



Dave Curtis
Library Director

Amy Harpster
Assistant Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees November 20, 2023

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****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 October 16, 2023****Recommended Action:**

Approve minutes as presented

Attachments: [Staff Report](#)
 [October 16, 2023 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 - October 2023 Report](#)

6.2 Financial Report Through October 2023**Recommended Action:**

Receive and File

Attachments: [Staff Report](#)
 [October 2023 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, December 18, 2023, 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: November 16, 2023



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

11/20/2023

File #: 23-0783

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

THRU: Dave Curtis, Library Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on October 16, 2023.

2. SUMMARY

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

3. RECOMMENDED ACTION

Approve minutes as presented

4. ATTACHMENTS

- October 16, 2023 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

11/20/2023

File #: 23-0783

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

THRU: Dave Curtis, Library Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

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2. SUMMARY

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3. RECOMMENDED ACTION

Approve minutes as presented

4. ATTACHMENTS

- October 16, 2023 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

October 16, 2023

The Orange Public Library Board of Trustees of the City of Orange, California convened on October 16, 2023 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.

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: Calvert, Montgomery, and Martinez

Absent: Huber, and Stevens

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES

3.1 Approval of minutes of the Orange Public Library Board of Trustees Special Meeting held on September 25, 2023.

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: Calvert, Montgomery, and Martinez

Noes: None

Absent: Huber, and Stevens

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

Dave Curtis, Library Services Director, reported the following on behalf of the Friends of the Orange Public Library ("Friends"):

- Updates on the bookstore, internet sales and memberships.
- Upcoming special sale events.
- A nominating committee is recruiting for a new President and Treasurer of the Board.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Dave Curtis, Library Services Director, reported the following on behalf of the Orange Public Library Foundation ("Foundation"):

- An update on upcoming Foundation events.
- The Legacy Awards event is scheduled for November 12, 2023.

6. LIBRARY DIRECTOR'S REPORT

6.1 Updates on Library Services

Dave Curtis, Library Services Director, provided a report on current events at the Library, including:

- Statistics from Library outreach and social media.
- A recap of past Library events and programs and an update on current programs.
- Equipment and building improvements for the Library.
- Updates on Library staff.
- An announcement of upcoming Library events and programs.
- The OPL Statistics at a Glance - September 2023 report was received and filed.

6.2 Financial Report Through September 2023

The September 2023 Financial Report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- Chair Martinez has been in contact with the Orange Unified School District to arrange a tour for media specialists.

7.2 Reports from Trustees

The Trustees had the following to report:

- Trustee Calvert provided an update on Ukulele SOUP. Ukulele SOUP will celebrate their 10 year anniversary October 21, 2023.
- Trustee Montgomery had ideas for marketing the value of the Taft Library branch.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:09 p.m.

The next Regular Orange Public Library Board of Trustees meeting will be held on Monday, November 20, 2023 at 3:30 p.m. in the Rotary Room at the Orange Public Library & History Center.

Dave Curtis
Library Services Director



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

11/20/2023

File #: 23-0784

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

THRU: Dave Curtis, Library Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Library Director's Report and Updates on Library Services

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- OPL Statistics at a Glance - October 2023 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

11/20/2023

File #: 23-0784

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

THRU: Dave Curtis, Library Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Library Director's Report and Updates on Library Services

2. RECOMMENDED ACTION

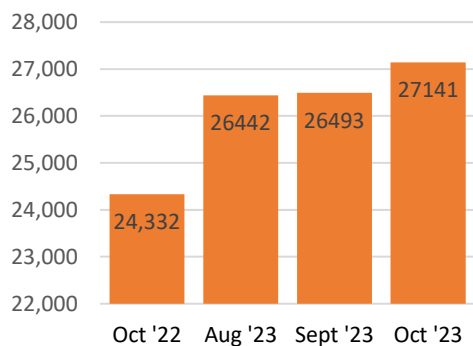
Receive and File

3. ATTACHMENTS

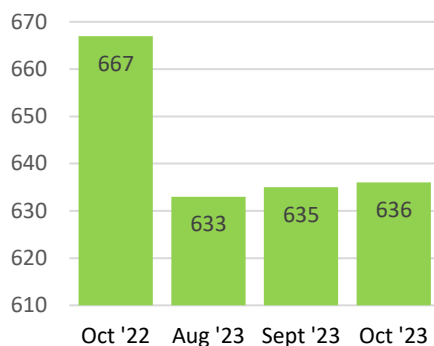
- OPL Statistics at a Glance - October 2023 Report

