



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, June 15, 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, 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](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 May 18, 2026 Board of Library Trustees Meeting (pp. 4-8)**

[DRAFT MINUTES](#)

- 2. Patron Comments (pp. 9-11)**

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

[PATRON COMMENTS](#)

- 3. Expenditure Status Report (p. 12)**

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

[MAY EXPENDITURES](#)

- 4. Board of Library Trustees Monitoring List (p. 13)**

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. Corona del Mar Branch Update (pp. 14-18)**

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

[STAFF REPORT](#)

- 6. Budget Amendments for Fiscal Year 2025-26 (pp. 19-21)**

Staff will report on Budget Amendments for Fiscal Year 2025-56.

[STAFF REPORT](#)

[ATTACHMENT A](#)

**7. Acceptance of Donation from Friends of the Newport Beach Public Library (pp. 22-23)**

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

[STAFF REPORT](#)

**8. Acceptance of Donation from Library Foundation of Newport Beach (p. 24)**

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

[STAFF REPORT](#)

**9. Library Activities (pp. 25-34)**

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

[STAFF REPORT](#)

**B. Monthly Reports**

**10. Library Foundation Liaison Reports (pp. 35-36)**

- 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](#)

**11. Foundation Literacy Liaison Report**

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

**12. 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, May 18, 2026 – 5:00 PM

### I. ROLL CALL

Chair Lauren Kramer called to order the Board of Library Trustees meeting for May 18, 2026, at 5:00 p.m. All trustees were present.

### II. PUBLIC COMMENTS

Jim Mosher clarified that his comments are for the regular portion of the meeting and not the Closed Session, as he will likely be unable to attend. He reported that he submitted written public comments about the Fiscal Year 2026-27 budget, noting an absence of funding for Balboa Branch and adding that he will ask the reason for this at the May 26 City Council meeting.

### III. CLOSED SESSION

At 5:01 p.m., the Board adjourned to Closed Session to discuss the following items.

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

### IV. RECESS

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

Chair Kramer reconvened the Board at 5:46 p.m.

### VI. 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  
Miranda Gentry, Circulation Coordinator

Staff Absent: Annika Helmuth, Branch and Youth Services Coordinator

### VII. CLOSED SESSION REPORT

Chair Kramer reported performing the annual performance evaluation for Library Services Director Melissa Hartson during the Closed Session. She commended the work of the Library Services Director and the Library staff.

**VIII. PLEDGE OF ALLEGIANCE**

Chair Kramer led the Pledge of Allegiance.

**IX. NOTICE TO THE PUBLIC**

Chair Kramer waived the Notice to the Public.

**X. CONSENT CALENDAR**

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

**A. Consent Calendar Items**

**2. Minutes of the April 20, 2026 Board of Library Trustees Meeting**

**3. Patron Comments**

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

**4. Expenditure Status Report**

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

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

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

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

**Motion** made by Trustee Chase Rief, seconded by Secretary Dorothy Larson, and carried 5-0-0-0 to approve the Consent Calendar Item Nos. 2-5.

AYES: Kramer, Castro, Larson, Murray, Rief

NOES:

ABSTENTIONS:

ABSENCES:

**XI. CURRENT BUSINESS**

**A. Items for Review**

**6. Fiscal Year 2026-27 Library Services Budget**

Staff requests that the Board of Library Trustees review and approve the Fiscal Year 2026-27 operating budget for the Library.

Library Services Manager Rebecca Lightfoot reported that the Library's FY 2026-27 will be before the City Council in June. She stated that staff anticipates that its requests for programming enhancements will be awarded, including an additional \$50,000 for library materials, along with extra funds for facilities maintenance and the new door counting system to better capture Library attendance.

In response to Secretary Larson's inquiry, Library Services Manager Lightfoot clarified that while the bulk of facilities maintenance work has shifted to Public Works, the Library remains responsible for some bills and the FY 2025-26 allocation proved to be insufficient.

Chair Kramer opened public comment.

Mr. Mosher encouraged the trustees to look at the more detailed budget summary as opposed to the overview presented, as the detailed summary includes departmental goals and performance measures for FY 2026-27. He added that the Board should consider whether the performance measures are appropriate.

Chair Kramer closed public comment.

Chair Kramer stated that the budget increases are modest, with most of it coming from staff wages.

**Motion** made by Chair Lauren Kramer, seconded by Trustee Chase Rief, and carried 5-0-0-0 to approve the Fiscal Year 2026-27 Library Services budget.

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

## 7. Acceptance of a Grant from the Library Foundation

Staff recommend the Board of Library Trustees approve the acceptance of a grant from the Library Foundation of Newport Beach for Project Adult Literacy.

Library Services Manager Lightfoot reported that the Library Foundation of Newport Beach has awarded its annual \$25,000 grant to Project Adult Literacy. She requested acceptance from the Board, adding that the funds go towards materials, an annual database subscription, office supplies, training, travel, and support of program events.

Chair Kramer opened public comment, and there was none.

**Motion** made by Secretary Dorothy Larson, seconded by Chair Lauren Kramer, and carried 5-0-0-0 to accept the grant.

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

## **8. Library Activities**

Monthly update of library events, services, and statistics.

Library Services Director Melissa Hartson reported that April was a busy month, featuring National Library Week with programming for all ages. She added that the Library had special guest Storytime readers at all open locations. She added that the KIT Coffee location at the Central Library has opened, energizing the space and bringing in additional people.

In response to Vice Chair Castro's inquiry, Library Services Director Hartson agreed that it would be worth exploring having items that coffee shop patrons can check out near the store along with materials promoting Library services. She noted that several coffee shop patrons have gone from its second-floor location down to the first floor.

Chair Kramer agreed that the coffee shop is a great location to promote the Library's programming.

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

Chair Kramer 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 his standard detailed written report from the last meeting. He added that the Witte Hall Grand Opening is set for July 10.

Secretary Larson reported that the Library Live Committee and Witte Lectures Committee are moving ahead with lining up programming well in advance. She added that Mr. Kappel's report has good information about upcoming programming and lauded the attendance at recent programming.

### **10. Foundation Literacy Liaison Report**

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

No report was given.

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

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

No report was given.

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

Chair Kramer received and filed the monthly reports.

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

None.

**XIII. 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.

**XIV. ADJOURNMENT – 5:58 P.M.**

The next meeting will be on June 15, 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>
1 <u>05/02/2026</u> <u>Greeting Card</u> <u>Nadia Dallstream</u> <u>Branch Librarian</u> <u>05/02/2026</u>	I am writing to formally recognize two of your staff members, Sara and Michaela, for the exceptional service they provided during my visit to your library last week. Both were incredibly kind, professional, and eager to assist me with my needs. I would like to express my sincere appreciation for the help these two individuals provided, as their support made my visit a very positive experience. It is a pleasure to see such dedicated staff members representing your library. Thank you for your time and for maintaining such a helpful team. Great job ladies! It was my pleasure speaking with you both.	This positive feedback was shared with staff and the Admin Team. Nadia left the patron a voicemail message to say thank you. Later, she had the opportunity to meet the patron and extend our gratitude in person while providing curbside service at the CdM Branch Library.
2 <u>05/03/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>05/04/2026</u>	I left a bottle (plastic cola bottle) with change at the library yesterday and want to see if you are able to hold it for me. I did not realize and see that you don't open until later today. I did call but couldn't leave a message. I can stop by later today. Thank you for your help.	I received word that this item was picked up yesterday (Sunday 5/3). If I can be [of] any further assistance, please let me know. Thank you.
3 <u>05/04/2026</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/04/2026</u>	THANKS VERY MUCH for new Sound Lab equipment.	The patron was thanked in person for her appreciation of the Sound Lab.
4 <u>05/04/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/04/2026</u>	Do you take classical records/CDs/tapes for donation?	Thank you so much for thinking of us for your donations! The Friends of the Library handle our donations. They do accept CDs and Vinyl records, but unfortunately, they cannot take tapes. There is more information on this page of the website ... You can reach out to the Friends at 949-759-9667 if you have any questions or need assistance with your donation. Thank you.
5 <u>05/12/2026</u> <u>Email</u> <u>Annika Helmuth</u> <u>Branch &amp; Youth Services Coordinator</u> <u>05/13/2026</u>	I am reaching out ... to see if it is possible for us to connect about joining any of your upcoming events and providing a free activity. We have an upcoming summer camp for kids ages 10-16 and we'd love the opportunity to connect with the students in your area since we are close by! Looking forward to hearing from you!	Thank you for your interest in the Newport Beach Public Library. We do not currently have any upcoming events to join, but we are in the process of reviewing youth program proposals for the upcoming school year (September 2026-May 2027). Please note that youth programs are typically planned with a six- to eight-month lead time. For youth program consideration, please review the following guidelines ... Please don't hesitate to reach out if you have any questions.
6 <u>05/13/2026</u> <u>Email</u> <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>05/13/2026</u>	I have a question for you. I'm new to this library. I just rented 3 movies - one DVD and two Blu-Rays. Online it says you can't renew Rental DVDs, but in person as I was checking out, the librarian told me that I will get an automatic renewal. Can you explain the difference between normal DVD/Blu-Ray vs. Rentals? Am I able to renew my 3 discs longer than one week, or do I need to bring them back by then? And if I want to renew, I can simply do so online, right? How many times can I do that before I get a late fee? Thanks for answering all of my questions! I love this library so far.	First, welcome to NBPL! Thank you for reaching out. Yes, there is a difference between rental DVDs and non-rental DVD/Blu-Rays. Rental DVDs cost \$1.00, check out for one day, and there are no renewals. These are typically high demand DVD/Blu-rays. There are a few ways to tell the difference between a rental DVD and non-rental DVD ... I looked at your account, and you have checked out regular, non-rental DVDs. All three are due on 5/20 and may be renewed up to four times as long as there are no holds at the time of the renewal ... Please let me know if you have any other questions. I'm happy to help. Thank you again for being part of the Newport Beach Public Library.

