



Leslie Hardy
Community and Library
Services Director

Amy Harpster
Assistant Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees November 17, 2025

3:30 PM Regular Session

Orange Public Library & History Center - Rotary Room
407 E. Chapman Avenue
Orange, CA 92866

REBECCA MARTINEZ
Chair

SUSIE HUBER
Vice Chair

KATHLEEN STEVENS
Trustee

ARIANA CAZARES
Trustee

SHARON ZIMMERMAN
Trustee

Welcome to the Library Board of Trustees Meeting. Regular meetings of the City of Orange Public Library Board of Trustees are typically held on the third Monday of each month at 3:30 p.m.

Agenda Information

The agenda contains a brief general description of each item to be considered. Written materials relating to an item on the agenda that are provided to the Library Board after agenda packet distribution and within 72 hours before it is to consider the item will be made available for public inspection in the City Clerk's Office located at 300 E. Chapman Avenue, Orange, during normal business hours; at the Library Board meeting; and made available on the City's website at www.cityoforange.org.

Public Participation

Pursuant to Government Code Section 54954.3, members of the public may address the Library Board on any agenda items or matters within the jurisdiction of the governing body by using any of the following methods:

1) In-Person

To speak on an item on the agenda, complete a speaker's card indicating your name, address, and identify the agenda item number or subject matter you wish to address. The card should be given to staff prior to the start of the meeting. General comments are made during the "Public Comments" section on the agenda. Public comments are limited to three (3) minutes per speaker, unless a different time limit is announced.

2) Written Public Comments

Members of the public can submit their written comments electronically for the Board's consideration by using the eComment feature on the Agenda page of the City's website at www.cityoforange.org. To ensure distribution to the Library Board prior to consideration of the agenda, we encourage the public to submit written comments by 11:00 a.m. the day of the meeting. All written comments will be provided to the Trustees for consideration and posted on the City's website after the meeting.

Please contact the City Clerk's Office at (714) 744-5500 with any questions.

ADA Requirements: In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the Orange Public Library at (714) 744-2400. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

1. OPENING/CALL TO ORDER**1.1 PLEDGE OF ALLEGIANCE**

Trustee Sharon Zimmerman

1.2 ROLL CALL**1.3 PRESENTATIONS**

Presentation by Dolly Parton's Imagination Library

2. PUBLIC COMMENTS

Opportunity for members of the public to address the Library Board on matters not listed on the agenda which are within the subject matter jurisdiction of the Board, provided that NO action may be taken on off-agenda items unless authorized by law. Public Comments are limited to three (3) minutes per speaker.

3. APPROVAL OF MINUTES**3.1 Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on October 20, 2025****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
 [October 20, 2025 Regular Meeting minutes](#)

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT**5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT****6. LIBRARY DIRECTOR'S REPORT****6.1 Library Services Director's Report and Updates on Library Services****Recommended Action:**

Receive and file.

Attachments: [Staff Report](#)
 [OPL Statistics at a Glance - September 2025 Report](#)

7. BOARD REPORTS**7.1 Reports from Chair****7.2 Reports from Trustees**

8. NEW BUSINESS

8.1 Adoption of proposed Rules of Conduct Policy

Recommended Action:

Adopt Policy as presented.

Attachments: [Staff Report](#)
 [Proposed Rules of Conduct dated November 17, 2025](#)

8.2 Adoption of proposed Donations, Grants and Sponsorships Policy

Recommended Action:

Adopt Policy as presented.

Attachments: [Staff Report](#)
 [Proposed Donations, Grants and Sponsorships dated November 17, 2025](#)

9. ADJOURNMENT

The next Regular Library Board of Trustees meeting will be held on Monday, January 26, 2026, at 3:30 p.m., in the Community Room at the El Modena Branch Library.

The December 15, 2025 Regular meeting of the Library Board of Trustees is cancelled.

I, Jessica Wang, Executive Assistant for the City of Orange, hereby declare, under penalty of perjury, that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at the following locations: Orange Civic Center kiosk and Orange City Clerk's Office at 300 E. Chapman Avenue, Orange Main Public Library at 407 E. Chapman Avenue, Police facility at 1107 N. Batavia, and uploaded to the City's website www.cityoforange.org.

Date posted: November 13, 2025



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

11/17/2025

File #: 25-0644

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. **SUBJECT**

Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on October 20, 2025

2. **SUMMARY**

Submitted for your consideration and approval are the minutes of the above meeting.

