



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, April 20, 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 by Sunday, April 19, at 5:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

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

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

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

- I. **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 March 16, 2026 Board of Library Trustees Meeting (pp. 4-9)**

[DRAFT OF MINUTES](#)

- 2. Patron Comments (pp. 10-13)**

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.

[MARCH 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. Library Materials Selection (pp. 16-18)**

Staff will provide the Board of Library Trustees with an overview of materials selection.

[STAFF REPORT](#)

- 6. Media Lab Update (pp. 19-20)**

Staff will update the Board of Library Trustees on the Media and Sound Labs at Central Library.

[STAFF REPORT](#)

7. Library Activities (pp. 21-30)

Monthly update of library events, services, and statistics.

[STAFF REPORT](#)

B. Monthly Reports

8. Library Foundation Liaison Reports (pp. 31-36)

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](#)

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, March 16, 2026 – 5:00 PM**

I. ROLL CALL

Chair Lauren Kramer called to order the Board of Library Trustees meeting for March 16, 2026, at 5:00 p.m.

II. ROLL CALL

Trustees Present: Chair Lauren Kramer, Secretary Dorothy Larson (arrived during the meeting.), Trustee Meghan Murray, Trustee Chase Rief

Trustees Absent: Vice Chair Antonella Castro (excused)

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
Evelyn Rogers, Balboa Branch Librarian

III. PLEDGE OF ALLEGIANCE

Trustee Chase Rief 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 February 23, 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 Trustee Chase Rief, seconded by Trustee Meghan Murray, and carried 3-0-0-2 to approve the Consent Calendar Item Nos. 1-4.

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

VI. CURRENT BUSINESS

A. Items for Review

5. Balboa Branch Update

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

Secretary Larson joined the meeting at 5:02 p.m.

Balboa Branch Librarian Evelyn Rogers noted that the replacement of the building has made this year unlike any other in the Balboa Branch's nearly 100-year history. She reported that the building closed on March 1, with its staff now working at other branches after hard work to make the transition as seamless as possible.

Balboa Branch Librarian Rogers reported that the most notable changes over the year were to the children's programming schedule and collection size. She stated that children's storytime is now being held on Wednesdays at Marina Park. She added that Toy Train Thursday is now held on Tuesdays at Corona del Mar Branch, remaining popular and successful. She reported that special programming has been moved to Marina Park. She thanked the Friends of the Newport Beach Public Library for sponsoring the children's programming.

Balboa Branch Librarian Rogers reported that the Branch's collection was reduced dramatically by February, with most of the items transferred to other branches, including the Nautical Collection being relocated to the Central Library. She reported that staff from all other branches helped process remaining materials after the building's closure on March 1, in preparation for the weekend book sale. She reported that many long-time patrons came to the Branch in its final days to thank staff and share memories. In response to Chair Kramer's inquiry, Balboa Branch Librarian Rogers stated that she will be based at Crean Mariners Branch during Balboa Branch construction.

In response to Chair Kramer's inquiries, Library Services Director Melissa Hartson reported that Balboa Branch's two vacancies were filled within the past couple of months. She stated that they do have other vacant part-time positions and judiciously moved forward with some of them.

In response to Secretary Larson's inquiry, Balboa Branch Librarian Rogers stated that Marina Park's concierge service, which has been in place for years, is managed by Marina Park staff. With the closure of Balboa Branch there is much more activity than in the past. Library Services Director Hartson added that children's programming will continue at Marina Park through the end of June and resume in the fall.

In response to Trustee Rief's inquiry, Library Services Director Hartson stated that the Nautical Collection has its own space at the Central Library.

Chair Kramer opened public comment, and there was none.

Chair Kramer received and filed the report.

6. Library Gift and Donor Policy (NBPL 3)

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

Library Services Director Hartson presented proposed revisions to the Library Gift and Donor Policy (NBPL 3) to clean it up and to be consistent with matters like naming conventions to match how groups like the Board are commonly referred to in other City documents. She added that staff also reduced language where applicable and reported speaking with the Library Foundation of Newport Beach to discuss its references in the policy, leading to minor edits. She stated that the Pals4pal non-profit organization has dissolved, so donors interested in contributing to Project Adult Literacy are now directed to the Foundation.

Library Services Director Hartson recommended changing the Friends of the Library portion to state that they accept donations of used books and other materials so that it also includes the non-book donations they accept.

Chair Kramer opened public comment.

Jim Mosher reported submitting recommended edits in writing, addressing some wording that could be unclear.

Chair Kramer closed public comment.

Secretary Larson recommended changing the wording of the fourth paragraph of the Foundation Gifts section of Attachment B to read that items donated for a specific subject would "generally not be integrated", noting that there are exceptions to this general rule. Library Services Director Hartson clarified that items donated to a specific collection would be integrated into it.

Secretary Larson agreed with Mr. Mosher's written comments about changing the title from "Gift and Donor Policy" to "Gift and Donation Policy." She pondered changing the lettering on the donor signage because the stainless steel does not show up well.

Library Services Director Hartson stated that she has never heard comments about the signage visibility, but that staff will gladly investigate using different materials in the future if the Board so wishes.

Chair Kramer reported spending a great amount of time earlier today contemplating the nuances between “donor” and “donation” in the Policy’s title and prefers to keep it as “donor.” She agreed that the donor signage is subtle but stated she does not object to it, adding that it is a good recognition without putting them above everything else going on.

Library Services Director Hartson noted that the wall’s paint colors do not always stay the same and may impact the visibility of the lettering.

Secretary Larson clarified that she was simply making a comment about the lack of visibility, and staff does not need to make a change at this time with so much going on.

Library Services Director Hartson noted that the next time a donor recognition with signage comes before the Board, it would be a good time to discuss the materials used.

Motion made by Trustee Chase Rief, seconded by Chair Lauren Kramer, and carried 4-0-0-1 to approve changes to NBPL Policy 3 with a revision to the Friends of the Library section to include the phrase “and other materials.”

AYES: Kramer, Larson, Murray, Rief

NOES:

ABSTENTIONS:

ABSENCES: Castro

7. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Hartson reported that staff had an opportunity to tour Witte Hall, reporting that the project is coming along nicely, including work on the bathrooms and seating area, referring the Board to interior progress photographs in her staff report.

Library Services Director Hartson reported that National Library Week is April 19-25, with celebration activities planned for all branches. She added that the City Council will issue a Proclamation recognizing it at their April 14 meeting. She encouraged all to attend.

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

Chair Kramer received and filed the report.

B. Monthly Reports

8. 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 the Library Foundation has not met since the Board’s last meeting.

Secretary Larson reported that the Library Live Committee and Witte Lectures Committee met and made progress towards arranging for 2027 speakers. She added that there will

be a film program in conjunction with the Newport Beach Film Festival in August. She lauded the recent lecture by author Colm Tóibín, adding that it was well-attended.

Library Foundation Board of Directors Chair Marilyn Krahe agreed.

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

Chair Kramer received and filed the report.

9. Foundation Literacy Liaison Report

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

Vice Chair Castro's absence prevented a report.

Chair Kramer continued the report to the Board's next meeting.

10. Friends of the Library Liaison Report

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

Trustee Murray reported that she was unable to attend the meeting, but the Treasurer's Report indicated that the Friends of the Library raised \$15,662, which is consistent with the previous year.

In response to Secretary Larson's inquiries, Library Services Director Hartson reported that the final book sale at Balboa Branch was very successful, raising almost \$1,300. She could not confirm what percentage of the collection was sold. She stated that the building is now empty.

Chair Kramer opened the item to public comment.

Mr. Mosher noted that on their website, the Friends of the Library recommends residents participate in a program at Ralph's Supermarkets where funds are donated to select organizations, including the Friends of the Library. He inquired how much money is being generated by the program.

Chair Kramer closed public comment.

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)

Secretary Larson reported that there are many excellent programs offered by the Foundation and encouraged people to follow the Library's social media accounts, and for staff to continue to use them to promote events.

IX. ADJOURNMENT – 5:28 P.M.

The next meeting will be on April 20, 2026.

