



**AGENDA AND REPORTS
NEWPORT BEACH PUBLIC LIBRARY FOUNDATION**

MEETING OF THE BOARD

February 10, 2025

5:00PM--Executive Session (Full Board)

5:15PM--Board Meeting

Location--Staff Conference Room

Attendees by Zoom: <https://us06web.zoom.us/j/88333229726>

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The Newport Beach Public Library Foundation funds valuable library resources, programs and services, and engages the community through the creation and sponsorship of diverse literary, cultural, and intellectual programs.



NEWPORT BEACH PUBLIC LIBRARY
FOUNDATION BOARD MEETING
AGENDA FOR MARCH 10, 2025

LOCATION: LIBRARY, Staff Conference Room, 5:00 PM – Zoom will be sent and is on the cover page of this packet for those unable to attend in person.

- 1) 5:00PM Call to Order: Marilyn Krahe, Chair
- 2) Library Reports
 - a. Trustee Report, Dorothy Larson, Trustee Liaison
 - b. Melissa Hartson, Library Director
 - c. Amy Hunt, Friends of the Library
- 3) Consent Items
 - a) Minutes of the Board Meeting of February 10, 2025
 - i. Board Vote
- 4) Committee Reports
 - a. Governance, Walter Stahr
 - i. Literacy Committee Charter
 - ii. Literacy Committee chair, Paul Watkins, and member Antonella Castro and Ronnie Watkins, for approval
 - iii. Nomination of Dev Ghose to Board of Directors and Finance Committee
 - b. Hall Construction--Executive Committee
 - i. Formal vote on Foundation acceptance of full cost of screen size change order.
 - c. Finance: Miles Yourman, Treasurer
 - d. Development: Karen H. Clark and Adrian Windsor, Co-Chairs
 - i. Beyond Books Campaign--Jill Johnson-Tucker
 - ii. Witte Hall Donor Opening Event--Randy Heyler
 - e. Library Live: Patricia Dreyfus, Chair
 - f. Witte Lectures: Janet Hadley, Chair
 - g. Spotlight on Science: Randy Heyler, Co-Chair
- 5) CEO and Program Director Report: Jerold Kappel, CEO, and Kunga Wangmo, Program Director
- 6) Adjournment –Next in person meeting is Monday April 14, 2025, at 5:00pm
- 7) Executive Session

NEWPORT BEACH PUBLIC LIBRARY FOUNDATION BOARD OF DIRECTORS
MEETING
“DRAFT MINUTES”

Date: February 10, 2025

In Person: Linda Beimfohr, Karen Clark, Andrew Gerken, Randy Heyler, Janet Hadley, Marilyn Krahe, Mireya Llauro, Walter Stahr, Ann Stephens, Jill Johnson-Tucker, Paul Watkins, Adrian Windsor, Miles Yourman

Zoom: Megan Gorman, Patricia Dreyfus

Absent: Kevin Barlow, Johanna Kim

Staff: Jerold Kappel, Shawn Boeker, Kunga Wangmo

Trustee Liaison: Dorothy Larson, Chase Reif

Library Staff: Melissa Hartson, Rebecca Lightfoot

Meeting called to order: by Marilyn Krahe at: 5:20 p.m.

Library Services Manager report-Rebecca Lightfoot:

Rebecca Lightfoot presented a review of Project Adult Literacy. There are fifty-five active volunteers and fifty-seven active learners.

Project Adult Literacy will be exploring ESL programs. The literacy learners come from local and surrounding cities. The program is funded by the City, a grant from the state of California and support from the former Pals4PAL.

Library Director report-Melissa Hartson:

The projector and screen funded by the Foundation are fully installed in the children’s area. The Library is hosting a children’s book illustrator on March 2, and the equipment will be used for the very first time. This Sunday there is a musical artist that will be performing on the recorder. On February 25th we are doing a screening on the documentary the *M factor, All About Menopause*. After we will do a question and answer with Dr. Shelly Coe. The City Arts Commission will be presenting the 58th Annual Newport Beach Arts exhibition, March 3 through May 9th.

Consent Items

Approval of board minutes from January 13, 2025

Motion to approve by Linda Beimfohr, second by Paul Watkins, all in favor.

Trustee Liaison -Dorothy Larson:

The Trustee Board set up a subcommittee dealing with parental consent for children's books. The agenda for the upcoming meeting has no books on review. Several of the Foundation board attended the Mayor's Dinner, during which Board Member Paul Watkins was named Citizen of the Year. It was recommended that the Foundation have a larger presence at next year's function.

Finance-Miles Yourman Treasurer:

We have raised \$11.1 million for the Witte Hall and the target is \$11.750. The MOU states that the Foundation funds are due on January 9th or when the hall opens, whichever is later.

We are on track with the budget. We continue to look at our accountant needs.

CEO Report-Jerry Kappel:

Jerry offered his written report set forth in the meeting agenda.

Director of Programs-Kunga Wangmo:

Witte and Library Live we are looking for speakers. Javier Zamora is sold out. Last month we had a speaker from the Samueli Institute for Medicine in Our Backyard.

Development-Karen Clark and Adrian Windsor Co-Chair:

Nothing to report

Governance-Karen Clark:

There are two people for approval. Larry Overman would like to be on the Spotlight on Science committee.

Randy Heyler moves to approve, Linda Beimfohr seconds, all in favor.

The second is Meghan Michalovsky, to join the Library Live committee.

Ann Stephens moves to approve, Linda Beimfohr seconds, all in favor.

Andy Gerken to join the Spotlight on Science committee.

Mireya Llauro moves to approve, Adrian Windsor seconds, all in favor.

We need a committee for Witte Hall decisions going forward. We need to put it in a governance structure controlled by the executive committee.

Paul Watkins moves to approve, Linda Beimfohr seconds, all in favor.

The Development committee wants to make some minor changes in its charter. Adrian Windsor will bring it up at the next meeting.

Library Live-Patricia Dreyfus

Javier Zamora sold 211 tickets; Viet Nguyen has sold 176 for April 24. Next season's lectures are being planned.

Witte-Janet Hadley:

Our first event sold out both Friday and Saturday for Bret Stephens. Women's sports is next with Christine Brennan. There are some tickets left. Chris Fabricant is coming on Easter Weekend, which does have an impact on sales. The committee is working on next season.

Spotlight on Science-Randy Heyler and Bruce Clark Co-Chair:

We have two upcoming sessions, Grant MacGregor explaining CRISPR, and Lucy Jones at the end of April speaking on earthquakes.

Jill Johnson-Beyond Books Campaign Chair:

Jill proposed an increase to the Witte Hall LED screen size, given discussions that the construction spec (9'x16') is too small. Jill reached out to the architect, Bob Coffee, and asked to revise the screen size to 11'x19' or 13'x23'. Both sizes would increase the cost by over \$100,000 but are feasible given the wall dimensions. Jill called Mayor Stapleton and Councilmember Robyn Grant and they both support the large screen.

Jill recommended that the Foundation support a joint change order with the City to increase the size of the LED screen in Witte Hall, with each side sharing equally in the cost. The Foundation prefers the approximately 13' x 23' size if it can be determined that this size will afford good sightlines, and if the viewing screen can be adjusted to allow presentations where the full screen would not be suitable. The Foundation will pay up to \$80,000 of the cost. If the larger screen is deemed to afford unsuitable sightlines, the Foundation supports a change order to the approximately 11' x 19' size and agrees to pay up to \$55,000 of the cost.

Karen Clark moves to approve the change order to be shared equally with the City, Miles Yourman seconds, all in favor.

Meeting Adjourned:

By Marilyn at: 6:55

NEWPORT BEACH PUBLIC LIBRARY FOUNDATION **LITERACY COMMITTEE CHARTER**

This Charter is the governing document for the Newport Beach Public Library Foundation Literacy Committee. It has been adopted by the Foundation Board and may be amended by the Board from time to time by majority vote.

Authority and Membership

1. The Literacy Committee is a standing committee of the Board established by the Board under Section 3.21 of the Bylaws. Both directors and non-directors may be members of the Committee. The Board will appoint members of the Committee and a Chair. The Chair must be a member of the Board of Directors; if the Committee requests, a Co-Chair who need not be a Director can be appointed by the Board.
2. The Board may fill vacancies on the Committee or add new members. The Board may remove a Committee member from the Committee at any time, with or without cause.

