

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

Board Packet for August 2023



STEVEN POWELL Library Director/Chief Executive Officer

August 11, 2023

To: Crockett Bohannon, President
Nicole Benjamin, Vice President
Lizannette Tam, Trustee
Sharon Smoley, Trustee
Ashley Cisneros Mejia, 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 Stephanie Herdocia, 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 August 17, 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

X. **Adjournment**

Next Meeting Dates:

September 14, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- October – TBD.

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
Board of Trustees Meeting
August 17, 2023**

Call to Order

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Oath of Office

Orange County Library System Board of Trustees Meeting August 17, 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
August 17, 2023**

**Approval of Minutes: Library
Board of Trustees Meeting
July 13, 2023**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

July 13 2023 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (7/0); Nicole Benjamin (10/0 – City);
Lizannette Tam (7/1); Sharon Smoley (7-1)

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

- 23-079 I. **Call to Order**
President Bohannon called the meeting to order at 6:04 p.m.
- 23-080 II. **Public Comment Policy & Procedures**
- 23-081 III. **Approval of Minutes: Library Board of Trustees Meeting – June 8, 2023**
Vice President Benjamin, seconded by Trustee Smoley, moved to approve the minutes for the June 8, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-082 IV. **Staff Presentation: Battle Bots ~ Josh Murdock & Vanya Walker**
- 23-083 V. **Financial Statements and Summaries: June 2023 Reports**
CFO Shoemaker reviewed the June financial reports for the Board and stated that overall, the financials are in very good shape. He also stated that by the end of FY 2023-2024, there should be full funding for the Lake Nona project.
- 23-084 VI. **Dashboard – June 2023: Bethany Stone**
Digital usage continues to soar – June usage was 18% higher than last year resulting in 261,109 digital items downloaded. This equals 8,704 items downloaded a day. Physical items used also increased by 3% for a total of 394,096 items checked out. And new card registrations for the month were up 16% over last year.
- Library computer usage continues to go up – we had 21,552 computer sessions in June. This is up 18% over last year when we had 18,244 sessions. This is in large part because of the barriers that were removed to using public computers. It’s rewarding to see people taking advantage of the resources available to them.
- Summer at your library is off to a great start! Attendance at events is up over 20% from last year, with a total attendance of 54,555. Of those 50,755 were in-person at one of the library locations and 3,800 attended offsite events. So far this summer, 4,684 people have attended one of the technology classes. Staff have attended 36 community events reaching 1,664 people.
- The managers of the Alafaya Branch hosted the first official networking meeting for The Bithlo Link on June 29th. The purpose of this association is to assemble contributors that may together meet the needs of the underserved in the Bithlo community. To that end, attendees at the meeting shared information regarding their group's mission and services furnishing assistance regarding education, healthcare, substance abuse, mental health, homelessness, vocational rehabilitation, and legal services. The Alafaya managers highlighted a variety of library resources available to the community, for which attendees expressed significant interest—especially ESOL classes, Wi-Fi Hotspots, employment

search and preparation services, downloadable resources, and the OCPS Summer Food Service Program. One of the attendees asked how she might get a library card and obtained one after the meeting. The Bithlo Link hopes to meet on a regular basis to grow its network of partners to better serve the community of Bithlo. The Orange County Library System can play a significant part in that process.

One of the ESL teachers, Vanessa James, received an unofficial “Best Teacher” award and card from Karen and Pedro, students from Brazil. They said on their card that she was their first teacher in America and they appreciate her so, so much.

23-085 VII. **Action Items:**

23-086 **Request to Serve Alcohol: Danielle King**

Vice President Benjamin, seconded by Trustee Tam, moved to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the author event on September 8, 2023, at the Chickasaw Branch Library. Motion carried 4-0.

23-087 **Server Room A/C Replacement: Kris Shoemaker**

Trustee Smoley, seconded by Trustee Tam, moved to approve the OCLS Server Room HVAC Replacement Project; to approve a not-to-exceed budget of \$185,000 and to authorize staff to issue a purchase order to EMCOR for the project. Motion carried 4-0.

23-088 **Main HVAC Controls: Kris Shoemaker**

Vice President Benjamin, seconded by Trustee Tam, moved to approve the OCLS HVAC Controls Replacement Project; to approve a not-to-exceed budget of \$490,000 and to authorize staff to issue purchase order to Trane USA for the project. Motion carried 4-0.

23-089 VIII. **Discussion and Possible Action Items**

23-090 IX. **Information**

23-091 **Director’s Goals – FY 2023 3rd Quarter Update**

President Bohannon reported to the Board that CEO Powell is on track with his goals. He highlighted some of the many achievements such as the continued partnership with Orange County Public Schools, Mayor Demings mentioning OCLS in his county address, and that Mr. Powell was chosen as one of *Orlando Family Magazine’s* Person of the Year. President Bohannon further stated that OUC will sponsor one of the book bikes and that the estate for Roger Pharr donated over 1 million dollars to the Friends of the Library and it is earmarked to support an author series. He also reported that all 1,000 WiFi hotspots are consistently checked out and that blood pressure heart monitoring kits are the first items available for check out through the Library of Things.

23-092 **Strategic Plan – FY 2023 3rd Quarter Update**

CEO Powell gave a brief overview of the quarterly update. Objectives in the strategic plan are many and varied and there is just too much to cover here. Staff is putting every effort into making the entire plan a success and as proof he offered that the plan grows by 12 or 14 pages, sometimes more, with each update. He commended and thanked Staff for their efforts.

23-093 **Director’s Report**

When CEO Powell mentioned the library’s staffing levels while discussing the 4% raise, the total of staff had been hovering in the 400-employee range. Well, there is some good news. There are currently at 415 employees, with several others in the pre-onboarding process.

On June 2, Orange County Public Schools' McKinney-Vento Program hosted the third annual Central Florida Homeless Education Summit. OCLS was invited to attend and present information about the services OCLS provides. Two OCLS social workers presented to 21 school staff and community members who provide support for students and families experiencing housing transition.

In June, Learning Central staff attended the Florida City and County Management Association Annual Conference and the National Association of Social Workers Annual Conference to promote Right Service at the Right Time, reaching over 250 participants.

In June, branch outreach staff hosted the inaugural Mother Goose on the Loose program at Nemours Children's Hospital. The literacy-rich workshop aims to benefit families with medically inclined children in the Neonatal Units and will be provided bi-monthly at Nemours.

As mentioned in the past, staff is working on creating a Library of Things – a collection of items that can be checked out of the library that are not books or traditional library materials. The Library of Things Committee rolled out its first thing on June 20, 2023: Blood Pressure Monitoring Kits. OCLS secured materials from the American Heart Association and the HCA Healthcare Foundation to put together the Libraries with Heart Self-Monitoring Blood Pressure Kits. The kits are available for customers at the Hiwassee and South Trail Branches. Each location has 15 kits available for checkout.

Second Harvest Food Bank added the South Trail Branch to the locations receiving shelf-stable breakfast and lunch boxes for distribution to families. This month, Fairview Shores, Chickasaw, and South Trail branches handed out 750 boxes to families in need.

Recently, the Friends of the Orange County Library System were the recipients of an extremely generous donation from the trust of Orlando tennis legend Roger Pharr. When Pharr passed away in 2022, he left the bulk of his estate to the Friends, on the condition that they use the funds to start an endowment for the library in honor of his mother, Lillian Louise Pharr. The trustees agreed that the endowment funds could be spent to help the library establish an author series in her name. We met with the trustees recently, who presented a check for \$1,067,000 to fund the endowment. While we knew this would be a sizable donation, we did not know it would be more than a million! For those who are not familiar with Roger Pharr, he was a well-known tennis player who was active from 1955 through the 1970s. He is recognized as one of the all-time top-ranked players from Florida, and he was a regular presence on the courts at the downtown Orlando Tennis Center. He loved reading and the library, and we learned during the meeting with the trustees that some of the last times he drove his car was to visit the Orlando Public Library. We are grateful to Mr. Pharr and his family for their support of OCLS and the Friends.

On June 26, Chief Marketing and Public Relations Officer Erin Sullivan and CEO Powell were invited to participate in the kickoff for OUC's 100th anniversary at City Hall. We have been working with OUC to build a partnership to highlight our mutual anniversaries, and OUC has agreed to sponsor one of our EV book bikes as part of the agreement. During the City Hall kickoff, OCLS was recognized in remarks by OUC executives for its 100 years of service to the community.

CEO Powell reported that he presented the library's fiscal year 2024 budget request to the library governing board and they gave approval to move forward with the budget as proposed. Several members of the board made positive comments about the library and the great work we do in and for the community.

He also thanked Bethany Stone, on the record, handling his duties last month and ensuring that the Board was updated on the budget numbers and updating the budget book that was distributed to the governing board. Bethany, thank you!

23-094

Public Comment: Non-Agenda Items

X. **Adjournment**

Trustee Smoley, seconded by Trustee Tam, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:48 p.m.

Next Meeting Dates:

August 17, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- September 14, 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.

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**Staff Presentation:
IT Support – Thomas Beaver**

**Orange County Library System
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August 17, 2023**

**Financial Statements &
Summaries: July 2023**

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

Project Summaries:

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

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 \$59,667,773 or 98.1% 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 for State and Federal Grants in FY 2022-23, based on anticipated funding from the various agencies. We have received \$794,905 which is 101.2% of the combined budget, which is \$194,586 behind where we were as of July 2022, but is what we budgeted for.

Fee Cards:

The Library budgeted \$20,000 for Fee Card revenues for FY 2022-23. Through July, we received \$122,570 or 612.9% 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 July, we received \$37,515 or 125.0% of budgeted revenues and is \$22,521 more than we received at this point in FY 2021-22.

Faxes and Scans:

Revenues from Faxes and Scans are \$18,684 and \$6,166, respectively. These revenues are lower than the 5-year average dollar-wise and are lower than what we anticipated to receive so far this fiscal year. We project to receive approximately \$26,000, or 56.0% from combined Faxes and Scans revenues in FY 2022-23.

Copy and Prints:

The Library budgeted \$150,000 for these services in FY 2022-23. We received \$151,123 or 100.7% of budget thru July which is higher than 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 July, we received \$22,147 or 184.6% of budgeted revenues.

Fines, Fees and Lost Materials:

Revenues from Fines, Fees and Lost Materials thru July are \$55,758 or 17.4% 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 July 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 July we have received \$161,807 or 1,155.8% of the budget. The Sorosis of Orlando Woman's Club 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 July 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 \$1,000,000 or 57.1% 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 \$105,253 or 105.3% of budget as these payments are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$1,083 or 2.7% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 78.7% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 79.4% of budget, which is in line for the FY allocation.

Repairs & Maintenance/Leasehold Improvements:

The Repairs & Maintenance/Leasehold Improvements are at 122.0% of the budget, which includes the re-classification of the Windermere Project cost from Building & Improvement line.

Property Appraiser Fees:

The expenditures in this category are at 116.4% 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 \$636,821 is the final cost for FY 2022-23, as the final payment has been made.

Supplies Hardware Software:

The expenditures in this category are at 11.9% 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 \$173,131. 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 \$594,150 or 66.0% 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 \$709,395 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.)

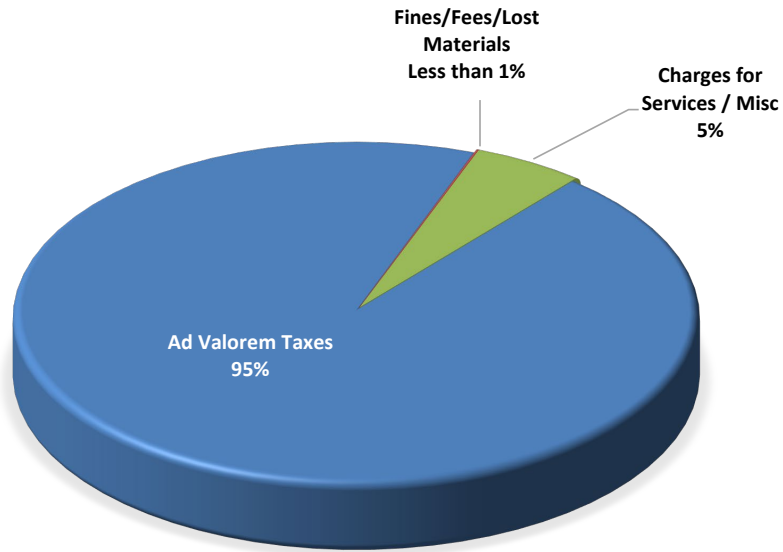
OCLS Windermere Branch Addition Project Budget

Expenditures As of 7-31-2023

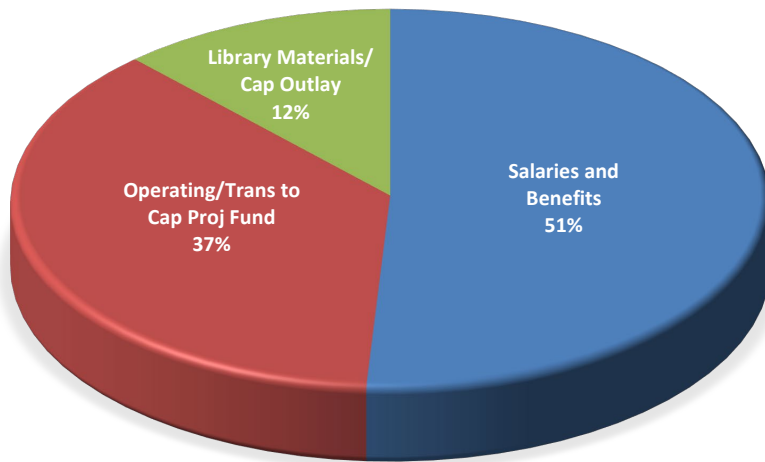
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 22-001</u>					
Gomez Construction	\$753,547	\$0	\$753,547	\$826,862	\$73,315
Ruby Builders	44,606	0	44,606	46,786	2,180
Architectural Fees	110,000	0	110,000	28,052	(81,948)
Engineering/Surveying Costs	25,000	0	25,000	2,776	(22,224)
Owner Provided Materials	65,000	0	65,000	75,530	10,530
Contingency	101,847	0	101,847	0	(101,847)
Project Costs	\$1,100,000	\$0	\$1,100,000	\$980,006	(\$119,994)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Ten Months Ended July 31, 2023

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Ten Months Ended July 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
AD VALOREM TAXES	60,850,000	59,667,773	98.1%
INTERGOVERNMENTAL			
State & Federal Grant	635,000	112,928	17.8%
State Aid	150,000	681,977	454.7%
CHARGES FOR SERVICES			
Fee Cards	20,000	122,570	612.9%
PC Pass (\$10 for 7 days)	1,500	974	64.9%
PC Express (\$5 for 1 hour)	2,000	761	38.1%
Classes	3,000	870	29.0%
Meeting Rooms	30,000	37,515	125.0%
Faxes	35,000	18,684	53.4%
Scans	11,400	6,166	54.1%
Ear Buds, Jump Drives, Masks	1,600	2,532	158.3%
Bag Sales	1,500	3,766	251.0%
Library Card Replacement	7,000	1,741	24.9%
Copy & Prints	150,000	151,123	100.7%
Passport Facility & Photo Fees	12,000	22,147	184.6%
Other	500	365	73.0%
	<u>275,500</u>	<u>369,214</u>	<u>134.0%</u>
FINES, FEES & LOST MATERIALS	320,000	55,758	17.4%
MISCELLANEOUS			
Investment Earnings	125,000	1,758,619	1406.9%
Investment Fair Value	-	18,898	-
Sales of Surplus Property	5,000	5,485	109.7%
Contributions - Friends of Library	35,000	71,806	205.2%
Contributions - Others	14,000	161,807	1155.8%
Internet Rebate	75,000	0	0.0%
Grants & Awards	25,000	37,576	150.3%
Miscellaneous	50,000	84,917	169.8%
	<u>329,000</u>	<u>2,139,108</u>	<u>650.2%</u>
TRANSFER FR PROP APPRAISER	25,000	73,918	295.7%
TRANSFER FR TAX COLLECTOR	470,000	0	0.0%
TOTAL REVENUES	<u><u>63,054,500</u></u>	<u><u>63,100,676</u></u>	<u><u>100.1%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Ten Months Ended July 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
SALARIES & BENEFITS			
Salaries	21,866,000	16,318,212	74.6%
Medicare Taxes	310,000	232,452	75.0%
Defined Contribution Pension Plan	1,600,000	1,223,889	76.5%
Defined Benefit Pension Plan	1,750,000	1,000,000	57.1%
Money Purchase Pension Plan	1,250,000	924,755	74.0%
Life and Health Insurance (Employees)	3,775,000	2,512,588	66.6%
Retiree Health Care (OPEB)	500,000	227,309	45.5%
Worker's Compensation	100,000	105,253	105.3%
Unemployment Compensation	40,000	1,083	2.7%
Parking & Bus Passes	225,000	186,556	82.9%
	<u>31,416,000</u>	<u>22,732,097</u>	<u>72.4%</u>
OPERATING			
Professional Services	280,000	282,171	100.8%
Other Contractual Services	2,005,000	1,416,507	70.6%
Other Contract. Serv.- Janitorial	400,500	322,484	80.5%
Training and Travel	90,000	64,055	71.2%
Telecommunication	255,000	162,487	63.7%
Delivery and Postage	1,347,000	1,059,919	78.7%
Utilities	960,000	715,222	74.5%
Rentals and Leases	1,295,000	1,084,986	83.8%
Insurance	600,000	476,281	79.4%
Repairs and Maintenance/Leasehold Improvements	1,587,000	1,936,291	122.0%
IT Subscriptions/Maintenance Contracts	1,522,000	1,059,558	69.6%
Copying/Printing	341,000	206,224	60.5%
Promotional Activities	425,000	309,330	72.8%
Property Appraiser's Fee	547,000	636,821	116.4%
Tax Collector's Fee	1,215,000	1,176,907	96.9%
Supplies	900,000	421,019	46.8%
Supplies-Hardware/Software	600,000	71,386	11.9%
Supplies-Programming	-	173,131	-
Memberships	15,000	10,327	68.8%
	<u>14,384,500</u>	<u>11,585,106</u>	<u>80.5%</u>
CAPITAL OUTLAY			
Building and Improvements	2,350,000	709,395	30.2%
Equipment and Furniture	350,000	132,973	38.0%
Hardware/Software	1,225,000	306,227	25.0%
	<u>3,925,000</u>	<u>1,148,595</u>	<u>29.3%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	6,043	43.2%
Materials - Other	4,600,000	4,132,744	89.8%
	<u>4,614,000</u>	<u>4,138,787</u>	<u>89.7%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,000,000	4,533,333	113.3%
TRANSFER TO SINKING/EARR FUND	500,000	583,333	116.7%
TOTAL EXPENDITURES	<u>58,839,500</u>	<u>44,721,251</u>	<u>76.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Ten Months Ended July 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	58,000	1,048,655	1808.0%
Investment Fair Value	-	14,743	-
Transfer from Operating Fund	4,000,000	4,533,333	113.3%
Reserves	27,170,000	-	0.0%
TOTAL REVENUES	<u>31,228,000</u>	<u>5,596,731</u>	<u>17.9%</u>
EXPENDITURES			
New Branch	6,145,000	370,349	6.0%
Reserves	25,083,000	5,226,382	20.8%
TOTAL EXPENDITURES	<u>31,228,000</u>	<u>5,596,731</u>	<u>17.9%</u>

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Ten Months Ended July 31, 2023

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	10,000	140,734	1407.3%
Investment Fair Value	-	1,978	-
Transfer from Operating Fund	500,000	583,333	116.7%
Reserves	3,520,000	-	0.0%
TOTAL REVENUES	4,030,000	726,045	18.0%
EXPENDITURES			
Reserves-Building and Improvements	2,530,000	455,805	18.0%
Reserves - Horizon West Contract	1,000,000	180,160	18.0%
Reserves - Technology	500,000	90,080	18.0%
TOTAL EXPENDITURES	4,030,000	726,045	18.0%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Ten Months Ended July 31, 2023

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	20,000	28,400	142.0%
Investment Fair Value	-	175,482	-
Reserves	1,448,000	-	0.0%
TOTAL REVENUES	1,468,000	203,882	13.9%
EXPENDITURES			
Equipment	125,000	2,030	1.6%
Reserves	1,343,000	201,852	15.0%
TOTAL EXPENDITURES	1,468,000	203,882	13.9%

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

ASSETS

Cash on Hand	20,079
Equity in Pooled Cash	2,516,672
Equity in Pooled Investments	46,658,556
Accounts Receivable	1,090
Inventory	132,454
Prepays	314,392
Other Assets - Deposits	<u>8,440</u>
TOTAL ASSETS	<u><u>49,651,683</u></u>

