

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

Board Packet for May 2023



STEVEN POWELL Library Director/Chief Executive Officer

May 5, 2023

To: Crockett Bohannon, President
Nicole Benjamin, Vice President
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 May 11, 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

May 11, 2023 ~ 6:00 p.m.

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

- 23-053 I. **Call to Order**
- 23-054 II. **Public Comment Policy & Procedures**
- 23-055 III. **Approval of Minutes: Library Board of Trustees Meeting – April 13, 2023**
- 23-056 IV. **Staff Presentation: Local Wanderer – Jenn Schock**
- 23-057 V. **Financial Statements and Summaries: April 2023 Reports**
- 23-058 VI. **Dashboard – April 2023: Sara Gonzalez**
- 23-059 VII. **Action Items:**
 - 23-060 **Employee Salary Increase & Pay Structure Adjustment – May 2023: Steve Powell**
 - 23-061 **Personnel Committee Chair Appointment: President Bohannon**
- 23-062 VIII. **Discussion and Possible Action Items**
 - 23-063 **DRAFT Orange County Library District Annual Budget FY 2023-2024: Steve Powell**
- 23-064 IX. **Information**
 - 23-065 **Director’s Report**
 - 23-066 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates:

June 8, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 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
May 11, 2023**

Call to Order

Orange County Library System Board of Trustees Meeting May 11, 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
May 11, 2023**

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

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

April 13, 2023 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (4/0); Nicole Benjamin (7/0 – City);
 Danielle Levien (7/2 - City); Lizannette Tam (4/0);
 Sharon Smoley (4-1)

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

- 23-040 I. **Call to Order**
 President Bohannon called the meeting to order at 6:03 p.m.
- 23-041 II. **Public Comment Policy & Procedures**
- 23-042 III. **Approval of Minutes: Library Board of Trustees Meeting – March 9, 2023**
 Trustee Smoley, seconded by Trustee Tam, moved to approve the minutes for the March, 9, 2023 Library Board of Trustees Meeting. Motion carried 5-0.
- 23-043 IV. **Staff Presentations:**
Friends of the Library Update – Melissa Stillman, President
 Friends of the Library President, Ms. Stillman briefed the Board regarding the many initiatives in which the Friends support OCLS.
- Horizon West Update – Danielle King**
 CBO King gave a presentation regarding the Horizon West Branch project.
- Organizational Chart – Steve Powell**
 Director Powell gave an overview of the new OCLS Organizational Chart.
- 23-044 V. **Financial Statements and Summaries: March 2023**
 CFO Shoemaker reviewed the March 2023 financial reports for the Board. He reported that the Melrose lighting project and the Photo Lab project are both completed, the North Orange roof is almost done and the Windermere Expansion project will be completed in time for the *Summer at Your Library* event.
- 23-045 VI. **Dashboard March 2023: Leasha Tavernier**
 CBO Tavernier reported to the Board that in March there was a 29% increase in door count, 33% increase in new library card registrations, 28% increase in physical items checked out, and a 14% increase in digital items checked out. In fact, this was a record-setting month for digital checkouts, at 249,850 checkouts, which is an average of 8,000 per day.
- Additionally, event attendance went up 57% and technology class attendance went up 67%. Out of those attendance numbers, over 31,000 were for in-person and over 1,900 events were hosted offsite. Compared to 2019, the events numbers have increased and although the class numbers are still below pre-Covid level, when the attendance is combined, the total is higher than 2019.

She also gave an update on hotspots. Since the start of the hotspot lending program on January 3rd, over 800 hotspots have been checked out. In March, staff did some target marketing and sent out postcards to specific communities that have a need for internet service in areas such as Pine Hills, South OBT and Parramore. This marketing has paid off and since March 1st, over 448 hotspots have been checked out. In fact, the South Trail and Main library ran out of hotspots and we had to re-allocate devices from other locations to meet the demand in these service areas.

Ms. Tavernier shared two customer stories from March:

First - A customer, Ivan, wrote and read this letter aloud during an English Conversation class at our Southwest Branch: *When I began to live in Orlando, I was very surprised how wonderful the Orlando Libraries are. The classes and the teachers are lovely, and I had the opportunity to experience new knowledge, review some others and also have an English class parallel. I did Word, Excel, PowerPoint, Photoshop, 3D printing, web design, tai chi, meditation, English and other classes that I don't remember. Another special feature that we have is the possibility of having rented books to be delivered at our door. And for those who like to read digital media, the amount of books and magazines is really huge! They also have some agreements with other media sites, giving us more options. I love the narrated books where we can read and listen to books, which is very interesting for those who are learning English like me. I had the opportunity to go to several units of the library, including the Melrose Center, and I can say that all the staff of the units are very professional and always happy to help us. I also should say a "Thank You" to the volunteers that help this library work fine!*

The second story she shared is through a video. It is part customer story, part staff story, and it also highlights the marketing efforts for a unique class that is offered.

[Learn it at the library: Sashiko Hand Sewing!](#) by Rebecca Sung at Southwest.

23-046 VII. **Action Item: None**

23-047 VIII. **Discussion and Possible Action Items**

23-048 IX. **Information**

23-049 **Director's Goals FY 2023: 2nd Quarter Report – Danielle Levien**

Trustee Levien reviewed Director Powell's progress with his goals and stated that he is on track to meet or exceed them. She discussed some of the many initiatives that are in progress such as: the new Strategic Plan project, the new Organizational Chart, the trip to Tallahassee to meet with the local legislative delegation, the removal of overdue fines which resulted in almost 12,000 customers returning, the Horizon West Branch project, and the upcoming FY 2024 budget just to name a few.

23-050 **Strategic Plan FY 2023: 2nd Quarter Report**

Director Powell offered the following update of the FY 2023 Strategic Plan: In section, *Improve the Customer Experience, establishing OCLS as a friendly, welcoming and community-centric service* and under, *Update Inclusiveness Training for all staff*, the update is that two, not one, DEIA Specialists have been selected and started in early April. Once in place, they will review the inclusiveness training course package and work with the training department to determine the best sequence for course assignments based on current DEIA goals and strategies.

In section, *Provide inviting facilities to fulfill community needs* and under, *Explore the possibility of a center for nursing mothers at Main*, a nursing station has been ordered and delivery is scheduled for the end of April.

Under, *Increase awareness of OCLS and what is offered and within, Develop a strategic marketing plan* and in, *Create and execute a plan to market the library's 100th anniversary*. On January 7th, the first event surrounding the 100 Year Celebration was held. It featured a ribbon-cutting in the lobby of the Orlando Public Library, where library leadership shared a special announcement about new library services on the horizon and rededicated the library to the community for the next 100 years.

After the event was over, MPR staff found their goals were met:

- A total of 101 adults watched the ribbon-cutting ceremony and announcement in person, and 29 people used the QR code on the VIP box to submit their RSVPs for the event.
- More than 200 people attended a musical performance that followed the ribbon cutting.
- Five local officials participated in the ribbon cutting. They included Mayor Jerry Demings, Mayor Buddy Dyer, City Commissioner Patty Sheehan, County Commissioner Nicole Wilson, and State Representative Anna Eskamani.
- The event resulted in multiple earned media stories, including two stories in Orlando Sentinel, and stories on WFTV, Orlando Weekly, Orlando Times, and Community Paper.
- The event was also live-streamed on Orange TV.

Then under, *Look for opportunities to increase the number of staff to share responsibility for outreach*, the Branch Outreach Specialist Committee conducted interviews with internal and external candidates to fill the new Branch Outreach Specialist positions for the system. So far, six internal candidates have been hired and started their roles on March 13, 2023.

Also under, *Deliver experiences that offer opportunities to help the community learn and grow and within, Foster Innovation & New Services* and in, *Seek out new opportunities for delivery of library services outside library walls*. The library has made a concerted effort to bring library programming and services to the community to help reduce transportation barriers. During the second quarter, OCLS hosted 256 library events at community partner sites, reaching over 11,500 residents. Staff offered regularly scheduled programming at the following offsite facilities: RCMA, Hope Community Center, Waterleigh Clubhouse, Brixton Landing Senior Center, Rosemont Neighborhood Center, Silver Lakes Community Center, Gentry Park, Madison Assisted Living, Wellington Park, Brixton Landing, South Orlando YMCA, Brooksdale Assisted Living, Lila Mitchell Head Start, and Leu Gardens. Event offerings varied based on the needs of the community. Examples of programs presented were senior crafts, knitting, storytelling, technology classes, field trips, and themed educational activities.

Additionally, OCLS participated in 85 outreaches, reaching over 6,000 people. Staff attended several large community festivals such as “Horizon West Fest,” Mayor Deming’s “Jazz in the Park,” “Paws in the Park,” “OCPS Parent Academy,” “ZORA!Fest,” and the “Mayor’s Open House and Job Fair.”

Then in, *Explore opportunities to checkout non-traditional items*, the Library of Things committee have met several times this quarter to discuss plans for this project. The team sent out a survey to all locations asking staff to provide feedback about what “things” customers request at their location. The list was categorized and sorted based on type. The team discussed the list and decided to focus on more feasible items to start with first such as fiber arts, educational kits, technology support, and health kits.

In closing, there is far too much in the March update to cover here but it is well worth the read. Staff is putting every effort into making OCLS an outstanding library and Director Powell commended and thanked them for their efforts.

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

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

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

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

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

The Florida Daughters of the American Revolution visited the West Oaks Branch and Genealogy Center for their annual Research Day event on March 2. The local Adams-Onís Treaty DAR Chapter joined others from throughout the state to collaborate and get assistance from the Genealogy Specialist as they continued to research their families.

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

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

Alafaya Branch Technology Trainer Daniel Meyer reported that in early March, just before a class, a customer stopped to say hello and let him know that she was starting a new job.

She wanted to thank him and Alafaya's other Technology Trainer Gus Padron Sarachaga for the classes she has taken with them, which she said helped give her the confidence to apply for and get her new job. "It was wonderful seeing her," Daniel said, "and a nice reminder of the impact of what we do can have on our community."

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

Director Powell shared that staff have spoken a lot over the past several months about bringing mobile services back to the county. The plan, since receiving the \$100,000 donation from Sorosis of Orlando Woman's Club, has been to purchase two book bicycles to get things started while staff work out a plan to design and purchase a bookmobile. He was happy to report that the first book bicycle has been ordered from Icicle Tricycles, and hope to have it available for use this summer.

23-052

Public Comment: Non-Agenda Items

Jonathan Blount – addressed the Board regarding equity and inclusion of staff.

Trustee Levien resigned from the Board.

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

Motion carried 5-0. President Bohannon adjourned the meeting at 7:09 p.m.

X. **Adjournment**

Next Meeting Dates:

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**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

**Staff Presentation:
Local Wanderer – Jenn Schock**

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

**Financial Statements &
Summaries: April 2023**

Orange County Library System
FY 2022-23 Financial Statement Highlights
Seven Months Ended April 30, 2023

Project Summaries:

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 \$55,925,643 or 91.9% of the budget, which is on target year-to-date.

State Aid/ State and Federal Grants:

The Library budgeted \$150,000 for State Aid Revenues and \$635,000 for State and Federal Grants in FY 2022-23, based on anticipated funding from the various agencies. We have received \$103,382 which is 13.2% of the combined budget, which is slightly behind where we were in as of April 2022.

Fee Cards:

The Library budgeted \$20,000 for Fee Card revenues for FY 2022-23. Through April, we received \$85,520 or 427.6% 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 April, we received \$26,256 or 87.5% of budgeted revenues and is \$20,862 more than we received at this point in FY 2021-22.

Faxes and Scans:

Revenues from Faxes and Scans are \$13,674 and \$6,166, respectively. These revenues are lower than the 5-year average dollar-wise and are lower than what we anticipated to receive so far this fiscal year. We project to receive approximately \$25,000, or 53.9% from combined Faxes and Scans revenues in FY 2022-23.

Copy and Prints:

The Library budgeted \$150,000 for these services in FY 2022-23. We received \$102,339 or 68.2% of budget thru April 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 April, we received \$15,846 or 132.1% of budgeted revenues.

Fines, Fees and Lost Materials:

Revenues from Fines, Fees and Lost Materials thru April are \$37,074 or 11.6% 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 April 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 April we have received \$158,143 or 1,129.6% of the budget. The Sorosis Woman's Club of Orlando donated \$100,000 to re-establish the Library's mobile services and we received a \$50,000 donation from Window World to support the 2023 Summer At Your Library Program.

Internet Rebate:

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

Transfer From Property Appraiser:

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

Transfer From Tax Collector:

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

Expenses:

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$560,000 or 32.0% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.4 million for the account in FY 2022-23.

Worker's Compensation:

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

Unemployment Compensation:

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

Delivery & Postage:

The Delivery and Postage Expenditures are at 54.9% of the budget, which is in line for the FY allocation.

Repairs & Maintenance/Leasehold Improvements:

The Repairs & Maintenance/Leasehold Improvements are at 77.1% of the budget, which includes the re-classification of the Windermere Project cost from Building & Improvement line.

Insurance:

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

Property Appraiser Fees:

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

Supplies Hardware Software:

The expenditures in this category are at 7.9% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$127,396. This account is for any supplies used for programming, mainly Summer At Your Library Program. This account is a sub-set of the Supplies Account. Combined expenditures are \$458,534 or 50.9% of the budget.

Building Improvements Expense:

The Library budgeted \$2,350,000 for various building improvement projects such as the North Orange Roof Replacement, Windermere Expansion, Photo Lab Enhancements and Melrose Stage as well as other major maintenance items such as HVAC replacement/repairs. The \$581,042 expended so far is primarily related to the North Orange Roof, Photo Lab Enhancement and Melrose Stage projects. Note: The Windermere Expansion Project expenditures for FY 2021-22 and FY 2022-23 have been reclassified to Leasehold Improvements and thus no longer recorded in this category.