<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>7</u> <u>05/13/2026</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/14/2026</u>	What date is the next book sale that you have three times a year?	Our Friends of the Library are holding their next big book sale on [June 5 and 6, 2026]. For more information about the Friends and all that they do to support the library, you can visit their website here ... I hope that helps! Please let me know if you have any other questions. Thank you.
<u>8</u> <u>05/16/2026</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/18/2026</u>	I have about a dozen of these [old Life magazines] from the 1930s in average condition and [I am] wondering if the Library has any interest in these?	Thank you for thinking of us for your donation. Unfortunately, we would not be able to accept magazines. I'm afraid I don't know of anywhere locally that does take magazines. There are some national charities that will accept them. I've included links to two of them below ... I hope that helps. Please let me know if you have any other questions. Thank you.
<u>9</u> <u>05/16/2026</u> Email <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>05/18/2026</u>	I was wondering if I can get loans from Los Angeles Public Library through you and if so, how can I do that?	Thank you for checking in with us regarding our Interlibrary Loan service. The Interlibrary Loan process does cost \$5 per request with a maximum of 5 active requests. We place a request out to a list of libraries and work with the one that is most responsive to our request, so it may not necessarily be a specific library like the Los Angeles Public Library. This process can also take some weeks to complete as we are dependent upon the participating library to process the request. If there is a specific book that you are interest in, we would be happy to give it a look and see if another library near us might own it if we do not. We have additional information posted online here ... If we can be of any other help, please let us know. Best regards.
<u>10</u> <u>05/17/2026</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>05/18/2026</u>	I heard there is going to be a lecture on John Williams on August 13, but it's not on your calendar. How can I get a ticket to the lecture? Thank you.	The Library Foundation of Newport Beach is hosting the Library Live event on August 13. I don't see tickets on sale just yet, but you can reach out to them at 949-717-3892 and they should be able to tell you when they expect registration to go live on their website ... I hope that helps! Please let me know if you have any other questions. Thank you.
<u>11</u> <u>05/21/2026</u> Email <u>Miranda Gentry</u> <u>Circulation Coordinator</u> <u>05/21/2026</u>	I returned a Blu-ray from my local OCPL to Newport Central library by mistake. The title was called 'Shoplifters' ...	Thank you for reaching out. We do return items that belong to OCPL to their distribution center on Thursdays. The item you dropped here may have been in that bin that was delivered today. I would recommend calling your local OCPL library or watching your OCPL account online to see if the item gets checked in. Please let me know if I can be of further assistance.
<u>12</u> <u>05/21/2026</u> Email <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>05/22/2026</u>	I am a Junior at American High School in Fremont, CA. I also serve as the student CEO at a registered 501(c)(3) nonprofit org, Micro Lessons Academy ... This will be my fourth year teaching a Math preparatory course for Elementary & Middle school students ... The course is completely FREE, fully online, two 1-hour sessions each per week and designed to help students retain their Math skills through the summer ... I would be deeply grateful if you could share the attached flyer on your library's noticeboard. The flyer includes all the details for signing up. Thank you so much for your time and consideration.	Thank you for thinking of our library to share your services. Unfortunately, our Display and Distribution of Materials policy prevents us from displaying non-governmental materials in our libraries. You can read the full policy here ... We wish you continued success in your program! Best regards.

<p>Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron</p>	<p>Comment</p>	<p>Response</p>
<p>13 <a href="#">05/24/2026</a> <a href="#">Email</a> <a href="#">Rebecca Lightfoot</a> <a href="#">Library Services Manager</a> <a href="#">05/26/2026</a></p>	<p>I'm in Newport this summer between my 2nd and 3rd years at UCSB and I'm wondering if there are any job opportunities mid June to mid August? Let me know who I can contact. Thank you!</p>	<p>Thank you for your interest in working at the library! All open positions are posted on the City website, which you can find here ... If you click on the Employment Opportunities link, it will take you to Government Jobs, which allows you to view open positions, read job descriptions, and start the application process. You can also sign up to be notified when new positions are posted. I hope that helps! Please let me know if you have any other questions. Thank you.</p>
<p>14 <a href="#">05/28/2026</a> <a href="#">Email</a> <a href="#">Melissa Hartson</a> <a href="#">Library Services Director</a> <a href="#">05/28/2026</a></p>	<p>Yesterday when I was at the Central branch I had the best experience thanks to Terry and another young woman which I cannot recall her name ... They both went above and beyond to help me with a printing issue and I walked out feeling better than when I walked in. You never know what people are going through and when someone makes an effort to go out of their way it does make a difference.</p>	<p>Thank you for sharing your feedback regarding your experience at the Central Library yesterday afternoon. I am pleased to hear Terry and Lucero were able to assist you with your print job. I will be sure to pass along the positive impact they had and the difference they made in your day. Best regards.</p>
<p>15 <a href="#">05/28/2026</a> <a href="#">Email</a> <a href="#">Terry Sanchez</a> <a href="#">Programs Specialist</a> <a href="#">05/29/2026</a></p>	<p>[Regarding] a grand opening and a surf legend, please reserve 1 entrance on July 11, 2025 ... I will be there.</p>	<p>Thank you for your interest in attending the grand opening of Witte Hall presenting Shaun Tomson. Registration for this event opens on June 2nd at 4 p.m. On June 2nd after 4 p.m., you may register online using the link on the email you received, going to our website calendar listing, or clicking on the link I will paste below ... Please feel free to reach out if you have any further questions. Kind regards.</p>

**LIBRARY EXPENDITURES**

**FY 2025-26**

(June 3, 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	267,564	2,937,923	521,965	84.9%	2,775,333
SALARY PART-TIME	1,510,834	1,574,992	77,845	877,011	697,981	55.7%	811,633
BENEFITS	2,265,515	2,507,777	223,494	2,058,531	449,245	82.1%	2,048,468
<b>SALARY &amp; BENEFITS TOTAL</b>	<b>7,135,875</b>	<b>7,542,656</b>	<b>568,903</b>	<b>5,873,465</b>	<b>1,669,191</b>	<b>77.9%</b>	<b>5,635,433</b>
<b>II MAINT &amp; OPERATION</b>							
PROFESSIONAL SERVICE*	6,488	58,988	113	58,702	286	99.5%	236,369
UTILITIES	391,004	391,004	26,146	285,792	105,212	73.1%	307,673
PROGRAMMING	2,000	5,923	386	4,230	1,693	71.4%	2,664
SUPPLIES**	53,750	56,102	4,573	46,096	10,006	82.2%	84,745
LIBRARY MATERIALS	669,740	680,798	18,959	660,376	20,422	97.0%	657,400
FACILITIES MAINTENANCE	45,802	69,926	2,035	38,933	30,993	55.7%	181,586
TRAINING AND TRAVEL	10,681	11,089	325	3,723	7,366	33.6%	3,745
GENERAL OPERATING EXPENSES***	27,274	36,551	2,894	32,838	3,713	89.8%	35,967
PERIPHERALS & SOFTWARE	4,500	4,500	-	1,348	3,152	30.0%	1,306
INTERNAL SERVICE FUNDS	1,810,801	1,810,801	150,900	1,659,901	150,900	91.7%	1,702,928
OFFICE EQUIPMENT	2,000	2,000	71	1,887	113	94.3%	236
<b>MAINT &amp; OPERATION TOTAL</b>	<b>3,024,040</b>	<b>3,127,683</b>	<b>206,402</b>	<b>2,793,826</b>	<b>333,857</b>	<b>89.3%</b>	<b>3,214,619</b>
<b>LIBRARY BUDGET TOTAL</b>	<b>10,159,915</b>	<b>10,670,339</b>	<b>775,305</b>	<b>8,667,292</b>	<b>2,003,047</b>	<b>81.2%</b>	<b>8,850,052</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
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
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
<b>LAST REVIEWED</b>	<b>POLICY REVIEW</b>		
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
Mar 16, 2026	NBPL 3	Library Gift and Donor Policy	Mar 20, 2028



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

June 15, 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:** Nadia Dallstream, Corona del Mar Branch Librarian

**TITLE:** Corona del Mar Branch Update

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## **RECOMMENDATION:**

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

## **DISCUSSION:**

### **Overview**

Corona del Mar Branch (CdM) is a welcoming neighborhood library. Many visitors walk to the Branch as part of their regular weekly or daily routine. The staff at CdM know patrons well and greet everyone who enters. Children and adults visit to pick up holds, get personalized book recommendations, and browse the shelves. Upon entering the children’s area, you will often find families and friends playing and reading together. CdM adult space has six desks, and another six soft seating chairs with three smaller tables. The children’s area has two large tables with seating for six at each. One table is toddler sized and the other can accommodate both kids and adults. The play area has three soft seating chairs available, and a colorful rug designates the play space which is surrounded by books and is next to our educational toys. Even though we are just a bit over a mile from the Central Library, CdM feels like another time and place—free from most digital distractions and fostering a sense of close community through in-person interactions and neighborly exchanges.

### **Location**

The original CdM was established in 1947 and located on the corner of Goldenrod and Pacific Coast Highway. In 1952, the Branch was moved to a larger location in CdM, then over 65 years ago, in 1959, it was moved to its current location on Marigold. In 2018, the 2,000 square foot building on Marigold was completely reconstructed and reopened in September 2019. The facility is a building that is shared with Fire Station 5. The new building provides the community with a 3,801 square foot library that is energy efficient and maximizes space, providing ample parking, a popular collection of materials, technological amenities, comfortable seating, and a clean and bright design.

