

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

**Board Packet for December 2023**



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**STEVEN POWELL** Library Director/Chief Executive Officer

December 8, 2023

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

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

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

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on December 14, 2023 at the Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

If any board member has an item to be brought up for discussion, please call Milinda Neusaenger prior to the meeting, 407.835.7611.

cc: Racquel Asa-Ching - Liaison, Nominating Board ~ City of Orlando

**AGENDA**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

**December 14, 2023 ~ 6:00 p.m.**

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

- 23-162 I. **Call to Order**
- 23-163 II. **Public Comment Policy & Procedures**
- 23-164 III. **Approval of Minutes: Library Board of Trustees Meeting – November 9, 2023**
- 23-165 IV. **Staff Presentation: Staff Day – Colleen Hooks**
- 23-166 V. **Financial Statements and Summaries: November 2023**
- 23-167 VI. **Dashboard: November 2023 – Danielle King**
- 23-168 VII. **Action Items: None**
- 23-169 VIII. **Discussion and Possible Action Items**
- 23-170 IX. **Information**
  - 23-171 **Strategic Plan Project Board Retreat Date: Lynette Schimpf**
  - 23-172 **Director’s Report**
  - 23-173 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

**Next Meeting Dates:**

**January 18, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- February 8, 2024 ~ 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  
December 14, 2023**

**Call to Order**

# Orange County Library System Board of Trustees Meeting December 14, 2023

## 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  
December 14, 2023**

**Approval of Minutes: Library  
Board of Trustees Meeting  
November 9, 2023**



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

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

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

Library Board Present: Crockett Bohannon (11/0); Nicole Benjamin (2/1 – City);  
Lizannette Tam (11/2); Sharon Smoley (11/2);  
Ashley Cisneros Mejia (2/0 – City)

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

- 23-145 I. **Call to Order**  
President Bohannon called the meeting to order at 6:02 p.m.
- 23-146 II. **Public Comment Policy & Procedures**
- 23-147 III. **Approval of Minutes: Library Board of Trustees Meeting – October 12, 2023**  
Trustee Smoley, seconded by Trustee Tam, moved to approve the minutes for the October 12, 2023 Library Board of Trustees meeting. Motion carried 4-0.
- 23-148 IV. **Staff Presentation: DEIA Update ~ Matthew Cavalier & Ruben Cortes**  
Vice President Benjamin arrived at 6:05 p.m.
- 23-149 V. **Financial Statements and Summaries: October 2023 Reports**  
CFO Shoemaker gave the Board a review of the October financial reports and summaries.
- 23-150 VI. **Dashboard: Annual Statistics Review FY 2023: Bethany Stone**  
COO Stone talked about the dashboard for October and then give the Board an overview of some of the statistics and usage from last fiscal year. She highlighted the digital downloads usage in October which had a huge, 27% increase in usage over last year. A record was set in overall downloads with 290,615 downloads, as well as a record in daily average usage at 9,375.

Staff offered 1,363 events in October with an attendance of 55,424 – this included 47,424 at in-person events and 8,146 at offsite events. She highlighted a few of the offered events:

There was an Annular Eclipse on October 14<sup>th</sup> and thanks to a grant from the Gordon and Betty Moore Foundation and a supplement to the NASA @ My Library Project, the Space Science Institute's STAR Net team provided OCLS with 10,000 solar viewing glasses. Customers received solar viewing glasses by attending a program presented by OCLS related to the eclipse. From August 1<sup>st</sup> – October 14<sup>th</sup>, OCLS hosted 104 eclipse-related events with an attendance of 3,155. On the day of the Annular Eclipse, OCLS hosted 10 viewing parties with an attendance of 1,239. Most importantly, staff did not run out of glasses.

There is a lot of excitement about the total eclipse on April 8, 2024. Staff have been given 10,000 more solar viewing glasses for distribution. It is anticipated that there will be a huge demand since the next total solar eclipse seen from the contiguous United States will not be until August 23, 2044.

On October 28th, the Orlando Public Library hosted “Trick or Treat Safe Zone” in partnership with the Orange County Regional History Center. The event invited families to explore all areas of the library while trick or treating for candy, interacting with craft activities, and attending live shows like “Spooky Storytime” and “Spooktacular Music Band” In total, approximately 2,510 attendees visited the library during this time. There’s nothing quite like seeing the library filled with children and their families enjoying activities and having fun!

The new fiscal year began on October 1<sup>st</sup>, so this is a great opportunity to take a look at some of the usage statistics from the past fiscal year:

There was an average of 332,875 cardholders per month, which was a slight decrease from last year, but basically a flat number.

Staff is positive about this coming year, as there was a 33.75% increase in card registrations with a total of 63,164 registrations.

Social media connections increased 10% to 77, 492 – these include interactions on Facebook, Twitter, Pinterest, Instagram, YouTube and TikTok.

The physical item circulation statistic is very exciting – it is actual items that were checked out from one of the locations by customers or via home delivery. Physical item circulation was up almost 20% at 17.4% for a total circulation of 4,226,646. Customers are still reading and using library resources – the library’s outstanding Collection Development team is to thank for selecting materials relevant to the community. That same team is responsible for selecting the Digital collection, which saw a 13.8% increase for a total of 2,975,444 digital downloads last year.

Staff delivered 433,915 items to residents using the home delivery department. To give this some context, the branch with the highest circulation for the year had a circulation of 203,454 items. So, it is easy to see the value in being able to provide resources to residents throughout the county without having to duplicate items at every branch.

During the past fiscal year, PC sessions increased by 24% to a total just short of 240,000 – and as mentioned previously, this can be attributed to allowing customers without a library card to have access to a session a day.

Class attendance increased by 54% to 41,742 attendees in 12,437 classes, and Event attendance saw a 30% increase to 404,592 in 14,032 events.

23-151 VII.

**Action Items:**

23-152

**Director's Evaluation & Personnel Committee Meeting: Evaluation and Minutes Approval: Crockett Bohannon**

President Bohannon praised Director Powell for his continued dedication and stellar leadership during the last year. Trustee Tam, seconded by Vice President Benjamin, moved to approve the Director’s evaluation and the minutes of the Personnel Committee meeting. Motion carried 5-0.

Trustee Smoley is now the Chair of the Personnel Committee.

- 22-153            **Main Library 3<sup>rd</sup> Floor Meeting Rooms Refresh: Kris Shoemaker**  
Vice President Benjamin, seconded by Truste Cisneros Mejia moved to approve the Main Library 3<sup>rd</sup> floor meeting rooms refresh and to approve a budget not-to-exceed \$750,000, and to authorize staff to issue purchase orders for the project. Motion carried 5-0.
- 23-154    VIII.    **Discussion and Possible Action Items**
- 23-155        IX.    **Information**
- 23-156            **Strategic Plan Project Update: Lynette Schimpf, Chief Project Officer**  
CPO Schimpf gave the Board an update on the project to update the Strategic Plan. She reported that there is a team with subgroups and they are collection information during the learning phase of the project. They are utilizing user surveys and community data. The consultant from Fast Forward Libraries will coordinate individual, internal stakeholder interviews with the Board. She also shared that some community organizations will be surveyed for a needs assessment report. A three hour Board session will also be scheduled for April 2024.
- 23-157            **Strategic Plan FY 2023 ~ 4<sup>th</sup> Quarter Update**  
Director Powell reported that everyone on staff puts in the effort to positively accomplish and fulfill the Strategic Plan for the community.
- 23-158            **Director's Goals FY 2023 ~ 4<sup>th</sup> Quarter Update**  
Director Powell briefed the Board regarding his goals. He stated that in the 4<sup>th</sup> quarter, the Local Wanderer initiative has been very well received by customers, and that OCLS spent \$50,000 on the project and that the value provided to customers was over \$135,000. He further reported that during the Budget presentation to the Governing Board, he gave each member library information sheets customized to their districts. He also reported that there has been some restructuring within the organization in order to better serve the community.
- 23-159            **Removal of Fines: One Year Update: Jon Crowley**  
Data & User Services Department Head Jon Crowley, reported that after a year or so of OCLS removing fines, over 18,000 existing customers are now active again and they have checked out over 223,000 items since. He stated that there are usage increases throughout the services provided, such as: physical items checked out, PC usage and card registrations. He further reported that customers are very grateful for OCLS going fine free and they are returning to use the library. Some customers have said that it is a stress relief knowing that they will not be penalized if items are returned beyond the due date.
- 23-160            **Director's Report**  
On October 7<sup>th</sup>, the Events and Programs Department partnered with the Friends of the Orange County Library System and Ivanhoe Park Brewing Co. to host the OCLS Centennial Citrus Ale Celebration and Book Fair, which marked the launch of a beer brewed in honor of the library's 100 Year Celebration. The event was hosted at the Ivanhoe Park Brewing Co., where 305 attendees enjoyed a retro-styled book fair and the release of the limited edition beer. The beer sold out within hours, and the event raised over \$500 for the Friends of the Library, which sold books and merchandise at the event. The Friends also generated several new memberships from event attendees.
- Throughout the month of October, the Adult Services Department, Events and Programs Department, and the Melrose Center partnered with the City of Orlando and the University of Central Florida to host the Active Aging Opportunities Series. This series focused on empowering seniors who live in downtown Orlando assisted living facilities by connecting them with public transportation and cultural enrichment opportunities. On October 9<sup>th</sup>, the seniors arrived at the Orlando Public Library via the Orlando Lymmo and enjoyed Welcome to the Melrose Center! where a group of 11 seniors were introduced to the wealth of

resources available to library cardholders and Melrose members, including performing arts and show production, virtual reality tours and simulators, photo scanning and sharing, recording oral histories, collaborating in our sewing open labs or learning a new skill in a fiber arts class. On October 16<sup>th</sup>, the seniors built upon the confidence they gained from using the Orlando Lymmo and returned to the Orlando Public Library to enjoy Memory Lane. This event featured an in-depth presentation hosted by Julie Matura, an Associate Instructor with the University of Central Florida's School of Communication Sciences and Disorders, who covered the typical versus atypical effects of aging on memory, along with tips for maintaining healthy cognitive function. After her program, the seniors received a tour of the online resource Orlando Memory, led by Adult Services Department Head Vanessa Neblett. By the conclusion of the series, the seniors felt confident in their ability to navigate public transportation to and from the Library and couldn't wait to come back to explore all that OCLS offers.

