



Amy Harpster  
Assistant Library Director

Jessica Wang  
Executive Assistant

# AGENDA

## Orange Public Library Board of Trustees January 27, 2025

### 3:30 PM Regular Session

El Modena Branch Library - Community Room  
380 S. Hewes Street  
Orange, CA 92869

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**

Chair Rebecca Martinez

**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 November 18, 2024.****Recommended Action:**

Approve minutes as presented.

**Attachments:** [Staff Report](#)  
[November 18, 2024 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 - October 2024 Report \(Revised\)](#)  
[OPL Statistics at a Glance - November 2024 Report](#)  
[OPL Statistics at a Glance - December 2024 Report](#)

**6.2. Financial Report For FY25 Through December 2024****Recommended Action:**

Receive and File

**Attachments:** [Staff Report](#)  
[December 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, February 24, 2025, at 3:30 p.m., in the Salter Annex of the Taft Branch Library.

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: January 22, 2025



# Agenda Item

## Orange Public Library Board of Trustees

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Item #: 3.1.

1/27/2025

File #: 25-0043

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**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 November 18, 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

- November 18, 2024 Regular Meeting minutes



# Agenda Item

## Orange Public Library Board of Trustees

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Item #: 3.1.

1/27/2025

File #: 25-0043

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**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 November 18, 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

- November 18, 2024 Regular Meeting minutes

**MINUTES - DRAFT**

**City of Orange**

**Orange Public Library Board of Trustees**

November 18, 2024

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The Orange Public Library Board of Trustees of the City of Orange, California convened on November 18, 2024 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 3:35 p.m.

**1.1 PLEDGE OF ALLEGIANCE**

Trustee Kathleen Stevens led the flag salute.

**1.2 ROLL CALL**

**Present:** Huber, Calvert, Montgomery, Stevens, 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 October 21, 2024.**

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

The motion carried by the following vote:

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

**Noes:** None

**Absent:** None

**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 accepted two new Board members and will reevaluate their bylaws for succession planning.
- Updates on past and upcoming specialty book sales.

- The Woman's Club of Orange donated \$500.00 to the Friends to be forwarded to the Library.

## **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.
- Interest in presenting on library needs at public events.
- Foundation Board meetings will be affected by the proposed change in Library operating hours and will move from the second Monday of every odd month to the second Wednesday.

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

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

Amy Harpster, Assistant 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.
- An announcement of upcoming Library events and programs.
- Updates on building improvements.
- The OPL Statistics at a Glance - October 2024 report was received and filed.

### **6.2. Financial Report Through October 2024**

The October 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.
- Development of a strategic plan for Trustees to interact with the community more on behalf of the Library.
- A discussion if the Library Board of Trustees should review their mission statement.
- An announcement to cancel the Regular Meeting scheduled for December 16, 2024.

### **7.2 Reports from Trustees**

The Trustees had the following to report:

- Updates on Ukulele SOUP.
- A discussion on how to boost utilization of the Homework Center.
- Ideas to market the resources provided by the Library beyond books.

**8. ADJOURNMENT**

There being no further business, the meeting adjourned at 5:30 p.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, January 27, 2025 at 3:30 p.m. in the Community Room of the El Modena Branch Library. The December 16, 2024 Regular Library Board of Trustees Meeting is cancelled.

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Amy Harpster  
Assistant Library Services Director





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

1/27/2025

**File #:** 25-0044

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**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 - October 2024 Report (Revised)
- OPL Statistics at a Glance - November 2024 Report
- OPL Statistics at a Glance - December 2024 Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

1/27/2025

**File #:** 25-0044

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**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

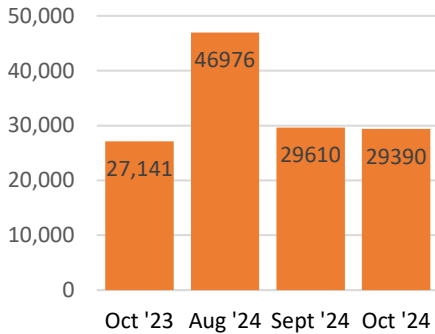
### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

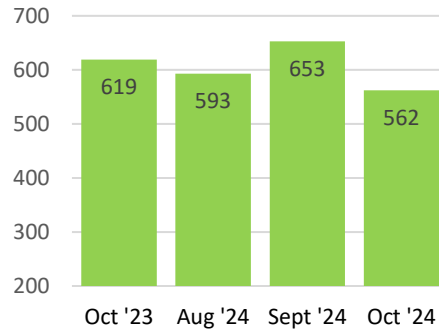
- OPL Statistics at a Glance - October 2024 Report (Revised)
- OPL Statistics at a Glance - November 2024 Report
- OPL Statistics at a Glance - December 2024 Report

