



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, July 20, 2026 - 5:00 PM

Board of Library Trustees Members:

Lauren Kramer, Chair
Antonella Castro, Vice Chair
Dorothy Larson, Secretary
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, at 5:00 p.m. prior to Monday regular scheduled meeting 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 of Library Trustees shall nominate and elect trustees to serve as Chair, Vice Chair, and Secretary for Fiscal Year 2026-27.

V. NOTICE TO THE PUBLIC

The City provides a yellow sign-in card to assist in the preparation of the minutes. 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 silent mode.

VI. 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. The Board of Library Trustees has received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward upon invitation by the Chair.

A. Consent Calendar Items

- 1. Minutes of the June 15, 2026 Board of Library Trustees Meeting (pp. 4-9)**

[DRAFT MINUTES](#)

- 2. Patron Comments (pp. 10-12)**

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

[PATRON COMMENTS](#)

- 3. Expenditure Status Report (p. 13)**

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

[JUNE EXPENDITURES](#)

- 4. Board of Library Trustees Monitoring List (p. 14)**

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

[MONITORING LIST](#)

VII. CURRENT BUSINESS

A. Items for Review

- 5. Library Service Policy (Council Policy I-1) (pp. 15-19)**

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.

[STAFF REPORT](#)

[ATTACHMENTS A-D](#)

- 6. Proposed Library Schedule for Winter Holidays 2026 (pp. 20-22)**

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

[STAFF REPORT](#)

[ATTACHMENT A](#)

7. Acceptance of a Grant from Library Foundation of Newport Beach (pp. 23-24)

Staff recommends the Board of Library Trustees review and accept a grant from the Library Foundation of Newport Beach.

[STAFF REPORT](#)

8. Library Activities (pp. 25-34)

Monthly update of Library events, services, and statistics.

[STAFF REPORT](#)

B. Monthly Reports

10. Library Foundation Liaison Reports (pp. 35-36)

A. Library Foundation Board - Report of the most recently attended meeting.

B. Library Live Committee - Report of the most recently attended meeting.

C. Witte Lectures Committee - Report of the most recently attended meeting.

[FOUNDATION REPORT](#)

11. Foundation Literacy Liaison Report

Trustee update of the most recently attended Foundation Literacy Committee Meeting.

12. Friends of the Library Liaison Report

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

13. Board of Library Trustees Liaison Assignments

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

VIII. 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 silent mode.

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

X. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA
Meeting Minutes
Monday, June 15, 2026 – 5:00 PM

I. ROLL CALL

Chair Lauren Kramer called to order the Board of Library Trustees meeting for June 15, 2026, at 5:00 p.m.

II. ROLL CALL

Trustees Present: Chair Lauren Kramer, Vice Chair Antonella Castro, Secretary Dorothy Larson, Trustee Chase Rief

Trustees Absent: Trustee Meghan Murray (non-excused)

Staff Present: Melissa Hartson, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Library Services Manager
Andrew Kachaturian, Adult Services Coordinator
Miranda Gentry, Circulation Coordinator
Annika Hellmuth, Branch and Youth Services Coordinator
Nadia Dallstream, Corona del Mar Branch Librarian

III. PLEDGE OF ALLEGIANCE

Trustee Rief led the Pledge of Allegiance.

IV. NOTICE TO THE PUBLIC

Chair Kramer waived the Notice to the Public.

V. CONSENT CALENDAR

Administrative Support Specialist Jacome read the Consent Calendar Notice to the Public.

A. Consent Calendar Items

1. Minutes of the May 18, 2026 Board of Library Trustees Meeting

2. Patron Comments

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

3. Expenditure Status Report

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

4. Board of Library Trustees Monitoring List

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

Chair Kramer opened the items to public comment, and there was none.

Motion made by Chair Lauren Kramer, seconded by Vice Chair Castro, and carried 4-0-0-1 to approve the Consent Calendar Item Nos. 1-4.

AYES: Kramer, Castro, Larson, Rief

NOES:

ABSTENTIONS:

ABSENCES: Murray

VI. CURRENT BUSINESS

A. Items for Review

5. Corona del Mar Branch Update

Staff will present an overview of Corona del Mar Branch's activities and resources.

Corona del Mar (CdM) Branch Librarian Nadia Dallstream reported on the Branch's history and its daily patron activities, adding that it serves 12,000 residents but sees many visitors from outside its district, welcoming 81,780 patrons during the current Fiscal Year, an increase of 128% from FY 2024-25. She added that, in FY 2025-26, the reference staff answered 8,988 questions, the Youth Collection had 28,840 checkouts, and the adult collections had over 17,000 checkouts, leading to a 3.78 turnover rate. She added that the Branch's programming has also seen strong engagement, with 212 FY 2025-26 programs seeing a combined attendance of 19,340 – marking a 55% attendance increase over the past three years. She highlighted the positive impacts of the Branch's children's programming. She commended the success of the Branch's larger events, such as open houses, in making it a community hub, including its partnership with Newport Beach Fire Department Station #5. She cited examples of regular patrons who love their local library and thanked the Board for its support.

Trustee Rief commended the small-town community feel that Branch Librarian Dallstream brings to CdM, noting the decorations and holiday displays.

In response to Trustee Rief's inquiry, Branch Librarian Dallstream stated that the increased programming has led to an increase in visitors. She added that several new

patrons from Central migrated to CdM during Central's HVAC closure,, even if the check-out rate has not proportionately increased as they browse the collection.

Chair Kramer noted that she is one of the people who visits CdM, commending how friendly, interactive, and thoughtful the staff has been. She added that she liked the wrapped books, even if she did not check any out.

Secretary Larson noted that libraries are a good place for patrons to just look around, even if they are not checking out materials.

Branch Librarian Dallstream reported that staff worked hard on the wrapped books and decorations, stating that she will pass along the Board's compliments.

Secretary Larson commended the friendly CdM Branch staff who create a comfortable environment. She added that many visitors who ultimately do not check out materials can be seen reading a newspaper or magazine.

Vice Chair Castro reported that she brings her children to the CdM Branch, and they always find what they are looking for. She commended the user-friendly and accessible setup of the children's area, allowing children to be independent. She also lauded the scavenger hunts.

Chair Kramer opened the item to public comment, and there was none.

Chair Kramer received and filed the report.

6. Budget Amendments for Fiscal Year 2025-26

Staff will report on Budget Amendments for Fiscal Year 2025-26.

Library Services Manager Rebecca Lightfoot reported that the Library has received \$367,608 in donations during FY 2025-26, with most of them coming from the Friends of the Newport Beach Public Library and the Library Foundation of Newport Beach. She added that the Friends of the Library gave \$250,000 for materials and programming, along with the Balboa Branch's Opening Day Collection. She added that donations from the Foundation included new materials, contributions to the Sound Lab, new public computer chairs for the Mariners Branch, and funding for the Balboa Branch's Opening Day Collection. She reported receiving donations from the Dorothy Arens Ressel Trust and the Santiago Library System.

Library Services Manager Lightfoot reported that the Project Adult Literacy (PAL) budget was altered substantially during FY 2025-26 due to a \$22,475 donation from the Foundation and \$41,935 from a California Library Literary Services (CLLS) Grant.

In response to Trustee Rief's inquiries, Library Services Manager Lightfoot confirmed that the Santiago Library System's donation is normal and is usually used towards downloadable materials. Library Services Director Melissa Hartson clarified that the annual funds come from the California Library Services Act.

In response to Secretary Larson's inquiry, Library Services Manager Lightfoot clarified that staff asks the Foundation for things other than materials. She added that staff is happy to receive donations for other things and spend them on those items. She added that staff requested an enhancement of \$50,000 in its FY 2026-27 budget from the City for materials, confirming that it was awarded, clarifying that the \$50,000 increase is to the Library's budget from the City and is not grant funding.

Chair Kramer opened the item to public comment, and there was none.

Chair Kramer received and filed the report.

7. Acceptance of Donation from Friends of the Newport Beach Public Library

Staff recommends the Board of Library Trustees approve the acceptance of the annual donation from the Friends of the Newport Beach Public Library.

Library Services Manager Lightfoot reported that the Friends of the Library have donated \$200,000 for FY 2026-27, including \$25,000 for the Balboa Branch's Opening Day Collection, \$75,000 for general materials, and \$100,000 for programming. She noted that the increase in programming funding is related to the upcoming opening of Witte Hall.

Chair Kramer opened the item to public comment, and there was none.

Motion made by Trustee Chase Rief, seconded by Secretary Dorothy Larson, and carried 4-0-0-1 to accept the donation.

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

8. Acceptance of Donation from Library Foundation of Newport Beach

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the Library Foundation of Newport Beach.

Library Services Manager Lightfoot reported that the Foundation received a \$5,000 donation from Gretchen Stahr Breunig in memory of Elizabeth Stahr, earmarked for children's programming at all locations.

Chair Kramer opened the item to public comment, and there was none.

Motion made by Chair Lauren Kramer, seconded by Trustee Chase Rief, and carried 4-0-0-1 to accept the donation.

