

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

Board Packet for February 2023



STEVEN POWELL Library Director/Chief Executive Officer

February 3, 2023

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

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

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

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on February 9, 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

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

**Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

- 23-016 I. **Call to Order**
- 23-017 II. **Public Comment Policy & Procedures**
- 23-018 III. **Approval of Minutes: Library Board of Trustees Meeting – January 12, 2023**
- 23-019 IV. **Staff Presentation: Melrose in the Mix ~ Jim Myers**
- 23-020 V. **Financial Statements and Summaries: January 2023**
- 23-021 VI. **Dashboard January 2023: Bethany Stone**
- 23-022 VII. **Action Items: None**
- 23-023 VIII. **Discussion and Possible Action Items**
- 23-024 IX. **Information**
- 23-025 **Director’s Goals FY 2023 – 1st Quarter Update: Danielle Levien**
- 23-026 **Director’s Report**
- 23-027 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates:

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

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

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

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

Call to Order

Orange County Library System Board of Trustees Meeting February 9, 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
February 9, 2023**

**Approval of Minutes: Library
Board of Trustees Meeting
January 12, 2023**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

January 12, 2023 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (1/0); Nicole Benjamin (4/0 – City);
 Danielle Levien (4/1 - City); Lizannette Tam (1/0);
 Sharon Smoley (1-0)

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

- 23-001 I. **Call to Order**
 President Bohannon called the meeting to order at 6:02 p.m.
- 23-002 **Oath of Office: New Board Member**
 President Bohannon swore in new Trustee, Sharon Smoley.
- 23-003 II. **Public Comment Policy & Procedures**
- 23-004 III. **Approval of Minutes: Library Board of Trustees Meeting – December 8, 2022**
 Trustee Tam, seconded by Vice President Benjamin, moved to approve the minutes for the December 8, 2022 Library Board of Trustees Meeting. Motion carried 5-0.
- 23-005 IV. **Staff Presentation: DEIA Committee – Yvonne Hartley**
 CHRO Hartley gave the Board a presentation regarding the Diversity, Equity, Inclusion and Accessibility Committee and the DEIA staff survey that was conducted. She reported that the majority of staff submitted positive answers to the survey questions. She also stated that the committee meets once a month and is planning more DEIA surveys as well as the annual staff survey and stay interviews. The Board requested the meeting calendar be shared with them in case a Board Member would like to attend. They also requested information about the initiatives. Trustee Levien inquired about the stay interviews and Ms. Hartley explained that these are interviews of current staff, asking why they are at OCLS and what keeps them here.
- 23-006 V. **Financial Statements and Summaries: December 2022**
 CFO Shoemaker reviewed the December 2022 financial statements for the Board. He reported that the Melrose Stage & Lighting project and the North Orange Roof project are substantially completed and both have a few punch list items that remain outstanding. The Windermere Branch Expansion project construction began January 4, 2023 and is scheduled to be completed by June 1, 2023.
- 23-007 VI. **Dashboard: Danielle King**
 • **December 2022**
 CBO King shared some highlights from the Dashboard. This month there was a 34% increase in door count, 36% increase in physical items checked out, and a 7% increase in digital checkouts. Overdrive’s circulation for the year was over 1.9 million, 93,000 more than last year. In addition, event attendance went up 44% and class attendance went up 197%. Some locations saw significant increases in attendance by making a concerted effort to bring library programming offsite into the community. To help with this effort, the

library just posted 13 new Branch Outreach Positions and the focus of these positions is to bring library services to the community.

The hotspot lending program funded by the Emergency Connectivity Fund began last week on January 3. This service provides wireless broadband internet to customers who do not have access to the internet and need this service to meet their educational needs. CBO King shared a story about the first hotspot that was checked out to demonstrate why this service is so important to the community: The first hotspot was checked out by a customer from the West Oaks Branch. She used to come into the branch multiple times a week with her elderly mother to use the computer and attend classes. She does not have internet access at home. Within the past year, the branch saw less of her and learned it was because her mother was having health issues and couldn't leave the house. The customer was still visiting the branch, but less frequently and each time she came in she was in a hurry. She also stopped attending classes. On the day the hotspot program went live, the customer visited the branch and staff told her about the hotspots. She was so excited, and she shared this was going to help her so much with being able to stay on top of things and still care for her mother. She also was excited for both her and her mother to be able to attend virtual classes. She shared that her mother missed taking the fiber arts classes and now she'd have a way to do that from home.

Library staff plan on bringing hotspots to various outreaches and community centers for checkout. North Orange staff will be visiting RCMA (daycare for farmworker's children) for their parent meeting on February 28, South Trail staff will be visiting Oak Ridge Neighborhood Center for their open house on Jan 27, and Winter Garden staff will be visiting the West Orange Neighborhood Center for Families for their Black history event on February 20th.

- **Horizon West Updates**

CBO King shared some updates on the progress of the Horizon West Branch. The library has had several meetings with architects Borrelli & Partners and the construction team HJ High to discuss library programmatic requirements, design, and LEED certification. Staff worked with Orange County Parks & Recreation for approval on a site plan and we are excited to share this site plan with the Board.

The site shows the library on the east side of the property's campus. The larger dark grey area of the building will be the library which will include material, training rooms, study rooms, customer service desk, public computers, and the children's area. The light grey area will be the meeting spaces, the plan is to have 3 large meeting rooms that can be opened into one large area or be used as 3 separate spaces and these will have access to the outdoor area. The space in-between is the reception area and can be closed off so the meeting rooms can be used after hours, while keeping the library area closed and secure. This will also connect to the outdoor performance area. This branch will have an outdoor stage area with a grassy seating to host large events and outdoor programming.

The remaining site plan includes the design for the future recreation center, shared parking, access road, walkways, and retention ponds for the entire campus as agreed upon with the County.

Currently, the architect team is working on the building & floor plan. Staff had a meeting with Borrelli yesterday and they shared some of their progress on the plan. Staff has some feedback for them that will be sent next week so that they can proceed with the schematic design. Staff hope to reschedule the community meeting soon.

23-009

Director's Evaluation & Personnel Committee Meeting: Evaluation and Minutes**Approval: Danielle Levien**

Trustee Levien stated that it has been a breath of fresh air as Director Powell has taken OCLS under his wing. She commended his accomplishments during his time as Director which include: removing and lowering barriers to service and increasing accessibility, by removing overdue fines, increasing auto renewals from three to five, making DVDs available via Home Delivery, adding ways to appeal a trespass warning, creating group home cards, offering a hotspot lending program and authorizing the Farmworker's Association membership card as proof of residency. Trustee Levin recognized these changes that have taken place under Director Powell's leadership while he also held the dual role of COO. The recommendations of the Personnel Committee to the Library Board of Trustees are summarized as follows:

1. Rate Director Powell's overall performance as Far Exceeds Requirements.
2. Consistent with the FY 2022 Compensation Plan for staff, award Director Powell 60 hours of PTO based on his overall Far Exceeds Requirements rating.

Vice President Benjamin, seconded by Trustee Tam, moved to approve the Personnel Committee recommendations and to approve the Personnel Committee minutes.

Motion carried 5-0.

23-010 VIII. **Discussion and Possible Action Items**23-011 **Strategic Plan FY 2023 – 1st Quarter Update: Steve Powell**

The first items Director Powell mentioned are the Horizon West and Lake Nona Branch updates. Those branches are moving forward and should gain momentum as the year progresses.

The Marketing and Public Relations Department has created a marketing plan that combines a variety of tactics to build awareness about the library's 100 Year Celebration. The campaign includes a yearlong digital billboard campaign, with messaging that can be adjusted on a monthly basis, some bus ads, partnership with Orange TV to highlight the 100 Year Celebration and paid advertisements in local media outlets, including WMFE, Fly 103.1 FM, WKMG TV, Orlando Weekly, Community Paper, W. Orange Times and Bungalower. This advertising initiative will be vital to getting everyone in the community thinking about their library.

The stopping and removal of overdue fines went into effect on October 16, 2022. The change resulted in 32,000 cardholder accounts becoming unblocked and as of today 9,317 people have resumed using their newly unlocked library cards. Executive Edge is currently looking into other fees the library charges and different procedures that might also create a barrier to library service for customers. The Executive Edge Team will be back at some point to present a summary of the barriers OCLS has lowered or removed.

Implement Digital Services: OCLS received \$447,800 from the Emergency Connectivity Fund (ECF) to purchase 1,000 Wi-Fi hotspots from Premier Wireless and to enter into a service agreement with T-Mobile to offer broadband services. The hotspot lending program was rolled out to customers on January 3, 2023.

Director Powell mentioned OCLS' presence with the Orange County Public Schools. Library liaisons conducted 38 Teach-In event sessions during the week of November 14 with 2,532 attendees. The School Library Card Drive occurred from September 1st through October 12th which totaled 818 new library card registrations from 94 different schools.

Although these are just a few comments, implementing the strategic plan is off to a great start and there are already a lot of details for the first quarter that supports this year's plan. The work behind the plan involves a tremendous team effort and everyone at some point

this year will have a part in it. And Director Powell thanked staff for their efforts to date – thank you!

23-012 IX. **Information**

23-013 **Lake Nona Branch Update: Bethany Stone**

COO Stone briefed the Board about the Lake Nona Library and that she will continue to head up the project for OCLS. She stated that the City of Orlando is building the library and in the design phase and have included OCLS in the plans. Staff met with the City to discuss programming and other various aspects of the project. She stated that as the project moves further along, community meetings will be scheduled.

23-014 **Director's Report**

We were sad to learn that former board member and longtime library supporter Ted Maines passed away on December 14. Ted served on the library Board of Trustees for 11 years and 5 months, from July 2008 through December 2019. He served as both president and vice president of the board, and he was an enthusiastic library supporter. He was also a supporter of the Friends of the Library, and he always made it a point to donate to or attend the Friends' annual Booktoberfest fundraisers. Ted was also active in multiple other organizations, including Harbor House, the Holocaust Center, the Creative City Project and the Historic Preservation Board of the City of Orlando. He will be greatly missed by this community, to which he dedicated so much of his time and energy.

