

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

Board Packet for October 2023



STEVEN POWELL Library Director/Chief Executive Officer

October 6, 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 October 12, 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

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

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

- 23-132 I. **Call to Order**
- 23-133 II. **Public Comment Policy & Procedures**
- 23-134 III. **Approval of Minutes: Library Board of Trustees Meeting – September 14, 2023**
- 23-135 IV. **Staff Presentation: Melrose Pop Festival: Jim Myers**
- 23-136 V. **Financial Statements and Summaries: September 2023 Reports**
- 23-137 VI. **Dashboard – September 2023: Erica Grant**
- 23-138 VII. **Action Items:**
 - 23-139 **Election of Board Officers and Committee Appointments**
- 23-140 VIII. **Discussion and Possible Action Items**
- 23-141 IX. **Information**
 - 23-142 **Human Resources Dashboard: Yvonne Hartley**
 - 23-143 **Director’s Report**
 - 23-144 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates:

November 9, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- December 14, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801

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

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
October 12, 2023**

Call to Order

Orange County Library System Board of Trustees Meeting October 12, 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
October 12, 2023**

**Approval of Minutes:
September 14, 2023 Library Board
of Trustees Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (9/0); Nicole Benjamin (12/0 – City); Sharon Smoley (9/2); Ashley Cisneros Mejia (2/0 – City)

Library Board Absent: Lizannette Tam (9/2)

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

- 23-120 I. **Call to Order**
 President Bohannon called the meeting to order at 6:03 p.m.
- 23-121 II. **Public Comment Policy & Procedures**
- 23-122 III. **Approval of Minutes: Library Board of Trustees Meeting – August 17, 2023**
 Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the August 17, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-123 IV. **Staff Presentation: Summer at Your Library ~ Caitlin Hill and Rebecca Baichan**
- 23-124 V. **Financial Statements and Summaries: August 2023 Reports**
 CFO Shoemaker briefed the Board about the August financial reports and stated that the use of meeting rooms is becoming popular again and the processing of passports has increased as well.
- 23-125 VI. **Dashboard – August 2023: Sara Gonzalez, Chief of Lifelong Learning**
 CLL Gonzalez reviewed the August statistics for the Board. In August, there was a 20% decrease in door count, a 1% decrease in physical items checked out, and a 15% increase in digital checkouts, which is an average of 8,952 items per day.
- Events are up 9.6%, and attendance is down 29.2% compared to last year. Out of those attendance numbers, staff offered 1,153 events with an attendance of 32,899 in-person and 11,703 offsite. Last year, the Library offered 1,052 events with an attendance of 46,467. In 2022, voting accounted for 143 events with an attendance of 25,568. If voting is removed, events are up 26.84%, and attendance is up 52.42% compared to last year. Last year, without voting, the Library offered 909 events with an attendance of 20,899.
- In addition, technology class attendance went up 27%. Out of those attendance numbers, over 25,000 were for in-person events and over 4,000 were events hosted offsite.
- She shared two stories this month that highlight some innovative partnerships that staff fostered: Throughout the year, the Events & Programs Department has collaborated with Orlando Health and Safe Kids Orange County, which is led by Children’s Safety Village of Central Florida, to facilitate workshops and resources concentrated on promoting child safety and preventing injuries for parents and caregivers. A significant part of this effort is the "Car Seat Safety Series." This initiative enlists certified experts who volunteer to examine and properly install car seats at zero cost to participants. Given that nearly 75% of

car seats are improperly installed or utilized, these events hold a direct and positive impact on the safety of families residing in Orange County. OCLS hosted several sessions at both the Alafaya and Winter Garden branches. Since this initiative began in January, over 100 car seats have been inspected. One noteworthy instance occurred during the August event held at the Winter Garden Branch. The technicians and members of the Winter Garden Fire Department played a crucial role by inspecting 16 car seats during the event and providing a replacement car seat to a family in attendance whose car seat was broken.

The second story is a little bit different. Melrose Customer Service Lead Andi Cates invited local podcaster Nick D'Alessandro from the "Wait Five Minutes" podcast to visit the Orlando Public Library and take a look at how OCLS has grown over the last 100 years. Andi partnered with Community Outreach Coordinator Nathaly Ruiz 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 and here are a couple of excerpts: When wrapping up his tour Nick asked Nathaly how they hoped the perception of libraries is changing, adapting and impacting our communities. Nick loved all that is offered in the Melrose Center and asked Andi what it was like to work in such a unique Library space. The episode of the podcast can be found on Apple Podcasts or Google Podcasts, along with 230 additional episodes about the curious stories and cultural changes sweeping through the Sunshine State.

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**

H.R. Director Hartley reported that at the beginning of the year there was a struggle to fill positions however, as of May, there has been an increase in staff and the total is now at 425. She also reported that there was a record number of new hires in June and July. Staff have updated the job postings and process to make it easier for applicants to apply.

23-130 **Director's Report**

Director Powell reported that 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, 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 the service area. This event also marked the first official outing of the 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, 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 the 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 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.

Lastly, we had the first Library District Final Budget Public Hearing on Monday, September 11th. The Mayor and all six Commissioners unanimously approved the budget. Although, City Appointee City Clerk Stephanie Herdocia, was unable to attend due to the City's budget process, she will be at the second and final hearing on Tuesday, September 26th.

Director Powell reported that the *Neil Gaiman in Conversation with Art Spiegelman* event on November 6th has sold out.

23-131

Public Comment: Non-Agenda Items

X. Adjournment

Trustee Smoley, seconded by Vice President Benjamin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:51 p.m.

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
October 12, 2023**

**Staff Presentation:
Melrose Pop Festival: Jim Myers**

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

**Financial Statements &
Summaries: September 2023**

Orange County Library System
FY 2022-23 Financial Statement Highlights
Twelve Months Ended September 30, 2023
Preliminary

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 \$61,491,484 or 101.1% of the budget.

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.

Fee Cards:

The Library budgeted \$20,000 for Fee Card revenues for FY 2022-23. Through September, we received \$152,214 or 761.1% of budgeted revenues.

Note: 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 September, we received \$49,190 or 164.0% of budgeted revenues.

Faxes and Scans:

Revenues from Faxes and Scans are \$21,962 and \$6,166, respectively. These revenues are lower than the 5-year average and are lower than what we anticipated to receive so far this fiscal year. The combined revenue of \$28,128 is on target for our projected \$28,000 revenues 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 \$181,812 or 121.2% of budget through September which is higher than what we anticipated for the year.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2022-23. Through September, we received \$25,517 or 212.6% of budgeted revenues.

Fines, Fees and Lost Materials:

Revenues from Fines, Fees and Lost Materials through September are \$67,902 or 21.2% of budget. The actual revenue is less than we expected for the year.

Note: The Board approved the waiving of late fees during the October 2022 Board Meeting, resulting in the Library receiving 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 September interest-earning statements.

Investment Fair Value:

This line is an adjustment to reflect the fair market value adjustments of the Treasury investments.

Contributions-Other:

Through September we have received \$170,784 or 1,219.9% 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 September we have received \$-0- or 0.0% of the budget. The Library has submitted the required documentation and received approval for reimbursement, however as of 9-30-2023 we have not received the funds from E-Rate/USAC.

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 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 timing of this revenue stream is driven by the Tax Collector's Office. While the Library typically receives this funding in the last quarter of the fiscal year, as of 9-30-2023 we have not received the payment from the Tax Collectors Office.

Expenses:

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$1,400,000 or 80.0% of budget. The \$1,400,000 payment, versus the \$1,750,000 budgeted, was based on the FY 2022-23 actuarial report.

Worker's Compensation:

The Worker's Compensation Expenditures for FY 2022-23 are at \$105,253 or 105.3% of budget.

Unemployment Compensation:

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

Professional Services:

The Professional Expenditures are at 110.6% of the budget, due to design costs for some of the FY 2023-24 projects that were incurred and paid for in FY 2022-23.

Delivery & Postage:

The Delivery and Postage Expenditures are at 95.0% 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 142.0% of the budget, which includes the re-classification of the Windermere Project cost from the Building & Improvement line.

Property Appraiser Fees:

The expenditures in this category are at 116.4% of budget for FY 2022-23. The \$547,000 budget was based on FY 2021-22 estimate and the actuals vary year by year.

Supplies Hardware Software:

The expenditures in this category are at 16.2% 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 \$214,875. This account is for any supplies used for programming, mainly the Summer At Your Library Program. This account is a sub-set of the Supplies Account. Combined Supplies expenditures are \$790,517 or 87.8% 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 \$922,940 expended so far is primarily related to the North Orange Roof, Photo Lab Enhancements 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.

The Library expended 80.6% of the combined budgets for Building Improvements and Leasehold Improvements so far in FY 2022-23.

Materials-Other Expense:

Through September, we have expended \$4,722,741 or 102.7% of the budget for Library Materials. It is anticipated that we will spend approximately \$4,900,000 or 106.5% of the budget in this account due to the increased material usage by our patrons.

Transfer To Capital Projects Fund:

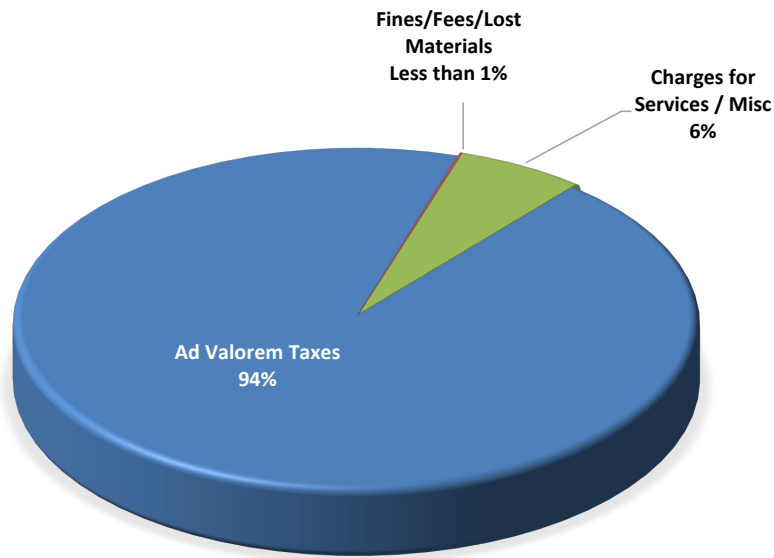
Through September, we have transferred \$7,600,000 or 190.0% of the line item to the Capital Projects Fund. It is anticipated that we will transfer approximately \$8,750,000 or 218.8% of the budget in this account to fund the Horizon West and Lake Nona Branch costs.

