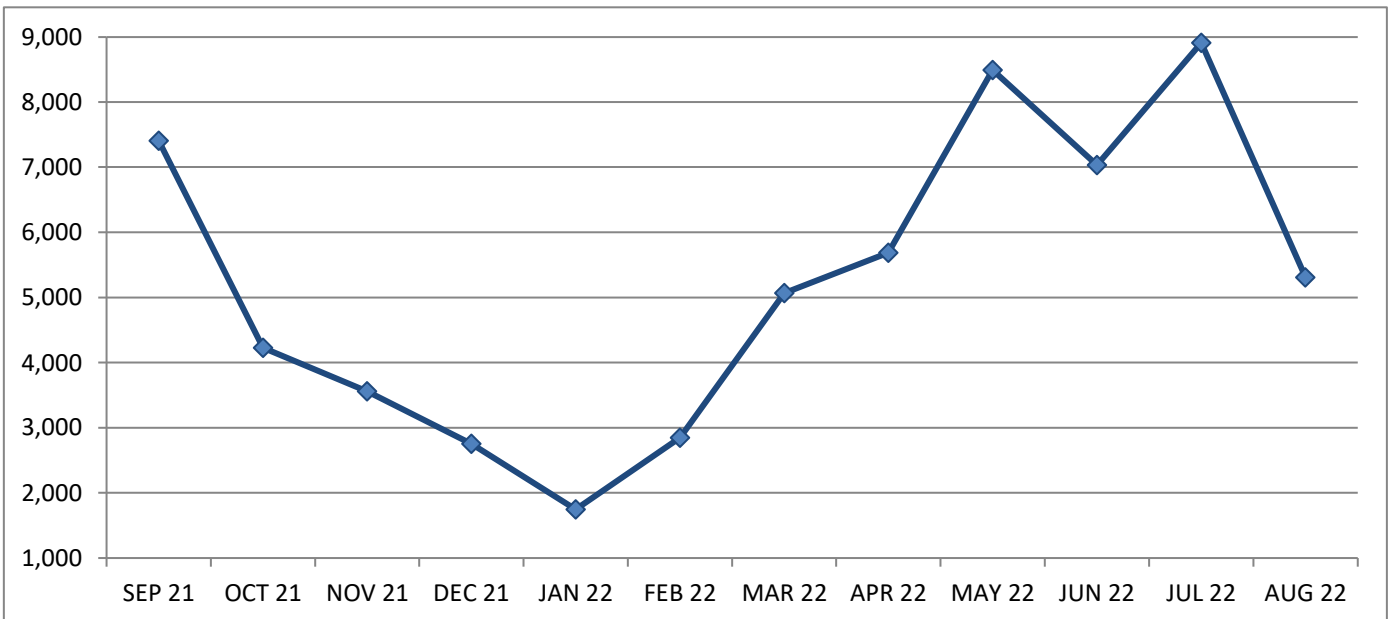
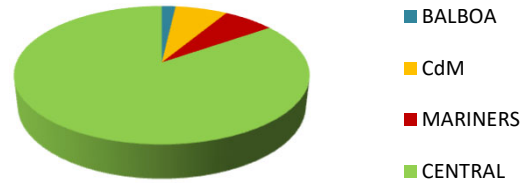


NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2022

PROGRAM ATTENDANCE

BALBOA
CdM
MARINERS
CENTRAL

| AUG 22 | YTD 22/23 | YTD 21/22 |
|--------------|--------------|---------------|
| 96 | 252 | 163 |
| 362 | 944 | 343 |
| 354 | 979 | 1,017 |
| 4,494 | 12,041 | 11,982 |
| TOTAL | 5,306 | 14,216 |



LIBRARY EXPENDITURES
(September 6, 2022)

FY 2022-23

| ACCOUNT DESCRIPTION | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MONTHLY EXPENDED | AVAILABLE BUDGET |
|---|----------------------------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| I SALARY & BENEFITS | | | | | |
| SALARY FULL-TIME REGULAR | 2,899,704 | 2,899,704 | \$309,924 | 206,379 | 2,589,780 |
| SALARY PART-TIME | 1,085,842 | 1,085,842 | \$119,504 | 86,554 | 966,338 |
| BENEFITS | 2,099,015 | 2,228,440 | \$177,457 | 124,385 | 2,050,983 |
| SALARY & BENEFITS TOTAL | 6,084,561 | 6,213,986 | \$606,885 | 417,318 | 5,607,101 |
| II MAINT & OPERATION | | | | | |
| PROFESSIONAL SERVICE* | 208,507 | 208,507 | \$30,571 | 1,450 | 177,936 |
| UTILITIES | 309,753 | 309,753 | \$40,693 | 38,873 | 269,060 |
| PROGRAMMING | 5,500 | 5,500 | \$301 | 0 | 5,199 |
| SUPPLIES** | 81,970 | 81,970 | \$10,610 | 7,147 | 71,360 |
| LIBRARY MATERIALS | 669,740 | 669,740 | \$242,875 | 216,894 | 426,865 |
| FACILITIES MAINTENANCE | 187,886 | 187,886 | \$20,852 | 17,884 | 167,034 |
| TRAINING AND TRAVEL | 10,681 | 10,681 | \$181 | 0 | 10,500 |
| GENERAL OPERATING EXPENSES*** | 24,202 | 24,202 | \$1,278 | 297 | 22,924 |
| PERIPHERALS & SOFTWARE | 5,000 | 5,000 | \$0 | 0 | 5,000 |
| INTERNAL SERVICE FUNDS | 1,588,120 | 1,588,120 | \$267,297 | 0 | 1,320,823 |
| OFFICE EQUIPMENT | 2,000 | 2,000 | \$0 | 0 | 2,000 |
| MAINT & OPERATION TOTAL | 3,093,359 | 3,093,359 | \$614,658 | 282,545 | 2,478,701 |
| LIBRARY BUDGET TOTAL | 9,177,920 | 9,307,345 | \$1,221,543 | 699,863 | 8,085,802 |