DRAFT

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>02/25/2026</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/04/2026</u>	I love this library, [but a] safety concern needs improvement. [The] safety hazard [is] in your parking lot. Almost all the parking lot lights are out! There is no reason for this in this wealthy city ... right next to City Hall! This is outrageous. Please remedy this immediately. Thank you.	Thank you for taking the time to fill out a comment card at the Central Library recently. Please rest assured we will work with the City's Public Works department to get the lighting situation rectified as quickly as possible. Thank you for letting us know and expressing your concerns. We appreciate you. Take care.
<u>2</u> <u>02/28/2026</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/02/2026</u>	I am looking to inquire about a job here, if you are hiring. Do you offer any positions such as organizing books, etc. for under 18?	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. The Library Page position is one that does not require a high school diploma and would be suitable for someone under the age of 18. I hope that helps! Please let me know if you have any other questions. Thank you.
<u>3</u> <u>03/02/2026</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>03/02/2026</u>	Will you be having any zine events this year? Thank you.	Thank you for taking the time to write to us to check in about the zines this year. Due to lagging participation in the last few years, we decided to not include the zines with our Summer Reading Program this year but focus on some other fun events for patrons. We are planning a scavenger hunt when the program begins and to have a wrap up party including a book discussion this year. If the zines do return in the future, we will be sure to promote them as part of the program again so that the word gets out there. Thank you.
<u>4</u> <u>03/04/2026</u> <u>Comment Card</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>03/04/2026</u>	[I like the] selection of books. [I suggest you] have a display of books of local authors [and] have four-six local authors speak about their book[s].	Andy phoned this patron to express thanks for the suggestions and provide information about upcoming Library programs.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>5</u> <u>03/05/2026</u> Email <u>Danielle Yang</u> <u>Reference Librarian</u> <u>03/05/2026</u>	I just applied to volunteer at Mariners. I would like to volunteer starting this summer, but the summer reading program isn't available to sign up to volunteer for yet. Do you know when it will be available to sign up? Thank you.	Thank you for your email and submitting your online application! In order to volunteer at the Mariner's Branch during our Summer Reading Program we recommend attending our Teen Volunteer Orientation at Mariners on 5/21 from 7-8 p.m. in the Jorgensen Meeting Room. Please feel free to register through the link on our calendar page here ... Attendance at one of our Teen Volunteer Orientations is mandatory for all teens who would like to volunteer with us during our Summer Reading Program. At the meeting, we will discuss how to sign up for summer reading shifts, volunteer expectations, and other volunteer opportunities that we offer at the Library. I am also attaching our 2026 Volunteer Agreement for you and your parent/guardian to sign and return to us in person at your closest Newport Beach Public Library branch. Thank you.
<u>6</u> <u>03/05/2026</u> Email <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>03/06/2026</u>	I'm ... a student currently in a Masters program at Cal Poly Pomona. I am conducting research on the digitization of modern library services and the subsequent effect this has on the work/responsibilities of library staff. May I stop by this weekend to observe staff at work for my research? I would also really appreciate if I could have the opportunity to speak to a few staff members to learn their insight and thoughts on the matter. Any help would be greatly appreciated! Please let me know if this would be possible. Thank you!	I am afraid we will not have time to set something up this weekend and we do not typically have administration staff available over the weekends. If you would like to get in touch again, perhaps we can work out something this coming week or another time that is convenient time for you? Best regards.
<u>7</u> <u>03/06/2026</u> Email <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>03/06/2026</u>	I am researching a historical address in Newport Beach and was hoping the library might be able to assist. I am trying to locate a city directory listing for the following residents ... Based on property records, they lived at this address approximately between 1961 and 1965. If possible, could you please check Newport Beach city directories for those years and let me know ... A scanned copy or photo of the directory listing would be extremely helpful. I am gathering documentation to verify a historical address for a California unclaimed property claim, so any confirmation of their residence at that address during the early 1960s would be greatly appreciated. Thank you very much for your time and assistance. Best regards.	I was able to find their names with this address in the April 1965 Luskey's Criss Cross Directory. I am attaching three pictures ... If you need us to check any alternative years, please just let us know. If you happen to come into the library, these directories are in our locked Local History collection and library staff would be happy to assist you. Best regards.
<u>8</u> <u>03/06/2026</u> Email <u>Melissa Hartson</u> <u>Library Services Director</u> <u>03/09/2026</u>	I hope this message finds you well. I recently applied to Newport Public Library's Support Services Aide position. I would like to inquire if the position is still available, or if you have the hiring manager's contact information? I can email my résumé, if needed. Thank you so much! Best regards.	Thank you for your interest in working at the Newport Beach Public Library. For inquiries regarding this job recruitment, please contact the Human Resources Department at 949-644-3300. Their office is open Monday through Thursday from 7:30 a.m. to 5:30 p.m. and Friday from 7:30 a.m. to 4:30 p.m. Best regards.
<u>9</u> <u>03/09/2026</u> Email <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>03/09/2026</u>	I'm a CSUSM student working on a capstone project where our team is providing market research consultation for a local children's book author, and I was hoping you'd be willing to help us out by answering a few questions about the annual Orange County Children's Book Festival. Thank you for your time and I look forward to hearing from you.	Thank you for your inquiry. I would be happy to answer your questions and am available to coordinate a mutually convenient time. Please feel free to provide dates and times for consideration, or contact me directly. Thank you again for your interest.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<p>10 03/12/2026 Email Andy Kachaturian Adult Services Coordinator 03/12/2026</p>	<p>Just letting you all know that the copies of "The Fellowship of the Ring" Blu-ray you all carry don't play all the way. I've checked them out before and I can never finish it.</p>	<p>Thank you for letting us know that our copies of "The Fellowship of the Ring" on Blu-ray are not able to play all the way through. We can have these discs cleaned to ensure that they will play successfully. Please let me know if you would like [one] placed on hold ... once it has been cleaned ... Thank you.</p>
<p>11 03/15/2026 Email Rebecca Lightfoot Library Services Manager 03/16/2026</p>	<p>I built iPhone Concierge (iphoneconciierge.com) — a free, step-by-step guide that helps seniors master their iPhones. No app to install, no sign-up required. How it works: a patron visits the site, picks a topic (privacy, accessibility, emergency features, storage), and the guide opens the exact Settings screen on their iPhone automatically — one step at a time, at their own pace. It's funded by optional donations from users who find it helpful. No ads, no sponsors. The guides are always free. I'd love for you to share it with your patrons/residents — in a newsletter, at a tech help session, or in a welcome packet. Happy to answer any questions.</p>	<p>Thank you for thinking of us but we would not be able to share this with our patrons. Please don't hesitate to reach out with any other questions. Thank you.</p>
<p>12 03/24/2026 Email Annika Helmuth Branch & Youth Services Coordinator 03/24/2026</p>	<p>I am a Community Engagement Specialist for the Orange County Registrar of Voters. The Registrar of Voters is a nonpartisan government agency that runs elections in Orange County. We continuously seek new opportunities to connect with the community and provide information about upcoming elections including important dates, voter registration, and job opportunities. We are interested in setting up an informational booth at the 'Spring Planting Festival' event on April 25th. I believe our participation would benefit the community. Please let us know if our participation is something that your organization would be open to, and we would be happy to discuss next steps. Thank you for your consideration. We look forward to hearing from you.</p>	<p>Thank you for your email regarding participation in the upcoming Spring Planting event at the Mariners Branch. The Newport Beach Public Library provides designated Expressive Use Areas on library grounds that may meet your needs, provided activities align with Library policy. Please review the Expressive Use Areas policy ... If you wish to proceed, please contact Alex Johnkins, the Mariners Branch Librarian, to coordinate use of the designated area. Alex can be reached at (949) 717-3840.</p>
<p>13 03/25/2026 Email Miranda Gentry Circulation Coordinator 03/25/2026</p>	<p>I will be visiting your area from out of town [and] wanted to know if you have a non-resident borrowing program for short term borrowing of books.</p>	<p>Yes, we do have an option for non-residents to get a library card. A non-resident library card costs \$10.00 and will allow you to check out material and access online resources for one year. To sign up, please visit any of the Newport Beach Public Library locations and show your out-of-state driver's license/ID card. Let me know if you have any further questions. Thank you for reaching out to the Newport Beach Public Library.</p>
<p>14 03/26/2026 Email Rebecca Lightfoot Library Services Manager 03/26/2026</p>	<p>I am interested in shifting my career towards working at a library. Since you are my favorite local library, I am reaching out to see if you have any job openings available! I currently work as an instructional aide at a Corona del Mar High School, have experience with retail, and am a quick and motivated learner. If interested, I would love to send you a copy of my resume so you may become more acquainted with my background and experience. Thank you for your time, and I hope to hear from you soon!</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>