3. **RECOMMENDED ACTION**

Approve minutes as presented.

4. **ATTACHMENTS**

- October 20, 2025 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

11/17/2025

File #: 25-0644

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on October 20, 2025

2. SUMMARY

Submitted for your consideration and approval are the minutes of the above meeting.

3. RECOMMENDED ACTION

Approve minutes as presented.

4. ATTACHMENTS

- October 20, 2025 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

October 20, 2025

The Orange Public Library Board of Trustees of the City of Orange, California convened on October 20, 2025 at 3:30 p.m. in a Regular Meeting in the Rotary Room of the Orange Public Library & History Center, 407 E. Chapman Avenue, Orange, California 92866.

1. OPENING/CALL TO ORDER

Chair Martinez called the meeting to order at 3:31 p.m.

1.1 PLEDGE OF ALLEGIANCE

Trustee Stevens led the flag salute.

1.2 ROLL CALL

Present: Stevens, Cazares, Zimmerman, and Martinez

Absent: Huber

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES

3.1 Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on September 15, 2025

A motion was made by Trustee Stevens, seconded by Trustee Zimmerman, to approve the minutes as presented.

The motion carried by the following vote:

Ayes: Stevens, Cazares, Zimmerman, and Martinez

Noes: None

Absent: Huber

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

Kathleen Stevens reported the following on behalf of the Friends of the Orange Public Library ("Friends"):

- The Friends Board of Directors adopted new bylaws and are now reviewing standing rules for succession planning.
- Updates on the bookstore, memberships, and internet sales.
- Updates on past and upcoming specialty book sales.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Steve Freeman reported the following on behalf of the Orange Public Library Foundation ("Foundation"):

- The Foundation Board of Directors elected new officers.
- Updates on Foundation fundraising programs and events, such as paid parking for the International Street Fair and upcoming Mystery Author Panel and Luncheon.
- The Foundation is working toward becoming more community based and a City partner.

6. LIBRARY DIRECTOR'S REPORT

6.1 Library Services Director's Report and Updates on Library Services

Leslie Hardy, Community and Library Services Director, and Amy Harpster, Assistant Library Director, provided a report on current events at the Library, including:

- Updates on Library staff and scheduling.
- Updates on Library spaces being used as voting centers.
- Budget updates.
- Updates on building improvements and plans for future projects.
- A recap of past Library events and programs and an update on current events and programs.
- Updates on community outreach programs.
- The OPL Statistics at a Glance - August 2025 report was received and filed.

6.2 Financial Report for FY26 Through September 2025

The July-September 2025 Financial Report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- The Trustees confirmed their contribution to silent auction baskets for the Foundation's Mystery Author Panel and Luncheon fundraiser.

7.2 Reports from Trustees

The Trustees had the following to report:

- Trustees will attend the Foundation's Mystery Author Panel and Luncheon fundraiser.

8. NEW BUSINESS

8.1 Adoption of Proposed Collection Development Policy

Amy Harpster, Assistant Library Director, gave a staff report on proposed changes to the Collection Development Policy.

Trustees Cazares and Zimmerman expressed concern on how to keep children from accessing mature material.

The proposed policy states that “the primary responsibility of the Library’s collection is to meet the broad and diverse interests of the community and respect both the Library’s autonomy and its specific community needs.” Parents are responsible for their children.

A motion was made by Trustee Stevens, seconded by Trustee Cazares, to adopt the policy as presented.

The motion carried by the following vote*:

Ayes: Stevens, Cazares, Zimmerman, and Martinez

Noes: None

Absent: Huber

*NOTE: Trustee Zimmerman’s silence is officially recorded as a “Yes” vote.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:15 p.m.

The next Regular Orange Public Library Board of Trustees meeting will be held on Monday, November 17, 2025 at 3:30 p.m. in the Rotary Room of the Orange Public Library & History Center.

Leslie Hardy
Community and Library Services Director



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

11/17/2025

File #: 25-0599

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. **SUBJECT**

Library Services Director's Report and Updates on Library Services

2. **RECOMMENDED ACTION**

Receive and file.