### **District**

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

**Services**

*Hours*

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

*Technology*

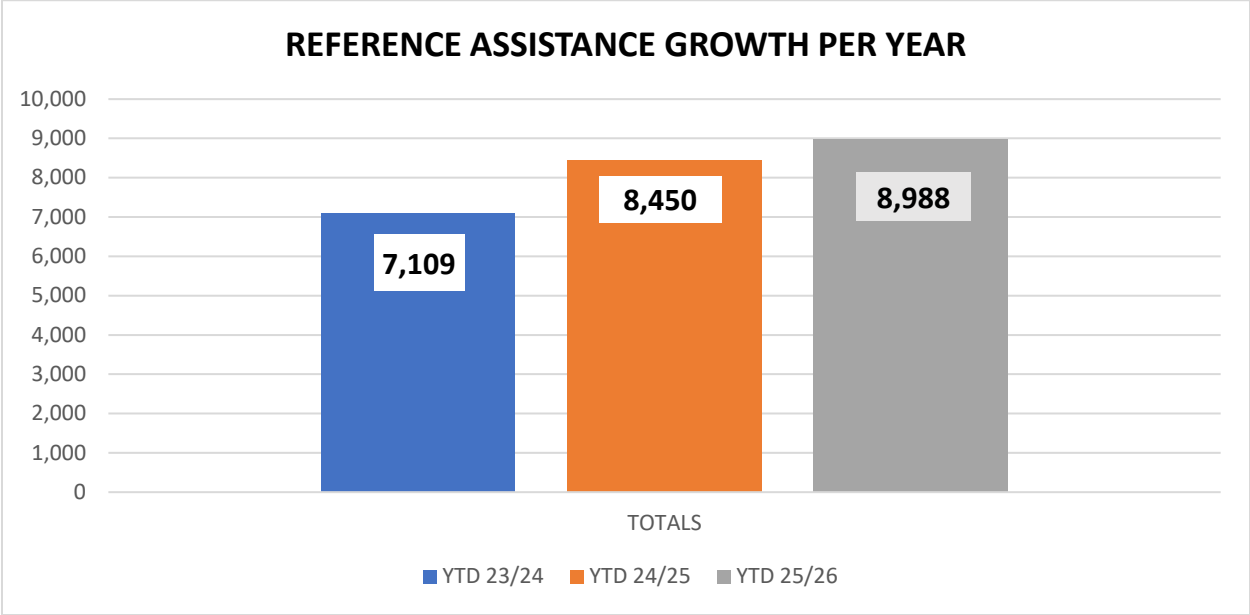
CdM has public laptops for in-library use. Printing, copying, scanning, and fax are also offered. Wi-Fi is available throughout the Branch, including on the Friends of the Library Reading Porch. The Branch has sufficient outlets available for the public including on the porch and on or by all tables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

*Test Proctoring*

CdM offered test proctoring from July 2022 to August 2025. The service had been previously offered at Balboa Branch (Balboa) and was transferred in July 2022 to CdM. The demand for this service has more than doubled over the past four years. To accommodate more patrons, the service went to an online scheduling model and is now offered at Mariners Branch and no longer at CdM.

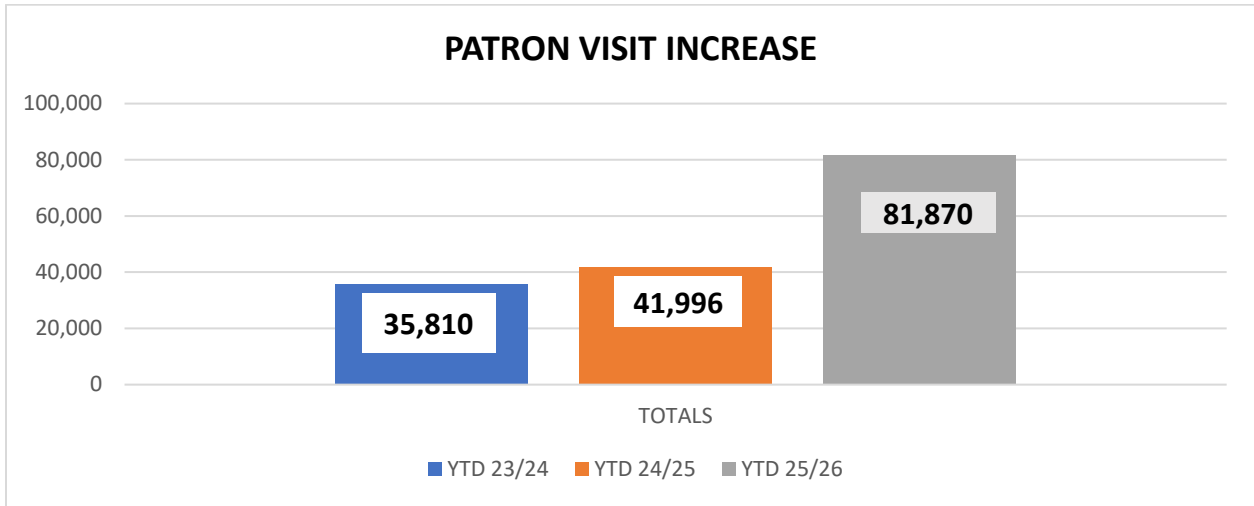
*Reference Assistance*

Between June 2025 and May 2026, CdM Staff answered 8,988 reference questions.



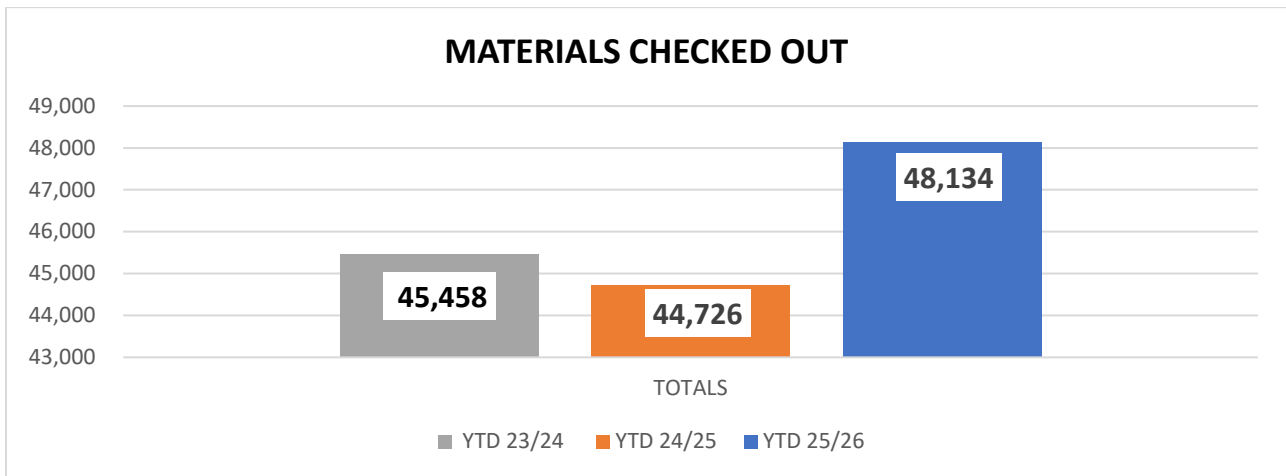
*Patron Visits*

CdM service area’s population is 12,017, but we have many patrons outside of the service area that visit the Branch regularly. The number of patrons who visited CdM from June 2025 to May 2026 is 81,870, which is up 128% from 2023/2024. With increased programming and more available study space in the adult area we have seen a steady increase in patron visits to CdM.



*Circulation and Collections*

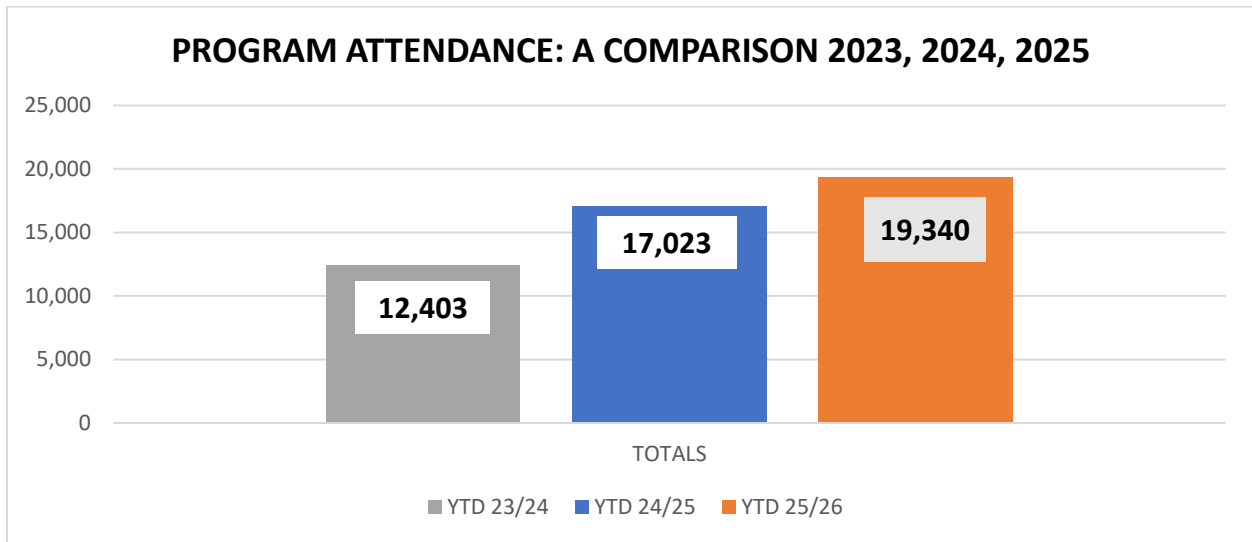
A total of 48,134 items were checked out from CdM from June 2025 through May 2026. Our print collection is checked out often, with an average turnover rate of 3.78. Many patrons enjoy supplementing their reading with the Library’s streaming services and downloadable eBooks and we continue to teach patrons how to access materials this way.



CdM offers classic titles and current books, magazines, newspapers, and digital media for adults, teens, and children. There are 11,717 items in the collection. From May 2025 to May 2026, the teen collection had 554 checkouts, the adult collection had 16,985 checkouts, and the children’s collection had over 28,840 checkouts. (source: Collection HQ). The report provided by Collection HQ was only available from May 2025 to May 2026. These numbers are representative of the population we serve. Items are added to our collection monthly, and new books and materials are well-reviewed and provide a range of popular topics for our patrons to explore. The Read-Along books for children have been a popular addition to the collection, and our Caregiver collection has been a helpful resource for parents. For adults, we offer a variety of Lucky Day Books which are a special collection of bestselling titles. Lucky Day Books are only available in person and first come, first served. They check out for one week, and we have many patrons who visit us each week to pick up a new one.

### Programs

CdM held 212 programs from June 2025 through May 2026 with a total program attendance of 19,340. Program attendance has increased 55% over the past 3 years. Many of the programs are for children, but we offer a few programs for all ages including the CdM Holiday Open House, 3rd Thursdays, and the Summer Reading Program (SRP).



We offer a variety of children’s programs including weekly storytimes, monthly sensory play, daily drop-in crafts, and *Find Sisi the Snail* game. In August 2025, we added Toy Trains to our weekly offerings. This program had been very popular at Balboa, and we are happy to be able to offer it at CdM. The *Sensory Play Program* is a very special program that offers children new tactile experiences and provides a unique environment where adults and children are interacting with each other and their peers while developing their critical thinking, imagination, and language development skills. Beginning in January we added a monthly BARK program. Children and families have enjoyed reading to the dogs, and we have seen a steady increase in attendance to this program.

