



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, March 16, 2026 - 5:00 PM

**Board of Library Trustees Members:**

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

**Staff Members:**

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

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

The public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at [LibraryBoard@newportbeachca.gov](mailto:LibraryBoard@newportbeachca.gov) by Sunday, March 15, 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](mailto: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 Feb 23, 2026 Board of Library Trustees Meeting (pp. 4-10)**

[DRAFT OF MINUTES](#)

- 2. Patron Comments (pp. 11-13)**

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

[PATRON COMMENTS](#)

- 3. Expenditure Status Report (p. 14)**

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

[FEBRUARY 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](#)

**VI. CURRENT BUSINESS**

**A. Items for Review**

- 5. Balboa Branch Update (pp. 16-19)**

Staff presents an overview of Balboa Branch's activities and resources, and a branch replacement update.

[STAFF REPORT](#)

- 6. Library Gift and Donor Policy (NBPL 3) (pp. 20-33)**

Staff recommends that the Board of Library Trustees review and approve revisions to Library Policy NBPL 3, *Library Gift and Donor Policy*.

[STAFF REPORT](#)

[ATTACHMENTS A-D](#)

**7. Library Activities (pp. 34-43)**

Monthly update of Library events, services, and statistics.

[STAFF REPORT](#)

**B. Monthly Reports**

**8. Library Foundation Liaison Reports**

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.

**9. Foundation Literacy Liaison Report**

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

**10. Friends of the Library Liaison Report**

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

**VII. 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.*

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

**IX. ADJOURNMENT**

**CITY OF NEWPORT BEACH**

**Board of Library Trustees  
Civic Center Council Chambers  
100 Civic Center Drive, Newport Beach, CA  
Meeting Minutes  
Monday, February 23, 2026 – 5:00 PM**

**I. ROLL CALL**

Chair Lauren Kramer called to order the Board of Library Trustees meeting for February 23, 2026, at 5:00 p.m.

**II. ROLL CALL**

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

Trustees Absent: None

Staff Present: Melissa Hartson, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Rebecca Lightfoot, Library Services Manager  
Andrew Kachaturian, Adult Services Coordinator  
Annika Helmuth, Branch and Youth Services Coordinator  
Miranda Gentry, Circulation Coordinator  
Ben Zdeba, Acting Deputy Community Development Director

**III. PLEDGE OF ALLEGIANCE**

Secretary Dorothy Larson led the Pledge of Allegiance.

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

**V. CONSENT CALENDAR**

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

**A. Consent Calendar Items**

**1. Minutes of the January 20, 2026 Board of Library Trustees Meeting**

**2. Patron Comments**

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

**3. Expenditure Status Report**

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

#### 4. Board of Library Trustees Monitoring List

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

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

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

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

### VI. CURRENT BUSINESS

#### A. Items for Review

##### 5. General Plan Update

Final GPUSC/GPAC Draft Arts and Culture and Historical Resources Elements.

Acting Deputy Community Development Director Ben Zdeba reported that he has twice previously presented to the Board about the ongoing comprehensive updates to the General Plan, adding that today he seeks formal support of the Draft Arts and Culture Element and Draft Historical Resources Element. He added that both are considered final drafts and have been approved by the General Plan Advisory Committee (GPAC) and General Plan Update Steering Committee (GPUSC).

In response to Chair Kramer's inquiry, Acting Deputy Community Development Director Zdeba reported that changes to the two elements since their last Board discussion were primarily due to City Arts Commission (CAC) input, adding that all are small linguistic tweaks and not substantive changes.

Chair Kramer opened public comment, and there was none.

**Motion** made by Secretary Dorothy Larson, seconded by Vice Chair Antonella Castro, and carried 5-0-0-0 to approve the item as presented.

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

## 6. Study Rooms/Charles Sword Meeting Room Policy (NBPL 13)

Staff requests that the Board of Library Trustees review and approve changes to Library Policy NBPL 13, *Study Rooms/Charles Sword Meeting Room*.

Adult Services Coordinator Andrew Kachaturian reported that the Library's three study rooms are in high demand, and they can be reserved in person on a first-come, first-served basis by anyone with a library card. He stated that this practice has worked well after trial-and-error with several potential reservation formats. He added that the Charles Sword Meeting Room used to be an open space whose enclosure has worked well for the Library, providing a dedicated private space for larger groups.

In response to Vice Chair Castro's inquiry, Adult Services Coordinator Kachaturian stated that staff is constantly looking at ways to expand the number of study rooms available. He noted that there are limited options for space, but more study rooms would be a welcome addition.

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

In response to Trustee Rief's inquiry, the Board and City staff collectively agreed that the first sentence of the fourth paragraph in the Sword Meeting Room portion of the Policy should state "a NBPL" and not "an NBPL."

**Motion** made by Trustee Chase Rief, seconded by Chair Lauren Kramer, and carried 5-0-0-0 to approve changes to NBPL Policy 13 with the amendment of changing "an NBPL" to "a NBPL" in the fourth paragraph of the Charles Sword Meeting Room section.

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

## 7. Arts and Culture Update

Staff will present the annual report on the activities of the Cultural Arts Division.

Library Services Manager Rebecca Lightfoot reported that there are a variety of programs and events involving the Library held in conjunction with the City Arts Commission and Cultural Arts Department. She reported that the Pacific Symphony returned to Newport Beach in 2025 with terrific attendance. She added that other notable 2025 events included a Marina Park concert, the 58th Newport Beach Art Exhibition, the presentation of Cultural Arts Grants, a well-received student art exhibition, rotating art displays in the Central Library's Lobby Gallery, the annual Halloween Spooktacular, and custom holiday ornaments.

In response to Secretary Larson's inquiry, Library Services Manager Lightfoot clarified that no new sculptures were added to the Sculpture Exhibition in 2025, as the rotation has changed to a three-year basis. She noted that there usually is an event celebrating new Sculpture Garden installations.

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

Chair Kramer received and filed the report.

## **8. Children's Summer Reading Program Update**

Staff will provide an update of the Summer Reading Program for summer 2026.

Branch and Youth Services Coordinator Annika Helmuth reported that the annual Children's Summer Reading Program will continue using the expanded eight-week window that proved successful in 2025. She reported that the 2026 theme will be "Summer Reading: Make it One for the Books!" with a goal of one million minutes read. She added that the Program will continue to be a self-paced reading challenge with weekly interactive family programming.

Branch and Youth Services Coordinator Helmuth added that early registration will be a new option to help reduce last year's opening day congestion and allow for registration during springtime school visits intended to promote the program. She reported that weekly prize drawings and book review incentives are being discontinued due to declining interest, while keeping the focus on reading. She added that the Beanstack Badges are being redesigned with images focused on the joys of summer in Newport Beach. She added that the teen and adult reading challenges will also continue to support family engagement. She reported on the eight weekly themes for this year's program.

In response to Vice Chair Castro's inquiry, Branch and Youth Services Coordinator Helmuth clarified that reading hours can be logged either online through the Beanstack application or on paper.

Chair Kramer commended the planned changes and the work to build on last year's success. She lauded how residential participation felt welcomed last year and agreed with the joys of Newport Beach summer theme for the badges.

Secretary Larson commended the plans for this year.

In response to Vice Chair Castro's inquiry, Branch and Youth Services Coordinator Helmuth confirmed that Summer Reading Program information is available at all Library service desks in addition to posted Children's Room signage.

In response to Chair Kramer's inquiry, Branch and Youth Services Coordinator Helmuth reported that all Children's Rooms will have a minutes read tracker. She noted that last year's tracker in the Central Library had a Super Mario Bros. theme where Mario leveled up based on minutes read.

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

Chair Kramer received and filed the report.

## 9. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Melissa Hartson reported that the Public Works Department will submit a bid for construction work on the Balboa Branch Library at tomorrow's City Council meeting for its approval, adding that the bids came in under budget.

In response to Chair Kramer's inquiry, Library Services Director Hartson reported that the City received five prequalified bids on the project, and the lowest bidder, Albert M. Giacomazzi (AMG) & Associates, Inc., is the one being presented to the Council. She stated that AMG is constructing Witte Hall and has satisfactorily completed similar projects for other municipalities. She added that the AMG bid was 18% below the City's estimate of \$16 million.

Library Services Director Hartson reported that staff expects the Council to approve AMG's bid, and staff has been winding down the Balboa Branch's operations, accordingly, anticipating the last day of service to be February 28. She added that Balboa Branch's weekly story time has been moved to Marina Park, seeing great turnout. She added that other Balboa Branch programming and services can be conducted in Marina Park during construction, which is expected to last through September 2027. She added that the Friends of the Library will host a big "everything must go" book sale on March 7.

Chair Kramer stated that it seems like AMG has done a good job with Witte Hall.

Trustee Rief reported that Corona del Mar Branch's annual Stuffed Animal Sleepover event went great, commending staff on the success.

Library Services Director Hartson stated that staff put a lot of work into making it a great event for both the stuffed animals and their caregivers.

In response to Chair Kramer's inquiry, Library Services Director Hartson confirmed that pictures from the event were posted on the Library's Instagram stories.

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

Chair Kramer received and filed the report.

## B. Monthly Reports

### 10. Library Foundation Liaison Report

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

Trustee Rief reported that Library Foundation Chief Executive Officer Jerold D. Kappel has a comprehensive written report from their latest meeting included in the Agenda packet.

Secretary Larson reported that the Library Live Lecture series has begun and will continue through May. She added that the anticipated venues have had to change because Witte Hall remains under construction, with its Grand Opening event tentatively set for summer 2026.

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

Chair Kramer received and filed the report.

### **11. Foundation Literacy Liaison Report**

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

Vice Chair Castro reported that the next meeting will be in March, adding that they have formed a partnership with Orange Coast College (OCC).

Library Services Manager Lightfoot confirmed that the Library and OCC will be sharing ideas and resources for adult literacy programs. She clarified that they are not sharing tutors or learners but rather reciprocally referring potential learners where one program would be a better fit than the other.

Vice Chair Castro reported that OCC's English as a Second Language learners recently toured the Library to learn about the resources it offers.

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

Chair Kramer received and filed the report.

### **12. Friends of the Library Liaison Report**

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

Trustee Murray reported that the Friends of the Library book sales went well last month, and the group found two new volunteers.

Library Services Director Hartson clarified that, based on the numbers presented, it was likely that the book sale collected \$4,000, and the month of January saw \$16,000 raised overall.

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

Chair Kramer received and filed the report.

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

None.

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

None.

IX. **ADJOURNMENT – 5:28 P.M.**

The next meeting will be on March 16, 2026.

