

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

Board Packet for September 2023



STEVEN POWELL Library Director/Chief Executive Officer

September 8, 2023

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

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

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

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on September 14, 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

September 14, 2023 ~ 6:00 p.m.

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

- 23-120 I. **Call to Order**
- 23-121 II. **Public Comment Policy & Procedures**
- 23-122 III. **Approval of Minutes: Library Board of Trustees Meeting – August 17, 2023**
- 23-123 IV. **Staff Presentation: Summer at Your Library: Caitlin Hill and Rebecca Baichan**
- 23-124 V. **Financial Statements and Summaries: August 2023 Reports**
- 23-125 VI. **Dashboard – August 2023: Sara Gonzalez**
- 23-126 VII. **Action Items: None**
- 23-127 VIII. **Discussion and Possible Action Items**
- 23-128 IX. **Information**
- 23-129 **Human Resources Dashboard: Yvonne Hartley**
- 23-130 **Director’s Report**
- 23-131 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates:

October 12, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- November 9, 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
September 14, 2023**

Call to Order

Orange County Library System Board of Trustees Meeting September 14, 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
September 14, 2023**

**Approval of Minutes: Library
Board of Trustees Meeting
August 17, 2023**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

August 17, 2023 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (8/0); Nicole Benjamin (11/0 – City);
Lizannette Tam (8/1); Ashley Cisneros Mejia (1/0)

Library Board Absent: Sharon Smoley (8/2)

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

- 23-095 I. **Call to Order**
President Bohannon called the meeting to order at 6:03 p.m.
- 23-096 **Oath of Office: Ashley Cisneros Mejia - New Board Member**
President Bohannon swore in Ashley Cisneros Mejia as the newest member of the Library Board of Trustees.
- 23-097 II. **Public Comment Policy & Procedures**
- 23-098 III. **Approval of Minutes: Library Board of Trustees Meeting – July 13, 2023**
Trustee Tam, seconded by Vice President Benjamin moved to approve the minutes for the July 13, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-099 IV. **Staff Presentation: IT Support – Thomas Beaver**
- 23-100 V. **Financial Statements and Summaries: July 2023 Reports**
CFO Shoemaker reviewed the July financial reports for the Board and stated that the financials are in very good shape and on target.
- 23-101 VI. **Dashboard – July 2023: Leasha Tavernier**
Chief of Neighborhood Services Tavernier shared some highlights from the dashboard. In July, there was a 22% increase in door count, library card registrations, and computer usage as compared to last July. Digital checkouts continue to be high, with a total of 272,638 checkouts which is an average of 8,795 per day. This is an 18% increase over last July.
- There was a 519% increase in Community Event attendance. This large increase is directly related to the efforts of our new outreach specialists. Staff were able to attend 30 more community events than last July. Event attendance was up 30% with a total attendance of 55,390. Out of those numbers, 51,686 were for in-person and 3,704 were for offsite events.
- She also updated the Board regarding the Rules of Conduct. In February, staff came to the Board to make one small change to the Rules of Conduct and said that staff would be reviewing all of the rules and bringing them back to the board this year. With the changes in organizational structure that are being working on, that project has been postponed. A new customer service department is being created here at Main and staff from that department need to be involved. The plan now is to bring refreshed Rules of Conduct back to the Board during the next fiscal year.

CNS Tavernier highlighted two customer service stories this month: The Alafaya Branch hosted “Meet the Author: Ana Menendez” on July 19. This event was a result of an organic conversation, when the branch manager, Edward Booker, reached out to the author after her most recent book was released. Ana graciously accepted Edward’s invitation to visit the branch and promote her book, *The Apartment*. The author was accompanied to the event by her mother, who traveled with her from Miami. Ana read an excerpt from her novel and then engaged in an intimate Q&A with the attendees. After the event, Ana sent a handwritten card stating that she appreciated the gracious welcome she and her mother received, the careful planning that had been invested in the event, and “the friendships we made.” Ana also mentioned how much they enjoyed the attentions of staff member, Joanne Southworth, who shared the details of Alafaya’s “Knit and Crochet Meetup” with Ana’s mother. Books were generously provided by the Friends of the Library for sale at the event.

OCLS hosted the first hospital takeover with community partner, the Orlando Health Arnold Palmer Hospital. The event began with a “Choose Your Own Adventure” storytime. The storytime, hosted by outreach specialist, Arthur was broadcast live to all patient rooms and hospital public televisions from the Arnold Palmer Hospital Seacrest Studios. After the storytime, outreach staff Arthur, Nathaly, and Erica hosted six stations with activities for families in the hospital atrium. There was also a “to-go” component for any patients that were unable to leave their hospital beds. The hospital staff were happy to have the library present and the director of the hospital personally voiced her thanks. The event was so well received that another is being planned for this October.

23-102 VII. **Action Items: Consent Agenda**

23-103 **Board Meeting Schedule: FY 2024**

President Bohannon pulled the FY 2024 Board Meeting Schedule from the Consent Agenda and requested that the January 2024 meeting be moved to the 18th of the month from the 11th. Vice President Benjamin, seconded by Trustee Tam, moved to approve the FY 2024 Board Meeting schedule with the change to the January 2024 meeting date. Motion carried 4-0.

Vice President Benjamin, seconded by Trustee Tam, moved to approve the remaining items on the Consent Agenda. Motion carried 4-0.

23-104 **Strategic Plan FY 2024 – FY 2026 Approval: Steve Powell**

The Board voted to approve the FY 2024 – 2026 Strategic Plan.

23-105 **Public Library Construction Grant Application Approval – Horizon West: Danielle King**

The Board voted:

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

- 23-106 **Computer & Equipment Purchase to Update Technology Classrooms: Thomas Beaver**
The Board voted:
- to approve the purchase of computers and equipment to update all technology classrooms from Dell at an estimated cost is \$257,648.42;
 - to approve a not to exceed budget of \$275,000;
 - to authorize staff to issue purchase orders for the project.
- 23-107 **Southwest Branch Air Conditioning Replacement: Kris Shoemaker**
The Board voted:
- to approve the OCLS Southwest Branch HVAC Replacement Project;
 - to approve a not-to-exceed budget of \$225,000;
 - to authorize staff to issue purchase order to Greens Energy Services for the project.
- 23-108 **State Aid FY 2024 Document: Annual Plan of Service: FY 2024**
The Board voted to approve the FY 2024 Annual Plan of Service as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2024.
- 23-109 **Agenda Items: Non-Consent Agenda**
- 23-110 **Budget FY 2024 Approval: Steve Powell**
CEO Powell presented the updated FY 2024 Budget to the Board for their approval. Trustee Tam, seconded by Vice President Benjamin, moved to approve the revised FY 2023-2024 Operating, Capital Projects, Sinking and Permanent Fund budgets and to Recommend to the Governing Board that the Library District's millage rate be maintained at .3748 for FY 2023-2024. Motion carried 4-0.
- 23-111 **Strategic Plan Project Firm Selection: Lynette Schimpf**
Chief Project Officer Schimpf presented the plan to hire a strategic plan consulting firm to assist OCLS with planning for the future. After presentations by two firms to the procurement committee, it was determined that FastForward Libraries was the firm most closely aligned with the library's objectives and goals for this project. The ranking for the two firms is as follows:
- 1 - FastForward Libraries
 - 2 - Godfrey's Associates, Inc.
- Discussion ensued regarding the timeline and the contingency in the budget. The projected timeline is to have the new strategic plan completed and ready to begin in FY 2025. The contingency was included as an internal budget item in case additional travel is necessary. FastForward Libraries will conduct focus groups and surveys of the community, staff, users and non-users. Trustee Tam, seconded by Trustee Cisneros Mejia, moved to offer the following:
- to approve strategic plan consulting project
 - to approve the ranking of strategic plan consulting firms
 - to approve the project's budget of \$135,000
 - to authorize staff to execute the contract and issue a purchase order for the project to FastForward Libraries.
- Motion carried 4-0.
- 23-112 **Melrose Center Sound Booth Purchase & Installation: Bethany Stone**

COO Stone briefed the Board regarding the need for two additional ADA compliant sound booths, as the existing sound booths are not ADA accessible. Brief discussion ensued. Vice President Benjamin, seconded by Trustee Tam moved to offer the following:

- to approve the sound booth purchase and installation.
- to approve a not-to-exceed budget of \$120,000.
- to authorize staff to issue a purchase order to WhisperRooms, Inc for the new booths.
- to authorize staff to issue a purchase order to Gomez Construction for the project.

Motion carried 4-0.

23-113 VIII. **Discussion and Possible Action Items**

23-114 IX. **Information**

23-115 **Holiday Schedule: FY 2024**

23-116 **Horizon West Update: Danielle King**

Chief of Neighborhood Services Officer King shared some updates on the progress of the Horizon West Branch. Positive progress is being made and all is on track to meet the deadlines. Staff have been meeting regularly with the architects Borrelli & Partners and the construction team H.J. High to discuss the project. They have met and reviewed details about the design, LEED certification, landscaping, and interior. Sustainability and functionality are a focus in the design plan. The Horizon West Branch will offer all OCLS services but will specialize in offering environmental, science, and outdoor programming to maximize the location of the branch and the natural habitat surrounding it. The images shared are renderings and concept ideas and are not the final product.

The branch will be surrounded by nature and will feature native plants and a Florida native flower teaching garden. The site will also include a nature path with a permanent StoryWalk® The outdoor performance space will feature a small stage with a sound system and grassy area for attendees. The outdoor area will feature a large native specimen tree picked to be a focal point connecting nature with the library building.

The nature theme will carry over inside the branch with earthy textures, organic materials, and a color palette inspired by the surrounding. Here is a concept for the lobby & reception desk concepts.

The children’s area will be themed with oversized images of flora, fauna, and native species such as the rare blue calamintha bee unique to this region. The children’s area will have interactive features such as sensory experiences and a digital floor that will encourage creativity, play, and learning.