Statistics at a Glance October 2023 Report

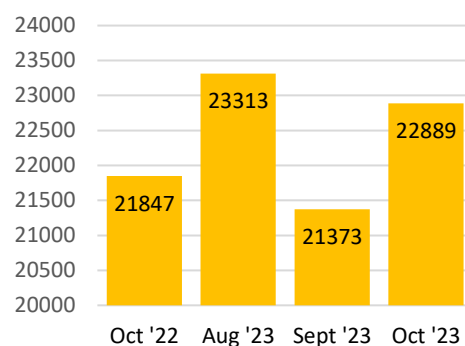
LIBRARY VISITS



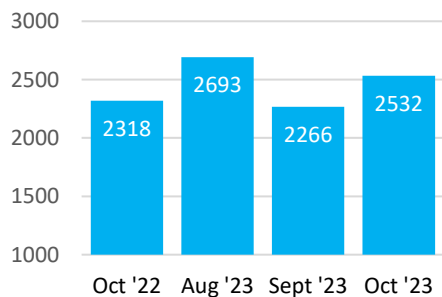
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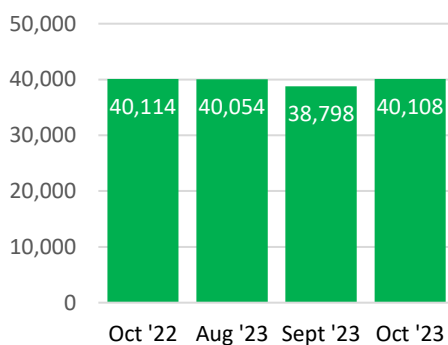
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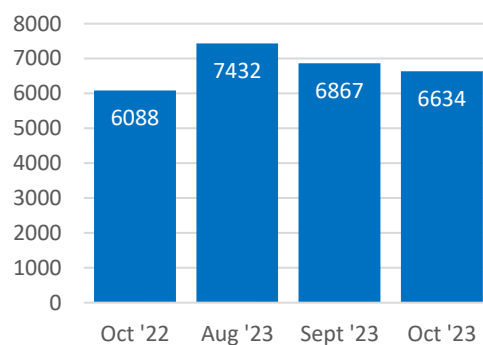
PUBLIC COMPUTER SESSIONS



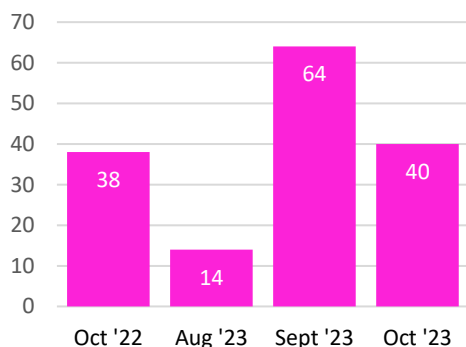
ITEMS BORROWED



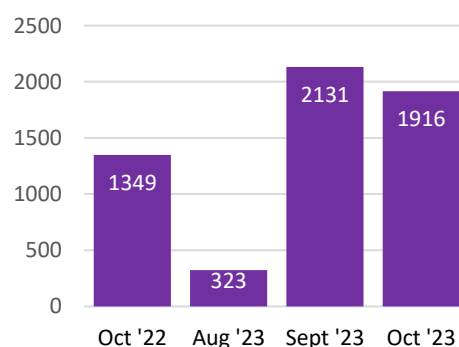
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



PROGRAM ATTENDEES





Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2

11/20/2023

File #: 23-0785

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

THRU: Dave Curtis, Library Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Financial Report Through October 2023

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- October 2023 Financial Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2

11/20/2023

File #: 23-0785

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

THRU: Dave Curtis, Library Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Financial Report Through October 2023

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- October 2023 Financial Report

LIBRARY FINANCIAL REPORT

PERIOD ENDING **OCTOBER** 2023

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$3,865,511.46	\$856,031.74	\$737,597.48	41.2	\$2,271,882.24
2004 TECHNOLOGY	\$891,400.32	\$32,690.57	\$243,437.03	31.0	\$615,272.72
2014 LENDING SERVICES	\$930,414.37	\$1,459.11	\$281,901.50	30.5	\$647,053.76
2016 ADULT & BRANCH SERVICES	\$1,028,032.32	\$1,184.92	\$270,825.84	26.5	\$756,021.56
2017 CHILDREN & TEEN SERVICES	\$643,717.73	\$779.83	\$186,301.49	29.1	\$456,636.41
TOTALS:	\$7,210,047.20	\$892,146.17	\$1,720,063.34		\$4,597,837.69