



**CITY OF NEWPORT BEACH
BOARD OF LIBRARY TRUSTEES CLOSED SESSION
5:00 P.M. / REGULAR MEETING 5:45 P.M. AGENDA**

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

Monday, July 21, 2025 - 5:00 PM

Board of Library Trustees Members:

**Chase Rief, Chair
Antonella Castro, Vice Chair
Dorothy Larson, Secretary
Lauren Kramer, Trustee
Meghan Murray, 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 20, at 5:00 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. ROLL CALL - 5:00 P.M.

II. PUBLIC COMMENTS

Public comments are invited on agenda items. 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 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.

III. CLOSED SESSION

- 1. Discuss the Library Services Director's Appointment, Employment and Evaluation of Performance (Government Code § 54957).**

IV. RECESS

V. RECONVENE AT 5:45 P.M. FOR REGULAR MEETING

VI. ROLL CALL

VII. CLOSED SESSION REPORT

VIII. PLEDGE OF ALLEGIANCE

IX. ELECTION OF OFFICERS

The Board of Library Trustees shall nominate and elect trustees to serve as Chair, Vice Chair, and Secretary for Fiscal Year 2025-26.

X. CHAIR'S WELCOME

XI. 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.

XII. 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

- 2. Minutes of the May 19, 2025 Board of Library Trustees Meeting (pp. 5-10)**

[DRAFT OF MINUTES](#)

- 3. Patron Comments (pp. 11-16)**

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

[PATRON COMMENTS](#)

- 4. Expenditure Status Report (pp. 17-19)**

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

[EXPENDITURES](#)

5. Board of Library Trustees Monitoring List (p. 20)

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

[MONITORING LIST](#)

XIII. CURRENT BUSINESS

A. Items for Review

6. Corona del Mar Branch Update (pp. 21-26)

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

[STAFF REPORT](#)

7. Budget Amendments for Fiscal Year 2024-25 (pp. 27-29)

Staff will report on Budget Amendments for Fiscal Year 2024-25.

[STAFF REPORT](#)

[ATTACHMENT A](#)

8. Children in the Library Policy (NBPL 4) (pp. 30-36)

Staff requests that the Board of Library Trustees review and approve amendments to Library Policy NBPL 4, *Children in the Library*.

[STAFF REPORT](#)

[ATTACHMENTS A-C](#)

9. Proposed Library Schedule for Winter Holidays 2025 (pp. 37-40)

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

[STAFF REPORT](#)

[ATTACHMENT A](#)

10. Acceptance of Donation from Friends of the Newport Beach Library (pp. 41-42)

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

[STAFF REPORT](#)

11. Acceptance of Donation (p. 43)

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the Dorothy Ares Ressel Trust to enhance the Library's Materials Collection.

[STAFF REPORT](#)

12. Library Activities (pp. 44-63)

Monthly update of library events, services, and statistics.

[LIBRARY ACTIVITIES](#)

B. Monthly Reports

13. Library Foundation Liaison Report

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

14. Foundation Literacy Liaison Report

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

15. Friends of the Library Liaison Report

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

16. Board of Library Trustees Liaison Assignments

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

XIV. 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.

XV. 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

XVI. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA
Meeting Minutes
Monday, May 19, 2025 – 5:45 PM

I. CALL TO ORDER

Chair Chase Rief called to order the Board of Library Trustees meeting for May 19, 2025, at 5:47 p.m.

II. PUBLIC COMMENTS

III. CLOSED SESSION

1. Discuss the Library Services Director's Appointment, Employment, and Evaluation of Performance (Government Code § 54957).

The Closed Session was postponed to a future meeting.

IV. RECESS

V. RECONVENE AT 5:45 P.M. FOR REGULAR MEETING

VI. ROLL CALL

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

Trustees Absent: None

Staff Present: Rebecca Lightfoot, Library Services Manager
Andrew Kachaturian, Adult Services Coordinator
Annika Helmuth, Branch and Youth Services Coordinator
Camille Escareal-Garcia, Cultural Arts Assistant
Maria Nicklin, Library Marketing Specialist

Staff Absent: Melissa Hartson, Library Services Director
Francine Jacome, Administrative Support Specialist

VII. CLOSED SESSION REPORT

None

VIII. PLEDGE OF ALLEGIANCE

Secretary Dorothy Larson led the Pledge of Allegiance.

IX. **CHAIR'S WELCOME**

None

X. **NOTICE TO THE PUBLIC** - Waived

XI. **CONSENT CALENDAR**

Cultural Arts Assistant Camille Escareal-Garcia read the Consent Calendar Notice to the public.

A. **Consent Calendar Items**

2. **Minutes of the April 21, 2025 Board of Library Trustees Meeting**

3. **Patron Comments**

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

4. **Expenditure Status Report**

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

5. **Board of Library Trustees Monitoring List**

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

Chair Rief opened the item to public comments, there were none.

Motion made by Trustee Lauren Kramer, seconded by Secretary Dorothy Larson, and carried 5-0-0-0 to approve the Consent Calendar Item Nos. 1-4.

AYES: Rief, Castro, Larson, Kramer, Murray

NOES:

ABSTENTIONS:

ABSENCES:

XII. **CURRENT BUSINESS**

A. **Items for Review**

6. **Fiscal Year 2025-26 Library Services Budget**

Staff requests the Board of Library Trustees review and approve the Fiscal Year 2025-26 operating budget for the Library.

Library Services Manager Lightfoot reported the Fiscal Year 2025-26 budget is not much different than what the Board saw earlier in the year. She added the City thinks there is more research needed on potentially reclassifying a Librarian III position to a paraprofessional and as such it is not reflected in this budget. She added the City Manager did approve two part-time Library Clerk positions and additional funds for the Sculpture Exhibition, both of which will be presented to the City Council.

Library Services Manager Lightfoot reported the FY 2025-26 budget is smaller than FY 2024-25 due to facilities maintenance and janitorial services being taken over by the Public Works Department. She added this decrease is listed in a combination of the professional services, supplies, and facility maintenance portions of the budget.

Trustee Kramer reported she served on the Ad Hoc Committee to look at the budget and expressed her appreciation for staff's work and support of the result.

In response to Vice Chair Castro's inquiries, Library Services Manager Lightfoot clarified a paraprofessional position is meant for someone who does not have a master's degree. She confirmed any level of Librarian position requires a master's degree.

In response to Secretary Larson's inquiries, Library Services Manager Lightfoot confirmed the library materials budget is unchanged. She confirmed there will be an opportunity to request funds in FY 2026-27 to help cover expenses of reopening the Balboa Branch following its 18-month reconstruction, including general materials.

In response to Chair Rief's inquiry, Library Services Manager Lightfoot confirmed this is not a receive and file item but rather one requiring a motion.

Motion made by Trustee Lauren Kramer, seconded by Secretary Dorothy Larson, and carried 5-0-0-0 to approve the Fiscal Year 2025-26 Library Services Budget.

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

7. Marketing and Social Networking Update

Staff will provide the annual briefing on Library marketing and social media activities.

Marketing Specialist Maria Nicklin reported on how she ensures the Library's goals are reflected in all of her promotional work, including increasing awareness of the Library, filling its programming, reaching new audiences, and continuing to build a consistent Library brand.

Marketing Specialist Nicklin cited the screening of *The [M] Factor* documentary as an example of successful promotion for a Library event, leading to the need for a waiting list within 48 hours of the initial announcement for an event that ultimately saw a room full of people where many were attending a Newport Beach Public Library event for the first time.

She noted the turnout was strongest among women between 40-60 years of age. She reported many of the same tactics led to a successful book signing for local author Sophie Stava with an overflow crowd lingering an hour after the event's official closing time.

Chair Rief commented that the success of programs like this could lead them to need a larger facility to host Library programming.

Marketing Specialist Nicklin reported social media numbers are increasing and will look to grow in the coming months by using promotions and targeted advertising. She noted how Find Your Next Great Read has driven additional traffic to the Library's website and increased social media usage through its recommendation program. She reported on the success of Fire Station Storytime and further growing attendance at an already-popular event. She added marketing efforts were increased around the annual butterfly release event, seeing positive results both before and after the event through an additional 100 social media followers within 48 hours. She lauded the Storytellers workshops.

Marketing Specialist Nicklin reported the Library's opening rate on marketing emails has increased from 15% in 2020 to 52% in 2025 through deliberate focus on components such as the subject line. She stated this is a sign the Library is sending out relevant and important information to its email list. She added the open rate for children's programming emails is up to 70%. She reported on the growing number of email list subscribers, now eclipsing 31,000 for general information and another 6,000 for children's-specific information. She reported the Library's Facebook following has grown from 1,250 in 2021 to over 4,000 today.

Marketing Specialist Nicklin reported on the efforts to build a polished, credible, and modern brand identity for the Library with all of its printed and digital promotional materials. She added, since her hire in 2020, she has taken most of the promotional photographs herself to help foster brand integrity. She reported her next steps will include continuing this successful work from the past year with an eye on events aiming to fill the new and larger Witte Hall.

Chair Rief lauded the 400% increase in Fire Station Storytime attendees since 2021, crediting the enhanced marketing and promotion for the regular events. He also noted an increase in attendance for the annual butterfly release event which included two sites this year for the first time. He commended having a 52% email open rate while also growing the audience, noting 52% is above industry standards.

In response to Vice Chair Castro's inquiries, Marketing Specialist Nicklin reported many entries on the email list only list the recipient's name and email address and not their physical address. She added some could be cross referenced with the Library Card holder's database to determine their residential location but noted the form to sign up for the emails only requests an email address and not a mailing address. She agreed having this information could be helpful in promoting targeted events for Newport Beach residents only. She added they can target more focused groups through social media and there is potential to capture more information. She added email addresses are captured in many ways ranging from event attendance, Library Card applications, direct mailed postcards, Library website visitors, and others. She reported Library staff does not force email list membership on people, adding enrollment is always optional, even while signing up for a Library Card.

Secretary Larson encouraged Marketing Specialist Nicklin to use her abilities to encourage attendance for events at the new lecture hall and added the space can become a wonderful amenity for residents.

Chair Rief added social media could also promote the Seed Library by encouraging residents to send in the results of their planting to share on Instagram and other social media channels.

Chair Rief received and filed the report.

8. Library Activities

Monthly update of library events, services, and statistics.

Library Services Manager Lightfoot noted the recent passing of Elizabeth Stahr who was an integral figure in the creation of the Central Library and a long-time supporter of the Library. She reported on a closure for Memorial Day, the Friends of the Library's used book sale on June 6-7, and the start of the Summer Reading Program on June 7.

Chair Rief opened the item to public comments, there were none.

Chair Rief received and filed the report.

B. Monthly Reports

9. Library Foundation Liaison Report

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

Secretary Larson reported the Library Foundation's May 12 meeting featured planning for Balboa Branch's reconstruction and the June 18 Summer Solstice event. She reported the Foundation's recent programming has been sold out, including a recent Spotlight on Science event which overflowed its space.

Chair Rief reported he also attended the meeting, and the organization announced it will be changing its name to the Library Foundation of Newport Beach.

10. Foundation Literacy Liaison Report

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

Vice Chair Castro reported the group received a \$22,475 grant from the Library Foundation. She reported efforts will be made to publish the written works of the learners as a vehicle to highlight the program and its results.

11. Friends of the Library Liaison Report

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

Trustee Meghan Murray reported she was unable to attend the last meeting but stated the group is gearing up for its June book sale.

Chair Rief opened the items to public comments, there were none.

Chair Rief received and filed the monthly reports.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS – THREE MINUTES PER SPEAKER
None

XIV. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION ACTION OR REPORT (NON-DISCUSSION ITEM)
None

XV. ADJOURNMENT – 6:15 P.M.
The next meeting will be June 16, 2025.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
1 <u>05/06/2025</u> <u>Phone & Email</u> <u>Allison Sarnowski</u> <u>Administrative Support Technician</u> <u>05/06/2025</u>	Thanks so much for sharing this information about the Expressive Use areas. I see that we need to report to the Library Services Director prior to use. How far in advance do we need to check in with them, and is this best to do in person or via email before arriving?	You will need to visit the Library Administration Office in person on the actual day right before you plan to set up. Thanks!
2 <u>05/07/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>05/07/2025</u>	I was wondering if you are checking out California State Park Parking passes? If so which branches have them available for checkout?	Yes, we are checking out the California State Park Passes here at the Newport Beach Public Library. All of our branches have a stock of these, though they are quite popular. You can check the catalog here at any time to see which location might be best one to visit for a pass ... Thank you for checking with us.
3 <u>05/09/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>05/09/2025</u>	I am a current student at Santa Ana College in the Library Technology program. We just completed a unit on book repair, and I was wondering if your branch would be willing to allow me to observe the book repair process. It's one thing to know how to do it in theory, but quite another to see it being done in person. Thank you.	It is good to hear from you and it is interesting to hear that Santa Ana College is offering instruction in book repair. Unfortunately, our Technical Processing department does not formally repair items beyond gluing a spine together from time to time. This is a process that has dwindled in the last decade. We tend to replace items that are still recent that have become damaged as true book repair and mending is no longer as prevalent as it once was in libraries. I am sorry we cannot offer an opportunity to observe the practice here, but I have attached a list of companies in Orange County that are still classified as Book Binders in case you would like to approach one of them. Hope this helps.
4 <u>05/16/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/16/2025</u>	Hey! I'm a student from the Associated Student Body at Corona Del Mar Middle/High School. I'm contacting you guys today because earlier in the year, my committee hosted a fundraiser where students donated books from home to us. My committee and I were wondering if you would like for us to donate the books to you guys! Please let me know when is a good time to allot the books to you guys.	Thank you for thinking of us for your donations. The Friends of the Library accept donations on our behalf. You can find a list of items they accept on our website ... Here is an excerpt from that page ... I hope that helps! If you have any questions regarding the donation process, you can reach the Friends at 949-759-9667. Thank you.
5 <u>05/19/2025</u> <u>Email</u> <u>Nadia Dallstream</u> <u>Branch Librarian</u> <u>05/19/2025</u>	In 2020, "Library Adds Udemy to eBranch" (see below from NB website). I do not see and cannot find a drop down on the current website for the Udemy technology classes. Please advise ...	In 2023, the Library made the decision to stop subscribing to Udemy. We are currently subscribing to LinkedIn Learning, which offers a much wider variety of classes that we felt would appeal to a more general audience. You can find out more information about LinkedIn Learning here, under Lifelong Learning ... Thank you.
6 <u>05/20/2025</u> <u>Email</u> <u>Terry Sanchez</u> <u>Library Programs Specialist</u> <u>05/21/2025</u>	Although I haven't been able to attend the last few workshops this spring, I wanted to take a moment—on the eve of the final class—to say thank you. The experience has been incredibly valuable and deepened my understanding of storytelling in ways I'm still discovering. Recently, a number of my fiction pieces have been published, and several others made it to the final rounds of well-regarded contests—signs, I think, that my work is finding its way. This summer, I'm thrilled to be attending the Community of Writers novel workshop in Olympic Valley. I truly believe this momentum wouldn't have been possible without your generous guidance, Chris—your expertise, warmth, and your continual encouragement to write vulnerably and create characters who do the same. I'm so grateful.	Thank you so much for taking the time to write this email. It's so wonderful to hear the direct impact the writing workshops have had on your work. Congratulations on your recent successes! Feedback like yours confirms that all of the planning and efforts it takes to make it happen is well worth it. It is much appreciated. Your words describing Chris are spot on. The library is lucky to have him. Thanks again.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>7</u> <u>05/21/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/21/2025</u>	Just a quick note to say that I noticed you've got my book, <i>Perseverance, Life and Death in the Subarctic</i> , in your catalogue. Thank you so much! It is very much appreciated, and I hope it will circulate well when it arrives!	What wonderful and exciting news! We're so glad we were able to add your title. Congratulations!
<u>8</u> <u>05/21/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/22/2025</u>	Do you accept donations of books and DVD[s]? If yes when and where can I drop them[?]	Thank you for thinking of us for your donations. Yes, we do accept donations of books and DVDs. The Friends of the Library accept donations on our behalf. You can find a list of items they accept on our website ... You can drop off your donations at any of our four locations during normal business hours. I hope that helps! If you have any questions regarding the donation process, you can reach the Friends at 949-759-9667. Thank you.
<u>9</u> <u>05/21/2025</u> <u>Email</u> <u>Terry Sanchez</u> <u>Library Programs Specialist</u> <u>05/23/2025</u>	<p>I don't know who needs to hear this, but I would like to contact you regarding Chris Epting's Writer's Group, today being the last day of the latest session. I cannot recommend the Writer's Group enough. Each individual who participated brought their best offerings every time and it made for a fascinating experience both as listener and participant. From immigrant stories to fiction chapters of novels, accounts of spellbinding interactions with everyday people, to humorous takes on childhood memories, each 2 hour class was filled with surprises. After each reading Chris provided the professional and emotional scaffold to create support and make everyone feel welcome to be as honest and vulnerable as possible. He conveyed writing as a brave act, and in some ways it is. He had an uncanny way of giving insightful and thoughtful feedback that was encouraging, but also nudged us towards something better. He was always kind, respectful and a consummate diplomat when it came to tricky subjects. Folks in the group offered their ideas and I received valuable feedback each time and walked away with more than what I carried in. There are not many places that you can say that about! The time spent at the Newport Beach Public Library facility within the writing program has been invaluable. Signing up for classes made me accountable to prepare something worthy to present to the group ... I owed them that much. That deadline prompted me to gather just the right words, weave them together to cover thoughts and emotions like I have never done before. Memories came out of me from 25 years ago and beyond. I was lucky enough to start in the Memoir Writing class of 3 sessions in 2024 and that created the need to explore this form of expression further. Chris presented a clear, interesting and "doable" approach to the writing process that has left a positive effect on my writing ever since. Even if it's just for a thank you note. I do not know who to thank for making this program possible, but please know that Chris Epting is an absolute treasure. It is imperative that writing, real human interaction and creativity continue to flourish. Thanks to you as well Terry for managing the program.</p>	Thank you for taking the time to email me your feedback on the Writers Group and Storytellers. I'm very happy to know that you benefitted from them in such tangible ways. Your participation and contribution in both your writing and your feedback to others added to the success of the groups. I will pass along your feedback. We look forward to seeing you in future writing programs at NBPL!

