



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, August 17, 2026 - 5:00 PM

Board of Library Trustees Members:

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

Staff Members:

Melissa Hartson, Library Services Director
Francine Jacome, Administrative Support Specialist

The Board of Library Trustees meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at LibraryBoard@newportbeachca.gov by Sunday, at 5:00 p.m. prior to Monday regular scheduled meeting to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Melissa Hartson, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or mhartson@newportbeachca.gov.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. 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.

V. CONSENT CALENDAR

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

A. Consent Calendar Items

- 1. Minutes of the July 20, 2026 Board of Library Trustees Meeting (pp. 4-9)**

[DRAFT OF MINUTES](#)

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

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

[PATRON COMMENTS](#)

- 3. Expenditure Status Report (pp. 13-14)**

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

[EXPENDITURES](#)

- 4. Board of Library Trustees Monitoring List (p. 15)**

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

[MONITORING LIST](#)

VII. CURRENT BUSINESS

A. Items for Review

- 5. Information Technology Update**

IT Manager Avery Maglinti will update the Board of Library Trustees on library information technology activities.

- 6. Adult and Reference Services Update (pp. 16-18)**

Library staff will provide an annual update on reference services, collections, and programming for adult patrons.

[STAFF REPORT](#)

7. Expressive Use Areas Policy (NBPL 9) (pp. 19-36)

Staff recommends that the Board of Library Trustees review and accept revisions to Library Policy NBPL 9, *Expressive Use Areas*.

[STAFF REPORT](#)

[ATTACHMENTS A-M](#)

8. Library Activities (pp. 37-46)

Monthly update of library events, services, and statistics.

[STAFF REPORT](#)

B. Monthly Reports

9. Library Foundation Liaison Reports (p. 47)

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

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

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

[FOUNDATION REPORT](#)

10. Foundation Literacy Liaison Report

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

11. Friends of the Library Liaison Report

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

12. Board of Library Trustees Liaison Assignments

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

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited, and non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.

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

X. ADJOURNMENT

CITY OF NEWPORT BEACH

Board of Library Trustees
Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA
Meeting Minutes
Monday, July 20, 2026 – 5:00 PM

I. CALL MEETING TO ORDER

Chair Lauren Kramer called to order the Board of Library Trustees meeting for July 20, 2026, at 5:00 p.m.

II. ROLL CALL

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

Trustees Absent: Vice Chair Antonella Castro, Trustee Meghan Murray (excused)

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

III. PLEDGE OF ALLEGIANCE

Trustee Rief led the Pledge of Allegiance.

IV. ELECTION OF OFFICERS

Chair Kramer opened nominations for Chair.

Secretary Larson nominated Chair Kramer to continue in her role.

Trustee Rief nominated Vice Chair Castro for Chair.

Motion made by Secretary Dorothy Larson, seconded by Trustee Chase Rief, and carried 3-0-0-2 to close nominations for Chair.

AYES: Kramer, Rief, Larson

NOES:

ABSTENTIONS:

ABSENCES: Castro, Murray

A paper vote was conducted as there were multiple nominations for Chair.

Administrative Support Specialist Francine Jacome reported that Chair Kramer and Trustee Rief voted for Vice Chair Castro and Secretary Larson voted for Chair Kramer, giving Vice Chair Castro the position of Chair by a 2-1 margin.
In the absence of Chair Castro, Trustee Kramer continued to run Item No. IV.

Trustee Kramer nominated Trustee Murray to serve as Vice Chair.

Secretary Larson nominated Trustee Kramer for Vice Chair.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to close nominations for Vice Chair.

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

A paper vote was conducted as there were multiple nominations for Vice Chair.

Administrative Support Specialist Jacome reported that Chair Kramer and Trustee Rief voted for Trustee Murray and Secretary Larson voted for Trustee Rief, despite the absence of a nomination, giving Trustee Murray the position of Vice Chair by a 2-1 margin.

Trustee Rief nominated Secretary Larson to continue as Secretary.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to close nominations for Secretary and approve Secretary Larson's nomination.

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

In the absence of Chair Castro and Vice Chair Murray, Secretary Larson ran the remainder of the meeting.

V. NOTICE TO THE PUBLIC

Secretary Larson waived the Notice to the Public.

VI. CONSENT CALENDAR

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

A. Consent Calendar Items

1. Minutes of the June 15, 2026 Board of Library Trustees Meeting

2. Patron Comments

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

3. Expenditure Status Report

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

4. Board of Library Trustees Monitoring List

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

Secretary Larson opened the item to public comment.

Jim Mosher stated that, in Item No. VI.A of the June meeting minutes, the 128% growth in Corona del March Branch patronage has occurred since Fiscal Year 2023-24 and not since FY 2024-25 as written.

In response to Secretary Larson's inquiry, Library Services Director Melissa Hartson stated that she will confirm the statistic and correct it if needed.

Secretary Larson closed public comment.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to approve the Consent Calendar Item Nos. 1-4 as presented.

AYES: Kramer, Larson, Rief

NOES:

ABSTENTIONS:

ABSENCES: Castro, Murray

VII. CURRENT BUSINESS

A. Items for Review

5. Library Service Policy (Council Policy I-1)

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

Trustee Rief stated that a staff report was not needed.

Secretary Larson opened the item to public comment.

Mr. Mosher reported on the history of policy-setting between the Board and City Council, concluding that the City Charter gives the Library's policy-setting authority to the Board.

Secretary Larson closed public comment.

Secretary Larson inquired as to what City Council Policy I-1 says and how it may differ from the Library's policies.

In response to Secretary Larson's inquiry, Library Services Director Hartson clarified that the Council's policy says that policies proposed by the Board must be submitted to the Council for review.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to approve staff's recommendation.

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

6. Proposed Library Schedule for Winter Holidays 2026

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

Trustee Lauren Kramer stated that a staff report is not necessary for this item.

Secretary Larson opened the item to public comment, and there was none.

Secretary Larson stated that staff should make the scheduling determinations, and she agrees with the schedule.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to approve staff's recommendation.

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

7. Acceptance of Grant from Library Foundation of Newport Beach

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

Trustee Larson commended the written staff report and stated that no additional information is needed.

Trustee Rief reported attending the Library Foundation of Newport Beach's meeting where the Grant was discussed, adding that he offered some input on potential changes, and the Foundation continues to be a generous resource for the City.

Secretary Larson opened the item to public comment, and there was none.

Motion made by Trustee Chase Rief, seconded by Trustee Lauren Kramer, and carried 3-0-0-2 to accept the Grant.

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

8. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Hartson reported that many Library staff members were recognized for service milestones at the annual City employee recognition luncheon in June. She added that all full-time staff attended a customer service training workshop to learn platinum-level service, noting that part-time staff will also have an opportunity to participate in this Citywide initiative. She stated that there are two weeks left in the Summer Reading Program and encouraged all to be logging their minutes to help meet the community's goal of one million minutes read, reporting that they are at just over 800,000 minutes as of this morning.

Secretary Larson congratulated Library Services Director Hartson on her 30-year milestone.

Trustee Rief lauded the customer-service training, noting that the Library is one of the more heavily public-facing departments of the City, including many non-residents who can form an impression of Newport Beach from Library experiences. He commended the staff for thinking ahead about Artificial Intelligence (AI) service models, adding that it has customer-service potential. He also congratulated Library Services Director Hartson on her 30 years of service.

Secretary Larson opened the item to public comment, and there was none.

Secretary Larson received and filed the report.

B. Monthly Reports

9. Library Foundation Liaison Report

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

Trustee Rief reported that Library Foundation Chief Executive Officer Jerold D Kappel has a detailed written report from the last meeting included in the Agenda packet. He commended the opening of Witte Hall and expressed his excitement for the future programming.

Trustee Kramer commended Mr. Kappel on his great work, adding that the City is lucky to have him.

Secretary Larson noted that she is the liaison to Library Live and the Witte Lecture Committee. She stated that the groups are on hiatus but encouraged residents to

purchase season tickets, which are currently on sale to Library Foundation members. She lauded the upcoming speakers and thanked Mr. Kappel and his staff for the spectacular opening of Witte Hall.

10. Foundation Literacy Liaison Report

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

Chair Castro's absence prevented a report.

Secretary Larson stated that there are notes in the Agenda packet about Project Adult Literacy, commending their work.

11. Friends of the Library Liaison Report

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

Vice Chair Murray's absence prevented a report.

Secretary Larson stated that the Friends of the Library continue to do fabulous work with their book sales and fundraising.

Secretary Larson opened the monthly reports to public comment, and there was none.

Secretary Larson received and filed the monthly reports.

12. Board of Library Trustees Liaison Assignments

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

The item was continued to the next meeting due to Chair Castro's absence.