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

LIABILITIES

Accounts Payable	365,096
Retainage Payable	40,574
Accrued Wages Payable	952,141
Accrued Sales Tax	582
Accrued Fax Tax	95
Due To Friends of the Library	2,793
Employee Payroll Deductions:	
Optional Life	2,290
Vision Plan	(881)
Weight Watchers	516
Short Term Disability	1,571
Staff Association	9,304
TOTAL LIABILITIES	1,374,081

FUND BALANCE

Nonspendable:	
Inventory	132,454
Prepaid Items and Deposits	322,832
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	24,476,546
Current Year Expenditures over Revenue	18,379,425
TOTAL FUND BALANCE	48,277,602
TOTAL LIABILITIES & FUND BALANCE	49,651,683

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
July 31, 2023

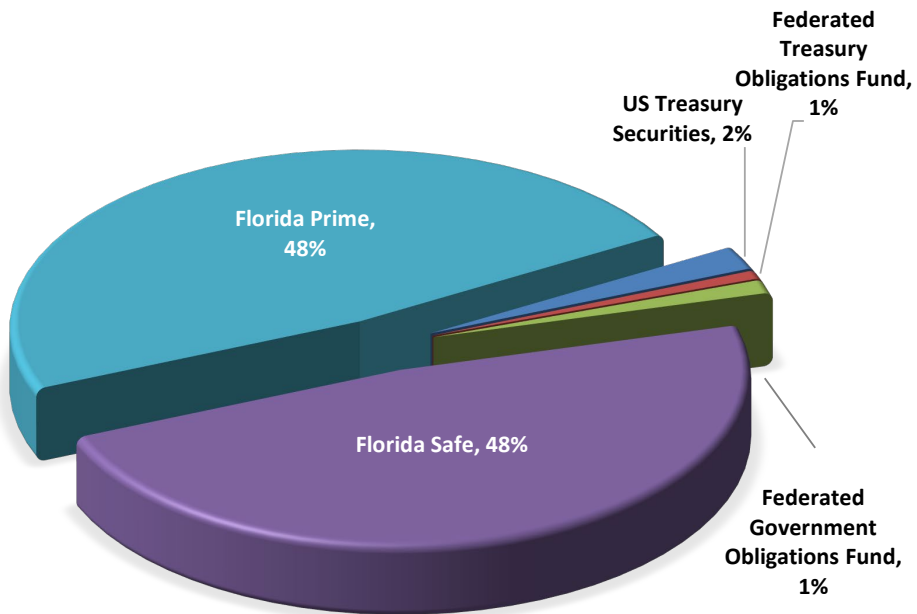
	BALANCE 06/30/23	RECEIPTS	DISBURSE	BALANCE 07/31/23
OPERATING				
Equity in Pooled Cash	2,195,117	3,860,755	3,539,200	2,516,672
Equity in Pooled Investments	51,175,011	225,211	4,741,666	46,658,556
	53,370,128	4,085,966	8,280,866	49,175,228
CAPITAL PROJECTS				
Equity in Pooled Investments	33,508,506	1,676,425	-	35,184,931
SINKING				
Equity in Pooled Investments	4,520,862	227,559	-	4,748,421
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,195,223	262,284	248,384	2,209,123
Claims Payment Checking Account	73,000	226,470	226,470	73,000
Equity in Pooled Investments	4,463,083	19,069	-	4,482,152
	6,731,306	507,823	474,854	6,764,275

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

July 31, 2023

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
US TREASURY SECURITIES	1,981,006
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	706,302
Federated Government Obligations Fund	1,135,261
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	43,560,803
Florida Prime (SBA)	<u>43,690,688</u>
TOTAL	<u><u>91,074,060</u></u>

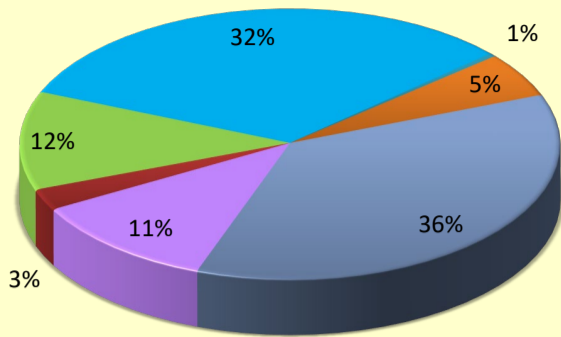


**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Dashboard: July 2023

Monthly Report for July 2023

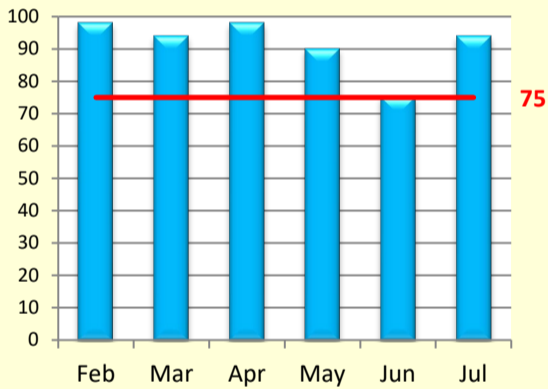
Contacts



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

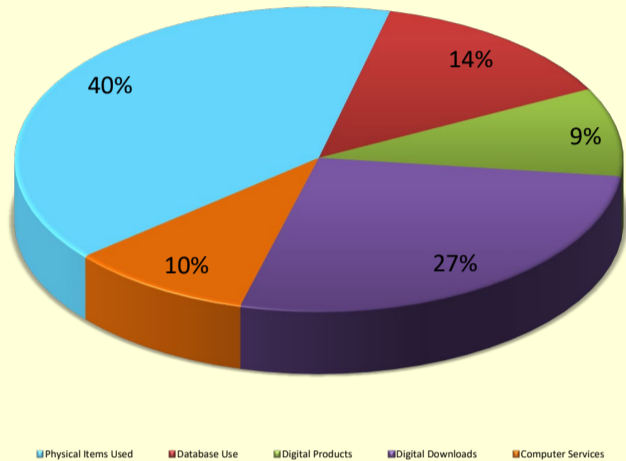
	2023	2022	% change
Door count	162,312	133,214	21.84%
MAYL Packages	36,159	33,324	8.51%
External Web Visits	168,456	149,828	12.43%
Catalog Searches	462,305	436,801	5.84%
Questline Calls	5,649	5,392	4.77%
Social Media	76,789	69,004	11.28%
Electronic Contacts	520,832	462,504	12.61%
TOTAL	1,432,502	1,290,067	11.04%

Net Promoter Score



Resources Accessed

	2023	2022	% Change
Physical Items Used	400,120	388,039	3.11%
Database Use	137,360	137,981	-0.45%
Digital Products	94,567	377,886	-74.97%
Digital Downloads	272,638	231,637	17.70%
Computer Services	97,681	45,332	115.48%
TOTAL	1,002,366	1,180,875	-15.12%

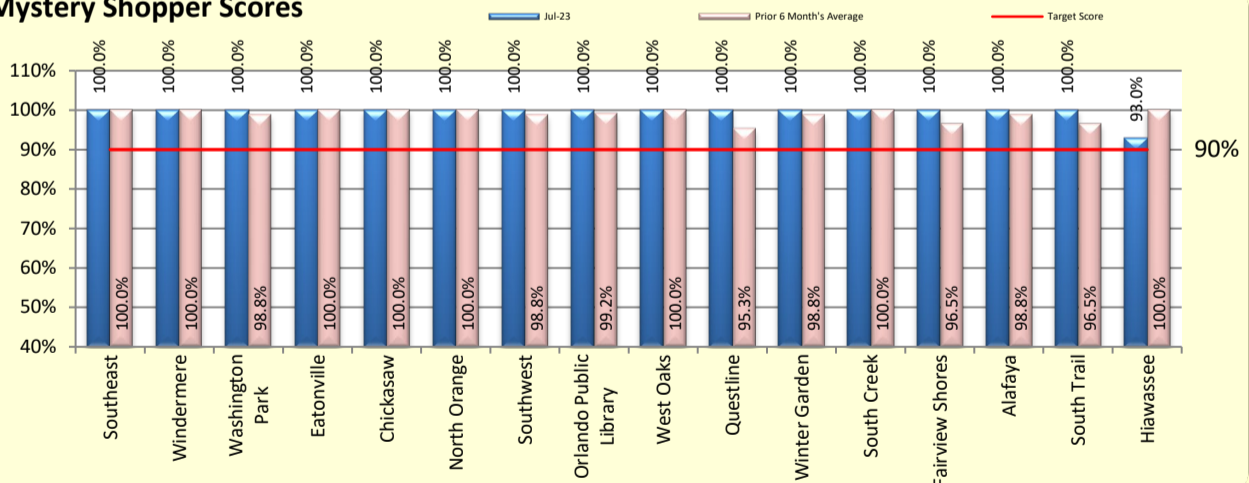


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2023	2022	% Change
Active Cards	334,243	333,898	0.10%
New Registrations	6,080	4,970	22.33%
VLC Registrations	256,021	229,264	11.67%
Transactions	84,688	73,168	15.74%

Mystery Shopper Scores



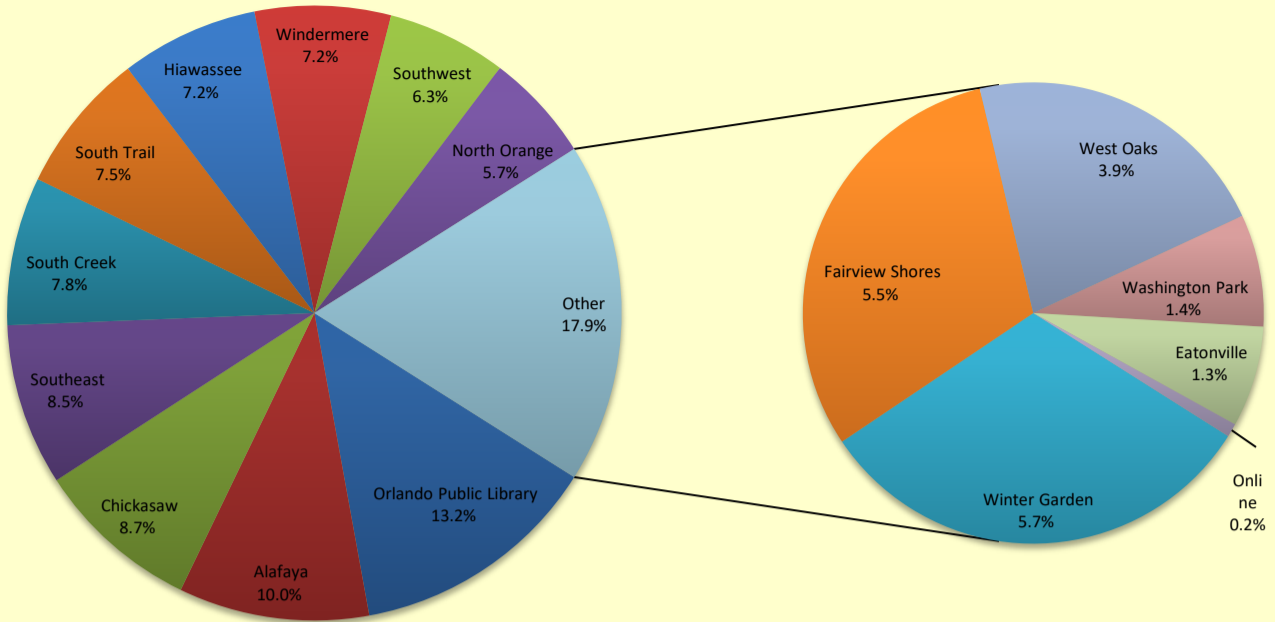
Physical item circulation for July 2023 was 400,120 including renewals. Checkouts for easy books were 27.9% or 46,753 items, juvenile fiction, juvenile non-fiction, and young adult totaled 24.6% or 41,192 items, and adult fiction, non-fiction, and large print combined for 21.6% or 36,285 items. DVDs equaled 10.4% with 17,585 items circulated.

The July 2023 digital checkouts were 272,638 which is an average of 8,795 per day. This was 18% higher than July 2022 when the digital checkouts totaled 231,637.

There were 168,456 visits to www.ocls.info last month. Mobile devices accounted for 63%, or 105,539 visits, while desktops had the remaining 37% or 62,917 visits.

The book drop returns for June 2023 were 2,757 from Lake Nona and 3,761 items from Horizon West.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	7,160	6,497	10.2%	1,193	1,080	10.5%
Alafaya	6,195	4,858	27.5%	161	163	-1.2%
Chickasaw	5,323	3,383	57.3%	181	209	-13.4%
Southeast	5,081	2,854	78.0%	318	251	26.7%
South Creek	4,791	3,971	20.6%	155	185	-16.2%
South Trail	4,564	4,263	7.1%	161	230	-30.0%
Hiawassee	4,418	2,518	75.5%	177	127	39.4%
Windermere	4,219	2,180	93.5%	314	133	136.1%
Southwest	3,663	1,695	116.1%	329	252	30.6%
North Orange	3,458	2,538	36.2%	167	118	41.5%
Winter Garden	3,283	3,635	-9.7%	309	300	3.0%
Fairview Shores	3,299	1,815	81.8%	186	262	-29.0%
West Oaks	2,335	1,745	33.8%	142	301	-52.8%
Washington Park	743	464	60.1%	151	163	-7.4%
Eatonville	737	819	-10.0%	66	18	266.7%
Online	-	-	0.0%	107	78	37.2%
TOTAL	59,269	43,235	37.1%	4,117	3,870	6.4%

In July 2023, we offered 1,473 Events with an attendance of 55,390. Last year, the Library offered 1,252 events with an attendance of 42,608.

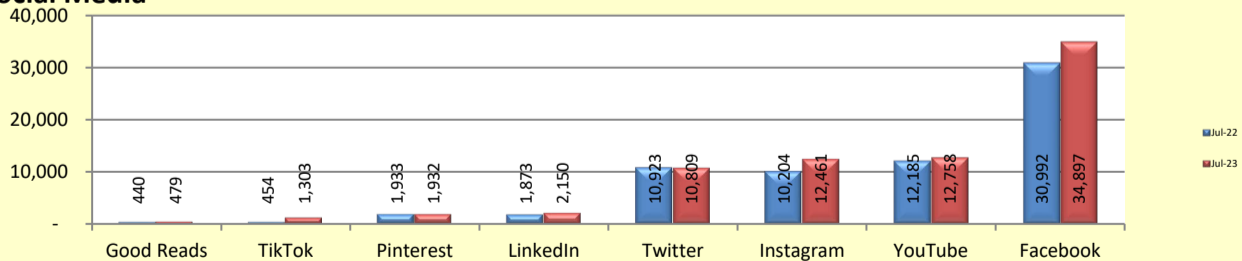
On 29 July, each location held a "Youth End of Summer Celebration," where 2,727 attendees commemorated the completion of their summer reading challenge with a chance to win a Grand Prize. On 28 July, bubble master Blaise Rynes created gigantic bubbles and liquid fireworks for 267 attendees to enjoy during the "Spheres Bubble Show" at the Chickasaw Branch. On 25 July, 226 attendees experienced the "Circus Dog Show," where a group of funny and very entertaining dogs climbed stairs and performed uniquely designed family tricks at the Orlando Public Library.

In July 2023, we offered 997 Classes with an attendance of 4,117. Last year we offered 1,130 Classes with an attendance of 3,870. Also in July, we presented 126 Offsite Events reaching 3,704 people, and attended 43 Community Events reaching 3,879 people.

Events/Class Attendance

	2023	2022	% Change
Community Events	3,879	627	518.66%
Events - Adult	19,478	12,531	55.44%
Events - Teen	1,281	580	120.86%
Events - Children	34,631	29,497	17.41%
Technology Classes	4,117	3,870	6.38%
TOTAL	63,386	47,105	34.56%

Social Media



Social media statistics for July 2023 saw a 11.28% increase in growth.

In July, we announced [solar eclipse activities at the library](#) and our partnership with Space Science Institute to distribute solar eclipse viewing glasses. Created in-house by the Video Production Specialist, the video features an interview with Anne Holland, Community Engagement Manager at the Space Science Institute, who explained the two cosmic phenomena, as well as instructions to attend a program presented by Orange County Library System related to the upcoming eclipses to receive viewing glasses. This video has been viewed 18,451 times across platforms (organic and paid) and shared over 220 times.

We also wrapped up Summer at Your Library activities in July. We posted a [recap album](#) of photos taken from June-July 2023 by the library's staff photographer. Comments from customers include, "I know you guys put a lot of work into all the events!! Thank you!" and "So WONDERFUL to see all those happy faces ♡OCLS is the best!".

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Agenda Items: Consent Agenda

- 23-103 **Board Meeting Schedule: FY 2024**
- 23-104 **Strategic Plan FY 2024 – FY 2026 Approval: Steve Powell**
- 23-105 **Public Library Construction Grant Application Approval –
Horizon West: Danielle King**
- 23-106 **Computer & Equipment Purchase to Update Technology
Classrooms: Thomas Beaver**
- 23-107 **Southwest Branch Air Conditioning Replacement:
Kris Shoemaker**
- 23-108 **Annual Plan of Service: FY 2024**

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Board Meeting Schedule:
FY 2024**

**Meeting Schedule for the
Orange County Library District Board of Trustees
FY 2024**

**All meetings are scheduled for 6:00 p.m. the second Thursday of the month
(unless otherwise indicated).**

**Meetings will be held at the
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
in the Albertson Room on the 3rd Floor
(unless otherwise indicated).**

October 12, 2023

April 11, 2024

November 9, 2023

May 9, 2024

December 14, 2023

June 13, 2024

January 11, 2024

July 11, 2024

February 8, 2024

August 8, 2024

March 14, 2024

September 12, 2024

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
Board of Trustees Meeting
August 17, 2023**

**Strategic Plan FY 2024 – FY 2026
Approval**

ORANGE COUNTY LIBRARY SYSTEM STRATEGIC PLAN FY 2024 - 2026

I. ISSUE STATEMENT

Library Board approval is needed for the library's updated three-year Strategic Plan for fiscal years 2024 through 2026.

II. BACKGROUND & SUMMARY

In order to adapt and adjust to future library and business needs, OCLS must have a strong, dynamic, and comprehensive Strategic Plan. Also, having a revised Strategic Plan is a requirement for the State Library of Florida to remain eligible for annual State Aid to Libraries funding. OCLS received \$681,977 in State Aid for the current fiscal year.

III. CONSIDERATION

The library is requesting the library board to approve the updated Strategic Plan for FY2024-2026

IV. RECOMMENDATION

Staff recommends that the library board approve the proposed Strategic Plan for FY2024-2026.