Transfer to Sinking Fund:

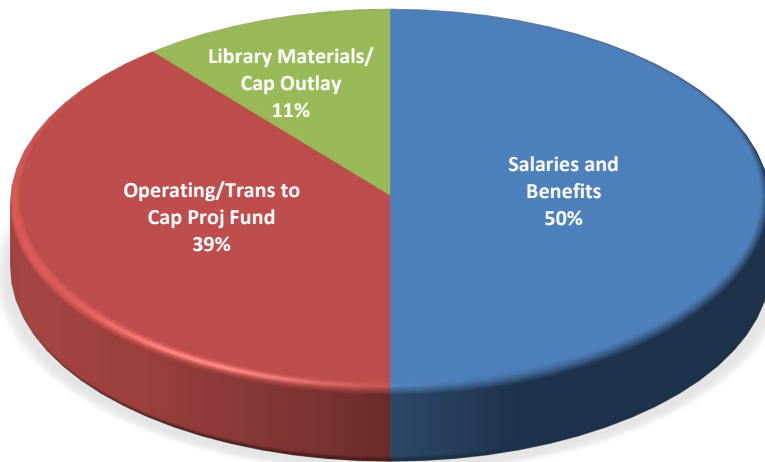
Through September, we have transferred \$1,000,000 or 200.0% of the budget to the Sinking Fund.

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Twelve Months Ended September 30, 2023
Preliminary

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2023
Preliminary**

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
AD VALOREM TAXES	60,850,000	61,491,484	101.1%
INTERGOVERNMENTAL			
State & Federal Grant	635,000	113,928	17.9%
State Aid	150,000	681,977	454.7%
County Grants	-	0	-
City Grants	-	6,000	-
CHARGES FOR SERVICES			
Fee Cards	20,000	152,214	761.1%
PC Pass (\$10 for 7 days)	1,500	974	64.9%
PC Express (\$5 for 1 hour)	2,000	941	47.1%
Classes	3,000	1,010	33.7%
Meeting Rooms	30,000	49,190	164.0%
Faxes	35,000	21,962	62.7%
Scans	11,400	6,166	54.1%
Ear Buds, Jump Drives, Masks	1,600	3,015	188.4%
Bag Sales	1,500	4,426	295.1%
Library Card Replacement	7,000	1,741	24.9%
Copy & Prints	150,000	181,812	121.2%
Passport Facility & Photo Fees	12,000	25,517	212.6%
Other	500	4,330	865.9%
	<u>275,500</u>	<u>453,298</u>	<u>164.5%</u>
FINES, FEES & LOST MATERIALS	320,000	67,902	21.2%
MISCELLANEOUS			
Investment Earnings	125,000	2,228,633	1782.9%
Investment Fair Value	-	25,309	-
Sales of Surplus Property	5,000	10,281	205.6%
Contributions - Friends of Library	35,000	144,499	412.9%
Contributions - Others	14,000	170,784	1219.9%
Internet Rebate	75,000	0	0.0%
Grants & Awards	25,000	55,877	223.5%
Miscellaneous	50,000	85,003	170.0%
	<u>329,000</u>	<u>2,720,386</u>	<u>826.9%</u>
TRANSFER FR PROP APPRAISER	25,000	73,918	295.7%
TRANSFER FR TAX COLLECTOR	470,000	0	0.0%
TOTAL REVENUES	<u><u>63,054,500</u></u>	<u><u>65,608,893</u></u>	<u><u>104.1%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY**

Twelve Months Ended September 30, 2023

Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
SALARIES & BENEFITS			
Salaries	21,866,000	19,805,434	90.6%
Medicare Taxes	310,000	281,949	91.0%
Defined Contribution Pension Plan	1,600,000	1,485,431	92.8%
Defined Benefit Pension Plan	1,750,000	1,400,000	80.0%
Money Purchase Pension Plan	1,250,000	1,166,382	93.3%
Life and Health Insurance (Employees)	3,775,000	3,041,081	80.6%
Retiree Health Care (OPEB)	500,000	272,771	54.6%
Worker's Compensation	100,000	105,253	105.3%
Unemployment Compensation	40,000	1,954	4.9%
Parking & Bus Passes	225,000	224,186	99.6%
	<u>31,416,000</u>	<u>27,784,441</u>	<u>88.4%</u>
OPERATING			
Professional Services	280,000	309,595	110.6%
Other Contractual Services	2,005,000	1,774,686	88.5%
Other Contract. Serv.- Janitorial	400,500	384,653	96.0%
Training and Travel	90,000	77,022	85.6%
Telecommunication	255,000	196,293	77.0%
Delivery and Postage	1,347,000	1,279,792	95.0%
Utilities	960,000	894,339	93.2%
Rentals and Leases	1,295,000	1,276,829	98.6%
Insurance	600,000	476,281	79.4%
Repairs and Maintenance/Leasehold Improvements	1,587,000	2,253,135	142.0%
IT Subscriptions/Maintenance Contracts	1,522,000	1,154,786	75.9%
Copying/Printing	341,000	253,011	74.2%
Promotional Activities	425,000	404,035	95.1%
Property Appraiser's Fee	547,000	636,821	116.4%
Tax Collector's Fee	1,215,000	1,213,401	99.9%
Supplies	900,000	575,642	64.0%
Supplies-Hardware/Software	600,000	96,939	16.2%
Supplies-Programming	-	214,875	-
Memberships	15,000	10,477	69.8%
	<u>14,384,500</u>	<u>13,482,612</u>	<u>93.7%</u>
CAPITAL OUTLAY			
Building and Improvements	2,350,000	922,940	39.3%
Equipment and Furniture	350,000	244,464	69.8%
Hardware/Software	1,225,000	354,138	28.9%
	<u>3,925,000</u>	<u>1,521,542</u>	<u>38.8%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	8,135	58.1%
Materials - Other	4,600,000	4,722,741	102.7%
	<u>4,614,000</u>	<u>4,730,876</u>	<u>102.5%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,000,000	7,600,000	190.0%
TRANSFER TO SINKING/EARR FUND	500,000	1,000,000	200.0%
TOTAL EXPENDITURES	<u>58,839,500</u>	<u>56,119,471</u>	<u>95.4%</u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2023
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	58,000	1,370,937	2363.7%
Investment Fair Value	-	22,423	-
Transfer from Operating Fund	4,000,000	7,600,000	190.0%
Reserves	27,170,000	-	0.0%
TOTAL REVENUES	31,228,000	8,993,360	28.8%
EXPENDITURES			
New Branch	6,145,000	463,136	7.5%
Reserves-Horizon West Demolition Fund	250,000	-	-
Reserves-Lake Nona Advanced Rent Pymt	440,000	-	-
Reserves	24,393,000	8,530,224	35.0%
TOTAL EXPENDITURES	31,228,000	8,993,360	28.8%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2023
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	10,000	184,250	1842.5%
Investment Fair Value	-	3,015	-
Transfer from Operating Fund	500,000	1,000,000	200.0%
Reserves	3,520,000	-	0.0%
TOTAL REVENUES	4,030,000	1,187,265	29.5%
EXPENDITURES			
Reserves-Building and Improvements	2,530,000	745,355	29.5%
Reserves-Horizon West Emergency Repair Fund	1,000,000	294,607	29.5%
Reserves-Technology	500,000	147,303	29.5%
TOTAL EXPENDITURES	4,030,000	1,187,265	29.5%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Twelve Months Ended September 30, 2023
Preliminary**

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
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
September 30, 2023
Preliminary

ASSETS

Cash on Hand	15,662
Equity in Pooled Cash	4,012,518
Equity in Pooled Investments	35,600,543
Accounts Receivable	379
Inventory	132,454
Prepays	266,856
Other Assets - Deposits	<u>8,440</u>
TOTAL ASSETS	<u><u>40,036,852</u></u>

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

LIABILITIES

Accounts Payable	204,168
Accrued Wages Payable	431,534
Accrued Sales Tax	303
Accrued Fax Tax	52
Due To Friends of the Library	1,267
Employee Payroll Deductions:	
Optional Life	3,341
Vision Plan	(251)
Weight Watchers	516
Short Term Disability	2,513
Staff Association	5,811
TOTAL LIABILITIES	649,254

FUND BALANCE

Nonspendable:	
Inventory	132,454
Prepaid Items and Deposits	275,296
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	24,524,081
Current Year Expenditures over Revenue	9,489,422
TOTAL FUND BALANCE	39,387,598
 TOTAL LIABILITIES & FUND BALANCE	 40,036,852

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
September 30, 2023
Preliminary

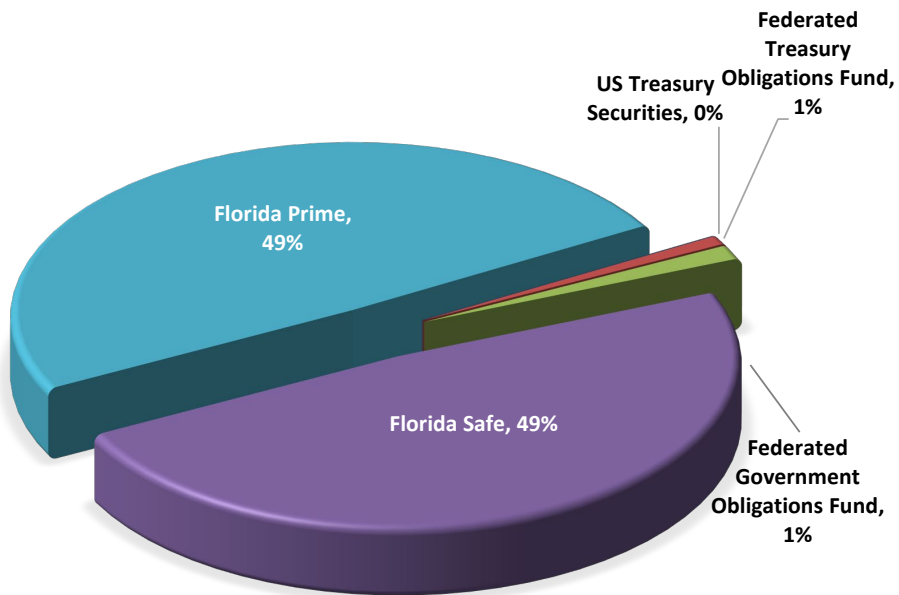
	BALANCE			BALANCE
	08/31/23	RECEIPTS	DISBURSE	09/30/23
OPERATING				
Equity in Pooled Cash	2,191,851	5,441,588	3,620,921	4,012,518
Equity in Pooled Investments	42,136,819	208,301	6,741,667	35,603,453
	44,328,670	5,649,889	10,362,588	39,615,971
CAPITAL PROJECTS				
Equity in Pooled Investments	36,872,654	1,702,776	-	38,575,430
SINKING				
Equity in Pooled Investments	4,977,587	231,204	-	5,208,791
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,196,930	263,557	186,163	2,274,324
Claims Payment Checking Account	73,000	168,277	168,277	73,000
Equity in Pooled Investments	4,502,257	21,115	-	4,523,372
	6,772,187	452,949	354,440	6,870,696

