

**TO:** BOARD OF LIBRARY TRUSTEES

**FROM:** Library Services Department  
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**PREPARED BY:** Melissa Kelly, Library Support Services

**TITLE:** Proposed Donation and Gift Acceptance Procedure

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By charter, the Board of Library Trustees will accept money, personal property or real estate donated to the City for library purposes, subject to the approval of the City Council.

Staff recommends the following procedures to put in place to support this policy and ensure the timely acceptance of gifts and donations:

- A gift or donation of \$10,000 or less which is coming from one of the Library support groups, Newport Beach Public Library Foundation or The Friends of the Newport Beach Public Library, be accepted on their behalf by the Library Director. The gift will be reported to the Board of Library Trustees on a quarterly basis in the financial expenditure reports. Gifts or donations over \$10,000 will be brought to the Board of Library Trustees for approval of acceptance and designation of use before being forwarded to City Council for their approval.
- The Library Director may accept funds of \$10,000 or less from the Newport/Mesa Pro Literacy Board to cover the Library Literacy division's operating expenditures. These funds will be reported to the Board of Library Trustees on a regular basis. Funds over \$10,000 will be brought to the Board of Library Trustees for approval of acceptance and designation of use before being forwarded to City Council for their approval.
- The Library Director may accept donations of materials and/or funds for the purchase of materials on behalf of the Library Board of Trustees in the amount of \$500 or less. These donations will meet the criteria outlined in City Council Policy I-3 (Newport Beach Public Library Collection Development Policy).

These procedures are similar to the City's policy in regards to the acceptance of gifts or donations by the City Manager and the City Council.

Excerpt from Council Policy F-3

The City Manager may accept grants or donations of up to \$30,000 on behalf of the City. However, if a new or additional appropriation is required, the City Manager's authority to create new appropriations is limited to \$10,000 as stated above. The City Council will be formally notified of such actions on a quarterly basis by way of the City Manager newsletter to the City Council.