**Orange County Library System:
STRATEGIC PLAN – FY 2024 – FY 2026
DRAFT**

Strategic Area One	Improve the Customer Experience, establishing OCLS as a friendly, welcoming and community centric service.
Yvonne Hartley	A. Establish an ongoing customer service training program
	FY 2024
	1. Develop Creole language learning module(s) for staff
	2. Implement a quarterly training series centered around inclusion, listening, and productive conversations
	3. Evaluate hiring practices to mitigate the risks of unconscious bias
	4. Implement manager training on best practices for hiring, onboarding, and retention
	FY 2025
	1. Review Customer Service Standards, adjusting as needed
	2. Offer an onboarding/orientation experience as a refresh/reinvigorate opportunity for veteran staff
	FY 2026
	1. Introduce next level customer service series training
	2. Create a formal recognition plan to allow customers and staff to celebrate great service
Kris Shoemaker	B. Provide inviting facilities to fulfill community needs
	FY 2024
	1. Evaluate PEP pickup location(s) in East Orange County
	2. Manage Design and Construction of Horizon West Branch
	3. Manage Design and Construction of Lake Nona Branch
	4. Award Contract for Main Roof Replacement
	5. Manage Main HVAC Control Project
	6. Manage 3 rd Floor Meeting Room Refresh Project
	FY 2025
	1. Complete Horizon West branch construction & open on time
	2. Explore parking validation for BBM pickups and passport appointments
	3. Manage Main roof Replacement Project
	4. Manage Main Outdoor Lighting Project
	5. Manage Main Master Plan Evaluation
	6. Manage Design and Construction of Lake Nona Branch
	FY 2026
	1. Complete Lake Nona branch construction & open on time
	2. Manage Winter Garden Refresh Project
	3. Manage Main VAB Replacement Project
	4. Manage Main Outdoor Lighting Project

	5. Execute Main Master Plan Evaluation
Bethany Stone	C. Enhance the on-boarding experience for new customers
	FY 2024
	1. Refine and utilize the New Customer Survey results to highlight relevant services and resources for new cardholders
	2. Explore the development of a digital access card
	FY 2025
	1. Establish a “Welcome to OCLS” in-person orientation event and online video
	2. Explore an initiative to gamifying the library experience
	FY 2026
	1. Evaluate the success/effectiveness of the welcome gifts for online card registrations
	2. Introduce gamified version of the library experience
Strategic Area Two	Increase awareness of OCLS and what is offered
Erin Sullivan	A. Develop a strategic marketing plan
	FY 2024
	1. Create and execute marketing plan for a campaign that highlights library’s new focus on outreach and community engagement
	2. Work with DEIA Specialists to establish best practices for marketing to a diverse and growing community
	3. Begin to implement Patron Point in library’s marketing efforts
	4. Develop plan to market opening of two new branches
	FY 2025
	1. Execute marketing campaign to highlight the Horizon West and Lake Nona branches
	2. Review use of Patron Point and look for new opportunities to enhance use of tool
	3. Evaluate results of marketing campaign
	FY 2026
	1. Evaluate marketing needs at all locations and make adjustments as needed
	2. Assess Brand Book and marketing and outreach libguide, adjust as needed
Erin Sullivan	B. Leverage storytelling
	FY 2024
	1. Establish plan to document how the library is using Community Engagement to bring new library opportunities to the community
	2. Pitch at least one community engagement story to the media each quarter

	3. Use blogs to share the library's story more effectively
	4. Establish and test social media content pillar strategy to create educational, inspirational and entertaining posts that align with marketing goals
	FY 2025
	1. Develop strategy to make sharable library stories for social media
	2. Explore campaign to tell stories from behind the scenes at the library
	3. Engage with high-profile organizations in storytelling campaign
	4. Re-evaluate social media content pillar strategy to create educational, inspirational and entertaining posts that align with marketing goals
	FY 2026
	1. Find opportunities to share positive customer feedback in marketing
	2. Look for new ways to use storytelling to engage customers
	3. Re-evaluate social media content pillar strategy to create educational, inspirational and entertaining posts that align with marketing goals
Danielle King	C. Community outreach that builds awareness
	FY 2024
	1. Develop outreach plan for new community engagement department
	2. Roll out the OCLS book bike service
	3. Research, design and purchase a bookmobile
	FY 2025
	1. Develop a plan to roll out the bookmobile service
	2. Evaluate expanding social worker services
	3. Develop Melrose style classes/events that can be presented at outreaches and offsite library events.
	FY 2026
	1. Explore new trends in library outreach
	2. Evaluate outreach initiatives for inclusion and diversity
Lynette Schimpf	D: Create a business intelligence strategy
	FY 2024
	1. Design data models required
	2. Design data collection workflows
	3. Create data infrastructure
	FY 2025
	1. Train staff on use of data analytics and tools
	2. Implement business intelligence strategy

	FY 2026
	1. Implement Business Intelligence strategy to evaluate events, programs, and services for efficacy.
	2. Create accessible dashboard for staff for visual representation of statistical reports.
Strategic Area Three	Deliver experiences that offer opportunities to help the community learn and grow
Sara Gonzalez	A. Kindergarten preparedness
	FY 2024
	1. Expand caregiver connect targeting specific age groups.
	2. Explore opportunities for expanding Countdown to Kindergarten in non-traditional settings.
	FY 2025
	1. Explore and expand Countdown to Kindergarten to include child life skills.
	2. Evaluate online preschool curriculum tools.
	FY 2026
	1. Continue to expand and offer Countdown to Kindergarten to more branch locations
	2. Present and promote VPK Field Trips to local VPK schools and daycares
Sara Gonzalez	B. Early and family learning
	FY 2024
	1. Evaluate and expand teen offerings.
	2. Create metrics for evaluating early and family learning events.
	FY 2025
	1. Explore opportunities for family volunteer events.
	2. Explore tutoring partnership opportunities.
	FY 2026
	1. Create and offer more self-directed take-home family learning activities.
	2. Develop training videos for staff who present early and family learning events.
Leasha Tavernier	C. Provide experiences to enhance life skills
	FY 2024
	1. Explore opportunities to expand offerings to older adults
	2. Evaluate the success of technology class offerings throughout the library system
	3. Continue to explore grant/award opportunities
	FY 2025

	1. Evaluate on-demand offerings
	2. Continue to explore grant/award opportunities
	3. Explore opportunities to expand ESOL offerings
	FY 2026
	1. Explore ways to expand career training opportunities (business/vocational)
	2. Continue to explore grant/award opportunities
Steve Powell	D. Provide service delivery via technology
	FY 2024
	1. Evaluate scanner and fax services
	2. Finalize contract/start network and network hardware replacement
	3. Explore smart home integration with library services
	FY 2025
	1. Conduct a thorough review of the technology plan
	2. Continue network and network hardware replacement
	3. Evaluate and select a Human Resources Information System / Enterprise Resource Planning Platform
	4. Create and implement a development plan for smart home integration with library services
	FY 2026
	1. Complete network and network hardware replacement
	2. Update/revamp the technology plan
Sara Gonzalez	E. Partner with schools
	FY 2024
	1. Research possibilities for school night events (i.e. STEM/Literacy Nights) at library locations
	2. Evaluate the effectiveness of the school liaison program.
	FY 2025
	1. Explore opportunities for expanding STEM based field trips to schools
	2. Explore the possibility of expanding delivery services to schools
	FY 2026
	1. Develop a school engagement dashboard
	2. Develop ESOL school events/workshops for teachers, students, and parents
Erica Grant	F. Foster Innovation & New Services
	FY 2024
	1. Continue to expand the library of things collection
	2. Evaluate outdoor programming at select locations
	3. Explore offering notary services

	FY 2025
	1. Evaluate Passport Services to a full-time office
	2. Explore the feasibility to install culinary programming at select locations
	FY 2026
	1. Seek out new innovation opportunities for delivery of library services
	2. Evaluate usage of library of things collection to provide expanded opportunities

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-104**

ORANGE COUNTY LIBRARY SYSTEM STRATEGIC PLAN FY2024 - 2026

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17 of August 2023, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the FY 2024 – 2026 Strategic Plan.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Public Library Construction Grant
Application Approval:
Horizon West Branch**

**APPROVAL TO APPLY FOR THE PUBLIC LIBRARY CONSTRUCTION GRANT
FOR THE HORIZON WEST BRANCH**

I. ISSUE STATEMENT

Library Board approval is needed to authorize staff to submit a Public Library Construction Grant to the Florida Department of State, Division of Library and Information Services in the amount of five hundred thousand dollars for the construction of the Horizon West Branch.

II. BACKGROUND & SUMMARY

The Florida Department of State, Division of Library and Information Services provides state funds up to \$500,000 for the construction of public libraries. The Library would like to apply for these funds to help with the cost of the construction of the 20,000 square foot Horizon West Branch that will be built in the Horizon West Regional Park. Previous construction grants helped finance the construction of Alafaya, South Creek, West Oaks, Winter Garden, and the Chicksaw facilities.

The application submission must include Board approval of a resolution authorizing staff to submit the application, along with assurances of the dollar for dollar match, that sufficient funds will be available and result in a completed library building, and that the facility would be exclusively used for public library purposed for twenty years.

III. CONSIDERATION

The library is requesting the library board to approve the resolution authorizing the application for the grant submission and approval of the required assurances.

IV. RECOMMENDATION

Staff recommends that the library board approves the resolution authorizing the application for the grant.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-105**

**APPROVAL TO APPLY FOR THE PUBLIC LIBRARY CONSTRUCTION GRANT
FOR THE HORIZON WEST BRANCH**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17th day of August, 2023, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the submission of the application for the Public Library Construction Grant for the Horizon West Branch.
2. To authorize Steve Powell, Library Director/CEO to sign the application and provide required certifications.
3. To assure the required match of a dollar-for-dollar of the grant request will be available and unencumbered at the time of the grant award.
4. To assure that funding is sufficient and will be available in order that the project will result in a completed library building.
5. To assure that upon completion of the project, sufficient funds will be available to operate the facility.
6. To assure that the building will be used exclusively for the public library purposes for which it was constructed and submission of proposed changes in use to the Division for approval if within 20 years of the completion of the construction project.
7. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Computer & Equipment Purchase
to Update Technology Classrooms**

COMPUTER AND EQUIPMENT PURCHASE TO UPDATE TECHNOLOGY CLASSROOMS

I. ISSUE STATEMENT

Library Board approval is needed to proceed with the updating and improvement of equipment utilized in technology classrooms.

II. BACKGROUND & SUMMARY

The most recent refresh of our technology classroom equipment occurred in FY2018. This equipment is no longer under warranty and currently does not meet the ever-evolving demands of the library's technology classrooms.

This purchase would enable the library to improve its service across multiple facets. This proposal would refresh the computers in each technology classroom the library currently has and provide an improved experience for our customers taking technology classes.

We are also taking this opportunity to meet the changing needs of our branches within their communities. As part of this process, around 60% of our classrooms would be switching from desktop computers to laptops. This expands the branch's flexibility to convert the current classroom spaces into multipurpose spaces when needed. This proposal includes storage space for these laptops to ensure their software remains updated and the equipment itself is secured when not in use.

The I.T. Team has worked closely with the Technology and Education Center department and the Branch Admin/Management teams throughout the decision-making process to ensure the equipment choices accomplish their needs for these classrooms.

This expense was planned as part of the FY2022-2023 Hardware/Software Capital Outlay Budget.

Quotes Received:

<i>Vendor</i>	<i>Quote Total</i>
Dell	\$256,648.42
CDW	\$341,420.00
SHI	Declined to Bid

<i>Purchase Item</i>	<i>Amount Needed</i>	<i>Individual Price</i>	<i>Quote Total</i>	<i>Vendor</i>
Laptops	82	\$1,582.75	\$129,785.50	Dell
Desktops	76	\$1,433.00	\$108,908.00	Dell
Storage Cabinets	9	\$1,983.88	\$17,854.92	Dell
Network Switch	9	\$100	\$900	Various

Total Estimated Purchase: \$257,648.42, contingency \$17,351.58, not to exceed budget \$275,000.

III. CONSIDERATION

Library staff are requesting that the Board approve the purchase of computers and equipment to update all technology classrooms from Dell. The estimated cost is \$257,648.42 and staff is requesting a not to exceed budget of \$275,000.

IV. RECOMMENDATION

Staff recommends that the library board approve the purchase of computers and equipment to update all technology classrooms from Dell. The estimated cost is \$257,648.42 and staff are requesting a not to exceed budget of \$275,000.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-106**

COMPUTER AND EQUIPMENT PURCHASE TO UPDATE TECHNOLOGY CLASSROOMS

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17th of August 2023, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of computers and equipment to update all technology classrooms from Dell at an estimated cost is \$257,648.42.
2. To approve a not to exceed budget of \$275,000.
3. To authorize staff to issue purchase orders for the project.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Southwest Branch
Air Conditioning Replacement**

OCLS SOUTHWEST BRANCH HVAC REPLACEMENT PROJECT

I. ISSUE STATEMENT

Library Board approval is needed to replace the Southwest Branch Library's HVAC system as it has reached the end of its useful life.

II. BACKGROUND & SUMMARY

The Southwest Branch library's HVAC air handler unit is over 35 years old, and the condenser unit is over 20 years old. The system is a single 40-ton unit to cool/heat the 14,256 square foot facility.

Staffs' plan is to replace the system in two steps. This first step is to set-up temporary cooling while the unit is replaced, this may require the branch to be closed for a few days. The second step will be to remove and replace the old unit.

Library staff reached out to its three HVAC providers, Trane USA, EMCOR Services MSI – Mechanical Services, and Greens Energy Services. Trane USA declined to bid, EMCOR provided a price of \$133,761 and Greens Energy Services provided a cost of \$110,120 for the removal and replacement of the old unit. Copy of the quotes are attached.

Once the parts are on-hand the project will take approximately two weeks to complete.

The estimated project cost is \$225,000 (which is less than the \$375,000 anticipated on the FY 2023-24 Budget), which includes \$110,120 for Greens Energy Services to remove and replace the system, \$64,880 for the temporary HVAC, fence removal and ancillary items, and \$50,000 in contingency.

The FY2023-24 Building and Improvement account has sufficient funding to pay for this project.

III. CONSIDERATION

The library is requesting the library board to 1) approve the project, 2) approve the project not-to-exceed budget of \$225,000.00 and 3) authorize staff to issue a purchase order to Greens Energy Services for the project.

IV. RECOMMENDATION

Library staff recommends that the library board 1) approve the project, 2) approve the project not-to-exceed budget of \$225,000.00 and 3) authorize staff to issue a purchase order to Greens Energy Services for the project.

Southwest Library System Replacement	
Carrier Modular Air Handling Unit - MODEL# 39MN30W02C1D613XFE	\$45,238.30
Carrier Air Cooled Condensing Unit - MODEL# 38APS04054-10120	\$31,508.64
Air Filter Kit	\$2,264.00
New TXV (4)	\$1,854.00
410-A Refrigerant (120 lbs)	\$5,040.00
Misc Installation Materials	\$4,070.00
New Copper Line-set	Not Included
Crane & Rigging	\$1,500.00
Removal & Disposal of Old Equipment	\$525.00
Installation Labor (140 Total Man Hours @ \$96.00 per hour)	\$13,440.00
Remove & Re-Install Fence (around condenser)	\$0.00
Connect to existing electrical (change breakers as needed)	\$250.00
Adapt and re-connect to Existing ductwork	\$825.00
Add 24"x24" Grille to each door	\$465.00
New Honeywell Thermostat	\$387.06
Greens Exclusive 1-year Labor & Craftmanship Warranty	\$2,753.00
Total Project Cost	\$110,120.00



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OCLS Southwest

Contact: Brian Dornbush

Site Address: 7255 Della Dr. Orlando, FL

32819 Email: dornbush.brian@ocls.info

Date: 6/5/2023

MSI - Mechanical

Services Contact:

Wilfredo Maldonado

9820 Satellite Blvd.

Orlando, FL 32837

Phone: 1 (407) 978-8026

Email:

wmaldonado@msifla.com

Web: <http://msifla.com>

Quote number: 007386

Job Description: OCLS Southwest AHU-1 Replacement

Mr. Dornbush,

We appreciate the opportunity to submit this proposal on the HVAC work for the above referenced project and look forward to working with you. Please review the following information:

Scope of Work

- Sign in and check in with facilities
- Lockout / Tagout (1) McQuay 40-ton air handling unit labeled AHU-1
- Lockout / Tagout (1) Carrier condensing unit labeled CU-1
- Disconnect and remove existing fencing on the top and 2 sides
- Disconnect existing high voltage electrical
- Disconnect existing low voltage control wires and save for reuse
- Demo and haul away (1) existing air handling unit and condensing unit
- Furnish and install (1) Tempmaster 40 ton straight cool split system
 - 208/230-3-60
 - Four stage cooling
 - 4-pipe dual circuit
 - Copper tube/Aluminum fin condensing coil
 - Smart equipment controller
 - Phase monitor
 - High static drive
 - 10 hp evaporator blower motor
 - Motor overload relay
- Furnish and install air handling unit spring isolators
- Furnish and install interconnecting pipe and fittings for new routing from the air handling unit to the condensing unit
- Furnish and install ceiling repair where refrigerant lines exit the building
- Furnish and install line chase cover
- Furnish and install refrigerant accessories
- Furnish and install hurricane tie downs
- Furnish and install insulation on suction line of refrigerant circuit
- Furnish core drilling for refrigerant line new routing
- Furnish and install (1) new 200 amp fusible disconnect for the condensing unit
- Furnish and install final connections to the condensing unit and the air handling unit
- Furnish crane and rigging to remove the old condenser and locate the new condenser
- Furnish and install extended fencing around the newly installed condensing unit



EMCOR Services

MSI-Mechanical Services

- Furnish and install (1) new programmable thermostat
- Warranty and permits included
- Proposal based on industry standard materials and methods
- All work performed on a premium/night and weekends

Scope Exclusions

- Any work not listed above
- Engineering of any kind
- Structural engineering
- Any type of Asbestos testing or abatement
- Temp facilities or utilities of any kind
- X-ray of concrete
- Roof work of any kind

Any item or service that is not listed above is not included, premium labor unless specified, fire/smoke/building management controls, life safety/fire alarm interface, any electrical modifications and or upgrades, any low voltage modifications and or upgrades, any structural modifications and or upgrades (outside of scope above), any roofing modifications and or upgrades (outside of scope above), any ductwork modifications and or upgrades (outside of scope above), any building code upgrades that may be required, bonding, patching/plastering/painting, plumbing, general contracting services, hazardous material mitigation, lighting protection, temporary cooling, ASHRAE Standard 15 upgrades, certified air/water test and balance services, any site specific required safety training or badging.

Warranty

Manufacturer provides (1) year parts and labor warranty. MSI will provide 90 days labor warranty on all workmanship inclusive of this contract and does not apply to any other part of the system.

OCLS SOUTHWEST BRANCH HVAC REPLACEMENT PROJECT

Sales Price

Purchase: Total price for the above (including applicable taxes): **\$133,761.00**

This price will only be valid for thirty days from the proposed date.

Payment terms to be made as follows:

- 50% Upon Acceptance
- Remainder to be progressed billed (Net 30 Days)

This quotation is provided subject to MSI's standard Terms and conditions which can be reviewed upon request. These conditions apply to this quotation and any subsequent order notwithstanding anything to the contrary contained in or incorporated into any document from or oral statement made by you, the customer. No variation or amendment to the conditions shall be of any effect unless expressly agreed, in writing, by a person authorized to sign on behalf of MSI. By accepting this quotation, I confirm that I have read and I accept the conditions and I am authorized to enter into a contract on behalf of the customer.

Authorized Customer Signature:

Name (Please Print):

Date:

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-107**

OCLS SOUTHWEST BRANCH HVAC REPLACEMENT PROJECT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17th of August 2023, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the OCLS Southwest Branch HVAC Replacement Project.
2. To approve a not-to-exceed budget of \$225,000.
3. To authorize staff to issue purchase order to Greens Energy Services for the project.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

Resolution declared adopted:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**State Aid FY 2024 Document:
Annual Plan of Service FY 2024**

**Orange County Library System:
Annual Plan of Service – FY 2024
Draft**

Strategic Area One	Improve the Customer Experience, establishing OCLS as a friendly, welcoming and community centric service.
Yvonne Hartley	A. Establish an ongoing customer service training program
	1. Develop Creole language learning module(s) for staff
	2. Implement a quarterly training series centered around inclusion, listening, and productive conversations
	3. Evaluate hiring practices to mitigate the risks of unconscious bias
	4. Implement manager training on best practices for hiring, onboarding, and retention
Kris Shoemaker	B. Provide inviting facilities to fulfill community needs
	1. Evaluate PEP pickup location(s) in East Orange County
	2. Manage Design and Construction of Horizon West Branch
	3. Manage Design and Construction of Lake Nona Branch
	4. Award Contract for Main Roof Replacement
	5. Manage Main HVAC Control Project
	6. Manage 3 rd Floor Meeting Room Refresh Project
Bethany Stone	C. Enhance the on-boarding experience for new customers
	1. Refine and utilize the New Customer Survey results to highlight relevant services and resources for new cardholders
	2. Explore the development of a digital access card
Strategic Area Two	Increase awareness of OCLS and what is offered
Erin Sullivan	A. Develop a strategic marketing plan
	1. Create and execute marketing plan for a campaign that highlights library's new focus on outreach and community engagement
	2. Work with DEIA Specialists to establish best practices for marketing to a diverse and growing community
	3. Begin to implement Patron Point in library's marketing efforts
	4. Develop plan to market opening of two new branches
Erin Sullivan	B. Leverage storytelling
	1. Establish plan to document how the library is using Community Engagement to bring new library opportunities to the community
	2. Pitch at least one community engagement story to the media each quarter
	3. Use blogs to share the library's story more effectively
	4. Establish and test social media content pillar strategy to create educational, inspirational and entertaining posts that align with marketing goals

Danielle King	C. Community outreach that builds awareness
	1. Develop outreach plan for new community engagement department
	2. Roll out the OCLS book bike service
	3. Research, design and purchase a bookmobile
Lynette Schimpf	D: Create a business intelligence strategy
	1. Design data models required
	2. Design data collection workflows
	3. Create data infrastructure
Strategic Area Three	Deliver experiences that offer opportunities to help the community learn and grow
Sara Gonzalez	A. Kindergarten preparedness
	1. Expand caregiver connect targeting specific age groups.
	2. Explore opportunities for expanding Countdown to Kindergarten in non-traditional settings.
Sara Gonzalez	B. Early and family learning
	1. Evaluate and expand teen offerings.
	2. Create metrics for evaluating early and family learning events.
Leasha Tavernier	C. Provide experiences to enhance life skills
	1. Explore opportunities to expand offerings to older adults
	2. Evaluate the success of technology class offerings throughout the library system
	3. Continue to explore grant/award opportunities
Steve Powell	D. Provide service delivery via technology
	1. Evaluate scanner and fax services
	2. Finalize contract/start network and network hardware replacement
	3. Explore smart home integration with library services
Sara Gonzalez	E. Partner with schools
	1. Research possibilities for school night events (i.e. STEM/Literacy Nights) at library locations
	2. Evaluate the effectiveness of the school liaison program.

