



Leslie Hardy
Community and Library
Services Director

Amy Harpster
Assistant Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees July 20, 2026

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

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**

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 Regular Meeting held on June 15, 2026****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
 [June 15, 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 - May 2026 Report](#)
 [Financial Report for FY26 - July 2025 through June 2026](#)

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 \(Last Revised 07/20/2026\)](#)

8.2. Approval of Fiscal Year 2026-27 Meeting Schedule

Recommended Action:

Approve the proposed meeting schedule as presented.

Attachments: [Staff Report](#)

8.3. 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 August 17, 2026.

Attachments: [Staff Report](#)

9. ADJOURNMENT

The next Regular Library Board of Trustees meeting will be held on Monday, August 17, 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.

Date posted: July 16, 2026



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

7/20/2026

File #: 26-0431

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 June 15, 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

- June 15, 2026 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

7/20/2026

File #: 26-0431

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 June 15, 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

- June 15, 2026 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

June 15, 2026

The Orange Public Library Board of Trustees of the City of Orange, California convened on June 15, 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

Chair Martinez led the flag salute.

1.2 ROLL CALL

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

Absent: None

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 May 18, 2026

A motion was made by Trustee Stevens, seconded by Trustee Cazares, 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

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

- Conducting market research to update Friends pricing.
- Upcoming specialty book sales and requests.
- Identifying local groups in need of books.
- The donation drop bin was temporarily removed for renovations.
- Friends will host an appreciation event for their volunteers.
- The Friends bookstore.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Amy Harpster, Assistant Library Director, provided updates on the following on behalf of the Orange Public Library Foundation ("Foundation"):

- The Foundation was nominated as the Best Arts & Culture Nonprofit in the 2026 "Best of Orange" awards, hosted by the Orange Chamber of Commerce.
- The Summer Soiree fundraising event will take place at The Squeeze located at 80 Plaza Square, Orange, California 92866 on July 23, 2026.

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:

- Literacy statistics.
- Building signage and displays.
- Library staff, recruitments, and scheduling.
- Pop-Up Library and community outreach.
- Summer programming.
- The OPL Statistics at a Glance - April 2026 report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez reported the following:

- Santiago Charter Middle School created 20 "Little Free Libraries" to distribute around the City. They are seeking support from the Friends and Foundation for the initial supply of books.
- Chair Martinez received requests from OUSD for the Pop-Up Library to attend a Resource Fair event at El Modena High School on August 1, 2026.

7.2 Reports from Trustees

Trustees reported the following:

- The Library is helping the Old Towne Preservation Association with a local history display of Orange at the Woman's Club of Orange.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:25 p.m.

The next Regular Orange Public Library Board of Trustees meeting will be held on Monday, July 20, 2026 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.

7/20/2026

File #: 26-0433

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 - May 2026 Report
- Financial Report for FY26 - July 2025 through June 2026



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1.

7/20/2026

File #: 26-0433

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

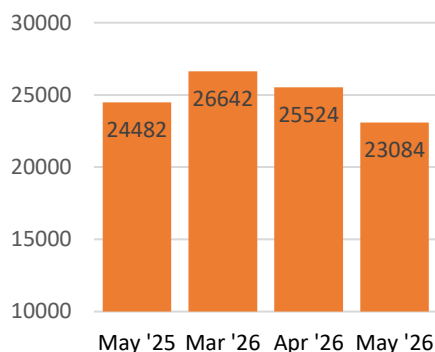
2. RECOMMENDED ACTION

Receive and file.

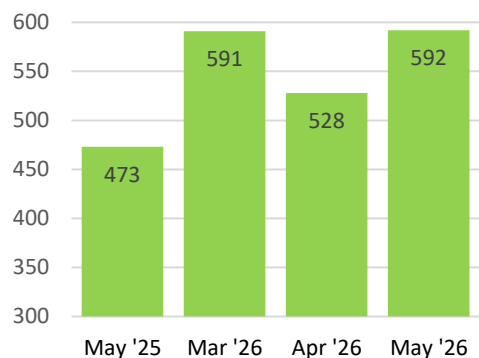
3. ATTACHMENTS

- OPL Statistics at a Glance - May 2026 Report
- Financial Report for FY26 - July 2025 through June 2026

