



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA 92660

Monday, July 15, 2024 - 5:00 PM

Board of Library Trustees Members:

Dorothy Larson, Vice Chair
Lauren Kramer, Secretary
Antonella Castro, Trustee
Meghan Murray, Trustee
Chase Rief, 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, July 14, at 4:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact 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. ELECTION OF OFFICERS

The Board Library Trustees shall nominate and elect trustees to serve as Chair, Vice Chair, and Secretary for Fiscal Year 2024-25.

V. 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.

VI. PATRON APPEALS OF DIRECTOR'S DECISIONS

1. Appeal Hearing of "Flamer" by Mike Curato (pp. 5-12)

The Board of Library Trustees will conduct an appeal hearing for the Director's Decision of "Flamer" by Mike Curato.

[STAFF REPORT](#)

[ATTACHMENTS A-C](#)

VII. CONSENT CALENDAR

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

A. Consent Calendar Items

2. Minutes of the June 17, 2024 Board of Library Trustees Meeting (pp. 13-29)

[MINUTES](#)

3. Patron Comments (pp. 30-32)

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

[PATRON COMMENTS](#)

4. Library Activities (pp. 33-41)

Monthly update of library events, services, and statistics.

[JUNE ACTIVITIES](#)

5. Expenditure Status Report (pp. 42-43)

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

[JUNE EXPENDITURES](#)

6. Board of Library Trustees Monitoring List (p. 44)

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

[MONITORING LIST](#)

IX. CURRENT BUSINESS

A. Items for Review

7. Corona del Mar Branch Update (pp. 45-48)

Branch Librarian Nadia Dallstream presents an overview of Corona del Mar Branch's activities and resources.

[STAFF REPORT](#)

8. Approval of Site Placement for A Novel Idea by Craig Gray (pp. 49-52)

Staff recommends the Board of Library Trustees approve the new Balboa Branch Library as the site placement for the sculpture *A Novel Idea* by Craig Gray.

[STAFF REPORT](#)

[ATTACHMENTS A-B](#)

9. Library Service Policy (Council Policy I-1) (pp. 53-55)

Staff recommends that the Board of Library Trustees review Council Policy I-1, *Library Service Policy*, and suggest no revisions be brought forth to City Council.

[STAFF REPORT](#)

[ATTACHMENT A-B](#)

10. Proposed Library Schedule for Winter Holidays 2024 (pp. 56-59)

Staff recommends a proposed Library holiday schedule for the Board of Library Trustees approval.

[STAFF REPORT](#)

[ATTACHMENT A](#)

11. Lecture Hall Update

Report on activities related to the Lecture Hall project.

12. Library Services (pp. 33-41)

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

B. Monthly Reports

13. Library Foundation Liaison Reports (pp. 60-61)

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

[FOUNDATION REPORT](#)

14. Friends of the Library Liaison Report

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

15. Pals4pal Liaison Report

Trustee update of the most recently attended Pals4pal Board meeting.

16. Board of Library Trustees Liaison Assignments

The Board of Library Trustees Chair will appoint trustees to the five liaison assignments.

X. 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.

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

XII. ADJOURNMENT



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 1

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Appeal Hearing of "Flamer" by Mike Curato

ABSTRACT:

The Board of Library Trustees will conduct an appeal hearing for the Director's Decision of "Flamer" by Mike Curato.

RECOMMENDATION:

Staff recommends the Board of Library Trustees determine and approve a final resolution to either uphold or modify the Director's Decision of "Flamer" by Mike Curato.

DISCUSSION:

Library Policy NBPL 2 *Collection Development Policy*, allows patrons with concerns about a specific title in the collection to submit a "Patron's Request for Evaluation of Library Resources" form. Staff evaluate the material, based on the Collection Development Policy and a recommendation is forwarded to the Director who responds in writing to the patron ("Director's Decision"). The Library received one "Patron's Request for Evaluation of Library Resources" form for "Flamer" by Mike Curato, and the associated Director's Decision resulted in "Flamer" remaining in the teen graphic novel collection.

If a patron disagrees with the Director's Decision, the patron may appeal to the Board of Library Trustees (Board) for final resolution. The Library received one "Application for Appeal of Evaluation of Library Resources to the Board of Library Trustees" for the Director's Decision of "Flamer."

The Board will conduct an appeal hearing for the Director's Decision of "Flamer" by Mike Curato and provide final resolution of the matter.

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: Application for Appeal of Evaluation of Library Resources to the Board of Library Trustees

ATTACHMENT B: Director's Decision

ATTACHMENT C: Patrons' Request for Evaluation of Library Resources

APPLICATION FOR APPEAL OF EVALUATION OF LIBRARY RESOURCES TO THE BOARD OF LIBRARY TRUSTEES

The Library Services Director ("Director") will schedule the Patron's Appeal hearing. The Patron will present their appeal to the Board of Library Trustees ("Board") and Library Staff will present its position to the Board. Members of the public will also be provided with an opportunity to comment at the hearing. Thereafter, and in keeping with the Library's *Collection Development Policy* (NBPL 2), the Board will provide final resolution of the matter.

Print Name Haley Jenkins

Resource on which you are appealing:

- ☒ Book
☐ Magazine
☐ Newspaper

- ☐ Audiovisual Resource
☐ Content of Library Program
☐ Other _____

1. Title Flamer
2. Author/Producer Mike Curato
3. Date of Director's Decision May 28, 2024
4. Briefly explain why you disagree with the Director's Decision (*attach additional pages, if necessary*):

Flamer is currently located in the teen section. The character in the book is 14 years old, so in 8th grade (middle school), which is the target audience for this book. I believe this book is AGE-INAPPROPRIATE, and needs to be moved to the adult section. I'm actually sickened that tax dollars have been spent on this, and that it's been here for this long, being shown to kids under 18.

To begin, this book contains extremely disgusting language. Just one of the many examples, "Motherfucker! You fucking faggot. You're the faggot! You're the fudge-packing fairy cocksucking queer pansy faggot!" (p. 206-207).

This book also contains several pornographic words AND pictures. A few examples, (p. 135) Picture of a boy laying in bed masturbating, (p.131) "We're busting a load into this bottle. If you don't cum, you have to DRINK IT! Hahahahah!" (The picture has a bottle and a boy pulling his pants down in front of another boy), (p.132) boy watching porn "those dicks are so big!", (p.133) boy naked sitting in front of a tv watching porn talking about other people jerking off, (p.80) Naked boy in the shower, another boy kneeling right in front of him watching, and a scene

(cont. on p. 2)

Please fill out this appeal application in its entirety and return it to **Central Library Administration Office, Attention: Library Services Director** (1000 Avocado Avenue, Newport Beach) or by email to libraryadmin@newportbeachca.gov. You may also drop it off at one of the branches so it can be forwarded to the Central Library. Thank you for taking the time to complete this application.

Patron Signature _____

Date June 8, 2024

Newport Beach Public Library
 Newport Beach, California



FOR INTERNAL USE ONLY	
RECEIVED: JUN 10 2024	APPEAL DATE: JUL 15 2024

P.2

with a boy thinking "I wonder if priests jerk off."

Another concerning fact is that while the story is supposedly about bullying, there is a picture (p.306) of Aiden, the character, holding a knife to try and slit his wrist. The tag-line of the book is "this book saves lives!" but many conversations and pictures within actually give kids opposite ideas. Teens, especially, have increasingly high rates of depression and suicide. Giving them *visuals* of a 14 year old attempting to slit his wrist is very dangerous.

Overall, this book is very concerning and needs to be moved. The same exhausting talking points were given to me by Ms. Hartson regarding "seeking breadth and depth" and telling me all of the awards the book has received from Kirkus, School Library Journal, etc. I don't care if every major company gives this book 5 stars. I don't care how many libraries carry it. The book is (clearly) disgusting and should not be given to kids (people under 18). Newport Beach CAN and SHOULD do better by what they provide to children and teens. Perhaps it can be replaced by a cleaner, uplifting story. Ms. Hartson curiously states the book has "literary, artistic, and intellectual merit." I didn't know books for kids drinking cum, jerking off to porn, and slitting wrists were evidence of this. She states "materials are selected based on their content as a whole, not on selected excerpts," except the entire book is filled with this kind of stuff. Some argue that this book is about experiencing bullying, but certainly there are OTHER books that don't have this same language and pornographic pictures that can teach kids about bullying. Please work to provide better materials for kids, and move this book to the adult section. Thank you.



ATTACHMENT B

CITY OF NEWPORT BEACH

1000 Avocado Avenue
Newport Beach, California 92660
949-717-3801 | 949-717-3805 FAX
newportbeachca.gov

May 28, 2024

Ms. Haley Jenkins
[REDACTED]

Dear Ms. Jenkins,

Thank you for taking the time to express your concern for the book "Flamer" written and illustrated by Mike Curato. We received your completed Request for Evaluation of Library Resources form and have evaluated the material based on the Newport Beach Public Library's *Collection Development Policy* (NBPL 2).

Collection development is based on specific criteria for selection and the title meets many of these criteria including community interest and demand; recommendations of reviews from professional journals and publications of national repute; reputation and qualification of author and publisher; literary, artistic, and intellectual merit; suitability of format; and suitability of subject and style to intended audience.

NBPL 2 states that "[m]aterials are selected based on their content as a whole, not on selected excerpts." "Flamer" is a coming-of-age story of 14-year-old Aiden Navarro as he navigates friendships, deals with bullies, and seeks acceptance.

The book received favorable reviews from School Library Journal, The Horn Book, Publisher's Weekly, The Bulletin of the Center for Children's Books, and starred reviews from Booklist and Kirkus Reviews indicating it is of particularly high value. These professional review sources profile the book as suitable for youth within ranges of 7th – 12th grade or ages 12 and older, while the Library's purchasing vendor recommends the title for ages 14 – 19. These criteria fit within the teen's collection parameters. This title is categorized as a teen graphic novel and is published by Henry Holt and Co. Books for Young Readers. The book received several accolades, including the 2021 Young Adult Lambda Literary Award, a School Library Journal 2020 Best Graphic Novel selection, and a Young Adult Library Services Association 2021 Great Graphic Novels for Teens selection. The Society of Children's Book Writers and Illustrators granted it a 2021 Golden Kite Award Honor – Illustrated Book for Older Readers. Twenty-five other public libraries in Orange County include this book in their teen book collections. The book's reputable reviews; esteemed awards; and peer library holdings serve as evidence to the literary, artistic, and intellectual merit of the item as well as the suitability of format for the teen graphic novel collection, which is intended for youth in 7th – 12th grades.

Furthermore, Accelerated Reader, a student reading achievement and assessment takes into account qualitative factors that include levels of meaning, structure, language conventionality, clarity, and knowledge demands. These elements determine an Interest Level. The Interest Level relates to content and age appropriateness and is based on students' abilities to comprehend the purpose and context of the text as a whole. The Interest Level for "Flamer" is rated for Upper Grades, or for students in 9th – 12th grades. The Interest Level further reflects the suitability of subject and style to the intended audience for the teen graphic novel collection.

It is the intent of the *Collection Development Policy* that we seek to provide "breadth and depth" within our collections as well as various points of view. In addition, "use of library materials is an individual and private matter. Parents and caregivers have the primary responsibility to guide and direct the use of library materials by the minor children under their care and supervision." Patrons are free to either select or reject materials for themselves and not restrict the freedom of others to read or inquire. The title in question checks out often showing community interest and demand. This also reflects that tastes are individualized and subjective. As stated in NBPL 2, "It is the intent of the Board of Library Trustees ("Board") that the Newport Beach Public Library provides a contemporary, relevant collection of resources in order to meet the informational, educational and recreational needs of the entire community."

After careful consideration of the book, Library Policy, and professional evaluation, "Flamer" written and illustrated by Mike Curato will remain in the teen graphic novel book collection of the Newport Beach Public Library. Per the *Collection Development Policy*, "[i]f a patron disagrees with [this decision], the patron may appeal to the Board for final resolution" in accordance with the application for appeal and procedures attachment within the policy.

Again, we do appreciate your use of the Library and that you took the time to contact us with your concerns.

Sincerely,



Melissa Hartson
Library Services Director

Attachments:

- *Collection Development Policy* (NBPL 2)
- Attachment II – Application for Appeal of Evaluation of Library Resources to the Board of Library Trustees

ATTACHMENT I

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. **Please fill out this form and return it to the Site Manager.** The staff will evaluate the material and forward a recommendation to the Library Services Director. This completed form and corresponding response from the Library Services Director will be included in the Board of Library Trustees agenda packet.

Name Haley Jenkins Date 1-24-24

Resources on which you were commenting:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Book | <input type="checkbox"/> Audiovisual Resource |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Content of Library Program |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |

1. Title Flamer
2. Author/Producer Mike Curato
3. What brought this title to your attention?

Librarian was let go from local (NMBUSD) school library for having this on shelves, and presenting to kids. It happened to be on shelves at NBPL as well.

4. Have you seen or heard reviews of this material?

Yes. Just because Kirkus reviews gave it a "starred review" (shocking) doesn't mean it is appropriate.

5. Please comment on the resource as a whole.

Depressing. Pornographic. Highly concerning that this is presented as reading material for anyone under 18.

6. Please note your **specific** concerns.

I know, I know, NBPL doesn't look at the content of books, but if there are pornographic pictures or words presented to kids under 18, you must consider obscenity laws, and move this to the adult section, just like similar titles in your collection, like Gender Queer.

- P. 306- Boy holding knife, about to slit his wrist (picture) →
 - P. 80-81 Boy on his knees, naked in the shower, right in front
7. What resource(s) would you suggest, to provide additional information on this topic? →

• Opening the book and reading/looking at the pictures.

- Look up rates of teen suicide/depression, then consider if this book is a good choice to present to youth.
8. What action are you requesting the Library to consider (remove, relocate, add, other)?

— Please move this to the adult graphic novel section.

— Is this really the type of literature NBPL is proud to carry for its local youth? Could it be replaced with anything of higher literary value??

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your request for evaluation will be given careful consideration and a response provided.

Newport Beach Public Library
Newport Beach, California

Corrected - October 10, 2006
Revised - November 16, 2010
Revised - August 20, 2018
Revised - August 17, 2020
Reviewed - August 15, 2022
Revised - September 18, 2023
Revised - October 16, 2023



Of another naked boy standing up. Next page says,
"Oh no! I'm getting a boner!?!?"

P. 135- Boy in bed lifting covers to look down at his
Penis, saying "But I feel so... excited..." then
a picture of him masturbating.

p. 131- Picture of a boy pulling his pants down,
saying "We're each busting a load into this bottle.
If you don't cum, you have to DRINK IT!! Hahaha"

p. 207 Boys fighting "You're the faggot!!! You're the
fudge-packing fairy cocksucking queer pansy
faggot!!"

CITY OF NEWPORT BEACH

**Board of Library Trustees
Civic Center Council Chambers
100 Civic Center Drive, Newport Beach
Meeting Minutes
Monday, June 17, 2024 – 4:30 PM**

I. CALL MEETING TO ORDER – 4:30 PM

Chair Paul Watkins called to order the regular meeting of the Newport Beach Board of Library Trustees.