Erica Grant	F. Foster Innovation & New Services
	1. Continue to expand the library of things collection
	2. Evaluate outdoor programming at select locations
	3. Explore offering notary services

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-108**

RESOLUTION TO APPROVE THE FY 2024 ANNUAL PLAN OF SERVICE, AS REQUIRED FOR STATE AID TO LIBRARIES GRANT.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 17th of August 2023, at 6:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the FY 2024 Annual Plan of Service as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2024.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Agenda Items:
Non-Consent Agenda**

- 23-110 **Budget FY 2024 Approval: Steve Powell**
- 23-111 **Strategic Plan Project Firm Selection: Lynette Schimpf**
- 23-112 **Melrose Center Sound Booth Purchase & Installation:
Bethany Stone**

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Budget FY 2024 Approval



STEVEN POWELL Library Director/Chief Executive Officer

DATE: August 11, 2023

TO: Crockett Bohannon, President
Nicole Benjamin, Vice President
Ashley Cisneros Mejia, Trustee
Sharon Smoley, Trustee
Lizannette Tam, Trustee

FROM: Steven Powell, Library Director/CEO

SUBJECT: Revised Budgets for the Fiscal Year Ending September 30, 2024

Attached is the Orange County Library District's revised fiscal year 2023-2024 proposed Operating, Capital, Sinking, and Permanent Fund Budgets for your review and approval at the August 17, 2023, Board of Trustees Meeting. Once approved the budgets will be presented to the Library's Governing Board at Public Hearings on September 11, 2023, and September 26, 2023, at 5:01 pm in the Board of Orange County Commissioners Chambers. A summary of the changes is listed below.

Operating Fund Revenue changes:

- Ad Valorem Tax Revenues were increased by \$100,000 to a total of \$68,400,000.
- Charges for Services – Other revenue was proposed at \$13,000 but is now no change.
- Miscellaneous - Interest Earnings were increased by \$13,000.

Total Operating Fund Revenues increased from \$100,153,000 to \$100,253,000.

Operating Fund Expenditures changes:

- Due to the increase in revenue, the Property Appraiser's Fee was increased by \$15,000.
- Copies/Prints were reduced by \$15,000.
- Library Materials - Materials – Other was increased by \$100,000.

The Total Operating Fund Expenditures increased from \$100,153,000 to \$100,253,000.

The Capital Projects, Sinking, and Permanent Funds had minor rounding adjustments.

RECOMMENDATIONS:

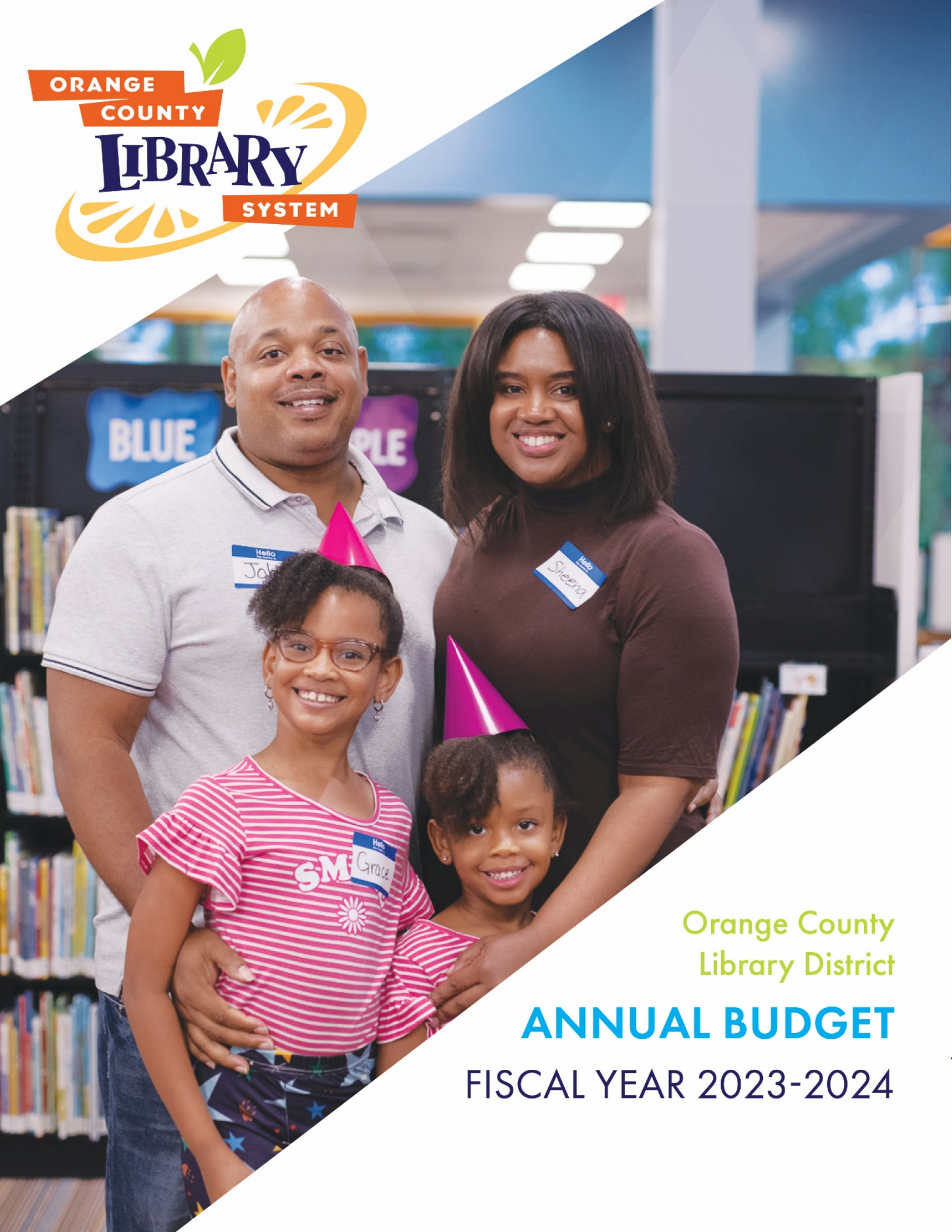
Staff recommends the Library Board of Trustees:

- Approve the Revised fiscal year 2023-2024 Operating, Capital Projects, Sinking, and Permanent Fund budgets.
- Recommend to the Governing Board that the Library District's millage rate be maintained at 0.3748 for the fiscal year 2023-2024.

Respectfully submitted,

Steven Powell
Library Director/CEO

C: Jerry L. Demings, Library District Governing Board Mayor
Nicole Wilson, Orange County Commissioner District 1
Christine Moore, Orange County Commissioner District 2
Mayra Uribe, Orange County Commissioner District 3
Maribel Gomez Cordero, Orange County Commissioner District 4
Emily Bonilla, Orange County Commissioner District 5
Michael Scott, Orange County Commissioner District 6
Stephanie Herdocia, City Clerk, City of Orlando
Byron Brooks, County Administrator
Kurt Petersen, Director, Office of Management & Budget
Phil Diamond, Orange County Comptroller



Orange County
Library District

ANNUAL BUDGET
FISCAL YEAR 2023-2024

Budget in Brief

- 01** Director's Message
- 05** Budget Summary
- 06** Certificate of Achievement in Financial Reporting Award
- 07** Orange County Library District Governing Board
- 08** Orange County Library District Board of Trustees
- 09** Organizational Chart
- 10** Accomplishments
- 13** Statistics
- 16** Large Donations and Grants Received

Operating Fund Budget

- 17** Revenues Budget
- 18** Revenues Highlights
- 19** Expenditures Budget
- 21** Expenditures Highlights

Other Funds

- 28** Capital Projects Fund Budget
- 29** Sinking Fund Budget
- 30** Permanent Fund Budget



Director's Message

DATE: June 8, 2023

TO: Orange County Library District Governing Board, Board of Trustees, and Residents

FROM: Steven Powell, Library Director & Chief Executive Officer

SUBJECT: Budget for the Fiscal Year Ending September 30, 2024

As Orange County Library Director, I am pleased to present the fiscal year 2023-2024 budget. Chapter 80-555, as amended by Chapter 99-486, Laws of Florida, establishes the Orange County Library District as an independent special taxing district, for the purpose of providing library services and facilities in Orange County, Florida, except the incorporated areas of the cities of Winter Park and Maitland.

This budget builds on existing Library assets with branch expansion projects in the Horizon West and Lake Nona communities. It also brings attention to wages, increases staffing levels to meet library service and business needs, and addresses other short- and long-term library service and facility needs. Our staff endeavors to manage the financial resources the Library receives with discretion that exceeds the expectations of the residents, Trustees, and Governing Board.

The Orange County Library System is the best public library in Florida because of its staff. It is an honor to serve alongside such extraordinary people who are excellent at what they do, are committed to the community, and make every effort to fulfill the Library's mission, vision, and values.

Mission

Adding to quality of life by creating a learning environment and experiences that foster personal growth and development.

Vision

Where you engage in amazing experiences and opportunities to learn, explore, and create the best you.

Values

Promote learning to improve the lives of those in the community.

Empower and foster creativity and collaboration.

Deliver outstanding service to external and internal customers.

Demonstrate respect, integrity, and excellence.

A Year of Transition

On January 21, 2022, longtime Director/CEO Mary Anne Hodel retired after a successful and storied career leading the Library for 20 years.

The Library Board of Trustees named me its new Director/CEO on August 22, 2022. After an eight-month-long nationwide search led by executive search firm June Garcia, LLC, interviews by the Library's Director Search Committee in July, and final interviews on August 20, the Board agreed that I was the right choice to lead OCLS into the future.

System Initiatives

100 Years of Library Service

In 2023, the Orange County Library System celebrates 100 years of service to the community. The Albertson Public Library opened its doors for the first time on November 8, 1923, and over the years, that single library building evolved to become the library system we operate today. All year long, we'll be hosting special events and programs that illuminate our history and enhance our present.

Breaking Down Barriers to Service

In February 2022, Orange County Mayor Jerry Demings' office asked the library to connect with the Farmworkers Association of Florida and RCMA Zellwood Child Development Center, organizations that provide services to migrant workers in northwest Orange County. One of the problems this population faced is that they are not full-time residents of the county, and signing up for a library card required them to show ID with proof of local residency. To solve this problem, the Library began to accept Farmworkers Association of Florida membership cards for library card registration purposes, opening up a multitude of library services to this community.

We also looked at the impact that automatic renewals could have on making the library more user friendly. As a result of our efforts, we implemented automatic renewals of checked-out materials on May 2, 2022. Along with automatic renewals, the number of renewals permitted per item was increased from three to five, making it easier for people with busy lives to keep their accounts with us in good standing.

In June 2022, the Library introduced a new group home card for minors who live in shelters or group foster homes. Previously, kids in foster care faced challenges in accessing library resources because they might not have a designated parent/guardian who could take responsibility for their library account. Great Oaks Village foster home was the first recipient of a group home card.

On October 16, 2022, we removed the most significant barrier to service facing the people we serve: overdue fines. Studies show that overdue fines reduce library usage overall and disproportionately impact the people who need library services the most. We are proud to be among the many forward-thinking libraries in the state who have made the decision to eliminate them.

Diversity, Equity, Inclusion, and Accessibility

The Library's Diversity, Equity, Inclusion, and Accessibility Program kicked off with a staff committee meeting on May 26, 2022. The fiscal year 2022-2023 budget included one DEIA Specialist position, but after searching, the library decided to create two DEIA positions. Our two specialists started their work on April 9, 2023.

Branch Expansion

The Library officially finalized a lease with the City of Orlando on June 24, 2022, to build the Lake Nona Branch Library on the Southeast Government Services Campus along Dowden Road, west of Narcoossee Road.

The Horizon West Branch Library was made official on July 28, 2022, when Orange County executed its lease with the Library. The branch will be built in the Horizon West Regional Park along Hamlin Groves Road. This lease is a working example of local government collaboration between the City of Orlando, Orange County Parks and Recreation, and the Library.

Wi-Fi Hotspots

The library kicked off the new year on January 3, 2023, with 1,000 Wi-Fi hotspots, giving cardholders who don't have internet at home a way to connect for free. A hotspot can connect up to 10 tablets, laptops, or other Wi-Fi-enabled devices to the internet. The checkout period is 30 days, and if no one is waiting to borrow one, they can be renewed up to five times. The Library secured funds from the Emergency Connectivity Fund to establish its Wi-Fi hotspot 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.

Excel Adult High School

Excel Adult High School was made available to the community on February 6, 2023. The Library has 10 fully paid scholarships for adults residing within the local library service area who have successfully completed 8th grade and wish to earn their high school diploma. The Library now offers this service in addition to Career Online High School, which relies on legislative funding to operate.

Outreach and Community Engagement

As part of the FY2022-2023 budget, the Library added 13 new Branch Outreach Specialists positions. The Library understands that in a geographically broad and transportation-challenged community, it can be difficult for some people to make it to a physical library location. These new positions are charged with meeting the community where they are by providing classes and programming with community partners and in community partner spaces. As part of restructuring the Library in April 2023, a new department called Community Engagement was formed which will include the Branch Outreach Specialists, Community Outreach Coordinators, Social Workers, Storytellers, and Mobile Services staff.

In Closing

A strong library is "in the hearts and minds of the community." I want to see the Orange County Library System improve the lives of people who live here by offering educational, cultural, recreational, and informational services that create a stronger Orange County.

This might seem like a lofty goal, but rest assured that Library staff will do the work necessary to provide Orange County residents with the outstanding Library services and facilities they want, need, and deserve.

We truly appreciate the support and confidence we receive from the Governing Board, Trustees, Friends of the Library, and residents of Orange County.

Respectfully submitted,

Steven Powell
Library Director/CEO

Crockett Bohannon, President
Library Board of Trustees

C: Jerry L. Demings, Library District Governing Board Mayor
Nicole Wilson, Orange County Commissioner District 1
Christine Moore, Orange County Commissioner District 2
Mayra Uribe, Orange County Commissioner District 3
Maribel Gomez Cordero, Orange County Commissioner District 4
Emily Bonilla, Orange County Commissioner District 5
Michael Scott, Orange County Commissioner District 6
Ana Palenzuela, Human Resources Director, City of Orlando
Byron Brooks, County Administrator
Kurt Petersen, Director, Office of Management & Budget
Phil Diamond, Orange County Comptroller

Budget Summary

Orange County Library District's fiscal year 2023-2024 (FY2023-2024) budget of \$100,253,000 was developed utilizing the following considerations:

- Branch expansion is underway in the Horizon West and Lake Nona communities.
- 5% raises for all full- and part-time staff.
- The addition of 27 positions to meet Library service and business needs.
- Capital projects were prioritized based on necessity and available funding.

Operating Fund Revenues

The Library is primarily funded through property tax revenues. For FY2023-2024, based on the increase in the number of properties and current property values, the Library's millage of .3748 will generate \$68,400,000 in tax revenues. This is an increase of 12.4%, or \$7,550,000, more than FY2022-2023.

In June 2007, the Florida Legislature passed legislation that reduced the Library's millage rate from .4325 to .3748 for FY2007-2008. The Library has not increased its millage rate since that time and for FY2023-2024, staff recommend that the millage be maintained at .3748.

Operating Fund Expenditures

Salaries and Benefits make up just over half of the Library's expenses. The remaining funds are used for physical and digital resources, operating costs, technology hardware and software, building improvements, equipment, furniture, and saving for future projects, emergencies, and other unexpected expenses.

Operating Fund Reserves

The Operating Fund Budget for FY2023-2024 reflects a 15.7% increase compared to the current year's budget. While the majority of this increase is due to additional tax revenues, the other contributing factor is related to increases in reserves.

The increases in reserves are due to FY2021-2022 actual revenues exceeding actual expenditures. The bulk of the excess revenue was allocated to the Capital Projects and Sinking Funds. This permits the Library to address current and future branch expansion and to immediately address emergency repairs due to natural disasters or catastrophic failures.

The Library is committed to ensuring that the Sinking Fund equals 4% of the Library's property plant and equipment value. Additionally, the Horizon West Branch Land Lease with Orange County requires that \$1 million are set aside in the Sinking Fund to provide for immediate repairs to the Horizon West Branch while waiting on insurance proceeds.

Certificate of Achievement in Financial Reporting Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Certificate of Achievement for Excellence in Financial Reporting to the Orange County Library District, Orlando, Florida for its annual budget for the fiscal year ending September 30, 2021.

The Orange County Library District has received this award for 19 consecutive years.

Orange County Library District Governing Board



Orange County Mayor
Jerry Demings



Orange County Commissioner
Nicole Wilson



Orange County Commissioner
Emily Bonilla



Orange County Commissioner
Christine Moore



Orange County Commissioner
Mayra Uribe



Orange County Commissioner
Michael Scott



Orange County Commissioner
Maribel Gomez Cordero

City of Orlando City Clerk
Stephanie Herdocia

Orange County Library District Board of Trustees

Crockett Bohannon,
President
County Appointee



Nicole Benjamin,
Vice President
City Appointee



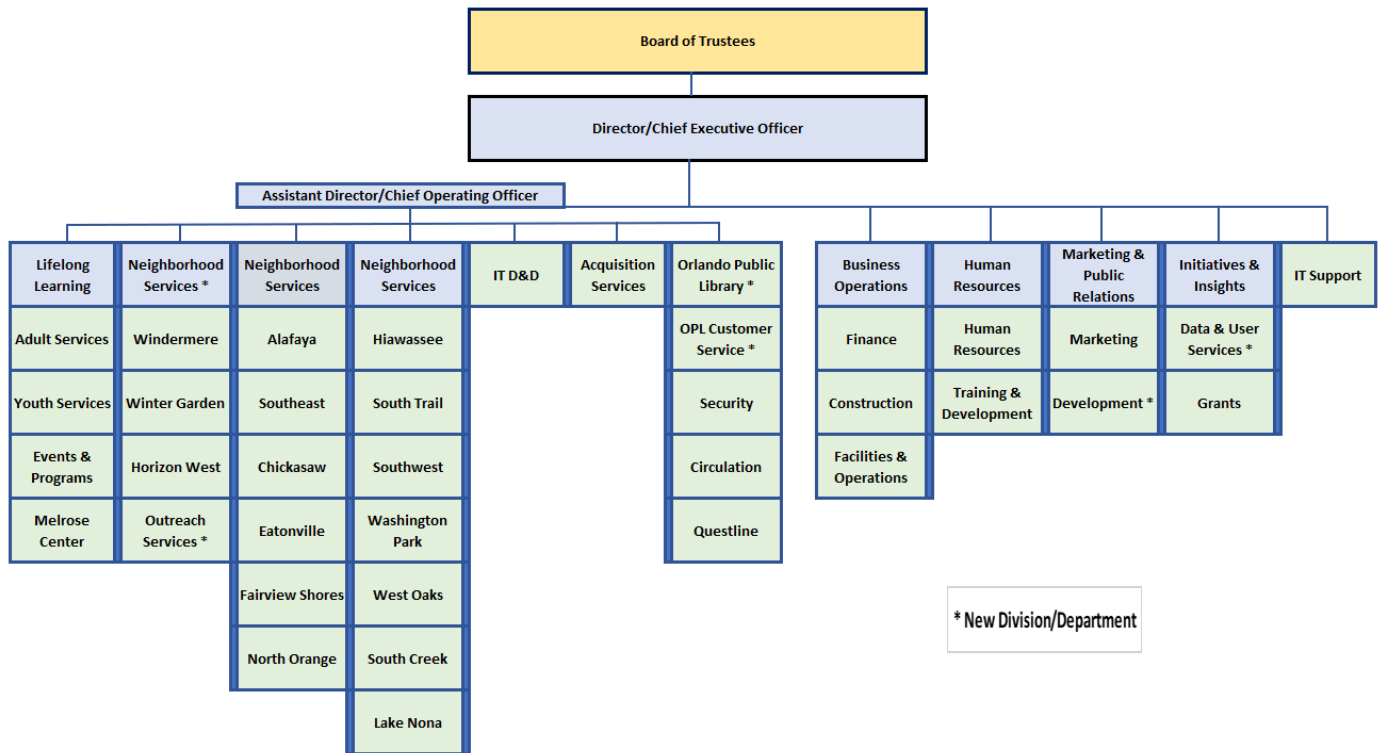
Sharon Smoley
Trustee
County Appointee



Lizannette Tam
Trustee
County Appointee



Orange County Library District Organizational Chart



Accomplishments



100 Year Celebration

The Library kicked off its 100 Year Celebration on January 7, 2023. Orange County Mayor Jerry Demings, City of Orlando Mayor Buddy Dyer, City Commissioner Patty Sheehan, County Commissioner Nicole Wilson, and State Representative Anna Eskamani participated in the festivities, helping us rededicate the library to the community for the next 100 years. Adding to the celebration was the Sorosis of Orlando Woman's Club, which pledged \$100,000 to help the library bring new mobile services, including two book bikes and a bookmobile, to Orange County.

