



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING

May 27, 2025

4:00 p.m.

History Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452

Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

Placentia Library District inspires, opens minds, innovates, and connects our community.

District Goals:

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Special Date Meeting Agenda, May 27, 2025

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

CLOSED SESSION (Item 5)

5. Conference with District Counsel – Anticipated Litigation

Initiation of litigation pursuant to Section 54956.9(c)

Number of Potential Cases: One (1)

Consideration of potential litigation against a vendor related to failure to meet contractual deadlines and refusal to return a deposit paid for the purchase and customization of a bookmobile.

NEW BUSINESS (Items 6-7)

6. Approve the proposal from Anaheim Mercedes for an electric customized sprinter for use as a bookmobile, as presented, inclusive of input received from the Library Board of Trustees.

7. Approve the amendments to policies to the following policies as presented, inclusive of input received from the Library Board of Trustees:

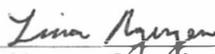
- 2150 – Compensation
- 2271 – Generative Artificial Intelligence
- 2320 – Job Description – Marketing Communications Specialist
- 6005 – Operating Hours
- 6035 – Fee Schedule
- 6036 – Credit and Debit Card Processing Fee
- 6040 – Beverage & Food
- 6065 – Rules of Conduct
- 6067 – Patron Exclusion

ADJOURNMENT

8. The Library Board of Trustees will adjourn the May 27, 2025 Special Meeting.

*****CERTIFICATION OF POSTING*****

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for May 27, 2025 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 23, 2025.



 Lina Nguyen, Executive Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Approve the Proposal from Anaheim Mercedes for an electric customized Sprinter.**

DATE: May 27, 2025

BACKGROUND

On October 17, 2022, the Library Board of Trustees awarded a bid to Phoenix MotorCars to build a customized electric bookmobile in the amount of \$231,606. Since then staff has executed the deposit payment of \$53,160.00 to begin production of the bookmobile.

Since the initiation of services, the vendor has failed to consistently meet key performance benchmarks, including but not limited to:

- Delayed or missed scheduled visits without prior notice.
- Lack of timely responses to District staff inquiries.
- Inadequate communication regarding performance and timeline issues and staffing gaps.

Despite the District authorizing two deadline extensions from the original delivery date of September 30, 2023:

- September 30, 2023 to February 15, 2025
- February 15, 2025 to July 2025

There has been very minimal progress made in the building of the electric bookmobile. The vendor was formally notified of the performance concerns at the March 12 and 13, 2025 meetings and a corrective action period was initiated, including an amended agreement to reflect the July 2025 delivery date.

At the April 28, 2025 Board meeting, the Board approved to terminate the contract with Phoenix Motorcars, LLC, effective May 13, 2025. The \$53,160 deposit was due on May 22, 2025 and as of May 23, 2025, the District has not received a refund. Additionally, the Board authorized staff to proceed with a contract with Matthews Specialty Vehicles. Staff was informed that Matthews has partnered with Phoenix and they will be part of the process.

As a result of the latest information from Matthews, staff secured a proposal from Anaheim Mercedes for an electric Sprinter and a proposal from American Campers Shells for customization work.

Attachment A is the proposal from Mercedes.

Attachment B is the proposal from American Campers Shells

RECOMMENDATIONS

1. Motion to approve the proposal from Anaheim Mercedes including customization work from American Campers Shells as presented, inclusive of input received from the Library Board of Trustees; and,
2. Authorize the Library Director to work with Mercedes and American Campers Shells to finalize the specifications as per District's needs and requests in the amount not to exceed \$200,000; and,
3. Approve with a roll call vote.

Date: 5/23/2025 1:25 PM **Page 5**
 Salesperson: Jason Keebaugh
 Manager: Jason Keebaugh
 Deal Number: 229650
 Customer ID #: 5786144

Mercedes-Benz of Anaheim

FOR INTERNAL USE ONLY

BUSINESS NAME	<u>PLACENTIA LIBRARY</u>	Home Phone :
CONTACT	<u>JEANETTE</u>	
Address :	<u>411 E CHAPMAN AVE</u> <u>PLACENTIA, CA 92870</u> <u>ORANGE</u>	Work Phone : <u>(714) 528-1907</u>
E-Mail :		Cell Phone : <u>(949) 899-4769</u>