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS

September 30, 2023

Preliminary

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
US TREASURY SECURITIES	0
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	712,427
Federated Government Obligations Fund	1,145,081
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	40,706,470
Florida Prime (SBA)-HW Demo Fund	250,000
Florida Prime (SBA)	<u>41,097,068</u>
TOTAL	<u><u>83,911,046</u></u>

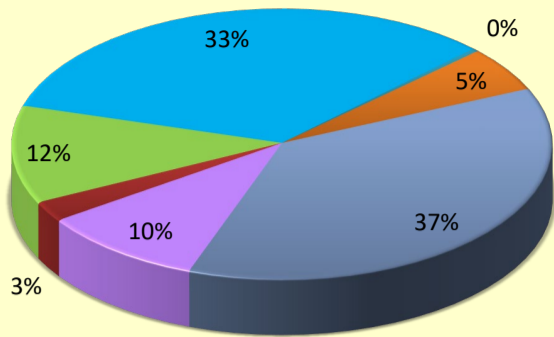


**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

Dashboard: September 2023

Monthly Report for September 2023

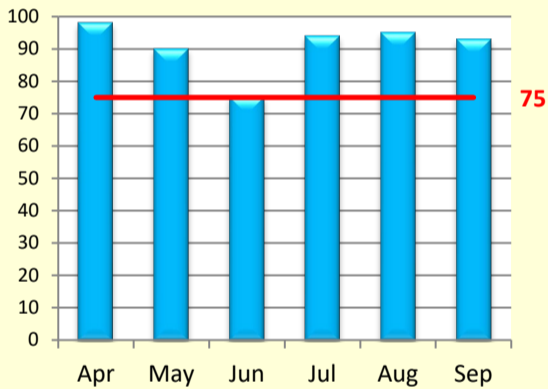
Contacts



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

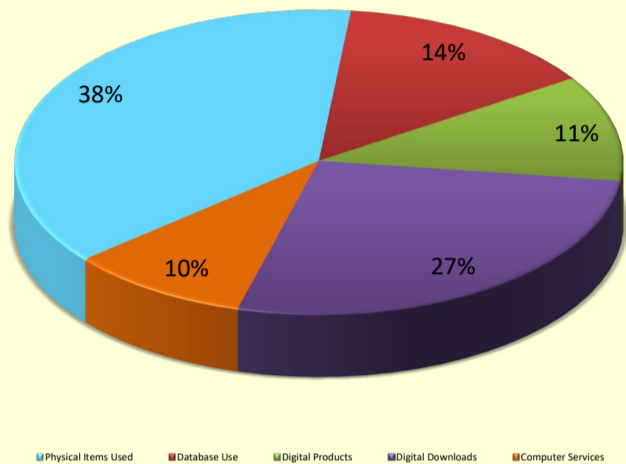
	2023	2022	% change
Door count	141,283	108,033	30.78%
MAYL Packages	34,652	31,371	10.46%
External Web Visits	167,411	155,592	7.60%
Catalog Searches	477,066	392,077	21.68%
Questionline Calls	5,213	4,789	8.85%
Social Media	77,492	70,943	9.23%
Electronic Contacts	533,550	469,205	13.71%
TOTAL	1,436,667	1,232,010	16.61%

Net Promoter Score



Resources Accessed

	2023	2022	% Change
Physical Items Used	374,365	339,031	10.42%
Database Use	139,773	152,156	-8.14%
Digital Products	111,708	82,877	34.79%
Digital Downloads	268,980	231,431	16.22%
Computer Services	95,207	41,300	130.53%
TOTAL	990,033	846,795	16.92%

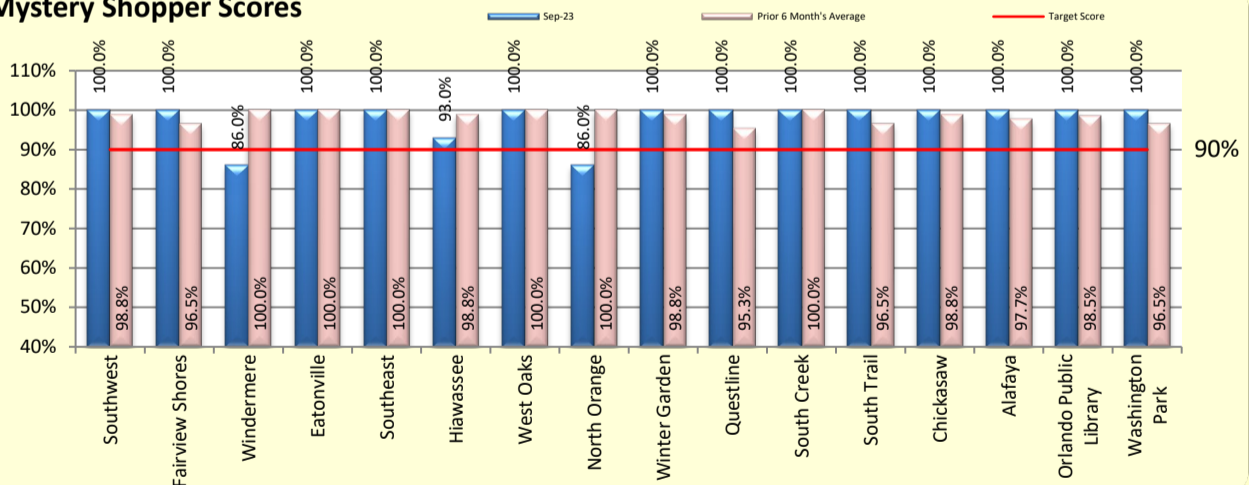


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2023	2022	% Change
Active Cards	339,359	333,201	1.85%
New Registrations	7,878	5,424	45.24%
VLC Registrations	209,263	241,302	-13.28%
Transactions	87,786	74,687	17.54%

Mystery Shopper Scores



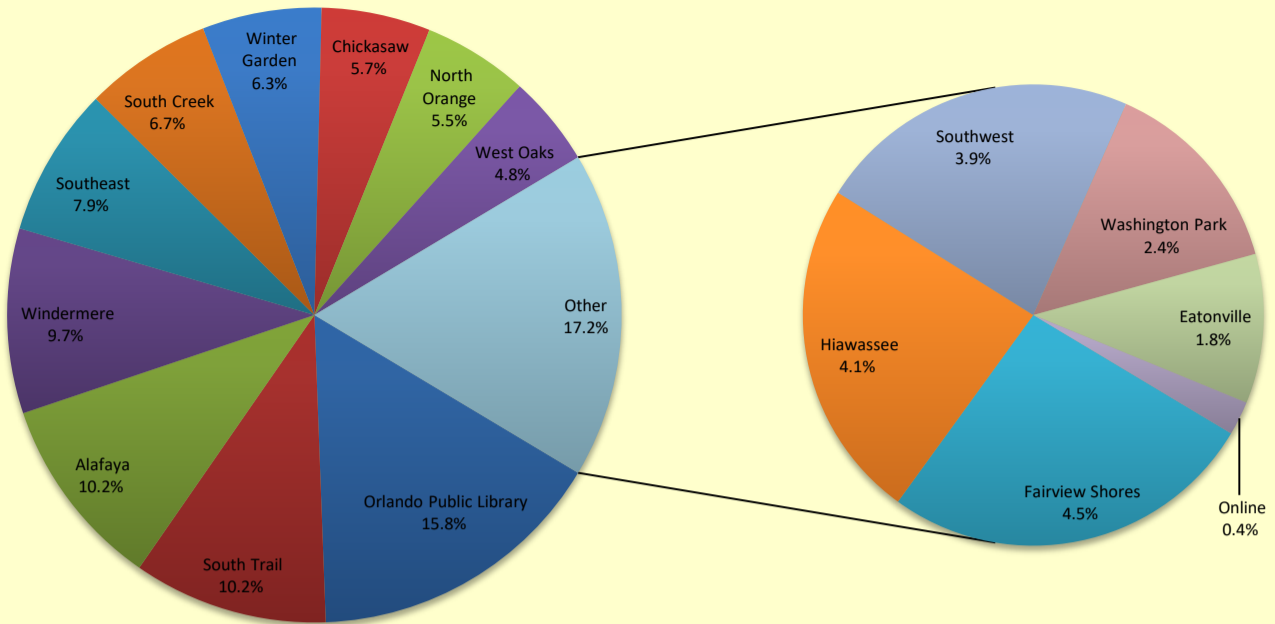
Physical item circulation for September 2023 was 375,030 including renewals. Checkouts for easy books were 31% or 47,016 items, juvenile fiction, juvenile non-fiction, and young adult totaled 22.7% or 34,645 items, and adult fiction, non-fiction, and large print combined for 20.9% or 31,851 items. DVDs equaled 10% with 15,237 items circulated.

The September 2023 digital checkouts reached 268,980 checkouts which is an average of 8,966 per day. For comparison, in September 2022 digital checkouts were 16% lower at 231,431 averaging 7,714 per day. We also had strong usage of Hoopla with 31,890 checkouts, Kanopy with 4,793 checkouts, and PressReader with 3,908 issues. Overdrive continued to be the highest used resource generating 187,122 checkouts for the month.

There were 165,952 visits to www.ocs.info last month. Mobile devices accounted for 56%, or 89,357 visits, while desktops had the remaining 44%, or 76,595 visits.

The book drop returns for September 2023 were 2,759 from Lake Nona and 3,169 items from Horizon West.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	5,388	4,216	27.8%	1,028	957	7.4%
South Trail	3,629	2,056	76.5%	521	151	245.0%
Alafaya	4,024	1,858	116.6%	100	124	-19.4%
Windermere	3,795	1,941	95.5%	143	66	116.7%
Southeast	2,842	1,832	55.1%	344	224	53.6%
South Creek	2,573	1,415	81.8%	139	85	63.5%
Winter Garden	2,457	1,532	60.4%	86	149	-42.3%
Chickasaw	2,198	801	174.4%	124	133	-6.8%
North Orange	2,119	1,078	96.6%	127	71	78.9%
West Oaks	1,720	1,216	41.4%	214	186	15.1%
Fairview Shores	1,624	1,086	49.5%	212	-	0.0%
Hiawassee	1,424	969	47.0%	238	149	59.7%
Southwest	1,315	1,301	1.1%	262	187	40.1%
Washington Park	939	567	65.6%	43	86	-50.0%
Eatonville	614	347	76.9%	114	30	280.0%
Online	-	-	0.0%	165	88	87.5%
TOTAL	36,661	22,215	65.0%	3,860	2,686	43.7%

In September 2023, we offered 1,201 Events with an attendance of 32,819. Last year, the Library offered 907 events with an attendance of 19,226.

