ORLAND LIBRARY COMMISSION MEETING AGENDA

Monday, November 9, 2026 at 5:00 PM
Orland Free Library Community Room

P: (530) 865-1600 | www.cityoforland.com

Commission: Sherry Romano | E. Ann Butler | Mary Viegas | Deborah Fogarty

City Officials: Jennifer Schmitke, City Clerk | Leticia Espinosa, City Treasurer

Public comments are welcomed and encouraged in advance of the meeting by emailing the City Clerk at jtschmitke@cityoforland.com or by phone at (530) 865-1610 by 4:00 p.m. on the day of the meeting

1. **CALL TO ORDER - 5:00 PM**
2. **ROLL CALL**
3. **ORAL AND WRITTEN COMMUNICATIONS**
   Public Comments:
   Members of the public wishing to address the Commission on any item(s) not on the agenda may do so at this time when recognized by the Chairperson. However, no formal action or discussion will be taken unless placed on a future agenda. The public is advised to limit discussion to one presentation per individual. While not required, please state your name and place of residence for the record. (Public Comments will be limited to three minutes).
4. **CONSENT CALENDAR**
   - **A. ACTION ITEM** - Approve Minutes of Previous Meetings- July 13th and September 14, 2026
5. **ITEMS FOR DISCUSSION OR ACTION**
   - **A.** Reports from City Librarian: September & October Financial & Monthly Statistic Reports
   - **B.** Library Programs, Events and Grant Activities: Music Garden Grand Opening; CLA Conference Tool Lending Library session; Proposal to host children's author event; Discarded shelving from GCOE; Orland Rotary sponsored Library Pumpkin decorating contest; Staff Safety Training completed.
   - **C.** Grant Applications and Awards: $500 Music Garden sponsorship received from Orland Police Officers Association. "Teens Succeed" Robotics grant awarded.
   - **D. ACTION ITEM**: Adopt Tool Lending Library policy and approve patron waiver recommendation to City Council.
   - **E. ACTION ITEM**: Request for approval to move forward with Library Mural Project.
6. **COMMISSIONER AND/OR FRIENDS OF THE LIBRARY REPORTS**
7. **FUTURE AGENDA ITEMS**

8. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on November 4, 2026.

A complete agenda packet is available for public inspection during normal business hours at City Hall, 815 Fourth Street, in Orland or on the City's website at www.cityoforland.com where meeting minutes and audio recordings are also available.

In compliance with the Americans with Disabilities Act, the City of Orland will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's Office 530-865-1610 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

ORLAND LIBRARY COMMISSION MINUTES

Monday, July 13, 2026

CALL TO ORDER
Meeting called to order at 5:07 p.m.
ROLL CALL
Commissioners Present: Sherry Romano, Deborah Fogarty, E. Ann Butler,
Commissioners Absent: Mary Viegas
Staff/Council Present: Librarian Jody Meza
ORAL & WRITTEN COMMUNICATIONS: None
ITEMS FOR DISCUSSION OR ACTION

1. **ACTION ITEM: APPROVE MINUTES OF PREVIOUS MEETING** Motion was made by Commissioner Romano to approve meeting minutes of May 11, 2026, 2nd by Commissioner Fogarty. Motion approved unanimously by voice vote.
2. **Reports from City Librarian on financial and monthly statistics**: Librarian provided reports for May and June, 2026.
3. **Library Programs, Events and Grants**: Librarian shared update about Rural Health Connections grant programs; Carnegie Foundation grant/Music Garden update; America 250 display and participation in Independence Day Parade and park activities; Adult Programming film and art workshop series to start in July.
4. **Grant Applications and Awards**: Library was awarded ARSL/Carnegie Foundation Literacy Bridges $25,000 grant. Library received Empowering Access grant Charlie Cart/Mobile Kitchen & Nutrition Education material ($14,000 value). Institute of Museum and Library Services awarded America 250 travel and training grant. Barceloux-Tibessart application requesting funds for the purchase of new children's books was submitted.
5. **DISCUSSION ITEM**: **Commissioner Vacancy** Library Director and Commissioners discussed recruiting applicants for commission vacancy.
6. **Commissioner and/or Friends of the Library Reports**: Commissioner Romano reported that $3 Bag sale of donated children's books will be held in July.

ADJOURN: 5:45 p.m.

ORLAND LIBRARY COMMISSION MINUTES

Monday, September 14, 2026

CALL TO ORDER
Meeting called to order at 5:05 p.m.
ROLL CALL
Commissioners Present: Mary Viegas, Deborah Fogarty
Commissioners Absent: Sherry Romano, E. Ann Butler
Staff/Council Present: Librarian Jody Meza
ORAL & WRITTEN COMMUNICATIONS: None
ITEMS FOR DISCUSSION OR ACTION

- **ACTION ITEM: APPROVE MINUTES OF PREVIOUS MEETING** Minutes tabled for next meeting due to lack of quorum.
- **Reports from City Librarian on financial and monthly statistics**: Librarian provided reports for July and August, 2026. Commissioners requested clarification on Large Print subscription, librarian clarified that expenditure is annual cost and that the Imperial COE expenditure is quarterly.
- **Library Programs, Events and Grants**: Librarian shared update about libraries hosting Behavioral Health Suicide Prevention Week activities; Music Garden grand opening scheduled for World Music Day on October 2nd; Librarian attending IMLS America Convening Activities in Reno and Literacy Bridges grant training at the ARSL conference. Library is coordinating activities with First 5 for Dolly Parton Day on September 25th.
- **Grant Applications and Awards**: Sustainable CA Libraries grant awarded ($8,500 for Tool Lending Library). State Library purchased library subscriptions for Homework CA Tutor.com and Northstar Digital Literacy. Lunch with the Library grant application submitted. Library was awarded $1,000 from Barceloux-Tibessart Foundation for purchase of new children's books. Orland Rotary Club donated $500 for purchase of books in honor of the speakers at their meetings and $500 for Music Garden Sponsorship.
- **DISCUSSION ITEM**: **Commissioner Vacancy** Library Director and Commissioners discussed recruiting applicants for commission vacancy.