One of our goals is to make each visit to the Branch exciting for each child. We offer a *Drop-In Craft* program featuring a product-focused craft that kids can make while visiting the Branch. We also provide materials for children who prefer to create their own process art project. Sisi the Snail, a plushie puppet that lives at CdM, hides in different spots throughout the children’s area. Each visit children are invited to search for Sisi and when they find her, they get a sticker. Both the Drop-In Crafts and Find Sisi the Snail make each visit fun for families.

In addition, we offer many children’s programs throughout the year beginning with our SRP events last June and ending with the April *3rd Thursday*. Some highlights throughout the year include our Fire Station Storytime with guest reader Captain Cameron Hutzler, the Holiday Open House with guest performers from Newport-Mesa Unified School District’s performing arts groups including the CdM Madrigals and local elementary school choir groups, and our annual *Stuffed Animal Sleepover*. In April, we celebrated *National Library Week* and had several *special guest readers* including Councilmember Michelle Barto, Board of Library Trustees Secretary Dorothy Larson, Recreation and Senior Services Director Sean Levin, and Board of Library Trustees Vice Chair Antonella Castro and her daughter Palomma. We were also a part of the *CdM 3rd Thursdays Spring in Bloom* program where we had a petting zoo program in addition

to our spring themed crafts and games. CdM extended its hours to 8 p.m. and had 751 community visitors stop by during the program.

In March, we started our new book recommendation program, *Find Your Next Great Read*, by asking adult patrons if they could fill out a shelf talker tag to share their favorite books with others. So far, we have only had a few patrons participate, but we have found that the books that have been recommended have been checked out often since adding the shelf talkers.

#### *Outreach*

This past year, staff participated in three local events, which offered an opportunity to make new connections with residents and to say hello to library patrons. These events included the CdM Scenic 5K, the Corona del Mar Residents Association Annual Meeting, and the OASIS Senior Expo.

We also had two school field trip visits, and one Girl Scout group visit. Students were able to get library cards, check out books, tour the Branch, and learn about the importance of libraries.

#### **Personnel**

Nadia Dallstream is the CdM full-time Branch Librarian. Mikaela Malsy is CdM 's full-time Library Clerk and joined us in September 2025. Carly Quijano is the part-time Library Assistant who started with the Newport Beach Public Library at our branch in October 2025. Jensen Fahilga is our part-time Library Page and joined us in February 2025. In March, Mike Payne, Balboa's part-time Library Clerk, began working at CdM every other weekend.

#### **Facility Maintenance**

CdM follows routine maintenance schedules which includes regular cleaning, landscaping service, window cleaning, HVAC maintenance, and carpet cleaning. The building is nearing its seventh year. This year, the City's IT department replaced the public copier with a newer model and added a separate printer for the public printing station. This configuration matches what is offered at the other Library branches.

#### **Summary Comments**

CdM provides the community with a great collection of materials, an inviting space, a variety of services, and programming for all ages. Our staff knows our regular patrons by name, and we provide consistent service by making sure we all know how to assist them with anything from checking out materials, downloading digital content, printing from a device, or finding the latest bestseller. This coming year I look forward to continuing to develop our joint library programming with the CdM community through 3rd Thursdays and through encouraging patrons to participate in writing recommendations of their favorite books for *Find Your Next Great Read Shelf Talker* program.

#### **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

June 15, 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:** Rebecca Lightfoot, Library Services Manager

**TITLE:** Budget Amendments for Fiscal Year 2025-26

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## **ABSTRACT:**

The Library's original appropriated budget for Fiscal Year 2025-26 was \$10,159,915. Throughout the year, the original appropriation has increased through budget amendments due to the addition of donations and grants to the Library. These funds increased the Library's budget by \$367,608 to a total of \$10,527,523.

## **DISCUSSION:**

The Library's Maintenance and Operations Budget is amended when we receive funds from grants, donations, and gifts. Most of the additional funding is received from the Friends of the Newport Beach Public Library (Friends) and the Library Foundation of Newport Beach (Foundation). In this fiscal year, the Friends added \$250,000 to fund a wide range of materials and programming, as well as contribute to Balboa Branch's (Balboa) Opening Day Collection. The Foundation added \$5,000 for new materials, \$1,640 for the Sound Lab, \$6,000 for new public computer chairs at Mariners Branch, and \$34,000 to help fund the Balboa Opening Day Collection.

The Dorothy Arens Ressel Trust gifted \$4,391 to augment the Library's collections at all three open locations, in all formats, and for all age groups.

The Santiago Library System contributed \$2,167 towards downloadable materials.

Another area of the Library's budget that is substantially altered from the initial budget to the year-end is in Project Adult Literacy (PAL). The initial Fiscal Year 2025-26 budget allocation for PAL was \$113,046, which covers approximately 60% of the cost to operate PAL. The remaining funding comes from the California Library Literacy Services (CLLS) Grant and donations to PAL. The CLLS Grant awarded for FY 2025-26 totaled \$41,935 and other donations to PAL from the Foundation totaled \$22,475.

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

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

**NOTICING:**

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

ATTACHMENT A: FY 2025-26 Amended Budget

FY 2025-26 Amended Budget

Fund	Source of Donation	Original General Fund Appropriation	Amount Added	Revised budget
Library Materials		669,740		
	Foundation		39,000	
	Friends		200,000	
	SLS Grant		2,167	
	Private Donations		4,391	
	Total			915,298
Library Programming		2,000		
	Friends		50,000	
	Total			52,000
Library Furnishings		0		
	Foundation		6,000	
	Total			6,000
Library Hardware		4,500		
	Foundation		1,640	
	Total			6,140
Literacy P/T Salaries		79,903		
	CLLS Grant		37,037	
	Total			116,940
Literacy P/T Benefits*		4,529		
	CLLS Grant		4,898	
	Total			9,427
Literacy Programming		0		
	Foundation		2,800	
	Total			2,800
Literacy Materials		0		
	Foundation		4,225	
	Total			4,225
Literacy Software		0		
	Foundation		8,250	
	Total			8,250
Literacy Office Supplies		0		
	Foundation		5,200	
	Total			5,200
Literacy Advertising		0		
	Foundation		2,000	
	Total			2,000
Total		760,672	367,608	1,128,279

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



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

June 15, 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:** Rebecca Lightfoot, Library Services Manager

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

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## **RECOMMENDATION:**

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

## **DISCUSSION:**

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

The Friends donated \$200,000 to fund the FY 2026-27 wish list which focuses on supporting the purchase of new materials and programming.

### **Balboa Branch Opening Day Collection - \$25,000**

The Balboa Branch construction completion is expected for Fall 2027. When the new facility on the Peninsula opens, the Library will stock it with a new, popular collection in place. The collection will consist of the newest bestsellers and high circulating items. Funding will support the purchase of new books for all ages.

### **General Materials - \$75,000**

Library patrons continue to expect the latest fiction, mysteries, biographies, and nonfiction. These funds will allow for purchasing multiple copies of high demand newly released titles, which help maintain our hold queues. In addition, Children’s classics, favorites, new releases, and books to support school curriculum will be purchased.

### **Programming - \$100,000**

Staff present innovative programming at all locations for adults and children. Additionally, staff host library tours and visits and attend outreach events. Funding will continue to support storytimes, craft programs, special performances, and children’s author visits. Support for the Summer Reading Program reaches all audiences. With the opening of Witte Hall, the Library will expand its program offerings in the new facility. The requested funds will allow staff to support new ideas as well as traditional programs.

**TOTAL - \$200,000**

**NOTICING:**

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



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

June 15, 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](mailto:mhartson@newportbeachca.gov)

**PREPARED BY:** Rebecca Lightfoot, Library Services Manager

**TITLE:** Acceptance of Donation from Library Foundation of Newport Beach

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## **RECOMMENDATION:**

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

## **DISCUSSION:**

The Library Foundation of Newport Beach (Foundation) funds valuable library resources and collections. A donation from Gretchen Stahr Breunig in memory of Elizabeth Dempster Stahr was recently made to the Foundation to fund children's programs. If accepted, \$5,000 will be deposited in the Library's Programming budget and used for children's programs at all Library locations.

Staff recommend the acceptance of this donation by the Board of Library Trustees.

## **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

June 15, 2026  
Agenda Item No. 9

**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 May Library Activities

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## **MELISSA HARTSON, LIBRARY SERVICES DIRECTOR**

### **Outreach**

Branch and Youth Services Coordinator Annika Helmuth, Cultural Arts Assistant Camille Escareal-Garcia and I attended the Corona del Mar Residents Association Annual Town Hall at Sherman Library and Gardens. The event provided an opportunity to engage with 51 residents, share information about Library services, programs, and resources, and highlight upcoming Cultural Arts offerings. Staff also distributed informational materials and promotional giveaways.

I had the opportunity to speak to the Newport Beach Foundation's Distinguished Citizen Program. My presentation to the group concentrated on a high-level overview of the Newport Beach Public Library, including the Cultural Arts Division, the Library's mission and role in serving the community, and specific opportunities for civic engagement connected to the Library.

## **WHELHOUSE LIST FOR LIBRARY TRUSTEES**

- Witte Hall Grand Opening: Ribbon Cutting Ceremony  
Thursday, July 9, 4 p.m.  
Witte Hall
- Witte Hall Grand Opening: Sunday Musicale  
Sunday, July 12, 3 p.m.  
Witte Hall
- Witte Hall Grand Opening: Community Celebration  
Saturday, July 11, 2 – 4 p.m.  
Witte Hall
- Concert on the Green: Redneck Rodeo  
Sunday, July 19, 6 – 7:30 p.m.  
Civic Center Green
- Witte Hall Grand Opening: Shaun Tomson  
Saturday, July 11, 7 p.m.  
Witte Hall
- Board of Library Trustees Meeting  
Monday, July 20, 5 p.m.  
City Council Chambers, Civic Center

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

### **Literacy**

Project Adult Literacy (PAL) Coordinator Christina Smith finished the California Library Literacy Services 2026-27 Grant Application. PAL staff started preparations for International Literacy Day and *In Our Own Words* booklet. The PAL office has new furniture thanks to a Literacy Spaces grant.