### LIBRARY VISITS\*

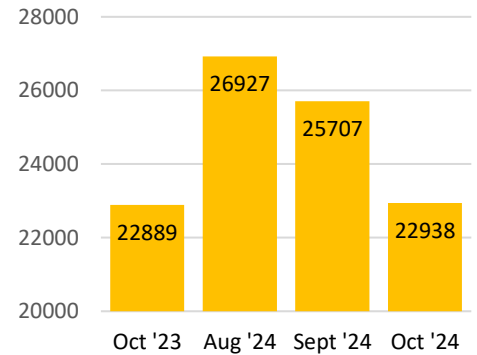


\*August '24 reflects a software error.

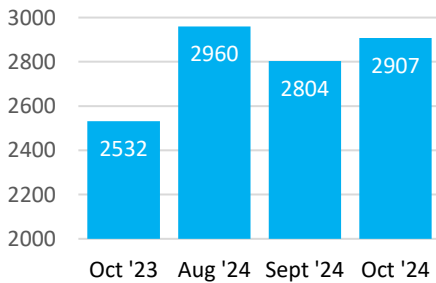
### LIBRARY CARDS ISSUED



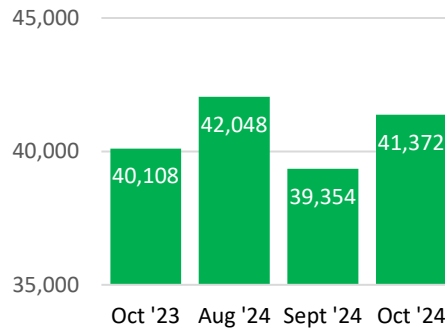
### WEBSITE VISITS



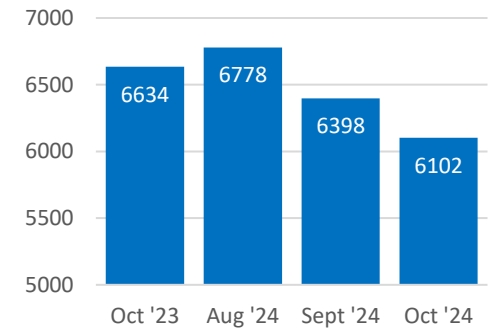
### PUBLIC COMPUTER SESSIONS



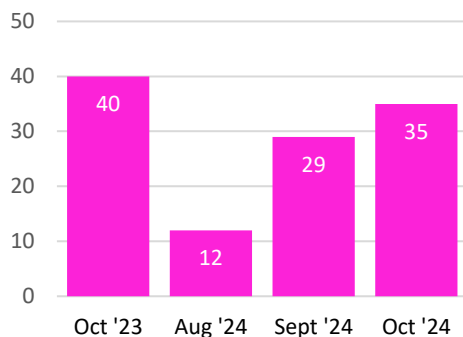
### ITEMS BORROWED



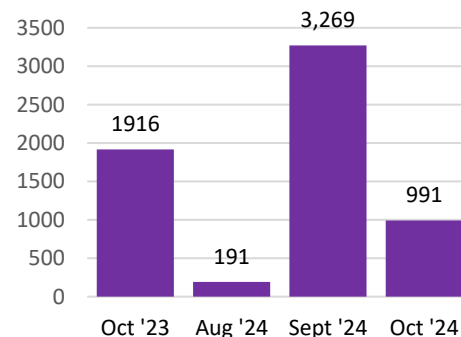
### ITEMS DOWNLOADED



### NUMBER OF PROGRAMS

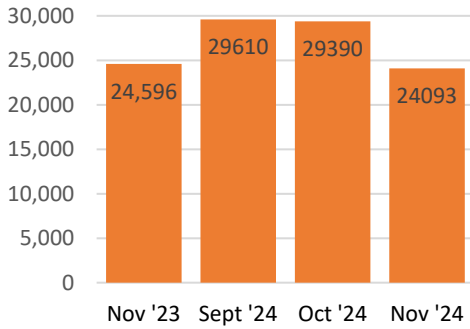


### PROGRAM ATTENDEES

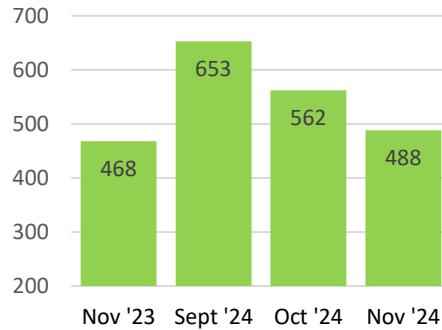


Library Cards Issued, Number of Programs, and Program Attendees were previously underreported.