3. **ATTACHMENTS**

- OPL Statistics at a Glance - September 2025 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

11/17/2025

File #: 25-0599

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Library Services Director's Report and Updates on Library Services

2. RECOMMENDED ACTION

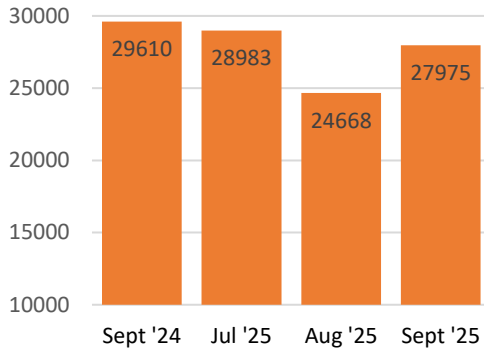
Receive and file.

3. ATTACHMENTS

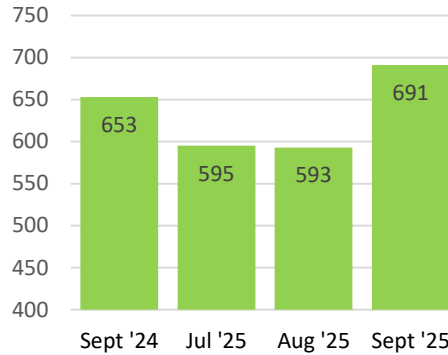
- OPL Statistics at a Glance - September 2025 Report

Statistics at a Glance September '25 Report

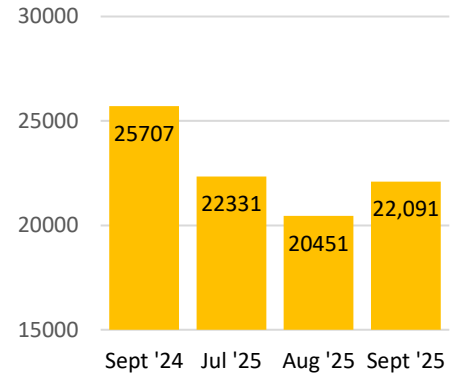
LIBRARY VISITS



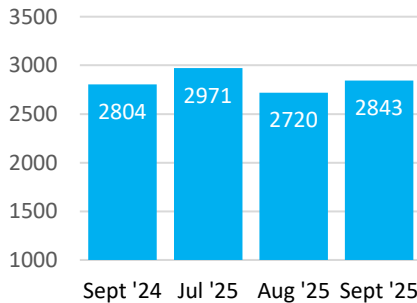
LIBRARY CARDS ISSUED



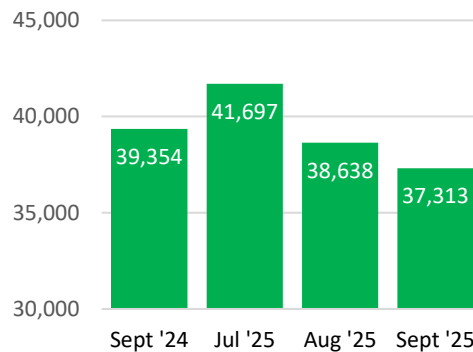
WEBSITE VISITS



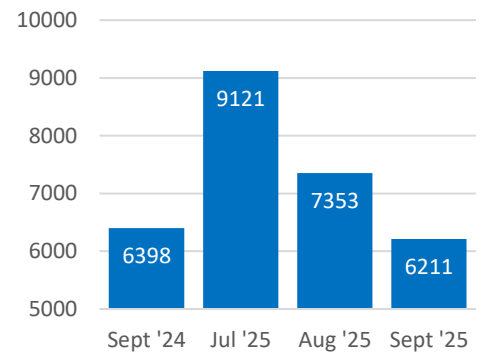
PUBLIC COMPUTER SESSIONS



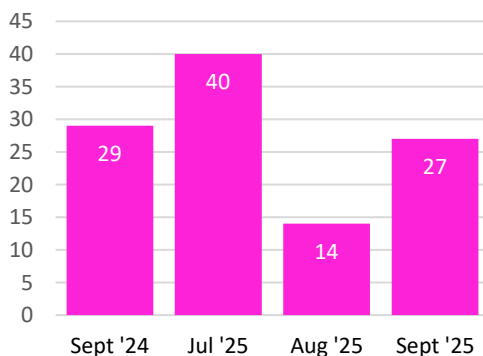
ITEMS BORROWED



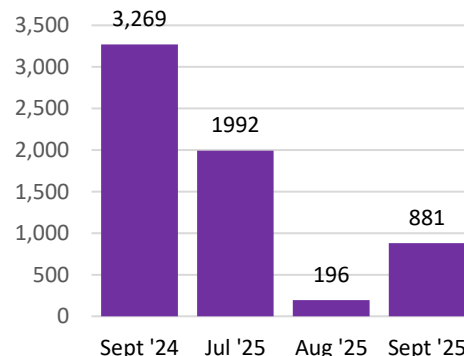
ITEMS DOWNLOADED



NUMBER OF PROGRAMS*



PROGRAM ATTENDEES*



*July '25 stats did not include the Lunch at the Library program. Sept '24 includes biannual Comic Convention program.