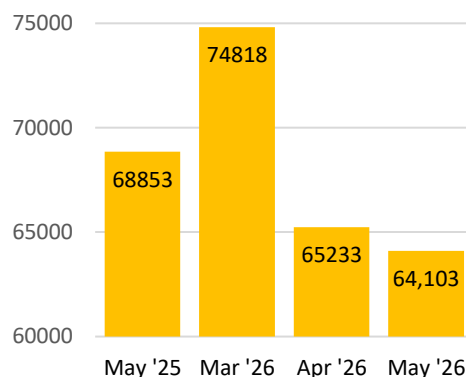
LIBRARY VISITS



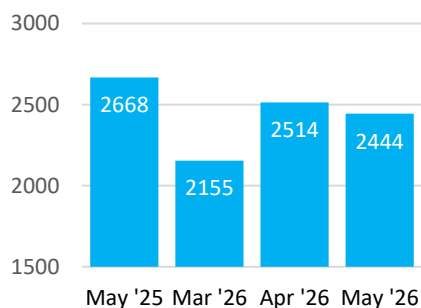
LIBRARY CARDS ISSUED



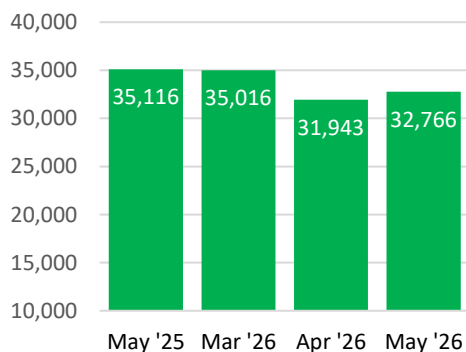
WEBSITE VISITS



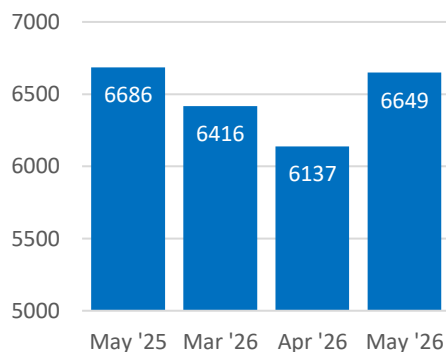
PUBLIC COMPUTER SESSIONS



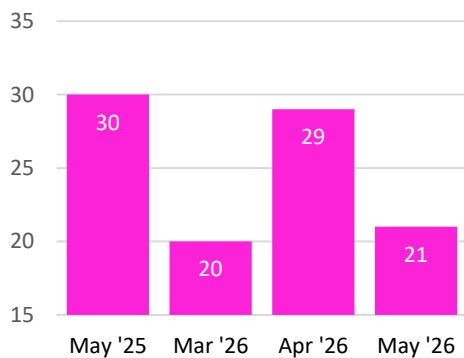
ITEMS BORROWED



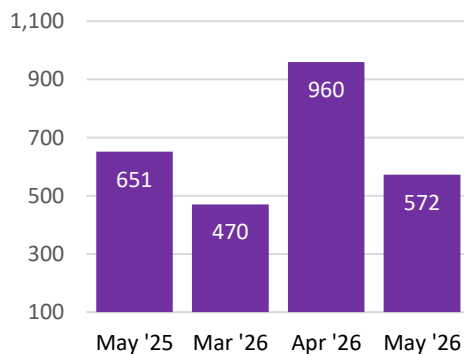
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



PROGRAM ATTENDEES



LIBRARY FINANCIAL REPORT PERIOD ENDING **JUNE 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	\$3,228,677.00	90.37%	\$344,072.00
2. Contractual Services:	\$208,874.40	\$7,195.89	\$185,363.71	92.19%	\$16,314.80
3. Materials and Supplies:	\$299,213.00	\$10,020.03	\$196,929.82	69.16%	\$92,263.15
4. Capital Improvements:	\$691,010.00	\$0.00	\$644,061.47	93.21%	\$46,948.53
TOTALS:	\$4,771,846.40	\$17,215.92	\$4,255,032.00		\$499,598.48

Legend:

1. Includes Literacy Grant Funds.
2. Includes line items such as telephones, postage, equipment rentals, and association dues. Includes donation funds.
3. Includes donation and grant funds (from Literacy Grant Funds, Friends of the Library, Library Foundation, and Patron Donations).



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1.

7/20/2026

File #: 26-0423

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, updated to clarify visitor card procedures and remove obsolete information.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Orange Public Library Policy - Computer and Internet Use (Last Revised 07/20/2026)



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1.