Operations

1. The Committee will meet with such frequency as it may determine. The Chair or Co-Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present in person or by electronic means.
2. The Committee will report its activities to the Board on a regular basis and will keep minutes of its meetings.
3. The Committee may invite any other individual who is not a Committee member to attend Committee meetings or meet with Committee members, but such persons will not have voting power and will not be held out as Committee members.
4. The Committee will review this charter periodically and recommend any proposed changes to the Board for review.

Responsibilities

1. Oversee the support of and financial assistance to the library's literacy program, Project Adult Literacy ("PAL").
2. Ascertain that any agreement between the Foundation and either the library or PAL related to PAL is complied with by the Foundation.

3. Make suggestions to the Board for consideration and approval as to the support and financial assistance of PAL.
4. Work with the Foundation CEO and the Board to ascertain that funds raised by the Foundation for PAL are properly allocated.
5. Review, oversee and propose to the Board for approval any possible changes in the relationship between PAL and the Foundation.

RE: Transfer of Project Adult Literacy Fund to the Newport Beach Public Library Foundation

Dear Supporter of Project Adult Literacy:

Thank you for your past support of Project Adult Literacy ("PAL"), which, as you know, is a City-administered Newport Beach Public Library Program designed to develop literacy skills in adults and empower them to achieve greater success in their lives—at home, at work, and in the community.

At the request of the leadership of the former Pals4pal (which was the previously long-established fundraising and support organization for PAL), the Library Foundation has accepted the responsibility for managing the funds previously held in Pals4PAL's reserve. The Foundation is pleased to report that those funds have now been transferred to a specially dedicated investment account for the maintenance and support of the PAL Program at the Library. The funds will be managed in accordance with the same management policy as the Library Foundation's endowment and its other reserve funds.

The Library will make an annual grant request to the Foundation in support of the PAL Program; based on that request, the Foundation will then determine the uses/amounts for distribution to the Library for PAL. Importantly, the long-established and well-regarded annual Hoffman Award at each September's International Literacy Day will be included in the grant.

The Library Foundation has created a Literacy Committee on its Board of Directors to oversee the fund and review the annual grant request. That Committee will be headed by Foundation Board Member Paul Watkins, former four-time Chair of the City's Board of Library Trustees and a former Tutor with deep passion for the PAL Program.

We sincerely hope you will continue to support PAL, a critical program that literally changes the lives of its Learners. There will be a link on the Library's Literacy page that you can use to contribute directly to the Literacy Fund ([Literacy Services / Newport Beach Library](#)); we ask that you designate on your donation that it is specially intended for the Project Adult Literacy Program.

If you have any questions, please reach out to me by email or phone.

Thank you.

Sincerely,

Jerold D. Kappel, CEO

Newport Beach Public Library Foundation

jkappel@nbplf.foundation

949-717-3890

Dev Ghose
Newport Coast, CA 92657
(949) 632 2823 ghose.dev@gmail.com
Summary bio

Currently serve as a Board member and Advisor after a corporate career spanning over 45 years with publicly traded companies in the US and internationally, with two Big 4 international accounting firms, and with advisory and consulting firms. I would like to parlay the prior financial, technology and corporate experience garnered in diverse industries during my career-- toward high-quality corporate Board service, now that I have the freedom, time and bandwidth that are critical requisites for such an endeavor. I am collaborative, inclusive and curious, with a wide range of interests.

Qualifications:

- 1) Leadership experience-nearly 30 years at four public companies in four distinct verticals: Retail and Consumer, Real Estate, Health Care services and Financial Services.
 - Financial leadership: as Executive Vice President and Chief Financial Officer at 3 separate public companies (~12 years) and earlier as Senior Vice President Finance & Treasurer at another public company (~17 years). Reading International (2015-2019; NASDAQ; international company/ retail and real estate). Skilled Healthcare (2008-2013 NYSE; also, portfolio company of PE firm /health care services; acquired by Genesis Health Ventures); 2004-2006 Shurgard Storage Centers (NYSE; international retail and real estate; acquired by Public Storage 2006). HCP (now PEAK; 1986-2003; NYSE/real estate/healthcare/financial services).
 - Primary presenting executive for Audit, Finance & Technology matters to four public company boards.
 - Technology Experience: Managed Technology as an imperative (with the Chief Information Officer being my direct report) at the public companies where I spent my professional career.
- 2) Board member of social enterprise companies (~10 year; food manufacturing & service; hunger/shelter) as well as several other companies in the US and internationally. Qualified to serve as an Audit Committee financial expert based on professional experience and background.
- 3) Other:
 - background- education and residence in the USA, UK and India, work experience in the USA, Europe and Asia.
 - Global perspective from education, residence, professional experience and travel in multiple geographies. Collaborative, inclusive, curious and have a wide range of interests.

Recap of my resume:

- Multi-facility/Multi location/Multi industry/International experience.
- Nearly three decades experience at three NYSE and one NASDAQ listed co. US, Europe and Asia. Eight years of consulting, research, advisory and start-up company experience.
- Ten years professional experience with two Big 4 public accounting firms in the US & Europe.
- Competencies: Capital Raising, Treasury & Investor Relations/SEC Reporting & Corporate Planning/Information Technology/SOX & Governance/Insurance.
- Cybersecurity Oversight & Board Effectiveness certifications.
- Education: MBA (UCLA)/ CPA (USA)/FCA(UK)/Undergraduate honors degree in Physics.

Chief Financial Officer with demonstrated leadership and record of success in financial management, information technology and corporate governance garnered in diversified businesses. Broad and deep experience in multiple industries including real estate, retail, health care, financial services, diversified manufacturing and not-for-profit. Have thrived in fast-paced environments and in both growth and turnaround opportunities. Nearly 30 years corporate experience at four publicly listed companies, 10 years at two Big 4 accounting firms & five years of other consulting, research firm & start-up experience. Have served as a Corporate Advisor and Board member, post-retirement in 2019. Global perspective from work, residence, education & travel @ USA/Europe/Asia/Australasia.

KEY COMPETENCIES

- International experience & focus
- Capital raising & Treasury
- SEC, Public company & IFRS reporting
- Turnaround management & building teams
- Corporate Governance & Sarbanes Oxley
- Strategic planning
- Multi location operations
- Technology/systems management
- Asset management
- Mergers, Acquisitions and Divestitures

CHRONOLOGY OF PROFESSIONAL EXPERIENCE

- READING INTERNATIONAL, INC. Culver City, CA** **2015-2019**
Executive Vice President & Chief Financial Officer
 (Manage Finance and Information Technology functions for international movie exhibition & real estate development and real estate operating company, listed on NASDAQ) *Revenue \$275 million; Total market cap ~\$600 million*
- SOLO-DEX Irvine CA** **2013-2014**
Corporate Advisor
 (Organizational development for this start-up medical device company)
- SKILLED HEALTHCARE GROUP, Foothill Ranch, CA** **2008- 2013**
Private Equity (PE) Company- backed New York Stock Exchange-listed (NYSE) Company operating health care facilities in the Western US) Revenue \$ 875 million; Total Market Cap \$ 900 million @ peak. (acquired by Genesis Healthcare)
Executive Vice President and Chief Financial Officer
 (Responsible for managing the Finance and Information Technology areas of company).
- GREEN STREET ADVISORS, Newport Beach, CA** **2006- 2007**
Managing Director International
 (International analytical research boutique focused on property-company & REIT stocks)
- SHURGARD STORAGE CENTERS, INC, Seattle, Washington** **2004- 2006**
Executive Vice President and Chief Financial Officer
(NYSE Company (REIT) operated self-storage facilities in the United States and Europe) Revenue \$500 million; Total Market Cap \$5 billion. (acquired by Public Storage Inc.,)
 (Responsible for managing the Finance and Information Technology areas of this international real estate development, acquisition and retail service company).
- TATUM PARTNERS, Irvine, California** **2003-2004**
(National 400 partner firm providing financial and information technology leadership to organizations)
Financial Service Partner
- HEALTHPEAK PROPERTIES INC, Irvine, California** **1986-2003**
NYSE financial services company (REIT) that owns and develops healthcare real estate within the United States for Life Science, Senior Housing and Medical Office tenants. It formerly also leased health care facilities on a long-term basis to health care organizations. (formerly known as Health Care Property Investors, Inc.,)

Continued...

HEALTHPEAK (continued): Senior Vice President-Finance and Treasurer (1995-2003)/Other senior financial management positions (1986-1994).

(Responsible for the Treasury, Financial Reporting, Asset Management, Financial Planning and Information Technology functions).