Note: All libraries under new operating hours beginning January 20, 2025.



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1

11/17/2025

File #: 25-0646

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Adoption of proposed Rules of Conduct Policy.

2. SUMMARY

Submitted for your consideration and adoption is the proposed Rules of Conduct Policy, which includes additional prohibited activities and updated language in regards to patron suspensions.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Proposed Rules of Conduct dated November 17, 2025



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1

11/17/2025

File #: 25-0646

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Adoption of proposed Rules of Conduct Policy.

2. SUMMARY

Submitted for your consideration and adoption is the proposed Rules of Conduct Policy, which includes additional prohibited activities and updated language in regards to patron suspensions.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Proposed Rules of Conduct dated November 17, 2025

ORANGE PUBLIC LIBRARY

RULES OF CONDUCT

Adopted by Library Board of Trustees on June 26, 2006
Revised and/or Adopted: 4/19/2010; 2/24/2014; 7/15/2014; 12/19/2016; 1/22/2018; 4/15/2019;
9/21/2020; 9/20/2022; 11/17/2025

The Library is responsible for establishing **its** Rules of Conduct **Policy** to protect the rights and safety of library patrons, volunteers and staff, and to preserve and protect library materials, equipment, facilities and grounds. Our goal is to provide clean, comfortable and safe places for selecting materials, reading, research, studying, writing and attending programs and meetings.

Enforcement of **this Policy** ~~these Rules of Conduct~~ will be carried out in a fair and reasonable manner. **Patrons who engage in any of the designated prohibited activities below will be directed to cease such action, may be directed to leave the Library, and may be subject to suspension of library privileges, resulting in loss of access to services requiring library card authentication.** Failure to comply with the Library's established rules, policies, and requests by staff, may result in suspension of library privileges and/or arrest.

A. Prohibited Activities: ~~For the comfort and safety of our users, volunteers and staff, and the protection of Library property, the following actions are not allowed on Orange Public Library property:~~

1. Being disruptive in the library, including loud talking, screaming, or sounds ~~from any personal devices or from public computer stations~~ **or personal devices in violation of the Cell Phone Use Policy.**
2. Photographing or filming that is disruptive to Library operations, its patrons or staff, or otherwise in violation of the Photography and Filming Policy.
3. ~~Littering.~~
4. Smoking, vaping, or any use of tobacco or marijuana products **in the Library or within 20 feet of all entrances.**
5. Moving furniture or equipment without permission from staff **and/or blocking aisles, exits, or entrances.**
6. ~~Blocking aisles, exits or entrances.~~
7. Eating in the Library (covered beverages allowed).
8. Running, pushing, shoving, or throwing things, **or littering.**
9. Using any wheeled device inside the Library, such as skateboards, bicycles or scooters. Examples of devices permitted, when used for their intended purpose, include: wheelchairs, assistive scooters, walkers, strollers, wheeled backpacks and laptop cases.
10. ~~Parking/leaving~~ a bicycle or any wheeled device inside the Library; bicycles must be parked at the bicycle racks located outside of the Library.
11. Lying down, sleeping, or occupying furniture in a manner that suggests lounging (feet propped on furniture, etc.).
12. Leaving items unattended. Staff may remove unattended items which may be maintained or disposed of at ~~their~~ **discretion of the Library Director.** The Library is not responsible for items that are lost, stolen, or damaged in or on the grounds of the Library.
13. Oversized items are not allowed inside the Library. Examples include: bedrolls and bedding, suitcases, shopping carts, large bags, or an accumulation of items that exceeds 24" x 18" x 12".
14. Neglecting to provide proper supervision of children. Please refer to "Children **and Teens** in the Library" policy for further details.