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

Trustees Present: Chair Paul Watkins, Vice Chair Dorothy Larson, Trustee Antonella Castro, Trustee Chase Rief (arrived at 4:32)

Trustees Absent: Secretary Lauren Kramer (excused)

Staff Present: Melissa Hartson, Library Services Director
Rebecca Lightfoot, Library Services Manager
Annika Helmuth, Branch and Youth Services Coordinator
Andrew Kachaturian, Circulation and Technical Processing Coordinator
Francine Jacome, Administrative Support Specialist

Staff Absent: None

III. PLEDGE OF ALLEGIANCE

Chair Watkins led the Pledge of Allegiance

IV. NOTICE TO THE PUBLIC - Read by Administrative Support Specialist Francine Jacome

V. PATRON APPEALS OF DIRECTOR'S DECISIONS

Chair Watkins introduced the Appeal Hearing.

Chair Watkins explained the appeals process and provided the background of these appeals. The library defines the age range for the children's collection to be 0-6th grade. The teens' collection is 7th grade through 12th grade, beyond grade 12 is the adults' collection. He read the three titles that are being appealed. He reviewed the collection development policy including approximately 20 selection criteria included in the policy. The Board's commitment is to keep an open mind regarding the appeals, to listen to both sides, offer input as Board members, and help craft a consensus/final resolution as per the Collection Development Policy. Based upon the 20 criteria set forth in the policy, the Board will either uphold or amend the Director's decision for a final resolution for each title. Chair Watkins provided information regarding spectator rules. Each appellant will be provided with five minutes to state their appeal. The information backing each appeal is located in the Agenda Packet.

1. Appeal Hearing of “Alice Austen Lived Here” by Alex Gino

The Board of Library Trustees will conduct an appeal hearing for the Director’s Decision of “Alice Austen Lived Here” by Alex Gino

Chair Watkins introduced the first book and called for the first appellant.

Sydni Webb cited her reason for the appeal of the Director’s original decision to leave the book in the children’s collection section by reading excerpts from the book and stated the book explains sexually explicit behavior without parental guidance and demonstrates hate and racism against white American males. Ms. Webb read the definition of the word “grooming” and believes the book has material relating to grooming children towards gender dysphoria. The human brain finishes developing when a person is in their mid-twenties. Very difficult topics are being presented to minors who are incapable of understanding the consequences. Ms. Webb read a decision made by the Academy of Pediatrics who has stated doctors need to stop supporting gender affirming care for youth. Ms. Webb believed the book should either be relocated into the adults’ section of the library so adults can check it out for their children should they feel it’s warranted, or it should be removed completely given the racism nature of the book against young Caucasian white boys. The evaluation and appeal information can be found in the Agenda Packet on Handwritten pages 6 through 22. Appellant Beverly Betcher did not attend the meeting.

Library Services Director Melissa Hartson provided information about the book, its location and how the evaluation result was decided and stated that the publisher of the book, Scholastic Inc., is a reputable and the largest publisher and distributor of children’s books in the world. It has received favorable reviews from professional review journals for children’s books that are timely, contain concise critical appraisal of the book as a whole; they identify its strengths and weaknesses and list the age or grade level suitability. These review journals rated the age suitability for this book from 8 years old to 12 years old, or 4th – 8th grade level. The California Department of Education includes it in its recommended literature list with a grade level span of 6th – 8th grades. The book received an Accelerated Reader rating suitability for early 5th grade. Accelerated Reader also considers qualitative factors which monitor the interest level. This interest level relates to content and age appropriateness and is based on students’ abilities to comprehend the purpose and context of the text as a whole. “Alice Austen Lived Here” is rated for middle school graders or for students in 4th – 8th grades. The teens’ collection is meant for 7th-12th grade level readers; so, for these reasons the book does belong in the teens’ fiction collection of the Library.

Chair Watkins thanked Ms. Webb for the research and good information that she provided and stated he found it informative and called for public comments and requested all comments be limited to two minutes and subjective to the pros and cons of the appeal and not extraneous arguments.

Wendy Leece spoke as a Costa Mesa resident whose school district uses the Mariners Library for their school and commented about her experience as a School Board member 20 years ago and felt the book would be more appropriate in the adults’ section.

Carrie Slayback, Orange County teacher of the year, told a true story about the end of her career and helping two 5th grade students who were about to fail, and the librarian gave

the boys books to read that helped them pass. Books should not be removed from the shelves.

Haley Jenkins acknowledged gratitude that the book was initially moved into the teens' section and provided comments against keeping the book in the library. She's not an advocate of moving inappropriate material from one section of the library to another. The contents of the book contain inappropriate behavior that is being portrayed as normal behavior. Additionally, the repeated references of racism and tolerance of hatred for white boys isn't a good lesson for children of any age.

Kim Jonsma, Newport Beach resident, provided comment in favor of the Director's decision to keep the book available in the teens' section, and advocated for inclusivity within the library.

An unidentified speaker spoke in favor of removing the book from the library due to its content and believed relocating the book to the teens' section was dumbing down children.

An unidentified speaker spoke regarding the impact of the decisions being made regarding the books and how those decisions will affect future generations. The topic currently being debated is no longer sexual orientation.

Mary Beth Saucerman, Newport Beach resident, spoke in favor of the Director's decision and believed all of the books should be kept in the sections the books were intended for and cited Benjamin Franklin who stated, "Libraries change lives for the better, and the library has a crucial role in fostering democracy."

Laurie Smith, Newport Beach resident and teacher, commented on how librarians and educators have been doing an excellent job supporting the book choices of children. The Board has done an excellent job at ensuring a variety of literature has been available to the community and supported the decision of the Director.

Vien Nguyen, Newport Beach resident, provided comment about the first public commenters research and the American College of Pediatricians as a socially conservative advocacy group that promotes conversion therapy and questioned their ability of being an authoritative voice and was in favor of the director's original decision.

Joni Nichols, Newport Beach resident, spoke regarding a hand count that was taken at a prior meeting that was discounted and on the responsibility of the Board to represent as a whole what the community supports. One group of people choosing for the good of many is a violation of freedom.

Bill Dunlap provided comment in support of parents being provided with the opportunity to teach their children as they see fit, but the book not being made available for small children to read while unattended. There should be a community-involved review committee.

Barry Behrstock provided comment as a pediatrician and in favor of the Director's decision and believed the problem isn't the children seeing books in the library, rather children having access to the internet via cell phones.

Jim Mosher, Newport Beach resident, provided comment in support of the Director's original decision and questioned the logic of moving the book from the teens' section to

the adults' section and recalled children under the age of 12 are always supposed to be accompanied by an adult. A 12-year-old has the ability to go into any section of the library they want, moving it wouldn't hinder their ability to access the material.

Ann Lopour, Irvine resident, provided comment in support of the Director's decision and believes her own opinion ends at her doorstep, as well as everyone else. Parents are supposed to be with children when in the library choosing books. Mariners Branch is different in that it is also used as a school library. What is supposed to be public is being limited.

Chair Watkins closed public comment and invited Director Hartson to respond to comments.

Library Services Director Hartson clarified that the book is not available Mariners Branch's school library section.

Chair Watkins brought the discussion back to the Board and commented that he appreciated Ms. Webb's research and liked points made by comments and enjoyed reading the book. After hearing comments, he supports the Director's decision to leave the book where it is located. It is a mature theme but believed appropriate for teen readers.

Vice Chair Dorothy Larson commented she appreciated some of the comments about the purpose of the Library, it's important that American libraries remain free and independent resources of diverse and inclusive reading materials. Vice Chair Larson believed there seemed to be a consistent pattern of looking for material that is considered as "grooming", a word that is being given more power than it has. The overriding theme of the book was acceptance, and in addition the kids in the book work on a project for school and go way over and above what was required. It's a brilliant example of kids going out of their way to put good thought into a school project. She supports the Director's original decision and is a bit disappointed it's not still in the children's collection. It's important to have books in the library that really appeal to children, tell a story, and are helpful while being informative.

Trustee Chase Rief commented he appreciated the Director's decision of relocating the book to the teens' collection and it would have been his recommendation had it still been in the children's collection.

Trustee Antonella Castro also supported the Director's decision and believed it is appropriate for the teens' collection, after considering the guidelines of the Collections Policy. It's an important resource and the overall message of the book was to celebrate a person in history in Statton Island that hadn't gotten appropriate recognition and the kids recognized that and, in the process, learned about themselves. It's a really good story and appropriate in the teens' collection.

Motion made by Trustee Chase Rief, seconded by Trustee Antonella Castro, and carried (4-0-0-1 with Trustee Lauren Kramer absent) in favor of upholding the Director's decision to keep the book in the teens' fiction collection.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

2. Appeal Hearing of “It’s Perfectly Normal” by Robie H. Harris

The Board of Library Trustees will conduct an appeal hearing for the Director’s Decision of “It’s Perfectly Normal” by Robie H. Harris

Chair Watkins called for the first appellant.

Haley Jenkins provided her appeal of the Director’s original decision to leave the book in the children’s collection, which was submitted in the Agenda Packet on Handwritten pages 24 through 25. She found 12 titles of books in the children’s collection that fall under the category of “child sex instruction”. There are 72 books in the children’s collection under the tag “puberty”. This means there is already a wide selection of books for kids if they are curious about those things. Most of the books give the same information without the shock of explicit graphics. This book has those graphics, which are highly inappropriate for children. When this book has been discussed on the news, the television stations are required to blur out the photos. When shared on social media the pictures are removed from the post or warnings are placed on top of them. She inquired if the Library could do a better job at providing a book with the same type of information that does not have explicit photos. This book would serve as a good resource in the parenting section of the library.

Library Services Director Melissa Hartson provided details of the book and when it was published. The suggested publisher age range for “It’s Perfectly Normal” is 10 years old and up. Publishers rank books based on how users use the book whether for independent reading, family sharing, group study, or in other ways. There are more than one million copies of the book in print, and it has been translated into 35 languages. The book has received favorable reviews from all five of the main professional review journals for children’s books. These reviews identify the book’s strengths and weaknesses and list the age-appropriate level suitability per book. School Library Journal profiled the book as appropriate for ages 10 years old and up. In recognition of its literary merit, the title has received a number of acknowledgements and awards. The California Department of Education included the book in its recommendation for its 2022 literature list for students. The library check-out history of the book shows a demand for the book. The author and illustrator state the book is intended to help kids and teens to stay healthy and safe as they continue to grow through puberty and adolescence. Twenty other Orange County locations have this book included in their children’s collections. The item meets the conditions as established by the Collection Development Policy for children’s nonfiction collection, and the copies are located at the Central Library and Balboa Branch locations.

Chair Watkins reviewed the Director’s decision on the evaluation was to have the book remain in the children’s collection, and called for public comments and requested all comments be limited to two minutes and subjective to the pros and cons of the appeal and not extraneous arguments.

Sydni Webb, Newport Beach resident, commented regarding the book and highlighted several images in the book that she felt are inappropriate. Small children should not learn about masturbation in a book from the children’s library. If the Director feels this book is appropriate for small children, she believed the Director’s decision-making is flawed. The book should be moved to the adults’ section and consideration needs to be put into the evaluation process.

Dianne Wells provided public comment against the Director's decision to keep the book in the children's section and move it to the adults' section. It contains very mature sexual themes that are unsuitable for children. Ms. Wells read excerpts from a letter written by Attorney Tracy Henderson of the California Parent Union about California laws against obscenity.

Francine Howard commented against the Director's decision and regarding the reviewers of these books have not been adequately challenging the author recommendations on children's books. She found it very unlikely that all journal reviewers would find consensus down the line, with every review. The process seems scripted and geared towards how to fight white Christian nationalism.

Bill Dunlap commented against the Director's decision and the number of how many copies of the book had sold; and questioned when Newport Beach cared about the quantity of something, particularly the readership of material. The book's illustrations are pornographic, and it should be removed from the Library.

Annie Vangrow, Newport Beach resident, spoke in favor of the Director's decision and questioned how images of the human body could be considered pornographic. There is nothing shameful regarding the physical attributes of the body and the changes everyone experiences. The book also provides accurate information and promotes safe practices.

Vien Nguyen, Newport Beach resident, spoke in support of the Director's decision and agreed with the previous speakers points. Much of the book is teaching anatomy, which is impossible without pictures, this includes pictures that children can understand versus a medical journal that most adults don't understand.

Wendy Leece, Costa Mesa resident, spoke against the Director's decision and stated the differing opinions of all tax payers should be considered, whether they are in the majority or not. They aren't trying to remove people's rights or ban books, only protect children's innocence.

Joni Nichols, Newport Beach resident, provided comment in support of the Director's decision as it covers all the usual topics that covers puberty and anatomy, but it also goes beyond and touches on touching and attraction, sexual abuse, abortion, all the subjects that kids think about, joke about and talk about with their friends. Adults are the ones who feel uncomfortable talking about them. What makes this book special is that the illustrations are anatomically correct.

An unidentified speaker spoke in favor of the Director's decision and felt the reaction in the room to a book that teaches young people about the human body and reproduction shows why the author wanted to call it 'perfectly normal'. It is perfectly normal, and society tends to be puritanical. Sexuality is perfectly normal, and the illustrations are not sensational.

Ann Lopour, Irvine resident, provided comment in support of the Director's decision and found the book to be factual, objective, and non-emotional. The adults who don't appreciate the book should read it from a child's perspective. She trusts the librarians and staff, and as a retired nurse anesthetist she has been amazed at the number of adults who didn't know what body parts are called.

Laurie Smith commented in support of the Director's decision and how the libraries are the crown jewels of the city, and all of this has become a stain on that. From the lecture series to all of the stacks of books, her kids grew up in the Mariners branch. It took a great amount of time and money and effort to establish it as a shared library. Concerns regarding books are personal opinions and personal opinions don't belong in publicly shared space.

Chair Watkins reviewed the Director's decision and brought the discussion back to the Board and commented that the book belongs in the public library. He was somewhat concerned with chapter 15 and believed it could potentially be a better fit for the teens' collection but is open to the other Board members thoughts.

Trustee Antonella Castro commented that she has young children and knows that puberty discussions are happening around the 4th grade because that's when most girls begin to menstruate. Moms are talking to children about the changes girls go through to help mitigate embarrassment and teasing. The book is comprehensive and factual. The visual literacy on intercourse is probably advanced from where 4th-6th graders are, but nonetheless it is happening whether parents are comfortable with it or not. Based on the book as a whole, she would support placing the book in the teens' collection and suggested a possible sub committee to review adding different subcategories for material relating to puberty.

Trustee Chase Rief commented this book was more challenging for him, so he checked out every book available regarding puberty and all of the books show people having intercourse. This book is more mature than some of the rest of them, and what was most upsetting was that the book was out on display in the children's section. He has mixed feelings about this book, but he leaned towards moving the book to the teens' collection, and reserved his final response after he heard the rest of the Board's opinions.

Vice Chair Dorothy Larson commented she agreed it's a tough choice. She really liked the book and is concerned about some of the things people are describing as weird or pornographic when in fact they are fashionable and graphic. The book did a great job at normalizing all body types and leaned in the direction of Trustee Rief regarding not displaying the book. However, she supports keeping it in the children's collection because parents are supposed to be there to supervise their children. Vice Chair Larson wouldn't object to it being relocated but feels it belongs in the children's collection. This book also addresses issues such as inappropriate touching and posting pictures on the internet, which are both very important pieces of information for young children as well.

Motion made by Vice Chair Larson to keep the book in the children's collection. There was not a second to the motion, the motion failed.

2nd Motion made by Trustee Chase Rief, seconded by Trustee Antonella Castro, and carried (4-0-0-1 with Trustee Lauren Kramer absent) in favor of upholding the Director's decision to keep the book "*It's Perfectly Normal*" in the children's collection, however, not on display.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

3. Appeal Hearing of “What Is White Privilege?” by Leigh Ann Erickson

The Board of Library Trustees will conduct an appeal hearing for the Director’s Decision of “What Is White Privilege?” by Leigh Ann Erickson

Chair Watkins called for the first appellant.