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>10</u> <u>05/25/2025</u> <u>Email</u> <u>Terry Sanchez</u> <u>Library Programs Specialist</u> <u>05/27/2025</u>	<p>I recently completed this year's Writers Workshop with Chris Epting. I'd like to commend you, Chris and the Newport Beach Public Library for investing the time and effort to establish and sustain programs like these. As artificial intelligence and advancing technology rapidly begin to preempt local opportunities for creative interaction, the library becomes an essential force in encouraging community building and fellowship. Your diligence in managing these programs with such dedication and vision merits the gratitude of everyone who takes advantage of these opportunities. I feel grateful to live in a city that offers such high quality programs and services through an institution that vigorously promotes continuing personal development.</p>	<p>Thank you for taking the time to write this email and for your very kind words. It delights me to know that you valued participating in writers programs here. Your contributions in the class including sharing your writing and providing insights to others' work contributed to the quality of the program greatly. We look forward to seeing you in future programs at NBPL.</p>
<u>11</u> <u>05/26/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>05/27/2025</u>	<p>I might have returned a Turtle Rock Elementary library book to your library. Did you by chance find it? ...</p>	<p>I have checked with our branches and unfortunately no one has found this title returned to us. I will keep your contact information handy in case it does turn up. Thank you for checking with us.</p>
<u>12</u> <u>05/27/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/27/2025</u>	<p>How can I apply to work at this library if ... any openings [are] available[?] I have experience working in a library.</p>	<p>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.</p>
<u>13</u> <u>05/29/2025</u> <u>Email</u> <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>06/03/2025</u>	<p>I wanted to reach out and introduce myself. I am the manager for Caltech's Kerckhoff Marine Laboratory in Corona del Mar. We have been performing marine research at this facility for nearly 100 years and are currently starting to open our door to include more education and outreach opportunities. This includes field trips, science workshops, public events, etc. With the Newport Beach Public Library so close, I thought it would be worth exploring opportunities for both organizations to collaborate on various programs for the local community. If you could pass along this info to whoever would be best to speak on this I would greatly appreciate it!</p>	<p>Thank you for your interest in the Newport Beach Public Library. My name is Annika Helmuth and I am the Branch and Youth Services Coordinator for the Library. The library hosts a variety of programs that complement or enhance the Library's mission as the cultural, educational, and informational heart of Newport Beach. Library programs are free, open to the public, and held during library hours. Current youth program schedules have been established through the end of the year, however, if you are interested in hosting an afterschool program in Winter or Spring 2026, please let us know. I'd be happy to discuss general recommendations for youth program consideration. Library staff are also available to attend off-site events in an outreach capacity. During outreach events, staff share information about library services and resources, issue library cards, and can offer library giveaways. Please don't hesitate to reach out if you have any questions. We look forward to hearing from you.</p>

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>06/04/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/04/2025</u>	I hope this message finds you well. Would the Newport Beach library be interested in setting aside some time/space for a meetup of local audiophiles? The event is mostly older folks. Activities would essentially include discussing audio gear, demoing portable audio gear (headphones, earphones), [and] optionally, snacks and drinks. This is a mellow bunch interested in meeting up to discuss a hobby. I realize that this might be an odd inquiry, but I figured I may as well ask. Thanks for your time.	Depending on how many people are in your group, you might find the Sword Meeting Room serves your needs. You can reserve the room for up to 20 people up to four weeks in advance. You just need a valid Newport Beach Public Library card, which is free for all California residents, to book the room. You can read about it here on our website ... I hope that helps. Please let me know if you have any other questions. Thank you.
<u>2</u> <u>06/09/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/09/2025</u>	In 1985/1986 there was a very fancy/expensive restaurant in Newport Beach. It was down by Lido/Cannery Village. I thought it was called Ambrosia. Does anyone there remember the actual name? It was very fancy – suit and tie required for men; ladies menu had no price shown. Thank you; any help appreciated.	Yes, you are correct. Ambrosia served Newport Beach for 10 years until they moved to Costa Mesa in 1983. They filed for bankruptcy in November of 1985. I've included a newspaper article discussing the bankruptcy from the Los Angeles Times. I've also included an article from the Orange County Register that talks about Ambrosia's heyday. Thank you.
<u>3</u> <u>06/09/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/09/2025</u>	What did is your next book sale?	I spoke with one of the volunteers in the Friends Bookstore and they haven't determined a date for the next book sale yet. They are anticipating it to be the first weekend in November. As we get closer, you can check back with us or visit the Friends' page on our website ... Please let me know if you have any other questions. Thank you.
<u>4</u> <u>06/10/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/10/2025</u>	Is your facility in need of janitorial services? Exceptional Cleaners specializes in providing such services and we would be happy to offer you a free quote.	Thank you for reaching out. All our janitorial services are handled by the City. There is an RFP (Request for Proposal) process whenever the City is searching for a new vendor. There is more information on the process on the City's website ... Thank you.
<u>5</u> <u>06/13/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/13/2025</u>	Do you have book clubs? If not, do you know of some? Thank you.	Yes, our Newport Beach Public Library Foundation holds monthly book discussion groups. They don't run in the summer months, but they should resume in the Fall. Here is a link on their website, as well as contact information for their Director of Programs ... 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 <u>06/14/2025</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Director</u> <u>06/18/2025</u>	I am a rising high school senior. I am reaching out with a program idea I believe aligns with the library's mission to support learning and community connection. I would like to propose a free, open-to-the-public discussion series held in one of the library's meeting rooms. The goal of this program is to create a respectful, inclusive space where participants can engage in guided conversations around political topics—not to debate or persuade, but to better understand differing perspectives and find common ground. During times of increasing political polarization, I believe this initiative could foster empathy, critical thinking, and the opportunity to find common ground. The program would be nonpartisan, moderated, and follow structured guidelines to ensure a safe and productive environment for all attendees. I'd love the opportunity to further discuss how this might work within the library's programming guidelines and policies. Please let me know if this idea might be of interest or if I should complete a proposal form. Thank you very much for your time and consideration!	Thank you for your correspondence. I appreciate your initiative to invite the community to participate in a moderated conversation series surrounding political topics. While a program series such as this does not align with our current program offerings, I want to let you know that the Central Library has a room that may suit your purposes for you to host a group of people. The Charles Sword Meeting Room is available, free of charge, for you to reserve with your library card. To use the room, your group must be a minimum of six people and the space can accommodate up to 20. Advanced reservations are required and you may reserve the room up to four weeks in advance. You may also consider renting the Central Library's Friends Meeting Room, however due to the current construction of Witte Hall, there is limited room capacity and availability. Here is a link with more information regarding the Meeting Rooms at the Central Library. Another option that may interest you is the City's Recreation and Senior Services Department, which manages several rental facilities throughout the City. Here is a link to their Facility Rental Packet for more information ... Best regards.
7 <u>06/16/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>06/16/2025</u>	I recently checked out a book and took it with me on a trip to my girlfriend's parents' house in the SF bay area. I accidentally left the book there, and when we returned to their house a couple months later, we couldn't find the book. I apologize for this. Is there a process for reporting a book as lost? I assume there is a penalty or a fee to pay for the lost book. What should happen if I eventually do recover the lost book a few months from now (the next time we are there)? Best wishes.	I am sorry to hear that, but we do appreciate you letting us know. Ordinarily, we do recommend waiting until the book is designated as "lost" after about 40 days from the due date as the late charge would be less than a full replacement. I see it has been renewed the maximum number of times and is coming due on Wednesday. If you would like us to mark the book lost now so that you can pay for it online, please just let us know. The total price will be \$25.99. If you think there is a change it might still turn up in the next few weeks, you can certainly wait and only pay any resulting overdue charges at \$0.25 a day. It would max out at the same price to replace. Please just let us know what you would prefer. Best regards.
8 <u>06/18/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/19/2025</u>	It seems like recently (in the last few months), something in your Fortinet network settings changed so that I can no longer use a VPN on the library network. I have tested with Wireguard, NordVPN, and Tailscale. This is a very strange policy to impose, as it is a public network, and a VPN allows for additional security on public networks. It also makes it much more difficult to do any work at the library, when I need to access work or home networks. Please reconsider and revert the network settings if possible to allow VPN use at the library.	Thank you for reaching out. I do apologize for the inconvenience. I have reached out to the City's IT department for clarification regarding VPN access and I will follow up with you when I have heard back from them. Thank you.
9 <u>06/24/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>06/25/2025</u>	I am a library card holder. I believe I may have accidentally returned the book "Exploring Dinosaurs"—which I borrowed from the Newport Library—to the Tustin Library by mistake. I recently contacted the Tustin Library, and they mentioned that they had likely sent the book back to your library already. It's been two days since the due date, and I wanted to check if the book has been received on your end. I understand it might take some time to process, but I'd appreciate it if you could kindly check and let me know the status when possible. Thank you so much for your help! Best regards.	Yes, I do see the title "Exploring Dinosaurs" still checked out on your account. I have renewed this until July 16. When items are returned to surrounding library systems like the Orange County system, they get returned to a centralized location and not directly to other library systems like our library, so this may take a little time to reach us. I believe the renewal date should be plenty of time. If you continue to see this on your account in a week or two, please feel free to reach back out and we can do a bit more investigating. Thank you for letting us know and I hope you have a great day. Best regards.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>10</u> <u>06/26/2025</u> <u>Phone</u> <u>Allison Sarnowski</u> <u>Administrative Support Technician</u> <u>06/30/2025</u>	[My senior living community would like to partner with the library and sponsor programs (e.g., a senior book club) to provide information about our organization.]	Thank you for reaching out to the Newport Beach Public Library. Although we are not able to offer library event sponsorship opportunities, here is a link to our Expressive Use Area policy: https://www.newportbeachlibrary.org/about/using-the-library/library-policies/expressive-use-areas . You may want to consider using these designated spaces to share information about your organization with the public. We do not take reservations for use of the space. It is available on a first-come, first-served basis during Library hours ... Please note the following guidelines ... I hope this helps. Please let me know if you have any questions.
<u>11</u> <u>06/27/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>06/30/2025</u>	I was wondering if you have any jobs in the library in your Crean Mariners Branch or Central Library. Thank you for your time.	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.

LIBRARY EXPENDITURES

(June 2, 2025)

FY 2024-25

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2024-25 EXPENDED	AVAILABLE BUDGET	YTD 2024-25 % EXPENDED	YTD 2023-24 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,346,020	3,346,020	253,928	2,775,333	570,688	82.9%	2,716,473
SALARY PART-TIME	1,419,780	1,424,882	73,002	811,633	613,249	57.0%	791,390
BENEFITS	2,305,496	2,459,924	94,798	2,048,468	411,456	83.3%	2,033,411
SALARY & BENEFITS TOTAL	7,071,297	7,230,826	421,728	5,635,433	1,595,393	77.9%	5,541,273
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	215,453	247,111	21,773	236,369	10,742	95.7%	184,357
UTILITIES	383,009	383,009	23,304	307,673	75,337	80.3%	323,769
PROGRAMMING	2,000	3,100	605	2,664	436	85.9%	2,966
SUPPLIES**	82,800	81,500	8,483	84,745	(3,245)	104.0%	79,097
LIBRARY MATERIALS	669,740	692,767	15,537	657,400	35,367	94.9%	636,538
FACILITIES MAINTENANCE	248,450	270,681	4,187	181,586	89,095	67.1%	215,171
TRAINING AND TRAVEL	10,681	7,681	-	3,745	3,936	48.8%	9,947
GENERAL OPERATING EXPENSES***	24,202	37,076	2,935	35,967	1,109	97.0%	22,885
PERIPHERALS & SOFTWARE	5,000	4,500	-	1,306	3,194	29.0%	2,269
INTERNAL SERVICE FUNDS	1,849,173	1,704,825	282,241	1,702,928	1,896	99.9%	1,552,280
OFFICE EQUIPMENT	2,000	2,000	-	236	1,764	11.8%	379
MAINT & OPERATION TOTAL	3,492,508	3,434,249	359,066	3,214,619	219,630	93.6%	3,029,659
LIBRARY BUDGET TOTAL	10,563,804	10,665,075	780,794	8,850,052	1,815,023	83.0%	8,570,932

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

LIBRARY EXPENDITURES
(July 2, 2025)

FY 2024-25

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2024-25 EXPENDED	AVAILABLE BUDGET	YTD 2024-25 % EXPENDED	YTD 2023-24 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,346,020	3,346,020	254,903	3,030,235	315,785	90.6%	3,079,912
SALARY PART-TIME	1,419,780	1,429,541	72,628	884,261	545,280	61.9%	894,685
BENEFITS	2,305,496	2,459,924	182,515	2,230,983	228,941	90.7%	2,257,285
SALARY & BENEFITS TOTAL	7,071,297	7,235,485	510,046	6,145,479	1,090,006	84.9%	6,231,881
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	215,453	247,111	22,273	258,642	(11,531)	104.7%	202,295
UTILITIES	383,009	383,009	32,606	340,279	42,731	88.8%	359,733
PROGRAMMING	2,000	3,100	85	2,750	350	88.7%	4,268
SUPPLIES**	82,800	81,500	14,877	99,622	(18,122)	122.2%	82,731
LIBRARY MATERIALS	669,740	692,767	17,221	674,620	18,147	97.4%	643,199
FACILITIES MAINTENANCE	248,450	270,681	10,212	191,798	78,882	70.9%	224,201
TRAINING AND TRAVEL	10,681	7,681	299	4,044	3,637	52.7%	9,947
GENERAL OPERATING EXPENSES***	24,202	37,076	2,640	38,607	(1,531)	104.1%	24,592
PERIPHERALS & SOFTWARE	5,000	4,500	-	1,306	3,194	29.0%	2,647
INTERNAL SERVICE FUNDS	1,849,173	1,704,825	1,896	1,704,825	0	100.0%	1,693,396
OFFICE EQUIPMENT	2,000	2,000	1,156	1,392	608	69.6%	1,019
MAINT & OPERATION TOTAL	3,492,508	3,434,249	103,266	3,317,885	116,364	96.6%	3,248,027
LIBRARY BUDGET TOTAL	10,563,804	10,669,734	613,312	9,463,364	1,206,370	88.7%	9,479,909

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FRIENDS

FY 2024-25

(July 2, 2025)

DATE FUNDED	AMOUNT	PURPOSE	AMT EXPENDED		NOTES
				YTD	
JULY 2024		WISH LIST			
	150,000	NEW MATERIALS	116,024		IN PROGRESS
	50,000	PROGRAMMING	33,555		IN PROGRESS
TOTAL	200,000		149,579		

FOUNDATION

		AMT EXPENDED		
DATE FUNDED	AMOUNT	PURPOSE	YTD	NOTES
JULY 2024		WISH LIST		
	21,500	LIBRARY MATERIALS	12,119	IN PROGRESS
	6,000	FURNITURE	6,206	SPENDING IS COMPLETE
	15,000	HARDWARE MONITOR/PRINTER	8,578	IN PROGRESS
TOTAL	42,500		26,903	

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Policy Review (See List Below)		Ongoing
Jul 15, 2024	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 21, 2025
Jul 15, 2024	Branch Update - Corona del Mar		Jul 21, 2025
Jun 17, 2024	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jul 21, 2025
Jul 15, 2024	Proposed Library Closures for Winter Holidays		Jul 21, 2025
Aug 19, 2024	Information Technology Update		Aug 18, 2025
Aug 19, 2024	Adult and Reference Services Update		Aug 18, 2025
Sep 16, 2024	Literacy Program Update		Sep 15, 2025
Oct 21, 2024	Branch Update - Mariners		Oct 20, 2025
Oct 21, 2024	Youth Services Update		Oct 20, 2025
Nov 18, 2024	Review Holidays / Meeting Schedule		Nov 17, 2025
Jan 21, 2025	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 20, 2026
Feb 24, 2025	Annual Budget - Preliminary Review		Feb 17, 2026
Feb 24, 2025	Arts & Cultural Update		Feb 17, 2026
Mar 17, 2025	Branch Update - Balboa		Mar 16, 2026
Apr 21, 2025	Library Material Selection		Apr 20, 2026
Apr 21, 2025	Media Lab Update		Apr 20, 2026
May 19, 2025	Performance Review of Library Services Director (Closed Session)		May 18, 2026
May 19, 2025	Annual Budget - Approval		May 18, 2026
May 19, 2025	Marketing Update & Social Networking Update		May 18, 2026
LAST REVIEWED	POLICY REVIEW		
Jun 19, 2023	NBPL 4	Children in the Library Policy	Jul 21, 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
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
Mar 17, 2025	NBPL 13	Study Rooms/Charles Sword Meeting Room Policy	Mar 15, 2027



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
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: Nadia Dallstream, Corona del Mar Branch Librarian

TITLE: Corona del Mar Branch Update

RECOMMENDATION:

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

DISCUSSION:

Overview

Corona del Mar (CdM) Branch is a welcoming neighborhood library that is beloved by CdM residents. While our parking lot is not always full, it is common to see strollers, bikes, and scooters outside. Everyone is greeted warmly upon entering the Branch. Staff at CdM know their patrons by name and individual interests. Children and adults visit to pick up holds, get personalized book recommendations, and many times just to say hello to staff. Upon entering the children's area, you will often find families and friends playing and reading together. The CdM adult space has six desks, and we have regular patrons who work, study, or read the periodicals there daily. They share the space and are respectful to each other and staff and step out on the patio for calls. With Harbor View Elementary School just a few blocks away, we have upper elementary students who come in weekly to study with friends and meet up in a safe location. Even though we are approximately a mile from the Central Library, CdM feels like another time and place where everyone knows each other and feels at home.