PRICEWATERHOUSE COOPERS, Los Angeles, CA/ KPMG, London UK

1975-1985

(**Audit Manager**, trained in financial reporting and control & audit of international companies at two **Big Four international public accounting firms**)

PUBLIC COMPANY EXPERIENCE & ACCOMPLISHMENTS

(Reading 2015/2019; Skilled Healthcare 2008/2013; Shurgard 2004/06; HCP 1986/2003; ~ 29 years)

- Built, rebuilt and turned around Finance function at four publicly traded companies—built high quality domestic and international finance and accounting teams to produce “**best of breed**” **financial reporting**. Managed Finance & IT teams of up to 150 employees. Partnered with HR & CEO on incentive comp matters.
- Raised several billion of **new equity and debt capital in the public and private markets**. Implemented interest rate and FX derivatives and managed the company’s relationship with banks and financial institutions. Played key role with leading investment banking firms and “road-show” presentations to prospective equity and bond investors on over 25 different equity and debt offerings. Negotiated and structured new revolving lines of credit with consortia of leading banks. Managed borrowings, interest rate hedging and cash management systems.
- Successfully directed the Company’s **SEC and financial reporting** function, including press releases, annual reports, Forms 10-K and 10-Q, Forms S-3, and prospectuses. Reviewed and researched appropriate accounting positions for company. Achieved clean reports and full compliance with Sarbanes Oxley Section 404 requirements. Managed preparation of financial reports under International Financial Reporting Standards (IFRS). Integrated the finance function of acquired companies.
- Managed & expanded Investor Relations effort. **Led relationship with “buy and sell side” equity analysts & with bond rating agencies** regarding corporate ratings at publicly traded companies.
- Prepared and presented all Company business and annual financial plans to the Board of Directors. Heightened interaction on finance, accounting, and technology matters with Audit Committee of the Board. Worked closely with Board and Audit Committee to establish best-practice corporate governance procedures.
- Designed and implemented integrated financial, management reporting and asset management systems. Managed **implementation of financial & enterprise information technology (IT) systems**. Managed financial control, and financial infrastructure development process.
- Key participant in the **review of strategic alternatives** at three publicly traded companies. Played key role in the SEC proxy, acquisition and integration of industry competitors.
- Improved **profitability through focus on revenue optimization and cost control**.

OTHER PROFESSIONAL EXPERIENCE

(Green Street 2007/08, Tatum 2003/2004, PWC/ KPMG 1975/85; Other 2014)

- Investigated and **underwrote European & Asian business platforms**; assisted in the set-up of European operation to provide research on international property companies based overseas. (Green Street Advisors)
- Responsible for executing and leading complex financial transactions for corporations. (Tatum Partners)
- Managed audits for **pharmaceutical, real estate, manufacturing and service companies**. (PWC/KPMG)
- Managed the **initial public offering (IPO)** of a vitamin manufacturing company. (PWC)
- Successfully directed acquisition investigations of several companies. (PWC)
- Recruited by Price Waterhouse, World Firm in London under the auspices of their International Service Program based on competitive criteria.
- Developed a framework for the potential acquisition of several companies during a six-month tour of duty from KPMG to BICC, plc., a multinational electric manufacturing and contracting company.

Continued....

EDUCATIONAL/PROFESSIONAL BACKGROUND

- Executive M.B.A., UCLA, Anderson School of Management
- Diploma in Finance and Accounting Studies, Oxford Brookes University, Oxford, England
- Bachelor of Science in Physics, First Class Honors, University of Delhi, India
- Certified Public Accountant. (USA) & Chartered Accountant (UK)

OTHER

- **Certificate on Cyber-Security Oversight, September 2019: National Association of Corporate Directors/Carnegie Mellon University**
- Completed Harvard Business School corporate governance course “Making Corporate Boards more effective”
- Board & Executive Committee member and Treasurer, Community Senior Serv Inc (not for profit & social enterprise organization focused on food service manufacturing, welfare & well-being of senior citizens) 2006-2015
- Former Board member, Fountain View Reinsurance (captive insurance co. based in the Cayman Islands) and Sunblossom Florals, start-up public international floriculture company and former Board member of subsidiary companies based in the US and internationally
- Authorized article “Business Process Outsourcing-a mechanism to galvanize shareholder value”, Journal of Financial Transformation, August 2003
- <https://www.linkedin.com/in/devasisghose/>

	A	B	C	D	E
1	Newport Beach Public Library Foundation				
2	Profit and Loss July 2024 - February 2025				
3		Total			
4		Jul 2024 - Feb 2025	Jul 1, 2023 - Feb 28, 2024 (PP)	Change	% Change
5	Income				
6	40000 Revenue from Direct Contributions				
7	40100 Individual/Small Business Contributions	296,476.32	294,600.60	1,875.72	0.64%
8	401001 In Honor of Jene Witte	50,250.00		50,250.00	
9	401002 Lecture Hall Donations	1,551,843.62		1,551,843.62	
10	Total 40100 Individual/Small Business Contributions	\$ 1,898,569.94	\$ 294,600.60	\$ 1,603,969.34	544.46%
11	40150 Donor Advised Fund Contributions	93,118.46	28,800.00	64,318.46	223.33%
12	40200 Corporate Contributions	1,943.00	6,680.25	-4,737.25	-70.91%
13	40700 Legacies & Bequests		100,000.00	-100,000.00	-100.00%
14	Total 40000 Revenue from Direct Contributions	\$ 1,993,631.40	\$ 430,080.85	\$ 1,563,550.55	363.55%
15	42000 Revenue From Non-Government Grants				
16	42100 Corporate / Business Grants	10,724.36	10,000.00	724.36	7.24%
17	42300 Foundation / Trust Grants	88,220.00	90,464.94	-2,244.94	-2.48%
18	Total 42000 Revenue From Non-Government Grants	\$ 98,944.36	\$ 100,464.94	-\$ 1,520.58	-1.51%
19	TOTAL CONTRIBUTED REVENUE	\$ 2,092,575.76	\$ 530,545.79	\$ 1,562,029.97	294.42%
20	51000 Revenue From Program Related Sales & Fees				
21	51800 Program Service Fees / Tickets	104,209.00	99,235.41	4,973.59	5.01%
22	Total 51000 Revenue From Program Related Sales & Fees	\$ 104,209.00	\$ 99,235.41	\$ 4,973.59	5.01%
23	53000 Revenue From Investments				
24	53200 Dividends & Interest - Securities	5,369.64	1,804.18	3,565.46	197.62%
25	Total 53000 Revenue From Investments	\$ 5,369.64	\$ 1,804.18	\$ 3,565.46	197.62%
26	53700 Realized Gains/Losses on Sale of Investments	-887.24		-887.24	
27	54000 Revenue From Other Sources				
28	54100 Non-Inventory Sales - Gross	2,163.32	302.63	1,860.69	614.84%
29	54900 Misc. Revenue	-1,413.11	1,142.50	-2,555.61	-223.69%
30	Total 54000 Revenue From Other Sources	\$ 750.21	\$ 1,445.13	-\$ 694.92	-48.09%
31	Total Income	\$ 2,202,017.37	\$ 633,030.51	\$ 1,568,986.86	247.85%
32	Gross Profit	\$ 2,202,017.37	\$ 633,030.51	\$ 1,568,986.86	247.85%
33	Expenses				
34	70000 Grants, Contracts & Direct Assistance				
35	70200 Grants to Other Organizations/NBPL	4,250.00	8,700.00	-4,450.00	-51.15%
36	Total 70000 Grants, Contracts & Direct Assistance	\$ 4,250.00	\$ 8,700.00	-\$ 4,450.00	-51.15%