Sydni Webb cited her reason for the appeal of the Director’s original decision to leave the book in the children’s collection, which was submitted in the Agenda Packet on Handwritten page 34. Ms. Webb read a sample quote from the book and commented that the book is discriminatory towards white people and racist. It stated that it leaves young white children feeling like they’ve done something wrong and because of their skin color they should feel back about that. Books in the children’s collection should leave children feeling better about themselves. This book is similar in theme to the book on appeal last month “Not My Idea,” and that book was relocated to the adults’ section. No racist material should be funded by tax dollars.

Appellant Beverly Betcher did not attend the meeting.

Library Services Director Melissa Hartson provided information regarding how the evaluation result was decided and stated that it is the Library’s intention of the Collection Development Policy to provide balanced materials with permanent value with current interests. “What is White Privilege” is intended for children through grade six. The book received favorable reviews from the School Library Journal who profiled the book from 3rd through 7th graders, Booklist recommended it to 5th – 8th graders. It is in the children’s nonfiction collection in four other Orange County libraries. After careful consideration of the book, Library Policy, and professional evaluation, one copy remains in the children’s nonfiction collection at the Central Library only.

Chair Watkins noted in the Director’s original decision on the evaluation, the title was to remain in the children’s nonfiction collection at the Central Library and be removed from Mariners Branch; Chair Watkins called for public comments on the book “What is White Privilege?”

Barry Behrstock thanked the Board for their work and spoke in favor of the Director’s decision and provided commentary on the definition of white privilege within America and cited experience as a doctor on what resources children can acquire knowledge and how that knowledge shapes the way they learn.

Haley Jenkins provided public comment against the Director’s decision and read a definition of white privilege from a book that had been pulled previously due to poor circulation and is part of a collection of “anti-white” books. This book is similar to “Not My Idea” and promotes racism and should not be the type of book that Newport Beach purchases.

Annie Vangrow, Corona del Mar resident, explained that white privilege refers to advantages that people received simply because of their race; creating conditions where white individuals have greater access to power, resources, and opportunities compared to people of color. Ms. Vangrow explained the ways it can manifest and supported the Director’s decision.

Patty Gwin, Newport Beach resident, provided comment in support of the Director's decision and commented on the influence of fear in the presence of change and throughout life.

Carrie Slayback provided comment in support of the Director's decision and shared a historical story about the last wild Indigenous boy who walked out of Oroville that she shared with her elementary students; he became part of the museum at UC Berkley after his entire tribe was killed by white settlers.

An unidentified speaker spoke against the Director's decision stating she believes there are evil groups in all ethnic groups, she's against books that single out one specific group for the purpose of making them feel bad about themselves.

Debra Klein, Newport Beach resident, provided public comment against the Director's decision and stated any book that talks about privilege is racist when an ethnic group is targeted in the title and the content.

An unidentified speaker spoke in favor of the Director's decision and provided examples of white privilege, something that is present in society and is not meant to make children feel bad about themselves; it would be no different than having a book about bullying.

Wendy Leece, Costa Mesa resident, provided public comment against the Director's decision as it is not developmentally appropriate for 3rd – 7th graders. The philosophy came from a university, and that's where the discussion should stay. The book is divisive.

Vien Nguyen, Newport Beach resident, provided public comment in favor of the Director's decision and provided statistics of the group of patrons who are requesting the books to be removed from the libraries. There are 120,000 active borrowers, divided by the 20 patrons against the books equals .017% of the patrons who are creating the complaints. The book is about white privilege, not white people, they are two totally different concepts.

Francine Howard commented against the Director's decision, commenting that the book is written by people who are not living in current everyday life.

Anne Lopour, Irvine resident, provided public comment in favor of the Directors decision and spoke regarding bias and implicit bias and the differences between the two and how prominent it is. Racism and bias are subtle, people need to learn about it when they are young.

Joni Nichols, Newport Beach resident, provided public comment in favor of the Director's decision and spoke about the natural instinct of everyone wanting to believe they earned what they have, and in cultures all over the world people are aware of advantages their children will have if their skin is lighter.

Chair Watkins brought the discussion back to the Board, and explained the original decision was to retain the title in the children's collection but remove it from the Mariners branch location. He believed there was some doctrine error that was being passed along and wondered if children under 11 are in a position to look at the doctrines being stated. There was some generalization and didn't recall any footnotes or research to support some of the generalizations. Chair Watkins referenced pages 16 and 18 of the book and read excerpts that did not have research to back up the information, and on page 20 there

were examples listed. Chair Watkins questioned if 9 and 10 year olds would know how to process that information in a fair way; for that reason, he supported the title being located to the teens' collection.

Trustee Chase Rief commented he agreed with Chair Watkins and appreciated how he articulated his thoughts. Trustee Rief also had passages highlighted that were substantiated and felt it would be difficult to teach young children how to process the information. The future of America should not be about making a child feel bad about the color of his skin because of the sins of his ancestors. His concern is the book is not a teen book and it's not written as such and believed it does not add merit to the collection.

Vice Chair Dorothy Larson commented regarding the Collection Development Policy, which was revised to indicate that a title would not be removed based on a single image or sentence. In listening to the public comments, she felt like they were reading different books. This book is historic fact, it doesn't try to make kids feel bad about themselves, rather it tries to get the child to understand that the color of one's skin doesn't dictate opportunities that are available. Based on history, she's not going to feel bad about being white, however she would acknowledge that is the history of the United States. She would advocate for leaving it where it is. Parents can help their children interpret the information. She commended the speaker who stated kids learn mostly from their peers, however they do learn bigotry from their parents.

Trustee Antonella Castro commented her struggle with leaving the title in the children's collection, not knowing if children are able to understand the concept of white privilege and not view it just as a skin color. It is an important topic but not one that most 10 year olds would comprehend, particularly given the many layers of complexity. She is not a fan of removing books but would be in favor of removing the title from the children's collection.

Chair Watkins offered relocating the book to the teens' collection as a compromise.

Motion made by Vice Chair Dorothy Larson, seconded by Chair Paul Watkins, and carried (4-0-0-1 with Trustee Lauren Kramer absent) in favor relocating the book "*What is White Privilege*" to the teens' collection.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

The Board Took a 10-Minute Break at 6:42 p.m. and resumed with all members present except for Secretary Lauren Kramer who had an excused absence.

VI. CONSENT CALENDAR

Administrative Support Specialist Francine Jacome read the Consent Calendar Notice to the public.

A. Consent Calendar Items

Chair Watkins inquired if any Trustees had requests to pull an item from the Consent Calendar.

4. Minutes of the May 20, 2024 Board of Library Trustees Meeting

Chair Watkins noted Mr. Mosher's written submitted comments about the minutes seemed fine and included:

Comments on pages 3, 6, and page 11 are fine.

The work "release" on page 12 should have been preach.

Comments on page 13, 16, 18, 21, 22, and 23 are all fine.

5. Patron Comments

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

6. Patron's Request for Evaluation of Library Resources

Monthly review of evaluations of library resources as requested by patrons, with corresponding staff responses.

7. Library Activities

Monthly update of library events, services, and statistics.

8. Expenditure Status Report

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

Chair Watkins reported they are 91% through the annual budget calendar and 1% under budget.

9. 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 opened the item for public comments.

Jim Mosher, Newport Beach resident, commented regarding the Expenditure Status report and noted staff always finishes the year close to the budget but never goes over the budget and with respect to that City Council's action to increase the budget for library materials is very erratic and doesn't always seem to reflect increases in prices. With the recent changes in inflation, he noted at the finance committee's budget meeting that the materials for library did not increase again for 2025. The Board may want to consider putting that on their radar.

Motion made by Trustee Antonella Castro, seconded by Trustee Chase Rief, and carried (4-0-0-1 with Secretary Kramer absent) to approve the Consent Calendar Items 1-9 with the minor changes to the May 20, 2024 draft minutes with the changes submitted by Mr. Mosher in writing.

AYES: Watkins, Larson, Castro, Rief

NOES:

ABSTENTIONS:

ABSENCES: Kramer

XII. CURRENT BUSINESS

A. Items for Review

10. Children's Collection Development Policy Review (pp 99-112)

The Children's Collection Development Ad Hoc Subcommittee's recommended amendments to Library Policy NBPL 2, *Collection Development Policy* for the Board of Library Trustees to review and approve.

Trustee Castro reported the draft of the proposed amendments to the current Collection Development Policy. After feedback from the Board and public feedback, the changes were incorporated and before the Board was the revised draft.

Chair Watkins referenced the following changes:

- page 103 of the redlined version and requested the addition of a semi colon, in the 4th line of the same paragraph add "Collection" after "Children's".
- on page 104 the underlined language in the middle of the page – second line replace "emotion" with emotional.
- top of page 105 – 4th line from the bottom of the underlined material at the – add the word "to" before anything and the contrary.
- Top of page 106 the first line of the underlined language – add "of" between "call for review" and "any materials contained in the library".

Chair Watkins opened the item up for public comment.

Haley Jenkins provided public comment regarding her email to strengthen the wording of the policy to include teens, it's unfortunate that the focus of this is only on the children's collection. And suggested they review the books already in the Collection, specifically at the Mariners branch in the students' section, white privilege should be added to the list of controversial issues, and parents should be allowed access to the library when the school students are using the library.

Trustee Castro responded that the subcommittee deferred some of the public feedback to the City Attorney and adding white privilege/racism is not something that can be added.

Annie Vangrow spoke regarding the policy and wondered why the parents of students in the schools that use the Mariners branch are not represented, neither are the schools, in these meetings and discussions. Including them would be the responsible thing to do. Age appropriateness under the controversial topics is based on the preferences of the Board members and not based on the research that has been done by community members.

Portia Fisher provided comment that the material placed in the children's section should be objective and balanced. Many of the sources that are often cited don't tend to cover a wide range of material. It might be worth letting the community be involved in purchasing materials.

Dianne Wells expressed concern under the patron rights section and the freedom to read in the Library Bill of Rights and questioned if the Library pays for a membership under the American Library Association (ALA). She struggled with endorsing the Freedom to Read under the Collection Development Policy as it relates to the ALA. Freedom to Read should

be viewed as a Constitutional Right, and not the activism of the ALA's interpretation of Freedom to Read. The revised policy should reflect the community's values and not the values of a political organization in Chicago.

Chair Watkins interjected that in general the Board supports the freedom to read.

Wendy Leece supported Ms. Wells' comments and spoke against using the ALA's version of the Freedom to Read. Their main goal is that children should become critical thinkers regardless of what age they are. The schools and libraries should not be following that ideology. The parents should be made aware of the current issues and a committee should be made up of community citizens.

Library Services Director Hartson responded that the Library has an avenue for the parents to recommend books for purchase and staff takes those very seriously and evaluates them as they come in. There is an active Memorandum of Understanding for Mariners Elementary's input as well.

Chair Watkins brought the item back to the Board.

Motion made by Trustee Chase Rief, seconded by Vice Chair Dorothy Larson, and carried (4-0-0-1 with Secretary Kramer absent) to approve the recommendations of the Ad Hoc Subcommittee to approve the amendments to Library Policy NBPL 2, Collection Development Policy.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

11. Budget Amendments for Fiscal Year 2023-24 (pp. 113-115)

Staff requests that the Board of Library Trustees review and approve the FY 2024-25 operating budget for the Library.

Library Services Manager Rebecca Lightfoot reported yearly funding for the libraries and referenced Packet Page 115 for the spreadsheet of resources.

Trustee Castro requested clarification of the numbers on page 113.

Library Services Manager Rebecca Lightfoot stated she would recheck her calculations and returned stating the 339,670 figure on the spreadsheet was the correct figure.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

12. Approval of Site Placement for Sister City Donation (pp. 116-117)

Staff recommends the Board of Library Trustees approve the Passport Office at the Central Library as the site placement for the mixed media artwork piece, *Indivisible* by artist Pierce Meehan.

Library Services Director Hartson reported the Newport Beach Sister City Association (NBSCA) recently traveled to Okazaki and donated a work of art titled "Indivisible" by artist Pierce Meehan in celebration of their 40th anniversary of being Sister Cities. NBSCA will

be presenting City Council with a second identical piece at an upcoming meeting. The City Arts Commission recommends that the piece be added to the City's art inventory, and then placed in the Central Library's passport office to recognize international friendship and international travel.

Chair Watkins opened the item to public comment and there were none.

Motion made by Trustee Chase Rief, seconded by Trustee Antonella Castro, and carried (4-0-0-1 with Secretary Kramer absent) to approve the Passport Office at the Central Library as the site placement for the mixed media artwork piece, "Indivisible" by artist Pierce Meehan.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

13. Acceptance of Donation (pp. 118)

Staff recommends the Board of Library Trustees approve the acceptance of donations from the Newport Beach Public Library Foundation (NBPLF) and from Harbor View Elementary Associated Student Body.

Chair Watkins reported that last month he forgot to ask for a motion to accept the donations.

Motion made by Vice Chair Dorothy Larson, seconded by Trustee Chase Rief, and carried (4-0-0-1 with Secretary Kramer absent) to accept the donations from NBPLF and Harbor View Elementary school.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

14. Friends of the Library Wish List and Acceptance of Donation (pp. 119-120)

Staff recommends that the Board of Library Trustees approves the acceptance of the donation and annual wish list request for funding from the Newport Beach Friends of the Library.

Library Services Manager Rebecca Lightfoot reported that the Friends of the Library presented staff with a \$200,000 donation. Staff is asking the Board to accept the donation and approve the annual wish list request of \$150,000 for materials and \$50,000 for programming.

Chair Watkins opened the item to public comment and there were none.

Motion made by Trustee Chase Rief, seconded by Vice Chair Dorothy Larson, and carried (4-0-0-1 with Secretary Kramer absent) to approve the acceptance of the donation and annual wish list request for funding from the Newport Beach Friends of the Library.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

15. Newport Beach Public Library Foundation Wish List (pp. 121-122)

Staff recommends that the Board of Library Trustees approves annual wish list request for funding from the Newport Beach Public Library Foundation.

Library Services Manager Rebecca Lightfoot reported the total is \$40,000 for databases, which were no longer funded through the state, a catalog stand for the Popular Library at Central, and a portable projector and mountable screen set up for the children's library.

Library Services Director Hartson clarified that staff presented this list to the Foundation Board and the wish list was accepted.

Chair Watkins opened the item to public comment and there were none.

Motion made by Vice Chair Dorothy Larson, seconded by Trustee Chase Rief, and carried (4-0-0-1 with Secretary Kramer absent) to approve the annual wish list request for funding from the Newport Beach Public Library Foundation.

AYES: Watkins, Larson, Castro, Rief
NOES:
ABSTENTIONS:
ABSENCES: Kramer

16. Lecture Hall Update

Report on the activities related to the Witte Hall project.

Jerry Kappel, Newport Beach Public Library Foundation (Foundation) CEO, reported the Foundation has raised in cash and commitments \$9.2 million dollars, so there is 2.5 million left to raise. They will try to exceed that amount in case there are change orders that are needed. This Sunday, June 23, there will be an event in the Friends Room and in the Courtyard in support of the Foundation's efforts to fund Witte Hall.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

17. Library Services

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

Library Services Director Hartson took time to recognize the good works of Chair Watkins, his eight years served and countless hours, and thanked him for his dedication, care, and thoughtfulness in each meeting. His ability to run a tight ship has been well received and appreciated. The Board and staff presented Chair Watkins with a token of their appreciation.