DRAFT

<b>Comment #</b> <b>Date Received</b> <b>Source of Comment</b> <b>Staff Member</b> <b>Staff Member Title</b> <b>Date Responded to Patron</b>	<b>Comment</b>	<b>Response</b>
<p>1  <u>02/03/2026</u>            Email  <u>Miranda Gentry</u>            Circulation Coordinator  <u>02/03/2026</u></p>	<p>I downloaded the Libby app. However, my library card is very old and was not recognized. Do I need a new library card [and/or a new number]? Thank you for your attention to this matter.</p>	<p>I have searched our system for the card number you provided, and it looks like that library card number is no longer active. Please visit any one of the Newport Beach Library branches to obtain a new library card. You will just need to bring your valid CA photo ID, and we can issue you a new card that will give you access to Libby and all other library resources. Here is a link to our hours and locations to find branch that works best for you ... Please let me know if I can be of further assistance.</p>
<p>2  <u>02/05/2026</u>            Email  <u>Rebecca Lightfoot</u>            Library Services Manager  <u>02/05/2026</u></p>	<p>Do you have Enscape software in Media lab?</p>	<p>Thank you for your interest in the Media Lab! Unfortunately, Enscape is not available in the Lab. You can find a list of all software and peripherals available here on our website ... I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<p>3  <u>02/08/2026</u>            Email  <u>Miranda Gentry</u>            Circulation Coordinator  <u>02/09/2026</u></p>	<p>I have 2 boxes of comic books (not graphic novels) that I am looking to donate. Does the library accept donations of comic books? Thank you.</p>	<p>The Newport Beach Public Library accepts donations through the Friends of the Library Bookstore. The bookstore is open Monday-Saturday from 10:30-3:00 p.m. and donations may be dropped off during those hours. If you would like to arrange a drop-off appointment, you may do so by calling 949-759-9667. You can find more information about donating to the Friends of the Library Bookstore at this link ... Thank you for considering donating to the Friends of the Newport Beach Public Library.</p>
<p>4  <u>02/10/2026</u>            Email  <u>Miranda Gentry</u>            Circulation Coordinator  <u>02/10/2026</u></p>	<p>I checked out a book a few weeks ago, but ended up returning it the same day (I didn't like it). The book doesn't show in my online account as checked out, but I received an email courtesy notice saying it was due ...</p>	<p>Thank you for contacting the library regarding your account. I have generated a search for the juvenile graphic novel "One dead spy : the life, times, and last words of Nathan Hale, America's most famous spy." We will conduct 3 searches in 3 weeks at all our locations. If found, it will be checked in and cleared from your account. In the meantime, if you want to double-check to see if the book made its way to your car, home, or in a backpack, sometimes that happens. An easy way to see any updates would be to monitor the status of the account online or please feel free to email me in the coming weeks for an update. I can also tell you that the book is checked out one of your child's library cards, so the account and login information would be unique to that card number. It is possible that's why you did not initially see it on your account if you were logged in with your card number. Please let me know if I can answer any other questions.</p>

<b>Comment #</b> <b>Date Received</b> <b>Source of Comment</b> <b>Staff Member</b> <b>Staff Member Title</b> <b>Date Responded to Patron</b>	<b>Comment</b>	<b>Response</b>
<u>5</u> <u>02/05/2026</u> Email <u>Christina Smith</u> <u>Literacy Coordinator</u> <u>02/11/2026</u>	I'm reaching out to explore a partnership opportunity that could bring professional-level AI education to Newport Beach residents through your trusted community platform ... I'm the founder of The AI Social Club, where we're already delivering in-person AI workshops right here in Newport Beach ... AI literacy is rapidly becoming as essential as digital literacy, but most Newport Beach residents lack access to quality, practical AI education. Libraries are uniquely positioned to democratize this knowledge, and we've already proven the local demand through our existing workshops. I'd love to schedule a brief conversation to discuss how we could structure a partnership that serves your community goals while leveraging your existing program infrastructure and funding ...	Thank you for reaching out to Project Adult Literacy regarding your AI Training to Newport Beach Residents. While we appreciate your offer, we are not looking to add any trainings or workshops at this time.
<u>6</u> <u>02/13/2026</u> Email <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>02/17/2026</u>	I serve as the Research & Insights Lead for the Elder Digital Empowerment Network (EDEN). I'm reaching out on behalf of my organization, as we are interested in arranging an in person community service visit to your library ... We would love the opportunity to collaborate and have our members do meaningful work with your seniors--whether it may be through conversations, reading, arts and crafts, or any other activities that best align with your team's needs and preferences. If your center is interested and would like to discuss this further, we'll be happy to schedule an in-person meeting with one of your team members. Thank you so much for your time and consideration ...	Thank you for introducing yourself and your services to us. Unfortunately, we are not looking to collaborate with another organization at this time, but we wish you the best of luck in your mission.
<u>7</u> <u>02/17/2026</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>02/17/2026</u>	I was wondering if there were any current or potential job openings for this library? I have many fond memories of spending my teenage years here and would love to join the team and help others feel the way I did. 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>8</u> <u>02/19/2026</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>02/20/2026</u>	Any news on when Kit Coffee will open at Central? Thanks!	I reached out to the City employee in Community Development who oversees the project and unfortunately she doesn't have a firm opening date yet. She said we are getting close. If you haven't already signed up for our eNews, I would encourage you to do so by filling out the form located here on our website ... Click on "Subscribe" in the upper right-hand corner to sign up for the emails. We'll be sure to send an update out once we have more information. Thank you.
<u>9</u> <u>02/23/2026</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>02/24/2026</u>	The Filtered water dispenser on the top floor near the Reference Desk tastes horrible. It's conceivable that the Elkay Water Filter System is not reporting when the Filter needs to be replaced or otherwise needs replacement. To further avoid this from happening again and to make it exponentially easier to manage all of the Filtered Water Dispensers on the premises, a Retrofit Module can be added to the Elkay Dispensers, made by and for Elkay Machines, that [can] electronically notify you when the filters need to be replaced ... I hope you can get the filter changed ASAP and consider adding these Monitoring Boards some time in the near future so we can have water of suitable taste and quality. Thanks again.	Thank you for alerting us to the quality of the water being dispensed from the second-floor drinking fountain. I will ask our facilities management team to look at the bottle filling station and ensure it's working correctly and replace the filter if needed. I will pass along your suggestion regarding the upgrade kit and monitoring software. Please don't hesitate to reach out if you have any other concerns or questions. Thank you.

<p><b>Comment #</b>  <b>Date Received</b>  <b>Source of Comment</b>  <b>Staff Member</b>  <b>Staff Member Title</b>  <b>Date Responded to Patron</b></p>	<p><b>Comment</b></p>	<p><b>Response</b></p>
<p><u>10</u>  <u>02/25/2026</u>  <u>Email</u>  <u>Rebecca Lightfoot</u>  <u>Library Services Manager</u>  <u>02/25/2026</u></p>	<p>Does Newport Beach library have any national park passes for check out?</p>	<p>The Library offers California State Park Passes for checkout at all our locations but not passes for National Parks. You can find them in our catalog by clicking this link ... The passes check out on a first come, first serve basis and are non-renewable and cannot be placed on hold. The passes are valid at over 200 participating California State Parks. I hope that helps! Please don't hesitate to reach out with any questions. Thank you.</p>

**LIBRARY EXPENDITURES**

**FY 2025-26**

(March 2, 2026)

<b>ACCOUNT DESCRIPTION</b>	<b>ORIGINAL APPROP</b>	<b>REVISED BUDGET</b>	<b>MONTHLY EXPENDED</b>	<b>YTD 2025-26 EXPENDED</b>	<b>AVAILABLE BUDGET</b>	<b>YTD 2025-26 % EXPENDED</b>	<b>YTD 2024-25 EXPENDED</b>
<b>I SALARY &amp; BENEFITS</b>							
SALARY FULL-TIME REGULAR	3,359,526	3,459,888	257,544	2,151,557	1,308,330	62.2%	2,015,750
SALARY PART-TIME	1,510,834	1,629,992	78,900	640,628	989,364	39.3%	622,491
BENEFITS	2,265,515	2,507,777	104,926	858,277	1,649,500	34.2%	1,488,628
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>7,135,875</b>	<b>7,597,656</b>	<b>441,370</b>	<b>3,650,461</b>	<b>3,947,195</b>	<b>48.0%</b>	<b>4,126,869</b>
<b>II MAINT &amp; OPERATION</b>							
PROFESSIONAL SERVICE*	6,488	3,988	9,076	38,774	(34,786)	972.3%	128,781
UTILITIES	391,004	391,004	3,458	208,958	182,046	53.4%	217,020
PROGRAMMING	2,000	5,050	200	3,718	1,332	73.6%	1,407
SUPPLIES**	53,750	56,102	3,689	31,453	24,649	56.1%	59,795
LIBRARY MATERIALS	669,740	678,631	31,006	578,331	100,300	85.2%	628,136
FACILITIES MAINTENANCE	45,802	69,926	1,745	34,695	35,232	49.6%	150,843
TRAINING AND TRAVEL	10,681	10,681	1,771	2,321	8,360	21.7%	2,994
GENERAL OPERATING EXPENSES***	27,274	36,674	1,431	25,004	11,670	68.2%	28,206
PERIPHERALS & SOFTWARE	4,500	4,500	-	1,348	3,152	30.0%	151
INTERNAL SERVICE FUNDS	1,810,801	1,810,801	150,900	1,207,201	603,600	66.7%	1,136,550
OFFICE EQUIPMENT	2,000	2,000	1,730	1,816	184	90.8%	64
<b>MAINT &amp; OPERATION TOTAL</b>	<b>3,024,040</b>	<b>3,069,358</b>	<b>205,006</b>	<b>2,133,619</b>	<b>935,739</b>	<b>69.5%</b>	<b>2,353,946</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>10,159,915</b>	<b>10,667,014</b>	<b>646,376</b>	<b>5,784,081</b>	<b>4,882,934</b>	<b>54.2%</b>	<b>6,480,816</b>

\*INCLUDES OUTSIDE PRINTING

\*\*INCLUDES OFFICE AND PROCESSING SUPPLIES

\*\*\*INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

**BOARD OF LIBRARY TRUSTEES MONITORING LIST**

<b>Previous Agenda Date</b>	<b>AGENDA ITEM</b>		<b>Scheduled Agenda Date</b>
Ongoing	Policy Review (See List Below)		Ongoing
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
Jul 21, 2025	Branch Update - Corona del Mar		Jun 15, 2026
Jul 21, 2025	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jun 15, 2026
Jul 21, 2025	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 20, 2026
Jul 21, 2025	Proposed Library Closures for Winter Holidays		Jul 20, 2026
Aug 18, 2025	Adult and Reference Services Update		Aug 17, 2026
Aug 19, 2024	Information Technology Update		Aug 17, 2026
Sep 16, 2024	Literacy Program Update		Sep 21, 2026
Oct 20, 2025	Branch Update - Mariners		Oct 19, 2026
Oct 20, 2025	Youth Services Update		Oct 19, 2026
Nov 17, 2025	Review Holidays / Meeting Schedule		Nov 16, 2026
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
<b>LAST REVIEWED</b>	<b>POLICY REVIEW</b>		
Mar 18, 2024	NBPL 3	Library Gift and Donor Policy	Mar 16, 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
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



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

March 16, 2026  
Agenda Item No. 5

**TO:** BOARD OF LIBRARY TRUSTEES

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

**PREPARED BY:** Evelyn Rogers, Balboa Branch Librarian

**TITLE:** Balboa Branch Update

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## **DISCUSSION:**

### *Background*

Balboa Branch (Balboa) is the founding branch of the Newport Beach Public Library (NBPL), established in May 1929. The original building was constructed around existing public restrooms. Since then, the building has been expanded two times. In 1952, the Spanish-style exterior was replaced by the present-day glass front entrance. In 1962, the branch was expanded again to its current size. Fire Station #1 joined the site with that expansion, being relocated from Washington Street and Bay Avenue. At that time, Balboa served as the City's main library. Today it is the third-largest branch in a four-branch library system.

