

**Orange County Library System
Board of Trustees Meeting**

Board Packet for April 2023



STEVEN POWELL Library Director/Chief Executive Officer

April 7, 2023

To: Crockett Bohannon, President
Nicole Benjamin, Vice President
Danielle Levien, Trustee
Lizannette Tam, Trustee
Sharon Smoley, Trustee

cc: The Library Governing Board:
The Honorable Mayor Jerry Demings, Chairman of the Library Governing Board,
Members of the Governing Board, Commissioners Nicole Wilson, Christine Moore,
Mayra Uribe, Maribel Gomez Cordero, Emily Bonilla, Michael Scott, Orange County;
and Ana Palenzuela, City of Orlando.

From: Steve Powell, Library Director / C.E.O.

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on April 13, 2023 at the Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

If any board member has an item to be brought up for discussion, please call Milinda Neusaenger prior to the meeting, 407.835.7611.

cc: Ashley Figueroa - Liaison, Nominating Board ~ City of Orlando

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

Call to Order

Orange County Library System Board of Trustees Meeting April 13, 2022

Public Comment Policy

ORANGE COUNTY LIBRARY SYSTEM Public Comment and Conduct of Meetings Policy and Procedures

Effective Date: October 1, 2013 (Approved by the Board of Trustees on September 11, 2013)

Objective: The objective of this policy is to establish standard procedures to ensure an opportunity for broad public participation in decision-making.

Policy Statement: It is the intent of this policy that the deliberations and actions of the Board of Trustees of the Orange County Library System (“OCLS”) be conducted and taken openly in order that the public and relevant stakeholders may be fully informed and intelligently advised as to the conduct of public business by the Board of Trustees.

Definitions: For the purpose of this policy, the following definitions shall prevail:

1. A “meeting” is a gathering of a quorum of the membership of the Board of Trustees, or any board or commission of OCLS for the purpose of receiving information relating to public business, or for discussion of public business, or for official action upon a proposition related to public business.
2. A “regular meeting” is a meeting held pursuant to a schedule of such meetings as approved by a board or commission to conduct public business or otherwise discuss or act upon matters of public interest.
3. A “special meeting” is any meeting other than a regular meeting held by a board or commission. A “special meeting” is held for the purpose of addressing matters requiring the immediate attention of a board or commission or for the purpose of addressing matters which the board or commission has determined are best addressed at a special meeting. When a special meeting is called, the presiding officer of the board or commission shall specifically state the purpose of the meeting and the board or commission shall address only those matters for which the meeting was called.
4. A “board or commission” shall refer to the Board of Trustees of OCLS and any other board or commission now existing or created in the future by the Board of Trustees or OCLS.
5. The “presiding officer” shall mean, in the case of the Board of the Directors the chair and in all other cases shall be the chair of a particular OCLS board or commission.
6. “Board of Trustees” shall refer to the Board of Trustees of OCLS.

Meetings:

1. **Location.** All meetings of the Board of Trustees and any other board or commission shall be held in a suitable location and shall be open to the public as required by law. The only exception to the requirement that meetings be open to the public shall be an executive session scheduled for those purposes expressly recognized by law.
2. **Regular Meetings.** The Board of Trustees and the other boards and commissions shall hold regular monthly meetings as designated by the Board of Trustees or the other boards and commissions.

Public Notice. OCLS shall give public notice of the schedule of meetings and shall state the dates, times and places for such meetings. Public notice of any special meeting or of any reconvened meeting shall be given before such meeting. Public notice shall be given by posting the date and time of the meetings on the OCLS website, the public bulletin boards at all OCLS locations and the Orange County Administration Building. Notice will also be published in the Orlando Sentinel as required by Section 189.417 of the Florida Statutes.

Conduct of Meetings:

1. The presiding officer shall preserve order and decorum at all meetings.
2. When considering matters upon which the board or commission will take action the presiding officer shall receive comments from the public.
3. During any board or commission meeting, board and commission members shall maintain order and decorum.
4. OCLS staff and citizens must be recognized by the presiding officer before speaking or asking questions. The purpose of this requirement is so that there is order and so that the recording equipment will properly record all comments made by individuals wishing to comment on a specific subject.
5. All comments must be made from the podium which is located in the OCLS meeting room or by other reasonable accommodations in any other location in which a board or commission meeting is held, and shall address the subject of the agenda item. Individuals that appear before any board or commission are required to state their legal name and their actual address for the public record. The purpose of this requirement is so that they are properly reflected in any board or commission minutes and are available for future reference.
6. As a board or commission considers consent agenda items, emergency items, items involving official acts that involve no more than a ministerial act, approval of minutes, ceremonial proclamations and other similar items, the presiding officer may, at his discretion, or at the direction of a majority of the board or commission, accept comments from those in attendance.

Public Participation and Comment: In order to comply with Section 286.0114 of the Florida Statutes, OCLS hereby establishes a Public Comment Policy applicable to all boards and commissions to allow members of the public an opportunity to address boards and commissions. In addition to public hearings, a special time is hereby set aside at all board and commission meetings for the purpose of receiving comments and suggestions from members of the public. All comments made during any Public Comment period shall be subject to the following procedures:

1. OCLS allocates up to 30 minutes at the end of each board or commission meeting for citizens who wish to appear before that board or commission to make a request of that board or commission, voice a complaint or concern, express an opinion, or for some other type of recognition. The presiding officer will divide the time equally between all who have signed up to speak; but in no case may a citizen speak longer than three minutes. A Public Comment period not to exceed 30 minutes will be held during any board or commission meeting. The presiding officer may permit additional time to a given speaker on a case-by-case basis.
2. Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
3. When a board or commission considers matters during a public meeting upon which it will take action, no action shall be taken until the presiding officer requests and receives comments from the public.
4. Persons who wish to make a statement during the Public Comment period will register on a Notice of Intent to Speak Form which will be available 30 minutes before the start of the meeting. Information included on the Notice of Intent to Speak forms will be included in the Board Meeting Minutes and thus become public record. No one will be allowed to have his or her name placed on the list by telephone request to OCLS staff.
5. Each person who signed up to speak will have up to three minutes to make his or her statement. Speakers will be acknowledged by the presiding officer in the order which the Notice of Intent to Speak Form was received by the Board of Trustee's administrative assistant. Speakers shall address that board or commission from the podium, and

not approach that board or commission or OCLS staff. Speakers will begin their statement by first stating their legal name and actual address.

6. Statements are to be directed to the board or commission as a whole, and not to individuals. Public comment is not intended to require a board or commission to provide an answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
7. Speakers will be courteous in their language and presentation.
8. Only one speaker will be acknowledged at a time. In the event a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next Public Comment period, or if the presiding officer consents, these comments can be heard at that meeting.
9. Any action on items brought up during the Public Comment period will be at the discretion of that board or commission. No board or commission will take any action on subject matter for which it has not had the opportunity to fully investigate and gather complete information.
10. These same rules shall apply to all boards and commissions.

Decorum: The presiding officer shall preserve strict order and decorum at all meetings.

1. In conducting business, boards and commissions are committed to the principles of civility, honor, and dignity. Individuals appearing before boards and commission are requested to observe the same principles when making comments on items and issues presented to a given board or commission for its consideration.
2. Staff members and citizens are required to use proper language when addressing a board or commission or the audience. Staff members and citizens shall not use profanity or cursing, aggressive or threatening behavior when addressing the board or commission or other participants. All comments are directed to the presiding officer and not to individual members of the board or commission or to the audience. No personal verbal attacks toward any individual will be allowed during the conduct of a board or commission meeting. The presiding officer may have individual(s) removed from the podium and/or meeting chambers if such conduct persists after a warning has been issued.
3. All members of a board or commission shall accord the utmost courtesy to each other, staff, and the public members appearing before the board or commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. During board or commission meetings, cell phones are to be turned off or silenced. Use of cell phones by board or commission members and staff for talking, texting, emailing or otherwise will not be allowed during meetings while at the dais, except for emergency communications, research, or during breaks.

Waiver of Rules: The board or commission may, at any time, waive all or a portion of these rules of procedure during the course of a meeting. Provided however, that any such waiver shall only be done upon a motion and majority approval of the waiver by members of the board or commission present and voting. Such waivers shall only be granted to insure the protection of the right of members of the public to be given a reasonable opportunity to be heard before a board or commission takes official action on a proposition.

Training: Periodic training for Sunshine Law requirements will be scheduled by OCLS for board and commission members.

Penalties: Any action taken at a meeting not open to the public, whether intentional or unintentional, is void. The law provides penalties for not complying with the Sunshine Law including criminal penalties, removal from the board position, fines up to \$500, and an award of reasonable attorney's fees against the board found to have violated the Sunshine Law.

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

**Approval of Minutes:
March 9, 2023 Library Board of
Trustees Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

March 9, 2023 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (3/0); Nicole Benjamin (6/0 – City);
Lizannette Tam (3/0); Sharon Smoley (3-1)

Library Board Absent Danielle Levien (6/2 - City)

Administration Present: Steve Powell; Bethany Stone; Kris Shoemaker; Yvonne Hartley;
Danielle King; Erin Sullivan; Lynette Schimpf; Sara Gonzalez;
Leasha Tavernier; Milinda Neusaenger

- 23-028 I. **Call to Order**
President Bohannon called the meeting to order at 6:04 p.m.
- 23-029 II. **Public Comment Policy & Procedures**
- 23-030 III. **Approval of Minutes: Library Board of Trustees Meeting – February 9, 2023**
Trustee Tam, seconded by Trustee Smoley, moved to approve the minutes for the February 9, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-031 IV. **Staff Presentation: Removing Barriers: An Executive Edge Update ~ Kris Woodson & Stephanie Lum**
Assistant Manager Kris Woodson and Manager Stephanie Lum gave the Board a positive update regarding the initiative to go fine free. The Board requested to see what the data will look like a year from now after one year of fine free.
- 23-032 V. **Financial Statements and Summaries: February 2023**
➤ **Annual Investment Reports FY 2022**
➤ **Annual Comprehensive Financial Reports FY 2022**
CFO Shoemaker reviewed the Annual Investment Report, the Annual Comprehensive Financial Reports and the February Financial Reports. He also reported that the annual audit came back and OCLS was given a clean bill of health.
- 23-033 VI. **Dashboard February 2023: Danielle King**
CBO King shared some highlights from the dashboard. This month there was a 36% increase in door count, 30% increase in physical items checked out, and an 18% increase of digital checkouts, which is an average of 8,178 items per day. In addition, event attendance went up 35% and technology class attendance went up 78%. Out of those attendance numbers, over 27,000 were for in-person events and over 2,000 were events hosted offsite. Compared to 2019, OCLS is doing pretty good. The event numbers have increased slightly, and the class numbers are still below pre-COVID level.

She also highlighted that every location received 100% on the mystery shopper report this month. This is fantastic news and a testament to the staff's commitment to the customer service standards. As part of the effort to continue offering excellent customer service, a team of staff known as the Customer Service Champions put together monthly "Service Story Snippets." The snippets focus on topics, activities, and conversation starters for staff to keep customer service standards and best practices at the forefront of everything that staff do. Ms. King also shared two customer stories from this month:

Customer, Ms. Julia came by the branch with her ice cream trunk to surprise the Chickasaw Staff with free ice cream. She shared, “I’m so thankful for your staff. They have helped me countless times with printing, faxing, writing letters, and even fixing my computer. Many of them helped me create a business card and provided me with information on how to patent an idea. I’m forever grateful.”

When the Southwest staff were installing the March Storywalk book at Shadow Bay Park, a customer shared his experience watching families read the book. He said that he walks the park every morning and he consistently runs into several families reading the story. He stated that he wondered why at first the children were flapping their arms and waddling like a duck between each display until he read the book himself. He thanked us and the Library for organizing this each month! This month the featured book is *The Little Engine that Could*.

23-034 VII.

Action Item:

23-035

Request to Serve Alcohol at a Southwest Event: Bethany Stone

Vice President Benjamin, seconded by Trustee Smoley, moved to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on April 28, 2023, at the Southwest Branch Library. Motion carried 4-0.

23-036 VIII.

Discussion and Possible Action Items

23-037 IX.

Information

23-038

Director’s Report

Excel Adult High School debuted at OCLS on February 6. This program offers library cardholders the potential to earn a scholarship to complete their high school credits online and receive an accredited high school diploma. During the month of February, 14 customers completed their applications for Excel Adult High School. By the end of the month, 11 had begun the prerequisite process and two had been contacted for interviews to earn a scholarship.

During the month of February, the Branch Outreach Specialist committee has been conducting interviews for internal and external candidates to fill out this exciting new position for the system. So far, nine branches are busy coordinating start dates and planning training for their Branch Outreach Specialists.

In February, the Eatonville Branch graced its walls with Woven Stories of Resistance, a quilt exhibition inspired by views of young people on social justice in America. On February 18th, 130 attendees visited the branch for a reception and panel discussion to learn about the historical retrospective of quilting within the African American community, presented by Links Incorporated and Charmettes Club of Orlando. The event was sponsored by Delta Omicron Omega Chapter of Alpha Kappa Alpha Sorority, Inc.

We have another success story from a customer who took a Citizenship Inspired class led by South Trail Circulation Clerk Niurka Olivera De Ojeda. The customer applied for her Naturalization exam in December and passed. She visited the branch to take a photo with Niurka, and she left a note that read:

“Dear Teacher, after my biometric and fingerprint appointment I went to Turkey. Guess what happened? While I was in Turkey, they made a citizenship interview appointment three weeks later. I really couldn't believe it. While I was expecting it to happen a year later, I couldn't believe it was like this. ... Today, I am an American citizen. Tomorrow, I have an appointment for my American passport. But I can join your class on Wednesday to tell my experience. Thank you so much, Sharon and you, for everything.”

During February, the Southeast Branch hosted a weekly “Bilingual Storytime and Craft” in lieu of the weekly Chiquiticos/Little Ones program that was cancelled. Southeast has many regulars who visit the branch and the branch’s Youth Program Specialist, Jewels, wanted to host an event to ensure that those customers were not disappointed. The storytime included a story, song, bilingual vocabulary and a craft for participants. A total of 39 attendees participated over the course of February. A survey comment from a customer stated: “I appreciate the library doing a replacement program while the Chiquiticos lady is out. We love Jewels! Thank you for not just cancelling!”

Zully Escobar, the Branch Manager for the Winter Garden Branch has been working on a financial literacy project for the Sunshine State Library Leadership Institute. A Financial Literacy committee was created to develop programs for children ages 3-17. Currently, a 5-part Money Smart series is being developed for preschoolers. All the programs will be available systemwide.

Southeast Technology Instructor Brenda Santana was recently approached by a representative from Congressman Darren Soto’s office to let her know that he would like to recognize her for her contributions to Central Florida by entering her biography in the Congressional Record. In addition to teaching classes in English and Spanish at Southeast, Brenda also pioneered our popular Spanish-language workshops for children and adults. Brenda, who has a passion for helping people learn and understand Spanish, has worked for the library since 2017. We are proud to have her as an employee, and we congratulate her for this honor!

On March 22, County Commissioner Nicole Wilson is hosting a Horizon West Town Hall at Windermere High School. Chief Branch Officer Danielle King will be in attendance to represent the library, provide a brief update on the Horizon West Branch and encourage people to attend our Horizon West community meeting, which is scheduled for March 27th at Waterleigh Community Center.

23-039

Public Comment: Non-Agenda Items

X. Adjournment

Trustee Tam, seconded by Vice President Benjamin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:35 p.m.

Next Meeting Dates:

March 9, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- April 13, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---

Florida Statutes section 286.0105: If any person desires to appeal any decision with respect to any matter considered at a Library Board of Trustees meeting, such person will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the Director’s Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.

**Orange County Library System
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Staff Presentations:

- **Friends of the Library – Melissa Stillman**
- **Horizon West Update – Danielle King**
- **Organizational Chart – Steve Powell**

**Orange County Library System
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April 13, 2023**

**Financial Statements &
Summaries: March 2023**

Orange County Library System
FY 2022-23 Financial Statement Highlights
Six Months Ended March 31, 2023

Project Summaries:

Melrose Theatrical Lighting: This project started September 6th and was substantially completed by the end of November, 2022. The project is complete.

