



Leslie Hardy  
Community and Library  
Services Director

Amy Harpster  
Assistant Library Director

Jessica Wang  
Executive Assistant

# AGENDA

## Orange Public Library Board of Trustees August 18, 2025

### 3:30 PM Regular Session

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

REBECCA MARTINEZ  
Chair

SUSIE HUBER  
Vice Chair

KATHLEEN STEVENS  
Trustee

ARIANA CAZARES  
Trustee

SHARON ZIMMERMAN  
Trustee

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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**

Vice Chair Susie Huber

**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 Adjourned Regular Meeting held on July 21, 2025****Recommended Action:**

Approve minutes as presented.

**Attachments:**     [Staff Report](#)  
                              [July 21, 2025 Adjourned 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 - June 2025 Report](#)

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

## 8. NEW BUSINESS

### 8.1. Adoption of Proposed Computer and Internet Use Policy

**Recommended Action:**

Adopt Policy as presented.

**Attachments:**     [Staff Report](#)  
[Orange Public Library Policy - Computer and Internet Use \(Last Revised 8/18/2025\)](#)

## 9. ANNUAL MEETING BOARD BUSINESS

### 9.1. Fiscal Year 2025-26 Meeting Schedule

**Recommended Action:**

Approve the proposed meeting schedule as presented.

**Attachments:**     [Staff Report](#)

### 9.2. Selection of Library Board of Trustees Officers

**Recommended Action:**

Select a Chair and Vice Chair of the Library Board of Trustees for a one-year term effective September 15, 2025.

**Attachments:**     [Staff Report](#)

## 10. ADJOURNMENT

The next Regular Library Board of Trustees meeting will be held on Monday, September 15, 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](http://www.cityoforange.org).

Date posted: August 14, 2025



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

8/18/2025

**File #:** 25-0306

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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 Adjourned Regular Meeting held on July 21, 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**

- July 21, 2025 Adjourned Regular Meeting minutes



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

8/18/2025

**File #:** 25-0306

---

**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 Adjourned Regular Meeting held on July 21, 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

- July 21, 2025 Adjourned Regular Meeting minutes

## MINUTES - DRAFT

### City of Orange

#### Orange Public Library Board of Trustees

July 21, 2025

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The Orange Public Library Board of Trustees of the City of Orange, California convened on July 21, 2025 at 10:00 a.m. in an Adjourned 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 10:06 a.m.

##### 1.1 PLEDGE OF ALLEGIANCE

Chair Martinez led the flag salute.

##### 1.2 ROLL CALL

**Present:** Huber, Cazares, and Martinez

**Absent:** Stevens

#### 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 April 21, 2025

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

The motion carried by the following vote:

**Ayes:** Huber, Cazares, and Martinez

**Noes:** None

**Absent:** Stevens

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

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

- The Friends Board of Directors met to set goals for the year and voted in two co-volunteer directors.
- Updates on the bookstore 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 the Seed Lending Libraries available at each Library location.
- Updates on Foundation fundraising programs and events, such as the Summer Soiree, a Mystery Author Panel and Luncheon, and paid parking for the International Street Fair.
- Updates on partnerships with Orange community groups.
- Updates on the STEAM for Teens grant/program.

## **6. LIBRARY DIRECTOR'S REPORT**

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

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

- Updates on Library staff and scheduling, including resignations, retirements, and open recruitments.
- Budget updates.
- Library technology updates.
- Updates on building improvements and plans for future projects.
- A recap of past Library events and programs and an update on current events and programs.
- The OPL Statistics at a Glance - March 2025, April 2025, and May 2025 reports were received and filed.

### **6.2 Financial Report For FY25 Through June 2025**

The June 2025 Financial Report was received and filed.

## **7. BOARD REPORTS**

### **7.1 Reports from Chair**

Chair Martinez had the following to report:

- The Trustees will contribute a basket of goods for the Foundation's fundraiser silent auction.
- Chair Martinez met with the superintendent of the Orange Unified School District to discuss ways to increase Orange Public Library card memberships among students.
- Chair Martinez previously requested the Pop-Up Library to attend an event at the Friendly Center, but the event has been canceled.
- The Trustees attended the Serving with a Purpose conference.
- Chair Martinez will lead a tour and scavenger hunt around the Library for Chapman students.

**7.2 Reports from Trustees**

None.