Balboa and Fire Station #1 were scheduled for demolition and replacement in early fall 2025; due to some delays, the start date moved to late winter 2026. The actual closure date of the branch occurred on March 1, 2026.

Activity at the branch was very seasonal; summer was the busiest time of year. In addition to the usual business, the branch saw a lot of foot traffic, computer and printer use, and children participating in the Summer Reading Program (SRP).

### *Daily Operations*

Prior to closing, Balboa was open 54 hours per week, Monday through Saturday, and closed on Sundays.

The branch housed a special collection, the Nautical Collection, which consisted of fiction, nonfiction, and DVDs. Staff moved this special collection to the Central Library prior to the branch closing.

For children's programming, the branch presented two storytimes per week, plus Toy Train Thursday. Daily Stay & Play numbers were also tracked.

Additionally, the branch hosted one special program per month such as a craft program or performer, along with weekly special programs held during the SRP. BARK: Read to a Dog occurred several times this year as well.

After the 2025 SRP ended, the branch began a modified programming schedule in anticipation of the rebuild. Special programming was suspended, Toy Train Thursdays made a very successful transfer to Corona del Mar Branch, and both storytimes continued on their regular schedule until the end of the year.

In January 2026, regular storytimes, along with special craft programs, moved to the Marina Park Community Center. Currently, Balboa staff present one Preschool Storytime per week and a seasonal craft program monthly at Marina Park.

**Personnel**

Balboa was staffed by one full-time librarian, one part-time library assistant, two part-time clerks, and one page. Due to vacancies, this year the branch welcomed a new library assistant and a new library clerk.

The staffing complement included Branch Librarian Evelyn Rogers, part-time Library Assistant Sara Bert, part-time Library Clerk Mike Payne, part-time Library Clerk Allyson Parry, and Library Page Chloe Nelson.

**Facility Maintenance**

*Current Project*

For some time, Balboa served as the oldest operating City building in Newport Beach. The facility will soon be replaced with a new Balboa Branch and Fire Station #1 on the site of their present location. At the time of writing this report, the branch is closed to the public, and cleanout is nearly complete.

**Collection Maintenance**

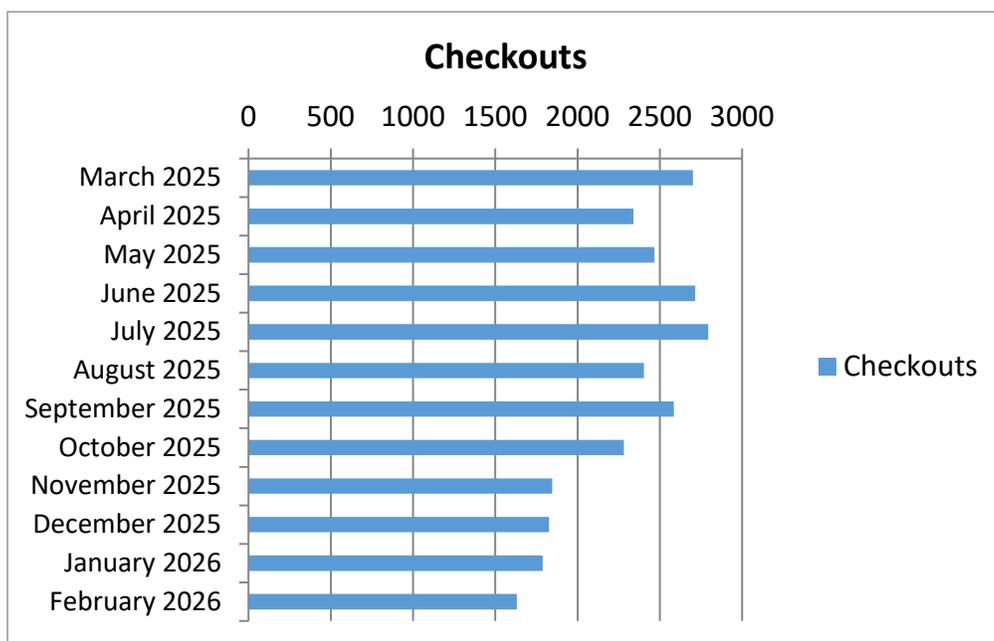
At this time, all Library materials have either been transferred to other branches or weeded. The Friends of the Library are planning a sale at the branch in March for all items that remained after transferring was finished.

**Public Service**

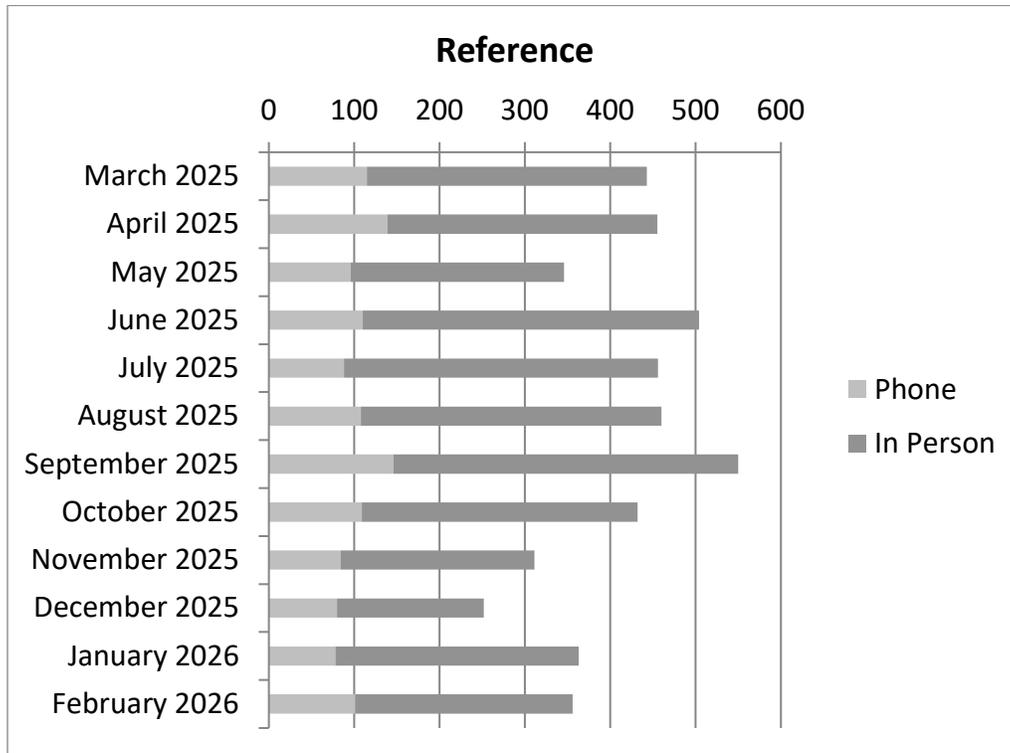
*Circulation and Reference Services*

Balboa’s service population is 12,033 (the area of Newport Beach City Council District 1, which includes Balboa Peninsula and Lido Isle). That number becomes significantly higher during summer with tourists and visitors who rent houses on the peninsula, many of whom obtained NBPL Non-Resident library cards when they visited.

Patrons checked out 27,381 Balboa items from March 2025 to February 2026:



For the same period, the branch saw a total of 4,928 walk-in and telephone reference questions:



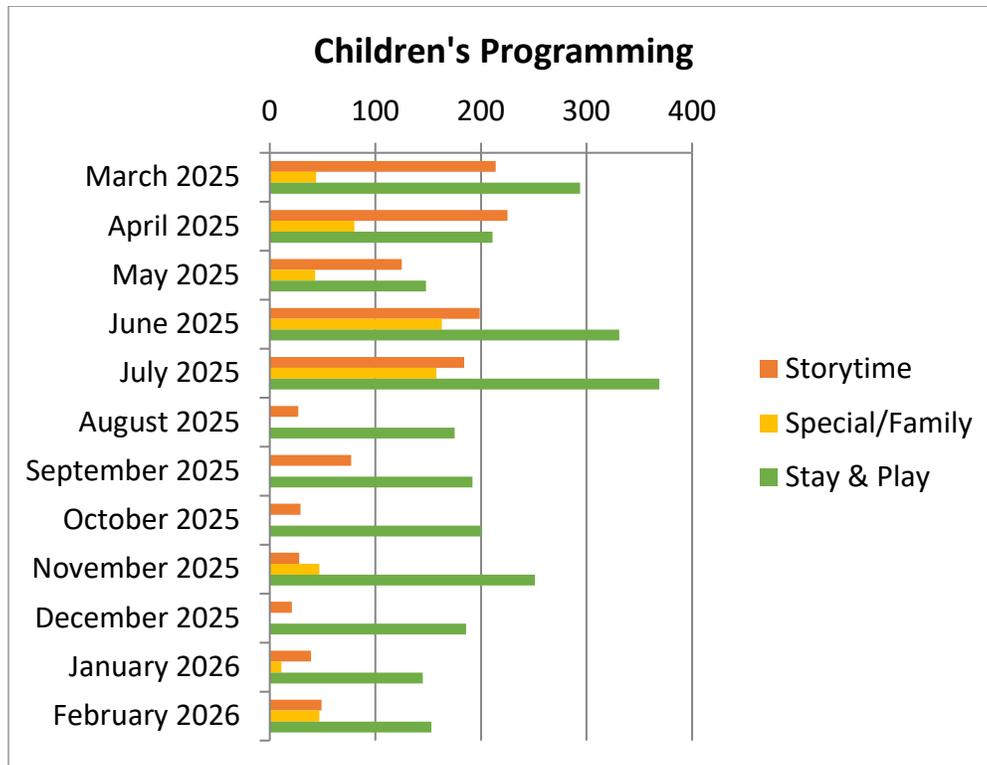
*Children’s Services and Program Attendance*

Balboa’s weekly programs prior to August 2025 were Preschool Storytime, Books & Babies Storytime, and Toy Train Thursday. Just the two storytimes remained until the end of the year. Storytime attendance fluctuated with the imminent branch replacement on the horizon. Since January, Preschool Storytime at Marina Park has given the Library an excellent way to continue providing this service.

Special programs featuring crafts or performers were offered for children each month, through the end of summer. Some highlights from this year included the summer programs Wild Wonders and Juggler Michael Rayner, and seasonal favorite Hearts & Hugs, presented at Marina Park. Seasonal craft programs continue to be a reliable draw for the branch even when presented off-site.

This year, 2,655 people enjoyed educational toys and games at their own pace, logged as Stay & Play.

The graph below shows Children’s Storytimes attended by 1,217 people and special afterschool programs, attended by 593:



**Outreach**

Toward the end of the school year each spring, Children’s Services staff visit elementary schools to present information and promote enthusiasm for SRP. As usual this year, Balboa staff visited Newport Elementary School.