Florida Library Association Award

OCLS's 2022-2023 Employee of the Year, Niurka Olivera de Ojeda (South Trail Circulation Clerk), was awarded the Florida Library Association's *Outstanding Paraprofessional* award in 2022. Niurka has taught the library's Citizenship Inspired class over 160 times to more than 3,000 students. She has conducted over 67 one-on-one mock interviews and at least 74 students have passed the Naturalization Test under her tutelage. Niurka's passion for helping immigrant residents prepare for the Naturalization Interview and Test extends beyond the classroom. She promotes Citizenship Inspired through various media, provides guidance and assistance to other instructors, and has presented at a regional library conference.

Horizon West Community Meeting

On March 27 2023, we hosted a public meeting at the Waterleigh Community Center to introduce residents of Horizon West to the architectural concepts and plans for the new Horizon West Branch.

Women in the Arts

March is Women's History Month, and one of our annual celebrations is the Women in the Arts competition and awards. We partner with local arts nonprofit Women in the Arts to host this juried art show, which features work from local, national and international artists on display at the Orlando Public Library. During the most recent Women in the Arts competition, artists from Florida, Texas, New York, Spain Germany and Iran were included in the exhibition.

National Library Week

During National Library Week, which took place April 3-9 2023, we partnered with WonderWorks to give people who signed up for new library cards, or renewed existing ones, a free ticket to the venue. This popular giveaway, which we have partnered with WonderWorks to offer for several years now, was a success as 1,117 tickets were given away during National Library Week.

Latino Leadership

In September and October 2022, we partnered with Latino Leadership to host a moving photo display called *Por Siempre María*, which showcased the photography of Janel Norton, who documented the immediate aftermath of Hurricane María in Puerto Rico. Latino Leadership held an opening reception for the show where several presenters spoke on the resilience of the Puerto Rican community. Special guests included Orange County Commissioner Maribel Gomez Cordero and former Florida Rep. Daisy Morales.

Local Wanderer

At the end of 2021, OCLS was the recipient of a \$50,000 matching grant from the Institute of Museum and Library Services (IMLS) to support our Local Wanderer program, which allows people to check out tickets to various local cultural organizations for free using a library card. The funds were earmarked to purchase tickets to new venues that have not participated in Local Wanderer in the past, and to purchase additional tickets from key partners that have proven to be popular with our audience. Thanks to the grant, we were able to add new partners to the program, including Orlando Science Center, Audubon Center for Birds of Prey, the Dr. Phillips Center for the Performing Arts and the Orlando Ballet. Other partners include Art and History Museums of Maitland, the Orlando Museum of Art, Central Florida Zoo and Botanical Gardens, Mennello Museum of American Art, Orange County Regional History Center, Central Florida Community Arts and Orlando Philharmonic. Although the grant has run out, the Library intends to continue to fund this popular program.

Prime Time

In 2022, after a two-year hiatus, the Library relaunched Prime Time Family Reading, a six-week family reading and discussion program. The program uses award-winning children's books to spark thought and conversation among children and families. The program's goals are to increase family bonding and reading time, provide a space for families to practice critical thinking skills, build a stronger connection to the community and encourage library use. With underwriting assistance from The Friends of the Orange County Library System, program attendees were able to enjoy a meal together as part of each session. Since the relaunch, the program has reached 29 families and served 359 attendees.

Melrose Center

Our *Melrose in the Mix* series is in its fourth season on WUCF TV. *Melrose in the Mix* is the library's live in-studio recording series, which brings local musicians to the library to share their music through live performance and intimate conversation.

Zora Neale Hurston: The Storyteller and Her Town

Eatonville Branch hosted a very successful series January 27-29, 2022, called *Zora Neale Hurston: The Storyteller and Her Town*. The series, which was originally scheduled to coincide with the Zora! Festival, featured presentations by Zora Neale Hurston scholar Rae Chesney. The series was funded in part through a Florida Humanities Community Project grant, and over the course of three days, 264 people attended one of four events. On Saturday, January 29, Chesney led a walking tour of historic Eatonville that attracted 107 participants, despite the fact that the temperature was only 46 degrees. We were very happy with the turnout, especially since the Zora! Festival was postponed until June.

Community Legal Services

On April 28, 2022, Washington Park Branch hosted an event in partnership with Housd, Community Legal Services of Mid-Florida, and the Lila Mitchell-Ivey Lane Neighborhood Center for Families. Attendees were able to receive no-cost legal consultation, help completing rental assistance applications, and information on services from Catholic Charities. Many attendees expressed gratitude that an event was held in such a centrally located part of Orange County and asked if another would be happening at this location. During the event, an attendee was heard telling other people who were waiting how her mother received legal and rental assistance at a prior event that helped her prevent an eviction that was already in process. A total of 51 community members attended the event with a total of 30 receiving legal assistance.

Orlando Book Festival

On April 30, 2022, the Orlando Public Library hosted the annual Orlando Book Festival. It was the first time since the pandemic that the event was held in person, and it attracted more than 200 people who enjoyed a day of panels, writing workshops, book signings and keynote speaker Tim Dorsey. The Orlando Book Festival returned even stronger in April 2023, drawing more than 700 attendees and featuring keynote speaker R.L. Stine, author of the acclaimed *Goosebumps* series.

Real Florida Reader

In May 2022, the Florida State Parks Department partnered with libraries across the state for the Real Florida Reader program, which gives library cardholders a chance to check out a free pass to visit state parks over the summer. Orange County Library System received 30 passes to check out to customers from May 21 through September 12.

Orlando Business Journal's 2022 Healthiest Employers

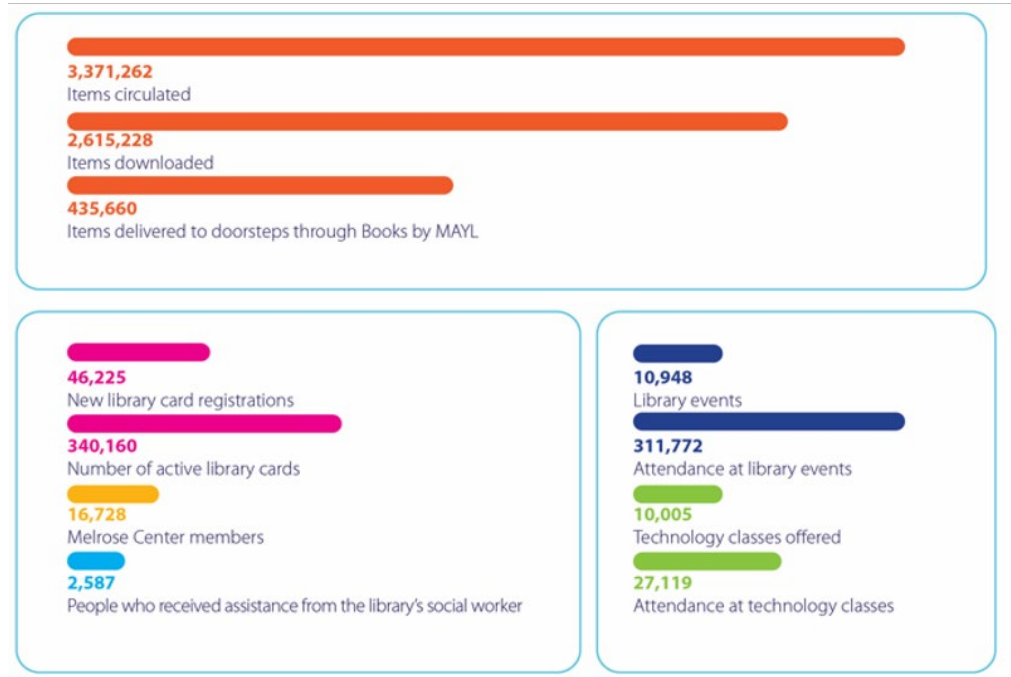
American Heart Association 2022 Workplace Health Achievement – Gold Recognition

Best Workplaces for Commuters 2022

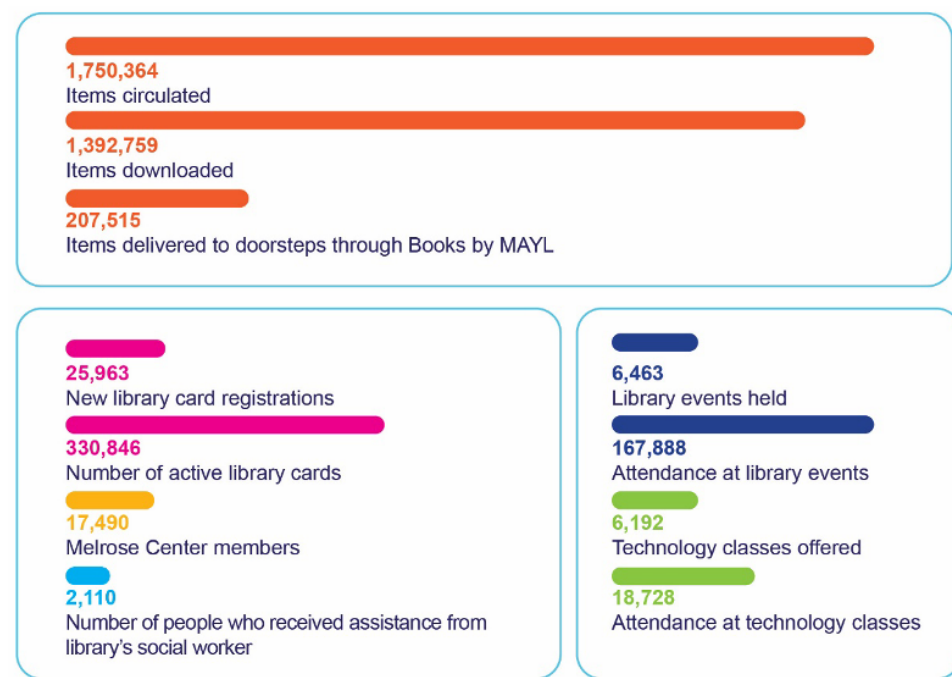
Orlando Sentinel Top Workplaces 2022

Statistics

FY 2021-2022



FY 2022-2023 (October 2022 through March 2023)



Orange County Library System continues to enhance its reputation as a leader in education and learning for children and adults. The following statistics are evidence that we are a results-based organization that is having a positive impact on our community.

Active Cards

For FY2021-2022, the Library averaged 338,000 active library cards per month and registered 47,000 new cards for the year. So far this year, there are 331,000 active cards and almost 26,000 new registrations through March. Additionally, there are almost 249,000 virtual library cards issued to students and teachers in Orange County Public Schools, and several charter and private schools in Orange County.

Wi-Fi Hotspots

As of May 1, 2023, 796 out of 1,000 Wi-Fi hotspots, which are issued to library cardholders who do not have internet access at home, were checked out.

Social Workers

Our social workers assisted more than 2,500 people in connecting with government and social services resources during FY2021-2022. During our current fiscal year, their impact continues to grow – they have helped more than 2,100 people between October 1, 2022, and May 1, 2023.

Biz Kids Club

In FY2021-2022, 218 children put in more than 1,016 BizKids Club hours, during which they learned the basics of running a small business. This initiative was funded by Orange County Citizen Review Panel.

Language Learning

During FY2021-2022, the Library offered 2,047 language learning classes, serving 31,255 students. The majority of those in attendance were taught English as a Second Language or Spanish. So far in the current fiscal year, we have offered 1,403 classes to 20,036 students.

Citizenship Inspired

The Library offered 163 sessions of Citizenship Inspired in FY2021-2022, helping 2,080 customers prepare for the U.S. Naturalization (Citizenship) Test and Interview. During the current fiscal year, 949 people have participated in a Citizenship Inspired class.

Kindergarten Readiness

Our Countdown to Kindergarten series held 42 sessions, serving 766 participants in 2021-2022. During the current fiscal year, it has held 28 sessions, serving 252 children.

Every Child Ready to Read workshops were offered 11 times in the 2021-2022 fiscal year, with 43 participants. During the current fiscal year, these workshops have been held 5 times with 41 participants.

Summer Reading Program

During our 2022 Summer Reading Program, more than 27,000 individuals attended or participated in a virtual, in-person or self-directed event. We also conducted a Summer Reading Challenge for children and set a community-wide goal of 2 million minutes read between June 4 to July 23. We far exceeded that goal, with 3,235 kids logging more than 2,173,000 reading minutes.

OCPS Summer Lunch Program

During Summer 2022, 10,840 lunches were served to children 18 and under at six library branches as part of the OCPS Summer Lunch Program. Since 2015, the library has worked with OCPS to bring Summer Lunch to library locations to make sure that kids have access to healthy food when school is not in session. Since 2015, more than 167,000 meals have been served at libraries through this program.

Genealogy

Our popular Genealogy program, which is based at our West Oaks Branch and Genealogy Center in Ocoee, held 155 classes in 2021-2022 for 2,962 people. This fiscal year to date, it has hosted 75 classes for 1,104 people.

Passport Services

Since 2019, Orlando Public Library has been authorized by the U.S. Department of State to issue passports. During fiscal year 2021-2022, we issued 120 passports. This fiscal year, we have already issued 378 passports.

African American Read-In

Every year, Orlando Public Library hosts an annual African American Read-In in February, in conjunction with the Annual National African American Read-In, which highlights the work of African American authors, poets, musicians and artists. During the pandemic, the event was held virtually, but it returned to an in-person format in 2022, drawing 62 attendees. The most recent African American Read-In, held on February 5, 2023, was a resounding success, bringing 247 people to celebrate African American literature, music and art in person at Orlando Public Library.

Library Pop Ups

To remain engaged with the Horizon West and Lake Nona communities while they wait for their new library branches to be constructed, we hosted numerous Library Pop Up events in partnership with the Waterleigh Community Center and Dockside Lake Nona, reaching more than 4,500 residents.

Large Donations and Grants Received

Window World of Central Florida - \$50,000 to support the Summer Reading Program.

FY2021-2022: \$50,000

FY2022-2023: \$50,000 *third consecutive year.

Sorosis of Orlando Woman's Club to implement mobile services via book bikes and a bookmobile.

FY2022-2023: \$100,000

Friends of the Orange County Library for scholarships, staff development, and program support.

FY2021-2022: \$79,000 *rounded

Carol Coble Estate to support Book by MAYL, the Library's home delivery service.

FY2021-2022: \$213,201

Duke Energy Foundation to support Summer Reading Program at targeted branches.

FY2021-2022: \$5,000

ALA & the FINRA Investor Education Foundation for financial literacy programming.

FY2022-2023: \$49,929

Florida Humanities: Community Project Grant to provide programming that strengthens the Eatonville community through workshops related to the literary works of Zora Neale Hurston.

FY2021-2022: \$5,000

Florida Humanities: Florida Talks to host two virtual speakers on Native American History.

FY2021-2022: \$800

Florida Humanities: Family Literacy Programs Prime Time Family Reading and English for Families.

FY2021-2022: \$10,250

FY2022-2023: \$17,500

Florida Humanities: Orlando Book Festival Funding

FY2022-2023: \$10,000

Florida Division of Cultural Affairs for the Sunshine State Author series to bring children and young adult authors to Orange County.

FY2021-2022: \$25,000

FY2022-2023: \$25,000

Florida Municipal Insurance Trust: Safety Grant

FY2022-2023: \$3,112

IMLS Rescue Plan to support the Local Wanderer program, which allows library cardholders to check out passes to museums and other cultural experiences.

FY2021-2022: \$49,983

DLIS Florida American Rescue Plan to hire two social workers for various library locations.

FY2021-2022: \$125,541

Winter Park Health Foundation for non-profit resiliency and well-being support.

FY2021-2022: \$9,500

FY2022-2023: \$5,000

National Endowment for the Arts Big Read Grant

FY2021-2022: \$20,000

FY2022-2023: \$21,500

Library Services and Technology Act for the Right Service at the Right Time.

FY2021-2022: \$60,797

FY2022-2023: \$59,928

City of Orlando Mayor's Matching Grant for Robot Rampage Camps and Clubs introduces upper elementary, middle, and high school students to electronics, engineering, and robotics principles through the practical application of building battle robots.

FY2022-2023: \$8,000

Public Library Association for Digital Literacy Workshop Training

FY2022-2023: \$7,000

Operating Fund Revenues – PROPOSED August 11, 2023

	<u>FY2022-23</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-24</u> <u>Budget</u>
AD VALOREM TAXES	\$60,850,000	\$7,550,000	12.4%	\$68,400,000
INTERGOVERNMENTAL				
State and Federal Grants	635,000	40,000	6.3%	675,000
State Aid	150,000	50,000	33.3%	200,000
County Grants	-	-	0.0%	-
Total Intergovernmental	\$785,000	\$90,000	11.5%	\$875,000
CHARGES FOR SERVICES				
Fee Cards	20,000	55,000	275.0%	75,000
PC Pass	1,500	(500)	-33.3%	1,000
PC Express	2,000	(1,500)	-75.0%	500
Classes	3,000	(2,000)	-66.7%	1,000
Copy & Prints	150,000	(75,000)	-50.0%	75,000
Meeting Rooms	30,000	-	-	30,000
Faxes	35,000	(25,000)	-71.4%	10,000
Scans	11,400	(11,400)	-100.0%	-
Ear Buds/Jump Drives	1,600	(100)	-6.3%	1,500
Bag Sales	1,500	(500)	-33.3%	1,000
Passport Facility & Photo Fees	12,000	-	-	12,000
Library Card Replacement	7,000	(7,000)	-100.0%	-
Other	500	-	-	500
Total Charges For Services	\$275,500	(\$68,000)	-24.7%	\$207,500
LOST MATERIALS	\$320,000	(\$295,000)	-92.2%	\$25,000
MISCELLANEOUS				
Investment Earnings	125,000	38,000	30.4%	163,000
Sales of Surplus Property	5,000	(3,000)	-60.0%	2,000
Contributions - Friends of Library	35,000	50,000	142.9%	85,000
Contributions - Others	14,000	36,000	257.1%	50,000
Miscellaneous	50,000	25,000	50.0%	75,000
Internet Rebate	75,000	-	-	75,000
Grants & Awards	25,000	(5,000)	-20.0%	20,000
Total Miscellaneous	\$329,000	\$141,000	42.9%	\$470,000
TRANSFER FM PROP APPRAISER	25,000	\$7,000	28.0%	32,000
TRANSFER FM TAX COLLECTOR	470,000	\$76,500	16.3%	546,500
Total Transfers	\$495,000	\$83,500	16.9%	\$578,500
Reserves/Fund Balance	\$23,622,000	\$6,075,000	25.7%	\$29,697,000
TOTAL REVENUES	\$86,676,500	\$13,576,500	15.7%	\$100,253,000

Operating Fund Revenues Highlights

Ad Valorem Taxes (\$68,400,000)

Based on the information provided by the Property Appraiser's Office, property values are up 12.4%. With this increase and no change in the millage rate of .3748, **gross tax revenues are \$71,891,098**. However, per state budgeting regulations the Library must reduce the ad valorem taxes by 5% or \$3,491,098 (rounded).

After the required 5% deduction, budgeted ad valorem tax revenues are up \$7,550,000 to \$68,400,000.

Federal/State Grants (\$675,000) and State Aid (\$200,000)

The library's practice is to use the previous year's actual receipts as the next year's budget. Thus, the conservative increase of \$90,000 to this account.

Charges For Services (\$207,500)

The \$68,000 decrease is based on an average of the last five fiscal years. Also, charges for PC Pass, PC Express, printing, copying, scanning, faxing, and Library Card Replacement charges have been reduced or eliminated through policy updates.

Lost Materials (\$25,000)

The \$295,000 decrease is due to the elimination of overdue fines in October 2022. Customers are still responsible for lost or damaged materials.

Investment Earnings (\$163,000)

Rates continue to be volatile and that is reflected in the lower investment earnings over the last several years. The budget for this account was increased by \$38,000 from the FY2022-23 budget based on current interest earnings.

Internet Rebate (\$75,000)

The Federal Communications Commission's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries. The Library received rebates on Internet and Metro-Ethernet network services. The budget for next year is the same as the FY2022-2023 budget.

Reserves (\$29,697,000)

This is the total of Reserves that are eligible for spending. This figure represents approximately five months of expenses which is in line with industry standards.

Overall, revenue for FY2023-2024 reflects a \$13,576,500, or 15.7%, increase.