During the month of December, the Sunshine State Author Series, coordinated by the library's Youth Projects Coordinator, hosted a total of five author visits, both virtually and in-person. On December 14, Colleen AF Venable, author of the juvenile graphic novel *Katie the Catsitter*, attended two in-person author presentations at Sunshine Elementary School for third and fourth grade students. In total, 451 students and educators were in attendance. Later that day, Colleen attended Mayor Buddy's Book Club End of Book Party at the Orlando Public Library, which had 86 attendees. Additionally, Gillian Goerz, author and illustrator of *Shirley and Jamila Save Their Summer*, gave two virtual author presentations. Gillian discussed the process of illustrating and creating her book to 605 Orange County Public School students and educators from nine elementary schools. The series is funded in part by the State of Florida, Department of State, Division of Arts and Culture, the Florida Council of Arts and Culture, and the National Endowment for the Arts.

In December, the Fairview Shores Branch received a donation of \$1,500 to support their "Beginner's Spanish for Kids" program. Staff member Liliana Palacio hosts a weekly class for kids ages 6-12 to learn basic Spanish vocabulary through games and activities. Liliana secured the donation from Victor Galvan, president of VMG Construction, Inc. to be used to purchase supplies and incentives for the students. Mr. Galvan attended the December 20th Spanish class and helped hand out the incentives to 46 students. He was so impressed with the difference the library is making in the community that he shared he would like to make this an annual donation to the library. Fairview Shores also hosted a Clothing Drive after recognizing the need in the community after several extended stay hotels and apartment complexes experienced flooding. Staff member Angela Kenon-Brown partnered with Florida Impact for clothing and food donations. 55 community members were served during this event.

The Hiawassee Youth Program Specialist (YPS) conducted 28 off-site "Storytime" programs at several local childcare centers, serving 425 children and adults. Of these off-site youth programs, three events took place at the Boys & Girls Club Walt Disney World Clubhouse in Pine Hills serving 71 youth. These numbers are significant for the Pine Hills

Community, since the library would not reach these youth unless we visit them in their community.

On January 3, we rolled out Wi-Fi hotspots, available for adult cardholders to check out from any library location. In order to be eligible to check out a hotspot, cardholders need have an active library card and confirm that they do not have internet access at home. Funding for the hotspots was provided by the FCC's Emergency Connectivity Fund.

On January 28 at 9 a.m., the library's first permanent StoryWalk® installation at Shadow Bay Park will have an official opening. The project is the result of a partnership between Orange County Parks and Recreation and the Orange County Library System, and it will feature large-scale reproductions of the pages of picture books installed along a one-mile stretch of the park. StoryWalk® fosters literacy, connection to nature and healthy movement. The StoryWalk® Project was created by Anne Ferguson of Montpelier, Vermont, and developed in collaboration with the Kellogg-Hubbard Library.

As we announced on January 7 at our 100 Year Celebration kickoff, Sorosis of Orlando Woman's Club approached us to share that they wanted to make a significant donation to the library. Sorosis was instrumental in the founding of the library system, as they were the ones to organize and advocate for a taxpayer-funded library in the early 1920s, which led to a referendum being put before voters to decide whether they wanted a public library system. The vote was overwhelmingly in favor of a library, and the pieces fell into place from there. Sorosis donated 3,000 of the books that made up the original Albertson Public Library collection, and in 1949, they purchased the library's first bookmobile. Now, as we approach our 100th anniversary, Sorosis is donating \$100,000 to help us re-establish mobile services for the community. We plan to match those funds and use them to purchase book bicycles as well as a bookmobile that can bring library services to places where accessibility is a problem. We're grateful to Sorosis for thinking of the library and making this generous donation, and we're proud to help their legacy live on in Orlando for generations to come.

23-015

Public Comment: Non-Agenda Items

X. Adjournment

Trustee Levien, seconded by Trustee Tam moved to adjourn the meeting.

Motion carried 5-0. President Bohannon adjourned the meeting at 6:51 p.m.

Next Meeting Dates:

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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
February 9, 2023**

**Staff Presentation:
Melrose in the Mix – Jim Myers**

**Orange County Library System
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February 9, 2023**

**Financial Statements &
Summaries: January 2023**

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

Project Summaries:

Melrose Theatrical Lighting: This project started September 6th and was substantially completed by the end of November. A few punch list items remain outstanding.

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

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

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 \$26,998,288 or 44.4% of the budget, which is on target year-to-date.

State Aid/ State and Federal Grants:

The Library budgeted \$150,000 for State Aid Revenues and \$635,000 from State and Federal Grants in FY 2022-23, based on anticipated funding from the various agencies. We have received \$39,714 which is 5.1% of the combined budget.

Fee Cards:

The Library budgeted \$20,000 for Fee Card revenues for FY 2022-23. Through January, we received \$39,475 or 197.4% 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 January, we received \$10,587 or 35.3% of budgeted revenues.

Faxes and Scans:

Revenues from Faxes and Scans are \$8,603 and \$6,165, respectively. These revenues are lower than the 5-year average dollar-wise and are on target for what we anticipated to receive so far this fiscal year.

Copy and Prints:

The Library budgeted \$150,000 for these services in FY 2022-23. We received \$50,547 or 33.7% of budget thru January which is what we anticipated so far this year.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2022-23. Through January, we received \$6,713 or 55.9% of budgeted revenues.

Fines, Fees and Lost Materials:

Revenues from Fines, Fees and Lost Materials thru January are \$22,216 or 6.9% 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 January 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 January we have received \$105,854 or 756.1% of the budget. The Sorosis Woman's Club of Orlando donated \$100,000 to re-establish the Library's mobile services (aka the Book Mobile).

Internet Rebate:

Through January 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 our revenue share 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. So far 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 \$320,000 or 18.3% 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 \$52,626 or 52.6% of budget as these payments are paid quarterly in advance.

Unemployment Compensation:

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

Delivery & Postage:

The Delivery and Postage Expenditures are at 31.5% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 47.9% of budget, as a majority of the insurance policies renew in October and have to be pre-paid.

Property Appraiser Fees:

The expenditures in this category are at 58.2% of budget. These fees are paid quarterly in advance. The \$547,000 budget was based on FY 2021-22 estimate and the actuals vary year by year. Note, the Property Appraiser has informed us that the cost will approximately \$640,000.

Supplies Hardware Software:

The expenditures in this category are at 2.5% 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 \$74,646. This account is for any supplies used for programming, mainly Summer at Your Library programming. This account is a sub-set of the Supplies Account. Combined expenditures are \$254,414 or 28.27% 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 and Melrose Stage as well as other major maintenance items such as HVAC replacement/repairs. The \$375,299 expended so far is primarily related to the North Orange Roof, Melrose Stage and Windermere Expansion projects.

OCLS Melrose Center Stage & Theatrical Lighting Project Budget

Expenditures As of 1-31-2023

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 21 Actual</u>	<u>FY 22 Actual</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 21-007</u>							
Gomez Construction	\$418,693	\$0	\$418,693	\$0	\$246,982	\$228,078	\$56,367
Owner Provided Materials	116,307	0	116,307	0	60,938	1,629	(\$53,740)
Other (Design, Permits, Etc.)	30,000	0	30,000	17,391	2,762	307	(\$9,540)
Contingency	65,000	0	65,000	0	0	0	(65,000)
Project Costs	\$630,000	\$0	\$630,000	\$17,391	\$310,682	\$230,014	(\$71,913)

OCLS North Orange Roof Replacement Project Budget

Expenditures As of 1-31-2023

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

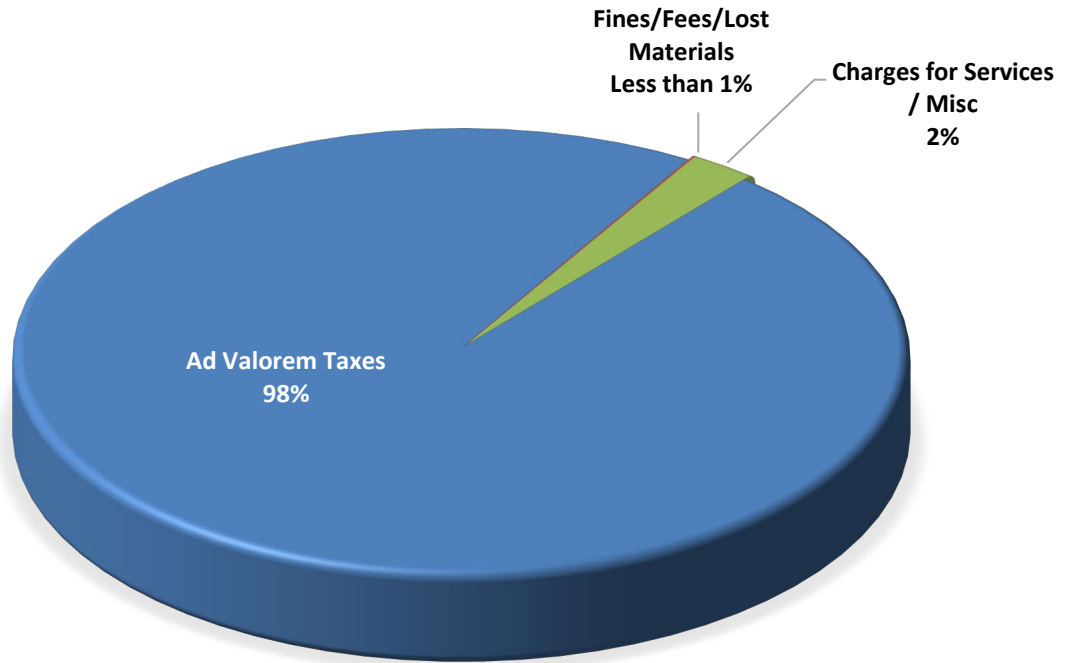
OCLS Windermere Branch Addition Project Budget