	A	B	C	D	E
4		Jul 2024 - Feb 2025	Jul 1, 2023 - Feb 28, 2024 (PP)	Change	% Change
37	72000 Salaries & Related Expenses				
38	72100 Officers & Directors Salaries	88,762.70	76,773.65	11,989.05	15.62%
39	72200 Salaries & Wages - Other	100,932.31	81,796.98	19,135.33	23.39%
40	72300 Pension Plan Contributions	1,609.31		1,609.31	
41	72500 Payroll Taxes Etc.	16,075.78	13,349.57	2,726.21	20.42%
42	Total 72000 Salaries & Related Expenses	\$ 207,380.10	\$ 171,920.20	\$ 35,459.90	20.63%
43	75000 Contract Service Expenses				
44	75100 Fundraising Fees	19,456.36	10,900.00	8,556.36	78.50%
45	75200 Accounting Fees	25,194.00	21,340.89	3,853.11	18.06%
46	75250 Bank Charges	812.45	1,371.16	-558.71	-40.75%
47	75300 Legal Fees	5,000.00		5,000.00	
48	75400 Professional Fees - Other	13,673.51	10,669.06	3,004.45	28.16%
49	75420 Brokerage, commission & collection fees		11,250.00	-11,250.00	-100.00%
50	75500 Temporary Help - Contract	14,343.69	15,301.30	-957.61	-6.26%
51	Total 75000 Contract Service Expenses	\$ 78,480.01	\$ 70,832.41	\$ 7,647.60	10.80%
52	81000 Non-personnel Expenses				
53	81100 Supplies	2,383.68	3,591.23	-1,207.55	-33.62%
54	81400 Postage & Shipping	2,229.33	2,245.10	-15.77	-0.70%
55	81500 Mailing Services	233.55	188.05	45.50	24.20%
56	81700 Printing & Copying	16,539.18	14,037.39	2,501.79	17.82%
57	81800 Books, Subscriptions, References	1,347.19	1,257.81	89.38	7.11%
58	Total 81000 Non-personnel Expenses	\$ 22,732.93	\$ 21,319.58	\$ 1,413.35	6.63%
59	82000 Facility & Equipment Expenses				
60	82600 Equipment Rental & Maintenance	1,556.52	229.16	1,327.36	579.23%
61	82650 AV/Photography	11,399.25	4,801.50	6,597.75	137.41%
62	Total 82000 Facility & Equipment Expenses	\$ 12,955.77	\$ 5,030.66	\$ 7,925.11	157.54%
63	83000 Travel & Meetings Expenses				
64	83100 Travel & Accomodations	12,414.50	968.01	11,446.49	1182.48%
65	83200 Food & Beverage Costs	17,300.80	20,058.07	-2,757.27	-13.75%
66	83250 Honoraria and Speaker Fees	55,750.00	75,605.00	-19,855.00	-26.26%
67	Total 83000 Travel & Meetings Expenses	\$ 85,465.30	\$ 96,631.08	-\$ 11,165.78	-11.56%
68	85000 Other Expenses				
69	85100 Interest - General		57.10	-57.10	-100.00%
70	85200 Insurance - Non Employee Related	12,936.66	13,880.60	-943.94	-6.80%
71	85300 Membership Dues - Organizations	1,190.00	1,165.00	25.00	2.15%
72	85400 Staff Development	75.00		75.00	
73	85600 Outside Computer Services	13,609.05	14,542.75	-933.70	-6.42%
74	85700 Advertising Expenses	1,063.26	162.94	900.32	552.55%
75	85900 Other Expenses	1,917.54	2,218.64	1,917.54	-13.57%
76	85950 Credit Card Fees	16,469.37	11,854.14	4,615.23	38.93%
77	Total 85000 Other Expenses	\$ 47,260.88	\$ 43,881.17	\$ 3,379.71	7.70%
78	86000 Business Expenses				
79	86500 Taxes - Other	400.00		400.00	
80	86700 Organizational (corp) Expenses		230.00	-230.00	-100.00%
81	Total 86000 Business Expenses	\$ 400.00	\$ 230.00	\$ 170.00	73.91%

	A	B	C	D	E
4		Jul 2024 - Feb 2025	Jul 1, 2023 - Feb 28, 2024 (PP)	Change	% Change
82	Total Expenses	\$ 458,924.99	\$ 418,545.10	\$ 40,379.89	9.65%
83	Net Operating Income	\$ 1,743,092.38	\$ 214,485.41	\$ 1,528,606.97	712.69%
84	LESS 401002 Lecture Hall Donations	\$ 1,551,843.62		\$ 1,551,843.62	
85	LESS 40700 Legacies & Bequests		\$ 100,000.00	\$ (100,000.00)	-100.00%
86	LESS 53200 Dividends & Interest - Securities	\$ 5,369.64	\$ 1,804.18	\$ 3,565.46	197.62%
87	NET/NET OPERATING INCOME	\$ 185,879.12	\$ 112,681.23	\$ 73,197.89	64.96%
88					
89					
90	Other Income				
91	63000 Interest Income - Other	124,638.33	139,451.71	-14,813.38	-10.62%
92	68000 Other Revenue				
93	68100 Unrealized Gain (Loss) - Investments	171,338.90	126,009.71	45,329.19	35.97%
94	Total 68000 Other Revenue	\$ 171,338.90	\$ 126,009.71	\$ 45,329.19	35.97%
95	Total Other Income	\$ 295,977.23	\$ 265,461.42	\$ 30,515.81	11.50%
96	Net Other Income	\$ 295,977.23	\$ 265,461.42	\$ 30,515.81	11.50%
97	Net Income	\$ 2,039,069.61	\$ 479,946.83	\$ 1,559,122.78	324.85%
98					
99					
100					
101	Thursday, Mar 06, 2025 04:24:53 PM GMT-8 - Accrual Basis				

**Newport Beach Public Library Foundation
Profit and Loss July 2024 - February 2025**

	105 - General Program	110 - Witte	120 - Library Live	130 - MMFC	140 - MIOBY	150 - Book Discussion Group	170 - Spotlight on Science	Total 100 - Program	TOTAL
Income									
40000 Revenue from Direct Contributions									
40100 Individual/Small Business Contributions		43,536.28	29,500.00				5,000.00	78,036.28	78,036.28
401001 In Honor of Jene Witte		250.00						250.00	250.00
Total 40100 Individual/Small Business Contributions	\$ 0.00	\$ 43,786.28	\$ 29,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 78,286.28	\$ 78,286.28
40150 Donor Advised Fund Contributions		9,000.00					1,000.00	10,000.00	10,000.00
Total 40000 Revenue from Direct Contributions	\$ 0.00	\$ 52,786.28	\$ 29,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	\$ 88,286.28	\$ 88,286.28
42000 Revenue From Non-Government Grants									
42100 Corporate / Business Grants		10,000.00						10,000.00	10,000.00
42300 Foundation / Trust Grants		35,000.00	1,000.00					36,000.00	36,000.00
Total 42000 Revenue From Non-Government Grants	\$ 0.00	\$ 45,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 46,000.00	\$ 46,000.00
51000 Revenue From Program Related Sales & Fees									
51800 Program Service Fees / Tickets		67,395.00	36,640.00		74.00	100.00		104,209.00	104,209.00
Total 51000 Revenue From Program Related Sales & Fees	\$ 0.00	\$ 67,395.00	\$ 36,640.00	\$ 0.00	\$ 74.00	\$ 100.00	\$ 0.00	\$ 104,209.00	\$ 104,209.00
54000 Revenue From Other Sources									
54100 Non-Inventory Sales - Gross	1,890.32	273.00						2,163.32	2,163.32
54900 Misc. Revenue				103.00		62.00		165.00	165.00
Total 54000 Revenue From Other Sources	\$ 1,890.32	\$ 273.00	\$ 0.00	\$ 103.00	\$ 0.00	\$ 62.00	\$ 0.00	\$ 2,328.32	\$ 2,328.32
Total Income	\$ 1,890.32	\$ 165,454.28	\$ 67,140.00	\$ 103.00	\$ 74.00	\$ 162.00	\$ 6,000.00	\$ 240,823.60	\$ 240,823.60
Gross Profit	\$ 1,890.32	\$ 165,454.28	\$ 67,140.00	\$ 103.00	\$ 74.00	\$ 162.00	\$ 6,000.00	\$ 240,823.60	\$ 240,823.60
Expenses									
72000 Salaries & Related Expenses									
72100 Officers & Directors Salaries	4,448.06	971.74	2,359.66		427.56		215.24	8,422.26	8,422.26
72200 Salaries & Wages - Other	7,735.43	7,558.13	11,558.43	2,724.12	3,637.87	4,056.50	3,385.36	40,655.84	40,655.84
72500 Payroll Taxes Etc.	924.55	740.22	1,320.54	469.48	420.64	347.23	355.80	4,578.46	4,578.46
Total 72000 Salaries & Related Expenses	\$ 13,108.04	\$ 9,270.09	\$ 15,238.63	\$ 3,193.60	\$ 4,486.07	\$ 4,403.73	\$ 3,956.40	\$ 53,656.56	\$ 53,656.56
75000 Contract Service Expenses								0.00	0.00
75400 Professional Fees - Other		567.50	192.50	88.34	130.00	33.33	167.50	1,179.17	1,179.17
75500 Temporary Help - Contract			7,987.50					7,987.50	7,987.50
Total 75000 Contract Service Expenses	\$ 0.00	\$ 567.50	\$ 8,180.00	\$ 88.34	\$ 130.00	\$ 33.33	\$ 167.50	\$ 9,166.67	\$ 9,166.67