North Orange Roof: This project began August 25th and was substantially completed at the end of October, 2022. Vendor has a few remaining punch list items to correct.

Windermere Branch Expansion: The design and permitting portion of the project is complete. The construction portion began January 4, 2023, and is scheduled to be completed by June 1, 2023.

Photo Lab Enhancements: This project started February 6, 2023, and was completed by March 2, 2023. The project is complete.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:

The Library budgeted \$60,850,000 for Ad Valorem Taxes in FY 2022-23 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. So far this year, we have received \$52,719,281 or 86.6% of the budget, which is on target year-to-date.

State Aid/ State and Federal Grants:

The Library budgeted \$150,000 for State Aid Revenues and \$635,000 from State and Federal Grants in FY 2022-23, based on anticipated funding from the various agencies. We have received \$97,132 which is 12.4% of the combined budget.

Fee Cards:

The Library budgeted \$20,000 for Fee Card revenues for FY 2022-23. Through March, we received \$71,225 or 356.1% of budgeted revenues. The increase is due to a change in reporting as some of the revenue was previously recorded in the FEES portion of Fines, Fees & Lost Material accounting line. Thus, understating Fee Card Revenue and overstating Fines, Fees & Lost Material Revenues in the past, we have corrected the recording beginning in FY 2022-23.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2022-23. Through March, we received \$21,719 or 72.4% of budgeted revenues.

Faxes and Scans:

Revenues from Faxes and Scans are \$11,464 and \$6,166, respectively. These revenues are lower than the 5-year average dollar-wise and are on target for what we anticipated to receive so far this fiscal year.

Copy and Prints:

The Library budgeted \$150,000 for these services in FY 2022-23. We received \$82,875 or 55.3% of budget thru March which is what we anticipated so far this year.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2022-23. Through March, we received \$13,040 or 108.7% of budgeted revenues.

Fines, Fees and Lost Materials:

Revenues from Fines, Fees and Lost Materials thru March are \$31,259 or 9.8% of budget. The actual revenue is less than we expected so far this year. Note, the Board approved the waiving of late fees during the October 2022 Board Meeting, thus we will receive less than our budgeted amount for FY 2022-23. Additionally, we have re-classified some of the revenue to Fee Cards as noted above.

Investment Earnings:

The Library takes a conservative approach when budgeting for Interest Revenues as the investment markets can be, and have been, quite volatile. Our Pooled Investments are tied to the FED's Fund Rate, which has increased significantly since we established the FY2022-23 budget in the Spring of 2022. As of the time of these reports, we have not received our March interest-earning statements. We will continue to monitor the investment markets with our investment advisors to ensure the principal of our funds are safe and secure.

Investment Fair Value:

This line is an adjustment to reflect the fair market value adjustments of the Treasury investments.

Contributions-Other:

Through March we have received \$157,587 or 1,125.6% of the budget. The Sorosis Woman's Club of Orlando donated \$100,000 to re-establish the Library's mobile services and we received a \$50,000 donation from Window World to support the 2023 Summer At Your Library Program.

Internet Rebate:

Through March we have received \$-0- or 0.0% of the budget. This revenue is normally received in the last quarter of the fiscal year.

Transfer From Property Appraiser:

This account is used to record the return of prior year excess fees from the Property Appraiser's Office. The revenue varies from year to year, so the Library typically budgets conservatively for this account. Revenues are normally received in the 1st quarter of the fiscal year. In FY 2022-23 we have received \$73,918 or 295.7% of the budget.

Transfer From Tax Collector:

This account is used to record our revenue share from the Tax Collector's Office. The Library typically receives this funding in the last quarter of the fiscal year. So far in FY 2022-23 we have received \$-0- or 0.00% of the budget.

Expenses:

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$480,000 or 27.4% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.4 million for the account in FY 2022-23.

Worker's Compensation:

The Worker's Compensation Expenditures are at \$78,940 or 78.9% of budget as these payments are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$-0- or 0.0% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 47.3% of the budget, which is in line for the FY allocation.

Repairs & Maintenance/Leasehold Improvements:

The Repairs & Maintenance/Leasehold Improvements are at 60.7% of the budget, which includes the reclassification of the Windermere Project cost from Building & Improvement line.

Insurance:

The Insurance Expenditures are at 64.1% of budget, as a majority of the insurance policies renew in October and have to be pre-paid.

Property Appraiser Fees:

The expenditures in this category are at 87.3% of budget. These fees are paid quarterly in advance. The \$547,000 budget was based on FY 2021-22 estimate and the actuals vary year by year. Note, the Property Appraiser has informed us that the cost will approximately \$640,000.

Supplies Hardware Software:

The expenditures in this category are at 6.8% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$94,969. This account is for any supplies used for programming, mainly Summer At Your Library Program. This account is a sub-set of the Supplies Account. Combined expenditures are \$365,740 or 40.6% of the budget.

Building Improvements Expense:

The Library budgeted \$2,350,000 for various building improvement projects such as the North Orange Roof Replacement, Windermere Expansion, Photo Lab Enhancements and Melrose Stage as well as other major maintenance items such as HVAC replacement/repairs. The \$572,577 expended so far is primarily related to the North Orange Roof, Photo Lab Enhancement and Melrose Stage projects. (Note: The Windermere Expansion Project expenditures for FY 2021-22 and FY 2022-23 have been reclassified to Leasehold Improvements and thus no longer recorded in this category.)

OCLS Melrose Center Stage & Theatrical Lighting Project Budget

Expenditures As of 3-31-2023

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 21 Actual</u>	<u>FY 22 Actual</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 21-007</u>							
Gomez Construction	\$418,693	\$77,000	\$495,693	\$0	\$246,982	\$247,973	(\$738)
Owner Provided Materials	116,307	(50,000)	66,307	0	60,938	1,629	(\$3,740)
Other (Design, Permits, Etc.)	30,000	0	30,000	17,391	2,762	307	(\$9,540)
Contingency	65,000	(27,000)	38,000	0	0	0	(38,000)
Project Costs	\$630,000	\$0	\$630,000	\$17,391	\$310,682	\$249,909	(\$52,018)

OCLS North Orange Roof Replacement Project Budget

Expenditures As of 3-31-2023

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 21 Actual</u>	<u>FY 22 Actual</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 21-008</u>							
Sutter Roofing	\$253,224	\$0	\$253,224	\$0	\$189,474	\$21,053	(\$42,697)
Owner Provided Materials	21,776	0	21,776	0	0	0	(\$21,776)
Other (Design, Permits, Etc.)	25,000	0	25,000	16,263	5,078	0	(\$3,659)
Contingency	25,000	0	25,000	0	0	0	(25,000)
Project Costs	\$325,000	\$0	\$325,000	\$16,263	\$194,552	\$21,053	(\$93,132)

OCLS Windermere Branch Addition Project Budget

Expenditures As of 3-31-2023

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 22-001</u>					
Gomez Construction	\$753,547	\$0	\$753,547	\$330,398	(\$423,149)
Ruby Builders	44,606	0	44,606	0	(44,606)
Architectural Fees	110,000	0	110,000	14,315	(95,685)
Engineering/Surveying Costs	25,000	0	25,000	1,460	(23,540)
Owner Provided Materials	65,000	0	65,000	15,455	(49,545)
Contingency	101,847	0	101,847	0	(101,847)
Project Costs	\$1,100,000	\$0	\$1,100,000	\$361,628	(\$738,372)

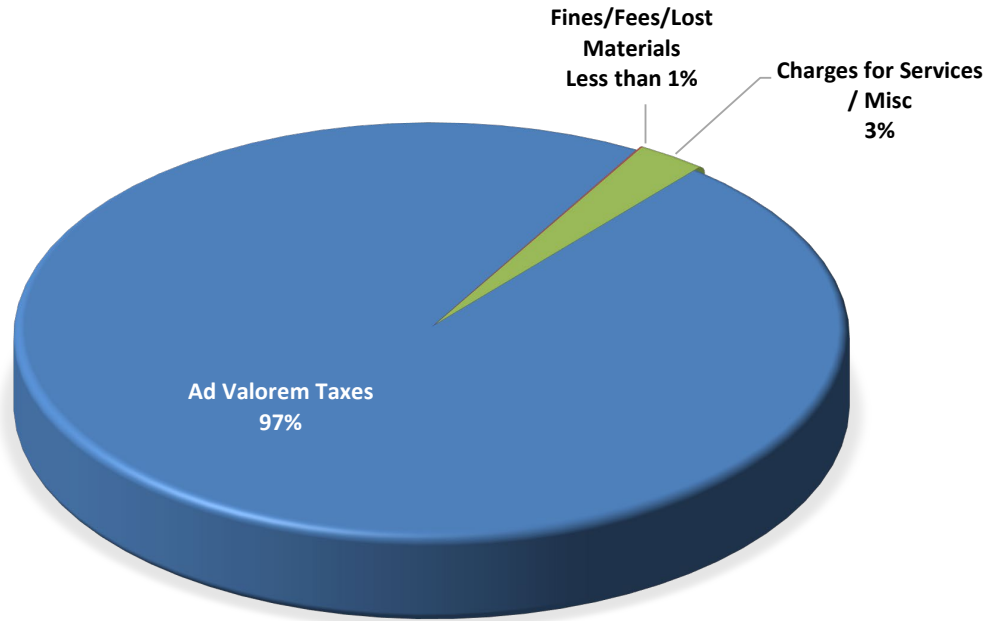
OCLS Photo Lab Enhancements Project Budget

Expenditures As of 3-31-2023

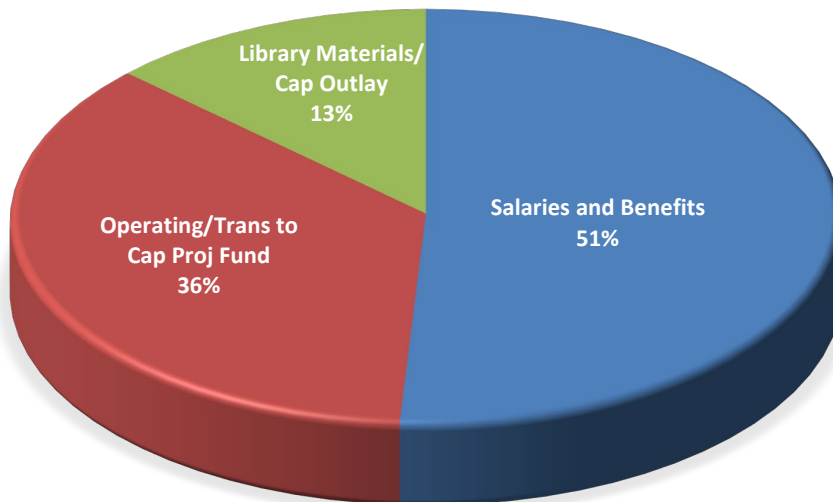
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 22-012</u>					
Johnson-Laux	\$97,959	\$2,000	\$99,959	\$99,459	(\$500)
Architectural Fees	13,000	0	13,000	2,731	(10,269)
Owner Provided Materials	5,000	(2,000)	3,000	0	(3,000)
Contingency	10,041	0	10,041	0	(10,041)
Project Costs	\$126,000	\$0	\$126,000	\$102,190	(\$23,810)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Six Months Ended March 31, 2023

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Six Months Ended March 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
AD VALOREM TAXES	60,850,000	52,719,281	86.6%
INTERGOVERNMENTAL			
State & Federal Grant	635,000	97,132	15.3%
State Aid	150,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	20,000	71,225	356.1%
PC Pass (\$10 for 7 days)	1,500	885	59.0%
PC Express (\$5 for 1 hour)	2,000	319	16.0%
Classes	3,000	580	19.3%
Meeting Rooms	30,000	21,719	72.4%
Faxes	35,000	11,464	32.8%
Scans	11,400	6,166	54.1%
Ear Buds, Jump Drives, Masks	1,600	1,495	93.5%
Bag Sales	1,500	2,069	137.9%
Library Card Replacement	7,000	1,741	24.9%
Copy & Prints	150,000	82,875	55.3%
Passport Facility & Photo Fees	12,000	13,040	108.7%
Other	500	235	47.0%
	<u>275,500</u>	<u>213,813</u>	<u>77.6%</u>
FINES, FEES & LOST MATERIALS	320,000	31,259	9.8%
MISCELLANEOUS			
Investment Earnings	125,000	778,809	623.0%
Investment Fair Value	-	5,684	-
Sales of Surplus Property	5,000	5,140	102.8%
Contributions - Friends of Library	35,000	50,568	144.5%
Contributions - Others	14,000	157,587	1125.6%
Internet Rebate	75,000	-	0.0%
Grants & Awards	25,000	12,362	49.4%
Miscellaneous	50,000	78,861	157.7%
	<u>329,000</u>	<u>1,089,011</u>	<u>331.0%</u>
TRANSFER FR PROP APPRAISER	25,000	73,918	295.7%
TRANSFER FR TAX COLLECTOR	470,000	-	0.0%
TOTAL REVENUES	<u><u>63,054,500</u></u>	<u><u>54,224,414</u></u>	<u><u>86.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Six Months Ended March 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
SALARIES & BENEFITS			
Salaries	21,866,000	9,700,054	44.4%
Medicare Taxes	310,000	138,204	44.6%
Defined Contribution Pension Plan	1,600,000	727,527	45.5%
Defined Benefit Pension Plan	1,750,000	480,000	27.4%
Money Purchase Pension Plan	1,250,000	560,056	44.8%
Life and Health Insurance (Employees)	3,775,000	1,497,444	39.7%
Retiree Health Care (OPEB)	500,000	136,386	27.3%
Worker's Compensation	100,000	78,940	78.9%
Unemployment Compensation	40,000	0	0.0%
Parking & Bus Passes	225,000	112,550	50.0%
	<u>31,416,000</u>	<u>13,431,161</u>	<u>42.8%</u>
OPERATING			
Professional Services	280,000	162,598	58.1%
Other Contractual Services	2,005,000	731,980	36.5%
Other Contract. Serv.- Janitorial	400,500	195,905	48.9%
Training and Travel	90,000	26,180	29.1%
Telecommunication	255,000	94,636	37.1%
Delivery and Postage	1,347,000	637,712	47.3%
Utilities	960,000	394,258	41.1%
Rentals and Leases	1,295,000	693,680	53.6%
Insurance	600,000	384,358	64.1%
Repairs and Maintenance/Leasehold Improvements	1,587,000	963,910	60.7%
IT Subscriptions/Maintenance Contracts	1,522,000	696,694	45.8%
Copying/Printing	341,000	113,615	33.3%
Promotional Activities	425,000	178,119	41.9%
Property Appraiser's Fee	547,000	477,616	87.3%
Tax Collector's Fee	1,215,000	1,054,432	86.8%
Supplies	900,000	270,771	30.1%
Supplies-Hardware/Software	600,000	40,767	6.8%
Supplies-Programming	-	94,969	-
Memberships	15,000	8,285	55.2%
	<u>14,384,500</u>	<u>7,220,485</u>	<u>50.2%</u>
CAPITAL OUTLAY			
Building and Improvements	2,350,000	572,577	24.4%
Equipment and Furniture	350,000	70,832	20.2%
Hardware/Software	1,225,000	160,050	13.1%
	<u>3,925,000</u>	<u>803,459</u>	<u>20.5%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	1,310	9.4%
Materials - Other	4,600,000	2,760,132	60.0%
	<u>4,614,000</u>	<u>2,761,442</u>	<u>59.8%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,000,000	2,000,000	50.0%
TRANSFER TO SINKING/EARR FUND	500,000	250,000	50.0%
TOTAL EXPENDITURES	<u>58,839,500</u>	<u>26,466,547</u>	<u>45.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Six Months Ended March 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
REVENUES			
Investment Earnings	58,000	504,303	869.5%
Investment Fair Value	-	6,450	-
Transfer from Operating Fund	4,000,000	2,000,000	50.0%
Reserves	27,170,000	-	0.0%
TOTAL REVENUES	31,228,000	2,510,753	8.0%
EXPENDITURES			
New Branch	6,145,000	94,974	1.5%
Reserves	25,083,000	2,415,779	9.6%
TOTAL EXPENDITURES	31,228,000	2,510,753	8.0%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Six Months Ended March 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
REVENUES			
Investment Earnings	10,000	67,729	677.3%
Investment Fair Value	-	866	-
Transfer from Operating Fund	500,000	250,000	50.0%
Reserves	3,520,000	-	0.0%
TOTAL REVENUES	4,030,000	318,595	7.9%
EXPENDITURES			
Reserves-Building and Improvements	2,530,000	200,011	7.9%
Reserves - Horizon West Contract	1,000,000	79,056	7.9%
Reserves - Technology	500,000	39,528	7.9%
TOTAL EXPENDITURES	4,030,000	318,595	7.9%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Six Months Ended March 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
REVENUES			
Investment Earnings	20,000	13,466	67.3%
Investment Fair Value	-	105,223	-
Reserves	1,448,000	-	0.0%
TOTAL REVENUES	1,468,000	118,689	8.1%
EXPENDITURES			
Equipment	125,000	2,030	1.6%
Reserves	1,343,000	116,659	8.7%
TOTAL EXPENDITURES	1,468,000	118,689	8.1%