Storytimes and craft programs presented off-site at Marina Park provide the opportunity for outreach as well. These programs let people in the area know that the Balboa Branch is still present on the peninsula and provide a connection with local families.

**Summary Comments**

Throughout the year, staff prepared for closing the branch while maintaining high customer service. Staff addressed patron questions and concerns to the best of their ability and knowledge with a positive attitude. Many patrons expressed thanks to staff for all the help over the years and were in turn assured that the closure of their beloved Balboa is only temporary.

**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

March 16, 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](mailto:mhartson@newportbeachca.gov)

**PREPARED BY:** Melissa Hartson, Library Services Director

**TITLE:** Library Gift and Donor Policy (NBPL 3)

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## **RECOMMENDATION:**

Staff recommends that the Board of Library Trustees review and approve revisions to Library Policy NBPL 3, *Library Gift and Donor Policy*.

## **DISCUSSION:**

Through Library Policy NBPL 3, *Library Gift and Donor Policy*, the Board of Library Trustees (Board) reviews and approves donations and gifts to the Newport Beach Public Library (Library) that are not covered in Library Policy NBPL 2, *Collection Development Policy*. Staff recommends modest changes to Library Policy NBPL 3.

The bulk of edits are to the organizations' naming conventions throughout the policy. Staff suggests an abridged reference to the Board, Library, Library Foundation of Newport Beach (Foundation), and Friends of the Newport Beach Public Library (Friends) after the first full term usage is listed in the policy. Edits also include consolidating sentences to decrease some of the phrase repetition.

Other revisions reflect the Foundation's current practices. The first is a change for "donor gifts of \$5,000 or greater shall have no more than five (5) years to complete the pledge." The amount is now \$25,000 or more. Additionally, the original policy indicates, "if [a] pledge payment is due from an estate settlement, the estate shall have up to one year from the date of the pledge payment date to fulfill the pledge." The length of time has changed from one year to three years in the revised policy.

The section regarding Project Adult Literacy Gifts has been removed from the policy. The Pals4pal 501(c)(3) organization dissolved in 2025. Donors interested in contributing funds to support the Library's Project Adult Literacy Program are now directed to the Foundation.

## **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 Gift and Donor Policy (NBPL 3) – original
- ATTACHMENT B: Library Gift and Donor Policy (NBPL 3) – red-lined
- ATTACHMENT C: Library Gift and Donor Policy (NBPL 3) – final
- ATTACHMENT D: Library Gift and Donor Policy (NBPL 3) – Naming Area Maps

## Library Gift and Donor Policy

The Newport Beach Public Library Board of Library Trustees encourages and welcomes gifts and bequests to the Library. Gifts may be given to the Newport Beach Public Library, to the Newport Beach Public Library Foundation, to the Friends of the Newport Beach Public Library, and/or to Pals4pal.

It is the position of the Board of Library Trustees that gifts and bequests given to the Library shall be used to supplement those funds appropriated for use by the Library and shall not in any way supplant such funds appropriated for Library salaries and maintenance and operations of the Library.

### Foundation Gifts

The Newport Beach Public Library Foundation (“Foundation”) is a 501(c)(3) institutionally related independent foundation. The Foundation solicits funds, conducts programs, and disburses grant monies for the benefit of the Newport Beach Public Library.

All donors who contribute to the Foundation shall be recognized in a manner as designated by the Foundation.

All service clubs, Parent Teacher Associations, schools, or other organizations who collectively donate \$2,500 or more shall be recognized by the organizational name.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy (NBPL 2) of the Library. Items purchased for a specific subject will not be kept separately but will be integrated into the collection.

Recognition of pledges to fund special collections or areas of the Library shall be based upon the total amount pledged. Donors of gifts of \$5,000 or greater shall have no more than five (5) years to complete the pledge. If the pledge is not fulfilled, the Board of Library Trustees has the right to rescind recognition. Appropriate recognition of items will be given to donors at the discretion of the Newport Beach Public Library Foundation Board. Any modification to the foregoing dollar amounts and exception to this policy concerning gifts to the Foundation to fund specific collections or areas of the Library will require the express approval of the Newport Beach Library Board of Library Trustees.

### Donor Recognition Walls

At the February 4, 2013 regular meeting, the Board of Library Trustees approved donor recognition walls within the Central Library. A donor recognition wall consists of a listing of the name of a person (or persons) or a company that contributed funds to a capital campaign or other major fundraising . The fundamental purposes of a donor recognition wall are to honor the major financial contributors of an organization, and to serve as an incentive for potential donors to contribute. The Foundation has established the funding level for each designated donor wall. The donor recognition walls within the Central Library, which are still available as of the date that this policy was last amended and are shown on the [attached diagram](#), include the following locations:

- Children's Activities Area (\$500,000)
- Media Center (\$250,000)
- Sound Lab (\$75,000)
- Media Lab (\$100,000)
- Grand Stairway (\$500,000)
- Second Floor Reading/Study Area (East Side) (\$150,000)
- Second Floor Self-Checkout Area (\$200,000)

At the February 4, 2013 regular meeting, the Board of Library Trustees also approved guidelines for the letter size and banner length of the donor recognition walls:

- Children's Activities Area: 2.5" letters up to 13' banner length
- Media Center: 2" letters up to 10' banner length
- Sound Lab: 2" letters up to 5' banner length
- Media Lab: 2" letters up to 8' banner length
- Grand Stairway: 3" letters up to 13' banner length
- Second Floor Reading/Study Area (East Side): 2.5" letters up to 13' banner length
- Second Floor Self-Checkout Area: 2" letters up to 8' banner length to be located above the video screen

The Board further approved a guideline to limit the lettering on donor walls, with the exception of "Second Floor Reading/Study Area (West Side)", which already serves as a donor recognition wall and is no longer available, to a single line. The design and content of donor recognition walls must be reviewed and approved by the Board of Library Trustees. Recognition will consist of stainless-steel lettering that adheres to the parameters approved by the Board of Library Trustees (size of letters and length of single line on wall). Donors shall have no control over the size, location, materials, or any other aspect of the recognition sign.

Recognition shall be permanent unless a corresponding pledge is not fulfilled over five years. Additional names shall not be added to a named wall. If a pledge payment is not paid within 90 days following written notice to the most recent address provided to the Foundation, the Board of Library Trustees shall have the right to remove the name recognition. No payments made prior to that time shall be refundable in any event. If the pledge payment is due from an estate settlement, the estate shall have up to one year from the date of the pledge payment date to fulfill the pledge.

In the event that the area of the Library with the donor's name is significantly renovated, demolished, or is no longer used for Library purposes, either voluntarily or involuntarily, the Foundation and the Trustees will work with the donor, or the donor's designee, successor or assigns to determine another appropriate form of recognition for the support provided by the Gift. In such case, any payments not yet paid by the donor shall no longer be due.

Any modification to the foregoing dollar amounts or to the letter size and banner length, or any exception to this policy concerning donor recognition walls will require the express approval of the Board of Library Trustees.

## **Friends Gifts**

The Friends of the Newport Beach Public Library is an Internal Revenue Code § 501(c)(3) organization.

The Friends accept donations of used books to be sold in the Friends Book Store. The disposition of donated books is determined by the Bookstore Manager. Other gifts offered to the Friends will be reviewed and considered for acceptance by the Friends Board. Recognition of donations shall be recommended by the Friends Board and considered for approval by the Board of Library Trustees.

## **Project Adult Literacy Gifts**

Pals4pal is an Internal Revenue Code § 501(c)(3) organization. Pals4pal solicits funds and disburses monies for the benefit of Project Adult Literacy. Pals4pal acts as an advocate for Project Adult Literacy to help foster awareness of the program and raise funds to support adult literacy instruction.

## **Library Gifts**

Gifts offered directly to the Library will be reviewed and considered for acceptance by the Board of Library Trustees. Gifts to the Library are also tax deductible. Recognition of donations by plaques, signage or other permanent display shall be approved by the Board of Library Trustees.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library on behalf of the Library. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy (NBPL 2) of the Library. Items purchased for a specific subject will not be kept separately but will be integrated into the collection.

All donations of gifts and property to the Newport Beach Public Library not covered by the Collection Development Policy (NBPL 2) must be approved by the Board of Library Trustees. The Board reserves the right to decide the time and place for display and use of any gift. The ultimate disposition of the gift lies within the sole province of the Board of Library Trustees.

**Adopted March 11, 1991**

**Amended October 28, 1991**

**Amended February 10, 1992**

**Amended January 24, 1994**

**Amended March 9, 1998**

**Reassigned April 8, 2003**

**Amended October 18, 2005**

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**Amended August 20, 2018**

**Amended January 21, 2020**

**Amended February 22, 2022**

**Amended February 26, 2024**

**Formerly 0-8**

**Formerly 1-17**

**Formerly I-4**

**Formerly I-5**

*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 February 26, 2024.*

## Library Gift and Donor Policy

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It is the position of the Board ~~of Library Trustees~~ that gifts and bequests given to the Library shall be used to supplement those funds appropriated for use by the Library and shall not in any way supplant such funds appropriated for Library salaries and maintenance and operations of the Library.

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**Formerly 0-8**

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## Formerly I-5

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Guidelines for the lettering on donor walls is limited to a single line, with the exception of "Second Floor Reading/Study Area (West Side)", which already serves as a donor recognition wall and is no longer available. The design and content of donor recognition walls, consisting of stainless-steel lettering that adheres to the size of letters and the single line banner length parameters must be reviewed and approved by the Board. Donors shall have no control over the size, location, materials, or any other aspect of the recognition sign.

Recognition shall be permanent unless a corresponding pledge is not fulfilled over five years. Additional names shall not be added to a named wall. If a pledge payment is not paid within 90 days following written notice to the most recent address provided to the Foundation, the Board shall have the right to remove the name recognition. No payments made prior to that time shall be refundable in any event. If the pledge payment is due from an estate settlement, the estate shall have up to three years from the date of the pledge payment date to fulfill the pledge.

In the event that the area of the Library with the donor's name is significantly renovated, demolished, or is no longer used for Library purposes, either voluntarily or involuntarily, the Foundation and the Board will work with the donor, or the donor's designee, successor or assigns to determine another appropriate form of recognition for the support provided by the gift. In such case, any payments not yet paid by the donor shall no longer be due.

Any modification to the foregoing dollar amounts or to the letter size and banner length, or any exception to this policy concerning donor recognition walls will require the express approval of the Board.

## **Friends Gifts**

The Friends is an Internal Revenue Code § 501(c)(3) organization.

The Friends accept donations of used books to be sold in the Friends Bookstore. The disposition of donated books is determined by the Bookstore Manager. Other gifts offered to the Friends will be reviewed and considered for acceptance by the Friends. Recognition of donations shall be recommended by the Friends and considered for approval by the Board.

## **Library Gifts**

All donations of gifts and property not covered by Library Policy NBPL 2 and offered directly to the Library will be reviewed and approved by the Board. Gifts to the Library are tax deductible. Recognition of donations by plaques, signage or other permanent display shall be approved by the Board.