Location

The original CdM branch was established in 1947 and located on the corner of Goldenrod and Pacific Coast Highway. In 1952, the Branch was moved to a larger location in CdM, then over 65 years ago, in 1959, 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 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 and bright design.

District

CdM primarily serves Council District 6, which includes the CdM Village, Harbor View, and West Newport Coast neighborhoods with a total population of 12,017 residents (source: American Community Survey 2020).

Services

Hours

CdM is open Monday through Saturday 9am – 6pm (closed Sundays) for a total of 54 hours per week.

Technology

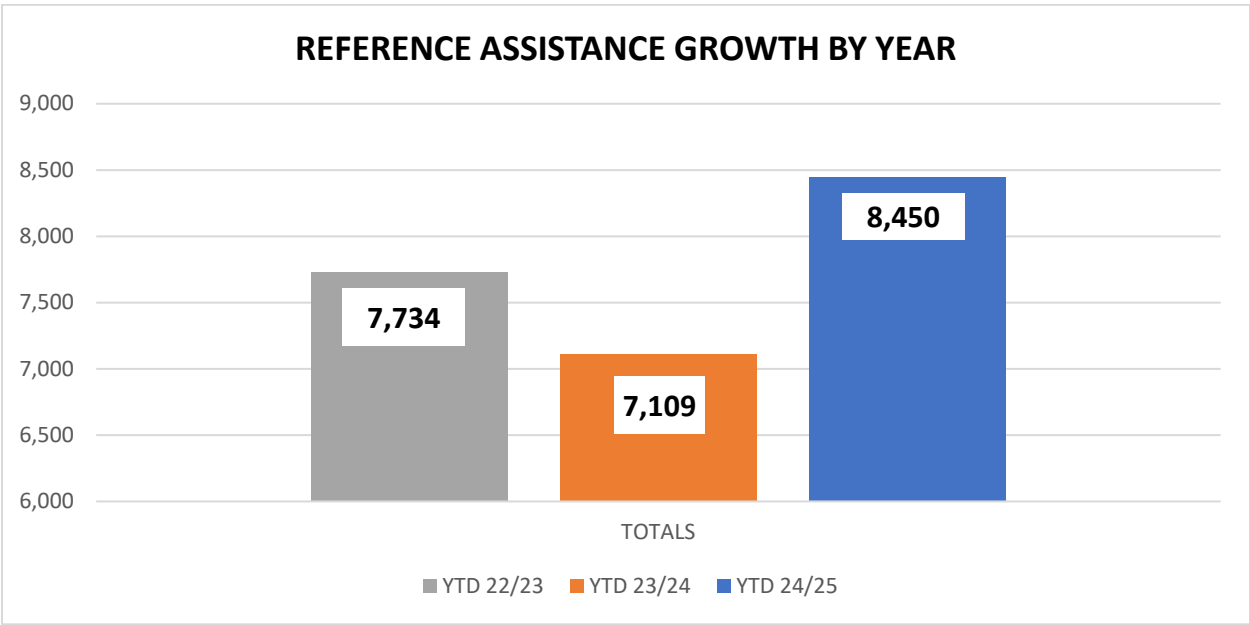
CdM has public laptops for in-library use. Printing, copying, scanning, and fax are also offered. Wi-Fi is available throughout the Branch, including on the Friends of the Library Reading Porch. The Branch has sufficient outlets available for the public including on the porch and on or by all tables and desks.

Test Proctoring

CdM is the only NBPL branch that offers test proctoring. The service had been previously offered at Balboa Branch and was transferred in July 2022 to CdM. Appointments are available during regular library hours. Our first year, we proctored 89 tests; the second year, we proctored 183 tests; and this past year we have proctored 190 tests. The demand for test proctoring has grown over 105% in three years due to the increase of online courses, and the closure of two local proctoring centers.

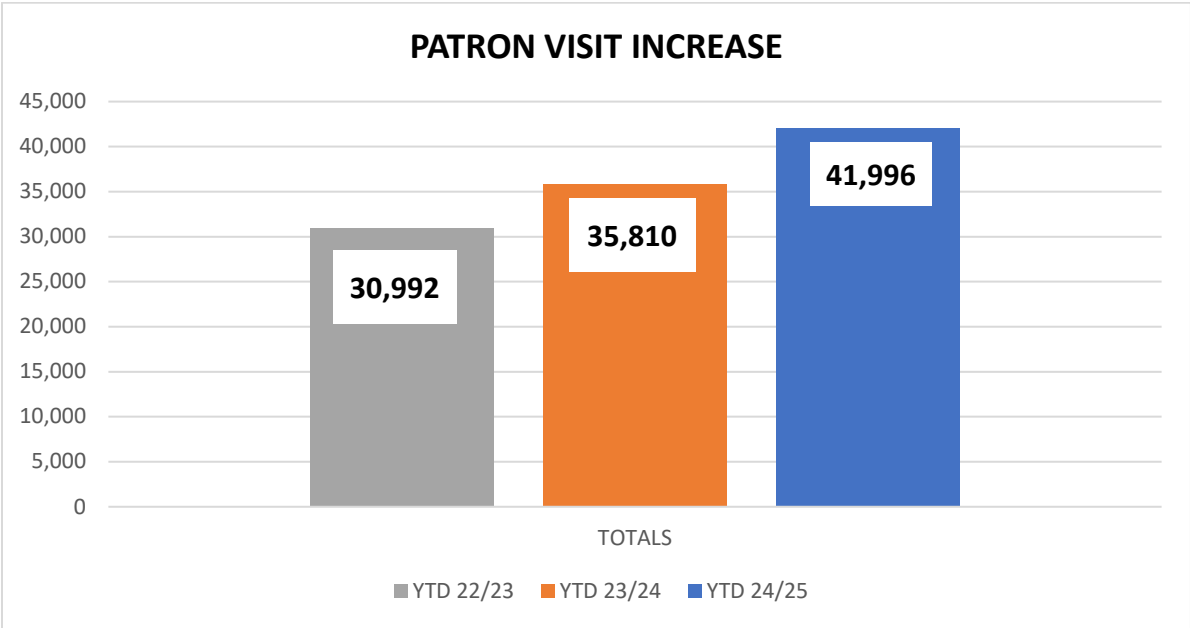
Reference Assistance

Between June 2024 and May 2025, CdM staff answered 8,450 reference questions which is an average of 25 questions per day.



Patron Visits

The CdM service area population is 12,017, but we have many patrons outside of the service area that visit this branch regularly. The number of patrons who visited CdM from June 2024 to May 2025 is 41,996, which is up 35% from 2022/2023. With increased programming and services, we have seen a steady increase in patron visits to CdM. We are also a popular meeting place for families, and this past year during school holidays we had many impromptu gatherings of classmates. We have also observed an increase in the number of teens that visit the branch on a weekly basis throughout the school year.



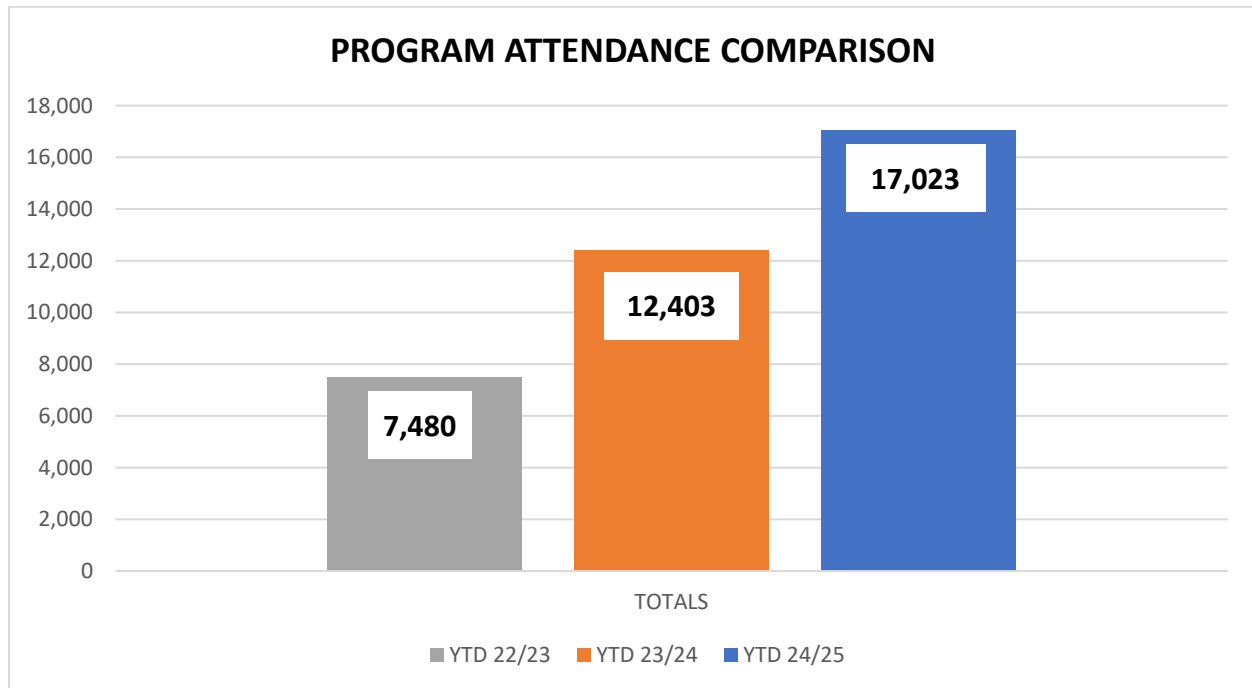
Circulation and Collections

A total of 44,726 items were checked out from CdM from June 2024 through May 2025. Our print collection checks out often, with an average turnover rate of 3.5, and many patrons enjoy supplementing their reading with the Library’s streaming services and downloadable eBooks.

CdM offers classic titles and current books, magazines, newspapers, and digital media for adults, teens, and children. There are 12,237 items in the collection. From June 2024 to June 2025, the teen collection had 427 checkouts, the adult collection had 15,770 checkouts, and the children’s collection had over 25,878 checkouts. (source: Collection HQ). The report provided by Collection HQ was only available for June to June. 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. The Read-Along books for children have been a popular addition to the collection, and they are some of our highest demand items for kids. For adults, we do our best to offer a variety of Lucky Day Books which are a special collection of bestselling titles. Lucky Day Books are only available in person and first come, first served. They check out for one week, and we have many patrons who stop in each week to pick up a new one. We have received many compliments on the variety and number of Lucky Day books that we offer.

Programs

CdM held 185 programs from June 2024 through May 2025 with a total program attendance of 17,023. Overall program attendance has increased 127% over the past three years. Many of the programs are for children, but we offer a few programs for all ages including the CdM Branch Open House, 3rd Thursdays, and the Summer Reading Program (SRP). The CdM Branch Open House is held in conjunction with the annual CdM Christmas Walk.



We offer a variety of children’s programs including weekly storytimes, monthly sensory play, daily drop-in crafts, and *Find Sisi the Snail* game. Our weekly storytimes are joyful, song-filled literary events. We have many families who have been attending for years. The *Sensory Play Program* is a very special program that offers children with new tactile experiences and provides a unique environment where adults and children are interacting with each other and their peers while developing their critical thinking, imagination, and language development skills. One of our goals is to make each visit to the Branch exciting for each child. To that end, we offer a truly *Drop-In Craft* program. Each week we add a product-focused craft that kids can make while visiting the Branch. We also provide materials for children who prefer to create their own process art project. Sisi the Snail, a plushie puppet that lives at CdM, hides in different spots throughout the children’s area. Each visit the kids are invited to search for Sisi and when they find her, they get a sticker. Both the drop-in crafts and Find Sisi the Snail make each visit an event for families.

In addition, we offer many children’s programs throughout the year. Beginning with our summer reading events last June and July. We had an animal show, desert themed crafts, and a puppet-magic show. CdM had 163 people who participated in SRP. Over the past five years, the Adult SRP has grown over 370% at CdM, from seven participants to 33 participants.

In August, we held a *Drive-In Crafts & Stories* program where families designed vehicles together and then the children participated in storytime from their plane, train, truck, or spaceship.

In September, we had a special visit from *Cabrillo Marine Aquarium* outreach staff. They provided two educational programs about tidepool animals. Our grade school attendees had so much fun sharing their knowledge of sea creatures and exploring the many specimens that the Cabrillo staff brought. The program ended with a mini live tidepool touch tank exhibit held on the Friends of the Library Reading Porch.

In October, we had the annual *Fire Station Storytime* which is always so much fun! Firefighter Matt read to our storytime participants, Branch Librarian Nadia Dallstream led the group in songs and movement, and Captain Joe Harrison provided tours to the families. At the end of the month, we celebrated Día de los Muertos with a craft program.

CdM and Fire Station 5 also worked together to provide the Newport Coast Elementary School's second grade classes with a fun field trip. The students visited the branch for a staff-led Branch Tour, storytime, and instruction on using the Library's databases, which was followed by a tour of Fire Station 5.

In December, we celebrated with our annual Open House in conjunction with the CdM Christmas Walk. Patrons enjoyed games, crafts, and refreshments. We held two Storytimes during the day, and Board of Library Trustee Vice Chair Antonella Castro, and her daughter Palomma, were guest readers during our 2 p.m. storytime. The week after the Open House, we had many patrons drop in to thank us for the event and to share how much fun they and their family members had visiting our branch.

In January, we held our annual *Stuffed Animal Sleepover*. We had 38 stuffed animals sleepover and two teen volunteers who helped take photos of our guests as they participated in coloring time, play time, storytime, and bedtime. Photos were shared via Instagram Stories and saved on the account's highlights. The evenings events had over 171 viewers.

In February, CdM's *BARK: Read to a Dog* program was on the front page of the Daily Pilot. A reporter attended our annual event and interviewed participants. The article highlighted the importance of the program and included information about all the NBPL BARK programs held throughout the year.

In March, Harbor Day first grade classes visited the branch and fire station for a Branch Tour and tour of the fire station to learn more about community helpers. Many students got their first library card and checked out books. Their visit was during our annual *I Spy* program, and they had so much fun looking for objects hidden in plain sight to complete their game sheet and earn a prize.

In April, we celebrated *National Library Week* and had several *special guest readers* including Mayor Pro Tem Lauren Kleiman, Board of Library Trustees Dorothy Larson, and Meghan Murray. We hosted a *Dinosaur Magic Show* during National Library Week which was attended by 144 people. Everyone enjoyed California Joe's magic tricks combined with comedy and dinosaur facts. He did a great job promoting reading and many kids walked out with dinosaur books in hand. We also hosted a *Family Night Event* as part of the CdM *3rd Thursday's* program. Over 100 people were in attendance and enjoyed games, crafts, and sensory play for all ages.

In May, we held our second *3rd Thursday* program. We had refreshments, crafts, and games for all ages. Library card holders were entered into a drawing for a gift card to See's Candies. The branch was part of the kids' *3rd Thursday* Scavenger Hunt, and many kids had fun hunting for our hidden item.

Outreach

CdM staff attend outreach events in the community. This past year, staff participated in three local events, which offered an opportunity to make new connections with residents and to say hello to library patrons.

On Friday, April 25, Branch Librarian Dallstream and part-time Library Assistant Christina Miramontes presented the NBPL SRP at *Newport Coast Elementary* to 480 students as well as 60 adults, including

teachers and parents. The theme *Level Up at Your Library* garnered excitement, and children were especially excited to hear about the grand prize as well as the special events throughout all eight weeks.

On May 6, Branch Librarian Dallstream and Branch and Youth Services Coordinator Annika Helmuth took part in the *Corona del Mar Residents Association Annual Meeting*. We spoke with 51 attendees who all had a connection with the Newport Beach Public Library, whether it was through use of our resources, volunteering with the Literacy program, membership with the Friends or the Foundation, or attending programs. Two residents applied and received library cards that they were excited to use right away to check out our eBooks on Libby.

On May 17, Branch Librarian Dallstream and part-time Library Clerk Kaderina Guizar participated in the *Oasis Senior Expo* where we spoke with 96 attendees and issued 16 library cards.

Personnel

Nadia Dallstream is the full-time Branch Librarian. Christina Miramontes is the part-time Library Assistant. In May, Kaderina Guizar and Lucero Tamayo joined the Branch as our part-time Library Clerks. Jensen Fahilga is our part-time Library Page and joined us in February 2025.

Facility Maintenance

CdM follows routine maintenance schedules which includes regular cleaning, landscaping service, window cleaning, HVAC maintenance, and carpet cleaning. The building is nearing its sixth year, and the only major facility project completed during this review period was the installation of a new drinking fountain/water station filter and sensor.

Summary Comments

CdM 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 our library programming and promoting our library's collections by inviting the community to help each other *Find Their Next Great Read*, which is a pilot book recommendation program set to begin soon.

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 21, 2025
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: Budget Amendments for Fiscal Year 2024-25

ABSTRACT:

The Library's City Council approved budget for Fiscal Year 2024-25 was \$10,563,804. Throughout the year, the original appropriation has increased through budget amendments due to the addition of donations and grants to the Library. These funds increased the Library's budget by \$293,682 to a total of \$10,857,486.

