



# AGENDA

## Orange Public Library Board of Trustees April 20, 2026

Leslie Hardy  
Community and Library  
Services Director

Amy Harpster  
Assistant Library Director

Jessica Wang  
Executive Assistant

REBECCA MARTINEZ  
Chair

SUSIE HUBER  
Vice Chair

KATHLEEN STEVENS  
Trustee

ARIANA CAZARES  
Trustee

SHARON ZIMMERMAN  
Trustee

### 3:30 PM Regular Session

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

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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](http://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](http://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 Ariana Cazares

**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 16, 2026****Recommended Action:**

Approve minutes as presented.

**Attachments:**     [Staff Report](#)  
                          [March 16, 2026 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 2026 Report](#)  
                          [Financial Report for FY26 - July 2025 through March 2026](#)

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

## 8. NEW BUSINESS

### 8.1. Adoption of Proposed Study Rooms Policy

**Recommended Action:**

Adopt Policy as presented.

**Attachments:**     [Staff Report](#)  
                          [Orange Public Library Policy – Study Rooms \(Last Revised 04/20/2026\)](#)

## 9. ADJOURNMENT

The next Regular Library Board of Trustees meeting will be held on Monday, May 18, 2026, 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](http://www.cityoforange.org).

Date posted: April 16, 2026



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

4/20/2026

**File #:** 26-0225

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**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 16, 2026

### 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 16, 2026 Regular Meeting minutes



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

4/20/2026

**File #:** 26-0225

---

**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 16, 2026

### 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 16, 2026 Regular Meeting minutes

**MINUTES - DRAFT**

**City of Orange**

**Orange Public Library Board of Trustees**

March 16, 2026

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The Orange Public Library Board of Trustees of the City of Orange, California convened on March 16, 2026 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**

Trustee Zimmerman led the flag salute.

**1.2. ROLL CALL**

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

**Absent:** Cazares

**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 23, 2026**

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

The motion carried by the following vote:

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

**Noes:** None

**Absent:** Cazares

**4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT**

Vice Chair Huber provided updates on the following on behalf of the Friends of the Orange Public Library ("Friends"):

- Statistics on bookstore and internet sales and an audit of overall financials.
- Past and upcoming specialty book sales.
- The Friends will hold a joint volunteer appreciation event with the Orange Public Library on April 18, 2026.

## 5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Lynn Marie Frediani, Executive Director of the Orange Public Library Foundation ("Foundation") provided updates on the following on behalf of the Foundation:

- Hosting future fundraising opportunities and events.
- Collaborations with other city organizations to maintain the Seed Lending Libraries.
- The Foundation received positive feedback from Orange residents on Library operations.
- "It's Your Money/Estate" programs will be expanded to serve more patrons.
- The Foundation Board of Directors hired a new assistant, Michelle Garcia.

## 6. LIBRARY DIRECTOR'S REPORT

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

Amy Harpster, Assistant Library Director, provided updates on Community and Library Services, including:

- Capital Improvement Plans, construction projects, and building improvements.
- Proposed changes to Library parking due to City parking policies.
- Community outreach programs and Pop Up Library.
- A recap of past Library events and programs and efforts for future programming.
- Grant approvals and staffing recruitments.
- The OPL Statistics at a Glance - January 2026 report was received and filed.

## 7. BOARD REPORTS

### 7.1. Reports from Chair

Chair Martinez had the following to report:

- Chair Martinez will lead a meeting and Library tour on April 28, 2026 for the Orange Unified School District's media specialists to showcase the Library's services to the City's schools.

### 7.2. Reports from Trustees

Trustees had the following to report:

- Trustees shared a news article regarding the California State Library and Dolly Parton's Imagination Library, a non-profit organization who presented to the Library Board of Trustees at the November 17, 2025 Regular meeting.

## 8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:28 p.m.

The next Regular Orange Public Library Board of Trustees meeting will be held on Monday, April 20, 2026 at 3:30 p.m. in the Rotary Room of Orange Public Library & History Center.

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Leslie Hardy  
Community and Library Services Director



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

4/20/2026

**File #:** 26-0226

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**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 2026 Report
- Financial Report for FY26 - July 2025 through March 2026



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

4/20/2026

**File #:** 26-0226

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**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

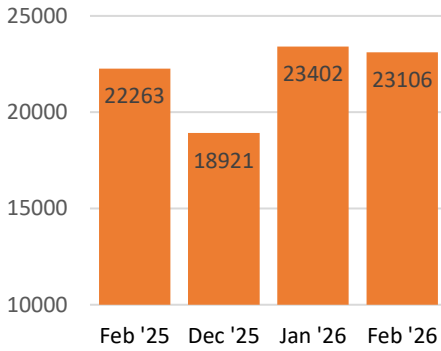
### 2. RECOMMENDED ACTION

Receive and file.

