

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

**June 8, 2023 ~ 6:00 p.m.**

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

Library Board Present: Crockett Bohannon (6/0); Nicole Benjamin (9/0 – City);  
Lizannette Tam (6/1); Sharon Smoley (6-1)

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

Administration Absent: Steve Powell

- 23-067 I. **Call to Order**  
President Bohannon called the meeting to order at 6:04 p.m.
- 23-068 II. **Public Comment Policy & Procedures**
- 23-069 III. **Approval of Minutes: Library Board of Trustees Meeting – May 11, 2023**  
Vice President Benjamin, seconded by Trustee Tan, moved to approve the minutes for the May 11, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-070 IV. **Staff Presentation: Orlando Book Festival: Christine Lindler**
- 23-071 V. **Financial Statements and Summaries: May 2023 Reports**  
CFO Shoemaker reported that the Windermere expansion project was completed on time and under budget. He also reviewed the monthly reports for the Board.
- 23-072 VI. **Dashboard – May 2023: Danielle King**  
CBO King shared some highlights from the dashboard. This month there was a 31% increase in door count, 12% increase in physical items checked out, and an 18% increase of digital checkouts, which is an average of 8,443 items per day. Notably, digital products went up 206%. Digital products include our videos, various content on social media, and OCLS created digital products. Fifty-five percent of the digital products total was due to the views from the “Wi-Fi Hotspots Available for Check Out” promotional video. She shared that all our hotspots are currently checked out, with a waiting list.
- In addition, event attendance went up 58% and technology class attendance went up 28%. Out of those attendance numbers, 28,066 were for in-person events and 3,116 were events hosted offsite.
- Compared to 2019, OCLS is doing pretty good. The event numbers have increased by 8%, and class numbers are still below pre-COVID level. But overall, the numbers are 3.5% higher than 2019.
- She also highlighted the West Oaks Native Flower garden. Staff members from the West Oaks location are partnering with the City of Ocoee to offer on-going children’s programs pertaining to Florida gardening at the City of Ocoee’s Florida Friendly Demonstration Garden. After staff met with them to work out the partnership plans, Ocoee’s Utilities Department stopped by the branch and dropped off a card with a beautiful hibiscus plant for the West Oak’s flower garden. The card read: “In honor of our partnership and first of many events, the City of Ocoee’s Utilities Department would like to give the West Oaks

Library this hibiscus. Yes, the hibiscus leans, which makes it a perfect physical metaphor for how the library can lean and rely on the City. Our gardens will now have fraternal twin hibiscuses, similar to the resolute desks in Washington D.C. and London, joining our gardens for all time. While also being forever connected in their shared purpose to promote a more environmentally conscious area for all creatures, great and small.”

The West Oaks garden is gaining more recognition. West Oaks has officially received certification from the National Wildlife Federation. To qualify for this certification, staff had to make sure that all the elements required were installed in the garden, which included food habitat (butterfly plants, bird feeder), water (bird bath), wildlife shelter (wooded area), and that sustainable practices such as drip hose irrigation, eliminate chemical pesticides and the planting of native plants were used.

The last story she shared was from the Alafaya location. This month when staff hosted the virtual Sesame Street Storytime, she noticed that a little girl and her sister were watching from the hospital. The child looked so happy during the program, dancing along with the other participants. When the doctor returned to the room, he participated in the sign language portion along with the child. The presenter expressed, “I’m grateful I was able to provide her entertainment, grateful she thought to bring me along, and really hope she’s okay.” At OCLS, “We change lives” is not a cliché!

The Board asked for an update regarding the Horizon West project and Ms. King stated that several meetings have been held with the architects and interior designers and that the project is moving forward at a good pace.

23-073 VII. **Action Item: None**

23-074 VIII. **Discussion and Possible Action Items**

23-075 **FY 2024 Budget Update: Bethany Stone**

COO Stone gave the Board an overview of the updates to the proposed FY 2024 Budget. The Board gave the okay to proceed with distributing and presenting the Budget to the Library Governing Board.

She also gave an update regarding the Lake Nona project and stated there was a meeting with the City of Orlando staff and they are working on the site plan.

23-076 IX. **Information**

23-077 **Director’s Report**

Assistant Director Stone congratulated the newest member of the Admin Team, Erica Grant, who has accepted the role of Chief Branch Officer. Erica, was previously the manager of the South Creek Branch, and she joins the other Chief Branch Officers, Danielle King and Leasha Tavernier, in overseeing the work of branch services. Erica will be in charge of the Alafaya, Southeast, Chickasaw, Eatonville, Fairview Shores and North Orange branches.

During the month of May, the Southeast Branch celebrated Asian-American Pacific Islander Heritage Month with a display of Asian Fighter Kites. Many countries around the world have kite-fighting festivals, but the events are especially popular in Asian countries such as India, Afghanistan, Pakistan and Korea. The main aim of kite fighting is to cut the opponent’s line, setting their kite free, and the player who cuts the line of a kite can claim it as their own. The branch held a contest that allowed customers to guess how many kites were on display. Customers who entered a guess were eligible to win one of five big kites on display. During the month of June, any customer interested in the kites hanging from the ceiling may request one of their choice, while supplies last.

ESL Specialist Lyndsay Amiro from the Chickasaw Branch attended the Florida Literacy Conference, which took place May 10-12, and hosted a presentation about OCLS' English for Families series. Developed in partnership with Florida Humanities, English for Families is a series of interactive classes for parents and children (ages 6-12) that focuses on developing English vocabulary and literacy skills through strategic and fun story reading. Currently, four libraries across the state are using OCLS curriculum to offer this program. OCLS is working with Florida Humanities to select additional libraries interested in helping expand the program.

On May 17, South Trail Branch Outreach Specialist, Arthur Ugalde hosted an Introduction to Email class at the L. Claudia Allen Senior Center. Arthur had originally planned to show a group of 52 seniors how to open an email account and then touch upon fraudulent email. Once the program started, though, Arthur quickly realized he needed to change his presentation. Many in the group seemed to be having regular email conversations with a prince from another country who was asking them to share their banking information. Arthur quickly explained this scam and others, and he showed the group how to identify fraudulent emails.

On May 20, OCLS accepted the Exemplary Instructional Program Award at the Florida Library Association's Annual Conference. The award recognized us for BizKids Club, a youth entrepreneurship program for students ages 9-14. Survey results indicated that the experience helped participating youth learn math, improve their knowledge and passion for business, increase their confidence and taught them responsibility, focus, marketing and sales. The program also gave kids experience in running a business and interacting with the public, and it provided opportunities for kids to reflect on how to improve their products.

23-078

**Public Comment: Non-Agenda Items**

X. **Adjournment**

Vice President Benjamin, seconded by Trustee Tam, moved to adjourn the meeting. Motion carried. President Bohannon adjourned the meeting at 6:53 p.m.

**Next Meeting Dates:**

**July 13, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- August 10, 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.**