**8. NEW BUSINESS****8.1 Adoption of Proposed Volunteer Services Policy**

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

1. Change the final "Revised & Adopted" date from 5/19/2025 to 7/21/2025.

The motion carried by the following vote:

**Ayes:** Huber, Cazares, and Martinez

**Noes:** None

**Absent:** Stevens

**8.2 Selection of Library Board of Trustees Annual Meeting Date**

A motion was made by Trustee Cazares, seconded by Chair Martinez, to select August 18, 2025 as the Library Board of Trustees annual meeting.

The motion carried by the following vote:

**Ayes:** Huber, Cazares, and Martinez

**Noes:** None

**Absent:** Stevens

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 11:29 a.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, August 18, 2025 at 3:30 p.m. in the Rotary Room of the 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.

**8/18/2025**

**File #:** 25-0491

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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 - June 2025 Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

**8/18/2025**

**File #:** 25-0491

---

**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**

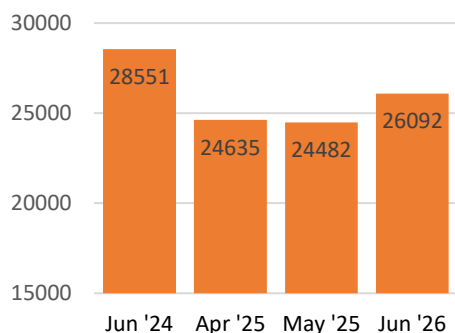
Receive and file.

### **3. ATTACHMENTS**

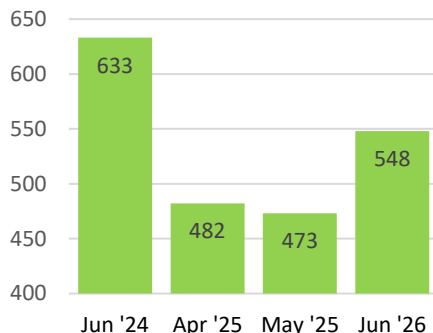
- OPL Statistics at a Glance - June 2025 Report