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

None

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

None

X. ADJOURNMENT – 5:27 P.M.

The next meeting will be August 17, 2026.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
1 <u>07/02/2026</u> <u>Email</u> <u>Jeremy Rodriguez</u> <u>Reference Librarian</u> <u>07/02/2026</u>	If the Sackett books by Louis L'Amour are still available, please reserve them for me. Thank you.	Thank you for contacting the Newport Beach Public Library. My name is Jeremy Rodriguez and I am the Fiction selector for the Central Library. Were the Sackett books you were referring to in relation to the Friends of the Library email that was sent yesterday evening, July 1st? If so, I wanted to inform you that the books had already been reserved by another patron earlier this morning. I spoke with our bookstore volunteers to confirm. The Library does carry 12 of the 17 books in the Sacketts series, in addition to two novellas. I would be happy to place any of these titles on hold for you. Please let me know at your earliest convenience how you would like to proceed, and if you have any questions.
2 <u>07/07/2026 & 7/10/2026</u> <u>Email</u> <u>Miranda Gentry & Rebecca Lightfoot</u> <u>Library Admin Team</u> <u>07/07/2026 & 7/10/2026</u>	I am currently traveling in China and will not be able to return the book <i>Homes</i> today. I received the notice that it could not be automatically renewed. Would it be possible to renew it for me, or let me know if there are any other options? If it cannot be renewed because another patron has placed a hold on it, I completely understand. I will return the book as soon as I return to the United States. Thank you very much for your understanding ... Thank you for your email. I will be back in the United States on July 18. I would appreciate it if I could keep the item until then. Thank you for your understanding and help. Best regards.	Our renewal policy allows each item to be renewed up to four times. After the fourth renewal, the item will begin accruing late fees. Late fees are \$0.25 per day and are capped at \$10 total. I've reviewed your account, and it appears this item has already been renewed the maximum number of times. About how much longer will you need to keep it? Will you be back in the United States within the next three weeks? Let me know, and I'll be happy to look into the best options we have to help ... I see the title <i>Homes</i> on your account has a due date of July 28, 2026, so it was renewed on July 7. All your items are due on July 28. Please let me know if you have any other questions. Safe travels!
3 <u>07/08/2026</u> <u>Comment Card</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>07/08/2026</u>	You need to fix the email receipt function on the self checkout kiosk. It would be better for users and the environment.	Thank you for your recent comment card concerning our self-check machines and the availability of emailed receipts. This is a function we had been enjoying for some time, but a software update from the manufacturer has prevented this feature from working as intended. Our City IT Department is currently working with the manufacturer to identify and solve the issue, and we fully expect this feature to be reinstated as soon as possible. Thank you for your use of the library and for reporting an issue like this to us. Best regards.
4 <u>07/08/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/08/2026</u>	I had some USBs seemingly stolen from your library. There were about 6-10 of them and they were mostly small 4-10 GB capacity USBs that were in an evidence zip bag. This theft occurred post-July 4th and occurred in and around the upstairs computers by the Reference Desk (likely when I went to go get the items I had printed). The disturbing thing about this theft is that there were more valuable devices available but the data on these small drives is of importance to an ongoing case - that involves the theft of my information from your library. Specifically, one of the USBs - a California Wolf Center USB - was used to collect HAR file information about malicious domains and erroneous remote connections allowed by your security team. It also was evidence of the use of malicious JavaScripting and other illegal actions. While there are other examples of this behavior, the targeting of these USBs is of great concern to me and should be of great concern to you. Do you have available to you the contact information for those who watch the Bosch cameras in this part of the library? Do you know where I can get that information? Thank you!	I am very sorry to hear about the loss of your USBs. I would encourage you to reach out to the Newport Beach Police Department to file a report. They would also be able to retrieve any camera footage that might be pertinent to your case. You can reach their front desk at 949-644-3681 from 8 a.m. until 6 p.m., seven days a week, to file a report. You can also visit them in person at 870 Santa Barbara Dr., or file a report online using this link from their website ... I hope that helps. Thank you again for letting us know.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>5</u> <u>07/09/2026</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/09/2026</u>	Keep Media Lab & Audio Lab open till 8:30 p.m.	Thank you for taking the time to fill out a comment card recently at the Central Library. We value your feedback and appreciate the opportunity to improve our services. We will take your suggestion under consideration. Please don't hesitate to reach out with any questions or concerns. Thank you for using the library!
<u>6</u> <u>07/15/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>07/16/2026</u>	What is the library's policy on lost books? I lost a book that I checked out. Is there a fine I need to pay or can I replace the lost book?	Thank you for reaching out about a lost item on your account. Lost item charges include the replacement cost of the item along with a \$10 processing fee. According to your account, you currently have one book checked out. If that is the item you are referring to, it is eligible for one additional renewal. If you would like, I can renew it to give you a little more time to continue looking for it. If you are certain the item has been lost, I can update your account to reflect the replacement cost plus the processing fee. Once the charges are applied, you may pay the balance online through your library account or in person at any of our branches. Please let me know how you'd like to proceed, and I'll be happy to help.
<u>7</u> <u>07/21/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>07/21/2026</u>	I would like to get a library card but my photo ID (driver's license) still shows my previous address (not in NB). Is there other proof of residency that is acceptable? Thank you.	Library cards are issued to California residents who present a valid form of identification. Based on the information you have provided, it sounds like you are still a California resident and have a current California driver's license with a previous address on it. If that's correct, we simply ask that you inform us of your current address when applying for your library card. To apply for a Newport Beach Public Library card, please visit any of our three open locations, present your California photo ID, and complete a brief application form. Thank you for contacting the Newport Beach Public Library. Please let me know if you have any other questions.
<u>8</u> <u>07/23/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/23/2026</u>	I am inquiring if you are currently hiring or will be hiring in the near future. I live locally and would like to know what requirements are needed for a position at your location. I can send my resume upon request. 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.
<u>9</u> <u>07/23/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/24/2026</u>	I'm betting that it's hard to get Emily Wilson's translation of <i>The Odyssey</i> now, but could you hold it for me when it comes in? Thank you.	I have added your name to the waiting list for Emily Wilson's translation of <i>The Odyssey</i> . You will be notified when it is ready for you to pick up at CdM. Thank you.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
10 <u>07/27/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>07/27/2026</u>	[A staff member] from the library from [the] desk area was very rude ... I had just asked him for the park pass. [When] I went to get my license which was less then 20 feet away, [he] gave it to someone else. He was extremely rude about it making the experience here unpleasant.	Thank you for taking the time to share your feedback regarding your recent visit. I appreciate you bringing this matter to my attention, and I apologize for the experience that you had. If you are still interested in a park pass, I would be happy to see if one is currently available for check out? We hope to have the opportunity to provide you with a more positive experience in the future.
11 <u>07/27/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/27/2026</u>	Do you give away or sell magazines after [a] new issue comes out? In your magazine section, [I'm] curious what happens to the previous month's magazine after a new one comes out to replace it. Do you sell or give them away by any chance? [I'd] love to be able to pick some up once in a while.	Thank you for reaching out about our magazines. Unfortunately, the discard process for City-owned items does not allow us to give them away, and we cannot sell them as our Friends do not sell magazines. Please let me know if you have any other questions. Thank you.
12 <u>07/27/2026</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/28/2026</u>	[Please add a] standalone monitor showing [the] audio room status, [and in the] Media Lab put a 3-5" block in front of the ceiling lights 4' tubes, so light doesn't shine into computer users' eyes.	Thank you for taking the time to leave a comment card at the Central Library regarding the Media and Sound Lab. We appreciate your feedback. We can certainly explore options for the lighting in the Media Lab. We may be able to adjust the brightness and hopefully that will help with glare issues. Regarding the Sound Lab monitor showing its status, you can see if the room is in use or vacant online on our website here ... At this time, a more comprehensive view of the Sound Lab's availability isn't something that the vendor can provide, but we will continue working with them to improve the functionality of the booking system. Please don't hesitate to reach out with any other questions or concerns. Thank you.
13 <u>07/27/2026</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>07/28/2026</u>	[I like] staff who helped me find books that I liked. [Please add] a 3D printer [and] more bike racks.	Thank you for taking the time to leave a comment card at the Central Library. I'm so glad our staff was able to help you find books that you like! We love to help connect readers with books, so keep your questions coming. Thank you for the suggestions regarding more bike racks and a 3D printer. We are happy to take them under consideration and discuss them. Please don't hesitate to reach out if you have any other questions or comments. Thank you again for using the Newport Beach Public Library.
14 <u>07/30/2026</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>07/30/2026</u>	Hope you're having a wonderful summer! First of all, we would like to thank you for letting us use your facilities for our educational needs. We are truly grateful for your support and dedication to serving the community the way you do. Thank you! We're reaching out to you as we have encountered some not so good experiences lately; and it gets more graphic throughout the day (files attached). These actions makes us feel uncomfortable to be around sharing the same space specifically when parents with their small children use the study rooms and/or walk around that traffic area. Thank you in advance for your time and consideration to this matter. Best regards.	We are very glad to hear that you are enjoying your use of the Library. Thank you for bringing this to our attention. We will certainly do our best to keep an eye on the situation and address it appropriately. If you do encounter an issue while you are here, please also feel free to let staff at the nearest service desk know and hopefully we can resolve it more quickly. Best regards.

LIBRARY EXPENDITURES

(August 3, 2026)

FY END 2025-26

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2025-26 EXPENDED	AVAILABLE BUDGET	YTD 2025-26 % EXPENDED	YTD 2024-25 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,359,526	3,459,888	450,337	3,388,260	71,628	97.9%	3,184,306
SALARY PART-TIME	1,510,834	1,574,992	127,172	1,004,184	570,808	63.8%	932,109
BENEFITS	2,265,515	2,507,777	177,052	2,235,584	272,193	89.1%	2,284,424
SALARY & BENEFITS TOTAL	7,135,875	7,542,656	754,561	6,628,027	914,629	87.9%	6,400,839
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	6,488	58,988	104	58,806	182	99.7%	276,000
UTILITIES	391,004	391,004	60,535	346,327	44,677	88.6%	341,531
PROGRAMMING	2,000	6,538	2,236	6,466	72	98.9%	2,750
SUPPLIES**	53,750	56,249	5,655	51,751	4,499	92.0%	103,819
LIBRARY MATERIALS	669,740	680,995	19,050	679,426	1,569	99.8%	690,259
FACILITIES MAINTENANCE	45,802	69,926	2,799	41,732	28,194	59.7%	206,412
TRAINING AND TRAVEL	10,681	11,137	1,196	4,919	6,218	44.2%	4,061
GENERAL OPERATING EXPENSES***	27,274	35,544	5,498	38,336	(2,792)	107.9%	39,012
PERIPHERALS & SOFTWARE	4,500	4,500	430	1,778	2,722	39.5%	1,306
INTERNAL SERVICE FUNDS	1,810,801	1,810,801	150,900	1,810,801	(0)	100.0%	1,704,825
OFFICE EQUIPMENT	2,000	2,000	-	1,887	113	94.3%	1,392
MAINT & OPERATION TOTAL	3,024,040	3,127,683	248,403	3,042,229	85,454	97.3%	3,371,367
LIBRARY BUDGET TOTAL	10,159,915	10,670,339	1,002,964	9,670,256	1,000,083	90.6%	9,772,206

*INCLUDES OUTSIDE PRINTING

**INCLUDES OFFICE AND PROCESSING SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

LIBRARY EXPENDITURES

(August 3, 2026)

FY 2026-27

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2026-27 EXPENDED	AVAILABLE BUDGET	YTD 2026-27 % EXPENDED	YTD 2025-26 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,636,995	3,636,995	236,586	236,586	3,400,409	6.5%	218,215
SALARY PART-TIME	1,591,034	1,591,034	66,017	66,017	1,525,017	4.1%	68,102
BENEFITS	2,516,469	2,518,212	91,081	91,081	2,427,131	3.6%	79,344
SALARY & BENEFITS TOTAL	7,744,498	7,746,240	393,684	393,684	7,352,557	5.1%	365,661
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	6,488	6,488	2,477	2,477	4,011	38.2%	-
UTILITIES	397,660	397,660	4,138	4,138	393,522	1.0%	35,054
PROGRAMMING	2,000	2,000	675	675	1,325	33.8%	399
SUPPLIES**	57,650	57,650	6,609	6,609	51,041	11.5%	6,383
LIBRARY MATERIALS	719,740	719,740	222,943	222,943	496,797	31.0%	128,818
FACILITIES MAINTENANCE	63,446	79,512	897	897	78,616	1.1%	794
TRAINING AND TRAVEL	10,681	10,681	-	-	10,681	0.0%	-
GENERAL OPERATING EXPENSES***	27,274	27,274	125	125	27,149	0.5%	624
PERIPHERALS & SOFTWARE	20,500	20,500	-	-	20,500	0.0%	-
INTERNAL SERVICE FUNDS	1,886,420	1,886,420	-	-	1,886,420	0.0%	150,900
OFFICE EQUIPMENT	2,000	51,964	-	-	51,964	0.0%	-
MAINT & OPERATION TOTAL	3,193,859	3,259,890	237,864	237,864	3,022,026	7.3%	322,972
LIBRARY BUDGET TOTAL	10,938,357	11,006,130	631,547	631,547	10,374,583	5.7%	688,633

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

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



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

August 17, 2026
Agenda Item No. 6

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Andrew Kachaturian, Adult Services Coordinator

TITLE: Adult and Reference Services Update

OVERVIEW:

Reference services are an essential component of library services. Patrons approach the service desks throughout the library system to have their questions answered. Reference staff ask clarifying questions, determine the most suitable resources, and provide the best information possible in answering patron inquiries. Common reference interactions range from reader's advisory, locating items within the Newport Beach Public Library (Library), its subscription databases, information online, and the use of other library resources such as public computers, the Media Lab, and in operating other equipment. Reference staff are available in person, over the telephone, or by email. Customer service is a key component of reference work, and staff take pride in recognizing that each first experience with a patron is a building block for positive experiences that culminate in a life-long appreciation for all that the Library offers.

Senior staffing in the Central Library (Central) Reference department has been steady this year with Andrew Kachaturian remaining Adult Services Coordinator, Jeremy Rodriguez as the department Librarian II, and Mary-Kay Lutgen, Laurie Sanders, and Danielle Yang each continuing to excel in their Librarian roles. Erik Gunderson, Chris Hennigan, Greg Johnson, and Melinda Moss round out the full-time staff as Library Assistants. The newest part-time staff to join the department this year as Library Assistants are Sully Jacome, Olivia Peasley, and Lucero Tamayo joining more veteran staff Cristina Belardi, Anthony Duhamel, and Terry Sanchez.

Branch staff consists of Alex Johnkins as Mariners Branch Librarian along with Librarians Christine Chapel and Leah Duffy. Bernadette Gilliam is the Mariners Branch (Mariners) full-time Library Assistant and Cece Villa is their part-time Library Assistant. Nadia Dallstream is the Corona del Mar Branch Librarian along with part-time Library Assistant Carly Quijano. Balboa Branch Librarian Evelyn Rogers is currently working at Mariners and Sara Bert, the Balboa Branch (Balboa) part-time Library Assistant is currently assigned to Central.

Programming and Outreach

In the last year, Adult Services staff have held successful outreach events in the community. In August, Librarian Rodriguez led staff to attend the Employee Health and Wellness Fair at the Newport Beach Country Club. Staff answered questions from 41 attendees about library services, signed people up for library cards, and received many compliments about library services.