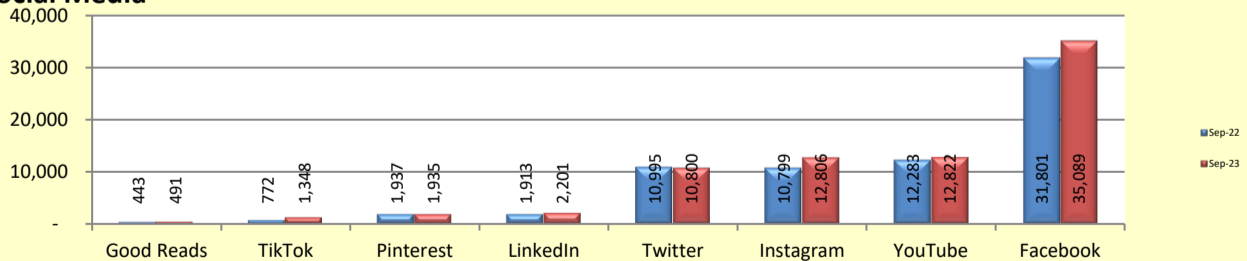
On 28 September, the Youth Services Department hosted on TikTok, "Cuisine Corner Junior: Homemade Tortillas," where 500 attendees learned how to make these flatbreads using a few simple ingredients. On 30 September, 178 attendees listened to the unique sounds of El Mariachi, who performed musical selections from various Latin countries at the Orlando Public Library. On 17 September, the Orlando Public Library hosted the Orlando Literary Expo, where 153 attendees connected with Orlando-area literary organizations and resources for local writers. On 8 September, the Chickasaw Branch hosted the sold-out "Romance, Wine and Chocolate" event, where 150 attendees celebrated the Bridgerton series with Julia Quinn, best-selling author of historical romance fiction, as she discussed her newest book, Queen Charlotte, and her writing career. On 16 September, the La Calle Band performed a blend of Latin and Pop music that celebrated Hispanic Heritage Month for 110 attendees at the Orlando Public Library.

In September 2023, we offered 1,034 Classes with an attendance of 3,860. Last year we offered 852 Classes with an attendance of 2,686. Also last month, we presented 154 Offsite Events reaching 5,131 people, and attended 52 Community Events reaching 3,842 people.

Events/Class Attendance

	2023	2022	% Change
Community Events	3,842	2,989	28.54%
Events - Adult	14,944	7,979	87.29%
Events - Teen	703	452	55.53%
Events - Children	17,172	10,795	59.07%
Technology Classes	3,860	2,686	43.71%
TOTAL	40,521	24,901	62.73%

Social Media



Social media statistics for September 2023 saw a 9.23% increase in growth.

Throughout September, we promoted National Library Card Sign-Up Month, which included 17 posts across OCLS social media platforms. Totalling 100,367 impressions, 4,168 engagements and 2,026 clicks to the "Get or Replace Your Card" form on the website. Posts varied from a commercial style "I Got Carded" video featuring library staff, [videos featuring a sign-up incentive](#) (limited edition holographic stickers), as well as a photo post of [Jerry Craft](#), author of the Newbery Award-winning graphic novel "New Kid", who dropped by for a surprise visit at the Orlando Public Library.

September also kicked off Hispanic Heritage Month. To celebrate, the Marketing and Public Relations team worked with Cuisine Corner Chef and instructor Yamira Lee Johnson to create four recipe videos to be shared on social media throughout the month. Two recipes have been posted so far: [How to Make Alcapurrias](#) and [How to Make Flan](#) (4,587 total

Orange County Library System

Circulation Statistics by Location - Preliminary Without Databases

FY 2023

October 1, 2022 - September 30, 2023

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Drive Up Window Visits	Walk In Visits	Total Visits	Drive Up Window Visits Previous Year	Walk In Visits Previous Year	Visits Previous Year	Gain (Loss)	%Gain (Loss)
Main	337	2,327,657	27.59%	1,720,228	607,429	35.31%		314,336	314,336		206,879	206,879	107,457	51.94%
MAYL	248	433,915	5.14%	435,660	(1,745)	-0.40%		405,142	405,142		409,056	409,056	(3,914)	-0.96%
Digital Products	-	1,234,773	14.63%	1,501,815	(267,042)	-17.78%		-	-		-	-		
Digital Downloads	-	2,976,444	35.27%	2,615,228	361,216	13.81%		-	-		-	-		
Talking Books	339	57,662	0.68%	24,912	32,750	131.46%		4	4		10	10	(6)	-60.00%
Chickasaw	295	112,279	1.33%	110,890	1,389	1.25%		115,879	115,879		78,283	78,283	37,596	48.03%
West Oaks	337	78,318	0.93%	75,769	2,549	3.36%		84,666	84,666		61,792	61,792	22,874	37.02%
Alafaya	337	203,454	2.41%	213,542	(10,088)	-4.72%	58,541	140,691	199,232	57,198	110,879	168,077	31,155	18.54%
Southeast	295	143,463	1.70%	149,115	(5,652)	-3.79%		116,462	116,462		91,953	91,953	24,509	26.65%
Hiawasee	295	49,510	0.59%	51,052	(1,542)	-3.02%		92,873	92,873		65,065	65,065	27,808	42.74%
Southwest	295	152,193	1.80%	163,123	(10,930)	-6.70%		123,758	123,758		94,463	94,463	29,295	31.01%
Edgewater	295	60,642	0.72%	61,500	(858)	-1.40%		82,436	82,436		63,722	63,722	18,714	29.37%
North Orange	337	111,909	1.33%	117,653	(5,744)	-4.88%		84,124	84,124		74,313	74,313	9,811	13.20%
South Creek	337	134,940	1.60%	114,156	20,784	18.21%	9,547	106,574	116,121	9,106	79,174	88,280	27,841	31.54%
South Trail	295	39,258	0.47%	35,561	3,697	10.40%		91,737	91,737		66,540	66,540	25,197	37.87%
Winter Garden	295	170,417	2.02%	173,985	(3,568)	-2.05%	17,248	100,874	118,122	16,609	83,397	100,006	18,116	18.11%
Windermere	286	115,138	1.36%	118,842	(3,704)	-3.12%		68,500	68,500		54,989	54,989	13,511	24.57%
Washington Park	265	20,165	0.24%	21,708	(1,543)	-7.11%		46,166	46,166		38,082	38,082	8,084	21.23%
Eatonville	295	15,726	0.19%	11,029	4,697	42.59%		45,283	45,283		33,361	33,361	11,922	35.74%
Totals	4,844	8,437,863	100.00%	7,715,768	722,095	9.36%	85,336	2,019,501	2,104,837	82,913	1,611,958	1,694,861	409,976	24.19%

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

Action Items

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

**Election of Board Officers &
Committee Appointments**

ORANGE COUNTY LIBRARY BOARD OF TRUSTEES
Orlando, Florida
By-Laws: Articles 5 & 6

ARTICLE 5

Officers of the Board

Section 1. The officers of the Board shall consist of a president, a vice president and a secretary/treasurer, each of whom shall be elected for a term of one year at the first regular meeting in each fiscal year. The officers shall serve for one year or until successors are elected. In case of a vacancy in the office of president, the vice-president shall fill the office of president. In the case of vacancy in the office of vice president or treasurer, the Board shall elect a member to fill the unexpired term.

Section 2. The president shall preside at the meetings of the Board and perform such duties as the Board may direct.

Section 3. The vice president shall perform the duties of the president in the absence or unavailability of the president.

Section 4. The secretary/treasurer shall see that all proceedings of the Board are recorded faithfully.

ARTICLE 6

Committees of the Board

Section 1. Standing Committees. The president shall have the power to establish standing committees to act in all advisory capacity to the Board. Standing committees are: Personnel, Finance, Planning, and Marketing. Terms for appointees to these committees are for one year, unless otherwise stated at the time of appointment. A standing committee should be made up of at least one member of the Board and other members of the public. Committee appointments will be approved by the Board.

Section 2. Advisory Committees: Ad hoc advisory committees may be established at the suggestion of the president and with the approval of the Board. Each ad hoc advisory committee will be made up of at least one Board Member. Members of the public may be appointed to the committee with the approval of the Board. Terms for the committee and the appointees are to be determined at the time the committee is created and the appointments are made.

Section 3. Members of the public who may agree to serve on an advisory committee must agree to abide by the Standard Rules of Conduct set forth in Chapter 112.313 of the Florida Statutes.

Current Library Board of Trustees Committees & Chairs

Finance Committee:

Chair: TBD

Marketing Committee:

Chair: TBD

Partnership Committee:

Chair: TBD

Personnel Committee:

Chair: Crockett Bohannon

Planning Committee:

Chair: TBD

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

Information

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

Human Resources Dashboard

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

Director's Report



SEPTEMBER 2023 MARKETING SNAPSHOT

MEDIA HIGHLIGHTS

"Celebrate National Hispanic Heritage Month in Orlando 2023"
OrlandoDateNightGuide.com, Sept. 5

"Virtual: Author Talk, Lidia Bastianich"
Orlando Weekly, Sept. 7

"Orlando Literary Expo connects storytelling groups with the community"
Community Paper, Sept. 13

"Research your Hispanic ancestors with help from the library"
TheHistoryCenter.org, Sept. 26

"10 Surprisingly Free Things That You Can Do In Orlando"
TheTravel.com, Sept. 28



ADVERTISING

In September, National Library Card Sign-up Month was widely promoted with all of our advertising partners. The goal was to help increase library card registrations in the community. Key highlights included sponsored stories written by WKMG and *Bungalower* promoting the perks of being a library cardholder for kids and adults. In addition, we ran print and digital ads with partners including *Community Paper*, *Orlando Weekly*, *West Orange Observer & Times* and JVC Fly 103.1 FM.