All Revenues except for non-operating revenues, internal service funds, and grant funds include the 5% statutory reduction required by Florida Statute Chapter 129.01.

Operating Fund Expenditures – PROPOSED August 13, 2023

	<u>FY2022-23</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-24</u> <u>Budget</u>
SALARIES & BENEFITS				
Salaries	21,866,000	4,309,000	19.7%	26,175,000
Medicare Taxes	310,000	90,000	29.0%	400,000
Defined Contribution Pension Plan	1,600,000	375,000	23.4%	1,975,000
Defined Benefit Pension Plan	1,750,000	175,000	10.0%	1,925,000
Money Purchase Pension Plan	1,250,000	425,000	34.0%	1,675,000
Life & Health Insurance (Employee)	3,775,000	575,000	15.2%	4,350,000
Retiree Health Care (OPEB)	500,000	175,000	35.0%	675,000
Worker's Compensation	100,000	30,000	30.0%	130,000
Unemployment Compensation	40,000	10,000	25.0%	50,000
Parking & Bus Passes	225,000	50,000	22.2%	275,000
Total Salaries & Benefits	\$31,416,000	\$6,214,000	19.8%	\$37,630,000
OPERATING				
Professional Services	280,000	170,000	60.7%	450,000
Other Contractual Services	2,005,000	580,700	29.0%	2,585,700
Other Contract. Serv.- Janitorial	400,500	59,500	14.9%	460,000
Training & Travel	90,000	60,000	66.7%	150,000
Telecommunication	255,000	357,800	140.3%	612,800
Delivery & Postage	1,347,000	153,000	11.4%	1,500,000
Utilities	960,000	90,000	9.4%	1,050,000
Rentals & Leases	1,295,000	275,000	21.2%	1,570,000
Insurance	600,000	150,000	25.0%	750,000
Repair & Maintenance	1,587,000	188,000	11.8%	1,775,000
Repair & Maint. - Hardware/Software	1,522,000	103,000	6.8%	1,625,000
Copying/Printing	341,000	14,000	4.1%	355,000
Promotional Activities	425,000	75,000	17.6%	500,000
Property Appraiser's Fee	547,000	168,000	30.7%	715,000
Tax Collector's Fee	1,215,000	165,000	13.6%	1,380,000
Supplies	900,000	346,500	38.5%	1,246,500
Supplies-Hardware/Software	600,000	100,000	16.7%	700,000
Memberships	15,000	2,500	16.7%	17,500
Total Operating	\$14,384,500	\$3,058,000	21.3%	\$17,442,500

Operating Fund Expenditures - PROPOSED

CAPITAL OUTLAY

Building & Improvements	2,350,000	900,000	38.3%	3,250,000
Equipment & Furniture	350,000	494,500	141.3%	844,500
Hardware/Software	1,225,000	50,000	4.1%	1,275,000
Total Capital Outlay	\$3,925,000	\$1,444,500	36.8%	\$5,369,500

LIBRARY MATERIALS

Materials - Rest. Contributions	14,000	-	0.0%	14,000
Materials - Other	4,600,000	500,000	10.9%	5,100,000
Total Materials	\$4,614,000	\$500,000	10.9%	\$5,114,000

TRANSFER TO CAPITAL PROJECTS

4,000,000	500,000	12.5%	4,500,000
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TRANSFER TO SINKING FUND

500,000	-	0.0%	500,000
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Total Transfers	\$4,500,000	\$500,000	11.1%	\$5,000,000
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Sub-Total Expenditures	\$58,839,500	\$11,716,500	19.9%	\$70,556,000
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Reserves	\$27,837,000	\$1,860,000	6.7%	\$29,697,000
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Total Expenditures	\$86,676,500	\$13,576,500	15.7%	\$100,253,000
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Operating Fund Expenditure Highlights

Salaries & Benefits (\$37,630,000)

The FY2023-2024 budget includes 338 full-time and 153 part-time positions. Due to organizational restructuring, 27 positions are being added for the upcoming year. The library will be implementing the following new departments: Data & Users Services, Development, Outreach Services, and Main Library Public Service.

The FY2023-2024 Budget Guidelines from Mayor Demings include a 5.0% salary increase for County staff. The library consistently follows Orange County Budget Guidelines and plans to provide all staff with a 5% raise. Again this year, the Library will provide a merit component to high performers through additional paid time off or part-time leave. Staff have the option of cashing out this leave at the time of their annual performance evaluation.

Note: The Library achieved the \$15.00 minimum wage goal on October 1, 2022.

Defined Contribution Pension Plan (\$1,975,000)

Library employees have not participated in Social Security since shortly after the District was formed in September 1980. Instead, a defined contribution pension plan was established for all staff. The Plan requires that the Library contribute 7.5% of each employee's bi-weekly salary. Vesting is immediate and benefits are payable in a lump sum at termination/retirement.

The \$375,000 increase in this account is due to increased projected salaries.

Defined Benefit Pension Plan (\$1,925,000)

This Plan is a traditional retirement plan covering full-time employees hired prior to January 1, 2007. The normal retirement benefit (2% of an employee's final five (5) year average earnings multiplied by years of service minus one year) is calculated at age 65. Employees who are vested and have at least 10 years of service may retire as early as 55. However, there is a 5% reduction for each year under age 65. As of January 1, 2023, 47 active employees were participants in this Plan.

Contributions to the Plan are actuarially determined at the beginning of each calendar year. The \$175,000 increase in projected contributions for the next fiscal year is due to the anticipated investment valuation as of December 31, 2023.

Money Purchase Pension Plan (\$1,675,000)

Effective January 1, 2007, new full-time employees are enrolled in this Plan. The Plan requires that the Library contribute 9% of each employee's bi-weekly salary. The vesting period is one year and benefits are payable in a variety of forms, including lump sum and installments after retirement or departure.

The \$425,000 increase is due to new positions and increased salaries.

Life and Health Insurance (\$4,350,000)

The Library pays the medical and dental premiums for full-time employees and the employee is responsible for the cost of any dependent coverage: spouse, children, or family. Under the Affordable Care Act (ACA), the Library also provides separate healthcare coverage to part-time employees who are paid, on average, 30 hours or more per week.

The projected increase of \$575,000 is a combination of the projected number of full and part-time employees eligible for the coverage and premium increases.

Retiree Health Care (\$675,000)

Local governments are required to reflect the true cost of retiree healthcare during the employee's tenure rather than the "Pay as You Go" system that was common up until 2007. A trust fund was established in 2007 and the Library has since been funding this benefit in a fashion similar to a pension. Contributions to the Plan are actuarially determined.

In April 2019, the Board approved a new, limited benefit for employees hired after that date. The FY2023-2024 funding for this account is primarily based on the actuarial report.

The \$175,000 increase is primarily due to increased healthcare costs.

Parking and Bus Passes (\$275,000)

For Main Library employees, the Library anticipates leasing approximately 170 parking spaces in the City of Orlando garage across from the Main Library. The Library also offers LYNX bus passes in place of parking, at the employee's choice. Branches have free parking. The budget for this account reflects a \$50,000 increase based on new personnel positions.

Overall, salaries and benefits for FY2023-2024 are up \$6,214,000 or 19.8%.

Operating (\$17,442,500)

Professional Services (\$450,000)

Examples of services charged to this account include the following:

- Actuaries (pension, health insurance, retiree health care)
- Auditors
- Attorneys (general counsel, labor, construction, pension)
- Insurance broker
- Architect and engineering services

The \$170,000 increase in the budget for this account is related to architectural and consultant fees for upcoming projects.

Other Contractual Services (\$2,585,700)

Services charged to this account include the following:

- Off-duty police officer coverage (Main Library, South Trail, Fairview Shores, Hiawassee, and Washington Park Branches) and security guards (pilot underway at the Main Library)
- Bibliographic records
- Programming
- Branch deliveries
- Bank/credit card fees
- Advertising for legal notices
- Armored car pickup service for all locations
- Pre-employment background checks
- Exterminating services
- Digitization services
- Compensation and strategic plan consultants

The \$580,700 increase in the budget is primarily due to off-duty officer charges, the addition of security guards, consulting services, banking fees, funding the 100 year anniversary author event, and overall inflationary pressure.

Other Contractual Services – Janitorial (\$460,000)

At the Main Library, the custodians are Library employees but in the branches, we contract with a private vendor, 3-H Services, for janitorial cleaning services. The Library also contracts with vendors to pressure clean the exteriors and carpets of the branches, and the windows in all of our facilities.

The \$59,500 increase in the budget for this account is primarily due to contractual cost increases due to the increase in minimum wage effective October 1, 2023.

Training and Travel (\$150,000)

Charges to this account include:

- Mileage, parking, tolls, and travel reimbursements
- Training, seminars, and conferences

The \$60,000 increase is related to additional training and staff development offerings to staff.

Telecommunication (\$612,800)

Telecommunication services include Internet connections, Metro-Ethernet branch connections, and Voice-Over Internet Protocol.

The \$357,800 increase is due to contractual obligations regarding the Wi-Fi hot-spot lending program.

Delivery and Postage (\$1,500,000)

The following are charged to this account:

- Payments to Priority Express Parcel for home delivery services
- Payments to the Post Office for general mail service and some home delivery items
- Federal Express charges

The budget for this account was increased by \$153,000 primarily as the result of the estimated amount being paid to Priority Express Parcel and the increased use of USPS for material delivery.

Utilities (\$1,050,000)

Included in this account are charges for water, sewer, trash, and electricity for all of our facilities. The Library continues to implement energy-saving changes, such as LED lighting, programable thermostats, and motion-activated lights in offices to name a few.

The \$90,000 increase is based on increased utility charges, especially electricity.

Rentals and Leases (\$1,570,000)

This account reflects the leasing costs of the South Trail, Fairview Shores, Hiawassee, Southeast, Southwest, and Eatonville Branches. We also lease Washington Park and Windermere, but there are no lease charges for those facilities.

The \$275,000 increase is primarily due to contractual increases.

Insurance (\$750,000)

Insurance coverage charged to this account includes the following:

- General liability
- Property
- Public officials
- Flood
- Employment practices
- Fiduciary (pensions)

The \$150,000 increase in this account is based on estimates provided by our insurance broker.

Repairs and Maintenance (\$1,775,000)

The Library System consists of the Main Library and 14 branches for a total of approximately 460,000 square feet. Repairs and routine maintenance include the following services:

- Plumbers, electricians, and heating, ventilating, and air conditioning
- Locksmiths
- Elevators
- Painters and handyman
- Landscaping
- Roofers
- Fire alarms, sprinkler systems
- Building security and camera systems
- 3M self check out systems

The cost to maintain our facilities and equipment is partly a function of our size. Additionally, our facilities and equipment are well maintained and our goal is to keep them in that condition. The \$188,000 increase in the budget for this account is due to overall cost increases.

Repairs and Maintenance – Hardware/Software (\$1,625,000)

Examples of items charged to this account include IT-related subscriptions, licenses, maintenance contracts, application service contracts wherein the vendor supplies the hardware and software, and technology repairs for the following:

- Library automation system
- Antivirus and Internet filtering software
- Technology backbone (routers, switches, and firewall)
- Accounting, payroll, and time and attendance software
- Employee evaluation software
- Vocera (hands-free communication system)
- Applicant tracking
- Adobe Cloud Connect
- Analytics Software
- Zoom Software

The Library pays maintenance and service contracts for over 50 software applications. The budget for this account increased by \$103,000.

Copying/Printing (\$355,000)

The Library contracts with a vendor, EGP, to provide printers and all-in-one machines (fax, scan, print, copy) throughout the system. The Library pays EGP for each copy made and they are responsible for providing the machines, service, and supplies excluding the paper. Additionally, large print jobs sent to external printers are charged to this account.

The \$14,000 increase is due to the inflationary pressure on paper and printing supplies.

Promotional Activities (\$500,000)

The costs in this account include television, social media, print, and radio advertisements. The \$75,000 increase is related to increased costs for services.

Property Appraiser's Fee (\$715,000)

The Orange County Property Appraiser determines the value of all property for each taxing agency in the County for ad valorem tax purposes. In exchange for providing this service, each taxing agency is charged for a portion of the Appraiser's budget.

The Property Appraiser's Office provided their estimated FY2023-2024 cost of \$715,000, which is a \$168,000 increase over FY2022-2023 budget and a \$78,179 increase over FY 2022-23 actual cost.

Tax Collector's Fee (\$1,380,000)

The Orange County Tax Collector collects taxes from property owners in the County and distributes the tax revenues to the appropriate taxing agencies. The Collector's fee has historically been 2% of the taxes collected.

Due to the increase in property tax revenues, the budget for this account is increasing by \$165,000.

Supplies (\$1,246,500)

Examples of supplies used throughout the system and charged to this account include the following:

- Office supplies
- Janitorial supplies
- Paper
- RFID tags for self-check materials
- Program supplies
- Furniture and equipment items with a unit cost of less than \$1,000
- Local Wanderer access passes
- Library of Things materials

Of the \$346,500 increase, \$25,000 is related to the Library's 100 year anniversary promotional campaign; \$60,000 to establish a The Library of Things collection; \$60,000 to support the Local Wanderer Program and the balance of the increase is due mainly to increased costs for janitorial supplies, program supplies, and paper.

Supplies – Hardware/Software (\$700,000)

This account includes technology items with a unit cost of less than \$1,000. The proposed budget consists of the following:

- | | |
|--|-----------|
| • Replace out-of-warranty PCs | \$300,000 |
| • Purchase tablets, software, and other supplies | \$200,000 |
| • Replace printers, barcode scanners, and monitors | \$100,000 |
| • Other | \$100,000 |

The funding for this account increased by \$100,000 over FY 022-2023. The increase is due to the increased cost of computers.

Overall, operating expenditures for FY2023-2024 are up \$3,058,000 or 21.3%.

Capital Outlay (\$5,369,500)

Building and Improvements (\$3,250,000)

The proposed budget includes the following:

Equipment and Furniture (\$844,500)

The following are included in the budget for this account:

- Furniture, fixtures, and equipment
- Book Mobile
- Other projects

Hardware/Software (\$1,275,000)

This account includes technology items with a unit cost of more than \$1,000. The proposed budget includes the following:

Overall, capital outlay expenditures for FY2023-2024 are up \$1,444,500 or 36.8%

Library Materials – Other (\$5,114,000)

The budget for this account covers the purchase of all electronic and physical materials. The \$500,000 increase is due to the increased use and cost of digital materials.

Transfer to Capital Projects Fund (\$4,500,000)

To support future branch development, \$4,500,000 is being transferred to the Capital Projects Fund. The budget for this account is \$500,000 higher than the FY2022-2023 budget.

Transfer to Sinking Fund (\$500,000)

The Sinking Fund allows the Library to set aside funds for future repairs/replacements to both facilities and technology. The Library has maintained its technology purchases through the annual budgeting process in those particular line items and uses the Sinking Fund to focus on future facility needs.

The Horizon West Branch Land Lease with Orange County requires a \$1 million set aside in this Fund to provide for immediate repairs to the Horizon West Branch while waiting on insurance proceeds and a \$250,000 Demolition Fund to assist in the removal of the building when the 85-year lease ends.

The target value for this Fund is 4% of the Library's property plant and equipment value, plus the \$1.25 Million required by Horizon West Branch Land Lease requirement

Reserves (\$29,697,000)

The Operating Reserves are a result of careful planning, conservative spending, and continuous oversight. Operating reserves will increase by \$1,860,000 next fiscal year. This amount of Reserves is appropriate so that the Library can address any unexpected circumstances.

Overall, total expenditures for FY2023-2024 reflect a \$13,576,500, or 15.7%, increase.

Other Funds - PROPOSED

Capital Projects Fund

	<u>FY2022- 2023 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>	<u>FY2023- 2024 Budget</u>
REVENUES				
Investment Earnings	58,000	17,000	29.30%	75,000
Transfer From Operating	4,000,000	500,000	12.50%	4,500,000
Reserves/Fund Balance	<u>27,170,000</u>	<u>8,080,000</u>	<u>29.70%</u>	<u>35,250,000</u>
Total Revenues	\$31,228,000	\$8,597,000	27.50%	\$39,825,000
EXPENDITURES				
New Branch Design / Build	6,145,000	6,355,000	103.40%	12,500,000
New Branch FFE	-	1,000,000	0.00%	1,000,000
New Branch Materials	-	1,000,000	0.00%	1,000,000
Reserves	<u>25,083,000</u>	<u>242,000</u>	<u>1.00%</u>	<u>25,325,000</u>
Total Expenditures	\$31,228,000	\$8,597,000	27.50%	\$39,825,000

The purpose of the Capital Projects Fund is to fund future branch development. The Library finalized leases for branches in Horizon West and Lake Nona areas in the Summer of 2022. The Library is currently in the design phase of the Horizon West Branch with a tentative opening in April/May 2025. Additionally, site planning is underway for the Lake Nona Branch.

For this year's budget, \$4,500,000 is included as a Transfer to the Capital Projects Fund, which is \$500,000 more than the FY2022-2023 budget.

Sinking Fund

	<u>FY2022- 2023 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>	<u>FY2023- 2024 Budget</u>
REVENUES				
Investment Earnings	10,000	15,000	150.0%	25,000
Transfer From Operating	500,000	-	0.0%	500,000
Reserves/Fund Balance	<u>3,520,000</u>	<u>1,087,000</u>	<u>30.9%</u>	<u>4,607,000</u>
Total Revenues	\$4,030,000	\$1,102,000	27.3%	\$5,132,000
EXPENDITURES				
Reserves - Building & Improvements	2,530,000	852,000	33.7%	3,382,000
Reserves - Horizon West Contract	1,000,000	-	0.0%	1,000,000
Reserves - Horizon West Demo	-	250,000	0.0%	250,000
Reserves - Technology	<u>500,000</u>	<u>-</u>	<u>0.0%</u>	<u>500,000</u>
Total Expenditures	\$4,030,000	\$1,102,000	27.3%	\$5,132,000

The Sinking Fund was created to address capital maintenance repairs or replacements for facilities and technology. The Library makes every effort to fund it annually.

The Horizon West Branch Land Lease with Orange County requires that \$1 million be set aside in this Fund to provide for immediate repairs to the Horizon West Branch while waiting on insurance proceeds. The Lease Also requires a \$250,000 Demolition Fund to be established to offset the cost of removing the facility when the 85-year contract is completed.

The Library's target value for this Fund is 4% of the Library's property plant and equipment value, plus the \$1.25 Million required by Horizon West Branch Land Lease. Included in the FY2023-2024 budget is \$500,000, which is the same amount we budgeted in last year's budget.

The \$1,086,732 increase in Reserves/Fund Balance is related to funding from FY2021-22 and balances to the anticipated amount in the FY2022-23 Annual Comprehensive Financial Report.

Permanent Fund

	<u>FY2022- 2023 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>	<u>FY2023- 2024 Budget</u>
REVENUES				
Investment Earnings	20,000	-	0.0%	20,000
Reserves/Fund Balance	<u>1,448,000</u>	<u>(372,000)</u>	<u>-25.7%</u>	<u>1,076,000</u>
Total Revenues	\$1,468,000	(\$372,000)	-25.3%	\$1,096,000
EXPENDITURES				
Equipment	125,000	(50,000)	-40.0%	75,000
Reserves	<u>1,343,000</u>	<u>(322,000)</u>	<u>-24.0%</u>	<u>1,021,000</u>
Total Expenditures	\$1,468,000	(\$372,000)	-25.3%	\$1,096,000

The Permanent Fund was established due to a generous donation by Mr. Kendrick Melrose. Mr. Melrose's \$1 million principal must stay intact and any interest earned can be used to upgrade and enhance the Melrose Center's technology.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-110**

RESOLUTION TO APPROVE THE FY 2023-2024 OPERATING, CAPITAL PROJECTS, SINKING AND PERMANENT FUND BUDGETS AND RECOMMEND TO THE GOVERNING BOARD THAT THE LIBRARY DISTRICT'S MILLAGE RATE BE MAINTAINED AT 0.3748 FOR FY 2023-2024.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17th of August 2023, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the revised FY 2023-2024 Operating, Capital Projects, Sinking and Permanent Fund budgets.
2. Recommend to the Governing Board that the Library District's millage rate be maintained at **.3748** for FY 2023-2024.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Strategic Plan Project
Firm Selection**

STRATEGIC PLAN PROJECT FIRM SELECTION

I. ISSUE STATEMENT

Library Board approval is needed to enter into a strategic plan consulting services contract with FastForward Libraries.

II. BACKGROUND & SUMMARY

The original format of the library's strategic plan was established in FY 2002-2003. In 2017, a firm was hired to assist staff in refreshing the strategic plan and establishing new strategic areas and goals. The current strategic plan has three strategic areas: with specific objectives (see below). The strategic areas have not changed since 2017 and the objectives have had a few changes, but most are the same since the update in 2017.