### **Programming**

In May, the Library hosted its final Storytellers writing workshops of the season before the summer break. *Storytellers 2.0* (3-part series) and *Promoting and Marketing Yourself as a Writer* were both well received with strong attendance and enthusiasm.

### **Facilities**

The exterior of the Central Library (Central) was repainted with colors chosen by consultant Robert Coffee, whose architectural firm designed Witte Hall. The majority of construction fencing in the parking lot was removed in May and the lot was slurry sealed on Sunday, May 24, and Monday, May 25. Additional parking spaces reopened with the removal of the construction fence and completion of the slurry seal project.

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

### **Branch Activities**

Crean Mariners Branch (Mariners) welcomed strong participation in storytimes, STEAM activities, LEGO Wednesdays, and BARK programs, with total monthly attendance over 3,400. Outreach efforts focused on promoting the Summer Reading Program (SRP) at Woodland Elementary and Kaiser Elementary and a volunteer orientation at the Branch. The Seed Library remained a popular resource, with 263 seed packets checked out, and the branch returned to full staffing with the transfer of a Balboa Page. Several facility improvement projects were also completed, including routine repairs, lighting upgrades, and window washing.

Balboa Branch (Balboa) remained closed for construction with offsite Preschool Storytimes at Marina Park serving 70 attendees. Branch employees also continued service needs throughout the library system.

Corona del Mar Branch (CdM) hosted more than 1,200 children and caregivers in May through storytimes, crafts, educational play, and special programs. Notable activities included an ocean-themed Sensory Play program, a visit from Harbor Day School first-grade classes, and participation in the OASIS Senior Resource Expo. Routine maintenance included patio power washing, window cleaning, and replacement of the self-checkout station computer.

### **Youth Services**

At Central, over 5,800 participants engaged in a variety of learning and enrichment opportunities, including Coding for Kids, Art Space, STEAM Lab, Book Club, Crafternoon, and BARK. Coding for Kids remained at capacity throughout the month, while Crafternoon attracted a large group of participants who transformed surplus materials into imaginative creations. BARK provided another meaningful literacy experience, with one young reader gaining confidence as she read to multiple therapy dogs and successfully tackled challenging words she had previously struggled with.

**Outreach**

SRP promotion was a major focus in May, with library representatives visiting Andersen, Kaiser, Lincoln, Mariners, Newport, Newport Coast, and Woodland elementary schools to introduce students to this year's reading challenge. More than 3,000 students, parents, and teachers were reached through these presentations. SRP bookmarks were dropped off for students at Eastbluff, Harbor View, and Newport Heights elementary schools where scheduling conflicts prevented visits this year. Additional engagement opportunities included Harbor View Elementary's STEM Night, a class visit from Our Lady Queen of Angels School at Central, and the OASIS Senior Resource Expo, where community members learned about library resources, digital services, and upcoming events.

**Personnel**

Branch and Youth Services Coordinator Annika Helmuth attended a professional development webinar on the Science of Reading, focusing on current literacy research and the role of public libraries in supporting emerging readers. Insights from the training will help inform Youth Services collections, programs, and early literacy initiatives.

**ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR****Teen Services**

May was a busy month for teens preparing for Advanced Placement (AP) exams and finals. As a result, there was a smaller turnout for the Young Adult Advisory Council (YAAC) on May 13, with nine teens participating while others were home studying. We used the opportunity to perform a dry run of the Teen Volunteer Orientation with the YAAC members, finalizing procedures for meetings held in May. YAAC members signed up for volunteering shifts, made suggestions for an Adventure display, discussed what books they are reading, and participated in a Star Wars trivia game.

There were also four *Snack and Study* events throughout May, timed to coincide with AP exams and finals. While attendance is difficult to track as teens tend to settle throughout the Library, there were 83 teens counted in the Sword Meeting Room, which was made available to the teens and a plethora of teens throughout the Library.

One more teen event for May was the Ensign Expo of the Arts. This brought Librarian Danielle Yang and Library Assistant Greg Johnson to Ensign to promote the Teen SRP and advertise for volunteering opportunities. Ninety teens and their families stopped by and spoke to staff. They were excited to learn about the ability to volunteer at the Library and participate in the reading program.

Librarian Yang held three Teen Volunteer Orientation meetings in May, with two at Central and one at Mariners. There were 86 attendees altogether, with 77 from the Central sessions and nine from Mariners. The volunteers are an immense help throughout SRP, and these opportunities are sought out by local teens for their volunteer hours.

Rounding out teen events in May was a CollegeWise College Prep event on May 20. Low attendance may have attributed to ongoing examinations and the teens having so much going on this time of year. However, those that did participate were able to spend time with the CollegeWise counselor asking more personalized questions.

**Adult Services**

Adult staff were led through updated Sound Lab and Media Lab procedures by Library Assistant Johnson, who helped add some new equipment to the Sound Lab in May with the assistance of the City IT Department.

Materials selectors continued to place orders and perform collection maintenance within the Library's collections with an eye towards the end of the fiscal year in June.

**Staffing**

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

**MIRANDA GENTRY, CIRCULATION COORDINATOR**

**Staffing**

Eric Carmody was promoted to part-time Support Services Aide, and Sofia Montgomery started at Central as a Library Page.

**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	1780	1417	1885		2302
Newspapers--Current	913	*	*	1000	798	641	618	460	600	471	709		690
Newspapers--Historical	3265	*	*	1196	1511	2419	1674	1732	1222	1350	1256		1736
Magazines	47	*	*	1054	31	17	22	26	14	17	21		139

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	187	192	295		3506
Alexander Street	253	682	457	1123	236	574	170	49	302	779	72		4697
Ancestry	200	205	9	306	521	150	243	334	238	347	180		2733
AskART	12	17	9	13	31	11	104	41	23	68	74		403
Brainfuse JobNow/VetNow	107	62	25	3	4	3	**	**	**	**	**		204
Britannica School Edition	9	0	82	248	75	15	5	0	83	112	8		637
Ckbk	§	§	§	§	§	§	1111	888	504	244	¥		2747
Exploring Race in Society	24	14	4	40	4	18	7	21	14	3	41		190
Gale Archives Unbound	7	4	16	17	32	29	2	3	15	4	0		129
Gale Directory Library	45	25	◊	◊	◊	◊	◊	◊	◊	◊	◊		70
Gale in Context: Biography	1	8	14	81	13	2	23	51	47	22	6		268
Gale in Context: Elementary	2	0	6	6	7	2	3	2	1	14	3		46
Gale in Context: Environmental	0	2	0	0	0	0	0	0	0	0	0		2
Gale in Context: Opposing View	17	10	10	216	21	58	61	9	41	21	1		465
Gale Interactive: Science	0	0	0	0	0	0	0	0	0	0	0		0
Gale Literature Resource Center	16	17	6	116	9	3	9	22	106	64	17		385
Gale eBooks	52	15	15	60	172	10	12	31	68	82	22		539
HeritageQuest	405	325	180	90	587	173	1	109	252	81	193		2396
Legal Information Ref Center	64	57	22	130	59	70	129	86	42	89	76		824
National Geographic	12	26	20	46	24	16	33	36	10	26	58		307
National Geographic Kids	6	34	10	26	12	43	7	20	120	13	35		326
NewsBank †	1239	1166	1318	1367	978	985	1644	1261	1176	1190	1186		13510
NovelList Plus	48	41	65	81	78	79	46	27	88	55	22		630
NovelList K-8 Plus	12	146	33	55	53	90	27	14	26	49	15		520
ProQuest	4466	*	*	31725	2443	2182	2685	1973	2632	2095	2872		53073
Proquest eLibrary	0	33	23	4	1	1	4	0	1	1	0		68
Reference Solutions Business	322	609	392	412	105	319	493	169	435	266	246		3768
Reference Solutions Residential	12	29	14	19	25	17	8	30	12	53	22		241
SIRS Discoverer	4	12	53	13	1	0	0	0	0	4	0		87
SIRS Issues Researcher	267	659	1881	379	1	0	1	0	1	0	18		3207
StatsUSA (formerly State Statistics)	5	6	5	47	20	2	6	7	2	0	8		108
World Book Online	9	39	53	33	13	84	53	43	73	10	26		436
<b>Tracked by #page views</b>													
Artist Works	3	2	6	3	3	1	5	1	3	3	5		35
Consumer Reports	2475	2156	1853	1934	1981	1558	1117	1401	1537	1545	1583		19140
CultureGrams	68	36	4	49	115	23	130	26	85	15	124		675
Morningstar	3697	7618	4826	3483	3080	3973	4356	4371	3993	3602	2929		45928
RealQuest	8	14	121	36	3	10	14	59	Ω	4	1		270
Tumblebooks	35	33	11	33	25	‡	‡	‡	‡	‡	‡		137
Value Line	9891	8507	10381	11564	9057	8620	10684	9517	10608	8711	¥		97540
Wall Street Journal	3393	3469	1439	4086	3856	4452	4545	3350	5341	4866	5583		44380
<b>Tracked by courses</b>													
LinkedIn Learning	254	262	209	484	431	210	138	183	251	206	246		2874
<b>Tracked by books logged</b>													
Beanstack	7403	2832	1877	2334	1662	1097	2045	2215	1813	4630	5190		33098
<b>Tracked by Hours Used</b>													
ABC Mouse †	127.02	130.58	81.07	97.93	125.65	109.97	107.66	73.00	81.55	75.78	84.00		1094.21
Beanstack	7738	1554	385	266	360	270	240	228	140	238	433		11852
Rosetta Stone	28.82	33.70	57.47	85.32	57.01	50.27	70.66	56.08	64.76	58.87	49.07		612.03

Notes:

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

- Ω Unable to retrieve any statistics for March 2026
- ‡ Tumblebooks Library subscription cancelled December 2025
- † Corrected values for ABC Mouse and Newsbank added.
- ¥ Data unavailable at the time of posting

**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	30505	100961	37061		36832	405157
New Users	14608	15467	14189	23841	15006	13147	19502	18281	15702	21329	27926		18091	198998
Sessions	47805	50528	45583	55929	43442	41915	51715	47232	48103	118400	60605		55569	611257
Pageviews	122016	123728	105782	122541	103499	101665	122042	107786	115463	121591	128551		115879	1274664
Sessions Per User	2	2	2	2	2	2	2	2	2	1	2		2	--
Pages Per Session	3	2	2	2	2	2	2	2	2	1	2		2	--
Avg. Session Dur. (min)	7	7	6	6	6	6	5	4	4	2	3		5	--
Bounce Rate (%)	64	62	63	66	64	64	66	67	65	85	71		67	--

