

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

**Board Packet for February 2024**



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

February 2, 2024

To: Crockett Bohannon, President  
Nicole Benjamin, Vice President  
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 February 8, 2024 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**

**February 8, 2024 ~ 6:00 p.m.**

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

- 24-017      I.      **Call to Order**
- 24-018                      **Oath of Office: New Board Member**
- 24-019      II.      **Public Comment Policy & Procedures**
- 24-020      III.      **Approval of Minutes: Library Board of Trustees Meeting – January 18, 2024**
- 24-021      IV.      **Staff Presentation: Community Engagement Department: Genevieve Traas**
- 24-022      V.      **Financial Statements and Summaries: January 2024**
- 24-023      VI.      **Dashboard: January 2024 – Sara Gonzalez**
- 24-024      VII.      **Action Item – Consent Agenda:**
- 24-025                      **Southwest Author Event Request to Serve Alcohol: Leasha Tavernier**
- 24-026      VIII.      **Discussion and Possible Action Items**
- 24-027      IX.      **Information**
- 24-028                      **Director’s Goals: 1<sup>st</sup> Quarter Update: Sharon Smoley**
- 24-029                      **Director’s Report**
- 24-030                      **Public Comment: Non-Agenda Items**
- X.      **Adjournment**

**Next Meeting Dates:**

**March 14, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- April 11, 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  
February 8, 2024**

**Call to Order**

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Oath of Office:  
New Board Member**

# Orange County Library System Board of Trustees Meeting February 8, 2024

## 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  
February 8, 2024**

**Approval of Minutes:  
Library Board of Trustees Meeting  
January 18, 2024**

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

**January 18, 2024 ~ 6:00 p.m.**

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

Library Board Present: Crockett Bohannon (1/0); Nicole Benjamin (4/1 – City);  
Ashley Cisneros Mejia (4/0 – City)

Library Board Absent: Sharon Smoley (1/1)

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

Administration Absent: Steve Powell; Lynette Schimpf

- 24-001 I. **Call to Order**  
President Bohannon called the meeting to order at 6:06 p.m.
- 24-002 II. **Public Comment Policy & Procedures**
- 24-003 III. **Approval of Minutes: Library Board of Trustees Meeting – December 14, 2023**  
Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the December 14, 2023 Library Board of Trustees Meeting. Motion carried 3-0.
- 24-004 IV. **Staff Presentation: 100 Year Celebration Wrap Up: Erin Sullivan**
- 24-005 V. **Financial Statements and Summaries:**
- **September 2023 - Final**
  - **December 2023**
- CFO Shoemaker reviewed the final FY 2023 financial reports as well as the monthly December 2023 reports. He further reported that the Neil Gaiman / Art Spiegelman event brought in over \$42,000 in funds, which will be held in a reserve for future events. He also reported that the renovations of the 3<sup>rd</sup> floor meeting rooms are on track to be completed in April.
- 24-006 VI. **Dashboard: December 2023 – Leasha Tavernier**  
Chief of Neighborhood Services Tavernier shared some highlights from the dashboard. In December, there was a 23% increase in public computer usage, an 11% increase in door count, and a 7% increase in circulation. Digital checkouts continue to be strong with a 26% increase over last December. Overdrive continued to be the highest-used resource making up over 204,000 of the 278,067 checkouts for the month. The Library also set a new Overdrive calendar year usage record with over 2,200,000 checkouts. For comparison, last year was about 55,000 short of 2 million. Staff continue to see the impact of our Community Engagement Department with community event attendance up 1,100% from last year. Staff were able to attend 31 events and reach out to 2,809 people versus 10 events reaching 234 people last December. Event attendance was up over 35% from last year. Staff offered a total of 1,131 events with a total attendance of 28,024. Out of those numbers, 23,854 were for in-person and 4,170 were for offsite events. Class attendance is also up by 18% compared to last year. Ms. Tavernier shared an update about one of the branches that had a unique feature completed in December. The West Oaks Branch had an outdoor mural completed on a wall adjacent to the outdoor garden. The mural, featuring

native plants and a monarch butterfly, was painted by local artist, Ryan Semple. Upon completion, the artist shared a short timelapse video of the work. The mural is the culmination of a yearlong project to enhance the garden and outdoor area of the branch. This included expanding the existing wildflower garden and making changes to get the garden recognized as an Official Certified Wildlife Habitat with the National Wildlife Federation and Florida Wildlife Federation. One can see the certification sign in the garden and the water fountain, which was an addition necessary to qualify for the certification. Additionally, a sidewalk was added along the garden and a permanent Storywalk was added.

24-007 VII.

**Action Item:**

24-008

**Bookmobile Vendor Ranking & Project Approval: Danielle King**

Chief of Neighborhood Services King presented to the Board the proposal to procure a bookmobile. She explained that the Sorosis of Orlando club donated \$100,000 to OCLS for a bookmobile, and that the Library matched the donation. She stated that it will take about two years for the vehicle to be built and delivered. The quote for the project is \$330,000 and with a contingency, staff are requesting \$363,000 for the project. Brief discussion ensued. Vice President Benjamin, seconded by Trustee Cisneros Mejia, voted to approve the bookmobile project; to approve the ranking of the bookmobile vendors as follows: Matthews Specialty Vehicles, Farber Specialty Vehicles and LDV, Inc.; to approve the budget of \$363,000 and to authorize staff to execute a contract with Matthews Specialty Vehicles to design and build the bookmobile. Motion carried 3-0.

24-009 VIII.

**Discussion and Possible Action Items**

President Bohannon announced to the Board that there is a need to reschedule the May 9, 2024 Board meeting. Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to reschedule the meeting to May 2, 2024. Motion carried 3-0.

24-010 IX.

**Information**

24-011

**Horizon West Update: Danielle King**

Chief of Neighborhood Services King reported that positive progress is being made and that the Horizon West Branch project is moving forward. Staff have been meeting with Borrelli & Partners and H.J. High on a regular basis to discuss the project. The team submitted the 90% construction documents to staff in December, and they are busy finalizing the 100% construction documents. The project is in the permitting phase now and several items have been submitted such as the building/land use permit, environmental resource permit, and gopher tortoise relocation permit.

The next steps include this tentative schedule.

- February 7, 2024- GMP (Guaranteed Maximum Price) draft is expected from HJ High to be sent to the library for review.
- Late February/early March- Once Terracon receives the approved permit, work on the gopher tortoise removal will begin (date based on issue of permit). It will take approximately 2 weeks. H.J. High will install the silt fence after the gopher tortoise removal.
- March 8, 2024- GMP contract will be posted on Library Board of Trustees agenda.
- March 14, 2024- Library Board of Trustees meeting – we will bring the GMP contract to you for approval.
- Following approval, H.J. High will begin the construction process.

The project is still on track with the schedule.