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

9. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Hartson reported that the ribbon cutting ceremony for Witte Hall will be held on July 9, with an open house set for the afternoon of July 11, featuring activities for all ages and ample opportunity to promote the Summer Reading Program. She added that in the evening on July 11, world champion surfer Shaun Tomson will speak about his book, with July 12 featuring a Sunday Musicales with a cello quartet. She noted that the Wheelhouse List for the Trustees in the Staff Report does not include a Third Thursday family event on July 16 at the CdM Branch with an interactive bubble exhibit.

Library Services Director Hartson reported that May is a busy month for Teen Services due to Advanced Placement testing and final exams. She added that the Charles Sword Meeting Room is activated in May as a designated place for teens to study, and the Library saw an increased attendance this year among teens.

In response to Secretary Larson's inquiry, Library Services Director Hartson confirmed that Mr. Tomson's Witte Hall speech is sold out and there is a waitlist for tickets.

Chair Kramer opened the item to public comment, and there was none.

Chair Kramer received and filed the report.

B. Monthly Reports

10. Library Foundation Liaison Report

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

Trustee Rief reported that Library Foundation Chief Executive Officer Jerold D Kappel has his standard detailed written report from the last meeting. He added that the Foundation is busy planning for the opening of Witte Hall.

11. Foundation Literacy Liaison Report

Trustee update of the most recently attended Foundation Literacy Committee Meeting.

Vice Chair Castro reported that the deadline for Hoffman Scholarship nominations has been extended to June 30, adding that the current trio of nominees is less than the typical 4-5 nominations. She added that the deadline for funds related to learning and schooling has been extended to October.

12. Friends of the Library Liaison Report

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

No report was given.

Chair Kramer opened the monthly reports to public comment, and there was none.

Chair Kramer received and filed the monthly reports.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS – THREE MINUTES PER SPEAKER

Jim Mosher noted that the minutes from the May meeting reflect his comments that the City Council was still considering FY 2026-27 budget options, and he had commented that there appeared to be no funding for the Balboa Branch. He clarified that he has since learned that, while the bookkeeping methods may be confusing, the Balboa Branch construction is funded.

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

Secretary Larson commended the Friends of the Library's bookstore staff who collected and donated books for small libraries in Northern California, and wished to commend Philip and Meredith Bettencourt for all their efforts in this endeavor.

IX. ADJOURNMENT – 5:25 P.M.

The next meeting will be on July 20, 2026.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>06/01/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>06/01/2026</u>	I returned <i>The Artist Way</i>, <i>The Cookbook</i>, and <i>Dear Debbie</i>, but they are still showing as checked out.	Thank you for contacting the library regarding your account. I do see that those items are still currently checked out on your account. I have generated a search for those three items. We will conduct 3 searches in 3 weeks at all of our locations. If found, the items will be checked in and cleared from your account. In the meantime, if you want to double-check your car, home, backpack, et cetera. An easy way to see any updates would be to monitor the status of the account online or please feel free to email me in the coming weeks for an update. Can you tell me when you returned the books and which library you returned them to? I can do a quick shelf check for those items as well. Thank you.
<u>2</u> <u>06/03/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>06/04/2026</u>	Hello! I read on your website I can apply for a library card with a fee. Am I able to do this via email? Thank you!	Thank you for contacting the Newport Beach Public Library. We do issue non-resident cards upon payment of a \$10.00 annual fee. However, the guidelines for new patrons applying for a non-resident card require presentation of identification in person in order to receive a library card. Please let me know if you have any other questions. Thank you.
<u>3</u> <u>06/05/2026</u> <u>Email</u> <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>06/05/2026</u>	I am a professional Santa in Southern California. I can provide a CV and references. Can you tell me, do you hire entertainers for children's programs? If so, can you tell me what the process is to apply to do something like that?	Thank you for reaching out and for your interest in working with the Newport Beach Public Library. The Library does engage performers for events through a Youth Program proposal review process. While we do not currently have a need for your services, we appreciate the opportunity to learn more about your work. The committee evaluates proposals based on several factors ... We will keep your information on file and review it as future programming opportunities are considered. If a suitable opportunity arises, we would be pleased to reach out. I would also be happy to review your references. Thank you again for thinking of the Library.
<u>4</u> <u>06/08/2026</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>06/08/2026</u>	Will the zine exchange program be back in Summer 2026? ... Last year I participated in the zine exchange program and had a great time! I am wondering if the program will be making a return this year?	Thank you for writing in and expressing your appreciating for the zine exchange program that we hosted last year. Unfortunately, we have been seeing less participation in the last few years and decided to take this year away from it. If we continue to receive favorable feedback, we will certainly consider adding this back in the future. In the meantime, we are offering a Teen Summer Reading Book Club and an Adult Supper Reading Wrap Party. We hope you can make it!
<u>5</u> <u>06/09/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/10/2026</u>	I was wondering if you are hiring. I have 7 years of administrative experience. Thank you.	Thank you for your interest in working at the library! All open positions are posted on the City website, which you can find here ... If you click on the Employment Opportunities link, it will take you to Government Jobs, which allows you to view open positions, read job descriptions, and start the application process. You can also sign up to be notified when new positions are posted. I hope that helps! 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
<u>6</u> <u>06/14/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/15/2026</u>	Do you accept book donations? ... I have some book collections from a passed book writer. I don't have room [for] those books so I wonder if your library accepts book donations. Please let me know. Thanks.	Thank you so much for thinking of us for your donations! The Friends of the Library handle our donations and they would be happy to have the books. There is more information on this page of the website ... You can reach out to the Friends at 949-759-9667 if you have any questions or need assistance with your donation. Thank you.
<u>7</u> <u>06/15/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/15/2026</u>	I'm trying to locate the date, time, and chosen book for the September 2026 meeting of the Newport Library's Book Club. I can only find 2025 selections online. Have the books for 2026 been chosen? Thanks.	It looks like the Library Foundation hasn't yet posted the titles for their upcoming book discussion groups. You could try reaching out to them at 949-717-3892 or signing up for their email marketing list. There is a link on their homepage to sign up ... I hope that helps! Please let me know if you have any other questions. Thank you.
<u>8</u> <u>06/15/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>06/15/2026</u>	[I] just got a text notification that the book "Questions 27 & 28 : a novel by Karen Tei Yamashita" is waiting for me to pick up, but I can't see a location. I live closest to CdM branch, so [I'm] hoping it's there. I signed in to check, and that title doesn't show up on my hold list, hmm ... Can you please clarify? And is it possible to have it brought to CdM branch? Thank you!	This hold was set to be picked up at Marina Park, but we can send it over to CdM instead for you to pick up there. Our delivery to CdM has already been completed for today, so this book will be sent with tomorrow's delivery. It will be available for you to pick up tomorrow (6/16) afternoon. Please let me know if you have any other questions.
<u>9</u> <u>06/16/2026</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>06/16/2026</u>	You have a great pre-publication notification service that I now use. How do I add an author to that list?	Glad to hear that you are enjoying the Author Alerts and want to make more use of this feature. The easiest way to get started is to search in our online catalog for an author that you are interested in. You should see an Add Author Alert button to the right of the item's jacket image. That button is available either at a browse or when you click into the title for the full details. Please note, however, that this feature is not available when viewing ebooks or downloadable audiobooks ... From there, once you click on that Add Author Alert button, you will be redirected to the Author Alerts page where you can either create an account or sign back in if you have an account. Once you are signed in, it should then be added to your list. Once you are signed in, you can also manually add author alerts by entering first and last names ... You can also review your existing alerts, authors recently added by other users, and the most popular authors added if you are you looking for inspiration. If you do use OverDrive/Libby for ebooks or downloadable audiobooks, the Libby app has a similar feature labeled Notify Me. If you have any questions on this feature, please let me know and I can provide screenshots of that process as well. Have a great day.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>10</u> <u>06/16/2026</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>06/17/2026</u>	My aunt is in her 70s in Newport Beach. She loves visiting the library. Is it possible for me to email the library with the list of a few books that she would like to pick up, if they are available, and you can set them aside ... ? She primarily uses a wheelchair but could get a ride to the library. Thank you!	We do have a variety of ways to place holds for pickup. You can place holds at any time through our online catalog or through our app. You can also email us at muniref@newportbeachca.gov to place items on hold. However, if the items are on the shelf and she is planning to come in that day, I would recommend giving us a call at 949-717-3800 and choose either the Central Library reference desk or the branch of your choice. This would ensure that we would have the holds ready by the time she arrives. Any of our branches can offer that service. If it ever becomes more difficult for your aunt to reach the library, we do have a Homebound service to Newport Beach residents where we match people up with volunteers that deliver materials to their home. This website offers more information about this service ... We also do offer a huge collection of ebooks and downloadable audiobooks that you can enjoy without even having the visit the library. This service is called OverDrive and their app is called Libby. Any of our reference librarians would be happy to help you guys get started with that if you are still visiting the library and would like some help. Best regards.
<u>11</u> <u>06/29/2026</u> <u>Email</u> <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>06/30/2026</u>	[I am] a co-founder of ... a student-led nonprofit organization based in Newport Coast dedicated to inspiring the next generation of girls in the scientific field. We're reaching out because we would love the opportunity to establish a partnership to offer free, hands-on STEM workshops for the girls in your community every week. More specifically, we are looking to collaborate with the library to promote our activities and also build connections through your community's network. It would be great if you can introduce girls from the children/teen's program to our events ... If this sounds like something that could help your community, we'd love to schedule a brief meeting or phone call to discuss in detail how we can work together ...	Thank you thinking of the Newport Beach Public Library to share your services. Unfortunately, our Display and Distribution of Materials policy prevents us from displaying non-governmental materials in our libraries ... We are, however, in the process of reviewing proposals for youth programs for the upcoming school year (September 2026 - May 2027.) We'd be happy to review and learn more about your program ... For youth program consideration, please consider the following guidelines ... We look forward to reviewing your proposal and please don't hesitate to reach out in the meantime should you have any questions.