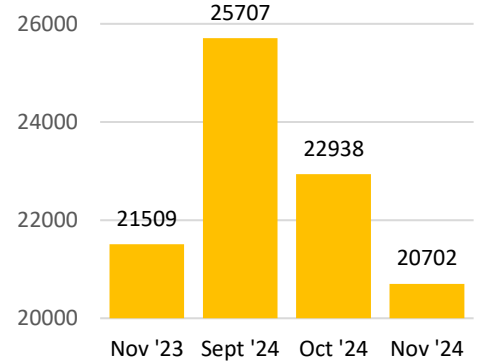
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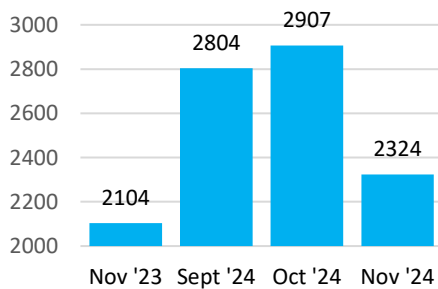
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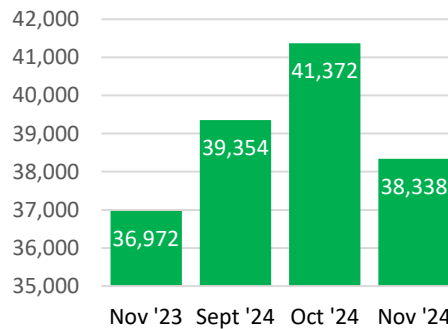
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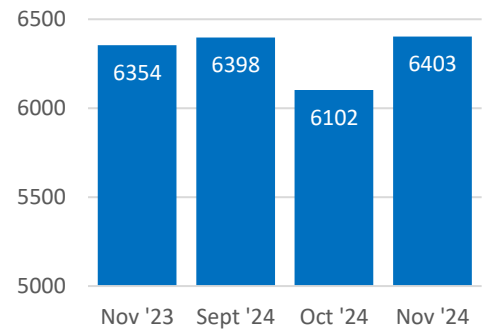
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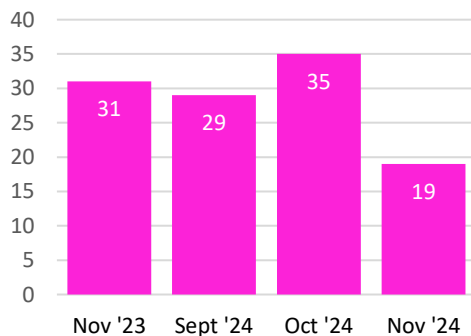
## ITEMS BORROWED



