



Leslie Hardy
Community and Library
Services Director

Amy Harpster
Assistant Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees January 26, 2026

3:30 PM Regular Session

El Modena Branch Library - Community Room
380 S. Hewes Street
Orange, CA 92869

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**

Chair Rebecca Martinez

1.2 ROLL CALL**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 November 17, 2025****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
 [November 17, 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 - October 2025 Report](#)
 [OPL Statistics at a Glance - November 2025 Report](#)

6.2. Financial Report for FY26 Through December 2025**Recommended Action:**

Receive and file.

Attachments: [Staff Report](#)
 [July-December 2025 Financial Report](#)

7. BOARD REPORTS**7.1 Reports from Chair****7.2 Reports from Trustees****8. NEW BUSINESS****8.1. Consideration of Proposed Homework Center Policy****Recommended Action:**

Adopt Policy as presented.

Attachments: [Staff Report](#)
[Orange Public Library Policy - Homework Center \(Last Revised 01/26/2026\)](#)

9. ADJOURNMENT

The next Regular Library Board of Trustees meeting will be held on Monday, February 23, 2026, at 3:30 p.m., in the Salter Annex of the Taft Branch Library.

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: January 22, 2026



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

1/26/2026

File #: 26-0042

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 November 17, 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

- November 17, 2025 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

1/26/2026

File #: 26-0042

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 November 17, 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

- November 17, 2025 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

November 17, 2025

The Orange Public Library Board of Trustees of the City of Orange, California convened on November 17, 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 3:30 p.m.

1.1 PLEDGE OF ALLEGIANCE

Led by Trustee Zimmerman.

1.2 ROLL CALL

Present: Huber, Stevens, Cazares, Zimmerman, and Martinez

Absent: None

1.3 PRESENTATIONS

Presentation by Dolly Parton's Imagination Library

Chrissy Green of the Dolly Parton's Imagination Library and Shawnee Witt of the Power of One Foundation provided a presentation on the Dolly Parton's Imagination Library of Orange County.

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 October 20, 2025

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

The motion carried by the following vote:

Ayes: Huber, Stevens, Cazares, Zimmerman, and Martinez

Noes: None

Absent: None

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

Susie Huber reported the following on behalf of the Friends of the Orange Public Library ("Friends"):

- Updates on the Friends Board of Directors.
- Updates on the bookstore, memberships, and internet sales.
- Updates on past and upcoming specialty book sales.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Lynn-Marie Frediani reported the following on behalf of the Orange Public Library Foundation ("Foundation"):

- Updates on Foundation fundraising programs and events, such as Giving Tuesday.
- A recap of past fundraising programs, such as the Mystery Author Panel and Luncheon.

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.
- Budget updates.
- Updates on building improvements, construction, 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 - September 2025 report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- Chair Martinez is meeting with the Orange Unified School District's superintendent to collaborate on the United States Semiquincentennial Celebration.

7.2 Reports from Trustees

Trustees had the following to report:

- The Woman's Club of Orange donated \$550.00 to the City toward repairing the Fountain outside of the Library.

8. NEW BUSINESS

8.1 Adoption of proposed Rules of Conduct Policy

Amy Harpster, Assistant Library Director, provided a staff report on proposed changes to the Rules of Conduct Policy.

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

The motion carried by the following vote:

Ayes: Huber, Stevens, Cazares, Zimmerman, and Martinez

Noes: None

Absent: None

8.2 Adoption of proposed Donations, Grants and Sponsorships Policy

Amy Harpster, Assistant Library Director, gave a staff report on proposed changes to the Donations, Grants and Sponsorships Policy.

The Board discussed policy language.

A motion was made by Trustee Stevens, seconded by Trustee Cazares, to adopt the policy with the following amendments:

- Page 1; point 1: change the word “accessible” to “available”.
- Page 1; point 4: add a comma after “Library” in the last sentence.

The motion carried by the following vote:

Ayes: Huber, Stevens, Cazares, Zimmerman, and Martinez

Noes: None

Absent: None

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:58 p.m.

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

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

Leslie Hardy
Community and Library Services Director



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1.

1/26/2026

File #: 26-0043

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 - October 2025 Report
- OPL Statistics at a Glance - November 2025 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1.

1/26/2026

File #: 26-0043

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

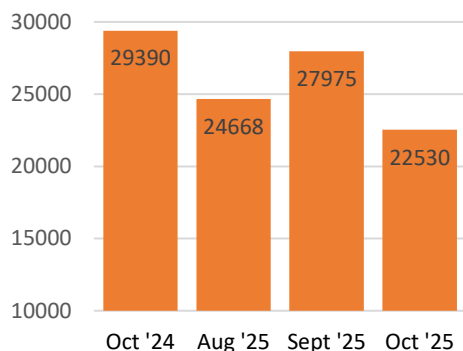
Receive and file.