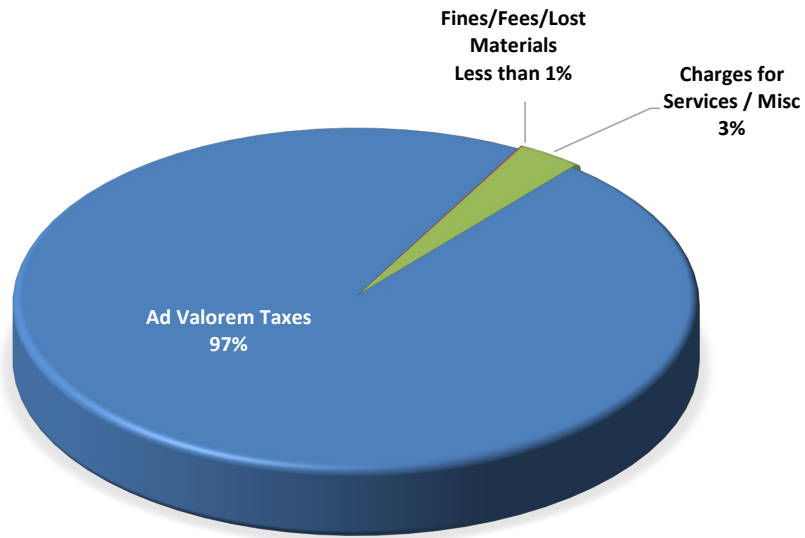
OCLS Windermere Branch Addition Project Budget

Expenditures As of 4-30-2023

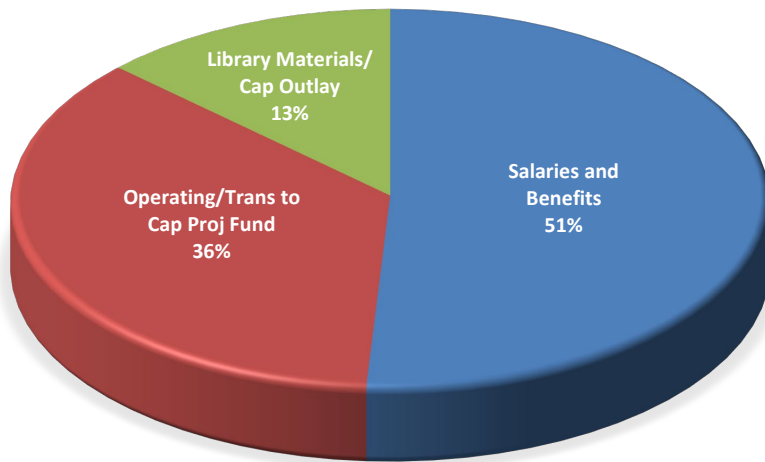
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>Variance</u>
<u>Project Code 22-001</u>					
Gomez Construction	\$753,547	\$0	\$753,547	\$476,741	(\$276,806)
Ruby Builders	44,606	0	44,606	0	(44,606)
Architectural Fees	110,000	0	110,000	14,315	(95,685)
Engineering/Surveying Costs	25,000	0	25,000	2,071	(22,929)
Owner Provided Materials	65,000	0	65,000	16,169	(48,831)
Contingency	101,847	0	101,847	0	(101,847)
Project Costs	\$1,100,000	\$0	\$1,100,000	\$509,296	(\$590,704)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Seven Months Ended April 30, 2023

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Seven Months Ended April 30, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(7 months= 58.3%)
AD VALOREM TAXES	60,850,000	55,925,643	91.9%
INTERGOVERNMENTAL			
State & Federal Grant	635,000	103,382	16.3%
State Aid	150,000	0	0.0%
CHARGES FOR SERVICES			
Fee Cards	20,000	85,520	427.6%
PC Pass (\$10 for 7 days)	1,500	941	62.7%
PC Express (\$5 for 1 hour)	2,000	377	18.9%
Classes	3,000	660	22.0%
Meeting Rooms	30,000	26,256	87.5%
Faxes	35,000	13,674	39.1%
Scans	11,400	6,166	54.1%
Ear Buds, Jump Drives, Masks	1,600	1,833	114.6%
Bag Sales	1,500	2,586	172.4%
Library Card Replacement	7,000	1,741	24.9%
Copy & Prints	150,000	102,339	68.2%
Passport Facility & Photo Fees	12,000	15,846	132.1%
Other	500	270	54.0%
	<u>275,500</u>	<u>258,209</u>	<u>93.7%</u>
FINES, FEES & LOST MATERIALS	320,000	37,074	11.6%
MISCELLANEOUS			
Investment Earnings	125,000	993,026	794.4%
Investment Fair Value	-	11,429	-
Sales of Surplus Property	5,000	5,190	103.8%
Contributions - Friends of Library	35,000	57,930	165.5%
Contributions - Others	14,000	158,143	1129.6%
Internet Rebate	75,000	0	0.0%
Grants & Awards	25,000	37,327	149.3%
Miscellaneous	50,000	78,836	157.7%
	<u>329,000</u>	<u>1,341,881</u>	<u>407.9%</u>
TRANSFER FR PROP APPRAISER	25,000	73,918	295.7%
TRANSFER FR TAX COLLECTOR	470,000	0	0.0%
TOTAL REVENUES	<u>63,054,500</u>	<u>57,740,107</u>	<u>91.6%</u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Seven Months Ended April 30, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(7 months= 58.3%)
SALARIES & BENEFITS			
Salaries	21,866,000	11,226,377	51.3%
Medicare Taxes	310,000	159,885	51.6%
Defined Contribution Pension Plan	1,600,000	842,001	52.6%
Defined Benefit Pension Plan	1,750,000	560,000	32.0%
Money Purchase Pension Plan	1,250,000	646,686	51.7%
Life and Health Insurance (Employees)	3,775,000	1,741,477	46.1%
Retiree Health Care (OPEB)	500,000	159,116	31.8%
Worker's Compensation	100,000	78,940	78.9%
Unemployment Compensation	40,000	0	0.0%
Parking & Bus Passes	225,000	130,600	58.0%
	<u>31,416,000</u>	<u>15,545,082</u>	<u>49.5%</u>
OPERATING			
Professional Services	280,000	188,042	67.2%
Other Contractual Services	2,005,000	866,712	43.2%
Other Contract. Serv.- Janitorial	400,500	226,803	56.6%
Training and Travel	90,000	35,147	39.1%
Telecommunication	255,000	111,624	43.8%
Delivery and Postage	1,347,000	739,859	54.9%
Utilities	960,000	464,594	48.4%
Rentals and Leases	1,295,000	795,957	61.5%
Insurance	600,000	384,358	64.1%
Repairs and Maintenance/Leasehold Improvements	1,587,000	1,223,104	77.1%
IT Subscriptions/Maintenance Contracts	1,522,000	734,421	48.3%
Copying/Printing	341,000	134,327	39.4%
Promotional Activities	425,000	222,391	52.3%
Property Appraiser's Fee	547,000	477,616	87.3%
Tax Collector's Fee	1,215,000	1,118,559	92.1%
Supplies	900,000	331,138	36.8%
Supplies-Hardware/Software	600,000	47,198	7.9%
Supplies-Programming	-	127,396	-
Memberships	15,000	8,285	55.2%
	<u>14,384,500</u>	<u>8,237,531</u>	<u>57.3%</u>
CAPITAL OUTLAY			
Building and Improvements	2,350,000	581,042	24.7%
Equipment and Furniture	350,000	75,492	21.6%
Hardware/Software	1,225,000	183,569	15.0%
	<u>3,925,000</u>	<u>840,103</u>	<u>21.4%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	3,092	22.1%
Materials - Other	4,600,000	3,061,492	66.6%
	<u>4,614,000</u>	<u>3,064,584</u>	<u>66.4%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,000,000	2,333,333	58.3%
TRANSFER TO SINKING/EARR FUND	500,000	291,667	58.3%
TOTAL EXPENDITURES	<u>58,839,500</u>	<u>30,312,300</u>	<u>51.5%</u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Seven Months Ended April 30, 2023

	ANNUAL BUDGET	YTD ACTUAL	(7 months= 58.3%)
REVENUES			
Investment Earnings	58,000	633,657	1092.5%
Investment Fair Value	-	10,043	-
Transfer from Operating Fund	4,000,000	2,333,333	58.3%
Reserves	27,170,000	-	0.0%
TOTAL REVENUES	31,228,000	2,977,033	9.5%
EXPENDITURES			
New Branch	6,145,000	158,565	2.6%
Reserves	25,083,000	2,818,468	11.2%
TOTAL EXPENDITURES	31,228,000	2,977,033	9.5%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Seven Months Ended April 30, 2023

	ANNUAL BUDGET	YTD ACTUAL	(7 months= 58.3%)
REVENUES			
Investment Earnings	10,000	85,068	850.7%
Investment Fair Value	-	1,348	-
Transfer from Operating Fund	500,000	291,667	58.3%
Reserves	3,520,000	-	0.0%
TOTAL REVENUES	4,030,000	378,083	9.4%
EXPENDITURES			
Reserves-Building and Improvements	2,530,000	237,357	9.4%
Reserves - Horizon West Contract	1,000,000	93,817	9.4%
Reserves - Technology	500,000	46,909	9.4%
TOTAL EXPENDITURES	4,030,000	378,083	9.4%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Seven Months Ended April 30, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(7 months= 58.3%)
REVENUES			
Investment Earnings	20,000	17,856	89.3%
Investment Fair Value	-	131,049	-
Reserves	1,448,000	-	0.0%
TOTAL REVENUES	1,468,000	148,905	10.1%
 EXPENDITURES			
Equipment	125,000	2,030	1.6%
Reserves	1,343,000	146,875	10.9%
TOTAL EXPENDITURES	1,468,000	148,905	10.1%

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
April 30, 2023**

ASSETS

Cash on Hand	20,129
Equity in Pooled Cash	3,486,734
Equity in Pooled Investments	54,179,444
Accounts Receivable	1,155
Inventory	132,454
Prepays	352,901
Other Assets - Deposits	<u>8,440</u>
TOTAL ASSETS	<u><u>58,181,257</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
April 30, 2023

LIABILITIES

Accounts Payable	371,369
Retainage Payable	33,638
Accrued Wages Payable	426,430
Accrued Sales Tax	667
Accrued Fax Tax	85
Due To Friends of the Library	1,721
Employee Payroll Deductions:	
Dental Insurance	4,534
Vision Plan	1,655
Weight Watchers	516
Staff Association	14,658
TOTAL LIABILITIES	855,273

FUND BALANCE

Nonspendable:	
Inventory	132,454
Prepaid Items and Deposits	361,341
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Strategic Plan	4,000,000
Unassigned	24,438,037
Current Year Expenditures over Revenue	27,427,807
TOTAL FUND BALANCE	57,325,984
 TOTAL LIABILITIES & FUND BALANCE	 58,181,257

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
April 30, 2023

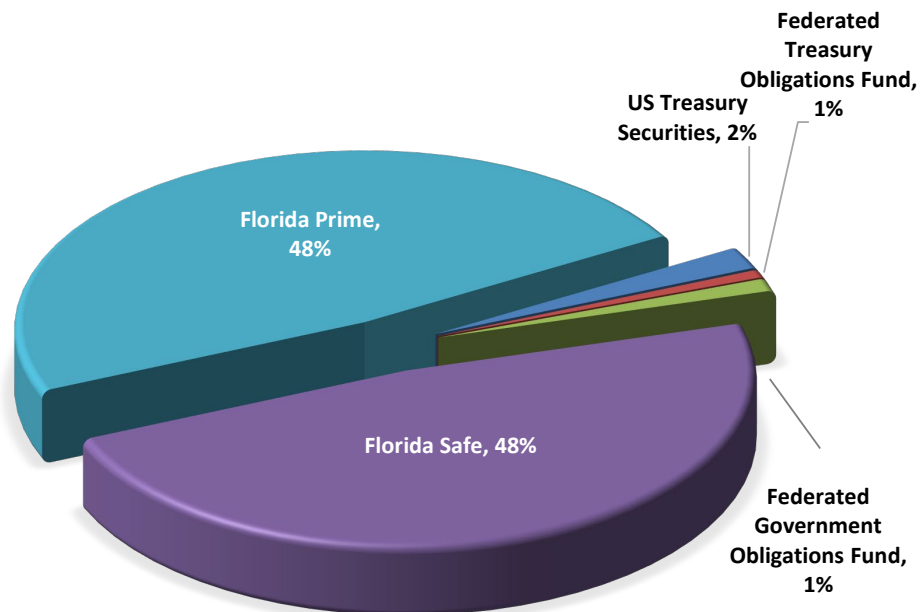
	<u>BALANCE</u> <u>03/31/23</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>04/30/23</u>
OPERATING				
Equity in Pooled Cash	8,664,808	3,204,465	8,382,539	3,486,734
Equity in Pooled Investments	49,342,121	5,212,323	375,000	54,179,444
	58,006,929	8,416,788	8,757,539	57,666,178
CAPITAL PROJECTS				
Equity in Pooled Investments	32,399,156	466,144	-	32,865,300
SINKING				
Equity in Pooled Investments	4,341,034	59,468	-	4,400,502
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,257,376	268,434	258,606	2,267,204
Claims Payment Checking Account	73,000	249,254	249,254	73,000
Equity in Pooled Investments	4,407,687	18,162	-	4,425,849
	6,738,063	535,850	507,860	6,766,053

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

April 30, 2023

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
US TREASURY SECURITIES	1,967,578
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	697,837
Federated Government Obligations Fund	1,121,749
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	45,983,440
Florida Prime (SBA)	<u>46,100,491</u>
TOTAL	<u><u>95,871,095</u></u>