The branch will have two training rooms, a virtual lab, study rooms, and three large meeting rooms.

The meeting rooms can be used as three independent rooms or opened to be used as one large 1,500 square foot space.

Here is the furniture plan concept to give you an idea of what the overall floorplan will look like.

The 30% construction documents were submitted in June, and staff have reviewed and provided feedback and updates. The team is now working on the 60% construction documents which are due October 2nd. Ms. King stated that she is also working on submitting a Public Library Construction grant through the State of Florida for \$500,000 which is due at the end of this month.

23-117

Lake Nona Update: Bethany Stone

COO Stone reported to the Board that the Lake Nona project is moving along and that the City of Orlando led the LEED charette that was held on August 15th. She stated that not many changes are anticipated and that there will be a berm in front of the property at Dowden Road, which will buffer any noise and traffic.

23-118

Director's Report

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

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

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

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

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

In July, the National Down Syndrome Congress (NDSC) hosted their 51st annual conference in Orlando. The NDSC has a tradition of giving the host city a gift of books which presents individuals with Down Syndrome in a positive light. Members from the congress reached out to the Southwest Branch to coordinate the giving of 20 books that will help diversify the collection. On July 28, Branch Manager Sarah Qronfleh attended the conference's opening session to accept this donation. The library is thankful for this

wonderful gift and is excited to make these materials available to our community to help ensure that everyone can see themselves reflected in the literature they read.

On July 29, all library locations hosted an End of Summer Celebration event. Across the system, 2,727 children, teens and caregivers attended one of these events, which recognize children who completed a 600-minute Reading Challenge over the summer. This year's celebration marked a significant expansion from previous years, as it was the first time that all 15 library locations participated. This expansion aimed to improve the equity of access, making it possible for children from various neighborhoods to take part in the celebration. The age range for eligibility was also extended from ages 6-12 to ages 0-18, so even more families could take part. Those who completed the challenge were invited to a party with live music and the opportunity to win a variety of prizes.

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

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

23-119

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Benjamin, seconded by Trustee Tam, moved to adjourn the meeting. President Bohannon adjourned the meeting at 7:41 p.m.

Next Meeting Dates:

September 14, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- October 12, 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
September 14, 2023**

**Staff Presentation:
Summer at Your Library
Caitlin Hill & Rebecca Baichan**

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

**Financial Statements &
Summaries: August 2023**

Orange County Library System
FY 2022-23 Financial Statement Highlights
Eleven Months Ended August 31, 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 \$61,175,362 or 100.5% 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 \$795,905 which is 101.4% of the combined budget, which is \$245,550 behind where we were as of August 2022, but is what we budgeted for.

Fee Cards:

The Library budgeted \$20,000 for Fee Card revenues for FY 2022-23. Through August, we received \$136,239 or 681.2% 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 August, we received \$42,261 or 140.9% of budgeted revenues and is \$24,751 more than we received at this point in FY 2021-22.

Faxes and Scans:

Revenues from Faxes and Scans are \$20,461 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 \$28,000, or 60.3% 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 \$166,865 or 111.2% of budget through August which is higher than what we anticipated so far this year.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2022-23. Through August, we received \$24,085 or 200.7% of budgeted revenues.

Fines, Fees and Lost Materials:

Revenues from Fines, Fees and Lost Materials through August are \$62,276 or 19.5% 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 August 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 August we have received \$170,544 or 1,218.2% of the budget. The Sorosis of Orlando Woman's Club donated \$100,000 to re-establish the Library's mobile services and we received a \$50,000 donation from Window World to support the 2023 Summer At Your Library Program.

Internet Rebate:

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

Transfer From Property Appraiser:

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

Transfer From Tax Collector:

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

Expenses:

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$1,200,000 or 68.6% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.4 million for the account in FY 2022-23.

Worker's Compensation:

The Worker's Compensation Expenditures are at \$105,253 or 105.3% of budget as these payments are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$1,954 or 4.9% of budget.

Professional Services:

The Professional Expenditures are at 107.1% of the budget, due to design costs for some of the FY 2023-24 projects were incurred and paid for in FY 2022-23.

Delivery & Postage:

The Delivery and Postage Expenditures are at 87.1% of the budget, which is in line for the FY allocation.

Insurance:

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

Repairs & Maintenance/Leasehold Improvements:

The Repairs & Maintenance/Leasehold Improvements are at 133.9% of the budget, which includes the re-classification of the Windermere Project cost from Building & Improvement line.

Property Appraiser Fees:

The expenditures in this category are at 116.4% of budget. These fees are paid quarterly in advance. The \$547,000 budget was based on FY 2021-22 estimate and the actuals vary year by year. Note, the \$636,821 is the final cost for FY 2022-23, as the final payment has been made.

Supplies Hardware Software:

The expenditures in this category are at 13.6% 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 \$180,669. 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 \$661,632 or 73.5% 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 \$799,925 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.)

Materials-Other Expense:

Through August, we have expended \$4,443,662 or 96.6% of the budget for Library Materials. It is anticipated that we will spend approximately \$4,750,000 or 103.3% of the budget in this account due to the increased material usage by our patrons.

Transfer To Capital Projects Fund:

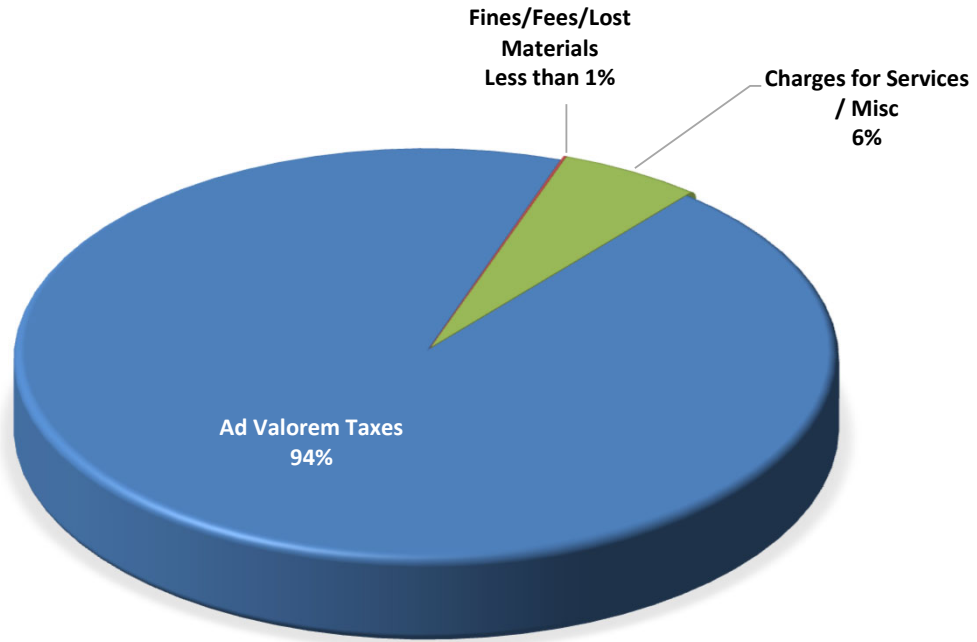
Through August, we have transferred \$6,066,667 or 151.7% of the budget for to the Capital Projects Fund. It is anticipated that we will transfer approximately \$7,600,000 or 190.0% of the budget in this account to fund the Horizon West and Lake Nona Branch costs.

Transfer to Sinking/EARR Fund:

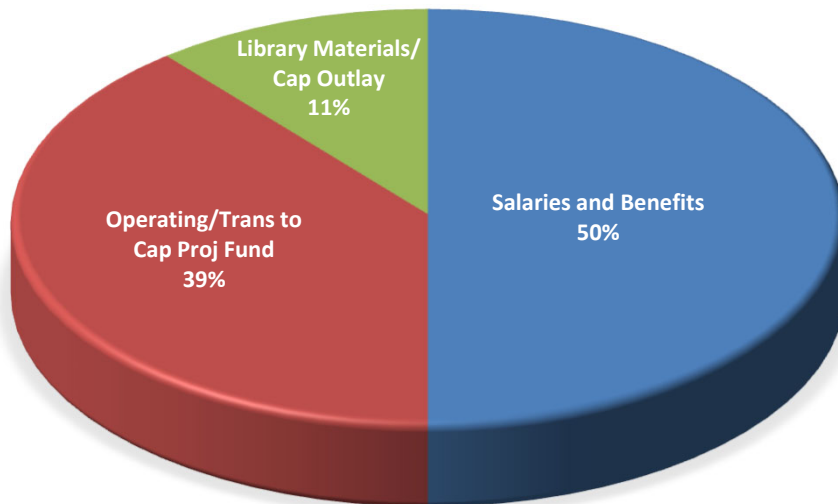
Through August, we have transferred \$791,667 or 158.3% of the budget to the Sinking/EARR Fund. It is anticipated that we will transfer approximately \$1,000,000 or 200.0% of the budget in this account to fund our emergency repair fund.

