



Dave Curtis  
Library Director

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# AGENDA

## Orange Public Library Board of Trustees October 18, 2021

### 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

STEVE FREEMAN  
Trustee

PEGGY L. CALVERT  
Trustee

JOSEPH D. VALENCIA  
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/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**

Approval of meeting minutes of the Orange Public Library Board of Trustees for the September 20, 2021, Regular Meeting.

**Recommended Action:**

Approve minutes as presented.

**Attachments:** [09.20.2021 LBOT MINUTES](#)

**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 01, 2021 through September 30, 2021.

**Recommended Action:**

Receive and file.

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

**7. BOARD REPORTS****7.1 Reports from Chair****7.2 Reports from Trustees****8. OLD BUSINESS****8.1 Treats in the Streets****9. NEW BUSINESS**

**10. ADJOURNMENT**

The next Regular Library Board of Trustees meeting will be held on Monday, November 15, 2021 at 3:30 p.m., in the Rotary Room at the Orange Public Library & History Center.

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: 10/14/2021



# Agenda Item

## Orange Public Library Board of Trustees

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<b>Item #:</b>	10/18/2021	<b>File #:</b> 21-0565
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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 September 20, 2021, Regular Meeting.

### 2. SUMMARY

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

### 3. RECOMMENDED ACTION

Approve minutes as presented.

### 4. ATTACHMENTS

- September 20, 2021 LBOT Regular Meeting minutes.

## **MINUTES**

### **City of Orange**

#### **Orange Public Library Board of Trustees**

September 20, 2021

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#### **1. OPENING**

Welcome new Trustee Joseph D. Valencia

#### **1.1 CALL TO ORDER**

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

#### **1.2 PLEDGE OF ALLEGIANCE**

Led by Chair Martinez.

#### **1.3 ROLL CALL**

**Present:** Martinez, Huber, Freeman, Calvert, and Valencia

**Absent:** None

#### **2. APPROVAL OF MINUTES**

Approval of meeting minutes of the Orange Public Library Board of Trustees for the August 16, 2021 Regular Meeting.

A motion was made by Trustee Freeman, seconded by Vice Chair Huber, to approve the minutes as presented. The motion carried by the following vote:

**Ayes:** Martinez, Huber, Freeman, Calvert, and Valencia

**Noes:** None

**Absent:** None

#### **3. PUBLIC COMMENTS**

None.

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

Friends President Kathleen Stevens discussed recent and upcoming book sales. The Friends presented a \$6,000 check to the Library. They have a new Volunteer Director, Karmina Sacramento.

#### **5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT**

Foundation Executive Director Lynn-Marie Frediani discussed upcoming fundraising events. STEAM programs ended in July and they gave out four laptops & printers to selected participants. They are holding a grand opening of the Children's Garden on Sunday 10/10/2021 at 4pm. They raised \$11,000 in parking fees during the Street Fair.

The Gala is scheduled for Sunday 2/13/2022, the theme is "Love Your Library".

## **6. VOLUNTEER COORDINATOR'S REPORT**

Library Volunteer Coordinator Linda Groscost presented information on how the volunteer process works. Currently the Library has 147 active volunteers.

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

### **7.1 Updates**

Director Curtis reported on current events at the Library, including programs, funding and donations, going fine-free, personnel updates and branch updates. September is National Library Card sign up month. The Library is holding a Lucha Libre exhibit with the opening reception on 9/29 and a Luchadore lead bilingual storytime on 10/13.

### **7.2 Financial Report**

Financial Report - August 2021

Received & filed.

## **8. BOARD REPORTS**

### **8.1 Reports from Chair**

None.

### **8.2 Reports from Trustees**

None.

## **9. OLD BUSINESS**

None.

## **10. NEW BUSINESS**

### **10.1 Treats in the Streets, Thursday 10/28/2021 4-7pm**

Lending Services Manager Deniss Sok will have the Pop-Up-Library at Treats in the Streets. The Board will work the crowd as staff assists visitors. Trustee Freeman asked if a QR code could be made for the event.

## **11. ADJOURNMENT**

Meeting adjourned at 5:17 p.m.

The next Regular meeting is scheduled for Monday, October 18, 2021 at 3:30 p.m. in the Orange Public Library & History Center Rotary Room.



# Agenda Item

## Orange Public Library Board of Trustees

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<b>Item #:</b>	10/18/2021	<b>File #:</b> 21-0566
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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 01, 2021 through September 30, 2021.

### 2. RECOMMENDED ACTION

Receive and file.

### 3. ATTACHMENTS

- September 2021 Financial Report.

# LIBRARY FINANCIAL REPORT

## PERIOD ENDING **SEPTEMBER** 2021

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$3,295,857.75	\$158,409.58	\$650,754.67	24.6	\$2,486,693.50
2004 TECHNOLOGY	\$765,414.00	\$24,943.08	\$175,384.52	26.2	\$565,086.40
2014 LENDING SERVICES	\$825,042.00	\$0.00	\$179,024.62	21.7	\$646,017.38
2016 ADULT & BRANCH SERVICES	\$1,020,591.27	\$5,590.00	\$196,589.95	19.8	\$818,411.32
2017 CHILDREN & TEEN SERVICES	\$721,620.09	\$19,582.81	\$133,759.92	21.2	\$568,277.36
<b>TOTALS:</b>	<b>\$6,479,496.11</b>	<b>\$208,525.47</b>	<b>\$1,335,513.68</b>	<b>23.8</b>	<b>\$4,935,456.96</b>