24-012

**Lake Nona Update: Bethany Stone**

COO Stone reported that progress with the Lake Nona project is being made behind the scenes with the City of Orlando and that they are working through design ideas, with GOAA

reviewing the plans. She also reported that Borelli & Partners is still working on construction documents and they will share those when these are ready.

24-013

**Director's Goals: 1<sup>st</sup> Quarter Update**

This agenda item has been tabled until next month.

24-014

**Strategic Plan: 1<sup>st</sup> Quarter Update**

There were no questions regarding the update that was provided in the board packet.

24-015

**Director's Report**

COO Stone reported that progress on the new Strategic Plan is moving along with completed surveys received from community leaders and residents. Over 7,200 surveys have been submitted from the community.

She reported that Mayor Demings' holiday toy drive was a great success with 11,240 toys collected in the community. Of that total, more than 1,700 toys were collected at drop boxes at OCLS locations.

She announced that the Legislative Library Day is January 24<sup>th</sup> and that Director Powell, Chief MPR Officer Sullivan and herself will travel to Tallahassee to speak with the legislature and elected officials regarding library services.

24-016

**Public Comment: Non-Agenda Items**

Jonathan Blount spoke about the Orlando Public Library building and his thoughts on the condition of the building, and that he is of the opinion that the outside of the building should be painted.

X. **Adjournment**

Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 3-0. President Bohannon adjourned the meeting at 7:00 p.m.

**Next Meeting Dates:**

February 8, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- March 14, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Staff Presentation:  
Community Engagement  
Department  
Genevieve Traas**

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Financial Statements &  
Summaries: January 2024**

Orange County Library System  
FY 2023-24 Financial Statement Highlights  
Four Months Ended January 31, 2024

**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 \$30,006,463 or 43.9% 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 \$52,445 which is 6.0% of the budget.

**Fee Cards:**

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through January, we received \$42,135 or 56.2% 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 January, we received \$12,593 or 42.0% of budgeted revenues.

**Faxes:**

The Library budgeted \$10,000 for fax revenues and has received \$5,809 or 58.1% year-to-date.

**Copy and Prints:**

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$53,878 or 71.8% of budget through January which is slightly higher than what we received at the same time last year.

**Passport Facility & Photo Fees:**

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2023-24. Through January, we received \$4,038 or 33.6% of budgeted revenues.

**Other:**

The Library budgeted \$500 for these miscellaneous revenues in FY 2023-24. We received \$41,324 or 8,264.8% of budget through January. This represents the net proceeds from the November 6, 2023, Neil Gaiman and Art Spiegelman event. These funds have been placed into a reserve account to fund future signature events.

**Fees and Lost Materials:**

Revenues from Fees and Lost Materials through January are \$18,251 or 73.0% 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 January 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 January we have received \$54,600 or 109.2% 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 January 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 \$320,000 or 16.6% 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 \$61,996 or 47.7% 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 28.6% of the budget, which is in line with the FY allocation.

Insurance:

The Insurance Expenditures are at 50.4% 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. These fees are paid quarterly in advance.

Supplies Hardware Software:

The expenditures in this category are at 3.3% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

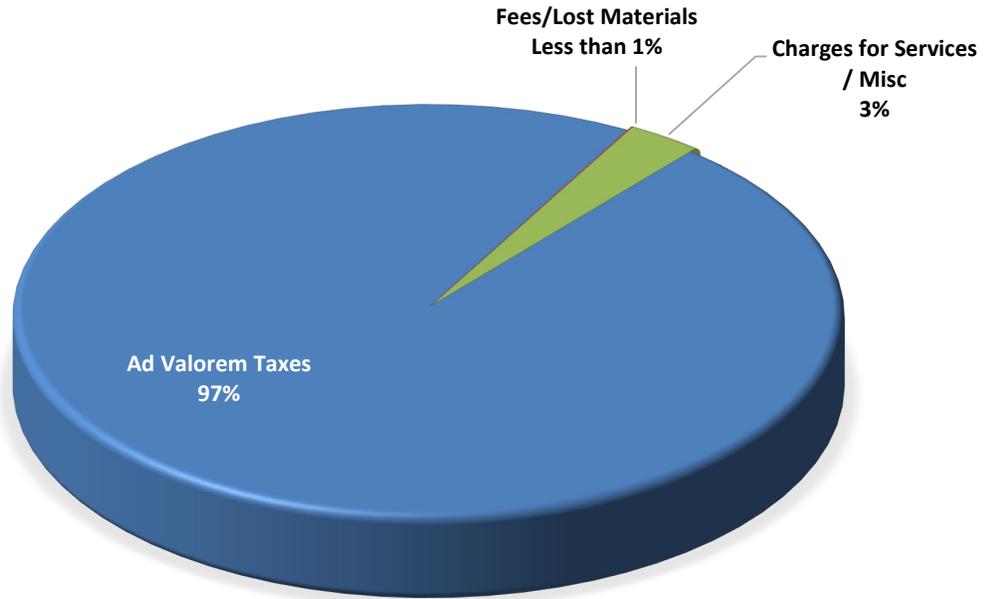
The expenditures in this category are at \$51,470. This account is for any supplies used for programming, mainly the Summer at Your Library Program. This account is a sub-set of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 18.3% of the budget.

Building Improvements Expense:

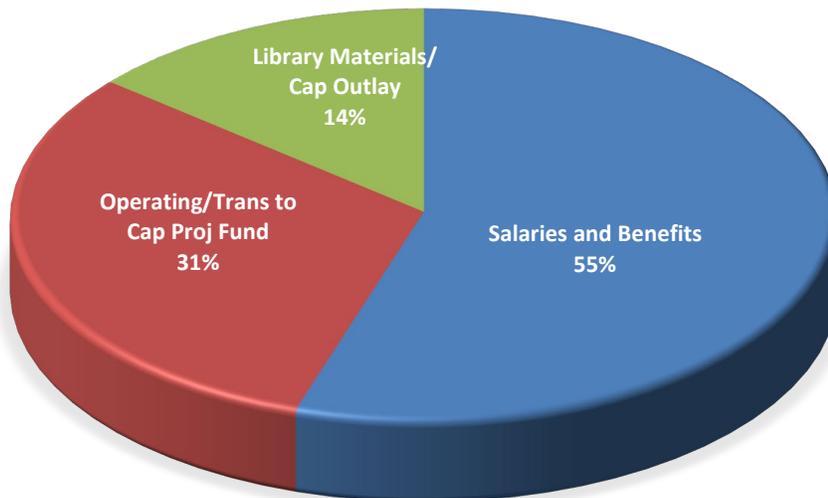
The Library budgeted \$3,250,000 for various building improvement projects such as the materials for the Orlando Public Library Roof Replacement, Upgrade of the Orlando Public Library HVAC Controls, Third Floor Meeting Room Refresh, Orlando Public Library Outdoor Lighting, and Southwest HVAC Replacement. The \$428,783 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