*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 | Policy Review (See List Below) | | Ongoing |
| 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 |
| 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 |
| Nov 15, 2021 | Performance Review of Library Services Director (Closed Session) | | Apr 17, 2023 |
| Apr 18, 2022 | Annual Budget - Approval | | Apr 17, 2023 |
| Apr 18, 2022 | Library Material Selection | | Apr 17, 2023 |
| May 16, 2022 | Media Lab Update | | May 15, 2023 |
| May 16, 2022 | Marketing Update & Social Networking Update | | May 15, 2023 |
| Jun 20, 2022 | Financial Report Comparison of Beginning Budget to End of the Year Amended Budget (Every June) | | Jun 19, 2023 |
| Jun 20, 2022 | Branch Update - CDM | | Jun 19, 2023 |
| Jul 18, 2022 | Election of Board of Library Trustees Officers/Trustee Liaisons | | Jul 17, 2023 |
| Jul 18, 2022 | Proposed Library Closures for Winter Holidays 2021 | | Jul 17, 2023 |
| Aug 15, 2022 | Information Technology Update | | Aug 21, 2023 |
| Aug 15, 2022 | Adult and Reference Services Update | | Aug 21, 2023 |
| LAST REVIEWED | POLICY REVIEW | | |
| 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 |
| Dec 20, 2021 | NBPL 10 | Laptop/Use Borrowing Policy | Dec 18, 2023 |
| Feb 22, 2022 | NBPL 3 | Library Gift and Donor Policy | Feb 20, 2024 |
| Jun 20, 2022 | NBPL 12 | Circulation Policy | Jun 17, 2024 |
| Jul 18, 2022 | CC I-1 | Library Services Policy (Council Policy I -1) | Jul 15, 2024 |
| Aug 15, 2022 | NBPL 2 | Collection Development Policy | Aug 19, 2024 |

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3810, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Expressive Use Areas Policy (NBPL 9)

RECOMMENDATION:

Staff recommends the Board of Library Trustees review Library Policy NBPL 9, *Expressive Use Areas*, and requests the Board of Library Trustees approve changes.

DISCUSSION:

A public library is inherently a marketplace of ideas, and Newport Beach Public Library encourages and protects the rights of members of the public to express divergent viewpoints and opinions on matters of concern. At the same time, the Library expects that persons engaging in expressive activity will demonstrate civility, concern for the safety of persons and property, respect for Library activities and for those who may disagree with their message, and compliance with the Newport Beach Public Library Use Policy. The purpose of the Expressive Use Areas policy is to provide for expressive activity to be conducted on the grounds of the Library in a manner consistent with these principles.

Staff recommends no substantial changes to the policy other than minor grammatical revisions.

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 – Library Policy NBPL 9, *Expressive Use Areas* – original
ATTACHMENT B – Library Policy NBPL 9, *Expressive Use Areas* – red-lined
ATTACHMENT C – Library Policy NBPL 9, *Expressive Use Areas* – final

Expressive Use Areas

Expressive Use Area locations:

Central Library [Lower Level \(A\)](#) & [Upper Level \(A2\)](#) | [Mariners \(C\)](#) | [Balboa \(D\)](#) | [Corona del Mar \(D\)](#)

The City of Newport Beach Libraries have been designed and are operated for the purpose of meeting the educational, cultural and literary needs of Newport Beach residents. The library has received requests from the public to engage in Expressive Use such as soliciting signatures for ballot initiatives, distributing leaflets or flyers, or providing information, on matters of community interest. The Board of Library Trustees recognizes the public's interest in communicating with library patrons in a manner that does not obstruct or interfere with the patrons' desire to use the library facilities and grounds for quiet reading, research, and contemplation.

The Board of Library Trustees desires to adopt reasonable regulations:

1. To accommodate the public's desire to engage in Expressive Use outside City Libraries and on City Library grounds in a manner compatible with Library purposes;
2. To protect Library patrons' rights to access and use City Libraries and library grounds for their intended purposes;
3. To maintain City Libraries and library grounds in a manner that is without visual clutter, which may detract from or be incompatible with the design of the Library and use of library grounds;
4. To maintain safe and convenient circulation for patrons with walkway access directly into City Libraries and Library grounds without obstruction or interference, and,
5. To comply with the State and Federal Constitution and interpretive case law to allow for Expressive Use in a manner which is compatible with the intended purpose of City Libraries without suppressing speech on the basis of content.

THEREFORE, the Board of Library Trustees adopts the following rules and regulations for Expressive Use at City Libraries:

1. All persons desiring to use the Expressive Use Area shall report to the Library Services Director or designee prior to use.
2. Expressive Use inside City Libraries is prohibited. All Expressive Use outside City Libraries, on library grounds shall be limited to the designated Expressive Use Area shown in the attached Exhibits "A", "A2", "B", "C" and "D".
3. Only one (1) chair and one (1) small table, not to exceed three feet by three feet (3' by 3'), are permitted. No other tables, chairs, umbrellas, or other furniture are permitted.
4. Posters not to exceed six square feet in size are permitted so long as posters are held by a person or placed on, leaned against or hung from the permitted table.
5. The benches, bike racks, public telephones and book drops located within the library grounds are intended for library patron use only. Access to the use of City Libraries and library grounds by patrons shall not be obstructed in any manner.