**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	22	--	--		180	1617
CdM	391	514	540	420	292	287	317	331	472	414	407		398	4383
Mariners	2240	2200	2460	2340	1910	1570	1860	1610	2770	2150	2300		2128	23410
Central *	14120	16200	6960	11000	12450	12190	15070	13910	15500	14730	19430		13778	151560
<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>18764</b>	<b>17294</b>	<b>22137</b>		<b>16452</b>	<b>180970</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	143	--	--		255	2292
CdM	557	527	695	526	330	407	356	321	411	423	426		453	4979
Mariners	1454	1432	2038	1749	1376	1292	1211	1341	1728	1630	1661		1537	16912
Central *	11130	10480	6307	8671	9493	9918	9773	9623	10984	12266	16092		10431	114737
<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>13266</b>	<b>14319</b>	<b>18179</b>		<b>12629</b>	<b>138920</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	9	--	--		19	169
CdM	32	34	42	32	22	22	23	23	27	29	26		28	312
Mariners	111	109	150	135	108	100	94	102	128	122	121		116	1280
Central *	746	672	361	518	566	612	584	644	672	746	871		636	6992
<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>836</b>	<b>897</b>	<b>1018</b>		<b>796</b>	<b>8753</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	160	--	--		704	6340
CdM	718	999	795	818	905	721	912	1030	1150	1003	977		912	10028
Mariners	1580	1570	1230	1370	1420	1250	1570	1230	1640	1350	1420		1421	15630
Central *	1300	1580	1130	1300	1340	1260	1580	1480	1440	1230	1240		1353	14880
<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>4390</b>	<b>3583</b>	<b>3637</b>		<b>4262</b>	<b>46878</b>

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

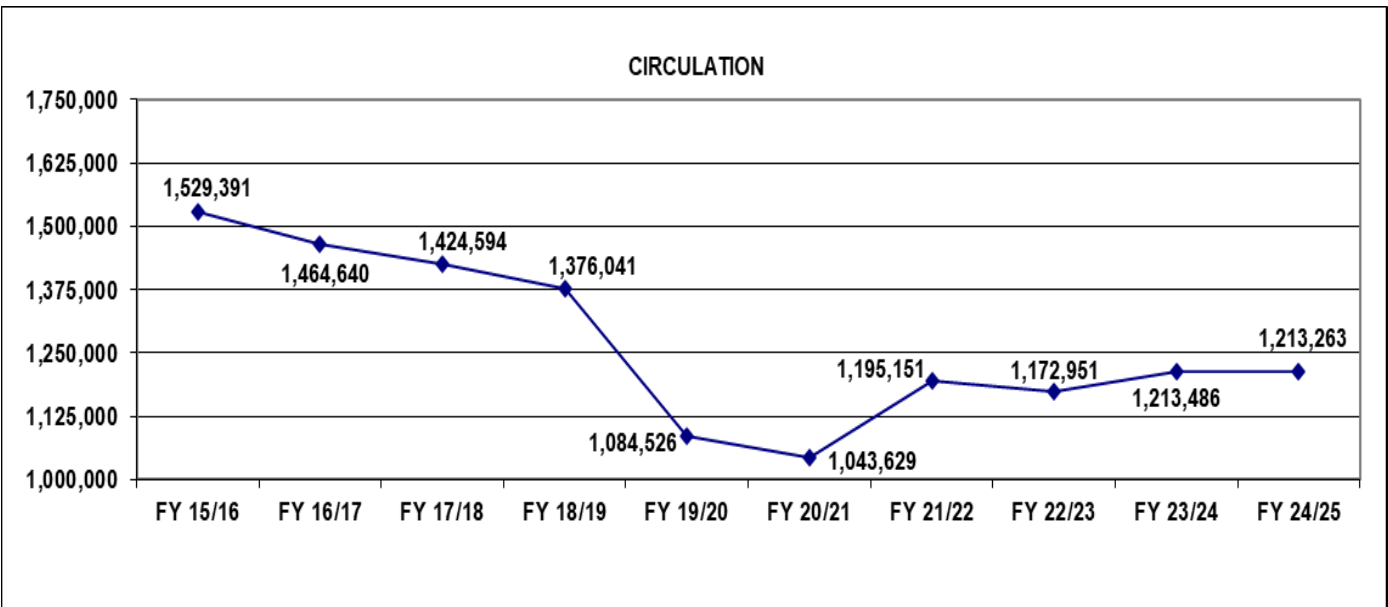
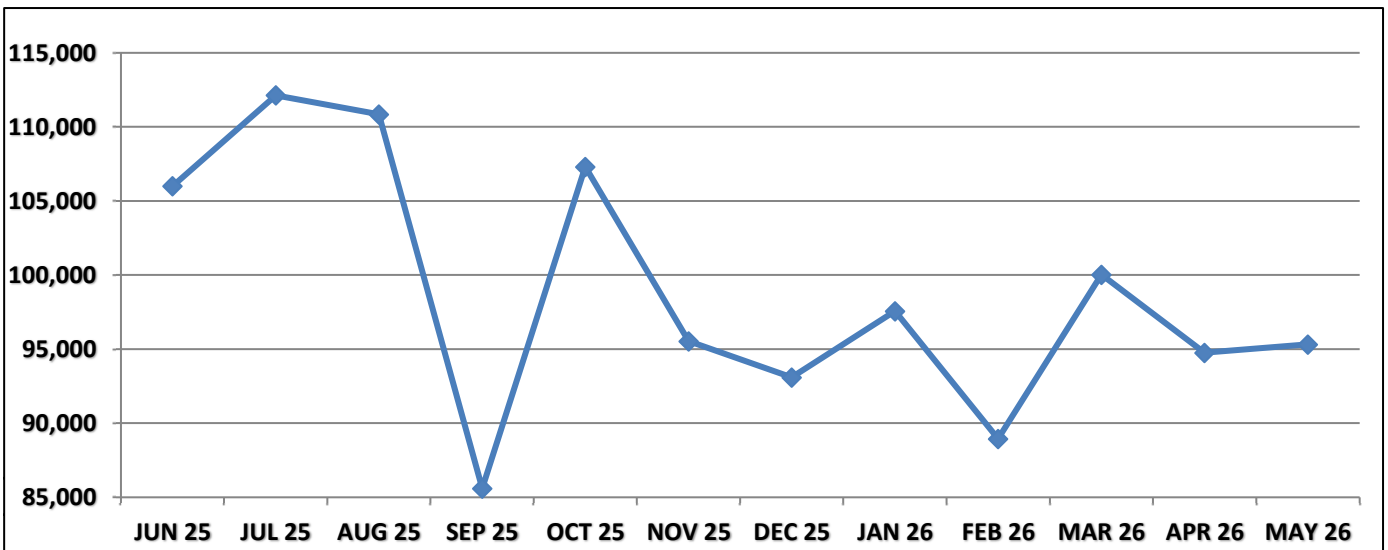
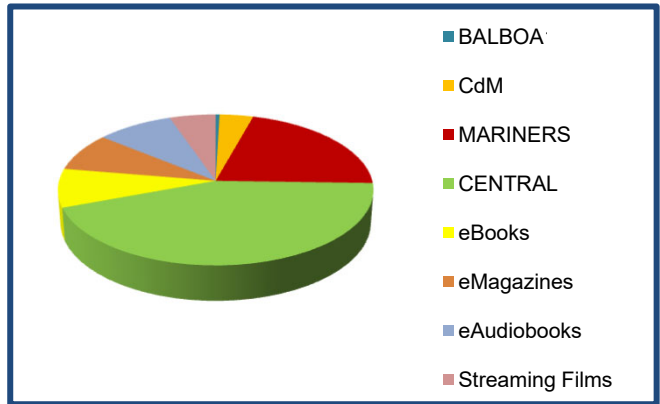
^ Balboa Branch Library Closure: 03/01/2026-06/30/2026

' Library website intermittent maintenance period

## NEWPORT BEACH PUBLIC LIBRARY - MAY 2026 CIRCULATION

**BALBOA<sup>1</sup>**  
**CdM**  
**MARINERS**  
**CENTRAL<sup>2</sup>**  
**eBooks**  
**eMagazines**  
**eAudiobooks**  
**Streaming Films**

MAY 26	YTD 25/26	YTD 24/25
430	18,915	28,365
3,686	44,538	40,558
20,156	236,636	227,555
41,833	466,640	529,534
7,872	89,012	90,097
7,846	85,426	66,808
8,428	89,436	84,340
5,060	50,516	40,006
<b>TOTAL</b>	<b>95,311</b>	<b>1,107,263</b>