SOCIAL MEDIA HIGHLIGHTS

Last month, we published a user story video featuring a young customer named Samuel Bracho who went through the library's BizKids program. At just 11 years old, Samuel has been flexing his baking and business management skills with his business, Samuel's Great Desserts. Samuel notes that without BizKids, he likely wouldn't have been able to have his business. The interactive program (designed for children ages 9-14) helped Samuel create a business plan, design marketing materials and practice pitches. The video has received over 19,000 views and 167 shares – making it the most successful video in September.

Director's Report: October 2023

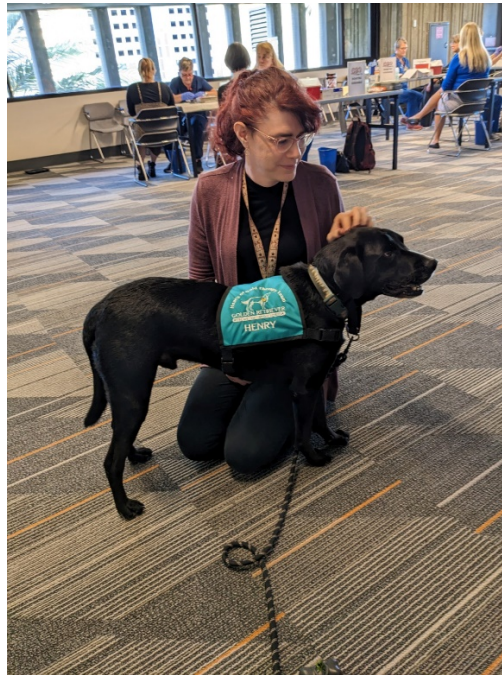
On September 10, the OCLS book bike made its first appearance at the Lake Eola Farmer's Market. Staff registered attendees for cards and passed out free books, courtesy of the Friends of the Library. A total of 167 people interacted with staff and learned more about the library's mobile future.

Recently, the library's second book bike was delivered and is now on display in the lobby at Orlando Public Library. The second bike was funded by OUC, which is also celebrating 100 years of service. We partnered with OUC to cross-promote our 100th anniversaries, which has resulted in a partnership that has brought us a book bike wrapped with OUC and OCLS 100 Year logos and an OUC-themed book display at Main that features titles on water conservation, utilities, STEM careers, science and energy. The bike and book display will be in the lobby through December 31, and OUC has highlighted the partnership on collateral being distributed at some of its OUC100 events. The company will host a public unveiling of the book bike at the OUC Half Marathon on December 2.

Healthiest Employers is a trusted awards program that recognizes people-first organizations taking a more proactive approach to employee health. We have been honored with a 2nd place finish for central Florida and an astounding 60th place rank amongst the 2023 Healthiest 100 Workplaces in America. Our efforts to promote wellness in the workplace are being recognized as this is a great improvement from our still impressive 90th place finish for 2022. Included, are full reports plus our featured submission.

National Top 100 report: <https://www.healthiestemployers.com/post/2023-healthiest-100-workplaces-in-america>

Central Florida: <https://www.healthiestemployers.com/healthiest-employers-events/central-florida>



The Orange County Library System (OCLS) is an innovative and award-winning library system known for increasing public access to education, promoting lifelong learning, and improving community well-being. It has a central library in Downtown Orlando and 15 branch locations in Central Florida. **Despite the challenges of the COVID-19 pandemic, OCLS remained committed to its employees and was recognized as one of Orlando Sentinel's Top Workplaces in 2022.** OCLS places a high value on creating a workplace culture and employee well-being strategy inclusive of mental health. One of the unique benefits offered to employees at OCLS is the opportunity to earn more paid time off by participating in wellness activities. Both full-time and part-time employees can complete an Annual Health Survey to earn four hours of additional PTO. Additionally, employees can earn an extra four hours of time off by engaging in various wellness activities like well-being challenges, commuting to work, attending preventive

screenings, or participating in OCLS wellness events. OCLS also incentivizes employees to receive COVID-19 vaccines or boosters by providing additional paid time off to rest from potential side effects.

This year, we partner with Orange County on the annual Orange County Mayor's Toy Drive, an initiative that collects and distributes toys to Orange County youth and family agencies, supporting residents in need during the holiday season. From November 6 through December 11, people can drop off new, unwrapped toys at drop boxes located in our branches, and we will deliver these to the county's distribution warehouse. We're excited to contribute to the success of the mayor's holiday initiative.

On September 18, the North Orange Branch Technology Trainer introduced the BizKids program at the HOPE CommUnity Center in Apopka. The trainer worked with HOPE CommUnity Center's "Adelante Caminantes" program, a remarkable initiative that provides support to teenagers who escaped poverty and violence in their home countries and arrived in the United States without an adult caregiver. Recognizing the unique needs of the teens in the program, the trainer tailored the BizKids curriculum to support their needs. The trainer also translated the entire program into Spanish, ensuring that language would not hinder knowledge and empowerment. Named "Emprendedores" (Spanish for entrepreneurs), this program promises to be an enriching experience that will empower these teens with entrepreneurship, marketing, and public speaking skills.

The branch outreach specialist for the Fairview Shores and Eatonville branches has been visiting Seniors First to host various classes. One of the staff members shared this thank you letter with his manager:

I am writing you in regard to Ahmad Muhammad, your Branch Outreach Specialist. He has been presenting classes to our clients as part of our pilot project, Project Connect, where we supply tablets to our senior clients in order to encourage socialization and fight isolation.

Ahmad has presented a class on "What the Library Can Offer You," which was fantastic because I think most of our clients still thought the library only had books to loan. He has also presented two history classes on Florida.

Our clients LOVE these classes. We have a great turnout for his class, and they ask me about when the next one will happen!

This type of outreach is so amazing and important. Our clients have attended a few of the virtual classes the library offers and have signed up for library cards. But I think joining those groups is a bit more intimidating for them and being in a class with their friends and a familiar presenter has been really easy for them.

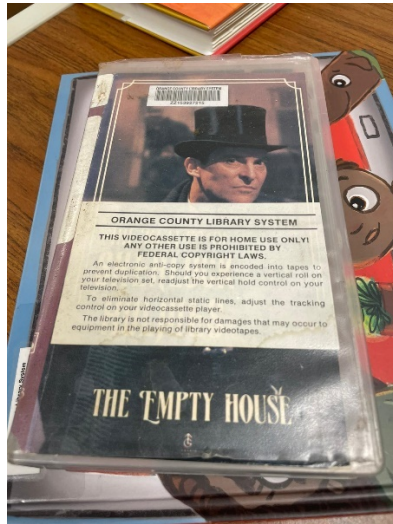
We at Seniors First really appreciate the services, classes and opportunities the Orange County Public Library offers. We also appreciate Ahmad Muhammad and him sharing his time and knowledge. We hope that this partnership can continue to grow and flourish!

*Sincerely,
Kelly Fiori
Seniors First Inc.*

Every September, the School Partnership Program actively promotes student participation in the library's School Library Card Drive. Representatives from the School Partnership Program, known as library liaisons, set forth a challenge to all Orange County schools, spanning elementary, middle and high school levels. Their challenge is to encourage students to obtain library cards between September 1st and 30, coinciding with National Library Card Sign-Up Month. Each school is provided with a personalized registration link for library card sign-ups. The results for 2023 are impressive, with 1,099 new card registrations coming in from 76 different participating schools.

The Washington Park Branch Outreach Specialist and Assistant Manager visited Valencia College to meet about discussing a partnership. They were able to connect with the West Campus librarian and will begin to distribute OCLS marketing materials across their system. In addition, this has yielded tabling opportunities at their new student orientations and has also helped to promote the Melrose Center.

The Southeast Branch has seen a recent influx of well-overdue materials since going fine free. One item, an old VHS tape, was returned to the outside book drop on Saturday, September 30. Southeast hasn't had VHS in its collection since the early 2000s! Below is a photo of the relic.



I also wanted to share one last note from a grateful customer. The writer, Elida, is a Citizen Inspired student from South Trail and a recently naturalized citizen,

Dear Teacher Niurka, my greetings and affection reach you.

When I signed up for the Citizenship Inspired experience, I did so because of the need to prepare myself about the different contents and aspects of the American citizenship interview. I assumed the course would be online which, in the words of a much-loved nephew, means a bit boring, but – as always – the Orange County Library System has pleasantly surprised me.

You will remember my first classes: Problems with the microphone because I couldn't find it, screen outputs, etc. Failures all related to my person and my limitations with technology. However, as the days went by, the dynamics that you gave to the classes, your good spirit and closeness, as well as Sharon's ever-present words of optimism, were achieving the acquisition of knowledge, discipline in systematic study and increased self-confidence in each lesson class. In line with what was said, the learning experience went in two directions: an individual sense in which a relationship of his person with each participant intervened making him visible and a collective sense because the group built its own dynamic of approach and interaction, motivated by the same objective.

Each opportunity of four sessions you enriched with elements that made it different and interesting, which is a preparation for each session that, I am sure, goes beyond the time required by your daily work, demanded by others. On the other hand, having only technological contact with the students, you managed to break the coldness in each encounter so that learning permeated each one according to their particularities. For example, if we take into consideration the different levels of English. There are students with a very fluent English and others, as in my case, with basic English and weaknesses in pronunciation. That's why I asked him from the beginning to correct me as many times as necessary.

In the first session and on two subsequent occasions, you asked me if I had applied for citizenship and with some regret, I said no. I am not given to lying, and I love the truth above all things, but there is a lesson I learned many years ago from a great Cuban friend, who left Cuba fleeing the Castro dictatorship and took refuge in my country. Of all the teachings received (he was a born teacher) there was one that always remembered me, and I share it with you. He told me: "Remember, Elida, that in life you have to do things like the Owl, the Monkey and the Hen. Like the Owl: Look everywhere keeping silent but gaining knowledge. Like the Monkey: It does not let go of one branch until it is safe in another. And the Hen: Only cackles when she has already laid the egg. For the sake of this teaching and for my own philosophy of life, I am not given to share some projects of great importance to me until they are consolidated. For that and forgive me, I did not announce to the classmates that I had submitted the application. It was inconsequential.

So, I applied, and in a period of four months and 25 days, the whole process was completed. Last week, dear Niurka, I went to the interview and passed it. That achievement is not individual. And is there one that is? Your classes, your close but very respectful and considerate treatment, the systematization and enrichment of the course at every opportunity, my insistence on obtaining knowledge and correcting pronunciation, the appointments with the USCIS Officer in your classes, the answer to all questions we asked, your words of optimism, accompanied by the great collaboration of Sharon, all that, together with the discipline of the study that has characterized me and being examined on the day of the interview by an officer of great treatment and professionalism, were the perfect combination for the achievement.