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
March 31, 2023**

ASSETS

Cash on Hand	20,188
Equity in Pooled Cash	8,664,808
Equity in Pooled Investments	49,342,121
Accounts Receivable	1,284
Inventory	132,454
Prepays	192,901
Other Assets - Deposits	<u>8,440</u>
TOTAL ASSETS	<u><u>58,362,196</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
March 31, 2023**

LIABILITIES

Accounts Payable	312,038
Retainage Payable	26,416
Accrued Wages Payable	346,249
Accrued Sales Tax	740
Accrued Fax Tax	97
Due To Friends of the Library	1,808
Employee Payroll Deductions:	
Dental Insurance	2,406
Vision Plan	(5)
Weight Watchers	516
Staff Association	15,886
TOTAL LIABILITIES	706,151

FUND BALANCE

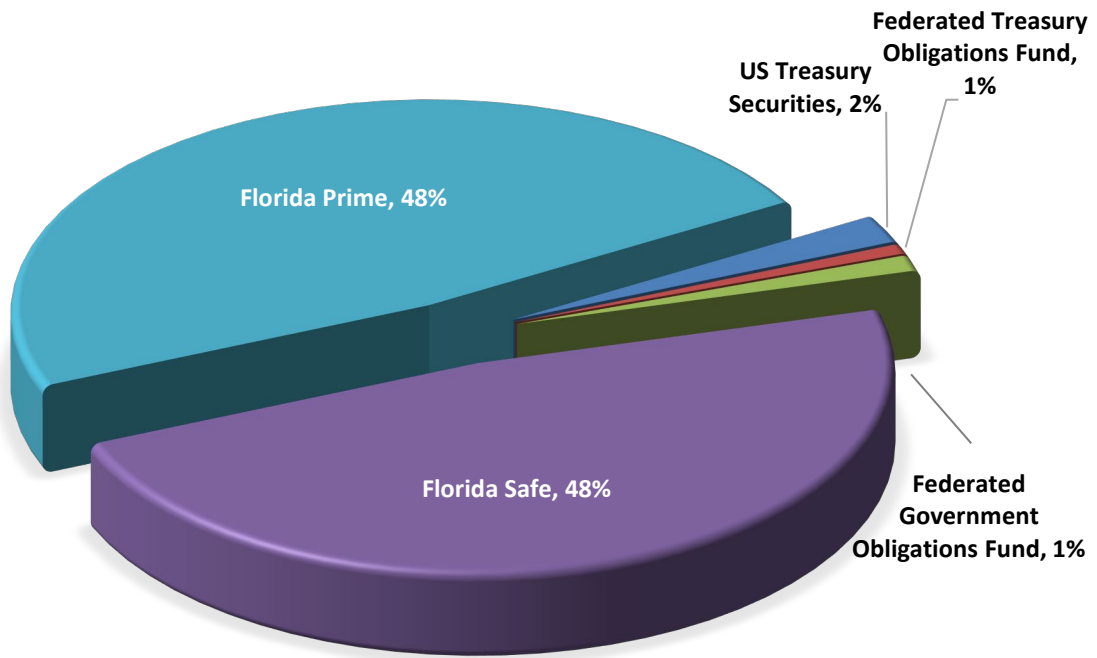
Nonspendable:	
Inventory	132,454
Prepaid Items and Deposits	201,341
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Strategic Plan	4,000,000
Unassigned	24,598,038
Current Year Expenditures over Revenue	27,757,867
TOTAL FUND BALANCE	57,656,045
TOTAL LIABILITIES & FUND BALANCE	58,362,196

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
March 31, 2023**

	BALANCE 02/28/23	RECEIPTS	DISBURSE	BALANCE 03/31/23
OPERATING				
Equity in Pooled Cash	3,720,317	9,877,031	4,932,540	8,664,808
Equity in Pooled Investments	53,557,891	159,230	4,375,000	49,342,121
	57,278,208	10,036,261	9,307,540	58,006,929
CAPITAL PROJECTS				
Equity in Pooled Investments	31,952,026	447,130	-	32,399,156
SINKING				
Equity in Pooled Investments	4,284,104	56,930	-	4,341,034
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,229,362	287,043	259,029	2,257,376
Claims Payment Checking Account	73,000	188,915	188,915	73,000
Equity in Pooled Investments	4,391,963	15,724	-	4,407,687
	6,694,325	491,682	447,944	6,738,063

**ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
March 31, 2023**

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
US TREASURY SECURITIES	1,957,266
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	695,185
Federated Government Obligations Fund	1,117,500
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	43,302,997
Florida Prime (SBA)	43,417,050
TOTAL	90,489,998

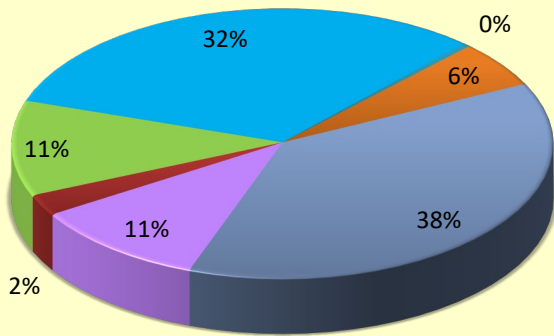


**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

Dashboard: March 2023

Monthly Report for March 2023

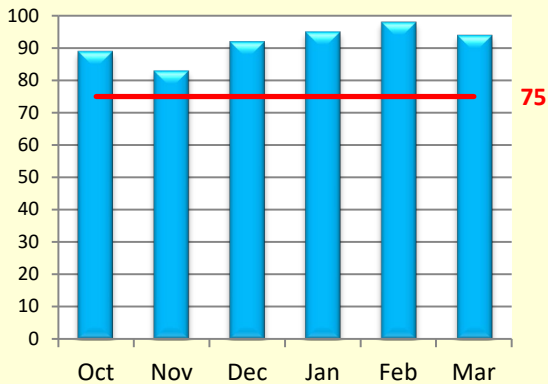
Contacts



■ Door count ■ MAYL Packages ■ External Web Visits ■ Catalog Searches ■ Questline Calls ■ Social Media ■ Electronic Contacts

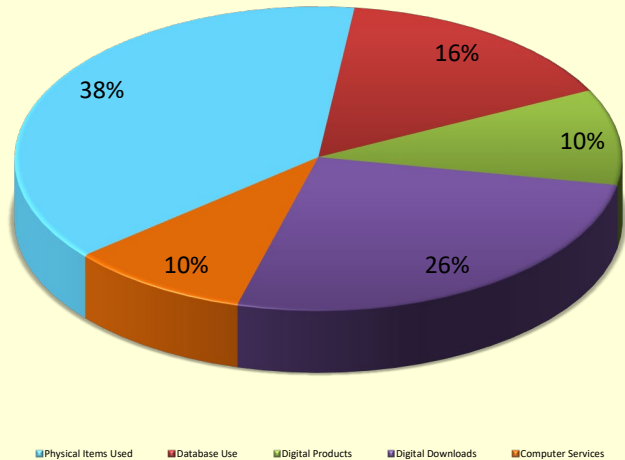
	2023	2022	% change
Door count	137,975	107,667	28.15%
MAYL Packages	33,009	35,103	-5.97%
External Web Visits	149,267	145,752	2.41%
Catalog Searches	416,841	378,552	10.11%
Questline Calls	5,586	5,481	1.92%
Social Media	73,153	66,671	9.72%
Electronic Contacts	493,945	451,233	9.47%
TOTAL	1,309,776	1,190,459	10.02%

Net Promoter Score



Resources Accessed

	2023	2022	% Change
Physical Items Used	360,878	280,144	28.82%
Database Use	149,846	159,745	-6.20%
Digital Products	97,063	79,889	21.50%
Digital Downloads	249,850	218,749	14.22%
Computer Services	91,196	36,748	148.17%
TOTAL	948,833	775,275	22.39%

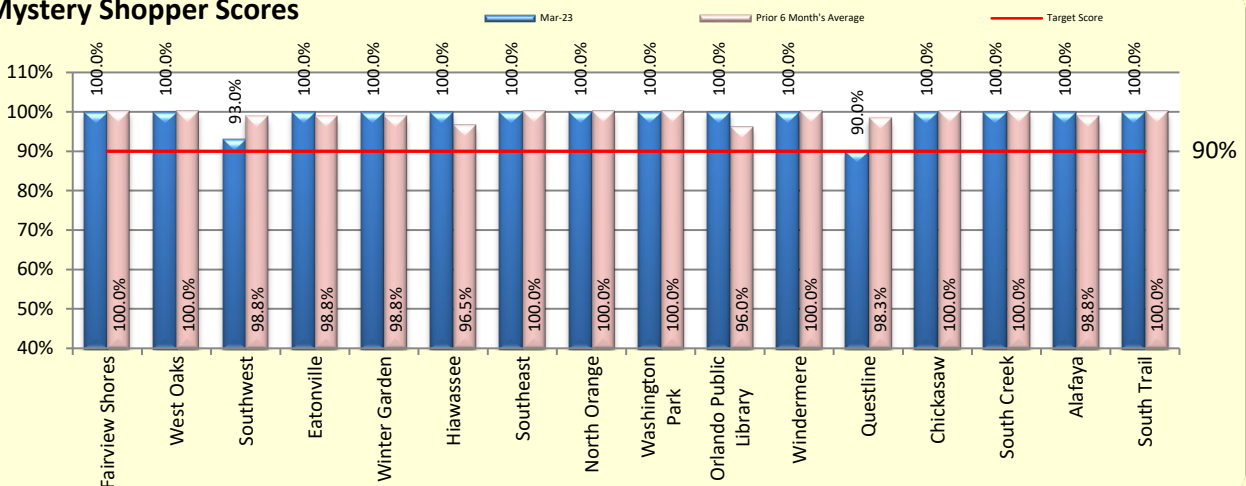


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2023	2022	% Change
Active Cards	330,483	338,385	-2.34%
New Registrations	4,660	3,515	32.57%
VLC Registrations	254,050	220,408	15.26%
Transactions	78,833	65,724	19.95%

Mystery Shopper Scores



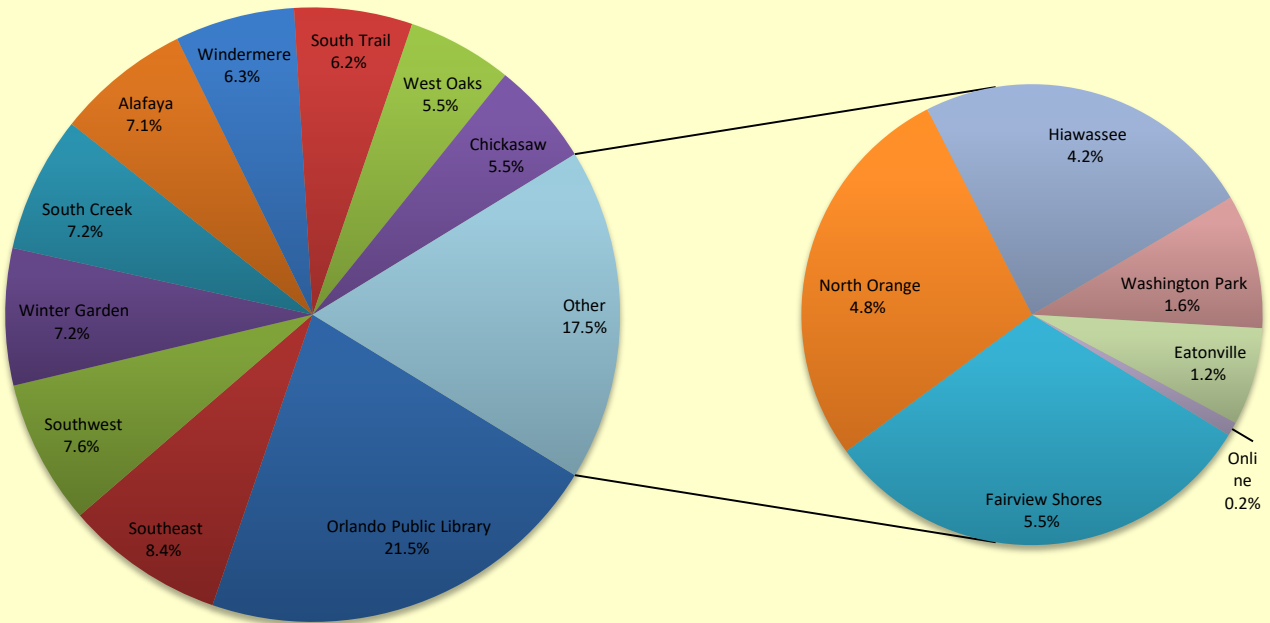
Physical item circulation for March 2023 was 360,878 including renewals. Checkouts for easy books were 28.10% or 42,217 items, juvenile fiction, juvenile non-fiction, and young adult totaled 23.1% or 34,621 items, and adult fiction, non-fiction, and large print combined for 21.8% or 32,665 items. DVDs equaled 11% with 16,670 items circulated.

The March 2023 digital checkouts were 249,850 which is an average of 8,060 per day. This was a record-setting month for usage as the previous record was 246,749 in January 2023. For comparison, in March 2022 digital checkouts were 14% lower at 218,760 averaging 7,057 per day.

There were 149,267 visits to www.ocls.info last month. Mobile devices accounted for 55%, or 82,084 visits, while desktops had the remaining 45%, or 67,183 visits.

The book drop returns for March 2023 were 2,696 from Lake Nona and 2,757 items from Horizon West.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	7,064	4,903	44.1%	1,229	669	83.7%
Southeast	2,763	2,290	20.7%	466	206	126.2%
Southwest	2,740	1,062	158.0%	194	93	108.6%
Winter Garden	2,703	2,080	30.0%	69	113	-38.9%
South Creek	2,612	1,455	79.5%	150	78	92.3%
Alafaya	2,438	2,112	15.4%	288	26	1007.7%
Windermere	2,323	1,596	45.6%	100	85	17.6%
South Trail	2,159	1,924	12.2%	235	154	52.6%
West Oaks	2,033	1,238	64.2%	96	144	-33.3%
Chickasaw	1,947	692	181.4%	162	149	8.7%
Fairview Shores	1,789	746	139.8%	310	111	179.3%
North Orange	1,734	1,617	7.2%	125	52	140.4%
Hiwassee	1,369	274	399.6%	249	91	173.6%
Washington Park	550	278	97.8%	85	124	-31.5%
Eatonville	445	595	-25.2%	16	41	-61.0%
Online	-	-	0.0%	65	165	-60.6%
TOTAL	34,669	22,862	51.6%	3,839	2,301	66.8%

In March 2023, we offered 1,265 Events with an attendance of 33,004. Last year, the Library offered 1,002 events with an attendance of 20,995.

