



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, September 15, 2025 - 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, September 14, 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 August 18, 2025 Board of Library Trustees Meeting (pp. 4-10)**

[DRAFT MINUTES](#)

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

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

[PATRON COMMENTS](#)

- 3. Patron's Request for Evaluation of Library Resources (pp. 14-17)**

Monthly review of evaluations of library resources as requested by patrons, with corresponding staff responses.

[PATRON REQUESTS FOR EVALUATION](#)

- 4. Expenditure Status Report (p. 18)**

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

[AUGUST EXPENDITURES](#)

- 5. Board of Library Trustees Monitoring List (p. 19)**

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

6. Information Technology Update

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

7. Literacy Services Update (pp. 20-21)

[Enter Recommended Action Here]Staff will provide an update on the Literacy program and events.

[STAFF REPORT](#)

8. Library Activities (pp. 22-30)

Monthly update of library events, services, and statistics.

[AUGUST ACTIVITIES](#)

B. Monthly Reports

9. Library Foundation Liaison Report (pp. 31-33)

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

[FOUNDATION REPORT](#)

10. Foundation Literacy Liaison Report

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

11. Friends of the Library Liaison Report

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

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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.

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, August 18, 2025 – 5:00 PM

I. ROLL CALL

Chair Lauren Kramer called to order the Board of Library Trustees meeting for August 18, 2025, at 5:00 p.m.

II. ROLL CALL

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

Trustees Absent: Secretary Dorothy Larson

Staff Present: Melissa Hartson, Library Services Director
Rebecca Lightfoot, Library Services Manager
Francine Jacome, Administrative Support Specialist
Annika Helmuth, Branch and Youth Services Coordinator
Andrew Kachaturian, Adult Services Coordinator
Benjamin M. Zdeba, AICP, Planning Manager

III. PLEDGE OF ALLEGIANCE

Chair Kramer led the Pledge of Allegiance.

IV. NOTICE TO THE PUBLIC - Waived

V. CONSENT CALENDAR

Administrative Support Specialist Francine Jacome read the Consent Calendar Notice to the public.

A. Consent Calendar Items

1. Minutes of the July 21, 2025 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 item to public comment.

Jim Mosher reported on Item No. 3 that the Library's collective expenditures are under budget. He expressed concerns that being overall under budget may hamper the Library's ability to request a budget raise from the Finance Committee in the future. He encouraged the Board to direct staff to buy items based on volume and not on price because if the expected volume of purchases goes over budget it will raise attention and possibly funding levels.

Chair Kramer closed public comment.

Motion made by Trustee Chase Rief, seconded by Vice Chair Antonella Castro, and carried 4-0-0-1 to approve the Consent Calendar Item Nos. 1-4.

AYES: Kramer, Castro, Murray, Rief

NOES:

ABSTENTIONS:

ABSENCES: Larson

VI. CURRENT BUSINESS

A. Items for Review

5. General Plan Update

Staff recommends that the Board of Library Trustees receive and file the draft Elements and provide any initial guidance or feedback on their goals and policies.

Chair Kramer reported there is a lot of information in this forthcoming presentation, and her initial instinct is to return in a month or two for more complete and helpful comments.

Planning Manager Ben Zdeba reported that a General Plan is a State-mandated framework to help shape the City's future visions and improvements. He reported that the General Plan was last comprehensively updated in 2006 and provided an update on the ongoing updating process led by the community-based General Plan Advisory Committee (GPAC) and General Plan Update Steering Committee (GPUSC). He added that the City's goal is to have a revised General Plan ready to be presented to the City Council in early 2026.

Planning Manager Zdeba highlighted community outreach efforts to date and added that there will be larger, more formal community events, including an open house, later in the process as the draft elements get closer to completion.

Planning Manager Zdeba added that the Arts and Culture Element is not one required by the State but is included by Newport Beach as a reflection of the value the City places on arts and cultural events. He reported that the Draft Element includes calls for more public art, enhancements to the library system and its services, support for musical

programming, and emphasizing collaboration with other stakeholders. He reported that the Historical Resources Element, which is also not a State requirement but rather a civic inclusion, does not directly connect to the Library, but noted that the Library is the best connection the City has for historical resources and documentation. He noted that the Historical Resources Element also encourages the creation of a Legacy Business Program to recognize long-standing community businesses.

Planning Manager Zdeba reported that this item is intended to be more of an introduction to the elements, and that staff does not expect high-level detailed feedback today. He clarified that these drafts represent an ongoing conversation, and they are at a proper stage to add the Board to the conversation for its input, adding that the drafts will also be shared with the City Arts Commission at their next meeting. He noted that the elements will come back to the Board for a final recommendation later in the year.

GPAC Member Paul Watkins reported that he is also a member of the GPAC's Arts and Culture/Historical Resources Subcommittee, and that the group has had extensive commentary on the current General Plan that was applied to these two draft elements. He encouraged the Board to be able to provide more formal comments at an upcoming meeting within the next couple of months so that the GPAC can stay on its schedule.

Chair Kramer opened the item to public comments.

Mr. Mosher, clarifying that he speaks as a Newport Beach resident and not in his role as a GPAC Member, reported that the Library self-identifies as the cultural heart of the community. He noted that the Library is only specifically mentioned in one of the Arts and Culture Element's policies (AC-2.5). He noted that the General Plan projects to 2050, by which time there will be changes to the City's population and demand for library services. He recommended adding the Library to Goal AC-1 and Goal AC-3 in addition to its present place only in Goal AC-2. He noted that the Library is not mentioned directly in the Historical Resources Element, despite its housing of several Newport Beach historical collections with the potential for creating more. He added there may be inaccuracies in the General Plan's Technical Background Report.

Newport Beach Public Library Foundation Chief Executive Officer Jerold Kappel noted that Witte Hall will be a center for cultural events in Newport Beach once it opens.

Chair Kramer closed public comments.

Chair Kramer stated that she is not interested in creating an Ad Hoc Committee to evaluate the draft elements and recommended having the elements return during the Board's October meeting so the Trustees have ample time to draft their feedback.

Chair Kramer received and filed the report.

6. Adult and References Service Update

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

Adult Services Coordinator Andrew Kachaturian reported that the daily activities of reference services extend beyond what is seen at the Newport Beach Central Library's Reference Desk. He reported on many other areas of the Library where their work is

requested and discussed multiple outreach events that staff attended on behalf of the Library's Adult Services. He reported that the staff attends to customer service requests.

Chair Kramer reported that the focus on customer service is well-recognized, led by a hospitable and helpful staff at the Reference Desk. She commended their work.

Chair Kramer opened the item to public comments, there were none.

Chair Kramer received and filed the report.

7. The Friends Meeting Room Policy (NBPL 14)

Staff request that the Board of Library Trustees review and approve revisions to Library Policy NBPL 14, *The Friends Meeting Room*.

Library Services Director Hartson reported that this item is a proposed revision to the Friends Meeting Room Policy, incorporating language from the City's Risk Management staff to update insurance requirements. She added that language has also been updated to eliminate redundancy, along with creating additional Standards of Use covering programs conflicting with Library programming and commercial activity.

In response to Chair Kramer's inquiry, Library Services Director Hartson clarified that the Standards of Use changes are intended so that outside entities do not use the Library to solicit business, which could also detract from comparable Library programming. She cited the financial literacy events hosted by the Library Foundation as an example of an event where the Library would not want to host a competing entity soliciting business.

Chair Kramer called for not including the entire legal provision relative to insurance requirements, adding that the language can also change periodically.

Library Services Director Hartson clarified that staff submitted the entire policy to Risk Management and were told this language needs to be incorporated as it is written.

Chair Kramer stated that they can vote to add a provision acknowledging that this language may be modified.

Trustee Rief agreed, noting insurance requirements can change annually, and it may be easier to provide this sort of mechanism rather than making staff present the same policy to the Board annually to simply change the insurance policy.

Chair Kramer requested language stating that "the provision of insurance should be general liability and approved by Risk Management as amended from time to time." She added that she trusts staff to ensure the insurance limits are high enough, and she does not feel compelled to approve the limit.

Library Services Director Hartson stated that the proposed revision would work because staff can provide the current requirements when receiving a room rental inquiry. She added that a revision to the policy will require a reassessment by Risk Management.

Chair Kramer opened the item to public comments.

Mr. Mosher noted that the insurance policy language does not specify who provides the insurance, recommending specifying that the applicant provides the insurance. He recommended that the Board have staff rework the policy with these comments and return to the next meeting with a revised policy, adding that the matter is not urgent. He expressed concerns about confusing language under the Applicability heading, which could have lost some meaning during the updating process. He added that the four subcomponents for Third Priority status are unclear as to whether they are sequential or not. He encouraged consolidating the list of provisions applicable to all groups. He expressed surprise that some groups do not require written approval for the sale of alcoholic beverages.

Chair Kramer closed public comments.

Vice Chair Castro stated that the policy should return to the Board once it is revised, adding that the insurance provision should be presented cleanly to the Board.

Chair Kramer stated the policy does not need to return to the Board if approved with her suggested changes.

Vice Chair Castro stated she will not approve the policy with a suggested change unless she sees it after it is revised.