LIBRARY EXPENDITURES
(July 2, 2026)

FY 2025-26

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2025-26 EXPENDED	AVAILABLE BUDGET	YTD 2025-26 % EXPENDED	YTD 2024-25 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,359,526	3,459,888	273,429	3,211,352	248,536	92.8%	3,030,235
SALARY PART-TIME	1,510,834	1,574,992	77,710	954,721	620,271	60.6%	884,261
BENEFITS	2,265,515	2,507,777	113,581	2,172,113	335,664	86.6%	2,230,983
SALARY & BENEFITS TOTAL	7,135,875	7,542,656	464,720	6,338,186	1,204,471	84.0%	6,145,479
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	6,488	58,988	104	58,806	182	99.7%	258,642
UTILITIES	391,004	391,004	27,223	313,014	77,990	80.1%	340,279
PROGRAMMING	2,000	6,538	2,236	6,466	72	98.9%	2,750
SUPPLIES**	53,750	56,249	4,269	50,364	5,885	89.5%	99,622
LIBRARY MATERIALS	669,740	680,995	3,283	663,660	17,335	97.5%	674,620
FACILITIES MAINTENANCE	45,802	69,926	1,931	40,864	29,062	58.4%	191,798
TRAINING AND TRAVEL	10,681	11,137	133	3,856	7,281	34.6%	4,044
GENERAL OPERATING EXPENSES***	27,274	35,544	1,598	34,436	1,108	96.9%	38,607
PERIPHERALS & SOFTWARE	4,500	4,500	430	1,778	2,722	39.5%	1,306
INTERNAL SERVICE FUNDS	1,810,801	1,810,801	150,900	1,810,801	(0)	100.0%	1,704,825
OFFICE EQUIPMENT	2,000	2,000	-	1,887	113	94.3%	1,392
MAINT & OPERATION TOTAL	3,024,040	3,127,683	192,107	2,985,934	141,749	95.5%	3,317,885
LIBRARY BUDGET TOTAL	10,159,915	10,670,339	656,828	9,324,119	1,346,220	87.4%	9,463,364

*INCLUDES OUTSIDE PRINTING

**INCLUDES OFFICE AND PROCESSING SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Policy Review (See List Below)		Ongoing
Jul 21, 2025	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 20, 2026
Jul 21, 2025	Proposed Library Closures for Winter Holidays		Jul 20, 2026
Aug 18, 2025	Adult and Reference Services Update		Aug 17, 2026
Aug 19, 2024	Information Technology Update		Aug 17, 2026
Sep 16, 2024	Literacy Program Update		Sep 21, 2026
Oct 20, 2025	Branch Update - Mariners		Oct 19, 2026
Oct 20, 2025	Youth Services Update		Oct 19, 2026
Nov 17, 2025	Review Holidays / Meeting Schedule		Nov 16, 2026
May 19, 2025	Marketing Update & Social Networking Update		Nov 16, 2026
Jan 20, 2026	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 19, 2027
Jan 20, 2026	Annual Budget - Preliminary Review		Jan 19, 2027
Feb 23, 2026	Arts & Cultural Update		Feb 16, 2027
Mar 16, 2026	Branch Update - Balboa		Mar 15, 2027
Apr 20, 2026	Library Material Selection		Apr 19, 2027
Apr 20, 2026	Media Lab Update		Apr 19, 2027
May 18, 2026	Performance Review of Library Services Director (Closed Session)		May 17, 2027
May 18, 2026	Annual Budget - Approval		May 17, 2027
Jun 15, 2026	Branch Update - Corona del Mar		Jun 21, 2027
Jun 15, 2026	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jun 21, 2027
LAST REVIEWED	POLICY REVIEW		
Jul 15, 2024	CC I-1	Library Services Policy (Council Policy I -1)	Jul 20, 2026
Sep 16, 2024	NBPL 9	Expressive Use Areas	Sep 21, 2026
Nov 18, 2024	NBPL 1	Library Use Policy	Nov 16, 2026
Nov 18, 2024	NBPL 6	Media Lab Use Policy	Nov 16, 2026
Nov 18, 2024	NBPL 7	Sound Lab Use Policy	Nov 16, 2026
Jan 21, 2025	NBPL 12	Circulation Policy	Jan 19, 2027
Jan 21, 2025	NBPL 5	Internet Use Policy	Jan 19, 2027
Jan 21, 2025	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 19, 2027
Feb 24, 2025	NBPL 8	Display and Distribution of Materials Policy	Feb 16, 2027
Jul 21, 2025	NBPL 4	Children in the Library Policy	Jun 21, 2027
Aug 18, 2025	NBPL 14	The Friends Meeting Room	Aug 16, 2027
Nov 17, 2025	NBPL 10	Laptop Borrowing Policy	Nov 15, 2027
Nov 17, 2025	NBPL 2	Collection Development Policy	Nov 15, 2027
Feb 23, 2026	NBPL 13	Study Rooms/Charles Sword Meeting Room Policy	Feb 22, 2028
Mar 16, 2026	NBPL 3	Library Gift and Donor Policy	Mar 20, 2028



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 20, 2026
Agenda Item No. 5

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."

Operationally, 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 15, 2024, 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 Review History, Council Policy I-1-original

ATTACHMENT C: Board of Library Trustees Review History, Council Policy I-1-redline

ATTACHMENT D: Board of Library Trustees Review History, Council Policy I-1-final

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

ATTACHMENT C

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

Reviewed by Board of Library Trustees – 7-20-2026; no changes suggested

ATTACHMENT D

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

Reviewed by Board of Library Trustees – 7-20-2026; no changes suggested



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 20, 2026
Agenda Item No. 6

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 2026

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 6 p.m. on Monday, December 21 through Wednesday, December 23
- All locations closed on Thursday, December 24 and Friday, December 25
- All locations close at 6 p.m. on Monday, December 28 through Wednesday, December 30
- All locations closed on Thursday, December 31 and Friday, January 1
- Regular operating hours resume on Saturday, January 2

DISCUSSION:

As an organization that operates seven days a week at multiple locations, the Library Services Department differs from most City departments located at City Hall that operate Monday through Friday. For the past 17 years, the City of Newport Beach has closed City Hall operations during the work week between the Christmas and New Year's holidays. In accordance with the City's MOU with employee bargaining units, the City observes a full-day holiday closure on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Library management recommends that all locations close on Thursday, December 24, Friday, December 25, Thursday, December 31, and Friday, January 1. Additionally, staff propose to offer a 9 a.m. to 6 p.m. public services schedule at all locations on Monday, December 21 through Wednesday, December 23 and Monday, December 28 through Wednesday, December 30. Maintaining open hours during the day and 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 weeks. Normal hours will resume on Saturday, January 2, 2027. 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
MON	DEC	21	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
TUE	DEC	22	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
WED	DEC	23	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
THU	DEC	24	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
FRI	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
SAT	DEC	26	9-6	9-6	9-6	9-6	Closed	Closed	9-6	9-6
SUN	DEC	27	12-5	12-5	12-5	12-5	Closed	Closed	Closed	Closed
MON	DEC	28	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
TUE	DEC	29	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
WED	DEC	30	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
THU	DEC	31	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
FRI	JAN	1	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed

Neighboring libraries have the following holiday closure schedule:

- Anaheim Public Library - closed 12/25 and 1/1/2027
- Buena Park Library District - closed 12/24, 12/25, 12/31, 1/1/2027
- Fullerton Public Library – closed 12/24 – 1/1/2027
- Huntington Beach Public Library – closed 12/24, 12/25, 12/31, 1/1/2027
- Irvine Public Library – closed 12/24, 12/25, 1/1/2027
- Mission Viejo Public Library - closed 12/24, 12/25, and 1/1/2027
- Orange County Public Law Library – closure dates TBD
- Orange County Public Library – closed 12/25 and 1/1/2027
- Orange Public Library – closure dates TBD
- Placentia Library District - closed 12/24 – 1/1/2027
- Yorba Linda Public Library – closed 12/24 – 1/1/2027

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 2026 Employee Calendar

2026 EMPLOYEE CALENDAR



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

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	25	26	27	28
29	30	31				

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 31	25	26	27	28	29	30

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	24	25	26	27
28	29	30				

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 30	24 31	25	26	27	28	29

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		

*1/1/2027 IS A BANK HOLIDAY - PAYCHECK WILL BE ISSUED & DEPOSITED ON 12/31/2026



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 20, 2026
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: Rebecca Lightfoot, Library Services Manager

TITLE: Acceptance of a Grant from the Library Foundation of Newport Beach

RECOMMENDATION:

Staff recommends the Board of Library Trustees review and accept a grant from the Library Foundation of Newport Beach.