There have been many changes and experiences since the last strategic plan refresh. OCLS has a new Director/CEO as well as leadership team and dealt with the COVID pandemic. The population of Orange County continues to increase as well. It is important that the library regularly assess the community and stakeholders to assure that its objectives are in alignment with what is needed. The library is seeking to develop a livable strategic plan that is adaptable and easily updated to address changes in the community and at the library.

An RFP was posted publicly for strategic planning consulting services on May 9, 2023, with a due date for proposals on June 26, 2023. OCLS received four proposals. The procurement committee evaluated each of the proposals on key criteria and determined the following ranking.

- 1-FastForward Libraries
- 2-Godfrey's Associates, Inc.
- 3-Library Strategies
- 4-Ivy Group

The top two firms were asked to do an oral presentation to the procurement committee. Both presented via Zoom on August 4, 2023. The procurement committee met on August 9, 2023, and determined the following ranking.

- 1-FastForward Libraries
- 2-Godfrey's Associates, Inc.

After discussion, the procurement committee unanimously agreed that FastForward Libraries was the firm most closely aligned with the library's objectives and goals for this project. Sufficient funds have been allocated for strategic planning consultant services for the FY 2023-2024 budget.

FastForward Libraries project quote:	\$107,800
FastForward Libraries estimated travel:	\$12,000
Contingency for travel or change in scope:	\$15,200
Overall total requested:	\$135,000

Current Strategic Plan:

Strategic Area One: Improve the Customer Experience, establishing OCLS as a friendly, welcoming and community centric service

- A. Establish an ongoing customer service training program
- B. Provide inviting facilities to fulfill community needs
- C. Enhance the on-boarding experience for new customers

Strategic Area Two: Increase awareness of OCLS and what is offered

- A. Develop a strategic marketing plan
- B. Leverage storytelling
- C. Community outreach that builds awareness
- D. Empower employees to be ambassadors for OCLS
- E. Create a business intelligence strategy

Strategic Area Three: Deliver experiences that offer opportunities to help the community learn and grow

- A. Kindergarten preparedness
- B. Early and family learning
- C. Provide experiences to enhance life skills
- D. Provide service delivery via technology
- E. Partner with schools
- F. Foster Innovation & New Services

III. CONSIDERATION

Library leadership firmly believes FastForward Libraries is the best fit to work with staff to create a new adaptable and living strategic plan that will assure OCLS continues to provide the most beneficial services to the community.

The library is requesting the library board to 1) approve the project, 2) approve ranking, 3) approve the project's budget of \$135,000, and 4) authorize staff to execute the contract and issue a purchase order for the project to FastForward Libraries.

IV. RECOMMENDATION

Staff recommends that the library board 1) approve the project, 2) approve ranking 3) approve the project's budget of \$135,000, and 4) authorize staff to execute the contract and issue a purchase order for the project to FastForward Libraries.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-111**

STRATEGIC PLAN PROJECT FIRM SELECTION

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17th of August 2023, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve strategic plan consulting project.
2. To approve the ranking of strategic plan consulting firms.
3. To approve the project's budget of \$135,000.
4. To authorize staff to execute the contract and issue a purchase order for the project to FastForward Libraries.
5. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Melrose Center Sound Booth
Purchase & Installation**

MELROSE CENTER SOUND BOOTH PURCHASE AND INSTALLATION

I. ISSUE STATEMENT

Library Board approval is needed to purchase and install two ADA-accessible sound booths for the Melrose Center.

II. BACKGROUND & SUMMARY

The Melrose Center currently has two WhisperRoom sound booths available for customers equipped with microphones and digital recorders. The booths can be reserved and used to record podcasts or voice-over projects. Currently, neither of the sound booths the library has are ADA-accessible. It is a priority for the library to ensure that all library customers can use these resources, so both of the new sound booths will be accessible and include wheelchair ramps. Additionally, as podcasting and recording voice-over dialogue for videos have become even more popular, the demand for these resources has increased. The library is wanting to add an 8'x16' booth that will allow for groups of four or five people recording together and a 6'x6' booth for one or two people recording together.

The Library received a quote for \$60,000 from WhisperRoom, Inc for the two new booths. Based on the reviewing of other manufacturers' product lines, the reputation of WhisperRoom, Inc, and the delivery timeline, staff determined that the product offered by WhisperRoom, Inc is the best overall value.

In addition to purchasing the new sound booths, the library received a quote from Gomez Construction for \$30,000 to update electrical cabling, attach the sprinkler system to each sound booth and assemble and anchor the new booths and relocate the two existing sound booths.

The estimated project cost is \$120,000, which includes \$30,000 for Gomez Construction, \$60,000 for the two sound booths, \$10,000 in supplies provided by the owner, and \$20,000 in contingency.

The FY2022-23 Building and Improvement budget has sufficient funding to pay for this project.

III. CONSIDERATION

The library is requesting the library board to 1) approve the project, 2) approve the project's not-to-exceed budget of \$120,000, 3) authorize staff to issue a purchase order to WhisperRooms, Inc for the new booths, and 4) authorize staff to issue a purchase order for the project to Gomez Construction.

IV. RECOMMENDATION

Staff recommends that the library board 1) approve the project, 2) approve the project's not-to-exceed budget of \$120,000, 3) authorize staff to issue a purchase order to WhisperRooms, Inc for the new booths, and 4) authorize staff to issue a purchase order for the project to Gomez Construction.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-112**

MELROSE CENTER SOUND BOOTH PURCHASE AND INSTALLATION

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 17th of August 2023, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the sound booth purchase and installation.
2. To approve a not-to-exceed budget of \$120,000.
3. To authorize staff to issue a purchase order to WhisperRooms, Inc for the new booths.
4. To authorize staff to issue a purchase order to Gomez Construction for the project.
5. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Information

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Holiday Schedule: FY 2024



STEVEN POWELL Library Director/Chief Executive Officer

Closed Days: Fiscal Year 2024 October 1, 2023 – September 30, 2024

Holidays / Events	Closed Dates
Staff Development Day	Friday, November 10, 2023
Thanksgiving Day	Wednesday, November 22, 2023 (Library Closes at 6:00 p.m.) Thursday, November 23, 2023 (H) Friday, November 24, 2023 (H)
Christmas	Sunday, December 24, 2023 Monday, December 25, 2023 (H)
New Year's	Sunday, December 31, 2023 Monday, January 1, 2024 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 14, 2024 Monday, January 15, 2024 (H)
Easter	Sunday, March 31, 2024
Memorial Day	Sunday, May 26, 2024 Monday, May 27, 2024 (H)
Juneteenth	Wednesday, June 19, 2024 (H)
Independence Day	Thursday, July 4, 2024 (H)
Labor Day	Sunday, September 1, 2024 Monday, September 2, 2024 (H)

(H) =
 FT Staff - 8 hours holiday pay
 PT Staff - 8 hours holiday pay

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Horizon West Update

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Lake Nona Update

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

Director's Report

MARKETING SNAPSHOT

MEDIA HIGHLIGHTS

"Central Florida etc. listings: July 14-20"
Orlando Sentinel, July 14

"Bestselling author Neil Gaiman, celebrated cartoonist Art Spiegelman coming to Orlando"
ClickOrlando.com, July 17

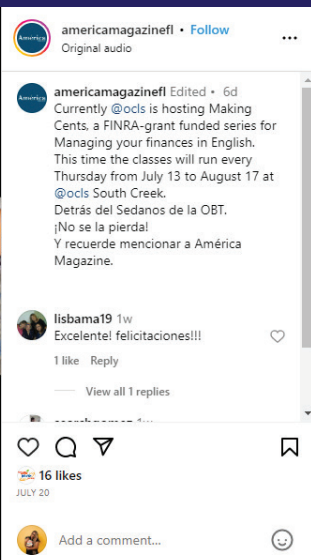
"Free kids magic show at Orlando library"
Orlando-News.com, July 20

"Bookmark the date: Buy half-priced used books at Orlando Public Library"
WFTV.com, July 28



SOCIAL MEDIA HIGHLIGHTS

In July, we announced the Sorosis of Orlando Woman's Club's generous sponsorship of Orange County Library System's first Book Bike! Feedback was overwhelmingly positive with 640 likes, 108 shares and dozens of comments like, "Wow!!! What a great idea!!!" and "How FUN is this?!?" shared across multiple platforms. Orange County Commissioner Nicole Wilson also shared this post with her following on Facebook.



ADVERTISING

This month we continued promotion of the grant-funded Making Cents series with multicultural advertising partners *Asia Trend*, *La Prensa* and *America Magazine*. Excited by OCLS' efforts to bring a much-needed program into the community, *America Magazine* attended the South Creek series launch on July 12 and livestreamed on Instagram. Interviews were conducted with program participants, Southeast Branch Manager Paolo Melillo and Marketing Specialist Andrea Jackson.

Director's Report: August 2023

Silence Bourn, Assistant Manager of the Events and Programs Department, was selected to participate in the 18th Annual Sunshine State Library Leadership Institute (SLLI), administered by the Florida Department of State's Division of Library and Information Services. The primary goal of the Institute is to assist in preparing library leaders to provide the highest-quality library services to the citizens of Florida, in the most effective and innovative manner, to meet today's needs and tomorrow's challenges.

On July 8, accomplished multi-instrumentalist Patrick Frost performed musical pieces on steel pans, eight-string ukulele and conch shells for 87 attendees during a Music at the Library event at the Orlando Public Library. This event featured a special surprise performance from Congressman Maxwell Frost, who joined Patrick on stage.

South Trail hosted a Citizenship Celebration on July 8 for students who have passed the naturalization test since COVID. Before COVID, students recited the oath of citizenship and received their naturalization certificates in large groups, and it was a festive occasion. During the pandemic, many of the oaths were taken in small groups without celebrations. OCLS is proud to offer our naturalized students a chance to participate in a large celebration of their new citizenship. Attendees were led through the Oath of Citizenship by me. Shally Wong, a naturalized citizen and Special Assistant to Orange County Mayor Jerry Demings, presented letters from the mayor to attendees. County Commissioner Mike Scott attended the event to share his congratulations, as did Board of Trustees President Crockett Bohannon. Between May 2020 and May 2023, OCLS has led 531 Citizenship Inspired classes, which prepare students for the naturalization exam, to a total of 6,517 people.

The Hiawassee Branch partnered with the Orange County Sheriff's Office (OCSO) this summer to offer some unique experiences for the community. On July 14, children had the opportunity to read to Pegasus, OCSO's comfort dog who provides emotional support to victims of crimes. On July 29, the Sheriff's Office hosted Books and Badges at the branch and brought their Mobile Video Game Theater and crime unit SUV for attendees. The Game Theater features 11 screens of the latest gaming consoles, such as Sony PlayStation 5, Xbox and Nintendo Switch. Sheriff John Mina conducted a storytime for the children and officers gave away over 60 backpacks filled with school supplies. One lucky child won a gift basket and lunch with Sheriff Mina. The event was attended by 120 people, including Commissioner Mike Scott. This partnership was well received by the community and the library is hoping to plan more events with OCSO in the future.

On July 14, Southeast had a successful double program. The first program, Box Engineers, helps kids learn to design and build structures out of cardboard boxes using child-friendly tools. During the program, 21 participants built cars out of boxes. After they were finished, they were able to attend a second program, called Drive-In Movie, during which they could sit in their cardboard cars to watch a movie.

In July, the National Down Syndrome Congress (NDSC) hosted their 51st annual conference in Orlando. The NDSC has a tradition of giving the host city a gift of books which present individuals with Down Syndrome in a positive light. Members from the congress reached out to the Southwest Branch to coordinate the giving of 20 books that will help diversify the collection. On July 28, Branch Manager Sarah Qronfleh attended the conference's opening session to accept this donation. The library is thankful for this wonderful gift and is excited to make these materials available to our community to help ensure that everyone can see themselves reflected in the literature they read.

On July 29, all library locations hosted an End of Summer Celebration event. Across the system, 2,727 children, teens and caregivers attended one of these events, which recognize children who completed a 600-minute Reading Challenge over the summer. This year's celebration marked a significant expansion from previous years, as it was the first time that all 15 library locations participated. This expansion aimed to improve the equity of access, making it possible for children from various neighborhoods to take part in the

celebration. The age range for eligibility was also extended from ages 6-12 to ages 0-18, so even more families could take part. Those who completed the challenge were invited to a party with live music and the opportunity to win a variety of prizes.

Second Harvest Food Bank has added the Hiawassee Branch as an additional food-distribution site as part of our agreement to help them provide shelf-stable breakfast and lunch boxes to families. Boxes are being distributed at Fairview Shores, Chickasaw, South Trail and Hiawassee branches now through the end of the year. Each box contains a mix of non-perishable ready-to-eat foods and grocery items.

The library finished up its most recent Orange Crate series in July. This session had 53 children participate in the program, which sends four easy-reader books, a craft, library promotional materials and giveaways to subscribers every month for four months. We are excited to share that this series resulted in 16 children registering for their first library cards and over 800 checkouts of easy-reader books. The library received a lot of positive feedback from participants. One parent wrote, “This is a wonderful way to participate in library programming as a working parent. My daughter and I looked forward to our monthly books and crate activities.”

Recent System-Wide Events

Melrose Center

Melrose programming for the 100 Year Celebration: 1970’s honored the film that began the saga in 1977, ‘Star Wars: A New Hope’. The Fab Lab offered a special edition of Family STEM Saturday with *Star Wars Minis* on July 16th, where 16 kids and their caregivers built lasercut TIE fighters and X-Wing models. On July 27th we threw a *Star Wars Premiere Party* that invited people to come and meet our newest team member, R2-KN3 (Kenny).



88 people celebrated with us by participating in experiences including:

- Two Fab Lab workshops on model building and prop making hosted by Jose Gonzalez and Andrew Jeffries
- A screening of the 1977 version of *Star Wars* and the 1958 classic *Hidden Fortress* hosted by the Video instructors Anthony Torres and Gabriel Soltren
- A photo meet and greet hosted by our Photography team, Bre Nax and Pedro Berrios with staging and lighting by Ryan Mulcahy and droid piloting by Harold Singh and Ashley Vazquez
- The immersive VR game *Star Wars: Galaxy’s Edge* in the Game Development Lab offered by Juan Rivera with assistance from Andi Cates, Kyle Snodgrass and Ryan Baichan

A special thanks to all who came to welcome Kenny – may the force be with you!



The Audio Studio revealed the newly refurbished control room to credentialed customers. The three newly installed QCon ProX controller stations, which replace the Avid C-24 board that had been in place since 2014, will give Melrose members more flexibility in recording with their preferred digital audio workstation. New Pro Tools classes rolled out to students this month to help streamline their process in gaining access to the Audio Recording Studio.

The first Melrose Show Production classes were offered this month, with 17 students collectively attending *Video Production Fundamentals*, *Introduction to LED Video Walls* and *Wireless Microphone Techniques* taught by Ryan Mulcahy.

Our *Second Saturday Improv Show* hosted by Marko Torres brought 50 people together to enjoy an afternoon of laughs on July 8th, while special presenter Aimee LeCours took 11 students through a workshop to write (and deliver!) clean, family-friendly stand-up comedy in *Library Laughs* on July 9th.

Indienomicon returned to the Melrose Center for a pair of community meetups during the first weekend of July. Saturday's Game Demo Day drew 25 attendees, while 23 enthusiasts attended Sunday's Video & Board Game Day. Indienomicon plans to continue these meetups in Melrose on the first weekend of ensuing months, offering guest speakers, networking opportunities and a chance to pitch all types of games from downloads and apps to consoles to board games.

Local improv troupe 'Subject To Change' collaborated with Melrose Theatre Meetups to offer an *Improv Jam* with 51 local improv artists on July 23rd. The participants gathered for a group warm-up followed by long form improv sets in teams.

Summer At Your Library wrapped in July with events for all ages. Included in the summer fun this month were:

- *The Play's the Thing - Theatrical Performance Workshop* [Ages 14- 18] This performance workshop for beginners took eight teens from concept to performance, all in one day.
- *Cyanotype Photography for Kids* (Ages 9-12) Seven kids learned a brief history of photography, the basics of composition, and created their own 5x7" Cyanotype to bring home.
- *Online: Make a LEGO Movie* (Ages 9+) Nine kids learned how to create a LEGO stop motion movie in this 3 day camp.
- *Creature Shop Workshop - Classic Icons of Horror* Four adults and teens constructed replicas of classic horror film props using materials and techniques taught in our Fab Lab classes and Open Labs
- *YouTube Live Production for Families* (Ages 9 & up) Eight caregivers and kids teamed up to get a start on their very own YouTube channel in our 90 minute video production workshop

Season 4 of the *Reel to Real Podcast* continued with Episode 23, posted across [multiple podcast platforms](#) on July 17th. Recorded in May, Jim Myers joined Bruce Hensal as co-host for this episode featuring Rick Morris and Chris Jay. Rick is Director of Sound at Falcon's Creative Group and has led sound design teams for

network television shows. Chris is a critically-acclaimed recording, mixing and mastering engineer with the Gold Records to prove it. The episode was engineered by Drigo Garcia-Salas with film production by Anthony Torres.

On July 20th, WUCF aired an encore presentation of this season's first Melrose in Mix episode. Originally aired in January, the episode features four-piece jazz fusion band [Tuesday Again](#).

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

Orientations and Assessments

85 Orientations: 176 Attendees

- Audio 4-14 (online 1-7)
- Photo 5-13
- Video 12-33
- 3D Printer 3-9 (online 1-4)
- Orion Laser Cutter 2-4
- Silhouette Cameo 1-3
- Glowforge Laser Printer 2-4
- General Orientation 5-18
- Flight Orientation/Assessment 17-22
- Driving Orientation/Assessment 24-32
- VR Learning Station Orientation 8-13

21 Assessments: 21 Attendees

- Audio 0-0 (with the new board available additional signal routing classes were offered instead. Assessments resume in August.)
- Photo 7-11
- Video 9-5
- 3D Printer 1-1
- Glowforge 3-3
- Silhouette Cameo Cutter 1-1

In-Person Classes

132 Classes: 416 Attendees

- Audio 25-80
- Photo 23-56
- Video 25-62
- Fab Lab 21-100
- Performing Arts 16-62
- Game Design 19-39
- Show Production 3-17

Online Classes

38 Classes: 101 Attendees

- Audio 1-4
- Photo 5-18
- Video 14-39
- Graphic Design 18-40

Throughout July, Juan Rivera had 65 customers visit during 20 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 11 *Makerspace Open Labs* in May with 189 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.

Studios, Spaces, Simulators

43 Bookings out of 55 Available Studio Sessions: 82 Attendees

- Audio – 15 of 16 booked, 30 attendees
- Photo – 15 of 20 booked, 33 attendees
 - *Of the 5 not booked: 2 were late cancellations and 2 were no shows*
- Video – 13 of 19 booked, 19 attendees
 - *Of the 6 not booked: 2 were late cancellations and 1 was a no show*

Other Bookings:

- Sound Booths – 140
- Editing Bays – 83
- LED Wall - 7
- Driving Simulator – 41
- Flight Simulator – 34
- VR Learning Station - 13
- Glowforge Laser Printer – 10
- 3D Printer – 3
- Orion Laser Engraver – 6
- Silhouette Cameo - 3
- Rehearsal Space – 11
- Melrose Conference Room - 1

We welcomed 234 new Members during July via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 18, we gained 252 new Members for the month.

Membership for Melrose Meetup groups increased across all but one group during July:

- Orlando Audio – 1,288 (+6)
- Orlando Digital Media Design – 1,750 (-2)
- Orlando Melrose Makers – 189 (+2)
- Orlando Out Tonight Theatre – 2,898 (+39)
- Orlando Photo+Design – 3,809 (+5)
- Orlando Video & Post Production – 2,692 (+24)

Alafaya

- On 1 July, Alafaya staff presented “Encanto Fiesta” where children celebrated Disney’s *Encanto* with songs, stories, and crafts and interacted with special guests. There were 83 participants.
- On 1 July, Alafaya staff conducted “Teen Volunteering: Orange Slice” where teens earned community hours by collaborating on Alafaya’s teen literary and creative arts magazine. There were 14 participants.