DISCUSSION:

The Library's Maintenance and Operations Budget is amended when we receive funds from grants, donations, and gifts. Most of the additional funding is received from the Newport Beach Public Library Foundation and the Friends of the Newport Beach Library. In this fiscal year, the Foundation added \$19,000 to fund databases, \$6,000 for a new catalog stand for the Central Library, and \$15,000 for a new portable projector and mounted screen for the Children's room. The Foundation also received a \$3,000 donation for Mariners Storytime supplies and raised \$2,500 on Giving Tuesday to help fund a new Children's Tech Toy collection. The Friends of the Library added \$200,000 to fund a wide range of materials and programming.

Another area of the Library's budget that is substantially altered from the initial budget to the year-end is in Project Adult Literacy (PAL). The initial 2024-25 budget allocation for the program was \$91,132, which covers approximately 60% of the cost to operate the Program. The balance of the funding comes from the California Library Literacy Services (CLLS) Grant and donations to PAL. The CLLS Grant for 2024-25 totaled \$46,594 and other donations to the Program from Pals4pal, the Foundation, and private individuals totaled \$9,747.97.

This year, the Library also received a \$6,541 Santiago Library System reimbursement to purchase eResource content.

The attached spreadsheet shows the accounts into which these additional funds were allocated to cover expenditures.

Note that the figures in this report do not include the annual budget for the Cultural Arts division nor do they include donated funds or encumbrances rolled over from the previous year.

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: Amended Budget FY 2024-25

ATTACHMENT A

FY 2024-25 Amended Budget

FUND	SOURCE OF DONATION	ORIGINAL GENERAL FUND APPROPRIATION	AMOUNT ADDED	REVISED BUDGET
LIBRARY MATERIALS		669,740		
	Foundation		21,500	
	Friends		150,000	
	SLS Grant		6,541	
	Private Donations		300	
	Total			848,081
LIBRARY PROGRAMMING		2,000		
	Foundation		3,000	
	Friends		50,000	
	Total			55,000
LIBRARY FURNISHINGS		0		
	Foundation		6,000	
	Total			6,000
LITERACY P/T SALARIES*		62,349		
	CLLS Grant		44,518	
	Total			106,867
LITERACY P/T BENEFITS		1,843		
	CLLS Grant		2,076	
	Total			3,919
LITERACY PROGRAMMING		0		
	Pals4Pal		500	
	Private Donation		600	
	Total			1,100
LITERACY MATERIALS		0		
	Pals4Pal		248	
	Private Donation		200	
	Total			448
LITERACY ADVERTISING		0		
	Foundation		8,000	
	Total			8,000
LITERACY OFFICE SUPPLIES		0		
	Private Donation		200	
	Total			200
TOTAL		735,932	293,683	1,029,615

*Please note that grant funds may not be used for certain salary costs, and therefore those budget lines are not reported on this sheet and do not reflect the total amount of salaries allocated to Literacy.



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
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: Annika Helmuth, Branch and Youth Services Coordinator

TITLE: Children in the Library Policy (NBPL 4)

RECOMMENDATION:

Staff requests that the Board of Library Trustees review and approve amendments to Library Policy NBPL 4, *Children in the Library Policy*.

DISCUSSION:

Library Policy NBPL 4, *Children in the Library Policy* (Policy) outlines appropriate behavior for both staff and patrons within the children's areas of the libraries as well as expectations for children's conduct throughout all library spaces. The Board of Library Trustees last reviewed the Policy in June 2023, and Library staff believe the Policy, as amended in June 2023, continues to serve as an effective guide for delivering children's services to the community. Staff recommends minor changes to the Policy for improved clarity, organization, and reduced redundancy. The revisions also provide further guidance on children's programming expectations as well as defines "unattended."

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: NBPL 4, *Children in the Library* (original)
ATTACHMENT B: NBPL 4, *Children in the Library* (red-lined)
ATTACHMENT C: NBPL 4, *Children in the Library* (final)

Children in the Library Policy

The Newport Beach Public Library welcomes children of all ages to use Library resources and attend programs, and caregivers to bring children to the Library whenever possible. This policy is intended to promote safety for children who use the Library and enjoyment by all Library patrons. Library staff are trained to help children enjoy the Library and the materials it offers. However, parents should be aware that the Library is a public building open to all individuals. Parents, guardians, and caregivers are solely responsible for the behavior, safety, and supervision of their children at all times while children are in the Library or on Library premises. In addition, parents, guardians, and adult caregivers are responsible for the Library materials reviewed by or exposed to the children under their care. All children must adhere to the Library's standards of conduct and acceptable behavior as stated in the Library Use Policy (NBPL 1).

For purposes of this policy, "children" are any patrons under the age of eighteen, and the term "disruptive behavior" refers to the creation of loud and unreasonable noise, running, jumping, climbing, fighting, or other behavior that could interfere with the rights or safety of other patrons.

In order to maintain a safe atmosphere where reading, studying, and programming are encouraged, the Newport Beach Public Library has adopted the following policy:

1. **CHILDREN UNDER THE AGE OF TWELVE:** Children under the age of twelve may not be left unattended in the Library for any reason. If it comes to the attention of Library staff that a child under the age of twelve has been left unattended, staff shall make a reasonable effort to locate the caregiver in the Library or by phone. If the caregiver cannot be located, the police may be called to escort the child to a safe location until parents can be reached.
2. **CHILDREN TWELVE AND OLDER:** Children twelve and older may use the Library on their own, but the parent/adult caregiver of each such child assumes responsibility for the child's behavior. Staff may ask children of that age to behave and, if the disruptive behavior continues, an attempt may be made to notify parents/adult caregivers; however, the Library assumes no responsibility to do so. In response to non-compliance, staff has the discretion to contact the police.
3. **UNATTENDED CHILDREN AT CLOSING:** If staff is aware of any unattended child remaining in the Library or on the Library premises at closing time without a ride home, staff may, but is not required to, make a reasonable effort to locate the parent/adult caregiver by phone. If the caregiver cannot be located or is unable to pick up the child within 15 minutes after the Library closes, the police may be called to escort the child to a safe location.
4. **UNSCHEDULED CLOSURE OF LIBRARY:** If the Library closes without prior notice due to unusual or emergency circumstances, unattended children who cannot transport themselves must be able to reach a parent or responsible adult caregiver for immediate pick-up. As above, if the responsible caregiver cannot be located within 15 minutes, police may be called to escort the child to a safe location until parents can be reached.
5. **TRANSPORTATION BY STAFF:** Under no circumstances will staff transport unattended children, nor will a child be allowed to sit in a staff person's vehicle.

6. **ADULTS IN THE CHILDREN'S ROOM:** Adults unaccompanied by a child may not use the Children's Room or its restroom at the Central Library or the Children's areas at the branches, unless accompanying or assisting a child, or with the express advance permission of Library staff (for example, to locate and obtain children's materials).

Adopted - January 24, 1994

Reassigned – April 8, 2003

Amended – September 27, 2011

Amended- January 17, 2017

Formerly I-20

Formerly I-6

Reviewed – March 18, 2019

Amended – June 21, 2021

Amended – June 19, 2023

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on June 19, 2023.

Children in the Library Policy

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Responsibilities of Caregivers

Library While Library staff are trained to help children enjoy the Library and the materials it offers. ~~However, parents~~ Caregivers should be aware that the Library is a public building open to all individuals. ~~Parents, guardians, and caregivers~~ Caregivers are solely responsible for the behavior, safety, well-being, and supervision of their children at all times while children are in the Library or on Library premises. ~~In addition, parents, guardians, and adult caregivers are responsible~~ This includes responsibility for the Library materials reviewed by or exposed to the children under their care. ~~All children must adhere and for ensuring children adhere~~ to the Library's standards of conduct and acceptable behavior as stated in ~~the Library Use Policy (NBPL 1),~~ Library Use Policy (NBPL 1).

For purposes of this policy, "children" are any patrons under the age of eighteen, "unattended" means not within sight or sound of their Caregiver, and the term "disruptive behavior" refers to the creation of loud and unreasonable noise, running, jumping, climbing, fighting, or other behavior that could interfere with the rights or safety of other patrons.

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3. **UNATTENDED CHILDREN AT CLOSING LIBRARY CLOSURES (SCHEDULED OR EMERGENCY):** If the Library closes without prior notice due to unusual or emergency circumstances, unattended children who cannot transport themselves must be able to reach the Caregiver for immediate pick up. If staff is aware of any unattended child remaining in the Library or on the Library premises at closing time without a ride home, staff may, but is not required

to, make a reasonable effort to locate the ~~parent/adult caregiver~~Caregiver by phone. If the ~~caregiver~~Caregiver cannot be located or is unable to pick up the child within 15 minutes after the Library closes for any reason, the police may be called ~~to escort the child to a safe location~~.

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6.5. **ADULTS IN THE CHILDREN'S ROOM:** Adults unaccompanied by a child may not use the Children's Room or its restroom at the Central Library or the Children's areas at the branches, unless accompanying or assisting a child, or with the express advance permission of Library staff (for example, to locate and obtain children's materials).

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2. **CHILDREN AGED TWELVE AND OLDER:** Children twelve and older may use the Library on their own, but the Caregiver of each such child assumes responsibility for the child's behavior. Staff may ask children of that age to behave and, if the disruptive behavior continues, an attempt may be made to notify the Caregiver; however, the Library assumes no responsibility to do so. In response to non-compliance, staff have the discretion to implement Enforcement of Prohibited Activities as stated in NBPL 1 and may contact the police.
3. **LIBRARY CLOSURES (SCHEDULED OR EMERGENCY):** If the Library closes without prior notice due to unusual or emergency circumstances, unattended children who cannot transport themselves must be able to reach the Caregiver for immediate pick up. If staff is aware of any unattended child remaining in the Library or on the Library premises at closing time without a ride home, staff may, but is not required to, make a reasonable effort to locate the Caregiver by phone. If the Caregiver cannot be located or is unable to pick up the child within 15 minutes after the Library closes for any reason, the police may be called.

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CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
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: Proposed Library Schedule for Winter Holidays 2025

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 22 and Tuesday, December 23
- All locations close at 1 p.m. on Wednesday, December 24
- All locations closed on Thursday, December 25
- All locations close at 6 p.m. on Monday, December 29 and Tuesday, December 30
- All locations close at 1 p.m. on Wednesday, December 31
- All locations closed on Thursday, January 1
- Normal schedule resumes on Friday, 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 16 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 Wednesday, December 24 and Wednesday, December 31 and all day on Thursday, December 25 and Thursday, January 1. Additionally, staff proposes to offer a 9 a.m. to 6 p.m. public services schedule at all locations on Monday, December 22 and 29 and Tuesday, December 23 and 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 Friday, January 2, 2026. 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	22	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
TUE	DEC	23	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
WED	DEC	24	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
THU	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
FRI	DEC	26	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SAT	DEC	27	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SUN	DEC	28	12-5	12-5	12-5	12-5	Closed	Closed	Closed	Closed
MON	DEC	29	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
TUE	DEC	30	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
WED	DEC	31	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
THU	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 1/1/2026
- Buena Park Library District - closed 12/24, 12/25, 12/31, 1/1/2026
- Fullerton Public Library – closed 12/24 – 1/1/2026
- Huntington Beach Public Library – closed 12/24, 12/25, 12/31, 1/1/2026
- Irvine Public Library – closure dates TBD
- Mission Viejo Public Library - closed 12/24, 12/25, and 1/1/2026

- Orange County Law Library – closed 12/24, 12/25, 12/31, 1/1/2026
- Orange County Public Library – closed 12/25 and 1/1/2026
- Orange Public Library – closure dates TBD
- Placentia Library District - closed 12/24 – 1/1/2026
- Yorba Linda Public Library – closed 12/24 – 1/1/2026

Peer Libraries:

- Carlsbad Public Library – closed 12/25 and 1/1/2026
- Cerritos Public Library – closed 12/24, 12/25, and 1/1/2026
- Mountain View Public Library – closed 12/24, 12/25, 12/26, 12/31, and 1/1/2026
- Palo Alto Public Library – closed 12/25 and 1/1/2026
- Santa Monica Public Library – closure dates TBD

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 2025 Employee Calendar

City of Newport Beach

2025 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 30	24 31	25	26	27	28	29

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	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
24 31	25	26	27	28	29	30

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 30	24	25	26	27	28	29

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			



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
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: Rebecca Lightfoot, Library Services Manager

TITLE: Acceptance of Donation from the Friends of the Newport Beach Library

RECOMMENDATION:

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

DISCUSSION:

Founded in 1957 by a small group of volunteers, the Friends of the Library takes pride in helping to maintain the excellence of the library system. Annually, staff makes a “wish list” request for funds to supplement the Library’s materials and programming budgets.

The Library has requested funds for general materials, including new print releases, Children’s and YA materials, audiobooks, CDs, and DVDs.

The Friends of the Library have always provided support for Library programming. These funds are used to present the Summer Reading program, author lectures, Sunday Musicales, National Library Week programming, monthly craft programs, First Grade Class Visits, 1000 Books Before Kindergarten, CdM Christmas Walk, Young Adult Advisory Council (YAAC) activities, Teen Volunteer Supplies and Training, and Teen programs.

FRIENDS WISH LIST FISCAL YEAR 2025-2026

General Materials - \$100,000

Library patrons continue to expect the latest fiction, mysteries, biographies, and nonfiction in a variety of formats. These funds will allow for purchasing multiple copies of high demand newly released titles, which help maintain our hold queues. In addition, Children’s classics, favorites, and newly released books, and expanding the recently introduced and extremely popular Playaway read-along collection, will be purchased. This funding will also support adding movies, music, audiobooks, and video games for all audiences.

Programming - \$50,000

Staff continues to develop and host a myriad of programs for the community. The Library wants to sustain its current program offerings as well as introduce new programs as demand continues to increase. Children's staff have created new programs aimed for elementary school-age children. Funding will also continue to support storytimes, craft programs, special performances, and children's author visits. Adult Services staff are adding a new *Writer's Workshop* in response to the success of the Friends-supported *Storyteller's Workshop*. *Meet the Author* and the *Sunday Musicale* series will continue. Funds will also provide for the teen college prep workshops, the Young Adult Advisory Council, and other targeted programming for this age group. Program attendance is strong at all locations. The requested funds will allow staff to support new ideas as well as traditional programs.

Balboa Branch Opening Day Collection - \$100,000

Balboa Branch, the Library's oldest operating location, is slated to be rebuilt in 2026. When the brand-new facility on the Peninsula opens, it should have a new, popular collection in place. Balboa's collection will consist of the newest bestsellers and high circulating items as well as some items unique to the rich history of the Peninsula. Funds provided will purchase materials in all formats for all collections at the new branch.

TOTAL - \$250,000

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 21, 2025
Agenda Item No. 11

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 Donation

RECOMMENDATION:

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the Dorothy Arens Ressel Trust to enhance the Library's Materials Collection.

DISCUSSION:

Newport Beach resident Dorothy Arens Ressel left a share of her estate to the Library. A gift of \$4,391.44 would be used to augment the Library's collections at all locations, in all formats, and for all age groups. Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted, the donation will be allocated into Library Materials operating account.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
Agenda Item No. 12

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 May Library Activities – July 21, 2025 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Leadership Tomorrow

Coordinators Annika Helmuth and Andrew Kachaturian presented to approximately 20 members of the Leadership Tomorrow cohort, providing an overview of core services including reference, circulation, and youth programming. The presentation highlighted unique features of each branch, such as the Seed Library and elementary school joint use at Mariners, the upcoming Balboa Branch replacement project, and popular community events at CdM. Staff emphasized the impact of the nearly 900 youth programs offered in 2024 and outreach efforts that connected with over 11,000 community members. The discussion also included ways to get involved through the Board of Library Trustees, City Arts Commission, and Project Adult Literacy. Coordinators Helmuth and Kachaturian also spoke of the importance of the Library to the community and the significance of relationships that grow resulting from the services offered to patrons at every stage of life and learning.

Distinguished Citizen Program

At the end of the month, I spoke to the Newport Beach Foundation's 12th Class of the Distinguished Citizen Program. The program is designed to teach participants about key components that form the foundation of Newport Beach, including local government. I presented a high-level overview of the Library Services Department, highlighting library-related opportunities for civic engagement. As a direct result of my presentation, an individual from the class signed up to be a tutor for Project Adult Literacy.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- | | |
|---|---|
| • Library Foundation's Summer Solstice
Wednesday, June 18, 5 – 7 p.m.
Civic Center Community Room | • Library Closure: Independence Day
Friday, July 4
All locations |
| • 58th Annual Newport Beach Art Exhibition
Saturday, June 28, 1 – 5 p.m.
Civic Center Community Room and Lawn | • Board of Library Trustees Meeting
Monday, July 21, 5 p.m.
City Council Chambers, Civic Center |

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

Project Adult Literacy (PAL) Coordinator Christina Smith had the opportunity to participate in outreach for PAL at the Corona del Mar Residents Homeowners Association event at Sherman Library & Gardens. PAL Coordinator Smith spent two days with California Library Literacy Services (CLLS) Traveling Advisors who shared their knowledge of literacy programs while making recommendations on how to continue to improve and grow PAL.

We held our spring New Learner Orientation and had nine new learners attend and complete the orientation/assessment. Learners will be meeting with PAL Coordinator Smith in June to determine their eligibility for PAL. We completed annual reassessments for learners. We finalized our schedule for Learner Reassessments, which will take place in May. We are finalizing Learner/Tutor Conferences, which will take place in June.

PAL staff has finished updating tutor/volunteer accounts on America Learner. We will be continuing to update learner profiles in America Learns to comply with CLLS Final Report.