On October 18<sup>th</sup>, the Youth Education Specialist, in coordination with the City of Orlando, hosted Mayor Buddy's Book Club End of Book Party, featuring Pam Munoz Ryan, author of *Solimar: The Sword of the Monarchs*, with a total of 98 attendees.

In April, one of the OCLS social workers met with a customer who was 79 years old, suffering from chronic health conditions, and was on a fixed income. The customer indicated that paying her rent was very difficult and left her with little money to pay other expenses. Back in 2021, she applied to the Orlando Housing Authority (OHA) for affordable housing and the Section-8 Choice Housing Voucher (CHV) program for government financial assistance with her monthly rent. The customer informed the social worker that she did not receive any correspondence from either program other than her application was received. The social worker contacted both programs to determine the status of her applications and learned that while approved, she was number 128 on the waitlist. This would mean that she would have to wait until late in 2024 for affordable housing. Over the next several months, the social worker regularly contacted the programs and urged them to take into consideration the individual circumstances of this customer including her health, age, and financial limitations to expedite her claim. On October 23, 2023, this customer returned to the social worker to share some good news. She had received a call advising her that a reconsideration was made on her application based on her age, health, and financial circumstances and she was approved to move into an affordable apartment immediately. The customer was so happy and shared that the calls to the OHA and Section-8 Programs led to their reconsideration to move her up the waiting list and expedite her case.

On October 26<sup>th</sup>, staff from the American Heart Association and Dr. Duron Lee from HCA Florida hosted a staff training on "Addressing High Blood Pressure." OCLS staff members learned the basics of understanding your blood pressure and how to accurately measure blood pressure with the blood pressure monitor kits. The goal of this training was to train the trainer so OCLS staff could provide basic blood pressure programs for the community and to encourage residents to check out the blood pressure monitor kits.

On October 27<sup>th</sup>, the Orlando Public Library hosted Orlando Ballet Presents: The Nutcracker Storytime, where 117 attendees experienced the tale of *The Nutcracker* with costumed dancers from the Orlando Ballet.

On October 30<sup>th</sup>, a Request For Purchase for a bookmobile was emailed to several vendors and advertised on the library's website at the Advertised Solicitations page. Then, earlier today, a mandatory pre-proposal meeting was held with five interested vendors.

While it's not directly related to library business, Director Powell also shared some news about some changes taking place on the lot across from our loading dock on Wall Street. On

October 30<sup>th</sup>, the old office building owned by the Orthodox Church was demolished. According to a story in the *Orlando Sentinel*, a developer is eyeing that site with adjacent parking and a large grassy area with parking along Washington Street as a potential location for a new 305-foot tower project that would include residential units, a hotel, commercial space, and parking.

This was a very busy week. On Monday morning staff kicked off the Mayor Demings' Toy Drive and have a donation box at all 15 of our locations for people to drop off new, unwrapped toys.

November 6<sup>th</sup>, OCLS hosted the signature author event featuring Neil Gaiman and Art Spiegelman at Steinmetz Hall at Dr. Phillips Center. More than 1,600 tickets were sold for this event, which was sold out more than a month before it took place. We are grateful to the Friends of the Orange County Library System for pledging \$50,000 to help make this event possible.

Then staff hosted a birthday celebration on Wednesday, November 8<sup>th</sup>, the official 100<sup>th</sup> birthday, at all locations, where customers were invited to come to any location and receive a cookie and write a birthday card to the library. Those cards will be on display at all locations for the rest of the month.

Director Powell thanked all staff for making 2023 a very special year. Since the kick off the library's 100-year celebration on January 7<sup>th</sup> through November 8<sup>th</sup>, staff have made every effort to make every single event unique and special.

Director Powell said that with the utmost confidence, celebrating 100 years of service to the community has increased OCLS's value to the community and strengthened its position in the community. What a year – thank you!

Director Powell announced that tomorrow, November 10<sup>th</sup>, is the annual staff day where all staff meet at the main library for learning, networking, and fun. This has not been in person since November of 2019 and that it is going to be a fantastic day!

23-161

**Public Comment: Non-Agenda Items**

President Bohannon announced that December will be Trustee Tam's last meeting. He thanked her for help and guidance in marshalling OCLS through Covid, hiring of the Director, and moving two new branches forward. Trustee Tam said it was a pleasure working with everyone and thanked them for all that is done on behalf of OCLS.

X. **Adjournment**

Trustee Tam, seconded by Vice President Benjamin, moved to adjourn the meeting. Motion carried 5-0. President Bohannon adjourned the meeting at 7:08 p.m.

**Next Meeting Dates:**

December 14, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 18, 2024 ~ 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  
December 14, 2023**

**Staff Presentation: Staff Day**

**Orange County Library System  
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December 14, 2023**

**Financial Statements & Summaries:  
November 2023**

Orange County Library System  
FY 2023-24 Financial Statement Highlights  
Two Months Ended November 30, 2023

**Operating Fund Revenue & Expenditure Summaries:**

**Revenues:**

*Ad Valorem Taxes:*

The Library budgeted \$68,400,000 for Ad Valorem Taxes in FY 2023-24 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. So far this year, we have received \$3,113,149 or 4.6% of the budget, which is what we anticipated year-to-date as most taxpayers pay between November and March.

*State Aid/ State and Federal Grants:*

The Library budgeted \$200,000 for State Aid Revenues and \$675,000 from State and Federal Grants in FY 2023-24, based on anticipated funding from the various agencies. We have received \$6,250 which is 0.7% of the budget.

*Fee Cards:*

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through November, we received \$13,635 or 18.2% of budgeted revenue. This is slightly lower than the five (5) year average.

*Meeting Rooms:*

The Library budgeted \$30,000 for meeting room revenues for FY 2023-24. Through November, we received \$5,754 or 19.2% of budgeted revenues.

*Faxes:*

The Library budgeted \$10,000 for fax revenues and has received \$2,652 or 26.5% year-to-date.

*Passport Facility & Photo Fees:*

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2023-24. Through November, we received \$2,620 or 21.8% of budgeted revenues.

*Copy and Prints:*

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$26,792 or 35.7% of budget through November which is slightly higher than anticipated.

*Fees and Lost Materials:*

Revenues from Fees and Lost Materials through November are \$7,174 or 28.7% of budget.

*Investment Earnings:*

The Library takes a conservative approach when budgeting for Interest Revenues as the investment markets can be, and have been, quite volatile. As of the time of these reports, we have not received our November interest-earning statements. We will continue to monitor the investment markets with our investment advisors to ensure the principal of our funds are safe and secure. We anticipate interest earnings to remain low in the current interest rate environment.

*Contributions-Other:*

Through November we have received \$51,981 or 104.0% of the budget. Window World continued its support of the Summer At Your Library program again this year with another \$50,000 donation for the 2024 program.



Internet Rebate:

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

Transfer From Property Appraiser:

This account is used to record our revenue share from the Property Appraiser's Office. The Library typically receives this funding in the first quarter of the fiscal year. We have received \$106,293 or 332.2% of the budget.

Transfer From Tax Collector:

This account is used to record our revenue share from the Tax Collector's Office. The Library typically receives this funding in the last quarter of the fiscal year. So far in FY 2023-24 we have received \$-0- or 0.00% of the budget.

**Expenses:**

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$160,000 or 8.3% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.5 million for the account in FY 2023-24.

Worker's Compensation:

The Worker's Compensation Expenditures are at \$30,998 or 23.8% of budget as these payments are paid quarterly in advance.

Unemployment Compensation:

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

Delivery & Postage:

The Delivery and Postage Expenditures are at 21.3% of the budget, which is in line with the FY allocation.

Insurance:

The Insurance Expenditures are at 32.3% of budget, as a majority of the insurance policies renew in October and have to be pre-paid.

Property Appraiser Fees:

The expenditures in this category are at 48.0% of budget. The first quarterly payment of these fees was made on November 1, 2023.

Supplies Hardware Software:

The expenditures in this category are at 0.7% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

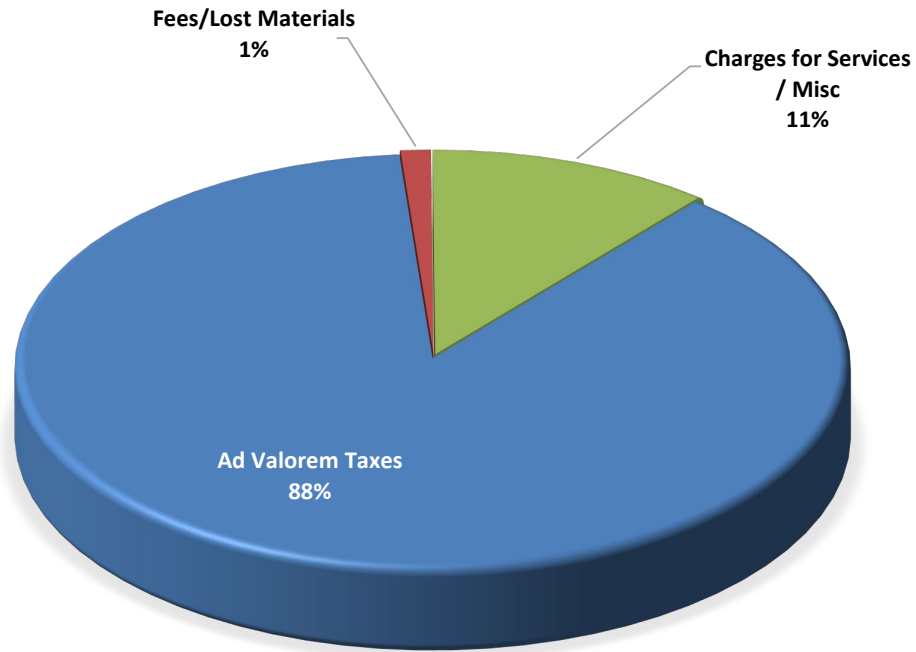
The expenditures in this category are at \$6,687. This account is for any supplies used for programming, mainly the Summer At Your Library Program. This account is a sub-set of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 7.9% of the budget.