7/20/2026

File #: 26-0423

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, updated to clarify visitor card procedures and remove obsolete information.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Orange Public Library Policy - Computer and Internet Use (Last Revised 07/20/2026)

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; 07/20/2026*

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~~ Violations may ~~lose~~ result in suspension of 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. Viewing, transmitting, or accessing obscene, graphic images, pornography, or materials harmful to minors is prohibited.
3. Transmitting/accessing obscene material or child pornography.
4. Interfering with or disrupting other library users, services or equipment.
5. Computer fraud, hacking, spamming or "phishing."
6. False representation as another patron/library cardholder (i.e., using a library card not registered to you to sign onto a computer).
7. Copyright infringement.
8. Acts of a threatening, harassing or obscene nature.
9. 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 up to 4 hours total per day, depending on availability. Staff-issued visitor cards are only provided to those without an OPL Card and are limited to a one-time use of 60 minutes. A valid photo ID is required in order to receive a staff-issued visitor card. Staff-issued visitor cards will not be issued to patrons under the age of 18.

Library Computer Workstations may not be used for any unlawful purpose. The Library ~~has the ability to~~ may 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. Patrons are required to have an OPL Card to check out a laptop/charger and the card must be registered in their name and in good standing. Laptops will not be issued to patrons under the age of 18. Each patron is provided up to 4 hours total per day, depending on availability.

Patrons must provide ~~an official~~ a government or school issued valid photo ID that will be held until the laptop/charger is returned. A ~~\$1,000~~ fee for replacement cost 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.

The availability of information via a library-issued laptop does not constitute the Library's endorsement of the content of that information. Using a library-issued laptop constitutes an agreement by the user to all terms listed within this policy.

~~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.~~

ORANGE PUBLIC LIBRARY

COMPUTER AND INTERNET USE *(cont'd)*

- ~~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.~~

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. The library's wireless network is filtered and cannot be unfiltered.
2. Headphones ~~or~~ /earphones must be worn when accessing audible content.
3. Mobile Internet devices may not be used for any commercial purposes.
4. Illegal or inappropriate use of the Internet may result in ~~loss~~ suspension of library privileges per the Library *Rules of Conduct* Policy.
5. Users are responsible for knowing how to configure their wireless devices ~~own equipment~~. Library staff can provide only basic technical assistance in troubleshooting access problems.
- ~~6. Library staff can provide only basic technical assistance in configuring users' wireless devices or in troubleshooting access problems.~~
7. Printing from wireless devices is available.; ~~please see Library staff at a Reference desk for assistance.~~
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

Item #: 8.2.

7/20/2026

File #: 26-0425

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 Fiscal Year 2026-27 Meeting Schedule

2. SUMMARY

Submitted for your consideration and approval are the proposed meeting dates for the 2026-27 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, August 17, 2026
- Monday, September 21, 2026
- Monday, October 19, 2026
- Monday, November 16, 2026
- Monday, December 21, 2026
- Monday, January 25, 2027 - *to be held at El Modena Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, February 22, 2027 - *to be held at Taft Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, March 15, 2027
- Monday, April 19, 2027
- Monday, May 17, 2027
- Monday, June 21, 2027 - Annual Meeting

3. RECOMMENDED ACTION

Approve the proposed meeting schedule as presented.

4. ATTACHMENTS

- None



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.2.

7/20/2026

File #: 26-0425

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 Fiscal Year 2026-27 Meeting Schedule

2. SUMMARY

Submitted for your consideration and approval are the proposed meeting dates for the 2026-27 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, August 17, 2026
- Monday, September 21, 2026
- Monday, October 19, 2026
- Monday, November 16, 2026
- Monday, December 21, 2026
- Monday, January 25, 2027 - *to be held at El Modena Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, February 22, 2027 - *to be held at Taft Branch Library on the fourth Monday of the month due to a holiday.*
- Monday, March 15, 2027
- Monday, April 19, 2027
- Monday, May 17, 2027
- Monday, June 21, 2027 - Annual Meeting

3. RECOMMENDED ACTION

Approve the proposed meeting schedule as presented.

4. ATTACHMENTS

- None



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.3.

7/20/2026

File #: 26-0426

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 August 17, 2026.

3. ATTACHMENTS

- None



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.3.

7/20/2026

File #: 26-0426

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 August 17, 2026.

3. ATTACHMENTS

- None