Programming

In May, the Library concluded its final Storytellers Writing Workshop 3-part series, for the program season. It was once again a full class. This class had a strong sense of community and on the final class many stayed for about an hour after visiting. They were so enthusiastic and are going to continue meeting together on a regular basis to encourage each other as they continue to write their stories.

The bi-weekly Writers Group also had its last meeting in May. This more intimate group of working writers shared treats, cards, and exchanged phone numbers at our final meeting.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

In May, Branch staff were actively preparing for the upcoming Summer Reading Program (SRP). The Mariners Branch (Mariners) Seed Library remained popular with 213 packets checked out. Facility maintenance addressed several issues, including sprinkler and plumbing repairs, HVAC adjustments, and routine inspections and cleaning.

At Balboa Branch (Balboa), staff prepared a system-wide SRP Video Game Crafts program and continued popular in-branch activities like the Spring *Make & Take* and *BARK: Read to a Dog*. Staff also continued collection preparations in anticipation of the upcoming reconstruction project.

Corona del Mar Branch (CdM) participated in the Corona del Mar Village's monthly *3rd Thursday* event by hosting a well-attended *Family Night*, drawing approximately 200 residents. The event included refreshments, games and crafts for all ages, a raffle drawing for library card holders, and a children's *3rd Thursday Scavenger Hunt*. Additionally, CdM staff proctored 17 tests.

Youth Services

Youth Services offered a variety of engaging programs in May. Highlights included a doodle-themed *Makerspace*, a lively *BARK: Read to a Dog* session with five therapy dogs, and creative activities such as

Crafternoon, *STEAM Lab* boat building, and an *Outer Space Celebration*. The monthly book club featured a mystery-themed discussion and a scavenger hunt.

Class Visits

Staff conducted school visits to promote SRP, reaching over 2,500 students, parents, and faculty at Andersen, Eastbluff, Lincoln, Mariners, Newport, Newport Heights, and Woodland elementary schools. Presentations during flag deck assemblies were well received, with students showing enthusiasm for SRP prizes and the community-wide goal of reaching 600,000 minutes of reading. Faculty and staff expressed support for family engagement and adult participation in SRP.

Outreach

CdM staff attended the annual Corona del Mar Residents Association Town Hall at Sherman Library & Gardens, engaging with 51 attendees to promote library services, including SRP and Libby eBook access. CdM staff also participated in the *OASIS Community Resource Expo*, where 96 attendees learned about library resources and had the opportunity to sign up for library cards. Children's staff participated in Harbor View Elementary's *STEM Night*, welcoming 56 attendees and offering interactive activities such as Mars helicopters and decoder wheels alongside SRP promotion. Additionally, children's staff attended the City's *Touch a Truck* event, engaging with over 700 visitors. A prize wheel featuring truck-themed giveaways attracted strong interest, and SRP information was shared widely.

Personnel

Mariners experienced several staffing changes in May. Library Clerk Nicole Osterman resigned; Cristina Belardi and Michale Martinez transferred from Central to fill part-time Library Assistant and part-time Library Clerk roles, respectively, and Victoria Le was hired as a part-time Library Clerk. At CdM, Library Clerk Daisy Hernandez transferred to Central Library, and part-time Library Clerks Kaderina Guizar and Lucero Tamayo joined the branch.

In staff development, Mariners Branch Librarian Alex Johnkins completed training on assisting patrons with AI tools. Additionally, Children's and Branch staff attended training sessions on Bibz Analytics and CollectionHQ to enhance their skills in collection development.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

We had a number of teen events in May. Our monthly Young Adult Advisory Council (YACC) met on May 14. It was a smaller meeting of 9 members as many teens were studying for the AP exams that week. The members provided helpful feedback for upcoming programming and input on volunteer training.

The Library hosted a *Snack and Study* program on May 31, based on feedback from the YAAC members. There were 18 participants on May 31, which was a great turnout. More *Snack and Study* opportunities are planned for June 1 and June 2. During this event, we open up the Sword Room on the second floor to allow teens a more concentrated study space as the Library is very full during this time.

Young Adult staff also hosted two Volunteer Orientations on May 28 and May 31, with a whopping 87 teens and 18 parents, which was a wonderful turnout. During these events, staff are able to provide details of what the volunteer program during the Summer Reading Program (SRP) looks like, how to log their hours properly, and how to assist patrons of the Library.

Another teen program in May was hosted by CollegeWise and titled *College Essay Writing @ Central*. We had 15 teens in attendance, up from previous college-preparedness programs. We plan to have this organization return in the fall as it is growing in popularity.

In May, the Library also attended three outreach events for teens: The Ensign Expo of the Arts on May 8, a Newport Harbor High School SRP event on May 9, and an event at Sage High School on May 20. Library staff presented information on SRP, gave out free paperback books, and promoted upcoming teen-centric programs and services.

Staffing

We are currently recruiting for one part-time Library Assistant at the Central Library and two part-time Library Pages, also for the Central Library. Library Assistant interviews are planned for June. There are candidates in background for the Library Page positions.

Facilities

Work is ongoing for the elevator modernization project at the Central Library. Public Works projects that the new fire panel and associated equipment and the staff elevator will be completed in early June and then work will turn towards the public elevator. Public service will not be affected as patrons will be able to make use of the staff elevator while the public elevator is being completed.

RAM Air has identified small repairs at both the Central Library and Mariners Branch, which Public Works will now oversee. There is no anticipated downtime, and the repairs should be completed in June.

Proquest Articles Retrieved 2024-2025

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	1279	1530	1636	1740	1907	4548	1849	1901	4550	2124	3915		2453
Newspapers--Current	1285	1161	1426	1277	1671	1266	1170	1426	1298	868	1037		1262
Newspapers--Historical	3576	2019	1982	2675	2151	1601	2099	1972	3088	2114	2759		2367
Magazines	17	56	44	82	18	13	27	36	49	5	30		34

Database FY Comparisons	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	YTD 24/25
Tracked by #searches													
A to Z Databases	684	644	411	436	972	419	1396	3207	547	383	757		9856
Alexander Street	730	168	478	664	93	296	79	1591	0	33	201		4333
Ancestry	588	514	290	249	201	453	331	158	180	420	370		3754
AskART	14	18	15	12	11	8	13	12	7	5	7		122
Brainfuse JobNow/VetNow	158	79	15	55	13	10	29	6	27	36	20		448
Britannica School Edition	1	119	1979	50	57	8	174	95	56	45	58		2642
Exploring Race in Society	2	5	29	32	30	4	12	23	21	30	13		201
Gale Archives Unbound	23	2	154	312	33	11	6	44	29	19	4		637
Gale Directory Library	16	36	78	75	16	8	9	16	43	41	20		358
Gale in Context: Biography	14	5	316	286	56	71	100	240	74	5	10		1177
Gale in Context: Elementary	3	3	63	2	2	8	2	1	2	11	3		100
Gale in Context: Environmental	0	0	20	74	12	2	2	0	39	4	10		163
Gale in Context: Opposing View	1	2	343	233	765	40	73	4	17	29	36		1543
Gale Interactive: Science	0	0	0	0	0	0	0	0	0	0	0		0
Gale Literature Resource Center	20	18	50	89	64	67	7	70	566	168	33		1152
Gale eBooks	19	29	51	154	186	18	81	235	117	96	88		1074
HeritageQuest	150	50	121	55	114	58	64	20	136	645	429		1842
Legal Information Ref Center	103	86	68	44	39	12	49	110	136	158	53		858
National Geographic	14	26	60	143	60	42	56	32	20	20	30		503
National Geographic Kids	8	13	30	150	35	43	38	16	20	20	19		392
NewsBank	770	1638	1939	1159	1092	1137	1988	1104	1282	1156	3797		17062
NovelList Plus	81	23	64	31	45	30	54	90	104	49	16		587
NovelList K-8 Plus	41	6	22	26	22	41	17	4	56	22	17		274
ProQuest	3058	3526	4107	4074	4783	19420	4186	3984	15210	3269	11932		77549
Proquest eLibrary	4	34	39	18	8	10	9	4	11	4	36		177
Reference Solutions Business	325	359	366	211	274	294	483	352	254	836	341		4095
Reference Solutions Residential	33	9	17	5	37	15	22	6	15	48	3		210
SIRS Discoverer	2	16	120	283	410	180	292	91	3747	2750	1035		8926
SIRS Issues Researcher	856	740	1317	1884	549	1646	665	653	1761	3967	1934		15972
World Book Online	34	19	187	90	99	29	39	39	8	43	8		595
Tracked by #page views													
Artist Works	3	4	2	1	5	1	7	2	1	4	5		35
Consumer Reports	2442	2585	1928	2089	2527	2319	1894	1897	2446	1464	1293		22884
CultureGrams	23	48	183	12	108	78	31	38	3	81	25		630
Morningstar	5545	4471	3207	9879	5902	7052	3816	4098	1464	522	3594		49550
RealQuest	57	29	12	32	38	59	90	255	6	45	144		767
Tumblebooks	3	126	7	10	5	38	30	14	19	13	5		270
Value Line	12179	10816	12942	14370	11729	13208	9544	8713	8124	8907	10148		120680
Wall Street Journal	903	1208	884	1659	1714	2116	2135	2177	2485	3007	2354		20642
Tracked by courses													
LinkedIn Learning	291	257	332	405	312	252	240	323	385	362	456		3615
Tracked by books logged													
Beanstack	9161	3189	3875	3256	2728	1731	2713	1772	2524	2274	2794		36017
Tracked by Hours Used													
ABC Mouse	45.00	46.23	42.58	12.72	16.93	7.75	7.25	4.83	17.68	13.63	10.93		225.53
Beanstack	5385	445	280	265	144	163	163	140	155	432	848		8420
Rosetta Stone	58.01	53.38	63.06	25.70	7.23	27.50	32.97	29.67	24.77	12.33	17.08		351.70

Notes:

NBPL Website Usage 2024-2025

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	31175	32341	28123	25891	24631	24092	29972	27717	26384	25814	27074		27565	303214
New Users	23890	24747	20174	17388	16099	14804	18764	16901	14393	13947	14896		17818	196003
Sessions	49426	50616	47008	44470	40519	39329	49749	45862	45341	44674	45571		45688	502565
Pageviews	106254	111503	106163	105742	92678	98196	114563	105037	105751	107077	109021		105635	1161985
Sessions Per User	2	2	2	2	2	2	2	2	2	2	2		2	--
Pages Per Session	2	2	2	2	2	3	2	2	2	2	2		2	--
Avg. Session Dur. (min)	5	6	6	6	6	8	7	7	8	8	6		7	--
Bounce Rate (%)	60	62	59	56	61	61	61	61	62	61	62		61	--

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	152	125	155	147	132	186	133	137	202	165	162		154	1695
CdM	190	131	160	245	132	181	256	339	248	226	306		219	2413
Mariners	2000	1640	1900	1870	1570	1780	1730	1540	1740	1790	1860		1765	19420
Central	12550	13050	12600	13180	10860	11340	11940	12930	14050	14260	14770		12866	141530
Total	14892	14946	14815	15442	12694	13486	14058	14946	16240	16441	17097		15005	165058

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385	323	280	292	262	330	272	273	355	293	310		307	3375
CdM	406	308	320	403	279	321	398	418	422	413	381		370	4069
Mariners	1343	1286	1420	1464	1333	1404	1406	1424	1558	1440	1422		1409	15500
Central	8624	8913	9314	9920	8539	9091	9896	10325	11437	10733	11521		9847	108313
Total	10758	10830	11334	12079	10413	11146	11972	12440	13772	12879	13634		11932	131257

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	36	28	25	26	24	24	26	27	32	29	30		28	307
CdM	24	20	20	26	19	22	27	30	26	26	25		24	265
Mariners	110	102	124	138	107	108	110	106	121	119	118		115	1263
Central	665	628	673	692	549	590	611	684	728	698	716		658	7234
Total	835	778	842	882	699	744	774	847	907	872	889		824	9069

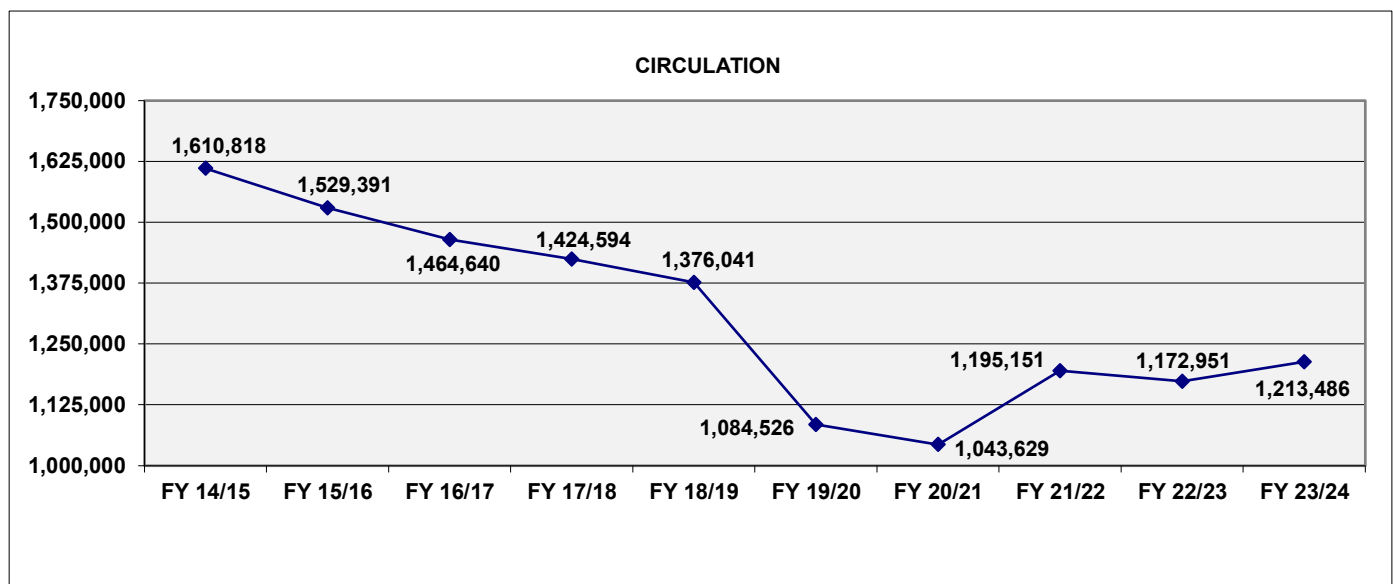
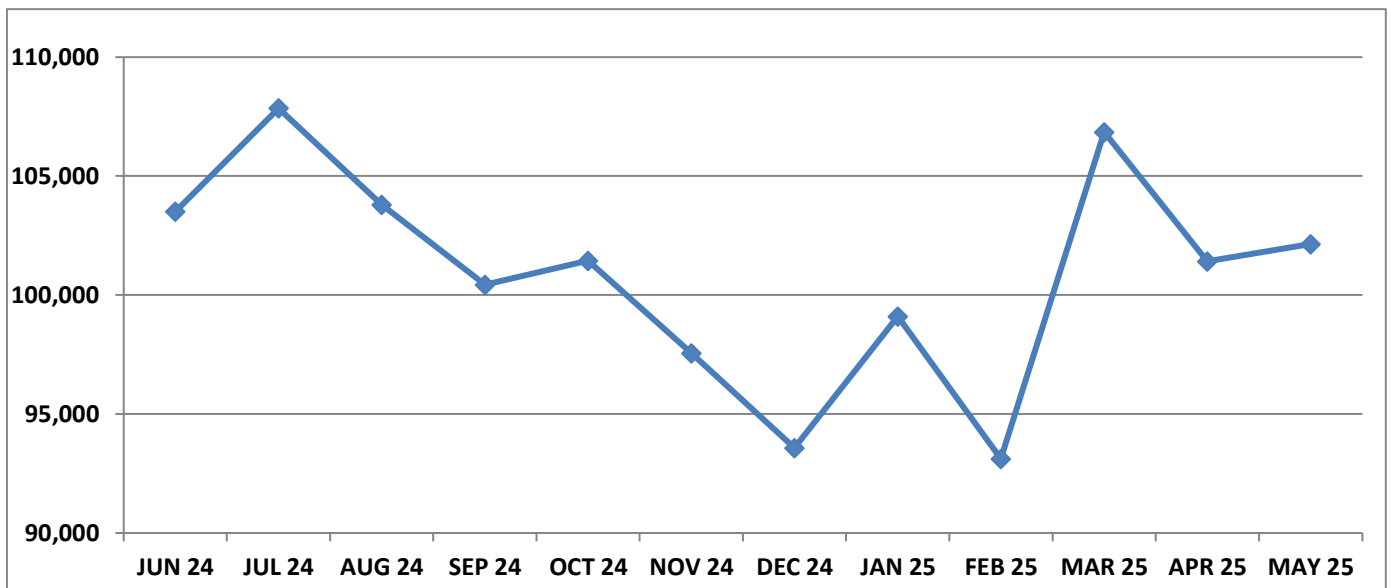
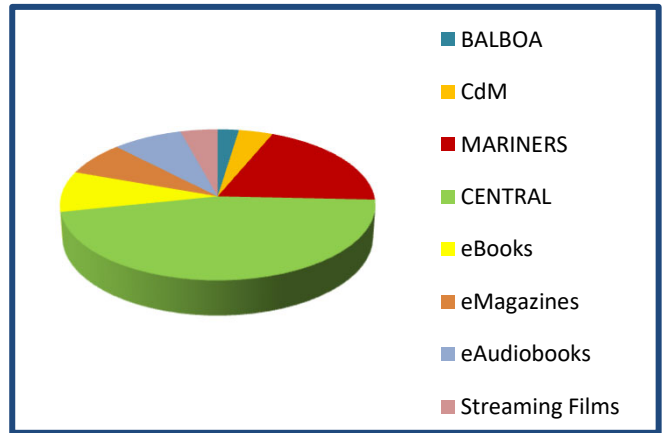
Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	404	397	566	514	516	576	500	514	583	577	534		516	5680
CdM	479	436	513	623	483	577	658	830	602	560	822		598	6582
Mariners	1520	1300	1370	1310	1200	1300	1260	1110	1140	1270	1340		1284	14120
Central	1490	1500	1380	1360	1300	1280	1240	1280	1260	1360	1310		1342	14760
Total	3893	3632	3829	3807	3499	3733	3657	3734	3585	3767	4006		3740	41142