81000 Non-personnel Expenses										
81100 Supplies	321.14							321.14	321.14	
81400 Postage & Shipping		223.02						223.02	223.02	
81500 Mailing Services		233.55						233.55	233.55	
81700 Printing & Copying		533.25	205.56	164.11	226.35	101.06		1,230.33	1,230.33	
81800 Books, Subscriptions, References		455.00	564.61			36.64		1,056.25	1,056.25	
Total 81000 Non-personnel Expenses	\$ 321.14	\$ 1,444.82	\$ 770.17	\$ 164.11	\$ 226.35	\$ 137.70	\$ 0.00	\$ 3,064.29	\$ 3,064.29	
82000 Facility & Equipment Expenses										
82600 Equipment Rental & Maintenance			1,238.18					1,238.18	1,238.18	
82650 AV/Photography		700.00	8,776.00		1,250.00		350.00	11,076.00	11,076.00	
Total 82000 Facility & Equipment Expenses	\$ 0.00	\$ 700.00	\$ 10,014.18	\$ 0.00	\$ 1,250.00	\$ 0.00	\$ 350.00	\$ 12,314.18	\$ 12,314.18	
83000 Travel & Meetings Expenses								0.00	0.00	
83100 Travel & Accomodations		11,011.83	1,026.96					12,038.79	12,038.79	
83200 Food & Beverage Costs		11,309.13	875.96	680.94		505.24	118.80	13,490.07	13,490.07	
83250 Honoraria and Speaker Fees		33,750.00	22,000.00					55,750.00	55,750.00	
Total 83000 Travel & Meetings Expenses	\$ 0.00	\$ 56,070.96	\$ 23,902.92	\$ 680.94	\$ 0.00	\$ 505.24	\$ 118.80	\$ 81,278.86	\$ 81,278.86	
85000 Other Expenses										
85600 Outside Computer Services	2,584.80							2,584.80	2,584.80	
85700 Advertising Expenses		340.29	47.70					387.99	387.99	
85900 Other Expenses		953.50	377.50					1,331.00	1,331.00	
85950 Credit Card Fees	3,643.81							3,643.81	3,643.81	
Total 85000 Other Expenses	\$ 6,228.61	\$ 1,293.79	\$ 425.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,947.60	\$ 7,947.60	
Total Expenses	\$ 19,657.79	\$ 69,347.16	\$ 58,531.10	\$ 4,126.99	\$ 6,092.42	\$ 5,080.00	\$ 4,592.70	\$ 167,428.16	\$ 167,428.16	
Net Operating Income	-\$ 17,767.47	\$ 96,107.12	\$ 8,608.90	-\$ 4,023.99	-\$ 6,018.42	-\$ 4,918.00	\$ 1,407.30	\$ 73,395.44	\$ 73,395.44	
Net Income	-\$ 17,767.47	\$ 96,107.12	\$ 8,608.90	-\$ 4,023.99	-\$ 6,018.42	-\$ 4,918.00	\$ 1,407.30	\$ 73,395.44	\$ 73,395.44	

	A	B	C	D	E
1	Newport Beach Public Library Foundation				
2	Balance Sheet As of February 28, 2025				
3		Total			
4		As of Feb 28, 2025	As of Feb 28, 2024 (PP)	Change	% Change
5	ASSETS				
6	Current Assets				
7	Bank Accounts				
8	10100 City National Bank	223,922.44	241,716.18	-17,793.74	-7.36%
9	10101 Schwab - Cash Reserve 2310-0195	170,521.13	161,225.47	9,295.66	5.77%
10	10102 Schwab Donor Stock...1516	18,503.55	0.33	18,503.22	
11	10103 Schwab Lecture Hall Campaign ..8520	2,909,372.90	623,805.71	2,285,567.19	366.39%
12	10104 City National Savings....4533	48,213.69	248,217.23	-200,003.54	-80.58%
13	10105 BNYM Escrow	0.00	7,100,000.00	-7,100,000.00	-100.00%
14	10106 City Nat'l CD	100,000.00		100,000.00	
15	10400 Petty Cash	150.00	150.00	0.00	0.00%
16	Total Bank Accounts	\$ 3,470,683.71	\$ 8,375,114.92	-\$ 4,904,431.21	-58.56%
17	Accounts Receivable				
18	12100 Unconditional Promises to Give.	21,889.99	16,889.99	5,000.00	29.60%
19	12150 Lecture Hall Donations Receivable	835,007.42		835,007.42	
20	Total Accounts Receivable	\$ 856,897.41	\$ 16,889.99	\$ 840,007.42	4973.40%
21	Other Current Assets				
22	12250 Discount on Unconditional Promises to Give	0.00	0.00	0.00	
23	14500 Pre-Paid Expenses	0.00	0.00	0.00	
24	14990 Undeposited Funds	0.00	0.00	0.00	
25	15100 Schwab Investment Acct	3,641,293.46	3,188,684.08	452,609.38	14.19%
26	Total Other Current Assets	\$ 3,641,293.46	\$ 3,188,684.08	\$ 452,609.38	14.19%
27	Total Current Assets	\$ 7,968,874.58	\$ 11,580,688.99	-\$ 3,611,814.41	-31.19%
28	Fixed Assets				
29	16400 Equipment	12,299.32	12,299.32	0.00	0.00%
30	17450 Equipment - Accum Deprec	-8,427.00	-6,682.00	-1,745.00	-26.11%
31	Total Fixed Assets	\$ 3,872.32	\$ 5,617.32	-\$ 1,745.00	-31.06%
32	TOTAL ASSETS	\$ 7,972,746.90	\$ 11,586,306.31	-\$ 3,613,559.41	-31.19%
33	LIABILITIES AND EQUITY				
34	Liabilities				
35	Current Liabilities				
36	Accounts Payable				
37	20100 Accounts Payable	16,490.43	39,590.16	-23,099.73	-58.35%
38	Total Accounts Payable	\$ 16,490.43	\$ 39,590.16	-\$ 23,099.73	-58.35%
39	Credit Cards				
40	25700 VISA - CNB 6724	1,766.63	1,811.09	-44.46	-2.45%
41	25701 VISA - CNB 2767	3,013.73	3,362.00	-348.27	-10.36%
42	Total Credit Cards	\$ 4,780.36	\$ 5,173.09	-\$ 392.73	-7.59%
43	Other Current Liabilities				
44	21100 Accrued Payroll Liability	0.00	0.00	0.00	
45	21101 IRA Payable	0.00	0.00	0.00	
46	21102 Deposits for next F/Y	0.00	0.00	0.00	
47	21200 Accrued Vacation Liability	15,075.99	16,357.27	-1,281.28	-7.83%

	A	B	C	D	E
48	21300 Payroll Taxes Payable	0.00	0.00	0.00	
49	25702 PPP Loan Payable	0.00	0.00	0.00	
50	Total Other Current Liabilities	\$ 15,075.99	\$ 16,357.27	-\$ 1,281.28	-7.83%
51	Total Current Liabilities	\$ 36,346.78	\$ 61,120.52	-\$ 24,773.74	-40.53%
52	Total Liabilities	\$ 36,346.78	\$ 61,120.52	-\$ 24,773.74	-40.53%
53	Equity				
54	30000 Retained Earnings	381,065.14	730,105.27	-349,040.13	-47.81%
55	30100 Unrestricted Net Assets	585,839.73	-344,035.27	929,875.00	270.28%
56	31100 Temporary Restricted Net Assets	1,962,133.76	7,640,877.08	-5,678,743.32	-74.32%
57	32100 Endowment Net Assets	2,968,291.88	3,018,291.88	-50,000.00	-1.66%
58	Net Income	2,039,069.61	479,946.83	1,559,122.78	324.85%
59	Total Equity	\$ 7,936,400.12	\$ 11,525,185.79	-\$ 3,588,785.67	-31.14%
60	TOTAL LIABILITIES AND EQUITY	\$ 7,972,746.90	\$ 11,586,306.31	-\$ 3,613,559.41	-31.19%
61					
62					
63					
64	Thursday, Mar 06, 2025 02:48:40 PM GMT-8 - Accrual Basis				

Development Committee Minutes 2/14/2025

Attending: Alex Chen, Karen Clark, Randy Heyler, Marilyn Krahe, Kristen Stratten, Lizanne Witte, Adrian Windsor

Staff: Jerry Kappel, Kunga Wangmo-Upshaw

Absent: Joy Brenner

The meeting was called to order at 9:30 a.m. Alex Chen reported for the Summer Solstice Committee that he had contacted Jill Thatcher at Sherman Gardens. She has a slide presentation on Newport Beach history going back to the 1920s that she would be able to give. The Committee discussed staying with the concept of Newport Beach History as the focus of the event. Jerry emphasized the importance of the event as an incentive to join and the role of a prominent speaker. Several names were mentioned. The Committee will decide. Jerry suggested we might consider a journalist from the *Orange County Register*. Bill Plaschke and Steve Lopez have spoken at Library Live, which has solidified our relationship with the *Los Angeles Times*.