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>15</u> <u>03/30/2026</u> <u>Email</u> <u>Melissa Hartson</u> <u>Library Services Director</u> <u>03/30/2026</u>	<p>I'm a local photographer. I'm reaching out because I'm currently planning a senior portrait session for a high school student who is a massive book lover. When we started discussing locations that truly represent her personality, her first thought was the library, as it's always been such a special place for her. I wanted to check and see if it might be possible for us to stop by for a brief photo session. We would love to capture a few shots of her among the stacks or in a quiet reading nook to celebrate her love for literature. I want to be very respectful of your space and the patrons, so I plan to work only with my handheld camera and no bulky equipment or outside lighting that would get in anyone's way. We'll make sure to stay tucked away so we don't disturb the peaceful environment. Please let me know if there are any specific policies we should follow or if there is a particular person I should speak with to coordinate a date. Thank you so much for considering this and for providing such a beautiful space for our community.</p>	<p>You are welcome to take some photos at the library. We ask that you do not capture others in your pictures and thank you in advance for considering the setting so as not to disturb others. Best regards.</p>
<u>16</u> <u>03/31/2026</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>04/01/2026</u>	<p>I'm a Junior at Tarbut v'Torah. I'm reaching out because I would like to run a workshop at your organization to help students learn about behavioral economics and core financial concepts. This would be done through a brief lecture and a competitive game to help students apply this knowledge. If you are interested, would you be open to scheduling a call within the month to discuss how this proposal would be helpful for your students? I am available 03/04-03/11. I would also be happy to share the workshop materials with you.</p>	<p>Thank you for reaching out to us. We are not looking to add any programming at this time, but we appreciate you considering the library in the scope of your workshop and with you the best of luck.</p>

LIBRARY EXPENDITURES

FY 2025-26

(April 3, 2026)

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2025-26 EXPENDED	AVAILABLE BUDGET	YTD 2025-26 % EXPENDED	YTD 2024-25 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,359,526	3,459,888	258,539	2,410,096	1,049,791	69.7%	2,269,569
SALARY PART-TIME	1,510,834	1,574,992	82,780	723,408	851,584	45.9%	663,134
BENEFITS	2,265,515	2,507,777	873,018	1,731,294	776,483	69.0%	1,683,748
SALARY & BENEFITS TOTAL	7,135,875	7,542,656	1,214,337	4,864,798	2,677,858	64.5%	4,616,452
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	6,488	58,988	11,580	50,354	8,634	85.4%	208,889
UTILITIES	391,004	391,004	23,067	232,024	158,980	59.3%	261,281
PROGRAMMING	2,000	5,300	126	3,844	1,456	72.5%	1,658
SUPPLIES**	53,750	56,102	6,237	37,690	18,412	67.2%	69,580
LIBRARY MATERIALS	669,740	678,631	43,131	621,462	57,169	91.6%	652,280
FACILITIES MAINTENANCE	45,802	69,926	778	35,472	34,454	50.7%	166,832
TRAINING AND TRAVEL	10,681	11,089	25	2,346	8,743	21.2%	3,645
GENERAL OPERATING EXPENSES***	27,274	36,674	2,846	27,850	8,824	75.9%	31,633
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	1,358,101	452,700	75.0%	1,420,687
OFFICE EQUIPMENT	2,000	2,000	-	1,816	184	90.8%	64
MAINT & OPERATION TOTAL	3,024,040	3,125,016	238,689	2,372,308	752,708	75.9%	2,817,856
LIBRARY BUDGET TOTAL	10,159,915	10,667,672	1,453,026	7,237,107	3,430,566	67.8%	7,434,308

*INCLUDES OUTSIDE PRINTING

**INCLUDES OFFICE AND PROCESSING SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Policy Review (See List Below)		Ongoing
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
Mar 16, 2026	Branch Update - Balboa		Mar 15, 2027
LAST REVIEWED	POLICY REVIEW		
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

April 20, 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

PREPARED BY: Rebecca Lightfoot, Library Services Manager

TITLE: Library Materials Selection

ABSTRACT:

The goal of the Newport Beach Public Library is to provide a balanced, well-rounded collection on a wide variety of topics of interest to our community, regardless of the medium. To achieve this goal, staff use an assortment of different collection development tools, including Library Policy NBPL 2, *Collection Development Policy*, to help guide purchasing decisions.

DISCUSSION:

Patrons drive the Newport Beach Public Library's (Library) selection process. Selectors look at circulation statistics to determine which subject matters are the most popular to ensure the Library is up to date on the highest demand titles while still maintaining items in various subject matters, ensuring a broad collection with something for everyone. Patrons make recommendations for purchase through the website and in person, and the selectors evaluate and add these items on a weekly basis. Selectors also rely upon professional reviews, publicity and advertising, current events, curriculum needs, and literary prizes to assist in selecting items for the collection.

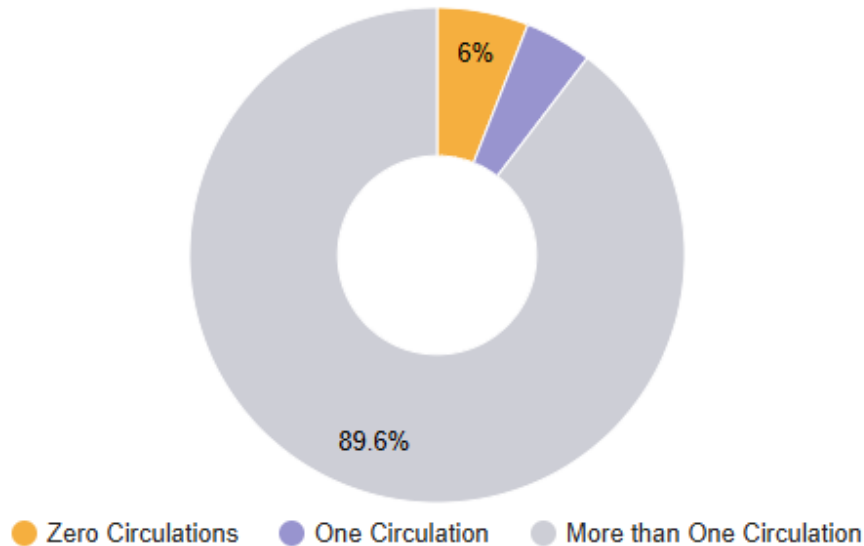
In accordance with Library Policy NBPL 2, *Collection Development Policy*, patrons have the right to request an evaluation of library resources by completing Attachment I of the policy. Library staff will evaluate the material in question, and a recommendation will be provided in writing to the patron by the library services director. If a patron disagrees with the written response, the decision may be appealed to the Board of Library Trustees for final resolution.

Collection HQ: The Library implemented Collection HQ in 2019. Collection HQ is a powerful tool that provides rich data to help libraries better allocate funds. Collection HQ also makes suggestions for purchase based on lending patterns and comparing the collection to similar-sized libraries. Collection HQ allows selectors to see which areas of the collection are "understocked", meaning selectors should concentrate on buying more items for those collections.

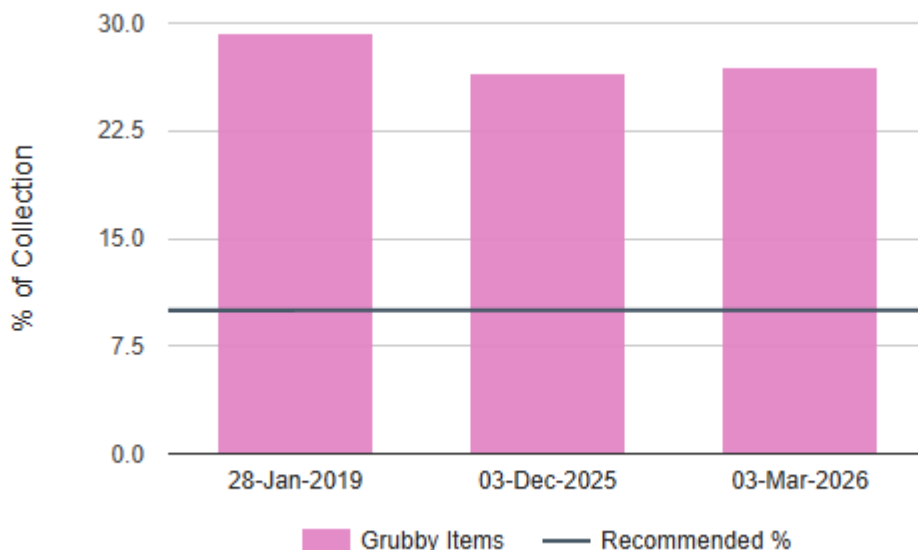
Collection HQ recommends that less than 10% of a library's collection be in "collection check", meaning it has not circulated in more than four years. Newport Beach is well below that 10% mark. As of March 2026, the Library has 3.5% in collection check, up slightly from December 2025, which was 3.3%.

“Dead” items are items that have not circulated in over a year. For some collections this is a very short timeframe in which to review titles. Selectors are evaluating these titles regularly to determine their useful lifespan.