NEWPORT BEACH PUBLIC LIBRARY - MAY 2025

CIRCULATION

	MAY 25	YTD 24/25	YTD 23/24
BALBOA	2,468	28,365	26,070
CdM	3,984	40,558	41,487
MARINERS	19,788	227,555	233,565
CENTRAL	47,016	529,534	569,635
eBooks	8,897	90,097	86,816
eMagazines	7,426	66,798	51,932
eAudiobooks	8,211	84,340	72,057
Streaming Films	4,347	40,002	28,408
TOTAL	102,137	1,107,249	1,109,970

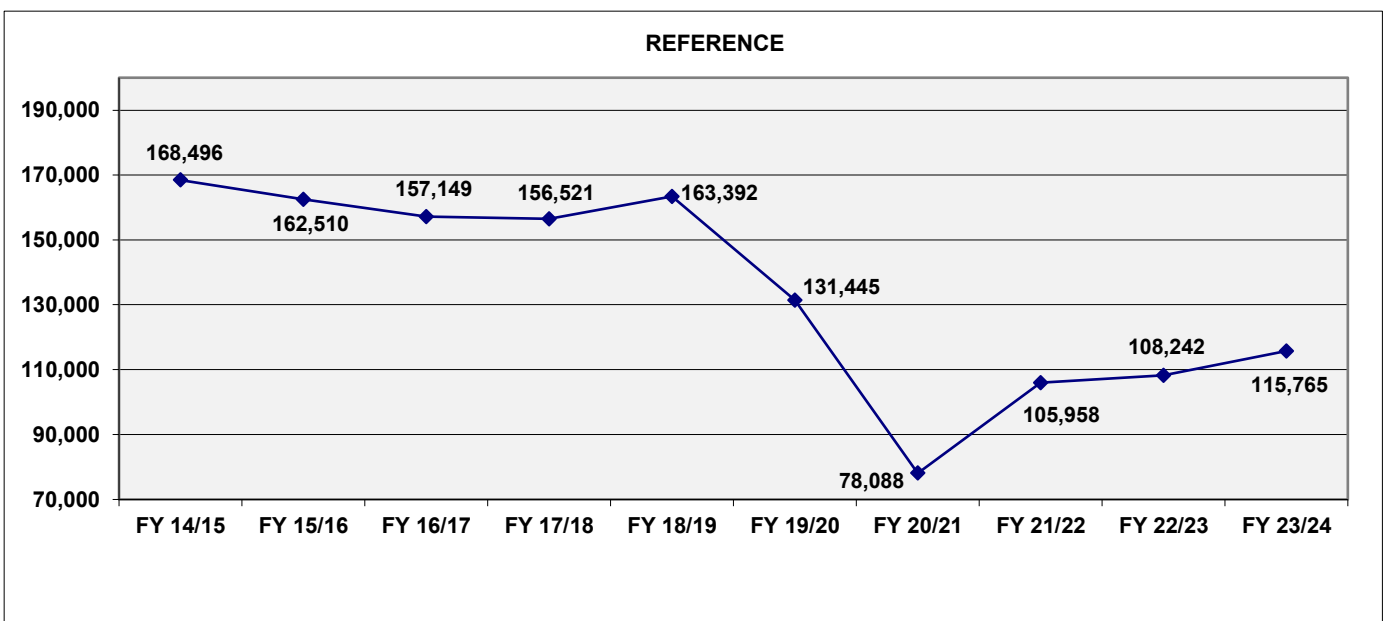
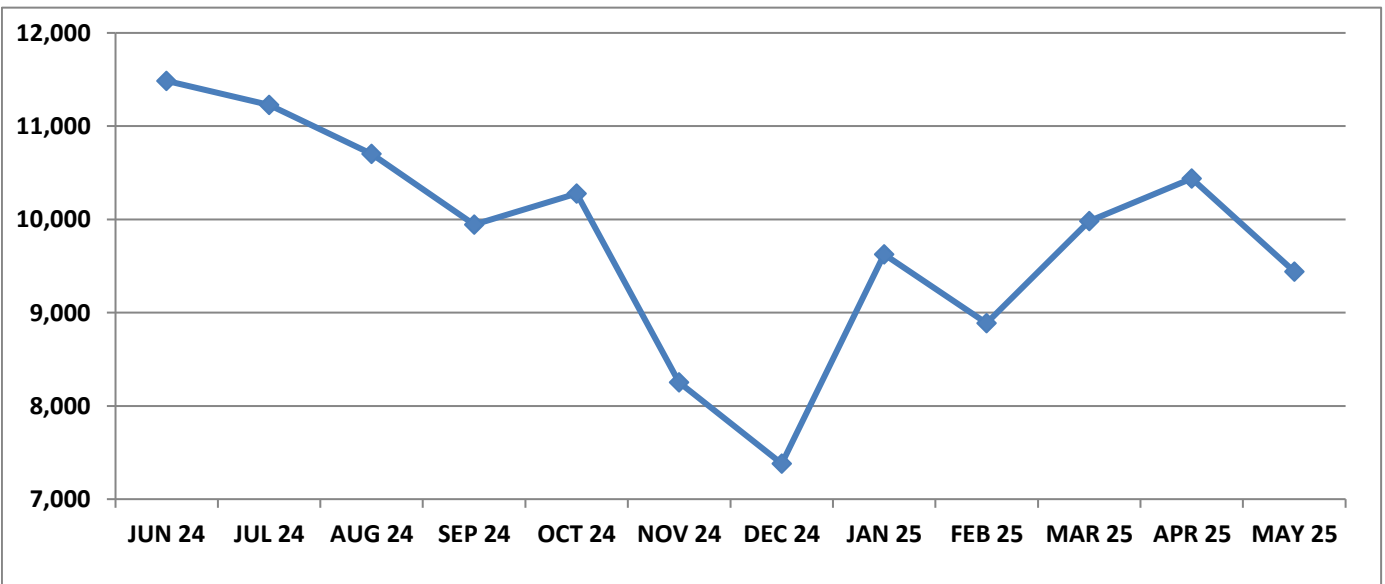
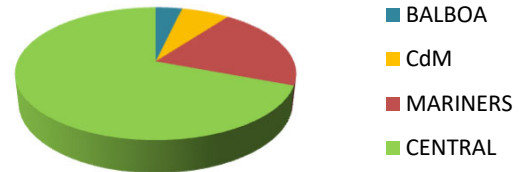


NEWPORT BEACH PUBLIC LIBRARY - MAY 2025

REFERENCE

BALBOA
CdM
MARINERS
CENTRAL

MAY 25	YTD 24/25	YTD 23/24
346	4,280	4,193
623	7,914	6,144
1,933	21,826	21,923
6,537	72,134	72,020
TOTAL	106,154	104,280



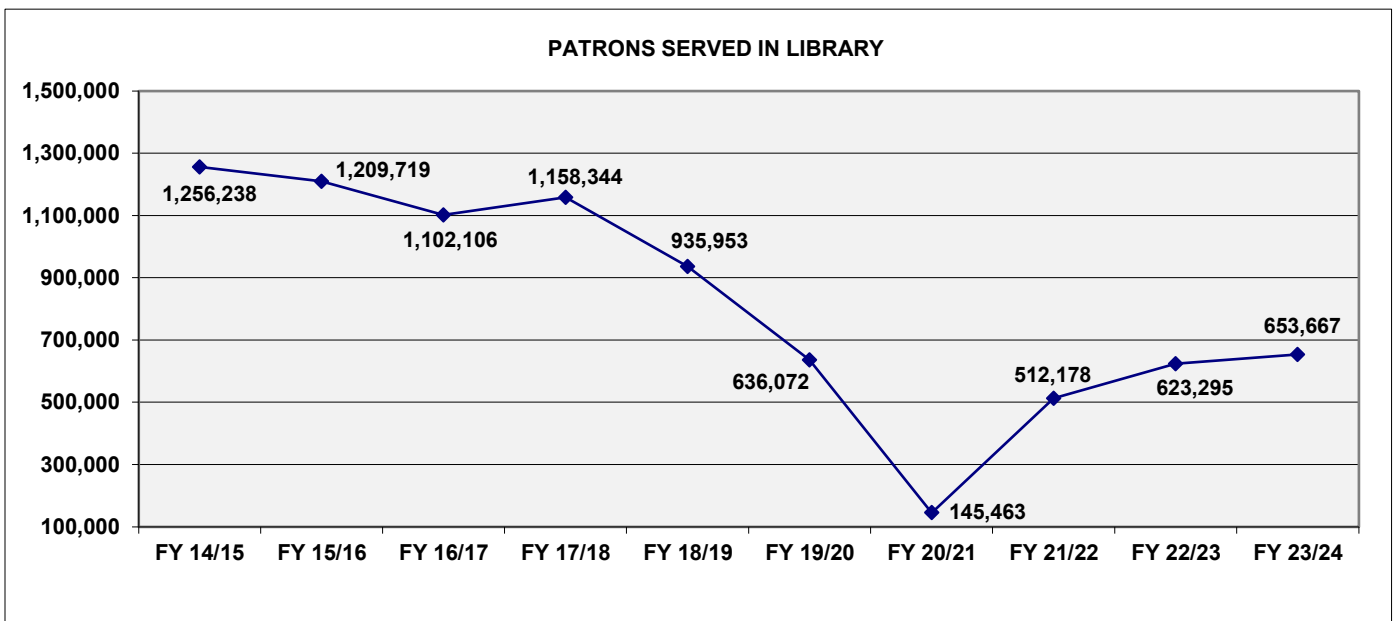
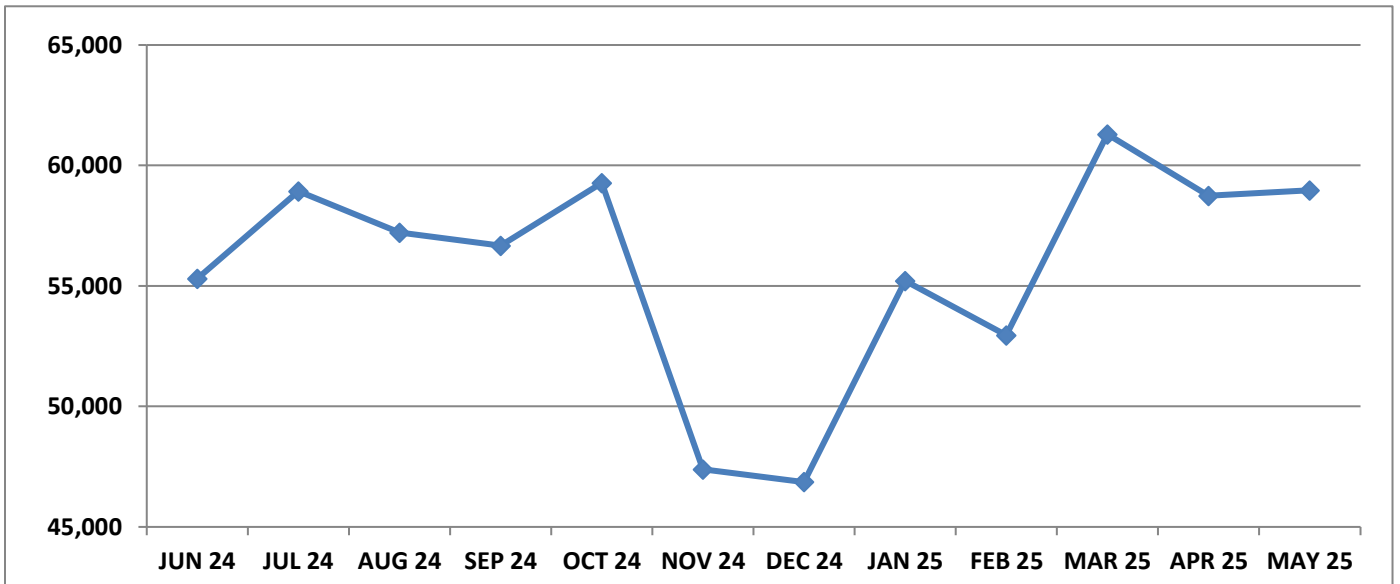
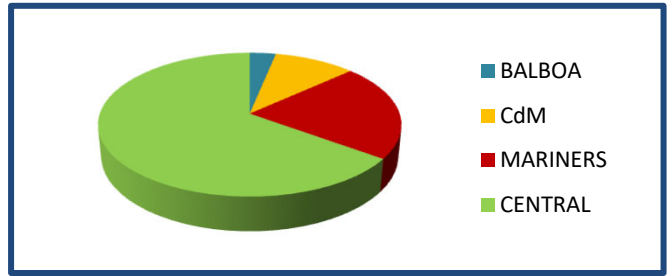
NEWPORT BEACH PUBLIC LIBRARY - MAY 2025

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

MAY 25	YTD 24/25	YTD 23/24
1,906	23,395	22,701
5,945	38,671	32,622
12,777	137,336	145,496
38,334	414,082	397,554
58,962	613,484	598,373



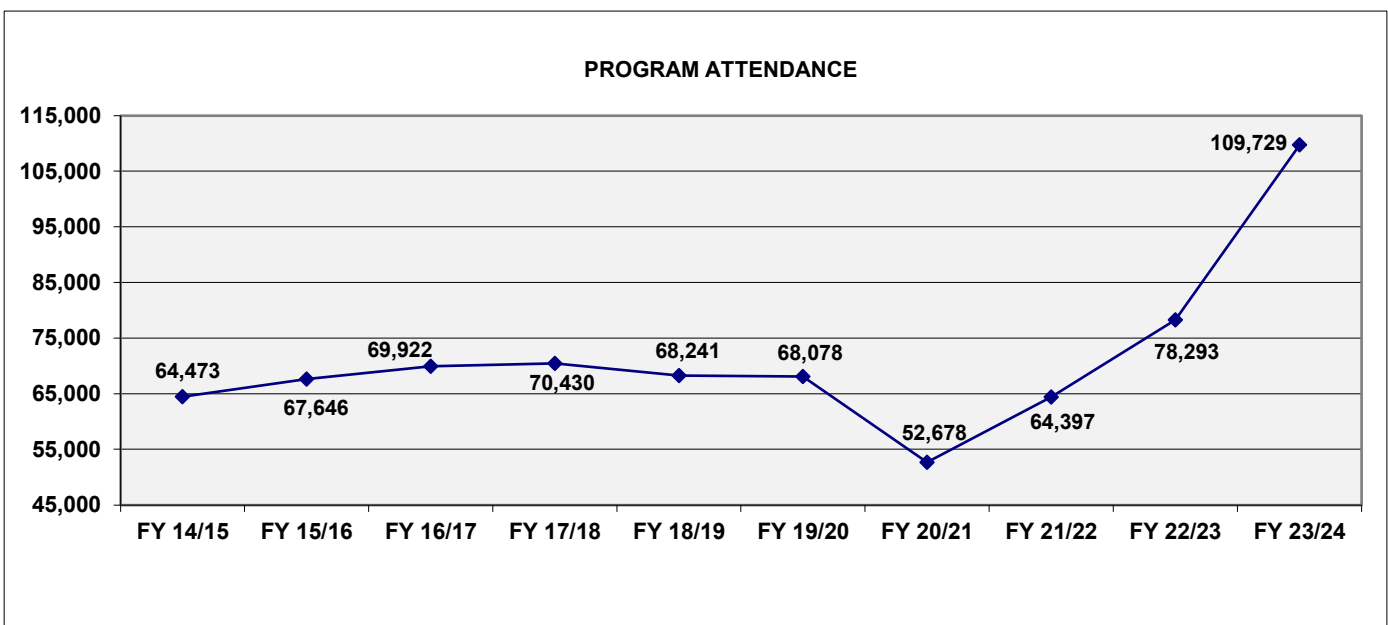
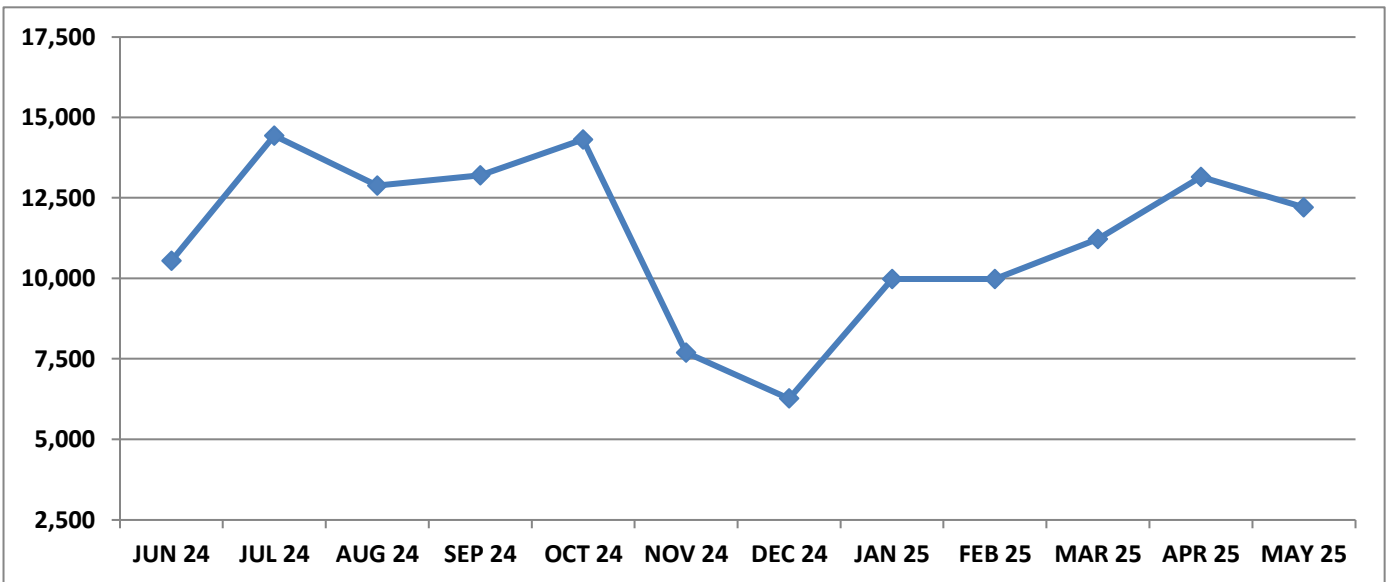
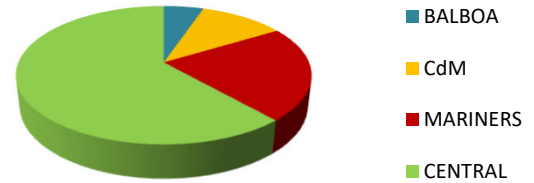
NEWPORT BEACH PUBLIC LIBRARY - MAY 2025

PROGRAM ATTENDANCE

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

MAY 25	YTD 24/25	YTD 23/24
636	5,004	2,982
1,356	15,521	11,496
2,703	23,980	15,850
7,514	80,818	68,855
12,209	125,323	99,183





CITY OF NEWPORT BEACH

BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
Agenda Item No. 12

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 21, 2025 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Employee Service Recognition

The 65th Annual Employee Service Awards and Appreciation Luncheon took place on June 26. Branch and Youth Services Coordinator Annika Helmuth and Adult Services Librarian II Jeremy Rodriguez served on the committee to organize and implement the awards luncheon. This year's theme was "Celebrate Newport." The 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. Please join me in celebrating the following staff who were acknowledged this year.

