



Amy Harpster  
Interim Library Director

Jessica Wang  
Executive Assistant

# AGENDA

## Orange Public Library Board of Trustees October 21, 2024

### 3:30 PM Regular Session

REBECCA MARTINEZ  
Chair

SUSIE HUBER  
Vice Chair

PEGGY L. CALVERT  
Trustee

KATIE MONTGOMERY  
Trustee

KATHLEEN STEVENS  
Trustee

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 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**

Trustee Katie Montgomery

**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 August 19, 2024.****Recommended Action:**

Approve minutes as presented.

**Attachments:** [Staff Report](#)  
[August 19, 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. Interim Library Services Director's Report and Updates on Library Services****Recommended Action:**

Receive and File

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

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

Receive and File

**Attachments:** [Staff Report](#)  
[September 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, November 18, 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](http://www.cityoforange.org).

Date posted: October 17, 2024



# Agenda Item

## Orange Public Library Board of Trustees

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Item #: 3.1.

10/21/2024

File #: 24-0627

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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 Regular Meeting held on August 19, 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

- August 19, 2024 Regular Meeting minutes



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

10/21/2024

**File #:** 24-0627

---

**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 August 19, 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

- August 19, 2024 Regular Meeting minutes

**MINUTES - DRAFT**

**City of Orange**

**Orange Public Library Board of Trustees**

August 19, 2024

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The Orange Public Library Board of Trustees of the City of Orange, California convened on August 19, 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**

Vice Chair Huber called the meeting to order at 3:33 p.m.

**1.1 PLEDGE OF ALLEGIANCE**

Vice Chair Huber led the flag salute.

**1.2 ROLL CALL**

**Present:** Huber, Calvert, and Montgomery

**Absent:** Stevens, and Martinez

**2. PUBLIC COMMENTS**

Ben de Mayo requested library management review current policies.

**3. APPROVAL OF MINUTES**

**3.1 Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on July 15, 2024.**

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

The motion carried by the following vote:

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

**Noes:** None

**Absent:** Stevens, and Martinez

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

Susie Huber reported the following on behalf of the Friends of the Orange Public Library ("Friends"):

- Updates on the bookstore, internet sales, and memberships.
- Updates on past and upcoming specialty book sales, including at the Library's Comic Convention event on September 14, 2024.
- The Friends went over their annual goals and will exceed their \$65,00.00 annual grant goal this year.

## 5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Lynn-Marie Frediani reported the following on behalf of the Orange Public Library Foundation ("Foundation"):

- The Foundation Board will meet on August 22, 2024.
- Updates on Foundation fundraising programs and events.
- Success of Little Free Libraries around the City.
- The Foundation will attend the Library's Comic Convention event on September 14, 2024 with the Seed Library.
- The Foundation has two donation checks totaling \$2,000.00 to go toward the Tannas Family Children's Garden and Pop-Up Library materials.

## 6. LIBRARY DIRECTOR'S REPORT

### 6.1 Interim Library Services Director's Report and 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 and Lunch at the Library.
- An announcement of upcoming Library events and programs.
- Updates on building improvements and department financials.
- Statistics from Library outreach and social media.
- The OPL Statistics at a Glance - July 2024 report was received and filed.

### 6.2 Financial Report Through July 2024

The July 2024 Financial Report was received and filed.

## 7. BOARD REPORTS

### 7.1 Reports from Chair

None.

### 7.2 Reports from Trustees

The Trustees had the following to report:

- Updates on Ukulele SOUP. Members cleaned up trash around the perimeter of the Library in light of janitorial cuts.
- Trustees attended the Birds of Prey program and praised Library staff.

**8. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:28 p.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, October 21, 2024 at 3:30 p.m. in the Rotary Room at the Orange Public Library & History Center. The September 16, 2024 Regular Library Board of Trustees Meeting is 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.

10/21/2024

**File #:** 24-0628

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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 - August 2024 Report
- OPL Statistics at a Glance - September 2024 Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.1.

10/21/2024

**File #:** 24-0628

---

**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

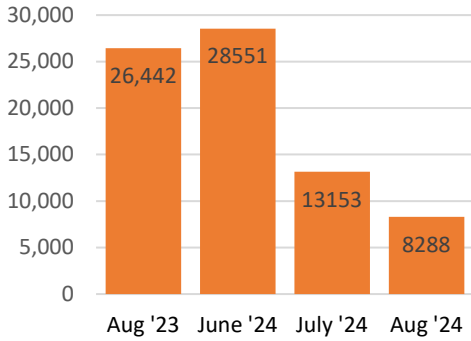
### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

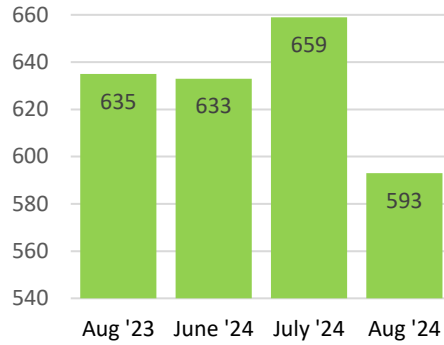
- OPL Statistics at a Glance - August 2024 Report
- OPL Statistics at a Glance - September 2024 Report