Motion made by Chair Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-1-0-1 to approve the item with modified language in Section J stating that “the provision of insurance should be general liability coverage as approved by City staff as amended from time to time.”

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

8. Acceptance of Donations from the Library Foundation

Staff recommends the Board of Library Trustees approve the acceptance of three donations from the Newport Beach Public Library Foundation.

Library Services Manager Rebecca Lightfoot requested approval of three donations from the Library Foundation – \$40,000 for annual grants, \$34,000 to help fund the Opening Day Collection at the Balboa Branch, and \$6,000 to purchase new computer chairs for the Mariners Branch. She added \$22,475 is also being awarded to Project Adult Literacy, and the Foundation has also raised \$1,640 for new podcast equipment for the Sound Laboratory.

Chair Kramer opened the item to public comments, there were none.

Motion made by Vice Chair Antonella Castro, seconded by Chair Lauren Kramer, and carried 4-0-0-1 to accept the donations.

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

ABSENCES: Larson

9. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Hartson reported that construction began today on a pathway connecting the Central Library and the parking structure just to its northeast as part of the Witte Hall project which will also add 13 parking spaces. She reported that the work will last for 4-6 weeks. She added that, in September, Public Works is looking to replace the Central Library's air handlers along with other interior work, necessitating a three-week closure. She stated that staff is working on a plan to maintain limited services during this time, incorporating the branch libraries, with the assumption that the air handlers will arrive as scheduled on September 15.

Library Services Director Hartson reported that the State has recently requested a copy of the City's collection development policy for review.

In response to Chair Kramer's inquiries, Library Services Director Hartson reported that the State's request is in conjunction with the California Freedom to Read Act, which takes effect on January 1, 2026. She reported that she has no concerns about the City's collection development policy and pledged to keep the Board informed about the process.

Chair Kramer opened the item to public comments.

Mr. Mosher inquired about whether the appeal to the California Coastal Commission impacting construction at the Balboa Branch Library has been withdrawn, requested more information on the new online content management system mentioned in the staff report, and pondered how Adult Services Coordinator Kachaturian's previous tech-related duties are being filled following his promotion.

Chair Kramer closed public comment.

Chair Kramer received and filed the report.

B. Monthly Reports

Chair Kramer opened Item Nos. 10-12 for public comments, there were none.

10. Library Foundation Liaison Report

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

Secretary Larson's absence prevented a report.

11. Foundation Literacy Liaison Report

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

Vice Chair Castro reported that the group is looking forward to the International Literacy Day Celebration event on September 5, encouraging the Board to attend.

Library Services Director Hartson added that there will also be a Proclamation issued at the August 26 City Council meeting recognizing International Literacy Day.

12. 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 has received updates that it was a great month with sales significantly increasing.

Chair Kramer received and filed the monthly reports.

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

None

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

None.

IX. ADJOURNMENT – 5:45 P.M.

The next meeting will be September 15, 2025.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>1</u> <u>08/03/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>08/04/2025</u>	I recently had a friend that rented an ice/snow cone machine from her local library and I was wondering if you guys had them on loan too? Thank you!	Libraries all tend to offer different items for checkout and unfortunately, snow cone machines are not something we circulate. We do, however, have a Tech Toys collection ... Thank you so much for reaching out. Please don't hesitate to let me know if you have any other questions.
<u>2</u> <u>08/06/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>08/06/2025</u>	I want to renew [a] book on the app, but ... failed. The name is "Bob the Railway Dog." Can you help me?	The reason the renewal on "Bob the Railway Dog" failed is because another patron has a hold on that item. Please return it to any of our locations at your earliest convenience. Staff can certainly assist with placing a hold for you once it's been returned. Thank you.
<u>3</u> <u>08/08/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>08/11/2025</u>	If I get a library card from one of the Newport Beach libraries, can I also get a California beach parking pass? Thanks.	The California State Library has been offering Park Passes and the Newport Beach Public Library does participate in this program. We have passes available for checkout at all four of our libraries. If you would like to stop by to apply for a card, please just bring a valid photo ID and proof of address and we can get you started right away. It might be helpful to check our catalog to see which branch may have a park pass available as they are very popular ... From that catalog link you will also see some other hyperlinks to read more about the passes and what parks accept them. I hope this helps and we look forward to getting you a library card. Best regards.
<u>4</u> <u>08/11/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>08/11/2025</u>	I see there's an accruing fine for one of the books I still have. I haven't lost it or damaged it. I am planning on returning it soon. I thought charging a fee for a late return is not allowed in California though? I've never been charged a late fee on late return at my local public library in Costa Mesa. Just wanted to clarify. Thanks.	The Newport Beach Public Library does still have a fine structure for items returned late. The Orange County system that you referenced and some others within Orange County have indeed moved away from charging fines for late items, but this does remain part of our policy. The following page lists some more helpful information ... We do have an automated renewal system which helps prevent items from becoming overdue. You can also try to renew at any time by our website, our app, by phoning, emailing, or here in person. Provided an item is renewable and not on hold for another patron, you can renew it up to four times. I hope this helps, but if you have any questions we can help with, please let us know. Best regards.
<u>5</u> <u>08/15/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>08/15/2025</u>	My husband and I have quite a few music CDs to donate. Can you use them?	Thank you for thinking of the library. The donations we receive largely go to our Friends of the Library Bookstore to raise money for the library. If you would like to drop them off at the Central Library, the bookstore is near the main entrance downstairs. If you have a large number of boxes, you might call ahead at 949-759-9667 as they have a dolly and boxes as needed. They are open 10:30 a.m.-3 p.m. Monday through Saturday. Thank you very much. Best regards.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>6</u> <u>08/19/2025</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>08/20/2025</u>	Could NBPL add things like 3D printing engraving like Huntington Beach?	Thank you for taking the time to share your feedback with us at your most recent visit to the Central Library. We appreciate hearing from our community on ways we can enhance what we offer. We can certainly investigate the idea of adding 3D printing to our services. Thank you again for the suggestion and please don't hesitate to reach out with any other comments or questions. Take care.
<u>7</u> <u>08/20/2025</u> <u>Comment Card</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>08/21/2025</u>	Outstanding reference assistance and checkout service ... [Need] light covers replaced in Sound Lab. Can't video as is. Too bright and [there is] glare. Need green screen for podcast, etc.	Thank you for taking the time to fill out a comment card at your most recent visit to the Central Library. We appreciate hearing from the community and are always looking for ways to improve the services that we offer to our patrons. I'm so glad that you are happy with our reference and checkout services. Thank you for your suggestions regarding improving the Sound Lab. Thanks to the generosity of our support organization, the Newport Beach Public Library Foundation, we are planning on buying podcast equipment for the Sound Lab in the near future. We will investigate ways to improve the lighting as well. Thank you again for your valuable feedback and please don't hesitate to reach out if you have any other comments or questions.
<u>8</u> <u>08/20/2025 & 8/22/2025</u> <u>Email</u> <u>Francine Jacome</u> <u>Administrative Support Specialist</u> <u>08/21/2025 & 8/25/2025</u>	I hope this email finds you well ... I am a student representative from Tuned In, a music club at University High School. I am reaching out to inquire about hosting a concert for the community at Newport Beach Library in September and October, preferably Fridays at 3 p.m.-6 p.m. It will be around an hour long concert, with live music from our musicians at University High School. We will bring everything that is needed; all we ask is that you provide us with a space for our performance! Thank you so much, and we look forward to hearing back from you ... Thank you for your timely response. From what I understand, you are suggesting that our club request a rental space, however, our club is not interested in renting facilities but instead would like to perform at the library specifically. In the past, our club has performed at libraries such as University Park Library in Irvine. I hope you are able to consider our request. Best wishes.	Thank you for your inquiry about space at the Newport Beach Public Library for a musical performance. The Friends Meeting Room is a rental space available at the Central Library. However, due to ongoing construction, room capacity has been limited to no more than 49 people, which includes attendees, staff, and any volunteers. Construction is slated to continue through the spring of 2026, at the earliest. As another option, the City's Recreation and Senior Services Department (RSS) manages several other rental facilities throughout the City that may also suit your needs. I've attached their RSS Facility Rental Packet for your reference. You can reach the RSS directly by calling 949-644-3151. Please don't hesitate to contact me directly if you have any further questions, or you can call the Administration line at 949-717-3801 ... Unfortunately, we are not able to waive fees for the use of the Friends Meeting Room. And, as previously indicated, due to ongoing construction, room capacity has been limited ... We hope you're able to find a suitable alternate site for your performances. Have a pleasant day.
<u>9</u> <u>08/22/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>08/25/2025</u>	I was working at the library today (8/22) and stepped outside on the patio area for a meeting. I forgot the library closed early on Fridays and as I was outside, I didn't hear the closing reminder/announcements so I couldn't get back in after 6 p.m. My electronics were with me but the remainder of my personal items were still inside at the desk I was working at. It was one of the 2 standing desks on the second floor, the one facing towards the help desk/stairs of the library. I had my blue tote bag, coca cola lunch box, whiteboard/marker, and black laptop charger. Unfortunately I cannot be there early tomorrow morning but I will try to call right at 9 a.m. to relay this information, but I also wanted to send an email in case it is seen sooner to make sure the items are kept safe/in the lost and found. I will be by in the afternoon tomorrow. Sorry for the trouble and thank you so much.	I believe you may have already stopped by to retrieve your items but did want to check in to verify. Please let us know if you would like us to check our lost and found for anything. Best regards.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
<u>10</u> <u>08/23/2025</u> <u>Comment Card</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>08/25/2025</u>	Outstanding Library services ... I [have been a] library patron, [even] in your old building, since [the] 1980s! Jeremy at the Reference Desk is outstanding. He provided invaluable assistance to me today. Hats off to him! Best public library in all of Orange County!	Thank you so much for taking time out of your day to leave a positive comment regarding the service you were provided by Jeremy and your satisfaction with the library since the 1980s! It is always such a delight to hear that our services were of help and made an impact for someone. Jeremy is a tremendous lead in our Reference department, and we will be sure he hears your feedback. We look forward to seeing you on your next visit. Thank you for being with the library all these years—that's amazing! Best regards.
<u>11</u> <u>08/26/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>08/26/2025</u>	My husband and I have just moved to Newport Beach from Atlanta. He has started an orthopedic fellowship at Hoag institute. We are currently renting a house on Balboa Peninsula and would love to obtain library cards if possible. Could you please help me get this process started? We currently both hold Georgia drivers licenses, so we do not have California IDs. Thank you in advance!	California residents can apply for a library card with the Newport Beach Public Library for free. If your Georgia IDs are current, you can present that as proof of ID and bring something that has been mailed to you at your current address, then those will suffice for a free library card. A bill or even a postcard would work. Our Balboa branch is likely fairly close to you on the peninsula but you can visit any of our branches in order to apply for your card ... Please let us know if you have any other questions and we look forward to seeing you. Best regards.
<u>12</u> <u>08/26/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>08/26/2025</u>	I am a current MLIS student. I am also the current Worlds Miss California Tourism pageant titleholder with a community service platform focused on improving youth literacy rates in Southern California. All of this to say, I am currently working on a project that I have titled "Reading Across California", where I visit ten of the most unique/popular libraries throughout Southern California and share what makes them special on my social media pages (this includes programs offered, collections, and other services). Your library was one of those top ten! I was hoping to connect with someone to inquire about setting up a tour. I would love to hear first-hand about your library operations, and to be able to share about its offerings with our community. This would also be incredibly useful towards my MLIS, as my current career pathway is that of Public Librarianship. Please let me know who to best get in touch with regarding this project and I look forward to hearing from you soon!	I would be happy to arrange a tour of our Central Library for you. Please feel free to reach out to me directly to set up a time. Thank you.
<u>13</u> <u>08/28/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>08/28/2025</u>	Do you still have Passport Services? If so, [what are the] days [and] hours of operation?	Yes, the library does offer Passport appointments Mondays through Thursdays from 10 a.m. to 3 p.m. You can find out more about it here as well as make an appointment ... I hope that helps! Please let me know if you have any other questions. Thank you.
<u>14</u> <u>08/30/2025</u> <u>Email</u> <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>09/02/2025</u>	I'm researching our 1999 grand opening of Gelato Paradiso at 952 Avocado Ave (Corona del Mar Plaza). Could you please help pull Daily Pilot/Orange Coast Pilot clippings (and any photos) from Jan 1, 1999-Dec 31, 2000 that mention Gelato Paradiso or the address? Leads I've found in your archives include: 1999-04-03 (page shows "952 Avocado Ave/(949) 640-9256") and 1999-04-29 (shows "Gelato Paradiso" listing). If possible, please email 300-dpi PDFs of the full pages and note page/section numbers. I'm happy to cover any fees. We are reopening that location next month and I would love to show our customers then and now as well as our history. Thank you!	How fun. Absolutely. I have asked several of our librarians to start working on this and we'll let you know what we can find this week. If you need anything else, please let us know. Best regards.