Expenditures As of 1-31-2023

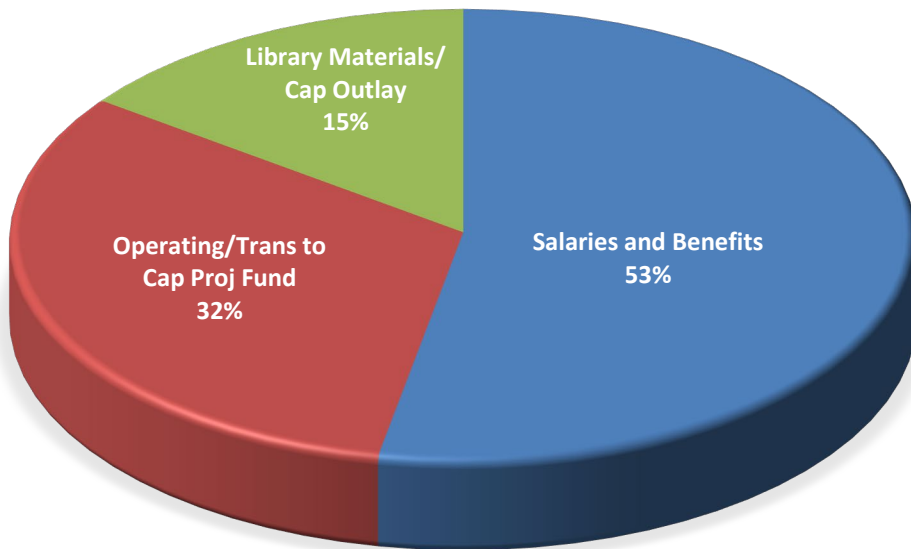
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 22-001</u>					
Gomez Construction	\$753,547	\$0	\$753,547	\$44,795	(\$708,752)
Ruby Builders	44,606	0	44,606	0	(44,606)
Architectural Fees	110,000	0	110,000	8,915	(101,085)
Engineering/Surveying Costs	25,000	0	25,000	0	(25,000)
Owner Provided Materials	65,000	0	65,000	12,482	(52,518)
Contingency	101,847	0	101,847	0	(101,847)
Project Costs	\$1,100,000	\$0	\$1,100,000	\$66,192	(\$1,033,808)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Four Months Ended January 31, 2023

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Four Months Ended January 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(4 months= 33.3%)
AD VALOREM TAXES	60,850,000	26,998,288	44.4%
INTERGOVERNMENTAL			
State & Federal Grant	635,000	39,714	6.3%
State Aid	150,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	20,000	39,475	197.4%
PC Pass (\$10 for 7 days)	1,500	755	50.3%
PC Express (\$5 for 1 hour)	2,000	230	11.5%
Classes	3,000	110	3.7%
Meeting Rooms	30,000	10,587	35.3%
Faxes	35,000	8,603	24.6%
Scans	11,400	6,165	54.1%
Ear Buds, Jump Drives, Masks	1,600	791	49.5%
Bag Sales	1,500	1,075	71.6%
Library Card Replacement	7,000	1,741	24.9%
Copy & Prints	150,000	50,547	33.7%
Passport Facility & Photo Fees	12,000	6,713	55.9%
Other	500	110	22.0%
	<u>275,500</u>	<u>126,902</u>	<u>46.1%</u>
FINES, FEES & LOST MATERIALS	320,000	22,216	6.9%
MISCELLANEOUS			
Investment Earnings	125,000	243,107	194.5%
Investment Fair Value	-	2,952	-
Sales of Surplus Property	5,000	360	7.2%
Contributions - Friends of Library	35,000	29,008	82.9%
Contributions - Others	14,000	105,854	756.1%
Internet Rebate	75,000	-	0.0%
Grants & Awards	25,000	12,362	49.4%
Miscellaneous	50,000	44,087	88.2%
	<u>329,000</u>	<u>437,730</u>	<u>133.0%</u>
TRANSFER FR PROP APPRAISER	25,000	73,918	295.7%
TRANSFER FR TAX COLLECTOR	470,000	-	0.0%
TOTAL REVENUES	<u><u>63,054,500</u></u>	<u><u>27,698,768</u></u>	<u><u>43.9%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Four Months Ended January 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(4 months= 33.3%)
SALARIES & BENEFITS			
Salaries	21,866,000	6,596,073	30.2%
Medicare Taxes	310,000	94,337	30.4%
Defined Contribution Pension Plan	1,600,000	494,728	30.9%
Defined Benefit Pension Plan	1,750,000	320,000	18.3%
Money Purchase Pension Plan	1,250,000	348,062	27.8%
Life and Health Insurance (Employees)	3,775,000	977,462	25.9%
Retiree Health Care (OPEB)	500,000	90,924	18.2%
Worker's Compensation	100,000	52,626	52.6%
Unemployment Compensation	40,000	0	0.0%
Parking & Bus Passes	225,000	93,175	41.4%
	<u>31,416,000</u>	<u>9,067,387</u>	<u>28.9%</u>
OPERATING			
Professional Services	280,000	81,510	29.1%
Other Contractual Services	2,005,000	385,089	19.2%
Other Contract. Serv.- Janitorial	400,500	125,597	31.4%
Training and Travel	90,000	9,959	11.1%
Telecommunication	255,000	60,002	23.5%
Delivery and Postage	1,347,000	424,912	31.5%
Utilities	960,000	225,348	23.5%
Rentals and Leases	1,295,000	374,169	28.9%
Insurance	600,000	287,340	47.9%
Repairs and Maintenance/Leasehold Improvements	1,587,000	351,798	22.2%
IT Subscriptions/Maintenance Contracts	1,522,000	291,665	19.2%
Copying/Printing	341,000	61,729	18.1%
Promotional Activities	425,000	114,984	27.1%
Property Appraiser's Fee	547,000	318,411	58.2%
Tax Collector's Fee	1,215,000	540,012	44.4%
Supplies	900,000	179,768	20.0%
Supplies-Hardware/Software	600,000	15,149	2.5%
Supplies-Programming	-	74,646	-
Memberships	15,000	8,245	55.0%
	<u>14,384,500</u>	<u>3,930,333</u>	<u>27.3%</u>
CAPITAL OUTLAY			
Building and Improvements	2,350,000	375,299	16.0%
Equipment and Furniture	350,000	15,641	4.5%
Hardware/Software	1,225,000	97,320	7.9%
	<u>3,925,000</u>	<u>488,260</u>	<u>12.4%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	0	0.0%
Materials - Other	4,600,000	2,015,220	43.8%
	<u>4,614,000</u>	<u>2,015,220</u>	<u>43.7%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,000,000	1,333,333	33.3%
TRANSFER TO SINKING/EARR FUND	500,000	166,667	33.3%
TOTAL EXPENDITURES	<u>58,839,500</u>	<u>17,001,200</u>	<u>28.9%</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Four Months Ended January 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(4 months= 33.3%)
REVENUES			
Investment Earnings	58,000	271,753	468.5%
Investment Fair Value	-	3,871	-
Transfer from Operating Fund	4,000,000	1,333,333	33.3%
Reserves	27,170,000	-	0.0%
TOTAL REVENUES	31,228,000	1,608,957	5.2%
EXPENDITURES			
New Branch	6,145,000	14,975	0.2%
Reserves	25,083,000	1,593,982	6.4%
TOTAL EXPENDITURES	31,228,000	1,608,957	5.2%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Four Months Ended January 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(4 months= 33.3%)
REVENUES			
Investment Earnings	10,000	36,527	365.3%
Investment Fair Value	-	520	-
Transfer from Operating Fund	500,000	166,667	33.3%
Reserves	3,520,000	-	0.0%
TOTAL REVENUES	4,030,000	203,714	5.1%
EXPENDITURES			
Reserves-Building and Improvements	2,530,000	127,890	5.1%
Reserves - Horizon West Contract	1,000,000	50,549	5.1%
Reserves - Technology	500,000	25,275	5.1%
TOTAL EXPENDITURES	4,030,000	203,714	5.1%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Four Months Ended January 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(4 months= 33.3%)
REVENUES			
Investment Earnings	20,000	10,209	51.0%
Investment Fair Value	-	70,884	-
Reserves	1,448,000	-	0.0%
TOTAL REVENUES	1,468,000	81,093	5.5%
EXPENDITURES			
Equipment	125,000	2,030	1.6%
Reserves	1,343,000	79,063	5.9%
TOTAL EXPENDITURES	1,468,000	81,093	5.5%

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

ASSETS

Cash on Hand	20,188
Equity in Pooled Cash	5,801,746
Equity in Pooled Investments	35,817,580
Accounts Receivable	64
Inventory	132,454
Prepays	175,016
Other Assets - Deposits	<u>8,440</u>

TOTAL ASSETS **41,955,488**

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

LIABILITIES

Accounts Payable	361,948
Retainage Payable	33,202
Accrued Wages Payable	944,160
Accrued Sales Tax	816
Accrued Fax Tax	79
Due To Friends of the Library	1,525
Employee Payroll Deductions:	
United Appeal	81
Dental Insurance	2,979
Optional Life	2,363
Vision Plan	1,202
Weight Watchers	516
Short Term Disabillity	1,358
Staff Association	9,516
TOTAL LIABILITIES	1,359,745

FUND BALANCE

Nonspendable:	
Inventory	132,454
Prepaid Items and Deposits	183,456
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	24,615,920
Current Year Expenditures over Revenue	10,697,568
TOTAL FUND BALANCE	40,595,743

TOTAL LIABILITIES & FUND BALANCE **41,955,488**

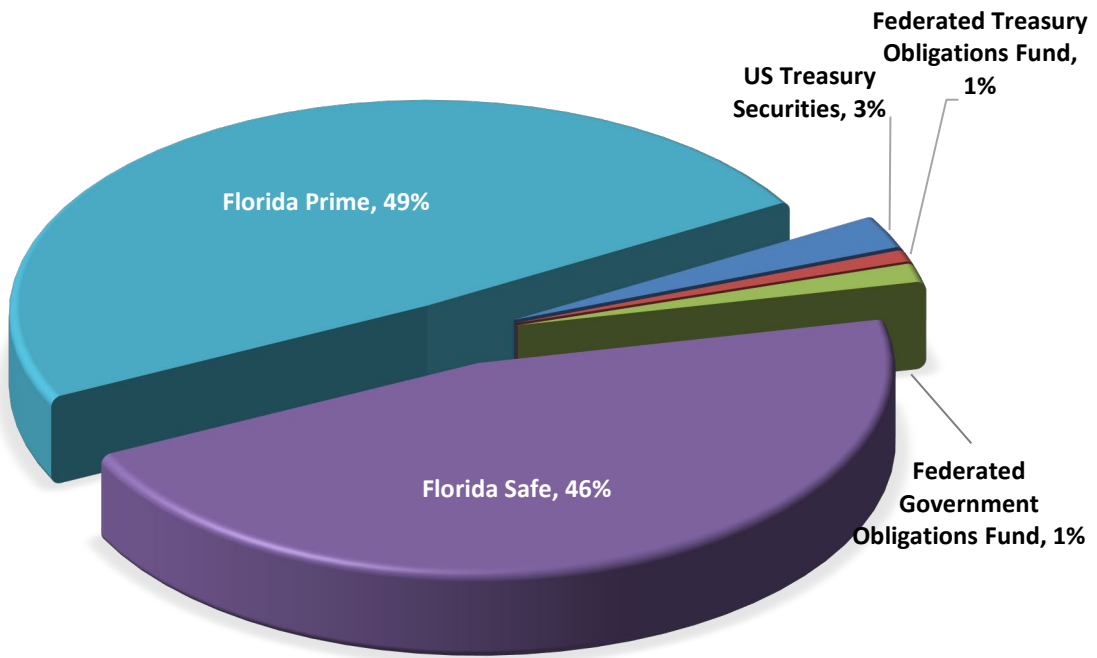
**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
January 31, 2023**

