



Amy Harpster
Interim Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees February 26, 2024

3:30 PM Regular Session

REBECCA MARTINEZ
Chair

SUSIE HUBER
Vice Chair

PEGGY L. CALVERT
Trustee

KATIE MONTGOMERY
Trustee

KATHLEEN STEVENS
Trustee

Taft Branch Library
Salter Annex
740 E. Taft Avenue
Orange, CA 92865

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 January 22, 2024.****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
[January 22, 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 - January 2024 Report](#)

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

Receive and File

Attachments: [Staff Report](#)
[January 2024 Financial Report](#)

7. BOARD REPORTS

7.1 Reports from Chair

7.2 Reports from Trustees

8. ADJOURNMENT

The Library Board of Trustees will adjourn to a meeting on Tuesday, March 5, 2024, at 3:30 p.m. in the Rotary Room at the Orange Public Library & History Center. The March 18, 2024 Regular Library Board of Trustees meeting is cancelled.

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: February 22, 2024



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

2/26/2024

File #: 24-0126

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 January 22, 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

- January 22, 2024 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1.

2/26/2024

File #: 24-0126

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 January 22, 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

- January 22, 2024 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

January 22, 2024

The Orange Public Library Board of Trustees of the City of Orange, California convened on January 22, 2024 at 3:30 p.m. in a Regular Meeting in the Community Room of the El Modena Branch Library, 380 S. Hewes Street, Orange, California 92869.

1. OPENING/CALL TO ORDER

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

1.1 PLEDGE OF ALLEGIANCE

Chair Martinez led the flag salute.

1.2 ROLL CALL

Present: Huber, Calvert, Montgomery, Stevens, and Martinez

Absent: None

Trustee Calvert joined the meeting at 3:50 p.m.

2. PUBLIC COMMENTS

David Bustamante introduced himself to the Board of Trustees as the newly elected President of the Library Foundation Board of Directors.

3. APPROVAL OF MINUTES

3.1. Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on November 20, 2023.

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

The motion carried by the following vote:

Ayes: Huber, Montgomery, Stevens, and Martinez

Noes: None

Absent: Calvert

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

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

- The Friends celebrated their 65th anniversary with a ribbon-cutting ceremony and they received a proclamation from the City Council.
- Updates on the book store, internet sales and memberships.
- Upcoming special sale events and promotions for members.
- Board updates: Mary Galuska was elected as the President; Peter Wetzel will continue to be the Treasurer, Marti Parker will continue to be the Book Sale Director; Kathleen Stevens is now a member-at-large.

Trustee Calvert joined the meeting at 3:50 p.m.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

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

- An update on upcoming Foundation events.
- Board updates: David Bustamante was elected as the President; Tom Searles as the 2nd Vice President, Kim Nichols as Treasurer, and Steve Freeman as Secretary.
- A newsletter will be published at the end of January.
- The Legacy Awards may be moved to a bi-annual event.

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:

- 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 and scheduling.
- An announcement of upcoming Library events and programs.
- The OPL Statistics at a Glance - November 2023, December 2023, and the 2023 Year in Review reports were received and filed.

Hannah Mendez and Lizette Guerra provided an update on the El Modena Branch and gave a tour of the new Teaching Garden space.

6.2. Financial Report Through December 2023

The December 2023 Financial Report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- Chair Martinez attended the ribbon cutting ceremony for the Friends' 65th Anniversary.
- Chair Martinez announced a change to the schedule for the upcoming March and April Library Board of Trustees meetings.

7.2 Reports from Trustees

The Trustees had the following to report:

- Vice Chair Huber volunteered at the Farmer's Market Pop Up Library for community outreach.
- Trustee Calvert provided an update on Ukulele SOUP.
- Trustee Montgomery volunteered at the Farmer's Market and the Outlets at Orange Pop Up Libraries for community outreach.

Vice Chair Huber left the meeting at 4:42 p.m.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:44 p.m.

The next Regular Orange Public Library Board of Trustees meeting will be held on Monday, February 26, 2024 at 3:30 p.m. in the Salter Annex of the Taft Branch Library.

Amy Harpster
Interim Library Services Director



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1.

2/26/2024

File #: 24-0127

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 - January 2024 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1.

2/26/2024

File #: 24-0127

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

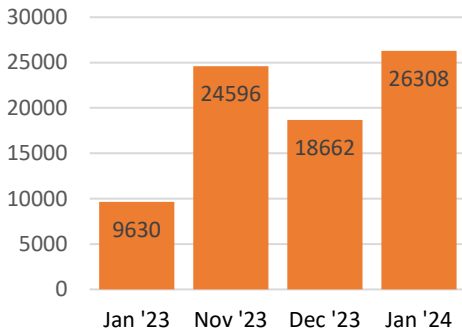
2. RECOMMENDED ACTION

Receive and file.