**ORANGE COUNTY LIBRARY DISTRICT**  
**Operating Fund**  
**Four Months Ended January 31, 2024**

**REVENUES**



**EXPENDITURES**



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Four Months Ended January 31, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 months= 33.3%)</b>
<b>AD VALOREM TAXES</b>	68,400,000	30,006,463	43.9%
<b>INTERGOVERNMENTAL</b>			
State & Federal Grant	675,000	52,445	7.8%
State Aid	200,000	-	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	75,000	42,135	56.2%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$5 for 1 hour)	500	501	100.2%
Classes	1,000	110	11.0%
Meeting Rooms	30,000	12,593	42.0%
Faxes	10,000	5,809	58.1%
Ear Buds, Jump Drives, Masks	1,500	754	50.3%
Bag Sales	1,000	1,193	119.3%
Copy & Prints	75,000	53,878	71.8%
Passport Facility & Photo Fees	12,000	4,038	33.6%
Other	500	41,324	8264.8%
	<u>207,500</u>	<u>162,337</u>	<u>78.2%</u>
<b>FEES &amp; LOST MATERIALS</b>	25,000	18,251	73.0%
<b>MISCELLANEOUS</b>			
Investment Earnings	163,000	505,061	309.9%
Sales of Surplus Property	2,000	3,770	188.5%
Contributions - Friends of Library	85,000	29,436	34.6%
Contributions - Others	50,000	54,600	109.2%
Internet Rebate	75,000	-	0.0%
Grants & Awards	20,000	-	0.0%
Miscellaneous	75,000	289	0.4%
	<u>470,000</u>	<u>593,156</u>	<u>126.2%</u>
<b>TRANSFER FR PROP APPRAISER</b>	32,000	106,293	332.2%
<b>TRANSFER FR TAX COLLECTOR</b>	546,500	-	0.0%
<b>TOTAL REVENUES</b>	<u><u>70,556,000</u></u>	<u><u>30,938,945</u></u>	<u><u>43.9%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Four Months Ended January 31, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 months= 33.3%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	26,175,000	7,936,446	30.3%
Medicare Taxes	400,000	113,201	28.3%
Defined Contribution Pension Plan	1,975,000	595,234	30.1%
Defined Benefit Pension Plan	1,925,000	320,000	16.6%
Money Purchase Pension Plan	1,675,000	441,756	26.4%
Life and Health Insurance (Employees)	4,350,000	1,118,940	25.7%
Worker's Compensation	130,000	61,996	47.7%
Unemployment Compensation	50,000	-	0.0%
Retiree Health Care (OPEB)	675,000	103,599	15.3%
Parking & Bus Passes	275,000	78,811	28.7%
	<u>37,630,000</u>	<u>10,769,983</u>	<u>28.6%</u>
<b>OPERATING</b>			
Professional Services	450,000	55,157	12.3%
Other Contractual Services	2,585,700	622,399	24.1%
Other Contract. Serv.- Janitorial	460,000	108,361	23.6%
Training and Travel	150,000	24,415	16.3%
Telecommunication	612,800	82,502	13.5%
Delivery and Postage	1,500,000	429,474	28.6%
Utilities	1,050,000	228,603	21.8%
Rentals and Leases	1,570,000	510,608	32.5%
Insurance	750,000	378,090	50.4%
Repairs and Maintenance/Leasehold Improvements	1,775,000	269,704	15.2%
IT Subscriptions/Maintenance Contracts	1,625,000	315,734	19.4%
Copying/Printing	355,000	79,538	22.4%
Promotional Activities	500,000	75,867	15.2%
Property Appraiser's Fee	715,000	342,917	48.0%
Tax Collector's Fee	1,380,000	600,162	43.5%
Supplies	1,246,500	176,080	14.1%
Supplies-Hardware/Software	700,000	23,396	3.3%
Supplies-Programming	-	51,470	-
Memberships	17,500	6,157	35.2%
	<u>17,442,500</u>	<u>4,380,634</u>	<u>25.1%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	3,250,000	428,783	13.2%
Equipment and Furniture	844,500	43,226	5.1%
Hardware/Software	1,275,000	130,399	10.2%
	<u>5,369,500</u>	<u>602,408</u>	<u>11.2%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	14,000	-	0.0%
Materials - Other	5,100,000	2,023,079	39.7%
	<u>5,114,000</u>	<u>2,023,079</u>	<u>39.6%</u>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	4,500,000	1,500,000	33.3%
<b>TRANSFER TO SINKING/EARR FUND</b>	500,000	166,667	33.3%
<b>TOTAL EXPENDITURES</b>	<u><u>70,556,000</u></u>	<u><u>19,442,771</u></u>	<u><u>27.6%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Four Months Ended January 31, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 months= 33.3%)</b>
<b>REVENUES</b>			
Investment Earnings	75,000	559,971	746.6%
Transfer from Operating Fund	4,500,000	1,500,000	33.3%
Reserves	35,250,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>39,825,000</b>	<b>2,059,971</b>	<b>5.2%</b>
<b>EXPENDITURES</b>			
New Branch	12,500,000	345,836	2.8%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
Reserves	25,325,000	1,714,135	6.8%
<b>TOTAL EXPENDITURES</b>	<b>39,825,000</b>	<b>2,059,971</b>	<b>5.2%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Four Months Ended January 31, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 months= 33.3%)</b>
<b>REVENUES</b>			
Investment Earnings	25,000	73,668	294.7%
Transfer from Operating Fund	500,000	166,667	33.3%
Reserves	4,607,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>5,132,000</b>	<b>240,335</b>	<b>4.7%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	3,382,000	158,381	4.7%
Reserves-Horizon West Contract	1,000,000	46,831	4.7%
Reserves-Horizon West Demo	250,000	11,708	4.7%
Reserves-Technology	500,000	23,415	4.7%
<b>TOTAL EXPENDITURES</b>	<b>5,132,000</b>	<b>240,335</b>	<b>4.7%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
PERMANENT FUND  
Four Months Ended January 31, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 months= 33.3%)</b>
<b>REVENUES</b>			
Investment Earnings	20,000	12,726	63.6%
Investment Fair Value	-	115,698	-
Reserves	1,076,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>1,096,000</b>	<b>128,424</b>	<b>11.7%</b>
 <b>EXPENDITURES</b>			
Equipment	75,000	7,427	9.9%
Reserves	1,021,000	120,997	11.9%
<b>TOTAL EXPENDITURES</b>	<b>1,096,000</b>	<b>128,424</b>	<b>11.7%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
January 31, 2024**

**ASSETS**

Cash on Hand	15,463
Equity in Pooled Cash	3,034,443
Equity in Pooled Investments	47,909,839
Accounts Receivable	3,711
Inventory	104,877
Prepays	199,446
Other Assets - Deposits	<u>7,500</u>
<b>TOTAL ASSETS</b>	<b><u><u>51,275,279</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**January 31, 2024**