In September, Adult Services Coordinator Kachaturian and Librarian Lutgen presented information about the Library to 25 members of a local women's group interested in services such as downloadable content, databases, homebound services, and volunteering. The group was very enthusiastic about everything that the Library offers.

In October, Librarian Rodriguez gave a tour to five health science librarians from the Southern California area. They discussed the Library Foundation of Newport Beach's (Foundation) *Medicine in our Backyard* series and other programming, Children's and Reference health science collections, meeting spaces, the Media Lab and more. They were quite impressed with the resources at the Library.

Also in October, Library Assistant Johnson led the NMUSD College and Career Night at the fairgrounds in Costa Mesa. Staff interacted with 133 people and gave out information about joining the Library and all of its offerings.

In April, Librarians Rodriguez and Lutgen gave a presentation about library services and the Homebound program to 15 members of a book discussion group at the Vivante Senior Home in Newport Beach. The residents were thrilled with the Library's eBook catalog, the Kanopy database, and other lifelong learning tools such as Rosetta Stone, and the Ckbk cooking database.

Stand out events this last year included the return of *Genealogy Uncovered* and *Storytellers Writing Workshop*, which included an extended session due to its popularity. Both groups continue to fill up almost immediately once available. Patron demand remains extremely strong, and we thank the Friends of the Library for their financial support.

On April 29, author Nicola Harrison returned to speak about her new book *The Island Club*, which had 173 people in attendance, reaching near capacity for the Community Room where the event was held due to occupancy constraints in the Friends Room as a result of the ongoing Witte Hall construction.

And of course we saw Witte Hall open in July to big crowds. Over 500 people participated in the general grand opening on the afternoon of July 11. Opening night with surf legend, Shaun Tomson had 280 people filling Witte Hall, and the first Sunday Musicale on July 12, brought in 346 people to enjoy a cello quartet. We are very encouraged by the interest in Witte Hall.

Training and Professional Development

The Library is strongly committed to providing training and professional development opportunities to empower staff to grow in their skills. In May and June 2026, the City of Newport Beach provided a course in customer service training to all full-time staff, which is also anticipated to be offered to part-time staff in late 2026. This training brought fresh perspectives on how staff commitment to providing platinum-level customer service can shape the patron experience and transform interactions positively. It also reinforced many aspects of how we strive to set a culture of excellence.

As the landscape for Artificial Intelligence (AI) continues to evolve, staff have begun attending webinars and training sessions with an aim towards identifying the strengths and weaknesses of AI in the Library environment. As with other informational transformations, patrons will surely seek assistance from the Library in helping to demystify and understand how AI can be used to access information and skilled guidance on how to reliably validate the authenticity of the information gleaned from this tremendous resource.

Traditional resources have also been a focus of training in this last year. Staff continue to attend training on the subscription databases to stay current in the resources we offer to the public. One of the more successful training courses was with the Reference Solutions database, which added job-seeking content as well as refinements to their platform. Staff have also attended training on OverDrive, the eBook vendor, Brodart, the physical materials vendor, and CollectionHQ, for collection development maintenance throughout the year.

Services

Physical Collections

In the July 20 meeting, the Board of Library Trustees accepted a grant from the Foundation, designating \$10,000 towards the Tech Toy collection, which will help to support this extremely popular collection which had 815 circulations in the last fiscal year, up from 466 last year. A new cabinet was installed this year to allow for an expanding collection, and staff are researching new and exciting items to add to the Tech Toy collection with the additional funds.

Other collections that have seen an increase in circulation over the last fiscal year are the California State Park Passes with 3,994 circulations in the last year, the 4K Blu-ray collection with 2,180 circulations, the Seed Library with 2,464 checkouts, and the Video Game collection, with 9,760 circulations. There appears to be some resilience to the physical media collections as patrons continue to make use of the music CD collection and remaining film collections. The biggest drops in circulation compared to last year are with Magazines and Books on CD.

Seating Areas

Over the last year, staff have noticed patterns emerging with the use of seating areas throughout Central and have experimented with new furniture layouts in response to patron demand. Individual study tables have been combined in several areas to provide much sought-after group work areas while soft seating has been moved closer to the service desk to provide closer proximity to assistance from Reference staff. Dialogues have started with design companies to provide more long-term ideas on keeping up with trends such as group study areas that can tolerate some conversation, quiet individual study areas, and the need for more power in particular areas. As some collections age out and more open areas can be created, staff is working to reimagine the spaces for patrons to enjoy.

Sound Lab Enhancements

In the August 18, 2025, meeting, the Board of Library Trustees accepted another grant from the Foundation, which provided \$1,640 towards podcasting equipment to be added to the Sound Lab. Patrons have shared favorable feedback about the addition of the new table, microphones, and video camera that are now available in the room. The Sound Lab is consistently booked out in advance several days and in constant use. Library Assistant Johnson shared a great story: "I recently had a patron tell me that they completed a song for their wedding ceremony. How incredible is that? Right in our lab." Patrons continue to prize this unique resource.

NOTICING:

This agenda item . 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

August 17, 2026
Agenda Item No. 7

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Expressive Use Areas Policy (NBPL 9)

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review and accept revisions to Library Policy NBPL 9, *Expressive Use Areas*.

DISCUSSION:

A public library is inherently a marketplace of ideas, and Newport Beach Public Library (Library) encourages and protects the rights of members of the public to express divergent viewpoints and opinions on matters of concern. At the same time, the Library expects that persons engaging in expressive activity will demonstrate civility, concern for the safety of persons and property, respect for Library activities and for those who may disagree with their message, and compliance with Library Policy NBPL 1, *Library Use Policy*. The purpose of Library Policy NBPL 9, *Expressive Use Areas*, is to provide for expressive activity to be conducted on the grounds of the Library in a manner consistent with these principles.

Staff recommends adding language that determines the availability of the space and limiting the number of individuals or organizations using the space at a time. Additionally, staff refreshed the exhibits to bring a more consistent design that illustrates each Expressive Use Area Location. Of note, the designated Balboa Expressive Use Area, Exhibit C, applies to the configuration of the previous building. Staff will update Exhibit C and present it to the Board of Library Trustees as construction of the new facility progresses and the outdoor space is developed.

NOTICING:

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

ATTACHMENT A – Library Policy NBPL 9, *Expressive Use Areas* – original
ATTACHMENT B – Central Library Expressive Use Area, Lower Level, Exhibit A – original
ATTACHMENT C – Central Library Expressive Use Area, Upper Level, Exhibit A2 – original
ATTACHMENT D – Mariners Branch Library Expressive Use Area, Exhibit B – original

ATTACHMENT E – Balboa Branch Library Expressive Use Area, Exhibit C – original
ATTACHMENT F – Corona del Mar Branch Library Expressive Use Area, Exhibit D – original
ATTACHMENT G – Library Policy NBPL 9, *Expressive Use Areas* – red-lined
ATTACHMENT H – Library Policy NBPL 9, *Expressive Use Areas* – final
ATTACHMENT I – Central Library Expressive Use Area, Lower Level, Exhibit A – final
ATTACHMENT J – Central Library Expressive Use Area, Upper Level, Exhibit A2 – final
ATTACHMENT K – Mariners Branch Library Expressive Use Area, Exhibit B – final
ATTACHMENT L – Balboa Branch Library Expressive Use Area, Exhibit C – final
ATTACHMENT M – Corona del Mar Branch Library Expressive Use Area, Exhibit D – final

Expressive Use Areas

Expressive Use Area locations:

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

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

The Board of Library Trustees desires to adopt reasonable regulations:

