



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 20, 2026
Agenda Item No. 5

TO: BOARD OF LIBRARY TRUSTEES

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

TITLE: Library Service Policy (Council Policy I-1)

RECOMMENDATION:

Staff recommends that the Board of Library Trustees review Council Policy I-1, *Library Service Policy* and suggests no revisions be brought forth to City Council.

DISCUSSION:

Council Policy I-1 is the only City Council Policy related to the Library. The brief policy currently states, "All policies proposed to be adopted by the Board of Library Trustees should first be submitted to the City Council for review."

Operationally, staff submits proposed revisions to existing Library policies and new Library policies to the City Attorney's Office prior to Board of Library Trustees approval to determine compliance with Federal, State, and local law. The City Attorney's Office provides legal advice and services to support the City Council, the City Manager and all City departments, Boards, Commissions and Committees in achieving the City Council's goals while limiting risk and costs to the taxpayers. The Board of Library Trustees, appointed by City Council, is a policy-making board responsible for the administration of City libraries. Library policies, while subject to review by the City, are made and approved by the Board of Library Trustees and implemented by staff.

The Board of Library Trustees, which is charged with administration of the Library, can suggest revising this policy as necessary and can recommend any revisions go before City Council for approval. The Board last reviewed Council Policy I-1 on July 15, 2024, with no changes suggested. Similarly, staff does not recommend revising the policy during this review.

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: Council Policy I-1, *Library Service Policy*

ATTACHMENT B: Board of Library Trustees Review History, Council Policy I-1-original

ATTACHMENT C: Board of Library Trustees Review History, Council Policy I-1-redline

ATTACHMENT D: Board of Library Trustees Review History, Council Policy I-1-final