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eleven Months Ended August 31, 2023

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eleven Months Ended August 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
AD VALOREM TAXES	60,850,000	61,175,362	100.5%
INTERGOVERNMENTAL			
State & Federal Grant	635,000	113,928	17.9%
State Aid	150,000	681,977	454.7%
CHARGES FOR SERVICES			
Fee Cards	20,000	136,239	681.2%
PC Pass (\$10 for 7 days)	1,500	973	64.8%
PC Express (\$5 for 1 hour)	2,000	857	42.9%
Classes	3,000	960	32.0%
Meeting Rooms	30,000	42,261	140.9%
Faxes	35,000	20,461	58.5%
Scans	11,400	6,166	54.1%
Ear Buds, Jump Drives, Masks	1,600	2,743	171.5%
Bag Sales	1,500	4,122	274.8%
Library Card Replacement	7,000	1,741	24.9%
Copy & Prints	150,000	166,865	111.2%
Passport Facility & Photo Fees	12,000	24,085	200.7%
Other	500	365	73.0%
	<u>275,500</u>	<u>407,838</u>	<u>148.0%</u>
FINES, FEES & LOST MATERIALS	320,000	62,276	19.5%
MISCELLANEOUS			
Investment Earnings	125,000	1,979,318	1583.5%
Investment Fair Value	-	22,048	-
Sales of Surplus Property	5,000	5,991	119.8%
Contributions - Friends of Library	35,000	86,742	247.8%
Contributions - Others	14,000	170,544	1218.2%
Internet Rebate	75,000	0	0.0%
Grants & Awards	25,000	55,876	223.5%
Miscellaneous	50,000	85,130	170.3%
	<u>329,000</u>	<u>2,405,649</u>	<u>731.2%</u>
TRANSFER FR PROP APPRAISER	25,000	73,918	295.7%
TRANSFER FR TAX COLLECTOR	<u>470,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL REVENUES	<u><u>63,054,500</u></u>	<u><u>64,920,948</u></u>	<u><u>103.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eleven Months Ended August 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
SALARIES & BENEFITS			
Salaries	21,866,000	18,099,483	82.8%
Medicare Taxes	310,000	257,640	83.1%
Defined Contribution Pension Plan	1,600,000	1,357,482	84.8%
Defined Benefit Pension Plan	1,750,000	1,200,000	68.6%
Money Purchase Pension Plan	1,250,000	1,069,432	85.6%
Life and Health Insurance (Employees)	3,775,000	2,777,308	73.6%
Retiree Health Care (OPEB)	500,000	250,040	50.0%
Worker's Compensation	100,000	105,253	105.3%
Unemployment Compensation	40,000	1,954	4.9%
Parking & Bus Passes	225,000	205,256	91.2%
	<u>31,416,000</u>	<u>25,323,848</u>	<u>80.6%</u>
OPERATING			
Professional Services	280,000	299,964	107.1%
Other Contractual Services	2,005,000	1,592,317	79.4%
Other Contract. Serv.- Janitorial	400,500	357,083	89.2%
Training and Travel	90,000	70,905	78.8%
Telecommunication	255,000	179,935	70.6%
Delivery and Postage	1,347,000	1,172,801	87.1%
Utilities	960,000	797,482	83.1%
Rentals and Leases	1,295,000	1,180,709	91.2%
Insurance	600,000	476,281	79.4%
Repairs and Maintenance/Leasehold Improvements	1,587,000	2,125,000	133.9%
IT Subscriptions/Maintenance Contracts	1,522,000	1,103,318	72.5%
Copying/Printing	341,000	228,162	66.9%
Promotional Activities	425,000	354,769	83.5%
Property Appraiser's Fee	547,000	636,821	116.4%
Tax Collector's Fee	1,215,000	1,207,079	99.3%
Supplies	900,000	480,963	53.4%
Supplies-Hardware/Software	600,000	81,421	13.6%
Supplies-Programming	-	180,669	-
Memberships	15,000	10,402	69.3%
	<u>14,384,500</u>	<u>12,536,081</u>	<u>87.1%</u>
CAPITAL OUTLAY			
Building and Improvements	2,350,000	799,925	34.0%
Equipment and Furniture	350,000	159,340	45.5%
Hardware/Software	1,225,000	320,540	26.2%
	<u>3,925,000</u>	<u>1,279,805</u>	<u>32.6%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	7,615	54.4%
Materials - Other	4,600,000	4,443,662	96.6%
	<u>4,614,000</u>	<u>4,451,277</u>	<u>96.5%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,000,000	6,066,667	151.7%
TRANSFER TO SINKING/EARR FUND	500,000	791,667	158.3%
TOTAL EXPENDITURES	<u>58,839,500</u>	<u>50,449,345</u>	<u>85.7%</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eleven Months Ended August 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	58,000	1,200,964	2070.6%
Investment Fair Value	-	16,954	-
Transfer from Operating Fund	4,000,000	6,066,667	151.7%
Reserves	27,170,000	-	0.0%
TOTAL REVENUES	31,228,000	7,284,585	23.3%
EXPENDITURES			
New Branch	6,145,000	463,136	7.5%
Reserves	25,083,000	6,821,449	27.2%
TOTAL EXPENDITURES	31,228,000	7,284,585	23.3%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eleven Months Ended August 31, 2023

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	10,000	161,298	1613.0%
Investment Fair Value	-	2,276	-
Transfer from Operating Fund	500,000	791,667	158.3%
Reserves	3,520,000	-	0.0%
TOTAL REVENUES	4,030,000	955,241	23.7%
EXPENDITURES			
Reserves-Building and Improvements	2,530,000	599,692	23.7%
Reserves - Horizon West Contract	1,000,000	237,033	23.7%
Reserves - Technology	500,000	118,516	23.7%
TOTAL EXPENDITURES	4,030,000	955,241	23.7%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eleven Months Ended August 31, 2023**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	20,000	30,283	151.4%
Investment Fair Value	-	208,083	-
Reserves	1,448,000	-	0.0%
TOTAL REVENUES	1,468,000	238,366	16.2%
EXPENDITURES			
Equipment	125,000	2,030	1.6%
Reserves	1,343,000	236,336	17.6%
TOTAL EXPENDITURES	1,468,000	238,366	16.2%

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

ASSETS

Cash on Hand	20,079
Equity in Pooled Cash	2,191,851
Equity in Pooled Investments	42,136,819
Accounts Receivable	951
Inventory	132,454
Prepays	448,625
Other Assets - Deposits	<u>8,440</u>
TOTAL ASSETS	<u><u>44,939,219</u></u>

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

LIABILITIES

Accounts Payable	237,201
Retainage Payable	0
Accrued Wages Payable	310,503
Accrued Sales Tax	573
Accrued Fax Tax	102
Due To Friends of the Library	2,460
Employee Payroll Deductions:	
Dental Insurance	1,994
Optional Life	3,332
Vision Plan	(55)
Weight Watchers	516
Short Term Disability	2,377
Staff Association	10,436
TOTAL LIABILITIES	569,439

FUND BALANCE

Nonspendable:	
Inventory	132,454
Prepaid Items and Deposits	457,065
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	24,342,313
Current Year Expenditures over Revenue	14,471,603
TOTAL FUND BALANCE	44,369,780
TOTAL LIABILITIES & FUND BALANCE	44,939,219

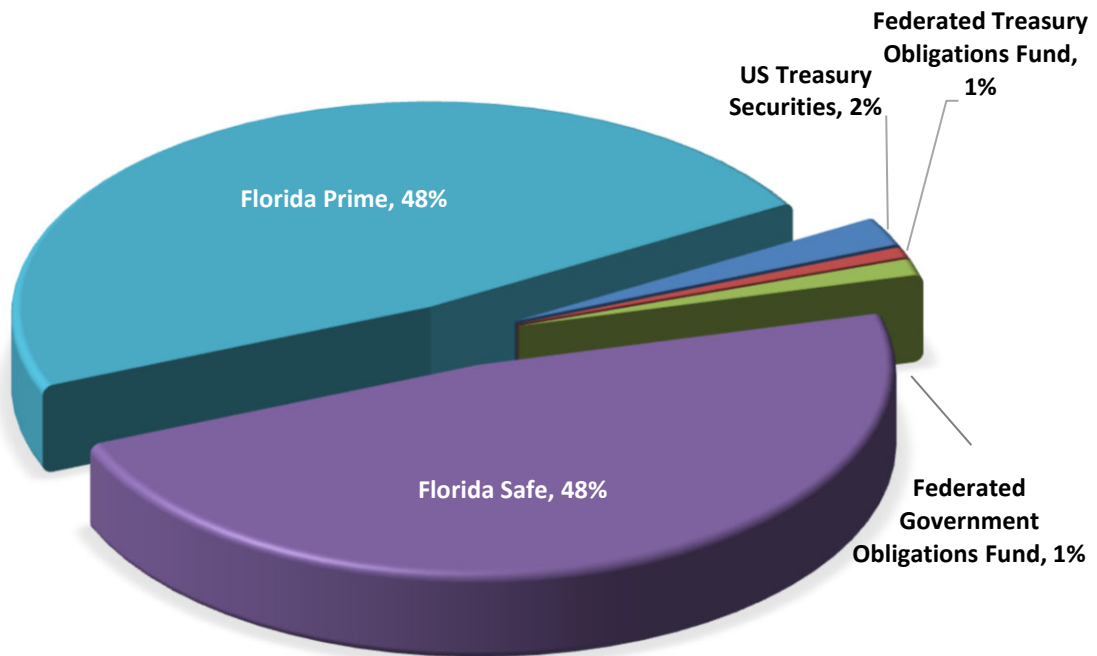
ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
August 31, 2023

	<u>BALANCE</u> <u>07/31/23</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>08/31/23</u>
OPERATING				
Equity in Pooled Cash	2,516,672	4,571,779	4,896,600	2,191,851
Equity in Pooled Investments	46,658,556	219,930	4,741,667	42,136,819
	49,175,228	4,791,709	9,638,267	44,328,670
CAPITAL PROJECTS				
Equity in Pooled Investments	35,184,931	1,687,723	-	36,872,654
SINKING				
Equity in Pooled Investments	4,748,421	229,166	-	4,977,587
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,209,123	297,319	309,512	2,196,930
Claims Payment Checking Account	73,000	279,108	279,108	73,000
Equity in Pooled Investments	4,482,152	20,105	-	4,502,257
	6,764,275	596,532	588,620	6,772,187

ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

August 31, 2023

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
US TREASURY SECURITIES	1,986,953
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	709,298
Federated Government Obligations Fund	1,140,071
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	42,258,631
Florida Prime (SBA)	42,394,364
TOTAL	88,489,317