## Statistics at a Glance June '25 Report

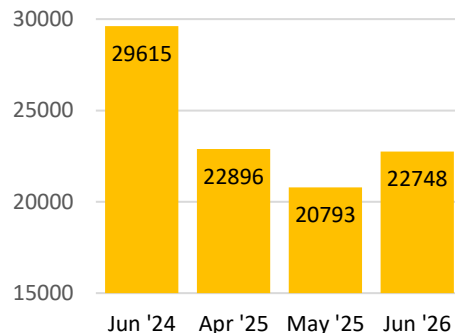
### LIBRARY VISITS



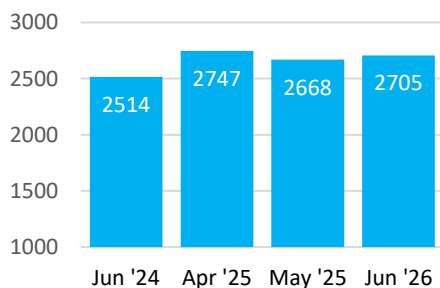
### LIBRARY CARDS ISSUED



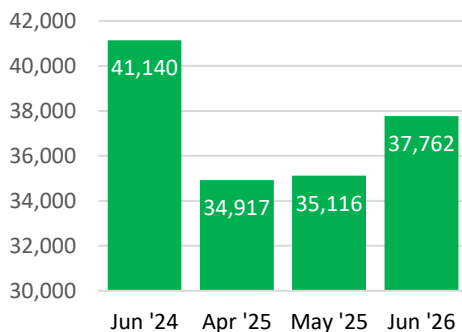
### WEBSITE VISITS



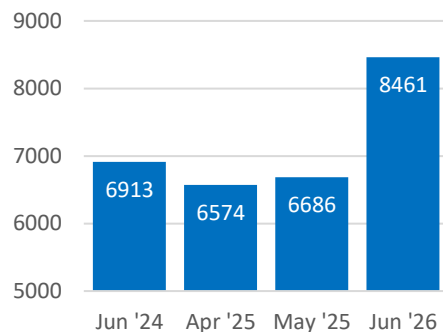
### PUBLIC COMPUTER SESSIONS



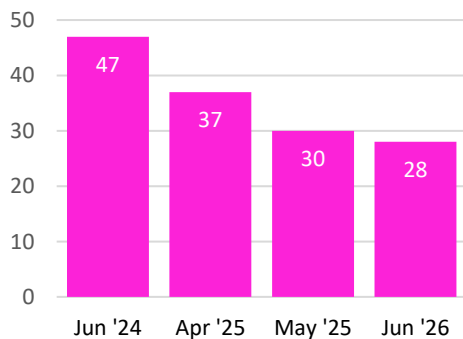
### ITEMS BORROWED



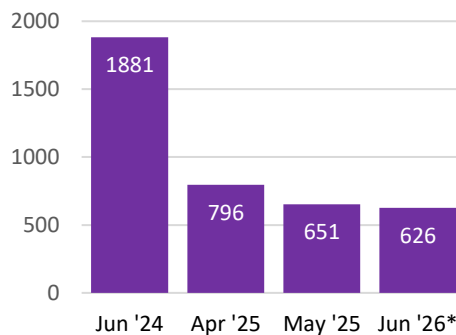
### ITEMS DOWNLOADED



### NUMBER OF PROGRAMS



### PROGRAM ATTENDEES



\*June stats did not include the Lunch at the Library program

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



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 8.1.

**8/18/2025**

**File #:** 25-0492

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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 Computer and Internet Use Policy

### **2. SUMMARY**

Submitted for your consideration and adoption is the proposed Computer and Internet Use Policy.

### **3. RECOMMENDED ACTION**

Adopt Policy as presented.

### **4. ATTACHMENTS**

- Orange Public Library Policy - Computer and Internet Use (Last Revised 8/18/2025)



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 8.1.

**8/18/2025**

**File #:** 25-0492

---

**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 Computer and Internet Use Policy

### **2. SUMMARY**

Submitted for your consideration and adoption is the proposed Computer and Internet Use Policy.

### **3. RECOMMENDED ACTION**

Adopt Policy as presented.

### **4. ATTACHMENTS**

- Orange Public Library Policy - Computer and Internet Use (Last Revised 8/18/2025)

## **ORANGE PUBLIC LIBRARY**

### **COMPUTER AND INTERNET USE**

*Adopted by Orange Public Library Board of Trustees on February 12, 2001*  
*Revised & Adopted: 3/18/2002; 11/18/2002; 9/18/2006; 11/16/2009; 09/15/2014;*  
*01/25/2016; 08/22/2019; 08/10/2022; 10/02/2023; 08/18/2025*

The Orange Public Library (OPL) offers free Internet access, including wireless connectivity (WiFi). Library staff is available to provide basic technical assistance and can refer users to computer classes available in the community if further assistance is needed.

The Library uses filtering software to block obscene graphic images, pornography and images harmful to minors, but cannot guarantee its effectiveness.

Because filtering software sometimes blocks access to legitimate information, any library user age 18 or older can request that his or her Library Computer Workstation access be unfiltered. Children under 18 years of age will have unfiltered access only if authorized by their parent or legal guardian. Parents and legal guardians, not library staff, are responsible for providing appropriate guidance to their children in using the Internet.

All library users are expected to access the Internet in compliance with the Library's *Rules of Conduct Policy*, *Computer and Internet Use Policy* and within the boundaries of the law. Viewing obscene, graphic images, pornography, or materials harmful to minors is prohibited. Violators may lose library privileges, and in cases of illegal computer use, may be subject to prosecution by local, state or federal authorities.

Library staff will report any suspected illegal activity to the Orange Police Department for investigation. Unlawful or prohibited activities include, but are not limited to:

1. Violation of any local, state, or federal law.
2. Transmitting/accessing obscene material or child pornography.
3. Interfering with or disrupting other library users, services or equipment.
4. Computer fraud, hacking, spamming or "phishing."
5. False representation as another patron/library cardholder (i.e., using a library card not registered to you to sign onto a computer).
6. Copyright infringement.
7. Acts of a threatening, harassing or obscene nature.
8. Abuse of equipment and/or installing software or running programs that have not been installed by the Library.

Failure to comply with this *Computer and Internet Use Policy* may result in loss of Internet and/or library privileges.

## **ORANGE PUBLIC LIBRARY**

### **COMPUTER AND INTERNET USE (cont'd)**

#### **Library Computer Workstations**

Library Computer Workstations are available on a first come first served basis. Patrons are required to have an OPL Card to sign-on to a computer and the card must be registered in their name and in good standing. Each patron is provided ~~with an initial use of 60 minutes, and any additional time~~ up to 4 hours total per day, depending on availability. Staff-issued visitor cards are limited to a one-time use of 60 minutes.

Library Computer Workstations may not be used for any unlawful purpose. The Library has the ability to monitor users' Internet usage. Library users should not attempt to change program settings on a workstation, boot from external storage media, or try to run their own software. Violations may result in the loss of Internet privileges.

