



# AGENDA

## Orange Public Library Board of Trustees February 24, 2025

Amy Harpster  
Assistant Library Director

Jessica Wang  
Executive Assistant

REBECCA MARTINEZ  
Chair

SUSIE HUBER  
Vice Chair

KATIE MONTGOMERY  
Trustee

KATHLEEN STEVENS  
Trustee

VACANT  
Trustee

### 3:30 PM Regular Session

Taft Branch Library - Salter Annex  
740 E. Taft Avenue  
Orange, CA 92865

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 Regular Meeting held on January 27, 2025****Recommended Action:**

Approve minutes as presented.

**Attachments:** [Staff Report](#)  
[January 27, 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 - 2024 A Year In Review Report](#)  
[OPL Statistics at a Glance - January 2025 Report](#)

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

Receive and File

**Attachments:** [Staff Report](#)  
[January 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, March 17, 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: February 20, 2025



# Agenda Item

## Orange Public Library Board of Trustees

---

**Item #:** 3.1.

2/24/2025

**File #:** 25-0107

---

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

**THRU:** Amy Harpster, Assistant 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 January 27, 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

- January 27, 2025 Regular Meeting minutes



# Agenda Item

## Orange Public Library Board of Trustees

---

**Item #:** 3.1.

2/24/2025

**File #:** 25-0107

---

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

**THRU:** Amy Harpster, Assistant 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 January 27, 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

- January 27, 2025 Regular Meeting minutes

**MINUTES - DRAFT**

**City of Orange**

**Orange Public Library Board of Trustees**

January 27, 2025

---

The Orange Public Library Board of Trustees of the City of Orange, California convened on January 27, 2025 at 3:30 p.m. in a Regular Meeting in the Community Room of the El Modena Branch Library, 380 S. Hewes Street, Orange, California 92869.

**1. OPENING/CALL TO ORDER**

Chair Martinez called the meeting to order at 3:30 p.m.

**1.1 PLEDGE OF ALLEGIANCE**

Chair Rebecca Martinez led the flag salute.

**1.2 ROLL CALL**

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

**Absent:** Calvert

**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 November 18, 2024.**

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

The motion carried by the following vote:

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

**Noes:** None

**Absent:** Calvert

#### **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"):

- Updates on the bookstore, internet sales, and memberships.
- The Friends held Board elections and reevaluated their bylaws to address succession planning.
- 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 Foundation fundraising programs and events.
- Updates on the STEAM for Teens program and donations to the Teen Innovation Lab.
- Updates on collaborative programs with other Orange community groups.
- The Foundation held Board elections.
- Foundation Board meetings were affected by the change in Library operating hours and will now be held on the fourth Wednesday of every odd month.

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

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

Leslie Hardy, Community and Library Services Director, Lizette Guerra, Acting Library Manager II, and John Ferry, Librarian II and El Modena Branch Library Site Supervisor, provided a report on current events at the Library, including:

- Updates on Library staff and scheduling, including the departmental merger with Community Services.
- Updates on building improvements.
- A recap of past Library events and programs and an update on current pro-grams.
- An announcement of upcoming Library events and programs.
- A discussion on El Modena Branch Library specific programs and displays.
- The OPL Statistics at a Glance - October 2024 (Revised), November 2024, and December 2024 reports were received and filed.

##### **6.2. Financial Report For FY25 Through December 2024**

The December 2024 Financial Report was received and filed.

#### **7. BOARD REPORTS**

##### **7.1 Reports from Chair**

Chair Martinez had the following to report:

- Further discussion on text for informational pamphlet describing the differences between the Library Board of Trustees, the Friends, and the Foundation.

**7.2 Reports from Trustees**

The Trustees had the following to report:

- Updates on Ukulele SOUP.
- A discussion on advertising Library resources to neighborhood parochial schools.
- A discussion on resources provided by the Library to the community in case of natural emergencies.

**8. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:27 p.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, February 24, 2025 at 3:30 p.m. in the Salter Annex of the Taft Branch Library.