Randy reported on the Opening Event for Witte Hall. He attached the minutes of that meeting. The event will be in late February or early March, and the Committee will be interviewing Event Planners. Jerry said the Hall will be managed by Parks and Recreation, who will hire a Hall Manager. There is no Ticket Booth in the Design of the Hall, so the Foundation will have a mobile booth built with ticketing software.

Jerry and Marilyn reported on Beyond Books. Lizanne will attend the next Beyond Books meeting. The \$500,000 match has been met. There are 186 donors. The Foundation to date, with pledges, has raised \$10,814,000 of the \$11,750,000 agreed. We will continue to raise money until the January 2026 deadline, and any extra money will go into a restricted account for the Hall.

Kristen presented her report on methodology to attract the membership of young families. With a series of slides, she discussed the issues of young families that might be addressed by the Foundation. Among the ideas:

- *Babysitting for Lectures. Jerry explained the rule that an adult must accompany children in the Library, rendering that impossible.

- *Book Discussions at night on topics relevant to parents, co-sponsored with private schools.

- *Program similar to Medicine in our Backyard for Parents with a streaming option. The Committee liked the idea of working in conjunction with the Early Childhood Education at UCI, starting in 2026-27. We will need a sponsor similar to the Smiths for MIOBY.

Action Items:

Check with UCI Early Childhood Education.

Survey the email list to ascertain topics of interest.

Consider potential sponsors.

The meeting adjourned at 11:00 a.m.

NEWPORT BEACH PUBLIC LIBRARY FOUNDATION DEVELOPMENT COMMITTEE CHARTER

This Charter is the governing document for the Newport Beach Public Library Foundation Development Committee. It has been adopted by the Foundation Board and may be amended by the Board from time to time by majority vote.

Authority and Membership

1. The Development Committee is a standing committee of the Board established by the Board under Section 3.20 of the Bylaws. Both directors and non-directors may be members of the Committee. The Board will appoint members of the Committee and a Chair. The Chair must be a member of the Board of Directors; if the Committee requests, a Co-Chair who need not be a Director can be appointed by the Board.
2. The Board may fill vacancies on the Committee or add new members. The Board may remove a Committee member from the Committee at any time, with or without cause.

Operations

1. The Committee will meet with such frequency as it may determine. The Chair or Co-Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present in person or by electronic means.
2. The Committee will report its activities to the Board on a regular basis and will keep minutes of its meetings.
3. The Committee may invite any other individual who is not a Committee member to attend Committee meetings or meet with Committee members, but such persons will not have voting power and will not be held out as Committee members.
- ~~3.4.~~ The Committee may establish subcommittees formed for a specific purpose, and the members of the subcommittees should not require Board approval.
- ~~4.5.~~ The Committee will review this charter periodically and recommend any proposed changes to the Board for review.

Responsibilities

1. Propose fundraising and outreach strategies; develop, monitor, and support execution of those fundraising strategies and plans; seek Board approval when appropriate-adopted by Board.

2. Coordinate with Foundation staff the delivery to Board of information on donors, including current and prior connection with library and/or Foundation, past contributions, and other information the Committee or the Board deems relevant.
 3. Work with the CEO and the Board to facilitate and encourage greater development growth.
 4. Engage directly with existing and potential donors and seek assistance from Board members.
 5. Review, oversee and propose revision to donor recognition programs, including a Library Leadership Reception, Summer Solstice, and all other donor events granted approval by the Board.
- ~~5.6.~~Oversee Board education concerning fundraising skills and practices.

Newport Beach Public Library Foundation
Library Live Committee
March 4, 2025
Minutes

Meeting Site: **Library Staff Conference Room**

Time: 9:30am – 10:30am

Committee: Amy Fulford, Loren Blackwood (absent), Patricia Dreyfus (Chair), Emily Ford, Johanna Kim, Cindy Share, Ann Stephens, Adrian Windsor, Marilyn Krahe (Foundation Chair) (Absent)

BLT Rep: Dorothy Larson

Staff: Jerold Kappel, CEO, Kunga Wangmo-Upshaw, Director of Programs

Meeting

- The committee recommends three new members, Emily Ford, Elizabeth Hanauer and Elizabeth “Liz” Manji.
- Javier Zamora event was sold out and the committee enjoyed the reception with the author. The event was a success with 210 people who attended the event.
- Two fall authors have been confirmed. *Los Angeles Times* business columnist Michael Hiltzik and *New York Times* journalist Thomas Fuller. We are working on two more authors for Spring 2025.
- The committee recommends buying the software for ticket purchase in the new Witte Hall.
- The committee recommends raising the price of the ticket to \$40 for non-members/ \$35 for members and 125 for Season Pass for the next season.
- 2024-25 Library Live Season - **Season pass sold 134**

Date of Event	Speaker’s Name	Available	Sold	Attended
Oct. 4	Bonnie Garmus	400	482	517
Nov. 7	Rosanna Xia	200	157	187
Feb. 27	Javier Zamora	200	220	210
April 24	Viet Thanh Nguyen	200	185	

Next meeting: **Tuesday, April 1, 2025, in the Library Staff Conference Room**

10:30 AM **Adjourn**

Memo

To: Board of Directors
From: Jerold D Kappel
Date: March 10, 2025
Re: CEO and Programming Report

FINANCE

1. Operating contributions are up significantly from last YTD. Excluding Hall contributions, contributed revenue is up 26%, a \$110,186.35 increase from FY2025.
2. Net/Net Operating Revenue, which excludes Dividends and Interests on Securities, the capital contributions to the Hall, and extraordinary unplanned bequests, shows a net revenue of \$185,879.12. That is net positive of \$73,197.89 (65%) over FY 2024. (Line 87).
3. Revenue from program sales is now \$4,973.59 ahead of last year, even with reduced sales for the Saturday Witte Lecture with Christine Brennan. Library Live with Javier Zamora sold out. Every Library Live has sold out this season and Viet Thanh Nyugen is almost sold a month out. Note that season tickets are discounted, which balances out ticket revenue for sold out events.
4. Expenses are on budget with only a 9.65% increase over last YTD. The major increase was in the A/V for the Garmus event, Fundraising fees (normal when running both a capital campaign and legacy campaign), Travel & Expenses (we had more local speakers last season), Printing and Postage (we increased the printing and mail distribution for Bookmark) and staff Salaries (Kunga was on leave for the first six months of last fiscal year) Those expenses were budgeted.
 - a. Also included in the packet is the P&L for Programming. Since contract fees, travel, and other expenses vary from year-to-year, I do not include comparison to the former year. But we are on budget.
5. The lecture hall account (8520) is \$ 2,909,372.90. Total raised, cash and future gifts, is \$11,172,670 as of 2/28/2025. This includes interest in the account. The commitment to the City is \$11,750,000. With the Foundation commitment to pay for the entire change order for the increased size of the LED screen, the Foundation owes an additional \$130,000.
 - a. The Third Amendment of the MOU states that the Foundation must submit to the City the entire cost of the change order within seven days of accepting the full cost. That payment of \$130,000 has been made from the City National savings and checking account.

6. Cash on Hand: Our cash (checking, savings, Schwab cash account) stands at \$542,807.26. This is \$108,501.62, less than FY24 YTD. However, the \$100,000 bequest was received in December 2023 and is accounted for in FY2024 cash on hand comparison.
7. The endowment as of February 28 was \$3,641,293.46. The endowment assets are responsive to market conditions. Consequently, the endowment value is \$3,574,008.42 as of March 6. Please note that the Foundation's investment policy is that the value for distribution is 5% of the trailing 12 quarters.
8. Budget for FY 2026 is scheduled to be provided to the Finance Committee in May. There are a number of items that will need to be determined before then. The Witte and Library Live committees will be making recommendations on some of these items at the April Board meeting.
 - a. Will ticket prices be increased for Witte and Library Live.
 - b. Will we initiate tiered pricing?
 - c. Will we need ticketing software. We will if we move to tiered pricing. What is the cost, and it must coordinate with GiveCloud and DonorPerfect?
 - d. What will be the cost of the donor appreciation event for the weekend of the Grand Opening of the Hall?
 - e. What other costs are there with the opening of the Hall and moving the three programs to the Hall.
 - f. Where to have and how will we manage pre- and post-event receptions and meals. Will there be extra costs to these receptions?
 - g. Will we initiate a volunteer program for ticket takers and ushers for programs in the Hall. Will we need volunteer scheduling software for these events.
 - h. In addition to the Third Amendment agreement that the Foundation will pay \$700 for each event at the Hall, will there be any additional costs associated with these events?