Dedication opportunities exist for those donors who make gifts to specific areas of the Library. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board and be compatible with Library Policy NBPL 2. Items purchased for a specific subject will not be kept separately but will be integrated into the collection.

The ultimate disposition of gifts, including the right to decide the time and place for display and use, lies within the sole province of the Board.

**Adopted March 11, 1991**

**Amended October 28, 1991**

**Amended February 10, 1992**

**Amended January 24, 1994**

**Amended March 9, 1998**

**Reassigned April 8, 2003**

**Amended October 18, 2005**

**Amended October 10, 2006**

**Amended August 20, 2018**

**Amended January 21, 2020**

**Amended February 22, 2022**

**Amended February 26, 2024**

**Amended March 16, 2026**

**Formerly 0-8**

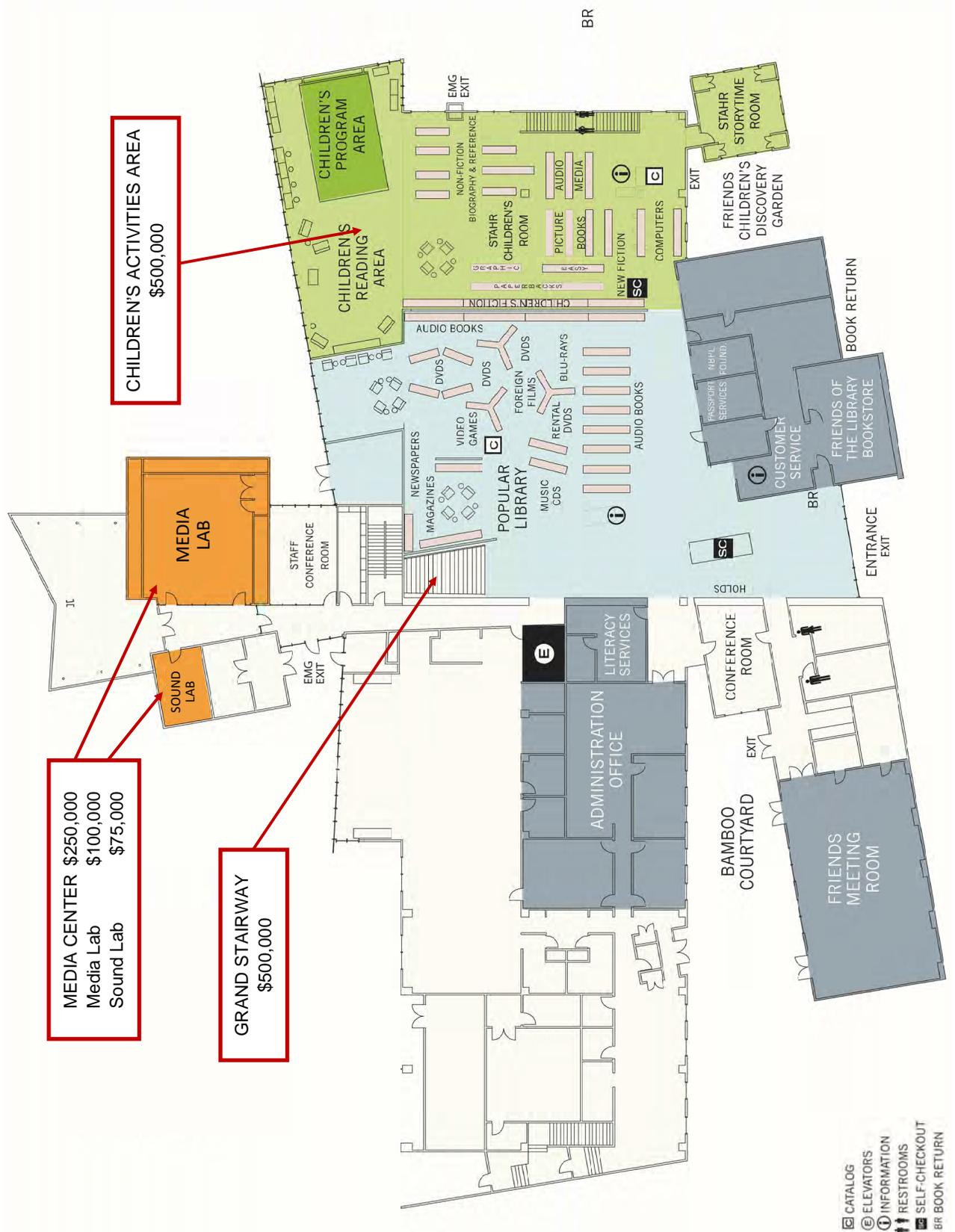
**Formerly 1-17**

**Formerly I-4**

**Formerly I-5**

*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 March 16, 2026.*

# CENTRAL LIBRARY LOWER LEVEL NAMING AREAS



# CENTRAL LIBRARY UPPER LEVEL NAMING AREAS





# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

March 16, 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](mailto:mhartson@newportbeachca.gov)

**PREPARED BY:** Melissa Hartson, Library Services Director

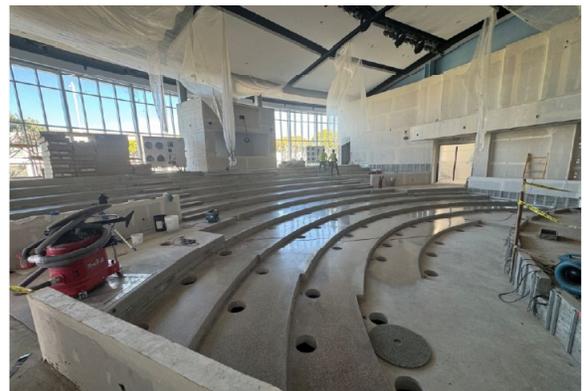
**TITLE:** Report of February Library Activities

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## MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

### **Witte Hall**

During February, the project continued advancing both interior and site-related work. Exterior painting began and entry door installation was completed. The curb and gutter were poured for the parking area on the east side of the Central Library (Central) and the overall parking lot curb and gutter for the site is approximately 80% complete. Restroom finishes began in earnest with progress for fixture installation heading into March. Previous milestones include significant development of seating concrete layout, finishing, and coring, setting interior doors, and startup and testing of HVAC units.



## **WHEELHOUSE LIST FOR LIBRARY TRUSTEES**

- Friends of the Library Vintage Book Sale  
Saturday, March 21, 10 a.m.  
First floor patio, Central Library
- Medicine in Our Backyard: Preventing Cognitive Decline  
Monday, March 23, 7 p.m.  
Community Room, Civic Center
- Witte Lectures: Pippa Malmgren  
Friday, March 27, 7 p.m.  
Saturday, March 28, 2 p.m.  
OASIS Senior Center
- Library Closure: Easter Sunday  
Sunday, April 5  
All locations
- National Library Week: April 19 - 25  
City Council Proclamation  
Tuesday, April 14, 4 p.m.  
City Council Chambers
- Spotlight on Science: Miniature Space  
Wednesday, April 15, 7 p.m.  
Community Room, Civic Center
- Witte Lectures: Annie Griffiths  
Friday, April 17, 7 p.m.  
Saturday, April 18, 2 p.m.  
OASIS Senior Center
- Board of Library Trustees Meeting  
Monday, April 20, 5 p.m.  
City Council Chambers, Civic Center

## **REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER**

### **Literacy**

Project Adult Literacy hosted another Literacy Library Tour for a local ESL group and had seven attendees. Winter Tutor and Learner Orientations added seven volunteers and nine new learners to the program.

Literacy Coordinator Christina Smith attended a Learner Leadership meeting with the Huntington Beach Literacy Program to build a partnership and exchange ideas. Literacy Coordinator Smith also updated the Career Online High School Manual for staff.

### **Programming**

In February, the Library presented two Storytellers Extended classes: *The Proposal Process* and *Show Don't Tell*. They, along with the other newly added Storytellers topics this season, continue to be very well-received. Genealogy: Brick Wall Breaker was also offered in a small discussion group setting. Participants were encouraged to bring their research "roadblocks" and were offered advice tips from our expert genealogist.

### **Facilities**

At Central, Public Works (PW) repainted the upstairs men and women's restrooms with the downstairs bathrooms slated for paint in early March. The trees in the parking lot were removed during the Presidents' Day holiday closure. New landscaping will go in over the upcoming weeks. Mariners Branch (Mariners) has resumed replacing lighting. PW is continuing to monitor the HVAC system and working with RAM Air to rectify some minor issues.

## **ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR**

### **Branch Activities**

Corona del Mar Branch (CdM) hosted storytimes, daily Drop-In Crafts, and a Seek & Find game featuring Sisi the Snail. Weekly Toy Train Tuesdays and seasonal activities like a heart-themed sensory play program were popular. Educational toys in the children's area were also popular, with 571 children and caregivers participating in play-based learning.

At Marina Park, Balboa Branch (Balboa) staff hosted a Hearts & Hugs Crafts program. As Balboa prepared for its temporary closure for replacement, staff redistributed materials to other locations to ensure continued access for patrons and completed remaining closeout needs.

Mariners offered a range of family programs including storytimes, BARK reading sessions, STEAM activities, and LEGO Wednesdays, all well attended. Seasonal programs like the Valentine's take-home craft kits were enjoyed by many. The new storytime stay-and-play area opened to great enthusiasm and continues to encourage interaction among families. The Seed Library circulated 164 packets, a significant increase from last year.

### **Youth Services**

Youth Services hosted a variety of engaging programs at Central this month, including a Valentine-themed Crafternoon featuring card-making and crafts; and Art Space, where participants explored the work of Alma Thomas and created abstract pieces for the Library's rotating youth gallery. Our STEAM program explored balance and center of gravity through hands-on activities such as balancing birds, straw mobiles, and balancing acrobats. A fuse bead workshop later in the month encouraged collaborative creativity between children and caregivers. Youth readers also gathered for Book Club Explorers to discuss the month's selection using guided prompts and related creative activities.

### **Special Programs**

The Winter Seek & Find program was a popular activity, inviting children to search the Library for winter animals while learning fun facts about each of them. Held at Central, Mariners, and CdM, families often participated together, with older siblings helping younger ones and some children racing to find all five animals. The activity added an engaging element to library visits.

### **Outreach**

Youth Services conducted an outreach visit to a class of Newport Coast Elementary 4th grade students who were studying the Winter Olympics. Children's Librarian Christine Lefter demonstrated how to locate articles and navigate linked information using the World Book database.

### **Personnel**

Youth Services staff Bernadette Gilliam, Nadia Dallstream, and Evelyn Rogers attended the *Joyous Way to Learn!* workshop, an energetic storytelling training session hosted by the Santiago Library System and presented by Jim Gill, a nationally acclaimed author and musician. Staff were inspired to learn new strategies to help enhance story time programs. Branch and Youth Services Coordinator Annika Helmuth participated in Play with Purpose, a webinar that highlighted the value of play-based library spaces and how it contributes to early literacy growth for children and their families.

**ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR**

**Teen Services**

The February Young Adult Advisory Council meeting had 14 teens in attendance. The group planned and led the meeting which ran smoothly. The teens participated in icebreakers to begin the meeting, played board games, and made cards for Valentine's Day. They also shared Valentine's Day themed trivia questions.