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

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

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

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

Adopted - November 16, 1999

Amended - March 18, 2003

Amended - August 17, 2004

Amended - February 6, 2012

Amended - December 15, 2014

Amended - September 17, 2018

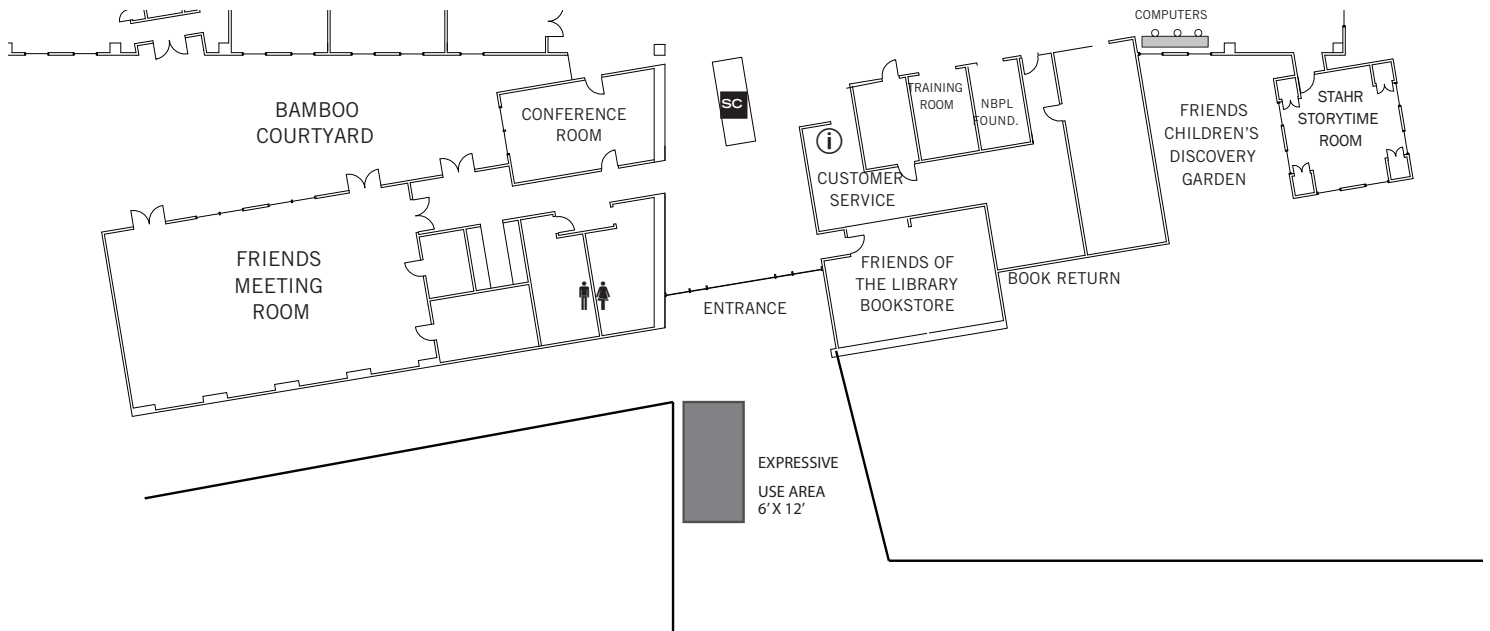
Amended - September 21, 2020

Amended - September 19, 2022

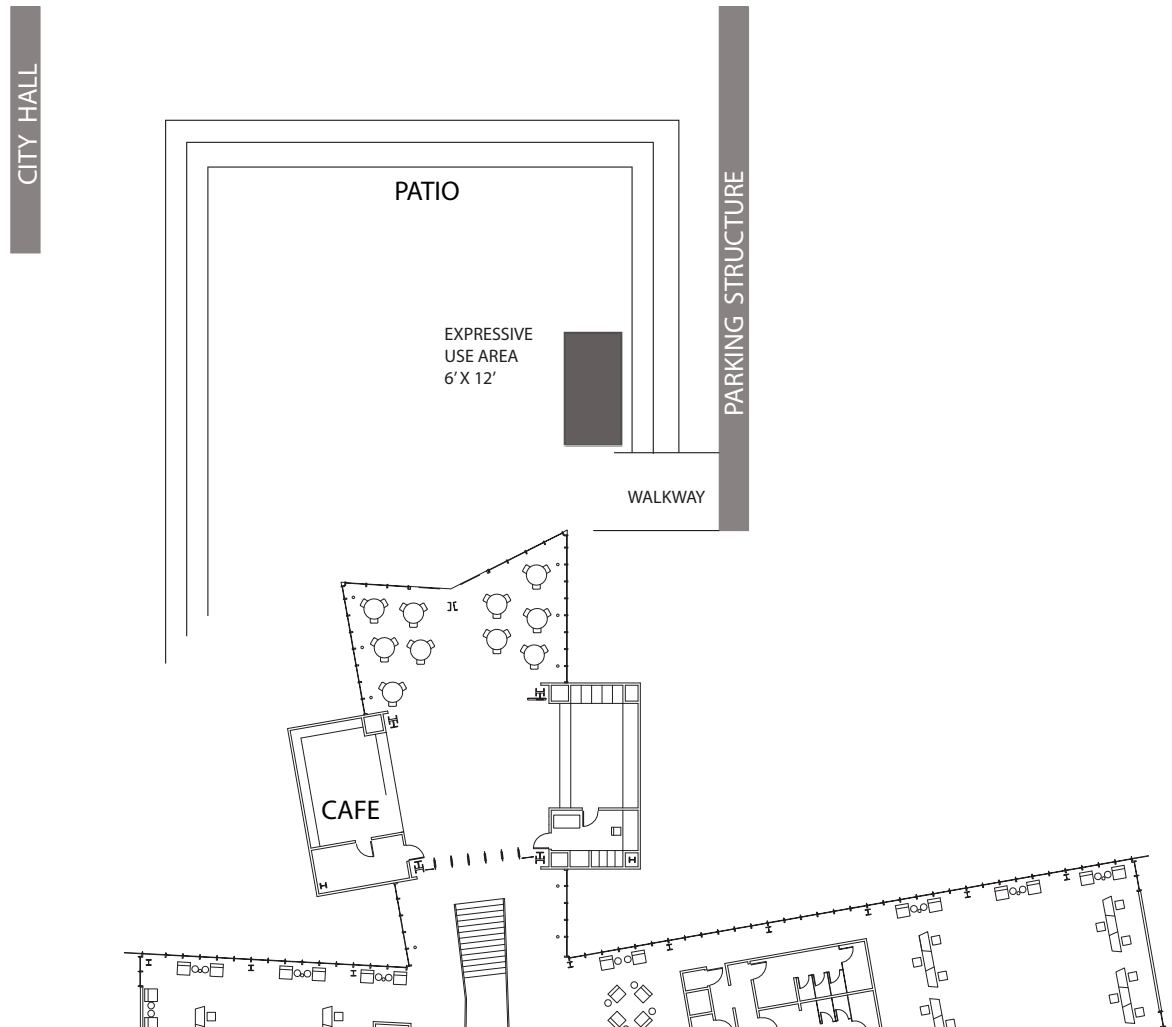
Amended - September 16, 2024

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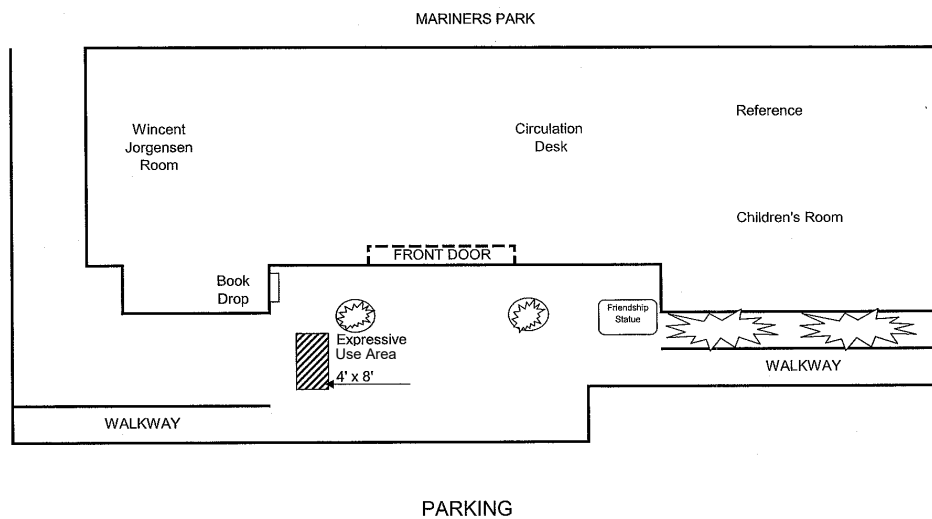
Central Library - Expressive Use Area Lower Level



Central Library - Expressive Use Area Upper Level

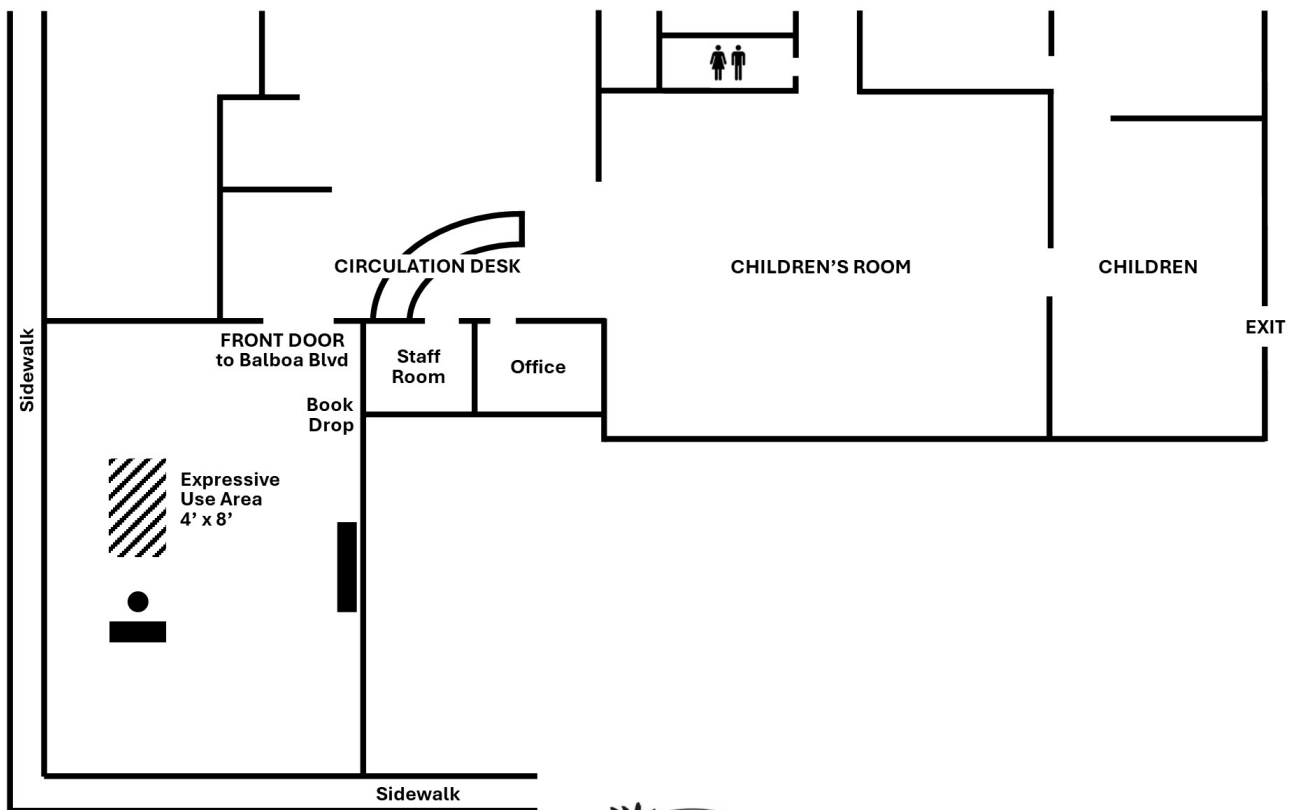


Mariners Branch Library - Expressive Use Area



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

Balboa Branch Library - Expressive Use Area

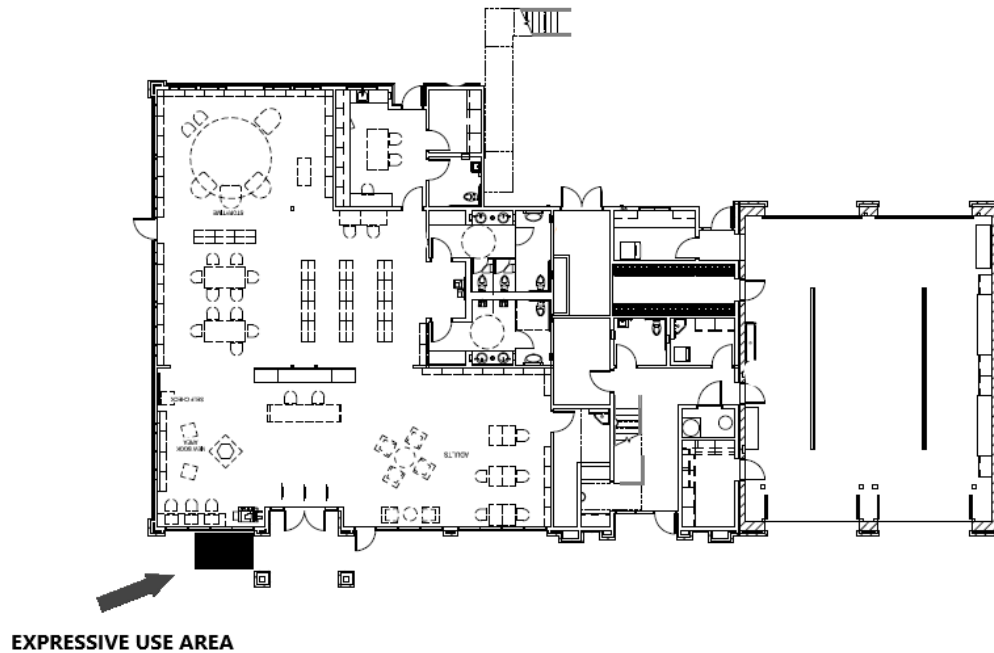


BALBOA BRANCH LIBRARY

100 East Balboa Blvd, Newport Beach, CA

September 2024

Corona del Mar Branch Library - Expressive Use Area



Expressive Use Areas

Expressive Use Area locations:

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

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The Board of Library Trustees desires to adopt reasonable regulations:

1. To accommodate the public's desire to engage in Expressive Use outside City Libraries and on City Library grounds in a manner compatible with Library purposes;
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4. To maintain safe and convenient circulation for patrons with walkway access directly into City Libraries and Library grounds without obstruction or interference, and,
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THEREFORE, the Board of Library Trustees adopts the following rules and regulations for Expressive Use at City Libraries:

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- ~~2.3.~~ Each designated Expressive Use Area is available on a first-come, first-served basis, limited to one individual or organization at a time per space. Expressive Use Area requests must be made same day, in person, and during Library operating hours. If the space is vacated for more than 15 minutes, then it will be considered relinquished and made available to other persons.
- ~~3.4.~~ Only one (1) chair and one (1) small table, not to exceed three feet by three feet (3' by 3'), are permitted. No other tables, chairs, umbrellas, or other furniture are permitted.
- ~~4.5.~~ Posters not to exceed six square feet in size are permitted so long as posters are held by a person or placed on, leaned against, or hung from the permitted table.

~~5.6.~~ The benches, bike racks, and book drops located within the Library grounds are intended for Library patron use only. Access to the use of City Libraries and Library grounds by patrons shall not be obstructed in any manner.

~~6.7.~~ Loud talking, shouting, or yelling in a manner that is unreasonably disruptive to use of City Libraries and Library grounds by patrons and other person(s) is prohibited. Person(s) using the Expressive Use Area shall not approach patrons outside the designated area.

~~7.8.~~ Commercial activity is prohibited. No peddlers or vending of any merchandise or services is permitted.