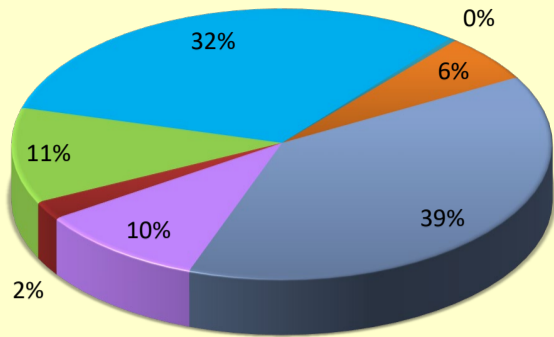


**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

Dashboard: April 2023

Monthly Report for April 2023

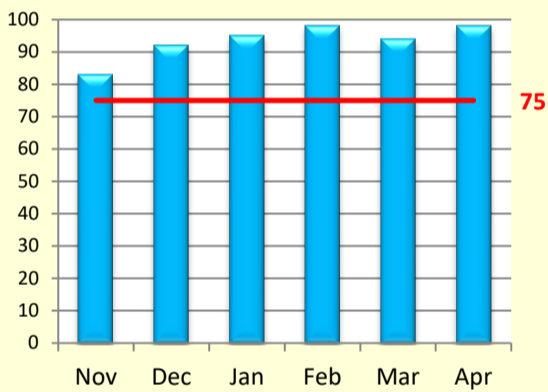
Contacts



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

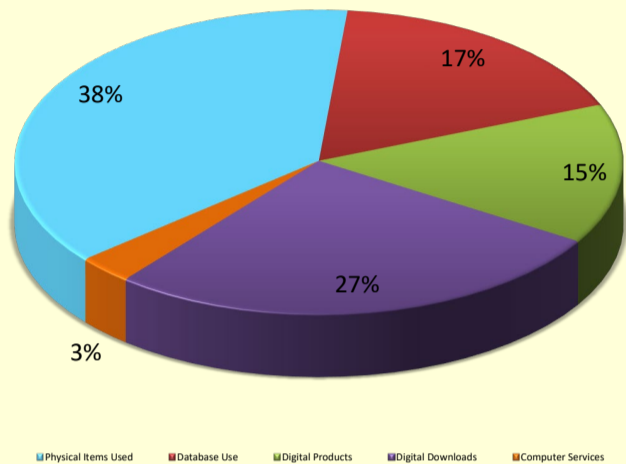
	2023	2022	% change
Door count	130,086	105,928	22.81%
MAYL Packages	28,119	36,985	-23.97%
External Web Visits	146,522	144,323	1.52%
Catalog Searches	407,622	424,633	-4.01%
Questline Calls	5,020	5,432	-7.58%
Social Media	73,636	66,972	9.95%
Electronic Contacts	498,053	455,423	9.36%
TOTAL	1,289,058	1,239,696	3.98%

Net Promoter Score



Resources Accessed

	2023	2022	% Change
Physical Items Used	335,752	274,657	22.24%
Database Use	155,573	161,321	-3.56%
Digital Products	132,638	69,228	91.60%
Digital Downloads	241,711	210,369	14.90%
Computer Services	26,486	37,158	-28.72%
TOTAL	892,160	752,733	18.52%

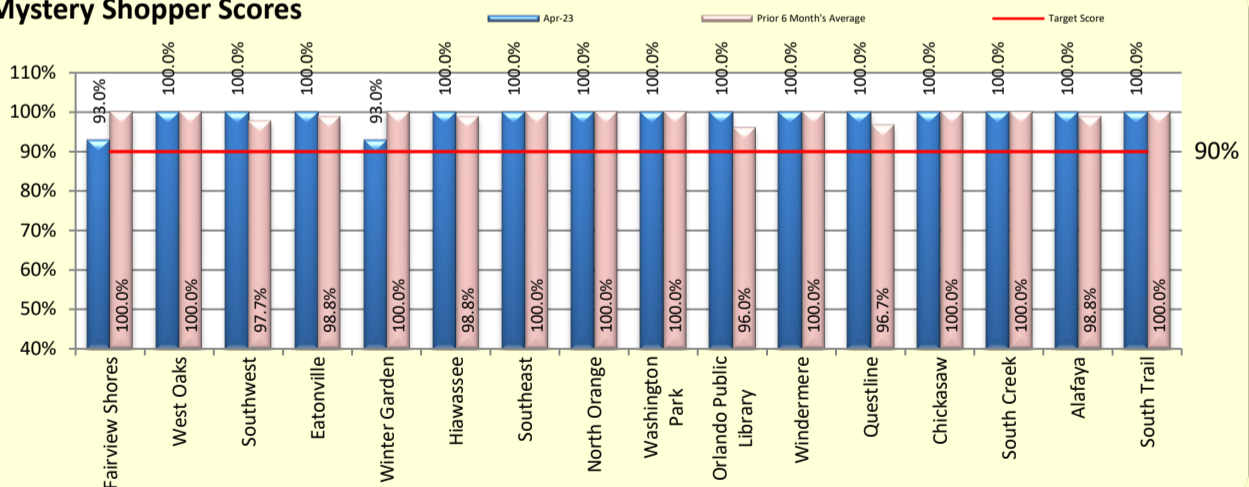


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2023	2022	% Change
Active Cards	330,683	334,879	-1.25%
New Registrations	4,531	3,661	23.76%
VLC Registrations	255,116	226,971	12.40%
Transactions	77,785	64,299	20.97%

Mystery Shopper Scores



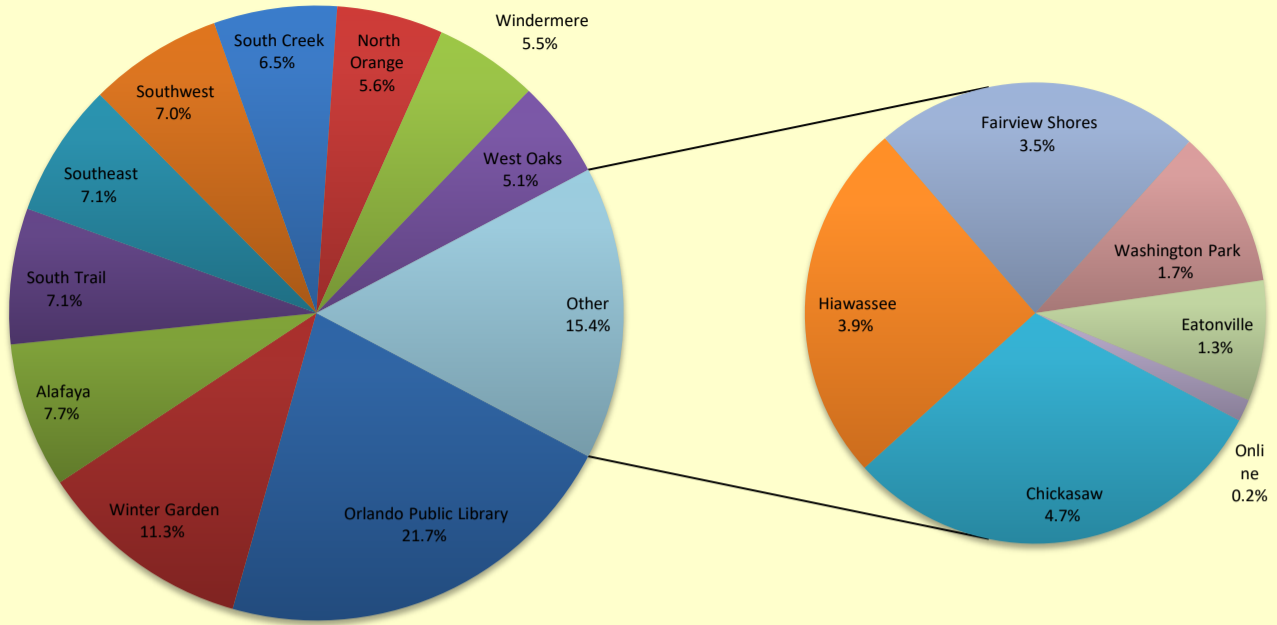
Physical item circulation for April 2023 was 335,752 including renewals. Checkouts for easy books were 28.7% or 38,445 items, juvenile fiction, juvenile non-fiction, and young adult totaled 22.6% or 30,180 items, and adult fiction, non-fiction, and large print combined for 22.5% or 30,064 items. DVDs equaled 10.9% with 14,619 items circulated.

The April 2023 digital checkouts were 241,711 which is an average of 8,057 per day. This was 15% higher than April 2022 when the digital checkouts totaled 210,309.

There were 146,522 visits to www.ocls.info last month. Mobile devices accounted for 56%, or 82,198 visits, while desktops had the remaining 44%, or 64,324 visits.

The book drop returns for April 2023 were 2,558 from Lake Nona and 2,917 items from Horizon West.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	6,682	5,981	11.7%	1,279	447	186.1%
Winter Garden	4,093	3,532	15.9%	63	159	-60.4%
Alafaya	2,739	1,984	38.1%	71	101	-29.7%
South Trail	2,304	1,007	128.8%	318	154	106.5%
Southeast	2,109	2,119	-0.5%	481	157	206.4%
Southwest	2,296	1,234	86.1%	288	91	216.5%
South Creek	2,210	1,317	67.8%	171	165	3.6%
North Orange	1,923	1,372	40.2%	132	80	65.0%
Windermere	1,970	1,429	37.9%	37	48	-22.9%
West Oaks	1,667	2,028	-17.8%	219	218	0.5%
Chickasaw	1,570	1,025	53.2%	162	149	8.7%
Hiawassee	1,233	385	220.3%	206	113	82.3%
Fairview Shores	1,036	1,628	-36.4%	265	105	152.4%
Washington Park	550	312	76.3%	77	90	-14.4%
Eatonville	459	486	-5.6%	19	13	46.2%
Online	-	-	0.0%	88	169	-47.9%
TOTAL	32,841	25,839	27.1%	3,876	2,259	71.6%

In April 2023, we offered 1,133 Events with an attendance of 29,859. Last year, the Library offered 985 events with an attendance of 21,754.

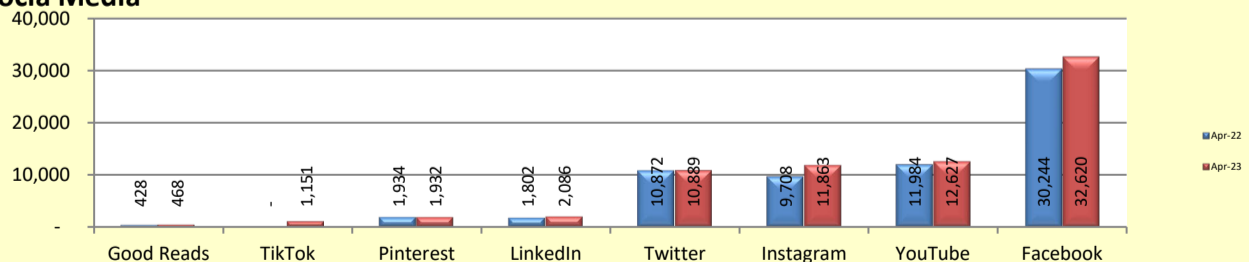
On 15 April, The Orlando Public Library held its annual Orlando Book Festival, where 704 total attendees enjoyed a day of panels, writing workshops, book signings, and keynote speaker R.L. Stine. On 29 April, 198 attendees watched the Central Florida Ballet perform scenes from their "Alice in Wonderland" presentation at the Orlando Public Library. On 8 April, the Chickasaw Branch hosted the "Peter Rabbit Garden Party," where 102 customers enjoyed stories, an egg hunt, and crafts. During the month of April, the Library celebrated the NEA Big Read, where 93 customers attended the keynote with author Ross Gay, who read excerpts from his book "Catalogue of Unabashed Gratitude," and 508 customers attended 44 themed events held systemwide. On 1 April, the Youth Services Department hosted Bella's Little Farm, where 88 attendees go to meet friendly farm animals, such as guinea pigs, piglets, and bunnies, at the Orlando Public Library. On 28 April, the Southwest Branch hosted the 16th Annual Southwest Author Series - presented in partnership with The Rotary Club of Dr. Phillips, where author, Jane Green shared insights on her latest book, "Stardust Sisters" followed by a Q&A session and book signing for 85 attendees.

In April 2023, we offered 1,070 Classes with an attendance of 3,876. Last year we offered 991 Classes with an attendance of 2,259. Also last month, we presented 82 Offsite Events reaching 4,175 people and attended 34 Community Events reaching 2,982 people.

Events/Class Attendance

	2023	2022	% Change
Community Events	2,982	4,085	-27.00%
Events - Adult	12,998	8,578	51.53%
Events - Teen	469	429	9.32%
Events - Children	16,392	12,747	28.59%
Technology Classes	3,876	2,259	71.58%
TOTAL	36,717	28,098	30.67%

Socia Media



Social media statistics for April 2023 saw a 9.95% increase in growth.

In April, we published our long-awaited [Sashiko hand-sewing video](#) in collaboration with the Southwest Branch. As a part of the social and video team's strategic plan to bring more sewing content to our channels, the Sashiko video highlighted a unique service we offer to the community. We interviewed Technology Trainer Rebecca Sung, who instructs the classes as well as a customer, to get a holistic view of the class and learned more about its history as an ancient form of mending clothes and how it evolved into the current art form it is today. The video currently has over 14.3K views on Instagram.

We also celebrated National Library Week in April. We asked staff to send photos of their teams to post on National Library Workers Day and invited customers to comment their thanks to library workers. One commenter wrote, "We love all branches and librarians who give so much to the community and my kids. Shout out to our closest branch with amazing, helpful and fun people @ Fairview Shores." On Library Outreach Day, we posted a video featuring several [Branch Outreach Specialists](#) who help spread the word about the library's essential services to our community. This video has over 5K views on Instagram.

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

Action Item

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

**Employee Salary Increase & Pay
Structure Adjustment – May 2023**

EMPLOYEE SALARY INCREASE AND PAY STRUCTURE ADJUSTMENT MAY 2023

I. ISSUE STATEMENT

Library Board approval is needed to give all full- and part-time staff (“Staff”) a 4% salary increase effective May 21, 2023. This expense was not included in the current year’s budget and exceeds \$100,000.

II. BACKGROUND & SUMMARY

The library strives to provide pay and benefits that will attract and retain talented individuals.

In 2020, Florida voters agreed to raise the minimum wage to \$15 an hour by 2026. The library took a determined path and reached the \$15 per hour minimum over the following two years.