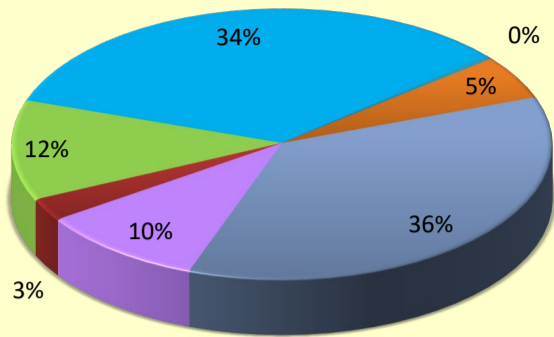


**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

Dashboard: August 2023

Monthly Report for August 2023

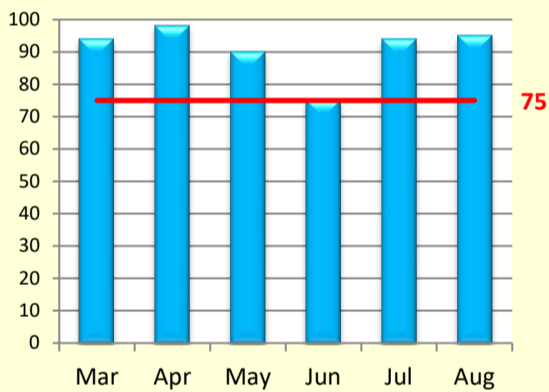
Contacts



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

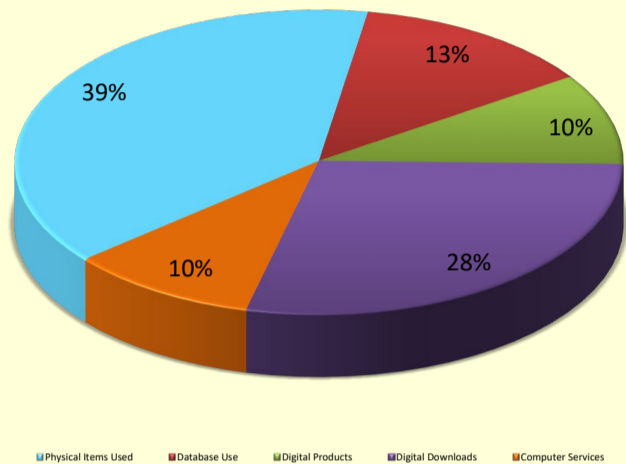
	2023	2022	% change
Door count	145,522	182,762	-20.38%
MAYL Packages	39,216	40,567	-3.33%
External Web Visits	174,614	154,627	12.93%
Catalog Searches	493,625	430,572	14.64%
Questline Calls	5,813	6,181	-5.95%
Social Media	77,103	69,592	10.79%
Electronic Contacts	527,670	463,276	13.90%
TOTAL	1,463,563	1,347,577	8.61%

Net Promoter Score



Resources Accessed

	2023	2022	% Change
Physical Items Used	377,113	381,754	-1.22%
Database Use	126,787	125,919	0.69%
Digital Products	94,552	74,192	27.44%
Digital Downloads	277,512	241,751	14.79%
Computer Services	98,015	50,569	93.82%
TOTAL	973,979	874,185	11.42%

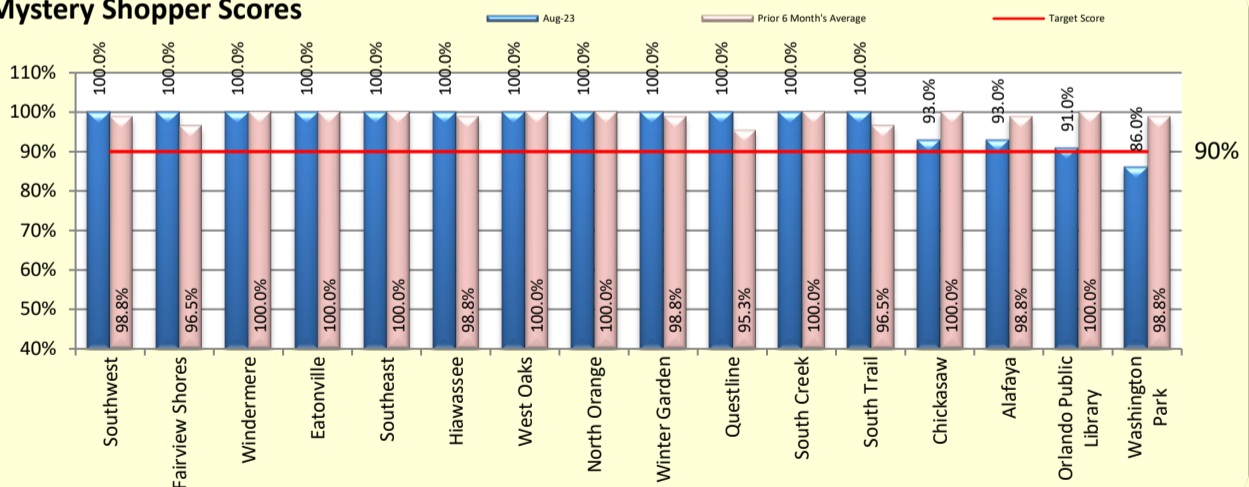


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2023	2022	% Change
Active Cards	337,334	333,880	1.03%
New Registrations	6,961	5,246	32.69%
VLC Registrations	219,586	253,295	-13.31%
Transactions	88,884	77,546	14.62%

Mystery Shopper Scores



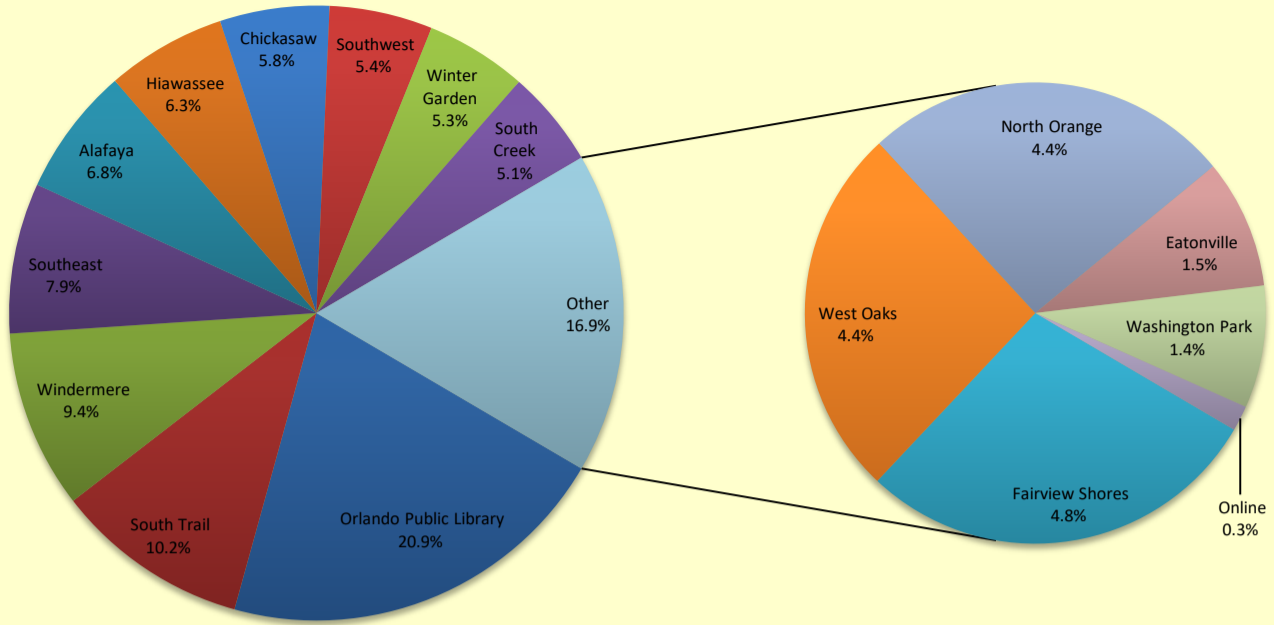
Physical item circulation for August 2023 was 377,113 including renewals. Checkouts for easy books were 28% or 44,027 items, juvenile fiction, juvenile non-fiction, and young adult totaled 22.5% or 35,264 items, and adult fiction, non-fiction, and large print combined for 22.5% or 35,183 items. DVDs equaled 10.9% with 17,181 items circulated.

The August 2023 digital checkouts set a new record high month with 277,512 checkouts which is an average of 8,952 per day. For comparison, in August 2022 digital checkouts were 15% lower at 241,759 averaging 7,799 per day. We also had monthly records for Hoopla with 33,261 checkouts, Kanopy with 4,317 checkouts, and PressReader with 3,958 issues. Overdrive continued to be the highest used resource generating 191,828 checkouts for the month.

There were 175,598 visits to www.ocs.info last month. Mobile devices accounted for 58%, or 102,209 visits, while desktops had the remaining 42%, or 73,389 visits.

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

Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	8,854	4,297	106.1%	1,145	848	35.0%
South Trail	4,866	2,013	141.7%	44	139	-68.3%
Windermere	4,429	1,386	219.6%	73	96	-24.0%
Southeast	3,476	3,728	-6.8%	318	229	38.9%
Alafaya	3,146	6,353	-50.5%	100	115	-13.0%
Hiwassee	2,842	3,263	-12.9%	180	170	5.9%
Chickasaw	2,601	2,589	0.5%	160	130	23.1%
Southwest	2,300	5,253	-56.2%	301	236	27.5%
Winter Garden	2,461	4,985	-50.6%	102	105	-2.9%
South Creek	2,299	3,916	-41.3%	146	80	82.5%
Fairview Shores	2,105	2,421	-13.1%	207	10	1970.0%
West Oaks	1,921	4,328	-55.6%	193	191	1.0%
North Orange	1,968	1,842	6.8%	125	51	145.1%
Eatonville	695	669	3.9%	37	29	27.6%
Washington Park	639	1,729	-63.0%	55	58	-5.2%
Online	-	-	0.0%	143	131	9.2%
TOTAL	44,602	48,772	-8.5%	3,329	2,618	27.2%

In August 2023, we offered 1,153 Events with an attendance of 32,899. Last year, the Library offered 1,052 events with an attendance of 46,467.

