



AGENDA

Orange Public Library Board of Trustees September 20, 2021

Dave Curtis
Library Director

Amy Harpster
Assistant Library Director

Julie Eriksen
Recording Secretary

REBECCA MARTINEZ
Chair

SUSIE HUBER
Vice Chair

STEVE FREEMAN
Trustee

PEGGY L. CALVERT
Trustee

JOSEPH D. VALENCIA
Trustee

3:30 PM Regular Session

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

Welcome to the Library Board of Trustees Meeting. Regular meetings of the City of Orange Public Library Board of Trustees are held 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.

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 and address, and identifying 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 emailing them to LBOTpubliccomment@cityoforange.org with the subject line "Public Comment Item # (insert the item number relevant to the comment) or "Public Comment Non-agenda Item" for general public comments. To ensure distribution to the Library Board prior to consideration of the agenda, we encourage the public to submit comments by 11:00 a.m. the day of the meeting. All public comments will be provided to the Library Board, posted on the City's website, and compiled as part of the record.

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

Welcome new Trustee Joseph D. Valencia

1.1 CALL TO ORDER

1.2 PLEDGE OF ALLEGIANCE

1.3 ROLL CALL

2. APPROVAL OF MINUTES

Approval of meeting minutes of the Orange Public Library Board of Trustees for the August 16, 2021 Regular Meeting.

Recommended Action:

Approve minutes as presented.

Attachments: [08.16.2021 LBOT MINUTES](#)

3. 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.

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

6. VOLUNTEER COORDINATOR'S REPORT

7. LIBRARY DIRECTOR'S REPORT

7.1 Updates

7.2 Financial Report

Financial Report - August 2021

Recommended Action:

Receive & file

Attachments: [August 2021 Financial Report LBOT](#)

8. BOARD REPORTS

8.1 Reports from Chair

8.2 Reports from Trustees

9. OLD BUSINESS

10. NEW BUSINESS

10.1 Treats in the Streets, Thursday 10/28/2021 4-7pm

11. ADJOURNMENT

The next Regular Library Board of Trustees meeting will be held on Monday, October 18, 2021, at 3:30 p.m., in the Rotary Room at the Orange Public Library & History Center located at 407 E. Chapman Avenue, Orange, CA 92866.

I, Julie Eriksen, 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 North Batavia, and uploaded to the City's website www.cityoforange.org.

Date posted: September 16, 2021



Agenda Item

Orange Public Library Board of Trustees

Item #:

9/20/2021

File #: 21-0515

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

THRU: Dave Curtis, Library Director

FROM: Julie Eriksen, Recording Secretary

1. SUBJECT

Approval of meeting minutes of the Orange Public Library Board of Trustees for the August 16, 2021 Regular Meeting.

2. SUMMARY

Submitted for your consideration and approval are the minutes of the above meeting.

3. RECOMMENDED ACTION

Approve minutes as presented.

4. ATTACHMENTS

- August 16, 2021 Regular Meeting minutes.

MINUTES

City of Orange

Orange Public Library Board of Trustees

August 16, 2021

1. OPENING

1.1 CALL TO ORDER

Chair Martinez called the meeting to order at 3:31 p.m.

1.2 PLEDGE OF ALLEGIANCE

Led by Chair Martinez.

1.3 ROLL CALL

Present: Martinez, Huber, van Voorst, Freeman, and Calvert

Absent: None

2. APPROVAL OF MINUTES

Approval of meeting minutes of the Orange Public Library Board of Trustees for the July 19, 2021 Regular Meeting.

A motion was made by Trustee Freeman, seconded by Vice Chair Huber, to approve the July 19, 2021 Meeting Minutes as presented. The motion carried by the following vote:

Ayes: Martinez, Huber, van Voorst, Freeman, and Calvert

Noes: None

Absent: None

3. PUBLIC COMMENTS

None.

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

Friends Vice President Christine Huard-Spencer provided updates on the bookstore and upcoming events. The Friends approved the Library's Fall Wishlist.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Library Director Curtis provided an update on a new fundraising event the Foundation is considering for the fall.

6. LIBRARY DIRECTOR'S REPORT

6.1 Updates

Library Director Curtis welcomed Council Member Ana Gutierrez to the Library Board Meeting.

Director Curtis reported on current events at the Library including programs, funding and donations, going fine-free, and personnel updates. Taft Branch re-opened today. Both branches are open 10am-5pm Monday-Friday. They are working on logistics to get Main Library open in evenings.

Joseph Valencia was appointed to the Library Board at the 8/10/2021 council meeting.

The Board thanked Trustee van Voorst for her 12 years of service.

Discussion ensued regarding volunteers. Director Curtis will bring the Volunteer Coordinator to an upcoming meeting to provide an update.

6.2 Financial Report

Financial Report for July 2021.

The Financial Report is at end of year and the Library is on track.

Received & filed.

7. BOARD REPORTS

7.1 Reports from Chair Martinez

Chair Martinez discussed working with Pop-Up Library staff and how professional and friendly they are.

7.2 Reports from Trustees

Discussion took place regarding Lunch at the Library, Ukulele Soup and the Farmer's Market/Seed Library.

8. OLD BUSINESS

8.1 National Night Out recap

Discussion took place regarding pros & cons of the new location (Grijalva Park) and how it could be improved next year.

9. NEW BUSINESS

9.1 New Policy: Mobile Hotspots

A motion was made by Trustee Freeman, seconded by Vice Chair Huber, to approve the Mobile Hotspots policy as presented. The motion carried by the following vote:

Ayes: Martinez, Huber, van Voorst, Freeman, and Calvert

Noes: None

Absent: None

10. ADJOURNMENT

The meeting adjourned at 4:57 p.m.

The next Regular Library Board of Trustees meeting will be held on Monday, September 20, 2021, at 3:30 p.m., in the Rotary Room at the Orange Public Library & History Center.



Agenda Item

Orange Public Library Board of Trustees

Item #:

9/20/2021

File #: 21-0513

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

THRU: Dave Curtis, Library Director

FROM: Julie Eriksen, Recording Secretary

1. SUBJECT

Financial Report - August 2021

2. RECOMMENDED ACTION

Receive & file

3. ATTACHMENTS

Financial Report - August 2021

LIBRARY FINANCIAL REPORT PERIOD ENDING **AUGUST 2021**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$3,291,857.75	\$177,193.85	\$145,376.29	9.8	\$2,969,287.61
2004 TECHNOLOGY	\$765,414.00	\$8,000.00	\$148,788.62	20.5	\$608,625.38
2014 LENDING SERVICES	\$825,042.00	\$0.00	\$120,289.09	14.6	\$704,752.91
2016 ADULT & BRANCH SERVICES	\$1,018,591.27	\$5,590.00	\$129,311.03	13.2	\$883,690.24
2017 CHILDREN & TEEN SERVICES	\$721,620.09	\$19,715.47	\$82,551.69	14.2	\$619,352.93
TOTALS:	\$6,473,496.11	\$210,499.32	\$626,316.72	12.9	\$5,636,680.07