VEHICLE			
Stock # :	<u>RT192039</u>	New / Used :	New
VIN :	<u>W1Y4VCHY0RT192039</u>	Mileage:	<u>7</u>
Vehicle :	<u>2024 Mercedes-Benz eSprinter 2500</u>	Color :	<u>D51/Cargo Parti</u>
Type :	<u>High Roof HO eSprinter 2500 Cargo V</u>		<u>E2CA7H</u>
Body Size :	Style :	Weight :	<u>6587</u>
		Unit Class :	

Market Value Selling Price	85,092.00
Discount	- 15,000.00
Adjusted Price	70,092.00
American Van Conversion	92,511.00
Total Purchase	162,603.00
DOCUMENTATION SERVICE	85.00
Tax	14,235.20
Vehicle License Fee	1,058.00
Registration Fee	74.00
CHP Fee	32.00
License Plate	1.00
Smog Abatement	20.00
CA TIF	227.00
Tire Fee	8.75
DMV Electronic Fee	34.00
CA Truck Weight Fee	266.00
Cash Deposit	.00
Balance	178,643.95

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Approve the amendments to policies 2150, 6005, 6035, 6040, 6065, and 6067 and new policies 2271, 2320, and 6036.**

DATE: May 27, 2025

BACKGROUND

At the April 28, 2025 Board meeting, the Library Board approved first reading for Policies 2271, 2320, and 6036 and the proposed amendments for Policies 2150, 6005, 6035, 6040, 6065, and 6067.

Staff recommends the adoption and approval of the above policies.

Attachment A is Policy 2150 – Compensation
Attachment B is Policy 2271 – Generative Artificial Intelligence Policy
Attachment C is Policy 2320 – Marketing Communications Specialist
Attachment D is Policy 6005 – Operating Hours
Attachment E is Policy 6035 – Fee Schedule
Attachment F is Policy 6036 – Credit Card Policy
Attachment G is Policy 6040 – Beverage & Food Policy
Attachment H is Policy 6065 – Rules of Conduct Policy
Attachment I is Policy 6067 – Patron Exclusion Policy

RECOMMENDATIONS

1. Motion to approve Policy 2150, 2271, 2320, 6005, 6035, 6036, 6040, 6065, and 6067, as presented, inclusive of input received from the Library Board of Trustees.
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement within Range.

2150.3.1 Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance review as submitted by the employee's supervising manager and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase will take place on the day on which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided than an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

2150.5 Bi-Lingual Pay. Regular non-exempt employees are eligible to be tested for bi-lingual pay, as determined by the Library Director. The test includes both verbal and written and is administered by a designee selected by the Library Director. Staff members who pass the bi-lingual test will receive additional bi-lingual pay as follows:

- Full-time employee - an additional \$80 per month
- Part-time employee - an additional \$40 per month

Bi-lingual additional pay is effective the date that they complete the test.

Employees who accept bi-lingual pay will be required to provide translation and programming services for clients and for other staff members. Employees will be required to conduct bilingual workshops, programs and presentations.

2150.5.1 Bi-lingual pay is available for any language spoken by more than 10% of the population of Placentia Library District as shown by the United States Census.

2150.6 Lead Pay. The Manager with input from the immediate supervisor identifies the need for a position to perform additional lead duties with a higher level of accountability and responsibility. A written request is submitted to the Administrative Office stating the assignment need, job requirements, staffing, and the additional duties to be performed. The Library Director or his/her designee will approve the need for the lead assignment. Assignment or removal of Lead responsibilities is done at the Library Director's discretion.

Employee(s) who is/are regularly and continuously assigned to a lead assignment which includes two or more positions in the same or lower classifications will be compensated for said duties. The lead pay compensation will be at a rate of a 5% increase above the employee's current base salary. Lead employee(s) will have been with the Placentia Library District for a minimum of five years and in his/her current classification as a full-time employee for a minimum of three years.

2150.6.1 Definition of lead work: Regularly assigned to perform limited supervisory functions over two or more employees within the same or lower job classifications or performs significant lead duties such as:

- Assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or
- Functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members work, or
- Project lead responsibilities involving the coordination and oversight of activities of a major project/program implementation.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Generative Artificial Intelligence Policy

POLICY NUMBER: 2271

2271.1 Introduction

Artificial Intelligence (AI) has great potential to provide public benefits, when used responsibly. Recently, Generative AI technology has gained mainstream attention and become available for use by staff of the Placentia Library District (District). Generative AI generates new data based on patterns learned from existing data and can produce content that mimics human creativity. Examples include text generation, image creation, and music composition. Generative AI differs from AI technology currently in use by the District, which supports informed decisions based on input data but does not create new content. Generative AI offers new opportunities and also poses unique challenges to ensure responsible and effective use.