	BALANCE 12/31/22	RECEIPTS	DISBURSE	BALANCE 01/31/23
OPERATING				
Equity in Pooled Cash	7,437,612	11,829,581	13,465,447	5,801,746
Equity in Pooled Investments	26,108,911	10,083,669	375,000	35,817,580
	33,546,523	21,913,250	13,840,447	41,619,326
CAPITAL PROJECTS				
Equity in Pooled Investments	31,060,196	441,956	-	31,502,152
SINKING				
Equity in Pooled Investments	4,170,538	56,257	-	4,226,795
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,096,828	276,389	215,566	2,157,651
Claims Payment Checking Account	73,000	198,481	198,481	73,000
Equity in Pooled Investments	4,360,358	15,332	-	4,375,690
	6,530,186	490,202	414,047	6,606,341

ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

January 31, 2023

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
US TREASURY SECURITIES	1,951,250
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	690,400
Federated Government Obligations Fund	1,109,877
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	35,027,458
Florida Prime (SBA)	37,143,232
TOTAL	75,922,217

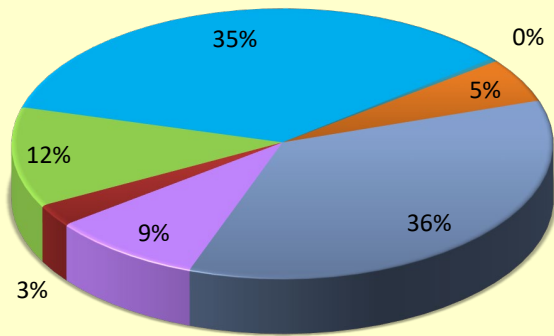


**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

Dashboard: January 2023

Monthly Report for January 2023

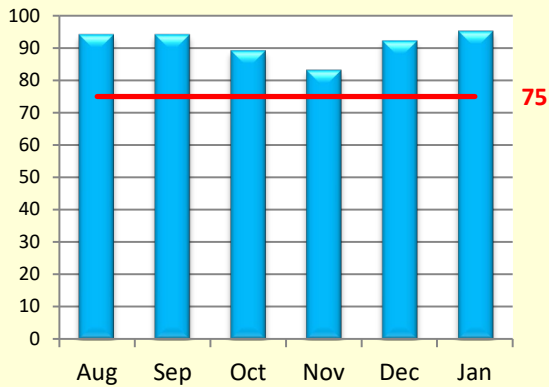
Contacts



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

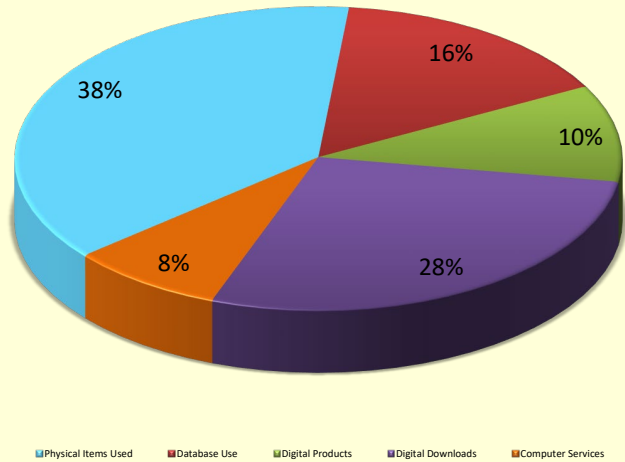
	2023	2022	% change
Door count	123,751	87,379	41.63%
MAYL Packages	35,752	32,265	10.81%
External Web Visits	162,286	148,774	9.08%
Catalog Searches	476,448	426,373	11.74%
Questline Calls	5,572	5,101	9.23%
Social Media	72,406	66,094	9.55%
Electronic Contacts	484,110	442,612	9.38%
TOTAL	1,360,325	1,208,598	12.55%

Net Promoter Score



Resources Accessed

	2023	2022	% Change
Physical Items Used	331,749	250,955	32.19%
Database Use	137,273	152,066	-9.73%
Digital Products	90,952	73,990	22.92%
Digital Downloads	246,749	223,357	10.47%
Computer Services	72,279	29,820	142.38%
TOTAL	879,002	730,188	20.38%

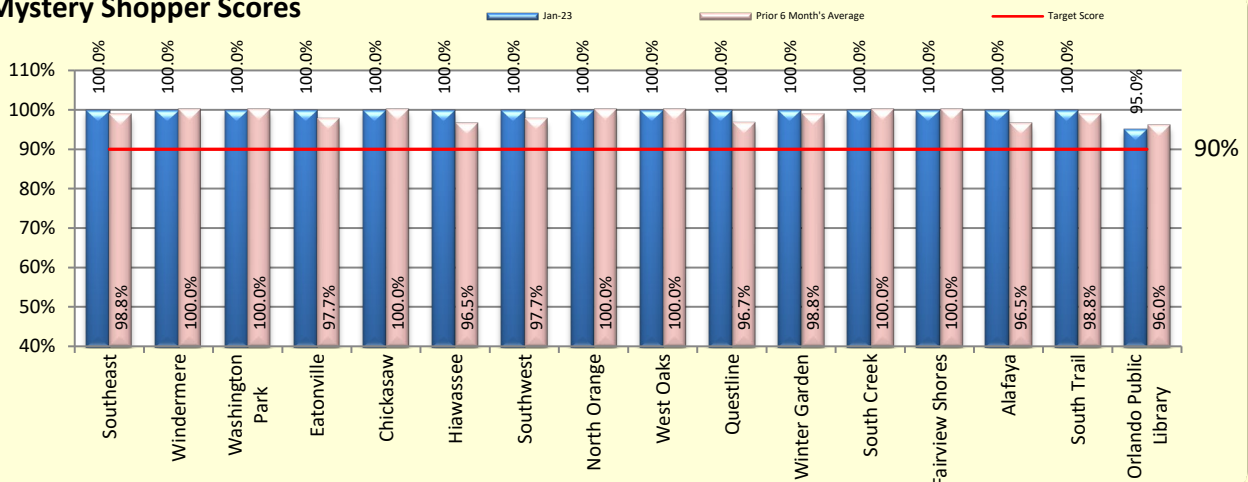


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2023	2022	% Change
Active Cards	330,882	338,464	-2.24%
New Registrations	5,208	3,571	45.84%
VLC Registrations	250,252	219,672	13.92%
Transactions	77,463	63,496	22.00%

Mystery Shopper Scores



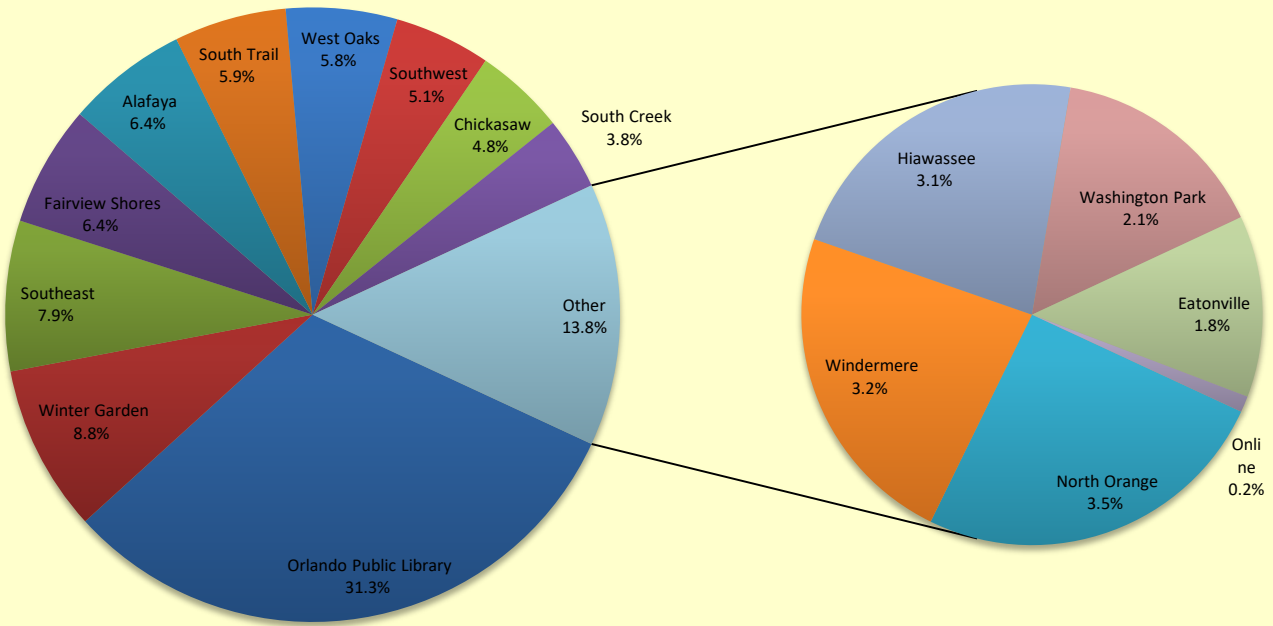
Physical item circulation for January 2023 was 331,749 including renewals. Checkouts for easy books were 26.7% or 39,117 items, juvenile fiction, juvenile non-fiction, and young adult totaled 22.5% or 32,900 items, and adult fiction, non-fiction, and large print combined for 23.4% or 34,222 items. DVDs equaled 11.4% with 16,504 items circulated.

The January 2023 digital checkouts set a new record high month with 246,749 checkouts which is an average of 7,960 per day. For comparison, in January 2022 digital checkouts were 10% lower at 223,359 averaging 7,205 per day. We also had a record for OverDrive usage with 182,101 total checkouts (the previous record was 173,296 in August 2022).

There were 162,286 visits to www.ocls.info last month. Mobile devices accounted for 51%, or 83,324 visits, tablets 3% with 4,484 visits while desktops had the remaining 46%, or 74,478 visits.

