

Jerold D Kappel, CEO
The Library Foundation of Newport Beach

Memo

To: Library Trustees
From: Jerold D Kappel, CEO
Date: November 12, 2025
Re: Library Foundation Report

1. **Governance and Management:** The November 2025 Board Meeting was held on Monday November 10. Chase Reif, Library Trustee and Foundation Liaison, and Melissa Hartson, Library Director, attended. Vanessa Moore, Arts Commissioner, attended and presented the August 2026 Arts and Culture Week proposal.
 - a. There is no December Foundation Board meeting. There will be a holiday reception, the date of which will be announced later.
 - b. Kunga Wangmo Upshaw will be on maternity leave beginning Monday, November 24, 2025. She anticipates returning in late January.
 - c. The Stahr Courtyard work, scheduled to be completed by the end of November, is far from completion. Consequently, the Foundation has placed holds on other sites for programs scheduled for the Friends Room during January-March 8.
 - d. The Board approved a policy regarding solicitation of corporate sponsorships and strategic alliances for Foundation events.
2. **Rebranding of Foundation:** The Branding Committee has requested additional refinements from the consultants of the new mark graphic and logo of the Library Foundation. It will be announced in the winter edition of Bookmark Magazine scheduled to be published and mailed the first week of December.
3. **Beyond Books Campaign**
 - a. The Library's commitment to the City is 50% of the cost of construction not to exceed \$11,743,968. However, the Foundation did agree to fund the full amount of the additional cost of expanding the size of the video wall which will add \$130,000 to the Foundation's total commitment. Currently there is still \$1.2 million remaining of the contingency fee. Contingency fees that are not spent will reduce the final cost to the Foundation. The Foundation has nearly completed its Beyond Books Campaign, however \$852,000 is in future payments. The Foundation will need to continue raising funds to meet the payment schedule of the Third Amendment to the MOU

agreement. The Construction management originally required that all names for the donor wall in the Woolsey Library be provided by November 15. However, with the construction completion date now moved to March 8, 2026, the Foundation is requesting that the date to provide names of donors be moved to January 15, allowing an additional 60 days for donors to make their commitment to the campaign.

- i. Inclusion on the donor wall are for donors at \$25,000 and above.
 - b. The proposal to name the auditorium “The Library Foundation Auditorium” requested by Tod and Linda White with their major contribution was approved by the City Council on October 14.
 - c. The Grand Opening of Witte Hall is still scheduled for the weekend of March 20-22, 2026, even though the projected completion of the Hall is now March 8. The Foundation is continuing to plan for the Donor Grand Opening event of Witte Hall on Friday March 20, 2026. It is a donor benefit for donors that have contributed at least \$25,000 to the construction of Witte Hall.
 - d. 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.
4. **Development:** The Foundation is seeking corporate sponsors for the opening weekend of Witte Hall. The goal is to raise \$100,000 this weekend. Additionally, the Foundation will publish a printed program that will include donor recognition and all Library and Foundation programs for the remainder of the 2025-2026 season ending June 30. Advertising will be available in the program.
 - a. There are some significant changes in the tax deductibility of contributions that were included in the bill signed into law in July 2025 that will take effect on January 1. All major donors to the Foundation and to the Beyond Books Campaign have been notified of these changes.
 - b. Giving Tuesday is December 2. The Foundation will do a special campaign to raise funds for technology for the Library, including equipment for the Broadcast Booth for podcasting, and additional Tech Toys and Tech Toys for Kids.
 - c. The November-December period is when nearly 40% of contributions are received by the charitable sector. Contributed revenue for the year depends on these two months.
5. **Finance:** The Board of Directors accepted the 2025 fiscal year audited financials and approved the IRS reporting form 990 at the November meeting. The audit and the public form of the 990 will be published on the Foundation’s website under the About/Financial Responsibility tab. 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. **Programming:** The only programming still held in the Friends Room is the Book Discussion Group as there are less than 45 people. The Foundation has used the Civic

Center Community Room, Oasis Center, and the Newport Coast Community Center for programming while the Courtyard is under construction and the Friends Room capacity is severely limited.

- a. All four Library Live lectures are sold out. The first Library Live presentation with Thomas Fuller, author of *The Boys of Riverside: A Deaf Football Team and a Quest for Glory* was Thursday, October 16, 7:00pm. Fuller was in conversation with former professional football referee and local community leader, Laird Hayes. The coach featured in the book joined Fuller and Hayes for the Q&A. The presentation also featured ASL signers and leadership from the California School for the Deaf. The second Library Live was with Riverside author Susan Straight with her newly published novel, *Sacrament: A Novel*. Straight's novel about California nurses during the Covid epidemic has been featured in the LA Times, OC Register, NY Times, Washington Post, and other printed and online publications.
 - b. The Witte series has sold 240 total season passes for Friday night and Saturday afternoon. Additionally, a total of 199 single tickets has been sold for the lectures. The first Witte Lecture is February 27-28 with China expert Julian Gerwitz.
 - c. The Spotlight on Science next lecture will be on November 19 in the Community Room with Doug Finke speaking about quantum computing. There are over 200 people already registered.
 - d. The Library Foundation will participate in the Arts and Culture Week with a special Library Live presentation. The speaker will be confirmed in December.
 - e. The Foundation has over 19,500 current email subscribers. The open rate is 52.8%, which is 15% over the industry average. We include Library and Friends news in the Foundation's weekly newsletter.
 - f. All Medicine in Our Backyard and Spotlight on Science lectures are video recorded and provided free on the Foundation's website under the Archives tab. Medicine in Our Backyard average views are 110 with a high of 251. Spotlight on Science has average views of 350 with a high of 784. Because of contract payroll requirements with Witte Lectures and Library Live speakers, those videos are only available to Foundation members and for a limited time.
 - g. 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, Medicine in Our Backyard, and the Book Discussion Group will continue to be held in the Friends Room.
7. **Bookmark:** The Fall/Winter Bookmark is in production for publication in the first week of December. Featured will be 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 four pages dedicated to Library events and news.