2271.2 Definitions

2271.2.1 Generative AI

Generative AI refers to new software tools that can produce realistic text, images, audio, video, and other media based on a prompt provided by the user. Common generative AI applications include ChatGPT, Bard, and Dall-E. These tools use machine learning algorithms that have been trained on very large sets of text and image data culled from the internet. These models have extracted common language and image patterns from the training data and can respond to prompts quickly in a realistic way.

Generative AI applications are built using training datasets from various sources on the internet and often include gender, racial, political and other biases. As a result, Generative AI outputs can propagate biases. Additionally, even the most advanced current Generative AI tools may provide inconsistent answers to fact-based questions. Staff should always check AI-generated content for accuracy, as well as for biases they may display.

Examples of Generative AI uses by District staff include marketing and communication, policy writing and editing, programming ideas and grant writing, summarization tools, art and media creation, readers' advisory support, and language translation.

2271.2.2 Traditional AI

Generative AI is distinct from Discriminative Machine Learning models which have been widely used since the early 2000s. Discriminative Machine Learning models do not generate new content. They are limited to generating known and validated values.

Examples of Traditional AI uses at the District include catalog search and retrieval, self-checkout and RFID, spam filtering and security, scheduling and resource management, chatbots and virtual assistants, and collection development.

2271.3 Benefits to District

Generative AI tools, used appropriately, have the potential to expand the District’s toolkit for public service. Text, code, and image-generation features can speed or improve common tasks when used carefully.

For example, used within guidelines, generative AI tools may assist with:

- Creating first drafts of documents, plans, memos, and briefs for reports
- “Translating” text into levels of formality, reading levels, etc.
- Repetitive coding and testing tasks for software developers, with appropriate engineering reviews
- Generating diagrams or other explanatory images to develop promotional and marketing materials
- Developing service interfaces such as chatbots with appropriate attention to language access and accuracy for enhanced public engagement and customer service

These benefits all have their best effect when checked by a human who is:

1. Knowledgeable about the content and the service being provided
2. Aware of the common mistakes and limitations of Generative AI

2271.4 Risks of Generative AI

Generative AI excels at creating content that appears authoritative and polished, making it easy to accept AI-generated content at face value. Without a knowledgeable person or expert system to review content for accuracy, Generative AI has the potential to mislead users and the public. These risks are magnified if output is not labeled as created, drafted, or informed by AI. The risks can also apply when Generative AI technology is a component of other software, such as cloud business applications or productivity tools, which may not be apparent to users.

Staff must use Generative AI tools with care to avoid possible negative outcomes:

- Making an inappropriate decision that affects residents based on AI-generated content
- Producing information, either to the public or internally, that is inaccurate
- Incorporating biases found in the AI’s training data, resulting in inequities
- Cybersecurity problems or other errors due to the use of AI-generated code
- Exposing non-public data as part of training data sets. (Staff should assume all data entered in a Generative AI tool becomes part of the training set.)
- Inaccurately attributing AI-generated content to official District sources

2271.5 District Guidelines for Generative AI Use

To support the security of the District systems and data and best serve the public, while upholding public trust, follow these Do’s and Don’ts of Generative AI Usage.

2271.5.1 Do

- Try it out! Experiment with Generative AI tools for drafting, leveling, and formatting text and explanatory images using public information
- Work with your department IT team and experiment thoroughly with various use cases before using generative AI in the delivery of programs or services
- Thoroughly review and fact check all AI-generated content (e.g. text, code, images, etc). You are responsible for what you create with generative AI assistance
- Include a clear disclaimer or attribution statement in your work.

For example:

- “Portions of this content were generated with the assistance of AI tools (e.g., ChapGPT, Co-pilot). Content has been reviewed by library staff for accuracy and appropriateness.
- “Created in collaboration with generative AI tools.”