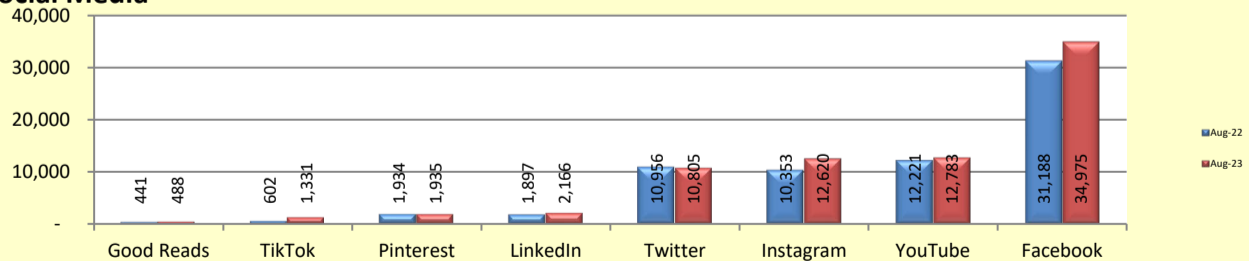
Throughout the month of August, the Chickasaw, Fairview, Hiwassee, and South Trail Branch hosted "Second Harvest Food Distribution," which provided 2,100 customers with free, non-perishable, shelf-stable food boxes for kids and families. On 24 August, Youth Program Specialist Roxanne Neal hosted a "Cuisine Corner Junior: Turkey Pinwheels" program on TikTok and Instagram Live with 444 views. On 16 August, chef Yamira Lee Johnson taught 97 attendees the best practices for organizing your meals during "Cuisine Corner: Meal Prep" on Instagram.

In August 2023, we offered 1,119 Classes with an attendance of 3,329. Last year we offered 1,032 Classes with an attendance of 2,618. Also last month, we presented 123 Offsite Events reaching 3,435 people, and attended 75 Community Events reaching 11,703 people.

Events/Class Attendance

	2023	2022	% Change
Community Events	11,703	2,305	407.72%
Events - Adult	15,405	34,429	-55.26%
Events - Teen	418	407	2.70%
Events - Children	17,076	11,631	46.81%
Technology Classes	3,329	2,618	27.16%
TOTAL	47,931	51,390	-6.73%

Social Media



Social media statistics for August 2023 saw a 10.79% increase in growth.

The month started with unveiling the presenting author for the 5th Annual Romance, Wine & Chocolate event taking place on Friday, September 8. News about the event, and the celebrated *Bridgerton* series author Julia Quinn, went over swimmingly with followers and the post was shared 102 times across social platforms. One commenter on Instagram said, "Wow!! You all are killin' it with guest authors. Thank you so much!!" Tickets for this event sold out the same day as the post.

We also re-launched our monthly Cuisine Corner Jr. live streams with Youth Services in August. The revamped live streams, hosted by Youth Program Specialist Roxanne Neal, now only include streaming to Instagram and TikTok, which consistently provide the most live and post-live views. The August stream received a total of 1,229 views, helping to break the record for the most streams this year on Instagram."

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

Action Items: None

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

Information

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

**Human Resources Dashboard:
Yvonne Hartley**

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

Director's Report

MARKETING SNAPSHOT

MEDIA HIGHLIGHTS

“Free First Mondays’ returns to Leu Gardens in August”
WFTV, Aug. 3

“Community resource fair at Orlando Public Library”
Orlando-News.com, Aug. 5

“Video and Board Game Day at downtown library”
Orlando-News.com, Aug. 5

“PHOTOS: 2023 city of Winter Garden Back-to-School Bash”
Orange Observer, Aug. 5

“Free showing of Onward at Orlando library”
Orlando-News.com, Aug. 11

“Story time at Orange County library”
Orlando-News.com, Aug. 17

“Orange County Library System reminds you to ‘Get Carded!’”
Orange Observer, Aug. 23

“BEST ARTS EDUCATION: ROLLINS MUSEUM OF ART”
Orlando Weekly, Aug. 23

“Orlando Sentinel 2023-24 Arts Season Preview: Museums & Learning”
Orlando Sentinel, Aug. 23

“From Kerouac to Mothman”
Community Paper, Aug. 30



ADVERTISING

In August, we promoted the grant-funded Right Service at the Right Time with advertising partners WKMG and *Orlando Weekly*. Digital and print ads were created, and sponsored stories featuring an interview with Reference Librarian Josh Fox were written for promotion on ClickOrlando.com. This awareness campaign highlighted the Right Service at the Right Time website, which shares information about a wide variety of social services to people in need, all across the state of Florida.



SOCIAL MEDIA HIGHLIGHTS

In August, MPR published a collection of images and videos for social media promotion of the Neil Gaiman in Conversation with Art Spiegelman signature author event. The ticket sale promotion posts during this time had a combined 660 likes and 122 shares across platforms. The promo video “Actual footage of me running to tell everyone that Neil Gaiman in Conversation with Art Spiegelman tickets go on sale August 11” received over 9,900 views. One enthusiastic commenter wrote, “Y’all can have Taylor Swift. I just got my tickets to see Neil Gaiman!”

Director's Report: September 2023

In August, OCLS attended the annual Florida Kids and Family Expo. This two-day event held each year at the Orange County Convention Center brings families living in the Central Florida area together with a host of vendors and fun activities. This year, our staff connected with over 2,300 visitors to the library's booth. They promoted library services, the Melrose Center, and the option to purchase a fee card for visitors not living in our service area. This event also marked the first official outing of our new book bike. Visitors to the booth had the chance to see the book bike on display and learn how it will be used to share library services in the future. The bike also attended the Lake Eola Farmer's Market on Sunday, September 10.



During the month of August, in honor of the *Barbie* movie, Southeast staff created a giant “Barbi” box photo op, where customers could pose for a photo and pretend to be on the red carpet. A Southeast clerk shared this story regarding the display:

“One of our patrons (in her 60s) came in and asked if I could take a photo of her inside our Barbi box – she was very excited, and as she was leaving, she got all choked up, telling me that her mother (who had recently passed) got her first Barbie doll when she was a little girl.”

Southeast is happy to bring smiles to the faces of customers with unique interactive displays that highlight current events and trends.

OCLS launched the Zora Neale Hurston Across Time LibGuide in preparation for ZORA! Fest 2024. The virtual resource, a collaboration between the Eatonville Branch and the Association to Preserve the Eatonville Community, is intended for youth in grades K-12 and their caregivers to introduce works that chronicle Hurston's life and her contributions to literature, anthropology and popular culture.

On August 17, South Trail began its fifth session of Prime Time Family Reading. Community member Cathy Morrell has attended all five of South Trail's Prime Time sessions. She attended the first four with her granddaughter, who is now a freshman at Valencia. Now Cathy is bringing

her sister's granddaughters to Prime Time, and she reports that after the first week of the program, the children were eager to read the books they had been given instead of playing on their iPads. The entire family enjoys the discussions Prime Time fosters. Prime Time Family Reading was created by the nonprofit Louisiana Endowment for the Humanities to offer programs that support and engage children and families. The program uses children's books as a starting point for discussion about important ideas about family, life and community. The Friends of the Orange County Library System supports our Prime Time programs by providing funding that allows us to offer a family meal during each program.

The Winter Garden Outreach Specialist was at a Back to School Bash on August 5 at Zander's Park. During the event, a woman approached to let him know how much she loved the library. She told him that she had taken the library's computer classes and used the skills from the classes to get a remote-work job with CVS.

On August 24, Youth Services and the library's Digital Marketing Specialist presented the event Cuisine Corner Junior: Crafting Turkey Pinwheels on both TikTok and Instagram Live, garnering a combined view count of 455. During this session, families were able to acquire the know-how to craft an enjoyable and delicious school lunch.

Recent System-Wide Events

Melrose Center

Melrose went Back to School with our OCPS partners in August. 65 instructional staff from Lake Gem Elementary School visited during pre-planning to tour Melrose and take a look at services, experiences and classes. Customer Service Lead Andi Cates tabled at Meet the Teacher at Lockhart Elementary School where they promoted OCLS programs and classes to 55 kids and their caregivers.

Michael Belancourt from Audio and Harold Singh from Fab Lab teamed up to offer an 80s-themed *Boombox Block Party* on August 13th. The duo walked a team of nine students through the principles of electronic engineering, sound manipulation, and basic building techniques as they constructed their own boombox from the boards up. The event was featured in advance by [Orlando Weekly](#).



Speaking of [Orlando Weekly](#), on August 23rd we received a special Best of Orlando 2023 award for "[Best No Shushing: Melrose Pop Festival](#)".

Andrew Jeffries hosted a special *Family STEM Saturday: Wonders of Flight* on August 19th. Four kids and their caregivers took part in physical experiments to see different kinds of wings at work in flight. Andrew teamed up with Jose Gonzalez to offer a two *Silhouette Cameo Orientation for Staff* at North Orange and Chickasaw. A combined 14 staff members learned machine layout and operations, proper settings and safety precautions, best practices and machine maintenance. An additional class is planned for Hiawassee in September.

