



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Monday, April 21, 2025 - 5:00 PM

Board of Library Trustees Members:

Chase Rief, Chair
Antonella Castro, Vice Chair
Dorothy Larson, Secretary
Lauren Kramer, Trustee
Meghan Murray, 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, March 16, 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. **CHAIR'S WELCOME**
- V. **NOTICE TO THE PUBLIC**

The City provides a yellow sign-in card to assist in the preparation of the minutes. The 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.

VI. 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 17, 2025 Board of Library Trustees Meeting (pp. 4-12)**

[DRAFT OF MINUTES](#)

- 2. Patron Comments (pp. 13-14)**

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

[PATRON COMMENTS](#)

- 3. Expenditure Status Report (pp. 15-16)**

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. 17)**

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

[MONITORING LIST](#)

VII. CURRENT BUSINESS

A. Items for Review

- 5. Library Materials Selection (pp. 18-20)**

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

[STAFF REPORT](#)

6. Media Lab Update (pp. 21-22)

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

[STAFF REPORT](#)

7. Library Activities (pp. 23-32)

Monthly update of library events, services, and statistics.

[STAFF REPORT](#)

B. Monthly Reports

8. Library Foundation Liaison Report (pp. 33-35)

Trustee update of the most recently attended Library Foundation Board 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.

VIII. 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.

IX. 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

X. ADJOURNMENT

CITY OF NEWPORT BEACH

**Board of Library Trustees
Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA
Meeting Minutes
Monday, March 17, 2025 – 5:00 PM**

I. CALL TO ORDER

Chair Chase Rief called to order the Board of Library Trustees meeting for March 17, 2025.

II. ROLL CALL

Trustees Present: Chair Chase Rief, Vice Chair Antonella Castro, Secretary Dorothy Larson, Trustee Lauren Kramer (left meeting at 5:42 p.m.)

Trustees Absent: Trustee Meghan Murray (excused)

Staff Present: Melissa Hartson, Library Services Director
Rebecca Lightfoot, Library Services Manager
Andrew Kachaturian, Adult Services Coordinator
Annika Helmuth, Branch and Youth Services Coordinator
Evelyn Rogers, Balboa Branch Librarian
Tom Sandefur, Assistant City Engineer, Public Works

III. PLEDGE OF ALLEGIANCE

Trustee Lauren Kramer led the Pledge of Allegiance.

IV. CHAIR'S WELCOME

Chair Chase Rief welcomed back all in attendance and thanked them for attending on St. Patrick's Day.

V. NOTICE TO THE PUBLIC - Waived

VI. CONSENT CALENDAR

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

Chair Rief inquired whether any Trustees had requests to pull an item from the Consent Calendar. There were none.

A. Consent Calendar Items

1. Minutes of the Feb 24, 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 Rief opened the item to public comments, there were none.

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

AYES: Rief, Castro, Larson, Kramer

NOES:

ABSTENTIONS:

ABSENCES: Murray

VII. 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.

Balboa Branch Librarian Evelyn Rogers reported on the success of their Toy Train Thursday programming for children. She added their weekly story times are also well-attended. She stated that first-grade students from Newport Elementary School come for an annual visit to discover the Library. She added staff will visit Newport Elementary School in May to present a summer reading program, including prizes available for children. She noted regular Wednesday afternoon events also bring young weekly visitors.

Balboa Branch Librarian Rogers reported the BARK: Read to a Dog program started in August 2024 and has proven to be both popular and beneficial to children in learning to read aloud. She added the Balboa Branch presented several craft programs over the past year. She noted that holiday-themed craft programs are reliably popular, particularly on

Halloween and Valentine's Day. She added the Balboa Branch has recently held outdoor space and winter wonderland-themed craft events among other popular crafting events.

Balboa Branch Librarian Rogers thanked Friends of the Library for sponsoring 100% of their children's programming.

Balboa Branch Librarian Rogers reported the past couple of years have seen high staffing turnover for the Balboa Branch but added they are presently at full staff. She reported staff has been methodically weeding out worn materials since October 2024 in advance of the renovations. She added many items are being transferred to the Central Library. She reported signs alerting patrons of the upcoming project have filled many of the vacated shelves. She added general facility cleanout is underway for the almost 100-year-old building and staff has slowed down supply purchase rates.

In response to Vice Chair Castro's inquiries, Balboa Branch Librarian Rogers did not have a simple answer for the reason for the high turnover of staff. She added it is disappointing once you take the time to train people losing them so soon. She could not confirm if the general marketplace for librarians is part of the problem. She added they are a small staff so any departures impact all.

In response to Chair Rief's inquiry, Balboa Branch Librarian Rogers reported the nautical non-fiction collection will be relocated to the Central Library after their closure. She could not confirm whether it would remain at the Central Library or return to the Balboa Branch when the new facility opens. She theorized it may stay at Central due to Balboa's reduced space in the updated facility.

Library Services Director Hartson noted Balboa Branch Librarian Rogers is the only full-time staff member at the Balboa Branch. She stated the remainder of the staff is part-time so this status can potentially lead them to continually look for full-time opportunities elsewhere. Balboa Branch Librarian Rogers added the Balboa Branch has had two consistent staffers throughout this period of turnover in herself and Library Clerk Mike Payne, adding some stability.

Assistant City Engineer Tom Sandefur reported on the multi-year process towards the upcoming Balboa Branch replacement, featuring a variety of public hearings including the City Council. He stated construction will start in the fall with plans for the Library and adjoining Newport Beach Fire Department (NPF) Balboa Station 1 having been submitted to the Building Department for permitting. He added all code requirements have been met. He reported the Fire Station and the Library will swap places in the new building with the Library moving to its east side and displaying renderings of the new facility's exterior and interior. He noted the site will gain parking spaces over what currently exists, and the alleyway entrance will be preserved by public request. He added that, like many beach houses in the area, designers are planning to use warm blue and sand tones for the Library's interior.

Assistant City Engineer Sandefur presented cost information for the project, noting it has not changed since the replacement was last presented to the City Council. He reported the matter of tree removal is currently awaiting a hearing by the California Coastal Commission. He added an on-site water line will be relocated under the street. He stated

the next step is permitting the temporary Fire Station followed by the bidding process for the permanent construction.

In response to Secretary Dorothy Larson's inquiry, Assistant City Engineer Sandefur stated the facility was last before the City Council in or around June 2024.

Chair Rief reported the last City Council meeting had an update on upcoming projects which included this facility.

In response to Secretary Larson's inquiry, Assistant City Engineer Sandefur confirmed the cost estimates have not changed since last summer.

Chair Rief opened public comments.

Jim Mosher, a Newport Beach resident, inquired if the two rooms in the front of the building are intended to be study rooms.

Chair Rief closed public comments.

Library Services Director Hartson confirmed the two rooms are intended to be group study rooms.

6. Study Rooms/Charles Sword Meeting Room Policy

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

No report was given.

Chair Rief opened the item for public comments.

Jim Mosher, a Newport Beach resident, expressed his displeasure over the requirement for study rooms only being able to be reserved in person. He stated this policy disfavors residents who live farther from the Library and may want to use a study room later in the day, forcing them to make an unnecessary second trip. He decried the policy for not giving all residents an equal chance to make reservations.

Chair Rief closed public comments.

Motion made by Trustee Lauren Kramer, seconded by Chair Chase Rief, and carried 4-0-0-1 to approve staff recommendations.

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

7. Acceptance of Donations

Staff recommends the Board of Library Trustees review and accept two donations from the Newport beach Public Library Foundation and a donation to Project Adult Literacy made by a patron in memory of Dr. Stephen Koffler.

Chair Rief reported donations have come in from the Newport Beach Public Library Foundation for children's tech toys and to Project Adult Literacy (PAL) from Haley and Michael Dahl in memory of former PAL tutor Dr. Stephen Koffler.

In response to Chair Rief's inquiry, Library Services Director Hartson clarified children's tech toys are a new collection to be introduced due to this donation. She added the collection will be like the adult tech toy collection except geared towards children including small robotics, interactive games, microscopes, and other pieces of equipment.

Chair Rief opened the item for public comments, there were none.

Motion made by Chair Chase Rief, seconded by Vice Chair Antonella Castro, and carried 4-0-0-1 to approve staff recommendations.

AYES: Rief, Castro, Larson, Kramer

NOES:

ABSTENTIONS:

ABSENCES: Murray

Chair Rief thanked the Dahls, a younger couple with young children, for giving back to the Library.

8. Children's Caregiver Collection Ad Hoc Subcommittee Update

Ad Hoc Subcommittee will provide an update regarding the new collection for children and their caregivers.

Secretary Larson reported, following the last board meeting's discussion, meeting with Trustee Murray and Library Services Director Hartson to discuss the intention behind the collection. She clarified it would not be a typical Collection but rather just a shelf or two in the children's area.

Library Services Director Hartson reported that the staff is considering a collection of children's books intended to help facilitate difficult discussions between children and caregivers. She added grouping things together helps boost a collection's usage by providing a more efficient patron experience through ease of access. She added access to the materials will be unrestricted. She compared the intention to how the Library groups books related to an upcoming holiday for easier access. She added the Collection will not be labeled as sensitive materials.

Library Services Director Hartson reported, in response to Trustee Kramer's inquiries at the last meeting, staff researched and found five other Orange County cities, along with the County itself, with a similar collection, detailing how those municipalities manage their collections. She added Newport Beach is one of four cities in the County currently without a designated caregiver/parenting collection.

Secretary Larson noted the discussion was likely spurred by complaints about certain books some would like to see removed from the children's area. She lauded this proactive approach to adding a valued resource to the children's area. She added she wished she had such resources years ago when she was dealing with some of these same issues with her children.

Library Services Director Hartson added the five focus categories for the Collection would be behavior and interpersonal relationships, health and development, life changes, safety, and school readiness.