### LIBRARY VISITS\*

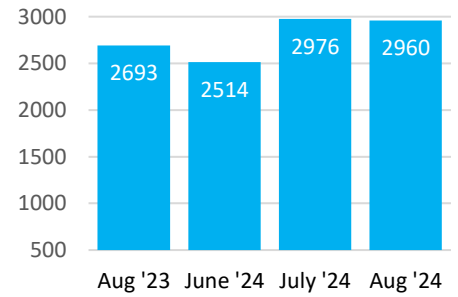


\*July and August '24 are underreported due a software error.

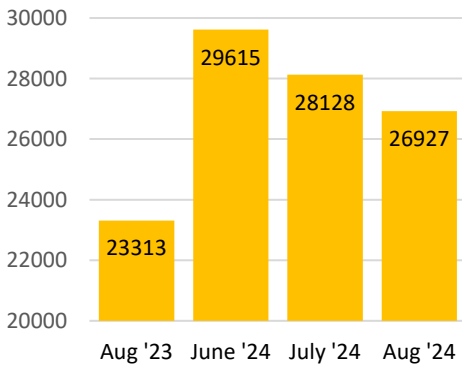
### LIBRARY CARDS ISSUED



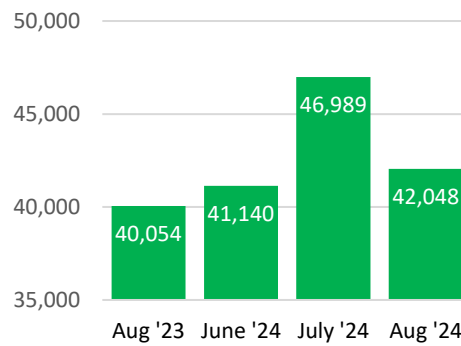
### PUBLIC COMPUTER SESSIONS



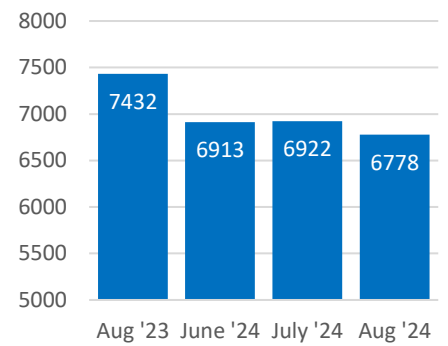
### WEBSITE VISITS



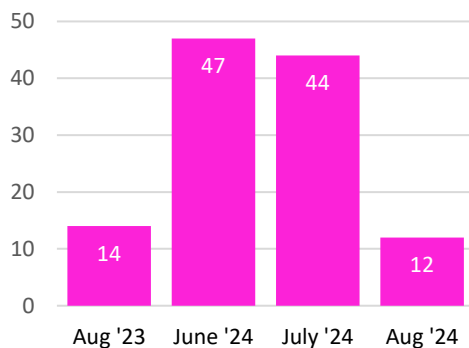
### ITEMS BORROWED



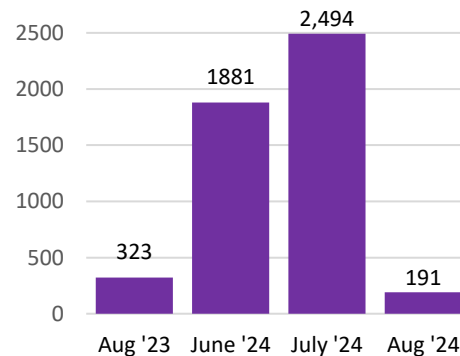
### ITEMS DOWNLOADED



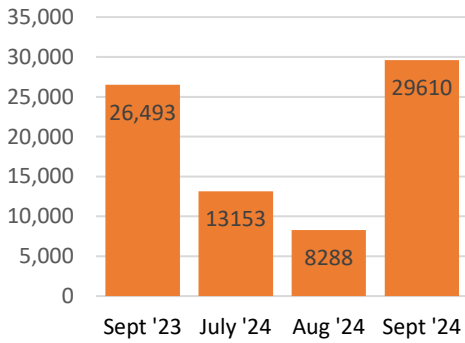
### NUMBER OF PROGRAMS



### PROGRAM ATTENDEES

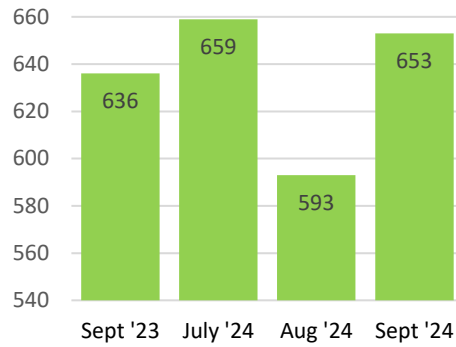


### LIBRARY VISITS\*

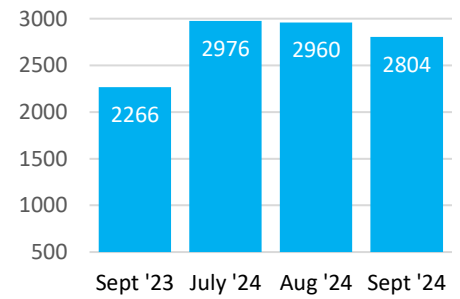


\*July and August '24 are underreported due to a software error.