3. ATTACHMENTS

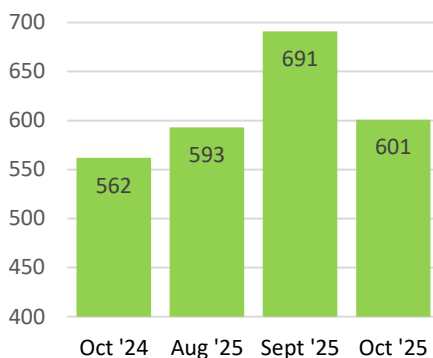
- OPL Statistics at a Glance - October 2025 Report
- OPL Statistics at a Glance - November 2025 Report

Statistics at a Glance October '25 Report

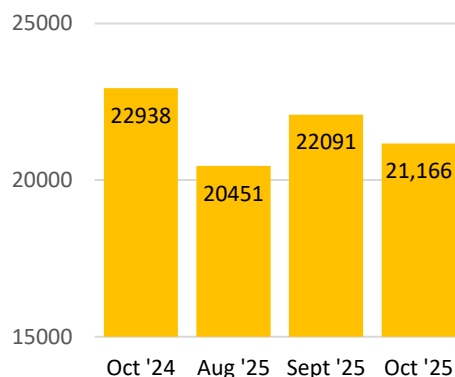
LIBRARY VISITS



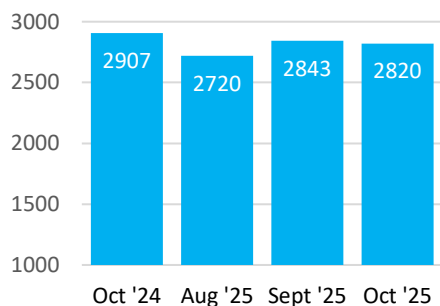
LIBRARY CARDS ISSUED



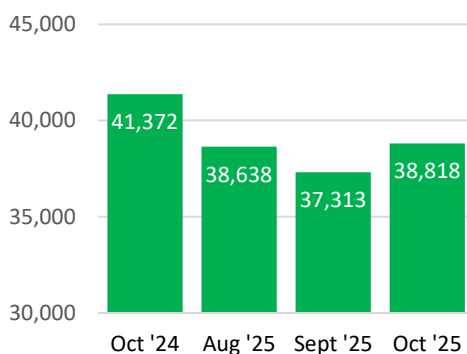
WEBSITE VISITS



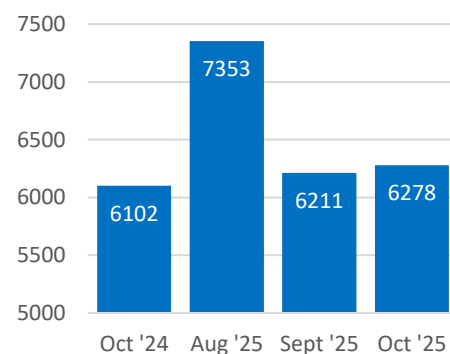
PUBLIC COMPUTER SESSIONS



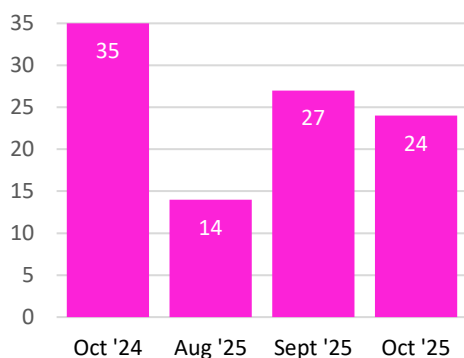
ITEMS BORROWED



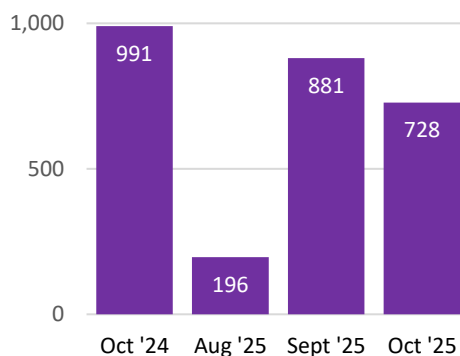
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