6. Loud talking, shouting, or yelling in a manner that is unreasonably disruptive to use of City Libraries and Library grounds by patrons and other person(s) is prohibited. Person(s) using the Expressive Use Area shall not approach patrons outside the designated area.
7. Commercial activity is prohibited. No peddlers or vending of any merchandise or services is permitted.

Adopted November 16, 1999

Revised March 18, 2003

Revised August 17, 2004

Revised February 6, 2012

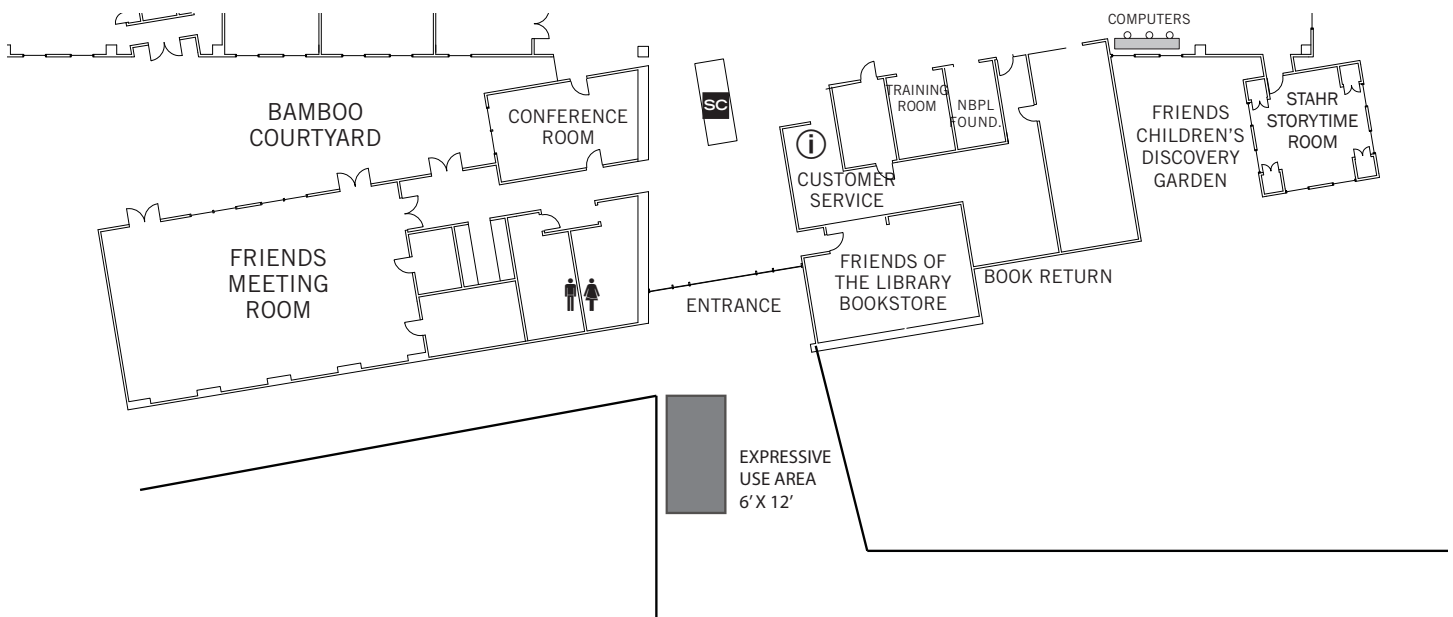
Amended and approved by the Board of Library Trustees on December 15, 2014