2271.5.2

Don't

- Enter into public Generative AI tools (e.g., ChatGPT) any information that cannot be fully released to the public, including any confidential and personal information of District personnel and patron records. This information can be viewed by the companies that make the tools and, in some cases, other members of the public. Once entered, this information becomes part of the public record. **The handling and disclosure of sensitive information is not permitted**
- Publish Generative AI output (whether text, image, or code) without full knowledgeable review and disclosure
- Ask Generative AI tools to find facts or make decisions without expert human review
- Generate images, audio, or video that could be mistaken for real people, for example:
 - Making a fake photo or recording of a specific District official or member of the public (“deepfake”) – even with disclosure
 - Generating a fake image or recording which purports to be a District or public official, even if not a specific one
 - Generating fake “respondents” or made-up profiles for surveys or other research
 - Conceal use of Generative AI during interaction with colleagues or the public, such as tools that may be listening and transcribing the conversation or tools that provide simultaneous translation

2271.6 Evolution of Guidelines

As federal and state legislative and regulatory frameworks continue to evolve, the District provides these preliminary guidelines for staff using Generative AI in District operations. District employees must understand and remain aware of both potential risks and benefits as the technology and the policies that govern it change.

These guidelines are designed to provide sufficient guidance for employees to use the tools in a responsible manner, enhancing public service without stifling innovation. This document represents a first step in an extended process to understand, test, and evaluate the use of AI broadly within the District agency. Next steps include a comprehensive survey of current and proposed District use of AI, meetings with experts in the field of AI and the creation of a user community, among other tasks, to maximize the benefits and minimize the risks of Artificial Intelligence in delivering service residents and patrons.

2271.7 Legislation and Regulation

- California AI Transparency Act (SB 942)
- California Artificial Intelligence Act (AB 2885)
- California Artificial Intelligence Training Act Data Transparency (AB 2013)

May 27, 2025

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Marketing Communications Specialist
POLICY NUMBER: 2320

DEFINITION:

The Marketing Communications Specialist is responsible for developing and executing integrated marketing and communication strategies that promote the Placentia Library District programs, services, initiatives, and brand identity. This position plays a key role in audience engagement through digital and print media, public relations, and community outreach. The position performs a variety of professional level duties and responsibilities in support of communications and marketing campaigns and programs for the District.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director, Assistant Library Director, and Supervising Librarians.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Plan, develop, and implement targeted marketing campaigns to increase public awareness and participation.
- Produce engaging content for newsletters, websites, social media platforms, newsletters, brochures, and press releases.
- Manage and monitor the organization’s social media accounts and digital presence.
- Design promotional materials using graphic design tools (e.g., Adobe Creative Suite).
- Track performance metrics (e.g., engagement, reach, attendance) and adjust strategies to improve effectiveness.
- Monitor and recommend changes to the District website to ensure it accurately represents and communicates information for District programs and identity. Create web ads, special program pages, and keep program content current.
- Collaborate with internal departments to ensure consistent messaging across all communication channels.
- Assist in planning and promoting special events, public programs, or community initiatives.
- Maintain brand standards and visual identity guidelines.
- Coordinate multiple tasks simultaneously; ensure projects and assignments are completed on time and within budget; coordinate with staff and external organizations for the timely and accurate distribution of materials.
- Photograph District and community events for possible publications; determine subject matter; coordinate video production as required.

- Develop and produce presentations; determine goals and formats of presentations; research and develop editorial and graphic content; compile necessary equipment and materials.
- Attend District and community events as required.
- Other duties as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

QUALIFICATIONS:

Knowledge of:

- Effective communications and marketing techniques
- Principles of team leadership
- Administrative protocol
- Appropriate and modern mediums to disseminate information
- Integrated marketing communication principles
- Basic principles and practices of effective communications for publications, including editing, design, layout, photography, and public action requirements
- Basic printing processes
- Techniques and options to interact effectively with vendors
- Graphic design concepts and techniques
- Website functions and principles
- General news media practices
- Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

- Coordinate a variety of marketing and communications programs.
- Analyze, recommend, prepare, and disseminate effective marketing and communication materials.
- Engage a diverse community and tailor messaging accordingly.
- Evaluate and interpret communication needs and concerns.
- Write clearly, concisely and accurately.
- Design and produce publications, using appropriate desktop publishing software, tools and techniques
- Maintain and develop effective and positive media contacts
- Actively assist in the development of new communication programs.
- Establish, maintain, and foster positive and effective working relationships with staff and the community.

Education and Experience:

Possession of a Bachelor’s degree in Communications, Marketing, Public Relations, Journalism, Graphic Design, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities.