DISCUSSION:

The Library Foundation of Newport Beach (Foundation) funds valuable library resources and collections. The Foundation granted \$182,500 to the Newport Beach Public Library (Library) to fund the following requests for Fiscal Year 2026-27.

- \$100,000 for space planning services and new furniture. The Library is looking to reimagine and refresh some of the public areas in the Central Library. The Library will hire a consultant to assess facility uses and provide recommendations for general layouts and furnishings. Remaining funds will support strategic replacement of furniture, some pieces of which are original to the building opening in 1994.
- \$40,000 for Stay and Play items for the Mariners Branch Children's Room. Funding will support replacement of the furnishings, and the addition of interactive wall elements to encourage tactile learning skills for our youngest patrons.
- \$30,000 for the Balboa Branch Opening Day Collection. When the newly rebuilt Balboa Branch opens to the public, it will have a brand-new collection of materials for patrons to enjoy.
- \$10,000 for new Tech Toys for adults and children. Funds for these popular collections will buy additional items to decrease hold queue wait times, replace aging items with newer versions, as well as expand offerings to include some patron suggestions.
- \$2,500 for 3rd Thursday programs at Corona del Mar Branch (CdM). Staff will utilize the funds to offer high-quality programming to enhance community engagement in 3rd Thursday events at CdM.

Staff recommends the Board of Library Trustees accept these funds. If accepted, funds will be allocated into the Library Operations accounts via a City Council budget amendment.

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 20, 2026
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: Report of June Library Activities

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Employee Service Recognition

The 66th Annual Employee Service Awards and Appreciation Luncheon was held on June 11. Branch and Youth Services Coordinator Annika Helmuth and Senior Library Clerk Liz McKibbin served on the event planning and implementation committee. This annual event recognizes the contributions of all City staff and those celebrating specific milestone years of service. Please join me in celebrating the following staff recognized at this year's luncheon.

<u>5 Years of Service</u>	<u>10 Years of Service</u>	<u>20 Years of Service</u>	<u>30 Years of Service</u>
Jasmin Avila	Nadia Dallstream	Richard Costa	Melissa Hartson
Noel Chalmers	Christopher Hennigan	Vanessa Magana	Patricia Moon
Melissa Langston	Danielle Yang	Jeremy Rodriguez	

Customer Service Training

As part of a citywide customer service initiative, all full-time Library staff attended one of several *Delivering Platinum-Level Customer Service* training sessions offered by the City Manager's Office. Key takeaways included defining platinum-level service, strengthening communication and emotional intelligence, and applying platinum principles to real situations. Part-time Library staff will attend upcoming sessions in the Fall.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Summer Reading Program Ends
Saturday, August 1
All Locations
- Library Live: Tim Grieving,
John Williams: A Composer's Life
Thursday, August 13, 7 p.m.
Witte Hall
- Concert on the Green: Symphony in the Cities
Sunday, August 9, 6 – 7:30 p.m.
Civic Center Green
- 59th Annual Newport Beach Art Exhibition
Saturday, August 15, 12 – 5 p.m.
Civic Center Community Room

WHEELHOUSE LIST FOR LIBRARY TRUSTEES (*continued*)

- Board of Library Trustees Meeting
Monday, August 17, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

Project Adult Literacy (PAL) staff officially opened the Rochelle Hoffman Educational Grant and are preparing the *In Our Own Words* book of learner essays for International Literacy Day. Part-time Department Assistant Jennifer Ruiseki resigned, and PAL is currently training a temporary Assistant while recruiting for a replacement. Roles & Goals for 2025-2026 have been completed by all learners in the program.

Facilities

The slurry seal was completed in the Loading Dock area at Central Library (Central) on Saturday, June 27. KIT Coffee has adjusted their hours and are now open 7:30 a.m. – 4 p.m. Mondays through Thursdays and from 8:30 a.m. – 4 p.m. on Fridays and Saturdays. The HVAC condensation system leaked in a staff area at Mariners Branch (Mariners). Municipal Operations came out to assess and called in a contractor to fix the issue.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

June marked the beginning of the Summer Reading Program (SRP) at the branches where colorful banners welcomed visitors and marked the start of the Library's signature summer initiative.

June activities at Mariners included strong participation in SRP events, storytimes, and LEGO Wednesdays. The Seed Library also remained highly utilized. City staff completed several technology and facility improvements, including security camera replacement, lighting updates, and self-checkout upgrades.

Balboa Branch (Balboa) remained closed for renovation. Preschool Storytimes continued at Marina Park throughout June. The typical two-week summer break was shifted to July to avoid overlapping Marina Park programming and increased seasonal traffic.

Corona del Mar Branch (CdM) also saw strong attendance at SRP events, storytimes, and children's activities. The transition of SRP programs to Thursday mornings has been popular.

Youth Services

SRP was the highlight of Youth Services in June, launching with exceptional community participation. Early registration proved highly successful, with more than one-third of participants registering during the two-week early enrollment period. By the end of June, more than 1,300 children had logged over 270,000 minutes.

In all, 1,800 readers logged over 475,000 minutes in June, nearly half the community's one-million-minute reading goal, placing the program well on pace for another successful summer.

Across all library locations, weekly children's SRP special events attracted more than 1,000 attendees. Popular programs included Wild Wonders' live animal presentations, comedy puppet shows, and a Summer Craft-O-Rama, offering fun, family-friendly experiences that attracted visitors to the Library and encouraged greater engagement with its collections, programs, and services.

Central's book club for students in grades 4 through 6 welcomed its largest attendance since launching in August 2024, including several first-time participants. The program has evolved into an increasingly participant-led community of young readers, supported by positive family feedback, returning members, and growing enthusiasm for reading.

Outreach

Summer Reading outreach expanded beyond library locations in June with an SRP banner traveling to City community sites throughout the summer. Staff also engaged residents at the Corona del Mar Scenic 5K and welcomed the Woodland Elementary Transitional Kindergarten students to Central.

Books & Badges returned in partnership with the Newport Beach Police Department, welcoming 113 participants, an increase of more than 36% over last year. Several officers joined families for an interactive storytime featuring singing, dancing, bubbles, crafts, and an opportunity to explore a police vehicle. The program fostered positive connections between children and local officers while reinforcing appreciation for their service to the community.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

After an extremely busy May, June was a relatively quiet month for Teen Services. Our most well-attended program was the last Teen Spring Finals Snack and Study on June 1, which saw teens using the second-floor Charles Sword Meeting Room as a group study area. The remainder of the Library was also full of teens studying for final exams.

The June 10 Young Adult Advisory Council meeting had limited attendance as many teens were already on summer break and vacations. The participants brainstormed on programming ideas for the next year, created artwork, suggested display books for summer months, and played some games. Librarian Danielle Yang used the opportunity to get more in-depth suggestions for the format of future meetings and received helpful feedback.

The first Teen Summer Reading Book Club session met in June. Participants answered quizzes, discussed what they had been reading, and enjoyed the snacks provided while getting comfortable in a small setting.

Adult Services

Adult Reference held a meeting on June 2, to discuss ongoing projects and areas of growth, and hold a general roundtable discussion. The largest conversation centered on artificial intelligence (AI) models and the staff's ability to share information and learning as a team to assist library patrons with expectations and concerns centered on AI. Suggestions were also made regarding some minor adjustments to our Homebound and Special Delivery services.

Staffing

There remains one vacant part-time Library Assistant position at Central.

MIRANDA GENTRY, CIRCULATION COORDINATOR

Staffing

Amy Santa Maria started at Central as a Library Page, and we currently have one candidate working with Human Resources on background and fitness checks to fill a part-time Library Clerk position, also at Central.

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).

Proquest Articles Retrieved 2025-2026

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	3021	*	*	7149	1288	1206	1705	1264	1780	1417	1885	1248	2196
Newspapers--Current	913	*	*	1000	798	641	618	460	600	471	709	495	671
Newspapers--Historical	3265	*	*	1196	1511	2419	1674	1732	1222	1350	1256	2196	1782
Magazines	47	*	*	1054	31	17	22	26	14	17	21	6	126