ATTACHMENT I

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. The staff will evaluate the material and forward a recommendation to the Library Services Director ("Director"). This completed form and corresponding response from the Director will be included in the Board of Library Trustees agenda packet.

Print Name Vicky Shemer, RDN Date 6/18/2025

Resources on which you were commenting:

- ☒ Books
 ☐ Audiovisual Resource
☐ Magazine
 ☐ Content of Library Program
☐ Newspaper
 ☐ Other _____

- Title Follow Me around russia | Russia
- Author/Producer Wiley Blevins | Kevin Blake
- What brought this title to your attention?

Russia is a terrorist state, ruled by a bloody dictator Putin and 80% of population supports him!

- Have you seen or heard reviews of this material?

irrelevant

- Please comment on the resource as a whole.

Promotes terrorist country that starts wars and kills innocent civilians for over 10 years in Ukraine and Syria. They threatened the US on 6/17/2025.

FOR INTERNAL USE ONLY		
RECEIVED: JUN 18 2025	RESPONDED: SEP 03 2025	BLT MEETING: SEP 15 2025

6. Please note your **specific** concerns.

Russia is a terrorist state.
It has been banned by G7, why
are you still ~~promoting~~ it?

7. What resource(s) would you suggest, to provide additional information on this topic?

Replace it with "The Gates of Europe"
by Serhii Plokhy.

8. What action are you requesting the Library to consider (remove, relocate, add, other)?

Remove it please!
Thank you. ♥

Please fill out this form in its entirety and return to **Central Library Administration Office, Attention: Administrative Assistant** (1000 Avocado Avenue, Newport Beach) or by email to libraryadmin@newportbeachca.gov. You may also drop it off at one of the branches so it can be forwarded to the Central Library. Please use the back of this form if additional space is needed.

Thank you for taking the additional time to complete this form. Your request for evaluation will be given careful consideration and a response provided.

Newport Beach Public Library
Newport Beach, California

Corrected - October 10, 2006
Revised – November 16, 2010
Revised – August 20, 2018
Revised – August 17, 2020
Reviewed – August 15, 2022
Revised – September 18, 2023
Revised – October 16, 2023
Revised – January 16, 2024





CITY OF NEWPORT BEACH

1000 Avocado Avenue
Newport Beach, California 92660
949-717-3801 | 949-717-3805 FAX
newportbeachca.gov

September 3, 2025

Ms. Vicky Shemer, RDN
[REDACTED]

Dear Ms. Shemer,

Thank you for taking the time to express your concern for the books "Russia (Follow me around)" written by Wiley Blevins and "Russia (Countries we come from)" written by Kevin Blake. We received your completed Patron's Request for Evaluation of Library Resources form and have evaluated these materials based on the Newport Beach Public Library Policy NBPL 2, *Collection Development Policy* (Policy).

It is the intent of the Policy that we seek "to provide breadth and depth within the collection" that reflect diverse points of view to meet the various interests, needs, and backgrounds of the community. "Inclusion of an item in the Library's collection does not mean the Library staff, Board of Library Trustees, or the City of Newport Beach endorses the contents, views, or objectives expressed in that item." Patrons are free to either select or reject materials for themselves and not restrict the freedom of others to read or inquire.

Collection development is based on specific criteria for selection including community interest and demand, suitability of format and the suitability of subject and style to its intended audience. Additional guidelines are considered when evaluating children's materials, which include age-appropriate subject matter and illustrations, and consideration of the varied interests, abilities, and maturity levels of the children served. This process ensures a balanced and thoughtful approach.

Author Wiley Blevins completed his graduate work at Harvard Graduate School of Education, has written more than 75 children's books, and authored books for educators, and phonics and reading programs. His children's books include 13 books in the Follow me around series. The Library has 12 of these books in its collection. The "Russia" series entry, designed for early readers, provides a basic introduction to Russia's geography, culture, and history in a non-political context. Despite being part of a well-intentioned series published by Scholastic and authored by experienced educator Wiley Blevins, this title has recorded minimal checkouts compared to other children's nonfiction titles on this topic, suggesting low community demand and/or availability of other information on the subject within the collection.

"Russia" written by Kevin Blake is a title within the Countries we come from series published by Bearport Publishing. In addition to "Russia", the Library includes 36 other Countries we come from titles in its collection. The Newport Beach Public Library uses established tools, such as reviews from trusted sources, to evaluate whether a book is appropriate for its intended audience. This series received a favorable review from School Library Journal. The review indicates that "coverage

is upbeat and emphasizes the country's land, people, and animals rather than governments and institutions." Since its addition to the collection, Blake's "Russia" has recorded high circulation, indicating steady community interest and relevance. Compared to other nonfiction geography titles for this age group, its circulation is strong, especially within a well-used series that supports cultural awareness and global learning. The book's simple text and vibrant photos align with the developmental needs of early elementary readers.

After careful consideration of the book, Policy, and professional evaluation, "Russia" by Wiley Blevins will be withdrawn from the collection given its limited use and availability of other information on the subject. "Russia" by Kevin Blake will remain in the children's nonfiction collection due to its continued community use, educational value, and alignment with collection goals. Per the Policy, "[i]f a patron disagrees with [this decision], the patron may appeal to the Board for final resolution" in accordance with the application for appeal and procedures attachment within the policy."

Again, we do appreciate your use of the Newport Beach Public Library and that you took the time to contact us with your concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Hartson", with a long horizontal flourish extending to the right.