Chair Watkins stated he was honored to work alongside such an amazing team. He's proud of the work they've accomplished together.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

B. Monthly Reports

18. Library Foundation Liaison Reports

A. Library Foundation Board

Report on the most recently attended meeting.

Chair Watkins stated that Jerry Kappel's (Foundation CEO) monthly report was excellent and was included in the Packet.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

B. Library Live Lectures Committee

Report on the most recently attended meeting.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

C. Witte Lectures Committee

Report on the most recently attended meeting.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

19. Friends of the Library Liaison Report

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

Trustee Rief reported the annual luncheon was well attended and there was great food. They elected their new Board.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

20. Pals4pal Liaison Report

Trustee update of the Pals4pal Board meeting.

Trustee Castro stated there was nothing to report from the recent Board meeting however their newsletter went out in May, and they are looking for volunteers for their adult literacy program and the Library sent nine volunteers to a conference to learn techniques and how to be better tutors. Pals4pals paid for two spots.

Chair Watkins asked for public comment. Seeing none, he received and filed the report.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS – Two Minutes per speaker

Jerry Kappel (Foundation CEO) stated that both he and the Foundation are greatly appreciative of the work of Chair Watkins. It's been a wonderful working relationship with the trustees and with Chair Watkins. What he's done was out of love and because he believes in the institution. That's important because the institutions cannot thrive without volunteers. He will miss seeing Chair Watkins at the meetings.

Jim Mosher thanked Chair Watkins for his service on the Board and he was surprised to see the decision to drop the Balboa Branch Replacement Update as a standing item on the Agenda and recollected that it was referred to as a concept, which implies there could still be changes in the actual facility that is being constructed. It's important that the staff and the trustees continue to pay attention to what happens with the branch replacement.

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

Chair Watkins read an email by the former Mayor Nancy Garner, donor of the piece "A Novel Idea" by Craig Gray, expressing heartfelt wishes for the piece to be placed at the new Balboa Branch Library.

Chair Watkins requested a straw poll vote to reconsider the donation of "A Novel Idea" and placement at the Balboa Branch. The Board approved 4-0 to bring back the item for a vote at the July 15 meeting.

X. ADJOURNMENT – 7:33 P.M.

The next meeting will be held in the Council Chambers on July 15, 2024 at 5:00 p.m.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
1 <u>06/02/2024</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/03/2024</u>	I want to come to the book sale on June 7th, but it says you have to be a member. If I sign up for a library card, will I be able to attend the Friday sale?	The Friends of the Library have a membership program, that is what the sale is referring to. You can find out more about joining the Friends here on their website ... I hope that helps! Please let me know if you have any other questions. Thank you.
2 <u>06/05/2024</u> <u>Phone</u> <u>Allison Sarnowski</u> <u>Administrative Support Technician</u> <u>06/05/2024</u>	I have a selection of books to donate to the library. What is the process?	Thank you for offering to donate books to the Friends of the Library Bookstore located at the Newport Beach Central Library, 1000 Avocado Avenue, Newport Beach, CA 92660. Book donations are normally accepted Monday-Saturday from 10:30 a.m. - 3 p.m. Since there is a big sale this coming weekend, books donations will not be accepted June 7-8. Here are some additional guidelines, which can also be found here on our website ... A donation receipt can be provided upon request. Please know we really appreciate your support. We could not make our substantial gifts to the Library without your generous donations. If you have any questions, please email nblibfriend@gmail.com . Thanks again!
3 <u>06/05/2024</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/06/2024</u>	I am a graduate student in Film and Media Studies at UC Irvine. I wanted to know if there were any summer employment positions available such as the test proctoring service? In addition, my area of research at UCI is on digital culture and archival practices, and [I] would be interested in employment related to digital archiving and organization.	Thank you for your interest in working for the Library! All of our job openings are posted on the City's website here ... You can also fill out a job interest card on the City's website to be notified by email whenever a new job in the Library is posted ... I hope that helps! Please let me know if you have any other questions. Thank you.
4 <u>06/06/2024</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/07/2024</u>	I tried to register for the Dare to Prepare: Driving Workshop for Pre-Permit Teens on Aug 10th, but the link wasn't working. Can you please email me the correct link? Happy summer and thank you!	I'm so sorry about the link. We have reached out to AAA, who is taking registrations for that program, and asked them to provide the correct link. Once I have that information I will get it over to you. Thank you.
5 <u>06/09/2024</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/10/2024</u>	Book: "A Hologram for the King" by Tom Hanks--When I looked for a book copy on the library screen, it showed that it was checked out (Blu-ray and DVD copies also listed as available). But when I look for it at home on-line, I find only the Blu-ray and DVD copies available. No book copy shown.	I apologize for the confusion. The book is written by Dave Eggers, and we do have a copy checked in at Central. I have put it on hold for you. Please let me know if you have any other questions. Thank you.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
6 06/13/2024 Email Andy Kachaturian Circ. & Tech. Processing Coordinator 06/14/2024	Our puppy got the books we had checked out. I have ordered new copies of the books. Do I bring the new ones when we get them to make sure we don't get charged? Thank you!	Oh no! I'm sorry to hear that, but these things do happen and puppies make up for it in the end. We prefer to purchase our items through our existing vendors as they provide cataloging and physical processing for us to make them shelf ready, but if you have already purchased replacement copies, please just bring them to the Customer Service desk and we will do our best to minimize the cost. Thank you for letting us know. Have a great day.
7 06/13/2024 Email Rebecca Lightfoot Library Services Manager 06/14/2024	Please help remind computer #16 to be quiet - music heard through headphones.	Thank you for letting us know. Please don't hesitate to notify staff at the reference desk so we can take care of the situation at that moment.
8 06/24/2024 Email Rebecca Lightfoot Library Services Manager 06/24/2024	I'm not a current cardholder... can I apply for NB Library and use computer lab same day? I need to take an Excel assessment test for a job I'm applying for and I was told I can't use the Google version, etc. Please advise and I really appreciate your help!	Yes, our computers have Microsoft Office Suite, including Excel. They are free to use with your Newport Beach Public Library card. You may use the card the same day you apply for it. Here's some more information about applying for a card, as well as our hours and locations ... I hope that helps! Please let me know if you have any other questions. Thank you.
9 06/27/2024 Comment Card Rebecca Lightfoot Library Services Manager 06/28/2024	Great librarians. Clean and quiet. The New York book highlight is awesome. Thanks.	Thank you for taking the time to fill out a comment card at the Central Library. I'm so happy to hear that you are pleased with our librarians, facility, and services. We really appreciate the feedback. Please don't hesitate to reach out with any other concerns or comments. Thank you.
10 06/29/2024 Email Andy Kachaturian Circ. & Tech. Processing Coordinator 07/01/2024	I have been a member for several years but am experiencing resistance in accessing ProQuest historical newspapers on library website using my card number ... Is this because ProQuest has changed access procedure or because my card might have expired? If expired, how do I renew? Thanks for assistance.	I was able to successfully log into ProQuest using the card number you provided. Have you continued to have difficulties over the weekend? If so, it does not appear to be related to the card number itself. You might want to try using a different web browser in case your normal web browser is autofilling an incorrect digit. If there is a particular article that you are trying to retrieve from ProQuest, please let us know if you could use some help and our Reference department would be happy to help you search for it with ProQuest or any of our other databases. I hope you were able to log in, but if you need any help please let us know.

<p>Comment #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member</p> <p>Staff Member Title</p> <p>Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p><u>11</u></p> <p><u>06/29/2024</u></p> <p><u>Email</u></p> <p><u>Andy Kachaturian</u></p> <p><u>Circ. & Tech. Processing Coordinator</u></p> <p><u>07/01/2024</u></p>	<p>What are the perks of getting a library card?</p>	<p>This really is one of our favorite questions because the library has so much to offer. In addition to all of our print collections, we still have strong physical media collections such as music CDs, DVDs, Blu-rays, and even 4K Blu-rays. The library offers a Tech Toy collection with items such as GoPro cameras, USB turntables, Wi-Fi hotspots, retro gaming consoles, and many others. We are participating in the California park pass lending program and just started a seed library this year. We also subscribe to many digital collections as well such as OverDrive for eBooks, downloadable audiobooks, and downloadable magazines. We subscribe to Kanopy for streaming movies. We have a very robust "eBranch" page of a great many subscription databases for education such as Rosetta Stone, LinkedIn Learning (formerly Lynda.com), and Gale eBooks. We have strong business resources such as ValueLine, MorningStar, and Hoover's. The library also subscribes to many student databases, reading resources, and offer database products for genealogy, legal research, job-seeking, and children-focused databases. And much much more. You can explore our full list of databases here ... All of our branches have laptops that you can use within the buildings or public computers with the full Microsoft Office suite. The Central Library also has a high-end Media Lab with more specialized software such as Adobe Creative Cloud and AutoCAD, Mac computers with Final Cut Pro, and several workstations to help convert physical media such as VHS, LPs, and cassettes. Additionally, we have a Sound Lab with software to record yourself with Logic Pro, GarageBand, and has specialized equipment for this purpose. All of these resources are available with a library card. If you have any specific questions I might have missed, please let me know. Hope to see you soon.</p>
<p><u>12</u></p> <p><u>06/30/2024</u></p> <p><u>Comment Card</u></p> <p><u>Rebecca Lightfoot</u></p> <p><u>Library Services Manager</u></p> <p><u>07/01/2024</u></p>	<p>I like the staff. Jeremy was most helpful and pleasant! He went out of his way to assist me. I would like to see more eBook availability.</p>	<p>Thank you for taking the time to fill out a comment card at the Central Library recently. We appreciate your feedback. I'm so glad to hear that Jeremy was helpful. I will make sure to pass along your kind words of praise. I will also pass along your suggestion for more eBook content to our selectors. If you have any specific titles you would like us to consider, please don't hesitate to let us know. There's a form on the Suggest a Title page you can fill out, or you can speak to any staff member ... Please feel free to reach out anytime if you have any questions or concerns. Thank you for being a valued member of the Newport Beach Public Library!</p>



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 4

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Report of June Library Activities – July 15, 2024 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Employee Service Recognition

The City hosted the 64th Annual Employee Appreciation Luncheon at the end of June. I had the privilege of serving on this year's event committee and co-chairing with John Pope, the City's Public Information Manager. Library Clerk Bella Marler-Mulvenna, Librarian Jeremy Rodriguez, and Administrative Support Specialist Francine Jacome also joined me in serving on the committee. This annual event is an opportunity to recognize the contributions of all City staff and present years of service awards for staff that have reached specific milestones. Several of our Library staff members were acknowledged at this event. Congratulations to the following employees:

10 Years of Service

Leah Duffy
Alexander Johnkins

15 Years of Service

Rebecca Lightfoot
Shelley Pricer

20 Years of Service

Julie Duncan
Stuart Sherman

25 Years of Service

Emily Chiu

30 Years of Service

Erin Finnen

35 Years of Service

Michael Payne

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Concert on the Green: Radio Rebels
Sunday, July 21, 6 – 7:30 p.m.
Civic Center Lawn
- Last Day of Summer Reading Program
Saturday, July 27
All locations
- Concert on the Green: Wilbury Super Group
Sunday, August 11, 6 – 7:30 p.m.
Civic Center Lawn
- Board of Library Trustees Meeting
Monday, August 19, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Outreach

Librarian II Jeremy Rodriguez and Librarian I Rosemary Hammock visited Atria Newport Beach, a senior living facility. It was a productive outreach event where staff did a tremendous job answering the many questions from residents. Staff issued library cards, helped residents install Libby, and discussed all that the Library has to offer.

Programs

Adult Summer Reading started on June 8. Staff has been busy promoting the program and passing out prizes.

Training

Library staff participated in numerous required online City training in July, including Security Awareness and Workplace Violence Prevention.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

The Summer Reading Program kicked off at the branches on June 8, with many well-attended and fun opening day activities including popcorn, temporary tattoos, bubbles, seashell and chalk art, and water buckets full of toys, which were enjoyed by children and adults alike. Crafts, games, and coloring pages were also enjoyed throughout the day.

Youth Services

The Summer Reading Program began at the Central Library with a very busy and fun-filled Opening Day. Many visiting patrons were excited for the Summer Reading Program to begin. Some highlights from the day include one parent sharing that they heard about the program from their school and would not have known about it otherwise. Another parent said that they make a point to come out to our library because they love our facility and all that we do. And as always caregivers and readers are so impressed with the selection of prize books to choose from for registering.

Special Programs

Powerhouse, a nationally recognized dance group, kicked off Summer Reading Program events performing a high-energy show with great audience participation. Many upper elementary participants were thrilled to enjoy a program that inspired their own dance passions. All were thankful as they exited the program. Other Summer Reading Program events in June included a *Doodlebugs* live animal show, desert-themed crafts, and an entertaining puppet show, *Dig Dug and the Dino-mites*, which had children laughing throughout and having a great time.

Class Visits

With the end of the school year also came the end of class visits. Field trips to the library will resume once school begins in August.

Teen Services

The final Young Adult Advisory Council (YAAC) meeting of the 2023-24 session was held in June. The teens helped pick plenty of books for the YAAC display upstairs, shared their summer plans, and discussed their favorite activities of the year. Some favorites from the year include the book exchange, “you’ve been boo’d” bags, holiday cards for seniors/veterans, and participating in the YAAC book displays.

The first Teen Summer Reading Book Club was also held in June with an eager group of mostly incoming seventh and eighth graders. The teens discussed their favorite books and then worked on their own designs for a theme park based on their favorite book(s). The teens had lots of fun and bonded over their roller coaster designs.

Outreach

On Saturday, June 1, Branch and Youth services staff attended the 42nd Annual CdM Scenic 5k. This was the Library’s first year as a vendor. Many race participants and spectators commented on the Library being a new participant and thanked us for being there. A total of 375 community members and event participants stopped by the Library’s table for a chance to spin the prize wheel, learn more about library services including the Summer Reading Program, and ask questions. It was a wonderful event and a great opportunity to promote summer reading to all ages.

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

Kaderina Guizar was hired as a part-time Library Clerk at the Central Library and Laurel Smith started as Library Page also at the Central Library in June. Sully Jacome was promoted from Library Page to Library Clerk and will begin her training at the Mariners branch. This leaves three vacant Library Page positions with one candidate in background.

Passport Services

At the end of June, the Library launched a Microsoft Bookings page that allows for patrons to schedule passport appointments through the library website, an enhancement that has been desired for some time. Patrons are catching on and making use of this streamlined service.

Facilities

The Central Library and Mariners Branch have entered a contract with a new HVAC vendor after many years with an existing vendor. We are working to familiarize the new staff with the buildings and equipment. The transition has been a smooth one.