**Adult Services**

The adult Tech Toy collection received a new cabinet identical to the cabinet in use in the Children's room. We will now be able to accommodate larger items as the collection continues to grow. A staff meeting was held in February to train new staff in the Library's Interlibrary Loan service and help update procedures. Some members of Adult Services attended an online workshop that introduced concepts of Artificial Intelligence in libraries. The focus was on identification, finding a level of familiarity with it, and locating areas where it might be beneficial and where it might be detrimental.

**Staffing**

There are two vacant part-time Library Assistant positions at Central, which are currently being recruited for alongside the recruitment for a full-time Library Assistant position at Mariners.

**MIRANDA GENTRY, CIRCULATION COORDINATOR**

**Staffing**

Allyson Parry was promoted to part-time Library Clerk I. Mariners welcomed Irvin Solorio as a new part-time Library Page. Additional Library Page recruitments remain ongoing, and we are in the process of filling two part-time Support Services Aide positions at Central with second-round interviews planned for the beginning of March.

**NOTICING:**

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

**Proquest Articles Retrieved 2025-2026**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	3021	*	*	7149	1288	1206	1705	1264					2606
Newspapers--Current	913	*	*	1000	798	641	618	460					738
Newspapers--Historical	3265	*	*	1196	1511	2419	1674	1732					1966
Magazines	47	*	*	1054	31	17	22	26					200

Database FY Comparisons	JUL 2025	AUG 2025	SEP 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	YTD 25/26
<b>Tracked by #searches</b>													
A to Z Databases	481	438	234	182	339	581	347	230					2832
Alexander Street	253	682	457	1123	236	574	170	49					3544
Ancestry	200	205	9	306	521	150	243	334					1968
AskART	12	17	9	13	31	11	104	41					238
Brainfuse JobNow/VetNow	107	62	25	3	4	3	**	**					204
Britannica School Edition	9	0	82	248	75	15	5	0					434
Exploring Race in Society	24	14	4	40	4	18	7	21					132
Gale Archives Unbound	7	4	16	17	32	29	2	3					110
Gale Directory Library	45	25	◊	◊	◊	◊	◊	◊					70
Gale in Context: Biography	1	8	14	81	13	2	23	51					193
Gale in Context: Elementary	2	0	6	6	7	2	3	2					28
Gale in Context: Environmental	0	2	0	0	0	0	0	0					2
Gale in Context: Opposing View	17	10	10	216	21	58	61	9					402
Gale Interactive: Science	0	0	0	0	0	0	0	0					0
Gale Literature Resource Center	16	17	6	116	9	3	9	22					198
Gale eBooks	52	15	15	60	172	10	12	31					367
HeritageQuest	405	325	180	90	587	173	1	109					1870
Legal Information Ref Center	64	57	22	130	59	70	129	86					617
National Geographic	12	26	20	46	24	16	33	36					213
National Geographic Kids	6	34	10	26	12	43	7	20					158
NewsBank	4794	4741	4505	4846	4260	4156	5216	3736					36254
NovelList Plus	48	41	65	81	78	79	46	27					465
NovelList K-8 Plus	12	146	33	55	53	90	27	14					430
ProQuest	4466	*	*	31725	2443	2182	2685	1973					45474
Proquest eLibrary	0	33	23	4	1	1	4	0					66
Reference Solutions Business	322	609	392	412	105	319	493	169					2821
Reference Solutions Residential	12	29	14	19	25	17	8	30					154
SIRS Discoverer	4	12	53	13	1	0	0	0					83
SIRS Issues Researcher	267	659	1881	379	1	0	1	0					3188
StatsUSA (formerly State Statistics)	5	6	5	47	20	2	6	7					98
World Book Online	9	39	53	33	13	84	53	43					327
<b>Tracked by #page views</b>													
Artist Works	3	2	6	3	3	1	5	1					24
Consumer Reports	2475	2156	1853	1934	1981	1558	1117	1401					14475
CultureGrams	68	36	4	49	115	23	130	26					451
Morningstar	3697	7618	4826	3483	3080	3973	4356	4371					35404
RealQuest	8	14	121	36	3	10	14	59					265
Tumblebooks	35	33	11	33	25	‡	‡	‡					137
Value Line	9891	8507	10381	11564	9057	8620	10684	9517					78221
Wall Street Journal	3393	3469	1439	4086	3856	4452	4545	3350					28590
<b>Tracked by courses</b>													
LinkedIn Learning	254	262	209	484	431	210	138	183					2171
<b>Tracked by books logged</b>													
Beanstack	7403	2832	1877	2334	1662	1097	2045	2215					21465
<b>Tracked by Hours Used</b>													
ABC Mouse †	127.02	130.58	81.07	97.93	125.65	109.97	107.66	73.00					852.88
Beanstack	7738	1554	385	266	360	270	240	228					11041
Rosetta Stone	28.82	33.70	57.47	85.32	57.01	50.27	70.66	56.08					439.33

Notes:

- \* Accurate date unavailable for August and September 2025. Data restored in October 2025
- \*\* Brainfuse subscription cancelled January, 2026
- ◊ Gale Directory Library subscription cancelled September, 2025.

- ‡ Tumblebooks Library subscription cancelled December 2025
- † Corrected values for ABC Mouse added for 2025.

**NBPL Website Usage 2025-2026**

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	28317	28872	26436	36733	27126	25358	32957	30831					29579	236630
New Users	14608	15467	14189	23841	15006	13147	19502	18281					16755	134041
Sessions	47805	50528	45583	55929	43442	41915	51715	47232					48019	384149
Pageviews	122016	123728	105782	122541	103499	101665	122042	107786					113632	909059
Sessions Per User	2	2	2	2	2	2	2	2					2	--
Pages Per Session	3	2	2	2	2	2	2	2					2	--
Avg. Session Dur. (min)	7	7	6	6	6	6	5	4					6	--
Bounce Rate (%)	64	62	63	66	64	64	66	67					64	--

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

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	201	275	237	143	121	165	215	238					199	1595
CdM	391	514	540	420	292	287	317	331					386	3091
Mariners	2240	2200	2460	2340	1910	1570	1860	1610					2024	16190
Central *	14120	16200	6960	11000	12450	12190	15070	13910					12738	101900
<b>Total</b>	<b>16951</b>	<b>19189</b>	<b>10197</b>	<b>13903</b>	<b>14773</b>	<b>14211</b>	<b>17462</b>	<b>16089</b>					<b>15347</b>	<b>122776</b>

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

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	383	278	278	291	206	248	229	236					269	2149
CdM	557	527	695	526	330	407	356	321					465	3719
Mariners	1454	1432	2038	1749	1376	1292	1211	1341					1487	11893
Central *	11130	10480	6307	8671	9493	9918	9773	9623					9424	75395
<b>Total</b>	<b>13524</b>	<b>12717</b>	<b>9318</b>	<b>11237</b>	<b>11405</b>	<b>11865</b>	<b>11569</b>	<b>11521</b>					<b>11645</b>	<b>93156</b>

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

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	30	21	20	19	15	18	18	19					20	160
CdM	32	34	42	32	22	22	23	23					29	230
Mariners	111	109	150	135	108	100	94	102					114	909
Central *	746	672	361	518	566	612	584	644					588	4703
<b>Total</b>	<b>919</b>	<b>836</b>	<b>573</b>	<b>704</b>	<b>711</b>	<b>752</b>	<b>719</b>	<b>788</b>					<b>750</b>	<b>6002</b>

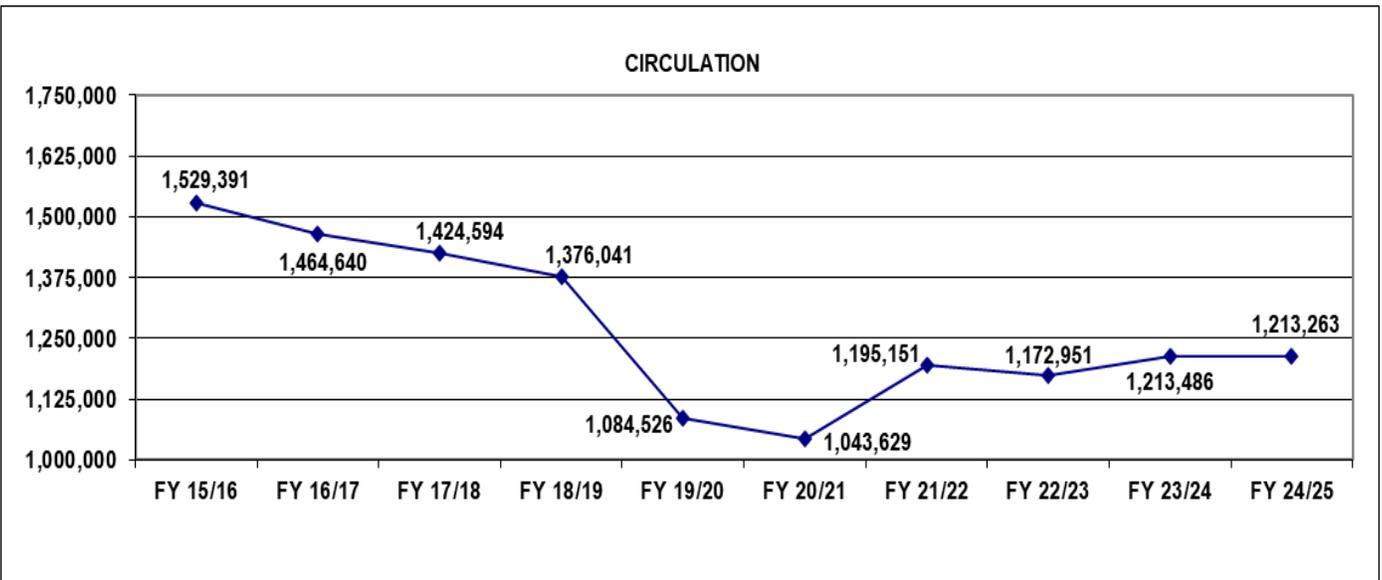
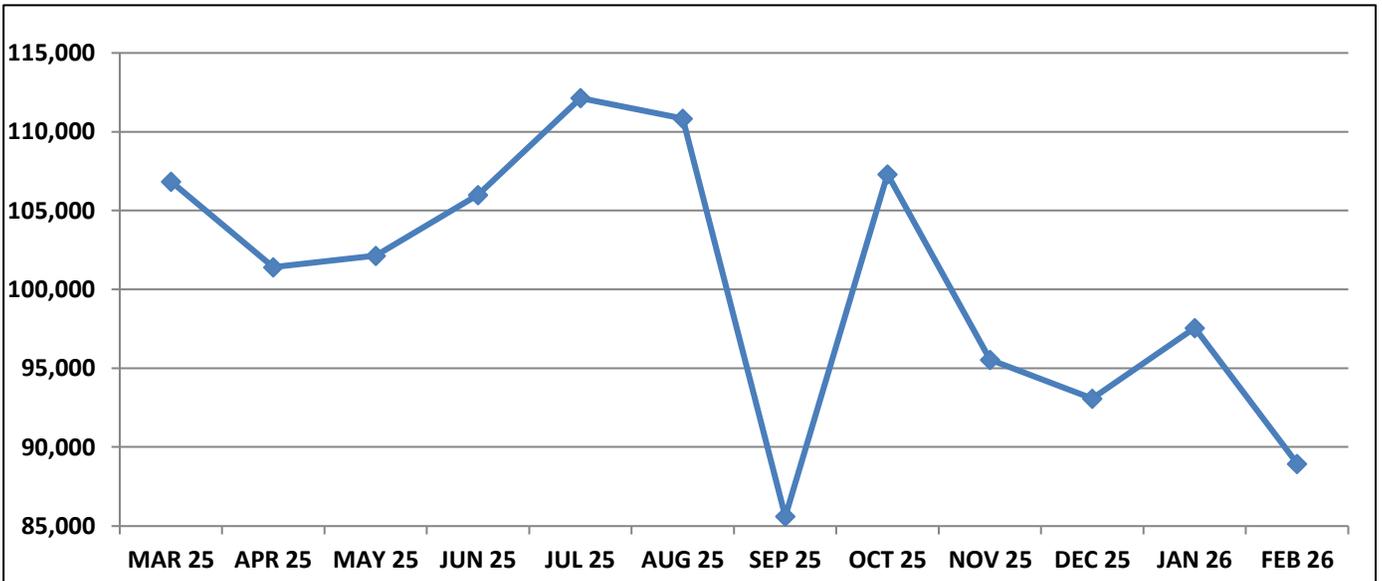
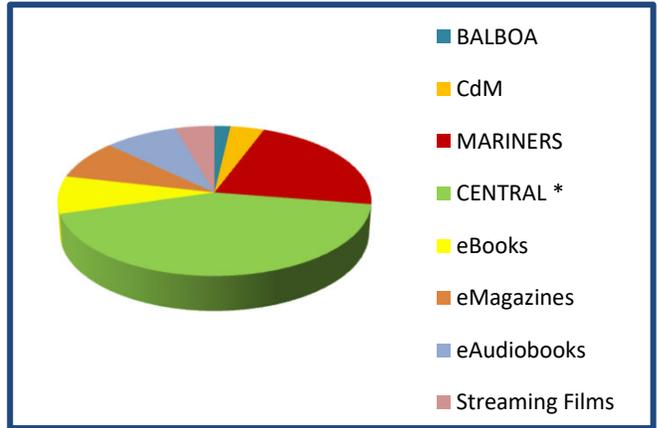
**Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2025-2026**