Melissa Hartson
Library Services Director

Attachment: Library Policy NBPL 2, *Collection Development Policy*

LIBRARY EXPENDITURES
(September 3, 2025)

FY 2025-26

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2025-26 EXPENDED	AVAILABLE BUDGET	YTD 2025-26 % EXPENDED	YTD 2024-25 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,359,526	3,372,855	251,518	469,733	2,903,121	13.9%	470,995
SALARY PART-TIME	1,510,834	1,510,834	77,611	145,713	1,365,122	9.6%	140,617
BENEFITS	2,265,515	2,289,560	83,658	163,002	2,126,558	7.1%	427,693
SALARY & BENEFITS TOTAL	7,135,875	7,173,249	412,787	778,448	6,394,801	10.9%	1,039,304
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	6,488	3,988	75	75	3,913	1.9%	18,326
UTILITIES	391,004	391,004	36,739	71,793	319,211	18.4%	73,561
PROGRAMMING	2,000	4,800	87	487	4,313	10.1%	723
SUPPLIES**	53,750	57,500	1,571	7,954	49,546	13.8%	9,803
LIBRARY MATERIALS	669,740	673,965	83,956	212,774	461,191	31.6%	234,131
FACILITIES MAINTENANCE	45,802	69,926	811	1,604	68,322	2.3%	23,326
TRAINING AND TRAVEL	10,681	10,681	-	-	10,681	0.0%	-
GENERAL OPERATING EXPENSES***	27,274	37,524	4,729	5,353	32,171	14.3%	7,507
PERIPHERALS & SOFTWARE	4,500	4,500	-	-	4,500	0.0%	-
INTERNAL SERVICE FUNDS	1,810,801	1,810,801	301,800	452,700	1,358,101	25.0%	308,195
OFFICE EQUIPMENT	2,000	2,000	-	-	2,000	0.0%	-
MAINT & OPERATION TOTAL	3,024,040	3,066,690	429,769	752,741	2,313,949	24.5%	675,572
LIBRARY BUDGET TOTAL	10,159,915	10,239,939	842,556	1,531,189	8,708,750	15.0%	1,714,876

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

BOARD OF LIBRARY TRUSTEES MONITORING LIST			
Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Policy Review (See List Below)		Ongoing
Aug 19, 2024	Information Technology Update		Sep 15, 2025
Sep 16, 2024	Literacy Program Update		Sep 15, 2025
Oct 21, 2024	Branch Update - Mariners		Oct 20, 2025
Oct 21, 2024	Youth Services Update		Oct 20, 2025
Nov 18, 2024	Review Holidays / Meeting Schedule		Nov 17, 2025
Jan 21, 2025	Newport Beach Public Library eBranch, Database and Downloadable Services Review		Jan 20, 2026
Feb 24, 2025	Annual Budget - Preliminary Review		Feb 17, 2026
Feb 24, 2025	Arts & Cultural Update		Feb 17, 2026
Mar 17, 2025	Branch Update - Balboa		Mar 16, 2026
Apr 21, 2025	Library Material Selection		Apr 20, 2026
Apr 21, 2025	Media Lab Update		Apr 20, 2026
May 19, 2025	Performance Review of Library Services Director (Closed Session)		May 18, 2026
May 19, 2025	Annual Budget - Approval		May 18, 2026
May 19, 2025	Marketing Update & Social Networking Update		May 18, 2026
Jul 21, 2025	Branch Update - Corona del Mar		Jun 15, 2026
Jul 21, 2025	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jun 15, 2026
Jul 21, 2025	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 20, 2026
Jul 21, 2025	Proposed Library Closures for Winter Holidays		Jul 20, 2026
Aug 18, 2025	Adult and Reference Services Update		Aug 17, 2026
LAST REVIEWED	POLICY REVIEW		
Dec 11, 2023	NBPL 10	Laptop Borrowing Policy	Dec 15, 2025
Mar 18, 2024	NBPL 3	Library Gift and Donor Policy	Mar 16, 2026
Jun 17, 2024	NBPL 2	Collection Development Policy	Jun 15, 2026
Jul 15, 2024	CC I-1	Library Services Policy (Council Policy I -1)	Jul 20, 2026
Sep 16, 2024	NBPL 9	Expressive Use Areas	Sep 21, 2026
Nov 18, 2024	NBPL 1	Library Use Policy	Nov 16, 2026
Nov 18, 2024	NBPL 6	Media Lab Use Policy	Nov 16, 2026
Nov 18, 2024	NBPL 7	Sound Lab Use Policy	Nov 16, 2026
Jan 21, 2025	NBPL 12	Circulation Policy	Jan 19, 2027
Jan 21, 2025	NBPL 5	Internet Use Policy	Jan 19, 2027
Jan 21, 2025	NBPL 11	Rules for Acceptable Use of Wireless Internet Connections	Jan 19, 2027
Feb 24, 2025	NBPL 8	Display and Distribution of Materials Policy	Feb 16, 2027
Mar 17, 2025	NBPL 13	Study Rooms/Charles Sword Meeting Room Policy	Mar 15, 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



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

September 15, 2025
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: Christina Smith, Literacy Coordinator

TITLE: Literacy Services Update

OVERVIEW:

The Library's Project Adult Literacy (PAL) began in 1988 and has had a significant impact in the Newport Beach community and beyond as we empower adults to achieve greater success in their lives. Our program offers no-cost, one-on-one tutoring and small group classes for adults who are interested in improving their reading, writing and communication skills.

Here are some of the program highlights from the past year:

- There are currently 62 active tutors and 61 adult learners enrolled in the program. PAL currently has 10 active small group classes. From July 2024 through June 2025, 6,983 volunteer hours were completed.
- In October 2024, Christina Smith became the new Literacy Coordinator and continued to maintain a successful literacy program with a growing number of volunteers and learners.
- In January 2025, Jennifer Rusiecki became the new part-time Literacy Department Assistant and quickly became a valuable addition to the program, forging connections with tutors and learners.
- In February 2025, Literacy Coordinator Smith attended the New Literacy Coordinator and Director Orientation in Sacramento with Rebecca Lightfoot, Library Services Manager. At this Orientation, Literacy Coordinator Smith was introduced to the California Library Literacy Services (CLLS) and networked with other new literacy coordinators.
- In March 2025, 12 learners participated in the 24th Annual Writer to Writer contest. One learner received second place in the Intermediate Writing Category and one learner received third place in the Advanced Writing Category.
- In April 2025, PAL held its first Volunteer Appreciation Celebration to honor and recognize the volunteers in the PAL program for their continued dedication to helping others.

- In May 2025, PAL participated in the CLLS Traveling Advisors program, where the coordinator spent two days with two retired literacy coordinators learning how to improve and grow the PAL program.
- In June 2025, Literacy Coordinator Smith completed annual learner/tutor conferences, meeting with every participant in the program.
- PAL has continued to build connections and partnerships with various groups throughout the Orange County area, including South Coast Literacy.

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

September 15, 2025
Agenda Item No. 8

TO: BOARD OF LIBRARY TRUSTEES

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

PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Report of August Library Activities – September 15, 2025 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Librarian III Recruitment

Human Resources posted the recruitment for the Librarian III Circulation Coordinator vacancy at the end of July. First and second round interviews were conducted in August, and a conditional offer was made to the top candidate. Human Resources will move forward to complete a background and fitness check on this candidate. The Library anticipates setting a start date within the coming weeks.

WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Medicine in Our Backyard: Hearing Loss
Monday, September 22, 7 p.m.
Community Room, Civic Center
- Friends of the Library Check Presentation
Tuesday, September 23, 4 p.m.
City Council Chambers, Civic Center
- Spotlight On Science: Tracing Life's Origins
Wednesday, October 8, 7 p.m.
OASIS Senior Center
- Concert at Marina Park: The 805 Social Club
Sunday, October 12, 4 – 5:30 p.m.
Civic Center Green
- Medicine in Our Backyard: Cancer Care
Monday, October 13, 7 p.m.
Community Room, Civic Center
- Library Live: Thomas Fuller
Thursday, October 16, 7 p.m.
Community Room, Civic Center
- Board of Library Trustees Meeting
Monday, October 20, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

Literacy Coordinator Christina Smith and Literacy Department Assistant Jennifer Rusiecki have been working on the International Literacy Day Celebration for September. Coordinator Smith held a recent Tutor Training with nine new tutors and a Learner Orientation with six new learners. Project Adult Literacy (PAL) has two new office volunteers and a new social media volunteer. PAL is launching a new class in October, *Mastering the iPhone: Digital Literacy*.

Facilities

The elevator modernization project was put on hold for most of August to fabricate a part. Work will resume at the beginning of September.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

August brought lively engagement across all three branches, with programs, storytimes, and community activities continuing to draw strong attendance. Crean Mariners Branch (Mariners) wrapped up Summer Reading with a festive *Family BINGO* and added two new storytimes: an early morning *Books & Babies* to ease crowding and a *Pajama Storytime* that is quickly gaining popularity. *Toy Train Tuesdays*, previously *Toy Train Thursdays* and now hosted at Corona del Mar Branch (CdM), has also become a hit with families. With the upcoming closure of Balboa Branch, all programming there has been temporarily suspended except storytime.