Proquest Articles Retrieved 2023-2024

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	1322	943	1235	1568	1498	1756	2099	1719	1600	1425	1274	998	1453
Newspapers--Current	656	1022	919	941	580	805	1578	1518	1077	956	1583	1302	1078
Newspapers--Historical	1966	3410	1962	2116	2144	2078	1914	1523	1922	1966	2181	1609	2066
Magazines	19	22	12	36	49	25	38	23	18	2	18	16	23

Database FY Comparisons	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	YTD 23/24
Tracked by #searches													
A to Z Databases	1740	1695	1229	2435	1137	878	864	814	1035	2025	1328	806	15986
Alexander Street	**	**	**	**	**	82	37	119	559	238	***	***	1035
Ancestry	976	937	881	451	789	91	183	296	290	168	152	55	5269
AskART	55	22	71	17	18	9	17	16	12	7	12	19	275
Brainfuse JobNow/VetNow	82	48	43	21	37	20	21	25	94	281	160	64	896
Britannica School Edition	23	4	126	613	50	357	49	23	103	395	4344	3	6090
Exploring Race in Society	2	0	14	7	2	0	10	10	10	5	6	4	70
Gale Archives Unbound	1977	7446	1971	2410	7450	2190	3506	1318	1533	2409	13359	1314	46883
Gale Directory Library	17	2	0	77	9	17	5	52	33	10	16	20	258
Gale in Context: Biography	9	7	21	64	18	4	23	7	43	22	106	18	342
Gale in Context: Elementary	10	23	10	30	12	5	2	11	10	4	0	2	119
Gale in Context: Environmental	*	*	*	12	21	1	8	6	2	0	0	1	51
Gale in Context: Opposing View	8	1	33	54	1078	76	129	68	27	34	62	18	1588
Gale Interactive: Science	*	*	*	1	0	0	2	0	1	0	13	0	17
Gale Literature Resource Center	8	2	14	53	15	8	42	1306	1330	291	38	47	3154
Gale Virtual Reference Library	46	28	12	33	209	21	33	34	65	58	56	25	620
HeritageQuest	224	241	140	92	233	95	118	50	284	368	34	53	1932
Legal Information Ref Center	72	65	25	28	33	23	75	118	80	108	54	97	778
National Geographic	24	14	62	38	28	21	32	26	46	24	298	14	627
National Geographic Kids	23	13	45	53	21	3	17	20	28	14	150	11	398
NewsBank	1292	1211	1634	1190	1092	1084	1992	1250	1048	1350	1254	***	14397
NoveList Plus	48	84	37	423	225	112	65	150	63	50	40	39	1336
NoveList K-8 Plus	22	44	22	72	36	0	8	24	14	8	10	30	290
ProQuest	2587	2605	2748	3262	3259	3073	5157	3937	3188	2696	3463	2833	38808
Proquest eLibrary	2	4	1	7	1	0	18	5	10	24	4	4	80
Reference Solutions Business	1883	614	389	481	337	159	202	445	470	530	480	536	6526
Reference Solutions Residential	91	32	34	866	19	156	14	17	30	25	26	27	1337
SIRS Discoverer	0	3	15	260	454	0	83	99	1620	921	276	67	3798
SIRS Issues Researcher	192	3	4	675	2331	1692	5034	6284	7920	6194	2244	225	32798
World Book Online	4	8	99	225	49	6	11	261	22	13	126	12	836
Tracked by #page views													
Artist Works	4	3	3	1	6	5	3	4	8	3	6	7	53
Consumer Reports	3496	2508	2216	2099	3030	2099	3005	1826	1774	2051	2104	2279	28487
CultureGrams	26	45	22	224	30	34	32	22	11	52	215	39	752
Morningstar	5899	5543	3825	4267	4883	4093	3998	3894	3115	3239	3616	5913	52285
RealQuest	11	0	403	5	2	0	0	43	130	825	1	42	1462
Tumblebooks	12	24	16	89	19	13	5	27	10	5	19	66	305
Value Line	13295	11823	13609	15082	16193	12548	9703	11421	13572	14804	16133	13428	161611
Tracked by courses													
LinkedIn Learning	349	190	200	235	162	151	264	185	191	200	172	221	2520
Tracked by books logged													
Beanstack	10374	4111	3584	3762	3903	1765	3535	2548	2720	2822	2525	8760	50409
Tracked by Hours Used													
ABC Mouse	27.68	30.40	18.77	20.53	25.83	43.01	56.18	52.95	19.83	13.42	9.53	18.70	336.83
Beanstack	4603	199	103	153	142	119	129	108.5	161	116	830	4218	10882
Rosetta Stone	16.12	47.18	23.15	37.60	24.80	17.23	25.51	21.68	32.80	42.30	49.05	51.15	388.57

Notes:

* Began October 2023

** Began December 2023

*** Information unavailable at this time.

NBPL Website Usage 2023-24

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	23559	23192	20322	20852	19689	19396	22873	21750	21802	23637	31515	28695	23107	277282
New Users	22806	22634	19381	19876	18796	18098	21385	20253	19617	19584	26452	21188	20839	250070
Sessions	44852	41809	38321	39420	36151	35900	43569	41485	40363	42232	57911	48927	42578	510940
Pageviews	97997	72390	67543	67569	62349	57142	74055	71726	70921	82803	89557	104099	76513	918151
Sessions Per User	2	2	2	2	2	2	2	2	2	2	2	2	2	--
Pages Per Session	2	2	2	2	2	2	2	2	2	2	2	2	2	--
Avg. Session Dur. (min)	3	3	3	3	3	2	3	3	3	4	5	5	3	--
Bounce Rate (%)	54	58	56	58	57	60	58	58	57	57	52	57	57	--

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2023-24

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	240	157	342	257	478	206	503	594	165	152	146	190	286	3429
CdM	220	242	144	153	108	124	175	163	170	139	99	121	155	1858
Mariners	1710	1500	1660	1900	1830	2810	2380	2070	1890	1960	1480	2100	1941	23290
Central	11410	12170	12450	11900	10690	10040	11170	10640	11450	11090	13060	12860	11578	138930
Total	13580	14069	14596	14210	13106	13180	14228	13467	13675	13341	14786	15272	13959	167508

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2023-24

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	518	445	401	377	331	333	284	293	303	270	293	365	351	4213
CdM	470	449	392	409	330	322	321	329	375	335	296	348	365	4376
Mariners	1575	1578	1679	1789	1541	1279	1267	1209	1388	1288	1258	1260	1426	17111
Central	8775	9524	9451	9593	8811	8795	8136	7983	8929	8715	9220	9265	8933	107197
Total	11338	11996	11923	12168	11013	10729	10008	9814	10995	10608	11067	11238	11075	132897

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2023-24

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	44	41	40	37	33	31	31	28	26	27	29	32	33	399
CdM	30	30	26	25	21	21	22	23	25	20	17	21	23	281
Mariners	124	125	139	151	128	109	112	112	122	121	104	109	121	1456
Central	654	661	651	684	604	583	563	608	599	641	641	638	627	7527
Total	852	857	856	897	786	744	728	771	772	809	791	800	805	9663

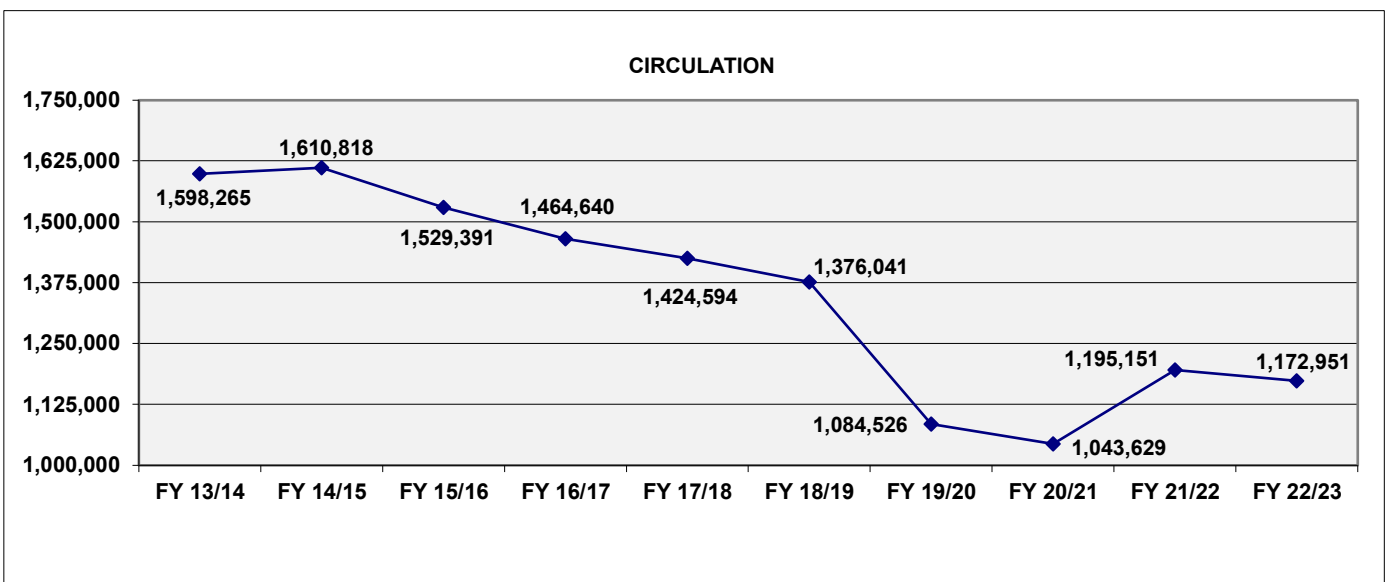
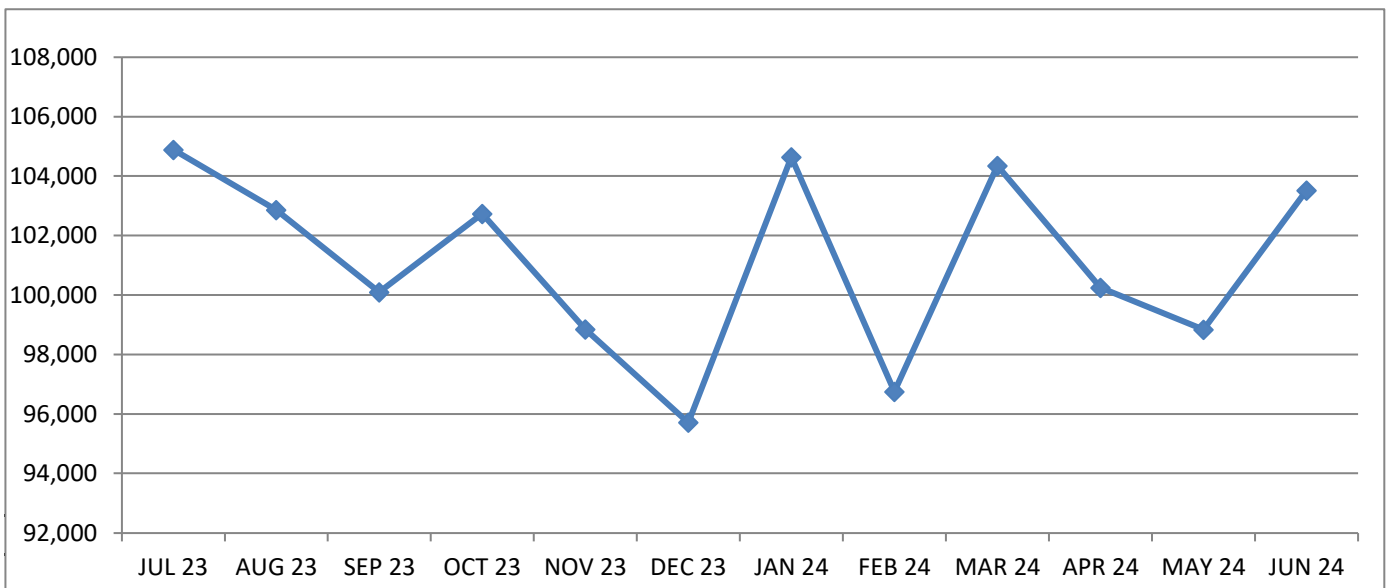
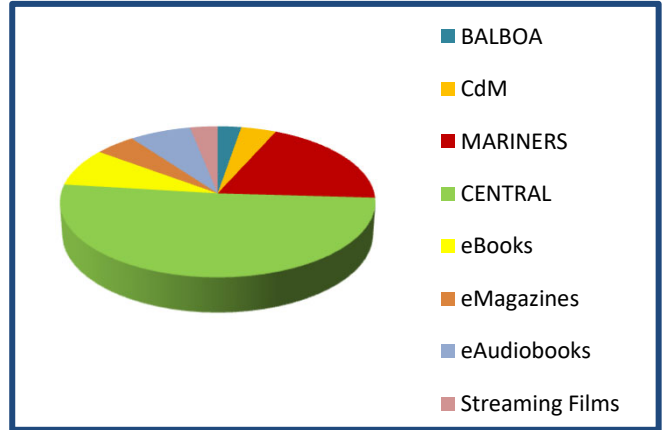
Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2023-24

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	474	361	874	698	1440	632	1770	2030	558	576	511	534	871	10458
CdM	480	552	376	382	336	394	558	509	463	424	344	357	431	5174
Mariners	1110	999	1010	1090	1210	2250	1920	1750	1390	1560	1210	1700	1433	17199
Central	1330	1310	1350	1270	1240	1170	1410	1360	1310	1300	1450	1420	1327	15920
Total	3394	3222	3610	3440	4226	4446	5658	5649	3721	3860	3515	4011	4063	48751

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2024

CIRCULATION

	JUN 24	YTD 23/24	YTD 22/23
BALBOA	2,781	28,851	30,248
CdM	4,168	45,655	39,017
MARINERS	19,880	253,445	245,611
CENTRAL	52,791	622,426	664,291
eBooks	8,457	95,273	87,661
eMagazines	4,888	56,820	23,975
eAudiobooks	7,287	79,344	72,956
Streaming Films	3,264	31,672	9,192
TOTAL	103,516	1,213,486	1,172,951