---

Amy Harpster  
Assistant Library Services Director





# Agenda Item

## Orange Public Library Board of Trustees

---

**Item #:** 6.1.

2/24/2025

**File #:** 25-0108

---

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

**THRU:** Amy Harpster, Assistant 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 - 2024 A Year In Review Report
- OPL Statistics at a Glance - January 2025 Report



# Agenda Item

## Orange Public Library Board of Trustees

---

**Item #:** 6.1.

2/24/2025

**File #:** 25-0108

---

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

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

**FROM:** Jessica Wang, Executive Assistant

### 1. SUBJECT

Library Services Director's Report and Updates on Library Services

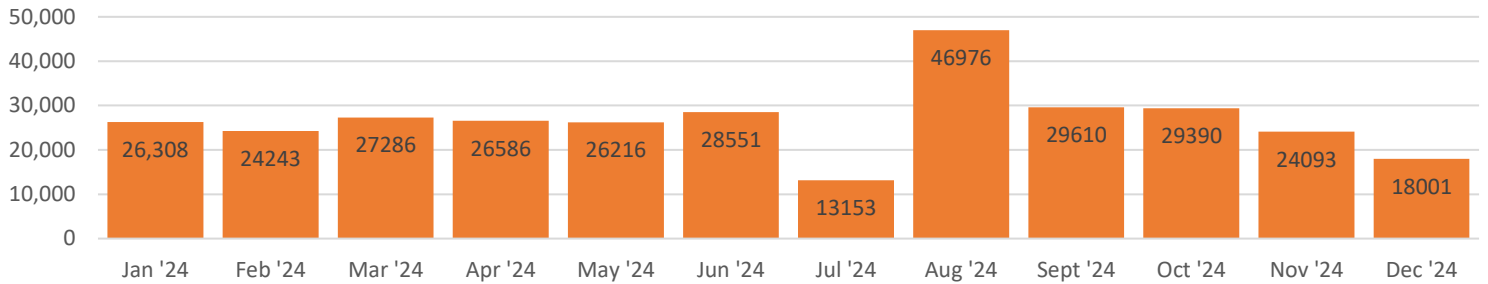
### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

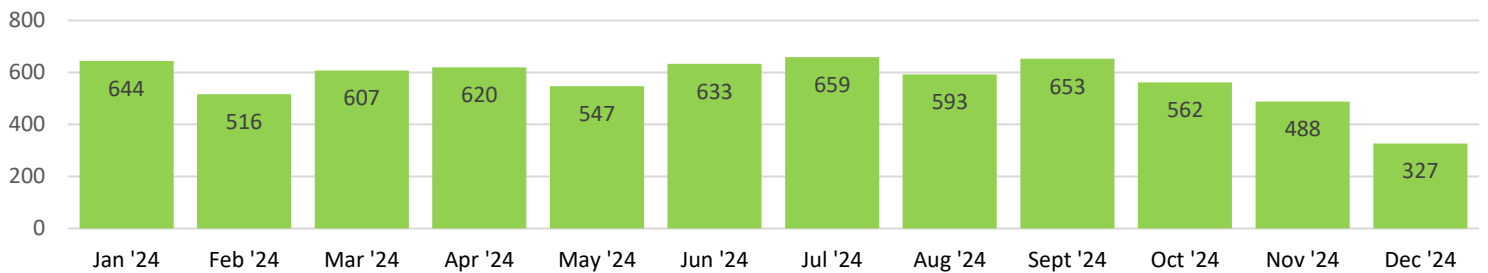
- OPL Statistics at a Glance - 2024 A Year In Review Report
- OPL Statistics at a Glance - January 2025 Report

## LIBRARY VISITS\*

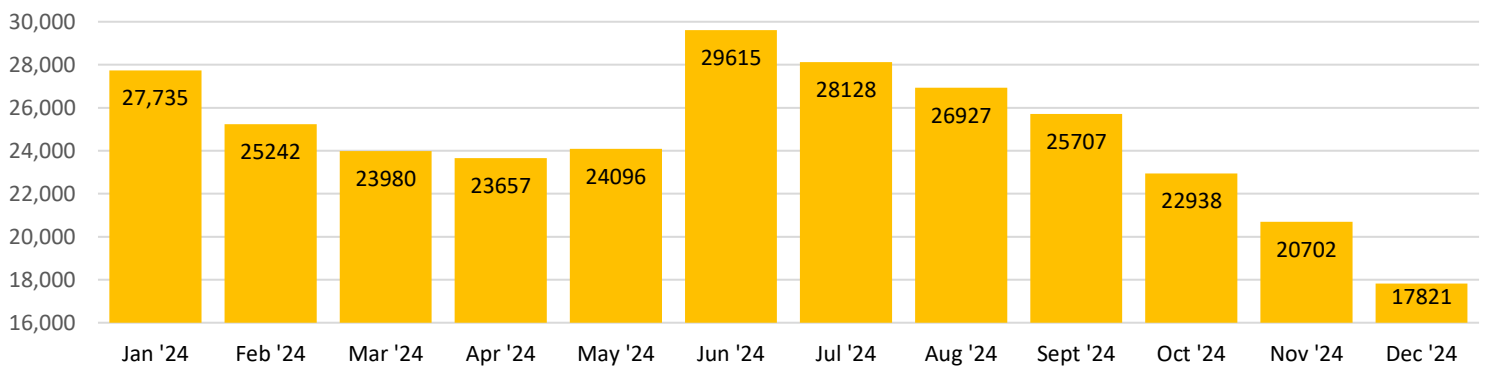


\*July and August numbers reflect a software error.