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

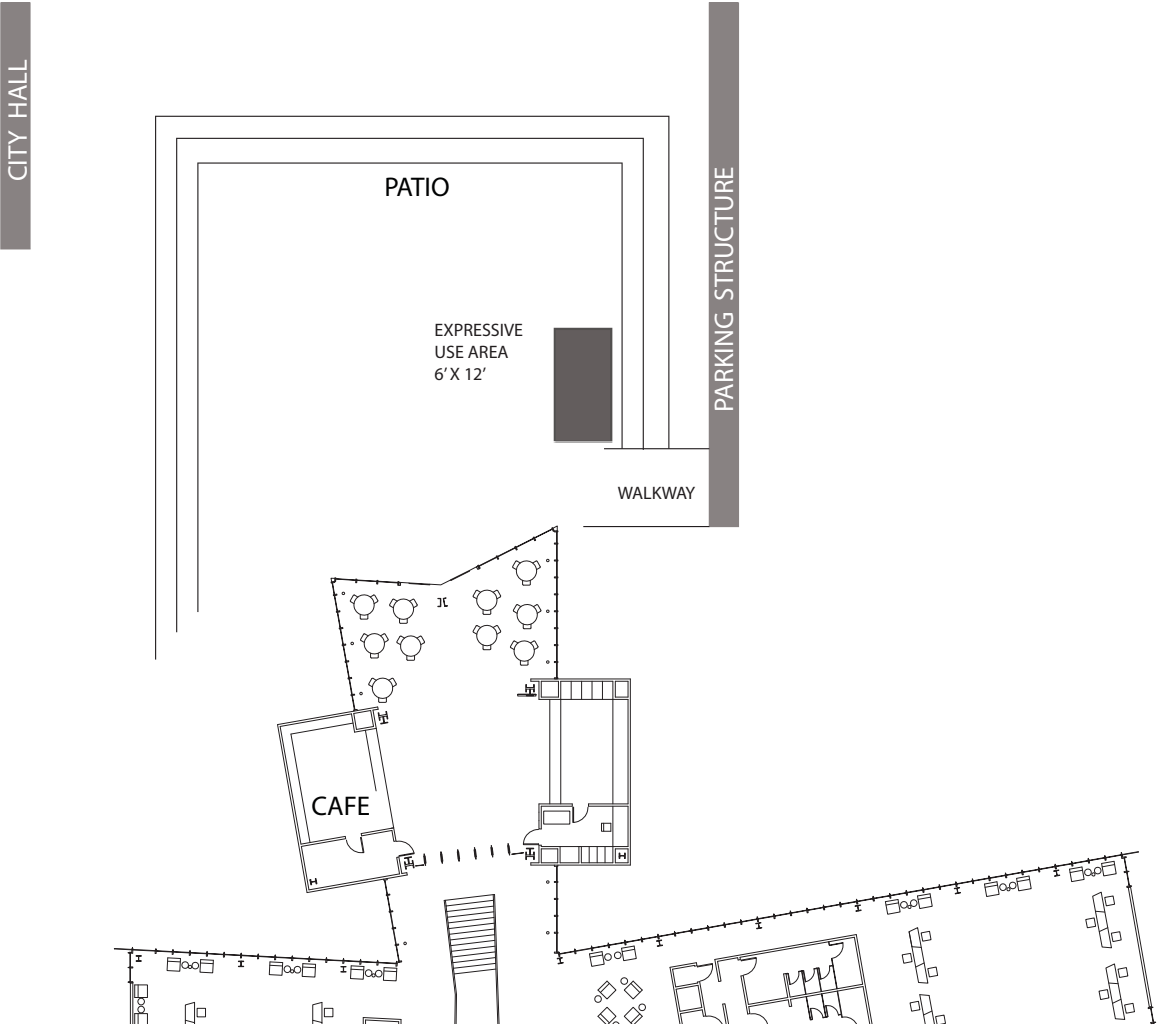
Amended and approved by the Board of Library Trustees on September 21, 2020

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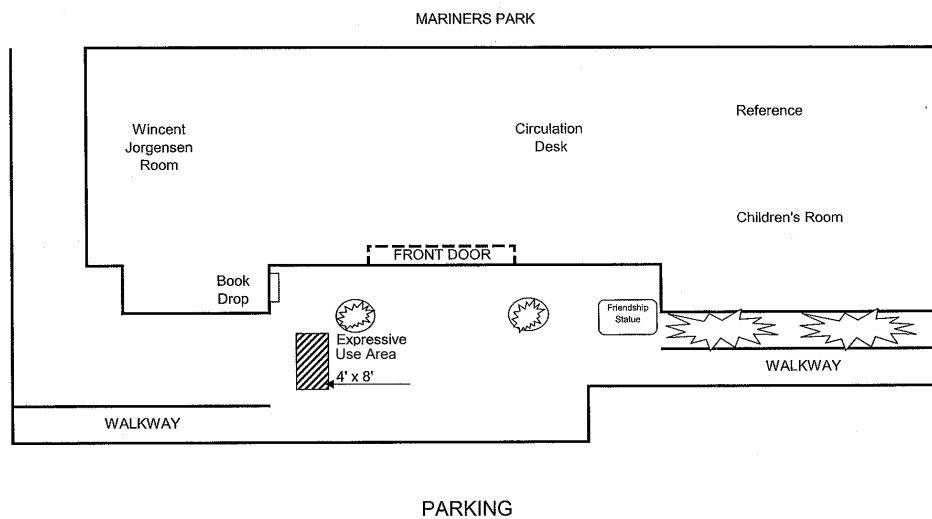
Central Library - Expressive Use Area Lower Level