- In FY2021-2022 the library gave Staff a raise of \$1.50 or 3.5%, whichever was greater. The minimums and maximums of every pay grade were also adjusted by \$1.50.
- In FY2022-2023, the library gave Staff a \$1.50 or 4% raise, whichever was greater. Again, the minimums and maximums for all pay grades were adjusted by \$1.50, making the beginning pay of the lowest pay grade \$15 an hour.
- The 3.5% and 4% raises matched what Orange County provided its staff.

Although the library is ahead of the minimum wage law, the current rates of pay are not enough to attract and retain talented staff. The living wage for an adult in Orange County, Florida is \$18.85 an hour and for two adults (both working) with two children, it is \$25.46 an hour. As part of the library’s reorganization, the lowest hiring wage will adjust up to \$17.10 an hour.

Orange County Government discovered that its pay for non-bargaining unit staff was below market value and approved a 4% pay raise for those staff. They will also adjust the minimum of several pay grades by 4% and the rest by an average of 4.2%. The adjustment will take effect in May 2023.

The library has consistently followed Orange County when it comes to compensation. This is an opportunity to provide an increase in pay at a time when employees need it most and aid with staff retention. Also, increasing the minimum of all pay grades would make starting wages more appealing to help attract valuable talent.

The library has the funding available to give Staff the 4% increase. The salary increase will cost \$87,500 per month and \$350,000 for the remainder of the fiscal year.

CFO Shoemaker has evaluated the impact of the increase and pay grade adjustment over the next several years and does not foresee it disrupting the budget. Additionally, the library is still developing next year’s budget and the outlook is good for increased ad valorem tax revenue.

III. CONSIDERATION

The library is requesting the board to approve a 4% salary increase for Staff and authorize library staff to increase the minimum of all pay grades by 4% effective with the pay period starting May 21, 2023.

IV. RECOMMENDATION

Library staff recommends that the library board approve a 4% salary increase for Staff and authorize library staff to increase the minimum of all pay grades by 4%.

Library leadership firmly believes that the increased wages allow the library to attract and retain talented employees and remain competitive in a tight job market.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 23-060**

EMPLOYEE SALARY INCREASE AND PAY STRUCTURE ADJUSTMENT MAY 2023

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 11th of May, 2023, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve a 4% salary increase for Staff and authorize library staff to increase the minimum of all pay grades by 4% effective May 21, 2023.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

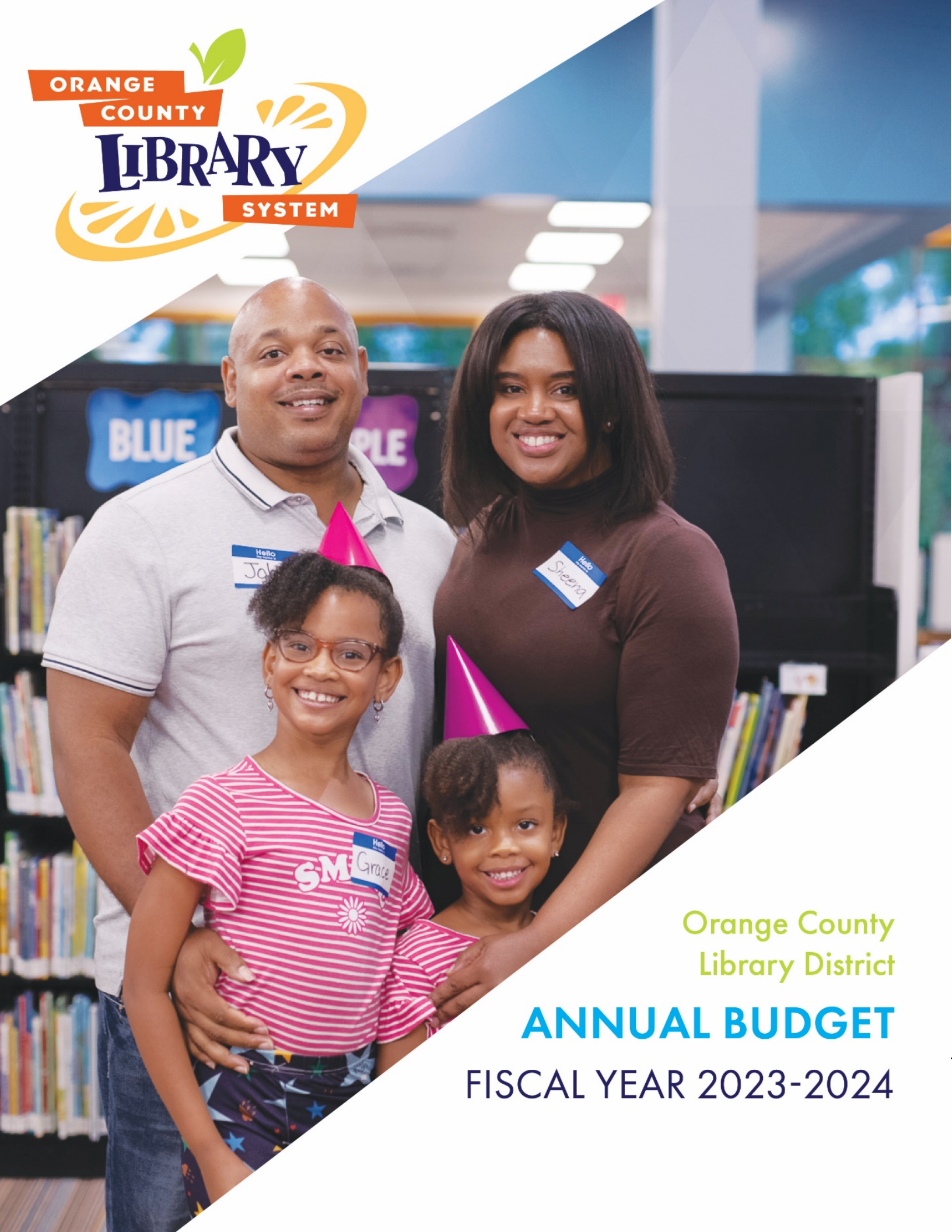
**Personnel Committee
Chair Appointment**

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

**DRAFT:
Orange County Library District
Annual Budget FY 2023-2024**



Orange County
Library District

ANNUAL BUDGET

FISCAL YEAR 2023-2024

Budget in Brief

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Director's Message

DATE: May 5, 2023
TO: Orange County Library District Governing Board, Board of Trustees, and Residents
FROM: Steven Powell, Library Director & Chief Executive Officer
SUBJECT: Budget for the Fiscal Year Ending September 30, 2024

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

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

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

Mission

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

Vision

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

Values

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

Empower and foster creativity and collaboration.

Deliver outstanding service to external and internal customers.

Demonstrate respect, integrity, and excellence.

A Year of Transition

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

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

System Initiatives

100 Years of Library Service

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

Breaking Down Barriers to Service

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

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

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

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

Diversity, Equity, Inclusion, and Accessibility

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

Branch Expansion

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

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

Wi-Fi Hotspots

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

Excel Adult High School

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

Outreach and Community Engagement

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

In Closing

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

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

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

Respectfully submitted,

Steven Powell
Library Director/CEO

Crockett Bohannon, President
Library Board of Trustees

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

Budget Summary

Orange County Library District's fiscal year 2023-2024 (FY2023-2024) budget of \$99,347,000 was developed utilizing the following considerations:

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

Operating Fund Revenues

The Library is primarily funded through property tax revenues. For FY2023-2024, based on the increase in the number of properties and current property values, the Library's millage of .3748 will generate \$67,500,000 in tax revenues. This is an increase of 10.9%, or \$6,650,000, more than FY2022-2023.

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

Operating Fund Expenditures

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

Operating Fund Reserves

The Operating Fund Budget for FY2023-2024 reflects a 14.6% increase compared to the current year's budget. While the majority of this increase is due to additional tax revenues, the other contributing factor is related to increases in reserves.

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

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

Certificate of Achievement in Financial Reporting Award



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

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

Orange County Library District Governing Board



**City of Orlando HR Director
Ana Palenzuela**



**Orange County Mayor Jerry
Demings**



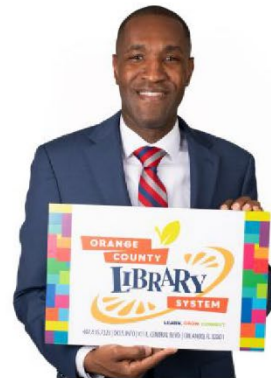
**Orange County Commissioner
Emily Bonilla**



**Orange County Commissioner
Maribel Gomez Cordero**



**Orange County Commissioner
Christine Moore**



**Orange County Commissioner
Michael Scott**



**Orange County Commissioner
Mayra Uribe**



**Orange County Commissioner
Nicole Wilson**

Orange County Library District Board of Trustees

Crockett Bohannon,
President
County Appointee



Nicole Benjamin,
Vice President
City Appointee



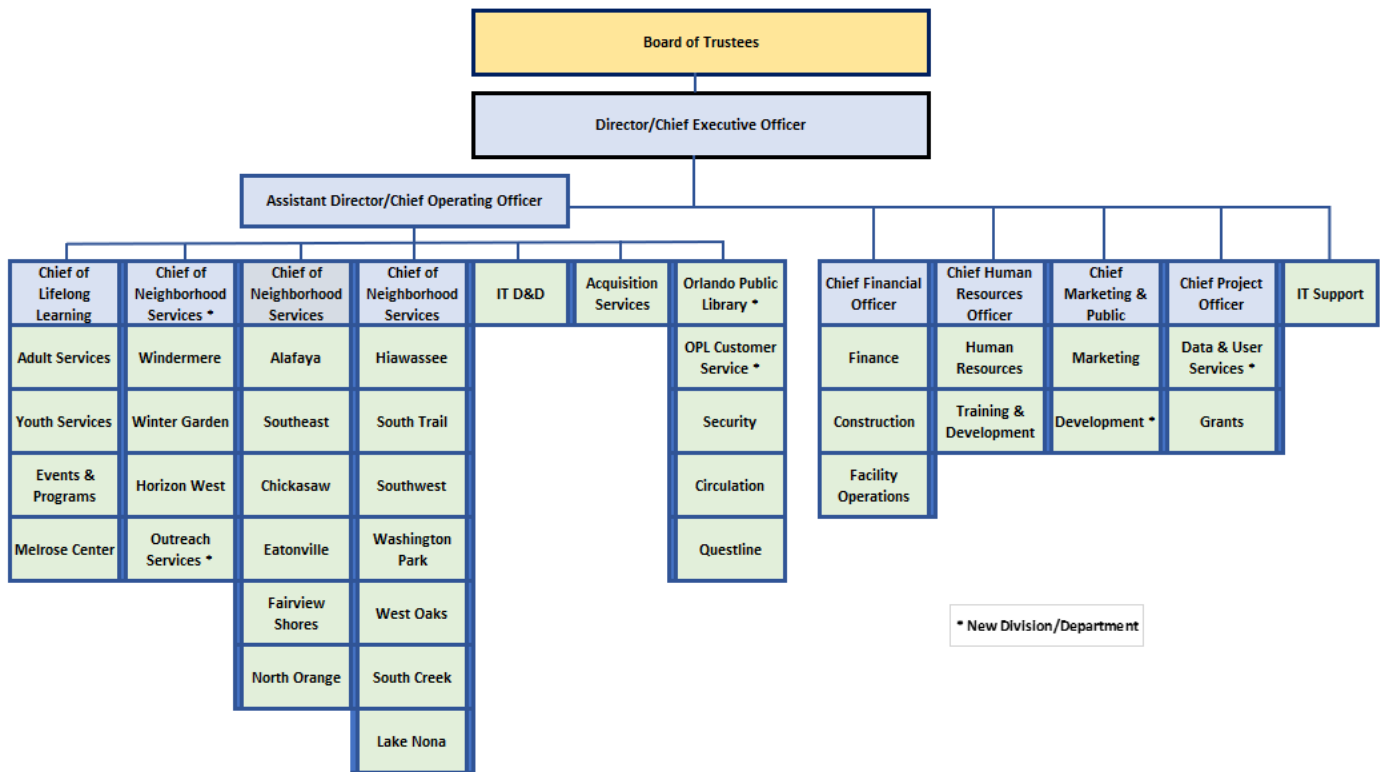
Sharon Smoley
Trustee
County Appointee



Lizannette Tam
Trustee
County Appointee



Orange County Library District Organizational Chart



Accomplishments



100 Year Celebration

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

Florida Library Association Award

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

Horizon West Community Meeting

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

Women in the Arts

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

National Library Week

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

Latino Leadership

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

Local Wanderer

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

Although the grant has run out, the Library intends to continue to fund this popular program.