Adopted - November 16, 1999

Amended - March 18, 2003

Amended - August 17, 2004

Amended - February 6, 2012

Amended - December 15, 2014

Amended - September 17, 2018

Amended - September 21, 2020

Amended - September 19, 2022

Amended - September 16, 2024

Amended – August 17, 2026

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Expressive Use Areas

Expressive Use Area locations:

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

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Amended - September 19, 2022

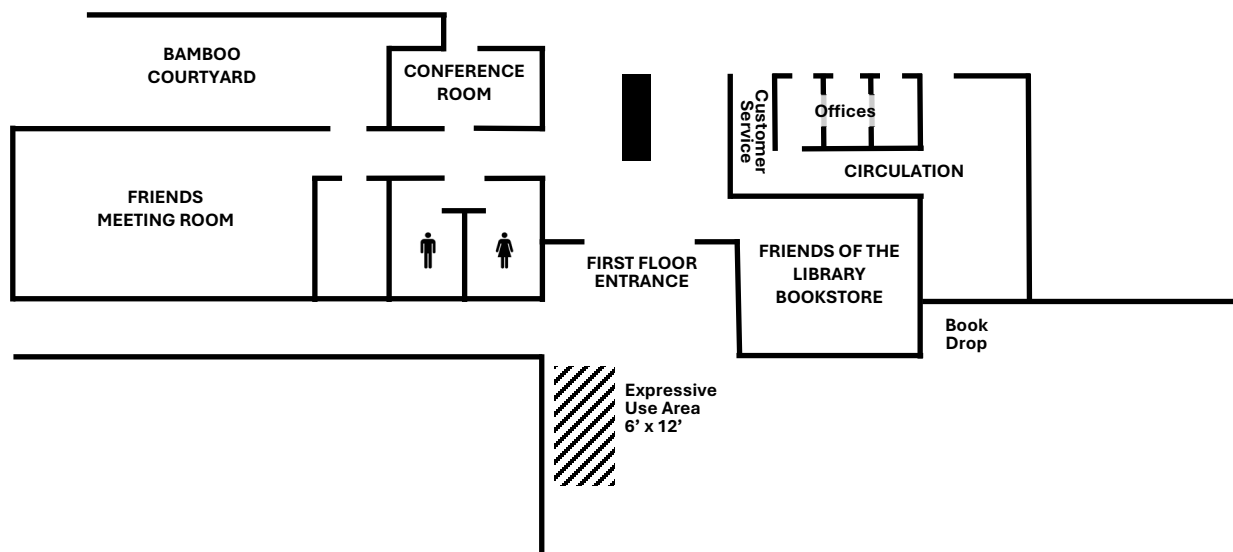
Amended - September 16, 2024

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Central Library - Expressive Use Area

Lower Level



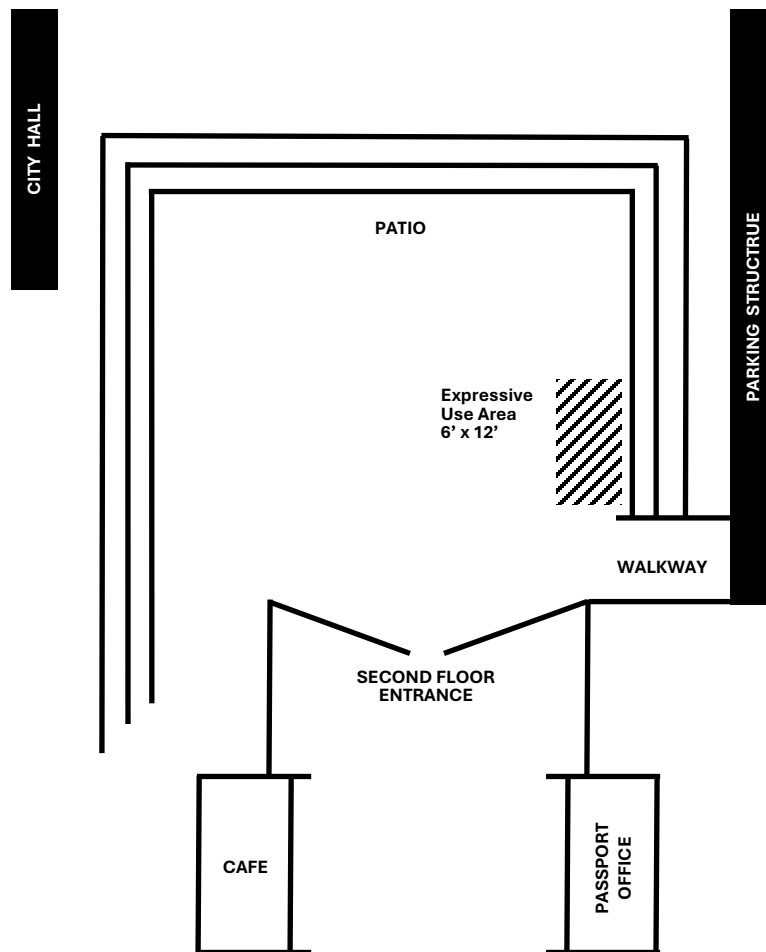
NEWPORT BEACH CENTRAL LIBRARY

1000 Avocado Avenue, Newport Beach, CA

August 2026

Central Library - Expressive Use Area

Upper Level

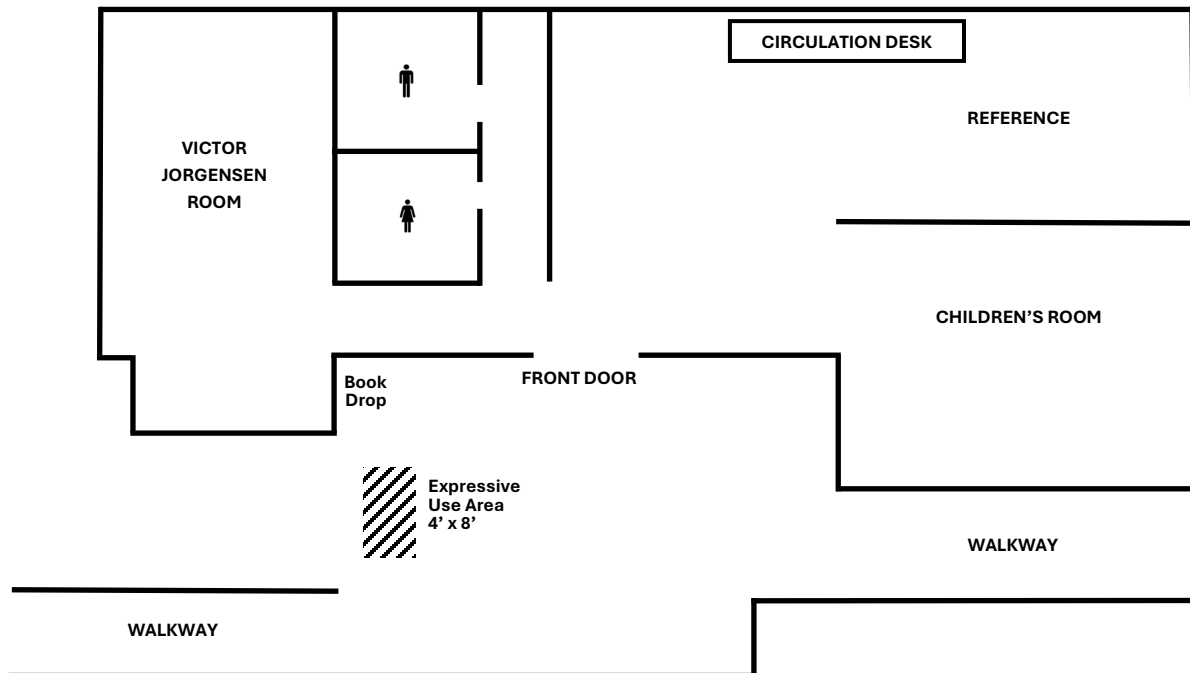


NEWPORT BEACH CENTRAL LIBRARY

1000 Avocado Avenue, Newport Beach, CA

August 2026

Mariners Branch Library - Expressive Use Area



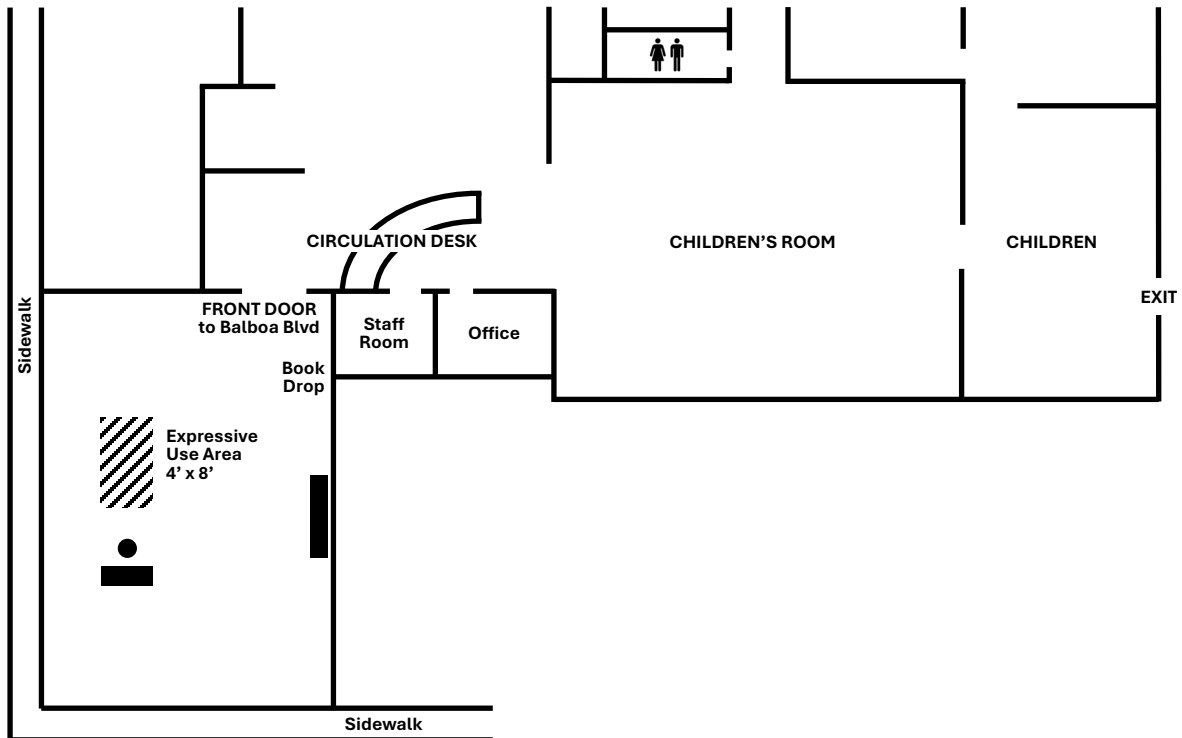
CREAN MARINERS BRANCH LIBRARY

1300 Irvine Avenue, Newport Beach, CA

August 2026

Balboa Branch Library - Expressive Use Area

CURRENTLY UNAVAILABLE DUE TO CONSTRUCTION

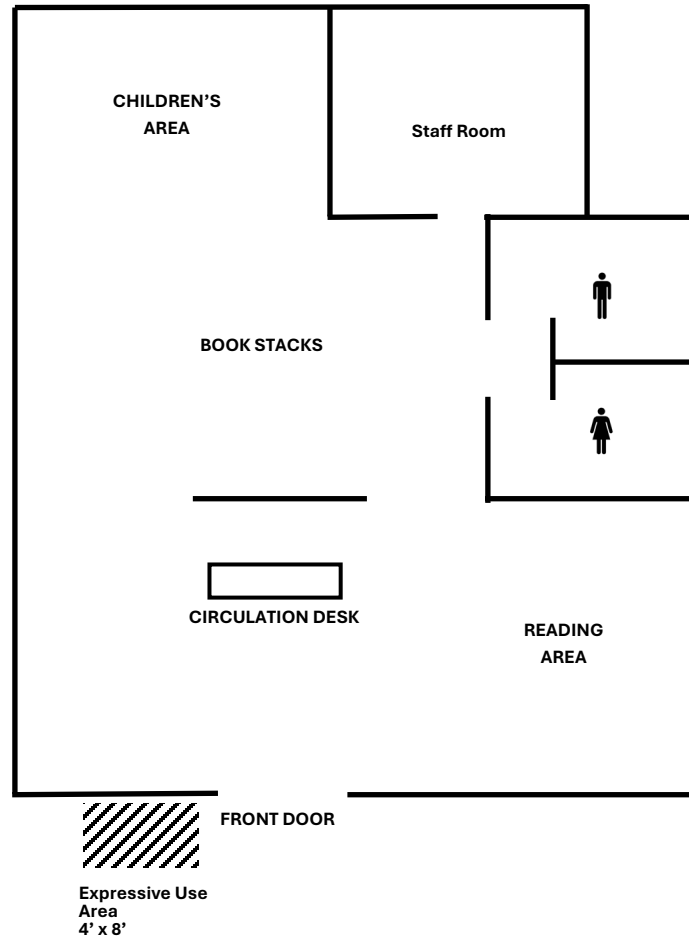


BALBOA BRANCH LIBRARY

100 East Balboa Blvd, Newport Beach, CA

August 2026

Corona del Mar Branch Library - Expressive Use Area



CORONA DEL MAR BRANCH LIBRARY

410 Marigold Avenue, Newport Beach, CA

August 2026



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

August 17, 2026
Agenda Item No. 8

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Report of July Library Activities

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Witte Hall Grand Opening Weekend

The Witte Hall Grand Opening festivities began with an Open House and Family Summer Celebration on Saturday, July 11. Over 500 people joined the celebration, enjoying balloon art, hands-on activities, crafts, music, stage performances, and a photo booth. Many attendees commented on how beautiful Witte Hall is, and early questions about future events showed strong interest in using the venue for family programs.