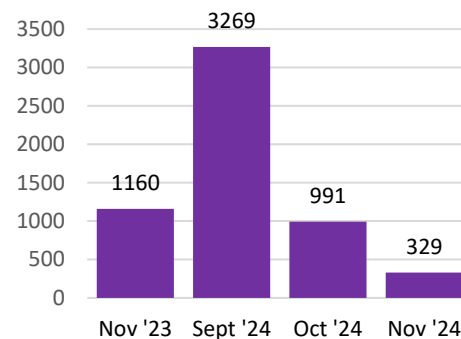
## ITEMS DOWNLOADED



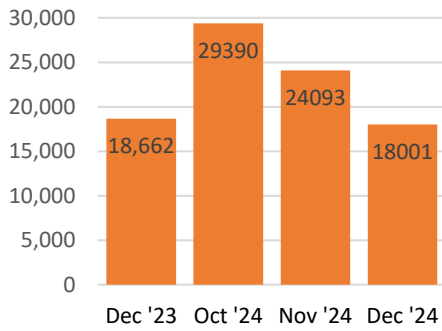
## NUMBER OF PROGRAMS



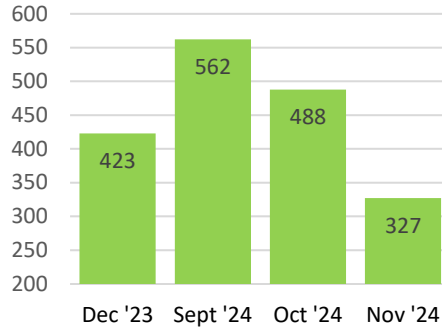
## PROGRAM ATTENDEES



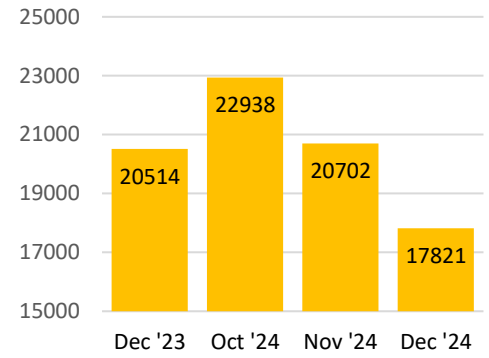
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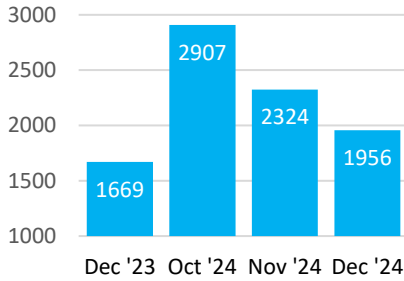
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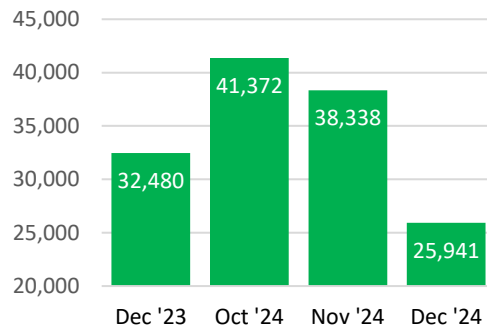
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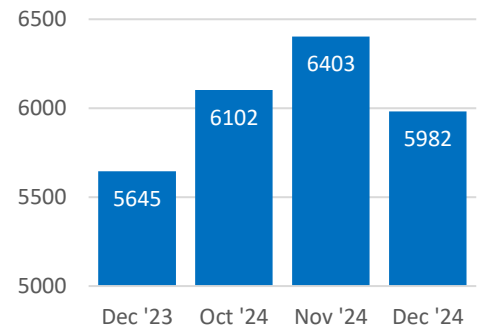
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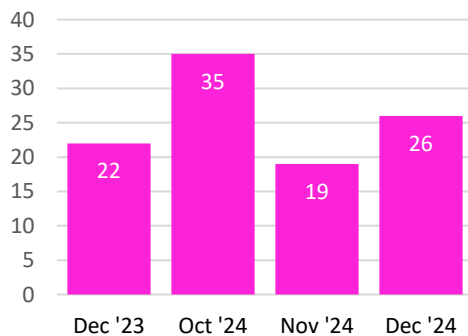
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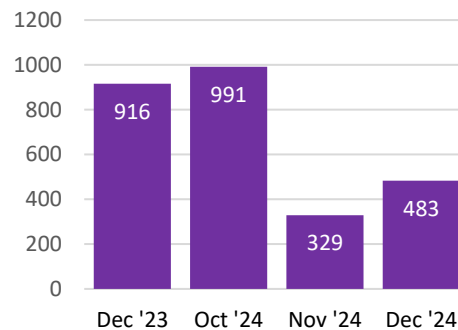
## ITEMS DOWNLOADED



## NUMBER OF PROGRAMS



## PROGRAM ATTENDEES





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2.

1/27/2025

**File #:** 25-0045

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**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 December 2024

### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

- December 2024 Financial Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2.

1/27/2025

**File #:** 25-0045

---

**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 December 2024

### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

- December 2024 Financial Report

**LIBRARY FINANCIAL REPORT**  
**PERIOD ENDING DECEMBER 2024**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$4,502,695.75	\$41,166.63	\$2,269,267.17	51.3	\$2,192,261.95
2004 TECHNOLOGY	\$904,115.94	\$20,000.00	\$473,223.86	54.6	\$410,892.08
2014 LENDING SERVICES	\$956,955.00	\$0.00	\$447,386.26	46.8	\$509,568.74
2016 ADULT & BRANCH SERVICES	\$1,211,238.00	\$0.00	\$356,212.11	29.4	\$855,025.89
2017 CHILDREN & TEEN SERVICES	\$690,768.00	\$0.00	\$276,726.56	40.1	\$414,041.44
<b>TOTALS:</b>	<b>\$8,116,743.69</b>	<b>\$61,166.63</b>	<b>\$3,822,815.96</b>		<b>\$4,232,761.10</b>