Prime Time

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

Melrose Center

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

Zora Neale Hurston: The Storyteller and Her Town

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

Community Legal Services

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

Orlando Book Festival

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

Real Florida Reader

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

Orlando Business Journal's 2022 Healthiest Employers

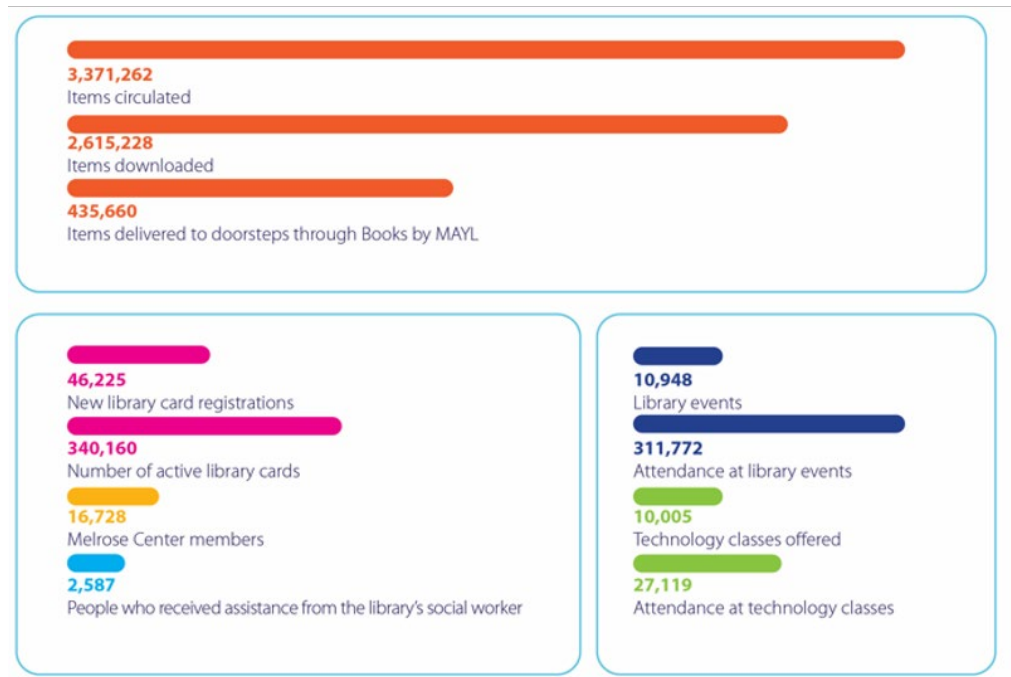
American Heart Association 2022 Workplace Health Achievement – Gold Recognition

Best Workplaces for Commuters 2022

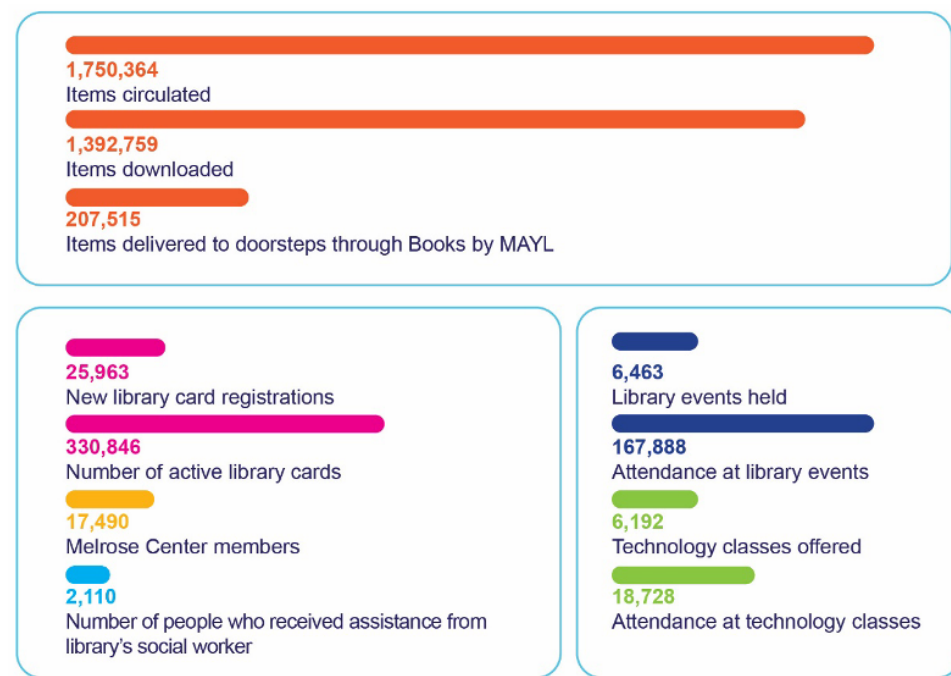
Orlando Sentinel Top Workplaces 2022

Statistics

FY 2021-2022



FY 2022-2023 (October 2022 through March 2023)



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

Active Cards

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

Wi-Fi Hotspots

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

Social Workers

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

Biz Kids Club

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

Language Learning

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

Citizenship Inspired

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

Kindergarten Readiness

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

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

Summer Reading Program

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

OCPS Summer Lunch Program

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

Genealogy

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

Passport Services

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

African American Read-In

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

Library Pop Ups

To remain engaged with the Horizon West community while it waits for a library branch to be constructed, we hosted numerous Library Pop Up events in partnership with the Waterleigh Community Center, reaching more than 3,600 residents of the Horizon West area.

Large Donations and Grants Received

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

FY2021-2022: \$50,000

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

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

FY2022-2023: \$100,000

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

FY2021-2022: \$79,000 *rounded

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

FY2021-2022: \$213,201

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

FY2021-2022: \$5,000

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

FY2022-2023: \$49,929

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

FY2021-2022: \$5,000

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

FY2021-2022: \$800

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

FY2021-2022: \$10,250

FY2022-2023: \$17,500

Florida Humanities: Orlando Book Festival Funding

FY2022-2023: \$10,000

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

FY2021-2022: \$25,000

FY2022-2023: \$25,000

Florida Municipal Insurance Trust: Safety Grant

FY2022-2023: \$3,112

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

FY2021-2022: \$49,983

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

FY2021-2022: \$125,541

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

FY2021-2022: \$9,500

FY2022-2023: \$5,000

National Endowment for the Arts Big Read Grant

FY2021-2022: \$20,000

FY2022-2023: \$21,500

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

FY2021-2022: \$60,797

FY2022-2023: \$59,928

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

FY2022-2023: \$8,000

Public Library Association for Digital Literacy Workshop Training

FY2022-2023: \$7,000

Operating Fund Revenues - PROPOSED

	<u>FY2022-2023</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-2024</u> <u>Budget</u>
AD VALOREM TAXES	\$60,850,000	\$6,650,000	10.9%	\$67,500,000
INTERGOVERNMENTAL				
State and Federal Grants	\$635,000	\$40,000	6.3%	\$675,000
State Aid	150,000	50,000	33.3%	200,000
County Grants	-	-	0.0%	-
Total Intergovernmental	\$785,000	\$90,000	11.5%	\$875,000
CHARGES FOR SERVICES				
Fee Cards	\$20,000	\$55,000	275.0%	\$75,000
PC Pass	1,500	(500)	-33.3%	1,000
PC Express	2,000	(1,500)	-75.0%	500
Classes	3,000	(2,000)	-66.7%	1,000
Copy & Prints	150,000	(75,000)	-50.0%	75,000
Meeting Rooms	30,000	0	0.0%	30,000
Faxes	35,000	(25,000)	-71.4%	10,000
Scans	11,400	(11,400)	-100.0%	-
Ear Buds/Jump Drives	1,600	(100)	-6.3%	1,500
Bag Sales	1,500	(500)	-33.3%	1,000
Passport Facility & Photo Fees	12,000	0	0.0%	12,000
Library Card Replacement	7,000	(7,000)	-100.0%	-
Other	500	13,000	2600.0%	13,500
Total Charges For Services	\$275,500	(\$55,000)	-20.0%	\$220,500
LOST MATERIALS	\$320,000	(\$295,000)	-92.2%	\$25,000
MISCELLANEOUS				
Investment Earnings	\$125,000	\$25,000	20.0%	\$150,000
Sales of Surplus Property	5,000	(3,000)	-60.0%	2,000
Contributions - Friends of Library	35,000	50,000	142.9%	85,000
Contributions - Others	14,000	36,000	257.1%	50,000
Miscellaneous	50,000	25,000	50.0%	75,000
Internet Rebate	75,000	0	0.0%	75,000
Grants & Awards	25,000	(5,000)	-20.0%	20,000
Total Miscellaneous	\$329,000	\$128,000	38.9%	\$457,000
TRANSFER FM PROP APPRAISER	\$25,000	\$7,000	28.0%	\$32,000
TRANSFER FM TAX COLLECTOR	470,000	70,500	15.0%	540,500
Total Transfers	\$495,000	\$77,500	15.7%	\$572,500
Reserves/Fund Balance	\$23,622,000	\$6,075,000	25.7%	\$29,697,000
TOTAL REVENUES	\$86,676,500	\$12,670,500	14.6%	\$99,347,000

Operating Fund Revenue Highlights

Ad Valorem Taxes (\$67,500,000)

Based on the information provided by the Property Appraiser's Office, property values are up 10.9%. With this increase and no change in the millage rate of .3748, **gross tax revenues are \$71,020,984**. However, per state budgeting regulations the Library must reduce the ad valorem taxes by 5% or \$3,520,984 (rounded).

After the required 5% deduction, ad valorem tax revenues are \$67,500,000.

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

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

Charges For Services (\$220,500)

The \$55,000 decrease is based on an average of the last five fiscal years. Also, charges for PC Pass, PC Express, printing, copying, scanning, faxing, and Library Card Replacement charges have been reduced or eliminated through policy updates.

Lost Materials (\$25,000)

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

Investment Earnings (\$150,000)

Rates continue to be volatile and that is reflected in the lower investment earnings over the last several years. The budget for this account was increased by \$25,000 from the FY2022-23 budget based on current interest earnings.

Internet Rebate (\$75,000)

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

Reserves (\$29,697,000)

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

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

Operating Fund Expenditures – PROPOSED

	<u>FY2022-2023</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-24</u> <u>Budget</u>
SALARIES & BENEFITS				
Salaries	\$21,866,000	\$4,084,000	18.7%	\$25,950,000
Medicare Taxes	310,000	90,000	29.0%	400,000
Defined Contribution Pension Plan	1,600,000	375,000	23.4%	1,975,000
Defined Benefit Pension Plan	1,750,000	175,000	10.0%	1,925,000
Money Purchase Pension Plan	1,250,000	425,000	34.0%	1,675,000
Life & Health Insurance (Employees)	3,775,000	575,000	15.2%	4,350,000
Retiree Health Care (OPEB)	500,000	175,000	35.0%	675,000
Worker's Compensation	100,000	30,000	30.0%	130,000
Unemployment Compensation	40,000	10,000	25.0%	50,000
Parking & Bus Passes	<u>225,000</u>	<u>50,000</u>	<u>22.2%</u>	<u>275,000</u>
Total Salaries & Benefits	\$31,416,000	\$5,989,000	19.1%	\$37,405,000
OPERATING				
Professional Services	\$280,000	\$170,000	60.7%	\$450,000
Other Contractual Services	2,005,000	445,000	22.2%	2,450,000
Other Contract. Serv.- Janitorial	400,500	59,500	14.9%	460,000
Training & Travel	90,000	10,000	11.1%	100,000
Telecommunication	255,000	215,000	84.3%	470,000
Delivery & Postage	1,347,000	153,000	11.4%	1,500,000
Utilities	960,000	90,000	9.4%	1,050,000
Rentals & Leases	1,295,000	250,000	19.3%	1,545,000
Insurance	600,000	150,000	25.0%	750,000
Repair & Maintenance	1,587,000	163,000	10.3%	1,750,000
Repair & Maint. - Hardware/Software	1,522,000	58,000	3.8%	1,580,000
Copies/Prints	341,000	29,000	8.5%	370,000
Promotional Activities	425,000	50,000	11.8%	475,000
Property Appraiser's Fee	547,000	153,000	28.0%	700,000
Tax Collector's Fee	1,215,000	160,000	13.2%	1,375,000
Supplies	900,000	311,500	34.6%	1,211,500
Supplies-Hardware/Software	600,000	20,000	3.3%	620,000
Memberships	<u>15,000</u>	<u>2,500</u>	<u>16.7%</u>	<u>17,500</u>
Total Operating	\$14,384,500	\$2,489,500	17.3%	\$16,874,000

Operating Fund Expenditures - PROPOSED

CAPITAL OUTLAY

Building & Improvements	\$2,350,000	\$900,000	38.3%	\$3,250,000
Equipment & Furniture	350,000	482,000	137.7%	832,000
Hardware/Software	<u>1,225,000</u>	<u>50,000</u>	<u>4.1%</u>	<u>1,275,000</u>
Total Capital Outlay	\$3,925,000	\$1,432,000	36.5%	\$5,357,000

LIBRARY MATERIALS

Materials - Rest. Contributions	\$14,000	\$0	0.0%	\$14,000
Materials - Other	<u>4,600,000</u>	<u>400,000</u>	<u>8.7%</u>	<u>5,000,000</u>
Total Materials	\$4,614,000	\$400,000	8.7%	\$5,014,000

TRANSFER TO CAPITAL PROJECTS	\$4,000,000	\$500,000	12.5%	\$4,500,000
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TRANSFER TO SINKING FUND	<u>500,000</u>	<u>0</u>	<u>0.0%</u>	<u>500,000</u>
Total Transfers	\$4,500,000	\$500,000	11.1%	\$5,000,000

Sub-Total Expenditures	\$58,839,500	\$10,810,500	18.4%	\$69,650,000
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Reserves	\$27,837,000	\$1,860,000	6.7%	\$29,697,000
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Total Expenditures	<u>\$86,676,500</u>	<u>\$12,670,500</u>	<u>14.6%</u>	<u>\$99,347,000</u>
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Operating Fund Expenditure Highlights

Salaries & Benefits (\$25,950,000)

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

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

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

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

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

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

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

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

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

Money Purchase Pension Plan (\$1,675,500)

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

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

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

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

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

Retiree Health Care (\$675,000)

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

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

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

Parking and Bus Passes (\$275,000)

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

Overall, salaries and benefits for FY2023-2024 are up \$5,989,000 or 19.1%.

Operating (\$16,874,000)

Professional Services (\$450,000)

Examples of services charged to this account include the following:

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

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

Other Contractual Services (\$2,450,000)

Services charged to this account include the following:

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

The \$445,000 increase in the budget is primarily due to off-duty officer charges, the addition of security guards, banking fees, funding the 100 year anniversary author event, and overall inflationary pressure.

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

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

The \$59,500 increase in the budget for this account is primarily due to contractual cost increases due to the increase in minimum wage effective October 1, 2022.

Training and Travel (\$100,000)

Charges to this account include:

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

The \$10,000 increase is related to additional training and staff development offerings to staff.

Telecommunication (\$470,000)

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

The \$215,000 increase is due to contractual obligations regarding the Wi-Fi hot-spot lending program.

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

The following are charged to this account:

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

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

Utilities (\$1,050,000)

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

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

Rentals and Leases (\$1,545,000)

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

The \$250,000 increase is primarily due to contractual increases.

Insurance (\$750,000)

Insurance coverage charged to this account includes the following:

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

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

Repairs and Maintenance (\$1,750,000)

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

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

The cost to maintain our facilities and equipment is partly a function of our size. Additionally, our facilities and equipment are well maintained and our goal is to keep them in that condition. The \$163,000 increase in the budget for this account is due to overall cost increases.