The availability of information via a Library Computer Workstation does not constitute the Library's endorsement of the content of that information.

Using a Library Computer Workstation constitutes an agreement by the user to all terms listed within this policy.

#### **Laptop Use**

Laptops are available on a first come first served basis. Laptops are for use inside the library only.

Requirements for checking out a laptop/charger:

1. Patron must be at least 18 years of age.
2. Patron must have an OPL library card in good standing.
3. Patron must provide an official valid picture I.D. that will be held until the laptop is returned.
4. Laptops are available for 4 hours, any additional time requested will be based on availability.
5. A \$1,000 fee will be imposed to patron's account if the laptop is not returned within 24 hours of the required return time, and the patron's account will be sent to the collection agency.

Using a library-issued laptop constitutes an agreement by the user to all terms listed within this policy.

## ORANGE PUBLIC LIBRARY

### COMPUTER AND INTERNET USE (cont'd)

#### WiFi Access

OPL offers free WiFi access during library open hours. In conjunction with other policy guidelines listed above, the following rules and guidelines apply when using the library's WiFi:

- ~~1.~~ 1. The library's wireless network is filtered and cannot be unfiltered.
- ~~2. Because wireless users share a network, downloading large files is discouraged.~~
- ~~3.~~ 2. Headphones or earphones must be worn when accessing audible content.
- ~~4.~~ 3. Mobile Internet devices may not be used for any commercial purposes.
- ~~5.~~ 4. Illegal or inappropriate use of the Internet may result in loss of library privileges per the Library *Rules of Conduct* Policy.
- ~~6.~~ 5. Users are responsible for knowing how to configure their own equipment.
- ~~7.~~ 6. Library staff can provide only basic technical assistance in configuring users' wireless devices or in troubleshooting access problems.
- ~~8.~~ 7. Printing is available; please see Library staff at a Reference desk for assistance.
- ~~9. The library's WiFi is not encrypted. Wireless users are urged not to send personal, financial or any confidential information over the library's wireless network.~~
- ~~10.~~ 8. OPL is not responsible for damage or loss due to security breaches, electrical surges or disruptions of wireless service.





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 9.1.

**8/18/2025**

**File #:** 25-0249

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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

Fiscal Year 2025-26 Meeting Schedule

### 2. SUMMARY

Submitted for your consideration and approval are the proposed meeting dates for the 2025-26 Fiscal Year.

The regularly scheduled meetings of the Orange Public Library Board of Trustees are held the third Monday of each month at the Orange Public Library & History Center in the Rotary Room at 3:30 p.m. unless otherwise noted below.

- Monday, September 15, 2025
- Monday, October 20, 2025
- Monday, November 17, 2025
- Monday, December 15, 2025
- Monday, January 26, 2026 - *to be held at El Modena Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, February 23, 2026 - *to be held at Taft Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, March 16, 2026
- Monday, April 20, 2026
- Monday, May 18, 2026
- Monday, June 15, 2026 - Annual Meeting

### 3. RECOMMENDED ACTION

Approve the proposed meeting schedule as presented.



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 9.1.

**8/18/2025**

**File #:** 25-0249

---

**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

Fiscal Year 25-26 Meeting Schedule

### 2. SUMMARY

Submitted for your consideration and approval are the proposed meeting dates for the 25-26 Fiscal Year.

The regularly scheduled meetings of the Orange Public Library Board of Trustees are held the third Monday of each month at the Orange Public Library & History Center in the Rotary Room at 3:30 p.m. unless otherwise noted below.

- Monday, September 15, 2025
- Monday, October 20, 2025
- Monday, November 17, 2025
- Monday, December 15, 2025
- Monday, January 26, 2026 - *to be held at El Modena Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, February 23, 2026 - *to be held at Taft Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, March 16, 2026
- Monday, April 20, 2026
- Monday, May 18, 2026
- Monday, June 15, 2026 - Annual Meeting

### 3. RECOMMENDED ACTION

Approve the proposed meeting schedule as presented.



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 9.2.

**8/18/2025**

**File #:** 25-0494

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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**

Selection of Library Board of Trustees Officers

### **2. RECOMMENDED ACTION**

Select a Chair and Vice Chair of the Library Board of Trustees for a one-year term effective September 15, 2025.



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 9.2.

**8/18/2025**

**File #:** 25-0494

---

**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**

Selection of Library Board of Trustees Officers

### **2. RECOMMENDED ACTION**

Select a Chair and Vice Chair of the Library Board of Trustees for a one-year term effective September 15, 2025.