Youth Services

Youth programming at the Central Library (Central) featured a mix of literacy-based and creative activities. A *STEAM Lab* on August 19 invited participants to create sundials and sun prints. On August 21, *Middle Grade Book Club* brought together readers for a lively discussion of *The Ice Cream Machine* by Adam Rubin, followed by a creative writing activity. These activities, alongside ongoing storytimes and craft opportunities, helped sustain excitement and built on the momentum of Summer Reading.

Summer Reading

The expanded eight-week Summer Reading Program was another success, filled with engaging events and exciting prizes for reading accomplishments. Energy and enthusiasm were present in abundance at all four library locations. Participation and reading outcomes improved across the board, with 9% more registrations and 7% higher program attendance than in 2024. Book reviews submitted increased by 28%, and finishers rose by an impressive 22%, demonstrating greater persistence and engagement from participants. Most notably, total minutes read increased by 58%, reaching a remarkable 912,651 minutes. We thank the Friends of the Newport Beach Library and the Newport Beach Public Library Foundation for generously funding this impactful community program.

Personnel

At Mariners, staff changes included the addition of Cece Villa as a new part-time Library Assistant, while part-time Library Clerk Sully Jacome was promoted to part-time Library Assistant and transferred to Central. CdM part-time Library Clerk Kaderina Guizar resigned on August 19. Training for the month included staff completion of the City's 2025 security awareness training.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

Librarian Danielle Yang, Library Assistant Greg Johnson, and Library Clerk Sully Jacome attended the Newport Mesa Unified School District's Back to School event at the IKEA in Costa Mesa on Saturday, August 2. They handed out tote bags to teens and promoted library services to everyone that stopped by their booth. They reported 490 visits by attendees, with many stopping by to say how much they love and appreciate the Library.

The Teen Summer Reading Program (SRP) totals were in and there were 118 registered teens and 37 teens that completed the program. We also had 102 teen volunteers help with the program, registering 1,131 hours. The teens enjoy helping with the SRP and we value their help immensely. We hosted a teen volunteer appreciation party where attendees played games, shared snacks, and got an opportunity to share their input on their experiences.

Adult Services

The Adult SRP had 375 registered adults with 130 people completing the program. Librarian Laurie Sanders hosted a warp party for adults and a zine exchange, which was a take-home craft for adults. Attendees had a great time discussing their favorite books over snacks and refreshments.

Library staff attended the 2025 Newport Beach Country Club Employee Health and Wellness Fair on August 12. Librarian Jeremy Rodriguez, Senior Library Clerk Julie Duncan, and Library Clerk Pam O'Connor interacted with 31 people and signed a number of attendees up for library cards. They answered many questions about the Media Lab and Sound Lab, upcoming concerts, Children's events, and other library services. Everyone attending was left excited to explore the Library further.

Staffing

Mikaela Malsy was promoted from the Balboa part-time Library Assistant position to the Corona del Mar full-time Library Clerk position. Candidates are currently in background for vacant part-time Library Assistant, Library Clerk I, and Library Clerk II positions. There are open recruitments for additional part-time Library Clerk I and Library Clerk II positions.

Proquest Articles Retrieved 2025-2026

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	3021	7894											5458
Newspapers--Current	913	18546											9730
Newspapers--Historical	3265	3739											3502
Magazines	47	389											218

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
Tracked by #searches													
A to Z Databases	481	438											919
Alexander Street	253	682											935
Ancestry	200	205											405
AskART	12	17											29
Brainfuse JobNow/VetNow	107	62											169
Britannica School Edition	9	0											9
Exploring Race in Society	24	14											38
Gale Archives Unbound	7	4											11
Gale Directory Library	45	25											70
Gale in Context: Biography	1	8											9
Gale in Context: Elementary	2	0											2
Gale in Context: Environmental	0	2											2
Gale in Context: Opposing View	17	10											27
Gale Interactive: Science	0	0											0
Gale Literature Resource Center	16	17											33
Gale eBooks	52	15											67
HeritageQuest	405	325											730
Legal Information Ref Center	64	57											121
National Geographic	12	26											38
National Geographic Kids	6	34											40
NewsBank	4794	4741											9535
NoveList Plus	48	41											89
NoveList K-8 Plus	12	146											158
ProQuest	4466	51391											55857
Proquest eLibrary	0	33											33
Reference Solutions Business	322	609											931
Reference Solutions Residential	12	29											41
SIRS Discoverer	4	12											16
SIRS Issues Researcher	267	659											926
State Statistics	5	6											11
World Book Online	9	39											48
Tracked by #page views													
Artist Works	3	2											5
Consumer Reports	2475	2156											4631
CultureGrams	68	36											104
Morningstar	3697	7618											11315
RealQuest	8	14											22
Tumblebooks	35	33											68
Value Line	9891	8507											18398
Wall Street Journal	3393	3469											6862
Tracked by courses													
LinkedIn Learning	254	262											516
Tracked by books logged													
Beanstack	7403	2832											10235
Tracked by Hours Used													
ABC Mouse	34.58	37.55											72.13
Beanstack	7738	1554											9292
Rosetta Stone	28.82	33.70											62.52

NBPL Website Usage 2025-2026

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	28317	28872											28595	57189
New Users	14608	15467											15038	30075
Sessions	47805	50528											49167	98333
Pageviews	122016	123728											122872	245744
Sessions Per User	2	2											2	--
Pages Per Session	3	2											3	--
Avg. Session Dur. (min)	7	7											7	--
Bounce Rate (%)	64	62											63	--

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											238	475
CdM	391	514											452	905
Mariners	2240	2200											2220	4440
Central	14120	16200											15160	30320
Total	16951	19189											18070	36140

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											331	661
CdM	557	527											542	1084
Mariners	1454	1432											1443	2886
Central	11130	10480											10805	21610
Total	13524	12717											13121	26241

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											26	51
CdM	32	34											33	66
Mariners	111	109											110	220
Central	746	672											709	1418
Total	919	836											878	1755

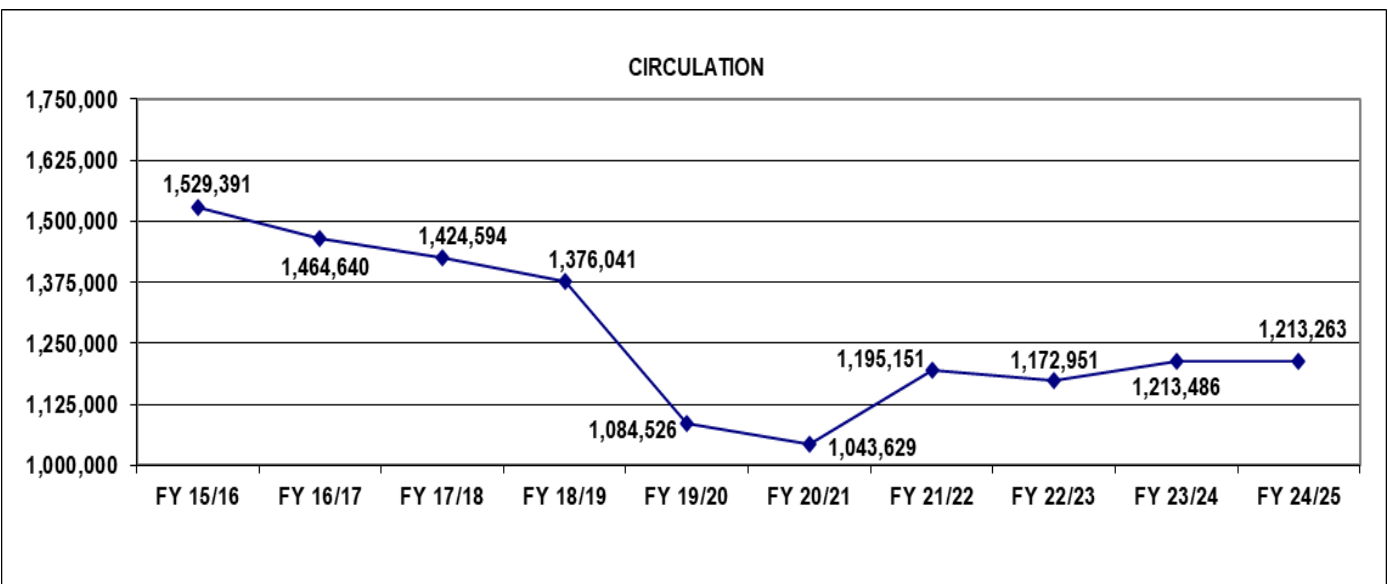
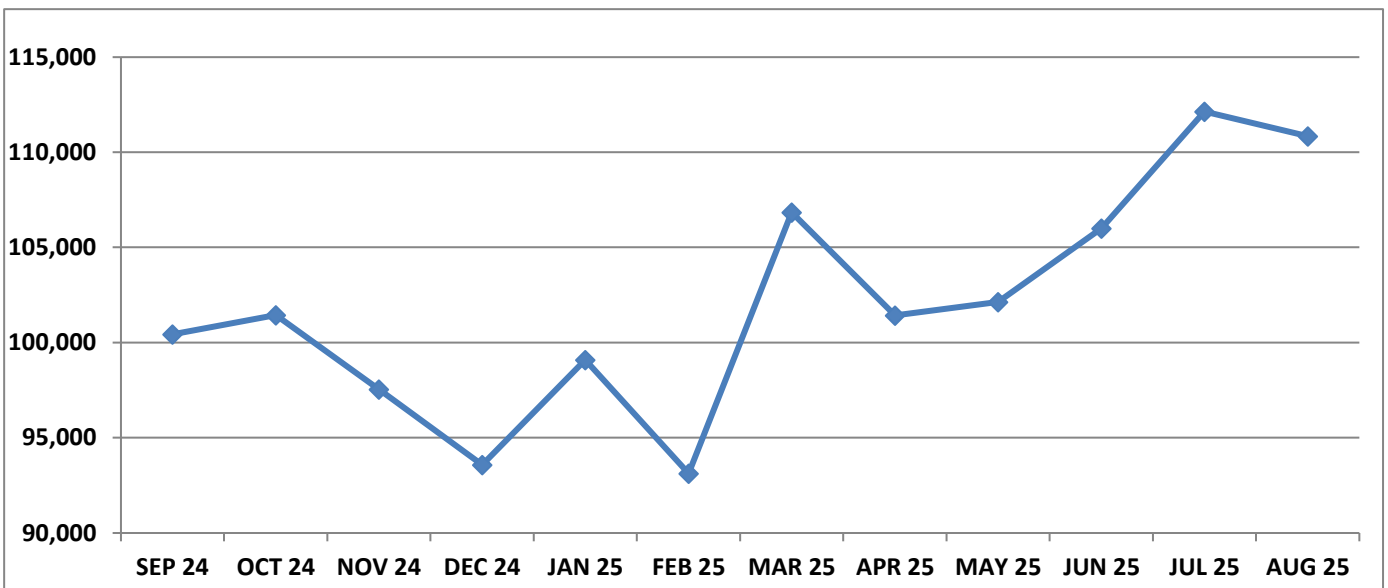
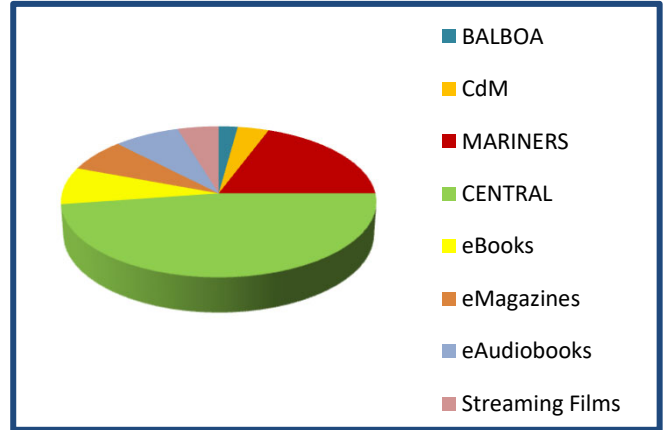
Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2025-2026