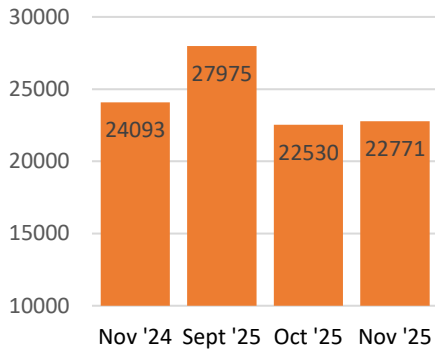
PROGRAM ATTENDEES



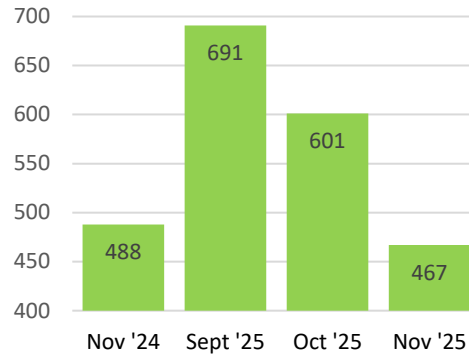
Note: All libraries under new operating hours beginning January 20, 2025.

Statistics at a Glance November '25 Report

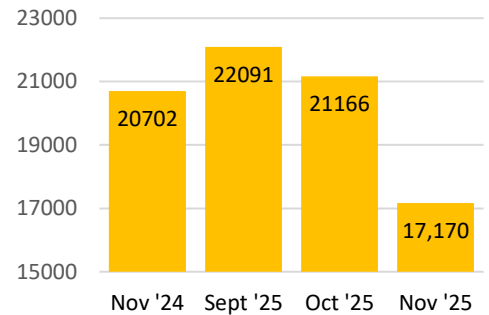
LIBRARY VISITS



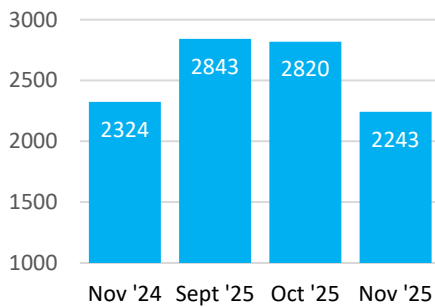
LIBRARY CARDS ISSUED



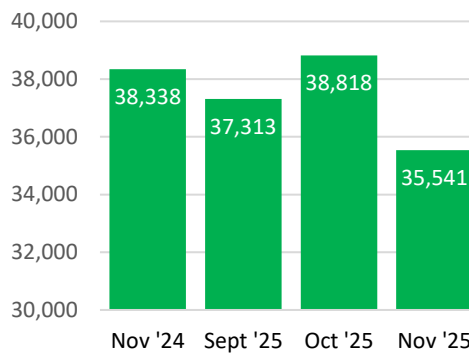
WEBSITE VISITS



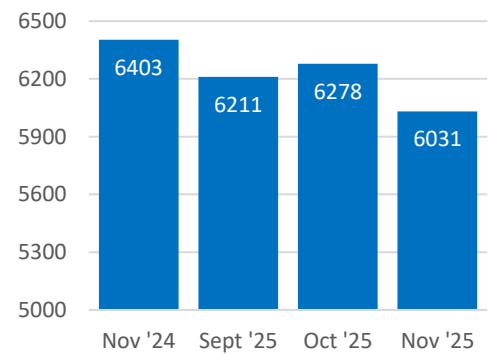
PUBLIC COMPUTER SESSIONS



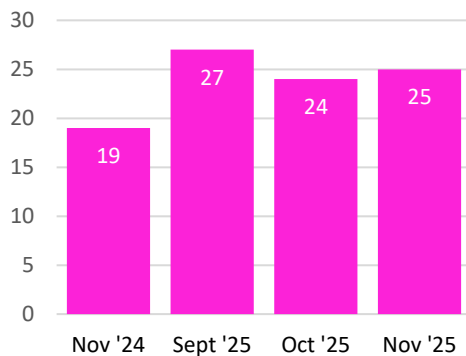
ITEMS BORROWED



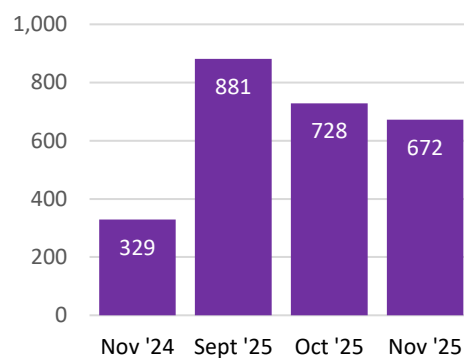
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



PROGRAM ATTENDEES



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



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2.

