



Amy Harpster
Interim Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees July 15, 2024

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

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**

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 June 17, 2024.****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
 [June 17, 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 Updates on Library Services****Recommended Action:**

Receive and File

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

6.2 Financial Report Through June 2024**Recommended Action:**

Receive and File

Attachments: [Staff Report](#)
 [June 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, August 19, 2024, 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 10, 2024



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

7/15/2024

File #: 24-0434

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 Regular Meeting held on June 17, 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

- June 17, 2024 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

7/15/2024

File #: 24-0434

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 Regular Meeting held on June 17, 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

- June 17, 2024 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

June 17, 2024

1. OPENING/CALL TO ORDER

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

1.1 PLEDGE OF ALLEGIANCE

Chair Martinez led the flag salute.

1.2 ROLL CALL

Present: Montgomery, Stevens, and Martinez

Absent: Huber, and 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 May 20, 2024.

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

The motion carried by the following vote:

Ayes: Montgomery, Stevens, and Martinez

Noes: None

Absent: Huber, and Calvert

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

Kathleen Stevens reported the following on behalf of the Friends of the Orange Public Library ("Friends"):

- Updates on the bookstore, internet sales, and memberships.
- Updates on specialty book sales.
- The Friends will meet in July to set goals.

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, including Summer Reading Club.
- Statistics from Library outreach and social media.
- An announcement of upcoming Library events and programs.
- Updates on building improvements and department financials.
- Updates on the Local History Center.
- The OPL Statistics at a Glance - May 2024 report was received and filed.

6.2. Financial Report Through May 2024

The May 2024 Financial Report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- Discussion of a pamphlet being made to easily explain the difference between the Board of Trustees, the Friends, and the Foundation to the public.
- Chair Martinez will reach out to the Orange Unified School District to inquire if their media specialists would be interested in a tour of the Orange Public Library & History Center.

7.2 Reports from Trustees

The Trustees had the following to report:

- Updates on Ukulele SOUP.
- Questions about the different volunteering opportunities available at the Library.

8. ANNUAL MEETING BOARD BUSINESS

8.1. Approval of the Proposed Meeting Dates for the 24-25 Fiscal Year

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

The motion carried by the following vote:

Ayes: Montgomery, Stevens, and Martinez

Noes: None

Absent: Huber, and Calvert

8.2. Selection of Library Board of Trustees Officers

A motion was made by Trustee Stevens, seconded by Trustee Montgomery, to re-select the current incumbent officers, Rebecca Martinez as Chair and Susie Huber as Vice Chair, for a one year term effective July 15, 2024.

The motion carried by the following vote:

Ayes: Montgomery, Stevens, and Martinez

Noes: None

Absent: Huber, and Calvert

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:24 p.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, July 15, 2024 at 3:30 p.m. in the Rotary Room at the Orange Public Library & History Center.

Amy Harpster
Interim Library Services Director



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

7/15/2024

File #: 24-0435

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 - June 2024 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