“Dead on Arrival” refers to the number of times an item circulates the first year after it is added to the collection. It is considered “dead on arrival” if it has circulated only once or not at all. The Library has around 10% of “dead on arrival” items as of September 2025. Selectors are diligently working to ensure that items being purchased are relevant to our community and are being used and enjoyed.



“Grubby” items have circulated more than 40 times. Collection HQ recommends replacing these heavily used items with newer and more current items. Selectors evaluate each grubby item to determine if they need to be replaced due to condition. The percentage remains largely unchanged from December 2025, slightly under 30%. Many of our heavily circulated items continue to be in good repair thanks to careful handling by our patrons so we are fortunate that we can keep these items on the shelf longer than anticipated.



The following chart, provided by Collection HQ in March 2026, shows how Newport Beach compares to peer libraries in Southern California as well as across the country (peer libraries are of a similar population).

Peer Comparison - Performance			
	March 2026 Newport Beach Public Library	US Small (51-100 k pop) SOCAL Peers	US Small (51-100 k pop) National Peers
Circulations (total number of uses last 12 months)	839,942	578,898	517,366
Turnover (average uses per item last 12 months)	3.91	2.87	2.65
Collection Check % (items have not checked out in 4 years)	1.0%	5.4%	4.8%
Dead % (items have not checked out in 1 year)	28.2%	27.8%	28.1%
Dead on Arrival % (added 6-18 months ago but less than 2 checkouts)	10.4%	21.6%	18.2%
Outdated Stock % NF (5 years since publication)	71.5%	76.1%	76.4%
Grubby Items % (more than 40 uses in lifetime)	37.0%	23.5%	16.4%

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

April 21, 2025
Agenda Item No. 6

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Rebecca Lightfoot, Library Services Manager

TITLE: Media Lab Update

OVERVIEW:

The Newport Beach Public Library's Media Lab opened to the public in 2013 as part of the City Hall project and library expansion. The Media Lab equipment and software provide professional-grade services to meet the needs of the community. Staff continually look for ways to improve the patrons' experience by recommending new software and hardware and offering classes.

Media Lab

The Media Lab, which is comprised of computer workstations and the Sound Lab, provides specialized software and equipment. The age range of the primary users is 15-35 years old. The Media Lab introduces a segment of the population to public libraries that are generally less inclined to rely on library services. The use of the Media Lab resources is free, thanks to generous funding from the Library Foundation of Newport Beach (Foundation). The Media Lab is consistently used by dedicated patrons for various reasons, including graphic design, photo editing, film and video editing, AutoCAD, VHS conversions, vinyl and cassette conversions, and archiving.

Children's staff are planning to offer another popular *Coding for Kids* program in April. Project Adult Literacy regularly uses the room to offer training and orientation for their volunteers on their America Learns software. Both programs are usually at capacity and offer a unique opportunity to expose new patrons to our Media Lab.

On April 12, 2025, staff hosted a Digital Saturday event. During the five-hour open house style event, staff were on hand to answer questions, demonstrate the equipment in the Media Lab, and provide instructions on using the Library's digital resources. Over 150 patrons stopped by and feedback was positive. Staff are planning another event in the Fall 2026.

Sound Lab

The Sound Lab at the Newport Beach Public Library is usually booked up to two weeks in advance with patrons recording music, podcasts, conducting voice-over work, learning music, editing, and sharing projects. Thanks again to the generosity of the Foundation, staff have purchased specialized podcast and videocasting equipment and are in the process of retrofitting the Lab to accommodate these new items.

Tech Toys

The Tech Toys collection of circulating equipment, launched in 2016, continues to circulate well. A larger cabinet was purchased recently to hold the variety of tech toys, which has grown to include home recording equipment, classic video consoles, hotspots, media converters, turntables, and GoPros.

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

April 20, 2026
Agenda Item No. 7

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Report of March Library Activities

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Balboa Branch

Balboa Branch (Balboa) closed operations to the public on Saturday, February 28. During March, items from the collection that were not transferred to other locations were removed from the catalog. Staff processed these items to prepare them for the Friends of the Library big blowout sale, which was held on Saturday, March 7. In the weeks following the book sale, staff finished vacating the facility and officially turned it over to Public Works. A groundbreaking ceremony was held on March 24 to kick off the construction project. This Library and Fire Station replacement project is expected to finish Fall 2027.



WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- National Library Week
Sunday, April 19 – Saturday, April 25
All locations
- Library Live: Anthony Doerr
Thursday, April 23, 7 p.m.
OASIS Senior Center, Corona del Mar
- Spring Planting With a UC Master Gardener
Saturday, April 25, 2 p.m.
Crean Mariners Branch
- Medicine in Our Backyard: Managing Knee Pain
Monday, April 27, 7 p.m.
Community Room, Civic Center

WHEELHOUSE LIST FOR LIBRARY TRUSTEES (*continued*)

- Meet the Author: Nicola Harrison
Wednesday, April 29, 7 p.m.
Community Room, Civic Center
- Spotlight on Science: Matter, Antimatter, and the Evolution of the Universe
Wednesday, May 6, 7 p.m.
OASIS Senior Center
- Witte Lectures: Ruth Ben-Ghiat
Friday, May 1, 7 p.m.
Civic Center Lawn
Saturday, May 2, 2 p.m.
OASIS Senior Center
- Board of Library Trustees Meeting
Monday, May 18, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

Project Adult Literacy (PAL) staff, along with several learners and tutors, attended the 2026 Southern California Library Literacy Network Conference in Buena Park. One of our learners, Omi Choi, was recognized as a Writer-to-Writer winner at the luncheon.

PAL Coordinator Christina Smith hosted her first *Coffee with the Coordinator* and met with 17 attendees.

PAL staff prepped for the following April events: Volunteer Appreciation Celebration, New Learner Orientation, and Volunteer Tutor Training.

PAL staff began work on the *In Our Own Words* learner anthology.

Programming

In March, the Library hosted the original Storytellers three-part series as well as two stand-alone classes: *Promoting & Marketing Yourself as a Writer* and *Crafting Dialogue*. The Library also offered the final Genealogy workshop of the season, *Methodology Roundup*.

Facilities

Municipal Operations repainted the parking lot light poles at the Central Library (Central) in the beginning of March. New trees were planted in the Central parking lot as well; the first-floor restrooms were repainted. At Crean Mariners Branch (Mariners), the brightly colored walls in the Children's room received some touch up paint.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

The Corona del Mar Branch (CdM) offered storytimes, daily Drop-In Crafts, and interactive activities such as *Library I Spy*, alongside ongoing play-based learning in the children's area.

At Marina Park, Balboa staff continued to provide offsite storytimes during the branch closure, maintaining service to the community. Storytime attendance at Marina Park is already outpacing recent Branch attendance.

Mariners remained highly active with popular storytimes and family programs, including STEAM, LEGO, and BARK sessions, as well as strong engagement with the Seed Library and a collaborative children's feature wall reflecting the transition into spring.

Youth Services

The Central Youth Services team delivered a dynamic mix of creative, educational, and interactive programming, including a garden-themed *Crafternoon*, an *Art Space* focused on floral studies, and a hands-on *STEAM Lab* that explored bridge design and problem-solving.

Recurring programs such as the BARK reading sessions and board game activities continued to foster literacy, social interaction, and repeat attendance from both returning and new families.

Special Programs

Two well-attended special events at Central generated strong engagement. A spring painting program invited families to create decorated rocks and fairy doors in a creative setting that encouraged extended participation. And an interactive live cello performance by Chelsea Wong introduced children to music through familiar songs, rhythm activities, and playful sound exploration.

Outreach

Youth Services participated in the City's Mayor's Egg Race event hosted by the Recreation and Senior Services Department. The event drew 548 participants to the Library's table and provided a valuable opportunity to connect with new families, promote upcoming programs, and increase awareness of continued services during the Balboa closure.

Personnel

Balboa staff were reassigned across Library locations to support operational needs, including offsite programming, delivery services, and schedule coverage for current vacancies.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

There were 15 members in attendance for the March 11 Young Adult Advisory Council. The teens played a book guessing game as an icebreaker, helped form a female protagonist book display for the Teen Center, and painted small *Tiny Art* miniature canvas projects, which they greatly enjoyed and expressed an interest in doing again in the future. The teens also went around the room discussing the media they are currently watching and the books that they are reading.

Library Assistants Greg Johnson and Anthony Duhamel attended an outreach event at the Newport Harbor High School Volunteer Fair on March 27. They spoke with 61 teens that expressed an interest in volunteering with the Library to reach their community volunteering goals. Staff had a great time chatting with the teens, highlighting the volunteer opportunities, the upcoming Summer Reading Program, and general library services.

