



Leslie Hardy
Community and Library
Services Director

Amy Harpster
Assistant Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees April 21, 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

KATIE MONTGOMERY
Trustee

KATHLEEN STEVENS
Trustee

VACANT
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 Katie Montgomery

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 March 17, 2025****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
 [March 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 - February 2025 Report](#)

6.2. Financial Report For FY25 Through March 2025**Recommended Action:**

Receive and file.

Attachments: [Staff Report](#)
 [March 2025 Financial Report](#)

7. BOARD REPORTS**7.1 Reports from Chair****7.2 Reports from Trustees****8. ADJOURNMENT**

The next Regular Library Board of Trustees meeting will be held on Monday, May 19, 2025, at 3:30 p.m., in the Rotary Room at the Orange Public Library & History Center.

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: April 16, 2025



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

4/21/2025

File #: 25-0216

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 March 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

- March 17, 2025 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

Date: 4/21/2025

File #: 25-0216

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 March 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

- March 17, 2025 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

March 17, 2025

The Orange Public Library Board of Trustees of the City of Orange, California convened on March 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 3:32 p.m.

1.1 PLEDGE OF ALLEGIANCE

Trustee Kathleen Stevens led the flag salute.

1.2 ROLL CALL

Present: Huber, Stevens, and Martinez

Absent: Montgomery

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 February 24, 2025

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

The motion carried by the following vote:

Ayes: Huber, Stevens, and Martinez

Noes: None

Absent: Montgomery

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

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

- The Friends continue to work on updating their bylaws.
- Updates on the bookstore and internet sales.
- Updates on past and upcoming specialty book sales.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

None.

6. LIBRARY DIRECTOR'S REPORT

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

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

- Updates on Library staff and scheduling, including the status of grant-funded summer intern recruitment positions.
- Leadership Orange and Chapman University Children's Literature students toured the Orange Public Library & History Center.
- 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 programs run in conjunction with community groups such as the Orange Blossoms of the Assistance League and the Orange Community Historical Society.
- Budget updates
- The Library parking lot will be utilized for the Orange Plaza Rotary Car Show on April 13, 2025.

6.2 Financial Report For FY25 Through February 2025

The February 2025 Financial Report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- Chair Martinez participated in Library and City tours with City staff, Leadership Orange, and the Orange Community Historical Society.
- Chair Martinez plans to meet with the Orange Unified School District to promote Library services to home-schooled students.

7.2 Reports from Trustees

None.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:02 p.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, April 21, 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.

4/21/2025

File #: 25-0217

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 - February 2025 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1.

4/21/2025

File #: 25-0217

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

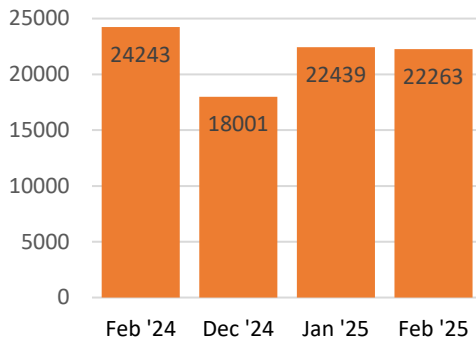
Receive and file.

3. ATTACHMENTS

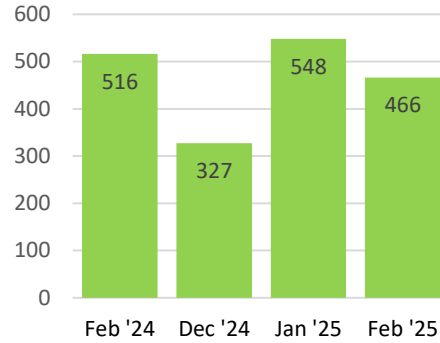
- OPL Statistics at a Glance - February 2025 Report