Chair Rief stated, assessing this meeting and the last one, that there is no need for a policy change from the Board. Library staff has heard to the Board's concerns, met with the subcommittee, heard two meetings of public comments, and read emails submitted by the public. He would want to empower Library staff to proceed as they see fit.

Chair Rief opened the item for public comments.

Joni Nichols, a Newport Beach resident, asked about ease of access and wished to know if there would be a list of all the items in the Collection, such as an index to aid in searching.

Trustee Kramer responded that it would be premature to answer as nothing had yet been done.

Jim Mosher, a Newport Beach resident, commented that he thinks it's wise for Library staff to decide what is the best and most effective and efficient way to organize collections in the Library in which the Board has not previously been involved. The Board might want clarity on what age group this is intended for as some of the topics sound as if they are for younger children while others are for older children. They may also want to give more thought to the name of the collection as "caregiver" normally refers to healthcare issues.

Chair Rief closed public comments.

Chair Rief received and filed the report.

9. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Hartson reported that February is a relatively quiet month. She reported the new portable projector and screen were installed in the

Children's Library and used for the first time during a Mad Libs activity, thanking the Foundation for its donation. She added the City Council will be issuing a Proclamation for National Library Week ahead of the event on March 25. She noted the BARK: Read to a Dog program was recently featured in The Daily Pilot.

Chair Rief commended the news coverage and Library Service Director Hartson's update. He thanked the Foundation for the projector.

Chair Rief opened the item for public comments, there were none.

Chair Rief received and filed the report.

B. Monthly Reports

10. Library Foundation Liaison Report

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

Chair Rief reported, that following a City Council meeting, the Foundation voted to approve paying for the larger screen. He added fundraising is going well with the Foundation making progress toward its goal. He noted the Foundation has good upcoming programming planned and saw good attendance at recent events. He reported Dev Ghose has been added to the Foundation's Board, bringing a strong financial background.

Secretary Larson reported both the Witte Committee and Library Live Committee are working diligently on finding speakers.

Chair Rief stated he would open public comments after all three agendaized monthly reports. There were no objections.

11. Foundation Literacy Liaison Report

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

Vice Chair Castro reported a new Literacy Committee was formed and will conduct its inaugural meeting on March 25 following the City Council meeting.

12. Friends of the Library Liaison Report

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

Chair Rief reported the Friends of the Library presented positive news at the Friends' Board meeting. He advised that store sales are going great, and they are fully staffed. He stated they are planning for upcoming book sales while the Friends Meeting Room will be under reduced capacity.

Chair Rief opened public comment.

Jim Mosher, a Newport Beach resident, clarified there were proposals before the City Council for two different screen sizes.

In response to Mr. Mosher's inquiry, Chair Rief could not confirm the exact dimensions of the screen approved by the Foundation Board.

Library Foundation Chief Executive Officer Jerold D. Kappel confirmed they went with the 11 ft. x 19 ft. screen because the larger one would have required additional construction work to fit on the back wall. He clarified this is larger than the 9 ft. x 13 ft. model previously discussed by the Foundation. He added the 11 ft. x 19 ft. screen allows for optimal viewing for all in the auditorium whereas the larger one would have been visually cut off at the bottom for those watching from the lower seats in the auditorium.

Chair Rief closed public comment.

Chair Rief received and filed the reports in Item Nos. VII.B.10-12.

Chair Rief reported Trustee Kramer had to leave the meeting early due to a family commitment.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS – Three Minutes per speaker

Joni Nichols, a Newport Beach resident, reported reading the patron comments included in the agenda packet and thanked Library Services Manager Rebecca Lightfoot and Adult Services Coordinator Andrew Kachaturian for their written responses. She stated they represented the community well in cordially and professionally responding to inane questions.

Jim Mosher, a Newport Beach resident, reported from a recent Finance Committee meeting that a City Council-approved schedule of City fees was reviewed, noting it differs from the one adopted by the Board of Library Trustees. He cited as an example the fine for unreturned movies set by the Board is \$10 but the Council's schedule says \$20. He noted other similar discrepancies. He encouraged the Board to request clarity on the fees. He also questioned why the City Council's schedule would have a \$1 Use Fee applicable to library materials and questioned if the City Council has this authority as the Board sets rules and regulations for the City's libraries.

Library Services Director Hartson clarified that the City Council is setting a maximum fee, and the Library is not exceeding this limit. She advised that they are working with City staff to ensure alignment.

Chair Rief stated that the City Council cannot tell the Board what to charge with the City Council's element of checks and balances being its ability to replace Board members.

In response to an inquiry, Library Services Director Hartson clarified the \$1 fee is to rent a digital video disc (DVD) or Blu-ray disc. She noted that their systems are designed to align with the Board.

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

Chair Rief dissolved the Caregivers Collection Ad Hoc Subcommittee as no further action is needed.

X. ADJOURNMENT – 5:49 P.M.

The next meeting will be April 21, 2025.

DRAFT

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
1 <u>02/28/2025</u> Email <u>Andy Kachaturian</u> <u>Adult Services Coordinator</u> <u>03/03/2025</u>	I was wondering if the OCPL change removing all punitive fines (2021) also applied to the Newport Public Library? Thank you	Thank you for checking with us. The Orange County Public Library system is a separate library system. We do still maintain a fine structure for late materials. The following webpage Using the Library, goes through this structure ... If you have any questions, please feel free to let us know. Best regards.
2 <u>03/03/2025</u> Comment Card <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/03/2025</u>	I am a resident of Newport Beach. I use your online library a lot. I love it. Can you please provide access to a subscription to MasterClass? I'd love to stream their "Gut Health" miniseries. Very informative from top industry leaders.	Thank you so much for taking the time to fill out a comment card at the Central Library. I appreciate your feedback and I'm so glad you find our online library helpful. I reached out to MasterClass to see if they offer subscriptions to public libraries and unfortunately, they do not. If they ever add that to their service model, I would be happy to consider adding it to our resources. Please don't hesitate to reach out with any other comments or suggestions. Thank you.
3 <u>03/03/2025</u> Comment Card <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>03/03/2025</u>	[I like the] variety [at Newport Beach Public Library]. Jasmin, Librarian, [is] awesome [and] helpful!	Thank you for taking the time to fill out a comment card at the Central Library. I'm glad to hear that our librarian Jasmin was helpful! I will make sure to pass along your kind words of praise. I'm also happy to hear that you are pleased with our collections, facility, and services. We really appreciate the feedback. Please don't hesitate to reach out with any other comments or concerns.
4 <u>03/03/2025</u> Comment Card <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/03/2025</u>	The printer for computer print jobs does never print a receipt. Quite unusual!	Rebecca responded to the patron by phone and left a voicemail message. She apologized for the inconvenience and let him know Reference staff could print those receipts for him.
5 <u>03/03/2025</u> Email <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>03/04/2025</u>	We are part of the gaming business unit within HP Inc. located in Fountain Valley. We are looking for any volunteer opportunities around the area. Does this library or any other OC library have any volunteer activities that we could participate in?	Thank you for your interest in volunteering at the Newport Beach Public Library. We offer a variety of volunteer positions for students in seventh through twelfth grade and ages 12 to 18 years old. To apply, please complete the online application. A link to the online application is available at ... For information about all other Newport Beach Public Library volunteer opportunities, please visit our website ... If you have any further questions, I welcome you to email me directly.
6 <u>03/05/2025</u> Email <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/05/2025</u>	Do you have a list of donations you're interested in? Other than books & DVDs?	Thank you for thinking of us for your donations. The Friends of the Library accept donations on our behalf. You can find a list of items they accept on our website ... Here is an excerpt from that page ... I hope that helps! If you have any questions regarding the donation process, you can reach the Friends at 949-759-9667. Thank you.
7 <u>03/06/2025</u> Email <u>Julie Duncan</u> <u>Senior Library Clerk</u> <u>03/06/2025</u>	I would like to come by and get my passport renewed. I have my California real ID birth certificate and a previous passport, but it is older than 15 years so I can't use the mail service. Can I make an appointment ...	I am happy to assist you in making an appointment. We are here Monday through Thursday from 10 a.m. until 3 p.m. Our next available appointment is Thursday March 20, 2025, at 10:00 a.m. Beyond that there are several appointments available March 25, 2025, and beyond. Is there a day and time you prefer? You can reply to me or make an appointment online using this link ... You will need to bring the following to your appointment ... Thank you for contacting us and we look forward to assisting you with the application process.