1/26/2026

File #: 26-0044

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

Financial Report for FY26 Through December 2025

2. RECOMMENDED ACTION

Receive and file.

3. ATTACHMENTS

- July-December 2025 Financial Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2.

1/26/2026

File #: 26-0044

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

Financial Report for FY26 Through December 2025

2. RECOMMENDED ACTION

Receive and file.

3. ATTACHMENTS

- July-December 2025 Financial Report

LIBRARY FINANCIAL REPORT PERIOD ENDING **DECEMBER 2025**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>YTD Expended</u>	<u>% Used</u>	<u>Balance</u>
1. Salaries and Benefits:	\$3,572,749.00	\$0.00	\$ 1,524,054.12	42.66%	\$2,048,694.88
2. Contractual Services:	\$241,144.00	\$9,296.73	\$125,442.50	55.88%	\$106,404.77
3. Materials and Supplies:	\$151,025.00	\$101,130.58	\$20,541.69	80.56%	\$29,352.73
4. Capital Improvements:	\$1,268,809.00	\$0.00	\$85,656.18	6.75%	\$1,183,152.82
TOTALS:	\$5,233,727.00	\$110,427.31	\$1,755,694.49		\$3,367,605.20

Legend:

1. Includes Literacy Grant Funds.
2. Includes line items such as telephones, postage, equipment rentals, and association dues. Includes donation funds. Does NOT include carried over funds from FY25.
3. Includes donation and grant funds (from Literacy Grant Funds, Friends of the Library, Library Foundation, and Patron Donations). Does NOT include carried over funds from FY25.
4. Does NOT include carried over funds from FY25 or CIP projects.

Donation Revenue

FY26	Friends of the Library	Library Foundation	Grants	Patron Donations	TOTALS:
Thru December 2025	\$63,000.00	\$1,159.00	\$37,532.00	\$1,491.08	\$103,182.08



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1.

1/26/2026

File #: 26-0046

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

Consideration of Proposed Homework Center Policy

2. SUMMARY

Submitted for your consideration and adoption is the proposed Homework Center Policy, which removes obsolete information concerning locations.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Orange Public Library Policy - Homework Center (Last Revised 01/26/2026)



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1.

1/26/2026

File #: 26-0046

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

Consideration of Proposed Homework Center Policy

2. SUMMARY

Submitted for your consideration and adoption is the proposed Homework Center Policy, which removes obsolete information concerning locations.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Orange Public Library Policy - Homework Center (Last Revised 01/26/2026)

ORANGE PUBLIC LIBRARY HOMEWORK CENTERS

Adopted by the Orange Public Library Board of Trustees on December 18, 2006
Revised & Adopted: 4/19/2010; 1/27/2014; 7/9/14; 12/17/2018; 12/19/2018, 7/25/2019; 9/12/2023;
01/26/2026

The Orange Public Library & History Center has ~~two one~~ Homework Centers: **a** Children's Homework Center for **children in** grades 1-6, and the ~~Teen Homework Center~~ for grades ~~7-12~~.

~~In addition, there are Homework Centers located at the El Modena Branch Library and the Taft Branch Library for grades 1-6.~~

The ~~se~~ Homework Center ~~s~~ offers **s** after school homework assistance and ~~are~~ staffed by **Homework Helper** volunteers. This program focuses on homework assignments and does not provide childcare services or tutoring; **volunteers and** library staff members cannot assume responsibility for children left alone in the library.

All Homework Center users must abide by the following rules and guidelines:

1. Parent/Guardian must sign the child in and out each time that child enters and leaves the ~~Children's Homework Center. and El Modena/Taft Branch Homework Centers.~~
2. All children 12 and under using the Homework Centers must have a parent/guardian within the library at all times. Parent/Guardian must remain in the Children's Library if their children are 7 or younger.
3. The Homework Centers may not be used for commercial purposes or activities for which a fee is charged (such as privately paid tutors).
4. **The** Homework Centers ~~for grades 1-6~~ will close if a volunteer is not available to supervise.
5. ~~The Teen Homework Center can be used as a study room by teens if a volunteer is not available to supervise.~~
6. The Children's Homework Center may be used for classes and programs outside of Homework Help hours. These classes and programs require pre-approval and scheduling by staff. All ~~leads and~~ participants must use only the equipment specified in initial agreement and abide by the rules in the Study Room Policy.

The Library's Rules of Conduct ~~p~~**P**olicy applies to all **the** Homework Centers.