**LIABILITIES**

Accounts Payable	87,878
Accrued Wages Payable	1,200,447
Accrued Sales Tax	366
Accrued Fax Tax	73
Accrued N. Carolina St. Income Tax	284
Due To Friends of the Library	1,860
Employee Payroll Deductions:	
Optional Life	2,457
Vision Plan	(1,264)
Weight Watchers	516
Short Term Disability	2,013
Accident/Critical/Hospital	350
Staff Association	5,791
<b>TOTAL LIABILITIES</b>	<b>1,300,771</b>

**FUND BALANCE**

Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	206,946
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
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
Unassigned	33,158,962
Current Year Revenue over Expenditures	11,496,174
<b>TOTAL FUND BALANCE</b>	<b>49,974,508</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>51,275,279</b>

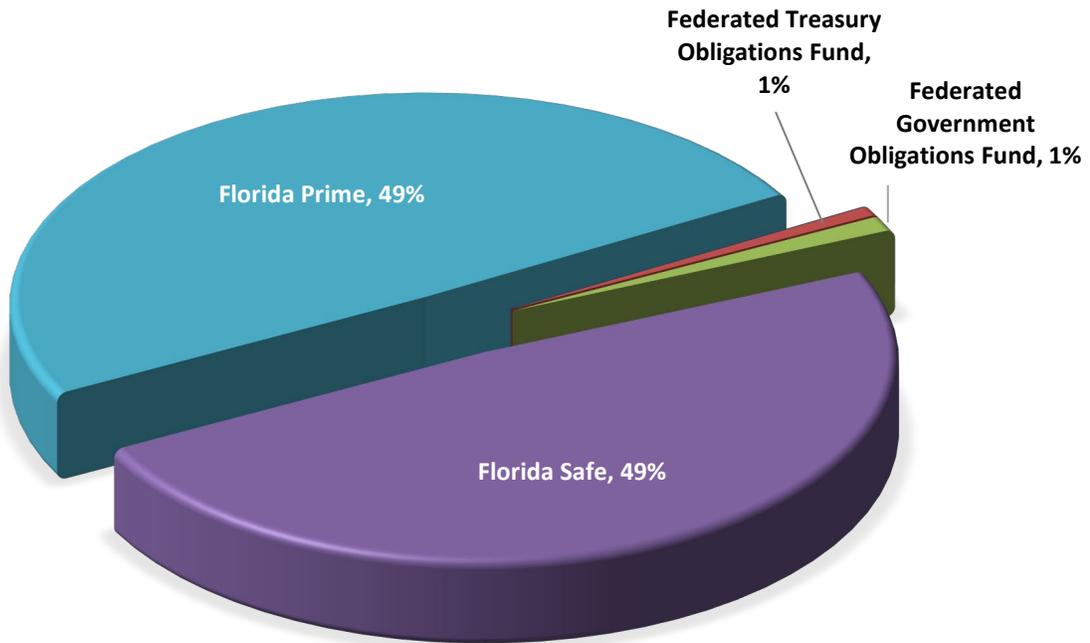
**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**January 31, 2024**

	<b>BALANCE</b> <b>12/31/23</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE</b> <b>01/31/24</b>
<b>OPERATING</b>				
Equity in Pooled Cash	10,143,243	10,590,788	17,699,588	3,034,443
Equity in Pooled Investments	34,181,568	14,144,937	416,666	47,909,839
	<b>44,324,811</b>	<b>24,735,725</b>	<b>18,116,254</b>	<b>50,944,282</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<b>40,890,582</b>	<b>562,939</b>	-	<b>41,453,521</b>
<b>SINKING</b>				
Equity in Pooled Investments	<b>5,405,359</b>	<b>66,529</b>	-	<b>5,471,888</b>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	2,042,541	316,076	246,881	2,111,736
Claims Payment Checking Account	73,000	223,573	223,573	73,000
Equity in Pooled Investments	4,585,599	21,173	-	4,606,772
	<b>6,701,140</b>	<b>560,822</b>	<b>470,454</b>	<b>6,791,508</b>

# ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

January 31, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	724,924
Federated Government Obligations Fund	1,165,139
 <b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	48,440,157
Florida Prime (SBA)-HW Demo Fund	254,214
Florida Prime (SBA)	48,857,586
 <b>TOTAL</b>	 99,442,020

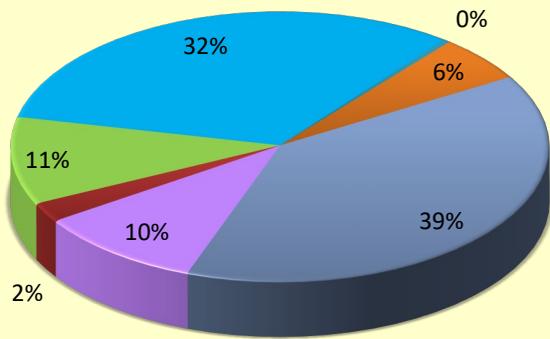


**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Dashboard: January 2024**

# Monthly Report for January 2024

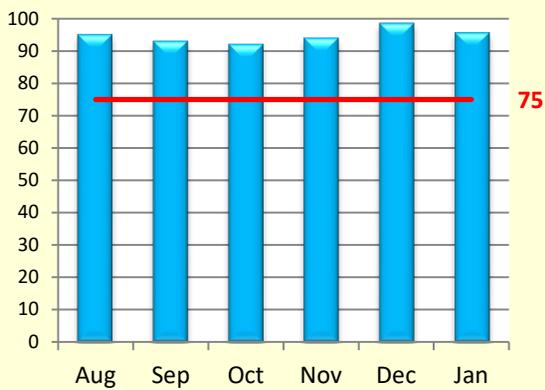
## Contacts



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

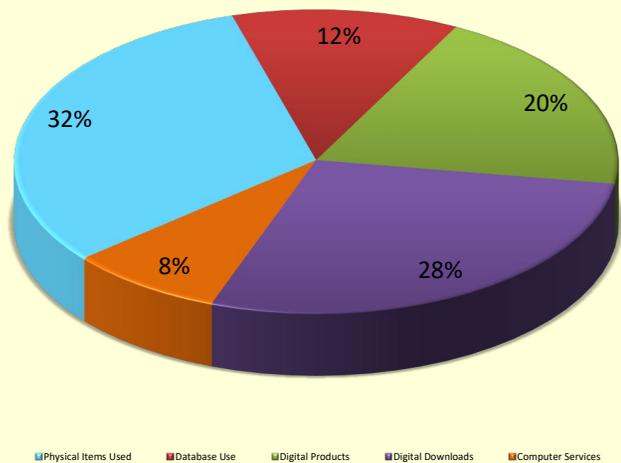
	2024	2023	% change
Door count	142,450	123,751	15.11%
MAYL Packages	32,937	35,752	-7.87%
External Web Visits	148,278	162,286	-8.63%
Catalog Searches	455,692	476,448	-4.36%
Questline Calls	5,653	5,572	1.45%
Social Media	78,747	72,406	8.76%
Electronic Contacts	553,496	484,110	14.33%
TOTAL	1,417,253	1,360,325	4.18%