ADJOURN: 5:28 p.m.

DEPOSITS September & October

Orland Police Officers Association Music Garden Sponsorship	Donations	$500
Cash & coin	Donations	$289.00
Cash, check & coin	Fees & Fines	$270.00
NorthNet Library System training & staff development grant	Public Library fund	$1,200
Pacific Library Partnership reimbursement for Sustainable Libraries membership	Public Library fund	$75.00

EXPENDITURES September & October

Office Supplies

9/4/26	Amazon paper, tape, mailbox	$248.95
9/8/26	Orland Ace Hardware cleaning supplies	$67.05
9/25/26	Orland ace hardware extension cord, surveilance sign	$17.84
10/6/26	Demco book covers, tape, labels	$984.93
10/6/26	Orland Ace paper towels	$10.81
10/13/26	CC USPS, canva bookmarks	$195.37

Special Department (Library Materials)

9/4/26	Amazon books	$1,187.22
10/7/26	Amazon books	$1,046.12
11/3/26	Amazon books	$1,429.18

Donation/Memorial Fund

9/28/26	Orland Ace Hardware	$121.15
10/7/26	Library Collective 121941 children's books Barceloux-Tibessart grant	$1,027.35
10/13/26	Music Garden install supplies Orland Ace & Corning Lumber	$982.08
10/13/26	Music Garden Canva banner & posters , Plant Barn, Lowes, Grocery Outlet	$1,573.69

Children's Services

9/4/26	Amazon craft & program supplies	$488.05
10/7/26	Amazon craft & program supplies	$246.25

First 5 Grant

10/7/26	Oriental Trading program supplies	$133.46

10/20/26	Scholastic books	$59.70

Public Library grant Fund

9/14/26	CLSA Overdrive ebooks	$1,483.09
9/24/26	Jody Meza ARSL conference travel reimbursement	$485.12
9/25/26	Sustainable Libraries Initiative membership	$75.00
10/13/26	CLA conference registration for Ashley & Jody	$750.00
10/26/26	CLA conference hotel and per diem	$573.83
10/29/26	OverDrive audiobook	$109.00

Orland Library 2026/27	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Door Count							2345	2161	2177	2235			8918
Public Computer Use							150	161	181	235			727
New Library Card							44	51	73	55			223
Items Added to Collection							167	146	101	179			593
Program Participants							557	568	524	451			2100
Programs							22	19	24	17			82
Physical Collection Materials							2279	2019	2320	2401			9019
Zip Book Materials							41	0	0	0			41
Digital Materials*							914	847	781	660			3202
Total Materials Provided to Users							3234	2866	3181	3061			12342

*Libby, Palace, Kanopy & New York Times

Orland Free Library
Library of Things (LoT) Policy

The Orland Free Library will develop a Library of Things (LoT) that will include a Tool Lending Library collection that supports the mission of the library to enrich the lives of the residents of Orland and Glenn County, including materials that are informational, educational, cultural and recreational. Items for inclusion should contribute to key goals:

Sustainability: Materials that help individuals improve the sustainability of their lives and homes.

Education: Materials that assist in the instruction of patrons in the development of new skills or knowledge. Also includes materials that can assist educators.

Innovation: Materials that contribute to new ideas and develop a sense of exploration, creativity, and wonder.

Accessibility: Materials that will allow all members of the community to participate with full and free access to the same quality programs, services, and areas. This includes emotional, functional, and technical accessibility.

Materials for the LoT will be selected based on the following criteria:

- Alignment with the library's mission and strategic goals.
- Community interest and demand.
- Accessibility and potential benefit to patrons.
- Cost and budget considerations.
- Storage space availability.
- Safety and ease of use.
- Maintenance and replacement requirements.
- Availability of instructions or ability to create them.
- Durability and potential for wear and tear.
- Consumer reviews and reliability.

Borrowing and Usage Guidelines

Eligibility

- Borrowers must have a valid Orland Free Library card in good standing.
- For some items, borrowers must be 18 years or older due to safety concerns
- Some items may require the borrower to read informational material and/or sign a waiver and use agreement prior to borrowing.

Loan Periods and Limits

- Loan periods will be determined by library staff and may vary depending on the item.
- Limits on the number of items borrowed per household may apply.

- Items may be renewable at the discretion of library staff depending on the item.
- Reservations for specific dates may be possible by contacting the library.

Return of Items

- Items must be returned to the circulation desk during library hours.
- Items must not be returned in the book drop or left unattended.
- Items must be returned intact, clean, in working order, and with all accessories.

Liability

- Borrowers are responsible for the care of the items and any damage, loss, or missing parts.
- Borrowers may be charged for repair or replacement costs.
- The library is not responsible for any damage, injury, or loss that may occur while a borrower is using an item from the LoT.
- A liability waiver may be required.

MURAL INSPIRATION PHOTOS