Comment # Date Received Source of Comment Staff Member Staff Member Title Date Responded to Patron	Comment	Response
8 <u>03/07/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/10/2025</u>	I am reaching out with curiosity regarding any potential job openings at the library. I [have] several years of experience in Talent Acquisition for the Arts & Entertainment industry, but am looking to pivot out and am interested in learning more about opportunities at this library. Please let me know if there is a particular person that I can reach out to regarding potential part-time and full-time help, as I know this platform is not meant for job applications. Thank you and looking forward to hearing back from you soon!	Thank you for your interest in working for the library! All our job openings are posted on the City's website here ... You can also fill out a job interest card on the City's website to be notified by email whenever a new job in the library is posted ... I hope that helps! Please let me know if you have any other questions. Thank you.
9 <u>03/09/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/10/2025</u>	I have some old books I don't use anymore. Does the library take donations? If not, where could I donate these books? Thank you.	Thank you for thinking of us for your donations. The Friends of the Library accept donations on our behalf. You can find a list of items they accept on our website ... I hope that helps! If you have any questions regarding the donation process, you can reach the Friends at 949-759-9667. Thank you.
10 <u>03/12/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/12/2025</u>	I would like to pass on some sad news, and I know there are people there who would want to know. [A person] worked in the literacy program for several years, and was really devoted to helping people. Well, he died on March 8th, suddenly and unexpectedly. I am a hot mess, and not ok, so would appreciate any prayers from anyone. We moved to Alaska, which is why he stopped doing the program, but he really loved helping people there. Thank you for your time.	I'm so sorry for your loss. Please accept our deepest condolences on behalf of Project Adult Literacy and the Newport Beach Public Library as a whole. [He] will be deeply missed. Take care.
11 <u>03/12/2025</u> <u>Email</u> <u>Annika Helmuth</u> <u>Branch & Youth Services Coordinator</u> <u>03/12/2025</u>	I would like to know how to volunteer in the library.	Thank you for your interest in volunteering at the Newport Beach Public Library. We offer a variety of volunteer positions for students in seventh through twelfth grade. To apply, please complete the online application. A link to the online application is available at ... For information about other Newport Beach Public Library volunteer opportunities, please visit our website ... If you have any further questions, I welcome you to email me directly.
12 <u>03/13/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/13/2025</u>	My name is ... and I was wondering if you have any job positions available, particularly in the children's library? Please let me know. Thank you so much.	Thank you for your interest in working for the library! All our job openings are posted on the City's website here ... You can also fill out a job interest card on the City's website to be notified by email whenever a new job in the library is posted ... I hope that helps! Please let me know if you have any other questions. Thank you.
13 <u>03/17/2025</u> <u>Email</u> <u>Rebecca Lightfoot</u> <u>Library Services Manager</u> <u>03/18/2025</u>	My name is ... I am a 17 year old filmmaker based in Santa Ana. I am a senior at Orange County School of the Arts. I specialize in Film & Television, and for my senior thesis film I am making a 10 minute coming of age film that needs a library to film at. I humbly ask to see if that is possible to come true at your Newport Beach Central Library location. We were hoping to shoot March 23rd. If this date works for you please let me know. If you have any questions or concerns feel free to ask! I hope we can work something out! Thank you!	Thank you for reaching out. Could you elaborate on what would be involved with your filming? We need to ensure that no other patrons would be impacted. Thank you.

LIBRARY EXPENDITURES

FY 2024-25

(April 3, 2025)

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	MONTHLY EXPENDED	YTD 2024-25 EXPENDED	AVAILABLE BUDGET	YTD 2024-25 % EXPENDED	YTD 2023-24 EXPENDED
I SALARY & BENEFITS							
SALARY FULL-TIME REGULAR	3,346,020	3,346,020	253,819	2,269,569	1,076,451	67.8%	685,514
SALARY PART-TIME	1,419,780	1,424,882	40,642	663,134	761,748	46.5%	201,635
BENEFITS	2,305,496	2,459,924	195,121	1,683,748	776,175	68.4%	534,809
SALARY & BENEFITS TOTAL	7,071,297	7,230,826	489,582	4,616,452	2,614,375	63.8%	1,421,958
II MAINT & OPERATION							
PROFESSIONAL SERVICE*	215,453	247,711	80,108	208,889	38,822	84.3%	36,656
UTILITIES	383,009	383,009	44,262	261,281	121,728	68.2%	132,347
PROGRAMMING	2,000	2,500	251	1,658	842	66.3%	1,656
SUPPLIES**	82,800	81,300	9,785	69,580	11,720	85.6%	21,426
LIBRARY MATERIALS	669,740	690,424	24,144	652,280	38,144	94.5%	298,500
FACILITIES MAINTENANCE	248,450	270,681	15,989	166,832	103,849	61.6%	42,768
TRAINING AND TRAVEL	10,681	10,681	651	3,645	7,036	34.1%	47
GENERAL OPERATING EXPENSES***	24,202	33,476	3,427	31,633	1,843	94.5%	3,991
PERIPHERALS & SOFTWARE	5,000	4,500	1,156	1,306	3,194	29.0%	-
INTERNAL SERVICE FUNDS	1,849,173	1,704,825	284,137	1,420,687	284,137	83.3%	423,349
OFFICE EQUIPMENT	2,000	2,000	-	64	1,936	3.2%	-
MAINT & OPERATION TOTAL	3,492,508	3,431,106	463,910	2,817,856	613,250	82.1%	960,739
LIBRARY BUDGET TOTAL	10,563,804	10,661,932	953,492	7,434,308	3,227,625	69.7%	2,382,697

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

**INCLUDES OFFICE , PROCESSING AND JANITORIAL SUPPLIES

***INCLUDES, ADVERTISING, DUES, EVENT INSURANCE

FRIENDS

FY 2024-25

(April 7, 2025)

DATE FUNDED	AMOUNT	PURPOSE	AMT EXPENDED		NOTES
				YTD	
JULY 2024		WISH LIST			
	150,000	NEW MATERIALS	90,048		IN PROGRESS
	50,000	PROGRAMMING	7,435		IN PROGRESS
TOTAL	200,000		97,483		

FOUNDATION

DATE FUNDED	AMOUNT	PURPOSE	AMT EXPENDED		NOTES
				YTD	
JULY 2024		WISH LIST			
	21,500	LIBRARY MATERIALS	3,892		IN PROGRESS
	6,000	FURNITURE	6,206		SPENDING IS COMPLETE
	15,000	HARDWARE MONITOR/PRINTER	7,987		IN PROGRESS
TOTAL	42,500		18,086		

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previous Agenda Date	AGENDA ITEM		Scheduled Agenda Date
Ongoing	Policy Review (See List Below)		Ongoing
Apr 15, 2024	Performance Review of Library Services Director (Closed Session)		Apr 21, 2025
Apr 15, 2024	Library Material Selection		Apr 21, 2025
May 20, 2024	Media Lab Update		Apr 21, 2025
May 20, 2024	Annual Budget - Approval		May 19, 2025
May 20, 2024	Marketing Update & Social Networking Update		May 19, 2025
Jul 15, 2024	Branch Update - Corona del Mar		Jun 16, 2025
Jun 17, 2024	Financial Report Comparison of Beginning Budget to End of the Year Amended Budget		Jun 16, 2025
Jul 15, 2024	Election of Board of Library Trustees Officers/Trustee Liaisons		Jul 21, 2025
Jul 15, 2024	Proposed Library Closures for Winter Holidays		Jul 21, 2025
Aug 19, 2024	Information Technology Update		Aug 18, 2025
Aug 19, 2024	Adult and Reference Services Update		Aug 18, 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
LAST REVIEWED	POLICY REVIEW		
Jun 19, 2023	NBPL 4	Children in the Library Policy	Jun 16, 2025
Aug 21, 2023	NBPL 14	The Friends Meeting Room	Aug 18, 2025
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



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

April 21, 2025
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 Newport Beach Public Library Policy NBPL 2, *Collection Development Policy* to help guide purchasing decisions.

DISCUSSION:

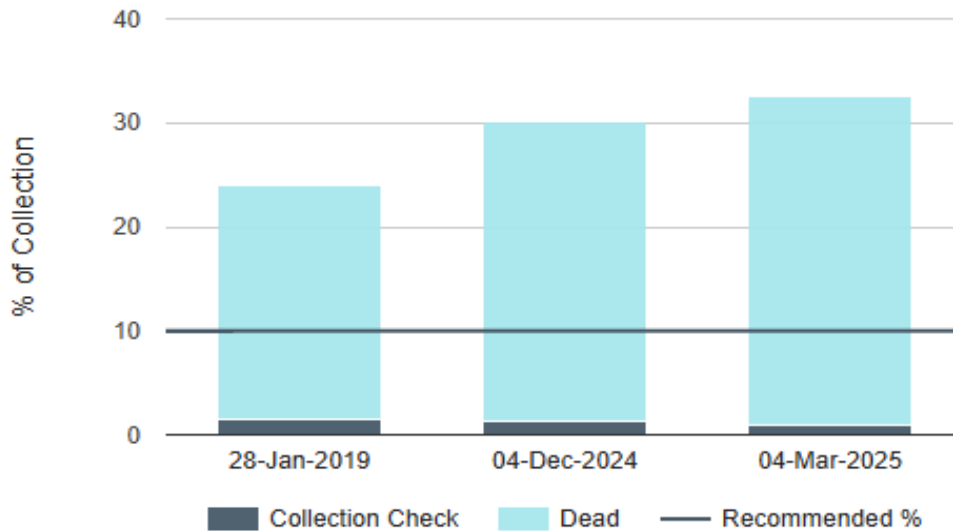
Patrons drive the Library's selection process. Selectors look at circulation statistics to determine which subject matters are the most popular to ensure the Library is up to date on the highest demand titles while still maintaining items in various subject matters, ensuring a broad collection with something 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 by the Library Services Director in writing to the patron. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

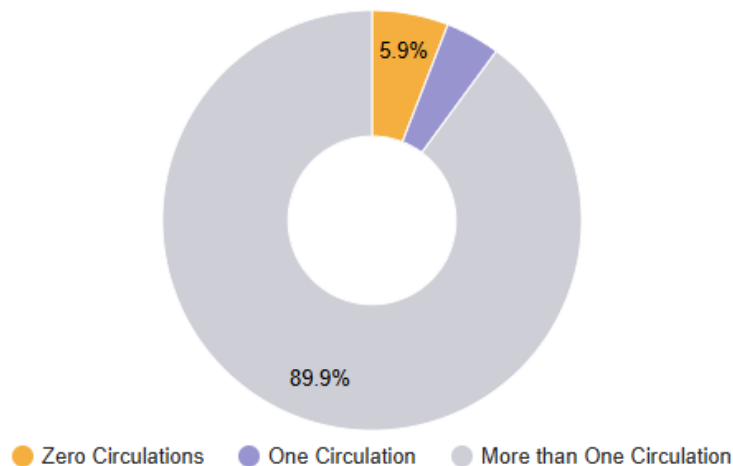
Collection HQ: The Library implemented Collection HQ in March 2019. Collection HQ is a powerful tool that provides rich data to help libraries better allocate funds. Collection HQ also makes suggestions for purchase based on lending patterns and comparing the collection to similar sized libraries. Collection 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 2025, the Library has 2.92% in collection check, down from 6.29% in January 2025.