## Net Promoter Score



## Resources Accessed

	2024	2023	% Change
Physical Items Used	342,623	331,749	3.28%
Database Use	133,235	137,273	-2.94%
Digital Products	214,364	90,952	135.69%
Digital Downloads	304,917	246,749	23.57%
Computer Services	89,963	72,279	24.47%
TOTAL	1,085,102	879,002	23.45%

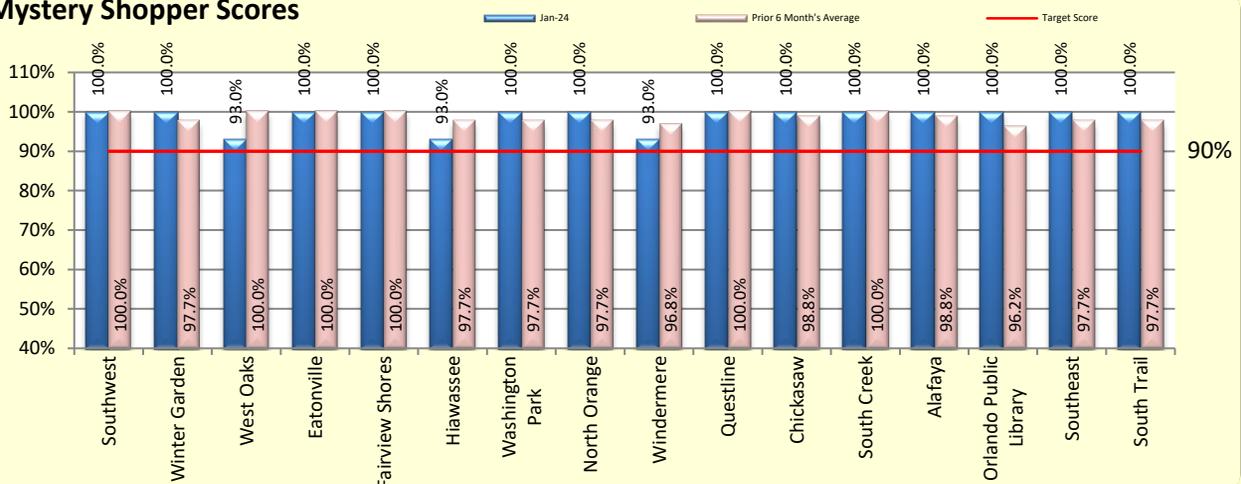


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

## Users

	2024	2023	% Change
Active Cards	342,683	330,882	3.57%
New Registrations	5,710	5,208	9.64%
VLC Registrations	211,628	250,252	-15.43%
Transactions	87,635	77,463	13.13%

## Mystery Shopper Scores



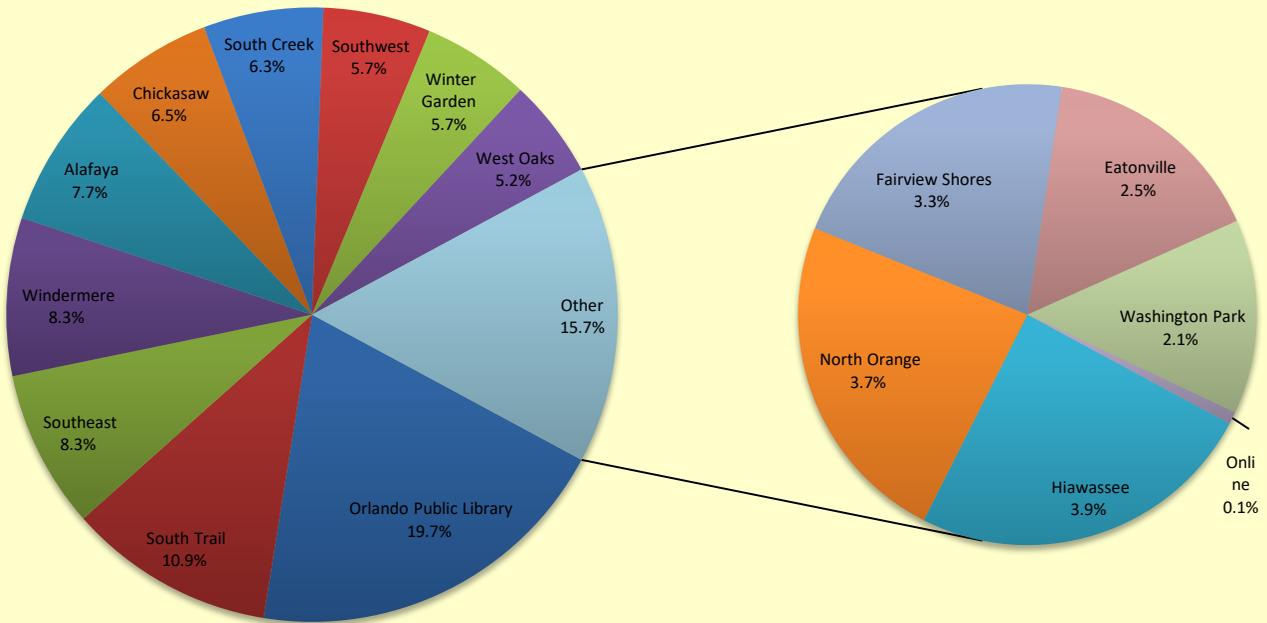
Physical item circulation for January 2024 was 342,623 including renewals. Checkouts for easy books were 28.6% or 41,577 items, juvenile fiction, juvenile non-fiction, and young adult totaled 22.4% or 32,718 items, and adult fiction, non-fiction, and large print combined for 23.1% or 33,515 items. DVDs equaled 10.5% with 15,342 items circulated.

January 2024 was a record-setting month for digital checkouts with 304,917 averaging 9,836 per day. Usage was up 24% over January 2023 which saw 246,749 checkouts averaging 7,960 per day. Overdrive continued to be the highest-used resource generating a record 227,426 checkouts for the month. Hoopla also saw record use with 35,712 checkouts beating the previous record of 33,261 set in August 2023.

There were 148,425 visits to [www.ocls.info](http://www.ocls.info) last month. Mobile devices accounted for 57%, or 84,283 visits, while desktops and tablets had the remaining 43%, or 64,142 visits.

The book drop returns for January 2024 were 2,964 from Horizon West and 2,013 items from Lake Nona.