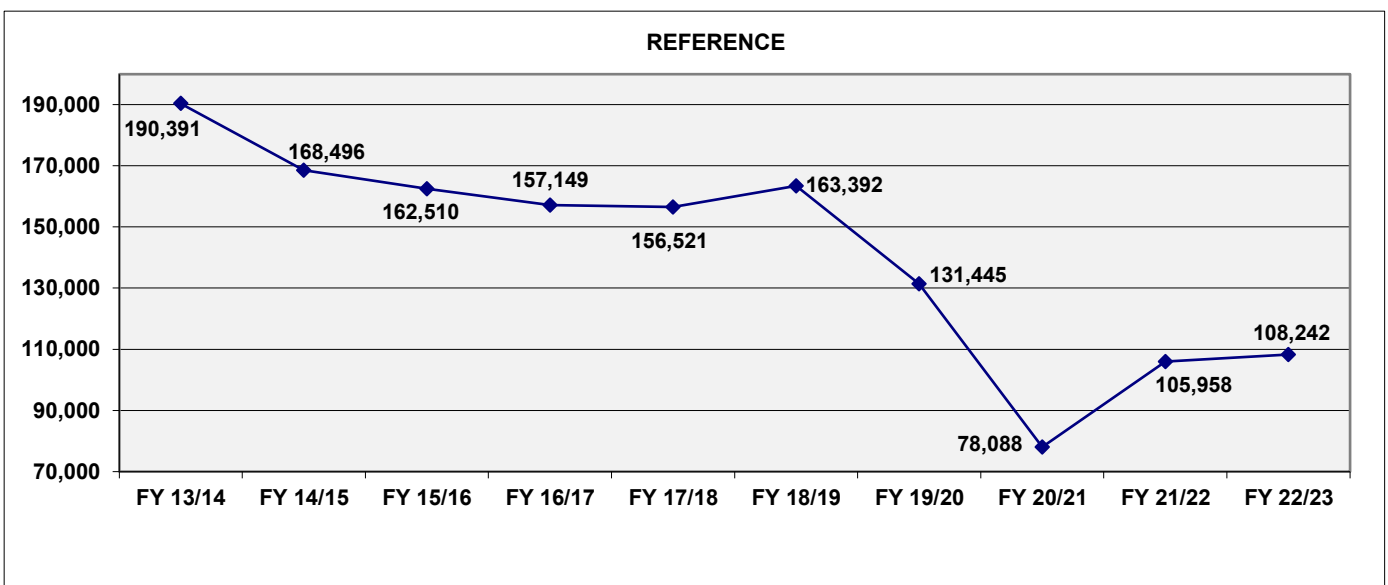
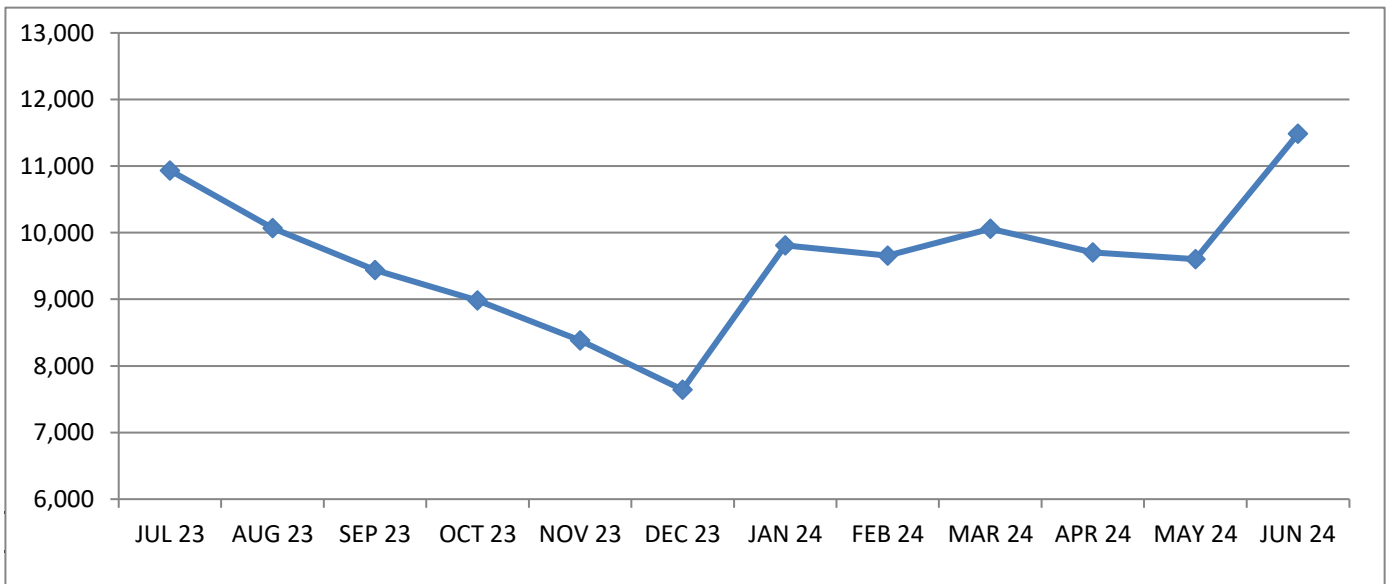


NEWPORT BEACH PUBLIC LIBRARY - JUNE 2024

REFERENCE

BALBOA
CdM
MARINERS
CENTRAL

JUN 24	YTD 23/24	YTD 22/23
510	4,703	4,006
903	7,047	8,078
2,456	24,379	22,289
7,616	79,636	73,869
11,485	115,765	108,242



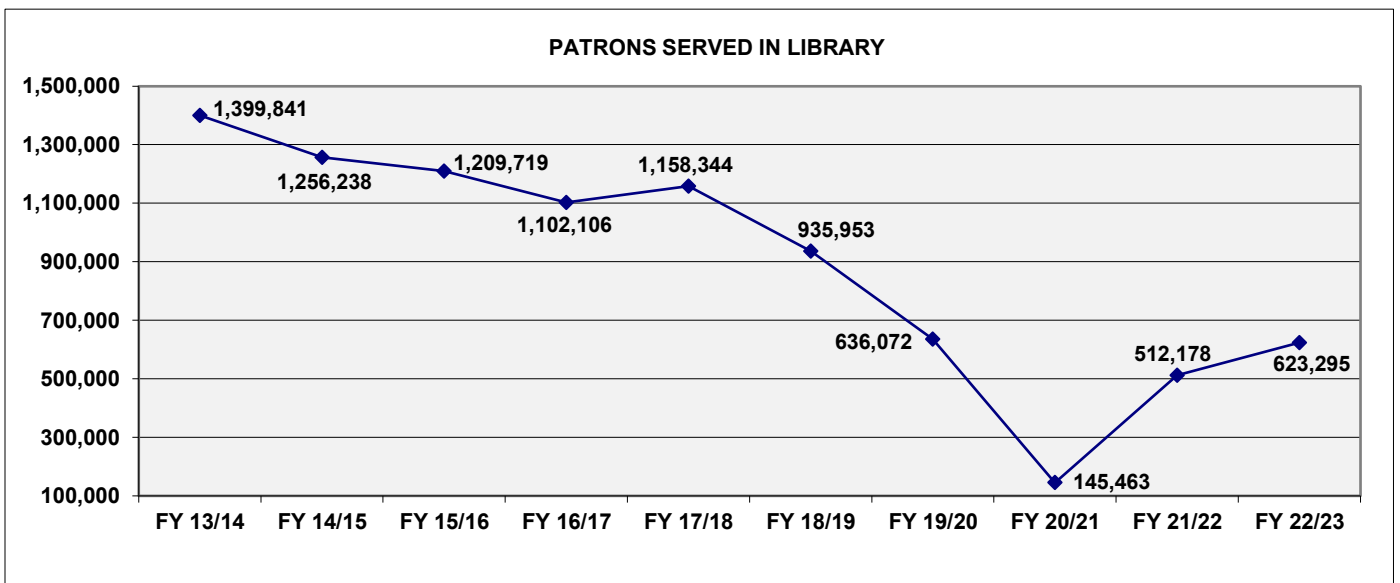
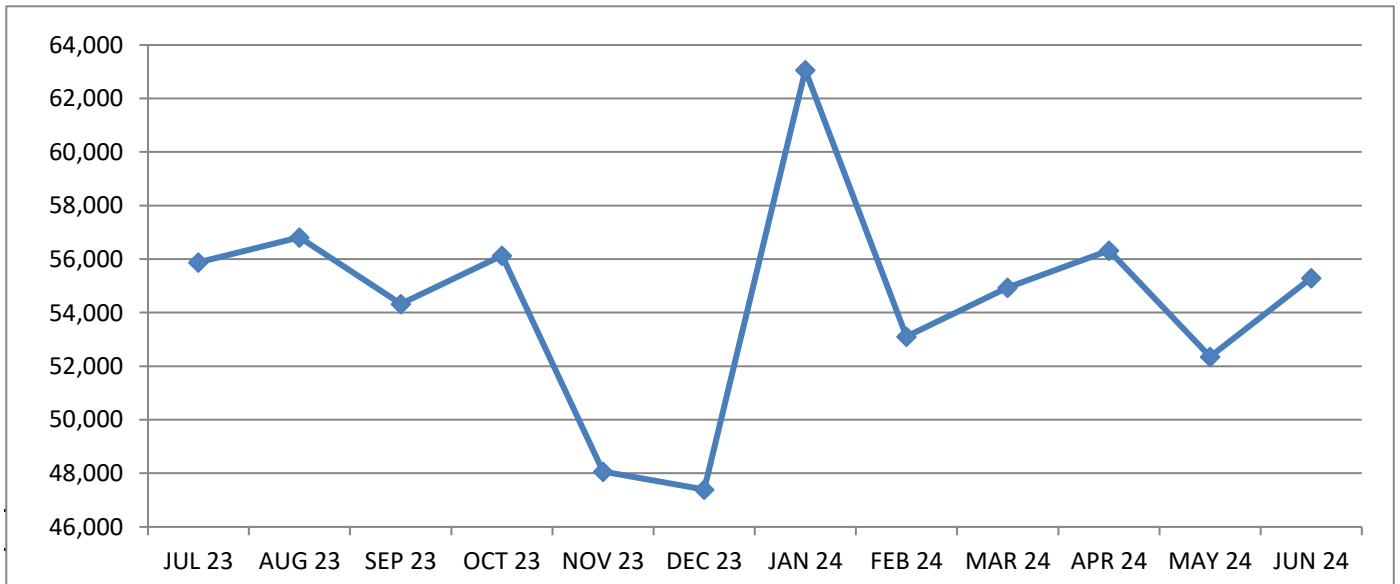
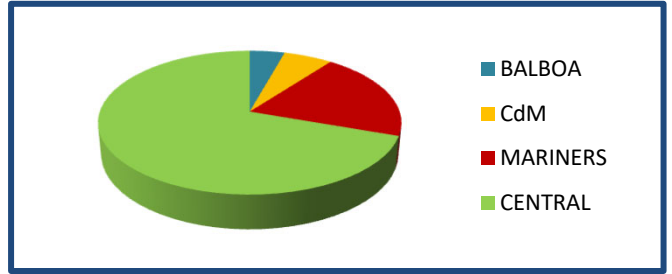
NEWPORT BEACH PUBLIC LIBRARY - JUNE 2024

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

JUN 24	YTD 23/24	YTD 22/23
2,390	25,091	25,644
3,335	35,957	31,867
11,058	156,554	140,660
38,511	436,065	425,124
55,294	653,667	623,295



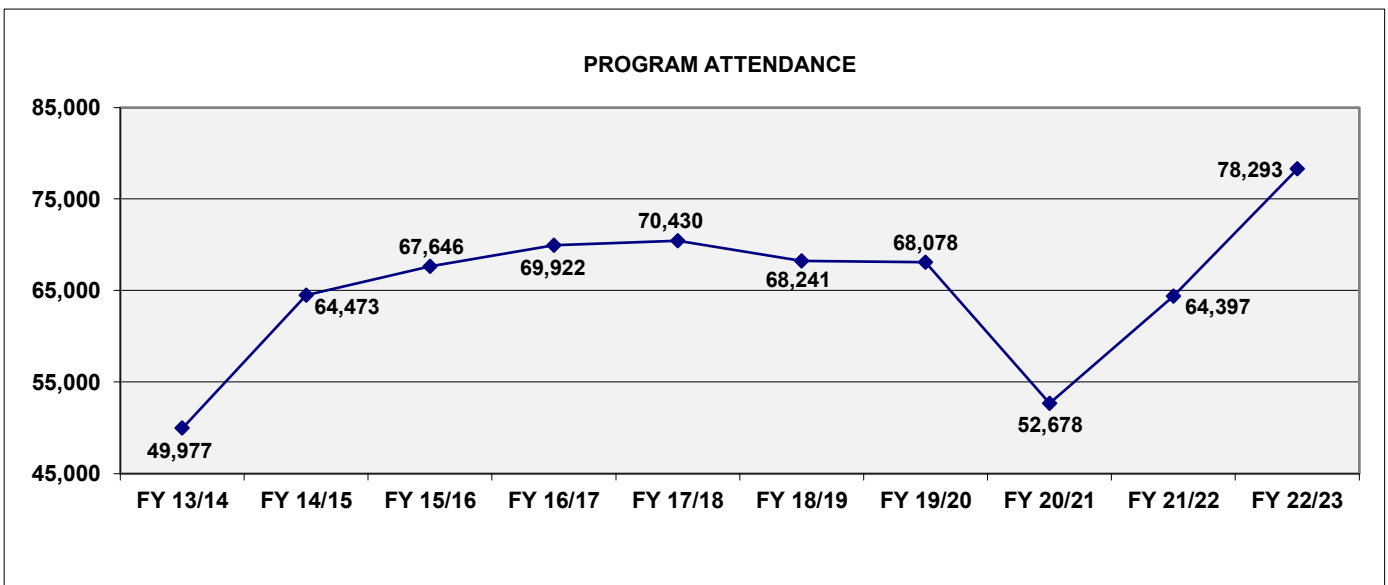
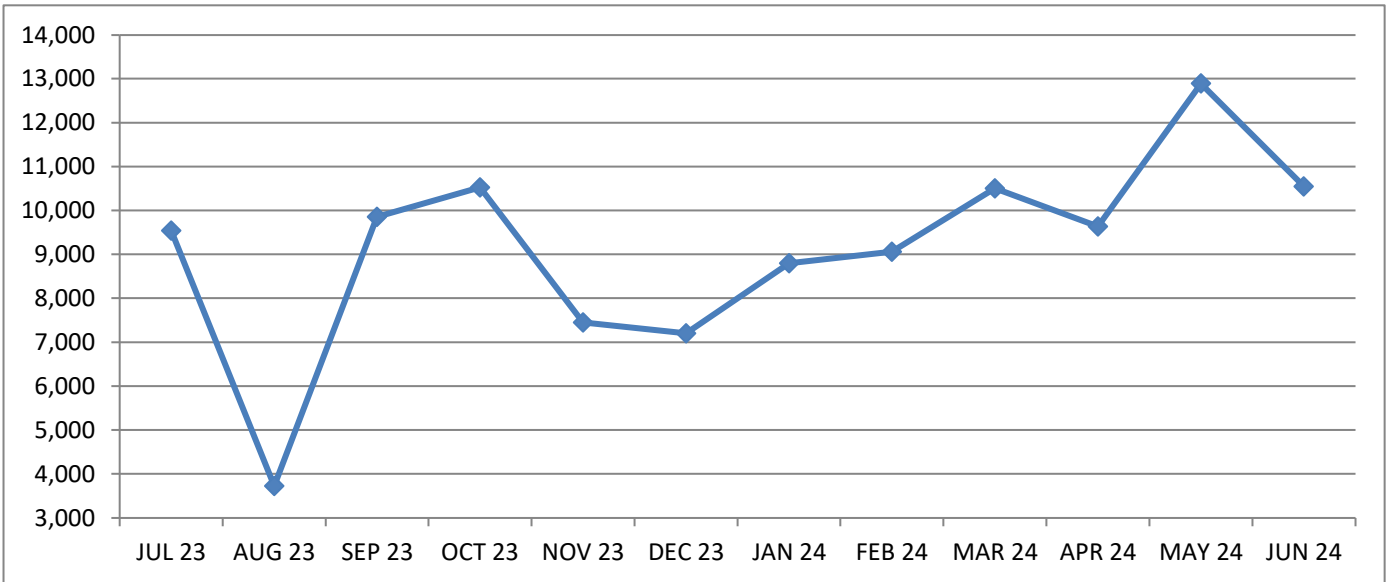
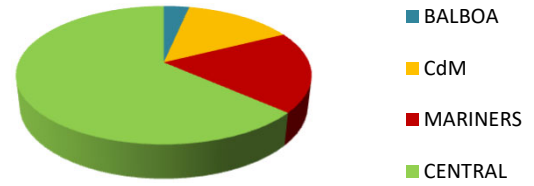
NEWPORT BEACH PUBLIC LIBRARY - JUNE 2024

PROGRAM ATTENDANCE

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

JUN 24	YTD 23/24	YTD 22/23
351	3,333	2,542
1,502	12,998	8,188
1,998	17,848	10,612
6,695	75,550	56,951
10,546	109,729	78,293