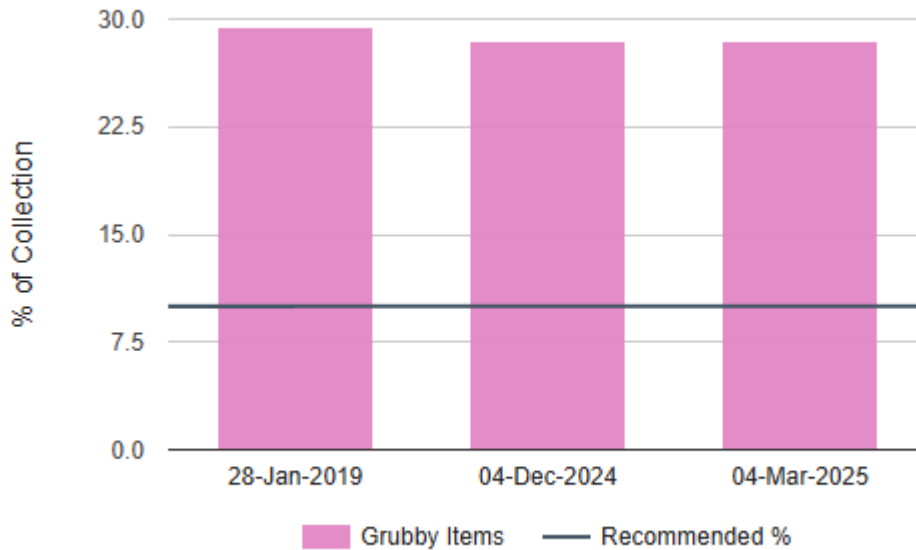
“Dead” items are items that have not circulated in over a year. For some collections this is a very short timeframe in which to judge titles. Selectors are evaluating these titles regularly to determine their useful lifespan.



“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 Newport Beach Public Library has around 10% of “dead on arrival” items as of September 2024. 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 2024, slightly under 30%. Many of our heavily circulated items continue to be in good condition 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 slide, provided by Collection HQ, 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 2025 Newport Beach Public Library	Southern Californian Peers	National Peers
Circulations (total number of uses last 12 months)	872,229	548,668	527,767
Turnover (average uses per items last 12 months)	3.7	2.3	2.7
Collection Check % (not changed status in 4 years – requires audit)	1.1%	7.5%	4.6%
Dead % (not changed status in 1 year – requires attention)	32.9%	38.7%	29.1%
Dead On Arrival % (added 6-18 months ago, but <2 circ's)	9.8%	23%	17.8%
Outdated Stock % NF (5 years since publication)	72.7%	75.1%	62.9%
Grubby Items % (more than 40 uses in lifetime)	38.5%	20.9%	16.8%

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 November 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 Newport Beach Public Library Foundation.

The Media Lab offers equipment and computer software designed to make digital copies of VHS and audio cassettes, vinyl, photos, slides, film (stills only), and negatives. The photo scanner that is used by patrons looking to archive materials like photos and slides is so popular that we are adding another scanner to the Lab to meet the needs of our productive patrons.

Patrons have access to specialized software such as the complete Adobe Creative Cloud – which includes Premiere Pro, Photoshop, Illustrator, After Effects, InDesign, Lightroom, Audition, and Dreamweaver – as well as Pro Tools, GarageBand, Final Cut Pro, iMovie, iPhoto, Adobe Contribute, and AutoCAD.

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.

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. We are hoping to add specialized podcast and video equipment to the Sound Lab, thanks again to the generosity of the Foundation.

Tech Toys

The Tech Toys collection of circulating equipment launched in May 2016 and continues to circulate well. The Library recently added a GoPro 13 as well as two Nintendo Switch gaming consoles, preloaded with popular games. Both new Tech Toys have been very popular with our patrons.

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. 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 February Library Activities – April 21, 2025 Meeting

MELISSA HARTSON, LIBRARY SERVICES DIRECTOR

Kit Coffee

In 2013, as part of the Newport Beach Civic Center project, the Central Library was expanded to include a small retail concession space. When the last tenant vacated the concession space in 2023, it was advertised for lease, and the City of Newport Beach collected proposals from interested food-service operators. After evaluating the proposals, Kit Coffee, a locally owned coffee and tea house, was determined to meet the needs of the site for operation of the concession space in the Central Library for an initial term of 5 years. Kit Coffee, which has existing locations in Newport Beach and Irvine, will have a focused food menu that includes avocado toasts, sandwiches, and several salads. The menu may change seasonally and based on customer feedback.



WHEELHOUSE LIST FOR LIBRARY TRUSTEES

- Library Live: Viet Thanh Nguyen
Thursday, April 24, 7 p.m.
Friends Room, Central Library
- PAL Volunteer Appreciation Luncheon
Saturday, April 26, 11 a.m.
Friends Room, Central Library
- Medicine in Our Backyard: Managing Memory Loss
Monday, April 28, 7 p.m.
Friends Room, Central Library
- Spotlight on Science: Understanding the Risks of Earthquakes with Dr. Lucy Jones
Wednesday, April 30, 7 p.m.
Friends Room, Central Library
- Board of Library Trustees Meeting
Monday, May 19, 5 p.m.
City Council Chambers, Civic Center

REBECCA LIGHTFOOT, LIBRARY SERVICES MANAGER

Literacy

We officially welcomed 22 new learners into Project Adult Literacy (PAL). Learners met with Literacy Coordinator Christina Smith where they discussed their goals and signed up for classes. The next step is to be matched with a tutor, which will be completed in April.

Literacy Coordinator Smith held final eight-week check ins with new learner/tutor matches, and every match is going well. PAL had 12 learners participate in this year's Writer to Writer to Writer Challenge.

PAL staff prepped for the upcoming Volunteer Appreciation Celebration taking place in the Friends Room on Saturday, April 26.

Programming

In March, the Library offered the popular Storytellers 3-part series once again. There will be one more series offered in May before the program season ends. The bi-weekly Writers Group also continued with regular participants as well as newcomers each week.

Genealogy Uncovered workshop discussed the topic of cemeteries and how distinct types; military, rural, church can hold critical information.

March's Sunday Musicale featured Astral Mixtape, an LA-based alternative classical ensemble mixing classical violins, cello, and piano with a synthesizer and other electronics combining R&B, jazz, and rock with classical music. Our community enjoyed something different from our usual acoustic performances, and the ensemble received a standing ovation to which they obliged with an encore.

ANNIKA HELMUTH, BRANCH AND YOUTH SERVICES COORDINATOR

Branch Activities

Mariners Branch (Mariners) hosted a variety of engaging events including a St. Paddy's take-home craft. Additionally, the Seed Library received a full spring refresh, which led to a notable increase in engagement, with new patrons asking questions and raising awareness about the Library's offerings.

Balboa Branch hosted a *Superhero Party* that let kids embrace their inner heroes with comic book-style crafts and activities. Additionally, *BARK: Read to a Dog* returned to the branch in March and continues to be a popular program for younger students and their families.

At Corona del Mar Branch (CdM), a special *Spy* event was a hit and 1,046 children and caregivers enjoyed educational toys in the children's room. CdM staff also proctored 16 tests.

Youth Services

In March, a variety of fun and educational events took place at the Central Library. *BARK: Read to a Dog* had several returning attendees; *Makerspace* invited participants to create colorful art; and *Craftersnoon* saw 68 attendees making state-themed crafts like redwood trees and sea lions. *STEAM Lab* also engaged several returning participants who enjoyed testing paper airplanes and learning about drag through experiments. Monthly book club participants discussed *A Rover's Story* and completed a fun letter-writing activity. At the end of the month, the Environmental Nature Center brought animals and interactive learning to 56 participants, who got hands-on with creatures like a toad and a snake. Each event was well attended, offering a mix of creativity, learning, and fun for the community.

Special Programs

On Sunday, March 2, a special event with illustrator Christina Forshay had a nice turnout. Christina led the group in a read-along of *A Morning with Grandpa* followed by a movement activity where participants were able to try out the different yoga poses and tai chi depicted in the book. Several new families attended, and one family came especially to "meet an illustrator" and were very excited to ask Christina about her career.

Class Visits

On Tuesday, March 4, Harbor Day's first grade classes visited CdM and Fire Station 5. Students were excited to visit both locations and meet staff as they are learning about community helpers.

Later in the month, 33 preschool students along with their four chaperons visited the Central Library for a field trip. The students received a behind-the-scenes look at the circulation workroom, a full tour of the children's room, and concluded with a storytime in the Stahr Storytime Room.

Outreach

Staff participated in the 41st annual Spirit Run, a community fundraiser for local schools and charities promoting youth fitness. The Library gave out prizes, including 70 cooling sport towels to race participants, and engaged with attendees about upcoming events while issuing library cards and answering questions.

On Thursday, March 27, Branch and Youth Services Coordinator Annika Helmuth attended the 9th Annual Battle of the Books (BOB) at the Oasis Senior Center, where students from six Newport-Mesa Unified School District Schools (Andersen, Eastbluff, Mariners, Newport Coast, Newport El and Sonora), plus Our Lady Queen of Angels, participated in an energetic and action-packed competition. Offered as an

extracurricular program, participating students attend regular book club meetings throughout the school year and discuss selected books, which include a mix of popular and classic literature. During the competition, students compete using a series of supplied questions that test students on their knowledge and comprehension of the books at their grade level. The Library is working closely with BOB coordinators to ensure BOB titles are available for students to check out.

