



Dave Curtis  
Library Director

Amy Harpster  
Assistant Library Director

Julie Eriksen  
Recording Secretary

# AGENDA

## Orange Public Library Board of Trustees July 19, 2021

### 3:30 PM Regular Session

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

STEVE FREEMAN  
Chair

REBECCA MARTINEZ  
Vice Chair

PATTI VAN VOORST  
Trustee

PEGGY L. CALVERT  
Trustee

SUSIE HUBER  
Trustee

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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](mailto: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****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 May 17, 2021 Regular Meeting.

**Recommended Action:**

Approve minutes as presented.

**Attachments:**     [05.17.2021 LBOT MINUTES - DRAFT](#)

**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. LIBRARY DIRECTOR'S REPORT****6.1 Updates****6.2 Financial Report**

Financial Report July 2020 through June 2021

**Recommended Action:**

Receive & file.

**Attachments:**     [2021 LBOT Financial Report - June](#)

**7. BOARD REPORTS****7.1 Reports from Chair Freeman****7.2 Reports from Trustees****8. OLD BUSINESS**

**9. NEW BUSINESS****9.1 Update Policy: Children's Courtyard / Tannas Family Children's Garden****Recommended Action:**

Review and approve Policy updates.

**Attachments:**     [POLICY - Tannas Family Children's Garden 07.19.21 DRAFT](#)

**10. ANNUAL MEETING****10.1 Fiscal Year 21/22 Meeting Schedule****Recommended Action:**

Receive & file

**Attachments:**     [FY21-22 Board Meeting Dates](#)

**10.2 Library Board Mission Statement: Ongoing Actions & Activities for FY 21/22.****Recommended Action:**

Review and discuss for potential updates.

**Attachments:**     [Mission & Objectives FY20-21](#)

**11. ADJOURNMENT**

The next Regular Library Board of Trustees meeting will be held on Monday, August 16, 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](http://www.cityoforange.org).

Date posted: July 16, 2021



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:**

7/19/2021

**File #:** 21-0393

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**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 May 17, 2021 Regular Meeting.

### **2. SUMMARY**

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

### **3. RECOMMENDED ACTION**

Approve minutes as presented.

### **4. ATTACHMENTS**

- May 17, 2021 Regular Meeting minutes.

**MINUTES - DRAFT**

**City of Orange**

**Orange Public Library Board of Trustees**

May 17, 2021

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**1. OPENING**

**1.1 CALL TO ORDER**

Chair Freeman called the meeting to order at 3:30 p.m.

**1.2 PLEDGE OF ALLEGIANCE**

Led by Chair Freeman.

**1.3 ROLL CALL**

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

**Absent:** None

**2. APPROVAL OF MINUTES**

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

Amendment requested by Assistant Library Director Amy Harpster, under Financial Report Item 6.2 (Page 3).

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

**Noes:** None

**Absent:** None

**3. PUBLIC COMMENTS**

None

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

Christine Huard-Spencer, Friends Vice President, discussed various aspects of the bookstore, including operating hours, upcoming events, and book sale profits.

**5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT**

Lynn-Marie Frediani, Foundation Executive Director, updated Board on new Foundation member Lucy Richardson.

Donations received: \$84,000 from Orange Children & Parents Together, \$5,000 from National Charity League, and \$900 from an online auction.

Current programs: STEAM for Teens, Seed Library, Farmer's Market, Summer Film Fest, and It's Your Estate.

## **6. LIBRARY DIRECTOR'S REPORT**

### **6.1 Updates**

Current programs: Dia de los Libros, Monday Mysteries, Ukuleles for Everyone. Show Your Library Card & Save program is transitioning to a new model and renamed Citrus Perks.

Provided personnel updates.

Inventory of Library materials taking place at El Modena Branch. Taft and Main to follow.

El Modena Branch will re-open June 15th and Taft is expected to open at the end of summer.

The Pop-Up-Library will be at Concerts in the Park and Third of July events.

### **6.2 Financial Report**

Financial Report July 2020 - April 2021

Received and filed

## **7. BOARD REPORTS**

### **7.1 Reports from Chair Freeman**

Chair Freeman reported he is working with Councilmembers to attend a Library Board meeting. He directed the Board to consider Board goals for discussion at their Annual Meeting.

### **7.2 Reports from Trustees**

Vice Chair Martinez suggested contacting Councilmember Gutierrez for the proposed Grijalva site project since she represents District 5. She will contact those interested in the tour of Anaheim Library/PD individually.