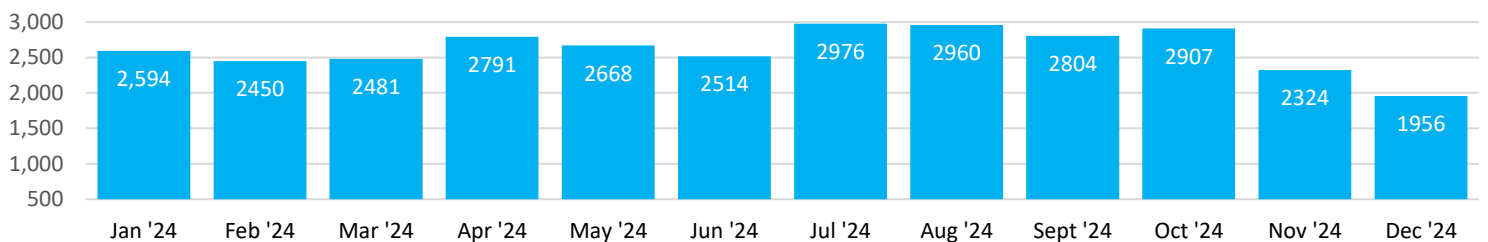
## LIBRARY CARDS ISSUED



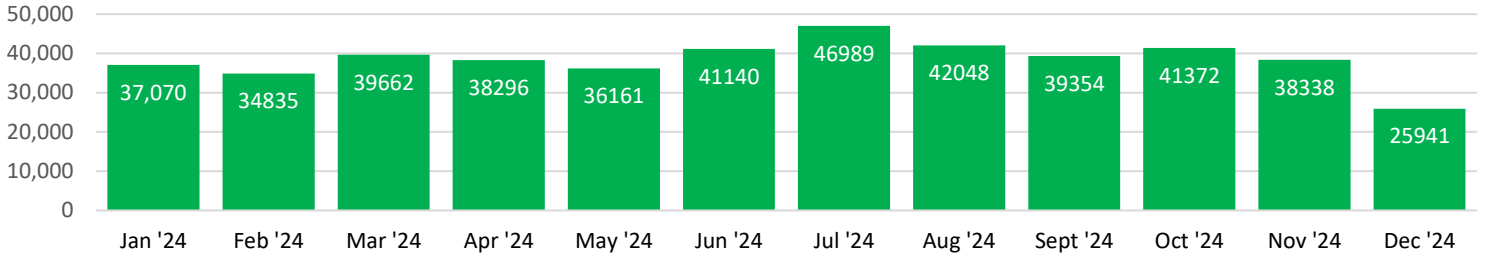
## WEBSITE VISITS



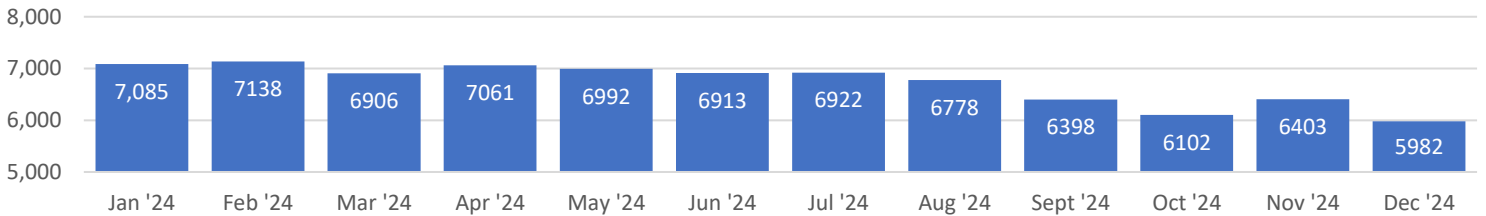
## PUBLIC COMPUTER SESSIONS



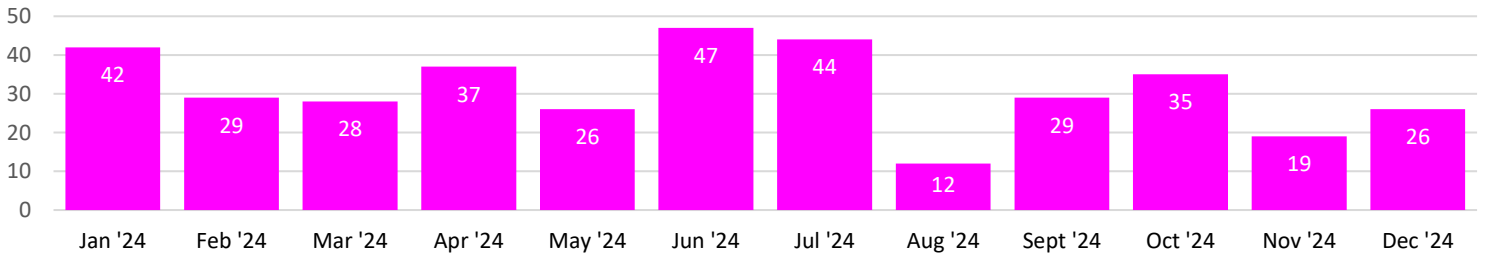
### ITEMS BORROWED



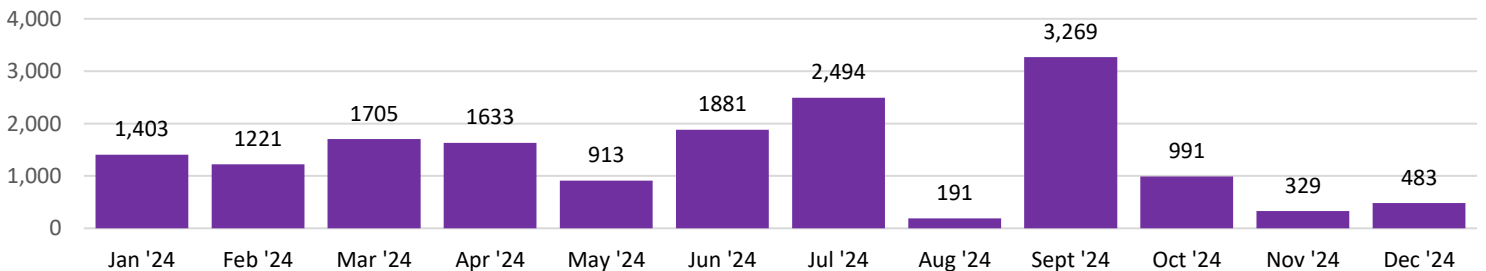
### ITEMS DOWNLOADED



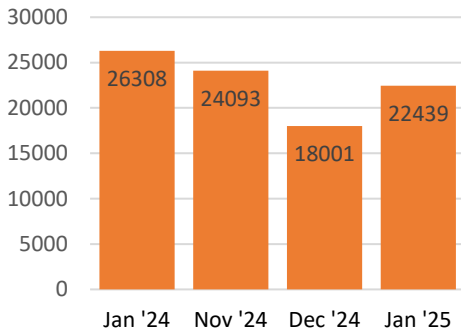
### NUMBER OF PROGRAMS



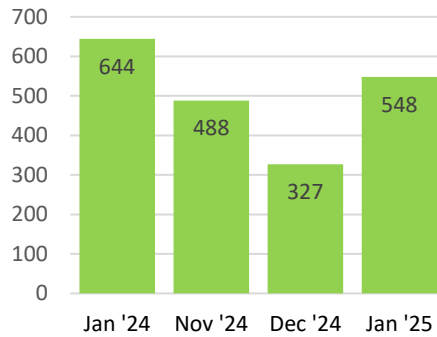
### PROGRAM ATTENDEES



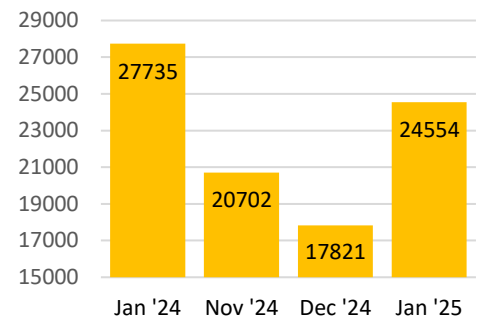
### LIBRARY VISITS



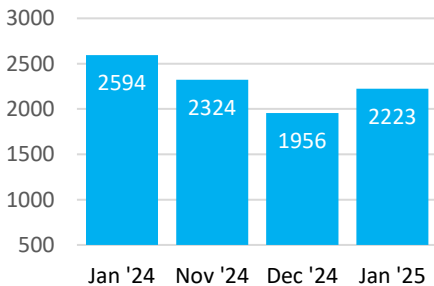
### LIBRARY CARDS ISSUED



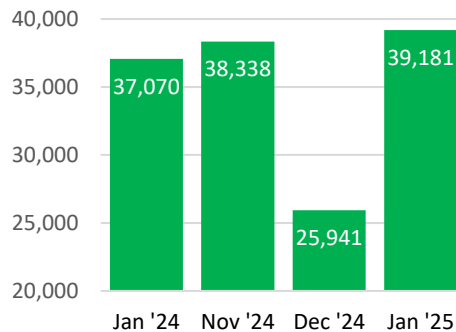
### WEBSITE VISITS



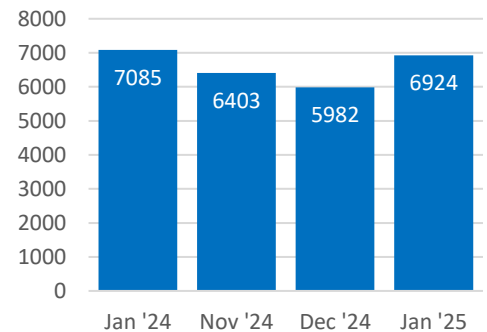
### PUBLIC COMPUTER SESSIONS



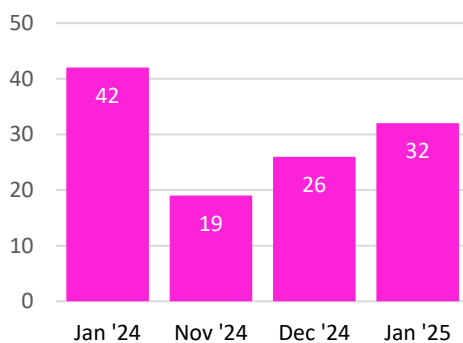