The book drop returns for January 2022 were 2,299 from Lake Nona and 2,464 items from Horizon West.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	10,911	7,147	52.7%	1,171	468	150.2%
Winter Garden	3,288	910	261.3%	96	154	-37.7%
Southeast	2,660	2,179	22.1%	391	174	124.7%
Fairview Shores	2,313	519	345.7%	143	78	83.3%
Alafaya	2,252	1,608	40.0%	203	26	680.8%
South Trail	2,132	923	131.0%	145	94	54.3%
West Oaks	2,097	930	125.5%	157	128	22.7%
Southwest	1,761	724	143.2%	192	103	86.4%
Chickasaw	1,628	1,248	30.4%	208	90	131.1%
South Creek	1,373	729	88.3%	96	65	47.7%
North Orange	1,257	1,406	-10.6%	93	38	144.7%
Windermere	1,203	731	64.6%	27	26	3.8%
Hiawassee	1,077	275	291.6%	115	36	219.4%
Washington Park	715	362	97.5%	104	58	79.3%
Eatonville	621	660	-5.9%	58	27	114.8%
Online	-	-	0.0%	60	156	-61.5%
TOTAL	35,288	20,351	73.4%	3,259	1,721	89.4%

In January 2023, we offered 1,089 Events with an attendance of 31,336. Last year, the Library offered 789 events with an attendance of 20,256.

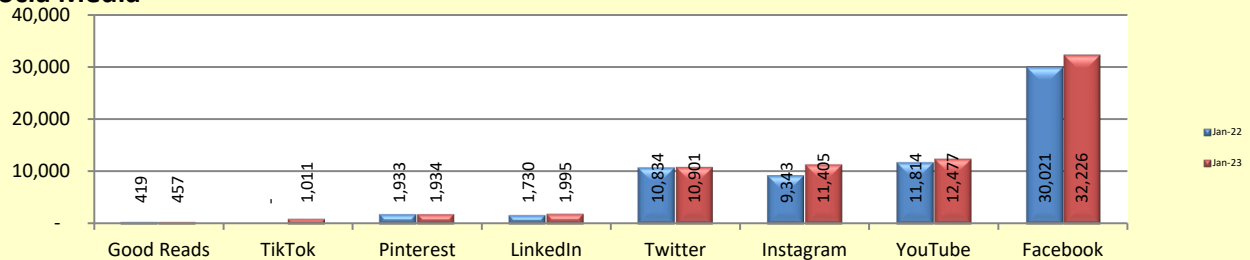
On 26 January, Youth Programs Specialists hosted a live-streamed "Cuisine Corner Junior – Broccoli Cheddar Soup" on YouTube, Facebook, Instagram, and TikTok with 420 live viewers across the various platforms. On 7 January, 332 attendees celebrated the Library's 100th anniversary with handcrafted nonalcoholic, crafted cocktails from Bandbox and music from the roaring 20s performed by the Z Street Speakeasy Band at the Orlando Public Library. On 7 January, the Melrose Center hosted a special edition of their monthly Improv show featuring improv actors from the Orlando Improv Community for 117 attendees. On 29 January, 113 attendees celebrated Chinese New Year with the Chinese School of CAACF, Inc. with dance, songs, and calligraphy at the Orlando Public Library. On 7 January, 99 attendees celebrated the Library's 100th anniversary by creating birthday cards and participating in self-directed activities at the North Orange Branch.

In January 2023, we offered 1,001 Classes with an attendance of 3,259. Last year we offered 845 Classes with an attendance of 1,721. Also last month, we presented 107 Offsite Events

Events/Class Attendance

	2023	2022	% Change
Community Events	3,952	95	4060.00%
Events - Adult	12,283	8,207	49.66%
Events - Teen	621	229	171.18%
Events - Children	18,432	11,820	55.94%
Technology Classes	3,259	1,721	89.37%
TOTAL	38,547	22,072	74.64%

Socia Media



Social media statistics for January 2023 saw a 9.55% increase in growth.

We started the New Year by introducing our followers to OCLS' latest lending program – Wi-Fi Hotspot Kits. The reception of the video explaining the program was overwhelmingly positive, with comments like, "This is going to be a lifesaver for some people!" and "Our library system is truly unmatched!" in addition to over 190 shares. So far, the video has over 13,000 views across OCLS channels.

The 100 Year Kickoff event was also a main promotional piece on social media for January. We highlighted the [new 100 year library card](#), [kickoff livestream with Orange TV](#), and a [full photo recap](#) to commemorate the event.

We also announced exclusive tickets for *Wicked* through the Local Wanderer partnership with Dr. Phillips Center for the Performing Arts. The [dance video](#) was a massive hit on Instagram, and not only did we sell out of tickets, but it was also a record-breaking day for other Local Wanderer partner sign-ups.

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

Action Items: None

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

Information

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

**Director's Goals FY 2023: 1st
Quarter Update – Danielle Levien**

DIRECTORS GOALS FY 2022-2023 – 1st Quarter Update

MISSION and STRATEGIC PLANNING

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

Notable Performance:

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

PUBLIC RELATIONS, FUNDRAISING, and LIBRARY PERSPECTIVE

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

Notable Performance:

- Staff finalized preparation for the 100 Year Celebration Kick-off scheduled for January 7, 2023.
- Participated with MPR staff in meeting with Sorosis of Orlando Women's Club to propose mobile services to which the group donated \$100,000 to implement book bikes and start the fund for a bookmobile.
- Planning to participate with OCPS Superintendent Dr. Maria Vasquez in "Mondays with Maria."
- Attended the Florida Public Library Directors Conference in December 2022 with COO Stone.
- An initial discussion about creating a foundation took place but no actionable items were established.

STEWARD OF COLLECTION

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

Notable Performance:

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

STEWARD OF CAPITAL RESOURCES

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

Notable Performance:

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

TECHNOLOGY DEVELOPMENT

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

Notable Performance:

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

FISCAL RESPONSIBILITY & STEWARDSHIP

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

Notable Performance:

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

EMPLOYMENT and STAFFING

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

Notable Performance:

- Identified a project to review the library's current performance evaluation process.
- Started a project to review the library's compensation plan. This project will include a review of all job descriptions.

- Started a project to review the library's organizational chart.
- The following new positions were created to meet current business needs: Branch Outreach Specialist, Chief Project Officer, DEIA Specialist, IT Support Lead Computer Equipment Technician, Melrose Center Computer Equipment Technician, Melrose Center Customer Service Lead, and Melrose Center Development & Implementation Manager.

TRAINING

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

Notable Performance:

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

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

Director's Report



2022

MARKETING SNAPSHOT

MEDIA HIGHLIGHTS

"Orange County Libraries celebrating 100-year anniversary with event" Orlando-news.com, Jan. 3

"Orange County Library System 100 Year Celebration Kickoff | January 7, 2023 (Video)" Spotonflorida.com, Jan. 6

"New virtual reality game released for Orange County Library System's 100-year celebration" Clickorlando.com, Jan. 6

"Orange County Public Library System celebrates 100 years" WFTV.com, Jan. 7

"Orange County Library System announces the return of bookmobile services and the debut of book bicycles" Orlando Weekly, Jan. 9

"Orange County Library System is bringing back the Bookmobile" Bungalower, Jan. 9

"Orange County Library System Celebrates 100 Years of Community Service" OCFL.net, Jan. 12

"Game Social Room Club Now Open + EPCOT Int'l Art Festival Returns" Patch.com, Jan. 21

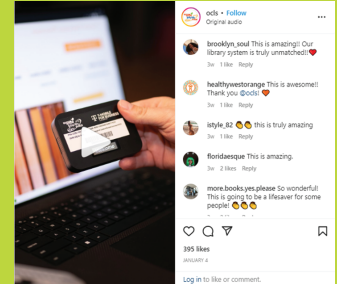
"Orange County event to offer mayor's office tours, bounce house for kids" Orlando Sentinel, Jan. 26



SOCIAL MEDIA HIGHLIGHTS

Social media statistics for December 2023 saw a 9.55% increase in growth.

We started the New Year by introducing our followers to OCLS' latest lending program – Wi-Fi Hotspot Kits. The reception of the video explaining the program was overwhelmingly positive, with comments like, "This is going to be a lifesaver for some people!" and "Our library system is truly unmatched!" in addition to over 190 shares. So far, the video has over 13,000 views across OCLS channels.

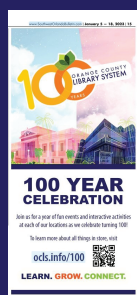


The 100 Year Kickoff event was also a main promotional piece on social media for January. We highlighted the new 100 year library card, kickoff livestream with Orange TV, and a full photo recap to commemorate the event.

We also announced exclusive tickets for *Wicked the Musical* through the Local Wanderer partnership with Dr. Phillips Center for the Performing Arts. The dance video was a massive hit on Instagram, and not only did we sell out of tickets, but it was also a record-breaking day for other Local Wanderer partner sign-ups.

ADVERTISING

January's main focus was on promoting the 100 Year Celebration and spreading the word about the kickoff event which took place on January 7. Digital and print ads were placed with our advertising partners to engage our customers and encourage them to visit the 100 Year Celebration webpage and to learn about OCLS turning 100. We also placed an ad in *Southwest Bulletin* to help reach audiences in the Southwest part of the community.



NUGGETS



Orange County Library System kicked off its 100 Year Celebration at Orlando Public Library with a host of special guests. Mayor Demings, Mayor Dyer, City Commissioner Patty Sheehan, State Rep. Anna Eskamani and County Commissioner Nicole Wilson joined us to rededicate the library to the community for the next 100 years. The rededication ceremony was livestreamed on Orange TV and the OCLS YouTube channel receiving 266 views.

Director's Report: February 2023

In January, we launched our Wi-Fi hotspot checkout program, and the response so far has been extremely positive. When we announced in a social media video that we would begin lending hotspots to cardholders, we received 190 shares, 13,000 views and multiple comments from customers praising the initiative. Staff are also hearing stories about how something simple like being able to borrow a Wi-Fi hotspot can make an impact on people's lives. One customer shared that she was going through financial hardship due to her spouse's illness. She lost her job because she needed to stay home to care for him, and she could no longer afford the internet at home. She said that this program will make it possible for her children to do their homework at home. She was very grateful the library offered this service.