Saturday evening featured International Surfing Champion Shaun Tomson. With a near-capacity attendance of 280, Tomson gave a moving and engaging presentation on his book, *The Surfer's Code*, and invited the audience to participate in writing their own motivational mantra. He received a standing ovation at the end of his presentation.

Wrapping up the weekend, on July 12, a Sunday Musicales with a cello quartet featuring musicians Wonsun Keem, In Hee Na, Crystal Soo-Jung, and Andy Su, drew a crowd of over 340 attendees with guests filtering in throughout the performance. In response to a standing ovation at the conclusion of their performance, they played an encore.





WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Library Foundation Check Presentation
Tuesday, August 25, 4 p.m.
City Council Chambers, Civic Center
- Library Card Sign-Up Month
September 1 - 30
All locations
- Library Closure: Labor Day
Monday, September 7
All locations
- Friends of the Library Check Presentation
Tuesday, September 8, 4 p.m.
City Council Chambers, Civic Center
- Concert on the Green: Flashback Heart Attack
Sunday, September 13, 6 – 7:30 p.m.
Civic Center Green
- International Literacy Day Celebration
Thursday, September 17, 10 a.m.
Community Room, Civic Center
- Board of Library Trustees Meeting
Monday, September 21, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

Project Adult Literacy (PAL) Coordinator Christina Smith trained temporary Department Assistant Grace Lopez to assist in the office until the recruitment for a new Department Assistant is complete. PAL hosted *Coffee with the Coordinator*. Fourteen attendees came to discuss the program and goals. PAL hosted Orange Coast College Adult Education Workshop for learners and tutors with 15 attendees. Coordinator Smith is working on marketing for our *In Our Own Words* books and preparing for International Literacy Day.

Facilities

The second-floor entrance doors at Central Library (Central) were replaced and reconfigured on July 23. The previous doors were failing, and Municipal Operations (MOD) deemed it prudent to reconfigure them because the previous unique configuration was causing repeated repair issues.

MOD also repaired a minor condensation leak in the ceiling at Mariners Branch (Mariners).

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

In July, Mariners continued storytimes and LEGO Wednesdays. The Seed Library achieved a July record of 209 seed packet checkouts, and staff proctored 18 tests. STEAM and BARK programs remained on a summer hiatus.

MOD worked on several facility needs at Mariners, including fixing an air duct fire alarm detector, making restroom repairs, addressing an HVAC leak, and continuing LED lighting upgrades. The HVAC fan coil in the storytime room is still being repaired.

Balboa Branch stayed closed for renovation. Marina Park Preschool Storytimes were on their planned summer break.

Corona del Mar Branch (CdM) continued to have strong turnout for storytimes, drop-in crafts, and Toy Train Tuesdays. The 3rd Thursdays event had a bubble festival for all ages and brought in almost 700 visitors. The *Seagulls in Flight* sculpture was restored and reinstalled.

Youth Services

Summer Reading Program

The Summer Reading Program (SRP) remained the focus of children's programming in July. Mad Science presentations were among the best-attended events. A Newport Beach-themed *I Spy* activity encouraged 310 children to discover both local landmarks and useful areas of the Children's Room at all locations.

Additional SRP events also included Family BINGO and shows by The Ben Band. Teen volunteers helped with programs, registration, and handing out prizes. Since SRP ends on August 1, a more detailed update will come in next month's report.

Personnel

Mariners' part-time Library Assistant Brooke Pauley resigned.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

Librarian Danielle Yang is in contact with C2 Education to resume our partnership for SAT and ACT examination preparation. C2 Education provided popular programming to teens before COVID changed the nature of this process but it is once again gaining in popularity with schools and so they are resuming their services.

Staff have observed that summer programming has become increasingly challenging during the summer when teens have so many more events competing for their time. We offered a book club on July 15 with 2 teens attending. We will continue to monitor and adjust programming to make the biggest impacts where we find the greatest opportunities.

Adult Services

Materials selectors resumed ordering in July after a brief pause to close out Fiscal Year 2025-26. Collection maintenance in the stacks continues, with selectors making use of CollectionHQ to aid them in identifying older, less relevant, or worn items for removal to make space for new materials.

Several members of the Reference staff attended training for our eBook platform, OverDrive, which was designed to help troubleshoot common issues for users. Helping patrons set up and utilize OverDrive's Libby app remains a popular service at the Reference desk and staff found the training very useful.

Staffing

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

MIRANDA GENTRY, CIRCULATION COORDINATOR

Training

Circulation staff at Central met for cross-training on the Tech Toy check-in process to support consistent customer service.

Staffing

Central welcomed Gracelyn Vu as a new part-time Library Clerk.

NOTICING:

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

Proquest Articles Retrieved 2026-2027

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	1443												1443
Newspapers--Current	562												562
Newspapers--Historical	2576												2576
Magazines	43												43

Database FY Comparisons	JUL 2026	AUG 2026	SEP 2026	OCT 2026	NOV 2026	DEC 2026	JAN 2027	FEB 2027	MAR 2027	APR 2027	MAY 2027	JUN 2027	YTD 26/27
Tracked by #searches													
A to Z Databases	324												324
Alexander Street	753												753
Ancestry	439												439
AskART	79												79
Britannica School Edition	2												2
Ckbk	*												0
Exploring Race in Society	6												6
Gale Suite	16												16
Gale eBooks	65												65
HeritageQuest	94												94
Legal Information Ref Center	75												75
National Geographic	36												36
National Geographic Kids	18												18
NewsBank	3240												3240
NoveList Plus	26												26
NoveList K-8 Plus	23												23
ProQuest	2362												2362
Proquest eLibrary	4												4
Reference Solutions Business	271												271
Reference Solutions Residential	9												9
SIRS Discoverer / Researcher	15												15
StatsUSA (formerly State Statistics)	36												36
World Book Online	15												15
Tracked by #page views													
Artist Works	2												2
Consumer Reports	1325												1325
CultureGrams	47												47
Morningstar	1116												1116
RealQuest	*												0
Value Line	*												0
Wall Street Journal	5956												5956
Tracked by courses													
LinkedIn Learning	116												116
Tracked by books logged													
Beanstack	8811												8811
Tracked by Hours Used													
ABC Mouse	94.60												94.60
Beanstack	8924												8924
Rosetta Stone	29.22												29.22

Notes:

* Data unavailable at the time of posting

NBPL Website Usage 2026-2027

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	31,697												31,697	31,697
New Users	23,976												23,976	23,976
Sessions	61,604												61,604	61,604
Pageviews	143,712												143,712	143,712
Sessions Per User	2												2	2
Pages Per Session	2												2	2
Avg. Session Dur. (min)	3												3	3
Bounce Rate (%)	66												66	66

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2026-2027

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ¹	-												-	-
CdM	433												433	433
Mariners	2,160												2,160	2,160
Central	20,240												20,240	20,240
Total	22,833												22,833	22,833

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2026-2027

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ¹	-												-	-
CdM	524												524	524
Mariners	1,617												1,617	1,617
Central	14,399												14,399	14,399
Total	16,540												16,540	16,540

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2026-2027

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ¹	-												-	-
CdM	29												29	29
Mariners	114												114	114
Central	901												901	901
Total	1,044												1,044	1,044

Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2026-2027

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ¹	-												-	-
CdM	846												846	846
Mariners	1,370												1,370	1,370
Central	1,440												1,440	1,440
Total	3,656												3,656	3,656

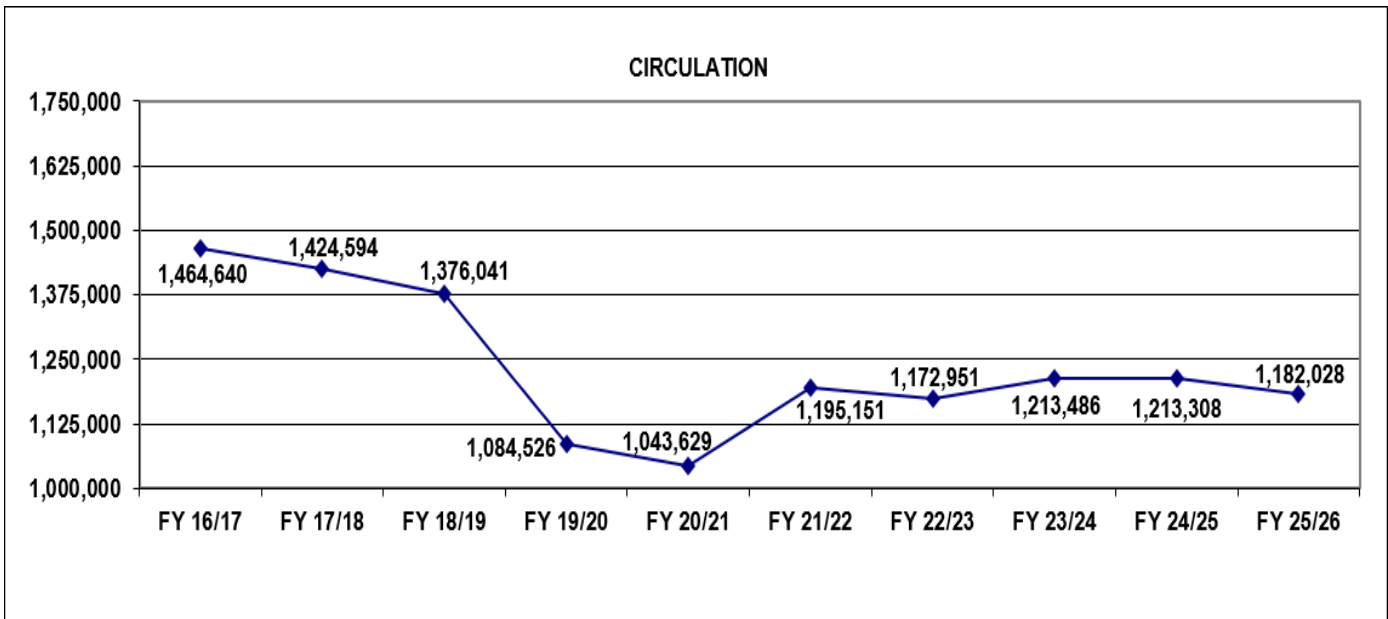
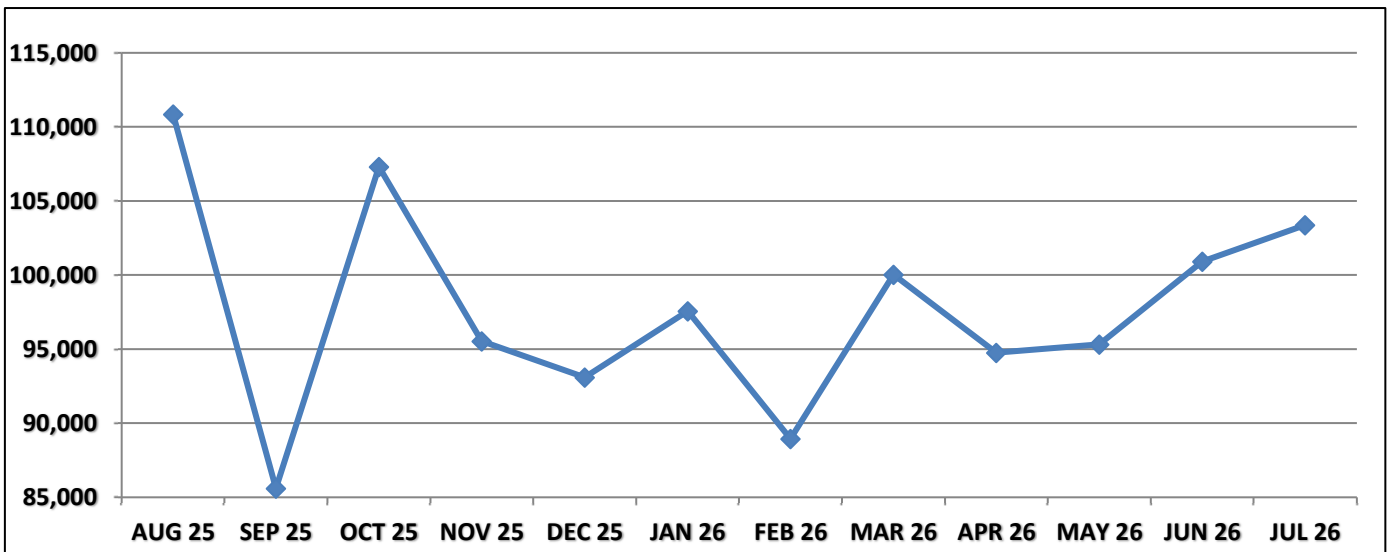
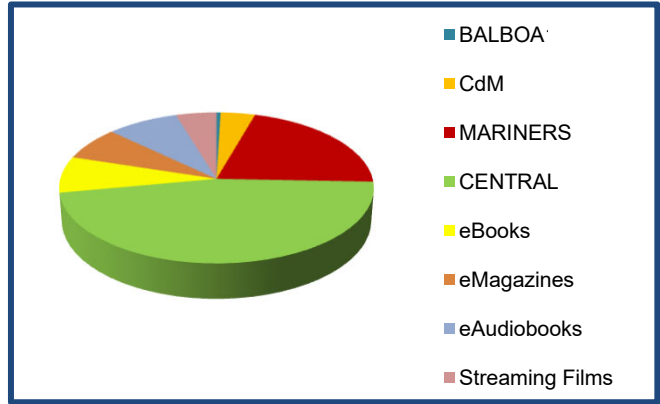
¹ Balboa Branch Library Closure

