

Jerold D Kappel, CEO
The Library Foundation of Newport Beach

Memo



Supporting Discovery and Connection... Beyond Books

To: Library Trustees
From: Jerold D Kappel, CEO
Date: April 13, 2026
Re: Library Foundation Report

1. **Governance and Management:** The March 2026 Board Meeting was held on Monday, March 23, following a hard-hat tour of Witte Hall construction. Chase Reif, Library Trustee and Foundation Liaison, and Melissa Hartson, Library Director, attended. The meeting was held in the Central Library Friends Room.
 - a. The next meeting will be on Monday, April 27 in the Friends Room.
2. **Rebranding of Foundation:** Name and logo change reflecting the new brand continues.
 - a. The Foundation's domain name is now LibraryFoundationNB.org
 - b. Emails are @LibraryFoundationNB.org
 - c. Website is www.LibraryFoundationNB.org
3. **Witte Hall:** The construction update provided on March 27 states that the date for "Substantial Completion" is now June 30, 2026. That is another three-week delay in completion. The City is planning its ribbon cutting for Thursday July 9.
 - a. This means that the Stahr Courtyard will not be available until at least June 30. The Friends Room will continue to be limited to 49 until then.
 - b. The revised donor sign for the Woolsey Lobby has been redesigned and approved by the Foundation. The Library Foundation will underwrite the revised signage.
 - c. The Grand Opening Committee selected Patrician and Company to serve as the event planner/manager for the July 10 Grand Opening. Numerous meetings have already occurred and a timeline is prepared. Randy Heyler is chairing the opening event.
 - i. Hold the Date postcards have been mailed to all Beyond Books Campaign donors of \$25,000 and more, Library Trustees, City Councilmembers, City government leadership, and key community leaders.
 - ii. The Library is planning additional free-to-the-community events for Saturday, July 11 and Sunday, July 12 (Sunday Musicale.)

- iii. The Library Foundation will publish a program book for the Grand Opening Weekend and season to include Foundation and Library events in Witte Hall. Advertising will be available in the program book.
 - iv. The Library Foundation is soliciting corporate sponsorships for the Grand Opening donor event and weekend activities.
 - d. The Beyond Books Campaign For Witte Hall raised \$12,800,638.84. Of that amount, \$665,315.47 is in future payments. The active fundraising effort for the campaign is now over.
- 4. **Development:** The annual Summer Solstice Celebration for new members of the Foundation will be held on Wednesday, June 24. Because of the delay in the Witte Hall construction, the reception will be held in the Civic Center Community Room. In addition to new members and Library Leadership donors (\$1,000 and above), Library leadership staff, Library Trustees, and City officials will be invited. We will honor Clarence and Janice Turner and Tod and Linda White.
 - a. Planning for a major legacy giving campaign to develop an endowment for Foundation programming will begin this summer. The goal is to raise \$1 million to endow programming (distribution under current policy of 5% annually.) This will be a 3-5 year effort.
- 5. **Foundation Literacy Committee and Endowment:** Due to a ruling that the Library cannot grant funds to an individual, the Hoffman Awards, which are a designated 5% of the Literacy Endowment, will be granted directly by the Library Foundation. The format and the grant application have been developed. The grants will be awarded by the Foundation in September.
 - a. The Library can request 5% of 95% endowment for the Project Adult Literacy program.
 - b. The Literacy Endowment is +/- \$566,000 dependent on the market. The Literacy support group, Pals4PAL granted its reserve to the Foundation one year ago. At that time, the fund was \$475,000. Of that amount, 5% is the Hoffman Fund. The Literacy Endowment is governed by the Library Foundation's Investment and Distribution Policy and adheres to the California Uniform Prudent Management of Institutional Funds Act regarding prudent investment and distribution.
- 6. **Programming**
 - a. Season passes for both the Witte Lectures and Library Live have surpassed last season.
 - b. All four Library Live lectures sold out. The final Library Live lecture with Anthony Doerr lecture will be held at the Oasis Center on April 23 and the room is at capacity (300).
 - c. All Witte Lectures, except May 1, will be held at the Oasis Center. The May 1 Friday evening lecture will be held on the Civic Center Green with the same setting as the Library Live lecture with Bonnie Garmus in September 2024.
 - d. The Spotlight on Science continues to have high registration. Spotlight is a free lecture. The April Spotlight is with Dr. Charles Norton speaking about small satellites, and the May lecture is with Nobel Prize winner Dr. Barry Barish talking about the evolution of the universe. The April lecture will be held in the Community Room and the May 6 lecture at the Oasis Center.
 - e. Medicine in Our Backyard and the Finance Literacy Workshops are held in the Community Room. Both programs are attracting larger audiences. Medicine in Our Backyard has +/- 90 per program and the Finance Workshops have +/- 60 per program.
 - f. The Library Foundation will participate in the Arts and Culture Week with a special Library Live presentation. The speaker will be Tim Grieving who has written a biography on composer John Williams. Co-sponsoring the event will be the Newport Beach Film Festival.