Database FY Comparisons	JUL 2025	AUG 2025	SEP 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	YTD 25/26
Tracked by #searches													
A to Z Databases	481	438	234	182	339	581	347	230	187	192	295	850	4356
Alexander Street	253	682	457	1123	236	574	170	49	302	779	72	34	4731
Ancestry	200	205	9	306	521	150	243	334	238	347	180	220	2953
AskART	12	17	9	13	31	11	104	41	23	68	74	38	441
Brainfuse JobNow/VetNow	107	62	25	3	4	3	**	**	**	**	**	**	204
Britannica School Edition	9	0	82	248	75	15	5	0	83	112	8	68	705
Ckbk	\$	\$	\$	\$	\$	\$	1111	888	504	244	¥	¥	2747
Exploring Race in Society	24	14	4	40	4	18	7	21	14	3	41	4	194
Gale Archives Unbound	7	4	16	17	32	29	2	3	15	4	0	2	131
Gale Directory Library	45	25	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	70
Gale in Context: Biography	1	8	14	81	13	2	23	51	47	22	6	3	271
Gale in Context: Elementary	2	0	6	6	7	2	3	2	1	14	3	3	49
Gale in Context: Environmental	0	2	0	0	0	0	0	0	0	0	0	10	12
Gale in Context: Opposing View	17	10	10	216	21	58	61	9	41	21	1	1	466
Gale Interactive: Science	0	0	0	0	0	0	0	0	0	0	0	0	0
Gale Literature Resource Center	16	17	6	116	9	3	9	22	106	64	17	38	423
Gale eBooks	52	15	15	60	172	10	12	31	68	82	22	17	556
HeritageQuest	405	325	180	90	587	173	1	109	252	81	193	74	2470
Legal Information Ref Center	64	57	22	130	59	70	129	86	42	89	76	43	867
National Geographic	12	26	20	46	24	16	33	36	10	26	58	18	325
National Geographic Kids	6	34	10	26	12	43	7	20	120	13	35	68	394
NewsBank †	1239	1166	1318	1367	978	985	1644	1261	1176	1190	1186	1175	14685
NovelList Plus	48	41	65	81	78	79	46	27	88	55	22	38	668
NovelList K-8 Plus	12	146	33	55	53	90	27	14	26	49	15	14	534
ProQuest	4466	*	*	31725	2443	2182	2685	1973	2632	2095	2872	1869	54942
Proquest eLibrary	0	33	23	4	1	1	4	0	1	1	0	1	69
Reference Solutions Business	322	609	392	412	105	319	493	169	435	266	246	163	3931
Reference Solutions Residential	12	29	14	19	25	17	8	30	12	53	22	10	251
SIRS Discoverer	4	12	53	13	1	0	0	0	0	4	0	0	87
SIRS Issues Researcher	267	659	1881	379	1	0	1	0	1	0	18	1	3208
StatsUSA (formerly State Statistics)	5	6	5	47	20	2	6	7	2	0	8	21	129
World Book Online	9	39	53	33	13	84	53	43	73	10	26	1	437
Tracked by #page views													
Artist Works	3	2	6	3	3	1	5	1	3	3	5	2	37
Consumer Reports	2475	2156	1853	1934	1981	1558	1117	1401	1537	1545	1583	2182	21322
CultureGrams	68	36	4	49	115	23	130	26	85	15	124	7	682
Morningstar	3697	7618	4826	3483	3080	3973	4356	4371	3993	3602	2929	682	46610
RealQuest	8	14	121	36	3	10	14	59	Ω	4	1	0	270
Tumblebooks	35	33	11	33	25	‡	‡	‡	‡	‡	‡	‡	137
Value Line	9891	8507	10381	11564	9057	8620	10684	9517	10608	8711	7905	7218	112663
Wall Street Journal	3393	3469	1439	4086	3856	4452	4545	3350	5341	4866	5583	5255	49635
Tracked by courses													
LinkedIn Learning	254	262	209	484	431	210	138	183	251	206	246	194	3068
Tracked by books logged													
Beanstack	7403	2832	1877	2334	1662	1097	2045	2215	1813	4630	5190	9547	42645
Tracked by Hours Used													
ABC Mouse †	127.02	130.58	81.07	97.93	125.65	109.97	107.66	73.00	81.55	75.78	84.00	77.31	1171.52
Beanstack	7738	1554	385	266	360	270	240	228	140	238	433	8110	19962
Rosetta Stone	28.82	33.70	57.47	85.32	57.01	50.27	70.66	56.08	64.76	58.87	49.07	27.83	639.86

Notes:
* Accurate date unavailable for August and September 2025. Data restored in October 2025
** Brainfuse subscription cancelled January 2026
\$ Ckbk subscription added January 2026
◇ Gale Directory Library subscription cancelled September 2025

Ω Unable to retrieve any statistics for March 2026
‡ Tumblebooks Library subscription cancelled December 2025
† Corrected values for ABC Mouse and Newsbank added.
¥ Data unavailable at the time of posting

NBPL Website Usage 2025-2026

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr'	May	Jun	Average	Total
Total Users	28317	28872	26436	36733	27126	25358	32957	30831	30505	100961	37061	43034	37349	448191
New Users	14608	15467	14189	23841	15006	13147	19502	18281	15702	21329	27926	35123	19510	234121
Sessions	47805	50528	45583	55929	43442	41915	51715	47232	48103	118400	60605	68696	56663	679953
Pageviews	122016	123728	105782	122541	103499	101665	122042	107786	115463	121591	128551	146827	118458	1421491
Sessions Per User	2	2	2	2	2	2	2	2	2	1	2	2	2	--
Pages Per Session	3	2	2	2	2	2	2	2	2	1	2	2	2	--
Avg. Session Dur. (min)	7	7	6	6	6	6	5	4	4	2	3	3	5	--
Bounce Rate (%)	64	62	63	66	64	64	66	67	65	85	71	73	67	--

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2025-2026

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ^	201	275	237	143	121	165	215	238	22	--	--	--	180	1617
CdM	391	514	540	420	292	287	317	331	472	414	407	349	394	4733
Mariners	2240	2200	2460	2340	1910	1570	1860	1610	2770	2150	2300	2310	2143	25720
Central *	14120	16200	6960	11000	12450	12190	15070	13910	15500	14730	19430	20660	14352	172220
Total	16951	19189	10197	13903	14773	14211	17462	16089	18764	17294	22137	23319	17024	204290

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2025-2026

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ^	383	278	278	291	206	248	229	236	143	--	--	--	255	2292
CdM	557	527	695	526	330	407	356	321	411	423	426	443	452	5422
Mariners	1454	1432	2038	1749	1376	1292	1211	1341	1728	1630	1661	1588	1542	18500
Central *	11130	10480	6307	8671	9493	9918	9773	9623	10984	12266	16092	14921	10805	129658
Total	13524	12717	9318	11237	11405	11865	11569	11521	13266	14319	18179	16952	12989	155872

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2025-2026

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ^	30	21	20	19	15	18	18	19	9	--	--	--	19	169
CdM	32	34	42	32	22	22	23	23	27	29	26	26	28	338
Mariners	111	109	150	135	108	100	94	102	128	122	121	111	116	1391
Central *	746	672	361	518	566	612	584	644	672	746	871	886	657	7878
Total	919	836	573	704	711	752	719	788	836	897	1018	1023	815	9776

Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2025-2026

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ^	536	1012	874	505	602	680	961	1010	160	--	--	--	704	6340
CdM	718	999	795	818	905	721	912	1030	1150	1003	977	808	903	10836
Mariners	1580	1570	1230	1370	1420	1250	1570	1230	1640	1350	1420	1490	1427	17120
Central *	1300	1580	1130	1300	1340	1260	1580	1480	1440	1230	1240	1420	1358	16300
Total	4135	5161	4030	3992	4267	3911	5023	4750	4390	3583	3637	3718	4216	50596