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	536	1012											774	1548
CdM	718	999											859	1717
Mariners	1580	1570											1575	3150
Central	1300	1580											1440	2880
Total	4135	5161											4648	9296

NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2025

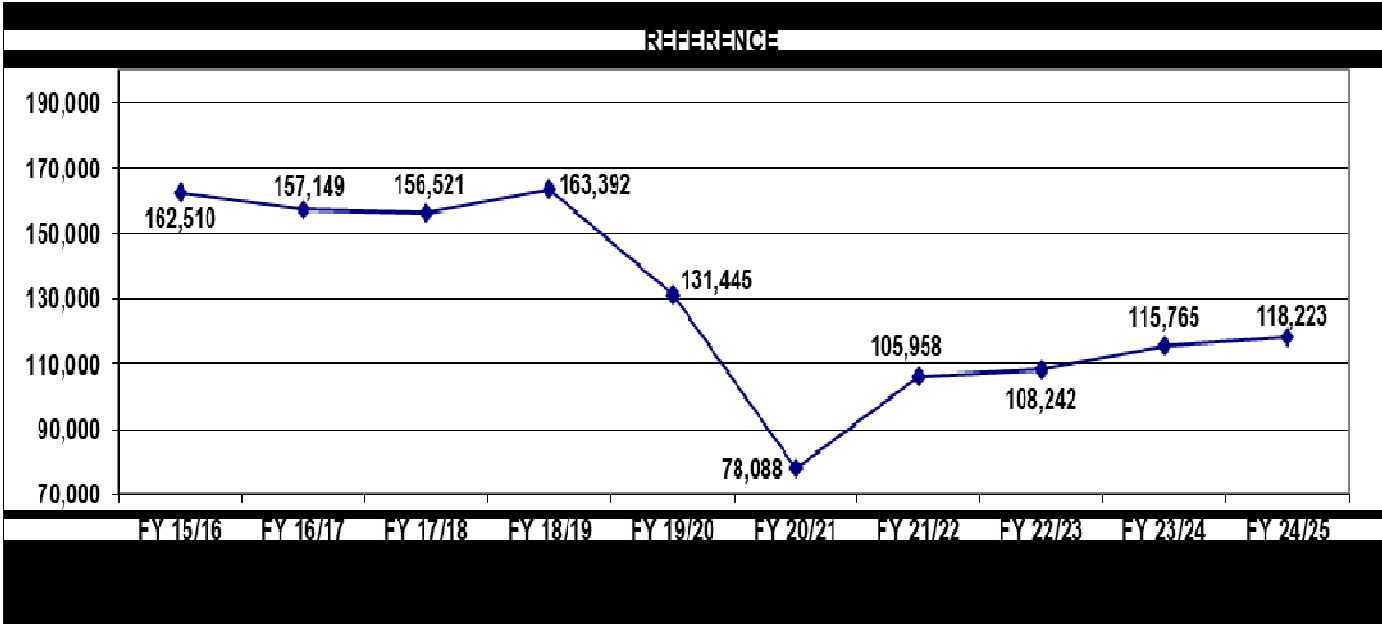
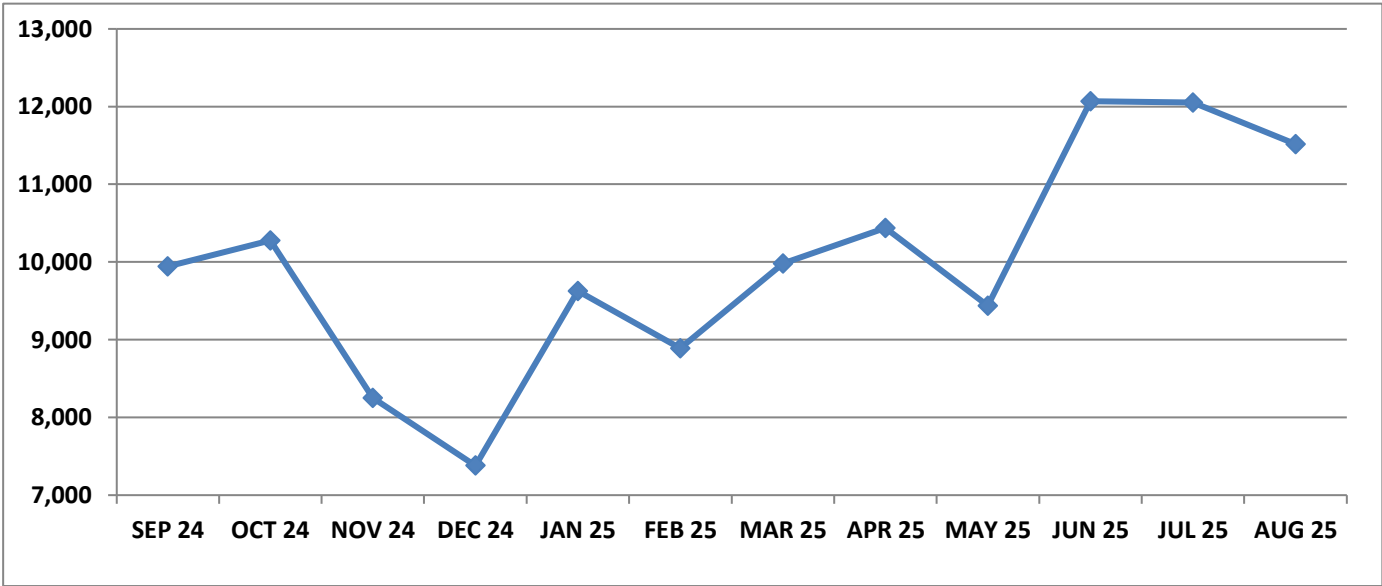
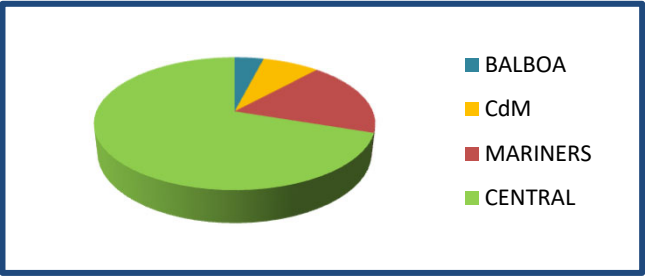
CIRCULATION