LIBRARY EXPENDITURES (July 3, 2024)		FY 2023-24				
ACCOUNT DESCRIPTION		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MONTHLY EXPENDED	AVAILABLE BUDGET
I	SALARY & BENEFITS					
	SALARY FULL-TIME REGULAR	3,156,337	3,156,337	3,079,912	363,439	76,425
	SALARY PART-TIME	1,279,860	1,324,256	894,685	103,295	429,571
	BENEFITS	2,247,901	2,371,705	2,257,285	223,874	114,421
	SALARY & BENEFITS TOTAL	6,684,098	6,852,299	6,231,881	690,608	620,417
II	MAINT & OPERATION					
	PROFESSIONAL SERVICE*	207,488	207,488	202,295	17,937	5,193
	UTILITIES	372,933	372,933	359,733	35,964	13,200
	PROGRAMMING	2,000	5,800	4,268	1,302	1,532
	SUPPLIES**	82,800	84,186	82,731	3,634	1,455
	LIBRARY MATERIALS	669,740	677,603	643,199	6,661	34,404
	FACILITIES MAINTENANCE	250,275	260,864	224,201	9,030	36,663
	TRAINING AND TRAVEL	10,681	10,681	9,947	0	734
	GENERAL OPERATING EXPENSES***	24,202	24,920	24,592	1,707	329
	PERIPHERALS & SOFTWARE	5,000	3,960	2,647	377	1,314
	INTERNAL SERVICE FUNDS	1,693,396	1,693,396	1,693,396	141,116	0
	OFFICE EQUIPMENT	2,000	2,000	1,019	640	981
	MAINT & OPERATION TOTAL	3,320,516	3,343,833	3,248,027	218,369	95,805
	LIBRARY BUDGET TOTAL	10,004,613	10,196,131	9,479,909	908,977	716,223

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FRIENDS

FY 2023-24

(July 3, 2024)

DATE FUNDED	AMOUNT	PURPOSE	AMT EXPENDED		NOTES
				YTD	
JULY 2023		WISH LIST			
	150,000	NEW MATERIALS	74,925	IN PROGRESS	
	50,000	PROGRAMMING	10,629	IN PROGRESS	
TOTAL	200,000		85,554		

FOUNDATION

		AMT EXPENDED		
DATE FUNDED	AMOUNT	PURPOSE	YTD	NOTES
SEPT 2023		WISH LIST		
	16,980	LIBRARY MATERIALS	2,430	IN PROGRESS
	23,000	FURNITURE	21,546	IN PROGRESS
JAN 2024	5,000	PROGRAMMING	832	IN PROGRESS
TOTAL	44,980		24,808	

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Lecture Hall Update		Ongoing
Ongoing	Policy Review (See List Below)		Ongoing
Jul 17, 2023	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 15, 2024
Jul 17, 2023	Proposed Library Closures for Winter Holidays		Jul 15, 2024
Jun 19, 2023	Branch Update - CDM		Jul 15, 2024
Aug 21, 2023	Information Technology Update		Aug 19, 2024
Aug 21, 2023	Adult and Reference Services Update		Aug 19, 2024
Sep 18, 2023	Literacy Program Update		Sep 16, 2024
Oct 16, 2023	Branch Update - Mariners		Oct 21, 2024
Oct 16, 2023	Youth Services Update		Oct 21, 2024
Dec 11, 2023	Review Holidays / Meeting Schedule		Dec 16, 2024
Jan 16, 2024	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 21, 2025
Feb 26, 2024	Annual Budget - Preliminary Review		Feb 18, 2025
Feb 26, 2024	Arts & Cultural Update		Feb 18, 2025
Mar 18, 2024	Branch Update - Balboa		Mar 17, 2025
Apr 15, 2024	Performance Review of Library Services Director (Closed Session)		Apr 21, 2025
Apr 15, 2024	Library Material Selection		Apr 21, 2025
May 20, 2024	Annual Budget - Approval		May 19, 2025
May 20, 2024	Media Lab Update		May 19, 2025
May 20, 2024	Marketing Update & Social Networking Update		May 19, 2025
Jun 17, 2024	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jun 16, 2025
LAST REVIEWED	POLICY REVIEW		
Jul 18, 2022	CC I-1	Library Services Policy (Council Policy I -1)	Jul 15, 2024
Sep 19, 2022	NBPL 9	Expressive Use Areas	Sep 16, 2024
Nov 21, 2022	NBPL 6	Media Lab Use Policy	Nov 18, 2024
Nov 21, 2022	NBPL 7	Sound Lab Use Policy	Nov 18, 2024
Jan 17, 2023	NBPL 12	Circulation Policy	Jan 21, 2025
Jan 17, 2023	NBPL 5	Internet Use Policy	Jan 21, 2025
Jan 17, 2023	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 21, 2025
Feb 21, 2023	NBPL 8	Display and Distribution of Materials Policy	Feb 18, 2025
Apr 17, 2023	NBPL 1	Library Use Policy	Apr 21, 2025
Apr 17, 2023	NBPL 13	Study Rooms/Charles Sword Meeting Room Policy	Apr 21, 2025
Jun 19, 2023	NBPL 4	Children in the Library Policy	Jun 16, 2025
Aug 21, 2023	NBPL 14	The Friends Meeting Room	Aug 18, 2025
Dec 11, 2023	NBPL 10	Laptop Borrowing Policy	Dec 15, 2025
Mar 18, 2024	NBPL 3	Library Gift and Donor Policy	Mar 16, 2026
Jun 17, 2024	NBPL 2	Collection Development Policy	Jun 15, 2026



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 7

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Nadia Dallstream, Corona del Mar Branch Librarian

TITLE: Corona del Mar Branch Update

Corona del Mar Branch Report: June 2023 – May 2024

The original Corona del Mar (CdM) Branch Library was established in 1947 and was located on the corner of Goldenrod and Pacific Coast Highway. In 1952, the Branch was moved to a larger location in Corona del Mar, then in 1959, 65 years ago, it was moved to its current location on Marigold. In 2018, the 2,000 square foot building on Marigold was completely reconstructed and reopened in September 2019. The facility is a joint use building that is shared with Fire Station 5. The new building provides the community with a 3,801 square foot library that is energy efficient and maximizes space, providing ample parking, a popular collection of materials, technological amenities, comfortable seating, and a clean design.

Public Service

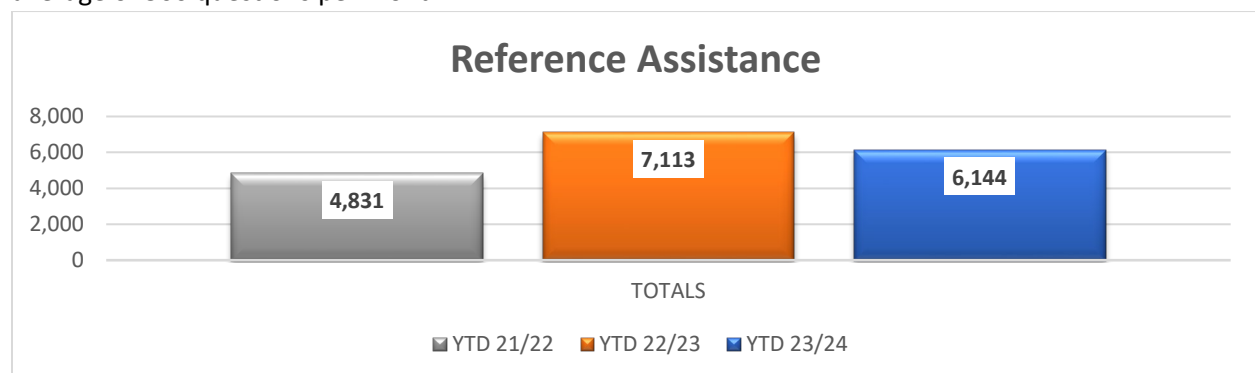
The CdM Branch primarily serves Council District 6 which includes the Corona del Mar Village, Harbor View, and West Newport Coast neighborhoods with a total population of 12,546 residents (source: American Community Survey 2022).

The CdM Branch is open Monday through Saturday 9am – 6pm (closed Sundays) for a total of 54 hours per week. The CdM Branch offers Test Proctoring 36 hours per week. This service began in July 2022. In Fiscal Year 2022-23, staff proctored 113 tests. Fiscal Year 2023-24 through May, staff proctored 161 tests.

The CdM Branch offers public laptops for in-library use and printing/scanning/fax service. Wi-Fi is available throughout the Branch including on the Friends of the Library Reading Porch.

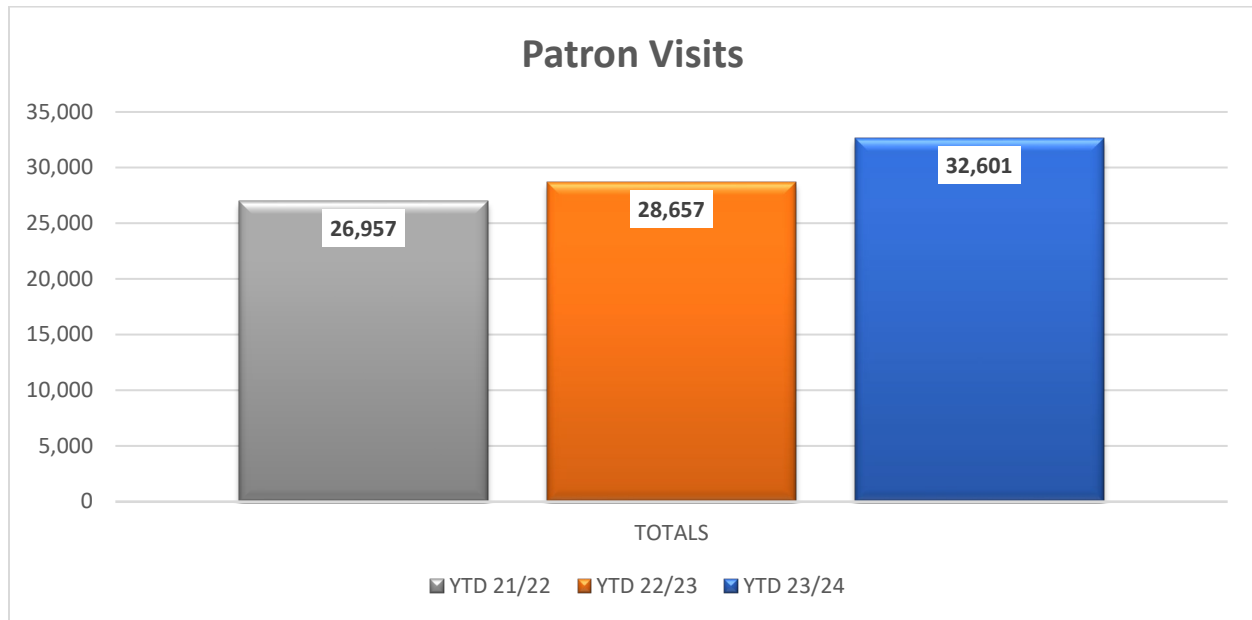
Reference Assistance

Between July 2023 and May 2024, CdM staff answered 6,144 reference questions. CdM staff answer an average of 560 questions per month.



Patron Visits

The CdM Branch service area population is 12,546, but we have many patrons outside of the service area that visit this branch regularly. The number of patrons who visited the CdM Branch from July 2023 to May 2024 is 32,601. With increased programming and services, staff have seen a steady increase of patron visits to the CdM Branch.

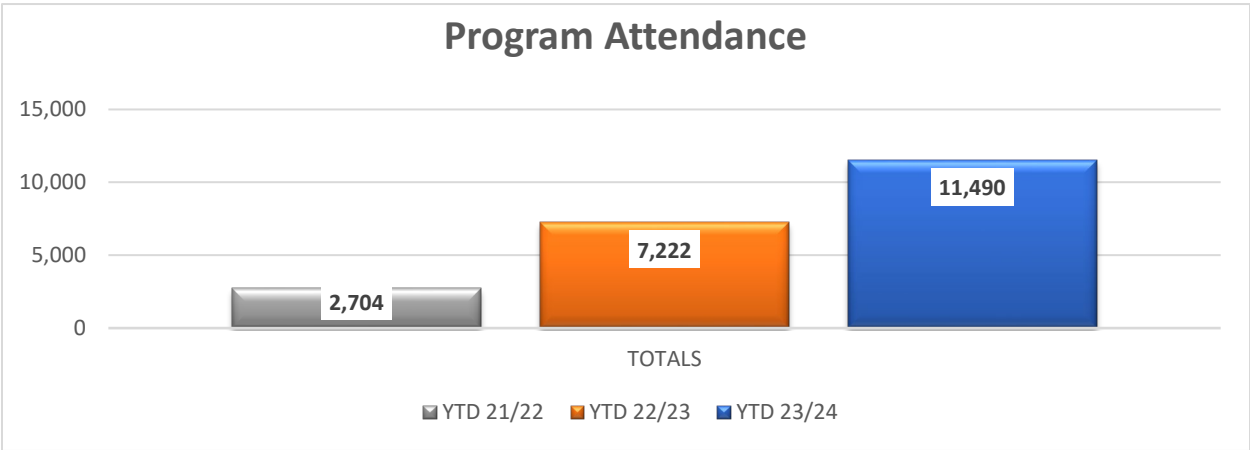


Children's Services

We offer a variety of Children's Programs including weekly storytimes, monthly sensory play, an annual Fire Station Storytime, daily drop-in crafts, and a Find Sisi the Snail game. In October, Newport Coast Elementary School's 2nd grade classes visited the Branch for a tour, storytime, and instruction on database research. We also co-hosted first grade class visits to the CdM Branch Library and Fire Station 5 where students took a tour of both facilities and got to check out books. Eastbluff Elementary visited in November and Harbor Day School visited in May. We also held several special events this past year including a BARK: Read to the Dogs program, holiday events, and a magic show featuring Illusions by Allen. A new and very popular program we offered was "I SPY in the Library". Children and caregivers were given a game sheet with pictures of objects hidden in plain sight. If they found all 25, they received a mochi squishy. The participants had so much fun finding everything on the game sheet while learning more about the Branch. During National Library Week, we had special readers at our storytimes. Board of Library Trustee Chase Rief who attended the April 5, Songs & Stories Storytime; Councilmember Lauren Kleiman who joined the April 6, Family Storytime; Library Director Melissa Hartson who read at the April 12, Songs & Stories Storytime; and Board of Library Trustees Chair Paul Watkins and his wife Ronnie who attended Family Storytime on April 13. We also have passive programs to engage families who visit the Branch, such as searching the Branch for Sisi the Snail, a stuffed animal snail who moves around the Branch each night to find a new spot to sit, or solving puzzles that we post on the wall like our Taylor Swift song name contest that we held in February. We also had a find the missing image game where visitors to the branch could try to figure out what image was missing from famous works of art. There is always something fun to do at the CdM Branch!

Programs

The Corona del Mar Branch held 144 programs from July 2023 through May 2024 with a total program attendance of 11,490. Many of the programs are for children, but we offer a few programs for all ages including the CdM Branch Open House and the Summer Reading Program. The CdM Branch Open House is held in conjunction with the annual CdM Christmas Walk. This was the second year we partnered with the Newport-Mesa Unified School District to provide entertainment at the Open House and 800 people attended the program. Many kids, teens and adults enjoyed the activities, refreshments, and family friendly spot we provided during the Christmas Walk. This past summer, we saw great success with an overall increase in participation and attendance. Notably, we had an increase in adult participation in the Summer Reading Program. We had 37 adult participants compared to 19 the year before—a 117% increase. Seventeen of the adult participants completed the program. Overall, program attendance is at an all-time high and patrons are happy with the variety of programs that we offer.