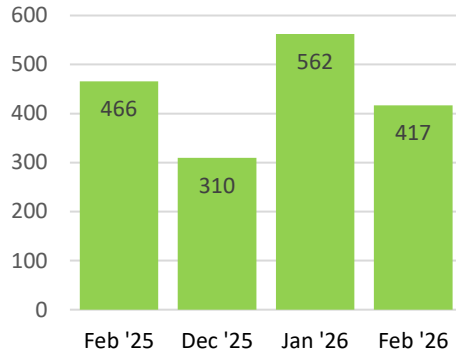
### 3. ATTACHMENTS

- OPL Statistics at a Glance - February 2026 Report
- Financial Report for FY26 - July 2025 through March 2026

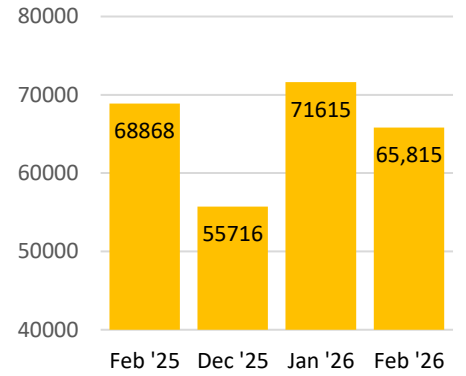
### LIBRARY VISITS



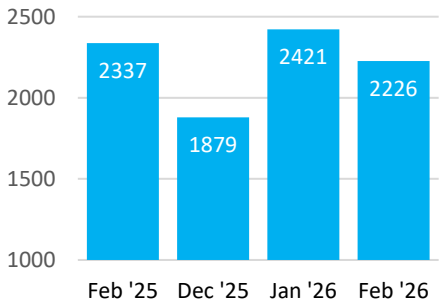
### LIBRARY CARDS ISSUED



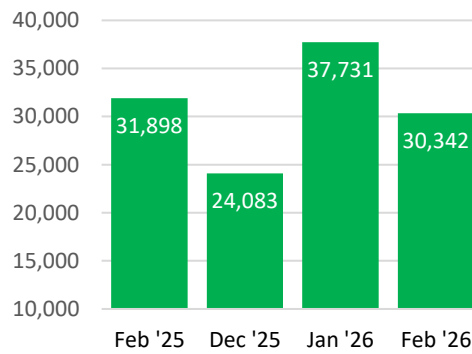
### WEBSITE VISITS



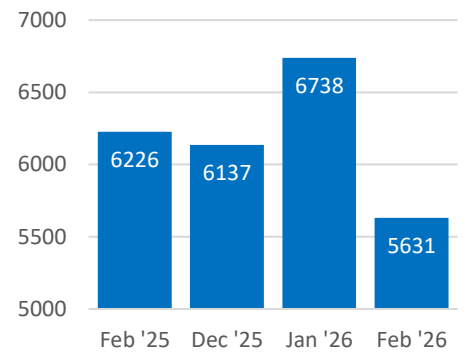
### PUBLIC COMPUTER SESSIONS



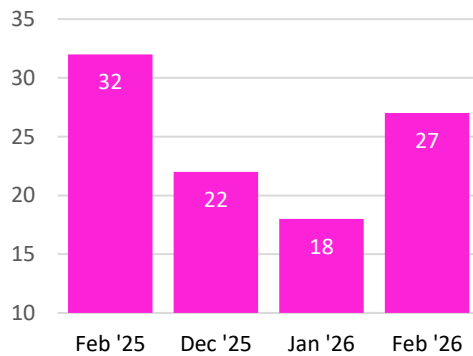
### ITEMS BORROWED



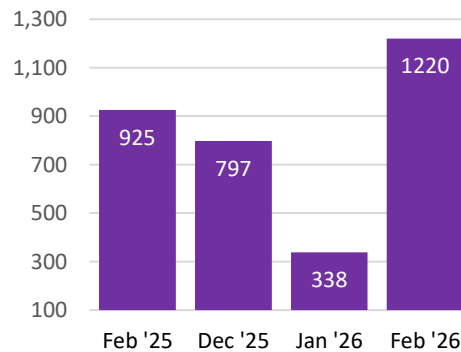
### ITEMS DOWNLOADED



### NUMBER OF PROGRAMS



### PROGRAM ATTENDEES



## LIBRARY FINANCIAL REPORT PERIOD ENDING **MARCH 2026**

	<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	\$ 2,335,820.89	65.38%	\$1,236,928.11
2. Contractual Services:	\$231,144.44	\$4,811.57	\$186,280.89	82.67%	\$40,051.98
3. Materials and Supplies:	\$151,025.00	\$101,130.58	\$20,541.69	80.56%	\$29,352.73
4. Capital Improvements:	\$1,330,259.00	\$80,000.00	\$671,328.18	56.48%	\$578,930.82
<b>TOTALS:</b>	<b>\$5,285,177.44</b>	<b>\$185,942.15</b>	<b>\$3,213,971.65</b>		<b>\$1,885,263.64</b>

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.