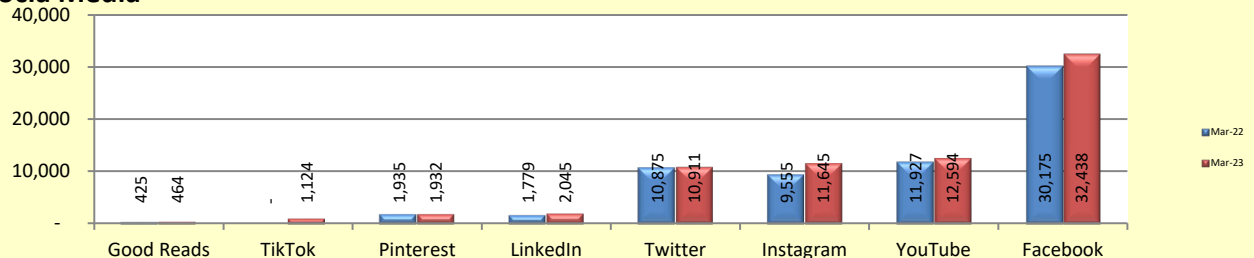
On 23 March, 682 attendees learned how to bake a simple sugar cookie recipe during "Cuisine Corner Junior: Lemon Shortbread Cookies," which was streamed online through Instagram and TikTok. Throughout the month of March, the Events and Programs department hosted "Music in the Library: West African Kora," which featured musician Sean Gaskell who played traditional and original compositions on an ancient 21-stringed harp from West Africa. It was offered at the Orlando Public Library and the Chickasaw branch, with a total attendance of 98. On 13 March, 82 attendees went bananas for the high-energy musical duo, BenAnna Band, who performed inclusive music for all ages, abilities, and identities at the Alafaya Branch. On 5 March, the Orlando Public Library hosted "In Concert with Sonny & Perley," who performed interpretations of Jazz, Great American Songbook, International Cabaret, and Bossa Nova with a salute to female composers for 68 attendees. On 8 March, 63 attendees used their imaginations to build during LEGO® Club at the Southwest Branch.

In March 2023, we offered 1,186 Classes with an attendance of 3,839. Last year we offered 1,056 Classes with an attendance of 2,301. Also last month, we presented 43 Offsite Events reaching 1,980 people and attended 18 Community Events reaching 1,665 people.

Events/Class Attendance

	2023	2022	% Change
Community Events	1,665	1,867	-10.82%
Events - Adult	13,892	8,620	61.16%
Events - Teen	541	265	104.15%
Events - Children	18,571	12,110	53.35%
Technology Classes	3,839	2,301	66.84%
TOTAL	38,508	25,163	53.03%

Socia Media



Social media statistics for March 2023 saw a 9.72% increase in growth.

In March, we continued with episode two of our "[Recipes Bookmarked in Library Books](#)" series where we pull random cookbooks from the collection that have ribbon bookmarks and highlight the recipes previous borrowers left off on. It's a great way to interact with these books as we're showing a wide array of cooking styles and viewers are able to be inspired by recipes that other customers may have enjoyed. (3,259 views across three OCLS several platforms)

In celebration of the library's 100th birthday, [OCLS joined in on a trend on TikTok and Instagram](#). The prompt was to, "film something cool to get people excited for the library's 100th birthday" and featured the outside of the Orlando Public Library where we used a filter of the famous internet cat Maxwell. It's genuinely absurd to try and explain, but it did get everyone excited as it has a combined 12,181 views, was shared 171 times, has 1,276 likes and we saw increased traffic to the 100 year landing page through our LinkTree. Jessica Bryce Young Editor-in-Chief at Orlando Weekly even commented on the post saying, "You understood the assignment."

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

Action Item: None

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

Information

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

**Director's Goals – FY 2023
2nd Quarter Update**

DIRECTORS GOALS FY 2022-2023 – 2nd Quarter Update

MISSION and STRATEGIC PLANNING

Defines the mission of the Library System and communicates concepts and objectives to the Board of Trustees. Plans long and short-term strategies, programs, and systems for implementation and communication to staff and the public and directs and motivates the efforts of immediate staff to ensure that activities are targeted toward the realization and fulfillment of the established mission.

Notable Performance:

1st Quarter

- FY2022-2023 strategic plan updated.
- Identified a project to develop a new short and long-term strategic plan. This project might also include a new mission, vision, and values statements.

2nd Quarter

- FY2022-2023 strategic plan updated.
- The Strategic Plan Project continues to move forward. CPO Lynette Schimpf is leading this effort and based on an initial estimate from a consultant, is writing a Request for Proposal that will go out for solicitation within the next 45 days.

PUBLIC RELATIONS, FUNDRAISING, and LIBRARY PERSPECTIVE

Plans and implements public relations activities to ensure that the Library, its services, and its mission are effectively represented to the public. Represents and directs representation of librarianship and the Library System to the public through media communications, appearances at selected events, speaking engagements, membership and participation in community service, civic and professional organizations and other similar activities. Develops and directs fundraising activities that support the Library mission and strategic goals. Maintains current awareness of library science and emerging issues affecting libraries and public access to information, including related perspectives, pending legislation, as well as the public's perception of libraries and their roles. Participates and develops an active presence in the Florida Library Association, American Library Association, and subsidiary or affiliated organizations to represent the System and influence others engaged in or interested in matters affecting libraries.

Notable Performance:

1st Quarter

- Staff finalized preparation for the 100 Year Celebration Kick-off scheduled for January 7, 2023.
- Participated with MPR staff in meeting with Sorosis of Orland Women's Club to propose mobile services to which the group donated \$100,000 to implement book bikes and start the fund for a bookmobile.

- Planning to participate with OCPS Superintendent Dr. Maria Vasquez in “Mondays with Maria.”
- Attended the Florida Public Library Directors Conference in December 2022 with COO Stone.
- An initial discussion about creating a foundation took place but no actionable items were established.

2nd Quarter

- Participated in [video segment](#) a with OCPS Superintendent Dr. Maria Vazquez on the OCPS Slice: Mondays With Maria on February 9, 2023.
- Erin Sullivan, Chief of Marketing and Public Relations, Mike Donohue, Friends of the Library member, and I actively participated in Library Legislative Day in Tallahassee on March 22, 2023. We spoke with nine State representatives and left information for three others that have representation from parts of the Library District.
- The new OCLS organizational chart includes the creation of a Development Department within the Marketing and Public Relations Department. The initial goal is that they would oversee the Friends of the Library, evaluate OCLS fund-raising, and investigate the formation of an OCLS Foundation.

STEWARD OF COLLECTION

Establishes the overall goals for the selection, control, dissemination, management, and maintenance of the Library's collection and directs the accumulation, arrangement, and disposition of materials. Ensures that the Library's practices and technology are sufficient and effective in maintaining Resource Library designation status and funding.

Notable Performance:

1st Quarter

- The library's current Materials Management Policy is under staff review.
- The Executive Edge Team identified barriers to services and implement solutions to lower or remove those barriers. This included the stoppage and removal of overdue fines at the October 13, 2022 meeting. They are currently planning a presentation for the Board to summarize the project.
- A Library of Things Committee was formed to expand loanable resources.

2nd Quarter

- The Executive Edge Team provided a Removing Barriers update at the March 9, 2023 Board meeting.
- The Library of Things Committee is finalizing the list of items they would like to include. The next steps are to work with Technical Services to get the items cataloged and start acquiring them.

- OCLS continues to maintain one of the largest and most robust digital collections in Florida as evidenced by daily loans in March 2023 that averaged 8,060 per day.
- Since removing overdue fines in October 2022, almost 12,000 customers with newly restored accounts have started using the Library again. During that same timeframe, almost \$200,000 worth of materials has been returned to the library.

STEWARD OF CAPITAL RESOURCES

Manages the Library's capital resources. Ensures the appropriate construction, renovation, maintenance, location, and utilization of the Library's physical facilities and equipment.

Notable Performance:

1st Quarter

- Attended the Lake Nona Design Kick-off hosted by the City of Orlando staff.
- Participated in Horizon West meetings to finalize a site plan agreeable to Orange County Parks & Recreation.
- The Melrose Stage Project was completed in December 2022 for use in January 2023.
- The Windermere Addition Project construction started in December 2022.
- The North Orange Roof Replacement was completed in December 2022.

2nd Quarter

- Active participation in the Horizon West Branch Project. The project is 30% of the way through the design phase and initial rough order of magnitude budgets have it within the library's projected budget.
- Attended the Horizon West Community meeting on March 27, 2023. This meeting has generated a lot of talk in the Horizon West community and amongst staff.
- The Windermere Addition Project is on schedule to finish in May 2023 and is within budget.
- Participated in initial budget discussions to outline the Library's five-year Capital Improvements Plan.
- An e-assist book bike order was placed in March 2023 and we hope to have it up and running for summertime events.

TECHNOLOGY DEVELOPMENT

Maintains current awareness of technological and managerial advances relating to library services. Develops and implements systems to update and enhance library services to the public through the utilization of technological innovations.

Notable Performance:

1st Quarter

- Library staff continues to work through the implementation of Patron Point, a customer engagement platform.
- OCLS staff worked through the details to offer Wi-Fi hotspots to customers starting in January 2023.

2nd Quarter

- The Library's new IT Manager, Thomas Beaver, is revamping the processes and workflows regarding how OCLS specifies, orders, and receives hundreds of public computers and staff devices. Included in this year's budget are new classroom computers that are currently being tested for performance and functionality.
- The Wi-Fi hotspots are popular with customers and over 480 of them have been checked out. They truly are impacting customers on a very personal level.

FISCAL RESPONSIBILITY & STEWARDSHIP

Manages the Library's financial resources. Examines system-wide and Division budget proposals, capital funding plans, and any related millage adjustment proposals and ensures compliance with fiscal, operating, reserve, and growth objectives. Presents or directs the presentation of budgetary issues to the Board of Trustees and responds to related inquiries. Ensures proper accounting, reporting, and auditing of the Library's financial systems and records. Presents and interprets financial statements and other financial reports to the Board of Trustees and other regulatory agencies or organizations and responds to related inquiries. Ensures that all elements of the Library's operations are in compliance with the Board of Trustees, Governing Body, State, Federal, and Local regulations, legal requirements, and mandates.

Notable Performance:

1st Quarter

- The library's audit is underway with plans to be completed well within the required deadlines.
- The Finance Team was awarded a Certificate of Achievement in Financial Reporting from the Government Finance Officers Association for their FY 2020-2021 Annual Comprehensive Financial Report. It is the 19th consecutive year OCLS has received the award.
- Identified a project to create a new "Budget Presentation" for utilization during the FY2023-2024 budget cycle. This presentation will be given to the library's board by me starting in 2023.

2nd Quarter

- The library's audit was completed well within the required deadlines.
- Currently working through a project with Chief Financial Officer Kris Shoemaker and Chief of Marketing and Public Relations Erin Sullivan to revamp and create consistency

across the Library's Annual Report, Budget Book, and Budget Presentation. These documents will be completed for the upcoming FY2023-2024 budget cycle.

- Participating in initial discussions with the Administrative Team regarding the FY2023-2024 budget. The conversations are moving to the forefront due to staffing needs based on the Library's new organizational chart.

EMPLOYMENT and STAFFING

Defines, develops, and modifies the staffing structure of the Library System including all divisions of responsibility and levels of authority. Ensures that human resource systems including policies, practices, employment, employee relations, compensation, and benefits programs are in compliance with regulatory requirements and meet sufficient competitive standards to attract and retain qualified staff. Interviews, hires, and trains immediate staff and reviews and authorizes the hiring of other Library staff. Establishes objectives and assignments, reviews and explains work, monitors work quality, and assists to resolve operating problems. Explains and enforces Library rules and regulations, interprets and clarifies policy, and maintains harmonious employee relations. Establishes standards of performance, appraises performance, and authorizes changes in employee status. Monitors and authorizes staffing plans and operating policies and procedures as appropriate within the organizational structure.

Notable Performance:

1st Quarter

- Identified a project to review the library's current performance evaluation process.
- Started a project to review the library's compensation plan. This project will include a review of all job descriptions.
- Started a project to review the library's organizational chart.
- The following new positions were created to meet current business needs: Branch Outreach Specialist, Chief Project Officer, DEIA Specialist, IT Support Lead Computer Equipment Technician, Melrose Center Computer Equipment Technician, Melrose Center Customer Service Lead, and Melrose Center Development & Implementation Manager.

2nd Quarter

- Finalized a new organizational chart. Although just outside of the second quarter, the new structure was rolled out at an all-managers meeting on April 5, 2023. The changes to the organizational structure were based on these goals:
 - Increase the effectiveness and efficiency of delivering library services.
 - Improve departmental lines of communication internally (within a division) and externally (across the organization).

- Address and plan for potential growing pains with new departments and branches.
 - Create new opportunities for upward mobility.
 - Solve some existing challenges that have been shared by library staff and management.
- The current budget allocated hiring one DEIA Specialist but after two strong internal candidates presented themselves, the hiring committee decided to transfer them both to the position. They will transition to their new roles on April 9, 2023.
 - The newest position created is the Data & User Services Manager which will head up a new Data & User Services Department.

TRAINING

Establish standards and goals for staff training related to professional, technical, and managerial concepts and job requirements. Authorizes implementation plans, related policies, and specific programs and monitors results. Establishes management systems and professional precepts and directs the implementation of related programs.

Notable Performance:

1st Quarter

- We held our annual Staff Day virtually on November 16-18, 2022.
- Identified a project to evaluate professional development needs.

2nd Quarter

- SumTotal, the Library's learning management software for staff, is in the midst of beta testing and user acceptability testing, with a planned end date of Sunday, April 16. The new system comes with an extensive catalog, a more user-friendly interface, an improved search function, engagement tools (badges and leaderboards), tools for managers, and back end/administration process for the Training Department. The new system will also allow for room to grow with competencies and career pathways. The tentative go-live date for the upgraded version is in May 2023.

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

**Strategic Plan – FY 2023
2nd Quarter Update**

Orange County Library System

Strategic Plan FY 2023

2nd Quarter Update

Improve the Customer Experience, establishing OCLS as a friendly, welcoming and community centric service.

Increase awareness of OCLS and what is offered

Deliver experiences that offer opportunities to help the community learn and grow

A. Kindergarten preparedness

1. Evaluate the needs for hands-on interactive space for parent, caregiver and child

Progress	Champion	Updated
We continue to work on forming a committee to evaluate this need.	Sara Gonzalez	3.23

We are forming a committee to explore this and get community input.

Lynette Schimpf

12.22

2. Expand and update the on-demand recordings for Kindergarten preparedness

Progress	Champion	Updated
This quarter, Noraliz Orengo, Youth Programs Specialist, partnered with Cassie Shivers, IT Design and Development Manager, to prepare the content necessary for the registration process. She drafted the fields for the information necessary for the registration form and the language desired for the follow-up email to caregivers. Youth Services Clerk Emily G. and Intern Delaney B. worked on creating craft examples to provide a visual of the activities caregivers will be doing with their children at home during the series.	Sara Gonzalez	3.23

Noraliz Orengo, Youth Programs Specialist, met with her managers, Natalie Houston, Youth Services manager, and Matt Blood, Youth Services Assistant Manager, to discuss potential ways to promote and offer the Countdown to Kindergarten six-week series. The series consists of six videos that promote the five early literacy practices of reading, writing, singing, talking, and playing.

Caregivers will finish with helpful tips and resources to continue to prepare their child for success. In search of the right platform, we spoke with Cassie Shivers, IT Design & Development manager. We decided to use MailChimp, a marketing automation platform, to collect registration information of interested customers and share the content. Noraliz compiled the requested information for the form and registration confirmation language and shared it with Cassie's teams for development.