Thank you Niurka, extended to Sharon and to the Orange County Library System. Thank you for the support and trust in each session, thank you for the commitment and dedication you bring to Citizenship Inspired.

Congratulations, and that the program continues with such a high approval rate. I hope that the universe one day joins its fortunate coincidences and allows us to know each other to thank you personally.

*Kind regards,
Sincerely,
Elida*

Recent System-Wide Events

Community Engagement

- On 12 September, the Branch Outreach Specialist from Southeast introduced 24 preschoolers and teachers at the Lake Nona YMCA Preschool to "Community Heroes: Explore Our Helpers." In this experience, children learned how their local community works and who provides the services we rely on daily.
- On 14 September, the Branch Outreach Specialist from South Creek hosted "Cuéntame un Cuento," a bilingual interactive storytime featuring books and songs in English and Spanish for 15 attendees at the Socialization Event at the Children's Home Society.
- On 14 September, the Branch Outreach Specialist from West Oaks attended the Ocoee Elementary Open House, connecting 174 children and guardians with library resources and the opportunity to get a card.
- On 15 and 17 September, the Branch Outreach Specialist from South Trail hosted pop-up library events at the Timucua Arts Foundation. One hundred twenty-nine attendees to the Timucua-hosted events had the opportunity to learn more about the library and check out books curated to celebrate Hispanic Heritage Month and poetry.
- On 17 September, the Branch Outreach Specialist from Eatonville/Fairview Shores met with 17 members of the Big Brothers Big Sisters Orlando cohort group to share information about 3D printing and its' history, followed by a live print demonstration and a chance to take home a print!
- On 18 September, the Branch Outreach Specialist from North Orange brought bingo and "Cuisine Corner-Guacamole" to 24 residents at Wekiwa Brookdale Seniors.
- On 26 September, the Branch Outreach Specialist from Windermere visited the Primrose School of Ocoee to celebrate Hispanic Heritage Month through interactive stories and crafts with 48 attendees.
- On 26 September, the Branch Outreach Specialist from Chickasaw visited 53 children and teachers to present a Bilingual Storytime to celebrate Hispanic Heritage Month at Three Points Head Start.
- On 26 and 27 September, the Branch Outreach Specialist from Washington Park hosted storytimes for toddlers, VPK students, and their teachers. A total of 40 attendees listened to stories while interacting with scarves and egg shakers in a movement activity.
- On 27 September, the Branch Outreach Specialist from Alafaya visited 37 children and teachers at the Bithlo Head Start to host a storytime and craft activity all about bats.
- In September, the Branch Outreach Specialist from Hiawassee visited the Wayne Densch YMCA on three occasions to assist a total of 80 seniors in operating their devices with confidence.

Alafaya

- On 2 September, Alafaya staff conducted “Teen Volunteering: Orange Slice,” where 17 teens earned community service hours by contributing to Alafaya’s teen literary and creative arts magazine.
- On 2 September, Alafaya staff hosted “Puzzle Swap,” where 72 attendees swapped an old puzzle for something new.
- On 7 September, Alafaya staff conducted “UV Kid,” where families discovered how scientists work to keep astronauts safe from radiation in space and crafted a creature with a built-in UV-radiation “detector.” There were 17 participants.
- On 13 September, Alafaya staff presented “Artsy Toddler: Lions,” where 58 toddlers and caregivers practiced their fine motor skills in an art program based on the 1990s film *The Lion King*.
- On 13 September, Alafaya staff conducted “Cuisine Corner Junior: 90s Disney,” where children made and enjoyed treats inspired by Disney movies from the 1990s. There were 34 participants.
- On 14 September, Alafaya staff attended “Outreach Event: Avalon Elementary Open House,” where they shared library resources and card registrations with the school community. There were 125 participants.
- On 18 September, Alafaya staff hosted “Solar Science 101,” where attendees learned about the sun and how to view the eclipse safely with Anne Holland of the Space Science Institute. There were 35 participants.
- On 20 September, Alafaya staff conducted “Happy Habitats,” where children learned about the habitats, plants, and animals of extreme environments through books and crafts. There were 21 participants.
- On 21 September, Alafaya staff presented “Alafaya Head Start Storytime,” where 109 preschoolers enjoyed lively stories and songs.
- Throughout September, Alafaya hosted “In Person: Social Worker @ the Library,” where 63 customers received social and government services assistance.

Chickasaw

- On 6 September, Chickasaw Branch presented “Babies en la Biblioteca.” A total of 18 attendees participated in bilingual storytime, songs, and play.
- On 8 September, Chickasaw Branch presented “Romance, Wine & Chocolate with Julia Quinn.” One hundred fifty attendees celebrated the Bridgerton series with Julia Quinn as she discussed her newest book, *Queen Charlotte*.
- On 16 September, Chickasaw hosted “Why Don’t Eclipse Happen Every Month?” A total of 24 customers created a 3D model of the Earth, moon, and sun to demonstrate solar and lunar eclipses.
- On 23 September, the Chickasaw Branch hosted “Mexican Danza,” where 35 kids and their caregivers participated in a live Mexican Folkloric Dance performance.
- Every Tuesday in September, Chickasaw distributed 340 boxes of non-perishable food from Second Harvest Food Bank to families in the community.
- Every Wednesday in September, Chickasaw staff presented “Spanish Conversation Hour.” A total of 60 students learned Spanish phrases, vocabulary, and pronunciation for essential conversation.
- Every Thursday in September, Chickasaw hosts a Social Worker on-site to assist with various services. A total of 42 customers took part in this service.
- In September, Chickasaw staff attended 9 events and spoke to 435 individuals about library services.
- In September, the Chickasaw Branch distributed 300 passive crafts for kids and their families. School Bus, Build a Cat, and Back to School
- During September, Chickasaw staff presented “English from Zero,” “English Conversation Hour,” and “Practice Makes Perfect,” both in person and online, fostering the English language skills of over 328 customers.

Eatonville

- On 7 September, Eatonville hosted “DIY Art: Creatures of the Night” for 22 participants who created Mexican Folk art creatures and watched them come to life on paper.
- On 11 September, Eatonville hosted “Making a Solar Eclipse Book” for 20 students gathered to assemble their book covers inspired by the upcoming solar eclipse.
- On 13 September, Eatonville presented “Aztec Gold Rush” to 21 youths who learned about civilization as they gathered clues to the whereabouts of Montezuma’s hidden treasure.
- On 13 September, Eatonville hosted “R is for Robot” for 19 early learners who enjoyed STEM-inspired learning inspired by robot crafts, activities, and stories.
- On 14 September, Eatonville presented “Dinosaur Excavation” to 26 youth paleontologists who excavated tiny dinosaurs from their icy eggs.
- On 19 September, Eatonville celebrated Healthy Aging Month with “Healthy Aging Day,” where 23 seniors gathered for crafts, activities, and learning to support healthy aging.
- On 20 September, Eatonville presented “Celebrate with Dora and Friends” to celebrate Hispanic Heritage Month. Twenty-two preschoolers created crafts and heard stories inspired by Dora the Explorer.
- On 27 September, Eatonville partnered with Audubon Center for Birds of Prey to present “Backyard Birds of Prey” to 25 kids who met and learned about birds of prey that can be found in their backyard.
- On 27 September, Eatonville offered “Learn a Language” tech class to 17 students using Mango Languages.
- During September, program-themed “Passive Kits” were given to 211 children.

Fairview Shores

- On 5, 12, 19, and 26 September, 177 people attended “Beginner’s Spanish for Kids” at Fairview Shores and learned about verbs and vocabulary for colors and weather.
- On 9 and 23 September, 38 people attended “Paint Party!” at Fairview Shores. Families created three art projects to take home.
- On 14 September, Fairview Shores staff talked to 150 people at the “Lake Weston Elementary School Open House” about library services and collected registration forms for 23 new library cards.
- On 20 September, 14 people attended the Fairview Shores “Batman Day” celebration to honor one of the world’s most well-known comic book superheroes through crafts and activities. There was even a visit from the caped crusader himself!
- On 28 September, 16 people attended “Pirates! All Aboard to Puerto Rico” and explored the island with stories and crafts to celebrate Hispanic Heritage Month.
- In September, Fairview Shores began hosting “Dungeons and Dragons at the Library” and had 5 attendees create characters and battle foes.
- In September, 25 people participated in the “A Day in the Library Community Writing Project,” where one person started a story, and another person or family picked up where the last one left off to continue the tale.
- In September, 92 children completed the Fairview Shores “Hispanic Heritage Month Scavenger Hunt,” finding images of “las frutas” around the library.
- In September, 107 people contributed to two Fairview Shores “Community Art Projects,” decorating fall leaves and pumpkins to decorate the Children’s area.
- In September, the “Second Harvest Food Distribution” provided 255 community members with shelf-stable, non-perishable food boxes.

Hiawassee

- On 5 September, the Hiawassee staff visited Today's Kids Daycare. They shared information about the library and told stories to 16 attendees.
- On 12 September, Hiawassee staff, as an OCPS liaison, participated in the "Open House" outreach event at Lake Silver Elementary School. Participants included 43 students, 45 adults, and 1 teen, for a total of 89.
- On 17 September, 19 Hiawassee teen volunteers assisted with preparing library craft activities and helping us prepare for two upcoming library events.
- In September, Hiawassee hosted 7 "English from Zero" and 3 "English Conversation Hour" classes, serving 298 participants, with an average attendance of almost 30 people per class.
- Throughout September, Hiawassee hosted three "Zero to Five Storytimes" every Monday and one "Family Storytimes" on 1 September. Storytellers and staff encouraged early literacy skills for 65 children and adult caregivers.
- Throughout September, Hiawassee staff created eleven themed "Take & Make" art activity kits serving 299 children and teens.
- Throughout September, Hiawassee staff offered six Eclipse (SEAL) programs serving 95 participants.
- During September, Hiawassee distributed 340 boxes of non-perishable food items for the five "Second Harvest Food Distribution" programs.