NEWPORT BEACH PUBLIC LIBRARY - JULY 2026

CIRCULATION

BALBOA¹
CdM
MARINERS
CENTRAL²
eBooks
eMagazines
eAudiobooks
Streaming Films

JUL 26	YTD 26/27	YTD 25/26
495	495	2,795
4,114	4,114	4,104
21,856	21,856	21,391
48,028	48,028	55,051
8,042	8,042	8,861
7,410	7,410	6,984
8,578	8,578	8,381
4,845	4,845	4,576
TOTAL	103,368	112,143



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

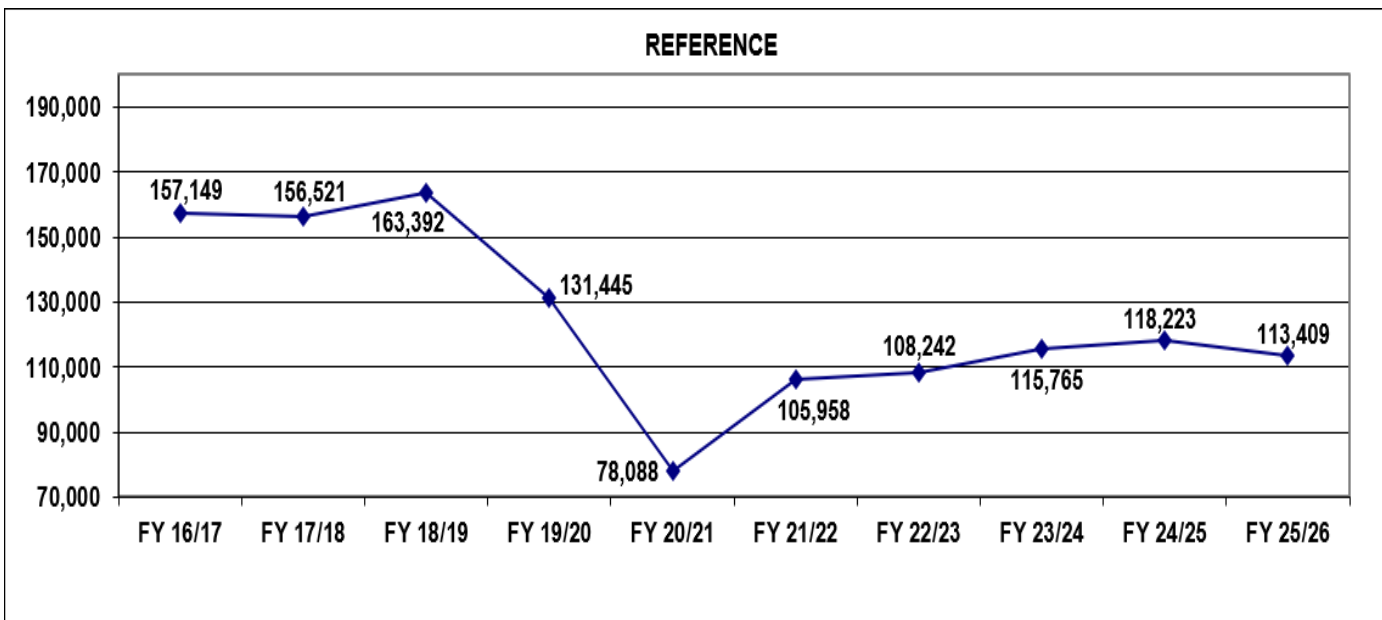
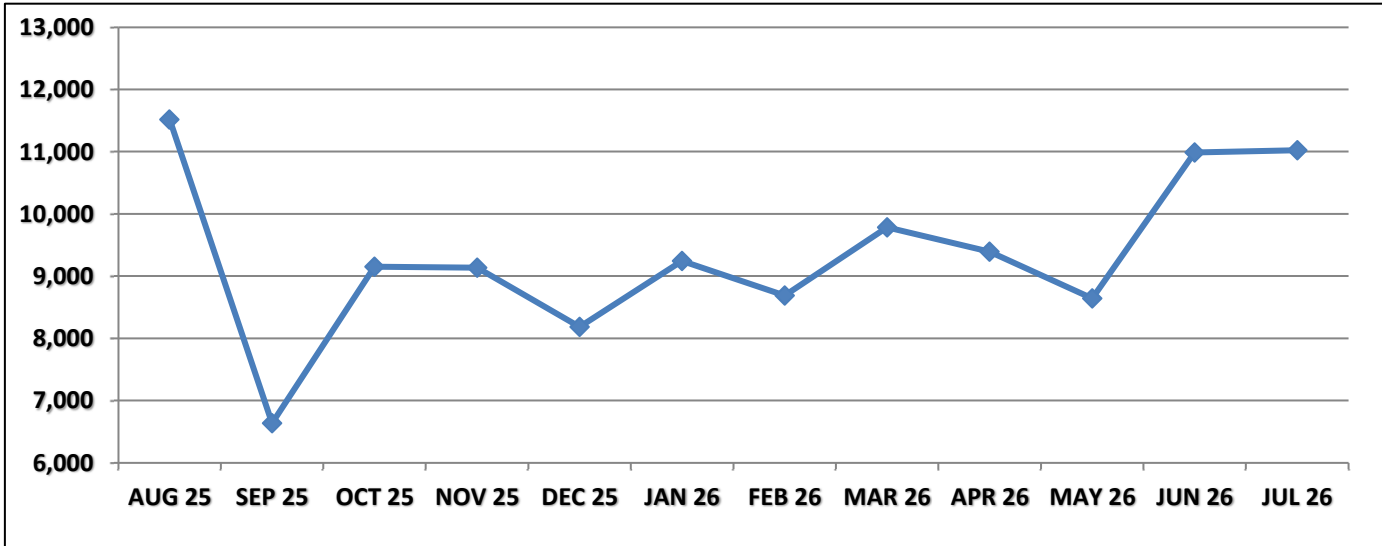
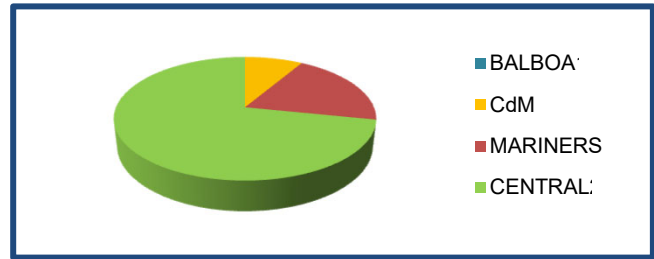
NEWPORT BEACH PUBLIC LIBRARY - JULY 2026