Marko Torres kicked off another two series of eight-week *Improv One* classes, with one series on Sunday afternoon and a second, concurrent series on Wednesday evenings. A combined 14 students worked on team building, trust, listening, and agreeing in a safe and encouraging environment. The two classes will combine in September for a *Student Show-Off* for family and friends. The *Second Saturday Improv Show* brought local improvisors together to entertain 43 customers at the Melrose Stage on August 12th. This wraps one year of our *Second Saturday Improv Show*, which has entertained 584 patrons to date.

The Photo and Video teams joined forces to offer a Melrose Meetup on *AI Enhanced Photo & Video* at the LED Wall on August 17th. The Meetup showcased [Topaz Video AI](#) and [Topaz Photo AI](#) software, available in our Edit Bays. 14 attendees learned about Artificial Intelligence software and its ability to enhance low res photos and video with stunning results.



Andi Cates invited local podcaster Nick D'Alessandro from *Wait Five Minutes* to visit the Library and take a look at how we've grown over our last 100 years. Andi partnered with Community Outreach Coordinator Nathaly Ruiz (with an assist from Michael Belancourt) to tour Nick through our past and present, speaking on history, services, and - most importantly- community. The episode entitled [A Day at the Library](#) dropped on August 14th.

On August 24th, WUCF aired an encore presentation of this season's second *Melrose in the Mix* episode. Originally aired in February, the episode features [Kristen Warren and Creek](#). Indienomicon returned to the Melrose Center for a pair of community meetups during the first weekend of August. Saturday's *Game Demo Day* drew nine attendees, while 13 enthusiasts attended Sunday's *Video & Board Game Day*. Indienomicon plans to continue these meetups in Melrose on the first weekend of ensuing months, offering guest speakers, networking

opportunities and a chance to pitch all types of games from downloads and apps to consoles to board games.

Melrose welcomed the Central Florida Grant Professionals Association on National Non-Profit Day on August 17th to host a networking and book-swap event in the Melrose Conference Room. The 10 attendees were provided professional headshots by our photo team for use in their portfolios.

The Florida Mechanical Keyboards community meetup on August 26th drew 11 hobbyists that collect mechanical keyboards, switches and artisan keycaps.

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

Orientations and Assessments

52 Orientations: 160 Attendees

- Audio 6-22 (online 2-11)
- Photo 5-7
- Video 7-18
- 3D Printer 4-14 (online 1-6)
- Orion Laser Cutter 4-10
- Silhouette Cameo 3-3
- Glowforge Laser Printer 2-4
- General Orientation 5-40
- Flight Orientation/Assessment 7-16
- Driving Orientation/Assessment 7-16
- VR Learning Station Orientation 2-10

37 Assessments: 22 Attendees

- Audio 13-5
- Photo 5-6
- Video 15-5
- 3D Printer 2-3
- Glowforge 1-2
- Orion Laser Cutter 1-1

In-Person Classes

138 Classes: 289 Attendees

- Audio 50-87
- Photo 34-77
- Video 30-58
- Fab Lab 5-17 (including Audio/Fab Lab collaboration: 1-9)
- Performing Arts 13-43
- Game Design 4-4
- Show Production 2-3

Online Classes

53 Classes: 116 Attendees

- Photo 5-15
- Video 11-15
- Game Design 14-50
- Graphic Design 23-36

Throughout August, Juan Rivera had 22 customers visit during 13 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 14 *Makerspace Open Labs* in August with 155 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

44 Bookings out of 61 Available Studio Sessions: 101 Attendees

- Audio – 17 of 17 booked, 38 attendees
- Photo – 17 of 25 booked, 38 attendees
 - *Among the 7 not booked, there were 4 were cancellations and 1 no show*
- Video – 10 of 19 booked, 25 attendees
 - *Among the 9 not booked, there were 4 late cancellations and 2 no shows*

Other Bookings:

- Sound Booths – 143
- Editing Bays – 91
- LED Wall - 6
- Driving Simulator – 29
- Flight Simulator – 34
- VR Learning Station - 6
- Glowforge Laser Printer – 4
- 3D Printer – 4
- Orion Laser Engraver – 1
- Silhouette Cameo - 1
- Rehearsal Space – 11
- Melrose Conference Room - 1

We welcomed 201 new Members during August via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 40, we gained 241 new Members for the month.

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

- Orlando Audio – 1,288 (+0)
- Orlando Digital Media Design – 1,746 (-)
- Orlando Melrose Makers – 193 (+4)
- Orlando Out Tonight Theatre – 2,938 (+40)
- Orlando Photo+Design – 3,827 (+18)
- Orlando Video & Post Production – 2,713 (+2)

Alafaya

- On 2 August, Alafaya staff presented “Bubble Playtime,” where children developed their motor skills in an interactive bubble class. There were 83 participants.
- On 3 August, Alafaya staff conducted “Homeschool Cooking Corner,” where 21 participants learned about foods from the 1980s.

- On 5 August, Alafaya staff presented “Teen Volunteering: Orange Slice,” where teens earned community service hours by contributing to Alafaya’s teen literary and creative arts magazine. There were 11 participants.
- On 8 August, Alafaya staff attended “Community Event: Meet the Teacher at Columbia Elementary School,” where they shared Homework Help resources with families and registered customers for new library cards. There were 154 participants.
- On 13, 20, and 27 August, the Alafaya Branch hosted “Basic Mandarin Chinese for Adults,” where Jenny Forest Lin of the Oviedo Chinese School introduced students to the basics of Mandarin Chinese. There was a total of 22 participants.
- On 15 August, Alafaya staff presented “Muppet Babies Make Believe,” where 44 preschoolers and their guardians celebrated these imaginative pals, created in the 1980s, with stories, songs, and crafts.
- On 16 August, Alafaya staff conducted “Eclipse Chalk Art,” where families learned how eclipse watchers recorded these phenomena before modern technology. There were 43 participants.
- On 26 August, Alafaya staff conducted two “Boba Resin Earrings” sessions where 20 attendees designed their bubble tea-inspired resin earrings.
- Throughout August, Alafaya hosted “In Person: Social Worker @ the Library,” where 66 customers received assistance with social and government services.
- During August, Alafaya staff presented “English from Zero” and “English Conversation Hour” in person and on the virtual platform, fostering the English language skills of over 465 customers.

Chickasaw

- On 2 August, Chickasaw Branch presented “D is for Dinosaur” for preschoolers. A total of 33 attendees participated in a dinosaur adventure using stories and activities.
- On 8 August, Chickasaw Branch presented “READING Paws,” where 21 attendees improved children’s literacy skill through the assistance of Halo, a service dog.
- On 17 and 22 August, Chickasaw staff hosted “Let’s Crochet Baby Hats,” where 15 attendees spent time together completing a fiber arts project for Winnie Palmer Hospital. With this partnership, baby hats are donated for newborns.
- On 19 August, the Chickasaw Branch hosted “Eclipse Chalk Art,” where 33 kids and their caregivers enjoyed creating art and learning about the eclipse.
- Every Tuesday in August, Chickasaw distributed a total of 525 boxes of non-perishable food from Second Harvest Food Bank to families in the community.
- Every Wednesday in August, Chickasaw staff presented “Spanish Conversation Hour.” Fifty students learned Spanish phrases, vocabulary, and pronunciation for essential conversation.
- Every Thursday in August, Chickasaw hosted a Social Worker on-site to assist with various services. A total of 30 customers took part in this service.
- In August, Chickasaw staff attended 11 events and spoke to 594 individuals about library services.
- In August, the Chickasaw Branch distributed 300 passive crafts for kids.
- Throughout August, Chickasaw staff presented “English from Zero,” “English Conversation Hour,” and “Practice Makes Perfect,” both in person and on the virtual platform, fostering the English language skills of over 328 customers.

Eatonville

- On 1, 8, 15, 22, and 29 August, Eatonville hosted “Yoga with PLAYologist Yolonda” for an average of 11 preschoolers per visit.
- On 2 August, Eatonville presented “Pinch Pots” to 22 children who learned a new art technique as they created clay pots to paint and keep.
- On 3, 10, 17, 24, and 31 August, Eatonville hosted “Zero to Five Storytime” to an average of 13 early learners per session.
- On 8 August, Eatonville offered “Cuisine Corner Junior: Snacks 2 Go” to 20 students gathered to learn how to mix up a delicious snack for the back-to-school season.
- On 10 August, Eatonville presented “STEAM Challenge” to 12 children engaged in a classic building activity where they engineered a boat using simple materials and tested its strength.
- On 22 August, Eatonville hosted “Cuisine Corner Junior: Pizza Roll Ups.” Ten participants gathered for a delicious four-ingredient pizza recipe perfect for an after-school snack.
- On 24 August, Eatonville presented “Backpack Bling” to 18 students inspired to go back to school in style by making a statement with new decorations for their backpacks.
- On 26 August, Eatonville hosted “Meet the Artist: Eric Green” for 32 art lovers gathered to meet the jewelry designer as he showcased his new home collection featuring framed pieces of his customized jewelry.
- On 28 August, Eatonville celebrated the upcoming solar eclipse with “Pinhole Viewer: Cereal Box Version,” where 13 attendees created a safe way to view the Sun using a cereal box and other common materials.
- Throughout August, Eatonville distributed 124 themed passive kits to tie-in with Back-to-School and “R is for Robot.”