Building Improvements Expense:

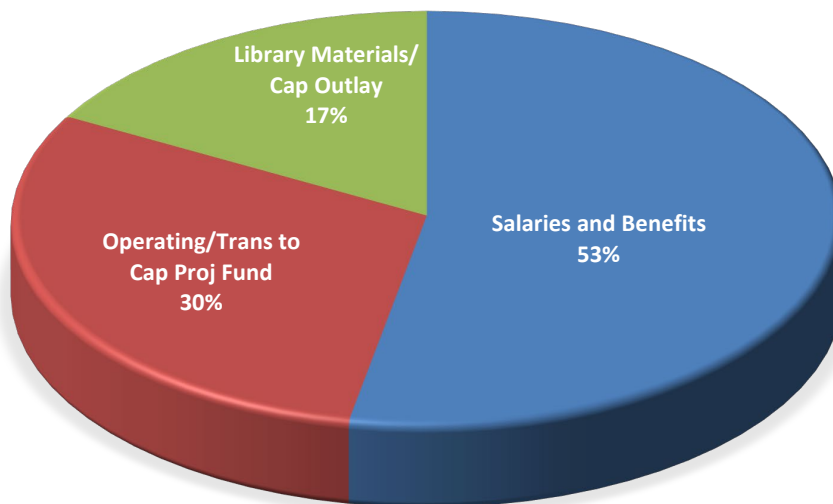
The Library budgeted \$3,250,000 for various building improvement projects such as the Materials for the Main Library Roof Replacement, Upgrade of Main Library HVAC Controls, Third Floor Meeting Room Refresh, Main Library Outdoor Lighting, and Southwest HVAC Replacement. The \$195,441 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

**ORANGE COUNTY LIBRARY DISTRICT**  
**Operating Fund**  
**Two Months Ended November 30, 2023**

**REVENUES**



**EXPENDITURES**



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Two Months Ended November 30, 2023**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>AD VALOREM TAXES</b>	68,400,000	3,113,149	4.6%
<b>INTERGOVERNMENTAL</b>			
State & Federal Grant	675,000	6,250	0.9%
State Aid	200,000	0	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	75,000	13,635	18.2%
PC Pass (\$10 for 7 days)	1,000	0	0.0%
PC Express (\$5 for 1 hour)	500	224	44.8%
Classes	1,000	50	5.0%
Meeting Rooms	30,000	5,754	19.2%
Faxes	10,000	2,652	26.5%
Ear Buds, Jump Drives, Masks	1,500	426	28.4%
Bag Sales	1,000	676	67.6%
Copy & Prints	75,000	26,792	35.7%
Passport Facility & Photo Fees	12,000	2,620	21.8%
Other	500	30	6.0%
	<u>207,500</u>	<u>52,859</u>	<u>25.5%</u>
<b>FEES &amp; LOST MATERIALS</b>	25,000	7,174	28.7%
<b>MISCELLANEOUS</b>			
Investment Earnings	163,000	163,823	100.5%
Sales of Surplus Property	2,000	2,500	125.0%
Contributions - Friends of Library	85,000	14,416	17.0%
Contributions - Others	50,000	51,981	104.0%
Internet Rebate	75,000	0	0.0%
Grants & Awards	20,000	0	0.0%
Miscellaneous	75,000	442	0.6%
	<u>470,000</u>	<u>233,162</u>	<u>49.6%</u>
<b>TRANSFER FR PROP APPRAISER</b>	32,000	106,293	332.2%
<b>TRANSFER FR TAX COLLECTOR</b>	<u>546,500</u>	<u>0</u>	<u>0.0%</u>
<b>TOTAL REVENUES</b>	<u><u>70,556,000</u></u>	<u><u>3,518,887</u></u>	<u><u>5.0%</u></u>

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

**Two Months Ended November 30, 2023**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	26,175,000	3,952,281	15.1%
Medicare Taxes	400,000	56,460	14.1%
Defined Contribution Pension Plan	1,975,000	296,422	15.0%
Defined Benefit Pension Plan	1,925,000	160,000	8.3%
Money Purchase Pension Plan	1,675,000	212,297	12.7%
Life and Health Insurance (Employees)	4,350,000	562,196	12.9%
Worker's Compensation	130,000	30,998	23.8%
Unemployment Compensation	50,000	0	0.0%
Retiree Health Care (OPEB)	675,000	51,800	7.7%
Parking & Bus Passes	275,000	38,083	13.8%
	<u>37,630,000</u>	<u>5,360,537</u>	<u>14.2%</u>
<b>OPERATING</b>			
Professional Services	450,000	5,890	1.3%
Other Contractual Services	2,585,700	326,551	12.6%
Other Contract. Serv.- Janitorial	460,000	46,994	10.2%
Training and Travel	150,000	13,465	9.0%
Telecommunication	612,800	31,471	5.1%
Delivery and Postage	1,500,000	319,960	21.3%
Utilities	1,050,000	94,561	9.0%
Rentals and Leases	1,570,000	316,677	20.2%
Insurance	750,000	242,422	32.3%
Repairs and Maintenance/Leasehold Improvements	1,775,000	119,653	6.7%
IT Subscriptions/Maintenance Contracts	1,625,000	140,328	8.6%
Copying/Printing	355,000	33,644	9.5%
Promotional Activities	500,000	29,342	5.9%
Property Appraiser's Fee	715,000	342,917	48.0%
Tax Collector's Fee	1,380,000	62,296	4.5%
Supplies	1,246,500	91,522	7.3%
Supplies-Hardware/Software	700,000	5,124	0.7%
Supplies-Programming	-	6,687	-
Memberships	17,500	3,188	18.2%
	<u>17,442,500</u>	<u>2,232,692</u>	<u>12.8%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	3,250,000	195,441	6.0%
Equipment and Furniture	844,500	31,037	3.7%
Hardware/Software	1,275,000	122,999	9.6%
	<u>5,369,500</u>	<u>349,477</u>	<u>6.5%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	14,000	0	0.0%
Materials - Other	5,100,000	1,372,575	26.9%
	<u>5,114,000</u>	<u>1,372,575</u>	<u>26.8%</u>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	4,500,000	750,000	16.7%
<b>TRANSFER TO SINKING/EARR FUND</b>	500,000	83,333	16.7%
<b>TOTAL EXPENDITURES</b>	<u><u>70,556,000</u></u>	<u><u>10,148,614</u></u>	<u><u>14.4%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Two Months Ended November 30, 2023**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>REVENUES</b>			
Investment Earnings	75,000	188,709	251.6%
Transfer from Operating Fund	4,500,000	750,000	16.7%
Reserves	35,250,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>39,825,000</b>	<b>938,709</b>	<b>2.4%</b>
<b>EXPENDITURES</b>			
New Branch	12,500,000	-	0.0%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	221,816	22.2%
Reserves	25,325,000	716,893	2.8%
<b>TOTAL EXPENDITURES</b>	<b>39,825,000</b>	<b>938,709</b>	<b>2.4%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Two Months Ended November 30, 2023**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>REVENUES</b>			
Investment Earnings	25,000	24,726	98.9%
Transfer from Operating Fund	500,000	83,333	16.7%
Reserves	4,607,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>5,132,000</b>	<b>108,059</b>	<b>2.1%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	3,382,000	71,211	2.1%
Reserves-Horizon West Contract	1,000,000	21,056	2.1%
Reserves-Horizon West Demo	250,000	5,264	2.1%
Reserves-Technology	500,000	10,528	2.1%
<b>TOTAL EXPENDITURES</b>	<b>5,132,000</b>	<b>108,059</b>	<b>2.1%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
PERMANENT FUND  
Two Months Ended November 30, 2023**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>REVENUES</b>			
Investment Earnings	20,000	22	0.1%
Investment Fair Value	-	-	-
Reserves	1,076,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>1,096,000</b>	<b>22</b>	<b>0.0%</b>
<b>EXPENDITURES</b>			
Equipment	75,000	2,114	2.8%
Reserves	1,021,000	(2,092)	-0.2%
<b>TOTAL EXPENDITURES</b>	<b>1,096,000</b>	<b>22</b>	<b>0.0%</b>

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

**ASSETS**

Cash on Hand	15,559
Equity in Pooled Cash	4,425,187
Equity in Pooled Investments	28,456,204
Accounts Receivable	342
Inventory	104,877
Prepays	195,323
Other Assets - Deposits	<u>7,500</u>
<b>TOTAL ASSETS</b>	<b><u><u>33,204,992</u></u></b>



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

**LIABILITIES**

Accounts Payable	468,902
Accrued Wages Payable	875,293
Accrued Sales Tax	699
Accrued Fax Tax	106
Due To Friends of the Library	2,467
Employee Payroll Deductions:	
Dental Insurance	1,185
Vision Plan	(572)
Weight Watchers	516
Staff Association	7,787
<b>TOTAL LIABILITIES</b>	<b>1,356,383</b>

**FUND BALANCE**

Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	202,823
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	33,204,291
Current Year Expenditures over Revenue	(6,629,727)
<b>TOTAL FUND BALANCE</b>	<b>31,848,609</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>33,204,992</b>

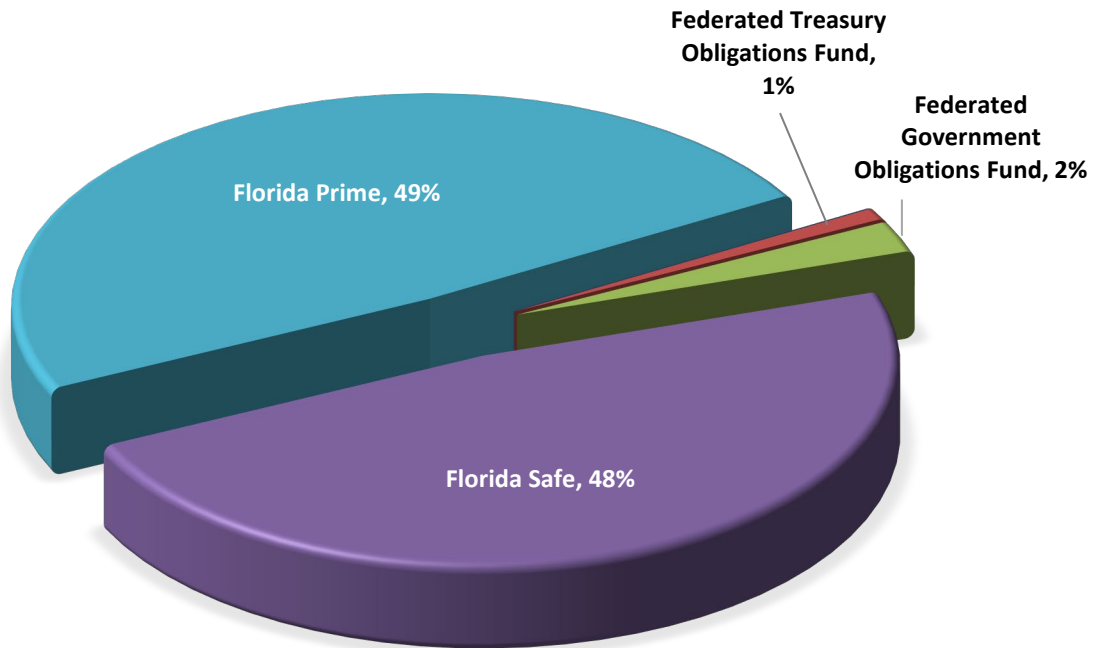
**ORANGE COUNTY LIBRARY DISTRICT  
MONTHLY ROLLOVER  
November 30, 2023**