Proficiency in digital marketing tools (e.g., Mailchimp, Canva, Hootsuite, etc.), graphic design software, video creation and editing platforms (Reels, TikTok, Canva Video, CapCut, Adobe Premiere Rush, VN Video Editor, WeVideo, etc.) and content management systems (e.g., WordPress)

Strong written and verbal communication, project management, creativity, attention to detail, and the ability to work independently and collaboratively.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is a non-exempt classification.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Operating Hours**
POLICY NUMBER: **6005**

6005

The Placentia Library District hours of operation and the Outdoor Library Experience hours of operation are recommended by the Library Director and approved by the Library Board of Trustees. The general schedules are given below and will be posted outside the entrance doors and on the District website. The general schedules may be modified due to special events, holidays, or unexpected circumstances. In such instances, notices will be posted outside the library and on the website if possible.

6005.1 The Placentia Library District hours of operation are as follows:

Monday – Thursday	9:00am – 8:00pm
Friday - Saturday	9:00am – 5:00pm
Sunday	1:00pm – 5:00pm

6005.2 The Outdoor Library Experience hours of operation are as follows:

Monday – Thursday	9:00am – 7:00pm
Friday – Saturday	9:00am – 4:00pm
Sunday	1:00pm – 4:00pm

6005.3 Recommendations for amendments to this policy will be made by the Library Director and presented to the Library Board of Trustees for discussion, review, and approval.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Fee Schedule
POLICY NUMBER: 6035

A completed rental form must be turned in at the Information Desk during normal business hours at least 24 hours prior to the requested rental date. Please see the attached rental form application (Attachment A).

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$1.25 each
Tables, 6' (24 hr. period)	\$8.50 each
Meeting Room (See Revised chart attached)	
- Non-profit Resident	\$35.00/hr.
- Non-profit Non-Resident	\$50.00/hr.
- Private/For Profit Resident	\$75.00/hr.
- Private/For Profit Non-Resident	\$100.00/hr.
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$50.00
- After hour fee / Staff attendee	\$40/hr., per staff with prior approval from the Library Director
- Projector	\$15.00
- Set-up fee	\$35.00
- Refundable security deposit / cleaning fee	\$100.00
- Breakdown fee	\$35.00
- No show fee	\$25 in addition to the room rental fee
LOST OR DAMAGED MATERIALS	
An item that is 30 days overdue will become a "Lost" item. If a "Lost" item is returned in its exact condition and damage-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with balances of \$40 or more will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.	

SPECIAL SERVICES & REPLACEMENTS	
Credit and Debit Card Processing Fee	2.5% per transaction
Collection Services Fee	\$25.00
Reshelving Fee	\$1.00 per item
Program No Show Fee	\$25.00
Library card replacement	\$2.00 each
Barcode replacement	\$2.00 each
Book jacket cover / mylar replacement / RFID tag	\$2.00 each
Audiobook disc replacement	\$10.00 per disc up to the value of the audiobook
Audiobook case replacement	\$10.00 each
DVD case replacement	\$2.00 each
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Passport Processing Fee	\$35.00 per application (subject to
Passport Photos	\$20.00
Library of Things (LOTS)	\$40.00 Cleaning Fee per item/room rental
Equipment Rental	Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Credit and Debit Card Processing Fee Policy
POLICY NUMBER: 6036

6036.1 Purpose

The purpose of this policy is to establish clear guidelines for the application of credit and debit card convenience fees when patrons or customers choose to pay for services, fines, or fees using a credit and debit card. The intent is to recover the actual costs incurred by the Placentia Library District (“District”) for processing such transactions.

This policy applies to all credit and debit card transactions conducted at or through the District, including in-person, online, and telephone payments.

6036.2 Policy Statement

The District permits the use of credit and debit cards for the convenience of patrons and customers. However, to reduce the fiscal impact of credit and debit card processing fees on the District’s general fund, a convenience fee shall be charged for each applicable credit and debit card transaction. The convenience fee will be used solely to offset the cost of processing credit card payments.

6036.3 Fee Structure

- A 2.5% convenience fee will be added to all credit and debit card transactions
- The fee will be automatically calculated and disclosed before the transaction is completed.
- No fee will be assessed for payments made by cash, check, or ACH transfer.