CITY OF NEWPORT BEACH

Lecture Hall

Monthly Project Status Report
March 27, 2026

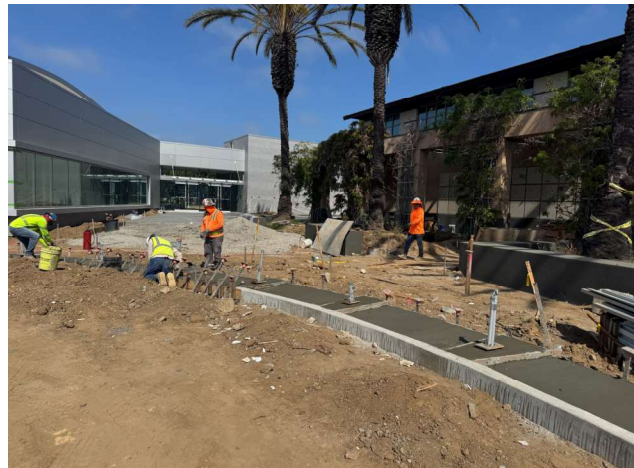
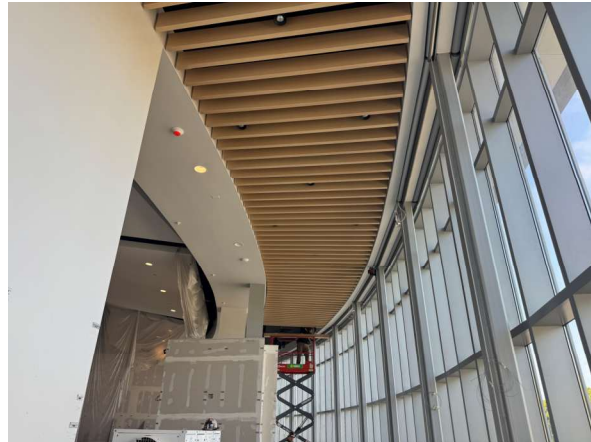


SCHEDULE

The project made steady progress throughout March across both interior and site work activities. Wood baffles were completed during the month, and auditorium wood veneer installation continued to advance. Interior door installation and finish flooring (carpet/LVT) also progressed, contributing to ongoing interior buildout. HVAC units have now been started up and the building is conditioned, supporting continued interior work and setting the stage for upcoming commissioning activities.

On the exterior and site side, work advanced on courtyard sitework, irrigation, and site concrete operations. Parking lot curb and gutter installation has reached approximately 80% completion, and site grading activities continue to progress. The entry door has been installed, contributing to overall building enclosure. Curtain wall work remains in progress, with final installation of fins pending completion of adjacent planting. While meaningful progress was achieved in March, curtain wall completion remains a key activity requiring continued coordination moving forward.

Activity	March	April	May	Notes
Start up & Test HVAC units	■			Building has been started up and conditioned
Set interior doors		■		
HVAC Start & Commissioning		■		
Auditorium wood veneer	■	■		
Seating Installation			■	
Wood Baffles		■		Completed this month
AV/LV	■	■	■	Work is ongoing
Finish flooring (Carpet/LVT)	■	■		



Griffin's Focused Tasks for October

Griffin will continue to focus on the following:

1. Monitoring the project progress, manpower and all work activities.
2. Reviewing and analyzing the Contractor's Monthly Schedule Update.

3. Reviewing and processing the Contractor's monthly pay application.
4. Reviewing the Contractor's RFI's and Submittals as well as ensuring timely and accurate responses for RFIs and Submittals' reviews.
5. Coordinating with the design team on issues that arise in the field.
6. Reviewing, analyzing and negotiating the Contractor's change order proposals.
7. Managing the project's budget and processing change orders within the allowed construction contingency.
8. Providing quality assurance for the work being conducted by the Contractor and its subcontractors.
9. Ensuring compliance with all safety regulations and identifying any potential hazards on-site.
10. Ensuring Contractor is maintaining BMP measures.
11. Verifying and tracking the Contractor's procurement schedule, supply chain progress, subcontractors' manpower, materials, and equipment availability.
12. Engaging with the project team for constructability and value engineering opportunities.
13. Identifying project Strengths, Weaknesses, Opportunities, and Threats (SWOT) to maximize construction efficiencies and mitigate potential issues.
14. Highlighting awareness of Force Majeure contract clauses language & provisions