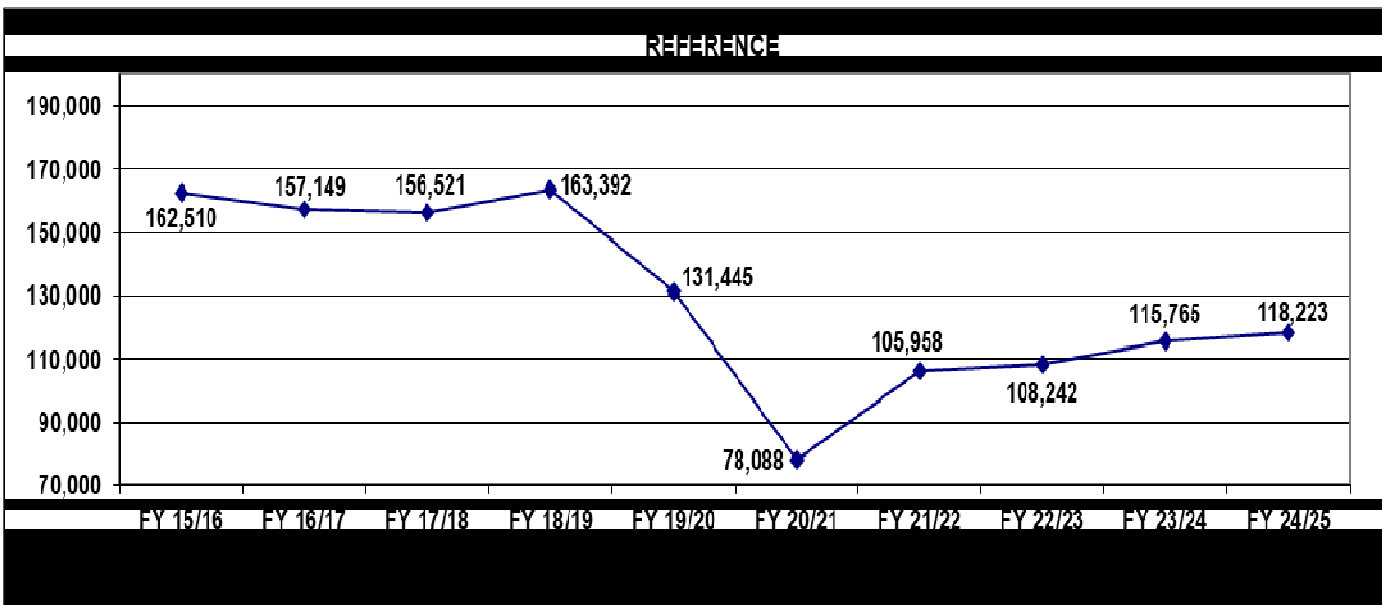
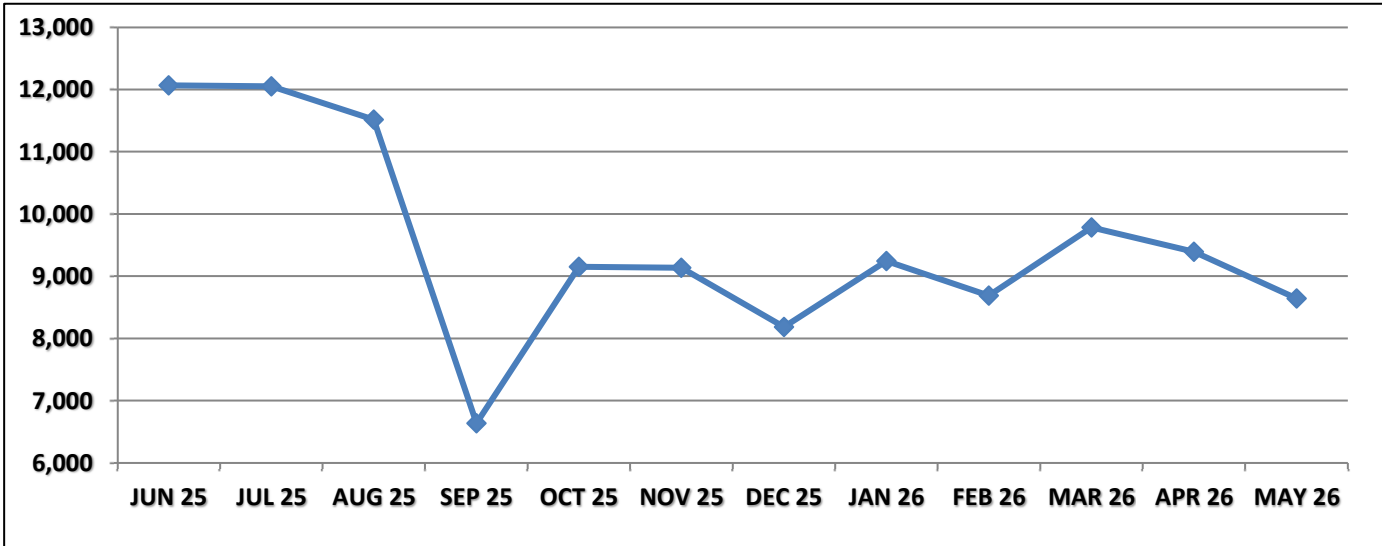
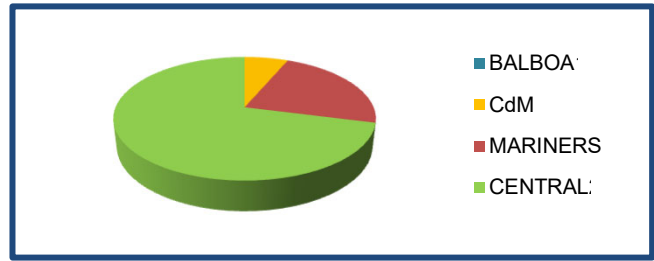


<sup>1</sup> Balboa: Closed 03/01/2026-06/30/2026 | <sup>2</sup> Central: Closed 09/15/2025-10/05/2025

## NEWPORT BEACH PUBLIC LIBRARY - MAY 2026 REFERENCE

BALBOA<sup>1</sup>  
CdM  
MARINERS  
CENTRAL<sup>2</sup>  
  
TOTAL

MAY 26	YTD 25/26	YTD 24/25
0	3,180	4,280
554	8,062	7,914
1,951	21,031	21,826
6,138	70,147	72,134
<b>8,643</b>	<b>102,420</b>	<b>106,154</b>

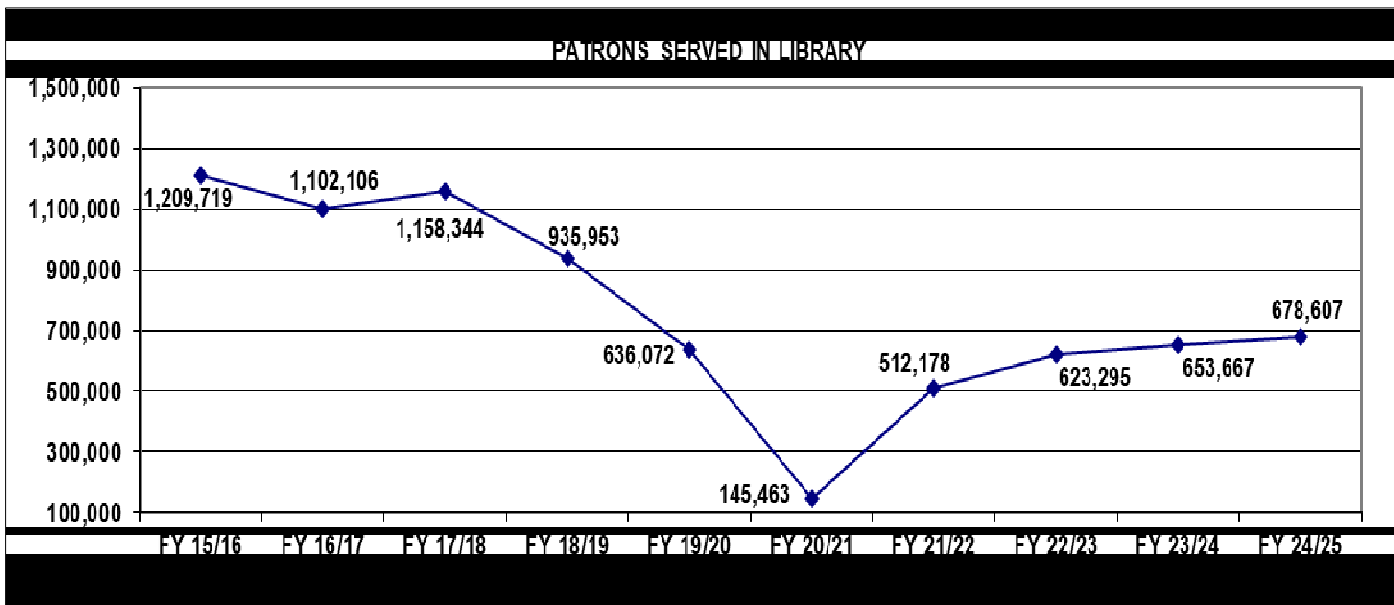
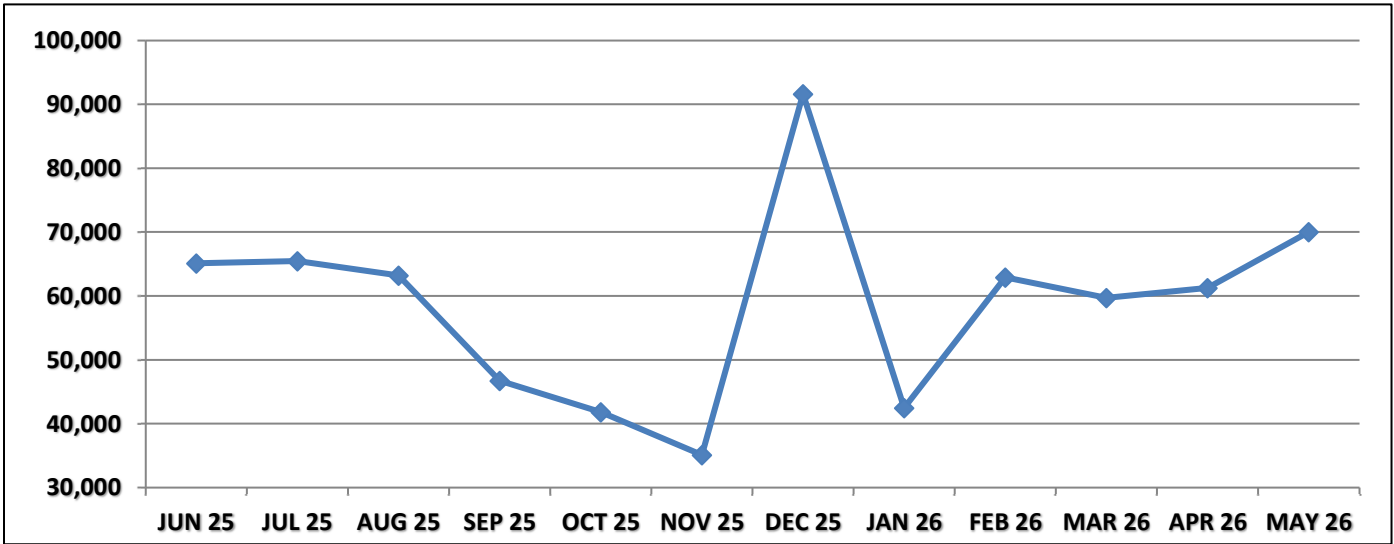
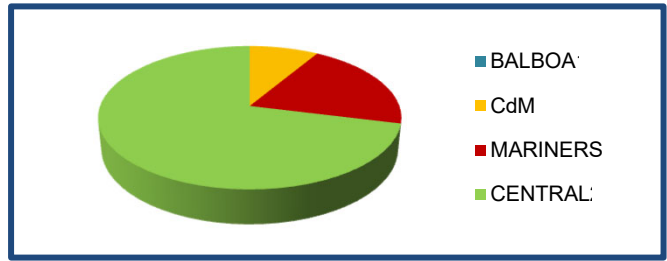


