



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

March 16, 2026
Agenda Item No. 6

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
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PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Library Gift and Donor Policy (NBPL 3)

RECOMMENDATION:

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

DISCUSSION:

Through Library Policy NBPL 3, *Library Gift and Donor Policy*, the Board of Library Trustees (Board) reviews and approves donations and gifts to the Newport Beach Public Library (Library) that are not covered in Library Policy NBPL 2, *Collection Development Policy*. Staff recommends modest changes to Library Policy NBPL 3.

The bulk of edits are to the organizations' naming conventions throughout the policy. Staff suggests an abridged reference to the Board, Library, Library Foundation of Newport Beach (Foundation), and Friends of the Newport Beach Public Library (Friends) after the first full term usage is listed in the policy. Edits also include consolidating sentences to decrease some of the phrase repetition.

Other revisions reflect the Foundation's current practices. The first is a change for "donor gifts of \$5,000 or greater shall have no more than five (5) years to complete the pledge." The amount is now \$25,000 or more. Additionally, the original policy indicates, "if [a] pledge payment is due from an estate settlement, the estate shall have up to one year from the date of the pledge payment date to fulfill the pledge." The length of time has changed from one year to three years in the revised policy.

The section regarding Project Adult Literacy Gifts has been removed from the policy. The Pals4pal 501(c)(3) organization dissolved in 2025. Donors interested in contributing funds to support the Library's Project Adult Literacy Program are now directed to the Foundation.

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).

- ATTACHMENT A: Library Gift and Donor Policy (NBPL 3) – original
- ATTACHMENT B: Library Gift and Donor Policy (NBPL 3) – red-lined
- ATTACHMENT C: Library Gift and Donor Policy (NBPL 3) – final
- ATTACHMENT D: Library Gift and Donor Policy (NBPL 3) – Naming Area Maps