REFERENCE

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

JUL 26	YTD 26/27	YTD 25/26
0	0	456
939	939	1,194
2,169	2,169	2,379
7,914	7,914	8,022
11,022	11,022	12,051



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

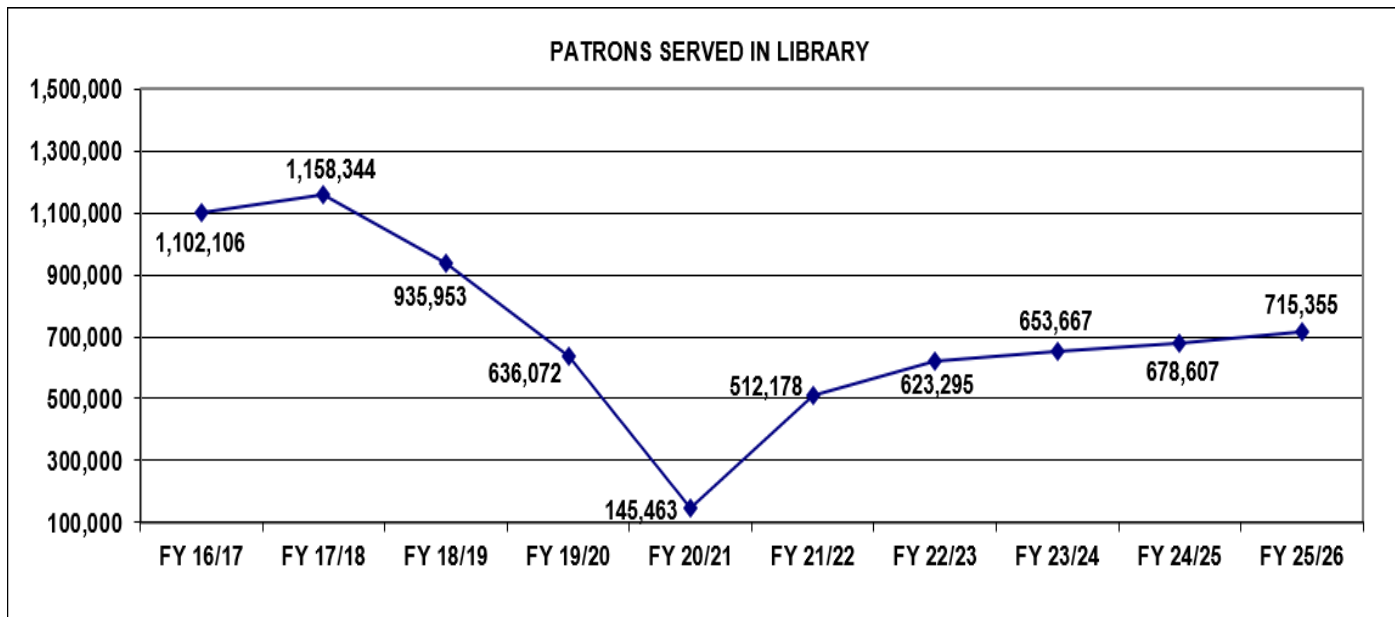
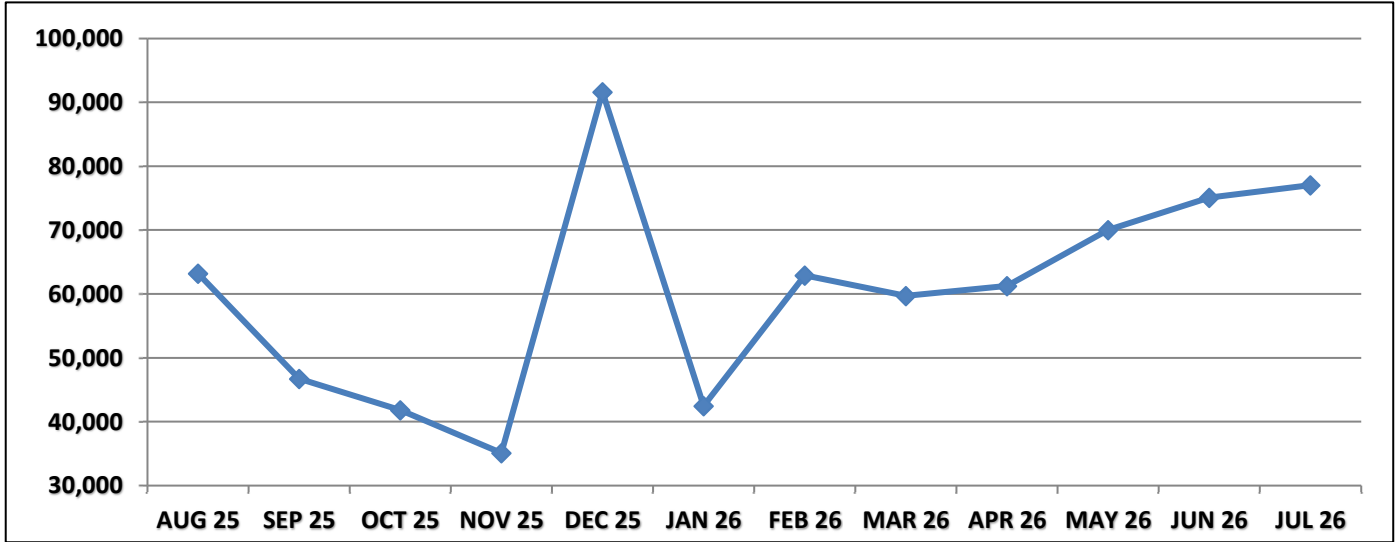
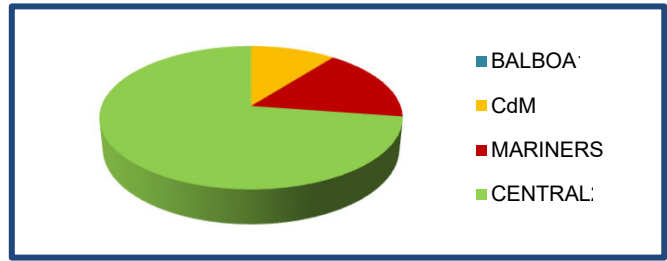
NEWPORT BEACH PUBLIC LIBRARY - JULY 2026

PATRONS SERVED

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

JUL 26	YTD 26/27	YTD 25/26
0	0	2,486
8,186	8,186	7,935
12,868	12,868	12,116
55,959	55,959	42,937
77,013	77,013	65,474



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

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

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

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

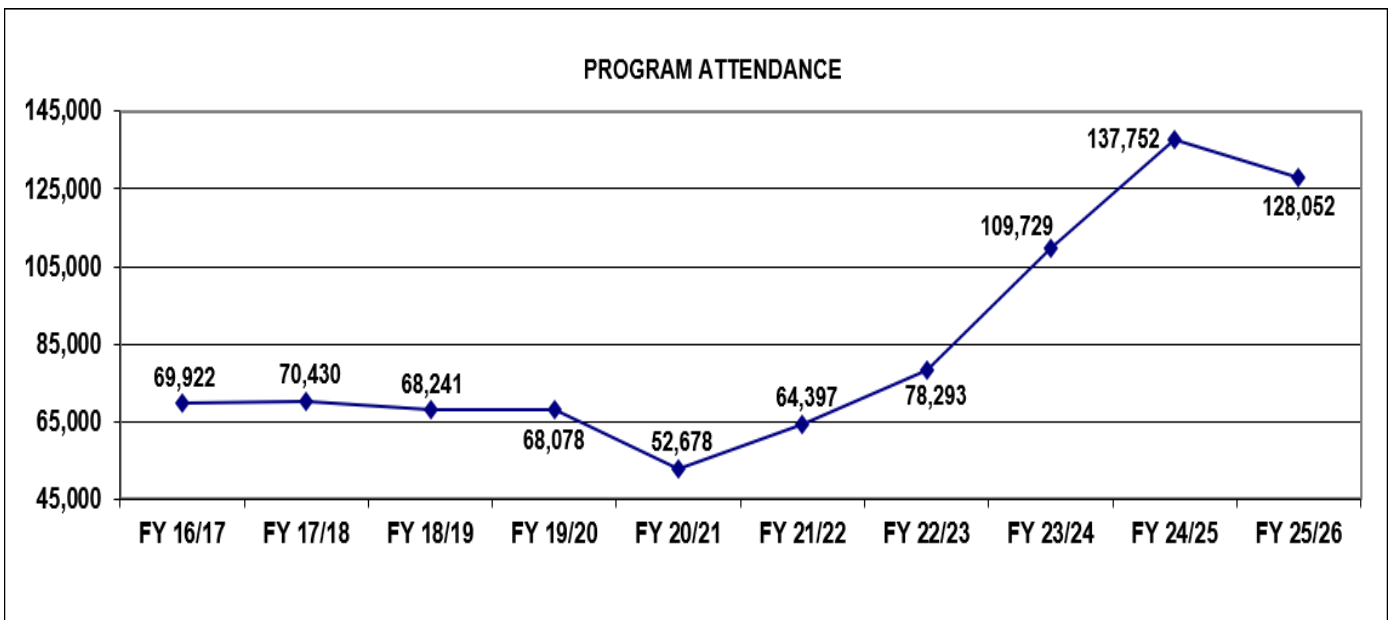
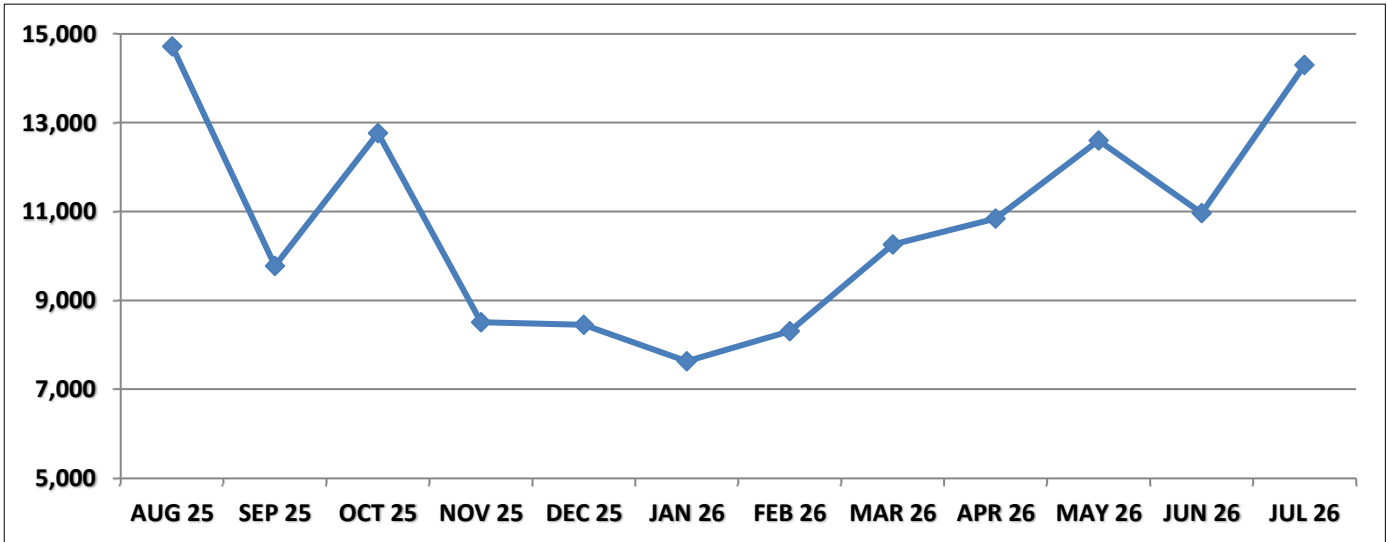
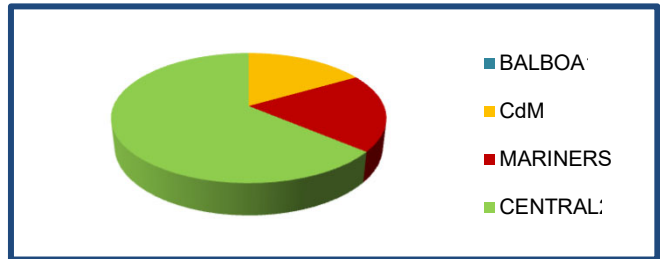
NEWPORT BEACH PUBLIC LIBRARY - JULY 2026

PROGRAM ATTENDANCE

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

JUL 26	YTD 26/27	YTD 25/26
0	0	711
2,387	2,387	1,525
2,775	2,775	2,495
9,134	9,134	8,515
14,296	14,296	13,246



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



Memo

To: Library Trustees
From: Jerold D Kappel, CEO
Date: August 10, 2026
Re: Library Foundation Report

1. **Governance and Management:** There was no July board meeting.
 - a. The next meeting will be on Monday, August 24 in the Friends Room.
 - b. As of August 1, Dev Ghose will be the Foundation Board Treasurer. Marilyn Krahe remains as Chair, Mireya Llauro as Vice Chair, and Paul Watkins as Secretary.
 - c. The audit is underway.
2. **Development:** The annual Library Leadership Reception for donors at the Library Leadership Circle and above (\$1,000 plus), Library Trustees and staff leadership, and City leaders will be held on Wednesday, September 30 in the Stahr Courtyard. This special donor recognition has not been held since 2024 because of the courtyard construction and restriction on the number of people in the Friends Room.
3. **Programming**
 - a. The Foundation will present three special lectures this coming season. On August 13 the Foundation will present a special Library Live lecture as part of Newport Beach Art Week. Tim Grieving will present *John Williams: A Composers Life*. The Newport Beach Film Festival will promote the event.
 - i. On November 10, under a new program name, The Library Foundation Presents, Walter Stahr will introduce his newly published biography on *William Howard Taft: A Great American Life*. This will be a free event. Another Library Foundation Presents is in the planning stage. It will be held in the Spring.
 - b. For the 2026-2027 season the Library will present three special donor events (Witte Hall Grand Opening, Library Leadership Reception, Summer Solstice Celebration), three Library Foundation Presents special lectures, eight Witte Lectures (4 weekends), four Library Live author lectures, four free Spotlight on Science lectures, nine Book Discussions, 12 Financial Workshops, and eight Medicine in Our Backyard lectures. That is a total of 51 events presented by the Library Foundation, 34 of which are free events open to the public.
4. **Witte Hall:** the Library Foundation marketed Witte Hall as a rental facility in the Orange County Business Journal Giving Guide, in Bookmark Magazine, and in the Inaugural Season Program Book. Because of the Foundation's high profile as regards Witte Hall, staff continually get calls from organizations wanting to rent the Hall. We direct them to the Recreation and Senior Services Department.