	AUG 25	YTD 25/26	YTD 24/25
BALBOA	2,403	5,198	6,185
CdM	3,961	8,065	8,288
MARINERS	21,337	42,728	41,156
CENTRAL	52,895	107,946	108,268
eBooks	8,821	17,682	16,880
eMagazines	7,819	14,803	9,076
eAudiobooks	8,407	16,788	15,099
Streaming Films	5,205	9,781	6,716
TOTAL	110,848	222,991	211,668



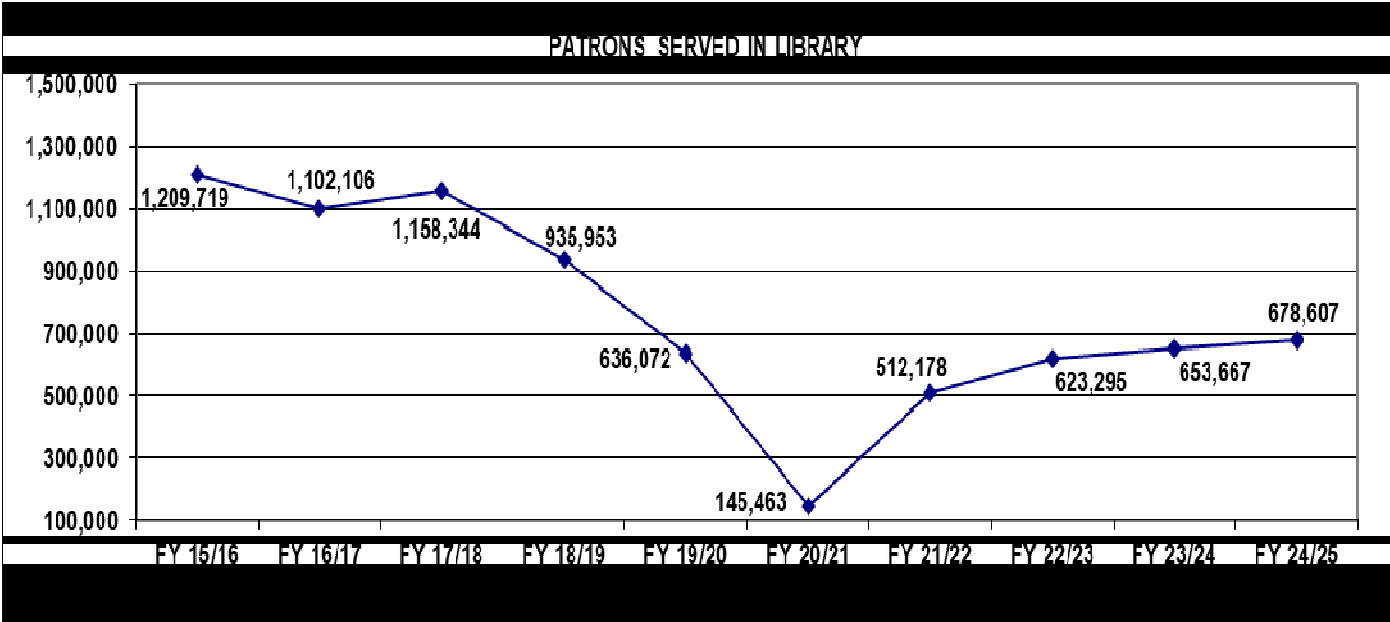
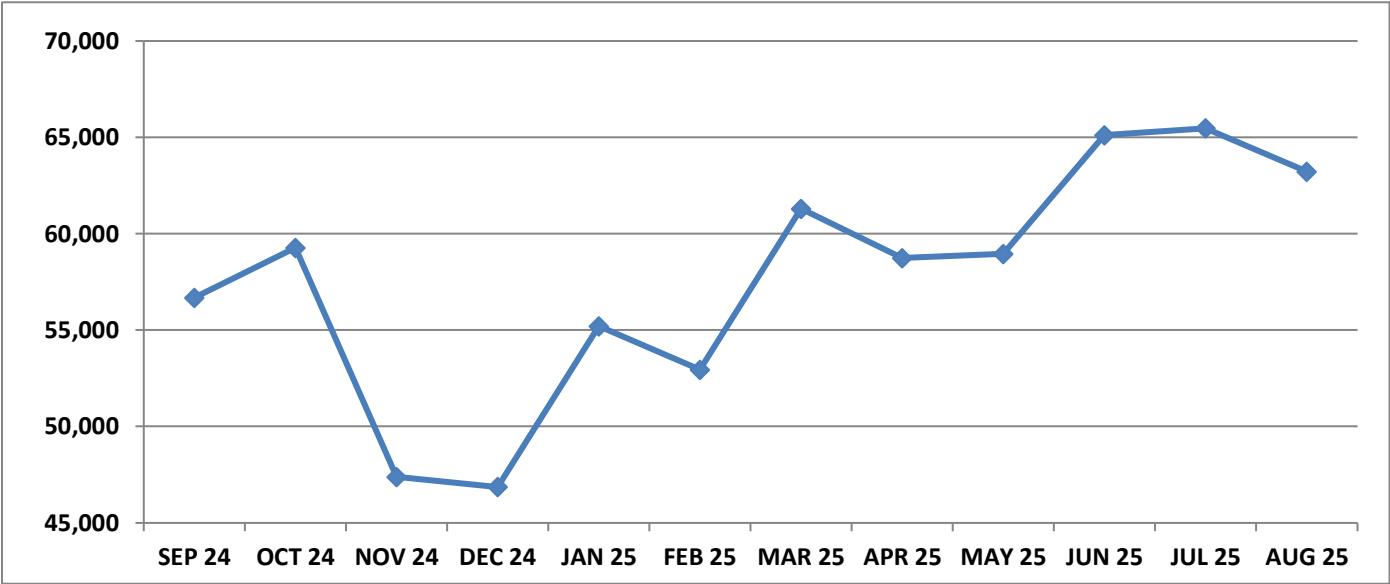
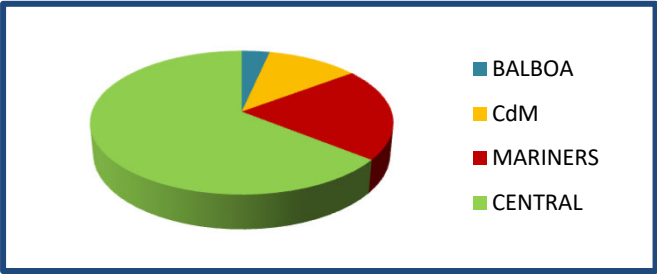
NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2025 REFERENCE

	AUG 25	YTD 25/26	YTD 24/25
BALBOA	460	916	863
CdM	900	2,094	1,512
MARINERS	2,109	4,488	4,418
CENTRAL	8,049	16,071	15,138
TOTAL	11,518	23,569	21,931



NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2025 PATRONS SERVED

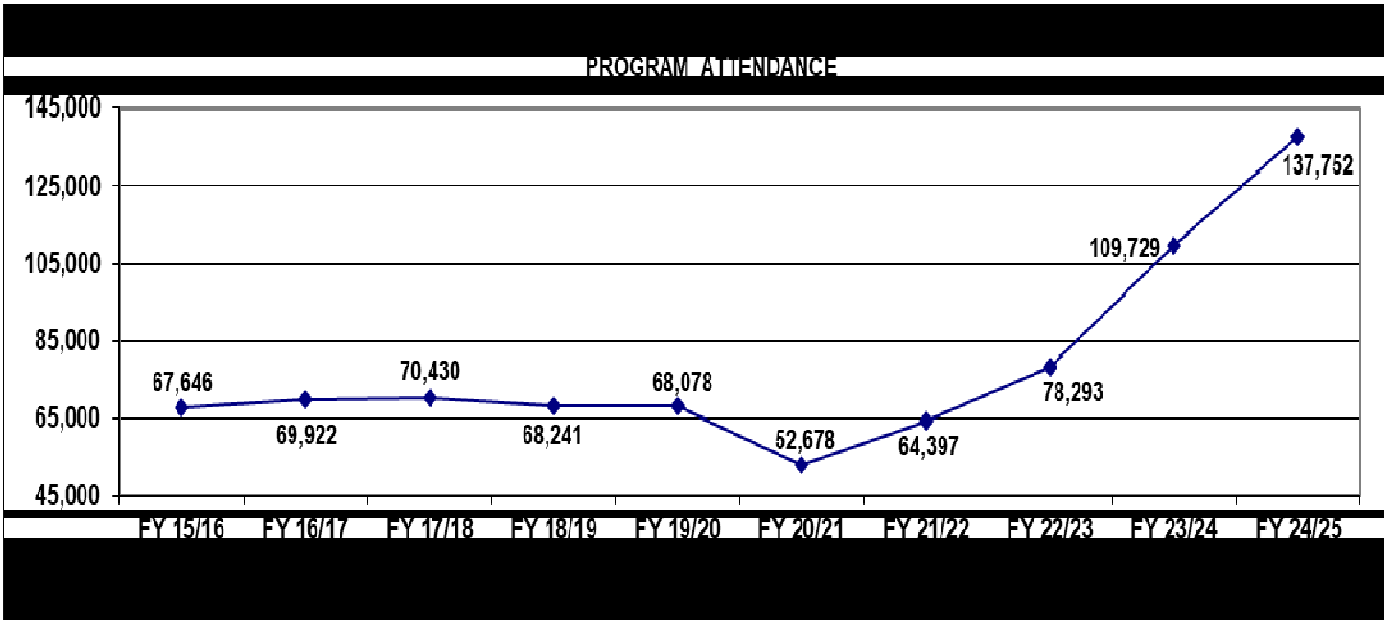
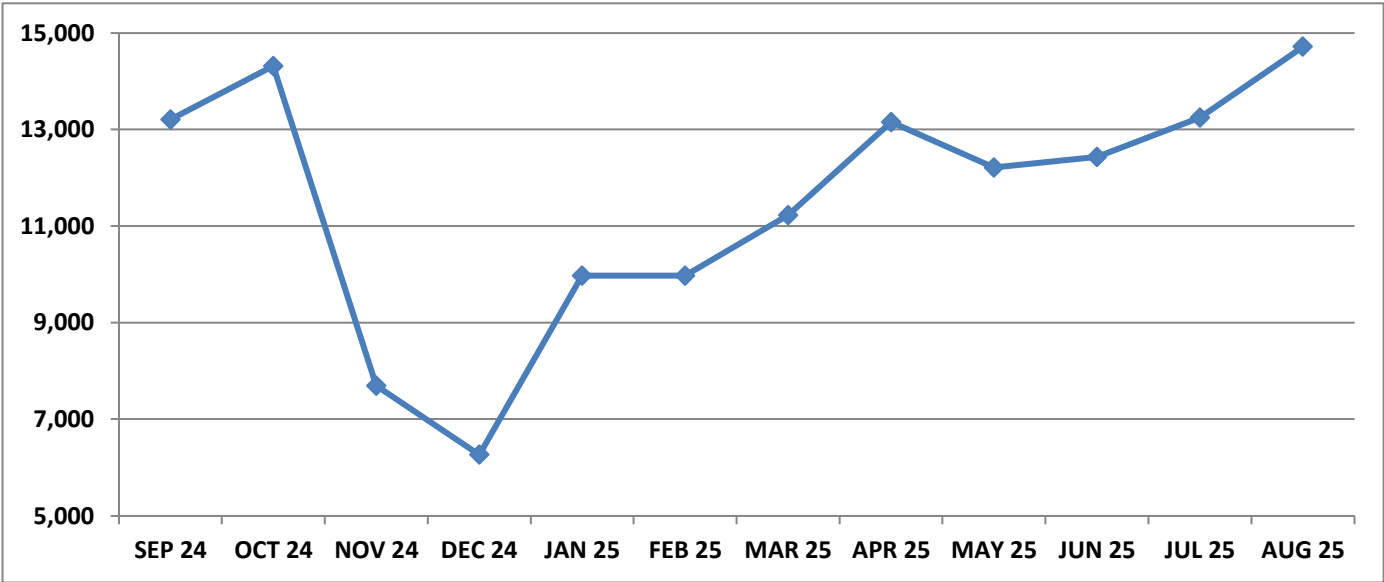
	AUG 25	YTD 25/26	YTD 24/25
BALBOA	2,180	4,666	5,223
CdM	7,180	15,115	7,433
MARINERS	13,202	25,318	23,228
CENTRAL	40,662	83,599	80,258
TOTAL	63,224	128,698	116,142



NEWPORT BEACH PUBLIC LIBRARY - AUGUST 2025 PROGRAM ATTENDANCE

	AUG 25	YTD 25/26	YTD 24/25
BALBOA	203	914	926
CdM	1,940	3,465	2,666
MARINERS	1,775	4,270	3,806
CENTRAL	10,796	19,311	19,923
TOTAL	14,714	27,960	27,321

- BALBOA
- CdM
- MARINERS
- CENTRAL



Memo

To: Library Trustees

From: Jerold D Kappel, CEO

Date: September 10, 2025

Re: Library Foundation Report

1. **Governance:** The September 2025 Board Meeting was held on Monday, September 8. Melissa Hartson, Library Director, and Dorothy Larson, Library Trustee Liaison attended.
 - a. The next Foundation Board meeting is scheduled for Monday, October 13, 2025.
2. **Rebranding of Foundation:** The meeting began with an overview of the rebranding project by consultants Pip Tompkins and Jill Nordquist. The rebranding will include a restatement of the mission, a tag line, and a new logo. That project has a deadline of November 15, so that the new “brand” can be announced in the Winter Bookmark.
 - a. The consultants interviewed 10 Foundation key stakeholders as research for their analysis. We know who the consultants interviewed, but there is no attribution so that those interviewed could speak openly.
3. **Beyond Books Campaign**
 - a. As of the date of this report, the Foundation has raised \$11,717,314.34. Of that amount, \$731,933.47 is in future payments.
 - i. Due to the recently passed P.L. 119-21, One Big Beautiful Bill Act or OBBBA, it may be advantageous for those in the 37% tax bracket, and/or for those that itemize, to accelerate 2026 and later pledged contributions to 2025. Beyond Books donors that have gift payments in 2026 and future years have been notified of this option.
 - b. The proposal to name the auditorium “The Library Foundation Auditorium” with the designation of the Tod and Linda White contribution is being reviewed by Assistant City Attorney Yolanda Summerhill for presentation to the City Council for approval. It is anticipated that it will go to the Council in October.

- c. We update the construction video on the website every 7-10 days. Everything is on the Witte Hall tab on the website—why it is needed, what it will accomplish, how to support, the gift agreement form, donor levels and benefits. NBPLF.foundation/Witte Hall
4. **Development:** Due to the Library closure and logistical difficulties in holding the event at another location, the Library Leadership Reception usually scheduled for the Fall will be postponed to a later date after the Stahr Courtyard is available.
- a. A letter is being sent to the Library Leadership donors (\$1,000 and above) notifying them of this change.
5. **Finance:** The 2025 fiscal year audited financials are in final draft. It is expected that the audit will be final and sent to the Finance Committee for acceptance by September 23. The IRS 990 is also in draft. Once the audit is accepted by the Board and the 990 approved, the documents will be published on the Foundation website.
- a. The Foundation includes three years of 990s and audits on its website. It has a 4-Star rating from Charity Navigator and is rated Platinum for transparency and accountability by Candid. The Foundation has also passed two privacy and payment security compliance tests for contributions through its website.
6. **The Witte Hall:** The Grand Opening is still scheduled for the weekend of March 20-22, 2026. With the agreement of the Library, the Library Foundation will hold its Witte Hall donor recognition event on Friday, March 20. The event will include a dinner with food stations throughout the Central Library followed by leadership and donor recognition and a prestigious speaker in Witte Hall. Randy Heyler is chairing the planning committee for this event.
- a. The August construction report states that the projected completion date is now March 6, 2026.
 - b. The Foundation is seeking corporate sponsors to underwrite the opening weekend and will seek advertising in the program book for that weekend and for Library and Library Foundation programs for the remainder of the fiscal year (June 30 end.)
7. **Programming:** All programming for the 2025-2026 season was announced in the Summer Bookmark magazine. Single tickets for Library Live went on sale September 1. Witte Lecture single tickets will go on sale September 26.
- a. All four Library Live lectures are sold out. To accommodate overflow for the two programs held in the Civic Center Community Room, the side doors will be opened and extra chairs added outside. The Foundation has sold 152 season passes for Library Live.
 - b. There are already 91 season passes for the Friday evening lecture and 98 for the Saturday afternoon lecture. The first Witte Lecture is in February.
 - c. Because of the Stahr Courtyard construction, four of the Foundation programs for the Fall/Winter will be held in the Civic Center Community Room or at the Oasis Center. One Finance Workshop will be held in the Newport Coast Community Center. Only the Book Discussion Group will be held in the Friends Room.

- d. After the March 20 grand opening of Witte Hall, the Witte Lecture series, Library Live, and Spotlight on Science will be moved to Witte Hall. The Financial Literacy Workshops and Medicine in Our Backyard will continue to be held in the Friends Room.
8. **Library Renovation closing:** The Foundation will have a hybrid home/library work schedule during the Central Library closing because of the HVAC replacement and other renovations during the September closing.
- a. Foundation programs and meetings for the week of October 6 will also be scheduled for locations other than Central Library.
9. **Bookmark:** The Fall/Winter Bookmark is in editorial layout. It will include Winter/Spring programming, the annual report, an introduction of the new “brand”, the announcement of the Grand Opening of Witte Hall, an article on Trustees, an essay and a poem from the Project Adult Literacy In Your Own Words booklet, and at least four pages dedicated to Library events and news.
10. **Advocacy:** There is some concern that E-Rate funding for Wi-Fi in libraries may be eliminated by the FCC. This will impact rural and tribal libraries more than urban libraries.
- a. Although the administration and some legislators are pushing to eliminate the IMLS (Institute of Museum and Library Services) completely, the House Appropriations subcommittee seems unwilling to do so. The first version of the relevant bills includes funding for library services through the Library Services and Technology Act and funding for the Institute of Museum and Library Services (IMLS). Funding may probably be reduced in the final bill, but the agency may not be eliminated. (The National Endowment of the Arts and National Endowment for the Humanities are also facing elimination but may get by with only significantly reduced budgets.). California received \$15.7 million in federal funding in 2024 through the Library Services and Technology Act. Every state receives LSTA funding. The state has to match the federal funds.