Adult Services

The Adult Reference department continues to perform collection maintenance in their respective areas, incorporating some items from Balboa that have been in circulation and beginning to be returned. As staff withdraw worn or outdated materials, they are organizing their collections and updating signage

throughout. Some shifting upstairs has occurred, with paperback books being relocated in order to expand shelving in the Fiction section.

Staffing

Part-time Library Clerk Lucero Tamayo was promoted to part-time Library Assistant to fill one of two vacancies. She will join the Adult Reference department in April. Another candidate has been in background for some time and is anticipated to begin April as well.

MIRANDA GENTRY, CIRCULATION COORDINATOR

Staffing

Michale Martinez was promoted to full-time Library Clerk I at Central.

There are currently two Library Page candidates and one Support Services Aide candidate working with HR on background and fitness checks. We are in the recruitment process to fill the additional Support Services Aide position and the vacant part-time Library Clerk I position at Central as well.

NOTICING:

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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				2488
Newspapers--Current	913	*	*	1000	798	641	618	460	600				719
Newspapers--Historical	3265	*	*	1196	1511	2419	1674	1732	1222				1860
Magazines	47	*	*	1054	31	17	22	26	14				173

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
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Tracked by #searches													
A to Z Databases	481	438	234	182	339	581	347	230	187				3019
Alexander Street	253	682	457	1123	236	574	170	49	302				3846
Ancestry	200	205	9	306	521	150	243	334	238				2206
AskART	12	17	9	13	31	11	104	41	23				261
Brainfuse JobNow/VetNow	107	62	25	3	4	3	**	**	**				204
Britannica School Edition	9	0	82	248	75	15	5	0	83				517
Ckbk	§	§	§	§	§	§	1111	888	504				2503
Exploring Race in Society	24	14	4	40	4	18	7	21	14				146
Gale Archives Unbound	7	4	16	17	32	29	2	3	15				125
Gale Directory Library	45	25	◇	◇	◇	◇	◇	◇	◇				70
Gale in Context: Biography	1	8	14	81	13	2	23	51	47				240
Gale in Context: Elementary	2	0	6	6	7	2	3	2	1				29
Gale in Context: Environmental	0	2	0	0	0	0	0	0	0				2
Gale in Context: Opposing View	17	10	10	216	21	58	61	9	41				443
Gale Interactive: Science	0	0	0	0	0	0	0	0	0				0
Gale Literature Resource Center	16	17	6	116	9	3	9	22	106				304
Gale eBooks	52	15	15	60	172	10	12	31	68				435
HeritageQuest	405	325	180	90	587	173	1	109	252				2122
Legal Information Ref Center	64	57	22	130	59	70	129	86	42				659
National Geographic	12	26	20	46	24	16	33	36	10				223
National Geographic Kids	6	34	10	26	12	43	7	20	120				278
NewsBank	4794	4741	4505	4846	4260	4156	5216	3736	4098				40352
NovelList Plus	48	41	65	81	78	79	46	27	88				553
NovelList K-8 Plus	12	146	33	55	53	90	27	14	26				456
ProQuest	4466	*	*	31725	2443	2182	2685	1973	2632				48106
Proquest eLibrary	0	33	23	4	1	1	4	0	1				67
Reference Solutions Business	322	609	392	412	105	319	493	169	435				3256
Reference Solutions Residential	12	29	14	19	25	17	8	30	12				166
SIRS Discoverer	4	12	53	13	1	0	0	0	0				83
SIRS Issues Researcher	267	659	1881	379	1	0	1	0	1				3189
StatsUSA (formerly State Statistics)	5	6	5	47	20	2	6	7	2				100
World Book Online	9	39	53	33	13	84	53	43	73				400

Tracked by #page views													
Artist Works	3	2	6	3	3	1	5	1	3				27
Consumer Reports	2475	2156	1853	1934	1981	1558	1117	1401	1537				16012
CultureGrams	68	36	4	49	115	23	130	26	85				536
Morningstar	3697	7618	4826	3483	3080	3973	4356	4371	3993				39397
RealQuest	8	14	121	36	3	10	14	59	Ω				265
Tumblebooks	35	33	11	33	25	‡	‡	‡	‡				137
Value Line	9891	8507	10381	11564	9057	8620	10684	9517	10608				88829
Wall Street Journal	3393	3469	1439	4086	3856	4452	4545	3350	5341				33931

Tracked by courses													
LinkedIn Learning	254	262	209	484	431	210	138	183	251				2422

Tracked by books logged													
Beanstack	7403	2832	1877	2334	1662	1097	2045	2215	1813				23278

Tracked by Hours Used													
ABC Mouse †	127.02	130.58	81.07	97.93	125.65	109.97	107.66	73.00	81.55				934.43
Beanstack	7738	1554	385	266	360	270	240	228	140				11181
Rosetta Stone	28.82	33.70	57.47	85.32	57.01	50.27	70.66	56.08	64.76				504.09

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 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	30505				29682	267135
New Users	14608	15467	14189	23841	15006	13147	19502	18281	15702				16638	149743
Sessions	47805	50528	45583	55929	43442	41915	51715	47232	48103				48028	432252
Pageviews	122016	123728	105782	122541	103499	101665	122042	107786	115463				113836	1024522
Sessions Per User	2	2	2	2	2	2	2	2	2				2	--
Pages Per Session	3	2	2	2	2	2	2	2	2				2	--
Avg. Session Dur. (min)	7	7	6	6	6	6	5	4	4				6	--
Bounce Rate (%)	64	62	63	66	64	64	66	67	65				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	22				180	1617
CdM	391	514	540	420	292	287	317	331	472				396	3562
Mariners	2240	2200	2460	2340	1910	1570	1860	1610	2770				2107	18960
Central *	14120	16200	6960	11000	12450	12190	15070	13910	15500				13044	117400
Total	16951	19189	10197	13903	14773	14211	17462	16089	18764				15727	141539

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				459	4130
Mariners	1454	1432	2038	1749	1376	1292	1211	1341	1728				1513	13621
Central *	11130	10480	6307	8671	9493	9918	9773	9623	10984				9598	86379
Total	13524	12717	9318	11237	11405	11865	11569	11521	13266				11825	106422

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	257
Mariners	111	109	150	135	108	100	94	102	128				115	1037
Central *	746	672	361	518	566	612	584	644	672				597	5375
Total	919	836	573	704	711	752	719	788	836				760	6838