Repairs and Maintenance – Hardware/Software (\$1,580,000)

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

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

The Library pays maintenance and service contracts for over 50 software applications. The budget for this account increased by \$58,000.

Copying/Printing (\$370,000)

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

The \$29,000 increase is due to the inflationary pressure on paper and printing supplies.

Promotional Activities (\$475,500)

The costs in this account include television, social media, print, and radio advertisements. The \$50,000 increase is related to increased costs for services.

Property Appraiser's Fee (\$700,000)

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

The Property Appraiser's office could not give us the amount of the charge for the next fiscal year, so the Library has estimated a \$153,000 increase over last year.

Tax Collector's Fee (\$1,375,000)

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

Due to the increase in property tax revenues, the budget for this account is increasing by \$160,000.

Supplies (\$1,211,500)

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

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

Of the \$311,500 increase, \$25,000 is related to the Library's 100 year anniversary promotional campaign; \$50,000 to establish a The Library of Things collection; \$60,000 to support the Local Wanderer Program and the balance of the increase is due mainly to increased costs for janitorial supplies, program supplies, and paper.

Supplies – Hardware/Software (\$620,000)

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

- | | |
|----------------------------------------------------|-----------|
| • Replace out-of-warranty PCs | \$350,000 |
| • Replace printers, barcode scanners, and monitors | \$100,000 |
| • Purchase tablets, software, and other supplies | \$95,000 |
| • Other | \$75,000 |

The funding for this account increased by \$20,000 over FY 022-2023. The increase is due to the increased cost of computers.

Overall, operating expenditures for FY2023-2024 are up \$2,489,500 or 17.3%.

Capital Outlay (\$5,357,000)

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

The proposed budget includes the following:

- | | |
|-----------------------------------------------|-------------|
| • Materials for Main Library Roof Replacement | \$1,250,000 |
| • Upgrade HVAC Controls at Main | \$700,000 |
| • Refresh Palm, Magnolia, and Cypress Rooms | \$500,000 |
| • HVAC Replacement at Southwest | \$375,000 |
| • Main Outdoor Lighting Upgrade | \$200,000 |
| • Other | \$225,000 |

Equipment and Furniture (\$832,000)

The following are included in the budget for this account:

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

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

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

- | | |
|---------------------------------------------|-----------|
| • Computer Replacement | \$375,000 |
| • Servers/cloud storage & Network | \$175,000 |
| • Web Site Enhancements | \$150,000 |
| • Laptops | \$125,000 |
| • Digital content enhancement | \$100,000 |
| • Melrose Center iMac and Windows computers | \$100,000 |
| • Early Technology AWE Stations | \$75,000 |
| • Summer At Your Library Technology | \$50,000 |
| • Video equipment | \$25,000 |
| • Other projects | \$100,000 |

Overall, capital outlay expenditures for FY2023-2024 are up \$1,432,000 or 36.5%

Library Materials – Other (\$5,014,000)

The budget for this account covers the purchase of all electronic and physical materials. The \$400,000 increase is due to the increased use and cost of digital materials.

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

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

Transfer to Sinking Fund (\$500,000)

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

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

The target value for this Fund is 4% of the Library's property plant and equipment value, plus the \$1 Million required by Horizon West Branch Land Lease requirement

Reserves (\$29,697,000)

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

The General Fund budget for FY2023-2024 reflects an \$12,670,500, or 14.6%, increase.

Other Funds - PROPOSED

Capital Projects Fund - PROPOSED

	<u>FY2022-2023</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-2024</u> <u>Budget</u>
REVENUES				
Investment Earnings	\$58,000	\$17,000	29.3%	\$75,000
Transfer From Operating	4,000,000	500,000	12.5%	4,500,000
Reserves/Fund Balance	<u>27,170,000</u>	<u>8,080,237</u>	<u>29.7%</u>	<u>35,250,237</u>
Total Revenues	<u>\$31,228,000</u>	<u>\$8,597,237</u>	<u>27.5%</u>	<u>\$39,825,237</u>
EXPENDITURES				
New Branch Design / Build	\$6,145,000	\$6,355,000	103.4%	\$12,500,000
New Branch FFE	0	1,000,000	0.0%	1,000,000
New Branch Materials	0	1,000,000	0.0%	1,000,000
Reserves	<u>25,083,000</u>	<u>242,237</u>	<u>1.0%</u>	<u>25,325,237</u>
Total Expenditures	<u>\$31,228,000</u>	<u>\$8,597,237</u>	<u>27.5%</u>	<u>\$39,825,237</u>

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

For this year's budget, \$4,500,000 is included as a Transfer to the Capital Projects Fund, which is \$500,000 more than the FY 2022-2023 budget.

Sinking Fund - PROPOSED

	<u>FY2022-2023</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-2024</u> <u>Budget</u>
REVENUES				
Investment Earnings	\$10,000	\$15,000	150.0%	\$25,000
Transfer From Operating	500,000	0	0.0%	500,000
Reserves/Fund Balance	<u>3,520,000</u>	<u>1,086,732</u>	<u>30.9%</u>	<u>4,606,732</u>
Total Revenues	<u>\$4,030,000</u>	<u>\$1,101,732</u>	<u>27.3%</u>	<u>\$5,131,732</u>
EXPENDITURES				
Reserves - Building & Improvements	\$2,530,000	\$851,732	33.7%	\$3,381,732
Reserves - Horizon West Contract	\$1,000,000	0	0.0%	1,000,000
Reserves - Horizon West Demo	\$0	250,000	0.0%	250,000
Reserves - Technology	<u>500,000</u>	<u>0</u>	<u>0.0%</u>	<u>500,000</u>
Total Expenditures	<u>\$4,030,000</u>	<u>\$1,101,732</u>	<u>27.3%</u>	<u>\$5,131,732</u>

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

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

The Library's target value for this Fund is 4% of the Library's property plant and equipment value, plus the \$1 Million required by Horizon West Branch Land Lease. Included in the FY2023-2024 budget is \$500,000, which is the same amount we budgeted in last year's budget.

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

Permanent Fund - PROPOSED

	<u>FY2022-2023</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>% Change</u>	<u>FY2023-2024</u> <u>Budget</u>
REVENUES				
Investment Earnings	\$20,000	\$0	0.0%	\$20,000
Reserves/Fund				
Balance	<u>1,448,000</u>	<u>(372,474)</u>	<u>-25.7%</u>	<u>1,075,526</u>
Total Revenues	<u>\$1,468,000</u>	<u>(\$372,474)</u>	<u>-25.4%</u>	<u>\$1,095,526</u>
EXPENDITURES				
Equipment	\$125,000	(\$50,000)	-40.0%	\$75,000
Reserves	<u>1,343,000</u>	<u>(322,474)</u>	<u>-24.0%</u>	<u>1,020,526</u>
Total Expenditures	<u>\$1,468,000</u>	<u>(\$372,474)</u>	<u>-25.4%</u>	<u>\$1,095,526</u>

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

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

Information

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

Director's Report



APRIL 2023

MARKETING SNAPSHOT

SOCIAL MEDIA HIGHLIGHTS



In April, OCLS participated in a worldwide content trend where creators filmed in the style of American filmmaker Wes Anderson. The theme was, "You better not be acting like you're in a Wes Anderson film at the Library."

The video, starring Community Outreach Coordinator Nathaly Ruiz, features many shots from around Orlando Public Library and Downtown Orlando. This video has received over 43.4K views on Instagram and has been shared 380 times.

MEDIA HIGHLIGHTS

"Orlando Book Festival Brings Author Panels And More Next Weekend"
Orlando Weekly, April 3

"Horizon West Library Details Emerge"
West Orange Times And Observer, April 5

"Learn It At The Library: Sashiko Hand Sewing! (Video)"
Spotonflorida.com, April 7

"Summer At Your Library 2023 (Video)"
Spotonflorida.com, April 11

"Music Festivals, Markets And More Earth Day Events In Orlando"
Orlando Weekly, April 11

"The Orlando Book Festival Is A Bibliophile's Dream Come True This Weekend"
Orlando Weekly, April 12

"Etc. Listings: April 14-20"
Orlando Sentinel, April 13

"Goosebumps Author R.L. Stine Giving Keynote At Orlando Book Festival"
Orlando-news.com, April 14

"Local Author Festival At Orlando Public Library"
Orlando-news.com, April 22

"Orange County Government Announces Asian American And Pacific Islander Heritage Month Events"
Orange County Government, April 25

"Celebrate Asian American And Pacific Islander Heritage Month In Orlando"
Visitorlando.com, April 25

"Storytime With Ms. Jewels: Let's Take A Trip (Video)"
Spotonflorida.com, April 27

"The Right Service At The Right Time (Video)"
Spotonflorida.com, April 29



ADVERTISING

This month, OCLS kicked off Big Read with a keynote by author Ross Gay as he read from his book, *Catalog of Unabashed Gratitude*.

The keynote and other Big Read programs were promoted widely with our advertising partners. A sponsored story and digital ads were published on ClickOrlando.com. We also drove engagement through digital ads and traffic sponsorship on JVC Broadcasting's Fly 103.1 FM, and through print ads in *Orlando Weekly*, *Community Paper*, *Southwest Bulletin* and *Bungalower*.

Through our promotional efforts, we welcomed 93 attendees at the keynote kickoff, with many more participating in the other month-long Big Read programs.

Director's Report: May 2023

During the month of April, the Library celebrated the NEA Big Read with a month-long initiative to celebrate *Catalogue of Unabashed Gratitude* by poet/author Ross Gay. Highlights included a keynote address by the author during which he read excerpts from his work, which attracted an audience of 93 customers; 44 themed events held systemwide, with 508 total attendees; and an Edible Orchard created at the Chickasaw Branch in partnership with IDEAS for Us' Edible Landscapes division. These events focused on the themes of the book, which include enrichment through literature, community and nature. NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest, also sponsored in part by the State of Florida, Department of State, Division of Arts and Culture, and the Florida Council on Arts and Culture.

During April, OCLS Social Workers aided over 300 customers at nine locations on topics such as unemployment, SNAP benefits, and mental health assistance. Since the start of the fiscal year, our social workers have helped 2,418 customers.

Allison Ryall, the Genealogy Specialist from the West Oaks Branch, was contacted by a customer she worked with as part of a Book A Pro. As part of the research, the customer discovered unclaimed land that was owned by an ancestor. With Allison's help, she was able to continue her search. She was able to locate the 140-plus descendants of the ancestor and was able to move forward with claiming the land. The customer was excited to share her progress and extremely grateful for Allison's help.

On April 11, Youth Services hosted 11 high schools from Orange County Public Schools as they competed in the final district-level Battle of the Books event, which determined which school would take home the OCPS Battle of the Books trophy. Students competed by answering trivia-style questions based on books featured in the 2022-2023 Sunshine State Teens Read booklist. The final two teams, Ocoee High School and Timber Creek High School competed on stage in Library Central with Jose T. Martinez, Chief of High Schools, serving as the emcee. In the end, Timber Creek High School was victorious in the final battle. Overall, 66 students and 11 OCPS staff, volunteers, and parents attended the event.

We celebrated employee health and well-being at our annual health fair, April 17-21 at five locations throughout the system. We offered biometric and EKG screenings, bone density scans, flexibility testing and chair massages. Our theme this year is "Health that Connects," and we had over 100 employees attend the events. Vendors from MissionSquare Retirement, United Healthcare and MetLife were on-site to answer benefit questions and offer staff support. A highlight of the week was a visit from Golden Retriever Rescue of Mid Florida: Hearts of Gold Therapy Dogs.

This year's events also initiated successful new vendor partnerships with Golden Retriever Rescue of Mid Florida: Hearts of Gold Therapy Dogs and Hands2Heal Massage. A final count of screenings completed will be available later this month.

Beginning on April 25, the Fairview Shores and Chickasaw Branch began distributing shelf-stable food boxes provided by Second Harvest Food Bank of Central Florida. Each location gave out 100 boxes during their first week of distribution. The partnership is expected to continue weekly through the duration of the grant cycle, which is at the end of July. The food distribution is partially funded by Orange County.

On Friday, April 28, the 16th Annual Southwest Author Series event was held at the Southwest Library and 85 people attended. Presented in partnership with the Dr. Phillips Rotary Club, participants had the opportunity to hear *New York Times* bestselling author Jane Green speak about the research and writing process of her newest novel, *Sister Stardust*. Following the presentation, attendees were able to meet and have their books signed by Jane Green. Two of the author's newest titles were available for purchase at the event, thanks to sponsorship by the Friends of the Orange County Library System.

Branch Outreach Specialist Arthur Ugalde met with seniors at the L. Claudia Allen Senior Center to teach them how to use the self-check machine at their local Walmart. The seniors had been experiencing a lot of angst when

trying to navigate the self-check machines at Walmart since they only have an hour dedicated to shopping and checking out. Arthur accompanied 10 senior citizens, including one 90-year-old in a walker, on their trip to Walmart on April 27. Arthur was able to help these seniors navigate the issues they were experiencing so they could complete their purchases promptly and return to their senior center.

The Chickasaw Branch has re-established a relationship with Covenant House, an organization that provides safe housing for young adults experiencing homelessness. They will be providing library cards for young people, ages 15-25, currently living at their facilities. Library staff will also be offering technology and career-oriented programs to get them excited about the possibilities we offer for lifelong learning.

Recent System-Wide Events

Melrose Center

The *Second Saturday Improv* show at the Melrose Stage on April 8th drew 83 attendees. This musical edition of our live comedy show featured the talents of Marko Torres and improv actors Mallory Ertel, Marina Russell, Brian Dashnaw and Elaine Cotignola. The meetup was part of the Library's 100 Year Celebration, in honor of the 1940s and the golden age of musical theatre.

On April 16th we launched our first *Improv Two* seven-week series. The class of 10 improvisers is primarily composed of Marko's students from our *Improv One* eight-week series.

On April 2nd, local improviser and comedian Aimee LeCours hosted *Library Laughs*, a Melrose Theater Meetup. 12 students came together to write and workshop clean, family-friendly stand-up comedy together followed by a comedy open mic at the Melrose Center to perform what they'd written.