Main

- On 8 September, the Second Saturday Improv show drew 66 attendees to the Melrose Stage.
- On September 14, the Youth Outreach Coordinator participated in Waterbridge Elementary's Open House with a total of 75 attendees.
- On September 14, the Learning Central Manager participated in Lake Whitney Elementary's Open House and shared library resources with 98 attendees.
- On September 16, the Youth Outreach Coordinator participated in the Orange County Fire Rescue Station 54 Open House with a total of 53 attendees.
- On 16 September, the La Calle Band performed a blend of Latin and Pop music that celebrated Hispanic Heritage Month for 110 attendees at the Orlando Public Library.
- On 17 September, the Orlando Public Library hosted the Orlando Literary Expo, where 153 attendees connected with Orlando-area literary organizations and resources for local writers.
- On September 20, the Youth Education Specialist hosted "Mayor Buddy's Book Club" featuring the title "Solimar: The Sword of the Monarchs" by Pam Munoz Ryan with a total of 95 attendees.
- On 20 September, chef Yamira Lee Johnson walked 82 attendees through making and incorporating versatile spices and flavors into their cooking during "Cuisine Corner: Sofrito and Adobo" on Instagram.
- On 27 September, the Melrose Center represented OCLS at StartupFest 2023, an entrepreneurship initiative led by the University of Central Florida and Blackstone LaunchPad partnership which provides students access to a network of entrepreneurial support and resources. Through this event, Melrose staff interacted with 102 students.
- On September 28, the Youth Program Specialist hosted "Cuisine Corner Junior: Homemade Tortillas" on TikTok and Instagram Live with 500 total attendees.
- On September 29, the Youth Services Librarian provided a tour to the "Christ School" with 52 first graders in attendance.
- On 30 September, 178 attendees listened to the unique sounds of El Mariachi, who performed musical selections from various Latin countries at the Orlando Public Library.
- On 30 September, 105 attendees were provided eclipse glasses and joined Emil Buehler Planetarium's director, Derek Demeter, for an exploration of the upcoming Solar Eclipse on October 14th.
- During September, a recipient of an Excel Adult High School scholarship graduated from the program and received a high school diploma. The current total number of scholarships awarded for Excel Adult High School is 12.

- Throughout the month of September, a total of 124 Lake Eola Charter School students attended coding classes in partnership with TEC.
- Throughout the month of September, a total of 314 customers enhanced their Fiber Arts skills with sewing, knitting, and crocheting by taking TEC in-person and online classes.

Melrose Center

On September 8th, the *Second Saturday Improv* show drew 66 attendees to the Melrose Stage. Hosted by Marko Torres, the show featured players Aimee LeCours, Anisha Brown, Ashley Evans, Gina DiRoma, Kelly Tinsley and Roo Nafasat. Ryan Mulcahy provided stage lighting and audio support.

Both of our eight-week ‘Improv One’ class series wrapped on September 24th with a combined Student Showcase on the Melrose Stage. 41 friends and family came to cheer on the Sunday and Wednesday classes in their first live Improv performance.

Senior Instructor Juan Rivera celebrated Game Development Month with a series of online classes throughout September. A total of 96 students attended the fifteen classes Juan offered on developing games in Unity.

On September 21st, WUCF aired an encore presentation of this season’s third *Melrose in the Mix* episode. Originally aired in March, the episode features [Colin Farrell and Davey Curley](#).

We are preparing for the next season of *Melrose in the Mix* which is expected to air on WUCF in 2024. This season we’re moving the sessions from the Audio Studio to the Melrose Stage so we can invite audiences back to the shows. To help usher in this new era, Robert Jakab created a new *Melrose in the Mix* logo, seen here on promotional material for the upcoming sessions on October 8th:



On September 11th, the series finale of the *Reel to Real Podcast* was released across [all major platforms](#). In the episode, Grammy Award-winning engineer Bruce Hensal joined co-host Jim Myers in the Audio Studio in welcoming back guests singer-songwriter Beth McKee and entertainment lawyer Davey Jay. The session was engineered by Isra Batista with Anthony Torres handling video production. We recorded and released 24 episodes of *Reel to Real* since initiating the show in January 2020, interviewing numerous significant figures from the music industry many of whom Bruce worked with in-studio during his career. We’re grateful for Bruce’s efforts on the podcast over the years, and it is possible the Melrose Center will work with him again in some capacity. In 2024, the Melrose Center plans to start a new podcast, focusing on the Center itself. More to come!

On September 13th, Gabriel Soltren served as a panelist at the National Entrepreneur Center's SCORE Orlando BizLink Expo. Gabriel spoke about the Melrose Center and how our resources can help people with small businesses.

Gabriel joined Ryan Baichan in representing the Melrose Center and OCLS StartupFest 2023 on September 27th, an entrepreneurship initiative led by the University of Central Florida and Blackstone LaunchPad partnership which provides students access to a network of entrepreneurial support and resources. Through this event, Ryan and Gabriel interacted with 102 students, garnering 17 completed library card applications while providing information about the center's services and offering QR weblinks to the virtual Melrose General Orientation.



Pedro Berrios Colmenero offered two Melrose classes, Photo Studio Camera Level 1 and Camera Level 2, on September 2nd at the Chickasaw branch. With a combined eight in attendance, patrons learned advanced cameras settings and how to safely operate each camera with its corresponding lenses. On September 9th, Pedro partnered with the Southeast branch to offer Cámara Nivel 1. It was the first in-person Melrose class to be led in Spanish outside of the Center, drawing seven attendees who were also provided with information on accessing the Melrose Photo Studio.

The *Melrose Pop Festival* [concert film trailer](#) was posted to YouTube on October 20th and shared on Melrose social media. The trailer was edited by Gabriel Soltren with audio supplied by Isra Batista. The film is expected to premiere in early 2024.

The Melrose Video Studio has been equipped with Blackmagic cameras and other gear for years. Through the efforts of Anthony Torres, on September 6th the Melrose Center was officially listed on the Blackmagic Design site as a Training Partner. The Melrose Center is one of 22 BMD Training Partner Classroom Training locations in the country, and one of only two in Florida. Anthony is completing training in October to be a Certified Trainer for an assortment of teaching modules provided by Blackmagic Design.

Meetups at Melrose hosted two events this month. 'Indienomicon' returned to the Melrose Center the first Saturday in September for a Game Demo Day that drew 10 attendees, while the 'Central Florida Retro Computing Group' welcomed 11 members on September 16th who shared their love of the early days of 8-bit home computing.

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

Orientations and Assessments

59 Orientations: Attendees 125

- Audio 3-8 (online 2-6)
- Photo 5-14
- Video 5-9
- 3D Printer 3-6 (online 1-1)
- Orion Laser Cutter 1-0
- Silhouette Cameo 2-1 (for Staff 1-7)
- Glowforge Laser Printer 3-8
- General Orientation 4-22
- Flight Orientation/Assessment 12-15
- Driving Orientation/Assessment 13-23
- VR Learning Station Orientation 4-5

31 Assessments: 15 Attendees

- Audio 13-5
- Photo 7-7
- Video 8-0
- 3D Printer 1-1
- Glowforge 1-1
- Silhouette Cameo Cutter 1-1

In-Person Classes

139 Classes: 333 Attendees

- Audio 42-76
- Photo 27-78
- Video 36-62
- Fab Lab 6-17
- Performing Arts 17-89
- Game Design 8-7
- Show Production 3-4

Online Classes

55 Classes: 155 Attendees

- Audio – 5-13
- Photo 3-9
- Video 10-11
- Fab Lab 2-9
- Game Design 16-96
- Graphic Design 19-17

Throughout September, Juan Rivera had 43 customers visit during 20 days of *Game Development Open Lab*. These sessions allow customers a chance to ask questions and explore the Simulators, VR Learning Stations and Game Design classes and resources.

There were nine *Makerspace Open Labs* in September with 160 customers visiting the Fab Lab. These sessions allow credentialed Members to use the 3D printers, Orion Laser Cutter, Glowforge Laser Printer and Silhouette Cameo machines to complete projects, and provide newcomers the chance to ask Fab Lab Instructors questions about the resources and related classes.

Studios, Spaces, Simulators

45 Bookings out of 64 Available Studio Sessions: 92 Attendees

- Audio – 16 of 20 booked, 34 attendees
 - *Among the 4 not booked, there was 1 cancellation, 1 late cancellation and 2 no shows*
- Photo – 18 of 26 booked, 35 attendees
 - *Among the 8 not booked, there were 4 were cancellations, 3 late cancellations, and 1 no show*
- Video – 11 of 18 booked, 23 attendees
 - *Among the 7 not booked, there were 2 cancellations, 1 late cancellation and 2 no shows*

Other Bookings:

- Sound Booths – 149
- Editing Bays – 104
- LED Wall - 10
- Driving Simulator – 36
- Flight Simulator – 13
- VR Learning Station - 8
- Glowforge Laser Printer – 2
- 3D Printer – 14
- Silhouette Cameo – 3
- Game Development Workstation - 1
- Rehearsal Space – 17
- Melrose Conference Room - 1

We welcomed 157 new Members during September via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 22, we gained 179 new Members for the month.

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

- Orlando Audio – 1,291 (+3)
- Orlando Digital Media Design – 1,743 (-3)
- Orlando Melrose Makers – 196 (+3)
- Orlando Out Tonight Theatre – 2,968 (+30)
- Orlando Photo+Design – 3,840 (+13)
- Orlando Video & Post Production – 2,722 (+9)

North Orange

- On 16 September, North Orange hosted "Cookies & Milk with a Cop." In addition to the Apopka Police Department hosting the storytime, there was a special guest—Apopka's first "Dog Mayor" named Asher. In total, 56 attendees came to the event.
- On 16 September, North Orange hosted "Hispanic Heritage Disney Trivia" with 51 attendees.
- On 21 September, the North Orange branch hosted a "Mexican Danza" event for families. 30 attendees watched the event.
- Throughout September, the North Orange branch distributed shelf-stable food for children and families provided by Second Harvest Food Bank. There were 255 boxes of food distributed during the month.
- Throughout September, North Orange staff hosted "Storytime Craft" during the weekly storytimes. There were 247 attendees in total.
- Throughout September, the North Orange branch hosted a virtual "Basic Spanish" class. In total, 88 attendees were able to practice their Spanish-speaking skills.

South Creek

- On 2 September, South Creek hosted “Pinhole Viewer: Cereal Box Version” for 23 participants as part of our eclipse celebrations.
- On 11, 18, and 25 September, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 221 participants.
- On 12 and 14 September, South Creek attended Open Houses at the Sunshine Elementary. Staff shared information on library services and resources with 238 attendees.
- On 16 September, South Creek hosted “Puzzle Swap,” where customers could exchange their old puzzles for something new. There were 36 participants.
- On 21 September, South Creek shared information on library resources and services during “Girl Scouts of Citrus Parent Information Night” for 10 participants.
- Throughout September, South Creek hosted the following Passive Events: “Ice Cream Craft,” “Frida Kahlo Craft,” “Paper Pumpkin Craft,” and “Fraction Parrot.” 480 passive crafts were distributed for families to complete at home.
- Throughout September, South Creek hosted “Character Mailbox,” where customers could write a letter to the character of the month, Mirabel from Encanto. 95 Letters were submitted.
- In September, South Creek hosted “English Conversation Hour,” where customers could practice conversational English with other students. There were 71 participants over six sessions.
- Every Wednesday, South Creek hosted a Social Worker on site to assist with social and government services; 24 attendees participated in this service.
- Every Wednesday, South Creek hosted the virtual “Practica Spanish Conversation” event where students could learn and practice conversational Spanish. There were 33 participants over four sessions.