Central Library - Expressive Use Area Upper Level

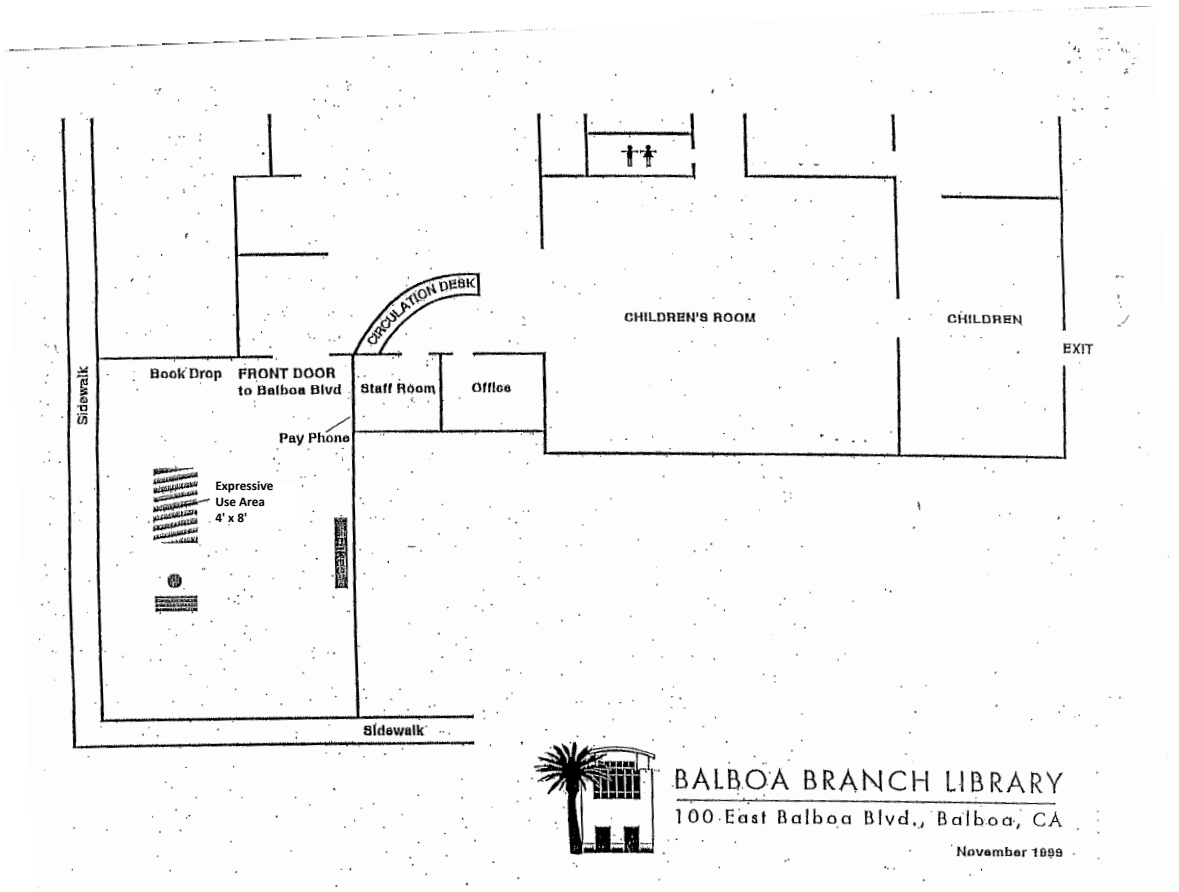


Mariners Branch Library - Expressive Use Area

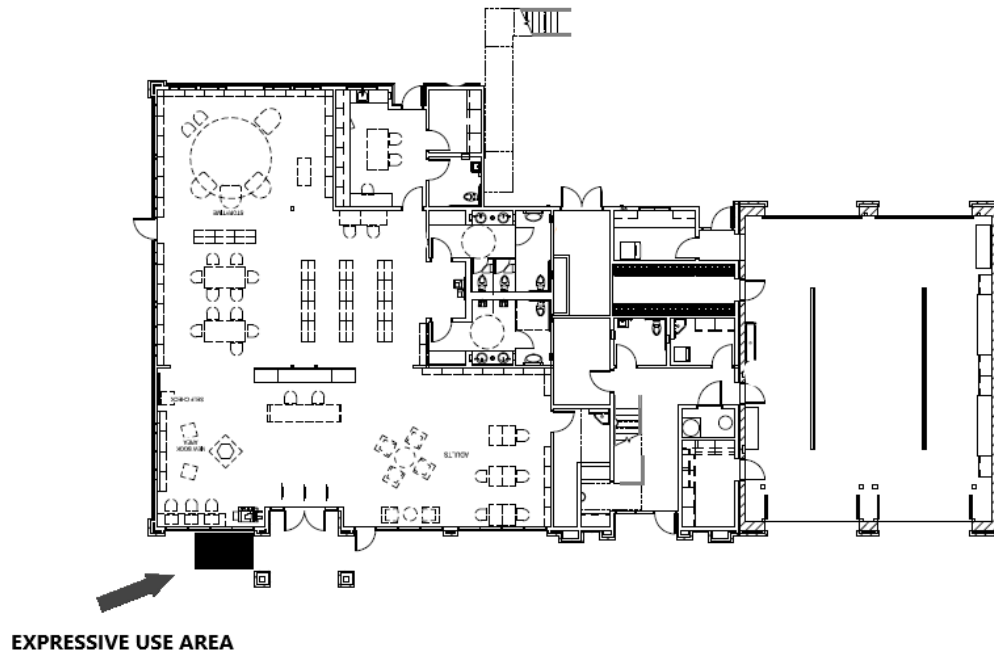


DONNA AND JOHN CREAN MARINERS BRANCH LIBRARY
1300 Irvine Avenue, Newport Beach

Balboa Branch Library - Expressive Use Area



Corona del Mar Branch Library - Expressive Use Area



Expressive Use Areas

Expressive Use Area locations:

Central Library [Lower Level \(A\)](#) & [Upper Level \(A2\)](#) | [Mariners \(C\)](#) | [Balboa \(D\)](#) | [Corona del Mar \(D\)](#)

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Revised March 18, 2003

Revised August 17, 2004

Revised February 6, 2012

Amended and approved by the Board of Library Trustees on December 15, 2014

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

Amended and approved by the Board of Library Trustees on September 21, 2020

Reviewed by the Amended and approved by the Board of Library Trustees on September 19, 2022

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Expressive Use Areas

Expressive Use Area locations:

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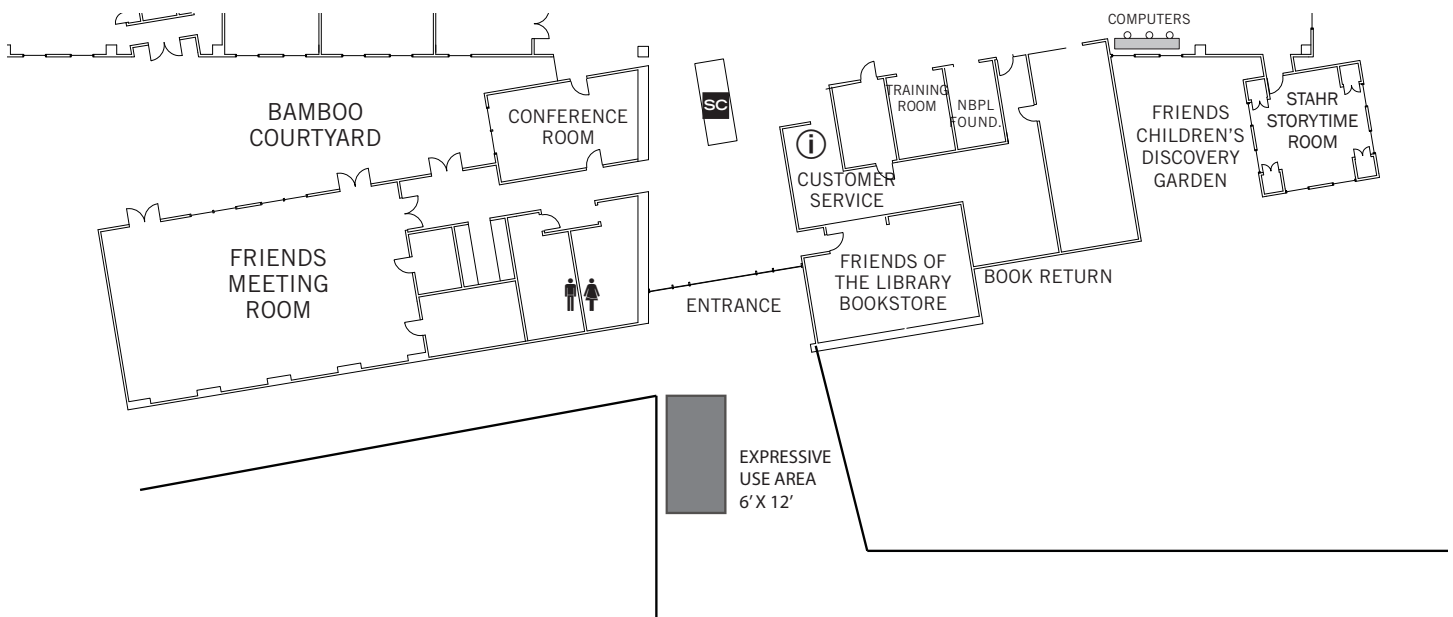
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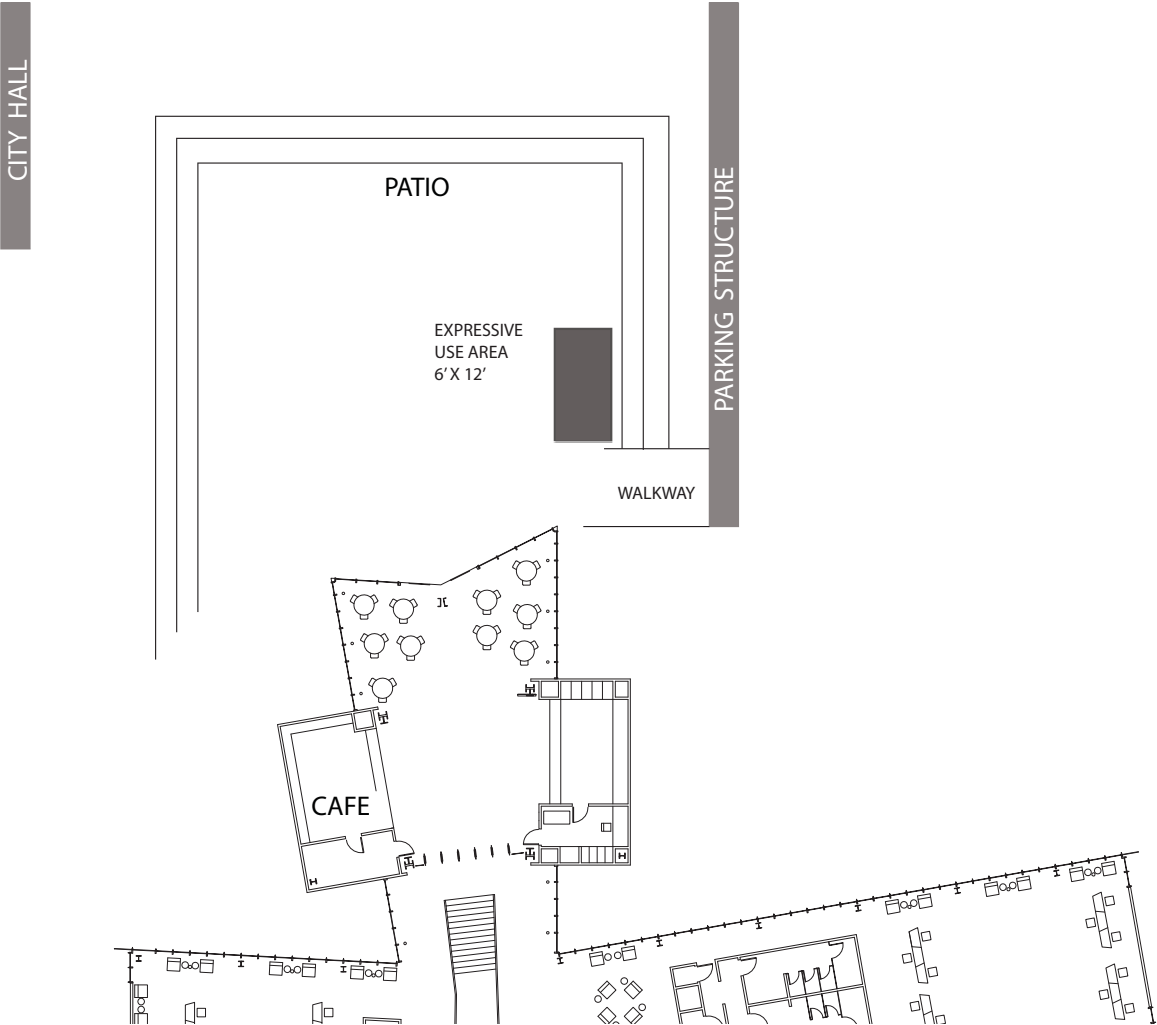