Statistics at a Glance February '25 Report

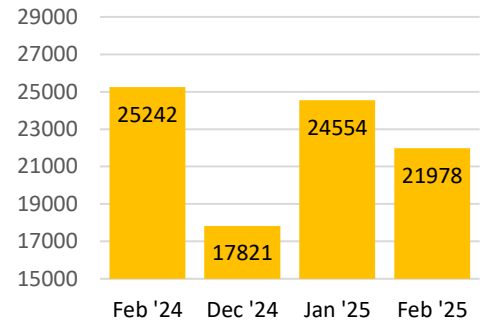
LIBRARY VISITS



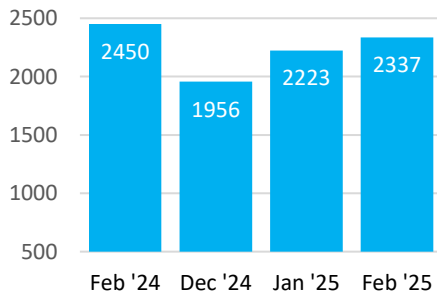
LIBRARY CARDS ISSUED



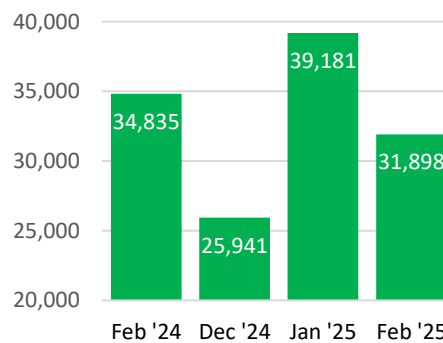
WEBSITE VISITS



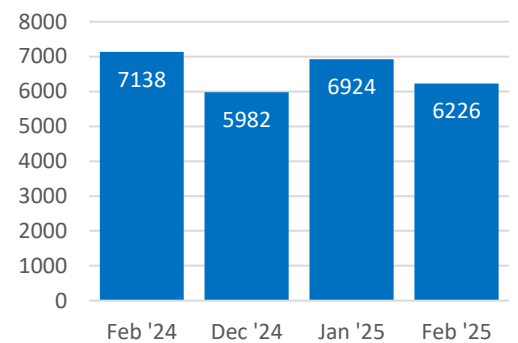
PUBLIC COMPUTER SESSIONS



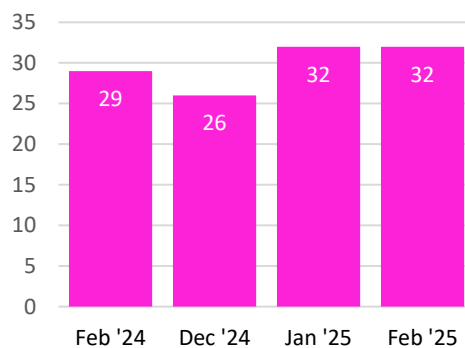
ITEMS BORROWED



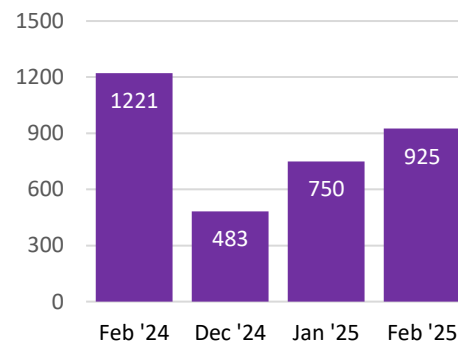
ITEMS DOWNLOADED



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.

4/21/2025

File #: 25-0218

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 FY25 Through March 2025

2. RECOMMENDED ACTION

Receive and file.

3. ATTACHMENTS

- March 2025 Financial Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2.

4/21/2025

File #: 25-0218

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 FY25 Through March 2025

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- March 2025 Financial Report

LIBRARY FINANCIAL REPORT PERIOD ENDING **MARCH 2025**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>YTD Expended</u>	<u>% Used</u>	<u>Balance</u>
1. Salaries and Benefits:	\$4,083,029.00	\$0.00	\$2,427,219.26	59.4%	\$1,655,809.44
2. Contractual Services:	\$220,111.43	\$13,026.14	\$198,731.86	96.2%	\$8,353.43
3. Materials and Supplies:	\$203,552.51	\$49,786.02	\$33,385.14	40.9%	\$120,381.25
4. Capital Improvements:	\$1,476,155.41	\$20,991.63	\$641,711.43	44.9%	\$813,452.35
5. Other:	\$2,984,345.63	\$5,402.59	\$1,939,868.64	65.2%	\$1,039,074.40
TOTALS:		\$8,967,193.98	\$89,206.38	\$5,240,916.33	\$3,637,070.87

Legend:

1. Includes Literacy Grant Funds (\$24,000.00).
2. Includes line items such as telephones, postage, equipment rentals, and association dues. Appropriations include donation* and grant funds.
3. Includes donation* and grant funds (\$8,868.00 from Literacy Grant Funds, \$70,161.03 from Friends of the Library, \$20,943.93 from Library Foundation, and \$12,116.00 from Patron Donations).
4. Includes Building Forward Grant funds.
5. Includes capital outlay, such as furniture, machinery and equipment, and internal service costs, such as insurance, technology, and vehicle maintenance. Appropriations include donation* funds.

*Some donation funds were carried over from the previous fiscal year.

Past Donation Revenue

FY	Friends of the Library	Library Foundation	Grants*	Patron Donations**	TOTALS:
2022	\$32,000.00	\$81,225.00	\$80,403.00	\$3,494.64	\$197,122.64
2023	\$60,000.00	\$34,070.00	\$105,828.00	\$14,367.08	\$214,265.08
2024	\$66,000.00	\$41,510.00	\$537,027.08	\$2,367.40	\$646,904.48
2025 To Date	\$41,000.00	\$22,420.00	\$40,519.21	\$7,503.35	\$111,442.56

Legend:

*Grants from 2022 include: Out of School, Early Learning, Literacy, Cares Hotspot & Chrome, Home Connectivity Kits, Lunch at the Library, Santiago Library System and Plant Wildflowers.

*Grants from 2023 include: Literacy, Discover State Parks, Sustainable Orange, Santiago Library System and Lunch at the Library.

*Grants from 2024 include: Blue Whales, Building Forward, Literacy, Lunch at the Library and Santiago Library System.

*Grants from 2025 include: Literacy, and Santiago Library System.

**Patron Donations include: Woman's Club of Orange, Sons of Italy, Laurie Marine Living Trust and weekly collections.