Lynette Schimpf

12.22

B. Early and family learning

1. Offer staff training to understand child development and family engagement

Progress	Champion	Updated
<p>In the second quarter, Natasha Rosa, Youth Program Specialist, met with the Youth Services Outreach Coordinator Caitlin Hill and Youth Services Reference Clerk Emily Gingras to discuss the proposal for an internal training newsletter. A poll was created to inquire about interest in an internal childhood development and family engagement newsletter. 48 staff participated with feedback on what they would like to see in these newsletters and expressed interest in this method of staff training. Natasha Rosa, Youth Program Specialist, and Emily Gingras, Youth Services Reference Clerk, decided on a general outline for the first two months' newsletters, submitting the draft to Design and development to create the internal newsletter template. The template will include general information on a monthly theme, examples of creating engagement in the library, tips on creating a learning environment, and asking staff to share how they have created it. This will also include articles and video training content.</p>	<p>Sara Gonzalez</p>	<p>3.23</p>
<p>In this first quarter, Natasha Rosa, Youth Programs Specialist, met with her managers, Natalie Houston, Youth Services manager, and Matt Blood, Youth Services Assistant Manager, to discuss potential ways to offer staff training to understand child development and family engagement. Staff training will increase confidence in their knowledge and expose literacy and developmental practices to caregivers for their lifelong readers. Emily Gingras, Youth Services Reference Clerk, and Caitlin Hill, Youth Program Specialist, have set up a meeting to discuss sharing continuous training opportunities outside the library and informing staff through teams with child development articles. We plan to provide staff training on overall child development and the library's role in child development. As well as exploring different child development resources staff can use to plan and execute programming.</p>	<p>Lynette Schimpf</p>	<p>12.22</p>
<p>2. Explore ways to incorporate new media into services and programs for families and children</p>		
Progress	Champion	Updated
<p>On February 23, 2023, Youth Program Specialists, Youth Programs Coordinator, and Digital Marketing Specialists hosted a live stream on four platforms, Facebook, Youtube, Instagram, and TikTok, titled "Cuisine Corner Junior: Charcuterie Board." This is the library's second TikTok Broadcast, and TikTok alone received 858 views. Together all platforms received 953 views, a record-breaking number! The library plans to host another Livestream program on all platforms on March 23, 2023, at 4 p.m. this program will be titled "Cuisine Corner Junior: Lemon Shortbread Cookies" with the Youth Services University of Central Florida Intern.</p>	<p>Sara Gonzalez</p>	<p>3.23</p>

Progress	Champion	Updated
<p>The Youth Programs Coordinator met with Digital Marketing Specialist and Videographer on Tuesday, November 29, 2022, to discuss current and new platforms for media. Currently, the library hosts live streams on YouTube, Facebook, and Instagram for families and children. To explore a new media platform for families and children, the Youth Programs Coordinator and Digital Marketing Specialist internally scheduled the library's first TikTok Broadcast titled "Cuisine Corner Junior - Broccoli Cheddar Soup" for Thursday, January 26, 2023, at 4 p.m. The Youth Programs Coordinator met with all 12 Youth Program Specialists to brainstorm ideas to engage with patrons through the platform TikTok for 1-minute videos. On Tuesday, December 6, 2022, the Youth Services Manager invited the organization "Mizzen by Mott" to demonstrate virtual and in-person programming resources. This media could allow all Youth Program Specialists to create new programs for families and children using high-quality content produced by educators.</p>	Lynette Schimpf	12.22

C. Provide experiences to enhance life skills

1. Expand historical and cultural offerings

Progress	Champion	Updated
<p>Throughout the second quarter, OCLS offered events that celebrated the history of the Library and Orange County:</p> <ul style="list-style-type: none"> • Music in the Library: Z Street Speakeasy Band • The Library celebrated its 100th Year Anniversary with the Z Street Speakeasy Band, and Immersive musical performance inspired by the roaring 20s. • Past and Present: Historic Orlando • Author Elizabeth Randall provided a history of Orlando's historic structures and landmarks, and photographer Bob Randall presented the challenges of replicating historic photography. • A Decade in Film Series • The Orlando Public Library kicked off a year-long series that celebrates a different decade of cinematography each month, beginning with the 1920s in January, 1930s in February, and 1940s in March. • Gardens of the Gilded Age • Customers experienced a virtual tour that transported them to the Gilded Age, an era famous for its ornate mansions and grand gardens built by the Roosevelts, Vanderbilts and Carnegies. <p>•</p> <ul style="list-style-type: none"> • OCLS also hosted events that focused on expanding cultural offerings: <ul style="list-style-type: none"> • Chinese New Year Celebration 	Leasha Tavernier	3.23

- Attendees explored a wide range of traditions with The Chinese School of CAACF.
- **DIY Chinese New Year Couplet Workshop**
- Attendees learned basic Chinese calligraphy and created a pair of Chinese couplets often used for decorations during Chinese New Year.
- **Music in the Library: West African Kora**
- Musician, Sean Gaskell performed traditional and original compositions on the kora, an ancient 21-stringed harp from West Africa.

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In February, OCLS offered events that celebrated Black History Month:

- **African American Read-In**
The Orlando Public Library celebrated African American literature in poetry, story, and song, performed by local luminaries in conjunction with the 33rd Annual National African American Read-In.
- **Rock the Wrap: Headwrap Styling Workshop**
This educational and interactive experience provided step-by-step instructions on headwrap styling techniques, along with the significance and history of head wrapping.
- **How to Dutch/French Braid**
Shauna Hart, Owner of Glamour Kids Braids & Multicultural Hair-Braiding Training Center, taught attendees the art of Dutch/French braiding with accessories.
- **Music in the Library: Wassalou**
The Afropop band, Wassalou, performed at the Orlando Public Library, where they blended music, colorful traditional costuming, and dance straight out of Africa.
- **Music in the Library: Don Black**
Saxophonist Don Black performed blues, jazz, and pop pieces that celebrate the poetic, rhythmic, and soulful elements of these musical genres.
- **Debunking Myths of Healthy Food in Southern Cuisine**
KeyVion Miller, Registered Dietician Nutritionist, discussed healthy options for traditional cultural dishes.
- **Cuisine Corner: Soup Joumou (Haitian Pumpkin Soup)**
Chef Ingrid Alliance of "Pinch of my Cuisine" shared her recipe for Soup Joumou: A squash-based soup traditionally prepared for Haitian Independence Day.

In March, OCLS offered events that celebrated Women's History Month:

- **In Concert with Sony & Perley**
Musicians, Sony & Perley performed interpretations of Jazz, Great American Songbook, International Cabaret, and Bossa Nova with a Salute to Female Composers.

Progress	Champion	Updated
<p>The Alafaya Branch began hosting Arabic Storytime once a month during this quarter. Attendees learned basic words in Arabic and made crafts together.</p> <p>In February, the Eatonville Branch graced its walls with “Woven Stories of Resistance” - a quilt exhibition inspired by youth’s views of social justice in America. 130 attendees visited the library for a reception and panel discussion to learn about the historical retrospective of quilting within the African American community with Links Incorporated and Charmettes Club of Orlando. Sponsored by Delta Omicron Omega Chapter of Alpha Kappa Alpha Sorority, Inc.</p> <p>All OCLS locations had events and/or displays celebrating, Martin Luther King’s Birthday, Black History Month, Women’s History Month, and the Library’s 100th Anniversary.</p>		
<p>In September and October, OCLS offered a variety of events that celebrated Hispanic Heritage Month:</p> <ul style="list-style-type: none"> • Celebrate with Dance Library customers enjoyed a lively performance of Flamenco dances from Spain with the <i>Alboreá Dances Company</i>. • Mexican Danza The Orlando Public Library celebrated Mexican art and culture through a folkloric dance performance full of colorful costumes and traditional Mexican music. • Music in the Library: El Mariachi Show Attendees experienced the rich musical traditions of various Latin countries performed by the musical quartet El Mariachi. • Genealogy for Hispanic Heritage Month The West Oaks genealogists presented “Global Genealogy: Mexico” and “Researching Your Hispanic Ancestors.” Staff also presented “Genealogia 101,” a basics genealogy class presented in Spanish. 	Danielle King	12.22
<p>In November, Native American Heritage Month was highlighted:</p> <ul style="list-style-type: none"> • Author Talk with Nicole Eustace Attendees explored a moderated conversation about American History with Pulitzer Prize-winning historian Nicole Eustace as she discussed her award-winning book <i>Covered With Night: A Story of Murder and Indigenous Justice in Early America</i>. • Native American Heritage Month 2022 Challenge for Adults - Beanstack Challenge Customers celebrated the rich cultural traditions, histories, and contributions of Indigenous peoples in North America through literature, submitting book reviews, and earning digital badges in Beanstack. 		

- **DNA for Native American Genealogy Study Group**

The West Oaks genealogist presented a four-week program that went over topics using the book of the same title as the study guide written by Roberta Este.

The South Creek Branch hosted “Indigenous Tales,” “Teen Art Adventure: Native American Weaving,” “ArtMazing: Native American Heritage Month,” and the take home craft “Animal Hide Art” to celebrate Native American Heritage. The Hiawassee Branch offered a Native Stick craft as their make and take kit in November.

In December, a variety of historical and culturally focused events were offered:

- **AAHC Scholastic Award Ceremony**

The Orlando Public Library hosted the Asian American Heritage Council's Scholastic Award Ceremony, which recognized local Asian-American students for their excellence in academia, community service, and preservation of culture and language.

- **Exploring Victorian Holiday Traditions**

Library customers explored how many common holiday traditions, such as decorative trees and cards, have roots in the Victorian Era.

- **Author Talk with Kate Quinn**

Customers joined historical fiction writer Kate Quinn as she discussed her newest release, *The Diamond Eye*, based on the true accounts of a World War II female Eukranian sniper.

- **Author Talk with Lisa Napoli**

Acclaimed writer, journalist, broadcaster, and speaker Lisa Napoli discussed her latest book, *Susan, Linda, Nina & Cokie: The Extraordinary Story of the Founding Mothers of NPR*, and their contributions to journalism.

- **Multicultural Hair Styling 100**

Participants learned how to braid and twist natural hair at the South Trail Branch.

During the quarter, Hiawassee staff presented four interactive virtual classes: “Passport to Morocco, Turkey, Spain, and Japan,” where participants learned about the cultures and daily life of children in those countries. The Southwest Branch offered five sessions of “Sashiko Hand Sewing,” a Japanese style hand sewing technique using the simple running stitch. The Winter Garden Branch put together a “Holidays around the World”

Progress	Champion	Updated
display on a moveable wall. The interactive display featured a map of the world and booklets detailing different cultural holidays.		
OCLS will be kicking off its 100-year celebration in January 2023 and every location will be offering monthly events that tie back to the celebration.		

2. Continue to explore grant/award opportunities

Progress	Champion	Updated
<p>The library applied for the following grants this quarter:</p> <ul style="list-style-type: none"> • South Arts, National Endowment of the Arts (NEA) - \$4,500 to support a presenter to attend the 2024 ZORA! Festival Day. • National Endowment for the Arts: NEA Big Read 2023-2024 - \$20,000 to fund programming, keynote author event, marketing, and take home books on our selected title <i>Circe</i> by Madeline Miller for March 2024. • Proliteracy: Mobile Learning Fund - \$3,000 to support obtaining additional EnGen licenses for supplemental ESL resources. • Reference and User Services Association (RUSA): Stephen T. Riedner Grant - \$2,500 for “Our Story Well” Senior Storytime program expansion to specifically target people living with dementia and other memory loss illnesses through interactive sessions. 	<p>Leasha Tavernier</p>	<p>3.23</p>
<p>The library was awarded the following grants this quarter:</p> <ul style="list-style-type: none"> • Florida Humanities: Book Festival Grant - \$10,000 to provide supplemental funding for the in-person keynote speaker author, R.L. Stine, for the Orlando Book Festival. 		
<p>The Orange Blossom Trail Development Board purchased an embroidery sewing machine and six mannequin heads with natural hair to be used in future sewing classes and hair styling events at the South Trail Branch.</p>		
<p>The Eatonville Branch Manager and TEC Instructional Technology Specialist prepared a nomination packet for the FLA Exemplary Instructional Programs or Services Award for BizKids.</p>		
<p>The library applied for the following grants this quarter:</p> <ul style="list-style-type: none"> • Florida Humanities Grant: Book Festival Grant – up to \$10,000 to provide supplemental funding for the 	<p>Danielle King</p>	<p>12.22</p>

Progress	Champion	Updated
<p>in-person keynote speaker author, R.L. Stine, for the Orlando Book Festival.</p> <ul style="list-style-type: none"> • Panera Foundation: Youth Leadership Academy- \$25,000 to provide bi-monthly afterschool programs for middle school youth that focus on building social-emotional skills through hands-on activities and mentors. <p>The library was awarded the following grants this quarter:</p> <ul style="list-style-type: none"> • Emergency Connectivity Fund- \$447,800 to purchase 1,000 wi-fi hot spot bundles and to enter into agreement to offer broadband services. • Florida Humanities: Big Read- \$2,500 to provide supplemental funding for in-person keynote author event Ross Gay for the NEA Big Read program. 		

3. Evaluate services in efforts to remove barriers

Progress	Champion	Updated
<p>The Executive Edge Committee continues to evaluate the success of barriers removed and look for additional opportunities to make access to library resources easier for users. The committee presented to the Library Board of Trustees at the March Board meeting to provide an update on how the removal of fines and other barriers has impacted library customers and staff members. Since removing overdue fines in October 2022, almost 12,000 customers with newly restored accounts have started using the Library again. During that same timeframe, almost \$200,000 worth of materials have been returned to the library.</p> <p>Beginning in January, the Library removed the \$3.00 fee for replacing a lost library card. In addition, the cost of color prints/copies was reduced to \$0.15 to match the cost of black and white prints/copies. The Library lowered the cost of faxing to \$0.50 a page to help those individuals required to submit social services paperwork via fax. Finally, the charge for scanning to a USB or email was eliminated.</p> <p>The Library has also begun allowing those not eligible for a library card to have access to 1 hour of free computer use a day, with the option to use additional time for \$1.00 per hour. The positive result of this change can already be seen in computer usage this year (5192 guest sessions) compared to last year (1790 guest sessions).</p>	<p>Bethany Stone</p>	<p>3.23</p>

Progress	Champion	Updated
<p>The Executive Edge committee evaluated the Library’s practice of charging overdue fines on late materials. The group researched the impact of fines on the community and the barriers they pose to accessing library services. This included looking at recommendations from the American Library Association and the fine policies of peer libraries in Florida and across the country. In October, members of Executive Edge presented to the Library Board of Trustees and recommended OCLS discontinue charging overdue fines and waive all existing overdue fines on customer accounts. This measure was approved by the Board and went into effect on October 16, 2022. The change resulted in 32,000 cardholder accounts becoming unblocked and as of December 8, 7,461 people have resumed using their newly unlocked library cards. Executive Edge is currently looking into other fees the library charges and different procedures that might also create a barrier to library service for customers.</p>	<p>Danielle King</p>	<p>12.22</p>

4. Expand financial literacy and business support offerings

Progress	Champion	Updated
<p>The Library’s Events & Programming Department coordinated the following events this quarter:</p> <ul style="list-style-type: none"> • First Time Home Buyer Financing Attendees were provided with information on home buyer financing options, including the Homes for Heroes program and 100% financing using Census Tract, that were presented in English with Spanish translator available. • Financial Concepts for Senior Living Financial educators provided resources for financial literacy with a focus on senior living by sharing user-friendly financial concepts. <p>The South Creek Branch partnered with World System Builder to host Financial Literacy Workshops; five sessions were hosted this quarter. The Winter Garden Branch Manager, along with a group of YPS, is developing Early Learning Financial Literacy programs to be added to the systemwide event wiki.</p> <p>The first of the grant-funded “Making Cents: Your Money in English” series was hosted at Chickasaw.</p>	<p>Leasha Tavernier</p>	<p>3.23</p>
<p>OCLS connected Orange County elders with financial literacy opportunities through the Smarter Senior Series:</p> <p>Downsizing- Smarter Senior Seminar Series Certified senior housing specialists walked customers through the process of downsizing belongings and living spaces to facilitate a pathway to sustainable living.</p>	<p>Danielle King</p>	<p>12.22</p>

Progress	Champion	Updated
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Senior Living Affordability

Representatives from Advocates & Guardians for the Elderly & Disabled (AGED, Inc.) discussed how seniors could navigate the "Donut Hole" coverage gap regarding Medicare/Medicaid Plan D.

What Matters Most in Senior Living?

Christa Roman, Community Relations Director for North Star Senior Advisors, discussed how seniors could identify, prioritize, and advocate for the resources they need in senior living environments.

