



Amy Harpster  
Interim Library Director

Jessica Wang  
Executive Assistant

# AGENDA

## Orange Public Library Board of Trustees April 02, 2024

### Adjourned Regular Meeting 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

PEGGY L. CALVERT  
Trustee

KATIE MONTGOMERY  
Trustee

KATHLEEN STEVENS  
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****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 March 5, 2024.****Recommended Action:**

Approve minutes as presented.

**Attachments:**     [Staff Report](#)  
                              [March 5, 2024 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. Updates on Library Services****Recommended Action:**

Receive and File

**Attachments:**     [Staff Report](#)  
                              [OPL Statistics at a Glance - February 2024 Report](#)

**6.2. Financial Report Through February 2024****Recommended Action:**

Receive and File

**Attachments:**     [Staff Report](#)  
                              [February 2024 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 20, 2024, at 3:30 p.m. in the Rotary Room at the Orange Public Library & History Center. The April 15, 2024 Regular Library Board of the Trustees meeting is cancelled.

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: March 28, 2024



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

**4/2/2024**

**File #:** 24-0243

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**TO:** Chair and Members of the Orange Public Library Board of Trustees

**THRU:** Amy Harpster, Interim 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 March 5, 2024.

### **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 5, 2024 Adjourned Regular Meeting minutes



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

**4/2/2024**

**File #:** 24-0243

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**TO:** Chair and Members of the Orange Public Library Board of Trustees

**THRU:** Amy Harpster, Interim 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 March 5, 2024.

### **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 5, 2024 Adjourned Regular Meeting minutes

## MINUTES - DRAFT

### City of Orange

#### Orange Public Library Board of Trustees

March 05, 2024

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The Orange Public Library Board of Trustees of the City of Orange, California convened on March 5, 2024 at 3:30 p.m. in an Adjourned Regular Meeting in the Community 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 3:37 p.m.

##### 1.1 PLEDGE OF ALLEGIANCE

Chair Martinez led the flag salute.

##### 1.2 ROLL CALL

**Present:** Huber, Montgomery, and Martinez

**Absent:** Calvert, and 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 February 26, 2024.

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

The motion carried by the following vote:

**Ayes:** Huber, Montgomery, and Martinez

**Noes:** None

**Absent:** Calvert, and Stevens

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

None.

#### 5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

None.

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

### **6.1. Updates on Library Services**

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

- Updates on Library staff and scheduling.
- A recap of past Library events and programs and an update on current programs.
- Statistics from Library outreach and social media.
- An announcement of upcoming Library events and programs.
- The City is implementing an intern program for local college students.

## **7. BOARD REPORTS**

### **7.1 Reports from Chair**

Chair Martinez had the following to report:

- Leadership Orange held a program at the Library where attendees were enthralled by the History Center.
- Chair Martinez will bring Chapman University students on a tour of the Library in April.

### **7.2 Reports from Trustees**

The Trustees had the following to report:

- Vice Chair Huber reached out to Councilmember Tavoularis to meet for a discussion on the Orange Mall. Vice Chair Huber also had ideas to boost marketing.
- Trustee Montgomery commented on the support shown for the Taft Branch Library at the February 27, 2024 City Council meeting.

## **8. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:08 p.m.

The Library Board of Trustees will adjourn to a meeting on Tuesday, April 2, 2024, at 3:30 p.m. in the Rotary Room at the Orange Public Library & History Center. The March 18, 2024 and April 15, 2024 Regular Library Board of Trustees meetings are cancelled.

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Amy Harpster  
Interim Library Services Director



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

**4/2/2024**

**File #:** 24-0244

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**TO:** Chair and Members of the Orange Public Library Board of Trustees

**THRU:** Amy Harpster, Interim Library Services Director

**FROM:** Jessica Wang, Executive Assistant

### **1. SUBJECT**

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

### **2. RECOMMENDED ACTION**

Receive and File

### **3. ATTACHMENTS**

- OPL Statistics at a Glance - February 2024 Report





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

**4/2/2024**

**File #:** 24-0244

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**TO:** Chair and Members of the Orange Public Library Board of Trustees

**THRU:** Amy Harpster, Interim Library Services Director

**FROM:** Jessica Wang, Executive Assistant

### **1. SUBJECT**

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

### **2. RECOMMENDED ACTION**

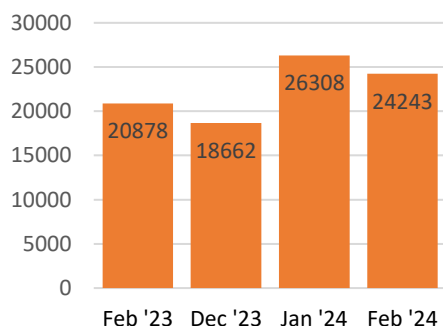
Receive and File

### **3. ATTACHMENTS**

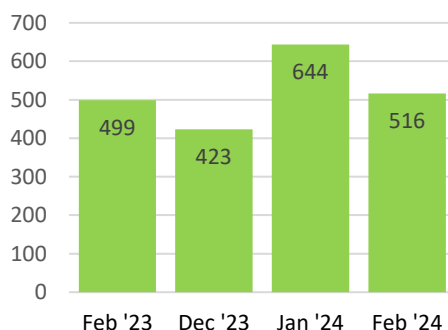
- OPL Statistics at a Glance - February 2024 Report