On 7 January, 332 people attended the Library's 100 Year Celebration kickoff at Orlando Public Library, which included handcrafted non-alcoholic craft cocktails from Bandbox and music from the roaring 20s performed by the Z Street Speakeasy Band. There were other events held throughout the day, including an Albertson Public Library-themed escape room in Melrose Center. Melrose also hosted a special edition of their monthly Improv show that day, featuring improv actors from the Orlando Improv Community. That showcase had 117 attendees. Some branches also held 100 Year Celebration events, including the North Orange Branch, which hosted an event that allowed 99 participants to create birthday cards and engage in other self-directed activities. Throughout 2023, we will continue to hold 100 Year Celebration events at all locations.

On Saturday, January 28 the Southwest Branch hosted a ribbon-cutting ceremony to celebrate the grand opening of the OCLS's first permanent StoryWalk. The library partnered with the Orange County Parks and Recreation Department to install 20 displays along a paved trail at Shadow Bay Park in Dr. Phillips. Families will be able to enjoy the benefits of reading and the outdoors at the same time as they stroll along the path, reading the story and participating in fun activities along the way. This month's book was *Singing in the Rain* based on the song from 1929. The book will change each month and be themed to a different decade to coincide with the library's 100 Year Celebration.



I also wanted to share with you tonight this letter that our Windermere Branch received from a customer who participated in one of our Citizenship Inspired classes. I think it's a great example of just how much of an impact we have on people's lives, and I thought you would appreciate it.

*Yesterday, I passed the Citizenship test: I am a US Citizen...
I'm so happy. I want to let you know that the classes, worksheets and all the additional material that I received from all of you for the Citizenship test truly helped me, and I wouldn't have been as prepared as I was without it and your help.*

*Again, thanks to all and to the OCLS team for being so kind and helpful.
By the way, one of the questions from the reading portion of the test was one we practiced together. I'm very thankful again for all your help and assistance.*

Recent System-Wide Events

Melrose Center

Melrose joined all Main staff on January 7th to help kick off the Library's 100 Years celebration, starting with the morning kick off ceremony where Drigo Garcia-Salas oversaw audio for the presentation. In the afternoon, Juan Rivera premiered his *Albertson Library VR Escape Room* game. The game takes participants back to the Albertson Public Library in 1924 where they must find a specific item to save the world. Juan spent months working on the game, researching the look of the Albertson Library and creating a stunning recreation. During the week leading up to January 7th, Juan was featured on [WKMG](#) talking about and demonstrating the game. On the 7th, with assistance from Kyle Snodgrass, Anthony Torres and Ryan Baichan, Juan was able to provide the experience for 47 virtual time travelers. In the Melrose Gallery, former Photography Instructor Winny Rivas was on hand for the opening of her photo exhibit *Then & Now*, with 75 visitors counted perusing the gallery during the hour Winny was present. The afternoon culminated with a special *first Saturday* version of Marko Torres' *Second Saturday Improv* event for 117 attendees. The show was the first show on the Melrose Stage with the new stage lights in operation, as Ryan Mulcahy worked the light board.



On January 23rd, Marko hosted an *Improv Town Hall*, an event that extended to after-hours and drew 62 improv enthusiasts and performers. The event featured panelists, coaching sessions, presentations and photo headshots. Marko also coordinated a Melrose Theatre Meetup called *Library Laughs* on January 8th. Hosted by local improviser and comedian Aimee LeCours, it was designed to be a space for individuals to write and workshop family-friendly stand-up comedy together, followed by a comedy open mic. The meetup drew 29 attendees. Season 4 of *Melrose in the Mix* [premiered](#) on WUCF-TV on January 19th, with an episode featuring Tuesday Again, an Orlando-based vibraphone-led jazz fusion quartet. The session was filmed by Ryan Mulcahy, Gabriel Soltren and Anthony Torres, with Ryan editing the episode for broadcast and also providing the show's projection mapping lighting effects. The session was engineered by Isra Batista and Michael Belancourt.

January 25th marked the first recording session for Season 4 of the *Reel to Real Podcast*, co-hosted by Grammy Award-winning engineer Bruce Hensal and Isra Batista, engineered by Chase Steele, with video production by Anthony Torres. While the guest for this first episode, multi-platinum record producer John Kurzweg, appeared remotely from his home in New Mexico, the session marked the podcast's return to the Audio Studio after three years of recordings being conducted exclusively via Zoom. The expectation is that all guests for the rest of Season 4 will be onsite for sessions. The new season will premiere across all major platforms in March.



The Florida Songwriters Association in conjunction with the Orlando Songwriting Society held a meetup called *Roundtable* at the LED Wall on January 20th. The event featured an artist showcase, panelists from Spotify and the Mechanical License Collective, and entertainment lawyer Davey Jay from Meehle & Jay. *Roundtable* concluded with numerous attendees having the opportunity to share a 30-second portion of an original song for audience feedback. Isra Batista and Drigo Garcia-Salas ran audio for the event. Ryan Mulcahy ensured the LED Wall was prepared for the group's multi-camera film crew to utilize. The event drew 85 attendees.

Juan Rivera hosted an Orlando Unity Developers Meetup on January 31st called *The Industrial Metaverse in the Real World*. The meetup focused on real, immersive reality projects completed for big companies using Unity Engine and had six attendees.

On January 28th, Pedro Berrios and Bre Nax took headshots in the Photo Studio for 28 authors attending the *OCLS Writers Conference* being staged by Events & Programs.

Also on January 28th, the Florida MechKeys returned to the Melrose to hold another meetup, this time with 17 in attendance. The group is made up of local hobbyists that collect mechanical keyboards, switches and artisan keycaps.

Our January schedule was again filled with in-person classes, orientations and assessments, as well as online classes/events. A breakdown:

Orientations and Assessments

42 Orientations: 133 Attendees (including Sim Orientation/Assessments)

- Audio 6-25 (Online 1-4)
- Photo 4-18
- Video 9-19
- 3D Printer 3-11
- Laser Cutter 4-13
- Silhouette Cameo 3-5
- General Orientation 4-16

31 Assessments: 17 Attendees

- Audio 7-4
- Photo 6-6
- Video 12-4
- Fab Lab Combined 6-3 (Laser Cutter 2, 3D Printer 1)

Simulator Orientations/Assessments

- Flight 4-12
- Driving 5-14

In-Person Classes

197 Classes: 714 Attendees

Included among the in-person class totals were our *Makerspace Open Labs*, which continue to provide an opportunity for customers to visit the Fab Lab and talk with Instructors. These sessions allow credentialed Members to use the 3D printers, Laser Cutter, CNC and Silhouette Cameo machines to complete projects. There were 11 *Makerspace Open Labs* in January, drawing 151 attendees. Also included were two *Family STEM Saturday* events with 43 attendants.

Virtual Classes

61 Classes: 214 Attendees

Studios, Spaces, Simulators

46 Bookings out of 55 Available Studio Sessions: 117 Attendees

- Audio – 14 of 18 booked, 30 attendees
- Photo – 19 of 20 booked, 52
- Video – 13 of 17 booked, 35

Other Bookings:

- Sound Booths – 81
- Editing Bays – 47
- Flight Simulator - 33
- LED Wall – 16
- Driving Simulator – 18
- Laser Engraver – 2
- 3D Printer – 3
- Silhouette Cameo – 4

We welcomed 213 new Members during January via the new [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 16, we gained 229 new Members for the month.

Membership for Melrose Meetup groups increased overall during January:

- Orlando Audio – 1,240 (+4)
- Orlando Digital Media Design – 1,717 (+53)
- Orlando Melrose Makers – 163 (+4)
- Orlando Out Tonight Theatre – 2,682 (+39)
- Orlando Photo+Design – 3,725 (+11)
- Orlando Video & Post Production – 2,645 (-4)

Alafaya

- “Alphabet Adventure” on 3 January gave 37 early learners and their caregivers the chance to practice the alphabet with exciting stories and fun activities.
- During “Homeschool Cooking Corner- Food from 100 Years Ago!” on 5 January, 20 youngsters, and their caregivers learned about food from the 1920s.
- On 7 January, 48 jigsaw puzzle enthusiasts shared puzzle tips and tricks and took turns sharing puzzles during the “Puzzle Swap” program.
- A total of 42 attendees enjoyed cozy stories, activities, and crafts during the “Penguin Party” on 17 January.

- The online “Great Online Quiz Off” on 18 January gave 28 attendees the chance to put their trivia skills to the test.
- The 27 attendees of “Spidey Storytime” on 21 January cracked the library card theft caper, listened to a themed storytime, and put together a craft.
- A total of 32 attendees roared and stomped like the elusive creature during the “Yetis!” program on 24 January.
- During Literacy Night at Wedgefield K-8 School on 26 January, a total of 123 participants read the featured StoryWalk®, “Henny Penny,” participated in themed activities, and learned about library services.
- A total of 123 Timber Lakes Elementary students and their teachers listened to a story and participated in fun activities as part of “Literacy Week” festivities.
- During East Lake Elementary’s “Literacy Day Carnival,” library staff spoke with 115 students and caregivers about library services.

Chickasaw

- On 7 January, Chickasaw Branch Clerk attended the “Three Kings Day” outreach. A total of 315 people visited the library table, and 25 individuals got a library card
- On 7 January, Chickasaw hosted “READING Paws” with a total of 17 participants.
- On 9 and 21 January, Chickasaw hosted “Chiquiticos/Little Ones” with a total of 33 attendees.
- On 11 January, Chickasaw Youth Program Specialist hosted “Move Like an Animal” with a total of 21 attendees.
- On 20 January, Chickasaw Youth Program Specialist hosted “Family Art Adventure: 100 Years of Art.” A total of 28 people attended the event.
- On 28 January, Chickasaw hosted “Family Movie: The Martian.” A total of 38 people attended the program.
- In January, Chickasaw offered “English from Zero” 8 times to a total of 85 attendees.
- In January, Chickasaw offered 8 “Conversation Hour” classes to a total of 73 students.
- In January, Chickasaw distributed over 406 craft kits and activity packets.
- During the month of January, 100 bookmarks were distributed to celebrate Martin Luther King Jr.