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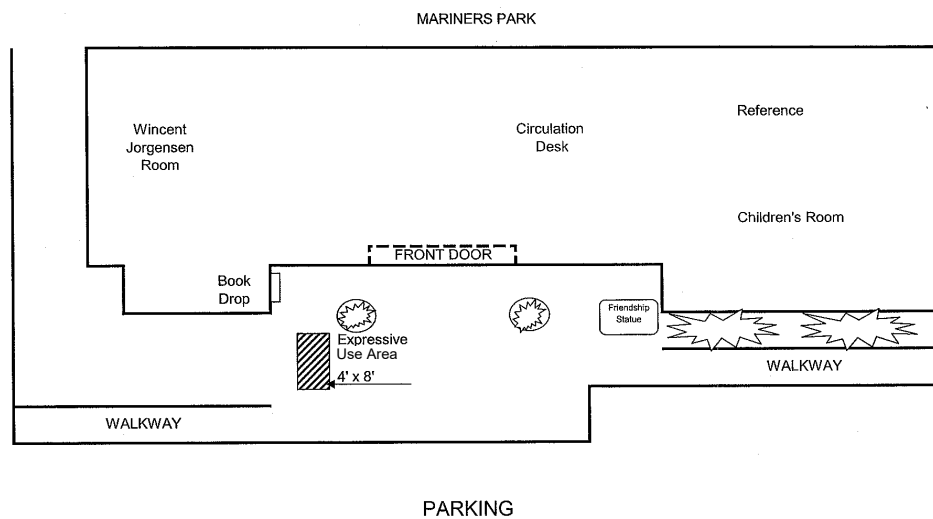
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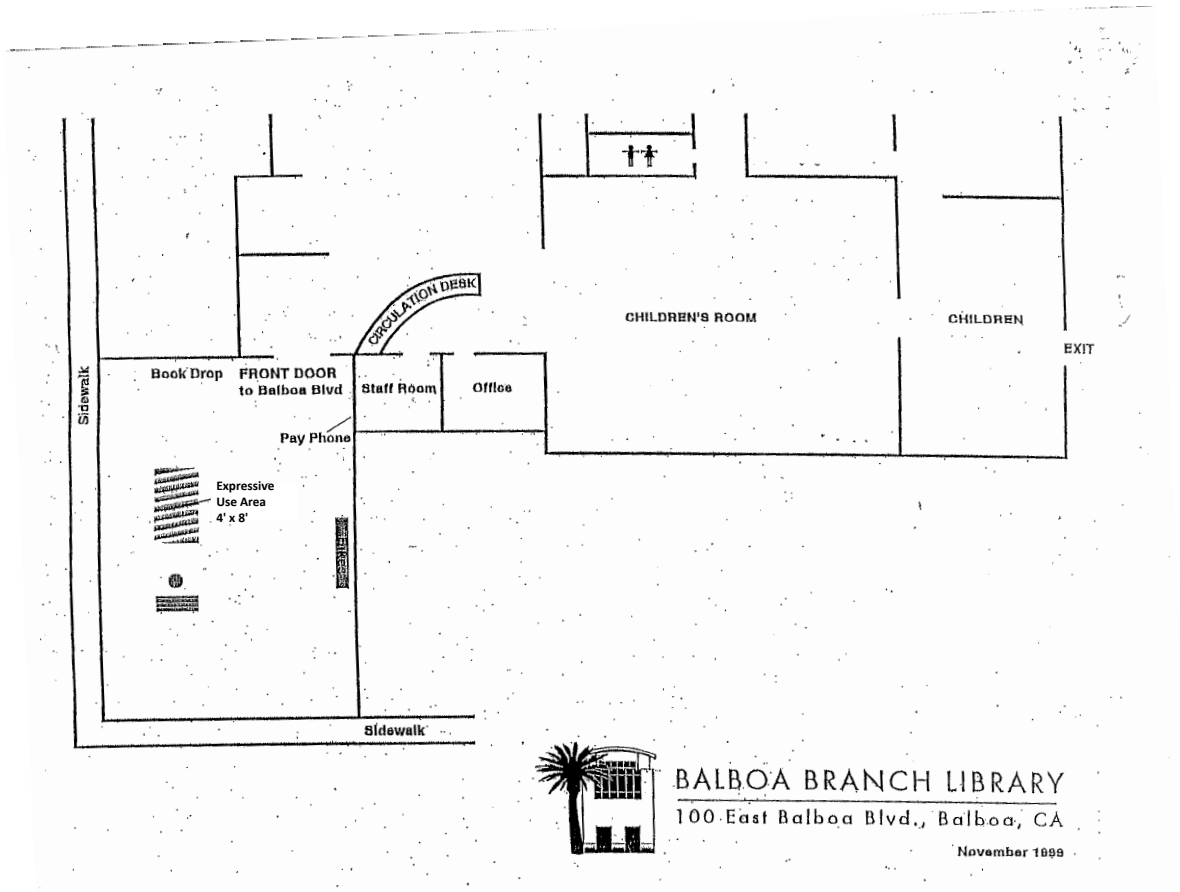