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

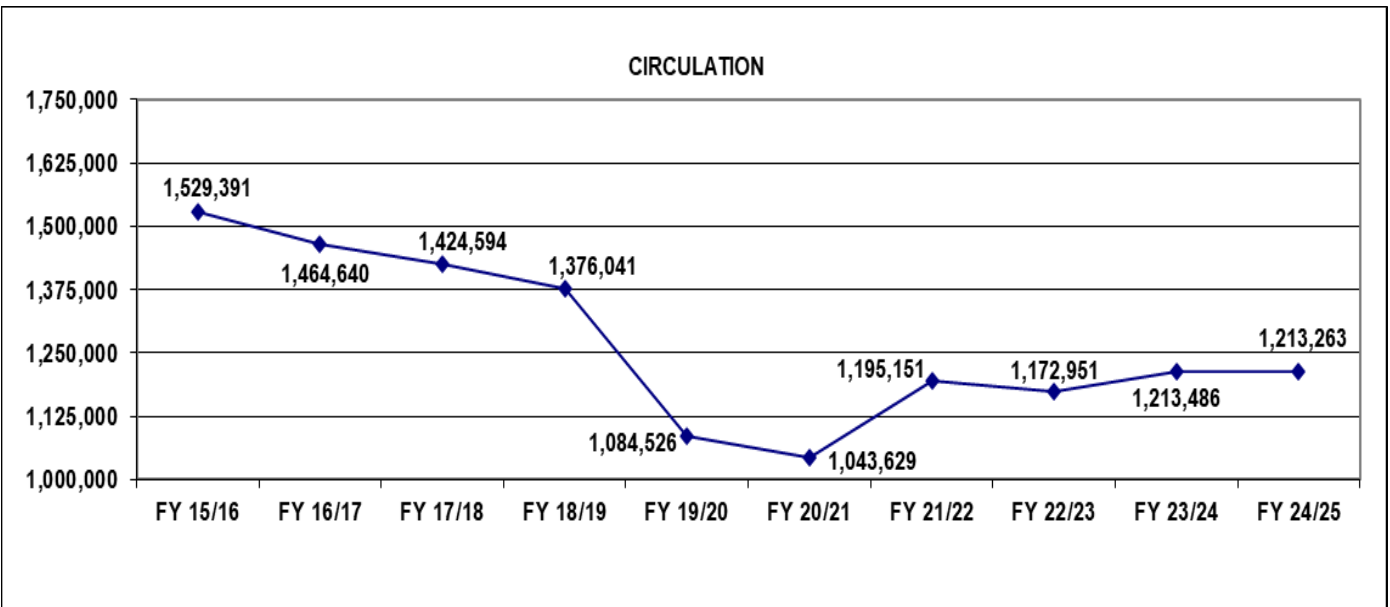
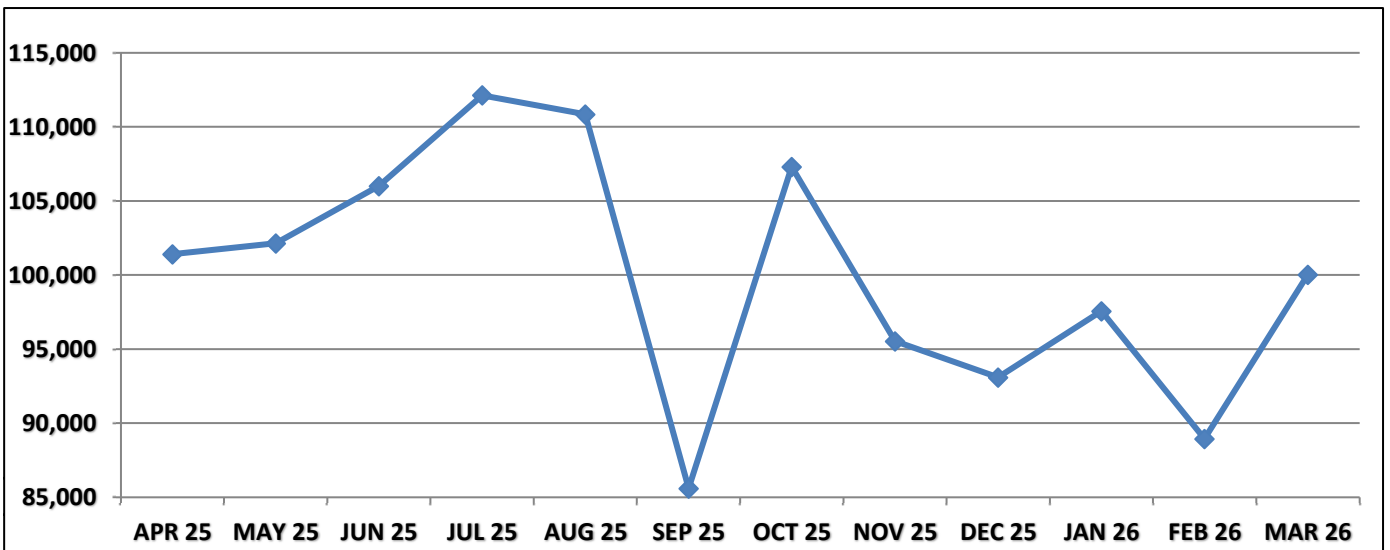
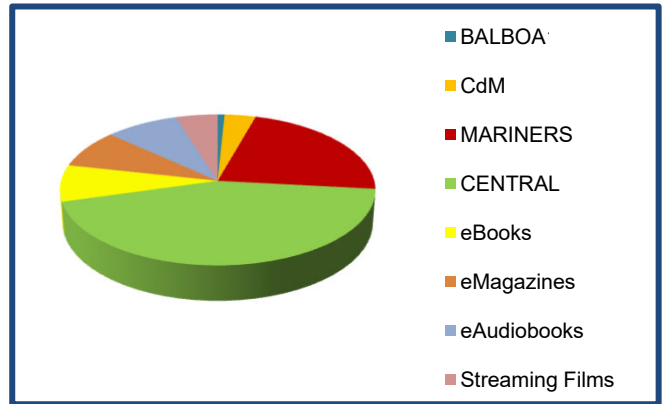
Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa ^	536	1012	874	505	602	680	961	1010	160				704	6340
CdM	718	999	795	818	905	721	912	1030	1150				894	8048
Mariners	1580	1570	1230	1370	1420	1250	1570	1230	1640				1429	12860
Central *	1300	1580	1130	1300	1340	1260	1580	1480	1440				1379	12410
Total	4135	5161	4030	3992	4267	3911	5023	4750	4390				4406	39658

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

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

NEWPORT BEACH PUBLIC LIBRARY - MARCH 2026 CIRCULATION

	MAR 26	YTD 25/26	YTD 24/25
BALBOA ¹	795	17,952	23,558
CdM	3,587	37,180	32,862
MARINERS	22,319	195,038	186,540
CENTRAL ²	43,917	384,389	435,447
eBooks	7,848	73,332	72,978
eMagazines	8,290	69,297	52,150
eAudiobooks	8,452	73,059	68,359
Streaming Films	4,829	40,798	31,815
TOTAL	100,037	891,045	903,709



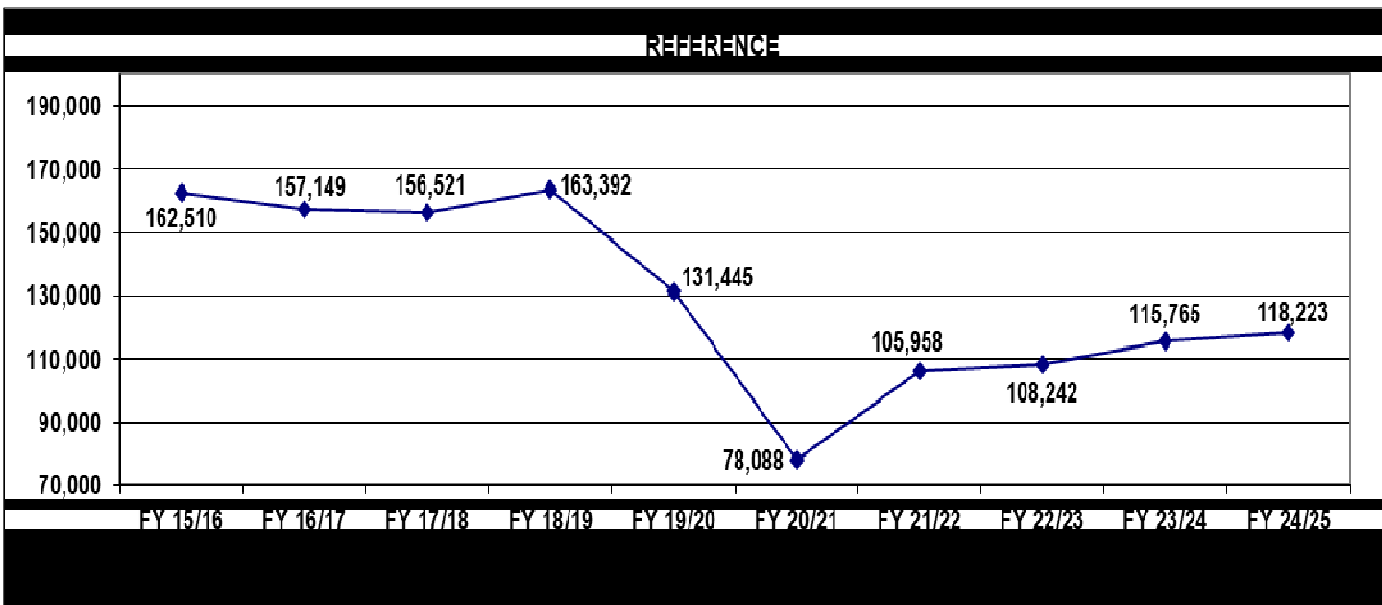
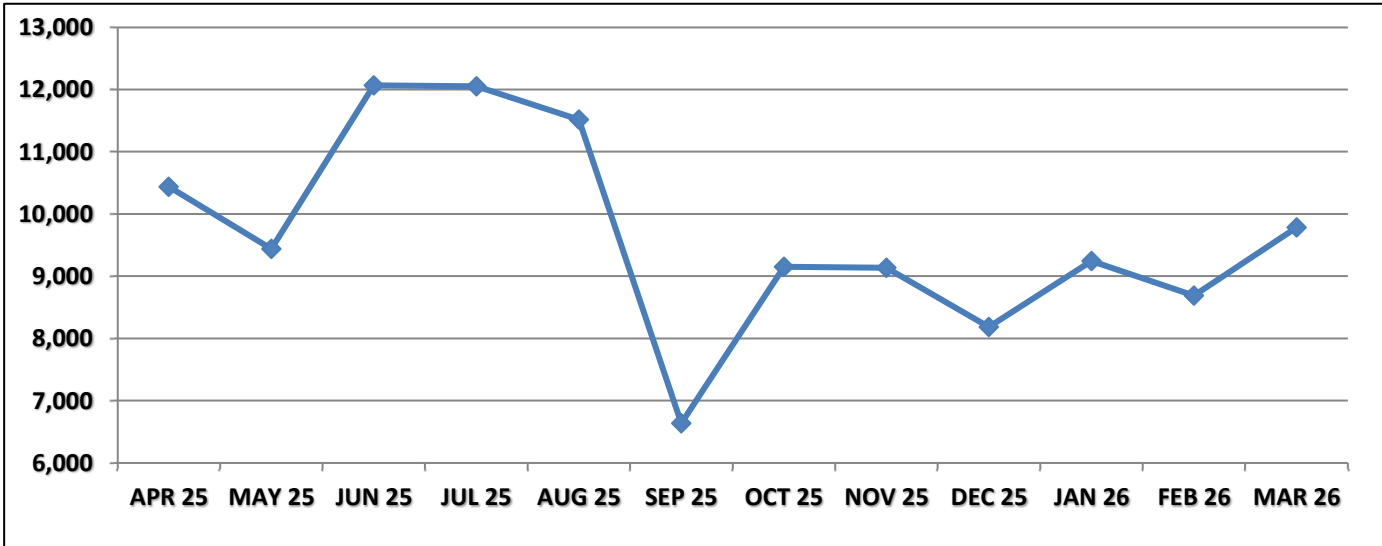
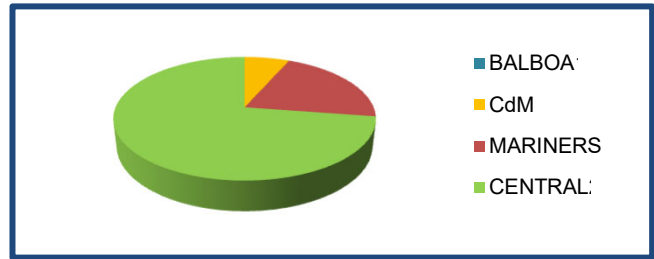
¹ Balboa: Closed 03/01/2026-06/30/2026 | ² Central: Closed 09/15/2025-10/05/2025