Trustee Calvert informed the Board that Ukulele SOUP will return on 6/26/2021; class will be limited to 30 participants. She suggested a compiled video to commemorate the community's appreciation for the Library.

Trustee Huber suggested displaying the Board Members photos at the Library.

## **8. OLD BUSINESS**

None

## **9. NEW BUSINESS**

### **9.1 Library Services for Future Generations**

Discussion ensued on the proposed Grijalva Park site project, the future of the Library, and meeting community needs.

**9.2 Future Outreach Collaborations**

Chair Freeman directed staff to keep the Board informed on outreach events so they may assist with the Pop-up-Library.

**9.3 Recognition of Service**

The Board acknowledged and recognized former Trustee Marva Hitchcock to thank her for her years of service to the Library Board. Ms. Hitchcock continues to support the Library in many ways.

Due to Board term limits (not to exceed 12 years) the City Council will be appointing a new member (in the near future) to the Library Board of Trustees. The Board would like to thank Trustee van Voorst for her 12 years of service and continued support of the Library.

**10. ADJOURNMENT**

Meeting adjourned at 5:35 p.m.

The next Regular meeting is scheduled for Monday, June 21, 2021 at 3:30 p.m., at the Orange Public Library & History Center Rotary Room, 407 E. Chapman Ave., Orange CA, 92866.



# Agenda Item

## Orange Public Library Board of Trustees

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<b>Item #:</b>	7/19/2021	<b>File #:</b> 21-0396
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**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 July 2020 through June 2021

### 2. RECOMMENDED ACTION

Receive & file.

### 3. ATTACHMENTS

- Financial Report July 2020 - June 2021.



# LIBRARY FINANCIAL REPORT

## PERIOD ENDING **JUNE** 2021

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$2,749,082.37	\$26,371.36	\$2,310,272.97	85.0	\$412,438.04
2004 TECHNOLOGY	\$756,257.73	\$19,504.67	\$592,121.85	80.9	\$144,631.21
2014 LENDING SERVICES	\$785,065.23	\$0.00	\$674,587.72	85.9	\$110,477.51
2016 ADULT & BRANCH SERVICES	\$999,300.23	\$5,590.00	\$889,680.79	89.6	\$104,029.44
2017 CHILDREN & TEEN SERVICES	\$714,790.52	\$9,516.36	\$503,630.36	71.8	\$201,643.80
<b>TOTALS:</b>	<b>\$6,004,496.08</b>	<b>\$60,982.39</b>	<b>\$4,970,293.69</b>	<b>66.5</b>	<b>\$973,220.00</b>
Library Savings:	-\$115,543.00				-\$115,543.00
<b>GRAND TOTALS:</b>	<b>\$5,888,953.08</b>	<b>\$60,982.39</b>	<b>\$4,970,293.69</b>	<b>85.4</b>	<b>\$857,677.00</b>



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 9.1

7/19/2021

**File #:** 21-0397

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**TO:** Orange Public Library Board of Trustees

**THRU:** Dave Curtis, Library Director

**FROM:** Julie Eriksen, Recording Secretary

### **1. SUBJECT**

Update Policy: Children's Courtyard / Tannas Family Children's Garden

### **2. RECOMMENDED ACTION**

Review and approve Policy updates.

## ORANGE PUBLIC LIBRARY

### TANNAS FAMILY CHILDREN'S GARDEN

Formerly known as *Children's Courtyard and Children's Garden*  
Adopted by the Orange Public Library Board of Trustees on September 18, 2006  
Revised & Adopted: 3/18/2013; 7/21/2014; 7/19/2021

The ~~Children's Courtyard~~ Tannas Family Children's Garden at the Orange Public Library & History Center is designed for library programs by Children's Services and its partners. ~~designed to offer a shared experience between parent and child. When the Garden is not in use for scheduled programs, it is open to children and their caregiver(s).~~

*[moved to bullets]* ~~For safety reasons, children may not be left unattended in the courtyard. The Children's Garden will close at dusk or 30 minutes prior to library closing each day. Staff will also may close the Garden courtyard during inclement weather and periods of maintenance. [moved from bullets]~~

While using the Garden Children's Courtyard, please adhere to the following rules:

- ~~• Children age 7 or younger must be accompanied by an adult or caregiver (age 13 or older).~~
- ~~• Adults and teens should be accompanied by a child age 12 or younger.~~
- ~~• [moved to above] Entry to and from the Children's Courtyard is only permitted from inside the library.~~
- ~~• [moved from above] For safety reasons, children may not be left unattended in the Garden courtyard and must be accompanied by their Parent/Guardian at all times.~~
- All adults and teens 13 and up must be accompanied by a child 12 and under to use the Garden courtyard.
- All library materials taken outside must be returned inside. Failure to respect and return all library materials may result in fees for damages. that you take outside.
- ~~• Be respectful of nature so that others may also enjoy the surroundings.~~
- ~~• Climbing or jumping is not allowed on any courtyard structure. No running, jumping, climbing, or touching of fountain, plants and statuary.~~
- ~~• Access to the courtyard during scheduled library programs may be limited to the program participants.~~
- The Library's Rules of Conduct Policy applies to the Tannas Family Children's Garden.

~~The Library Director or designee may approve use of the Children's Courtyard for special library-related activities.~~



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 10.1

7/19/2021

**File #:** 21-0395

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**TO:** Orange Public Library Board of Trustees

**THRU:** Dave Curtis, Library Director

**FROM:** Julie Eriksen, Recording Secretary

### **1. SUBJECT**

Fiscal Year 21/22 Meeting Schedule

### **2. RECOMMENDED ACTION**

Receive & file



# Memo

To: Library Board of Trustees  
From: Julie Eriksen, Executive Assistant  
Date: June 21, 2021  
Re: Library Board Meeting Schedule FY 21/22

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The regularly scheduled meetings of the Orange Public Library Board of Trustees is held the third Monday of each month at the Orange Public Library & History Center in the Rotary Room at 3:30 p.m. unless otherwise noted below.

Monday, July 19, 2021

Monday, August 16, 2021

Monday, September 20, 2021

Monday, October 18, 2021

Monday, November 15, 2021

Monday, December 20, 2021

Monday, January 24, 2022 at El Modena Branch Library (on week later due to holiday)

Monday, February 28, 2022 at Taft Branch Library (one week later due to holiday)

Monday, March 21, 2022

Monday, April 18, 2022

Monday, May 16, 2022

Monday, June 20, 2022 - Annual Meeting



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 10.2

7/19/2021

**File #:** 21-0394

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**TO:** Orange Public Library Board of Trustees

**THRU:** Dave Curtis, Library Director

**FROM:** Julie Eriksen, Recording Secretary

### **1. SUBJECT**

Library Board Mission Statement: Ongoing Actions & Activities for FY 21/22.

### **2. RECOMMENDED ACTION**

Review and discuss for potential updates.

# ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES

*Adopted by the Library Board on 09/21/2015; Revised 08/21/2017, 08/20/2018; 6/17/19; 9/21/2020*

## Mission Statement

**The Board of Trustees works in partnership with library staff and support groups to represent, inform, educate and enrich the Orange community, and ensure the preservation of local history.**

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To fulfill this mission, and strengthen the Orange Public Library's position in the community, the Board sets annual objectives that work in conjunction with their ongoing actions and activities.

## 2020-21 Objectives

1. Work with the Library Director and the community to develop a vision for the Library's future, with special focus on community library locations.
2. Advocate strengthening programs to achieve literacy for all ages.
3. Partner with the Library Historian to help promote and expand the unique, community generated local history collection.

## Ongoing Actions & Activities

1. Continue to develop relationships with local educational organizations, including but not limited to: Orange Unified School District, Santiago Canyon College, Chapman University, and any other public or private education institution or homeschooling families.
2. Approve policies and regulations that reflect the needs of the community, and govern library services.
3. Seek input from the public to determine their wants and desires.
4. Collaborate with library staff for local community outreach.
5. Extend the scope and reach of the Library, beyond its traditional collection and facilities, including developing alliances with local businesses, civic groups, and educational organizations.
6. Work with the Friends of the Orange Public Library and the Orange Public Library Foundation to coordinate resources and library support.

## Board Authority

The Orange Public Library Board of Trustees consists of five trustees serving in an advisory capacity, and is established under the California Education Code Sections 18910-18927. The Orange City Council appoints trustees to staggered three-year renewal terms. Although the Board generally functions in an advisory capacity, it is responsible for library policies and regulations. Monthly meetings of the Board of Trustees are open to the public, and are subject to the provisions of the Ralph M. Brown Act<sup>1</sup> and the Orange Public Library Board of Trustees By-laws.

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<sup>1</sup> Chapter 9 [commencing with Section 54950] of Part 1 of Division 2 of Title 5 of the California Government Code