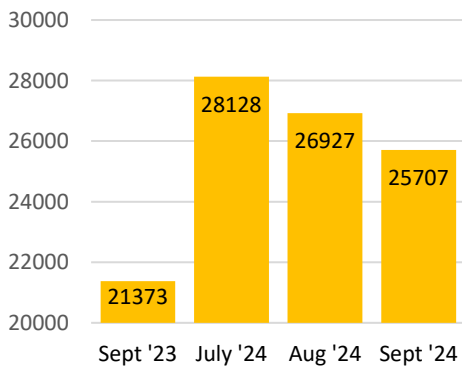
### LIBRARY CARDS ISSUED



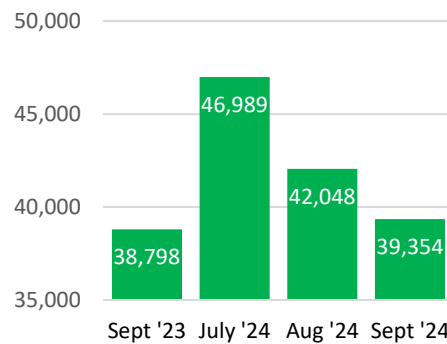
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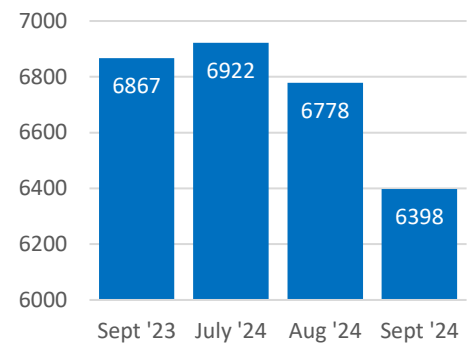
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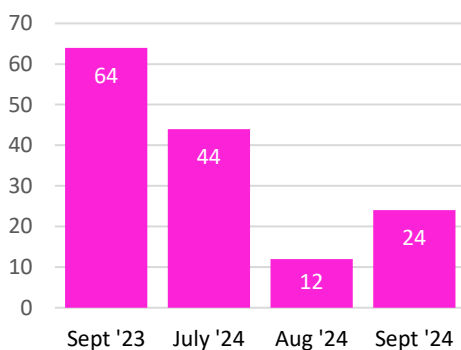
### ITEMS BORROWED



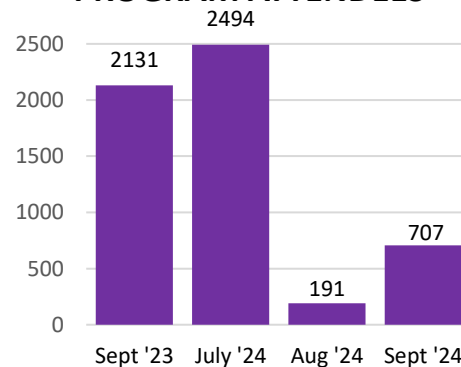
### ITEMS DOWNLOADED



### NUMBER OF PROGRAMS



### PROGRAM ATTENDEES





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2.

10/21/2024

**File #:** 24-0629

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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 September 2024

### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

- September 2024 Financial Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2.

10/21/2024

**File #:** 24-0629

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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 September 2024

### 2. RECOMMENDED ACTION

Receive and File

### 3. ATTACHMENTS

- September 2024 Financial Report

**LIBRARY FINANCIAL REPORT**  
**PERIOD ENDING SEPTEMBER 2024**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$4,233,519.22	\$676,773.63	\$756,436.90	33.9	\$2,800,308.69
2004 TECHNOLOGY	\$904,115.94	\$2,000.00	\$232,003.46	25.9	\$670,112.48
2014 LENDING SERVICES	\$1,078,030.00	\$0.00	\$215,749.96	20.0	\$862,280.04
2016 ADULT & BRANCH SERVICES	\$1,051,448.00	\$0.00	\$166,428.65	15.8	\$885,019.35
2017 CHILDREN & TEEN SERVICES	\$689,668.00	\$0.00	\$130,315.22	18.9	\$559,352.78
<b>TOTALS:</b>	<b>\$7,807,752.16</b>	<b>\$678,773.63</b>	<b>\$1,500,934.19</b>		<b>\$5,628,044.34</b>