* Central Library Closure: 09/15/2025-10/05/2025

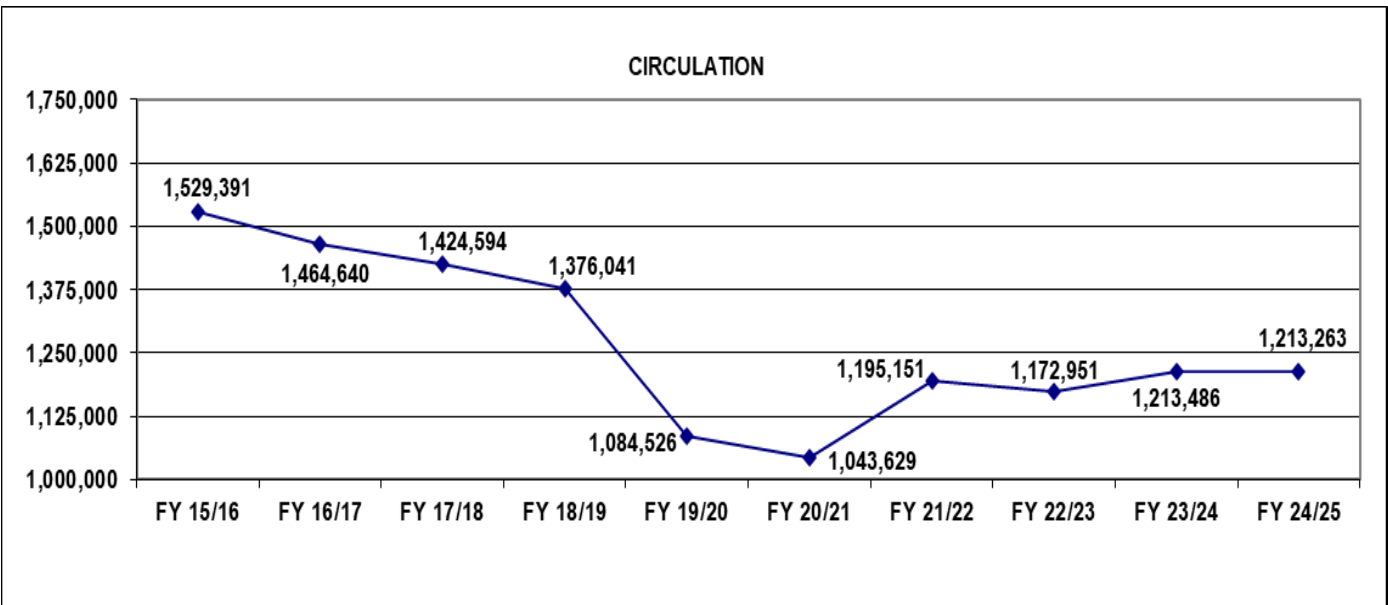
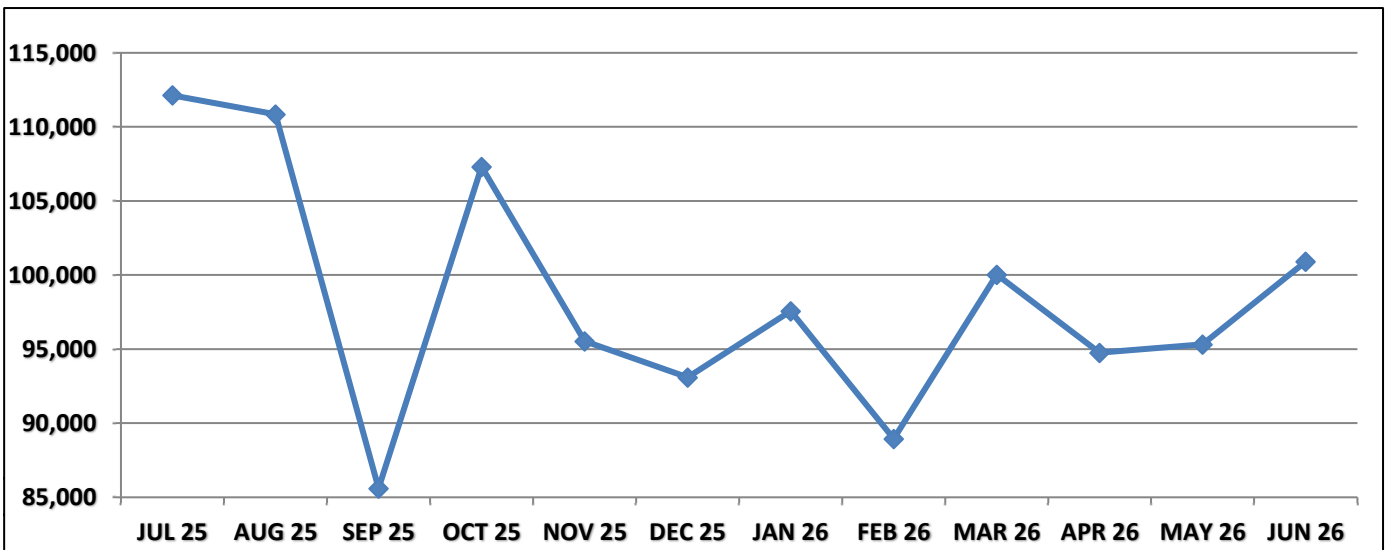
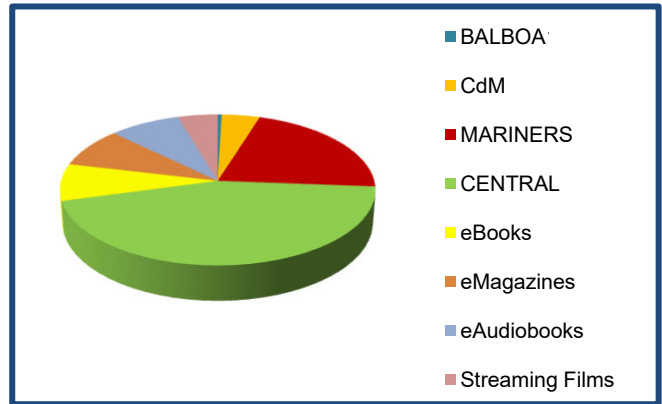
^ Balboa Branch Library Closure: 03/01/2026-06/30/2026

' Library website intermittent maintenance period

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2026

CIRCULATION

	JUN 26	YTD 25/26	YTD 24/25
BALBOA ¹	469	19,384	31,080
CdM	4,434	48,972	44,154
MARINERS	21,520	258,156	247,372
CENTRAL ²	44,972	511,612	581,226
eBooks	8,012	97,024	98,690
eMagazines	8,588	94,014	74,295
eAudiobooks	8,297	97,733	92,260
Streaming Films	4,617	55,133	44,231
TOTAL	100,909	1,182,028	1,213,308



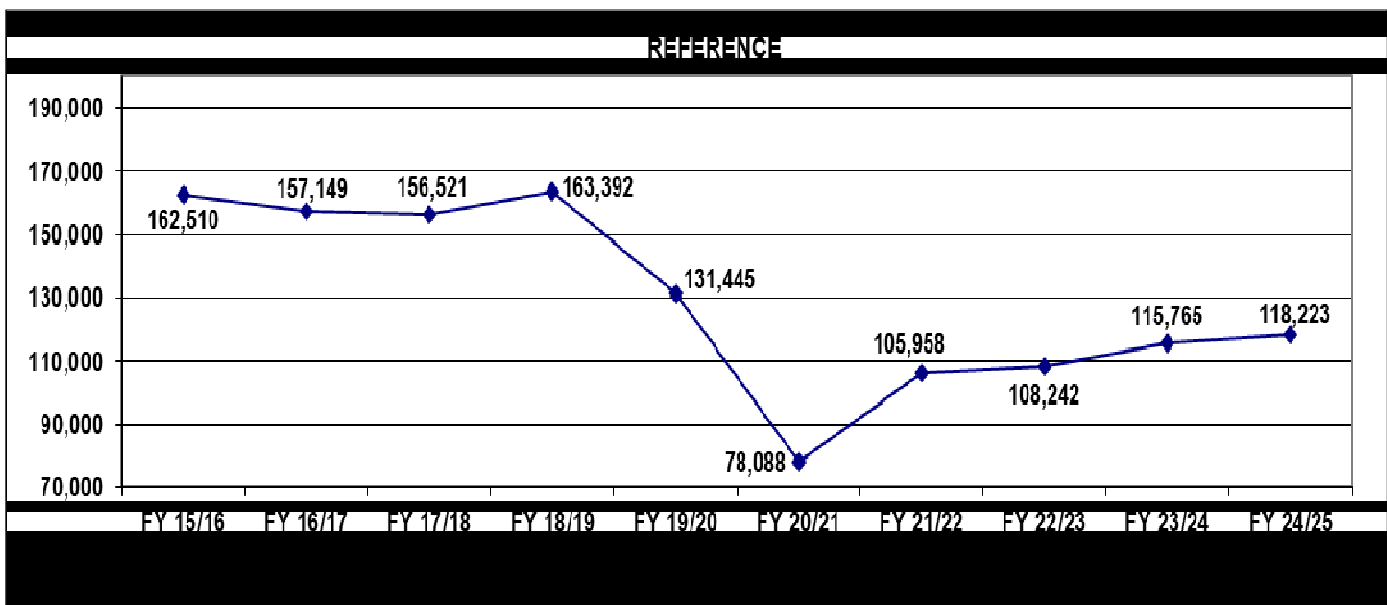
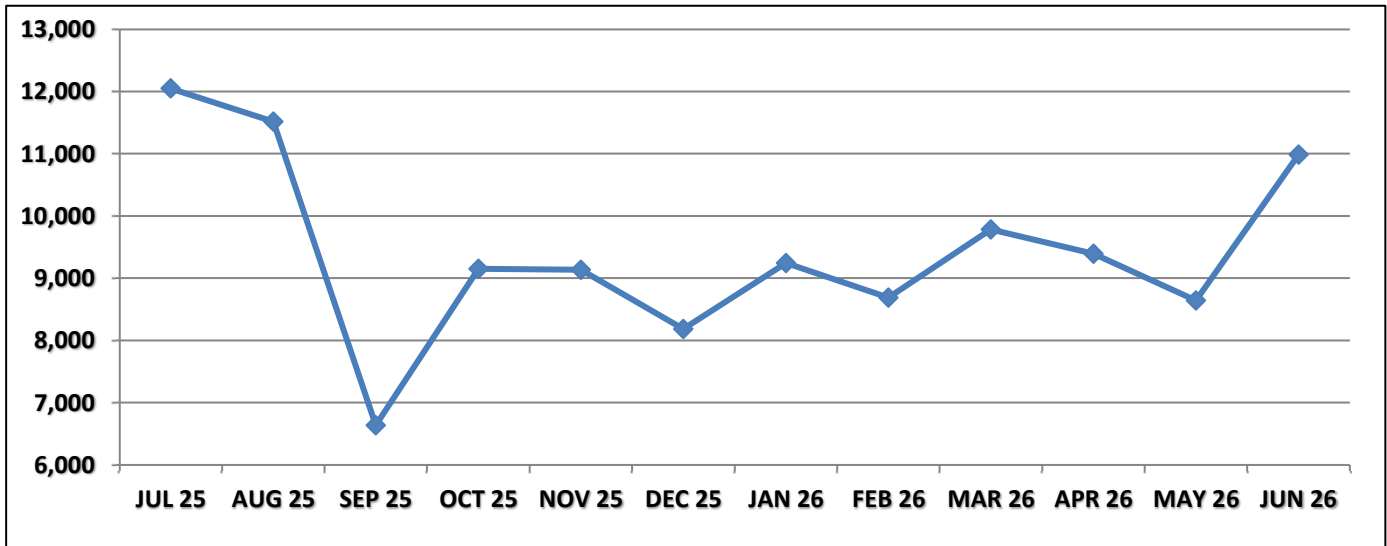
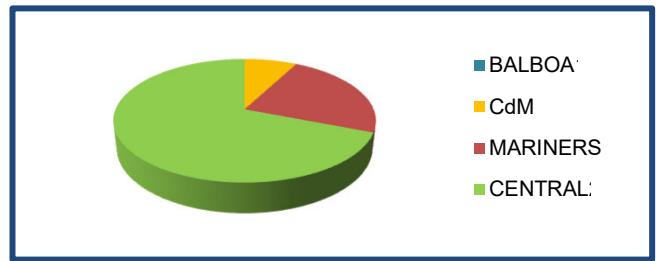
¹ Balboa: Closed 03/01/2026-06/30/2026 | ² Central: Closed 09/15/2025-10/05/2025