Fairview Shores

- On 1, 8, 15, 22, and 29 August, 151 people attended “Beginner’s Spanish for Kids” and learned about animals, songs, and vocabulary.
- On 2, 9, and 23 August, 42 people attended Cuisine Corner Junior/Little Chef programs, including “Pizza Roll Ups,” “Yummy Bug Snacks,” and “Dessert Sushi.”
- On 3, 10, 17, 24, and 31 August, 20 English language learners practiced their English-speaking skills during “English Conversation Hour.”
- On 5 August, 6 people attended “Make a Flower Crown” and made their floral crown using fresh flowers. The program was presented with the UF/IFAS Extension Orange County.
- On 28 August, 11 people attended “Sorting Games – How Big? How Far? How Hot?” as part of Solar Eclipse Activities for Libraries programming presented in preparation for two solar eclipses coming to North America. Attendees discovered more about our place in space with introductions to concepts such as size, distance, and temperature.
- On 31 August, 7 people attended “Pirates! All Aboard to England” and explored the Sherwood Forest with a band of merry pirates! The Pirates and pals read the English classic Robin Hood, created a craft, and played trivia with everyone's favorite parrot, Petey!
- During August, 26 children and caregivers exercised their motor and locomotion skills by playing with toys and objects during “Caregiver Connect.”
- In August, 83 people attended “Artsy Toddler,” where young children enjoyed stories, songs, and exploring age-appropriate art experiences to learn new fine motor skills using paint, paste, glue, and stamps to create.

- Throughout August, Fairview Shores distributed 525 non-perishable, ready-to-eat food boxes from Second Harvest Food Bank to customers.
- In August, 98 people attended “Mother Goose on the Loose,” which included interactive songs, rhymes, and activities to develop early literacy skills.

Hiawassee

- On 8 August, Hiawassee staff, as an OCPS liaison, participated in the “Meet the Teacher” outreach event at Phyllis Wheatley Elementary School in Apopka. Participants included 87 students, 57 adults, and 7 teens, for a total of 151.
- On 16 August, Hiawassee hosted the “Water Wise Neighbor” program by Orange County Utilities. Fifteen neighbors learned about water conservation resources and had the opportunity to receive a high-efficient water device.
- On 19 August, 19 Hiawassee teen volunteers assisted with preparing decorations for our annual Trick or Treat Safe Zone.
- On 26 August, Hiawassee hosted Operation HOPE’s “First Time Homeownership Program” for 24 adult participants. Operation HOPE offers free workshops to educate prospective new homebuyers.
- In August, Hiawassee hosted 7 “English from Zero” and 4 “English Conversation Hour” classes, serving 292 participants, with an average attendance of 26 per class.
- Throughout August, Hiawassee hosted four “Zero to Five Storytimes” every Monday and four “Family Storytimes” every Friday. Storytellers and staff encouraged early literacy skills for 94 children and adult caregivers.
- During August, Hiawassee staff conducted 18 off-site “Storytime” programs at seven local childcare centers and the Boys & Girls Club, serving 350 attendees.
- Throughout August, Hiawassee staff created 8 themed “Take & Make” art activity kits serving 285 youth. Themes included A is for Apple and Back to School related art activities.
- During August, Hiawassee became a new site for the “Second Harvest Food Distribution program.” We distributed 525 boxes of non-perishable food items for the five weeks in August.
- Throughout August, Hiawassee staff offered four Eclipse (SEAL) programs serving 48 participants.

Main

- On 2 August, Reference Librarian participated in a “One Million Cups” entrepreneurial event and shared library business resources with 48 attendees.
- On 4 August, 91 attendees explored the difference between "infodumping," often considered a writing mistake, and "infolding," a term coined by Anna Keesey to describe how we build characters through reflection during the virtual “Writing Workshop: Infodumping vs Infolding.”
- On 5 August, 491 attendees learned more about library resources at the Orange County Sheriff’s “Back to School” event.
- On 6 August, 61 attendees connected with local community services during the “Reaching Out: A Community Resource Fair” at the Orlando Public Library.
- On 7 August, Youth Education Specialist attended the “OCPS Media Specialist” event and hosted a library resource table with 184 attendees.
- On 10 August, Learning Central Manager attended the Florida League of Cities Annual Conference and promoted Right Service at the Right Time to 221 people.

- On 12 August, Duo Arpeggione brought music to life for 79 attendees at the Orlando Public Library by exploring the lyrical side of the cello with the versatility and power of the piano during “Music in the Library: Romanza.”
- On 16 August, chef Yamira Lee Johnson taught 97 attendees the best practices for organizing your meals during “Cuisine Corner: Meal Prep” on Instagram.
- On 24 August, Youth Program Specialist hosted a “Cuisine Corner Junior: Turkey Pinwheels” program on TikTok and Instagram Live with 444 views.
- On 26 August, Youth Outreach Coordinator attended the “OCPS Parent Academy” and hosted an information table with 182 attendees.
- During August, a total of 122 Lake Eola Charter School students attended coding classes in partnership with TEC.
- During August, a total of 292 customers enhanced their Fiber Arts skills with sewing, knitting, and crocheting by taking TEC in-person and online classes.
- During August, a total of 516 attended a Leu Gardens Storytime hosted by the library’s Storytellers.
- During August, 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, 8, 15, and 22 August, North Orange hosted a virtual “Basic Spanish” class with a total of 127 attendees.
- On 2, 9, 16, and 23 August, North Orange staff hosted “Storytime Craft” with children and families. In total, 285 attendees participated.
- On 3 August, staff from North Orange hosted a “Little Chef: No Bake Monster Cookies” for 33 preschoolers and their caregivers.
- On 5 August, the North Orange branch hosted 16 community partners and non-profit organizations during a “Health and Community Fair” tabling event. Families learned about school and health-related resources and had the opportunity to receive free vision and hearing tests.
- On 19 August, staff at North Orange hosted a “Plushie Animal Rescue” crafting afternoon for kids. The kids decorated plushie pets and created dog houses for their plushie friends out of cardboard. There were 68 attendees.
- On 19 August, the North Orange branch hosted “Cookies & Milk with a Cop” with 26 attendees.
- On 22 August, the North Orange branch hosted “Mother Goose on the Loose” storytime for babies with 34 attendees.
- On 23 August, children and their caregivers at North Orange learned about the upcoming solar eclipses by participating in the “UV Kid” program. In total, 14 attendees were present.
- Throughout August, the North Orange branch hosted 4 in-person and 14 virtual English classes with 324 attendees.

South Creek

- On 2, 9, and 16 August, South Creek hosted “Making Cents: Your Money in English” as part of a six-week series where participants learned the English skills needed to manage their money in the USA. There were 19 participants over the three sessions.
- On 2, 9, and 16 August, South Creek hosted “Making Cents: Storybook Fun for Your Little One” as part of a six-week series where children were encouraged to read, talk, sing, write, and play with stories and songs. There were 48 attendees.

- On 2, 9, 16, and 23 August, South Creek hosted the virtual series “Practica Spanish Conversation,” where attendees develop their Spanish language skills with conversation and new vocabulary. There were 35 attendees over four sessions.
- On 2, 9, 16, and 23 August, South Creek hosted a Social Worker on site to assist with social and government services; 26 attendees took part in this service.
- On 8 August, South Creek attended “Meet the Teacher” night at Oakshire Elementary School. Staff shared information about library services and resources with 105 attendees.
- On 12 August, South Creek hosted “Sun Cookies,” as part of the partnership with StarNET, 25 participants enjoyed creating their own edible Sun model and receiving a pair of solar viewing glasses.
- On 19 August, South Creek hosted “Hearts of Gold Therapy Dogs,” where attendees were encouraged to improve their reading skills by reading with a furry friend. There were 7 participants.
- On 26 August, South Creek hosted “Bear’s Shadow,” as part of the partnership with StarNET, 24 participants enjoyed an interactive storytime on how shadows are created and received a pair of solar viewing glasses.
- Every Monday in August, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 380 participants.
- Throughout August, South Creek hosted the following Passive Events: “Handprint Pop Art,” “Paper Stingray,” “Tissue Paper Apple,” and “DIY Constellation.” 480 passive crafts were distributed for families to complete at home.

South Trail

- On 10 August, “DIY Epoxy Resin Jewelry” entertained 10 people who made beautiful jewelry.
- On 18 August, 15 participants learned about painting while listening to classical music during the “Classical Painting & Music” program.
- In August, South Trail distributed 525 Second Harvest Food Bank breakfast and lunch boxes to the local community.
- In August, South Trail staff attended 8 events and spoke to 1,113 people about library services.
- In August, South Trail staff attended “Back to School” functions at Palmetto and Ventura Elementary schools and spoke to over 200 people about library services.
- In August, South Trail offered 8 “Virtual: Citizenship Inspired” classes to 155 attendees.
- In August, South Trail distributed over 2,200 craft kits and activity packs with word searches and coloring sheets.
- In August, 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 39 children and parents.
- In August, South Trail staff hosted the beginning English class, “English from Zero,” 8 times in person and 4 times virtually to 254 attendees.
- In August, South Trail hosted 4 “Introducción al Inglés” for 41 Spanish speakers learning English.

Southeast

- On 1, 2, 3, 8, 9, 10, 29, and 31 August, Southeast hosted “English from Zero” where 263 students discussed and learned basic English vocabulary.
- On 2, 4, and 9 August, Southeast hosted “English Conversation Hour,” where 73 students met to practice their English language skills with each other.

- On 4, 12, 18, and 26 August, Southeast hosted “Speaking Clearly Advanced,” where 91 students improved their speaking and presentation skills.
- On 4, 12, 18, and 29 August, Southeast hosted “Speaking Clearly Beginners,” where 131 English learners were introduced to the basics of the sounds of English pronunciation.
- On 7, 14, and 21 August, Southeast hosted “Caregiver Connect: Stay and Play,” where 86 caregivers connected with other caregivers while their little ones explored imaginary play with friends and learned about new resources.
- On 8 and 10 August, Southeast hosted “F is for Florida,” where 37 children celebrated the ABCs and 1-2-3s with crafts, stories, and Florida fun!
- On 14 and 15 August, Southeast hosted “D is for Dinosaur,” where 38 children enjoyed exploring dinosaur adventures using stories and activities.
- On 15, 22, and 29 August, Southeast staff hosted “Spanish from Zero: Basics,” where 198 students were introduced to the basics of the Spanish language.
- On 15, 22, and 29 August, Southeast hosted “Spanish Pronunciation,” where 125 students learned to pronounce words like a native Spanish speaker.
- On 28 and 29 August, Southeast hosted “Cuéntame un Cuento” where 30 children and their families read books and sang songs in English and Spanish suitable for speakers of either language.