NEWPORT BEACH PUBLIC LIBRARY - MARCH 2026 REFERENCE

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

MAR 26	YTD 25/26	YTD 24/25
0	3,180	3,479
647	6,954	6,414
2,031	17,234	17,771
7,107	57,018	58,612
9,785	84,386	86,276



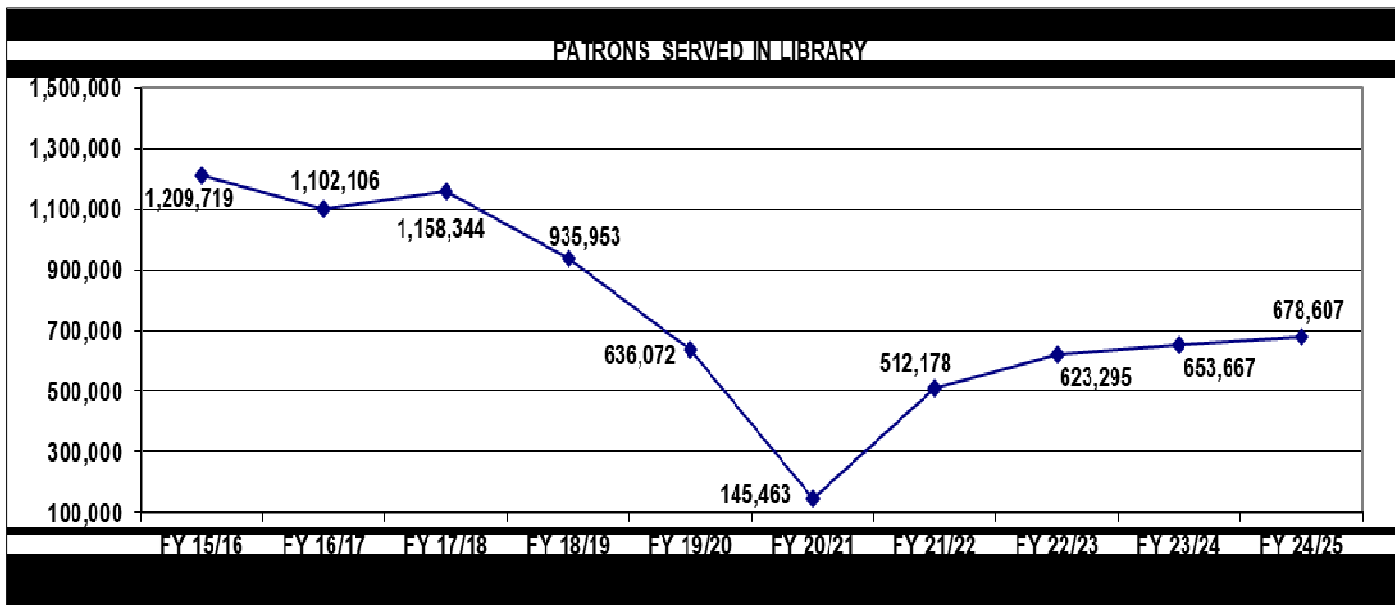
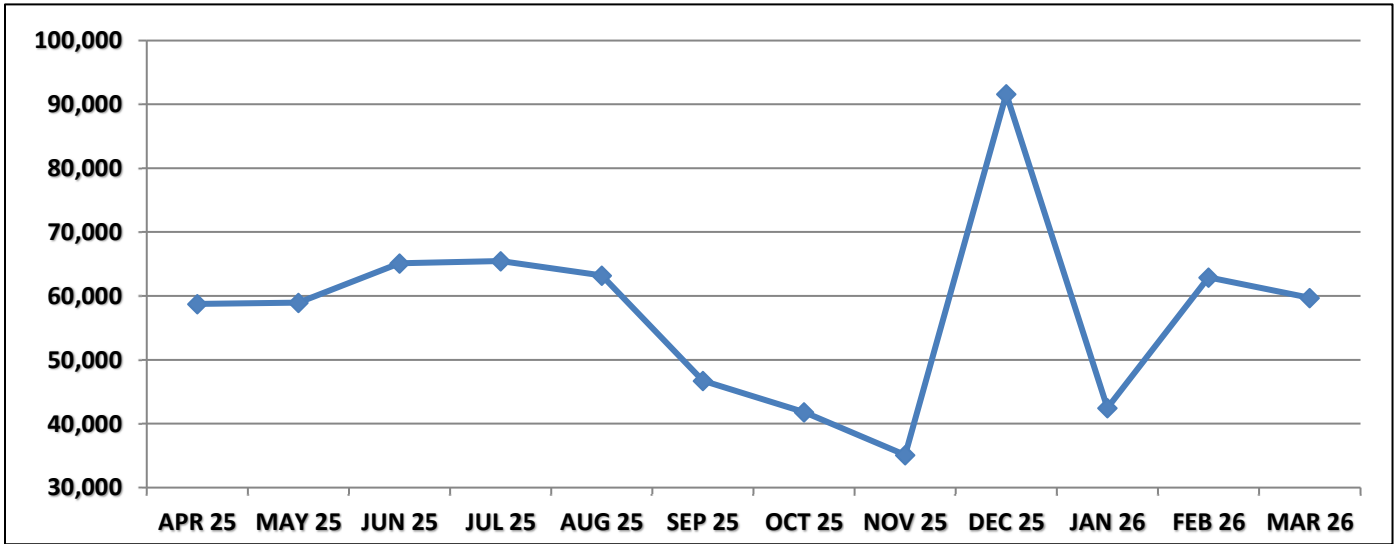
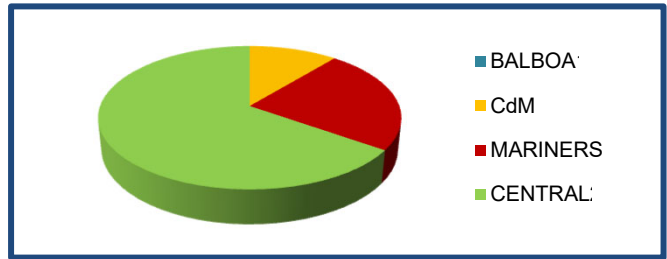
¹ Balboa: Closed 03/01/2026-06/30/2026 | ² Central: Closed 09/15/2025-10/05/2025

NEWPORT BEACH PUBLIC LIBRARY - MARCH 2026 PATRONS SERVED

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

MAR 26	YTD 25/26	YTD 24/25
0	15,509	19,485
6,575	62,575	29,160
14,162	116,148	111,409
38,934	314,792	335,730
59,671	509,024	495,784