- On 6, 13, 20, and 27 July, Alafaya staff presented the “Learn Spanish” series where children developed Spanish speaking skills by learning vocabulary for colors, numbers, greetings, food, objects, places, shapes, and animals. There was a total of 21 participants.
- On 12 July, Alafaya staff conducted “July Crafternoon – Summer Fun Shrinky-Dinks” where children made a summer magnet with Shrinky-Dinks. There were 26 participants.
- On 15 and 16 July, Alafaya staff attended “Outreach Event: Astro Fest” at the Orlando Science Center where they shared library resources, registered new library accounts, and displayed relevant library materials available for checkout. There was a total of 323 participants.
- On 29 July, Alafaya hosted “Youth End of Summer Celebration – Featuring: Afro Pop Trio” where families celebrated the completion of the summer reading challenge with music and prizes. There were 268 participants.
- During July, Alafaya staff presented “Nintendo Game Design: Super Mario Maker 2” where children designed custom Super Mario levels and challenged their classmates to their games. There was a total of 36 participants.
- During July, Alafaya staff presented “English from Zero” and “English Conversation Hour” both in person and on the virtual platform, fostering the English language skills of over 400 customers.
- Throughout July, Alafaya staff conducted three “Choose Your Own Adventure LEGO Story” events where children read a LEGO story created by staff and decided where the story should go next. There was a total of 600 participants.
- Throughout July, Alafaya staff conducted three “Choose Your Own Adventure LEGO Story” events where children read a LEGO story created by staff and decided where the story should go next. There was a total of 600 participants.

Chickasaw

- On 1 July, Chickasaw hosted “Tie-Dye Madness” where 29 attendees created their very own 4th of July tie-dye shirt.
- On 7 July, Chickasaw hosted “JiggleMan,” where 181 attendees were entertained by the jumping, juggling comedy act.
- On 12 July, Chickasaw hosted “Mad Science Olympics Show.” A total of 183 people attended.
- On 22 July, 49 attendees at Chickasaw experienced Vietnamese culture through the “Thuyền Mây Productions Dance Performance.”
- On 26 July, “Magic with Mark Alan” amused 198 attendees at the Chickasaw Branch with comedy and magic.
- On 28 July, “Sphere’s Bubble Show” entertained 267 attendees at the Chickasaw Branch with music, and bubble tricks with an interactive performance.
- On 29 July, 287 attendees came to celebrate at Chickasaw’s “Youth End of Summer Celebration.”
- In July, Chickasaw distributed 315 sets of food boxes filled with non-perishable food from Second Harvest.
- In July, Chickasaw served 1,120 lunches to children through “OCPS Summer Breakspot.”

Eatonville

- On 6 July, Eatonville celebrated its 100th birthday with “Cuisine Corner Junior: Century-Old Recipes – Icebox Cakes,” where 29 kids who learned about the foods people ate 100 years ago.
- On 6, 13, 20, and 27 July, Eatonville presented “Zero to Five Storytime” to an average of 12 early learners per session.
- On 7 July, Eatonville hosted “Dance Party with DJ Renee Adams” for 71 children excited to move and dance with the lively and engaging DJ.
- On 11 July, Eatonville hosted a “Building Challenge” for 35 kids who engaged in different building challenges using Legos.
- On 11, 18, and 25 July, Eatonville hosted “Yoga with PLAYologist Yolonda” for an average of 16 preschoolers per visit.

- On 12 July, Eatonville presented “Let’s Stick Together: Friendship Cacti” to 20 youth who made a decorative cactus of their own and learned how cacti symbolize friendship in different cultures.
- On 14 July, Eatonville hosted “Meet a Firefighter” for 40 kids who came together to learn how firefighters protect themselves with special gear and to explore a big red firetruck.
- On 18 July, Eatonville presented a “DIY Bookmark Craft” activity to 19 youth who used crafting materials to create their own bookmarks for summer reading.
- On 20 July, Eatonville presented a “Clay Critters” activity to 29 kids who used their creativity to design a tiny animal, critter, or made-up creature using clay.
- On 21 July, Eatonville hosted “Snake Education with a Twist” for 58 youth who enjoyed Chief Rowley’s entertaining and educational snake show.

Fairview Shores

- On 1 and 15 July, 76 people attended “Paint Party!” Kids, teens and adults created colorful designs at the Art Deco, Bubble Painting and Tie-Dye painting stations.
- On 1, 8, and 15 July 76 people engaged in “Family Game Time” with open use board games for various stages of development.
- On 5 July, 18 people attended “How to Make an Animal Towel” and learned to make cute towel creatures.
- On 6, 11, 18, 25, and 31 July, 109 people attended “Beginner’s Spanish for Kids” class learning animals, songs, and vocabulary.
- On 26 July, 48 people attended “Bingo Afternoon for Kids.”
- On 27 July, 18 people attended “Pirates! All Aboard to Cuba” and explored Cuba, the largest Caribbean Island, through pirate-themed stories, songs and activities.
- On 28 July, 22 people attended “Cookies and Milk with Community Heroes” and enjoyed snacks and story time with Commissioner Robert Stuart.
- In July, 24 people attended “Adult Karaoke Night” to mingle with each other and have a blast singing away to classic hits.
- In July, Fairview Shores distributed 420 non-perishable, ready-to-eat food boxes from Second Harvest Food Bank to customers.
- During July, Fairview Shores served 489 lunches to children through “OCPS Summer BreakSpot.”

Hiawassee

- On 19 July, Hiawassee hosted “Snake Education with a Twist” for 142 attendees.
- On 29 July, Hiawassee hosted the CSA Arts Awards Ceremony for youth that completed their summer art projects. 50 students and guests were in attendance.
- On 29 July, Hiawassee hosted the Orange County Sheriff’s Office “Mobile Video Game Theater”, Crime Unit SUV, craft table and OCLS staff offered facepainting. Sheriff Mina conducted a Storytime for children. Officers gave away over 60 back packs and one golden ticket gift basket to one lucky raffle winner for lunch with the Sheriff! 120 individuals attended.
- On 29 July, Hiawassee hosted “Youth End of Summer Celebration” with 92 participants. Many prizes were given out and the families were entertained by the Latin Duo: “La Calle.”
- In July, Hiawassee hosted eleven “English from Zero” and “English Conversation Hour” classes serving a total of 286 participants, with an average attendance of 26 students per class.
- During July, Hiawassee staff conducted 25 off-site “Storytime” programs at 7 local childcare centers and the Boys & Girls Club, serving 415 attendees.
- During July, Hiawassee staff conducted 42 technology classes serving 177 customers.
- During July, Hiawassee staff participated in 9 outreach events serving 564 participants.
- Throughout July, Hiawassee hosted five “Zero to Five Storytimes” every Monday, and four “Family Storytimes” every Friday. Storytellers and staff encouraged early literacy skills for 196 children and adult caregivers.

- Throughout July, Hiawassee staff created 15 various themed “Take & Make” art activity kits serving 1014 youth.

Main

- On 8 July, the accomplished multi-instrumentalist Patrick Frost performed musical pieces on a wide range of instruments, including steel pans, 8-string ukelele, and conch shells for 87 attendees during a Music at the Library event at the Orlando Public Library.
- On 15 July, flutist Meghan Brachle and pianist Catherine Lan performed musical pieces by American composers ranging from Baroque to Impressionist era for 93 attendees during “Music in the Library: Chrysalis Chamber Players” at the Orlando Public Library.
- On 22 July, the Central Florida Zoo hosted an educational visit with live animal ambassadors called “ZOOper Heroes” with 81 attendees.
- On 22 July, 49 attendees learned about Vietnamese culture through dance during the “Thuyền Mây Productions Dance Performance” at the Chickasaw Branch.
- On 23 July, ten authors from across Florida engaged with 121 attendees and offered book signings during the “Local Author Festival” at the Orlando Public Library.
- On 25 July, Yanina from Menestrelli Entertainment hosted “Circus Dog Show” in Learning Central with 226 customers in attendance.
- On 26 July, Chef Give Yamira Lee Johnson, taught 70 attendees how to create delicious no-cook meals during a virtual Cuisine Corner via Instagram.
- During July, there were 3 in-person teen presenters, “Pressed Floral Art Workshop”, “Good Fills, Recycle or Wishcycle? A Better Way to Live Sustainably”, and “Creative Design Thinking Workshop” with a total of 32 teens in attendance.
- During July, a Reference Librarian participated in two “One Million Cups” entrepreneurial events and shared library business resources with 131 attendees.
- During July, OCLS Social Workers aided over 370 customers at 9 locations on topics such as unemployment, SNAP benefits, and mental health assistance.
- During July, a total of 398 children attended Summer at Your Library classes and camps hosted by TEC in coding, game design, and fiber arts.
- During July, a total of 322 customers enhanced their Fiber Arts skills with sewing, knitting, and crocheting by taking TEC in-person and online classes.

North Orange

- On 5 July, North Orange hosted “Perler Bead Art,” welcoming 34 attendees to use perler beads to create their favorite character from books, comics, tv, or movies.
- On 11 July, North Orange hosted the annual summer “Tie Dye Madness” party. A total of 45 attendees learned all about the fabric art craze of the 1960s and then got to work creating their own tie-dyed shirt.
- On 15 July, North Orange hosted the ever-popular monthly event, “Cookies & Milk with a Cop.” Two officers from the Apopka Police Department visited to read stories in celebration of National Ice Cream month and hand out cookies and milk to 48 attendees. Children got a chance to design their own best ice cream during a craft that followed.
- On 15 July, North Orange welcomed 13 attendees to the “Flower Power Resin Charm” event. Participants created a one-of-a-kind flower UV resin pendant.
- On 26 July, North Orange presented the bilingual event, “Mi Casita,” celebrating what makes families unique through stories and activities. A total of 20 people attended.
- In July, North Orange started a series of “Let’s Crochet” for the new class of teens at the HOPE Community Center each Wednesday. An average of 8 teens attended each session.

South Creek

- On 3, 10, 17, and 24 July, South Creek hosted “Storytime Craft” for children and their caregivers. There were 257 participants.
- On 3, 10, 17, and 24 July, South Creek hosted four “Lake Nona Pop-Up” events for a total of 447 attendees.
- On 3, 10, 17, 24, and 31 July, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 622 participants.
- On 7 July, South Creek hosted an impromptu “Magic Storytime” for families when “Magical Mr. Tim” was cancelled shortly before the event time. There were 96 attendees.
- On 12 July, South Creek hosted “Let’s Dance” for children to celebrate movement and self-expression through music. There were 40 participants.
- On 14 July, South Creek hosted “Air Science with Professor DoDad,” where 125 participants There were 125 participants.
- On 26 July, South Creek attended an open house at Kids ‘r’ Kids Learning Academy. Staff shared information about services and registered customers for library cards, there were 58 attendees.
- Throughout July, South Creek hosted 20 additional offsite events at partner locations for 460 attendees.
- Throughout July, South Creek hosted the following Passive Events: “Rainbow Sun,” “Paper Sandcastle,” “Chomping Alligator,” “Paper Plate Palm Tree,” and “Caterpillar;” 720 passive crafts were distributed for families to complete at home.
- Throughout July, South Creek served 649 lunches to children through OCPS Summer BreakSpot.

South Trail

- On 3 July, “Meet a Firefighter” introduced 43 participants to firefighters and paramedics from the Orange County Fire Department.
- On 8 July, South Trail hosted a “Citizenship Celebration” honoring newly naturalized American Citizens. A total of 55 people attended.
- On 10 July, a representative from Gatorland entertained 44 people at the South Trail location by showing a variety of animals including an alligator during “Meet a Gatorland Wrangler.”
- On 20 July, South Trail staff hosted a takeover at the Orlando Health Arnold Palmer Hospital for Children and entertained 154 children with stories and activities
- On 24 July, “Snake Education with a Twist” presented several different snakes and educated 36 children and their parents about snakes.
- In July, South Trail staff attended 12 events and spoke to 695 people about library services.
- In July, South Trail offered 8 “Virtual: Citizenship Inspired” classes to a total of 135 attendees.
- In July, South Trail distributed over 1900 craft kits and activity packs with word searches and coloring sheets.
- In July, 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 79 children and parents.
- In July, South Trail staff hosted the beginning English class, “English from Zero” 8 times in person and 4 times virtually to a total of 242 attendees.

Southeast

- On 1, 7, 15, and 21 July, Southeast hosted “Speaking Clearly Beginners” where 159 English learners were introduced to the basics of the sounds of English pronunciation.
- On 3, 10, 17, 24, and 31 July, Southeast hosted “Speaking Clearly Advanced” where 101 students improved their speaking and presentation skills.
- On 5, 6, 11, 12, 13, 18, 20, 25, 26 and 27 July, Southeast staff hosted “English from Zero” where 350 students discussed and learned basic English vocabulary.

- On 6 July, Southeast hosted “Zoom Around the World with Central FL Zoo” where 120 children and their families met and learned about animals native to the far corners of our planet.
- On 10 July, Southeast hosted “Snake Education with a Twist” where 115 children and their families enjoyed a snake show with a professional snake handler, Chief Rowley, and his variety of rescued reptile friends.
- On 10, 17, and 24 July, Southeast hosted “Hola Amigos- Spanish from Zero for Kids” where 228 children were introduced to the basics of the Spanish language.
- On 22 July, Southeast attended a community event, “Family Engagement and Resource Expo” where we engaged with 540 participants to share library resources, sign up new library card, holders and promote OCLS events and classes.
- On 22 and 29 July, Southeast staff hosted “Citizenship Inspired” where a total of 60 students prepared for the U.S. Naturalization Test and Interview.
- On 27 July, Southeast hosted “Meet a Gatorland Wrangler” where 158 participants learned about snakes, reptiles, and more.
- On 29 July, Southeast hosted “Youth End of Summer Celebration” where 304 participants watched a Brazilian dance performance and celebrated the end of “Summer at Your Library” with fun prizes.

Southwest

- On 1, 8, 15, 22, and 29 July, the Southwest Branch hosted “Y Read: Book Read Aloud and Discussion” at the Dr. P. Phillips YMCA. Thirty-four customers experienced the joy and camaraderie of reading aloud a book with others at the Y Read Book Club.
- On 5, 12, 19, and 26 July, 294 children and caregivers participated in “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 5 July, Southwest hosted “Music with Mr. Richard.” Ninety-Five children and caregivers experienced live music and sang along to original and wacky songs.
- On 6, 13, 20, and 27 July, Southwest hosted “Storytime Craft” giving 482 children and caregivers an opportunity to drop in before or after Storytime to create a craft.
- On 11 July, Southwest hosted “Fun with Forest Friends.” Thirty-three toddlers and caregivers listened to stories, engaged in songs and rhymes while participating in fun activities that promote friendship.
- On 14 July, the Southwest Branch hosted “Meet a Gatorland Wrangler.” One hundred and sixty-five participants learned and interacted with live snakes, reptiles, and more.
- On 15 July, Southwest staff hosted a table at the Tangelo Park Neighborhood Center for Families “Back-to-School Expo” and shared library information with 176 people.
- On 15 and 22 July, 148 customers attended “Air Science with Professor DoDad” and “Comedy Maks' Variety Show” at the Library Pop-Ups at Horizon West, as part of Summer at Your Library programming.
- On 25 July, the Southwest Branch hosted “Kitchen Sensory Play: Sandwich Spirals.” Twenty-eight children and caregivers explored the five senses with a food theme Storytime and hands-on activity designed to enhance motor coordination.
- On 29 July, Southwest hosted the “Youth End of Summer Celebration” where 213 participants enjoyed “Paul McCartney Tribute” and celebrated the end of “Summer at Your Library” with fun prizes.

Washington Park

- On 1 July, Washington Park staff hosted “Programming for Digital Media” levels 1 and 2 virtually. There were 44 children in attendance.
- On 3, 10, 17, and 24 July 157 children and caregivers attended the big presenter programs for SAYL including “Spheres Bubble Show,” “Bilingual Comedy Magic Show,” and “Zoom Around the World with Central Florida Zoo,” and “Magical Mr. Tim.”

- On 5, 19, and 27 July, Washington Park staff attended three offsite Library Card Sign Up events and spoke to a total of 105 people about library programs and services.
- On 6, 8, 13, and 14 July, 20 children enjoyed working with Sphero Robots by learning to code and driving the rolling robot along paths and mazes.
- On 6, 13, 20, and 27 July, 63 participated in staff presented programs themed for SAYL, “What Kids Can Do,” “Creative Space,” “Friendship Cacti,” and “Weird Friends in the Wild.”
- On 11, 15, 21, and 25 July Washington Park staff began hosting Fiber Arts classes such as “Crochet 1 & 2,” “Crochet in the Round,” and “Introduction to Sewing Machine.” There were 20 adults in attendance.
- On 29 July, Washington Park staff attended a “Back to School Supply Giveaway Event” at the Brooke Jenkins Dream 360 Center and spoke to 74 children and adults about library programs and services.
- On 31 July, Washington Park staff attended the 6th Grade Orientation at Carver Middle School and spoke to 67 children and adults about library programs and services.
- Throughout July, Washington Park staff hosted special summer programs for community partners, Boys and Girls Club, Rivers Enrichment Program, and Soldiers to Scholars. A total of 93 children and adults enjoyed a variety of activities including a sports themed series for the Boys and Girls Club, a Mermaid Tapestry for Rivers Enrichment, and a patch making event for Soldiers to Scholars.

West Oaks

- On 7 July, West Oaks staff presented “Snacks Around the World: Belgium” to 25 attendees who learned about Belgium’s culture while sampling tasty snacks from the country.
- On 7, 14, and 21 July, West Oaks staff presented “Let’s Crochet Flowerpot Coasters” to 37 attendees who learned about V-stitches and bobbies to create a functional flowerpot set.
- On 20 July, West Oaks staff partnered with the City of Ocoee to present “Florida Friendly Garden Storytime” to 33 children and their caregivers who listened to stories and songs, participated in a scavenger hunt, and created fun crafts.
- On 22 July, West Oaks staff presented “Mi Casita” to 17 attendees, who learned what makes a family unique through stories and activities inspired by Disney’s “Encanto.”
- On 27 July, West Oaks staff hosted 28 Innovation Montessori Highschool students and teachers, who took a tour of the library and learned about the library’s resources.
- Throughout July, West Oaks staff presented 4 “English from Zero” classes to 56 participants who learned fundamental English vocabulary for everyday life.
- Throughout July, West Oaks staff hosted the Ocoee Police Department for the “Cookies and Milk with a Cop” series to 160 participants who enjoyed different themed stories and activities each week.
- Throughout July, 434 take-home crafts and kits were distributed to families. The kits included crafts such as Worms in the Dirt, Pineapple Bookmarks, Flamingo Beach Portrait, and more!
- In July, West Oaks staff presented 4 “Genetic Genealogy Foundations” programs to 54 attendees who learned about basic genetic genealogy testing, ethics of testing, and different types of DNA testing.
- In July, West Oaks staff interacted with 64 customers who needed assistance with genealogy research questions.

Windermere

- On 6, 13, 20, and 27 of July, Windermere welcomed 522 children and their caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.”
- On 7 July, Professor DoDad presented his show “Air Science” and captivated an audience of 105 adults and children.
- On 12, 13, 26, and 27 July, Windermere visited the Child Development Center for early-learning story times presented to 59 children.
- On 14 July, Jiggleman amazed an audience of 156 adults and children.
- On 21 July, Gatorland visited Windermere to host “Meet a Gator Wrangler” where 142 children and adults learned new things about alligators and other reptiles.

- On 26 July, Windermere hosted “Snake Education with a Twist” for 151 children and adults who laughed along while learning about different snake species.
- On 29 July, Windermere held their “End of Summer Celebration” with the music of "Sahara Beats" for 231 adults and children.
- Throughout July, Windermere's Homeschool Program brought 61 children and adults together to learn more about plants, animals, art, and foreign languages.
- During July, 167 adults came together to improve their English skills through “English from Zero” and “English Conversation Hour.”
- In July, Windermere passed out 1,420 crafts and activities for children to take home and create with their caregivers.

Winter Garden

- On 3 July, Winter Garden hosted “Read to Sydney;” a total of 21 children and parents attended.
- On 3, 10, 17, 24, 31 July, Winter Garden hosted “Mindful Start Yoga” where 181 participants practiced breathwork, mindfulness and movement.
- On 6, 11, 13, 18, 20, 25, and 27 July, 143 participants explored tech resources at the library during “Tech Exploration.”
- On 7, 14, 21, and 28 July, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 637 children and their caregivers.
- On 7, 14, 21, and 28 July, Winter Garden hosted “Caregiver Connect: Stay and Play” to 116 children and their caregivers.
- On 8 and 29 July, 159 customers attended Library Pop-Ups at Horizon West, as part of Summer at Your Library programming.
- On 12 July, Winter Garden hosted a “Never Pet a Porcupine” for 37 participants.
- On 29 July, Winter Garden staff hosted “End of Summer Celebration;” 156 customers participated.
- In July, 479 customers engaged with passive activities in the branch, including “July Library Friends” and “Character Mailbox.”
- Throughout July, “Virtual Conversation Hour” and “English from Zero” had a total of 91 participants joining virtually and in-person to practice English as a Second Language.

**Orange County Library System
Board of Trustees Meeting
August 17, 2023**

**Public Comment:
Non-Agenda Items**