GOVERNANCE AND MANAGEMENT

1. A Governance report will be given at the Board Meeting.
 - a. The charter for the Literacy Committee and the revision of the Development Committee charter are included in the packet.
2. The Pals4PAL organization has received approval for dissolution by the CA AG. Pals4PAL transferred its assets, including its donor MS Excel spreadsheet, to the Foundation the first week of March. The Foundation received a cashier's check for \$469,000 on Monday, and a separate account at Schwab was established for these temporarily restricted funds. The funds were deposited on Friday March 7.
 - a. Mike Nozzarella of Tarbox Family Office, the Foundation's investment management firm, will attend the first 15 minutes of the Finance Committee meeting to recommend the investment of this fund.
 - b. Pals4PAL retained \$10,000+ for any additional legal fees involved in its dissolution. Any remaining funds will be sent to the Foundation after its June 30 fiscal year—and organizational—end.

- c. It was agreed that the Foundation will notify former Pals4PAL donors that this transition has taken place. Working with Paul Watkins, a notice has been drafted to send to donors that have contributed in the past 5 years as recorded on the Excel spreadsheet. For those for which we have emails, we will send an email. For those that only have an address, we will send a letter in the mail. There are a number of names with no contact information, and we cannot contact them. The notice is included in the packet.
3. Advocacy Issues to monitor: libraries across the nation are reporting deep concerns over the loss of tax-revenue funding on the federal, state, and local level. There have already been reports of 20% budget reductions and staff layoffs.
 - a. In Orange County, social service organizations are reporting loss of funding for key programs. The National Alliance on Mental Illness reported that the County has informed them that its major grant for a crisis (non-suicide) phone line will be cancelled on June 30. NAMI will have to lay off 130 full and part-time employees. Other social service nonprofits are relating similar concerns. Healthcare, especially Medicaid and medical research, is reporting a major loss of government funding.
 - i. Recent research reveals that 20% of all state and local funding is supported by federal pass-through or direct grants. Nonprofits are often the delivery organizations for direct expenses, whether for healthcare, homelessness, environmental issues, even police, fire, and other first responders. Philanthropy has not kept up with inflation for five years, and there is no expectation that philanthropy can offset the loss of tax-revenue funding.
 - b. DEI: Libraries and library foundations are expressing a growing concern about attacks over DEI-type value statements and programs. A library in a suburb of Maryland was forced to cancel a program on women in cryptology because it was deemed DEI and “woke.” True, I can’t make this up.

EVENTS and PROGRAMMING

Central Library closure: The Library will be closed for at least three weeks in September, possibly going into October, for replacement of the HVAC system air handlers, painting of the outside of the building, replacement of lamps to LED, and other major maintenance issues. The two elevators will also be going under major renovation, one elevator at a time, and that will be a six-month process. Kunga is already in the process of moving programs scheduled in September through October to the Community Room. This includes the first Library Live, Medicine in Our Backyard, the Financial Literacy Workshops, and the Book Discussion Group. Spotlight is still under discussion as to when the first program will be held.

- The date for the beginning of the Central Library renovation is not yet set in stone. We will no more as the year progresses, but we are not taking chances with the programs and are planning to move them. If the renovation is completed on time or early, we have the option to move the programs back to the Friends Room.
- The Library Leadership Reception will also be scheduled in the Community Room.

- The staff will be on a flexible remote schedule during this time. If we can work from our Library offices, we will. If there are restrictions, we will work remotely. This also means that committee and Board meetings will need to be held off site.

Also, Eddie Flores, the Facilities Manager for the Library, will be retiring on June 30. City Public Works will be assigned to maintenance of the Library. Eddie sets up the Friends Room for our events, does the set up and break down of the Popular Library space for Friday night Witte, changes the program banners over the entrance and in the Friends Room, monitors the programs, and the Foundation compensates him for any time outside his work hours. For instance, for Spotlight on Science this past Wednesday, we paid for five hours. Will Public Works do this? Or will we have to contract Eddie separately? And will Public Works agree to this as he will no longer be a City employee so his access may be limited?

1. Please see Kunga Wangmo's Program Report which also covers marketing.
2. Programs scheduled for May--Medicine in Our Backyard and the Finance Workshops, which average about 70 people each--will be moved to the Community Room as construction will start on the courtyard. Kunga has those events scheduled in the Community Room.
3. The Summer Solstice event will also be held in the Community Room and adjoining patio.
4. 2025-2026 Witte, Library Live and Spotlight lectures. These are the three programs that will move to Witte Hall. These program committees, working with Kunga, are planning their next season schedules. We do not know for sure when the Hall will open (the report included in the Board packet still affirms completion of the Hall in December 2025), so the program committees have to take that into account in their planning.
5. The Development Committee has also designated a sub-committee to work on the annual Summer Solstice event in June. The date is set, June 18, and the event will be held in the Community Room as the courtyard will be under construction.
6. Witte Hall Grand Opening: There is a sub-committee working on the donor appreciation event which will be the Thursday of Grand Opening weekend. I am securing ideas and proposals for an event manager for the donor event. They are also providing broad budgets.
7. The Grand Opening weekend is the responsibility of Recreation and Senior Services. There will need to be a committee of that department, the Library, and the Foundation for its planning. That department has not moved forward with this committee yet. And will the Council subcommittee for the Hall--Lauren Kleiman and Noah Blom, have to be part of that committee?

MARKETING/PR

1. Orange County Business Journal Giving Guide: The OCBJ solicited an anonymous

donor to fund half of the cost of a two-page spread in the Giving Guide. We are focusing on the Beyond Books campaign. The two-page spread is included in the packet.

2. Please see Kunga's Program report for details on marketing.

DEVELOPMENT

1. *If you have a capital campaign prospect and would like to invite them as your guest to a Foundation event, please email me and do so. Just make sure you let us know so that we can have their name at the door.*
2. As soon as the Grand Opening weekend is set and there is a broad budget for it, I will need to spend considerable time seeking corporate sponsors for the event. There are unknown issues regarding corporate sponsors. Will the City allow me to solicit corporate sponsors, and will I have to go through an approval process with the City Attorney's Office for each proposal, corporate sponsor recognition and benefits?
 - a. I need resolution on these issues in the next 30 days as it will take time to approach corporations and for them to make a decision.
 - b. Sponsorship is really a marketing expense, not really philanthropy, and we have to adhere to strict IRS regulations regarding benefits so that the sponsorship fee is not considered unrelated business income by the IRS and taxed.
3. **Reminder:** There are over 400 prospects for contributions to Witte Hall that are rated highly in our database. Any Board member can meet with me and select a few people to contact. I can spend the time reviewing options in cultivating a prospect. You just need to communicate how excited you are that the Hall is now under construction.
 - a. 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. I have provided all the Board Members with the FAQ document and if you have additional questions, let me know. The best way to promote the Hall and the campaign is to just talk to people. [Witte Hall - Newport Beach Public Library Foundation \(nbplf.foundation\)](http://Witte Hall - Newport Beach Public Library Foundation (nbplf.foundation))

WITTE HALL

1. A construction update provided by the City's Public Works has been received and is in the Board packet.

I always welcome a phone call or a meeting with board members. My cell is 703-307-0399 evenings and weekends. Cell service is spotty in the Library. During the workday when I am in the office it is better to contact me by office phone (949-717-3890), or by email.

Director of Programs Report

Marketing:

- Witte and Library Live season passes on the website
- Spring Navigator has all our events.
- Library Live/Witte/Spotlight on Science events on Stu News/ OC Register events section
- Banners are displayed for Witte and Library Live events in front of the Central Library
- We send eblasts for events through Constant Contact at least once a week.
- Our current email subscribers are at **18.6K**. Our opening rate is **49%**, which is over 9% of the industry average. We are currently cleaning our contact list.