Personnel

The children's librarians participated in CollectionHQ training late in the month. A CollectionHQ representative detailed several tools useful in collection maintenance that will assist staff in managing their collections more efficiently and effectively. CdM Library Clerk Daisy Hernandez participated in the City-sponsored training *Transformative Customer Service & Emotional Intelligence*. At Mariners, a part-time Library Page resigned.

ANDREW KACHATURIAN, ADULT SERVICES COORDINATOR

Teen Services

There were twelve members of the Young Adult Advisory Council on Wednesday, March 12. The teens discussed what they are currently watching and reading, which included an interesting mix of newer materials such as the book *Onyx Storm* and the TV show *Arcane*, and older materials such as the *DaVinci Code* and the *Foundation* series by Isaac Asimov. Fantasy and Science Fiction remain popular. In addition to their regular monthly discussions, they provided input on the Teen Summer Reading Program, library databases in relation to their homework, and future meeting structures.

Staffing

Three new Library Pages started in March: Taylor Fallon, Elyssa Coon, and Princess Umayam. We are currently recruiting for one part-time Library Assistant for Mariners Branch, one vacant part-time Library Clerk position, and two Library Page positions.

Facilities

Public Works continues to plan for upcoming projects. They anticipate the elevator modernization project to begin in early April at the Central Library, starting with the staff elevator near the circulation workroom. Patrons will be able to continue to make use of the main public elevator and library staff are prepared to keep any resulting disturbances to a minimum throughout the project.

HVAC vendor RAM Air repaired a heat pump that failed in March and has been providing regular maintenance throughout both the Central Library and Mariners Branch.

Proquest Articles Retrieved 2024-2025

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
Business Databases	1279	1530	1636	1740	1907	4548	1849	1901	4550				2327
Newspapers--Current	1285	1161	1426	1277	1671	1266	1170	1426	1298				1331
Newspapers--Historical	3576	2019	1982	2675	2151	1601	2099	1972	3088				2351
Magazines	17	56	44	82	18	13	27	36	49				38

Database FY Comparisons	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	YTD 24/25
Tracked by #searches													
A to Z Databases	684	644	411	436	972	419	1396	3207	547				8716
Alexander Street	730	168	478	664	93	296	79	1591	*				4099
Ancestry	588	514	290	249	201	453	331	158	180				2964
AskART	14	18	15	12	11	8	13	12	7				110
Brainfuse JobNow/VetNow	158	79	15	55	13	10	29	6	27				392
Britannica School Edition	1	119	1979	50	57	8	174	95	56				2539
Exploring Race in Society	2	5	29	32	30	4	12	23	21				158
Gale Archives Unbound	23	2	154	312	33	11	6	44	29				614
Gale Directory Library	16	36	78	75	16	8	9	16	43				297
Gale in Context: Biography	14	5	316	286	56	71	100	240	74				1162
Gale in Context: Elementary	3	3	63	2	2	8	2	1	2				86
Gale in Context: Environmental	0	0	20	74	12	2	2	0	39				149
Gale in Context: Opposing View	1	2	343	233	765	40	73	4	17				1478
Gale Interactive: Science	0	0	0	0	0	0	0	0	0				0
Gale Literature Resource Center	20	18	50	89	64	67	7	70	566				951
Gale eBooks	19	29	51	154	186	18	81	235	117				890
HeritageQuest	150	50	121	55	114	58	64	20	136				768
Legal Information Ref Center	103	86	68	44	39	12	49	110	136				647
National Geographic	14	26	60	143	60	42	56	32	20				453
National Geographic Kids	8	13	30	150	35	43	38	16	20				353
NewsBank	770	1638	1939	1159	1092	1137	1988	1104	1282				12109
NovelList Plus	81	23	64	31	45	30	54	90	104				522
NovelList K-8 Plus	41	6	22	26	22	41	17	4	56				235
ProQuest	3058	3526	4107	4074	4783	19420	4186	3984	15210				62348
Proquest eLibrary	4	34	39	18	8	10	9	4	11				137
Reference Solutions Business	325	359	366	211	274	294	483	352	254				2918
Reference Solutions Residential	33	9	17	5	37	15	22	6	15				159
SIRS Discoverer	2	16	120	283	410	180	292	91	3747				5141
SIRS Issues Researcher	856	740	1317	1884	549	1646	665	653	1761				10071
World Book Online	34	19	187	90	99	29	39	39	8				544
Tracked by #page views													
Artist Works	3	4	2	1	5	1	7	2	1				26
Consumer Reports	2442	2585	1928	2089	2527	2319	1894	1897	2446				20127
CultureGrams	23	48	183	12	108	78	31	38	3				524
Morningstar	5545	4471	3207	9879	5902	7052	3816	4098	1464				45434
RealQuest	57	29	12	32	38	59	90	255	6				578
Tumblebooks	3	126	7	10	5	38	30	14	19				252
Value Line	12179	10816	12942	14370	11729	13208	9544	8713	8124				101625
Tracked by courses													
LinkedIn Learning	291	257	332	405	312	252	240	323	385				2797
Tracked by books logged													
Beanstack	9161	3189	3875	3256	2728	1731	2713	1772	2524				30949
Tracked by Hours Used													
ABC Mouse	45.00	46.23	42.58	12.72	16.93	7.75	7.25	4.83	17.68				200.97
Beanstack	5385	445	280	265	144	163	163	140	155				7140
Rosetta Stone	58.01	53.38	63.06	25.70	7.23	27.50	32.97	29.67	24.77				322.29

Notes:

* Data unavailable at this time. Will add when received.

NBPL Website Usage 2024-2025

Metric	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Total Users	31175	32341	28123	25891	24631	24092	29972	27717	26384				27814	250326
New Users	23890	24747	20174	17388	16099	14804	18764	16901	14393				18573	167160
Sessions	49426	50616	47008	44470	40519	39329	49749	45862	45341				45813	412320
Pageviews	106254	111503	106163	105742	92678	98196	114563	105037	105751				105099	945887
Sessions Per User	2	2	2	2	2	2	2	2	2				2	--
Pages Per Session	2	2	2	2	2	3	2	2	2				2	--
Avg. Session Dur. (min)	5	6	6	6	6	8	7	7	8				7	--
Bounce Rate (%)	60	62	59	56	61	61	61	61	62				60	--

Today's Business Solutions Wireless (TBS): Total Data Transferred (GB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	152	125	155	147	132	186	133	137	202				152	1368
CdM	190	131	160	245	132	181	256	339	248				209	1881
Mariners	2000	1640	1900	1870	1570	1780	1730	1540	1740				1752	15770
Central	12550	13050	12600	13180	10860	11340	11940	12930	14050				12500	112500
Total	14892	14946	14815	15442	12694	13486	14058	14946	16240				14613	131519

Today's Business Solutions Wireless (TBS): Total Unique Patrons 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	385	323	280	292	262	330	272	273	355				308	2772
CdM	406	308	320	403	279	321	398	418	422				364	3275
Mariners	1343	1286	1420	1464	1333	1404	1406	1424	1558				1404	12638
Central	8624	8913	9314	9920	8539	9091	9896	10325	11437				9562	86059
Total	10758	10830	11334	12079	10413	11146	11972	12440	13772				11638	104744

Today's Business Solutions Wireless (TBS): Average Number of Patrons Per Day 2024-2025