Eatonville

- On 3, 10, 17, 24, and 31 January, Eatonville hosted weekly “Yoga with PLAYologist Yolonda” for an average of 19 toddlers per visit.
- On 5, 12, 19, and 26 January, Eatonville presented “Zero to Five Storytime” to an average of 35 early learners per session.
- On 10 January, Eatonville presented “Dancing Through the Decades” to 14 customers who enjoyed learning popular dance moves done throughout the last 100 years.
- On 18 January, Eatonville hosted “Centipede’s 100 Shoes” for 20 Hungerford Pre-K students gathered to celebrate with stories, songs and rhymes about centipedes and other bugs in honor of the library’s 100th birthday.
- On 25 January, Eatonville staff participated in “Family Literacy Nights” at Riverside and Lake Sybelia Elementary Schools to share information about library services, programs, and resources with a total of 112 attendees.
- On 27 January, Eatonville hosted “Meet the Author: Roseann Brown” for 46 attendees on ZORA! Festival Education Day.
- On 27 January, Eatonville provided activities to 39 students who visited the library’s Tech Center on ZORA! Festival Education Day.
- On 28 January, Eatonville staff shared information about library services and resources with 87 ZORA! Festival attendees.
- During the month of January, 80 “Passive Kits” were given to families to celebrate Martin Luther King, Jr. Day, and Zora Neale Hurston’s Birthday.

Fairview Shores

- On 5, 12, 19, and 26 January, 45 babies and their parents attended “Mother Goose on the Loose/Mama Gansa” a Spanish immersion Mother Goose on the Loose with interactive songs, rhymes and activities to grow your baby's early literacy and Spanish skills.
- On 6 and 20 January, a total of 36 seniors enjoyed lively conversations while painting and decorating wooden coasters during “Breakfast and Conversations with Seniors.”
- On 9, 23, and 30 January a total of 32 customers participated in “Brain Games” and created snow storm in a jar that demonstrated how chemicals react when mixed or polarized, we did ice fishing as well as teaching about how salt melts ice, we had trivia matches as well to test kids on their school knowledge.
- On 9, 23, and 30 January, a total of 55 toddlers and parents attended “Zero to Five Storytime.” Storytellers shared picture books, songs, and presented flannel board stories to encourage early literacy skills.
- On 9, 23, and 30 January, a total of 36 toddlers exercised their motor and locomotion skills by playing with toys and objects during “Caregiver Connect.”
- On 10, 17, 24, and 31 January a total of 152 customers attended “Beginners Spanish for Kids” and learned pronunciation, opposites, new adjectives, verbs, numbers, sentences, and songs while interacting in English and Spanish.
- On 11 and 25 January, 56 students from the Tri-L Christian Academy attended the library for the “Tri-L Literacy Enrichment Program” where they participated in space trivia using Kahoot and Art Deco creating collages.
- On 24, 25, and 26 January, 950 students, parents and teachers attended “Literacy Week” events at the “College Park Middle Literacy Night” where they learned more about Virtual Library Cards vs regular library cards; the “Hungerford Elementary Literacy Week” where they enjoyed the Rainbow Fish Storytime; had the opportunity to read the bilingual StoryWalk® presentation of “Maybe Something Beautiful” at Maitland Middle School; and the “Literacy Night at Lake Weston Elementary” where they participated in StoryWalk®, built circuits with Snapinos, signed up for library cards, and learned about the resources available at the library.
- On 28 January, 75 seniors attended the “RCC Seniors Health and Wellness Expo” where they learned about library resources and applied for library cards.
- During the month of January, 40 customers participated in completing “Puzzle Time, Assembling the Pieces” and worked together to assemble puzzle boards.

Hiawassee

- In January, the Hiawassee Technology trainer hosted 8 “English from Zero” classes serving a total of 132 participants, with an average attendance of 16 students per class.
- During January, Hiawassee’s Youth Program Specialist conducted 23 offsite “Storytime” programs at several local child care centers, serving 349 children and 38 adults.
- On 21 January, Hiawassee’s youth program specialist, Sara Ebersole held an “In-Person: Teen Volunteer Event” with 21 teens attending.
- On 19 January, Hiawassee staff conducted “Century Recipes-Icebox Cakes.” 12 participants created yummy handmade refrigerated cakes in a cup.
- During the month of January, Hiawassee staff created 9 various themed “Take & Make” art activity kits serving 337 youth. Themes included: Build a Rabbit for Chinese New Year, MLK coloring sheets, Celebrating Snow, Hot Air Balloons, and Melted Snowman.
- In January, Hiawassee hosted three “Zero to Five Storytimes” every Monday morning. Storytellers shared picture books, songs, and presented flannel board stories to encourage early literacy skills for 37 children and adult caregivers.
- On 26 January, Hiawassee staff hosted an info table at Hamlin Middle school during “OCPS Literacy Week” for 120 attendees.
- During the month of January, Hiawassee continued to offer our new “Family Storytime” every Friday serving 29 children & adults.
- During January, the OCLS social worker visited Hiawassee for 5 days and served 39 individuals.

- On 23 and 30 January, the Hiawassee Youth Program Specialist began a new “Have a Blast with Math Club” after-school program for grades K-2.

Main

- On 7 January, 332 attendees celebrated the Library’s 100th anniversary with handcrafted nonalcoholic crafted cocktails from Bandbox and music from the roaring 20s performed by the Z Street Speakeasy Band at the Orlando Public Library.
- On 7 January, a total of 34 attendees interacted with the TEC Tech Exploration with Sphero Indi robots.
- On 8 January, the music duo, Yurkfolk, took 77 attendees on a melodic journey that utilized 30 different instruments from around the world during “Many Cultures, Many Instruments” at the Orlando Public Library.
- On 11 January, chef Yamira Lee Johnson demonstrated how to create delicious, healthy food for 80 attendees during a virtual Cuisine Corner.
- On 18 January, Youth Services staff hosted the first session of Mayor Buddy’s Book Club new book “J.D. and the Great Barber Battle” by author J. Dillard. There were 54 kids and 6 adults in attendance for this virtual session.
- On 24 January, Reference Librarian Jane Tracy attended the Arbor Ridge School K – 8 Literacy Night and met with 118 attendees to promote the Library and its resources.
- On 25 January, Youth Projects Coordinator hosted two virtual author events with several OCPS schools. The 124 attendees met author Lisa Fipps whose book “Star Fish” is currently on the Sunshine State Young Readers Award list for 2022-23.
- On 26 January, Youth Programs Specialist hosted a live-streamed “Cuisine Corner Junior – Broccoli Cheddar Soup” to YouTube, Facebook, Instagram, and TikTok with 420 live viewers across the various platforms.
- On 28 January, the Orlando Public Library hosted the OCLS Writer’s Conference, where 100 attendees participated in 11 informative workshops focused on helping writers reach their publishing and writing goals.
- On 28 January, a total of 36 customers attended the Let's Play Pokémon Meetup hosted by TEC.
- On 29 January, 113 attendees celebrated Chinese New Year with the Chinese School of CAACF, Inc. with dance, songs, and calligraphy at the Orlando Public Library.
- During January, a total of 292 customers enhanced their Fiber Arts skills with sewing, knitting, and crocheting by taking TEC in-person and online classes.
- During January, a total of 121 Lake Eola Charter School students enhanced their basic robotics skills by attending Cubelets Tech Explorations during their school day in partnership with TEC.
During January, a total of 18 customers enhanced their skills with Cricut machines and software by taking TEC classes.
- Throughout January, Youth Services staff hosted storytimes, children’s programs, literacy nights, and promoted library resources during 53 events hosted at 18 different OCPS elementary schools. A total of 2,265 students and 666 educators were in attendance.
- Throughout January, Youth Services staff hosted eight weekly “Teens Play & Create” on Tuesdays and Thursday where teens engaged with each other by playing board games or creating artistic masterpieces. Over 71 teens attended during the month.
- During the month of January, Reference Librarian Jane Tracy participated in two virtual One Million Cups entrepreneurial events and shared Library business resources with 141 attendees.
- During the month of January, Social Worker Heidi Fernandez assisted over 70 customers at the Orlando Public Library in finding government and social services resources.
- During the month of January, OCLS Social Workers aided over 300 customers at 9 locations on topics such as unemployment, SNAP benefits, and mental health assistance.

North Orange

- On 3 January, North Orange hosted a “Dental Wellness Presentation” for 23 attendees who learned the importance of and the how-tos to good dental health.
- On 3 January, North Orange offered “Online: Design Minecraft Characters” for 6 attendees aged 10-12.

- On 7 January, North Orange hosted a “Happy 100th OCLS!” A total of 99 people attended throughout the day to participate in fun building challenges and make birthday cards for the library.
- On 10 January, North Orange staff reached out to the local Wellington Park Apartments, promoting library events, and classes, and dropped off 30 make-and-take crafts for residents.
- On 12 January, North Orange staff visited the local senior community, Brixton Landing, providing crafts and conversation for 11 attendees.
- On 13 January, North Orange hosted “Little Artist,” inspiring 35 attendees to realize their artistic vision after listening to stories.
- On 21 January, 64 adults and children visited North Orange’s celebration of all things Roald Dahl at “WonkaPaloosa.” Children and families participated in crafts and STEM building activities.
- On 23 January, 54 students and teachers from the local “Christian Learning Academy” visited the North Orange Branch for a library tour and crafts. Students were gifted “I got my card” stickers and pins at the end of their visit.
- On 30 January, North Orange hosted the first class of an 8-week series, “Let’s Crochet” at the local HOPE Community Center. A total of 9 teens and tweens attended.
- In January, the North Orange Branch offered 16 virtual and in-person ESL classes to an average of 16 attendees per class.
- In January, North Orange hosted 12 storytimes. These events, coupled with “Storytime Crafts” engaged a total of 359 customers.

South Creek

- On 09, 23, and 30 January, South Creek hosted children and parents for "Storybook Fun," "Toddler Time," and "Tiny Tales." There were 228 participants.
- Every Wednesday in January, South Creek hosts a Social Worker on site to assist with social and government services; 23 attendees took part in this service.
- Every Tuesday in January, South Creek’s ESL Instructor hosted “English from Zero,” a beginner class with a focus on pronunciation. There was a total of 86 participants over the course of 5 classes.
- Every Thursday in January, South Creek’s ESL Instructor hosted “Speaking Clearly for Beginners,” a beginner class with a focus on the basics of the sounds of English for pronunciation. There were 87 participants over the course of 4 classes.
- Every Friday in January, South Creek’s ESL Instructor hosted “Reading Clearly for Beginners,” a beginner class with a focus on English vocabulary and structure for comprehension. There was a total of 50 participants over the course of 4 classes.
- In January, South Creek hosted the following passive programs: “Penguin Roll,” “My Healthy Plate,” “MLK Planet,” and “Chinese New Year Fan.” We distributed 780 passive crafts for families to complete at home.
- On 17 January, South Creek hosted “Penguin Party,” a penguin-themed storytime and activity event for preschoolers. There were 37 attendees.
- On 21 January, South Creek hosted “Cuisine Corner Junior: Century-Old Recipes – Icebox Cakes,” to celebrate the library’s 100-year anniversary with a tasty recipe from the past. There were 21 attendees.
- On 26 January, South Creek staff member, Kate, attended the Sunshine Elementary School’s “Literacy Night.” During this event, Kate spoke to 80 attendees about library services and offerings.
- On 28 January, South Creek hosted “Painting with Household Items,” a craft event where participants learned to use everyday items to create art. There were 16 attendees.