Mariners Branch Library - Expressive Use Area

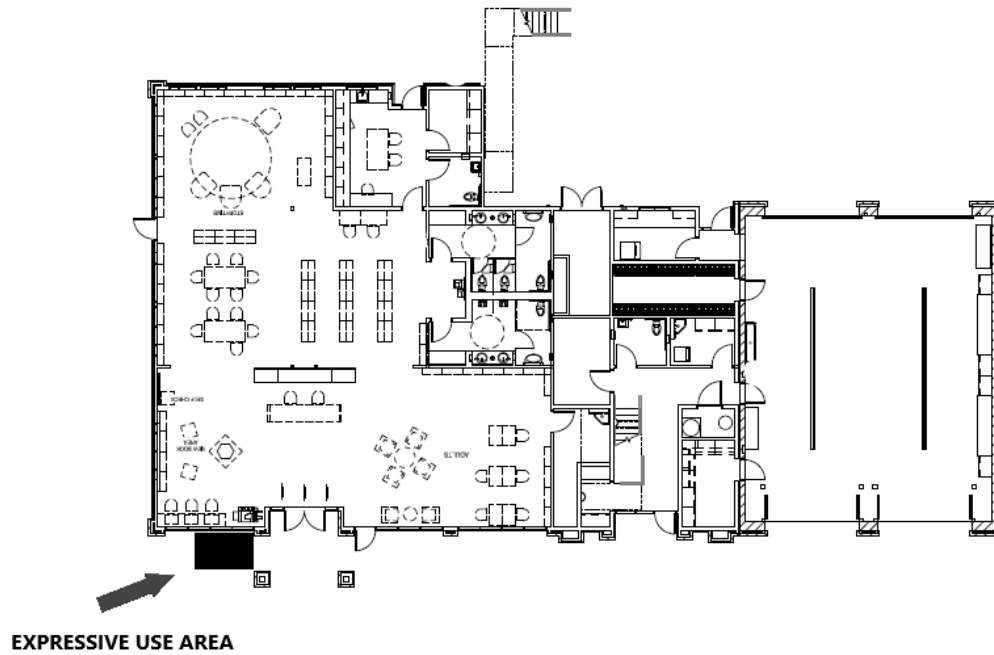


DONNA AND JOHN CREAN MARINERS BRANCH LIBRARY
 1300 Irvine Avenue, Newport Beach

Balboa Branch Library - Expressive Use Area



Corona del Mar Branch Library - Expressive Use Area



TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3810, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Literacy Services Update

DISCUSSION:

The Library's Project Adult Literacy (PAL) has played a significant role in empowering adults to achieve greater success in their lives for over 36 years. PAL is designed to offer free one-on-one tutoring and small group classes to adults who need to improve their reading, writing, or communication skills.

Here are some of the program highlights from the past year:

- There were 146 learners served and 7,015 volunteer hours completed from July 2021 through June 2022. PAL resumed in-person classes, new learner orientations, and tutor training.
- Raised over \$150,000 in the previous fiscal year with donations from Kappa Kappa Gamma, two Happy Hour Fundraiser Events, and other community supporters. October's 2021 Happy Hour featured shortlisted Booker Prize author Maggie Shipstead. T. Jefferson Parker headlined the spring 2022 Happy Hour.
- The program underwent a name change from Newport/Mesa ProLiteracy to Project Adult Literacy. The rebranding helps to create better recognition and understanding of what the program is from the outset. As part of the rebranding efforts, marketing videos and brochures were created.
- Learners participated in the Writer to Writer annual writer contest. 2021 saw PAL learners win and place in the Advanced Writers category and in 2022 PAL learners swept the category.
- GreatNonprofits Top-Rated in 2021. GreatNonprofits is a website platform that lets people discover, share, and collect reviews and stories about nonprofit organizations and charities, allowing potential donors and volunteers to be better informed of a specific organization.
- Literacy Coordinator Cherall Weiss represented PAL at CLA this past year. She was a panel presenter at two sessions: *The Importance of Creating Anthologies* and *Active Listening*.
- After 18 years of program involvement, first as a tutor and then as the Coordinator, Cherall Weiss retired in July 2022. Recruitment efforts are underway for her replacement.

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
Melissa Hartson, Library Services Director
(949) 717-3810, mhartson@newportbeachca.gov

PREPARED BY: Rebecca Lightfoot, Adult Services Coordinator

TITLE: Acceptance of Donation

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the Dorothy Arens Ressel Trust to enhance the Library's maintenance and operation budget.

DISCUSSION:

Newport Beach resident Dorothy Arens Ressel left a share of her estate to the Library. A gift in the amount of \$19,281.50 would be used to augment the Library's collections at all locations, in all formats, and for all age groups.

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

NOTICING:

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