5 Years of Service

Maria Nicklin

10 Years of Service

Wendy Frankel

Terry Sanchez

15 Years of Service

Francine Jacome

20 Years of Service

Bernadette Gilliam

Greg Johnson

Michael Tran

25 Years of Service

Christine Chapel

Laurie Sanders

30 Years of Service

Janice Nikula

Eddie Flores' Retirement

After 43 years of service with the City of Newport Beach, Eddie Flores retired at the end of June. As the Library's Facilities Maintenance Technician, he ensured the Library facilities were maintained to the highest standards. He approached his job with an unwavering work ethic, dependability, initiative, and integrity. Congratulations to Eddie on a well-deserved retirement!

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Concert on the Green: Cassie B
Sunday, July 27, 6 – 7:30 p.m.
Civic Center Green
- Summer Reading Program Ends
Saturday, August 2
All Library Locations
- Concert on the Green: Pacific Symphony
Sunday, August 17, 6 – 7:30 p.m.
Civic Center Green
- Board of Library Trustees Meeting
Monday, August 18, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

Project Adult Literacy (PAL) Coordinator Christina Smith met with 31 tutor/learner pairs for their annual review where they discussed how tutoring is going, what the learners are working on, their assessments, and evaluation of learner's progress in the program.

Two learners won prizes in the 2025 Writer to Writer Challenge: Maha Goto won second place in the Intermediate category and Naoya Seta won third place in the Advanced category.

Outreach

Library Services Manager Rebecca Lightfoot, Library Assistant Janice Nikula, and part-time Library Clerk Michale Martinez attended the Balboa Yacht Club's 9th Annual Wooden Boat Festival on June 14. This year's festival theme was *Stories from the Sea*. Staff talked to 47 attendees, passed out information about the Library, presented two fun ocean-themed storytimes, and helped facilitate crafts.

Integrated Library System Review

Our Integrated Library System (ILS) vendor, SirsiDynix, recommends a review every 3-5 years. The Library is approaching the five-year mark since we migrated to the current ILS. Library Services Manager Rebecca Lightfoot and Adult Services Coordinator Andrew Kachaturian met with a representative from SirsiDynix over two days to conduct a thorough review of how the ILS is set up. SirsiDynix was pleased with how well the system was configured and had a few small recommendations for improvement.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

In June, all branches launched the Summer Reading Program (SRP) with strong turnout and engaging programs and activities. Also, storytimes resumed at all locations after a short break.

At Crean Mariners Branch (Mariners), hundreds attended programs like *Megan the Bubbleologist* and *Wild Wonders*. Also, teen SRP volunteers returned, and the Seed Library saw 228 checkouts. In collections, Mariners staff rebalanced adult nonfiction materials and updated media labels. A rebalance is the process of moving underperforming items to locations where they are likely to circulate more.

SRP Opening Day was celebrated at Balboa Branch (Balboa) with crafts and games. Monthly highlights included *Wild Wonders*, *Build-Your-Own Puzzles*, and ongoing drop-in art. Balboa staff continued evaluating and transferring materials in preparation for the upcoming rebuild project.

Corona del Mar Branch (CdM) hosted storytimes, crafts, and a *Seek & Find* game with strong participation. *Wild Wonders* and the 3rd Thursdays *Family Night* (held the same day) drew nearly 370 attendees combined. CdM staff also proctored 30 exams.

Youth Services

In June, Youth Services offered a variety of programs that promoted literacy, learning, and social engagement. Children's SRP launched successfully, with registration up nearly 11% compared to June 2024 and minutes read increasing by over 15% for the month. A new community reading goal of 600,000 minutes has helped drive this strong participation.

Special Programs

In a successful new partnership with the Newport Beach Police Department (NBPd), *Books & Badges* welcomed 83 guests for a special storytime led by Officer Miller and fellow officers. Held in coordination with NBPd's Mobile Café, the program highlighted community safety and the roles of local helpers through stories, songs, and interactive activities. Children enjoyed themed crafts and explored police vehicles. Plans for future joint programs are already underway.

Outreach

Staff hosted an outreach table at the Corona del Mar Scenic 5K, engaging with 374 community members throughout the event. The team promoted the launch of the SRP, distributed prizes, and answered questions about library services, volunteer opportunities, programs, and ongoing facility improvements. The event generated enthusiastic feedback and expressions of strong community support for the Library.

Personnel

Training sessions this month included *You're a Supervisor Now What*, attended by Mariners Children's Librarian Christine Chapel, and *How Coworkers Should Provide Backup During Conflict* attended by Mariners Library Assistant Janice Nikula.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

There were a number of events for teens in June. Our monthly Young Adult Advisory Council meeting had 16 members in attendance. The teens discussed books and other media that they are currently enjoying. They also enjoyed putting together craft kits to celebrate the end of the year. They made helpful suggestions for creative events that can be brought into next year.

On June 1 and 2, there was a *Teen Snack and Study* held in the Sword Room at the Central Library to help create an atmosphere for teens studying for final exams. We had a successful turnout with 18 teens on June 1, and 26 teens on June 2. They expressed appreciation at having a dedicated space for this.

A *Teen Volunteer Orientation* was held at Mariners Branch (Mariners) on June 12, to help promote the opportunity to volunteer at a different branch of the Library. There were 16 teens and four parents in attendance, which was a strong turnout for Mariners.

June's *Teen Book Club* was held on June 25. This was a smaller turnout of eight teens, but the attendees expressed that the smaller group made it a bit more inviting to speak up and participate. The teens also had time to work on a book-themed tiny art project that they were able to take home.

Staffing

We are currently recruiting for one part-time Library Assistant, one full-time Library Clerk, two part-time Library Clerk II positions, and one Library Page.

Facilities

The City Public Works Department has been coordinating projects for the libraries. The elevator modernization project is moving along more quickly than expected and work has been completed on the staff elevator, which is now being used by the public. Work has begun on the public elevator with hopes of returning to service by August.

A leak of fresh water was discovered, from the upstairs restrooms into the children's room below. Fortunately, Public Works was able to block off the area and quickly resolve the issue. Drywall repairs were completed, and the space was made available again within a few days of discovering the issue.

Public Works is also working with our HVAC vendors to attend to maintenance at each library location. Several small issues have been resolved at both the Central Library and Mariners.

Proquest Articles Retrieved 2024-2025

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	1279	1530	1636	1740	1907	4548	1849	1901	4550	2124	3915	2205	2432
Newspapers--Current	1285	1161	1426	1277	1671	1266	1170	1426	1298	868	1037	946	1236
Newspapers--Historical	3576	2019	1982	2675	2151	1601	2099	1972	3088	2114	2759	2605	2387
Magazines	17	56	44	82	18	13	27	36	49	5	30	33	34

Database FY Comparisons	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	YTD 24/25
Tracked by #searches													
A to Z Databases	684	644	411	436	972	419	1396	3207	547	383	757	221	10077
Alexander Street	730	168	478	664	93	296	79	1591	0	33	201	0	4333
Ancestry	588	514	290	249	201	453	331	158	180	420	370	123	3877
AskART	14	18	15	12	11	8	13	12	7	5	7	2	124
Brainfuse JobNow/VetNow	158	79	15	55	13	10	29	6	27	36	20	8	456
Britannica School Edition	1	119	1979	50	57	8	174	95	56	45	58	5	2647
Exploring Race in Society	2	5	29	32	30	4	12	23	21	30	13	20	221
Gale Archives Unbound	23	2	154	312	33	11	6	44	29	19	4	0	637
Gale Directory Library	16	36	78	75	16	8	9	16	43	41	20	18	376
Gale in Context: Biography	14	5	316	286	56	71	100	240	74	5	10	10	1187
Gale in Context: Elementary	3	3	63	2	2	8	2	1	2	11	3	3	103
Gale in Context: Environmental	0	0	20	74	12	2	2	0	39	4	10	0	163
Gale in Context: Opposing View	1	2	343	233	765	40	73	4	17	29	36	32	1575
Gale Interactive: Science	0	0	0	0	0	0	0	0	0	0	0	0	0
Gale Literature Resource Center	20	18	50	89	64	67	7	70	566	168	33	13	1165
Gale eBooks	19	29	51	154	186	18	81	235	117	96	88	13	1087
HeritageQuest	150	50	121	55	114	58	64	20	136	645	429	0	1842
Legal Information Ref Center	103	86	68	44	39	12	49	110	136	158	53	46	904
National Geographic	14	26	60	143	60	42	56	32	20	20	30	10	513
National Geographic Kids	8	13	30	150	35	43	38	16	20	20	19	5	397
NewsBank	770	1638	1939	1159	1092	1137	1988	1104	1282	1156	3797	4908	21970
NovelList Plus	81	23	64	31	45	30	54	90	104	49	16	32	619
NovelList K-8 Plus	41	6	22	26	22	41	17	4	56	22	17	47	321
ProQuest	3058	3526	4107	4074	4783	19420	4186	3984	15210	3269	11932	4022	81571
Proquest eLibrary	4	34	39	18	8	10	9	4	11	4	36	6	183
Reference Solutions Business	325	359	366	211	274	294	483	352	254	836	341	234	4329
Reference Solutions Residential	33	9	17	5	37	15	22	6	15	48	3	20	230
SIRS Discoverer	2	16	120	283	410	180	292	91	3747	2750	1035	101	9027
SIRS Issues Researcher	856	740	1317	1884	549	1646	665	653	1761	3967	1934	512	16484
World Book Online	34	19	187	90	99	29	39	39	8	43	8	16	611
Tracked by #page views													
Artist Works	3	4	2	1	5	1	7	2	1	4	5	3	38
Consumer Reports	2442	2585	1928	2089	2527	2319	1894	1897	2446	1464	1293	2104	24988
CultureGrams	23	48	183	12	108	78	31	38	3	81	25	3	633
Morningstar	5545	4471	3207	9879	5902	7052	3816	4098	1464	522	3594	2780	52330
RealQuest	57	29	12	32	38	59	90	255	6	45	144	9	776
Tumblebooks	3	126	7	10	5	38	30	14	19	13	5	2	272
Value Line	12179	10816	12942	14370	11729	13208	9544	8713	8124	8907	10148	11207	131887
Wall Street Journal	903	1208	884	1659	1714	2116	2135	2177	2485	3007	2354	2337	22979
Tracked by courses													
LinkedIn Learning	291	257	332	405	312	252	240	323	385	362	456	295	3910
Tracked by books logged													
Beanstack	9161	3189	3875	3256	2728	1731	2713	1772	2524	2274	2794	5813	41830
Tracked by Hours Used													
ABC Mouse	45.00	46.23	42.58	12.72	16.93	7.75	7.25	4.83	17.68	13.63	10.93	21.43	246.96
Beanstack	5385	445	280	265	144	163	163	140	155	432	848	6048	14468
Rosetta Stone	58.01	53.38	63.06	25.70	7.23	27.50	32.97	29.67	24.77	12.33	17.08	30.63	382.33

Notes:

NBPL Website Usage 2024-2025

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	31175	32341	28123	25891	24631	24092	29972	27717	26384	25814	27074	27874	27591	331088
New Users	23890	24747	20174	17388	16099	14804	18764	16901	14393	13947	14896	15269	17606	211272
Sessions	49426	50616	47008	44470	40519	39329	49749	45862	45341	44674	45571	49216	45982	551781
Pageviews	106254	111503	106163	105742	92678	98196	114563	105037	105751	107077	109021	119212	106766	1281197
Sessions Per User	2	2	2	2	2	2	2	2	2	2	2	2	2	--
Pages Per Session	2	2	2	2	2	3	2	2	2	2	2	2	2	--
Avg. Session Dur. (min)	5	6	6	6	6	8	7	7	8	8	6	6	7	--
Bounce Rate (%)	60	62	59	56	61	61	61	61	62	61	62	62	61	--

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	152	125	155	147	132	186	133	137	202	165	162	192	157	1886
CdM	190	131	160	245	132	181	256	339	248	226	306	399	234	2812
Mariners	2000	1640	1900	1870	1570	1780	1730	1540	1740	1790	1860	1740	1763	21160
Central	12550	13050	12600	13180	10860	11340	11940	12930	14050	14260	14770	14110	12970	155640
Total	14892	14946	14815	15442	12694	13486	14058	14946	16240	16441	17097	16441	15125	181498

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385	323	280	292	262	330	272	273	355	293	310	390	314	3765
CdM	406	308	320	403	279	321	398	418	422	413	381	498	381	4567
Mariners	1343	1286	1420	1464	1333	1404	1406	1424	1558	1440	1422	1472	1414	16972
Central	8624	8913	9314	9920	8539	9091	9896	10325	11437	10733	11521	11243	9963	119556
Total	10758	10830	11334	12079	10413	11146	11972	12440	13772	12879	13634	13603	12072	144860

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	36	28	25	26	24	24	26	27	32	29	30	34	28	341
CdM	24	20	20	26	19	22	27	30	26	26	25	32	25	297
Mariners	110	102	124	138	107	108	110	106	121	119	118	117	115	1380
Central	665	628	673	692	549	590	611	684	728	698	716	724	663	7958
Total	835	778	842	882	699	744	774	847	907	872	889	907	831	9976