	<b>BALANCE 10/31/23</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE 11/30/23</b>
<b>OPERATING</b>				
Equity in Pooled Cash	610,464	9,058,042	5,243,319	4,425,187
Equity in Pooled Investments	34,210,935	661,935	6,416,666	28,456,204
	<b>34,821,399</b>	<b>9,719,977</b>	<b>11,659,985</b>	<b>32,881,391</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<b>40,269,370</b>	<b>563,576</b>	<b>500,000</b>	<b>40,332,946</b>
<b>SINKING</b>				
Equity in Pooled Investments	<b>5,273,267</b>	<b>66,378</b>	-	<b>5,339,645</b>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	2,024,417	269,132	191,018	2,102,531
Claims Payment Checking Account	73,000	141,432	141,432	73,000
Equity in Pooled Investments	4,543,583	21,377	-	4,564,960
	<b>6,641,000</b>	<b>431,941</b>	<b>332,450</b>	<b>6,740,491</b>

# ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

November 30, 2023

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	718,641
Federated Government Obligations Fund	1,155,042
 <b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	38,083,510
Florida Prime (SBA)-HW Demo Fund	251,923
Florida Prime (SBA)	38,484,639
<b>TOTAL</b>	78,693,755

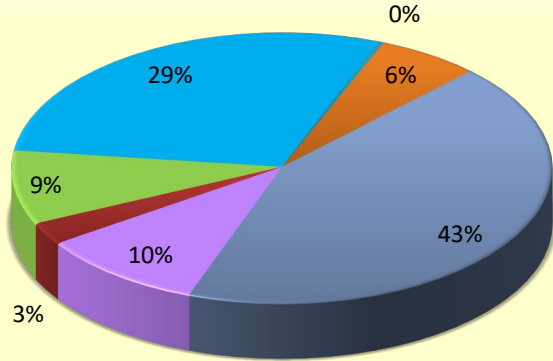


**Orange County Library System  
Board of Trustees Meeting  
December 14, 2023**

**Dashboard: November 2023**

# Monthly Report for November 2023

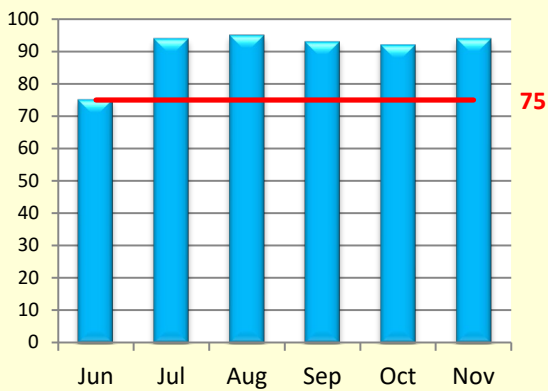
## Contacts



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

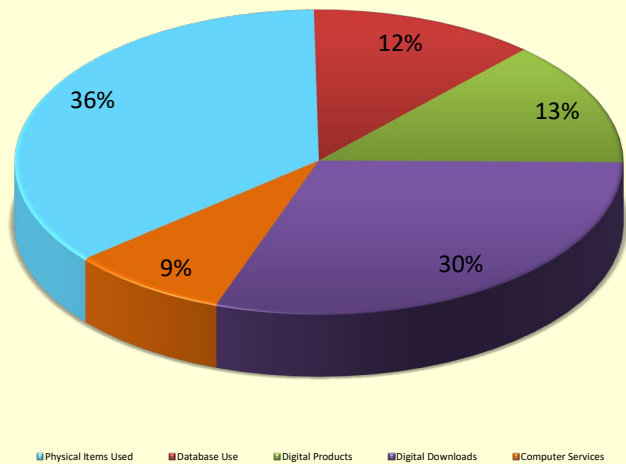
	2023	2022	% change
Door count	125,352	167,877	-25.33%
MAYL Packages	33,588	26,767	25.48%
External Web Visits	110,825	130,059	-14.79%
Catalog Searches	364,987	362,597	0.66%
Questline Calls	4,415	5,013	-11.93%
Social Media	78,094	71,447	9.30%
Electronic Contacts	544,474	479,353	13.59%
TOTAL	1,261,735	1,243,113	1.50%

## Net Promoter Score



## Resources Accessed

	2023	2022	% Change
Physical Items Used	339,427	313,148	8.39%
Database Use	115,074	144,961	-20.62%
Digital Products	125,775	61,813	103.48%
Digital Downloads	286,713	218,569	31.18%
Computer Services	79,857	39,307	103.16%
TOTAL	946,846	777,798	21.73%

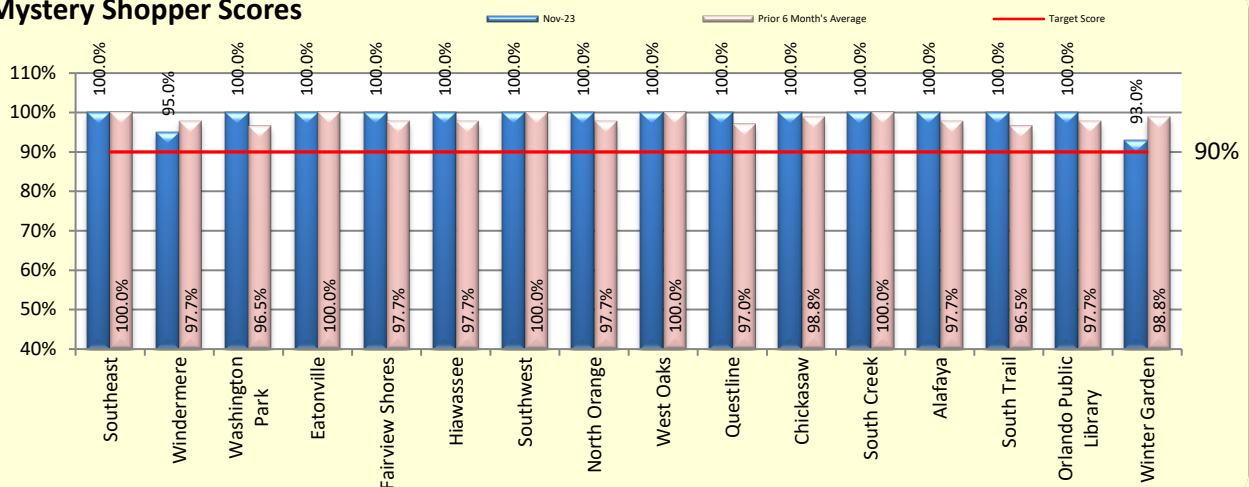


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

## Users

	2023	2022	% Change
Active Cards	339,431	331,570	2.37%
New Registrations	3,872	4,055	-4.51%
VLC Registrations	208,565	246,266	-15.31%
Transactions	84,941	73,987	14.81%

## Mystery Shopper Scores



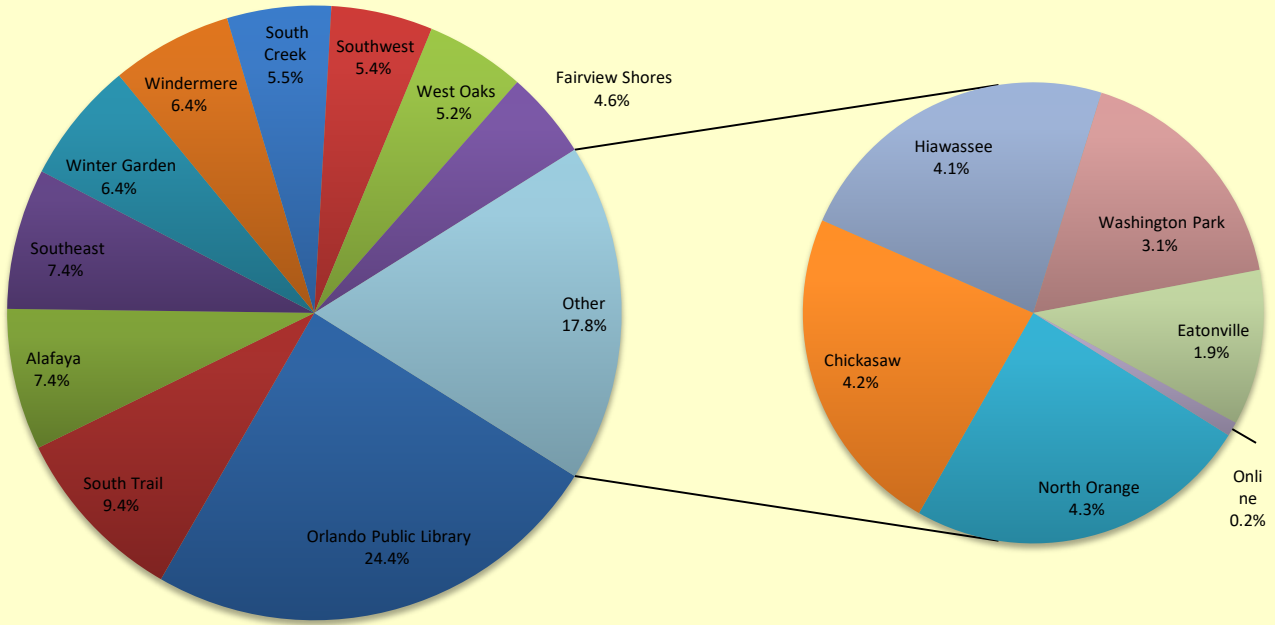
Physical item circulation for November 2023 was 339,427 including renewals. Checkouts for easy books were 29.10% or 38,053 items, juvenile fiction, juvenile non-fiction, and young adult totaled 22% or 28,865 items, and adult fiction, non-fiction, and large print combined for 21.7% or 28,290 items. DVDs equaled 11% with 14,363 items circulated.