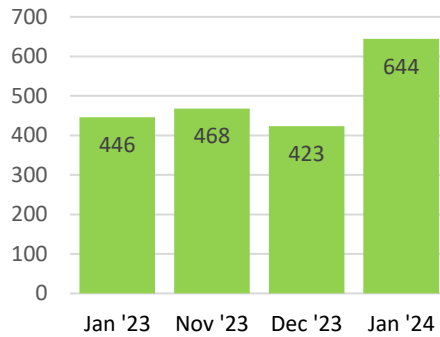
3. ATTACHMENTS

- OPL Statistics at a Glance - January 2024 Report

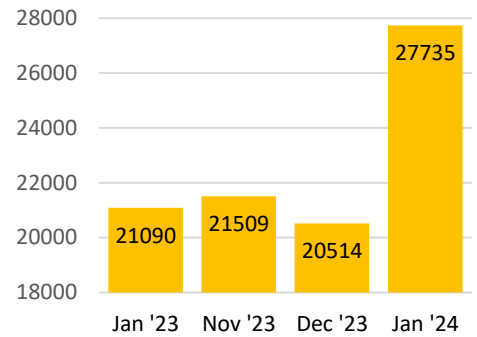
LIBRARY VISITS



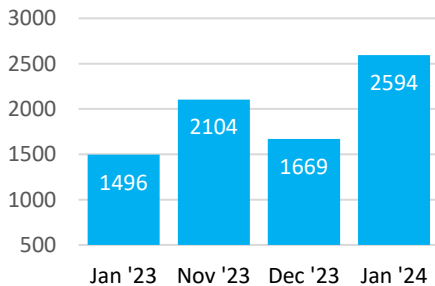
LIBRARY CARDS ISSUED



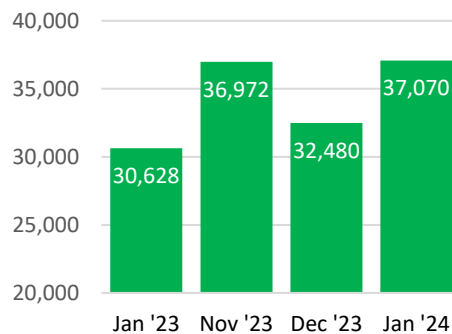
WEBSITE VISITS



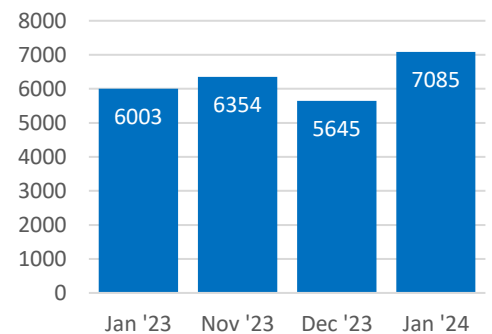
PUBLIC COMPUTER SESSIONS



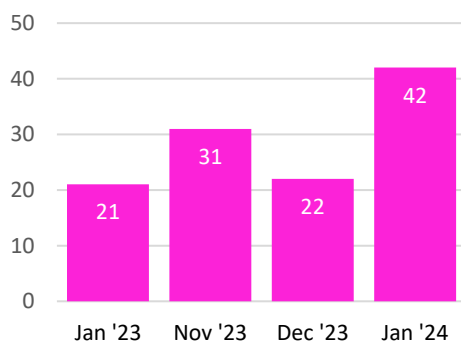
ITEMS BORROWED



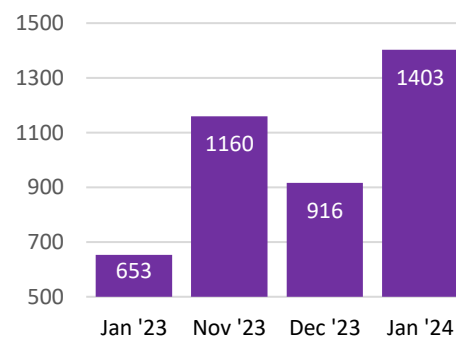
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



PROGRAM ATTENDEES





Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2.

2/26/2024

File #: 24-0128

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 January 2024

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- January 2024 Financial Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2.

2/26/2024

File #: 24-0128

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 January 2024

2. RECOMMENDED ACTION

Receive and File

3. ATTACHMENTS

- January 2024 Financial Report

LIBRARY FINANCIAL REPORT
PERIOD ENDING JANUARY 2024

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$3,860,511.46	\$813,108.51	\$1,443,602.65	58.5	\$1,603,800.30
2004 TECHNOLOGY	\$896,400.32	\$25,271.93	\$440,165.49	51.9	\$430,962.90
2014 LENDING SERVICES	\$930,414.37	\$1,459.11	\$511,602.32	55.1	\$417,352.94
2016 ADULT & BRANCH SERVICES	\$1,028,032.32	\$1,184.92	\$513,843.38	50.1	\$513,004.02
2017 CHILDREN & TEEN SERVICES	\$643,717.73	\$602.42	\$349,465.68	54.4	\$293,649.63
TOTALS:	\$7,210,047.20	\$841,626.89	\$3,258,679.52		\$3,109,740.79