South Trail

- On 23 September, 11 participants listened to author Eugenia Chu read from her book, “Celebrating Mid-Autumn Festival.” After the reading, the group enjoyed crafts.
- On 28 September, staff participated in “Hispanic Heritage Night” at the Orlando Science Elementary School and spoke to 220 people about library services.
- In September, South Trail distributed 255 Second Harvest Food Bank breakfast and lunch boxes to the local community.
- In September, South Trail began offering computer classes in Haitian Creole again. Twelve classes were offered, and 238 attended these classes, averaging over 19 students per class.
- In September, South Trail offered 8 “Virtual: Citizenship Inspired” classes to 136 attendees.
- In September, South Trail distributed over 1320 craft kits and activity packs with word searches and coloring sheets.
- In September, 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 67 children and parents.
- In September, South Trail staff hosted the beginning English class, “English from Zero,” 9 times in person and 4 times virtually to 567 attendees.
- In September, South Trail hosted 5 “Introducción al Inglés” for 37 Spanish speakers learning English.

Southeast

- On 1, 6, 27, and 29 September, Southeast hosted “English Conversation Hour,” where 63 students met to practice their English language skills with each other.
- On 1, 9, and 29 September, Southeast hosted “Speaking Clearly Beginners,” where 115 English learners were introduced to the basics of the sounds of English pronunciation.

- On 5, 6, 7, 13, 15, 19, 20, 23, 26, 27, and 28 September, Southeast hosted “English from Zero” where 280 students discussed and learned basic English vocabulary.
- On 5, 12, 19, and 26 September, Southeast hosted “Spanish from Zero: Basics,” where 250 students were introduced to the basics of the Spanish language.
- On 5, 12, 19, and 26 September, Southeast hosted “Spanish Pronunciation,” where 175 students learned to pronounce words like a native Spanish speaker.
- On 7 September, Southeast hosted “Autumnfest,” where 72 children celebrated fall with stories and carnival-style games.
- On 11 and 13 September, Southeast hosted “Caregiver Coffee and a Craft,” where 53 participants connected with other caregivers while sipping a hot beverage and making a craft.
- On 13, 20, and 27 September, Southeast hosted “Making Cents: Your Money in English,” where 98 ESOL Students learned the necessary vocabulary and key financial terms to manage their money in the USA.
- On 18 September, Southeast hosted “Jumpin’ Jubilee,” where 31 attendees listened to stories, sang, danced, and did crafts in honor of the library’s 100th birthday.
- On 19 and 21 September, Southeast hosted “Little Chef: Panqueques for Breakfast,” where 30 attendees and their caregivers learned to make a tasty pancake dish.

Southwest

- On 6, 13, 20, and 27 September, Southwest staff presented the virtual “Discover America” program, where 74 preschoolers and their caregivers learned about a new state each week.
- On 9 September, Southwest staff facilitated a “Pop-Up StoryWalk” at Bill Frederick Park, where 40 attendees enjoyed reading and nature as they were guided through the story.
- On 12 September, library staff visited Brookdale Assisted Living facility, where they promoted registering for a library card and utilizing the library’s eBook offerings to 15 attendees.
- On 14 and 28 September, Southwest staff presented a modified “Ageless Grace” program for 16 residents in the memory care center at Brookdale Assisted Living facility.
- On 23 September, members of the “Hearts of Gold Therapy Dog” rescue group hosted a reading program for 32 attendees who enjoyed reading to a furry listener.
- On 28 September, Southwest staff taught “Hand Sewing” Sashiko Patterns” for 27 attendees.
- On 30 September, library staff attended the “Community Day Celebration” at ICON Park, where they interacted with 111 people who visited the library’s table to learn more about our services.
- On Thursdays in September, library staff hosted “Toddler Time” for 256 attendees who enjoyed listening to stories, rhymes, and songs.
- Every Saturday in September, library staff helped facilitate the “Y Read: Book Read Aloud” program at the Dr. Phillips YMCA, where 35 people attended to discuss that month’s story selection.
- In September, 132 children practiced writing skills by writing a postcard to a popular character through the “Character Mailbox” activity.

Washington Park

- On 2, 9, 16, 23, and 30 September, Washington Park hosted "English from Zero: Level 1", fostering the English language skills of 45 customers.
- On 5, 12, 19, and 26 September, Washington Park hosted 264 children for "Zero to Five Storytime."
- On 11, 18, and 25 September, Washington Park hosted "Dungeons & Dragons" for 11 attendees who got to develop their characters and complete a quest.
- On 13 September, Washington Park staff attended the "Open House" at Carver Middle School and spoke to 108 children and adults about library programs and services.

- On 21 September, the Washington Park branch hosted "Build a Sizzling Solar Oven." Using a cardboard box and aluminum foil, 9 customers created a solar-powered oven and were able to bake s'mores.
- On 30 September, the Washington Park branch hosted the "Central Florida Astronomical Society: Eclipse Demonstration," where 9 children and caregivers learned more about what causes an eclipse and the differences between them.
- Throughout September, 189 Washington Park customers engaged with the passive crafts and activities that staff created, including a Farm Animals Scavenger Hunt, "DIY Pinatas" for Hispanic Heritage Month, "Fall Flowers" to celebrate the beginning of the Autumn Season, and "Animal Bookmarks" for National Read a Book Day.

West Oaks

- On 5 September, West Oaks presented "Centipede's 100 shoes" to 26 children and their caregivers who learned about centipedes and other bugs with stories, songs, and rhymes to honor the library's 100th birthday!
- On 6 September, West Oaks staff presented "Cuisine Corner Junior: Breakfast Around the World" to 18 attendees who explored global cuisine by learning what breakfast looks like in different countries and participated in a cooking demonstration.
- On 7, 14, and 28 September, West Oaks staff presented the "Finding Your Roots Series" to 40 participants who learned how to start genealogical research, census records, and vital records.
- On 13 and 30 September, West Oaks staff presented "Be a Bee" to 18 participants who learned how bees act as pollinators and how they communicate with stories, crafts, and activities.
- On 26 September, West Oaks staff presented "Bear's Shadow" to 31 attendees who followed Bear in an interactive storytime as he discovered how shadows are created.
- Throughout September, 102 customers participated in "Community Caterpillar Rock Art," where participants painted a rock to create a garden caterpillar.
- In September, West Oaks offered "Caregiver Connect" to 54 attendees who interacted with each other while their little ones explored imaginary play.
- Throughout September, West Oaks staff presented "Family Fiber Arts: Mending Series" to 17 participants who learned basic hand sewing, hand sewing stitches, how to mend, how to sew on buttons, and darning (a sewing technique).
- Throughout September, West Oaks staff presented 4 "English from Zero" classes to 55 attendees who learned English vocabulary for everyday life.
- Throughout September, 350 take-home crafts and kits were distributed to families. The kits included crafts like handprint butterflies, leaf suncatchers, tissue paper parrots, and more!

Windermere

- On 5, 12, and 26 September, Windermere hosted "LEGO Club" for 89 children and their caregivers to challenge their creativity and imagination.
- On 5, 12, 19, and 26 September, Windermere hosted "Adult French" for 38 adults to come together virtually to learn the basics of a new language.
- On 7, 14, 21, and 28 September, Windermere hosted "Storybook Fun," "Toddler Time," and "Tiny Tales" to 554 children and their caregivers.
- On 7, 14, 21, and 28 September, Windermere hosted "Caregiver Connect: Stay and Play" for 79 children and caregivers to connect with others in the community.
- On 11 September, Windermere hosted "Pocket Solar System" for 23 children to learn about the solar system and the upcoming annular eclipse.
- On 26 September, four Windermere staff members visited Orange Technical College's West Campus to share information about library services with 100 students.

- On 30 September, Windermere hosted “StoryBIKE” for 18 children to listen to a story about a bicycle and practice their bike safety.
- Every Wednesday, Thursday, and Friday, Windermere hosted “English from Zero” and “English Conversation Hour” for 273 adults.
- Throughout September, Windermere’s “Homeschool Programs” focused on the solar system and the upcoming annual eclipse for 281 children and adults.
- During September, Windermere distributed 1,582 passive crafts and activities, including “Early Learner Activity Packets,” “Grandparents Day Memory Booklet,” “Hispanic Heritage Month Papel Picados,” and “Hispanic Heritage Month Macaws.”

Winter Garden

- On 1, 8, 15, 22, and 29 September, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 832 children and their caregivers.
- On 1, 8, 15, 22, 27, and 29 September, Winter Garden hosted “Caregiver Connect: Stay and Play” for 151 children and their caregivers.
- On 11 September, Winter Garden hosted “Super Service Dogs” to 12 attendees. Participants learned about the different kinds of tasks service dogs are trained to do and met a real-life service dog.
- On 11 and 18 September, Winter Garden hosted “Mindful Start Yoga,” where 106 participants practiced breathwork, mindfulness and movement.
- On 12 September, Winter Garden staff hosted “Jumpin’ Jubilee.” Thirty-three participants celebrated with stories, songs, and crafts in honor of OCLS’s 100th anniversary.
- On 19 September, Winter Garden hosted “Fall Festival” for 35 people. Participants celebrated fall with stories, games, and activities featuring apples, pumpkins and autumn leaves.
- On 21 September, Winter Garden hosted a Solar Eclipse at the Library program, “UV Kid,” to 12 participants. Families learned about how astronauts keep safe from radiation in space and made their own UV-radiation “detector.”
- On 30 September, Winter Garden hosted “Let’s Paint Fantasy Miniatures” to 24 participants who created their own miniature for tabletop role playing games.
- Throughout September, “Virtual Conversation Hour” and “English from Zero” had 147 participants joining virtually and in person to practice English as a Second Language.
- Throughout September, 180 Winter Garden customers engaged in passive activities in the branch. Customers wrote to Geronimo Stilton through the “Character Mailbox” and received eclipse glasses after completing the “Eclipse Scavenger Hunt.”

**Orange County Library System
Board of Trustees Meeting
October 12, 2023**

**Public Comment:
Non-Agenda Items**