The November 2023 digital checkouts reached 286,713 averaging 9,557 per day. For comparison, in November 2022 digital checkouts were 30% lower at 220,851 averaging 7,375 per day. Overdrive continued to be the highest-used resource generating 202,537 checkouts for the month. The Library also saw strong usage of Hoopla with 32,598 checkouts, Kanopy with 4,918 checkouts, and PressReader with 3,496 issues.

There were 112,239 visits to [www.ocs.info](http://www.ocs.info) last month. Mobile devices accounted for 51%, or 57,837 visits, while desktops and tablets had the remaining 49%, or 54,400 visits.

The book drop returns for November 2023 were 2,890 from Horizon West and 2,555 items from Lake Nona.

## Events & Classes by Location



	Event Attendance			Class Attendance		
	2023	2022	% Change	2023	2022	% Change
Orlando Public Library	10,181	7,927	28.4%	827	914	-9.5%
South Trail	3,644	1,480	146.2%	614	151	306.6%
Alafaya	3,242	1,705	90.1%	113	145	-22.1%
Southeast	3,134	2,284	37.2%	207	161	28.6%
Winter Garden	2,799	1,721	62.6%	97	43	125.6%
Windermere	2,805	1,547	81.3%	68	101	-32.7%
South Creek	2,353	1,381	70.4%	114	47	142.6%
Southwest	2,121	939	125.9%	292	168	73.8%
West Oaks	2,238	1,777	25.9%	127	103	23.3%
Fairview Shores	1,980	1,243	59.3%	99	121	-18.2%
North Orange	1,837	1,139	61.3%	119	60	98.3%
Chickasaw	1,866	946	97.3%	7	119	-94.1%
Hiawassee	1,628	1,427	14.1%	236	102	131.4%
Washington Park	1,335	686	94.6%	48	76	-36.8%
Eatonville	870	439	98.2%	6	7	-14.3%
Online	-	-	0.0%	80	36	122.2%
TOTAL	42,033	26,641	57.8%	3,054	2,354	29.7%

In November 2023, we offered 1,206 events with an attendance of 35,766. Last year, the Library offered 938 events with an attendance of 22,040.

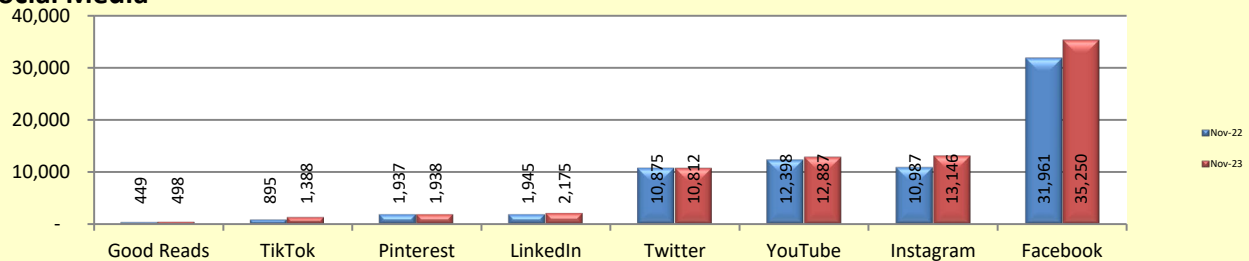
On 6 November, OCLS in sponsorship with the Orange County Friends of the Library, hosted "Neil Gaiman in Conversation with Art Spiegelman" at the Dr. Phillips Center for the Performing Arts. International Bestselling Author Neil Gaiman and celebrated cartoonist Art Spiegelman discussed their careers, cartooning and writing for an audience of 1,603 attendees. On 15 November, 336 participants viewed and enjoyed getting into the Thanksgiving spirit and learned how to decorate turkey-themed cupcakes with "Cuisines Corner Junior: Turkey-themed Cupcakes." On 8 November, the Southeast Branch hosted a "100-year Celebration" where 167 participants enjoyed crafts, activities, and treats. On 18 November, the Orlando Public Library in partnership with the Asian American Heritage Council recognized Asian-American Students for their excellence in academia, community services, and preservation of culture and language with 136 participants. On 18 November, the West Oaks Branch Library hosted the Orlando Ballet featuring the "Nutcracker Storytime" with 110 participants enjoying a live performance of this classic story.

In November 2023, we offered 888 Classes with an attendance of 3,054. Last year we offered 914 Classes with an attendance of 2,354. Also in November, we presented 159 Offsite Events reaching 7,512 people, and attended 80 Community Events reaching 6,267 people.

## Events/Class Attendance

	2023	2022	% Change
Community Events	6,267	4,601	36.21%
Events - Adult	16,904	7,262	132.77%
Events - Teen	782	689	13.50%
Events - Children	18,080	14,089	28.33%
Technology Classes	3,054	2,354	29.74%
TOTAL	45,087	28,995	55.50%

## Social Media



Social media statistics for November 2023 saw an 9.30% increase in growth.

We posted a collaborative video with Local Wanderer partner Orlando Ballet to promote [The Nutcracker Storytime](#). Our MPR videographer shot and edited dancers at a previous storytime to help set the stage for what participants can expect attending the final storytime of the season. This video has received over 10,000 views across platforms.

Our most successful post of the month highlighted the Melrose Center's [DIY Book Nook](#). In the Fab Lab, we filmed the step-by-step process of assembling a book nook to help promote attendance for an upcoming class. This video was incredibly well received with comments like, "This is SO COOL" and "To say we're obsessed with this would be an understatement." This video has received over 11,600 views on Instagram and Facebook.

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

**Action Items: None**

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

**Discussion & Possible Action Items**



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

**Information**

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

**Director's Report**

## MEDIA HIGHLIGHTS

"Orange County Library System turns 100 with free cookies, birthday cards"  
*Orlando Sentinel*, Nov. 2

"LearningExpress Library for Students (Video)"  
*SpotOnFlorida.com*, Nov. 2

"Sunday: Last day for Early Voting in Orange County"  
*WFTV.com*, Nov. 5

"Orange County Library System turns 100, still finding ways to be an 'agent of service'"  
*WMFE*, Nov. 8

"Orange County's library system turns 100. Here are 10 surprising services it offers"  
*ClickOrlando.com*, Nov. 8

"Check it out! Mayor's Toy Drive Gets Drop-Off Help from Orange County Library System"  
*The Apopka Voice*, Nov. 22



## 100 YEAR CELEBRATION

November was a month of celebration as Orange County Library System marked its centennial birthday. Patrons were welcomed at branches on November 8 and filled out birthday cards to commemorate the special day. Branch locations hosted 100-year themed events, free cookies were distributed, and lots of smiles were shared.

## SOCIAL MEDIA HIGHLIGHTS

We spent the month celebrating the library's 100th Birthday. We published a promo video inviting our followers to join us on our birthday on November 8. The post featured several birthday cards that our customers were filling out across the system. This video has received over 16,400 views across Instagram, TikTok and Twitter and was even reshared by Congressman Maxwell Frost.



## Director's Report: December 2023

On November 16, as part of the School Partnership Program, school liaisons visited 39 Orange County Public Schools and interacted with 4,122 students and staff as part of National Teach-In. Each year during Teach-In, OCPS invites volunteers to come into classrooms to talk to students about academics and careers. Liaisons participated in a variety of activities, including sharing their work experiences in libraries, exploring resources available with the Virtual Library Card, and facilitating story times.

The West Oaks Branch offered its first event incorporating the branch's permanent StoryWalk. It was very well received by participants. The event, We're Going on a Bear Hunt, began in the meeting room. Participants were then taken outside on a guided StoryWalk, during which families completed activities together. The event concluded in the meeting room with crafts. Following the event, one participant wrote, "I loved the interactive StoryWalk and book activity" and asked us to, "continue to provide activities and resources to make learning fun and keep the children engaged!"

A total of 43 attendees participated in "The Cow Goes Moo" at the West Oaks Branch on 28 November. The program included a storytime, activities such as a "milking station," and information about Hazelnut, the branch's adopted calf. Hazelnut was ceremoniously adopted through the Discover Dairy Foundation's Adopt a Cow program. Hazelnut lives with her farm family in Okeechobee. Staff members have been tracking Hazelnut's progress and development. She was born on September 3 and is growing quickly. At birth, she weighed 70 pounds and has increased to 110 pounds. Branch staff look forward to seeing Hazelnut grow as the year progresses.



In October, the Branch Outreach Specialist from South Trail connected with the Youth Program Coordinator for the Coalition for the Homeless of Central Florida. The Coalition was looking for literacy events for the children who attend their programs during the day. The library has been visiting the center twice a month to bring literacy and crafting activities. In November, we brought Sphero robots and had the children design obstacle courses to drive their Spheros through. They were extremely excited and are looking forward to the next event. The Coalition's Youth Program Coordinator has shared that they appreciate the help and support.

As we have shared with you before, OCLS is participating in Orange County's annual Mayor's Toy Drive. We have been getting some fantastic donations from our customers, including one very large donation of 77 toys from a 9-year-old named Audrey Wooten. Audrey is a young entrepreneur who used her business making and selling homemade body scrubs to raise \$700 to purchase toys for the drive. Her mom told us that Audrey decided to spend her money on the toy drive because she wanted kids in the community to feel seen and celebrated. "Her donating 100 percent of the funds blew me away," her mom said. "This was all her."

On Monday, December 11, we delivered more than 400 toys to the Orange County toy drive warehouse.



## Recent System-Wide Events

### Community Engagement

- On 2 November, Community Engagement Staff hosted the event “Circles Orlando Blood Pressure Breakdown,” where they gave 15 attendees an overview of blood pressure, cardiovascular disease, and solutions, plus a chance to get real-time BP readings.
- On 2 November, Community Engagement Staff hosted a storytime and sing-along for 26 attendees at the “Oakland Arts and Heritage Center Storytime.”
- On 4 November, Community Engagement Staff joined Commissioner Nicole Wilson for the event “Let's Plant Together!” Along with 25 attendees, they decorated flowerpots and repotted herbs that could be harvested for holiday cooking.
- On 8 November, Community Engagement Staff hosted the “Bithlo Head Start Storytime” for 36 attendees. Participants enjoyed stories, songs, and activities celebrating Native Americans.
- On 19 November, Community Engagement Staff attended the poetry event at the “Timucua Arts Foundation.” Staff interacted with 71 attendees, providing information about the library and books to check out.
- On 25 November, Community Engagement Staff hosted “Epic Comics” for 14 attendees who celebrated some of our favorite dynamic duos through books, music, movements, and hands-on activities.
- On 22 November, Community Engagement Staff engaged with 26 participants during the monthly book club event at the “Hunters Creek Nursing Home & Rehab Center.” Activities centered around book discussion, trivia, and material checkout.