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2026

REFERENCE

BALBOA¹
CdM
MARINERS
CENTRAL²

JUN 26	YTD 25/26	YTD 24/25
0	3,180	4,784
850	8,912	8,840
2,548	23,579	24,423
7,591	77,738	80,176
TOTAL	113,409	118,223



¹ Balboa: Closed 03/01/2026-06/30/2026 | ² Central: Closed 09/15/2025-10/05/2025

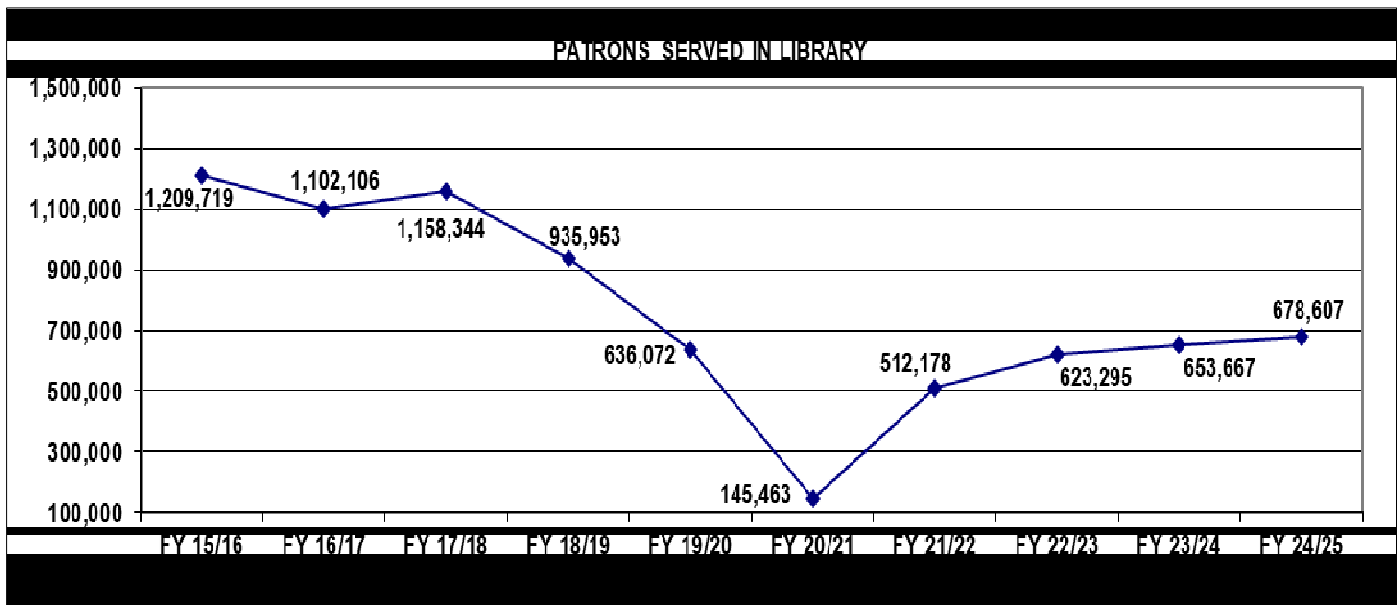
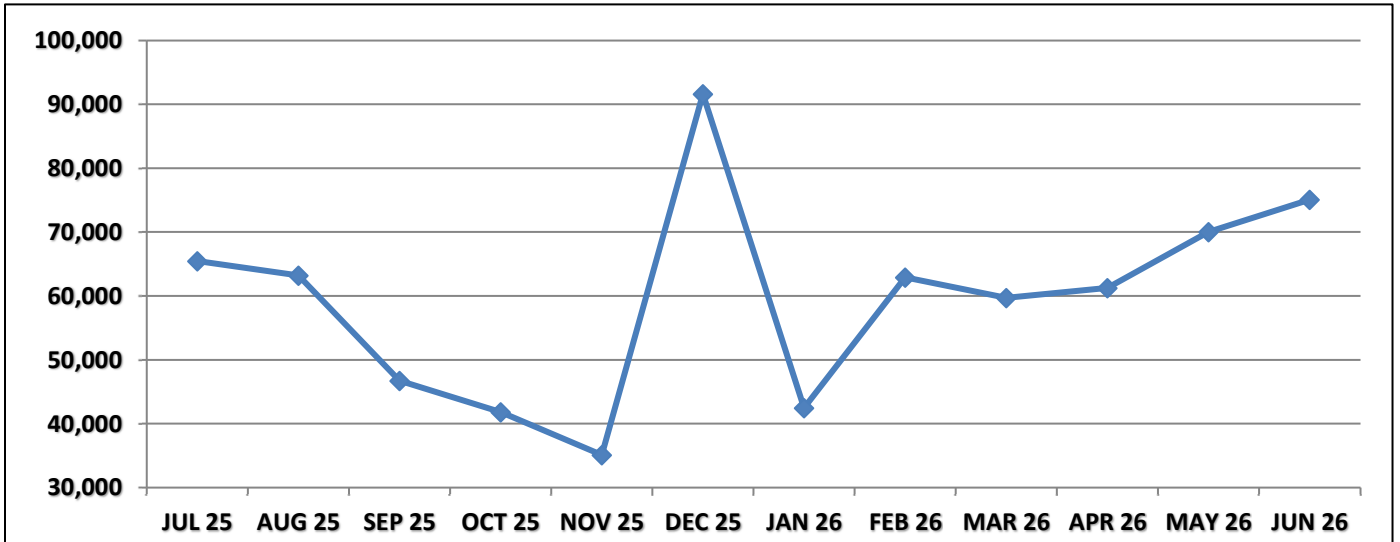
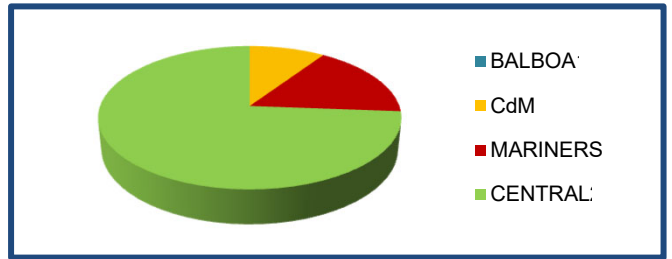
NEWPORT BEACH PUBLIC LIBRARY - JUNE 2026

PATRONS SERVED

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

JUN 26	YTD 25/26	YTD 24/25
0	15,509	25,975
7,088	82,511	45,105
12,574	154,515	148,352
55,428	462,820	459,175
75,090	715,355	678,607



¹ Balboa: Closed 03/01/2026-06/30/2026

² Central: Closed 09/15/2025-10/05/2025

2nd floor entry gate malfunction 09/26/2025-12/9/2025; monthly total for December 2025 includes backlog