### ITEMS BORROWED



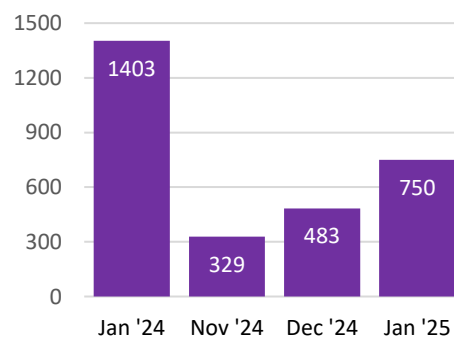
### ITEMS DOWNLOADED



### NUMBER OF PROGRAMS



### PROGRAM ATTENDEES





# Agenda Item

## Orange Public Library Board of Trustees

---

**Item #:** 6.2.

2/24/2025

**File #:** 25-0109

---

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

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

**FROM:** Jessica Wang, Executive Assistant

### 1. SUBJECT

Financial Report For FY25 Through January 2025

### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

- January 2025 Financial Report



# Agenda Item

## Orange Public Library Board of Trustees

---

**Item #:** 6.2.

2/24/2025

**File #:** 25-0109

---

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

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

**FROM:** Jessica Wang, Executive Assistant

### 1. SUBJECT

Financial Report For FY25 Through January 2025

### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

- January 2025 Financial Report

**LIBRARY FINANCIAL REPORT**  
**PERIOD ENDING JANUARY 2025**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$5,321,665.74	\$66,407.65	\$2,318,172.03	44.8	\$2,937,086.06
2004 TECHNOLOGY	\$951,415.03	\$10,896.14	\$549,688.34	58.9	\$390,830.55
2014 LENDING SERVICES	\$885,960.00	\$0.00	\$507,944.99	57.3	\$378,015.01
2016 ADULT & BRANCH SERVICES	\$1,150,804.73	\$0.00	\$409,413.59	35.6	\$741,391.14
2017 CHILDREN & TEEN SERVICES	\$623,521.50	\$0.00	\$316,298.86	50.7	\$307,222.64
<b>TOTALS:</b>	<b>\$8,784,338.00</b>	<b>\$77,303.79</b>	<b>\$4,101,517.81</b>		<b>\$4,605,516.40</b>