### Alafaya

- On 4 November, Alafaya hosted “Puzzle Swap” where 66 participants exchanged an old puzzle for one that was new to them.
- On 4 November, Alafaya staff conducted “Teen Volunteering: Orange Slice October” where teens earned community service hours by contributing to Alafaya's teen literary and creative arts magazine. There were 16 participants.
- On 8 November, Alafaya presented “Orange You Glad It’s the Library’s Birthday?” where 44 participants celebrated the Orange County Library System's 100th birthday with crafts, Shrinky Dinks, a scavenger hunt, and balloons.
- On 9 November, Alafaya staff conducted “Alafaya Head Start Storytime” where 105 preschoolers from the East Community Center Head Start enjoyed interactive stories and songs.

- On 11 November, Alafaya staff presented “DIY Coco Themed Mickey Ears” where 16 adults and teens celebrated the 2017 movie Coco by making the perfect mouse ears.
- On 14 November, Alafaya staff conducted “Gobble, Gobble, Wobble, Wobble” where preschoolers gobbled up stories and had fun with turkey activities and crafts. There were 45 participants.
- On 15 November, Alafaya staff attended “Teach-In: Timber Springs Middle School” where staff demonstrated and shared library resources with 127 students and educators.
- On 28 November, Alafaya staff presented “Moana Storytime” where preschoolers sailed away to celebrate Moana, Maui, and all their friends with songs, stories, and crafts. There were 48 participants.
- Throughout November, Alafaya hosted “In Person: Social Worker @ the Library” where 45 customers received assistance with social and government services.
- During November, Alafaya staff presented “English from Zero” and “English Conversation Hour” in person and on the virtual platform, fostering the English language skills of 455 customers.

### **Chickasaw**

- On 4 November, Chickasaw Branch presented “READING Paws.” A total of 27 attendees participated in reading stories to a therapy dog.
- On 8 November, Chickasaw Branch presented “Jumpin’ Jubilee” A total of 37 attendees celebrated the library’s 100<sup>th</sup> birthday with stories, songs, and crafts.
- On 11 November, Chickasaw hosted “Little Chef: Peach Cobbler.” A total of 36 customers mixed and layered a delicious fall recipe.
- On 15 November, the Chickasaw Branch hosted “Autumn Apples” where 36 kids and their caregivers participated in learning about the fall months with songs and activities.
- Every Monday in November, Chickasaw hosted “Clean the World: Free Shower Service.” A total of 29 customers utilized clean water and were provided with a hygiene kit.
- Every Tuesday in November, Chickasaw distributed a total of 510 boxes of non-perishable food from Second Harvest Food Bank to families in the community.
- Every Wednesday in November, Chickasaw staff presented “Spanish Conversation Hour.” A total of 73 students learned Spanish phrases, vocabulary, and pronunciation for essential conversation.
- Every Thursday in November, Chickasaw hosts a Social Worker on-site to assist with a variety of services. A total of 32 customers took part in this service.
- In November, the Chickasaw Branch distributed 300 fall-themed passive crafts for kids and their families.
- During November, Chickasaw staff presented “English from Zero,” “English Conversation Hour,” and “Practice Makes Perfect” both in person and on the virtual platform, fostering English language skills to over 377 customers.

### **Eatonville**

- On 1 November, Eatonville hosted a “Library Tour” for 22 students from Thomas Leadership Academy.
- On 2 November, Eatonville hosted a “Study Visit” for 27 students from Thomas Leadership Academy.
- On 2 November, Eatonville hosted “LEGO One Scoop” for 17 kids challenged to create greatness with just one single scoop of LEGOs.
- On 2, 9, 16, 23, 30 November, Eatonville hosted “Zero to Five Storytime” for an average of 17 early learners.
- On 7 November, Eatonville presented “Navajo Weaving” to 22 participants gathered to learn about the Navajo Nation through a hands-on weaving project.
- On 9 November, Eatonville hosted “Family Art Adventures: Julie Flett” for 22 attendees who learned about the artist whose work championed intergenerational bonds.
- On 14 November, Eatonville hosted “Cuisine Corner Junior: Avocado Toast” for 19 students who enjoyed indulging in the avocado toast food trend that took the world by storm.



- On 15 November, Eatonville partnered with Audubon Center for Birds of Prey to present “Backyard Birds of Prey” to 13 kids who learned about birds that can be found in their own backyard.
- On 16 November, Eatonville staff attended “Teach-In” at Riverside Elementary School to offer story time and share information about library careers to 38 students.

### **Fairview Shores**

- On 3 and 15 November, Fairview Shores staff visited 33 seniors for “Silver Lakes Senior Community Outreach” for games and activities, discussion of library programs and services, and technology help.
- On 7, 14, and 21 November, 94 people attended “Beginner’s Spanish for Kids” at Fairview Shores and learned verbs, vocabulary, greetings, and songs.
- On 8 November, Fairview Shores hosted our “100 Year Celebration” event with birthday cards from the community, a cookie giveaway to 100 customers, a “Guess How Many Oranges” game, and other activities.
- On 8 November, 21 people attended the “Feather Necklace” program, where adults and children created a necklace in celebration of Native American Month.
- On 9 November, 8 seniors from the Northwest Neighborhood Center attended “Snack and Craft” where they painted their own watercolor fall scenes.
- On 11 November, 10 people attended “Storygami: Thanksgiving Turkey” for storytelling and made their own origami turkey.
- On 16 November, 5 adults participated in “Wine Glass Decorating” at Fairview Shores and enjoyed using their creative skills to make a take home project.
- On 17 November, 22 people attended the “Animal Towel” program and had fun learning how to make winter animals like owls and reindeer with towels.
- In November, Fairview Shores staff participated in “Teach-In” activities at Magnolia School, Lake Weston Elementary, and Wheatly Elementary and spoke to 261 combined attendees.
- In November, the “Second Harvest Food Distribution” provided 340 community members with shelf-stable, non-perishable food boxes.

### **Hiawasee**

- On 8 November, Hiawasee offered a 100-year anniversary event for families called “OCLS 100 Year Birthday with Squirt” with 38 very active and enthusiastic participants.
- On 15 November, Hiawasee staff offered an art event for kids called “Stained Glass Mandela Window Clings” whereby 19 attendees put their artistic skills to the test and created their own stained-glass masterpiece.
- On 16 November, Hiawasee staff offered a children’s event called “Totem Tales” where, in honor of Thanksgiving and the contributions of Native Americans, 13 attendees learned about the symbolism of the animals used on a totem pole and then created their own totem poles.
- On 16 November, Hiawasee staff attended “Teach-In” at Mollie Ray Elementary School. She shared information on how to get an OCLS library card and spoke about our many services and resources to 132 people.
- In November, Hiawasee hosted 4 “English Conversation Hour” classes, and 5 “Enhanced English Reading” classes serving 151 participants, with an average attendance of almost 17 people per class.
- In November, Hiawasee hosted 4 “English from Zero” classes with a combined attendance of 142 students, which is an average of almost 36 students for each class.
- Throughout November, Hiawasee hosted four “Zero to Five Storytimes” every Monday. Storytellers encouraged early literacy skills for 33 children and adult caregivers.
- During November, Hiawasee staff created ten themed “Take & Make” art activity kits serving 327 children and teens.
- During November, Hiawasee distributed 340 boxes of non-perishable food items for the four “Second Harvest Food Distribution” programs.

## Main

- On 3 November, Youth Services presented “Indigenous Tales” with 14 attendees learning about indigenous people of North America through stories, songs, games, and crafts in honor of Native American Heritage Month.
- On 4 November, 93 attendees were able to hear the talented musical renditions at the Orlando Public Library featuring “Musical Traditions Incorporated Children’s Concert” featuring songs from The Sound of Music.
- On 6 November, 1603 attendees joined the Dr. Philips Performing Arts Center and the Orange County Library System with “Neil Gaiman in Conversation with Art Spiegelman” as they spoke about their experiences. Neil Gaiman (International Bestselling Author) and Art Spiegelman (Pulitzer Prize for Maus) shared stories about writing, friendship, and more.
- On 7 November, Youth Services staff hosted the first meeting of the “Origami Club” where 8 participants celebrated National Origami Day by going on an educational journey into the world of paper folding cranes.
- On 7 November, Youth Services staff explored the process of voting and elections during “If I were President…” with 6 attendees designing and presenting a campaign speech for president and voting for a winner.
- On 8 November, head chef and founder of Breaking Bread with Mira, Yamira Lee Johnson joined the Orange County Library System on Instagram and showed 61 attendees how to prepare fried aranitas with a plantain cream soup.
- On 12 November, The Orlando Public Library hosted, The Central Florida Ballet: The Nutcracker, 167 attendees experienced a costumed performance of The Nutcracker.
- On 15 November, Adult Services staff participated in an event that highlighted “100 years of OUC history” with a total of 23 attendees.
- On 16 November, Youth Services staff hosted “Cuisine Corner Junior: Turkey Themed Cupcakes” and taught 168 attendees how to get into the Thanksgiving spirit and to decorate turkey themed cupcakes via TikTok and Instagram.
- On 16 November, 136 attendees from the Asian American Heritage Council of Central Florida recognized over 50 student’s achievements in Academic Achievement, Preservation of ethnic Culture at the “AAHC Scholastic Award Ceremony” hosted by the Orlando Public Library.
- On 19 November, 95 attendees joined Janice Hardy, author of Understanding Show, Don’t Tell, to discuss mistakes in writing regarding how to make prose more exciting in the virtual “Writing Workshop: Understanding Show Don’t Tell”.
- On 21 November, Youth Services staff hosted “Little Chef: Turkey Popcorn Treat Bags” and taught 16 attendees a lesson on kitchen safety and cooking by interacting with a delicious recipe.
- On 30 November, 54 aspiring writers were taught by Author Jose Pablo Iriarte to use the Scene and Sequel method to help pace and structure their fictional writing during the virtual “Writing Workshop: Using Scene and Sequel to Pace and Structure Your Fiction.”
- During November, a total of 56 customers enhanced their skills using the Microsoft Office Suite by taking a variety of Adult Services in-person and online classes.
- During November, a total of 32 customers enhanced their coding and web design skills by taking a variety of Adult Services in-person and online classes.
- During November, a total of 24 customers enhanced their Adobe and Canva digital design skills by taking a variety of Adult Services in-person and online classes.
- During November, Adult Services staff participated in two events focused on “100 years of OPL” with a total of 110 attendees.
- During November, School Liaisons participated in Teach In events with 39 Orange County Public Schools with 4,122 attendees.
- On 5 November the Melrose Theatre and Show Production teams hosted “History Bluffs”, a history-themed improv comedy game show where truth is stranger than fiction. 54 guests played along, attempting to guess which of the armchair historians was telling a bluff.