Southwest

- On 1 and 22 August, Southwest staff presented “Hand Sewing Sashiko Patterns,” where 17 attendees learned a new sewing technique and created a beautiful Sashiko project.
- On 2, 9, 16, and 23 August, the Southwest Branch hosted “LEGO Club,” where 216 participants used their imagination to bring their ideas to life using LEGOs.
- On 3, 10, 17, 24, and 31 August, Southwest staff hosted “Storytime Crafts,” offering 478 attendees an opportunity to be creative and create a craft before or after Storytime.
- On 4 August, the Southwest Branch partnered with the Orange County Sheriff’s Office to present “Cookies and Milk with a Cop” storytime program. An officer visited the branch to read stories and answer questions for 46 children and their caregivers.
- On 7, 14, 21, and 28 August, staff from the Southwest Branch presented a weekly “Homeschool Club” program where 99 kids and their caregivers learned about a new science, math, art, or history topic in a fun and engaging way.
- On 12 August, Southwest staff presented “Beginner Line Dancing,” where 12 participants learned and practiced different line dancing techniques in a relaxing environment.
- On 12 and 19 August, Southwest staff hosted “Family Fiber Arts,” where 15 attendees spent time together completing a simple fiber arts project.
- On 16 August, the branch hosted “Toddler Playground,” where 53 toddlers and their caregivers enjoyed playing with different toys to increase motor and other early development skills.
- Every Saturday in August, Southwest staff hosted “Y Read” at the Dr. Phillips YMCA, where 40 attendees engaged in meaningful discussions of the selected book or short story.
- In August, the Southwest Branch offered a “Library Scavenger Hunt,” where 148 children earned prizes by answering all five questions about this month’s theme, the Industrial Revolution.

Washington Park

- On 1, 8, 15, 22, and 29 August, Washington Park hosted 138 children for “Zero to Five Storytime.”

- On 8 August, Washington Park staff attended the "Meet the Teacher" at Carver Middle School and spoke to 129 children and adults about library programs and services.
- On 21 and 28 August, Washington Park hosted "Dungeons & Dragons" for 4 attendees who got to develop their characters and complete a quest.
- Throughout August, 8 students attended sewing classes ranging from "Introduction to the Sewing Machine," "Sewing-Easy Potholder," and "Sewing-Fabric Bookmarks."
- Throughout August, 79 Washington Park customers engaged with the passive crafts and activities that staff created, including a Dungeons & Dragons Scavenger Hunt, "School Bus Frame Craft," and "Cipher Wheel Craft."

West Oaks

- On 2 August, West Oaks staff attended "Meet the Teacher" at Ocoee Elementary School and interacted with 176 students and caregivers, who learned about the library resources and registered for library cards.
- On 5 and 23 August, West Oaks staff presented "Magical Monarchs" to 25 children and their caregivers, who learned about the importance and lifecycle of a pollinator with stories, crafts, and monarchs before their transformations.
- On 9 August, West Oaks staff presented "Cuisine Corner Junior: Century Old Recipes: Icebox Cakes" to 32 attendees who learned the history of refrigerators and icebox cakes and made their tasty treats to consume immediately or take home.
- On 10 August, West Oaks staff presented "Building Your Family Tree on Ancestry.com" to 22 attendees, who learned about all the tools and resources Ancestry.com has to help build a family tree online.
- On 11 August, West Oaks staff presented a two-day series, "Let's Crochet T-shirt Yarn Baskets," to 17 attendees who learned how to make t-shirt yarn to crochet into sturdy round baskets to decorate or organize the home.
- On 22 August, West Oaks staff presented "Extraordinarily Ordinary" to 30 children and caregivers, who discovered the joys of imagination with everyday items.
- On 28 August, West Oaks staff presented "Homeschool Science: Handy Hands" to 26 attendees who learned about the bones that make up a hand and created their moving hand model.
- Throughout August, West Oaks staff presented 5 "English from Zero" classes to 72 attendees who learned English vocabulary for everyday life.
- In August, West Oaks staff hosted 5 "Mindful Start Family Yoga" for 202 children and their caregivers, who learned silly and fun yoga poses designed for kids.
- Throughout August, 266 take-home crafts and kits were distributed to families. The kits included crafts like handprint butterflies, dragon hand puppets, community paper chains, and more!

Windermere

- On 3, 10, 17, 24, and 31 August, Windermere hosted "Storybook Fun," "Toddler Time," "Tiny Tales," and "Caregiver Connect" for 789 adults and children.
- On 8 August, Windermere staff attended "Meet the Teacher" at Panther Lake Elementary School and interacted with 249 adults and children who learned about library resources and registered for library cards.
- On 8 and 22 August, Windermere hosted "LEGO Club," where 40 adults and children came together to express their creativity and imagination through LEGO creations.
- On 19 August, Windermere staff hosted "UV Kid" as part of our Eclipse Celebration for 36 adults and children. Families came together to learn about sun safety and the effects of UV rays.

- On 23 and 24 August, Windermere staff visited the Child Development Center to offer “Storytime” to 44 early learners.
- On 28 August, 27 adults and children attended “Macaroni Mania” to learn about the upcoming Annular Eclipse and make an eclipse-themed masterpiece made of pasta.
- Every Wednesday, Thursday, and Friday in August, Windermere hosted “English from Zero” and “English Conversation Hour” with 225 adults in attendance.
- Throughout August, Windermere hosted fourteen events for homeschoolers where 296 children learned about earth sciences, art history, and foreign languages.
- In August, 339 children participated in Windermere’s “LEGO: Choose Your Own Adventure,” where children helped determine the path of a short story based on LEGO creations.
- During August, Windermere created 1,849 passive crafts and activities for children to create and learn with their caregivers.

Winter Garden

- On 4, 11, 18, and 25 August, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 616 children and their caregivers.
- On 4, 11, 18, 25 August, Winter Garden hosted “Caregiver Connect: Stay and Play” to 132 children and their caregivers.
- On 7, 14, 21, and 28 August, Winter Garden hosted “Mindful Start Yoga,” where 151 participants practiced breathwork, mindfulness and movement.
- On 9 August, Winter Garden hosted a Solar Eclipse at the Library (SEAL) program, “UV Kid,” to 34 participants.
- On 11 August, 16 Winter Garden customers attended “Car Seat Safety.”
- On 16 August, Winter Garden hosted “Backpack Bling” for 20 children and their guardians.
- On 17 August, Winter Garden hosted “Book Page Necklaces” in honor of OCLS’s 100th birthday; 7 people participated.
- On 22 August, Winter Garden hosted “Centipede’s 100 Shoes” as part of OCLS’s 100th birthday for 27 attendees.
- Throughout August, “Virtual Conversation Hour” and “English from Zero” had a total of 122 participants joining virtually and in-person to practice English as a Second Language.
- Throughout August, 416 Winter Garden customers engaged with passive activities in the branch, including “Take-Home Craft: Book Buddies,” “Back to School Comics Craft,” “Character Mailbox,” and “August Kindness Board Tally.”

Community Engagement-Branch Outreach Specialists

- On 5 and 9 August, the Branch Outreach Specialist from Southwest hosted an outdoor nature Storytime near the playground at Bill Frederick Park for 10 attendees.
- On 8 August, the Branch Outreach Specialist from West Oaks attended the “Meet the Teacher: Citrus Elementary” outreach, connecting with 280 caregivers and children.
- On 9 and 23 August, the Branch Outreach Specialist from Washington Park hosted multiple animal-themed storytimes for 44 babies, toddlers, and preschoolers at Orlando Children’s Academy.
- On 14 August, the Branch Outreach Specialist from Winter Garden hosted a “Lego One Scoop” event for 20 adults through the LIFT Disability Network program.
- On 15 August, the Branch Outreach Specialist from South Trail hosted a presentation on the most helpful phone apps for seniors. The session explained how to use the apps,

including ones that track prescriptions and aid with vision issues, for 55 seniors at the Claudia Allen Center.

- On 18 August, the Branch Outreach Specialist from Eatonville met with 17 scholarship recipients of Edgewater High to discuss college and everything related at the “Mentees Talk College” event.
- On 21 August, the Branch Outreach Specialist from South Creek hosted two sessions of “Cuéntame un Cuento,” a bilingual interactive storytime featuring books and songs in English and Spanish for 54 children at Peace UM Preschool.
- On 23 August, the Branch Outreach Specialist from Chickasaw hosted a bilingual Storytime for three VPK groups at Three Points Head Start. A total of 59 children listened to stories and participated in activities.
- On 28 August, the Branch Outreach Specialist from North Orange visited the Redlands Christian Management daycare facility for children of migrant workers, bringing a “Little Chef” friendship and sharing program to 15 attendees. Participants listened to stories and then practiced measuring, mixing, and scooping.
- On 29 August, the Branch Outreach Specialist from Alafaya facilitated a dragon-themed storytime for 37 students at the UCF Creative School for Children. After the stories and songs, the children created dragon bookmarks.
- On 29 August, the Branch Outreach Specialist from Southeast hosted three “This is My Name” sessions for 48 children at the Three Points Head Start. Attendees listened to stories, practiced spelling, and learned that their names are special, just like them.
- On 29 August, the Branch Outreach Specialist from Windermere visited Overture at Hamlin to lead a book club for 12 adults. Attendees also learned how to access digital books and audiobooks available for free from their library.
- Throughout August, the Branch Outreach Specialist from Hiawassee hosted a series of “Device Advice” programs to assist Wayne Densch's seniors in becoming more technoliterate, reaching 191 people.

**Orange County Library System
Board of Trustees Meeting
September 14, 2023**

**Public Comment:
Non-Agenda Items**