6036.4 Disclosure and Transparency

- Signage shall be posted at all points of payment notifying patrons of the fee.
- Online and mobile payment platforms will display the fee and provide users the option to cancel the transaction prior to completion.
- District staff shall be trained to clearly explain the convenience fee policy to patrons upon request.

6036.5 Review and Adjustment

The Library Director, in consultation with the Business Manager, will annually review the actual cost of credit and debit card processing and may recommend adjustments to the convenience fee rate as needed. Any adjustments shall be approved by the Library Board of Trustees and reflected in Policy 6035 - Fee Schedule Policy.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Beverage & Food Policy
POLICY NUMBER: 6040

6040.1 Purpose

The purpose of the Beverage & Food Policy is to provide a clean, welcoming, and comfortable environment for our patrons. To balance this with the need to protect District materials, furnishings, equipment, supplies, and facilities, the Beverage and Food Policy was established.

6040.3 Designated Area

6040.3.1 Inside the Library (beyond the security gates)

Closed-lid beverages or spill proof containers (e.g., water bottles, travel mugs) are permitted. No food allowed.

6040.3.2 Lobby

Closed-lid beverages or spill-proof containers (e.g., water bottles, travel mugs) and snacks (e.g., fruit, chips) are permitted

6040.3.3 Outdoor (OLE)

Closed-lid beverage or spill-proof containers (e.g., water bottles, travel mugs) and light meals and finger foods (e.g., sandwiches, salads, chicken nuggets, fries) are permitted

6040.3.4 Meeting Room

Food and beverage in the community meeting room must be authorized by the Library Director prior to the reservation date.

6040.4 Cleanliness and Waste Disposal

6040.4.1 Patrons are responsible for cleaning up after themselves.

6040.4.2 Trash bins are available throughout the facility – please use them.

6040.4.3 Excessive littering may result in restricted privileges.

6040.5 Enforcement

6040.5.1 Library staff will address violations as per Policy 6067 – Patron Exclusion Policy.

May 27, 2025

Placentia Library District

POLICY MANUAL

POLICY TITLE: Rules of Conduct Policy
POLICY NUMBER: 6065

Welcome to the Placentia Library District. We are committed to providing our patrons a safe and inviting environment.

The District's Rules of Conduct has been established to protect the rights and safety of District patrons, volunteers, and staff, and preserve and protect the District's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- 6065.1** Committing or attempting to commit in any activity prohibited by law.
- 6065.2** Using cell phones and other personal electronics in a manner that disturbs others. Audible cell phones and personal electronics must be used on silent or vibrate mode with the use of headphones. All cell phone calls must be taken outside the library.
- 6065.3** Photography or filming that disrupts a patron's use of the facility or prevents staff from performing their duties is prohibited.
- 6065.4** Smoking and/or selling of any tobacco product, marijuana or marijuana products, including vaping, inside the library and in the Outdoor Library Experience (OLE) area is prohibited. Disposal of any part of any tobacco product, marijuana or marijuana products on District property is prohibited.
- 6065.5** Consuming and/or selling any alcoholic liquor on District property is prohibited. Patrons who inhale, breathe or drink any compound, liquid, chemical, or any substance known as glue, adhesive cement, mucilage, dope, or any other material or substance or combination thereof with the intent of becoming intoxicated, elated, dazed, paralyzed, irrational, or in any other manner changing, distorting or disturbing the eyesight, thinking process, judgment, balance, or coordination of such patron. For the purpose of this section, any such condition so induced shall be deemed to be an intoxicated condition.
- 6065.6** Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/kissing, and obscene acts.
- 6065.7** Eating or drinking, except in areas designated for those purposes. Closed lid drinks are

acceptable. Please refer to Policy 6040 – Beverage & Food Policy for additional information.

- 6065.8** Carrying firearms and dangerous weapons of any type except by law enforcement only.
- 6065.9** In possession of wheeled devices in the Library or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt. Wheeled devices may be concealed in backpacks.
- 6065.10** Using restrooms for bathing and/or personal hygiene activities.
- 6065.11** Soliciting or conducting surveys not authorized by the Library.
- 6065.12** Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.
- 6065.13** Entering or being in the Library barefoot, without a shirt, or being otherwise attired so as to be disruptive to the Library environment. Sitting on the floor, except during District events and programs, is not permitted.
- 6065.14** Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library.
- 6065.15** Articles that measure more than 16”W x 20”H x 12”D are not permitted on District property.
- 6065.16** Moving Library furniture and/or equipment, and having feet, standing, or jumping on furniture; or blocking aisles, exits or entrances.
- 6065.17** Patron will be financially responsible for any damages to District property, furniture, and/or equipment.
- 6065.18** Use of personal extension cords, Ethernet cables or equipment with exposed wirings, except in the Barbara & Ed Hemmerling Group Study Rooms.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.19** The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.20** The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.21** There shall be a maximum of two people allowed at each public computer workstation unless otherwise authorized by Library staff.