The Washington Park Youth Program Specialist started a virtual financial literacy series for teens called "Money Mondays!" This quarter she taught the following classes in the series: Money Matters: Why It Pays to Be Financially Responsible, Dream Big: Money and Goals, Road Rules: Researching and Buying a Car, and The Cost of College: Financing Your Education.

The South Creek Branch has partnered with World System Builder to host a series of Financial Literacy Workshops. The Winter Garden Branch Manager is working on developing new Financial Literacy programs and kits of non-traditional items to check out as part of her project for the Sunshine State Leadership Institute.

The Southeast Branch was awarded a grant by the FINRA Investor Education Foundation for \$49,929. Four locations were selected to host the series in 2023 which includes the Chickasaw Branch, Southeast Branch, South Creek Branch, and the Alafaya Branch. In this six-week series attendees will learn important, real world, financial vocabulary through weekly lessons with different topics. These lessons will provide attendees with the knowledge to manage your money. We will review topics such as commonly used terms and phrases, saving and spending, credit cards, budgets, renting or buying your first home, and how to save to achieve your personal financial goals. The series will begin in March 2023.

D. Provide service delivery via technology

1. Explore Integrating services with smart home devices

Progress	Champion	Updated
This project remains on hold as the Library continues trying to hire a Fullstack Developer in the IT D&D Department.	Bethany Stone	3.23

Staff is discussing who should be the stakeholders for this project. Unfortunately, without a Fullstack Developer in the IT D&D Department, this project is on hold. Steve Powell 12.22

2. Explore and implement digital services

Progress	Champion	Updated
Since OCLS began the hotspot lending program on January 3, 2023, over 480 hotspots have been checked out to customers who do not have access to the internet at home.	Steve Powell	3.23

OCLS secured funds from the Emergency Connectivity Fund (ECF) in 2022 to establish a Wi-Fi hotspot device lending program to provide wireless broadband internet to customers who do not have access to the internet and need this service to meet their educational needs. The funding allows us to purchase 1,000 Wi-Fi Hotspots from Premier Wireless and to enter into a service agreement with T-Mobile.

The hotspots were received in November, processed for distribution in December, and rolled out to the public for use on January 3.

3. Evaluate public PC needs to free up space for workspaces and charging areas

Progress	Champion	Updated
With the changes to the fee structure and hold limitations we still remain in the phase of allowing the changes to roll out and statistics to level off. Usage stats have already shown an increase in public PC usage, specifically guest passes, in comparison with previous years. With Summer At Your Library approaching we expect after the next quarter to be able to evaluate and determine the next steps here.	Steve Powell	3.23

In the coming year current account holds limitations will be changed for more PC accessibility to the public. We expect this will increase usage and change the current outline of statistics for these machines. These stats will continue to be monitored to establish new baselines for expected utilization of these PCs. When this is determined to again be consistent, the numbers will be evaluated across the organization to determine next steps for these stations/services.

Steve Powell 12.22

4. Finalize network and network hardware replacement

Progress	Champion	Updated
During the last quarter, we consulted with third parties on a network refresh plan. Working with these vendors we have determined an initial network re-mapping and looked into adding new capabilities to keep our network up to current standards for our future needs. This next quarter will consist of continued discussions on specific models of equipment and a security review of the planned network architecture to ensure this is all taken into consideration.	Steve Powell	3.23

We are looking to start engaging vendors to begin a roadmap and establish plans for this upgrade during FY2023. The network will be audited for any changes it may require to remain on a recommended/updated architecture and future needs planned out to ensure the new architecture can support our requirements. This equipment is still supported by the vendor so plans are on track to have this replaced before End of Life (EOL).

Steve Powell 12.22

5. Evaluate computer specifications

Progress	Champion	Updated
<p>In the last quarter, the I.T. team completed the task of determining the specifications and details of the updated computer models needed. After that step, we requested and have already deployed testing models with multiple departments to confirm that these can run the desired software properly. The process of updating the Library's equipment will start once these specifications are validated to meet each department's needs.</p>	<p>Steve Powell</p>	<p>3.23</p>
<p>Planned meetings are in-progress with vendors to determine a hardware outline for the organization. The IT Division is reviewing all current workstations and public stations for viability and usability. This planned update to our machines will ensure that our equipment is kept up-to-date and in-line with what our staff and customers need for all use cases. Once determined, we will be regularly replacing equipment as the needs arise with the new hardware to keep everything fresh on a consistent basis.</p>	<p>Steve Powell</p>	<p>12.22</p>

E. Partner with schools

1. Develop a menu of services for Partners in Education and quantify OCLS's in-kind contributions to schools.

Progress	Champion	Updated
<p>Orange County Library System has established a menu of services available to Orange County Public Schools. School Liaisons conducted several services throughout the Orange County school district during the second quarter. 12,095 attendees participated in liaison school visits, field trips, StoryWalks, Sunshine State Author Series Visits, and storytimes at Orange County Public Schools. These events and programs totaled 105.73 hours by library staff and equal \$2,926.70 of volunteer time to schools based on the Independent Sector's value for volunteer time for the State of Florida. There was high participation during January 23-27, Celebrate Literacy Week Florida. During this single week, there were 47 school visits by library liaisons, 31 Storytime sessions, and four StoryWalk® with a total attendance of 7,995 participants. Library staff spent 63 hours at Orange County Public Schools during Literacy Week, thus volunteering an in-kind value of \$1,743.84, over half of the total in-kind valued time for the entire second quarter.</p>	<p>Sara Gonzalez</p>	<p>3.23</p>
<p>The School Partnership Program Chairs created a list of resources for Orange County Public Schools during the last quarter. The goal of this list is to act as a menu of available resources to teachers through the partnership with the Orange County Library System. Library liaisons conducted 38 Teach-In event sessions during the week of November 14 with 2,532 attendees. The School Library Card Drive occurred throughout September. However, Tropical Storm Nicole caused schools and the library to close during the last days of the initiative. To account for lost days, the final date was extended to October 12. The results totaled 818 new library card registrations from 94 Orange County Public Schools. Storytellers led 15 Storytime programs at Orange County Public Schools during the first quarter as of December 8, totaling 433 children and 105</p>	<p>Bethany Stone</p>	<p>12.22</p>

Progress	Champion	Updated
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adults. There are five more programs scheduled through the end of December. Kindergarten and First Grade field trips were conducted for 21 school with 2,095 students and 130 teachers in attendance. Two virtual field trips were conducted for middle and high schools, with 29 students and two teachers attending. Secondary field trip materials were also shared with three teachers to conduct the escape room experience; this totaled 189 students across three Orange County Public Schools. Youth Services sent Kindergarten and First Grade crafts to teachers at no cost to the schools. The in-kind contribution for the craft materials sent to teachers for the 2,095 students equals \$356.15. The first quarter has six Author Visits with 14 Orange County Public Schools. The total cost to compensate the authors for these six programs amounts to \$4,900.

2. Partner with schools for the Sunshine State Author Series

Progress	Champion	Updated
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OCLS has partnered with 15 OCPS schools to deliver four virtual and two in-person school visits to students in grades 3-8. Across all six visits between January and February 2023, 915 children and 71 educators participated in the Sunshine State Author Series and connected with their favorite award-winning authors, including Lisa Fipps, Jack Meggitt-Phillips, Christina Diaz Gonzalez, and Jennifer L. Holm. The in-person visits were conducted with Christina Diaz Gonzalez. OCLS also distributed 160 copies of *Concealed* by Christina Diaz Gonzalez to students. Upcoming author visits are planned with Jarrett Lerner, Kelly J. Baptist, and Lily LaMotte.

Sara Gonzalez 3.23

This past quarter, Gabrielle Baco, Youth Projects Coordinator, has partnered with seven OCPS schools to deliver six virtual and in-person author visits to students in grades 3-8. These author visits allow children to learn from and meet their favorite Sunshine State Award-winning authors. Across all four visits thus far with finalized attendance numbers, 438 children and 32 adults have participated in school visits with authors such as Jess Redman, Christina Diaz Gonzalez, and Gillian Goerz. In the next quarter, we will be hosting several more virtual visits with authors Lisa Fipps, Jack Meggitt-Phillips, Jennifer L. Holm, and Jarrett Lerner, as well as two in-person school visits with author Christina Diaz Gonzalez, who will be hosting a bilingual presentation program with Title I OCPS schools.

Bethany Stone 12.22

3. Expand and enhance school liaison training

Progress	Champion	Updated
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Library liaisons were sent a survey asking for input regarding desirable topics for future training videos. The survey asked what topics would be important to have as a video resource from a set list of topics; from the list, the topics with the highest response that liaisons noted as desirable for videos were "Outreach Essentials,"

Sara Gonzalez 3.23

Progress	Champion	Updated
<p>“Setting Up For a School Visit,” and “Adding Volunteer Hours to Additions.” With this feedback, Erica Black created a short training video covering logging into the Orange County Public Schools Additions volunteer site and the steps to manually log hours for school events or programs that library liaisons had completed. This was made available for liaisons to view online</p>		
<p>Staff updated templates for liaisons in preparation for Literacy week in January. These links were also updated in the welcome email sent to all new liaisons as part of their liaison-onboarding resources. Liaison interviews will restart focusing on different initiatives that occur throughout the school year and highlight topics that can benefit liaisons by sharing the knowledge from seasoned liaisons that have demonstrated success with their schools.</p>	Bethany Stone	12.22

F. Foster Innovation & New Services

1. Seek out new opportunities for delivery of library services outside library walls

Progress	Champion	Updated
<p>The library has made a concerted effort to bring library programming and services to the community to help reduce transportation barriers. During the second quarter, OCLS hosted 256 library events at community partner sites, reaching over 11,500 residents. Staff offered regularly scheduled programming at the following offsite facilities: RCMA, Hope Community Center, Waterleigh Clubhouse, Brixton Landing Senior Center, Rosemont Neighborhood Center, Silver Lakes Community Center, Gentry Park, Madison Assisted Living, Wellington Park, Brixton Landing, South Orlando YMCA, Brooksdale Assisted Living, Lila Mitchell Head Start, and Leu Gardens. Event offerings varied based on the needs of the community. Examples of programs presented were senior crafts, knitting, storytelling, technology classes, field trips, and themed educational activities.</p> <p>OCLS participated in 85 outreaches, reaching over 6,000 people. Staff attended several large community festivals such as “Horizon West Fest,” Mayor Deming’s “Jazz in the Park,” “Paws in the Park,” “OCPS Parent Academy,” “ZORA!Fest,” and the “Mayor’s Open House and Job Fair.”</p> <p>In January 2023, the library received a \$100,000 donation from the Sorosis of Orlando Woman’s Club to support mobile services. The library plans on purchasing book bikes and a bookmobile to expand services to communities with transportation challenges.</p>	Danielle King	3.23

Progress	Champion	Updated
<p>OCLS has been actively reaching out to community partners to host library events and offer library services outside library walls. During the first quarter, OCLS hosted 194 library events at community partner sites, reaching over 6,000 residents. In addition, OCLS participated in 103 outreaches, reaching over 9,600 people. The Library visited daycares, community centers, senior centers, schools, and community festivals. OCLS has offered regularly scheduled programs at the following offsite facilities: RCMA, Hope Community Center, Waterleigh Clubhouse, Brixton Landing senior center, South Orlando YMCA, Universal Foundation Boys & Girls Club, Washington Shore Primary Learning Center, Sally Ride Elementary, Madison Assisted Living Center, and Allstars daycare, just to name a few.</p> <p>OCLS added a new partner in October. Staff visited Orange Regional Juvenile Detention Center (ORJDC), a short-term facility with an educational program. The staff engaged nine county employees and 16 students. Many students were excited to return to the library after their time at ORJDC. Staff is also exploring the possibility of getting mobile checkout services to the students of ORJDC.</p> <p>OCLS will begin offering in-classroom Middle/High School Virtual Library Card experiences in January.</p>	Danielle King	12.22

2. Evaluate Melrose content to roll out into system-wide programming

Progress	Champion	Updated
<p>Melrose staff continue to meet semi-regularly with TEC Managers and ITS staff to share Melrose curriculum developments that they might want to consider adapting for TEC/Branch classes. Melrose offers more than 50 online classes monthly, making learning content accessible county-wide and beyond. One example, Melrose's online Advanced Photoshop Techniques class, serves as a perfect extension to the Photoshop Basics classes taught through TEC at Branches. We continue to look for opportunities to bring Melrose information and experiences to the public outside of the Center. We will be teaming with TEC to exhibit at Spooky Empire in May, to connect with and invite makers and cosplayers to foamsmithing and sewing classes.</p>	Danielle King	3.23
<p>The Melrose Center continues to examine ways to bring Melrose content to branches. In December, Melrose staff staged a Holiday Family Photos event at Chickasaw, drawing 38 attendees. Also, the Melrose Photo Instructor taught Camera Level 1 class at Chickasaw for a full class of five students.</p>	Danielle King	12.22

3. Explore opportunities to checkout non-traditional items

Progress	Champion	Updated
<p>OCLS began the hotspot lending program on January 3, 2023. Over 480 hotspots have been checked out to customers who do not have access to internet at home since the start of the program.</p> <p>The Library of Things (LOT) committee have met several times this quarter to discuss plans for this project. The team sent out a survey to all locations asking staff to provide feedback about what “things” customers request at their location. The list was categorized and sorted based on type. The team discussed the list and decided to focus on more feasible items to start with first such as fiber arts, educational kits, technology support, and health kits. Team members are researching the cost of supplies needed such as knitting/crochet kits, sewing supplies and charging cords. Staff is also meeting with the American Heart Association about the possibility of partnering with them to offer self-monitored blood pressure kits. The team has developed the LOT collection management guidelines which outlines the goals, criteria for acquiring items, collection maintenance, and donations. The next step is to develop the Terms of Use for the Library of Things and create a budget.</p>	<p>Danielle King</p>	<p>3.23</p>
<p>OCLS received \$447,800 from the Emergency Connectivity Fund (ECF) to purchase 1,000 Wi-Fi hotspots from Premier Wireless and to enter into a service agreement with T-Mobile to offer broadband services. The hotspot lending program will be rolled out to customers on January 3, 2023. The hotspots will be available to check out to adult customers who do not have access to the internet where they reside and need this service to meet their educational needs. The ECF is a \$7.171 billion program that was established from the Federal Communications Commission (FCC) “that will help schools and libraries provide the tools and services their communities need for remote learning.” The fund initially was established through American Rescue Plan Act (ARPA) to help during COVID-19.</p> <p>Youth Services has developed prototype Citizen Science kits for members to check out in response to a community request. They researched the catalog format other libraries use to include the Citizen Science kits in their collections. These examples have been shared with Acquisitions. Once ready for checkout, the kits, which include specialized tools for observing nature, will be available to all customers but promoted through local Boy Scouts and Girl Scout troops.</p>		

Progress	Champion	Updated
A Library of Things committee has been formed and will have their first meeting in January.		

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

Director's Report

MARKETING SNAPSHOT

MEDIA HIGHLIGHTS

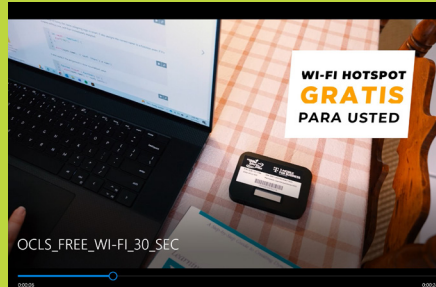
“Cuisine Corner Junior: Lemon Shortbread Cookies (Video)”
Spot On Florida, March 3

“9 Legendary Women from Central Florida”
WFTV 9, March 3

“Celebrate Women’s History Month with one of these local events”
Click Orlando, March 3

“Nintendo game design class at Orlando Public Library”
Orlando-News, March 9

“Events: Etc. listings - March 10-16”
Orlando Sentinel, March 9



ADVERTISING

This month we did a big push to promote one of our newest services, Wi-Fi hotspots. For March, we ran commercials in Spanish on TV stations Univision and Unimas, and for radio, we ran 15 and 30-second commercials on Fly 103.1 FM. Additionally, we mailed over 3,000 postcards to targeted zip codes, informing them of this service and how to borrow a hotspot. Our Digital Marketing Specialist also executed an email newsletter campaign to help spread the word. For March, Google Analytics showed a significant increase in pageviews for Wi-Fi hotspot webpages and overall, checkouts for Wi-Fi hotspots have increased!