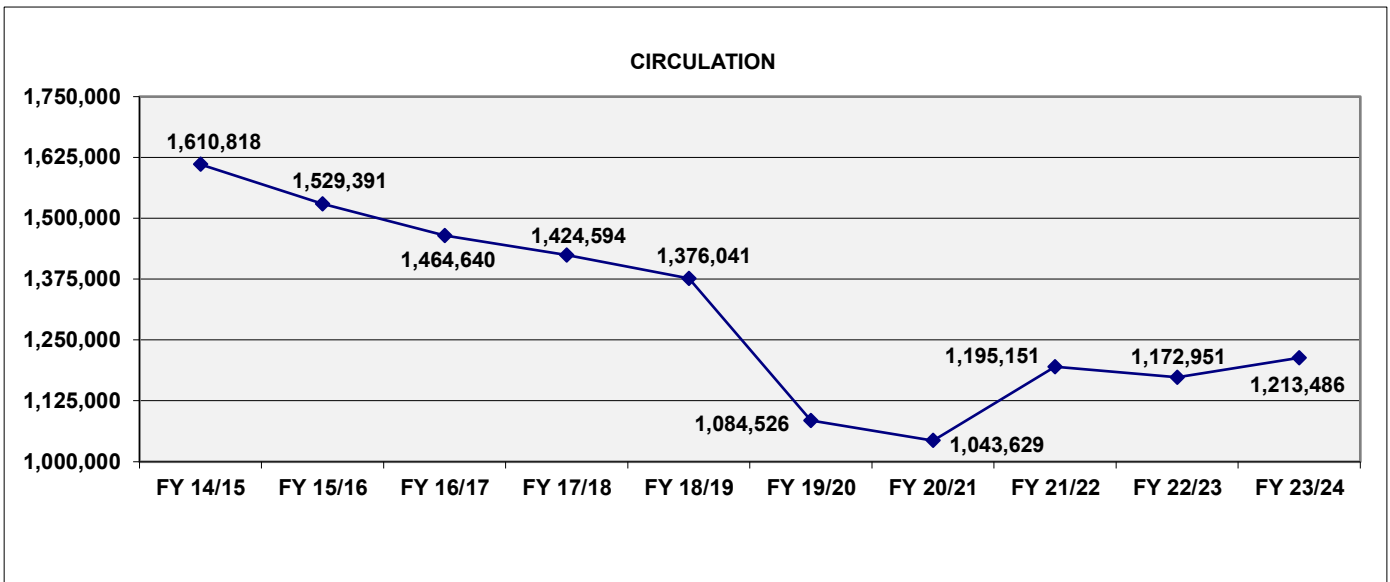
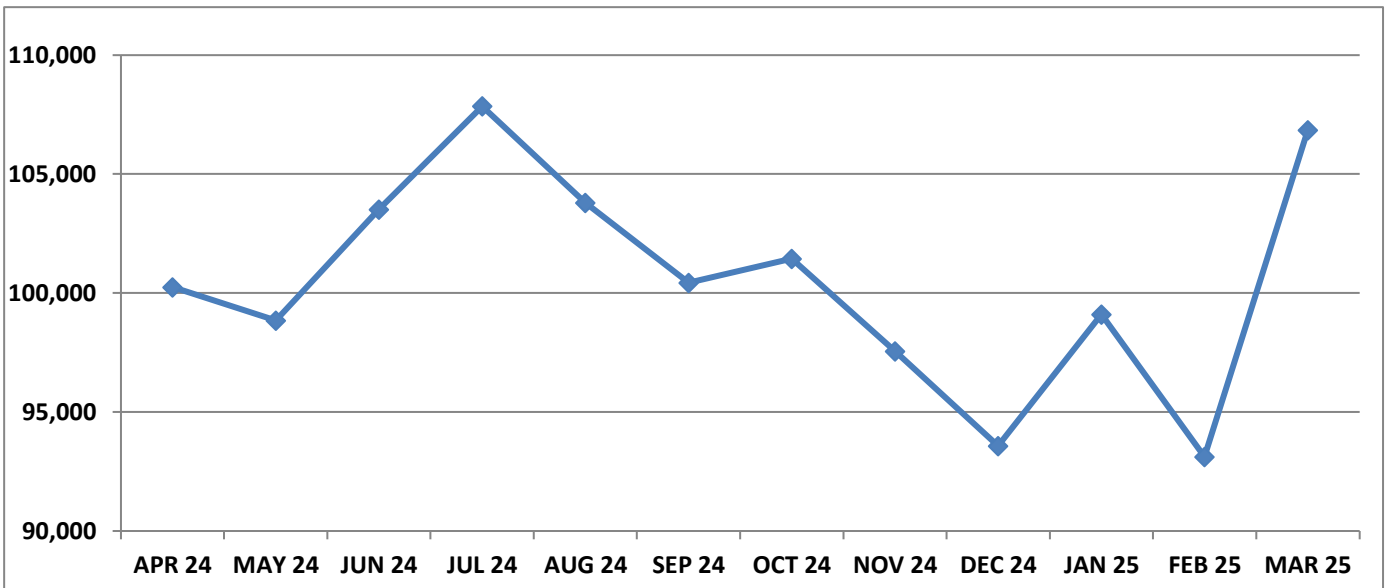
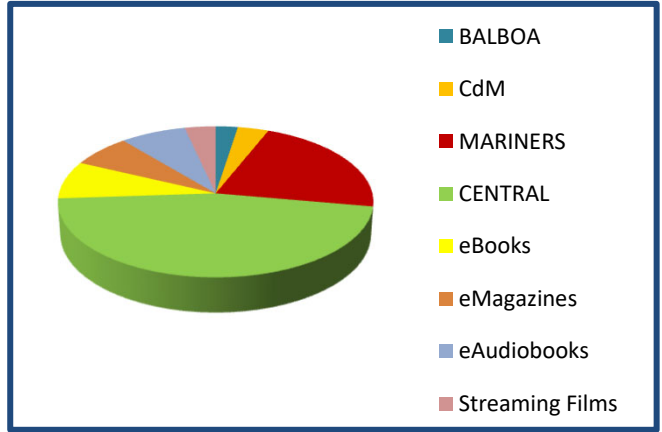
Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	36	28	25	26	24	24	26	27	32				28	248
CdM	24	20	20	26	19	22	27	30	26				24	214
Mariners	110	102	124	138	107	108	110	106	121				114	1026
Central	665	628	673	692	549	590	611	684	728				647	5820
Total	835	778	842	882	699	744	774	847	907				812	7308

Today's Business Solutions Wireless (TBS): Average Usage Per Patron (MB) 2024-2025

Location	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Total
Balboa	404	397	566	514	516	576	500	514	583				508	4569
CdM	479	436	513	623	483	577	658	830	602				578	5200
Mariners	1520	1300	1370	1310	1200	1300	1260	1110	1140				1279	11510
Central	1490	1500	1380	1360	1300	1280	1240	1280	1260				1343	12090
Total	3893	3632	3829	3807	3499	3733	3657	3734	3585				3708	33369

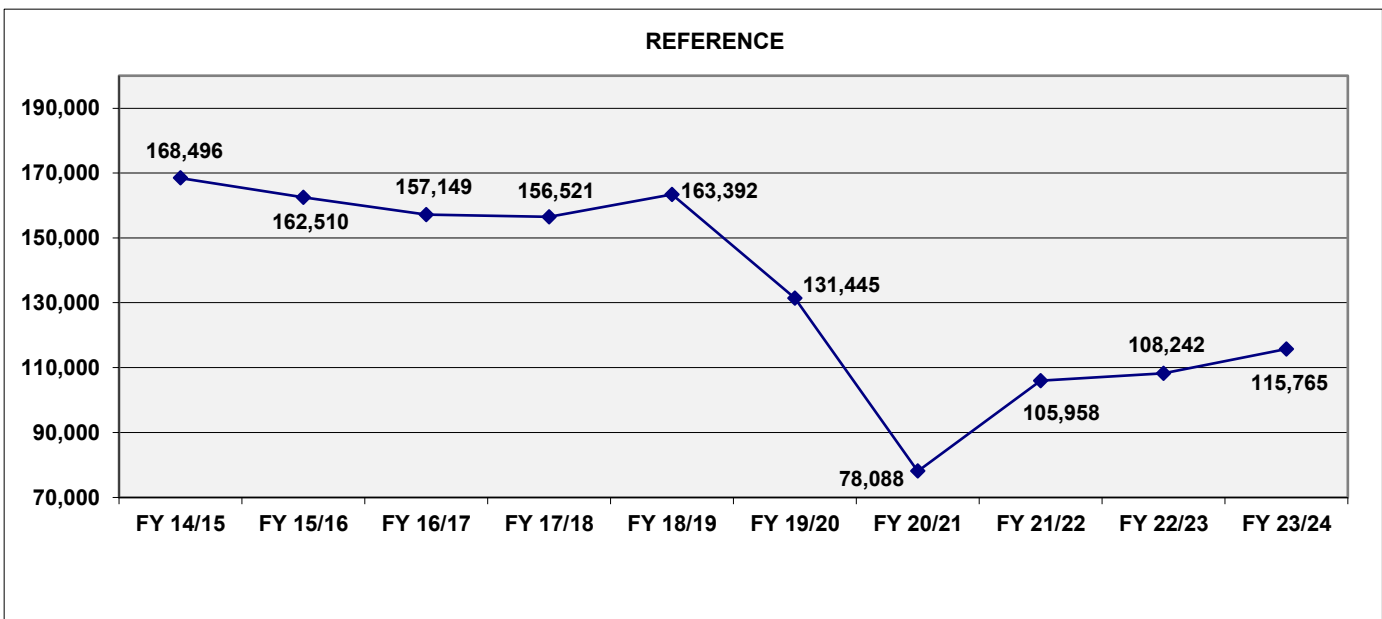
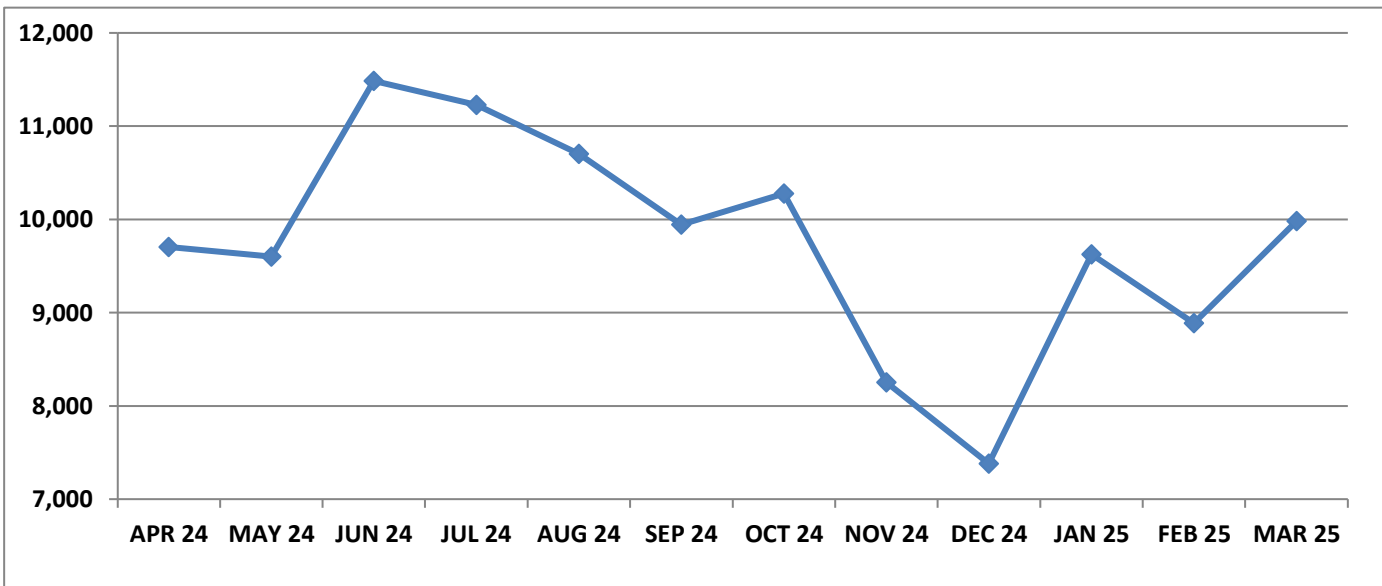
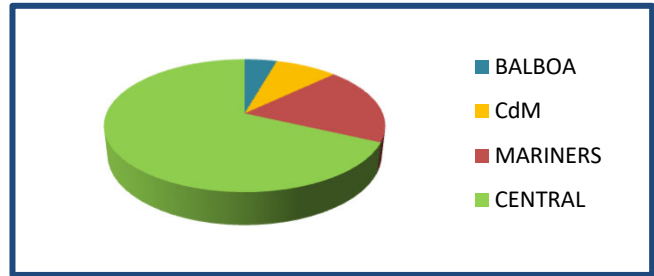
NEWPORT BEACH PUBLIC LIBRARY - MARCH 2025 CIRCULATION