- On 18 November the Melrose Photo team hosted a “Holiday Photo Shoot” for families. The event welcomed 12 attendees for holiday portraits, with additional dates at OPL and at the Chickasaw Branch planned for December.
- During November the Melrose Fiber Arts team kicked off the holiday season with classes that inspired handmade gift giving. Throughout the month 40 attendees created “Holiday Stockings” for Christmas décor, ran up custom “Chef’s Aprons” and “Soup Bowl Cozys” for friends and family and then wrapped it all up in “Gift Bags for Every Occasion”.
- Throughout November there were ten “Makerspace Open Labs” 154 customers visiting the Melrose 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.

## Melrose Center

November 10<sup>th</sup> saw the return of in-person Staff Day, and just like in years past Melrose Staff played a part in providing engaging breakout sessions for attendees. First, Pedro Berrios and Gabriel Soltren teamed up to present *Artificial Intelligence (AI) Enhanced Photo & Video* at the LED Wall. Nearly 40 staff members attended the session as Pedro and Gabriel discussed Topaz Gigapixel and Topaz Video programs that are currently available in the Editing Bays. Then, Ryan Mulcahy and Marko Torres hosted *What’s New in the Melrose Center!* Marco and Ryan detailed the numerous changes that have been made to the Melrose Center as it nears its 10<sup>th</sup> anniversary, including the Performing Arts and Show Production course tracks, the upgrades to the studios, Fab Lab, Game Development Lab and other spaces, and a review of some of the events the Center hosts. The session, held at the Melrose Stage for nearly 60 staff members, also featured a team building exercise demonstrating the benefits of communication and self-expression through improv.



On November 11th, the *Second Saturday Improv* show drew 37 attendees to the Melrose Stage. Coordinated by Marko Torres, the show featured Jose Rodriguez, Eric Novella, Stephanie Mills, Kate Ortiz, Chris Trovador, Taylor Geraghty and Anthony Francis. Ryan Mulcahy provided stage lighting and audio support.

On November 18<sup>th</sup>, Melrose in the Mix returned with sessions by rappers ShaMel and Kid Faze. Interviews with the artists were recorded in the Audio Studio before the show began, then the show began on the Melrose Stage at 3pm. A total of 35 people attended the performances, which were introduced by Marko Torres. Video was covered by Ryan Mulcahy, Gabriel Soltren, Anthony Torres and Natalia Gonzalez. Ryan also ran the stage lighting during the performances. Audio was provided by Isra Batista, Mike Belancourt and Trevor Clark. This photo of the performers (including the mascot version of Kid Faze) and involved staff was taken by Pedro Berrios.



Valerie Dawson, Stephanie Rodriguez and Michael Sweeney kicked off the holiday season for Fiber Arts with classes that inspired handmade gift giving. During November, 40 attendees created Holiday Stockings for Christmas décor, ran up custom Chef's Aprons and Soup Bowl Cozys for friends and family and then wrapped it all up in Gift Bags for Every Occasion.

Pedro Berrios hosted a Holiday Photo Shoot for families on November 18<sup>th</sup> with Ashley Vazquez assisting. The event welcomed 12 attendees for holiday portraits, with additional dates at OPL and at the Chickasaw Branch planned for December.

On November 5<sup>th</sup> Melrose hosted *History Bluffs*, a history-themed improv comedy game show where truth is stranger than fiction! 54 guests played along, attempting to guess which of the armchair historians was telling a bluff. The event took place at the Melrose Stage with Marko Torres managing the stage and Ryan Mulcahy on stage tech and boards.

OCPS School Liaisons visited three schools this month. On November 15<sup>th</sup> Marko Torres played Improv Games with 20 kids at Apopka Middle School, and on November 17<sup>th</sup> visited Windy Ridge K-8 to bring Improv Games to 65 kids. On November 30<sup>th</sup> Melrose CST Alexa Murillo tabled at the Azalea Park annual Multicultural Night, where she spoke to 56 kids and their caregivers about Library services while Myles Thoroughgood from Community Engagement told stories from around the world.

We hosted two community meetups during November. Indienomicon returned to the Center on November 4<sup>th</sup> for their Game Demo Day, drawing 12 attendees. On November 3<sup>rd</sup>, the Orlando Pen Club welcomed 16 members in celebration of International Fountain Pen Day and to share their love of the art and creativity of the stationary world.

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

### **Orientations and Assessments**

#### **Orientations: 50 Attendees: 110**

- Audio 3-9 (2-10 online)
- Photo 6-12
- Video 9-18
- 3D Printer 1-4 (1-10 online)
- Orion Laser Cutter 2-1
- Silhouette Cameo 1-0
- Glowforge Laser Printer 2-5
- General Orientation 5-12
- Flight Orientation/Assessment 11-15

- Driving Orientation/Assessment 6-13
- VR Learning Station 1-1

**Assessments: 28 Attendees: 19**

- Audio 6-4
- Photo 4-2
- Video 8-3
- 3D Printer 6-6
- Glowforge 4-4

### **In-Person Classes**

**Classes: 141 Attendees: 372**

- Audio 26-111
- Photo 27-50
- Video 29-40
- Fab Lab 6-11
- Fiber Arts 33-113
- Performing Arts 11-26
- Game Design 6-18
- Show Production 3-3

### **Online Classes**

**Classes: 40 Attendees: 43**

- Photo 5-1
- Video 1-0
- Fiber Arts 6-23
- Game Design 6-9
- Graphic Design 22-10

Throughout November, Juan Rivera had 27 customers visit during 12 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 10 *Makerspace Open Labs* in November with 154 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. There were also two *Family Stem Saturdays* with 20 attendees.

There were 7 *Sewing Open Labs* in November with 60 attendees visiting the Sewing Studio to work on their sewing projects with tools, machines and expert assistance.

The Audio team introduced *Audio Open Labs* in November, with one artist attending the first session. The Audio instructors are promoting these sessions in the coming months as a way for aspiring artists to receive feedback and assistance from our team of audio engineers.

### **Studios, Spaces, Simulators**

**Booked 43 out of 52 Available Studio Sessions: 97 Attendees**

- Audio 12-18 booked, 21 attendees
  - *Of the six unfilled sessions, 1 was a late cancellation 5 were an on-time cancellations*
- Photo 19-21 booked, 49 attendees
  - *Of the two unfilled sessions, 1 was an on-time cancellation*
- Video 12-13 booked, 27 attendees
  - *The one unfilled session was an on-time cancellation*

### **Other Bookings:**

- Sound Booths - 0
  - The sound booths were not open this month, as the construction of our new sound booth facilities continues.
- Editing Bays - 89

- LED Wall - 5
- Driving Simulator - 33
- Flight Simulator - 21
- Sim Development Rig -1
- Glowforge Laser Printer - 14
- 3D Printer - 3
- Rehearsal Space - 14

We welcomed 130 new Members during November via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 12, we gained 142 new Members for the month.

Membership for Melrose Meetup groups increased overall during November:

- Orlando Audio 1,295 (+2)
- Orlando Fiber Arts Meetup 1,146 (+7)
- Orlando Digital Media Design 1,740 (-9)
- Orlando Melrose Makers 197 (0)
- Orlando Out Tonight Theatre 3,009 (+20)
- Orlando Photo+Design 3,863 (+7)
- Orlando Video & Post Production 2,734 (+6)

### **North Orange**

- On 14 November, North Orange hosted “Centipede’s 100 Shoes” in celebration of the library’s 100<sup>th</sup> anniversary with 33 children and caregivers in attendance.
- On 21 November, North Orange hosted “Homeschool Explorers: Art” with 31 attendees.
- On 18 November, staff hosted a “Family Harvest Festival” with carnival-like games, including a variation of bobbing for apples utilizing donuts hanging from a string. There were 37 participants.
- During November, the North Orange branch hosted the final three sessions of “Emprendedores,” a modified BizKids class delivered fully in Spanish. The program was hosted at the Hope CommUnity Center in Apopka.
- During November, North Orange hosted “Virtual: Basic Spanish” with 84 attendees.
- During November, North Orange hosted “Storytime Craft” before, during, and after the weekly storytimes to engage youth in fun activities that support their fine and gross motor skills. In total, 329 participants attended.
- Throughout November, North Orange provided 340 families with shelf-stable, non-perishable food in partnership with Second Harvest Food Bank.

### **South Creek**

- On 1 November, South Creek hosted “Little Chef: Cookie Monster Snack” where children and caregivers celebrated National Cookie Monster Day with their own sweet treat. There were 17 participants.
- On 2 November, South Creek hosted “Indigenous Tales,” where participants were introduced to the cultures of indigenous people of North America through stories, songs, and crafts. There were 17 participants.
- On 8 November, South Creek hosted “Teen Takeover” where high school students could earn up to two hours of community service by assembling craft kits and performing other needed tasks. There were 7 volunteers.
- On 15 November, South Creek hosted “Money Smart: What is Money?” where children and their caregivers learned the importance of money through games and activities. There were 12 participants.
- On 22 November, South Creek hosted “Thanksgiving Roundup” where children and their caregivers enjoyed stories on thankfulness and family as well as holiday themed crafts. There were 28 participants.