## Events & Classes by Location



	Event Attendance			Class Attendance		
	2024	2023	% Change	2024	2023	% Change
Orlando Public Library	7,159	10,911	-34.4%	1,172	1,171	0.1%
South Trail	3,611	2,132	69.4%	1,002	145	591.0%
Southeast	3,330	2,660	25.2%	195	391	-50.1%
Windermere	3,416	1,203	184.0%	100	27	270.4%
Alafaya	3,084	2,252	36.9%	171	203	-15.8%
Chickasaw	2,607	1,628	60.1%	124	208	-40.4%
South Creek	2,559	1,373	86.4%	122	96	27.1%
Southwest	2,103	1,761	19.4%	300	192	56.3%
Winter Garden	2,272	3,288	-30.9%	120	96	25.0%
West Oaks	2,008	2,097	-4.2%	202	157	28.7%
Hiwassee	1,406	1,077	30.5%	226	115	96.5%
North Orange	1,468	1,257	16.8%	99	93	6.5%
Fairview Shores	1,299	2,313	-43.8%	112	143	-21.7%
Eatonville	926	621	49.1%	128	58	120.7%
Washington Park	849	715	18.7%	55	104	-47.1%
Online	-	-	0.0%	57	60	-5.0%
<b>TOTAL</b>	<b>38,097</b>	<b>35,288</b>	<b>8.0%</b>	<b>4,185</b>	<b>3,259</b>	<b>28.4%</b>

Event attendance is up 11.58% compared to last year. In January 2024, we offered 1,245 events with an attendance of 34,965. Last year, the Library offered 1,089 events with an attendance of 31,336.

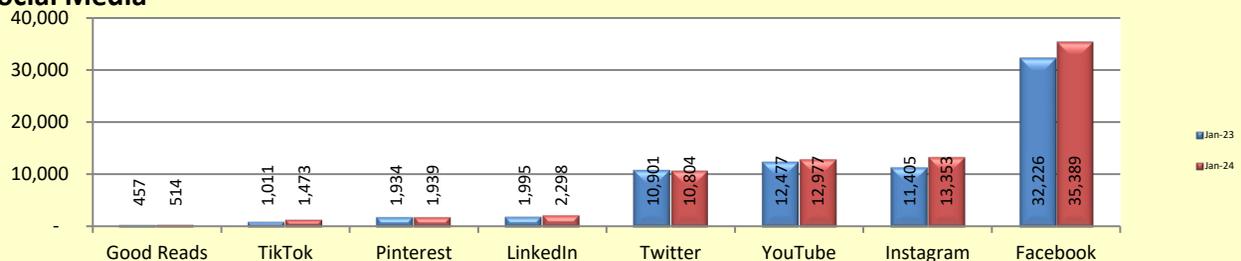
On 19 and 20 January, the Events Department hosted the OCLS Writer's Conference virtually, where 263 attendees participated in informative workshops focused on helping writers reach their publishing and writing goals. On 7 January, the Orlando Public Library in partnership with the Zora! Festival celebrated "Happy Birthday, Zora!" through a diverse range of presentations of poetry and music to 233 customers. On 26 January, 106 customers celebrated the legacy of Zora Neale Hurston with award-winning children's author, Alicia D Williams at the "Meet the Author Alicia D. Williams" event at the Eatonville Branch. On 16 January, 98 customers learned basic Spanish with Ms. Brenda at the Southeast branch during the "Spanish From Zero for Beginners with Ms. Brenda". On 10 January, Chef Mira discussed the importance of balancing protein, carb, and fiber in the "Cuisine Corner: Eating Well" presentation to which 85 participants learned how to create an easy nutritious meal.

In January 2024, we offered 1,027 classes with an attendance of 4,185. Last year we offered 1,001 classes with an attendance of 3,259. Also in January, we presented 153 Offsite Events reaching 6,511 people, and attended 45 Community Events reaching 3,132 people.

## Events/Class Attendance

	2024	2023	% Change
Community Events	3,132	3,952	-20.75%
Events - Adult	15,967	12,283	29.99%
Events - Teen	570	621	-8.21%
Events - Children	18,428	18,432	-0.02%
Technology Classes	4,185	3,259	28.41%
<b>TOTAL</b>	<b>42,282</b>	<b>38,547</b>	<b>9.69%</b>

## Social Media



Social media statistics for January 2024 saw an 8.76% increase in growth.

We kicked off the new year with the release of our 2024 "[Meet You There](#)" campaign by publishing a promotional video. The core of the script is how the library is removing barriers to meet customers where they are. Many new ways the library is planting deeper roots in the community by featuring new services customers and Orange County residents may not be aware of were mentioned. Community Engagement services like the Book Bikes and Outreach specialist, social workers, home delivery, and expanding our services to new locations with new branches were noted in the video description. As our call to action, we invited viewers to learn more with a link to a "[Meet You There](#)" [blog post](#).

Preschoolers and their parents rejoiced over the return of [Orange Crate subscription boxes](#). As spots were limited, we led with social media as the primary method of promotion. We posted on Facebook, Instagram, and X/Twitter to draw some initial buzz that ended up reaching enough parents to sell out spots within a few days. Across these channels, the posts totaled 184 likes, 70 shares, 14 saves, and plenty of positive comments, "Excellent!!! You Always go above and beyond" and "Great idea! Just signed up my daughter!"

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Action Item – Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Southwest Author Event Request to  
Serve Alcohol**

**REQUEST TO SERVE ALCOHOLIC BEVERAGES  
17<sup>TH</sup> ANNUAL SOUTHWEST AUTHOR EVENT**

**I. ISSUE STATEMENT**

Library Board approval is needed to serve alcoholic beverages during the Southwest Author Event at the Southwest Branch Library.

**II. BACKGROUND & SUMMARY**

On Friday, April 12, 2024, the Southwest Branch Library will host an after-hours author event in partnership with the Dr. Phillips Rotary Club. The event represents a longstanding collaboration with the Rotary in providing community programs and other enhancements to the facility. The Library would like to serve wine and beer at this event. As stated in the adopted Alcoholic Beverage Policy (please see below), Board approval is required to serve alcoholic beverages.

***Library Alcoholic Beverage Policy*** (Revised and Approved by the Library Board of Trustees 8/12/04)

Alcoholic Beverages may be served for the purpose of fundraising and various Library-sponsored development and promotions projects or approved events when the following requirements are met:

- \*The event is sponsored by the Library or Library approved
- \*The Library Board of Trustees has approved alcoholic beverages to be served, and
- \*A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and
- \*The bartender, caterer, or other entity executes an agreement that shall:

1. Hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
2. Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

**III. CONSIDERATION**

The library is asking the library board to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Southwest Author Event at the Southwest Branch Library.