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	536	1012	874	505	602	680	961	1010					773	6181
CdM	718	999	795	818	905	721	912	1030					862	6898
Mariners	1580	1570	1230	1370	1420	1250	1570	1230					1403	11220
Central *	1300	1580	1130	1300	1340	1260	1580	1480					1371	10970
<b>Total</b>	<b>4135</b>	<b>5161</b>	<b>4030</b>	<b>3992</b>	<b>4267</b>	<b>3911</b>	<b>5023</b>	<b>4750</b>					<b>4409</b>	<b>35268</b>

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

## NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2026 CIRCULATION

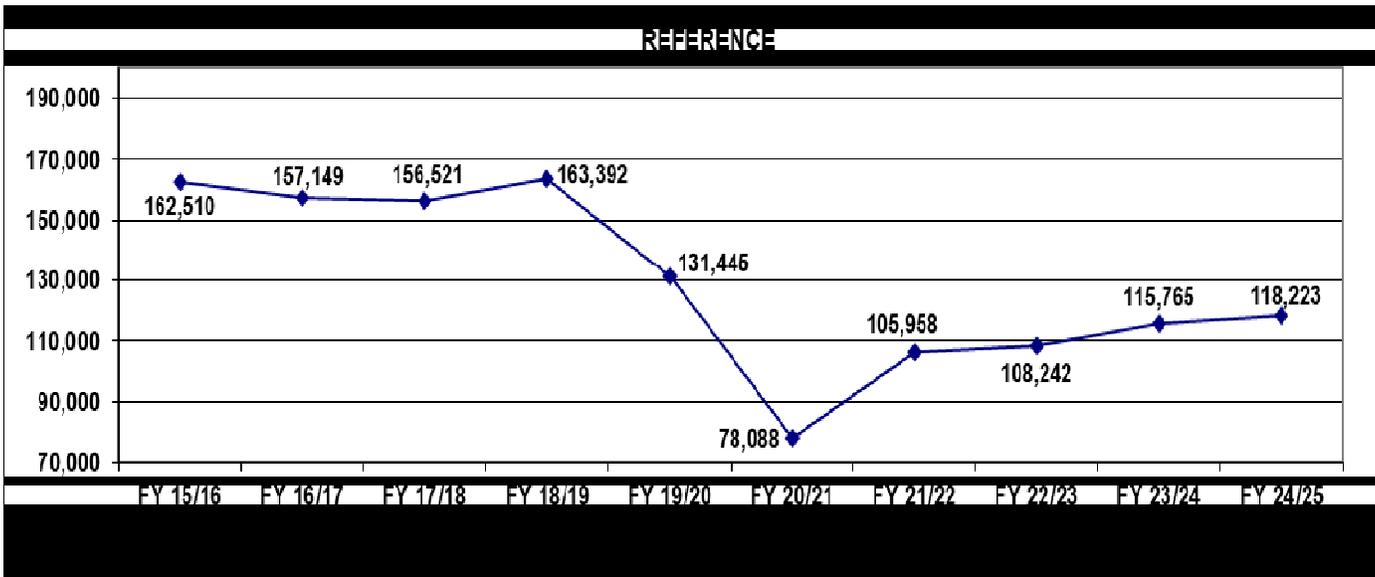
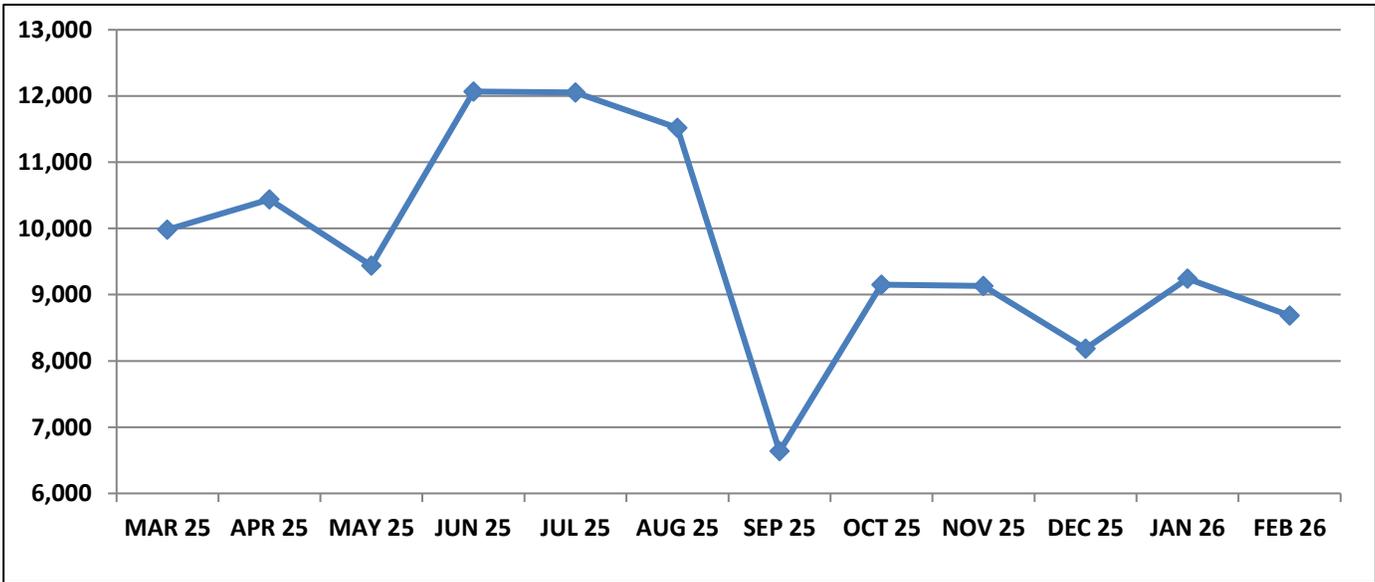
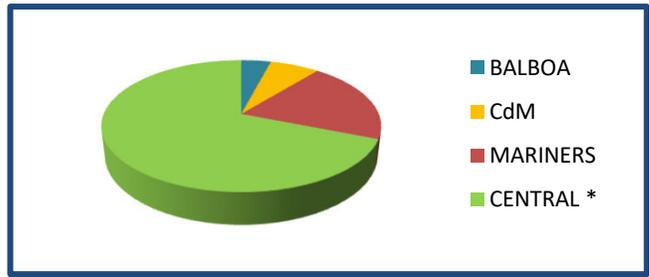
	FEB 26	YTD 25/26	YTD 24/25
<b>BALBOA</b>	1,632	17,157	20,856
<b>CdM</b>	3,459	33,593	29,085
<b>MARINERS</b>	19,358	172,719	163,355
<b>CENTRAL *</b>	38,241	340,472	386,115
<b>eBooks</b>	7,183	65,484	64,337
<b>eMagazines</b>	7,518	61,007	44,777
<b>eAudiobooks</b>	7,567	64,607	60,294
<b>Streaming Films</b>	3,984	35,969	28,045
<b>TOTAL</b>	<b>88,942</b>	<b>791,008</b>	<b>796,864</b>



