



Dave Curtis  
Library Director

Amy Harpster  
Assistant Library Director

Jessica Wang  
Executive Assistant

# AGENDA

## Orange Public Library Board of Trustees August 15, 2022

### 3:30 PM Regular Session

Orange Public Library & History Center  
Staff Conference Room  
407 E. Chapman Avenue  
Orange, CA 92866

REBECCA MARTINEZ  
Chair

SUSIE HUBER  
Vice Chair

PEGGY L. CALVERT  
Trustee

JOSEPH D. VALENCIA  
Trustee

KATIE MONTGOMERY  
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 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 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. The public can also submit written comments on the City's eComment page by visiting the City's website and clicking on the eComment link for this meeting. 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****3.1. Approval of meeting minutes of the Orange Public Library Board of Trustees for the July 18, 2022 Regular Meeting.****Recommended Action:**

Approve minutes as presented.

**Attachments:**     [Staff Report](#)  
                              [July 18, 2022 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****6.2 Financial Report for July 2022****Recommended Action:**

Receive & File

**Attachments:**     [Staff Report](#)  
                              [July 2022 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, September 19, 2022, 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 North Batavia, and uploaded to the City's website [www.cityoforange.org](http://www.cityoforange.org).

Date posted: August 12, 2022



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

8/15/2022

**File #:** 22-0487

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**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 meeting minutes of the Orange Public Library Board of Trustees for the July 18, 2022 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**

- July 18, 2022 Regular Meeting minutes.



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 3.1.

8/15/2022

**File #:** 22-0487

---

**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 meeting minutes of the Orange Public Library Board of Trustees for the July 18, 2022 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

- July 18, 2022 Regular Meeting minutes.

## **MINUTES - DRAFT**

### **City of Orange**

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

July 18, 2022

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The Orange Public Library Board of Trustees of the City of Orange, California convened on July 18, 2022 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 3:34 p.m.

##### **1.1 PLEDGE OF ALLEGIANCE**

Chair Martinez led the flag salute.

##### **1.2 ROLL CALL**

**Present:** Huber, Montgomery, and Martinez

**Absent:** Calvert, and Valencia

#### **2. PUBLIC COMMENTS**

None.

#### **3. APPROVAL OF MINUTES**

##### **3.1 Approval of meeting minutes of the Orange Public Library Board of Trustees for the June 20, 2022 Regular Meeting.**

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

The motion carried by the following vote:

**Ayes:** Huber, Montgomery, and Martinez

**Noes:** None

**Absent:** Calvert, and Valencia

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

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

- The majority source of income has been from bookstore sales rather than internet sales and memberships.
- Friends will host a bag sale on August 13, 2022.
- The Discovery Truck hauled away 9000 pounds of books.
- Friends are currently recruiting for a new volunteer coordinator.

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

The Trustees collectively reported the following on behalf of the Orange Public Library Foundation ("Foundation"):

- The Trustees shall submit the items for a donation gift basket for the Foundation's gala at the August 15, 2022 meeting.
- The gala is set for September 25, 2022.
- Linda Cundiff retired from the Foundation Board of Directors and has been replaced with Rebecca Hulquist.
- Victoria Owens joined the Foundation Board of Directors.

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

### **6.1 Updates**

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

- Statistics from Library outreach, patron visits and memberships, events and programs.
- An announcement of upcoming events and programs.
- The approval of the FY 2022-23 City Budget to allow the Library to go fine free beginning September 1, 2022.

### **6.2 Financial Report for July 2021 - June 2022**

The July 2022 Financial Report was received and filed.

## **7. BOARD REPORTS**

### **7.1 Reports from Chair**

Chair Martinez had the following updates to present:

- Media Specialists from the Orange Unified School District will come to the Library for a tour on August 4, 2022 from 1-3 p.m. to learn about new programs the Library is offering.
- The possibility of a second tour for local private schools.

### **7.2 Reports from Trustees**

The Trustees had the following to report:

- Trustee Montgomery went to the Outlets to see the Library's pop-up. She praised staff for the idea as she found it reached parts of the community that would not typically go to the library.

## **8. NEW BUSINESS**

### **8.1 Adoption of Proposed Request for Review of Library Materials Policy.**

A motion was made by Vice Chair Huber, seconded by Trustee Montgomery, to

approve the Proposed Request for Review of Library Materials Policy as submitted.

The motion carried by the following vote:

**Ayes:** Huber, Montgomery, and Martinez

**Noes:** None

**Absent:** Calvert, and Valencia

## **9. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:12 p.m.

The next Regular Orange Public Library Board of Trustees meeting will be held on Monday, August 15, 2022, at 3.30 p.m. in the Rotary Room at the Orange Public Library & History Center.

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Dave Curtis  
Library Services Director





# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2

8/15/2022

**File #:** 22-0488

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**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 for July 2022

### 2. RECOMMENDED ACTION

Receive & File

### 3. ATTACHMENTS

- July 2022 Financial Report



# Agenda Item

## Orange Public Library Board of Trustees

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**Item #:** 6.2

8/15/2022

**File #:** 22-0488

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**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 for July 2022

### **2. RECOMMENDED ACTION**

Receive & File

### **3. ATTACHMENTS**

- July 2022 Financial Report

# LIBRARY FINANCIAL REPORT

## PERIOD ENDING **JULY** 2022

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$2,739,291.67	\$92,481.41	\$65,187.56	5.8	\$2,581,622.70
2004 TECHNOLOGY	\$806,548.87	\$23,305.26	\$42,843.98	8.2	\$740,399.63
2014 LENDING SERVICES	\$869,903.00	\$0.00	\$62,933.81	7.2	\$806,969.19
2016 ADULT & BRANCH SERVICES	\$977,132.35	\$1,685.35	\$66,303.05	7.0	\$909,143.95
2017 CHILDREN & TEEN SERVICES	\$606,877.00	\$0.00	\$44,663.89	7.4	\$562,213.11
<b>TOTALS:</b>	<b>\$5,850,723.89</b>	<b>\$117,472.02</b>	<b>\$281,932.29</b>		<b>\$5,451,319.58</b>