SOCIAL MEDIA HIGHLIGHT



Orange County Library System partnered with Orlando Ballet in March to promote tickets to their "A Streetcar Named Desire" performance - bringing a classic piece of American literature to life through dance.

A limited number of free tickets were available through the library's Local Wanderer program via our existing partnership with the Dr. Phillips Center for the Performing Arts. From concept to completion, Orange County Library System's Marketing team directed, filmed, edited and published a 60-second video featuring ballet dancers in Orlando Public Library.

This video currently has over 14,000 total views on several Orange County Library System and Orlando Ballet social media channels, has been shared 84 times and comments on the collaboration have been overwhelmingly positive.

Director's Report: April 2023

On March 21-22, I joined Friends of the Orange County Library System board member Mike Donohue, Chief Marketing and Public Relations Officer Erin Sullivan on a trip to Tallahassee to participate in Library Legislative Day. Every year, Florida Library Association organizes this event to encourage libraries across the state to meet with their legislators, talk to them about the value libraries bring to the community and ask them to support continued funding for key programs, such as Career Online High School, the library construction fund, and state aid for libraries, which has been on the decline since the early 2000s.

On March 22, we met with most of the members of Orange County's legislative delegation and shared information with them about our social workers, Career Online High School, our partnership with Orange County Public Schools and our plans for new branches in Horizon West and Lake Nona. We also left them with copies of *Books and Beyond* and rack cards with information about other services.

We received a warm welcome from our legislators, as well as some requests to send additional information about our programs and an invitation to participate in a 2023 Juneteenth community event. It was an excellent opportunity to connect with our elected officials and give them a fresh perspective on what we do. We have added our new legislators to our mailing lists, and we plan to remain in touch with those who expressed interest in receiving more information about how the library serves Orange County.

We are beginning another round of deliveries through Orange Crate, our program that provides a subscription-box service for people who want a curated selection of library materials delivered to their doorstep. From April through July, our Parents & Preschoolers box will be on the way to homes across the county. We promoted the program on social media and filled all the spots in just 24 hours. We registered 53 children for the program and generated 16 new library card registrations.

In each crate subscribers will receive the following:

- Four Easy Reader titles following that month's theme
- One fun craft for the child
- Library promotional items for children and adults
- Information regarding the library and its services

On March 15, Youth Services hosted a drop-in Family Volunteering event. Families in attendance rotated between three stations: Packing craft activity kits to be distributed to customers; creating kindness messages to supplement summer displays related to the Summer at Your Library "All Together Now" theme; and creating fun, custom bookmarks that will be used as small prizes for children participating in activities and scavenger hunts in the department. A total of 17 children and caregivers were present at the event, and photos of some of the items they created are below:



South Trail Branch Outreach Specialist Arthur Ugalde and Customer Service Lead Sharon Payton attended the Mayor's Jazz in the Park event at Cypress Grove Park on Saturday, March 4. They spoke to over 200 people about library services. During the event, Mayor Jerry Demings stopped by their table, and Arthur asked him if he had a library card. The mayor responded that he did, and Arthur asked him to prove it. The mayor was happy to comply, and after showing his card, he posed for a photo at the library's table.

Alafaya Branch Technology Trainer Daniel Meyer reported that in early March, just before a class, a customer stopped to say hello and let him know that she was starting a new job. She wanted to thank him and Alafaya's other Technology Trainer Gus Padron Sarachaga for the classes she has taken with them, which she said helped give her the confidence to apply for and get her new job. "It was wonderful seeing her," Daniel said, "and a nice reminder of the impact what we do can have on our community."

I mentioned last month that Southeast Technology Trainer Brenda Santana had been approached by Congressman Darren Soto's office to be recognized in the Congressional Record for her contributions to the Central Florida area. On March 20, Brenda participated in a special ceremony with Congressman Soto, during which she was honored for teaching classes at Southeast and for pioneering English and Spanish language workshops for adults and children.



One final thing I wanted to share is that we have spoken a lot over the past several months about bringing mobile services back to the county. Our plan, since we received our \$100,000 donation from Sorosis of Orlando Woman's Club, has been to purchase two book bicycles to get things started while we work out a plan to design and purchase a bookmobile. Well, I'm happy to report that the first book bicycle has been ordered from Icicle Tricycles, and we hope to have it available for use this summer.

Recent System-Wide Events

Melrose Center

The *Second Saturday Improv* show at the Melrose Stage on March 11th drew 49 attendees. Coordinated by Marko Torres, the live comedy show featured improv actors Adriana Agudelo, Andrew Bond, Ervin Dupuis, Joe Llorens, Lanell Edwards and Nichole Stallworth, with music from Elaine Cotignola.

On March 26th, the students from Marko's *Improv One* eight-week series held their *Student Showcase* on the Melrose Stage, drawing 35 attendees.

On March 7th, Marko visited Audubon Park K-8 School to lead a group of six Model UN students through some Improv activities.

After a brief renovation closure, the Photo Studio reopened in early March for bookings and classes. The drop ceiling was removed, providing an industrial aesthetic and more lighting versatility for photographers.



On March 4th, Pedro Berrios hosted a meetup assisted by Bre Nax called *Remembering Kodachrome – From Film to Digital Emulation*. The meetup was part of the Library's 100 Years Celebration, as March focused on the 1930s and Kodachrome was invented during that decade. Pedro led seven attendees through the film's history, popularity with professionals and enthusiasts alike, and evolution into the digital era.

On March 21st and 28th, Jose Gonzalez led a two-part Foamsmithing Workshop for a full class of four attendees. Jose demonstrated the basics of the Silhouette Cameo and Pepakura software, how to cut templates and foam, and finally assemble the project pieces using contact cement.

Season 4 of *Melrose in the Mix* [continued](#) on WUCF-TV March 23rd, with an episode featuring traditional Irish musicians and composers Colin Farrell and Dave Curley. The session, which took place in November, was filmed by Ryan Mulcahy, Gabriel Soltren and Anthony Torres, with Ryan editing the episode for broadcast as well as providing the show's projection mapping lighting effects. The session was engineered by Chase Steele and Drigo Garcia-Salas.

Season 4 of the *Reel to Real Podcast* premiered [across multiple platforms](#) on March 20. Recorded in January, the episode features platinum record producer John Kurzweg. As always, Bruce Hensal hosted the show, with Isra Batista joining as co-host. Chase Steele engineered the session and Anthony Torres handled the video production. This season, Anthony is doing shorter video edits of the podcast to highlight specific parts of the interview. The first example, a [37-second video](#) featuring Kurzweg discussing his vocal microphone preference, has over 600 YouTube views.

The third episode of this season's *Reel to Real* was recorded on March 29th, with Drigo joining Bruce as co-host in welcoming Joe Galdo and Juan Perez. Galdo is a drummer and percussionist, arranger, composer, producer and co-founder of South Beach Studios in Miami Beach. He is also credited as an early pioneer of the Linn Drum popularized in the early 1980s. Perez is a drummer and percussionist with numerous credits dating back to the 1970s, currently performing with his wife, singer-songwriter-keyboardist Beth McKee. The episode, engineered by Michael Belancourt and filmed by Anthony, will premiere in May.

Hidden Oaks Elementary School invited OCLS to post Storywalks to celebrate Read Across America and the school's Night of the Arts. Stephanie Lum traveled out to the school to set up the walks. On March 2nd, 300 students read the bilingual story *A Goodnight Walk*, while 320 students and their families walked through *Little Red Riding Hood* on March 8th.

Metaverse Orlando held a meetup at the LED Wall on March 14th with seven in attendance. On March 18th, the Orlando Machine Learning & Data Science group returned for a meetup at the LED Wall, drawing six attendees.

Our March schedule was again filled with in-person and online classes, orientations and assessments. A breakdown:

Orientations and Assessments

66 Orientations: 154 Attendees

- Audio 7-36 (online 2-11)
- Photo 7-16
- Video 8-16
- 3D Printer 5-11 (online 1-5)
- Orion Laser Cutter 5-5
- Silhouette Cameo 3-4
- Glowforge Laser Printer 4-9
- General Orientation 4-19
- VR Learning Station Orientation/Assessment 2-2
- Flight Orientation/Assessment 10-14
- Driving Orientation/Assessment 11-22

54 Assessments: 43 Attendees

- Audio 16-12
- Photo 7-6
- Video 14-8
- 3D Printer 5-5
- Orion Laser Cutter 3-3
- Silhouette Cameo 1-1
- Glowforge Laser Printer 8-8

In-Person Classes

137 Classes: 300 Attendees

- Audio 36-100
- Photo 26-75
- Video 38-58
- Fab Lab 8-15
- Performing Arts 17-42
- Game Design 12-10

Online Classes

55 Classes: 98 Attendees

- Audio 6-1
- Photo 1-1
- Video 15-9
- Fab Lab 1-2
- Game Design 6-34
- Graphic Design 26-51

Throughout March, Juan Rivera had 50 customers visit during 14 days of *Game Development Open Lab*. These sessions allow customers a chance to ask questions and explore the Simulators, VR Learning Stations and Game Design classes and resources.

There were 12 *Makerspace Open Labs* in March with 138 customers visiting the Fab Lab. These sessions allow credentialed Members to use the 3D printers, Orion Laser Cutter, Glowforge Laser Printer and Silhouette Cameo machines to complete projects, and provide newcomers the chance to ask Fab Lab Instructors questions about the resources and related classes.

There were two Family STEM Saturdays held during March with 19 in attendance. These Saturday morning sessions allow parents and kids to explore safe Fab Lab resources together, including littleBits, Snap Circuits and K'NEX.

Studios, Spaces, Simulators

45 Bookings out of 61 Available Studio Sessions: 93 Attendees

- Audio – 19 of 22 booked, 34 attendees
- Photo – 13 of 20 booked, 23
- Video – 13 of 19 booked, 36

Other Bookings:

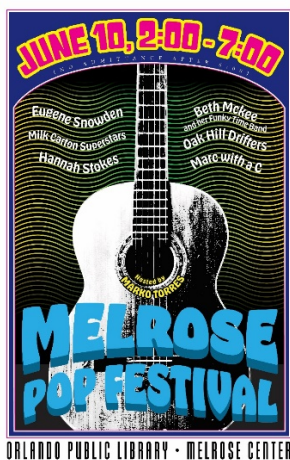
- Sound Booths – 128
- Editing Bays – 67
- Driving Simulator – 24
- Flight Simulator – 20
- Glowforge Laser Printer – 12
- 3D Printer – 8
- Orion Laser Engraver – 6
- Rehearsal Space – 6
- Game Development Workstation – 2

We welcomed 142 new Members during March via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 19, we gained 161 new Members for the month.

Membership for Melrose Meetup groups increased overall during March:

- Orlando Audio – 1,244 (+1)
- Orlando Digital Media Design – 1,745 (-4)
- Orlando Melrose Makers – 166 (+2)
- Orlando Out Tonight Theatre – 2,750 (+34)
- Orlando Photo+Design – 3,755 (+13)
- Orlando Video & Post Production – 2,646 (-3)

Lastly for March, Robert Jakab created the poster for this June's *Melrose Pop Festival*:



Alafaya

- On 4 March, 40 customers enjoyed exchanging old puzzles for new-to-you ones at “Puzzle Swap.”
- On 7 March, 54 children and their caregivers learned the alphabet with stories and activities at “Alphabet Adventures.”
- On 8 March, the beloved “Bubble Playtime” returned to Alafaya with 25 toddlers and adults enjoying the dancing, movement, and exercise.
- On 8 March, 23 customers celebrated Pi Day with a themed “Jr. Cuisine Corner.”
- On 13 March, the “BenAnna Band” entertained 82 customers with singing, dancing, and merriment to start Spring Break Week.
- On 15 March, 25 customers explored the tundra at “Happy Habitats” with stories and a craft.
- On 16 March, the Central Florida Zoo presented “Animals in Action” to 66 customers as the Spring Break celebration continued.
- On 16 March, 28 customers made tasty treats at “Homeschool Cooking Corner.”
- On 22 March, 25 customers learned basic paper engineering techniques at “Paper Pals.”
- On 26 March, 25 customers learned to sing the Arabic alphabet song and made crafts at “Arabic Storytime.”

Chickasaw

- On 1, 8, 15, and 22 March, Chickasaw presented “Countdown to Kindergarten” to an average of 22 preschoolers.
- On 4 March, 15 children, and their caregivers attended “READING Paws.”
- On 4 March, Chickasaw attended “Commissioner Gray’s Spring Festival Event” and shared library resources with 197 attendees.
- On 6, 13, 20, and 27 March, Chickasaw presented “Chiquiticos/Little Ones” to an average of 25 early learners per session.
- On 13 March, Chickasaw staff visited Gentry Park Senior Living and hosted “Spring Arts & Craft” for 15 participants.
- On 17 March, Chickasaw staff hosted, “ShamROCKS” with 23 25 toddlers and adults enjoying a story, crafts, and games.
- On 17 March, Chickasaw hosted “Music in the Library: West African Kora” performed live. A total of 37 people attended the event.

Eatonville

- On 2, 9, 16, 23, and 30 March, Eatonville presented “Zero to Five Storytime” to an average of 34 early learners per session.
- On 7, 14, 21, and 28 March, Eatonville hosted “Yoga with PLAYologist Yolonda” for an average of 26 preschoolers per visit.
- On 11 March, Eatonville conducted a “Library Tour” and “Meet the Artist” gallery walk for 18 high schoolers.
- On 20 March, Eatonville facilitated its “Weekend Wellness Workshop,” where 20 adults joined Hebni Nutrition Consultants to learn about the nutritional benefits of whole plant-based dieting.
- On 22 March, Eatonville presented “The Notorious R.B.G. & Other Powerful Women” for 24 preschoolers gathered to celebrate outstanding women through a craft-filled storytime.
- During March, 35 early learner “Passive Kits” were given to families in celebration of Women’s History Month.

Fairview Shores

- On 2 March, Fairview Shores staff participated in the “Orlando Science School Astronomy Night” and shared information about Wi-Fi Hotspot availability at the library, Sunshine State Reading Lists, and other library resources with 310 parents, students, and teachers. Students also had the opportunity to use Battle Bots and learn more about the technology classes available.

- On 8 March, the Fairview Shores tech trainer visited “Rosemont Community Center” for a coding demonstration to 27 people during their after-school program.
- On 14 March, 17 people attended the “Central Florida Book Club” hybrid discussion hosted by Fairview Shores to discuss *Small Things like These* by Claire Keegan.
- On 14 and 28 March, “Catholic Charities” visited Fairview Shores to help serve the needs of our customers. The representative met with 22 people during those two days.
- On 22 March, Fairview Shores hosted “NCF Family Resource Fair” and 165 people were able to learn more about resources in the community and social services available. Branch staff shared information about Hotspots and were able to help a customer get a new library card to be able to check one out.
- On 24 March, 19 people attended “100 Years of Cinema: The Little Princess” at Fairview Shores to watch the iconic Shirley Temple movie, learn fun facts, and enjoy a beverage named after the actress.
- In March, 142 people attended “Beginner’s Spanish for Kids” classes and pop-up events at Fairview Shores. They learned verbs and adjectives, songs and greetings, and practiced pronunciation, and interacted in Spanish with games.
- In March, 51 people attended “Mother Goose on the Loose” programs at Fairview Shores to learn rhymes, songs, and games and practice early literacy skills.
- In March, 180 passive craft kits were passed out. Each kit featured a craft inspired by a famous woman including Billie Jean King and Mae Jemison for Women’s History Month.

