

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Nicole Benjamin (3/1 – City); Lizannette Tam (12/2); Sharon Smoley (12/2); Ashley Cisneros Mejia (3/0 – City)

Library Board Absent: Crockett Bohannon (12/1)

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

- 23-162 I. **Call to Order**
Vice President Benjamin called the meeting to order at 6:00 p.m.
- 23-163 II. **Public Comment Policy & Procedures**
- 23-164 III. **Approval of Minutes: Library Board of Trustees Meeting – November 9, 2023**
Trustee Tam, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the November 9, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-165 IV. **Staff Presentation: Staff Day – Colleen Hooks**
- 23-166 V. **Financial Statements and Summaries: November 2023**
CFO Shoemaker reviewed the November financial reports for the Board and stated that the financials are in very good shape and on target. He further reported that the renovation of the Main meeting rooms is scheduled to begin soon, and that Window World has already donated \$50,000 again this year for the Summer at Your Library program.
- 23-167 VI. **Dashboard: November 2023 – Danielle King**
Chief Neighborhood Officer King shared some highlights from the dashboard. This month there was an 8% increase in physical materials checked out, a 31% increase in digital checkouts, which is an average of 9,557 items per day. Notably, digital products went up 103%. The social media content created for the “100 years with Orange County Library System” created buzz on all platforms and was shared by elected officials and our followers and is the reason for the large increase.

Event attendance went up 28% and technology class attendance went up 29% compared to last year. OCLS hosted a total of 1,206 events with a total attendance of 35,766. From that total attendance, 28,254 were for in-person events and 7,512 were events hosted offsite. Staff also attended 80 community events, reaching 6,267 people, an increase of 36% from last year.

She further highlighted two stories this month:

On November 8, staff celebrated the OCLS 100th birthday at all locations. Customers were invited to come into the library to write a birthday card and receive a free cookie. This was very special because customers would come in and naturally start sharing stories with staff about the library and life. It gave them an opportunity to be nostalgic. At the Winter Garden Branch, a woman brought her 98-year-old mother to the branch because the mother wanted

to go somewhere that was older than she was. The women sat and read for a while, enjoying the cookies. And they shared that they were just happy to be out and about celebrating with us.

There are many stories that have come with the 100-year celebration and next month staff will share more with the Board about the celebration.

For the first time, OCLS participated in Orange County Mayor Jerry Deming's Toy Drive. All 15 locations were drop-off sites and customers could drop off new unwrapped toys to donate to the drive. A very special donation was recently received by 9-year-old Audrey. Audrey is an entrepreneur and has been saving up for something special. Through her business of making and selling homemade body scrubs, she made over \$700 in profits over a few weeks. She used this money to go on a shopping spree, not for herself, but to collect toys for kids of all ages to be donated just in time for the holidays. Audrey's mom, Kelly, says, "It makes me so happy and so proud of her little heart. Her donating 100% of the funds blew me away. This was all her." If the donation in and of itself wasn't an indicator of how thoughtful and caring Audrey is toward the cause, then the selection of toys gives her away. Audrey went shopping with inclusivity in mind, ensuring that all children feel seen and celebrated by purchasing toys spanning genders and age groups and that dolls were multi-race, offering a range of skin tones. Her main reason for giving? So that children know that they are not alone, and people are loving and looking out for them.

Another donor who wanted to remain anonymous donated 32 toys to the Windermere Branch worth \$500 and then came back the next week and donated another 108 toys. Overall, OCLS collected 1,529 toys to be donated to the Mayor's Toy drive. We are thrilled to be part of this worthy cause!

23-168 VII.

Action Items:

23-168.1

Resolution to Honor Trustee Lizannette Tam

Whereas Lizannette Tam has dedicated three years faithfully serving on the Orange County Library System Board of Trustees from January 2021 to December 2023;

Whereas Lizannette Tam was instrumental in the hiring of the new Library Director;

Whereas Lizannette Tam was significantly involved in the development of plans for two future library branches;

Whereas Lizannette Tam provided wise counsel and strong leadership as the Library System grew and developed;

Whereas Lizannette Tam strongly supported the Library System's programs and services with ideas, suggestions and advice;

Whereas Lizannette Tam never failed to make her many decisions solely for the community's benefit;

And whereas her legacy is one of service and commitment;

Now be it resolved that the Orange County Library System Board of Trustees publicly recognize, honor, thank and congratulate Lizannette Tam for her excellent and amazing service to the Orange County Library System. Trustee Cisneros Mejia, seconded by Trustee Smoley, moved to approve the resolution. Motion carried 4-0.

23-169 VIII.

Discussion and Possible Action Items

23-170 IX.

Information

23-171

Strategic Plan Project Board Retreat Date: Lynette Schimpf

Chief Project Officer Schimpf updated the Board regarding the progress that has been made with the process of creating a new Strategic Plan. She said the project team has been really busy and that over 3,000 community surveys have been received, as well as 166 from staff. The Board agreed on the date for the Board's Strategic Plan Retreat, which is scheduled for 10:00 a.m. Saturday, April 13, 2024 at the Main Library.

23-172

Director's Report

The Government Finance Officers Association presented its Certificate of Achievement for Excellence in Financial Reporting to the library's Finance Department for its Annual Comprehensive Financial Report for the fiscal year ended September 30, 2022. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations to CFO Kris Shoemaker, Finance Manager Lovevia Williams, Senior Accountant Angelica Gabarron, and Financial Analyst Janelle McDaniel for attaining this award for the 20th consecutive year.

Orlando is hosting the 2024 U.S. Olympic Team Marathon Trials on Saturday, February 3rd, 2024 at 10 am. This exciting event will bring lots of people and attention to downtown Orlando. We will not be opening the Main Library on the 3rd, due to the many road closures encircling the Library. These closures will make it very difficult for staff members and customers to get to the Library and to park.

On November 16th, 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.

Thank you to everyone who helped make the library's participation in the annual Mayor's Toy Drive such a huge success!

23-173

Public Comment: Non-Agenda Items

Jonathan Blount – spoke positively about the Library's outreach programming and inclusivity.

X. Adjournment

Trustee Smoley, seconded by Trustee Tam, moved to adjourn the meeting. Motion carried 4-0. Vice President Benjamin adjourned the meeting at 6:26 p.m.

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.