## Statistics at a Glance February '24 Report

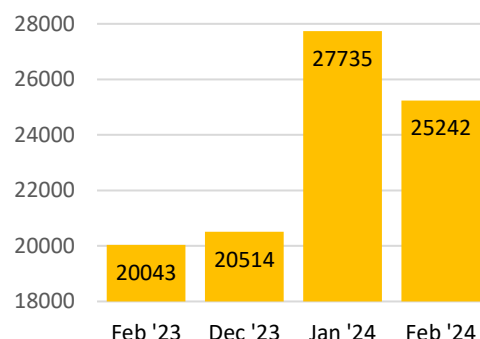
### LIBRARY VISITS



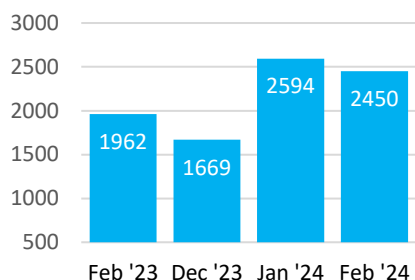
### LIBRARY CARDS ISSUED



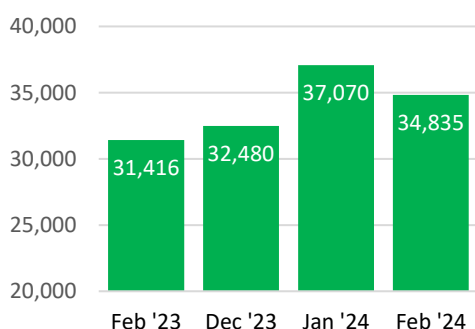
### WEBSITE VISITS



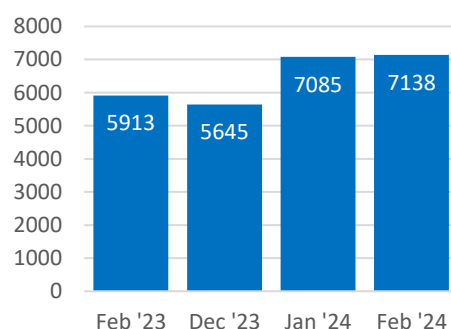
### PUBLIC COMPUTER SESSIONS



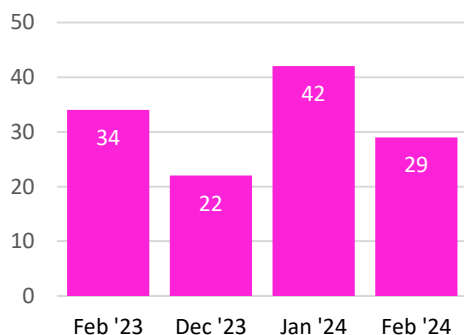
### ITEMS BORROWED



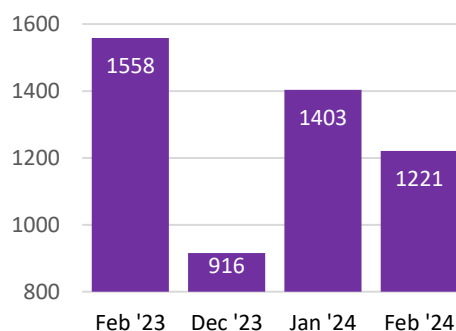
### ITEMS DOWNLOADED



### NUMBER OF PROGRAMS



### PROGRAM ATTENDEES





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2.

**4/2/2024**

**File #:** 24-0245

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**TO:** Chair and Members of the Orange Public Library Board of Trustees

**THRU:** Amy Harpster, Interim Library Services Director

**FROM:** Jessica Wang, Executive Assistant

### **1. SUBJECT**

Financial Report Through February 2024

### **2. RECOMMENDED ACTION**

Receive and File

### **3. ATTACHMENTS**

- February 2024 Financial Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2.

**4/2/2024**

**File #:** 24-0245

---

**TO:** Chair and Members of the Orange Public Library Board of Trustees

**THRU:** Amy Harpster, Interim Library Services Director

**FROM:** Jessica Wang, Executive Assistant

### **1. SUBJECT**

Financial Report Through February 2024

### **2. RECOMMENDED ACTION**

Receive and File

### **3. ATTACHMENTS**

- February 2024 Financial Report

# LIBRARY FINANCIAL REPORT

## PERIOD ENDING **FEBRUARY** 2024

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$3,876,771.46	\$756,342.70	\$1,551,894.69	59.5	\$1,568,534.07
2004 TECHNOLOGY	\$916,400.32	\$1,928.90	\$527,975.73	57.8	\$386,495.69
2014 LENDING SERVICES	\$930,414.37	\$1,459.11	\$583,536.15	62.9	\$345,419.11
2016 ADULT & BRANCH SERVICES	\$1,028,032.32	\$1,184.92	\$579,481.39	56.5	\$447,366.01
2017 CHILDREN & TEEN SERVICES	\$643,717.73	\$602.42	\$401,000.95	62.4	\$242,114.36
<b>TOTALS:</b>	<b>\$7,246,307.20</b>	<b>\$761,518.05</b>	<b>\$3,643,888.91</b>		<b>\$2,840,900.24</b>