15. Bringing pets or animals other than service animals, as defined by the Americans with Disabilities Act (ADA), into the Library. Service animals must remain with owner at all times. Pets or animals shall not be left unattended outside of the Library.
16. Being in the library without shoes or shirt, or dressed in attire that may be disruptive to the Library or its patrons. Wearing cleats, roller skates/blades, or other items that could damage Library property.

ORANGE PUBLIC LIBRARY

RULES OF CONDUCT (cont'd)

17. Having offensive body odor or personal hygiene that may be disruptive to the Library or its patrons.
18. Using restrooms or fountain for use other than intended purpose, including bathing, shaving, or laundry.
19. **Soliciting or collecting funds inside the Library without Library authorization.**
20. Soliciting, or conducting surveys, or campaigning inside the Library without Library authorization.
21. Viewing material on computers or laptops that bring forth a complaint, or is in violation of the Computer and Internet Use Policy **and/or viewing or conducting illegal activity on computers or laptops per the Computer and Internet Use Policy.**
22. Using personal household electrical appliances including, but not limited to, electric kettles, hair dryers, and space heaters.

~~B. Engaging in any activity in violation of Federal, State, Local, or other applicable law, including Library Policy, is strictly forbidden and may result in arrest and possible prosecution, such as:~~

23. Trespassing in non-public areas, or being in the Library without permission of an authorized Library employee before or after Library operating hours.
24. Carrying firearms and/or weapons of any type **in violation of Federal, State, Local or other applicable law.**
25. Possessing or being under the influence of alcohol, marijuana, or illegal drugs.
- ~~26. Fighting and/or challenging others to fight.~~
27. Verbally or physically threatening or harassing others, including: stalking, staring, lurking, offensive touching, abusive language or gestures, or obscene acts.
28. **Engaging in or soliciting sexual acts.**
29. Stealing, damaging, altering, or inappropriately using any Library property.
30. **Failing to comply with any warning or direction to alter or cease conduct in violation of any Library policy and/or using the Library in violation of a suspension assigned under this Policy.**
- ~~31. Viewing or conducting illegal activity on computers or laptops per the Computer and Internet Use policy.~~

~~B.C.~~ Enforcement of Prohibited Activities

1. First Violation – Staff may address the patron to correct the behavior and may **direct suspend** the patron **to leave from all Orange Public Libraries for the day, and/or up to thirty (30) days depending on the severity of the violation.**
2. Second & Third Violation – Subsequent violations need not be the same as the first. A second violation may result in a thirty (30) day suspension **of library privileges, resulting in loss of access to services requiring library card authentication**, and a third violation may result in a ninety (90) day suspension, or longer. The **Community & Library Services**

Director (or designee) will send an official notice of suspension to the patron, or it may be hand delivered by staff during patron's next visit.

3. Further Violations – the Community & Library Services Director (or designee) may suspend a patron for up to one (1) year based on the severity of the violation.
4. ~~D. —~~ **Notice** All suspensions will be accompanied by written notice and a copy of the Rules of Conduct this Policy, notifying the patron of his/her specific violation(s), and suspension length, and the right to appeal.
5. Engaging in any activity in violation of Federal, State, Local, or other applicable law is strictly forbidden and may result in arrest and possible prosecution.

C. E. Appeal Procedures for Privilege Suspension

1. **Filing an Appeal.** An appeal may be filed with the Community & Library Services Director or his/her ~~their~~ designee within ten (10) calendar days following the date a suspension was issued. Appeal must include the patron's mailing address or alternative contact information (e.g. phone, email address, etc.).

ORANGE PUBLIC LIBRARY

RULES OF CONDUCT (cont'd)

2. **Scheduling Appeal.** The Community & Library Services Director shall schedule a date within ten (10) calendar days, or such other time that is mutually agreeable to the parties, to hear the appeal.
3. **Notice.** The Community & Library Services Director shall provide written notice to the patron appealing the suspension of the time, place and date of the appeal meeting.
4. **Conduct.** The appeal meeting will provide the suspended patron an opportunity to speak with the Community & Library Services Director and provide a written or verbal response as to why the suspension should not be enforced. On review, the Library Director may sustain, reverse, or modify the suspension. The Library Director shall decide the appeal within ten (10) calendar days of the close of the appeal meeting, and shall provide written notice to the patron. The decision of the Library Director is final.
5. **Date of Privilege Suspension.** A suspension of Orange Public Library privileges shall take effect immediately and shall remain in effect unless modified or reversed by the Community & Library Services Director.