6065.22 Loud, disorderly or disruptive behavior will not be tolerated.

6065.23 The District is not responsible for children left unattended on District grounds.
If a child under age 12 is left unattended after hours and the parents cannot be reached, the person-in-charge will call local law enforcement to pick-up and escort that child to the City of Placentia Police Station.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct and staff requests. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Exclusion Policy
POLICY NUMBER: 6067

According to the Placentia Library District Policy 6065 – Rules of Conduct Policy, patrons who violate the code of conduct will be asked to cease the behavior by District personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises for the day. The first occurrence requiring staff to order person to leave results in the person being excluded from District premises for one day to one week to one month; any future occurrence earns twelve months. This procedure details the process for banning an offending patron for periods less than one year.

6067.1 Immediate Exclusion

Patrons who violate one or more rules listed on Policy 6065 - Rules of Conduct Policy while on District property will be asked to leave immediately and excluded from District premises. This violation will be considered a first offense.

- 6065.1** Committing or attempting to commit in any activity prohibited by federal, state, or local law.
- 6065.4** Smoking and/or selling of any tobacco product, marijuana or marijuana products, including vaping, inside the library and in the Outdoor Library Experience (OLE) area is prohibited. Disposal of any part of any tobacco product, marijuana or marijuana products on District property is prohibited.
- 6065.5** Consuming and/or selling any alcoholic liquor on District property is prohibited. Patrons who inhale, breathe or drink any compound, liquid, chemical, or any substance known as glue, adhesive cement, mucilage, dope, or any other material or substance or combination thereof with the intent of becoming intoxicated, elated, dazed, paralyzed, irrational, or in any other manner changing, distorting or disturbing the eyesight, thinking process, judgment, balance, or coordination of such patron. For the purpose of this section, any such condition so induced shall be deemed to be an intoxicated condition.
- 6065.6** Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/kissing, and obscene acts.
- 6065.8** Carrying firearms and dangerous weapons of any type except by law enforcement only.
- 6065.20** Loud, disorderly or disruptive behavior will not be tolerated

Additionally, in the event that a patron's behavior constitutes a perceived imminent serious threat to District property, other library patrons, volunteers, and/or staff, District staff may call the police for assistance. The Library Director has the authority to ban individuals from the District premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the District to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.

6067.2 Progressive Violations

District supervisors, managers and/or their designee have the authority to ban individuals from the District premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately by following the procedures outlined below:

At the discretion of the staff in charge, and in consideration of the severity of the offense:

- First Offense: One verbal warning
- Second Offense: Written warning and suspension of privileges for one (1) day.
- Third Offense: Suspension of privileges for 7 days. Patron is to receive and sign a copy of the District Policy Violation Form (Appendix A). A copy of the signed form is to be kept on file at the District. The Library Director and the Library Board of Trustees are to be informed of any violations at the third offense or higher.
- Fourth Offense: Suspension of privileges for 30 days. Patron to be informed by registered letter (Appendix B), which is to include a copy of the Internet and Computer Access Policy and signed District Policy Violation Form on file at the District*. Subsequent or severe violations may result in permanent suspension of library privileges in accordance to policies 6065 and 6067.
- Fifth Offense: Suspension of privileges for one year and the Library Director and Board will decide further actions.

* For minors, the letter will be addressed to "The Parent or Guardian of" the offender.

If an individual who has been excluded attempts to return to the District premises, such an act will be considered trespassing and the police will be called to remove the person from the District premises.

Banning or exclusion from District premises denies the patron access to the building, grounds and services of the Placentia Library District. The patron may still access from an offsite computer the District's webpage. The individual's library card will be blocked.

6067.3 Appeal Process

If a patron who has been banned for twelve months wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the District to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Rules of Conduct Policy can result in the individual being banned for an additional year from the Placentia Library District.



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