	MAR 25	YTD 24/25	YTD 23/24
BALBOA	2,702	23,558	20,882
CdM	3,777	32,862	33,365
MARINERS	23,185	186,540	191,298
CENTRAL	49,332	435,447	471,832
eBooks	8,641	72,978	70,800
eMagazines	7,373	52,140	42,718
eAudiobooks	8,065	68,359	58,203
Streaming Films	3,770	31,811	21,789
TOTAL	106,845	903,695	910,887



NEWPORT BEACH PUBLIC LIBRARY - MARCH 2025 REFERENCE

	MAR 25	YTD 24/25	YTD 23/24
BALBOA	443	3,479	3,415
CdM	852	6,414	5,159
MARINERS	1,886	17,771	18,105
CENTRAL	6,799	58,612	58,295
TOTAL	9,980	86,276	84,974

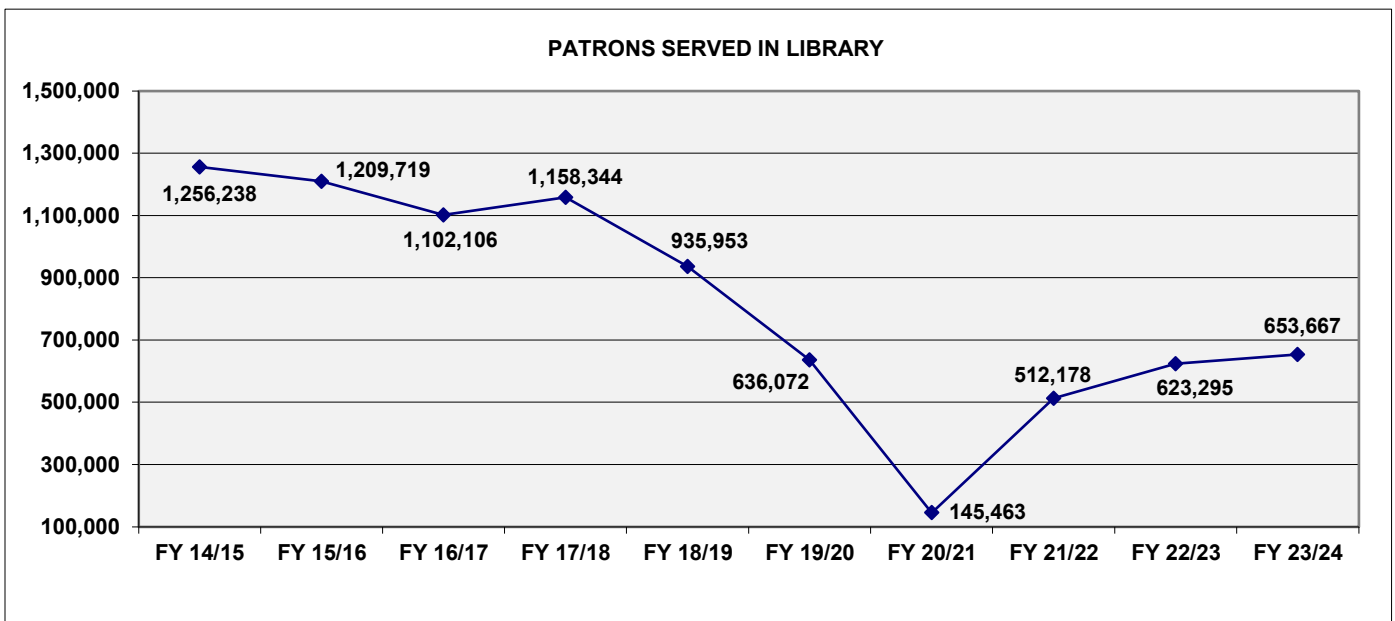
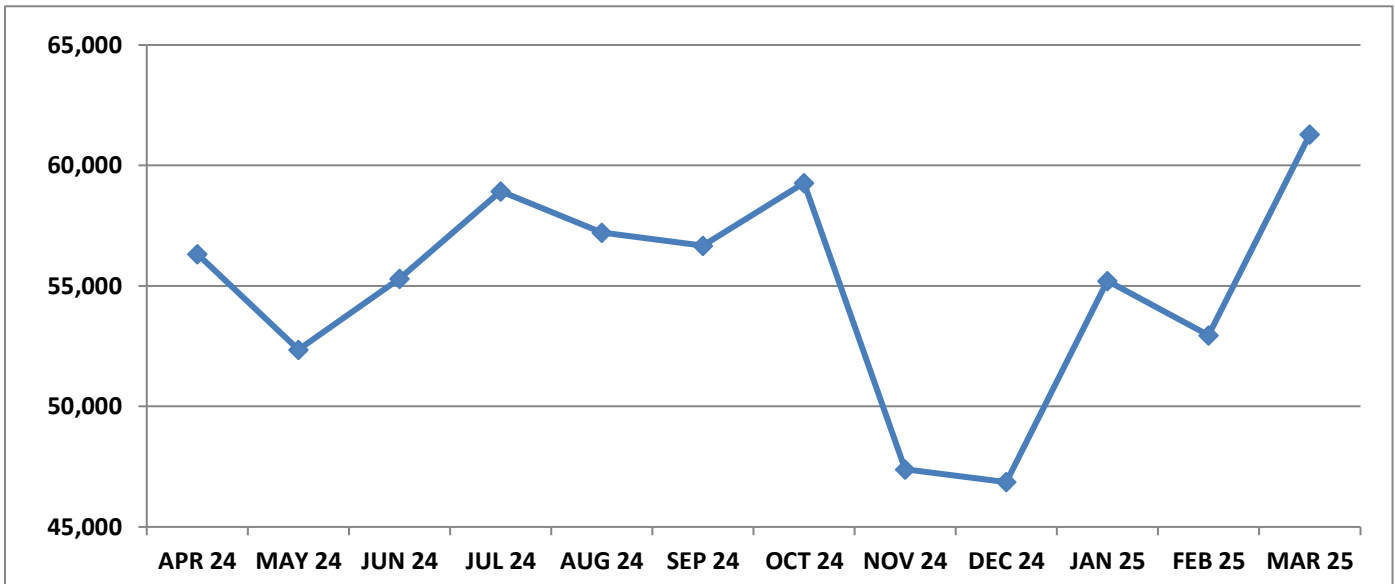
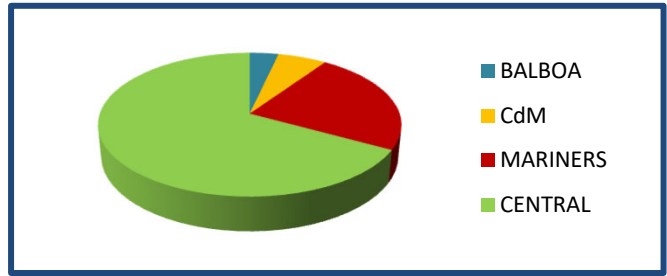