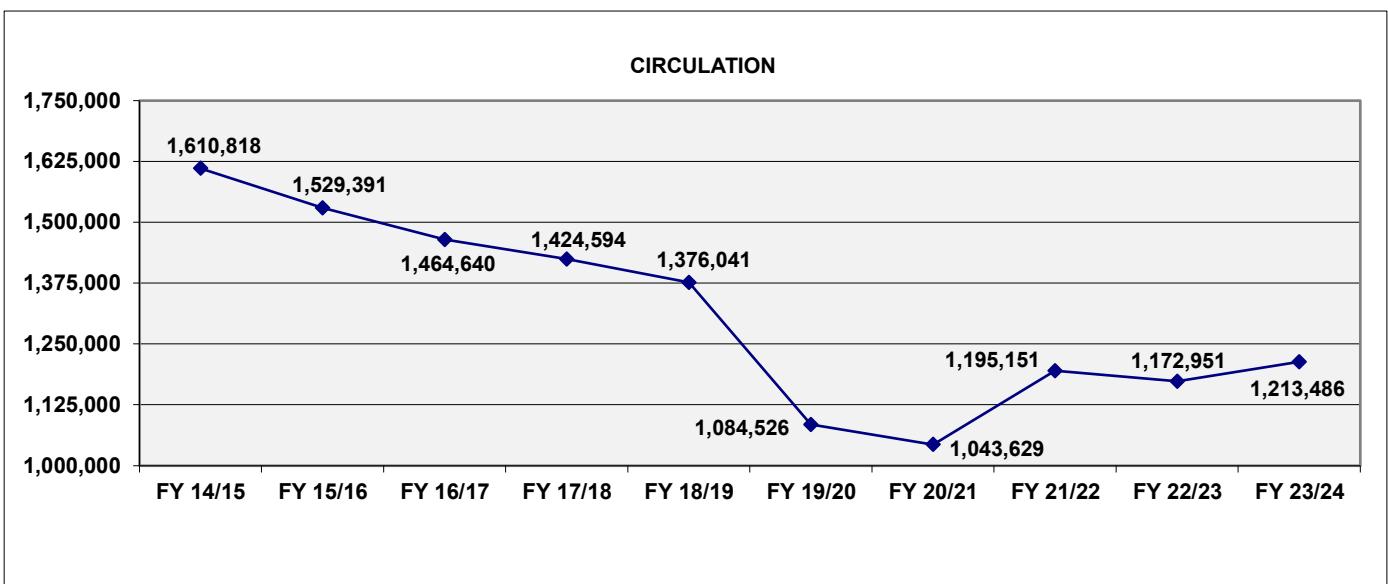
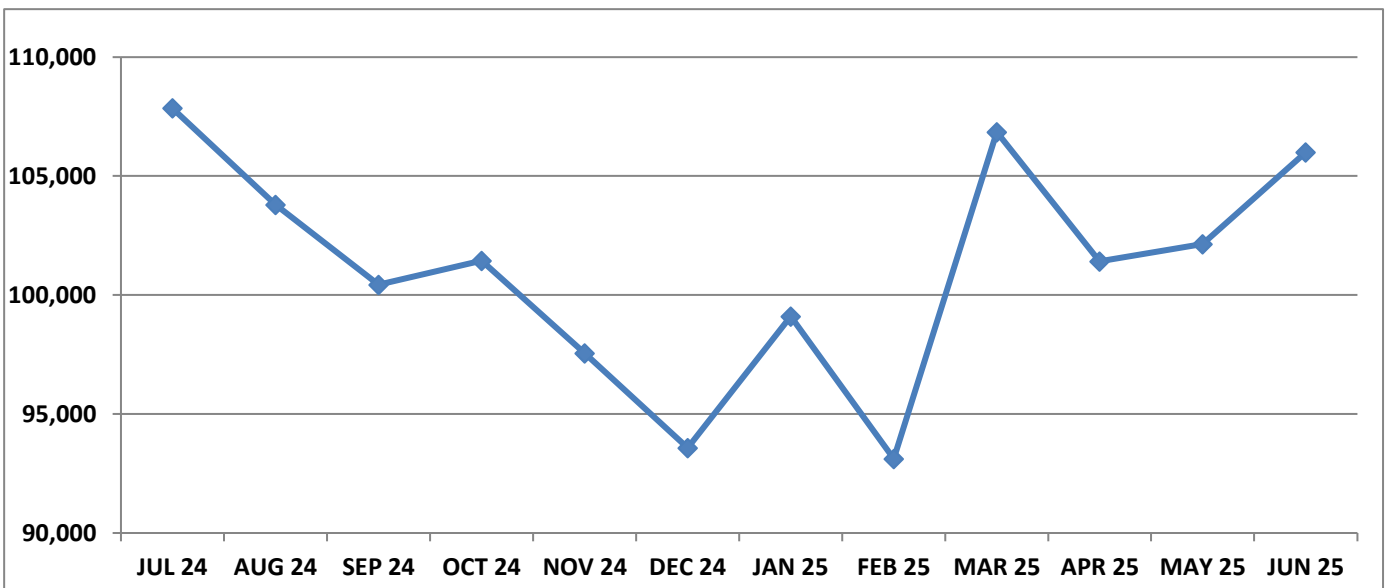
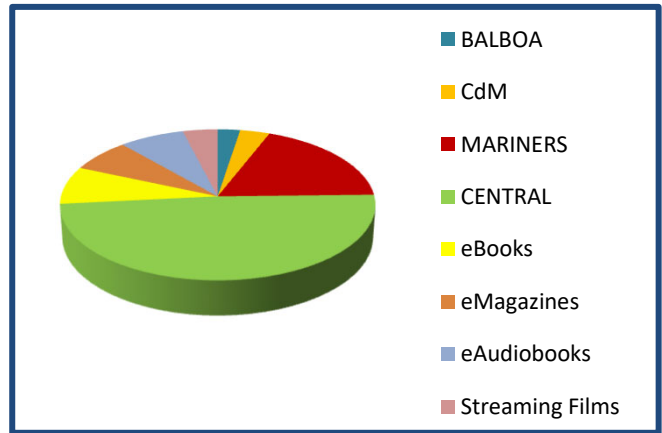
Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	404	397	566	514	516	576	500	514	583	577	534	503	515	6183
CdM	479	436	513	623	483	577	658	830	602	560	822	821	617	7403
Mariners	1520	1300	1370	1310	1200	1300	1260	1110	1140	1270	1340	1210	1278	15330
Central	1490	1500	1380	1360	1300	1280	1240	1280	1260	1360	1310	1290	1338	16050
Total	3893	3632	3829	3807	3499	3733	3657	3734	3585	3767	4006	3824	3747	44966

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2025

CIRCULATION

	JUN 25	YTD 24/25	YTD 23/24
BALBOA	2,715	31,080	28,851
CdM	3,596	44,154	45,655
MARINERS	19,817	247,372	253,445
CENTRAL	51,692	581,226	622,426
eBooks	8,592	98,689	95,273
eMagazines	7,447	74,245	56,820
eAudiobooks	7,920	92,260	79,344
Streaming Films	4,224	44,226	31,672
TOTAL	106,003	1,213,252	1,213,486



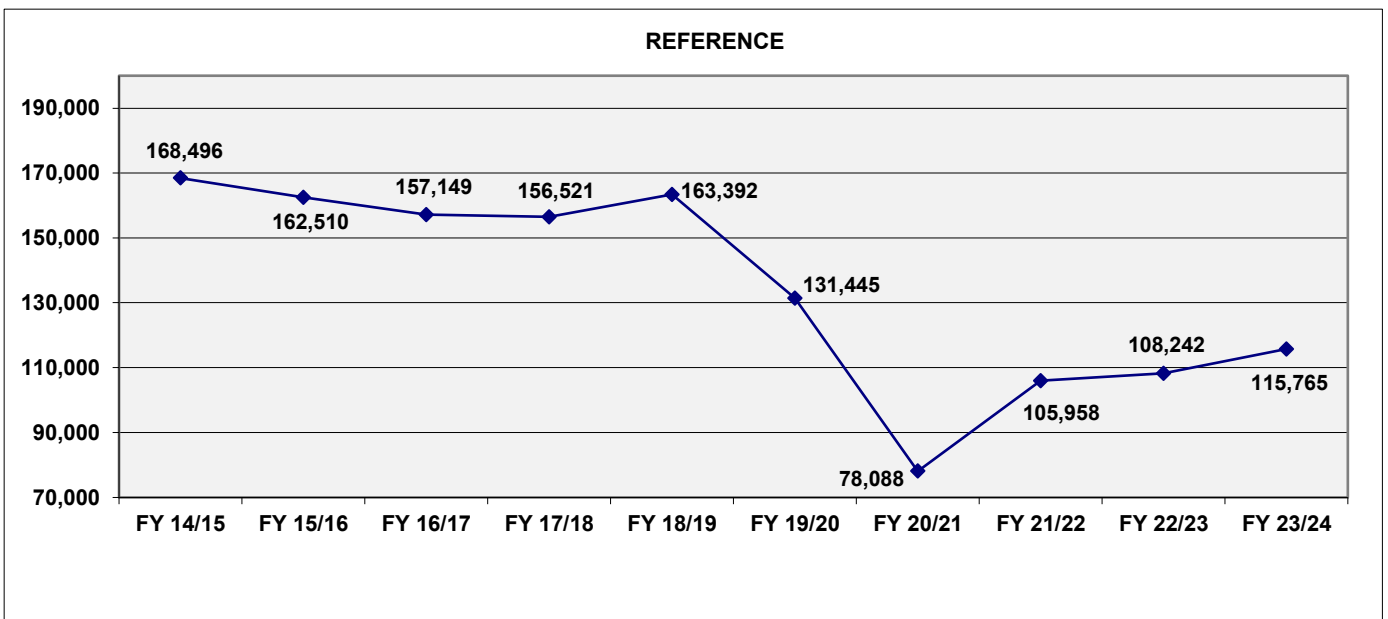
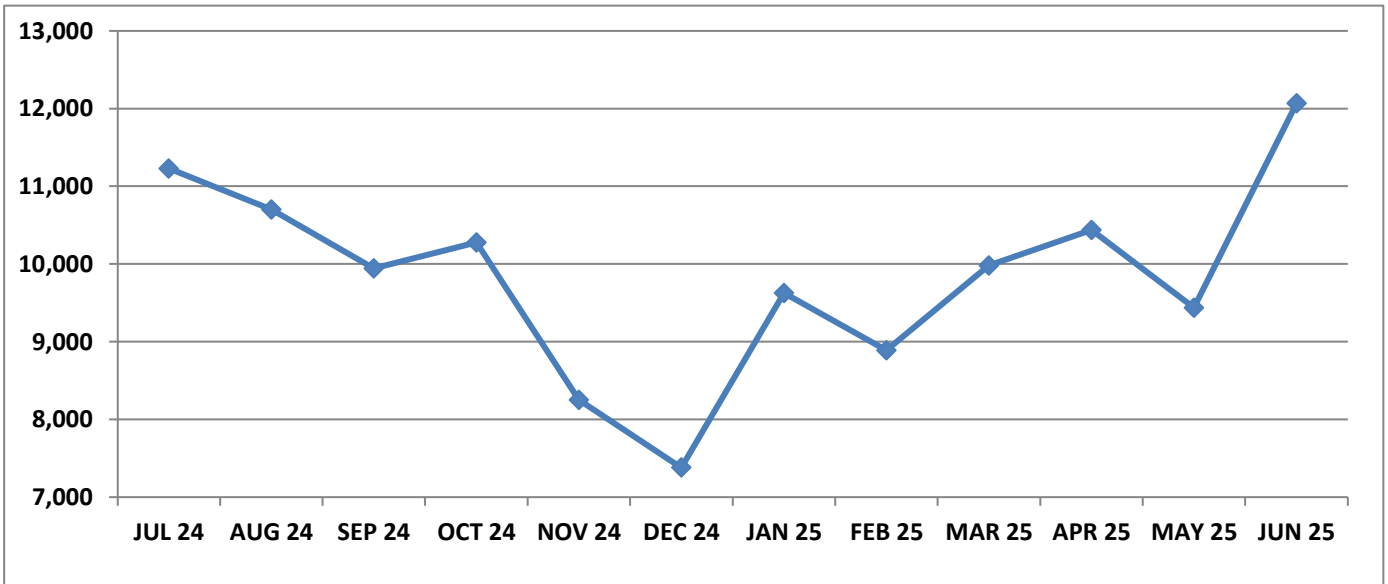
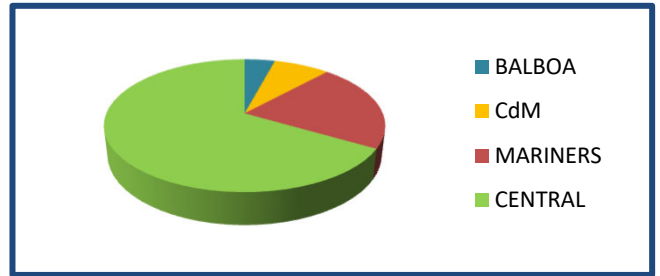
NEWPORT BEACH PUBLIC LIBRARY - JUNE 2025

REFERENCE

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

JUN 25	YTD 24/25	YTD 23/24
504	4,784	4,703
926	8,840	7,047
2,597	24,423	24,379
8,042	80,176	79,636
12,069	118,223	115,765



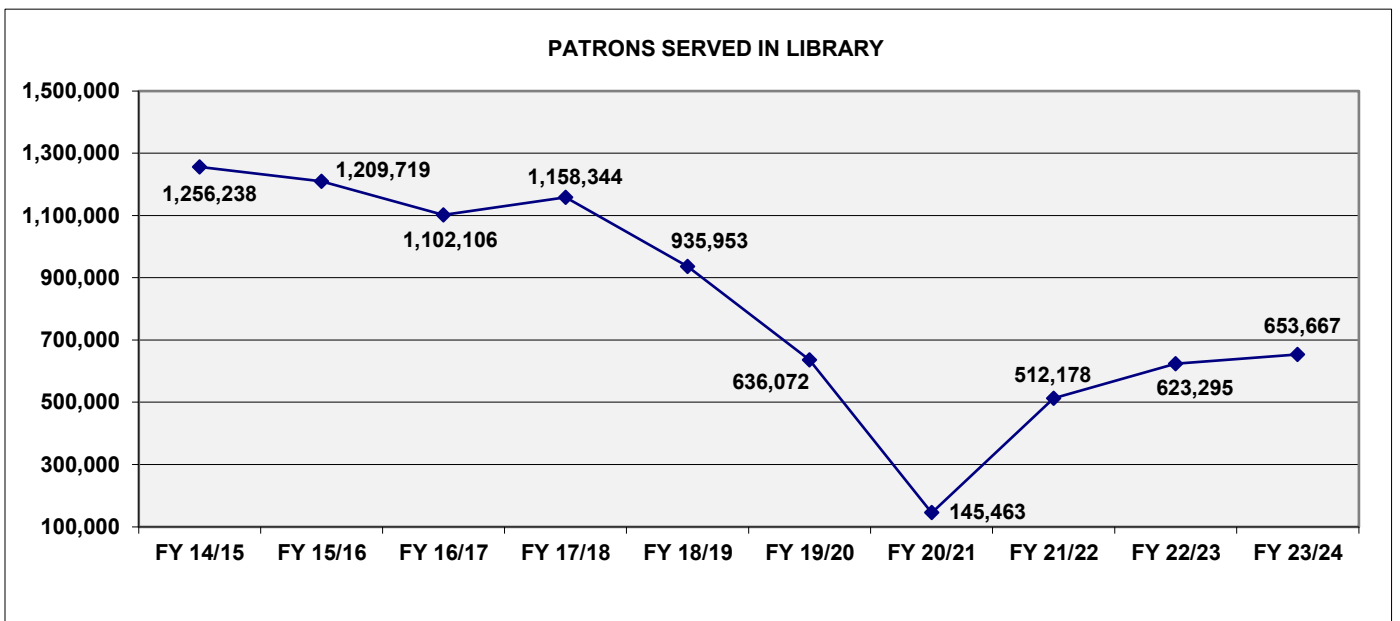
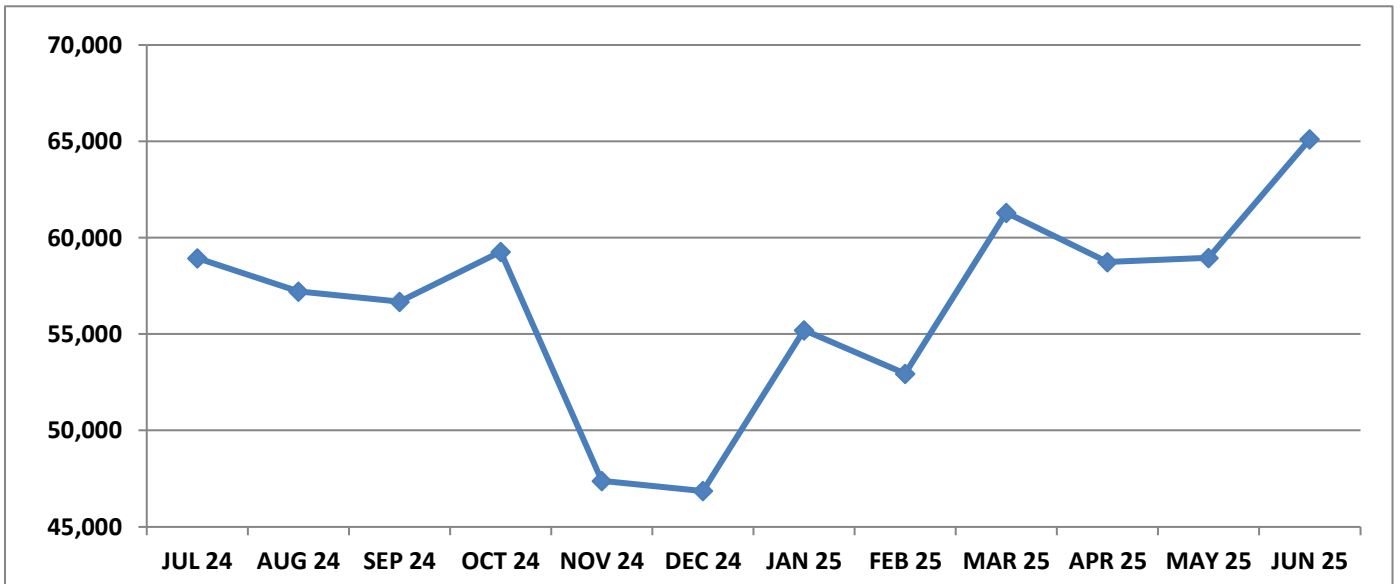
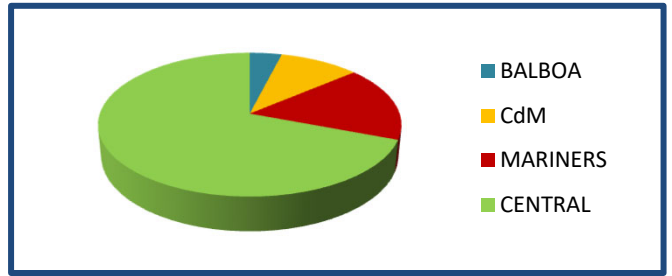
NEWPORT BEACH PUBLIC LIBRARY - JUNE 2025

PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

JUN 25	YTD 24/25	YTD 23/24
2,580	25,975	25,091
6,434	45,105	35,957
11,016	148,352	156,554
45,093	459,175	436,065
65,123	678,607	653,667



NEWPORT BEACH PUBLIC LIBRARY - JUNE 2025

PROGRAM ATTENDANCE

BALBOA
CdM
MARINERS
CENTRAL

TOTAL

JUN 25	YTD 24/25	YTD 23/24
693	5,697	3,333
1,949	17,470	12,998
2,083	26,063	17,848
7,704	88,522	75,550
12,429	137,752	109,729