South Trail

- In January, South Trail offered “Creole Connect” 3 times to a total of 41 attendees. Participants practiced their English skills and interacted with other members of the Haitian community.
- In January, South Trail offered 4 “English From Zero” classes to a total of 47 students who practiced their English.
- In January, South Trail offered 8 “Virtual: Citizenship Inspired” classes to a total of 123 attendees.

- In January South Trail distributed over 1400 craft kits and activity packs with word searches and coloring sheets.
- In January, South Trail offered 11 technology classes on subjects such as Microsoft Excel in Haitian Creole to a total of 30 attendees.
- In January, South Trail hosted “Social Worker @ the Library” 7 times. A total of 70 customers were served.
- In January, 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 51 children and parents.
- On 5 January, the South Trail Youth Program Specialist presented an offsite storytime to 68 children at the South Orlando YMCA.
- On 19 January, the South Trail Customer Service Lead presented “I Have A Dream” to 39 participants of a local daycare partner. Children read stories and did crafts and activities related to Martin Luther King, Jr.
- On 25 January, the South Trail Youth Program Specialist participated in Hamlin Elementary’s Literacy Week by presenting stories and songs to 155 children.
- On 27 January, Carolyn McClendon and Sharon Payton attended the Oak Ridge Neighborhood for Families Open House and spoke to 21 people about library services. They signed up 14 people for library cards and checked out 6 hotspots.

Southeast

- On 3, 4, 5, 10, 11, 12, 17, 18, 19, 24, 25, 26, and 31 of January, Southeast staff hosted “English from Zero” where 240 students discussed and learned basic English vocabulary.
- On 4, 6, 11, 14, 18, 20, and 25 of January, Southeast hosted “English Conversation Hour” where 67 students of all levels practiced their English skills.
- On 6, 14, 20, and 28 of January, Southeast hosted “Speaking Clearly for Beginners” where 94 students practiced their English pronunciation skills.
- On 10, 17, 24, and 31 of January, Southeast staff hosted “Spanish from Zero” where 217 attendees learned the basic sounds of the Spanish Language such as the alphabet, sounds, syllables, vocabulary, reading, and basic phrases.
- On 10, 17, 24, and 31 of January, Southeast staff hosted “Bilingual Interactions” where 136 students practiced their conversational skills in English and Spanish.
- On 21 January, Southeast staff hosted “Box Engineers” where 39 children and their families fueled their creativity and worked together to design and construct an architectural marvel.
- On 21 and 28 of January, Southeast staff hosted “Citizenship Inspired” where 65 students prepared for the U.S. Naturalization (Citizenship) Test and Interview.
- On the 23 and 30 of January, Southeast staff hosted “Hola Amigos – Spanish from Zero for Kids” where 145 students learned the basic sounds of the Spanish Language such as the alphabet, sounds, syllables, vocabulary, reading, and basic phrases.
- On 25 January, Southeast staff participated in “Explore Literacy Week with the Library” at Northlake Park where staff engaged with 67 students and read stories as well as promoted library services.
- On 26 January, Southeast staff hosted an outreach at Vista Lakes Elementary where Southeast staff engaged with 149 students and their families to promote library services.

Southwest

- On 4, 11, 18, and 25 January, 109 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, 12, 19, and 26 January, Southwest hosted “Storytime Crafts,” giving 315 children and caregivers an opportunity to drop in before or after Storytime to create a craft.
- On 9 January, Southwest hosted "Babies en la Biblioteca.” 26 children and caregivers discovered new words and new worlds while strengthening early literacy skills through stories, songs, and a craft.

- On 9 January, 11 customers joined the Southwest Library for "Nature Walk Book Club." Participants enjoyed a walk on a paved trail at a local park followed by a discussion of *A Land Remembered* by Patrick D. Smith. A Florida classic!
- On 9, 23, and 30 January, Southwest hosted "Caregiver Connect," giving 89 children and parents the opportunity to meet & mingle while allowing little ones to explore using imaginary play with new and old friends.
- On 23 January, 24 children and caregivers participated in "Shake, Rattle & Roll." Little explorers are invited to explore shapes, shakers, and sounds with hands-on activities inspired by using your baby's movement and hand-eye coordination.
- On 25 January, 32 parents and children participated in Southwest's "Toddler Spill & Fill," an interactive program where toddlers use unstructured play to aid their physical and cognitive development.
- Throughout January, Southwest offered 36 Technology Classes, including 13 arts & crafts-based programs where 113 participants learned how to knit, sew, and embroider different winter-inspired patterns.

Washington Park

- Throughout the month of January Washington Park staff provided an offsite literacy activity to the kindergarten, first, and second grade groups at the Universal Orlando Foundation Boys & Girls Club. A total of 162 children participated in eight events.
- Throughout the month of January, 127 Washington Park customers engaged with the passive crafts and activities that staff created, including a "Kaleidoscope of Feelings" and a "Connect the Dots book."
- On 3, 10, 17, 24, and 31 January Washington Park hosted 238 children for "Zero to Five Storytime."
- On 18 January, Washington Park staff hosted an offsite family storytime at Washington Shores Primary Learning Center that had 120 children and adults in attendance.
- On 26 January, Washington Park staff hosted an offsite kindness-themed storytime for the children of the Kids Connect Childcare Center. 26 attendees were introduced to and discussed kindness through a picture book, songs, and the letter of the day, as well as explored various ways they can be kind in their everyday lives.
- On 12, 19, and 26 January, Washington Park Tech Trainer introduced a new fiber art, Tunisian crochet, to 23 virtual students in "Let's Tunisian Crochet Level 1," "Level 2," and a practice session.
- On 21 January, 10 children attended the virtual class "Internet Security Basics for Kids."
- Throughout the month of January, 15 students attended various sewing classes at Washington Park to learn about machine basics, patterns, fabric, and introductory projects.

West Oaks

- On 5, 12, 19, and 26 January, West Oaks staff presented "English from Zero" to 43 attendees who learned fundamental English vocabulary for everyday life.
- On 6 and 13 January, West Oaks staff presented a two-day series, "Let's Crochet Reusable Mop Pad," to 24 participants who used cotton yarn to create a washable, reusable mop pad.
- On 11, 18, and 25 January, the West Oaks genealogist presented "Finding Your Roots Series" to 31 participants, who learned introductory genealogical terms, the census, and vital records.
- On 11 January, West Oaks staff presented "Snack Around the World: Spain" to 26 participants, who learned about Spain's culture and tasted yummy snacks from the country.
- On 16 January, West Oaks staff and customers, for a total of 50, participated in the City of Ocoee's Martin Luther King parade.
- On 25 January, West Oaks staff attended and interacted with 51 students at Deeper Root Academy's "Teach-In."
- During January, West Oaks staff attended and presented four "Literacy Nights" at surrounding elementary schools. At the events, staff interacted with 753 students and teachers.
- During January, West Oaks staff hosted 4 "Mindful Start Family Yoga" for 136 children and their caregivers, who learned silly and fun yoga poses designed for kids.

- Throughout January, 276 take-home crafts and kits were distributed to families. The kits included Unity wreaths, Paper Roll Walrus crafts, Hibernating Bear, a 1920s Flapper headband, and more!
- In January, the West Oaks branch had 117 participants for the branch's Character Mailbox. Children had the opportunity to practice writing skilling by writing postcards to Toad and Frog.

Windermere

- Throughout January, children and families took 748 passive crafts home to create together.
- During January, Windermere hosted 137 adults for “English from Zero” and “English Conversation Hour.”
- Throughout January, 47 adults completed logic puzzles, mazes, and more while enjoying the library.
- During January, 57 children participated in Windermere’s homeschool programs including language learning, “Hello History” and “American Heroes.”
- In January, 27 adults participated in online technology classes to learn about topics such as Adobe Photoshop, Quickbooks, and resume writing.
- During January, 13 adults participated in Windermere’s virtual “Citizenship Inspired” as well as a mock immigration interview.
- On 20 January, Windermere’s Youth Programs Specialist visited Lakeview Middle School during Literacy Week to present to 100 students.
- On 11, 25, and 26 January, Windermere’s Youth Programs Specialist visited the Child Development Center to share early-learning story times with 63 two- and three-year-olds.
- On 14 January, Windermere had 19 children and adults work on their reading confidence with READING Paws dogs.
- On 21 January, 13 children attended Windermere’s first “LEGO: One Scoop” class.

Winter Garden

- On 6, 13, 20, and 27 January, Winter Garden hosted "Storybook Fun," "Toddler Time," and "Tiny Tales" to 675 children and their caregivers.
- On 9, 23, and 30 an external presenter hosted "Mindful Start Yoga" where 123 participants practiced breathwork, mindfulness, and movement.
- On 12 January, 22 homeschool teens and parents attended the "Homeschool Teen Board Game Meetup."
- On 18 January, Winter Garden hosted a "Homeschool Field Trip" for 38 participants.
- Throughout the month of December "Virtual Conversation Hour" and "English from Zero" had a total of 168 participants join virtually and in-person to practice English as a Second Language.
- On 24 January, Winter Garden hosted "Centipede's 100 Shoes" as part of the 100-year celebration; 47 children and caregivers participated.
- On 26 January, Winter Garden facilitated two StoryWalk® events as part of Literacy Week at Hunter's Creek Elementary and Summerlake Elementary where 1500 participated.
- On 26 January, Winter Garden participated in Maxey Elementary Literacy Week events by hosting 3 Storytime sessions for 73 participants.
- On 26 January, Winter Garden attended "Sunridge Elementary Literacy Night" interacting with 93 attendees.
- On 28 January, Winter Garden hosted a "Teen Volunteer Event" where 9 volunteers participated.
- Throughout January, 260 Winter Garden customers engaged with passive activities in the branch, including the "Book Penguin Community Art Project" and Character Mailbox.

**Orange County Library System
Board of Trustees Meeting
February 9, 2023**

**Public Comment:
Non-Agenda Items**