NEWPORT BEACH PUBLIC LIBRARY - MARCH 2025 PATRONS SERVED

BALBOA
CdM
MARINERS
CENTRAL

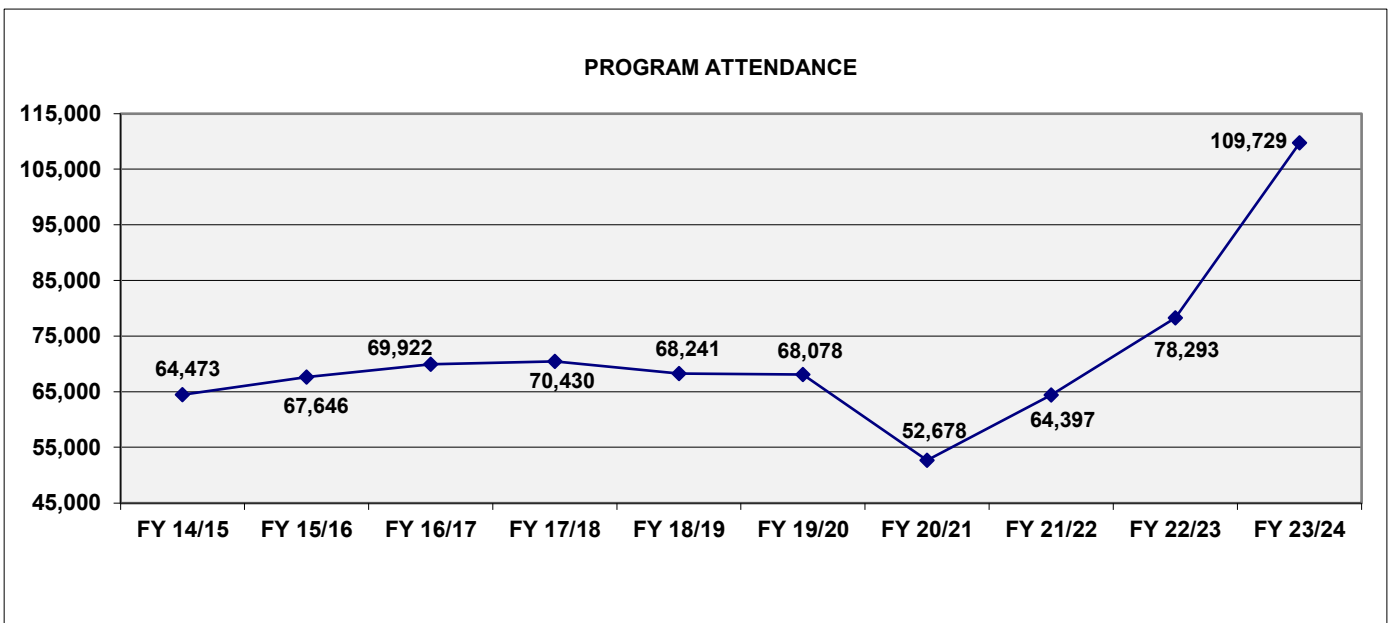
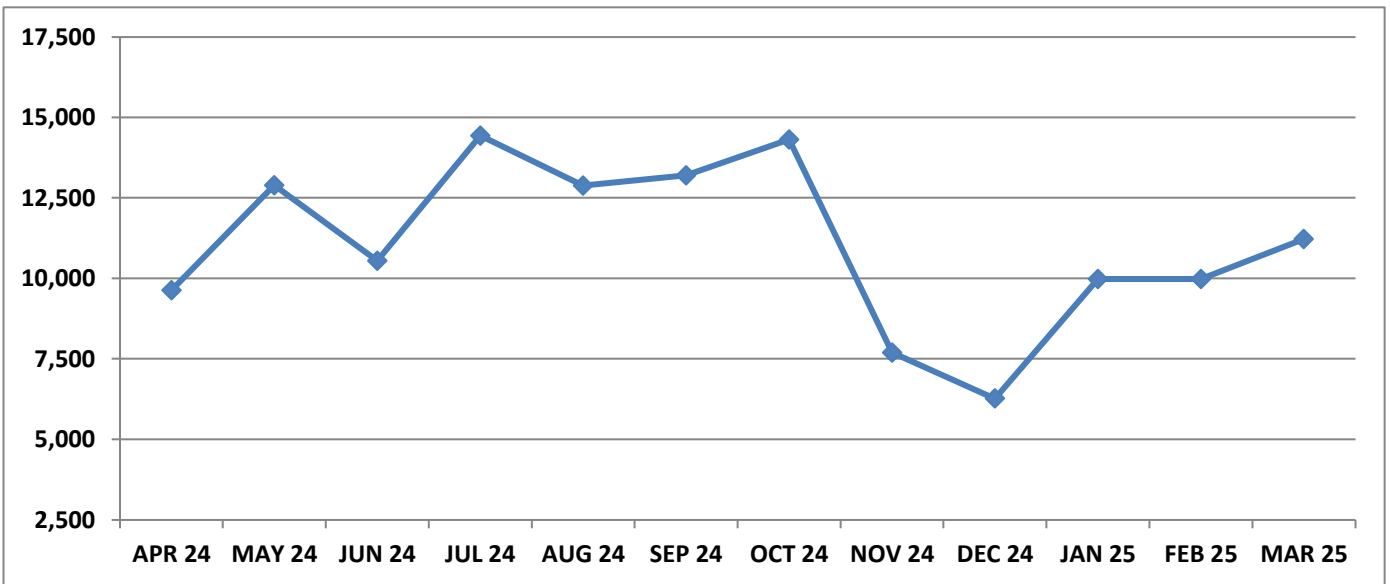
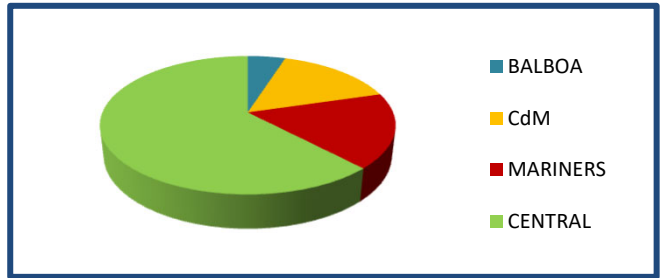
TOTAL

MAR 25	YTD 24/25	YTD 23/24
2,176	19,485	18,481
3,704	29,160	27,198
14,330	111,409	118,749
41,088	335,730	325,260
61,298	495,784	489,688



NEWPORT BEACH PUBLIC LIBRARY - MARCH 2025 PROGRAM ATTENDANCE

	MAR 25	YTD 24/25	YTD 23/24
BALBOA	552	3,852	1,977
CdM	1,739	12,189	8,829
MARINERS	1,965	18,371	11,462
CENTRAL	6,967	65,550	54,390
TOTAL	11,223	99,962	76,658



Jerold D Kappel, CEO

Newport Beach Public Library Foundation

Memo

To: Library Trustees
From: Jerold D Kappel, CEO
Date: April 16, 2025
Re: Library Foundation Report

1. The April 2025 Board Meeting was held on Monday April 14. Melissa Hartson, Library Director, reviewed National Library Week events, the Balboa Branch closing and construction, and the elevator replacement in the Central Library.
2. Library Live committee added two new members: Elizabeth Manji and Elizabeth Hanauer.
3. The next Foundation Board meeting is scheduled for Monday, May 11, 2025.
4. The Development Committee reviewed the planning for the June 18 Summer Solstice Celebration event. The Summer Solstice event was inaugurated in June 2022 to celebrate new members of the Foundation that joined during the pandemic closing and to attract new members to the Foundation. Invited to the event are new members that joined in FY2025 (beginning July 1), the Library Leadership Circle donors (\$1,000 plus), the Foundation Board, the Library Trustees, City Council members, and City officials.
 - a. The event includes a reception and a speaker. This year we have Michael Hiltzik, LA Times Pulitzer Prize-winning journalist and author of the recently published history Golden State: The Making of California.
 - b. The event will also honor the Foundation's immediate past chair, and a former Trustee of the Library, Karen Scott Clark.

- c. Because the courtyard will be under construction and the Friends Room will have limited occupancy, the Summer Solstice Celebration will be held in the Civic Center Community Room and adjoining lawn.
5. Project Adult Literacy: The Library will present its grant request to the Foundation at the Literacy Committee meeting on April 22. The request will then be presented to the Foundation Board at its May Meeting; upon approval it will be incorporated into the FY2026 budget. The grant funding will be remitted to the Library in early July.
6. Programming
- a. The final Witte Lecture Series for 2025 will be with M. Chris Fabricant, author of *Junk Science*, on April 18 and 19. The Witte Lectures have been sold out all season.
 - b. The final Library Live lecture by Viet Thanh Nguyen, author of *The Sympathizer*, on April 24 is sold out. All Library Live lectures this season have been to capacity Friends Room attendance.
 - c. The final free Medicine in Our Backyard lectures are on April 28 and May 19. The April lecture is on Managing Memory Loss, and the May lecture on Melanoma.
 - i. Due to the Courtyard construction, the May lecture will be in the Community Room.
 - d. The six Spring free Finance Literacy Workshops focus on estate planning. The final workshops are on April 21 and April 28. The workshops began a month earlier this year in order to avoid the courtyard construction Friends Room limitations.
 - i. Reminder that the Foundation funds a program called FreeWill for which anyone can make a totally free will or simple estate plan. The program is available for any library patron on the Foundation website under the Ways to Give/Estate Planning tab. It is not required to leave a legacy to the Foundation by using this free service. This is one way the Foundation can support financial literacy for all Library patrons.
 - e. The final free Book Discussion Group is May 14 to discuss *The Book of Goose: A Novel* by Yiyun Li. Because the Book Discussion Group has about 40 participants, it will still be held in the Friends Room.
 - f. The final free Spotlight on Science with Dr. Lucy Jones, the renowned seismologist, speaking about California's seismic activity, will be on April 30. It will be the last major program in the Friends Room until the construction of the Hall and Courtyard is finished.
7. 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. All Foundation programs, including the fall Library Leadership Reception, will be moved to the Community Room during September and October 2025.

8. The Foundation is still monitoring the funding impact of what the potential loss of IMLS funding in the Grants to States program will have on all of California libraries and the services that the State Library offers free of charge to all libraries across the state.
 - a. All IMLS staff have been furloughed. The newly appointed IMLS interim director is attempting to claw back and/or rescind all IMLS grants that have already been granted, both to libraries and museums.
 - b. Federal grants are primarily a reimbursement of funds already expended for a project once a grant is given. This means that many libraries and museums that receive grants, including statutory Grants to States, have already spent project funds with the expectation that the agency will reimburse those expenditures according to the grant agreement.
9. Beyond Books capital campaign has raised cash and future gifts of over \$11,100,000 as of 4/16/2025. This includes interest on the account.
10. Witte Hall Grand Opening: There is a sub-committee working on the donor appreciation event which will be the Thursday of Grand Opening weekend.
 - a. Public Works (Peter Tauscher), Recreation and Senior Services (Sean Levin), the Library (Rebecca Lightfoot), Kunga Wangmo and Jerold Kappel had the first meeting about the Grand Opening weekend. As planning progresses, the Foundation will seek corporate sponsors for that weekend.
 - b. It is planned that the Foundation will publish a program book for the entire weekend that will include a full listing of Hall donors, programs and notes, and sponsor recognition.
11. The ribbon-cutting of Witte Hall is currently scheduled for December 9, 2025, prior to the final City Council meeting of 2025. The Grand Opening weekend is scheduled for March 20-22, 2026. There will be a special event for donors at the \$25,000 and up level on Thursday, March 19, 2026.
12. Orange County Business Journal Giving Guide has been published. The Library Foundation has a two-page spread. One side has general information about the Foundation and the other side is an ad for the Beyond Books Campaign for Witte Hall.
13. Jerold Kappel, the CEO of the Foundation, gave an informative presentation on the Hall to the Board of Visit Newport Beach. The Newport Beach Film Festival stated that it cannot wait to have the Hall as a presentation site for its films, especially documentaries and short films.