The Melrose Stage project is entering completion with the addition of a pipe and drape system to finish the space. Video instructor Ryan Mulcahy will begin teaching Show Production classes beginning in July, including *Wireless Mic Techniques*, *Video Projection Fundamentals* and *Introduction to LED Walls*.



On April 27th, Pedro Berrios and Bre Nax hosted a meetup on *Creating a Photography Studio using your Speedlight*. They led 5 attendees through an exploration of different light modifiers, lighting techniques & affordable wireless flash connections.

Melrose offered internal sessions this month for staff who wished to have their photo taken in our newly renovated photo studio for their 100 Year commemorative badges. Pedro and Bre welcomed 68 co-workers here at Main over six sessions, with additional opportunities for professional photos available through May for any who wish to register.

On April 1st and April 15th, Fab Lab Staff hosted *Family STEM Saturday* for the technologically curious. 12 kids and caregivers experimented with tech toys and engaged in spontaneous engineering challenges over the two sessions.

Fab Lab Instructor Andrew Jeffries brought foamsmithing and comic books together as part of the 100 Year Celebration. The workshops offered cosplayers the chance to create Wonder Woman's signature tiara and bracers from the 40's era comics, and collectors the chance to craft Captain America's shield.

Season 4 of *Melrose in the Mix* [continued](#) on WUCF-TV April 18th, with an episode featuring singer songwriter Jessica Delacruz whose music consists of various styles including R&B, Soul, Rock, and Pop. The session, which took place in November, was filmed by Ryan Mulcahy, Gabriel Soltren and Anthony Torres, with Ryan editing the episode for broadcast as well as providing the show's projection mapping lighting effects. The session was engineered by Michael Belancourt and Drigo Garcia-Salas.

Season 4 of the *Reel to Real Podcast* continued with Episode 20, posted [across multiple platforms](#) on April 24th. Recorded in February, the episode features guests Ed Krout, Aaron Gandia and Matt Kamm from Phat Planet Studios, a fixture in the Orlando music community that's been recording artists for nearly 30 years. As always, Bruce Hensal hosted the show, with Drigo Garcia-Salas joining as co-host. Michael Belancourt engineered the session and Anthony Torres handled the video production.

The fourth episode of this season's *Reel to Real* was recorded on April 26th, with Ryan Mulcahy joining Bruce as co-host. Our focus for this episode is on live stage production, with guests Mark Mason, Sean Shannon and Derren Carter. Mason is the owner of Metrosound Productions, providing sound reinforcement to corporate events, festivals and parties. Shannon is the Head Audio Engineer for the Dr Phillips Center For The Performing Arts in Orlando Florida as well as a mixing engineer with 30 years experience. Derren Carter is the live sound engineer at The Conduit, a local concert venue that's been active since the 90's. The episode, engineered by Drigo Garcia-Salas and filmed by Anthony, will premiere in June.

Audio Instructor Drigo Garcia-Salas presented at the NEFLIN Technology Conference in Jacksonville on April 21st. His session, *Filling a Void with Music Creation Technology* explored how music creation technology can enhance student learning by promoting creativity, improving understanding of music theory, encouraging collaboration, and enhancing communication skills.

On April 22nd, the Florida MechKeys returned to the Melrose Center 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 April schedule was again filled with in-person and online classes, orientations and assessments. A breakdown:

Orientations and Assessments

73 Orientations: 146 Attendees

- Audio 5-14 (online 2-8)
- Photo 6-13
- Video 9-20
- 3D Printer 4-7
- Orion Laser Cutter 4-2
- Silhouette Cameo 2-4
- Glowforge Laser Printer 4-6
- General Orientation 4-21
- VR Learning Station Orientation/Assessment 6-6
- Flight Orientation/Assessment 14-26

- Driving Orientation/Assessment 13-19

35 Assessments: 22 Attendees

- Audio 14-9
- Photo 4-5
- Video 10-1
- 3D Printer 3-3
- Orion Laser Cutter 2-2
- Glowforge Laser Printer 2-2

In-Person Classes

138 Classes: 287 Attendees

- Audio 33-74
- Photo 37-55
- Video 33-48
- Fab Lab 14-26
- Performing Arts 13-55
- Game Design 8-29

Online Classes

58 Classes: 138 Attendees

- Audio 4-11
- Photo 3-9
- Video 13-9
- Fab Lab 1-0
- Game Design 7-33
- Graphic Design 30-76

Throughout April, Juan Rivera had 50 customers visit during 18 days of *Game Development Open Lab*. These sessions allow customers a chance to ask questions and explore the Simulators, VR Learning Stations and Game Design classes and resources.

There were 12 *Makerspace Open Labs* in March with 77 customers visiting the Fab Lab. These sessions allow credentialed Members to use the 3D printers, Orion Laser Cutter, Glowforge Laser Printer and Silhouette Cameo machines to complete projects, and provide newcomers the chance to ask Fab Lab Instructors questions about the resources and related classes.

Studios, Spaces, Simulators

45 Bookings out of 61 Available Studio Sessions: 75 Attendees

- Audio – 15 of 20 booked, 24 attendees
 - *Of the 5 not booked: 4 were a no show or late cancellations*
- Photo – 20 of 24 booked, 39 attendees
 - *Of the 4 not booked: 1 was a late cancellation*
- Video – 10 of 17 booked, 12 attendees
 - *Of the 7 not booked: all were late cancellations or no shows*

Other Bookings:

- Sound Booths – 114

- Editing Bays – 71
- LED Wall - 2
- Driving Simulator – 32
- Flight Simulator – 20
- VR Learning Station - 9
- Glowforge Laser Printer – 3
- 3D Printer – 4
- Orion Laser Engraver – 4
- Rehearsal Space – 10
- Game Development Workstation – 3

We welcomed 152 new Members during April via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 21, we gained 173 new Members for the month.

Membership for Melrose Meetup groups increased overall during April:

- Orlando Audio – 1,251 (+7)
- Orlando Digital Media Design – 1,753 (+8)
- Orlando Melrose Makers – 168 (+2)
- Orlando Out Tonight Theatre – 2,785 (+35)
- Orlando Photo+Design – 3,772 (+17)
- Orlando Video & Post Production – 2,645 (-1)

Alafaya

- On 1 April, Alafaya staff presented “LEGO One Scoop” challenging children to create greatness with a single scoop of bricks. There were 21 attendees.
- On 3, 17, and 24 April, Alafaya hosted “Sesame Street Storytime,” a virtual storytime and craft celebrating our favorite friends. There was a total of 116 attendees.
- On 4 April, Alafaya hosted “Alphabet Adventures” where preschoolers discovered the alphabet with exciting stories and activities. There were 52 attendees.
- On 11 April, Alafaya staff presented “Paw Patrol Storytime” where preschoolers saved the day through stories, games, and crafts. There were 70 attendees.
- On 18 April, Alafaya hosted “Florida Friendly Landscaping Workshop to Conserve Water” providing adults with easy solutions for a beautiful landscape. There were 28 attendees.
- On 19 April, Alafaya staff attended the “Community Event: Lawton Chiles Family Book Fair” to promote library cards and resources. There were 67 attendees.
- On 19 April, Alafaya staff conducted the “Outreach Event: UCF Creative School for Children” engaging preschoolers with stories and a butterfly craft. There were 48 attendees.
- On 28 April, Alafaya hosted “Car Seat Safety” where certified technicians from Safe Kids Orange County reviewed the installation of customers’ car seats. There were 28 participants.
- In April, Alafaya presented three virtual sessions of “Pajama Party” engaging preschoolers and their families with books, songs, games, and a craft. There were 100 attendees.
- During April, Alafaya staff presented “English from Zero” and “English Conversation Hour” both in-person and virtually, fostering the English language skills of 532 customers.

Chickasaw

- On 6 April, Chickasaw staff attended the “Cypress Springs Elementary Literacy Night” to promote library service and card registration. There were 63 attendees.
- On 7 April, Chickasaw hosted “Composting 101 with O-Town Compost” for 20 attendees.
- On 8 April, Chickasaw hosted “Peter Rabbit’s Egg Hunt” for 105 attendees.
- On 19 April, Chickasaw hosted, “Help the Earth.” A total of 39 attendees listened to stories and enjoyed a craft.

- On 21 April, Chickasaw hosted the “Orchard Groundbreaking Ceremony.” Nine cherry trees, two peach trees, and one plum tree were planted. A total of 12 people attended the event.
- On 22 April, Chickasaw hosted “Earth Day, Hooray!” for 22 attendees who enjoyed storytime, sing-along-songs, and interactive games.
- On 25 April, Chickasaw began the “Second Harvest Food Distribution” for families and children. A total of 100 boxes of non-perishable foods were distributed to customers.
- Throughout April, Chickasaw hosted “English from Zero,” “English Conversation Hour,” and “Practice Makes Perfect.” There was a total of 273 participants over the course of 26 classes.
- Throughout April, the Chickasaw Branch offered the following passive-themed craft: “Lady Bug,” “Baby Chick Cards,” “Earth Day,” and “Big Read Paper Mushrooms.” A total of 360 crafts were distributed for families to take home.

Eatonville

- On 4, 11, 18, and 25 April, Eatonville hosted “Yoga with PLAYologist Yolonda” for an average of 28 preschoolers per visit.
- On 6, 13, 20, and 27 April, Eatonville presented “Zero to Five Storytime” to an average of 36 early learners per session.
- On 19 April, Eatonville celebrated “Earth Day Birthday” by honoring our planet with stories, games and activities for 26 VPK students.
- On 19 April, Eatonville hosted a “Party for the Planet” with Audubon Center for Birds of Prey where 22 library users learned about birds, played a fun bird game, and met a real live bird of prey.
- On 22 April, Eatonville facilitated its “Weekend Wellness Workshop,” where 22 adults joined life coach and image consultant Shaunda Thompson to learn how to give yourself permission to say “no” and set boundaries without feeling guilty.
- On 29 April, Eatonville hosted “You Give Me Wings: Art Reception,” where 43 guests joined Collab Studios as they discussed their group exhibition – an ode to femininity, strength, and resilience.
- During April, 40 early learner “Passive Kits” were given to families in celebration of Earth Day.

Fairview Shores

- On 5 and 19 April, 54 Rosemont Community seniors attended outreach activities and participated in a painting program to decorate wooden displays and play the 60’s Motown Music Quiz Game.
- On 8 and 22 April, 48 people attended “Paint Party!” Kids, teens, and adults joined us for Splat Earth, Make a Keychain, and Rock Painting.
- On 11 April, 16 people participated in the hybrid virtual/in-person “Central Florida Book Club” discussion of the NEA Big Read title *Catalog of Unabashed Gratitude* by Ross Gay.
- On 20 April, 36 people attended “Tie-Dye Madness.” Parents engaged with children to tie-dye 10x10 fabric squares and make unique works of art.
- Throughout April, 187 people attended “Spanish for Beginners” classes and pop-up activities and learned colors, songs, adjectives, and animal names. In the pop-up events, attendees made mask faces and necklaces with beads and learned parts of the body in Spanish and sang Spanish songs.
- Throughout April, 43 people attended “Caregiver Connect.” This allowed the children to socialize as well as work on different motor skills while caregivers were also given a chance to socialize and connect with fellow caregivers.
- Throughout April, 32 customers participated in “Family Game Time” on Saturdays and enjoyed family bonding through board games as a great way to disconnect from technology.
- Throughout April, 27 children attended “Brain Games” on Mondays to engage in science projects used to teach scientific processes and concepts.
- In April, Fairview Shores distributed 100 boxes of shelf-stable food provided by Second Harvest Food Bank to help meet the needs of children and families.

Hiawassee

- On 6, 13, 20, and 27 April, Hiawassee staff conducted four “Citizenship Inspired” classes with 27 adults in attendance.
- On 15 April, Hiawassee held a “Teen Volunteer Event” with 11 teens attending.
- On 21 April, Hiawassee conducted a “Flowerpot Jar-cuterie” event for 13 attendees.
- On 29 April, Hiawassee participated in the annual Pine Hills Wayne Densch “YMCA Health Fair” event reaching 27 participants.
- In April, Hiawassee hosted eight “English from Zero” and “English Conversation Hour” classes serving a total of 210 participants, with an average attendance of 26 students per class.
- Throughout April, Hiawassee hosted four “Zero to Five Storytimes” every Monday, and five “Family Storytimes” every Friday. Storytellers and staff encouraged early literacy skills for 57 children and adult caregivers.
- During April, Hiawassee staff conducted 25 off-site “Storytime” programs at seven local childcare centers and the Boys & Girls Club, serving 502 children and 51 adults.
- During April, Hiawassee staff conducted 39 technology classes serving 146 customers.
- Throughout April, Hiawassee staff created 8 various themed “Take & Make” art activity kits serving 275 youth. Themes included: Celebrate Earth Day, Girl Scout Pledge Flower, Big Read Paper Mushrooms, Sun Mobile, Blackout Poetry, and Springtime butterflies.
- In April, Hiawassee offered two “100 Years Celebration” programs for families: “DIY Orange Co. Bath Bombs” and “100 Years of Picture Books” serving 14 participants.