7/15/2024

File #: 24-0435

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

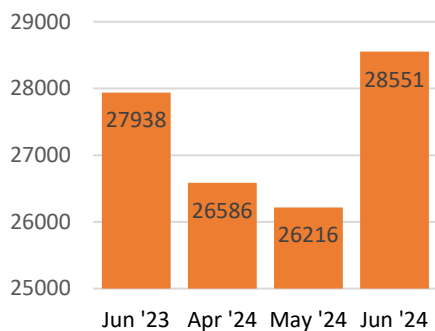
2. RECOMMENDED ACTION

Receive and File

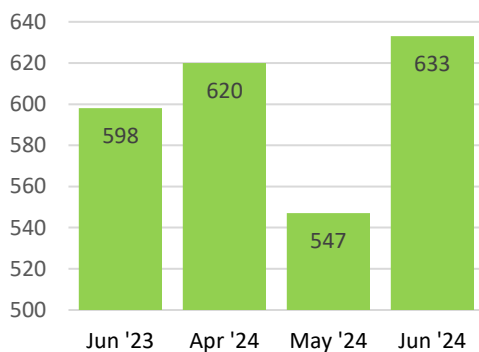
3. ATTACHMENTS

- OPL Statistics at a Glance - June 2024 Report

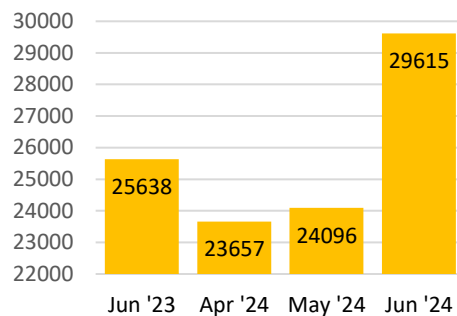
LIBRARY VISITS



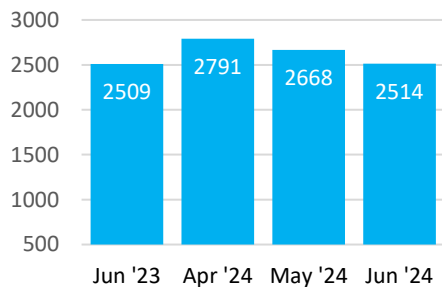
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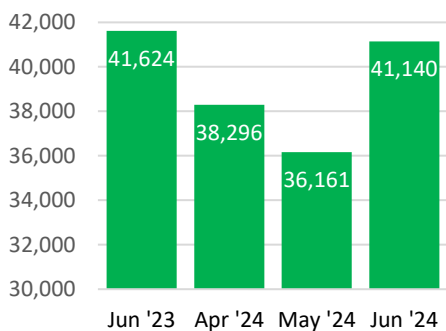
WEBSITE VISITS



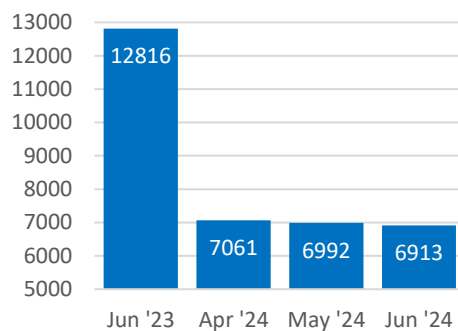
PUBLIC COMPUTER SESSIONS



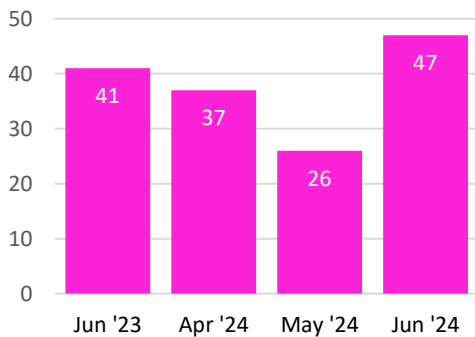
ITEMS BORROWED



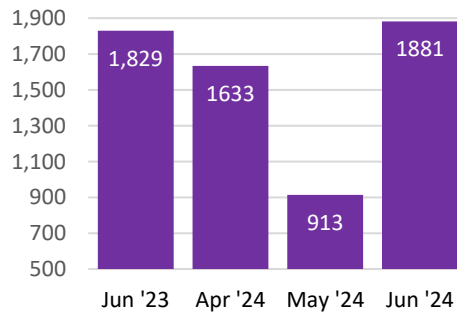
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



PROGRAM ATTENDEES





Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2

7/15/2024

File #: 24-0436

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 June 2024

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- June 2024 Financial Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2

7/15/2024

File #: 24-0436

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 June 2024

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- June 2024 Financial Report

LIBRARY FINANCIAL REPORT

PERIOD ENDING **JUNE** 2024

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$3,978,010.35	\$732,383.43	\$2,885,924.81	91.0	\$359,702.11
2004 TECHNOLOGY	\$922,900.32	\$38,709.54	\$847,509.34	96.0	\$36,681.44
2014 LENDING SERVICES	\$930,414.37	\$0.00	\$905,164.60	97.3	\$25,249.77
2016 ADULT & BRANCH SERVICES	\$1,044,990.32	\$0.00	\$882,460.74	84.4	\$162,529.58
2017 CHILDREN & TEEN SERVICES	\$645,217.73	\$0.00	\$633,292.19	98.2	\$11,925.54
TOTALS:	\$7,372,504.09	\$771,092.97	\$6,154,351.68		\$447,059.44