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

## NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2026 REFERENCE

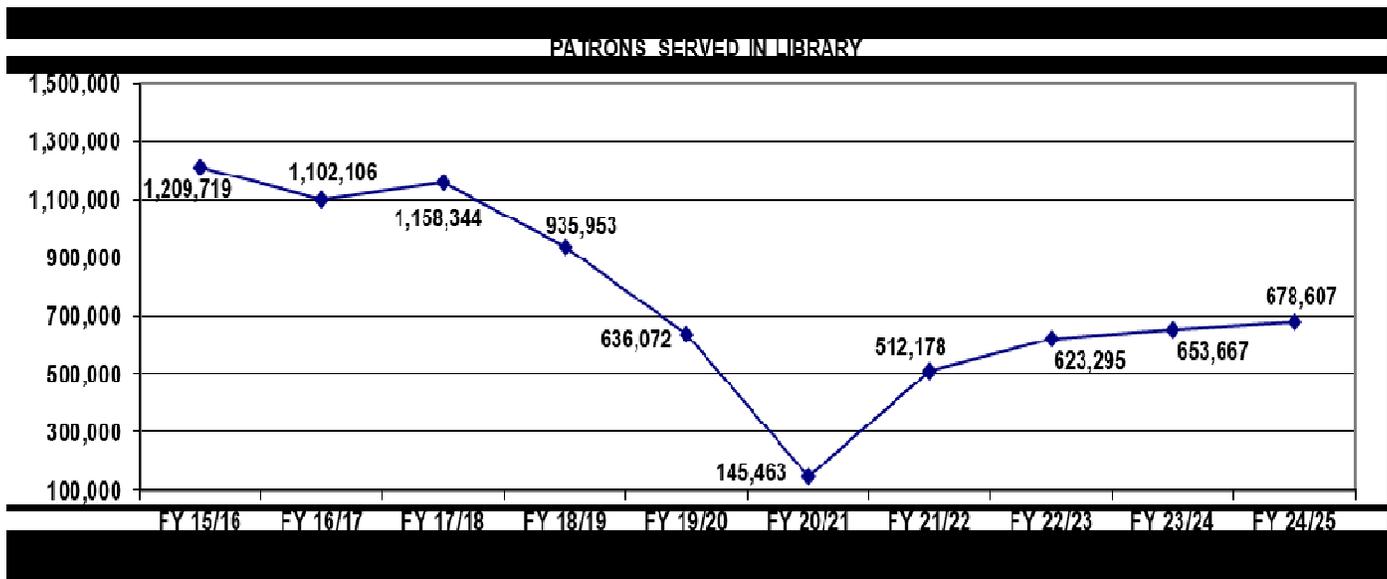
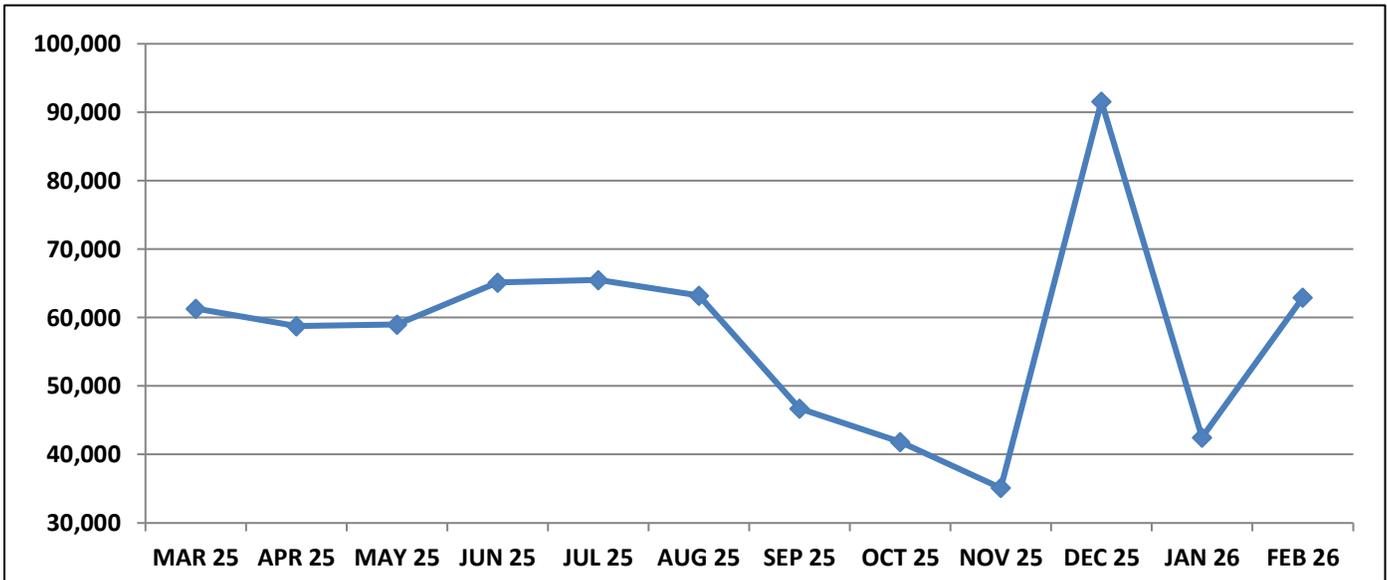
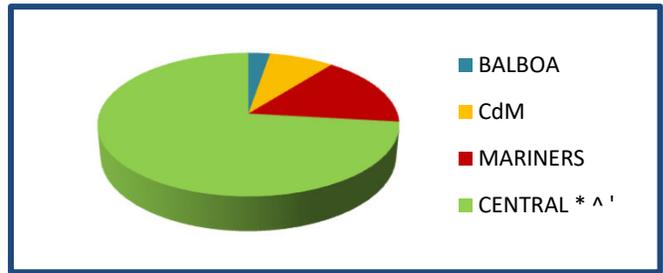
	FEB 26	YTD 25/26	YTD 24/25
BALBOA	356	3,180	3,036
CdM	593	6,307	5,562
MARINERS	1,745	15,203	15,885
CENTRAL *	5,992	49,911	51,813
<b>TOTAL</b>	<b>8,686</b>	<b>74,601</b>	<b>76,296</b>



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

## NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2026 PATRONS SERVED

	FEB 26	YTD 25/26	YTD 24/25
BALBOA	1,692	15,509	17,309
CdM	5,061	56,000	25,456
MARINERS	10,115	101,986	97,079
CENTRAL * ^ ^	46,054	275,858	294,642
<b>TOTAL</b>	<b>62,922</b>	<b>449,353</b>	<b>434,486</b>



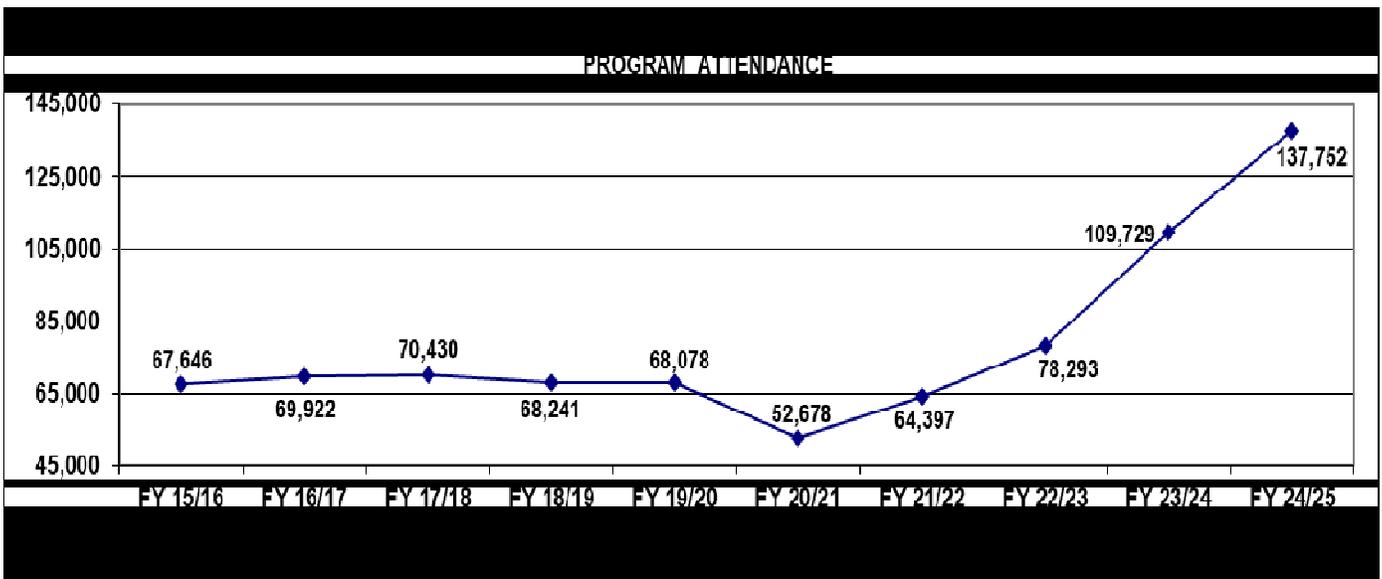
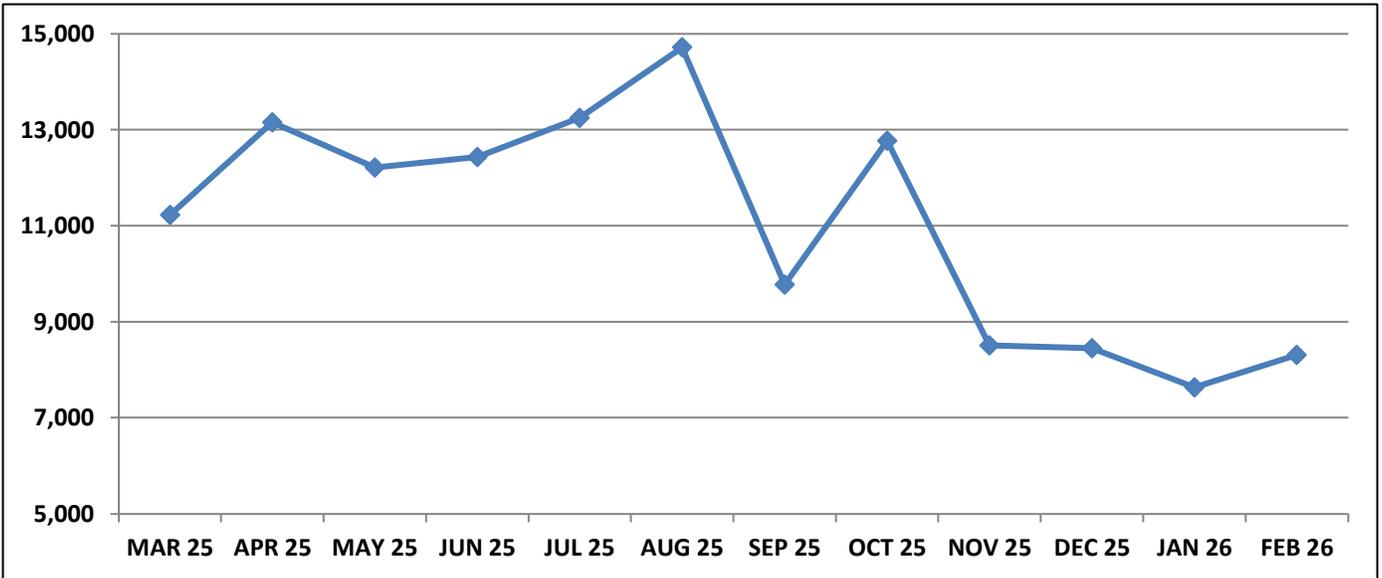
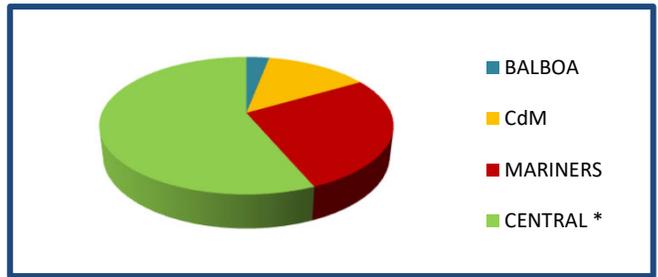
\* Central Library Closure: 09/15/2025-10/05/2025

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

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

## NEWPORT BEACH PUBLIC LIBRARY - FEBRUARY 2026 PROGRAM ATTENDANCE

	FEB 26	YTD 25/26	YTD 24/25
BALBOA	249	2,420	3,300
CdM	1,126	12,729	10,450
MARINERS	2,250	17,559	16,406
CENTRAL *	4,682	50,684	58,583
<b>TOTAL</b>	<b>8,307</b>	<b>83,392</b>	<b>88,739</b>



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