**IV. RECOMMENDATION**

Library Staff recommends that the library board approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Southwest Author Event at the Southwest Branch Library.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 24-024**

**Southwest Author Event – Request to Serve Alcohol**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8<sup>th</sup> day of February 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on April 12, 2024, at the Southwest Branch Library.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Discussion & Possible Action Items**

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Director's Goals:  
1<sup>st</sup> Quarter Update**

# Director's Goals FY 2023 – 2024

## 1<sup>st</sup> Quarter Update

### GOALS

#### 1. Develop and Implement a New Strategic Plan

- a. New Mission, Vision, Values
- b. New Logo

##### 1<sup>st</sup> Quarter

11/13/2023 Kickoff meeting between OCLS Strat Plan Team and FastForward Libraries  
12/01/2023 Community survey available in Books & Beyond  
12/06/2023 Community survey sent to approximately 230,000 customers  
7,232 participants as of 12/31/2023  
12/07/2023 Strategic Capacity Assessment sent to all staff  
12/29/2023 Strategic Capacity Assessment closed  
297 participants

#### 2. Create and Implement a New Statistics Dashboard

##### 1<sup>st</sup> Quarter

11/02/2023 Kickoff meeting with CPO, Data & Users Services Manager, and Data Analytics Specialist  
11/14/2023 Finalized Project Brief

#### 3. Identify, Design, and Order a Bookmobile

##### 1<sup>st</sup> Quarter

10/30/2023 Posted RFP  
11/20/2023 Posted vendors' questions with responses  
12/05/2023 Finalized RFP scoring rubric  
12/19/2023 Reference checks complete  
12/28/2023 Scoring and ranking complete

#### 4. Identify and Select an Enterprise Resource Planning (Finance and Human Resources) System

##### 1<sup>st</sup> Quarter

11/17/2023 Finalized Project Brief

#### 5. Review and Update Board Approved Library Policies

- a. Review, select, and propose an updated list
- b. Prioritize, update, and gain Board approval for select policies

##### 1<sup>st</sup> Quarter

12/31/2023 I am still reviewing the policies list to determine the path forward.

#### 6. Evaluate the Library's Compensation Structure (ongoing)

- a. Identify where a new performance evaluation tool fits in
- b. Identify where professional development fits in

##### 1<sup>st</sup> Quarter

12/31/2023 The consultant has current versions of job descriptions and is comparing them to similarly titled jobs in the market, updating the language, and returning them for review.  
Departments in progress: Admin, Human Resources, IT Services, and Marketing & Public Relations.

**1. Horizon West Branch**

- a. Complete the design, sign a construction contract, and break ground

**1<sup>st</sup> Quarter**

10/05/2023 Staff responded to the 60% CDs  
10/18/2023 60% CDs review meeting  
11/06/2023 Architect provided new renderings  
11/15/2023 Finalized interior FF&E  
11/20/2023 Finalized exterior FF&E  
12/06/2023 Received 90% CDs and specs (GMP & permit set)  
12/18/2023 Submitted to permitting

**2. Lake Nona Branch**

- a. Continue the design process

**1<sup>st</sup> Quarter**

11/17/2023 Approved schematic design drawings and confirmed budget

**3. Main Library Third Floor Meeting Rooms Refresh**

- a. Complete the work on time and within budget

**1<sup>st</sup> Quarter**

11/03/2023 Permit approved  
11/09/2023 Board approved to proceed  
11/22/2023 Project start date established as 01/08/2024

**4. Main Library Exterior Lighting Project**

- a. Complete the design, select a contractor, sign a contract, and start the work

**1<sup>st</sup> Quarter**

10/30/2023 The Architect notified that they are delayed in delivering documents  
12/01/2023 Staff request to add main entry features to this project  
12/20/2023 Fixture test and selection, fixture chosen

**5. Main HVAC Controls**

- a. Complete the work on time and within budget

**1<sup>st</sup> Quarter**

The project is 20% complete but there are staffing challenges due to the holidays  
The delay is not causing any interruption to work or services

**6. Main Library Roof Replacement Project**

- a. Select a materials supplier and procure materials
- b. Select a contractor

**1<sup>st</sup> Quarter**

11/16/2023 Permitting in progress

**7. Main Library First Floor Renovation Project**

- a. Select a design team, sign a contract, and start the design
- b. Select a contractor and sign a pre-construction contract

**1<sup>st</sup> Quarter**

11/30/2023 Posted advertisement for Construction Manager At Risk  
12/01/2023 Posted advertisement for Design and Engineering Services  
12/13/2023 Construction Manager at Risk (CMAR) walkthrough  
12/14/2023 Architect and Engineer (A&E) walkthrough

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Director's Report**



# JANUARY 2024 MARKETING SNAPSHOT

## ADVERTISING

In January, we launched our new campaign, Meet You There. The campaign aims to break down barriers and make using the library easier. We kicked off advertisements which featured the book bike - a widely loved community resource. Meet You There ads focused on community engagement and ran across all our advertising channels including *Community Paper*, *Orlando Family Magazine*, *West Orange Times and Observer*, WKMG and on seven billboard locations across Orange County.

January also marked the start of new advertising partnerships with WESH, Mix 105.1 FM and *The Local Winter Garden*. Meet You There ads were placed with each.



## MEDIA HIGHLIGHTS

"Acclaimed Children's Author Alicia D. Williams Comes To Eatonville Branch"  
*The Orlando Times*, Jan. 4

"Orange County Government Announces Robust MLK Calendar of Events"  
Orange County Government, Jan. 11

"Cooking class for kids at Orlando library"  
Orlando-News.com, Jan. 15

"PHOTOS: 2023 city of Ocoee Dr. Martin Luther King, Jr. Unity Parade and Celebration"  
*West Orange Times and Observer*, Jan. 15

"January Cookies & Milk With a Cop returns this Saturday"  
*Apopka Voice*, Jan. 18

"Eatonville library celebrates Black history, literary legend Zora Neale Hurston"  
ClickOrlando.com, Jan. 18

"Celebrate Black History, Chinese New Year & More This February At Your Library"  
*The Orlando Times*, Jan. 18

"Wanna learn improv? Orlando Library hosting free class"  
Orlando-News.com, Jan. 20

"FAMILIAR FACES: Lelia Higgins creates life of reading and running"  
*West Orange Times and Observer*, Jan. 24

"Orange County Library System's Melrose Center celebrating 10-year anniversary this February"  
*Bungalower*, Jan. 25

## SOCIAL MEDIA HIGHLIGHTS



Our most successful post of the month was a vlog-style Book Thrifting video where we visited the Friends of Orange County Library System Bookstore before their winter book sale. We introduced viewers to the bookstore and highlighted second-hand items for sale.

This video has received a combined 14,000+ views on TikTok, Facebook and Instagram and has been shared 279 times, including by the Yelp Orlando Instagram page that has over 36K followers.

Retail Operations Specialist Brett Van Wagner noticed an increase in foot traffic at the event and noted that several customers mentioned the video at check out.

## Director's Report: February 2024

On January 24, Bethany Stone, Erin Sullivan and I went to Tallahassee to participate in Florida Library Association's Library Day. Every year, FLA urges libraries to visit legislators in their offices at the Capitol to ask for their support for initiatives that help libraries offer vital services to the community.

This year, we met with Senators Dennis Baxley, Geraldine Thompson, Victor Torres and an aide to Senator Jason Brodeur. In the House, we met with Reps. Rita Harris, Carolina Amesty, Johanna Lopez and Anna Eskamani. We urged everyone we met with to support FLA's legislative platform, which includes funding for workforce development programs, including Career Online High School, State Aid to Libraries and the Construction Grant Fund. Overall, we were received warmly by the Orange County delegation. They had good questions for us about how they can support libraries, and many of them asked us to make sure we kept in touch with them about upcoming library events and initiatives.