Main

- On 2 April, 93 customers were delighted by author Ross Gay, who read excerpts from his book “Catalogue of Unabashed Gratitude” during “NEA Big Read Keynote with Author Ross Gay” at the Orlando Public Library.
- On 3 April, a Youth Services storyteller visited Leu Gardens and presented the full storytime lineup to attendees, including “Tiny Tales,” “Toddler Time,” and “Storybook Fun.” In total, 306 members of the public attended across the three storytime sessions.
- On 7 April, Youth Services presented a virtual field to Laureate Park Elementary School with 237 children and educators in attendance.
- On 11 April, Youth Services hosted 11 high schools from Orange County Public Schools as they competed in the final district-level “Battle of the Books” to determine which school would take home the trophy. The students competed by answering trivia style questions based on books featured on the 2022-23 Sunshine State “Teens Read” booklist. The final two teams, Ocoee High School and Timber Creek High School, competed on stage in Library Central with Jose T. Martinez, Chief of High Schools, serving as the emcee. In the end, Timber Creek High School was victorious in the final battle. Overall, 66 students and 11 OCPS staff, volunteers, and parents attended the event.
- On 15 April, The Orlando Public Library held its annual Orlando Book Festival, where 704 total attendees enjoyed a day of panels, writing workshops, book signings, and keynote speaker R.L. Stine.
- On 19 April, Youth Services partnered with “Mayor Buddy’s Book Club” to host a virtual book club kicking off their book “Measuring Up” by Lily LaMotte. There were 33 youth attendees and 7 educators.
- On 20 April, Reference Librarian Jane Tracy gave a presentation on the history of the library and a review of its services to a group of 40 seniors at the Delaney St. Baptist Church.
- On 23 April, eight authors from across Florida engaged with 51 attendees and offered book signings during the “Local Author Festival” at the Orlando Public Library.
- On 29 April, a total of 33 customers attended the “Let’s Play Pokémon Meetup” hosted by TEC.
- On 29 April, 198 attendees watched the Central Florida Ballet perform scenes from their “Alice in Wonderland” presentation at the Orlando Public Library.
- On 30 April, musical duo Rory Stuart and Glenn Wilson performed interactive jazz compositions for 44 attendees at the Orlando Public Library.

- During April, the Youth Services Storyteller Coordinator attended 34 “Offsite Storytime” events at local elementary schools, community centers, and head starts. Approximately 1,000 students and educators attended across all of the events.
- During April, a total of 435 customers enhanced their Fiber Arts skills with sewing, knitting, and crocheting by taking TEC in-person and online classes.
- During April, a total of 156 Lake Eola Charter School students attended an afterschool club or tech explorations in partnership with TEC.
- During April, Reference Librarian Jane Tracy participated in two virtual “One Million Cups” entrepreneurial events and shared library business resources with 68 attendees.
- During April, OCLS Social Workers aided over 300 customers at 9 locations on topics such as unemployment, SNAP benefits, and mental health assistance.

North Orange

- On 1 April, North Orange welcomed 85 people to its annual “Nintendo Party,” a celebration of all things Mario and other popular games.
- On 7 April, North Orange hosted “Little Artist” for 24 attendees.
- On 8 April, North Orange hosted the 3rd annual “Eggs-treme Egg Hunt” for 126 attendees.
- On 15 April, North Orange teamed up with the Apopka Sherriff’s Department and the local McDonalds to present “Cookies & Milk with a Cop.” A total of 15 attendees listened to stories, asked questions, and enjoyed a craft.
- On 16 and 27 April, North Orange hosted “Paint Party” for 25 adults who enjoyed the guided step-by-step instruction.
- On 20 April, North Orange welcomed 22 attendees to “Homeschool Explorers.”
- On 24 April, North Orange began the “Let’s Crochet” series with a new group of teens at HOPE Community Center.
- Throughout April, the North Orange Branch offered 21 virtual and in-person ESL and Spanish classes, including two English for Families sessions to a total of 412 attendees.

South Creek

- On 3, 10, 17, and 24 April, South Creek hosted children and parents for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 282 participants.
- On 5, 6, 12, and 13 April, South Creek hosted the annual “AARP Income Tax Assistance 2023 by Appointment,” where 92 participants received one-on-one tax assistance preparation.
- On 5, 12, 19, and 26 April, South Creek hosted a Social Worker on site to assist with social and government services; 22 attendees participated in this service.
- On 5, 12, 19, and 26 April, South Creek hosted a virtual language program, “Practica Spanish Conversation.” Attendees learned basic Spanish and practiced conversing with each other; 31 participants attended over 4 sessions.
- On 6 April, South Creek attended “Wildlife Fair at Valencia College Lake Nona Campus.” Staff shared information on library resources and services and signed attendees up for library cards. There were 65 in attendance.
- On 6, 13, 20, and 27 April, South Creek hosted “Speaking Clearly for Beginners,” a class which introduces learners to the basic sounds of English for pronunciation. There was a total of 66 participants over the course of 4 classes.
- On 22 April, South Creek attended “Family Picnic and Super STEM Saturday” for Sally Ride Elementary School. This event featured activities to promote STEM learning. There were 108 in attendance.
- On 29 April, South Creek hosted “Library Pop-up: Lake Nona StoryWalk” in Randall Park. The StoryWalk featured NEA Big Read companion titles *Hello, Earth! Poems to our Planet* and *Breathe and Be* a book of mindfulness poems.” There was a total of 117 participants.

- Throughout April, South Creek hosted “English from Zero,” a class that introduces learners to phonics learning, new vocabulary, reading, and comprehension. There was a total of 193 participants over the course of 12 classes.
- Throughout April, South Creek hosted the following passive programs: "Spring Chick," “Moroccan Mosaic,” “Rainbow Butterfly,” “Earth Day Globe,” and “Pigeon & Duckling Puppets.” We distributed 750 passive crafts for families to complete at home.

South Trail

- On 10 April, South Trail staff presented a “Storytime” to the South Orlando YMCA to a total of 52 children and 6 adults.
- On 20 April, South Trail staff presented a “Storytime” to the South Orlando YMCA to a total of 45 children and 6 adults.
- In April, South Trail offered “Creole Connect” 4 times to a total of 65 attendees. Participants practiced their English skills and interacted with other members of the Haitian community.
- In April, South Trail offered 4 “Introduccion al Ingles – Basic English for Spanish Speakers” classes to a total of 47 students who practiced their English.
- In April, South Trail offered 8 “Virtual: Citizenship Inspired” classes to a total of 131 attendees.
- In April, South Trail distributed over 1230 craft kits and activity packs with word searches and coloring sheets.
- In April, South Trail hosted “Social Worker @ the Library” 8 times. A total of 75 customers were served.
- In April, 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 82 children and parents.
- In April, South Trail staff hosted the beginning English class, “English from Zero” 8 times to a total of 137 attendees.

Southeast

- On 1 April, Southeast hosted “Cuisine Corner Junior: Century-Old Recipes – Icebox Cakes” where 31 young attendees celebrated OCLS’ 100th birthday by learning to make a recipe that was just as old!
- On 3 April, Southeast hosted “Hola Amigos- Spanish from Zero for Kids” where 48 children were introduced to the basics of the Spanish language.
- On 3, 6, 10, and 13 April, Southeast hosted the annual “AARP Income Tax Assistance 2023 by Appointment” where 77 participants received one-on-one tax assistance preparation.
- On 3 and 17 April, Southeast hosted “Caregiver Coffee and a Craft” where 39 participants connected with other caregivers while sipping a hot beverage and making a craft.
- On 4, 5, 11, 12, 25, and 26 April, Southeast staff hosted “English from Zero” where 135 students discussed and learned basic English vocabulary.
- On 4 and 25 April, Southeast staff hosted “Spanish Pronunciation” where 81 students learned to improve their Spanish pronunciation like a native speaker.
- On 5, 8, 12, 14, 22, 26, and 28 April, Southeast hosted “English Conversation Hour” where 124 students practiced their English conversation skills.
- On 8, 14, 22, and 28 April, Southeast hosted “Speaking Clearly Advanced” where 123 students improved their speaking and presentation skills.
- During April, Southeast hosted “Character Mailbox” where 43 letters were written by children to the character of the month, “Arthur” and received responses from staff to their postcards.
- During April, Southeast hosted “Prime Time Family Reading Time” where an average of 23 attendees participated in a reading and lively discussion of bilingual titles while enjoying a meal provided by a local restaurant.

Southwest

- On 3 April, Southwest hosted “Baby Boogie.” Twenty-seven children and caregivers used music to stimulate their baby’s cognitive development, language learning and motor coordination.
- On 5, 12, 19, and 26 April, 210 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 6, 13, 20, and 27 April, Southwest hosted “Storytime Crafts” giving 365 children and caregivers an opportunity to drop in before or after storytime to create a craft.
- On 8, 15, 22, and 29 April, 27 participants experienced the joy and camaraderie of reading aloud *The Old Man and the Sea* by Ernest Hemingway with others at “Y Read,” hosted by the Dr. Phillips YMCA and the Southwest Library.
- On 18 April, Southwest hosted “Stem 100.” Fifty-four participants celebrated 100 Years of the library in STEM stations completing different activities using up to 100 items!
- On 22 April, Southwest hosted “Altered Books Workshop.” Eight participants used their imagination and joined Southwest to discover the possibilities of altered books at this workshop.
- On 26 April, Southwest hosted “Artsy Toddler.” Thirty-five children and caregivers enjoy stories, songs and exploring age-appropriate art experiences.
- On 28 April, the Southwest Branch hosted the “16th Annual Southwest Author Series” in partnership with the Rotary Club of Dr. Phillips. Eighty-five participants enjoyed hearing NY Times Bestselling author Jane Green speak, connecting with the community, and having their books signed by the author.
- Throughout April, Southwest offered 10 fiber arts events where 67 participants learned how to knit, sew, and embroider different Spring-inspired patterns.

Washington Park

- On 4, 11, 18, and 25 April, Washington Park hosted 172 children and adults for “Zero to Five Storytime.”
- On 10, 12, 17, 19, 24, and 25 April, Washington Park staff visited the Lila Mitchell Head Start and read to the students as part of their “Guest Reader Month.” There were 95 attendees.
- On 15 and 22 April, a total of 11 students attended four sessions of the “QuickBooks Pro” series.
- Throughout April, 15 students attended Washington Park’s virtual technology classes for children and teens: “Learn a Language,” “Streaming Video Games Online,” and “Write a Business Letter.”
- Throughout April, Washington Park staff created passive crafts and served 123 children. The projects included an “April Fools Jack in the Box,” “Earth Day Mobile,” “Bunny Card,” and a “Pirate Hat.”
- Throughout April, 15 children participated in the “Earth Day Scavenger Hunt” to win a prize.
- Throughout April, 45 customers took the “Paper Mushroom Take and Make Craft” that was part of the NEA Big Read Initiative.

West Oaks

- On 4 April, West Oaks staff presented “Little Chef: Peep Pudding Cups” to 17 attendees who created their own peep cups with pudding, cookies, and other yummy treats.
- On 11 April, West Oaks staff presented, “Rescue Patrol” to 26 children and their caregivers who listened to stories and participated in activities inspired by Nick Jr.’s TV series, Paw Patrol.
- On 19 April, West Oaks staff presented “Volcanoes” to 19 attendees who learned fun facts about volcanoes.
- On 20 April, West Oaks staff presented “Genealogy Research Project Start-to-Finish” to 27 attendees who learned how to organize information for their genealogy research.
- On 27 April, West Oaks staff attended “Spring Lake Elementary Multicultural Night” and interacted with 68 families who learned about the library’s resources.
- On 29 April, West Oaks staff attended the “Community Multicultural Unity Celebration” event at Eagle’s Nest Park and interacted with 37 adults and children who learned about the resources and programs the library has to offer.

- In April, West Oaks staff presented a 4-day series, “Let’s Crochet Granny Tote”, to 50 attendees who used basic stitches and techniques to create a market tote from three granny squares.
- Throughout April, 318 take-home crafts and kits were distributed to families. The kits included diversity month hands, pinwheels, recycled earth, and more.
- Throughout April, West Oaks hosted AARP Tax Assistance who assisted 162 customers with tax-related services.
- In April, West Oaks staff interacted with 68 customers who needed assistance with genealogy research questions.

Windermere

- On 5, 6, 19, and 20 April, Windermere staff visited the Child Development Center to share early-learning storytimes with 84 two- and three-year-olds focusing on letter and sound recognition.
- On 6, 13, 20, and 17 April, 11 adults participated in Windermere’s virtual “Citizenship Inspired” to learn and discuss the process to become US Citizens.
- On 8 April, Windermere hosted “READING Paws” where 17 children improved their literacy skills and reading confidence with therapy dogs.
- On 11 April, Windermere visited Orange Technical College where 61 adults learned more about library services.
- On 14 and 18 April, Windermere staff visited Keene's Crossing Elementary where 434 students participated in "Sunshine State Trivia." Students tested their knowledge around every book from this year's Sunshine State Young Readers book list.
- Throughout April, children took 1087 passive crafts home to create and learn with their caregivers.
- In April, Windermere hosted 136 adults for “English from Zero” and “English Conversation Hour” on Wednesdays, Thursdays, and Fridays.
- Throughout April, 195 children took home a learning packet to practice early literacy and math skills while learning about themes such as recycling and Earth Day.
- During April, 53 children participated in Windermere’s homeschool programs to learn about foreign languages and endangered species.
- In April, 33 adults and children participated in online technology classes to expand their knowledge of topics including computer programming, Microsoft OneNote, and Canva.

Winter Garden

- On 3, 10, 17, and 24 April, Winter Garden hosted “Mindful Start Yoga” where 172 participants practiced breathwork, mindfulness and movement.
- On 5, 7, 12, 14, 19, 21, 26, and 28 April, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 1070 children and their caregivers.
- On 5, 7, 12, 14, 19, 21, 26, and 28 April, Winter Garden hosted “Caregiver Connect: Stay and Play” to 200 children and their caregivers.
- On 13 April, Winter Garden hosted a “Homeschool Teen Boardgame Meetup” for 20 participants.
- On 20 April, Winter Garden attended a “Winter Garden Townhall Meeting” with 14 participants.
- On 22 April, Winter Garden hosted a “Family Storytime” event as a Pop-Up event in Horizon West; a total of 35 customers participated.
- On 26 April, Winter Garden hosted “DIY Gratitude Journals” as part of the NEA Big Read Initiative for 5 participants.
- On 29 April, Winter Garden hosted a “Photography Club” for adults, where 4 customers participated.
- Throughout April, “Virtual Conversation Hour” and “English from Zero” had a total of 181 participants joined virtually and in-person to practice English as a Second Language.
- Throughout April, 206 Winter Garden customers engaged with passive activities in the branch, including the “April Smiling Flowers” and “Character Mailbox.”

**Orange County Library System
Board of Trustees Meeting
May 11, 2023**

**Public Comment:
Non-Agenda Items**