### Donation Revenue

FY26	Friends of the Library	Library Foundation	Grants	Patron Donations	TOTALS:
Thru March 2026	\$63,000.00	\$29,609.00	\$61,865.15	\$2,028.90	\$156,503.05



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 8.1.

4/20/2026

**File #:** 26-0227

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**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 Study Rooms Policy

### 2. SUMMARY

Submitted for your consideration and adoption is the proposed Study Rooms Policy, updated to include the Library's new self-service reservation system.

### 3. RECOMMENDED ACTION

Adopt Policy as presented.

### 4. ATTACHMENTS

- Orange Public Library Policy - Study Rooms (Last Revised 04/20/2026)



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 8.1.

4/20/2026

**File #:** 26-0227

---

**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 Study Rooms Policy

### 2. SUMMARY

Submitted for your consideration and adoption is the proposed Study Rooms Policy, updated to include the Library's new self-service reservation system.

### 3. RECOMMENDED ACTION

Adopt Policy as presented.

### 4. ATTACHMENTS

- Orange Public Library Policy - Study Rooms (Last Revised 04/20/2026)

# ORANGE PUBLIC LIBRARY

## STUDY ROOMS

*Adopted by the Orange Public Library Board of Trustees on September 18, 2006*  
*Revised and/or Adopted: 6/25/2007; 6/16/2008; 1/27/2014; 7/9/2014; 11/16/2015; 10/31/2016;*  
*12/20/2017; 11/14/2018; 07/26/2021; 09/28/2022; 08/09/2023; 09/12/2023; 04/20/2026*

The Orange Public Library & History Center, Taft Branch Library and El Modena Branch Library have study rooms available to library cardholders. These study rooms are intended for quiet, individual, or group study. The Library's Rules of Conduct apply to all study rooms, including no food allowed. Excessive noise, ~~and/or~~ disruptive behavior **or engagement in other prohibited activities** may result in the suspension of library privileges.

All study room users must abide by the following rules and guidelines:

1. Study room use is on a first come first served basis. ~~Reservations are not permitted, with the exception of the "Orange Park Acres Friends of the Library", Taft and El Modena study rooms which may be reserved by Adult Literacy Program tutors and students for literacy group study. The Taft study room may also be reserved by library staff for Homework Center hours.~~ **Reservations are permitted up to seven days in advance and must be made online through the library website.** There is no fee to use **reserve** the study rooms.
2. **Walk in reservations can be made online either by using one of the public use computers available in the building, a self-service kiosk if available, or by using personal devices to access the library website. The Library will not accept telephone or e-mail requests to reserve the study rooms.**
3. All Orange Public Library cards in good standing, except for temporary eCards and borrowers aged 12 and under, may check out **reserve** a study room.
4. Study rooms can be ~~used~~ **reserved for a minimum of 30 minutes and a maximum of 2 hours per day across all library locations.** ~~Time extensions may be provided if other study rooms are available.~~
5. Study rooms are designed to accommodate ~~up~~ **between four** to six people, depending on the room. For safety reasons, overcrowding is not permitted.
6. **At least one light must be on during study room use.**
7. Patrons are not permitted to move furniture in or out of the study rooms, if needed, please see a library staff member. ~~Items shall not be affixed~~ **items** to the walls (e.g., banners, posters, decorations), **or use personal writing implements** Only library approved dry-erase markers may be used on the whiteboards.
8. **Patrons are responsible for leaving the study room in a neat and orderly condition.** The individual who reserves the study room will be responsible for any damage. If they are under the age of 18, their parent or legal guardian will be responsible.
9. **No commercial activity is permitted in the room.**
10. All study rooms **are available 15 minutes after library opening and close 15 minutes prior to library closing.**
11. The library is not responsible for items left unattended in the study rooms. **The library will consider items left unattended to be lost and will place them in the Library's Lost and Found located on the first floor at the Lending Services Desk**

at the Orange Public Library & History Center or at the One Desk at the Taft or El  
Modena Branch Libraries.