Library Live Author Series:

- The new season pass was on sale for Foundation members only in July.
- We sold 134 season passes and counting, more than last season.
- Individual tickets were on sale on September 1.
- Bonnie Garmus event had sold 518 tickets. There were 517 in attendance.
- Rosanna Xia = 203. There were 165 people in attendance.
- Javier Zamora = 220. 210 people in attendance.
- Viet Thanh Nguyen = 188

Witte Lectures:

- The new season pass was on sale for Foundation members only in July.
- Individual tickets went on sale on October 1.
- Friday season pass – 114
- Saturday season pass – 98
 - ✓ Bret Stephens = SOLD OUT - Waitlist
 - ✓ Christine Brennan =SOLD OUT/ 180
 - ✓ Juliette Kayyem – 173/188
 - ✓ M. Chris Fabricant – 154/146

Medicine in our Backyard:

- All the events are on the Foundation and Library website.
- March 24 event with Dr. Zelja Jurtric on “When Does Colon Cancer Spreads to the Liver?”
- Last month we had 70 people in attendance.

Book Discussion Group

- All the events are on the Foundation and Library website.
- Next book is *The Sympathizer* by Viet Thanh Nguyen on March 12.
- Last month we had 47 people in attendance.

Financial Workshop

- All the events are on the Foundation and Library website.
- *It's Your Estate!* workshop is on March 24 – April 28. Rack cards are available in the library.

Spotlight on Science

- All the events are on the Foundation and Library website.
- March 5 with Grant MacGregor, DPhil. = 220/ 185 people registered in attendance.
- April 30 event with Lucy Jones, PhD. on earthquakes

The 2025 GIVING GUIDE

Newport Beach Public Library Foundation



Address: 1000 Avocado, Newport Beach, CA 92660
Phone: (949)717-3890
Email: jkappel@nbplf.foundation
Website: www.nbplf.foundation

Instagram: @nbplfoundation
Facebook: facebook.com/NBPLFoundation

Top Executive: Jerold D Kappel, CEO
Year Established: 1989

MISSION STATEMENT

The Newport Beach Public Library Foundation funds valuable library resources, programs and services, and engages the community through the creation and sponsorship of diverse literary, cultural, and intellectual programs.

SERVICE AREA

Greater Newport Beach

FAST FACTS

What is your Charity Navigator Rating (1 star – 4 stars) OR What is your Guidestar Rating?
 Charity Navigator 4 Stars & Guidestar Platinum Rating

What percentage of total revenue goes to cause?
 With the funds raised for the capital campaign to fund 50% of the cost for the new library lecture hall/civic auditorium, Witte Hall, the Library Foundation has 95% of its revenue go to the mission of funding valuable Library resources and services.

What was your greatest community impact in 2024?
 The Library Foundation presented 48 programs in the 2023-2024 season, made \$68,100 in direct grants to the Newport Beach Public Library, and entered into an agreement with the City of Newport Beach to raise 50% of the cost of construction for the new Library Lecture Hall/Civic Auditorium.

GOALS FOR 2025

- * Continue to provide high-quality programming at the Library for the community with distinguished speakers, authors, scientists, and medical and financial experts.
- * Complete the \$11.750 million Beyond Books Campaign for Witte Hall, the new library lecture hall/civic auditorium, and celebrate the opening of the new Hall in early 2026.
- * Continue to fund critical resources for the Newport Beach Public Library, the cultural, educational, and informational heart of Newport Beach.

VOLUNTEER & GIVING OPPORTUNITIES

The Library Foundation has three volunteer program committees to advise on selecting speakers, authors, and scientists for the Witte Lectures, Library Live Author Series, and Spotlight on Science. The Library Foundation also has Board committees for Project Adult Literacy and Development, including the Beyond Books Capital Campaign for Witte Hall. Volunteers staff the programs and special donor events.

Contributions may be designated to a specific program, the Foundation Endowment, the Elizabeth and John Stahr Legacy Society (estate giving), Newport Beach Library support including Project Adult Literacy, or to the Beyond Books Capital Campaign for Witte Hall.

Contributed support to the Library Foundation of Newport Beach provides benefits and enhancements the Library could not provide without the support of the Foundation and its members. Foundation supporters help transform the Newport Beach Library from a good public library to a great public library. Over the past decade, the Library Foundation has contributed more than \$7,000,000 to fund programs, technology, and services for the 1.2 million users of the Central Library and its three neighborhood branches.



Foundation Board Members and Witte Hall Design Committee at Witte Hall Groundbreaking February 2024

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BOARD OF DIRECTORS

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WITTE HALL: The Future of Community Learning

To Engage Learners • To Inspire Thinkers • To Nurture Civic Connections

A Bold Vision

Witte Hall will transform the Newport Beach Public Library into a premier destination for literary, cultural, and educational events.

A State-of-the-Art Venue

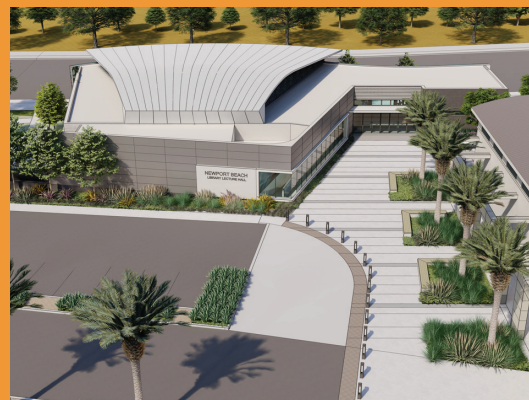
- 299-seat auditorium with tiered seating
- Cutting-edge audio-visual and stage technology
- Designed by award-winning architect Robert R. Coffee
- Expanded outdoor event space

Your Support Builds This Legacy

The City of Newport Beach will provide 50% of the cost of Witte Hall. The donor community, through the efforts of the Newport Beach Public Library Foundation, will contribute the remaining 50%. **Major donors will receive special recognition on a donor wall in the Lobby of Witte Hall and an invitation to the Hall's opening celebration and events. Other benefits are detailed on the Foundation's website.**

Leave Your Mark

Naming opportunities are available for the **Auditorium, Green Room, and Stage Manager A/V Booth.**



Donate Today!

by visiting www.nbplf.foundation/witte-hall
 Stay updated on construction and opening details online.



CITY OF NEWPORT BEACH

Lecture Hall

Monthly Project Status Report
February 28, 2025



SCHEDULE

In February, significant progress was made on multiple fronts. The contractor successfully completed the Building Slab on Grade (SOG) and the installation of underground electrical and fiber conduit leading to the building's electrical room. Additionally, work on metal stud framing, as well as high and low roof framing and sheathing, commenced. However, the completion of the structural steel was delayed by two weeks due to rain and design clarifications. The beam signed during the beam signing ceremony was installed this week. Looking ahead to March, the contractor plans to finalize the remaining structural steel, begin roofing on the high roof, complete the "dance floor" in the seating area to facilitate rough Mechanical, Electrical, and Plumbing (MEPS) installation, and initiate the installation of curtain wall mullions. The paving subcontractor has confirmed that the grind and overlay work on Avocado Avenue will begin and be completed on 3/5/25. Overall, February was a highly productive month, with a range of activities being completed and several key tasks starting. Manpower on site has reached its highest level since the project commenced, ensuring continued momentum moving forward.

Activity	February		March			April			Notes
Street/Sidewalk repair									
Building Foundation/SOG									
Final Steel Erection									
Exterior framing									
High roof									
Low roof									
Building underground electrical									
Rough MEPs at seating area									
Curtain wall									

MILESTONES

- New U/G utilities Completion: 6/06/2024- [Completed 6/06/2024](#)

- Building Pad Certification: 6/24/2024- [Completed 7/17/24 \(Behind 3 weeks\)](#)
- Structural Steel Completion: 10/21/2024- [Behind, Final steel erection is scheduled to be completed by second week of March](#)
- Roof Dried-in Completion: 1/23/2025- [Behind, Recovery schedule shows completion by 4/25/25](#)
- Energize Building: 4/29/2025- [On track](#)
- Substantial Completion: 12/09/2025- [On track](#)

SCHEDULE UPDATES

- NTP Date: 2/12/2024
- Original Project Completion: 12/23/2025
- Updated Project Completion: 12/23/2025

BUDGET

- Contract Price: \$19,068,000
- Change Orders to Date: \$152,990
- Owner Contingency: \$1,906,800
- Owner Contingency Remaining: \$1,753,810

Progress Photos





GRIFFIN'S FOCUSED TASKS FOR OCTOBER

Griffin will continue to focus on the following:

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