<sup>1</sup> Balboa: Closed 03/01/2026-06/30/2026 | <sup>2</sup> Central: Closed 09/15/2025-10/05/2025

## NEWPORT BEACH PUBLIC LIBRARY - MAY 2026 PATRONS SERVED

BALBOA<sup>1</sup>  
CdM  
MARINERS  
CENTRAL<sup>2</sup>  
  
TOTAL

MAY 26	YTD 25/26	YTD 24/25
0	15,509	23,395
6,022	75,423	38,671
14,199	141,941	137,336
49,795	407,392	414,082
<b>70,016</b>	<b>640,265</b>	<b>613,484</b>



<sup>1</sup> Balboa: Closed 03/01/2026-06/30/2026

<sup>2</sup> Central: Closed 09/15/2025-10/05/2025

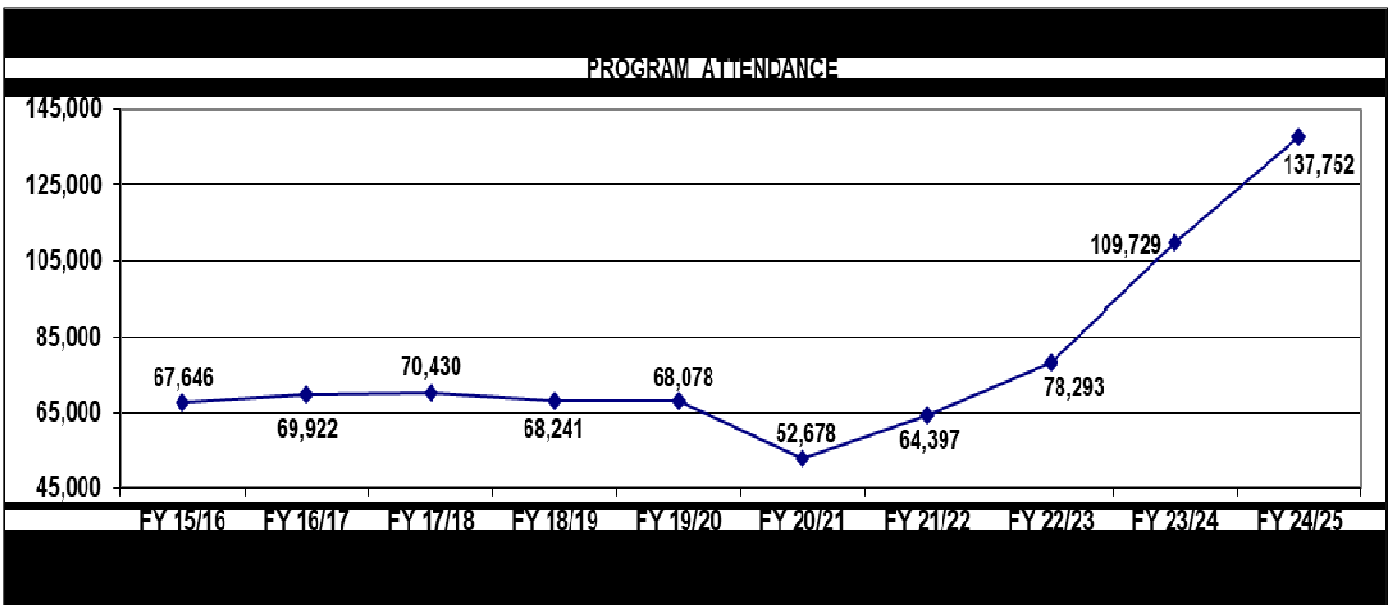
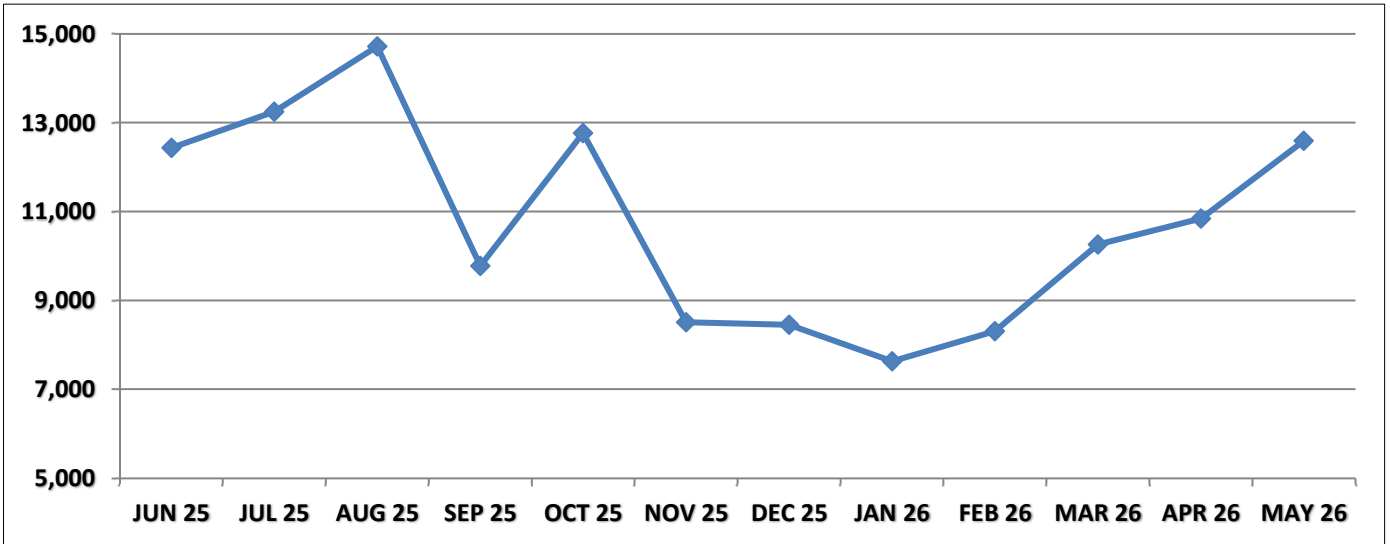
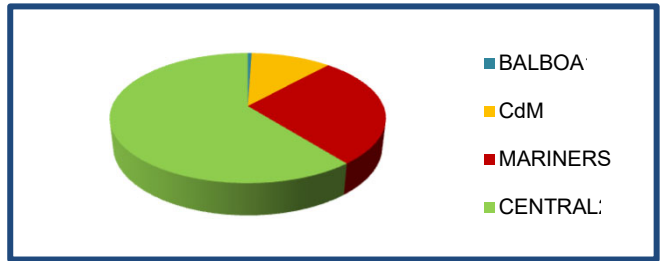
2<sup>nd</sup> floor entry gate malfunction 09/26/2025-12/9/2025; monthly total for December 2025 includes backlog

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

## NEWPORT BEACH PUBLIC LIBRARY - MAY 2026 PROGRAM ATTENDANCE

BALBOA<sup>1</sup>  
CdM  
MARINERS  
CENTRAL<sup>2</sup>  
  
TOTAL

MAY 26	YTD 25/26	YTD 24/25
68	2,650	5,004
1,412	17,391	15,521
3,468	26,788	23,980
7,645	70,256	80,818
<b>12,593</b>	<b>117,085</b>	<b>125,323</b>



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

**Jerold D Kappel, CEO**  
**The Library Foundation of Newport Beach**

# Memo



**To:** Library Trustees  
**From:** Jerold D Kappel, CEO  
**Date:** June 9, 2026  
**Re:** Library Foundation Report

- 
1. **Governance and Management:** The May 2026 Board Meeting was held on Monday May 18. 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, June 22 in the Friends Room.
  2. **Witte Hall:** The Foundation has been informed that the contractor will be seeking a Temporary Certificate of Completion in June. The final certificate of completion may not be until July 24 The City is still planning its ribbon cutting for Thursday July 9.
    - a. The Grand Opening Committee is continuing the planning for the July 10 Grand Opening. Randy Heyler is chairing the opening event.
      - i. Formal invitations are will be mailed the week of June 8.
      - 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 is working on the publication of the program book for the Grand Opening Weekend and inaugural Witte Hall season. It will include all Foundation and Library events in Witte Hall. The effort to sell advertising in the program book was successful.
      - iv. Corporate sponsorships for the Grand Opening donor event and weekend activities have also been successfully solicited.
    - b. The Beyond Books Campaign active fundraising effort for the campaign is now over. The Foundation exceeded goal by more than \$1 million. The Foundation has also funded a larger video screen, seat plates for a seat campaign for the future, redesigned donor signage, and auditorium and other signage.

3. **Development:** The annual Summer Solstice Celebration for new members of the Foundation will be held on Wednesday, June 24. Hold the date emails and formal invitations have been sent. The Foundation will be honoring Clarence Turner and Tod and Linda White. The event will be held on the patio of the Community Room.
  - a. Invited to the Summer Solstice are donors in the Library Leadership Circle level (\$1,000 plus), Beyond Books Campaign major donors, people that have joined the Foundation for the first time since July 1, 2025, City Councilmembers, Library Trustees, Library leadership, and special guests.
4. Bookmark is in production. In addition to Foundation information, it will also include two pages on the Library, two pages on Project Adult Literacy, and two on the cultural arts.
5. **Foundation Endowment:** The Foundation approved the Library grant request for \$182,500 at its May Board meeting. The funds will be transmitted to the Library prior to the end of the fiscal year end (June 30).
6. **Programming**
  - a. The programming for the 2026-2027 season is confirmed and will be announced in the June Bookmark. The Witte Lectures, Library Live, and Spotlight on Science will be held in Witte Hall. All other programs—Medicine in Our Backyard, Financial Literacy, and the Book Discussion group--will continue to be held in the Friends Room.
  - 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 special lectures, eight Witte Lectures (4 weekends), four Library Live author lectures, four free Spotlight on Science lectures, nine Book Discussions, 12 Financial Workshops, 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.