D. F. Suspension Violations

Any additional violations of this Policy by a patron currently serving a suspension of **thirty (30) calendar days or more** shall automatically result in an additional one (1) year suspension.



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.2

11/17/2025

File #: 25-0647

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Adoption of proposed Donations, Grants and Sponsorships Policy.

2. SUMMARY

Submitted for your consideration and adoption is the proposed Donations, Grants and Sponsorships Policy, which includes new language to better reflect current City approval requirements.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Proposed Donations, Grants and Sponsorships dated November 17, 2025



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.2

11/17/2025

File #: 25-0647

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Adoption of proposed Donations, Grants and Sponsorships Policy.

2. SUMMARY

Submitted for your consideration and adoption is the proposed Donations, Grants and Sponsorships Policy, which includes new language to better reflect current City approval requirements.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Proposed Donations, Grants and Sponsorships dated November 17, 2025

ORANGE PUBLIC LIBRARY

DONATIONS, GRANTS AND SPONSORSHIPS

*Adopted by Orange Public Library Board of Trustees on August 19, 2013
Revised and/or Adopted: 5/19/2014; 03/16/2015; 12/20/2017; 11/17/2025*

The Orange Public Library welcomes donations, grants and sponsorships from businesses, foundations, organizations, families and individuals. The aim of these donations is to obtain funding or in-kind support to provide materials, programs, services and equipment that may not otherwise be available.

Guiding Principles

The following principles will guide the Orange Public Library in the solicitation and acceptance of donations, grants and sponsorships to enhance or develop library programs and services:

- All donations, grants and sponsorships must further the library's **Community & Library Services'** mission, **Library** goals, objectives and priorities, and be accessible to all library patrons.
- Donors/sponsors may not direct the selection of collections or require endorsement of products or services.
- All donations, grants and sponsorships must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- All donations are evaluated per the Library's Collection Development Policy. It is the Library's intent that donations be used to help the Library in developing collections which serve the interests and needs of the **Orange** community. The Library makes no guarantees on adding donations to the Library's collection, and some donations will be redirected to the Friends of the Orange Public Library. All donations are final and cannot be conditional. Once a material is donated to the Library it will not be returned.
- Donations of cash may be accepted directly by the Library and will be used to purchase materials in keeping with the Library's collection development plan, or to provide **library** services ~~in keeping with the library's mission~~. The purchase of specifically identified titles with such funds cannot be guaranteed, nor does the donor have the right of approval of title before purchase. However, donors may recommend subject areas **for the Library's consideration**.
- Some donations may be referred to the Orange Public Library Foundation (OPLF) or the Friends of the Orange Public Library (FOPL), depending on the wishes of the donor.

Recognition and Acknowledgement

The Library will ensure that each sponsor receives acknowledgement. The following guidelines will be used in providing acknowledgement to and recognition of sponsors.

ORANGE PUBLIC LIBRARY

DONATIONS, GRANTS AND SPONSORSHIPS (cont'd)

- A letter of acknowledgement for donations of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo, when/if applicable. Standards controlling the size format and location of such acknowledgment will be developed by the Library to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the City and Library's own logos or promotional material.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Launch of a special program or media campaign to announce the donation.
 - Sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates.
 - Other forms of acknowledgement are at the discretion of the Community & Library Services Director (or designee).

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

Approval

All donations, grants, sponsorships or in-kind support ~~contributions that include special conditions or given with special requirements~~ must be approved by the Community & Library Services Director (or designee) prior to acceptance ~~before they are accepted~~.

~~The Any~~ solicitation of donations, grants, sponsorships or in-kind support ~~by library staff, Friends of the Orange Public Library or the Orange Public Library Foundation~~ must also receive prior approval of the Community & Library Services Director (or designee).

Grant opportunities will be evaluated based on whether the grant fills a need the identified or potential need, the required staff commitment involved, the grant timeline and the resources available resources. When a grant application is submitted by the City, final approval must be obtained from the City Manager and/or City Council. The Library Director will present the grant to the City Manager for approval, and then to the Library Board of Trustees for final approval.

Authority for Implementation

The Library reserves the right to make decisions regarding the implementation of each donation, grant, sponsorship or offer of in-kind support. Purchasing decisions, including

type of equipment, materials, furnishings, and other components of a donation will reside with library management. All details as to design of programs and allocation of resources will also reside with library management.