

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.