Hiawassee

- In March, Hiawassee hosted nine “English from Zero” and “English Conversation Hour” classes serving a total of 212 participants. (An average attendance of 24 students per class.)
- In March, Hiawassee hosted four “Zero to Five Storytimes” every Monday, and five “Family Storytimes” every Friday. Storytellers shared picture books, songs, and presented flannel board stories to encourage early literacy skills for 34 children and 24 adult caregivers.
- During March, Hiawassee staff conducted 25 off-site “Storytime” programs at seven local Child Care Centers and the Boys & Girls Club, serving 493 children and 57 adults.
- During March, Hiawassee staff conducted 44 technology classes serving 249 customers.
- During March, Hiawassee staff created 10 various themed “Take & Make” art activity kits serving 289 youth. Themes included: Dr. Suess’s Birthday, 3D Shamrocks, Paper Garden, Women’s History Poetry Challenge, and Leprechauns.
- Throughout March, Hiawassee offered two “100 Years Celebration” programs for families. “DIY Refrigerator Pickles” and “100 Years of Art” with 12 attendees.
- On 4 March, Hiawassee held a “Teen Volunteer Event” with 18 teens attending.
- On 15 March, Hiawassee hosted “Animal Adaptations” presented by the Central Florida Zoo for 68 participants.
- On 16 March, Hiawassee conducted a “Plaster Fun: Painting Spring Animals” event for 22 attendees.
- On 23 and 30 March, Hiawassee staff conducted our new “Citizenship Inspired” classes with 11 adults in attendance.

Main

- On 5 March, the Orlando Public Library hosted “In Concert with Sony and Perley,” who performed interpretations of Jazz, Great American Songbook, International Cabaret, and Bossa Nova with a salute to female composers for 68 attendees.
- On 7 March, Reference Librarian Jane Tracy attended the Dedication of the Women’s Suffrage Historical Marker, sharing library information with 60 attendees at this event honoring the centennial anniversary of the passage of the 19th amendment granting women’s right to vote.
- On 8 March, Youth Services staff visited University High School and presented “Escape the Database Dimension” which teaches students about digital resources the library offers. There were 37 total attendees.

- On 15 March, chef Yamira Lee Johnson taught 72 attendees how to make tasty tostones and dip during a virtual Cuisine Corner.
- On 18 March, pianists Catherine Lan & Tao Lin of Duo Beaux Arts performed a wide range of musical periods and compositional styles for 49 attendees at the Orlando Public Library.
- On 19 March, 61 attendees enjoyed “Music in the Library: West African Kora” at the Orlando Public Library, which featured musician Sean Gaskell who played traditional and original compositions on an ancient 21-stringed harp from West Africa.
- On 21 March, author and worldbuilding specialist Cass Morris taught 41 attendees how to create magical systems within their writing during the virtual event “Writing Workshop: Developing Magical Systems.”
- On 22 March, Learning Central Manager Vanessa Neblett and Reference Librarian Josh Fox presented to 28 people during the PLAN Webinar: “Patron Resources – The Right Service at the Right Time.”
- On 23 March, Youth Services UCF Intern, along with the Youth Services Librarian, hosted a “Cuisine Corner Junior: Lemon Shortbread Cookies” live-stream event. The baking program was streamed live to Instagram, Facebook, YouTube and TikTok with 682 attendees watching.
- On 25 March, a total of 31 customers attended the “Let's Play Pokémon” meetup hosted by TEC.
- On 26 March, Reference Librarian Jane Tracy attended the “Sunday in the Park” community event, sharing information about the library with 185 attendees.
- On 29 March, Youth Services partnered with the City of Orlando’s “Mayor Buddy’s Book Club” to host an “End of Book Party” with 61 attendees.
- During March, a total of 38 children attended classes during spring break hosted by TEC in coding, game design, and fiber arts.
- During March, a total of 211 Lake Eola Charter School students attended an afterschool club or tech explorations program in partnership with TEC.
- During the month of March, Reference Librarian Jane Tracy participated in two virtual “One Million Cups” entrepreneurial events and shared library business resources with 80 attendees.
- During the month of March, OCLS Social Workers aided over 350 customers at 9 locations on topics such as unemployment, SNAP benefits, and mental health assistance.

North Orange

- On 6, 13, 20, and 27 March, North Orange hosted the series, “Let’s Crochet” at the local HOPE Community Center. A total of 28 teens and tweens attended.
- On 18 March, North Orange teamed up with the Apopka Sherriff’s Department and the local Mcdonald’s to present “Cookies & Milk with a Cop.” A total of 30 attendees listened to stories, asked questions, and enjoyed a craft.
- On 25 March, North Orange hosted its first “Dungeons, Dragons & Libraries” event for the community with 13 in attendance. Kids, tweens, and adults joined forces in the one-shot campaign.
- Throughout March, North Orange invited children to play “Bookopoly” a game that encourages customers to explore the collection to complete challenges. A total of 59 children participated.
- In March, the North Orange Branch offered 29 virtual and in-person ESL classes, including two English for Families sessions to a total of 495 attendees.
- In March, North Orange offered 5 sessions of “Adult Yoga,” which welcomed an average of 6 attendees per class.

South Creek

- Every Monday in March, South Creek hosted children and parents for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 342 participants.
- Every Wednesday in March, South Creek hosts a Social Worker on site to assist with social and government services; 35 attendees took part in this service.
- Every Wednesday in March, South Creek hosted a virtual language program, “Practica Spanish Conversation.” Attendees learned basic Spanish and practiced conversing with each other, 40 participants attended over 4 sessions.

- Every Friday in March, South Creek hosted “Speaking Clearly for Beginners,” a class which introduces learners to the basic sounds of English for pronunciation. There was a total of 86 participants over the course of 5 classes.
- In March, South Creek hosted the following passive programs: “Jester Hat,” “ArtMazing: Mary Blair,” “St. Patrick’s Day Shamrock,” and “Cowboy Boot.” We distributed 570 passive crafts for families to complete at home.
- On 8 March, South Creek staff hosted an offsite meet-up for “Practica Spanish Conversation.” The class practiced their Spanish conversation and enjoyed dinner together; there were 8 attendees.
- On 17 March, South Creek hosted “St. Patrick’s Day!” 38 attendees decked in green enjoyed stories and created leprechaun themed crafts.
- On 26 March, South Creek attended “The First Maribel Gomez Cordero Softball Tournament” at Bear Creek Park to represent the library. Staff shared information regarding library services, programs, and opportunities with 43 attendees.
- On 28 March, South Creek hosted “Countdown to Spring” for preschoolers. Participants celebrated the season with stories, songs, and crafts. There were 26 attendees.
- On 30 March, South Creek attended “Taft Neighborhood Center for Families’ Open House.” Staff shared information on library resources and services and showcased mobile hotspots. There were 37 attendees.

South Trail

- In March, South Trail offered “Creole Connect” 4 times to a total of 75 attendees. Participants practiced their English skills and interacted with other members of the Haitian community.
- In March, South Trail offered 5 “Introduccion al Ingles – Basic English for Spanish Speakers” classes to a total of 59 students who practiced their English.
- In March, South Trail offered 9 “Virtual: Citizenship Inspired” classes to a total of 142 attendees.
- In March, South Trail distributed over 1165 craft kits and activity packs with word searches and coloring sheets.
- In March, South Trail offered 57 technology classes in English and Haitian Creole on subjects such as: Photoshop, PowerPoint, Excel, Coding, and Canva, a total of 235 attendees.
- In March, South Trail hosted “Social Worker @ the Library” 6 times. A total of 54 customers were served.
- In March, South Trail hosted “Zero to Five Storytime” every Friday. Storytellers used nursery rhymes, picture books, songs, and flannel board stories to encourage early literacy skills in 69 children and parents.
- In March, South Trail hosted 11 sewing classes on a variety of projects including: scrunchies, a simple spring skirt, and tote bags. A total of 32 people attended.
- On 1 March, South Trail staff hosted “Storytime” at the South Orlando YMCA to a total of 64 children.
- On 4 March, South Trail staff attended “Jazz in the Park” hosted by Mayor Demings at Cypress Grove Park and spoke to 209 people about library services.

Southeast

- On 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, and 30 March, Southeast staff hosted “English from Zero” where 372 students discussed and learned basic English vocabulary.
- On 1, 3, 8, 15, 17, 22, 25, 29, and 31 March, Southeast hosted “English Conversation Hour” where 141 students practiced their English conversation skills.
- On 2, 6, 9, 13, 16, 20, 23, 27, and 30 March, Southeast hosted the annual “AARP Income Tax Assistance 2023 by Appointment” where 198 participants received one-on-one tax assistance preparation.
- On 3, 11, 17, 25, and 31 March, Southeast hosted “Speaking Clearly for Beginners” where 140 students were introduced to the basic sounds of the English language.
- On 6, 13, 20, and 27 March, Southeast hosted “Speaking Clearly Advanced” where 65 students improved their speaking and presentation skills.

- On 6 and 27 March, Southeast hosted “Hola Amigos- Spanish from Zero for Kids” where 94 children were introduced to the basics of the Spanish language.
- On 6 and 27 March, Southeast hosted “Caregiver Connect” where 33 caregivers and their little ones explored imaginary play with friends and learned about new resources.
- On 7, 21, and 28 March, Southeast hosted “Spanish from Zero – Basics” where 109 adults were introduced to the basics of the Spanish language such as pronunciation, vocabulary, basic phrases, and more!
- On 7, 21, and 28 March, Southeast hosted “Spanish Pronunciation” where 73 students learned to improve their Spanish pronunciation like a native speaker.
- During March, Southeast hosted “Character Mailbox” where 57 letters were written by children to the character of the month, Cat in the Hat, and received responses from staff to their postcards.

Southwest

- On 1, 8, 15, 22, and 29 March, 207 children and caregivers participated in the "Southwest LEGO Club." An interactive and hands-on program where participants used their imagination to build LEGO models while practicing important skills such as communication, collaboration, critical thinking, and creativity.
- On 2, 9, 16, 23, and 30 March, Southwest hosted “Storytime Crafts” giving 474 children and caregivers an opportunity to drop in before or after Storytime to create a craft.
- On 4, 11, 18, and 25 March, 28 participants joined Southwest for “The Designer Is In: Design Your Space.” This 4-part course is geared to help homeowners and design enthusiasts understand and apply the basics of Interior Design to successfully create their own project.
- On 8 March, 40 children and caregivers visited Southwest for “Little Shamrock.” Participants followed the rainbow with their little lucky charms for an Irish feast with a fun story, interactive stations, and everything green.
- On 14 March, 19 participants joined Southwest for “Cuisine Corner- Make Your Own Summer Rolls.” Customers learned how to make delicious, refreshing, and healthy Vietnamese summer rolls with chef Ha Rhoda during this hands-on class.
- On 18 March, The Southwest Film Club presented a showing of the 1938 “The Adventures of Robin Hood.” Twelve customers visited the branch to enjoy the film and discussion of the movie's content and themes with Medievalist Professor, Stephen Hopkins.
- On 22 March, the Southwest Branch hosted “Hoppity-Hop-Hop” where 46 children and caregivers hopped along with a story, themed craft, and sensory activities full of fun for every bunny.
- On 25 March, 31 children and caregivers visited the Southwest Branch for “Hearts of Gold Therapy Dogs.” Children were able to improve and build confidence in their reading skills by reading to a therapy dog with Golden Retriever Rescue of Mid-Florida.

Washington Park

- On 2, 9, and 16 March, Washington Park staff continued the Tunisian crochet series, to 26 virtual students in “Let’s Tunisian Crochet Rib Stich,” “Colorful Full Stitch,” and a practice session.
- On 7, 14, and 21 March, Washington Park staff hosted “Basic Spanish.” A total of 42 students attended the classes to practice and learn the basics of Spanish pronunciation, alphabet sounds, syllables, and vocabulary.
- On 7, 14, 21, and 28 March, Washington Park hosted 205 children for “Zero to Five Storytime.”
- On 21 March, library staff visited the Universal Orlando Foundation Boys & Girls Club to host a Hawaiian-themed Spring Break program for 26 kindergarten, first, and second graders. The children made paper bag grass skirts and crowns, paper flower leis, and made a volcano experiment.
- Throughout March, 159 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Women’s History Month Scavenger Hunt,” “Orange Book Craft,” and “Leprechaun Bookmark.”
- Throughout March, Washington Park staff hosted four virtual Quickbooks classes for a total of 19 students. The classes were hosted in both English and Spanish.

- Throughout March, 8 students attended sewing classes ranging from “Introduction to the Sewing Machine” to “Buttonholes and Buttons.”

West Oaks

- On 1 and 8 March, the West Oaks staff presented the “Finding Your Roots Series” to 31 participants who learned how military records can help uncover information on your ancestors and learned the basics of genetic genealogy.
- On 8, 15, and 22 March, West Oaks staff presented the 3-day series “Let’s Crochet Amigurumi People” to 17 attendees who learned basic amigurumi and doll making techniques.
- On 14 March, West Oaks staff presented “Little Shamrock” to 26 children and caregivers who participated in interactive stations, stories, and everything green.
- On 22 March, West Oaks staff presented “Gold Rush” to 26 attendees who took a step back in time and learned about the days of the gold rush with stories, games, and crafts.
- On 25 March, West Oaks staff presented “West Oaks Plant Swap” to 46 attendees who celebrated Spring by exchanging plants and cuttings.
- On 27 and 29 March, West Oaks staff hosted 44 kindergarteners and teachers from Citrus Elementary, who learned about the library, participated in “Storytime” and interactive activities.
- In March, West Oaks staff presented “Intermediate Spanish” to 98 attendees who learned the basics of Spanish grammar and built their vocabulary.
- In March, 175 children and their caregivers attended “Mindful Start Family Yoga” and learned silly and fun yoga poses designed for kids.
- In March, West Oaks staff presented “English from Zero” to 53 participants who learned fundamental English vocabulary for everyday life.
- In March, West Oaks hosted “AARP Tax Assistance” who assisted 281 customers with tax related services.

Windermere

- In March, Windermere hosted 144 adults for “English from Zero” and “English Conversation Hour” on Wednesdays, Thursdays, and Fridays.
- In March, 43 adults and children participated in online technology classes to expand their knowledge of Resume Writing, Microsoft OneNote, and Web Design.
- In March, 78 children participated in our “Tally Tuesday” passive event where they get to cast their vote on their favorite things.
- Throughout March, 195 children took a learning activity packet home to practice their letter and number recognition.
- Throughout March, 54 children participated in Windermere’s homeschool programs to learn about Endangered Species and foreign languages.
- Throughout March, children took 955 passive crafts home to create and learn with their caregivers.
- On 2 and 3 March, Windermere hosted a StoryWalk® at Keene's Crossing Elementary School where 843 adults and children got to experience the bilingual story *Maybe Something Beautiful* in a new way.
- On 2, 9, 16, and 23 March, 24 adults participated in Windermere’s virtual “Citizenship Inspired” to learn and discuss the process to become US Citizens.
- On 8, 9, 22, and 23 March, Windermere visited the Child Development Center to share early-learning story times with 85 two- and three-year-olds focusing on letter and sound recognition.
- On 13, 14, 15, and 18 March, Windermere offered eight different technology classes to 53 children as part of our school break programming.

Winter Garden

- On 1, 3, 8, 10, 15, 17, 22, 24, 29, and 31 March, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 1550 children and their caregivers.

- On 3 March, Winter Garden participated in “Read Across America” at Tildenville Elementary where staff interacted with 35 students.
- On 6, 13, 20, and 27 March an external presenter hosted "Mindful Start Yoga" where 182 participants practiced breathwork, mindfulness, and movement.
- On 6 and 20 March, Winter Garden hosted two virtual “Money Monday” programs where 3 teens learned Financial Literacy concepts.
- On 9 March, Winter Garden hosted a “Homeschool Teen Boardgame Meetup” for 21 participants.
- On 25 March, Winter Garden hosted a “Family Storytime” event as a Pop-Up event in Horizon West; a total of 36 customers participated.
- On 30 March, Winter Garden hosted an off-site “Storytime” at Citrus Church in Horizon West where 17 customers participated.
- Throughout March, “Virtual Conversation Hour” and “English from Zero” had a total of 144 participants join virtually and in-person to practice English as a Second Language.
- Throughout March, 352 Winter Garden customers engaged with passive activities in the branch, including the “March Smiling Flowers” and “Character Mailbox.”

**Orange County Library System
Board of Trustees Meeting
April 13, 2023**

**Public Comment:
Non-Agenda Items**