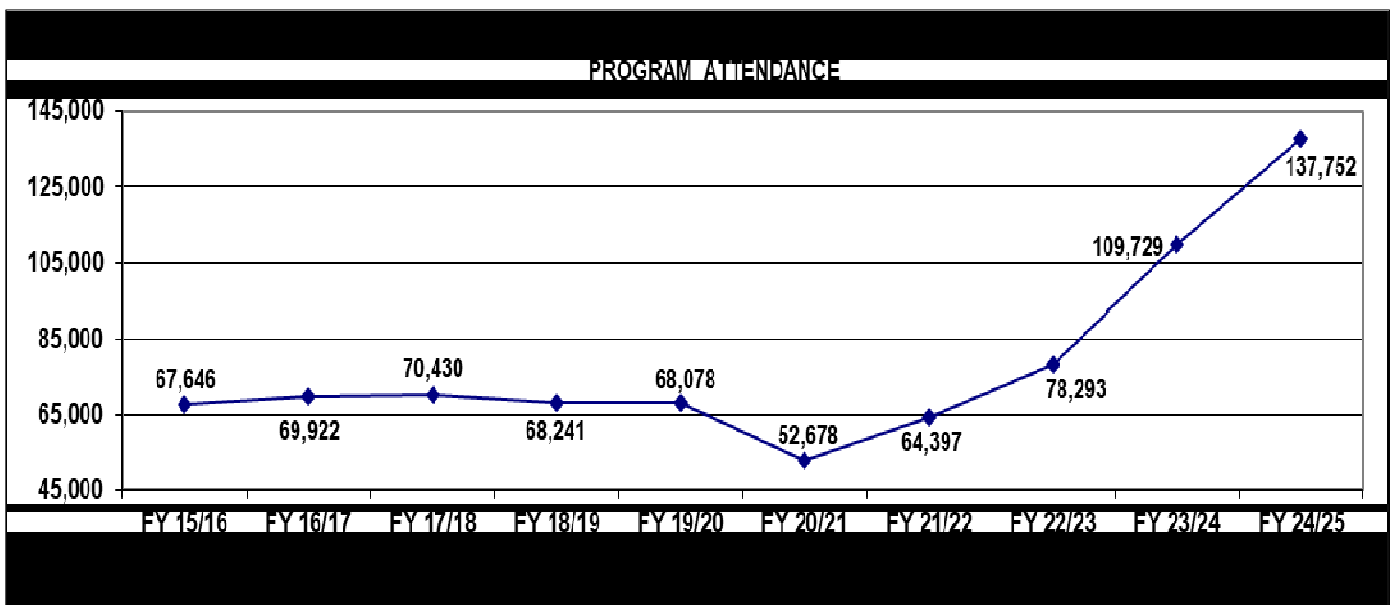
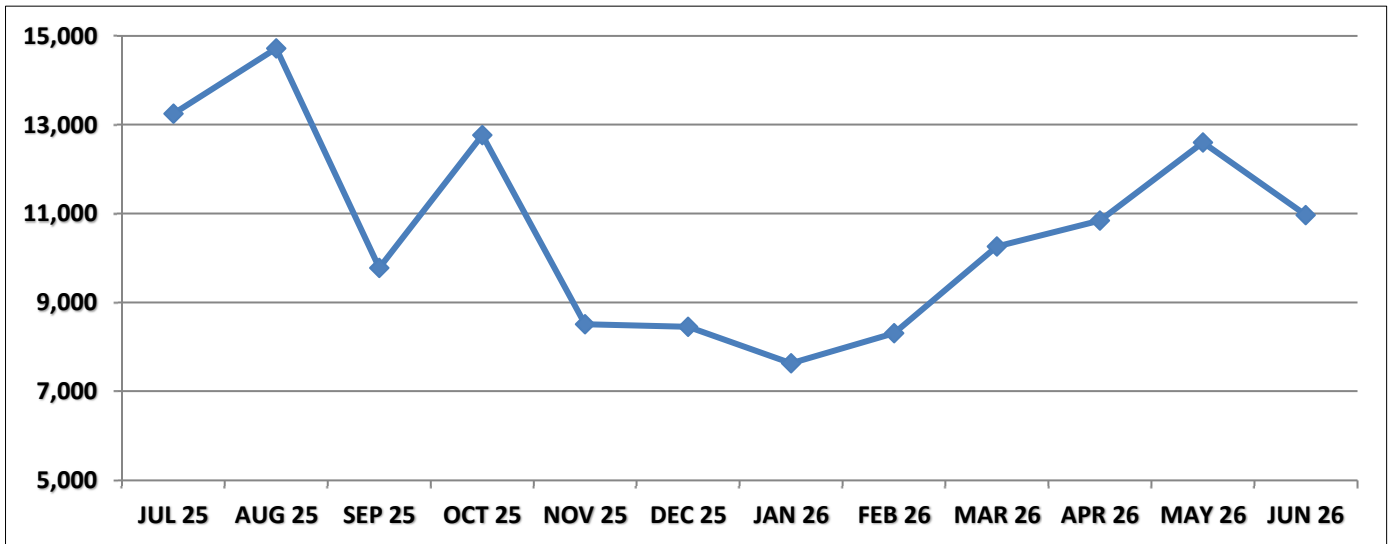
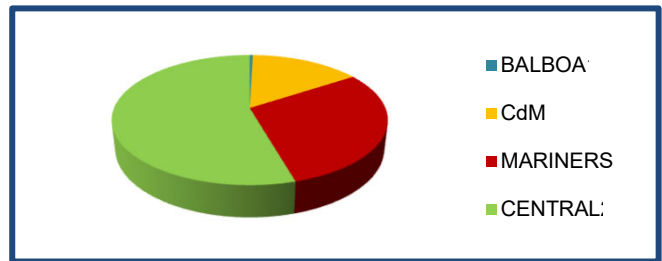
2nd floor entry gate malfunction 01/15/2026-01/31/2026; monthly total for February 2026 includes backlog

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2026

PROGRAM ATTENDANCE

BALBOA¹
CdM
MARINERS
CENTRAL²

JUN 26	YTD 25/26	YTD 24/25
46	2,698	5,697
1,686	19,077	17,470
3,260	30,048	26,063
5,973	76,229	88,522
TOTAL	10,965	128,052



¹ Balboa: Closed 03/01/2026-06/30/2026 | ² Central: Closed 09/15/2025-10/05/2025

Jerold D Kappel, CEO
The Library Foundation of Newport Beach

Memo



To: Library Trustees
From: Jerold D Kappel, CEO
Date: July 14, 2026
Re: Library Foundation Report

-
1. **Governance and Management:** The June 2026 Board Meeting was held on Monday, June 22. The meeting was held in the Central Library Friends Room. The Board approved the draft budget for FY2027.
 - a. The next meeting will be on Monday, August 24 in the Friends Room. There is no July meeting.
 - b. The Foundation's audit is scheduled. We anticipate completion in mid-September. As noted previously, the Foundation's audits and public copy of the IRS Form 990 are published on our website. The Foundation has the highest rating for transparency and accountability by the rating organizations Candid and Charity Navigator.
 2. **Witte Hall:** The Grand Opening Weekend events were very successful. Over 1,600 people attended at least one of the four events and toured Witte Hall. The four events were the City Council ribbon cutting, the Donor Grand Opening, the Library Open House and presentations in the Hall, Meet the Author, and Sunday Musicale.
 - a. The Donor Grand Opening on July 10.
 - i. Over 300 registered to attend. The reaction to the Hall and celebration was overwhelming. Invited were donors at the \$25,000 and up level, Library leadership and Trustees, City department directors, and community leaders.
 1. The technology and acoustics in the Hall are superior. This will be a very fine venue for the Musicales and other community music groups.
 - ii. The Library Foundation published a 56-page program book for the Grand Opening Weekend and inaugural Witte Hall season. It includes all Foundation and Library events scheduled as of this date in Witte Hall. 15% of the program book is dedicated to the Library and to Library events.

1. Ad and tribute ads sales were successful, especially as it is the first time the Foundation published a season program or attempted to sell ads. Most of the ads were “tribute” ads celebrating the opening of Witte Hall.
2. Over 900 Program Books were distributed over the weekend of events. The book is already being reprinted.
- iii. The Foundation secured five sponsors for the opening event: Hoag Hospital, Samuelli Foundation, Related Company, McKenna Automotive, and South Coast Plaza. Argyros Foundation also made a contribution to help underwrite the event.
- iv. Witte Hall will remain dark in order for the contractor to complete the construction, including the “punch list.” As of the date of this report, there is nothing scheduled in the Hall until the Grieving lecture on August 13.
3. **Development:** The annual Summer Solstice Celebration for new members of the Foundation was held on Wednesday, June 24. The Foundation honored Clarence and Janice Turner and Tod and Linda White. The event was held on the patio of the Community Room.
4. **Bookmark** was mailed the week of June 22. In addition to Foundation information, it also included two pages on the Library, two pages on Project Adult Literacy, and two on the cultural arts. Bookmark is now 24 pages. For the Winter/Spring edition we will include the Library annual report as well as the Foundation annual report.
 - a. Bookmark is mailed to over 1,200 donors and community leaders and another 600 are distributed through the (now) three branches and other City outlets.
5. **Foundation Endowment:** The Foundation approved the Library grant request for \$182,500 at its May Board meeting. The grant was transmitted to the Library on June 26.
6. **Programming**
 - a. The programming for the 2026-2027 season is confirmed and was announced in the June Bookmark. The Witte Lectures, Library Live, Spotlight on Science, and The Library Foundation Presents will be held in Witte Hall. All other programs—Medicine in Our Backyard, Financial Literacy, and the Book Discussion group--will continue to be held in the Friends Room.
 - i. The Foundation will present three special lectures this coming season. On August 13, the Foundation will present a special Library Live lecture as part of Newport Beach Art Week. Tim Grieving will present *John Williams: A Composer's Life*. The Newport Beach Film Festival will also promote the event.
 - ii. On November 10, under a new program name, The Library Foundation Presents, Walter Stahr will introduce his newly published biography on *William Howard Taft: A Great American Life*. This will be a free event. Another Library Foundation Presents is in the planning stage. It will be held in the Spring.
 - b. For the 2026-2027 season the Library will present three special donor events (Witte Hall Grand Opening, Library Leadership Reception, Summer Solstice Celebration), three special lectures, eight Witte Lectures (4 weekends), four Library Live author lectures, four free Spotlight on Science lectures, nine Book Discussions, 12 Financial Workshops, and eight Medicine in Our Backyard lectures. That is a total of 51 events presented by the Library Foundation, 34 of which are free events open to the public.