- In November, South Creek hosted a Social Worker on site to assist with social and government services; 38 attendees took part in this service.
- Throughout November, South Creek hosted “Character Mailbox,” where customers could write a letter to the character of the month, Spider-Gwen. There were 94 letters submitted.
- Throughout November, South Creek hosted “Caregiver Connect: Stay and Play,” where caregivers could interact with each other while their child explores imaginary play with toys and other children. There were 110 attendees.
- Throughout November, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 337 participants.
- Throughout November, South Creek hosted the following Passive Events: “Dia de los Muertos,” “Five Moons Ballerina,” “Turtle Shaker,” and “Paper Turkey.” Four hundred eighty passive crafts were distributed for families to complete at home.

### **South Trail**

- On 3 and 17 November, South Trail staff hosted “Caregiver Connect” to 31 attendees who connected and interacted with one another while their little ones explored imaginary play with each other.
- On 4 November, South Trail staff participated in the “International Festival: Orlando Science Schools Day” held at Orlando Science Elementary School and interacted with 710 attendees who learned about the library’s resources and services.
- On 28 November, South Trail staff presented “Growing Up Wild: Terrific Turkeys” to 23 young participants who got back to nature with hands-on activities and songs.
- Throughout November, South Trail staff presented four virtual “Citizenship Inspired” classes to 74 participants who prepared for the Citizenship test by participating in activities, studying materials provided, and practicing with each other.
- Throughout November, 1300 craft kits were distributed to families. The kits included gingerbread themed crafts, word searches and coloring sheets.
- Throughout November, South Trail staff presented four “Creole Connect” classes to 141 attendees who practiced their English skills and interacted with other members in the community.
- Throughout November, South Trail staff presented twelve “Ask a Tech” programs to 210 customers who needed assistance with their technology devices or had technology related questions.
- Throughout November, South Trail staff presented seven in-person “English from Zero” classes to 308 participants who learned basic English and vocabulary for everyday life.
- In November, South Trail staff presented four Excel classes in Creole to 91 participants who learned basic Excel functions, how to create basic formulas, and how to work with different worksheets.
- In November, South Trail staff distributed 510 Second Harvest Food Bank breakfast and lunch boxes to the local community.

### **Southeast**

- On 4 and 11 November, Southeast staff hosted “Citizenship Inspired” where a total of 33 students prepared for the U.S. Naturalization (Citizenship) Test and Interview.
- On 6 November, Southeast hosted “Baby’s First Fall Festival” where 30 attendees listened to stories and had some autumn fun.
- On 6, 13, and 20 November, Southeast hosted “Caregiver Connect: Stay and Play” where 89 caregivers and their little ones mingled and explored imaginary play with new and old friends.
- On 6, 13, and 27 November, Southeast hosted “Hola Amigos: Spanish from Zero for Kids” where 142 students were introduced to the basics of the Spanish language.
- On 7, 9, 14, 16, 21, 28, and 30 November, Southeast hosted “Spanish from Zero: Basics” where 188 students were introduced to the basics of the Spanish language.
- On 7, 14, 21, and 28 November, Southeast hosted “Bilingual Interactions with Ms. Brenda” where 127 students practiced their bilingual speaking skills.
- On 9, 14, 15, and 21 November, Southeast hosted “English from Zero” where 108 students discussed and learned basic English vocabulary.

- On 13 and 14 November, Southeast hosted “Growing up WILD: Terrific Turkeys” where 31 preschoolers learned about wild turkeys through stories and craft.
- On 15 and 18 November, Southeast hosted “English Conversation Hour” where 50 students practiced their English conversational skills.
- On 20 November, Southeast hosted “Who Hoots?” where 35 children learned all about feathered friends.

### **Southwest**

- On 1, 6, 15, 22, and 29 November, Southwest staff hosted “LEGO Club” where 278 kids and their caregivers had fun using their imagination to build their own LEGO creations.
- On 6, 13, 20, and 27 November, 87 homeschoolers and their caregivers attended the “Homeschool Meetup” to learn about different STEAM-related topics.
- On 13 November, 11 people met at a nearby park for the “Nature Walk Book Club” to enjoy a short walk and discussion of this month’s book.
- On 14 November, Southwest staff visited Tangelo Park Elementary for “Teach-In” and visited with 104 students to share about being a librarian and read stories.
- On 15 November, Southwest staff celebrated fall at the “Autumn Apples” event where 30 toddlers and their caregivers enjoyed apple themed stories and activities.
- On 18 November, Southwest staff presented “Family Fiber Arts: Felt Turkey” for 10 attendees.
- On 25 November, the library hosted “Hearts of Gold Therapy Dogs” where 32 attendees enjoyed reading to rescued golden retriever dogs.
- On 30 November, 25 people attended the “Hand Sewing Sashiko Patterns” class to learn more about this Japanese sewing technique and create their own pattern.
- Every Thursday in November Southwest hosted “Toddler Time” where 182 children and their caregivers enjoyed stories, songs, rhymes, and dances all centered around developing pre-literacy skills.
- In November, 233 children had fun searching the library for facts about cows, this month’s “Library Scavenger Hunt” topic.

### **Washington Park**

- On 1 November, Washington Park hosted "Totem Tales" where 10 children and caregivers learned about the history and symbolism behind the animals found in Native American totem poles.
- On 4, 11, and 18 November, Washington Park hosted “English from Zero: Level 1,” fostering the English language skills of 39 customers.
- On 6, 13, 20, and 27 November, Washington Park hosted “Dungeons & Dragons” for 16 attendees who got to develop their characters and complete a quest.
- On 7, 14, 21, and 28 November, Washington Park hosted 278 children for “Zero to Five Storytime.”
- On 8 November, Washington Park hosted “Tween Art Adventures: Paper Weaving” where 10 children and caregivers celebrated Native American Heritage Month by creating beautiful woven wall hanging decorations using only strips of paper!
- Throughout November, Washington Park hosted “Lots of Leaves,” “Gobble it up,” and “Rough Tough Trucks” for the Lila Mitchell HeadStart. Ninety children and teachers enjoyed a set of imaginary adventures where they explored monsters and the sea through themed stories, songs, and activities.
- Throughout November, Washington Park hosted a “Character Mailbox,” where customers wrote 42 letters to the character of the month, Dora & Diego!
- Throughout November, 123 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Discover Florida” Scavenger Hunt, “Poppy Flower Craft” for Veterans Day, and “1, 2, 3 Book Making.”

### **West Oaks**

- On 1 November, the 23 attendees of “Hard to Find Ancestors” learned about the techniques used to find ancestors even if they did not leave a large trail of records.

- On 3 November, “Let's Crochet: Basket Stitch Napkin Rings” 12 students learned to crochet the basket stitch while making a beautiful accent for fall place settings.
- On 8 November, 14 Innovation Montessori High School students and their teacher visited the library to learn about the basics of genealogy research.
- On 16 November “Teach-In: Spring Lake Elementary” offered 127 students and faculty an inside look at Library services and work experiences.
- On 17 November, “Teach-In: Wedgefield K-8 School” provided a storytime and activities to 266 students and staff members.
- On 28 November, “The Cow Says Moo” gave 43 attendees the opportunity to get to know the Branch’s adopted cow, Hazelnut, and participate in a fun storytime and activities such as a “milking station.”
- On 27 November, “Homeschool Art: Pop-Up Cards” showed 17 attendees how to design and decorate their own pop-up cards.
- On 29 November, the 17 attendees of the “Way Back When the Seminoles Rules the Everglades” learned about the Florida Native American tribe by exploring traditional games, mythology, and history.
- Throughout November, a total of 56 attended “Finding Your Roots Series” which discussed the importance of land, probate, and immigration records to genealogy research.
- Throughout November, 30 participants of the “Genealogy and the Law Study Group” utilized the book *Genealogy and the Law* by Kay Haviland Freilich and William B. Freilich to highlight legal sources for genealogy research.

### **Windermere**

- On 1 November, Windermere Branch presented “Homeschool Jr. Geography.” A total of 22 attendees participated in story time, activities, and a craft all about geography.
- On 1 November, Windermere Branch attended “Child Development Center,” where 27 attendees enjoyed a story time, songs, and play.
- On 2 November, Windermere conducted “Homeschool Discovery – Around the World in 30 Days,” where 30 attendees created passports and learned fun facts about different countries.
- On 7 November, Windermere presented “Homeschool Spanish,” where 26 attendees learned fall words and phrases and enjoyed a game of Jeopardy.
- On 14 November, Windermere attended the “Teach-In: Lakeview Middle School,” where they shared library resources and enjoyed a fun program – Aztec Gold Rush. There were 96 participants.
- On 16 November, Windermere presented the “Teach-In: Windermere Elementary,” where they shared library resources and enjoyed a brief Native American program where the attendees learned new words from the Ojibwe Tribe.
- On 17 November, Windermere hosted “Homeschool Art Expressions.” A total of 25 attendees learned about cotton swab painting by creating a floral masterpiece.
- On 21 November, Windermere Branch presented “Pajama Jamboree” where attendees enjoyed story time, a craft, cookies, and milk. There were 21 attendees.
- On 27 November, Windermere Branch presented “Macaroni Mania,” where 22 attendees decorated trees with uncooked pasta.
- In November, Windermere Branch presented “English from Zero,” where 64 attendees learn basic vocabulary to improve their English.

### **Winter Garden**

- On 1, 8, and 29 November, Winter Garden hosted the outdoor programs “Bubble Playtime” and “Parachute Play” to a total of 51 children and their caregivers.
- On 1, 8, and 29 November, Winter Garden hosted “Bilingual Storytime” to 49 children and their caregivers.
- On 3 and 17 November, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 277 children and their caregivers.

- On 3 and 17 November, Winter Garden hosted “Caregiver Connect: Stay and Play,” where 65 children and their caregivers connected while playing with sensory toys.
- On 13 and 27 November, Winter Garden hosted “Mindful Start Yoga.” During these programs, 65 children and parents practiced breathwork, mindfulness and movement.
- On 14 November, Winter Garden hosted “Thankful Hands,” where 43 children and their family celebrated the fall season with interactive stations and crafted to share their gratitude.
- On 15 November, 27 children and their family attended “Gobble It Up!” During the program, they gobbled up turkey stories and created turkey crafts.
- Throughout November, “Virtual Conversation Hour” and “English from Zero” had 158 participants joining virtually and in person to practice English as a Second Language.
- Throughout November, 143 Winter Garden customers wrote to the Cat in the Hat through the “Character Mailbox.”
- Throughout November, 183 customers participated in the passive activity “Thankful Turkey Feathers.” Customers wrote what they are grateful for on paper feathers which were then added to a large Turkey display.



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

**Public Comment:  
Non-Agenda Items**