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

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

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

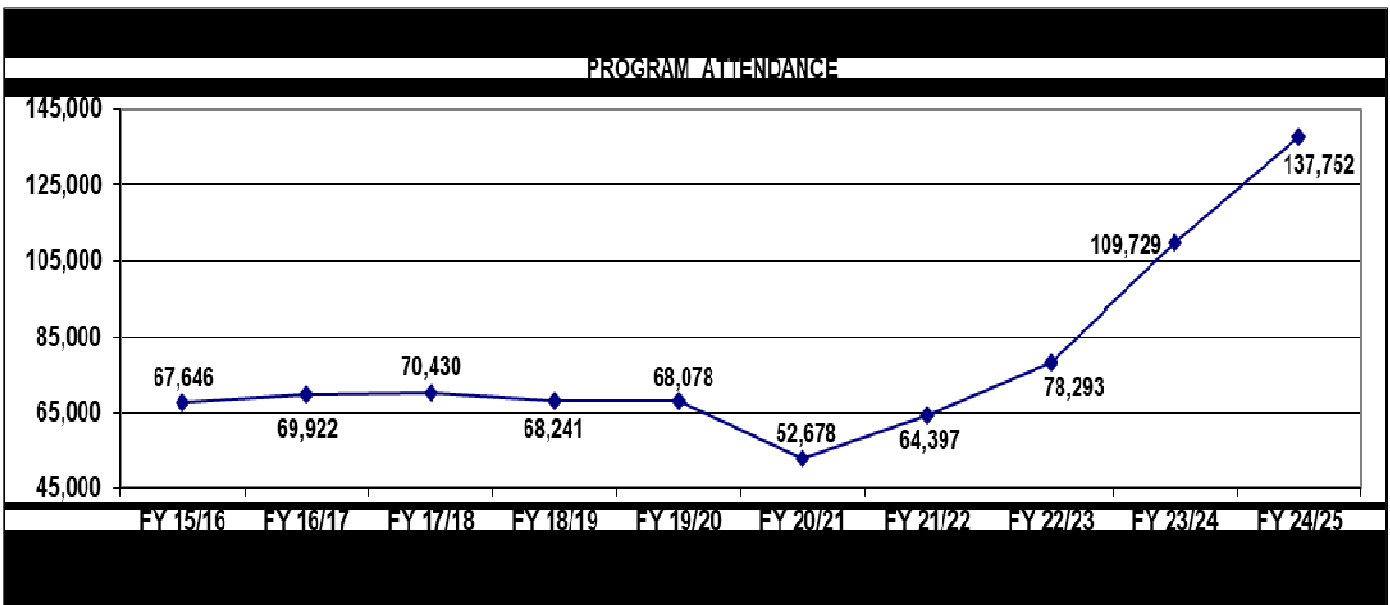
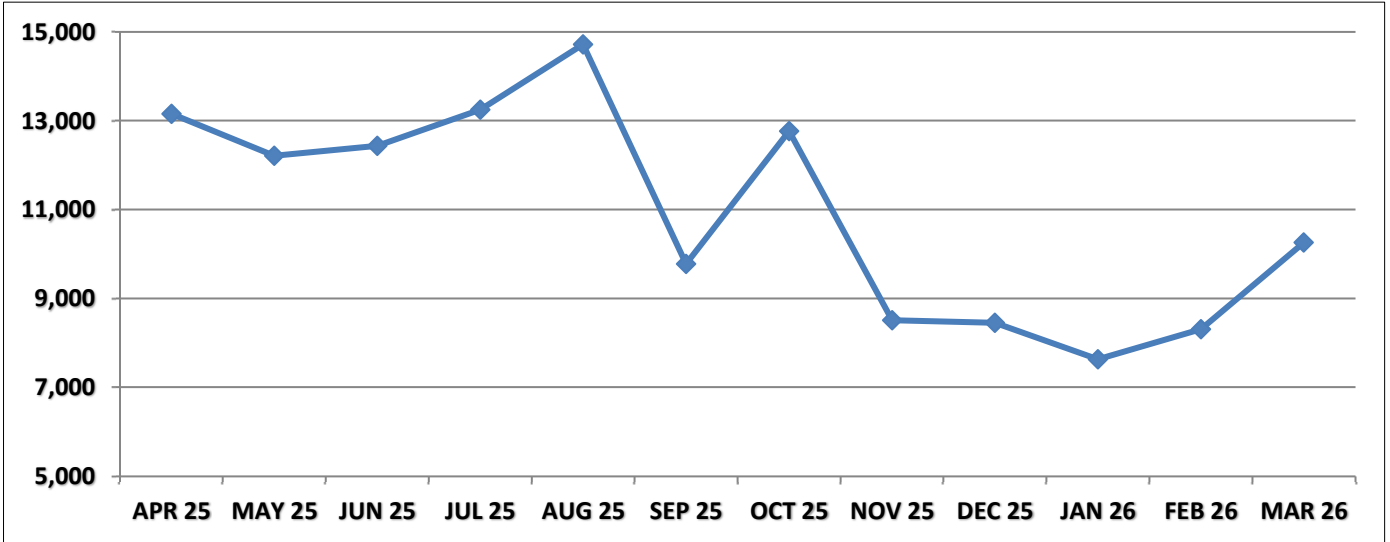
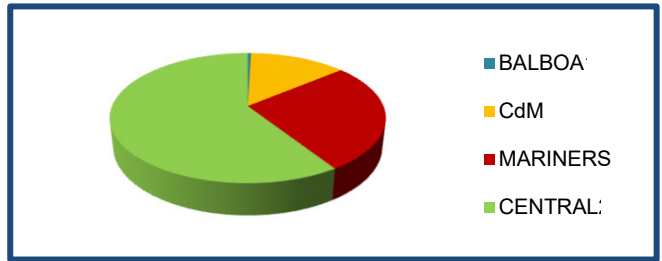
2nd floor entry gate malfunction 01/15/2026-01/31/2026; monthly total for February 2026 includes backlog

NEWPORT BEACH PUBLIC LIBRARY - MARCH 2026 PROGRAM ATTENDANCE

BALBOA¹
CdM
MARINERS
CENTRAL²

TOTAL

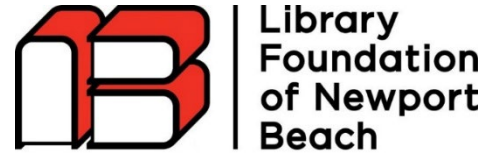
MAR 26	YTD 25/26	YTD 24/25
48	2,468	3,852
1,383	14,112	12,189
2,763	20,322	18,371
6,063	56,747	65,550
10,257	93,649	99,962



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

Jerold D Kappel, CEO
The Library Foundation of Newport Beach

Memo



Supporting Discovery and Connection... Beyond Books

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

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

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



CITY OF NEWPORT BEACH

Lecture Hall

Monthly Project Status Report
March 27, 2026

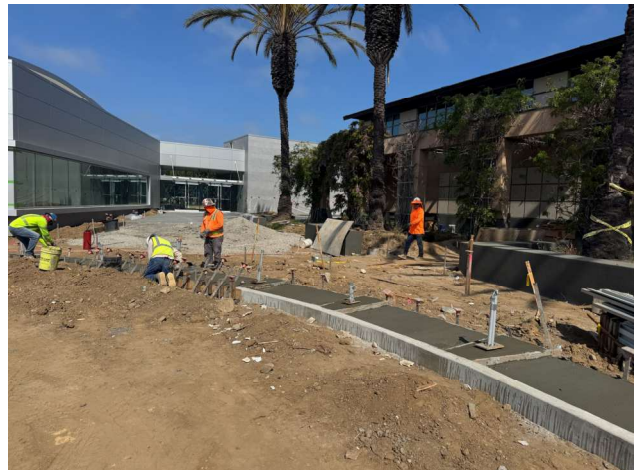
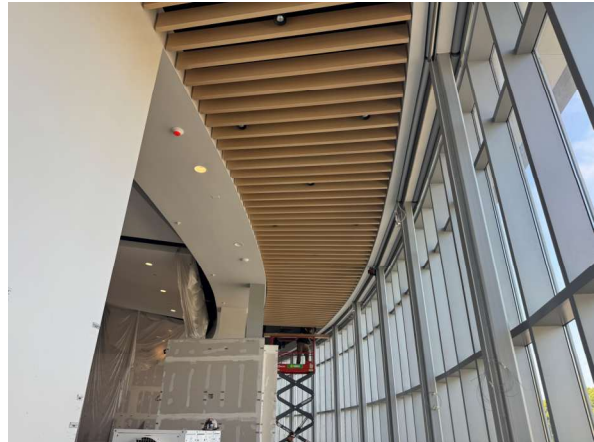


SCHEDULE

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

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

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



Griffin's Focused Tasks for October

Griffin will continue to focus on the following:

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

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