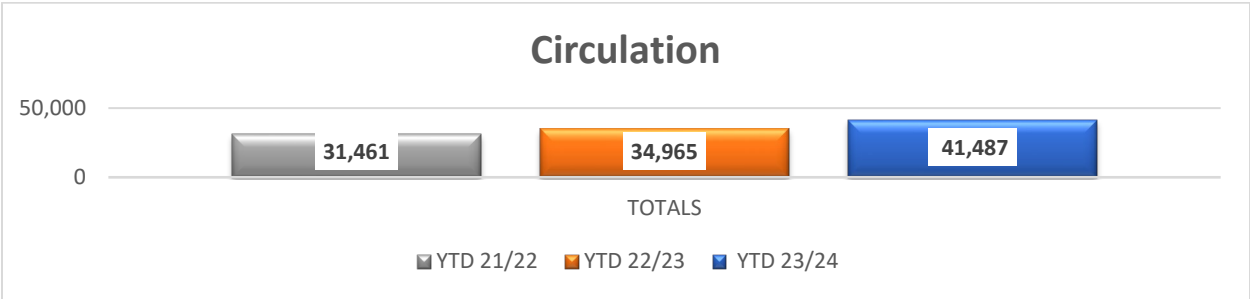


Collection Maintenance

The CdM Branch offers classic titles and current books, magazines, newspapers, and digital media for adults, teens, and children. There are 12,161 items in the collection. From July 2023 to May 2024, the teen collection had 294 checkouts, the adult collection had 14,483 checkouts, and the children’s collection had over 27,787 checkouts (source: Collection HQ). These numbers are representative of the population we serve. Items are added to our collection monthly, and new books and materials are well-reviewed and provide a range of popular topics for our patrons to explore.

Circulation

A total of 41,487 items were checked out from Corona del Mar Branch from July 2023 through May 2024. There was an 18% increase in circulation between 2023/2024 and 2023/2022, and over the past three years we have seen an increase of 31%. Our print collection checks out often and many patrons enjoy supplementing their reading with the library’s streaming services and downloadable eBooks.



Personnel

Nadia Dallstream is the full-time Branch Librarian. Daisy Hernandez is the full-time Clerk I. Christina Miramontes is the part-time Library Assistant. The Mariners Branch Library provides part-time Clerk coverage and Mikaela Malsy has been working in this capacity since April 2024. Anthony Duhamel is the part-time Page.

Facility Maintenance

The CdM Branch follows routine maintenance schedules, which continued throughout the evaluation period. There are no other areas of concern as the building is very new and has been well-maintained.

Summary Comments

The Corona del Mar Branch provides the community with a great collection of materials, an inviting space, a variety of services, and programming for all ages. Our staff knows our regular patrons by name, and we provide consistent service by making sure we all know how to assist them with anything from checking out materials, downloading digital content, printing from a device, or finding the latest bestseller. This coming year I look forward to continuing to develop Branch programming and promoting library collections by implementing new readers advisory strategies.

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).



CITY OF NEWPORT BEACH

BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 8

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Approval of Site Placement for *A Novel Idea* by Craig Gray

ABSTRACT:

At its May 20, 2024 regular meeting, the Board of Library Trustees passed a motion with a vote of 4-1-0-0 to not approve the Balboa Branch Library as the site placement for *A Novel Idea*. At its June 17, 2024 regular meeting, then Board of Library Trustees Chair Paul Watkins requested a straw poll vote to reconsider the motion made at the May meeting and to bring this agenda item back at the July 15, 2024 meeting for another vote. With four trustees present, the straw poll vote passed 4-0.

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the new Balboa Branch Library as the site placement for the sculpture, *A Novel Idea*, by Craig Gray.

DISCUSSION:

A Novel Idea, by Craig Gray, is one of the works featured in Phase VII of the Newport Beach Sculpture Exhibition in Civic Center Park. Newport Beach resident Nancy Gardner has acquired the piece and is offering it on permanent loan to the City of Newport Beach. The City Arts Commission approved the permanent loan of the sculpture at its April 11, 2024 meeting. At their May 9, 2024 meeting, the City Arts Commission approved to recommend that the sculpture be placed at the new Balboa Branch Library location. City Council approved a design concept layout for the new facility at its May 14, 2024 meeting. The approved design includes a Library Entry Plaza. The City Arts Commission recommends that *A Novel Idea* be installed in the Library Entry Plaza upon construction completion of the new facility.

Staff have coordinated with the City's Public Works Department to store the sculpture during the construction project. Storing the piece, rather than temporarily siting the work, reduces costs and prevents risk of damage by decreasing the amount of times the sculpture must be disassembled, relocated, and reassembled.

Staff will present this recommendation to City Council for final approval.

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: *A Novel Idea* by Craig Gray

ATTACHMENT B: Balboa Branch Library Design Concept

ATTACHMENT A

ARTIST NAME: CRAIG GRAY

A Novel Idea

Size: 5' x 1' 4" x 1' 6"

Medium: Granite

Image:



52





CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 9

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Library Service Policy (Council Policy I-1)

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review Council Policy I-1, *Library Service Policy* and suggests no revisions be brought forth to City Council.

DISCUSSION:

Council Policy I-1 is the only City Council Policy related to the Library. The brief policy currently states, "All policies proposed to be adopted by the Board of Library Trustees should first be submitted to the City Council for review."

In practice, staff submits proposed revisions to existing Library policies and new Library policies to the City Attorney's Office prior to Board of Library Trustees approval to determine compliance with Federal, State, and local law. The City Attorney's Office provides legal advice and services to support the City Council, the City Manager and all City departments, Boards, Commissions and Committees in achieving the City Council's goals while limiting risk and costs to the taxpayers. The Board of Library Trustees, appointed by City Council, is a policy-making board responsible for the administration of City libraries. Library policies, while subject to review by the City, are made and approved by the Board of Library Trustees and implemented by staff.

The Board of Library Trustees, which is charged with administration of the Library, can suggest revising this policy as necessary and can recommend any revisions go before City Council for approval. The Board last reviewed Council Policy I-1 on July 18, 2022, with no changes suggested. Similarly, staff does not recommend revising the policy during this review.

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: Council Policy I-1, *Library Service Policy*

ATTACHMENT B: Board of Library Trustees' Council Policy I-1 Review History

LIBRARY SERVICE POLICY

All policies proposed to be adopted by the Board of Library Trustees should first be submitted to the City Council for review.

History

Adopted O-2 – 2-25-1974 (“Future Library Service”)

Amended O-2 – 11-11-1974

Amended O-2 – 11-27-1978

Amended O-2 – 2-9-1981

Adopted O-4– 3-27-1984 (“Mission Statement”)

Amended O-2 – 10-22-1990 (renaming to “Branch Service Policy”)

Amended O-4 – 10-22-1990

Amended O-2 – 2-10-1992 (incorporating O-4)

Amended O-2 by Board of Library Trustees – 8-17-1993

Amended O-2 – 1-24-1994 (changed to I-14)

Amended I-14 – 4-8-2003 (changed to I-1)

Amended I-1 – 9-27-2011

Amended I-1 – 8-8-2017

ATTACHMENT B

Board of Library Trustees Review History – Council Policy I-1, Library Service Policy

Reviewed by Board of Library Trustees – 7-20-2020; no changes suggested

Reviewed by Board of Library Trustees – 7-18-2022; no changes suggested

Reviewed by Board of Library Trustees – 7-15-2024; no changes suggested



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 10

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Melissa Hartson, Library Services Director
(949) 717-3801, mhartson@newportbeachca.gov

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Proposed Library Schedule for Winter Holidays 2024

ABSTRACT:

An adjusted schedule for this holiday period will enable the Library to provide appropriate staffing levels for public service while accommodating staff leave requests. Library usage is typically low during the winter holidays, and the adjusted schedule will have minimal impact on Library patrons.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees adopt the following proposed holiday hours:

- All locations close at 1 p.m. on Tuesday, December 24
- All locations closed on Wednesday, December 25.
- All locations close at 6 p.m. Thursday, December 26 and Monday, December 30.
- All locations close at 1 p.m. on Tuesday, December 31
- All locations closed on Wednesday, January 1.
- Normal schedule resumes on Thursday, January 2.

DISCUSSION:

As an organization that operates seven days a week at multiple locations, the Newport Beach Public Library differs from the majority of City departments, who operate Monday through Friday. For the last 15 years, the City of Newport Beach has closed certain administrative offices and programs during the work week between the Christmas and New Year's holidays with the exception of Library, Police, Fire, Utilities, Harbor, and Public Works.

In compliance with the City's MOU with employee bargaining units, the City observes a half-day holiday closure on Christmas Eve and New Year's Eve and a full-day holiday closure on Christmas Day and New Year's Day. City staff assigned to offices which close between Christmas and New Year's typically use personal leave time for the remaining non-holiday closures.

Library management recommends that all locations close at 1 p.m. on Tuesday, December 24 and Tuesday, December 31 and all day on Wednesday, December 25 and Wednesday, January 1.

Additionally, staff proposes to offer a 9 a.m. to 6 p.m. public services schedule at all locations on Thursday, December 26 and Monday, December 30. Maintaining open hours during the day and providing digital resources via the 24/7 Library eBranch provides the public with continued access to services. Typically, usage is low in the evenings during the holiday week. Normal hours will resume on Thursday, January 2, 2025. Library management expects that this schedule will have minimal impact on patrons while maintaining appropriate staffing levels and satisfying staff requests for leave.

			CENTRAL		MARINERS		BALBOA		CORONA DEL MAR	
			Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
TUE	DEC	24	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
WED	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
THU	DEC	26	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
FRI	DEC	27	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SAT	DEC	28	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SUN	DEC	29	12-5	12-5	12-5	12-5	Closed	Closed	Closed	Closed
MON	DEC	30	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
TUE	DEC	31	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
WED	JAN	1	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed

Neighboring libraries and libraries considered our peers in terms of service population and budget have the following holiday closure schedule:

Orange County Libraries:

- Anaheim Public Library - closed 12/25 and 1/1/2025
- Buena Park Library District - closed 12/24, 12/25, 12/31, 1/1/2025
- Fullerton Public Library – closed 12/24 – 1/1/2025
- Huntington Beach Public Library – closed 12/24, 12/25, 12/31, 1/1/2025
- Mission Viejo Public Library - closed 12/24, 12/25, and 1/1/2025
- Orange County Law Library – closure dates TBD
- Orange County Public Library – closed 12/25 and 1/1/2025
- Orange Public Library – closure dates TBD
- Placentia Library District - closed 12/24, 12/25, 12/31, and 1/1/2025
- Yorba Linda Public Library – closed 12/24, 12/25, 12/31, 1/1/2025

Peer Libraries:

- Carlsbad Public Library – closed 12/25 and 1/1/2025
- Cerritos Public Library – closed 12/24, 12/25, and 1/1/2025
- Mountain View Public Library – closed 12/24, 12/25, 12/26, 12/31, and 1/1/2025
- Palo Alto Public Library – closed 12/25 and 1/1/2025
- Santa Monica Public Library – closed 12/24, 12/25, and 1/1/2025

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: City of Newport Beach 2024 Employee Calendar

City of Newport Beach

2024 EMPLOYEE CALENDAR

ATTACHMENT A



 PAY DAY

 OBSERVED HOLIDAY

 PAY PERIOD ENDS

 COUNCIL MEETING

JANUARY

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

APRIL

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

JULY

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jerold D Kappel, CEO

Newport Beach Public Library Foundation

Memo

To: Library Trustees

From: Jerold D Kappel, CEO

cc:

Date: July 10, 2024

Re: Library Foundation Report

1. The Foundation presented 48 events this fiscal year, including 8 Witte Lectures, 4 Library Live, 3 Spotlight on Science, 12 Financial Workshops, 8 Medicine in Our Backyard, 9 Book Discussion Group, 2 donor events, 2 capital campaign events.
 - a. Of the public programs, 32 were free and open to the public.
 - b. Total attendance for all programs exceeded 6,000.
2. The 2025 season Witte Lectures and Library Live were announced to the Foundation members by eblast on July 3. It also included the opportunity for Foundation members to purchase a season pass for either or both Library Live and Witte Lecture Series.
 - a. As of this date, 125 season passes have been purchased for the two series.
 - b. Individual tickets for Library Live go on sale September 1. Individual tickets for Witte Lectures go on sale October 1.
3. Witte Lecturers are: journalist and New York Times columnist Bret Stephens; sports reporter and columnist Christine Brennan; homeland security expert Juliette Kayyem; and attorney and advocate for criminal justice reform, Chris Fabricant.

4. Library Live authors include: Bonnie Garmus (Lessons in Chemistry); Rosanna Xia (California Against the Sea: Visions for our Vanishing Coastline); Javier Zamora in conversation with Gustavo Arellano (Solito: Home, Identity, and the Immigrant Experience); and Viet Thanh Nguyen (A Man of Two Faces: A Memoir, A History, A Memorial and The Sympathizer.)
 - a. The Bonnie Garmus event will be held on a Friday after the Library closes and it will be on the lawn for seating of up to 500 people.
5. The video recordings of this season's Witte Lectures and Library Live are available for Foundation members for three months starting June 15. Note that the authors' contracts now stipulate that video recordings should be behind a paywall. Having the recordings available for Foundation members satisfies that restriction.
 - a. All Medicine in Our Backyard and Spotlight on Science video recordings are always available for free on the Foundation's website.
6. The Foundation has now raised \$9.2 million in gifts and gift commitments toward its \$12 million goal, which is 50% of the cost of the construction of Witte Hall. The Foundation deposited \$7.1 million into an escrow account to initiate the construction of the Hall.
 - a. The construction camera video is updated every 7-10 days and is available on the Witte Hall webpage on our website. <https://nbplf.foundation/witte-hall/>
 - b. The Foundation is underwriting the cost of the capital campaign for Witte Hall. By the end of this fiscal year, the Foundation will have spent over \$100,000 to fund the campaign.
 - c. The Kids Marketplace, proposed by Erin Grody Kingsley, a member of the Beyond Book Campaign Committee, took place on Sunday June 23 from 2-4pm. The event was held in the Friends Room and (what is left of) the Bamboo Courtyard. Children set up booths to sell crafts, snacks, and other goodies. There were ice cream and coffee vendors and a "Hawks on Hands" naturalist presentation. It was free and open to all children (accompanied by an adult). We also promoted the Summer Reading Program and kids signed up for library cards.
7. The Summer Solstice event on June 12 honoring Jene Witte, founding sponsor of the Witte Lecture Series, was very successful with over 160 in attendance. Unfortunately, Jene Witte passed the following week.
 - a. Bookmark has been delayed due to the passing of Jene Witte. There will be an "in memoriam" piece in Bookmark because we highlight the Summer Solstice
8. The July Board Meeting of the Library Foundation was on Monday June 8. The draft Y2024 financials were presented to the Board. Also at this meeting, the Board approved a revised Investment Policy.
9. The Foundation is continuing to promote legacy giving to the Foundation. The Foundation established The Elizabeth and John Stahr Legacy Society to honor those who have left an Estate Gift to the Foundation and those who have stated the intent to provide one in the future. The goal of this campaign is to build the endowment to \$5 million, assuring an annual contribution to the Library of over \$200,000.