On January 30, Bethany Stone and I attended the Orange County Public School Board meeting to see the school board honor Audrey Wooten, the 9-year-old who dropped off more than \$700 worth of toys for the Mayor's Toy Drive at Orlando Public Library. Audrey, who raised the money to purchase the toys by herself, is a student at Audubon Park Elementary School, and we were happy to be able to see her donation recognized by OCPS.



On January 26th, Special Projects Coordinator, Gabrielle Baco, along with Eatonville Branch staff, hosted award-winning children's author Alicia D. Williams for a meet the author event at the Eatonville Branch. More than 100 customers attended this event, including several groups of students from local schools, which was a part of this year's ZORA! Festival Season – a monthlong celebration honoring the legacy of Zora Neale Hurston. Baco and Williams also visited Saint Andrew Catholic School to host a writing workshop for a group of 21 middle school students. During the workshop, students played games, participated in writing exercises, and had the opportunity to share their writing projects with the author and their fellow students.

On February 10, Melrose Center celebrates its 10<sup>th</sup> anniversary. Melrose has come a long way in a decade, now boasting its own stage, full-size whisper booths, a *Melrose in the Mix* TV show on WUCF, and studios that are always bustling with activity. The Melrose Center will hold a 10<sup>th</sup> anniversary celebration on February 10 that will include an open house, a special musical performance by Orlando hip hop artist E-Turn, a Second Saturday improv show, and an announcement about the return of the Melrose Awards. The event begins at 2 p.m.

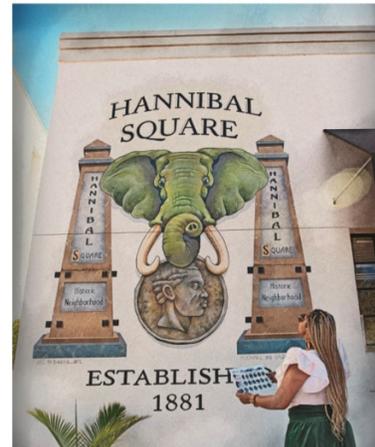
Another significant event happening this month is the return of the annual African American Read-In, which takes place at Orlando Public Library on February 18 at 2 p.m. Local media personalities, musicians, artists and elected officials will take the stage to illuminate the work of African American authors and poets by reading and performing some of their favorite works on the Library Central stage.

One final note: When you pick up your February issue of *Books & Beyond* this month, you'll notice that it has a fresh look. The goal is to evolve our monthly publication from a listing of library events to become more of a magazine that provides information and insights that help people better connect with the library. This month's issue features a story about the Hannibal Square History Center, which recently joined our Local Wanderer program, as well as a brief profile about one of our Branch Outreach Specialists. We hope our customers will enjoy learning more about the library with each issue.



## BOOKS & BEYOND

ORANGE COUNTY LIBRARY SYSTEM 2024 | FEBRUARY



### Recent System-Wide Events

#### Community Engagement

- On 4 January, Community Engagement Staff connected with 18 attendees at the Claudia Allen Senior Center to offer an art class based in the Harlem Renaissance period.
- On 7 January, Community Engagement Staff brought the OUC Book Bike to Lake Eola to offer free books and books for check out along with information about library resources and events. A total of 92 park goers stopped by to meet the new bike.
- On 10 January, Community Engagement Staff hosted a storytime at the Central Florida Zoo with 106 people in attendance. This enduring partnership brings the library and the zoo together for storytimes based on zoo residents (animals).
- On 11 January, Community Engagement Staff visited the Seeds of Pine Hills to introduce the practice of bullet journaling to 33 teens. Two sessions of students learned how to organize their thoughts, set goals, and schedule tasks by utilizing this creative and versatile method.
- On 13 January, Community Engagement Staff returned to Horizon West to present “Family Storytime” to 10 attendees.
- On 19 January, Community Engagement Staff visited local partner Matthew’s Hope to present a life skills class on resumes and job help resources to 22 attendees.

#### Alafaya

- On 6 January, Alafaya hosted “Puzzle Swap” where adults swapped puzzles and made connections. There were 63 participants.
- On 7 January, Alafaya staff conducted “Teen Volunteering – Orange Slice January” where teens earned community service hours by contributing to Alafaya's teen literary and creative arts magazine. There were 14 participants.
- On 9 January, Alafaya staff presented “Yeti Storytime” where 53 early learners explored yetis and their environment through storytime and crafts.
- On 16 January, Alafaya staff conducted two sessions of “Look, I’m a Scientist: Let It Snow” where preschoolers and caregivers learned about what makes snow and combined ingredients to build a snowman. There were 68 participants.
- On 25 January, Alafaya staff presented “Headstart Storytime” where 117 preschoolers engaged with an interactive storytime.

- On 25 January, Alafaya staff conducted “Homeschool: Simple Machines” where children and families learned the science behind simple machines and then made their own. There were 20 participants.
- On 27 January, Alafaya hosted “READING Paws” where the Reading Education Assistance Dogs® program improved children’s reading and communication skills by affording children the opportunity to read to a therapy dog. There were 15 participants.
- On 30 January, Alafaya staff presented two sessions of “Tinker Tots” where 58 toddlers and caregivers explored various building sets to exercise their assembling skills.
- Throughout January, Alafaya hosted “Social Worker @ the Library” where 54 customers received assistance with social and government services.
- During January, Alafaya staff presented “English from Zero” and “English Conversation Hour” in person and on the virtual platform, fostering the English language skills of 387 customers.

### **Chickasaw**

- On 6 January, Chickasaw staff presented “READING Paws.” A total of 28 kids improved their reading skills by reading to a therapy dog.
- On 8, 22, and 29 January, Chickasaw staff hosted “Clean the World: Free Shower Service.” A total of 26 customers utilized the service and received a hygiene kit.
- On 13 January, Chickasaw staff presented “Little Chef: Winter Cake in a Jar.” A total of 47 customers participated in assembling a cake in a jar to make a delicious gift.
- On 18 January, Orange County Utilities hosted the “Water Wise Neighbor Program.” A total of 26 attendees received conservation literature and high-efficiency devices.
- On 19 and 26 January, the Central Florida Fair presented “Tales from the Farm” to 105 attendees. Kids participated in an animal meet and greet event.
- On 24 January, Chickasaw staff hosted “Bubble, Bubble Pop!” A total of 60 attendees learned all about bubbles with stories and games.
- On 31 January, Chickasaw staff hosted “Cuentame un Cuento: A Trip to the Market.” A total of 31 attendees participated in an interactive bilingual storytime.
- In January, Chickasaw staff distributed 510 Second Harvest Food Bank breakfast and lunch boxes to the local community.
- Throughout January, Chickasaw staff presented ten in-person “English from Zero” classes and eight in-person “Conversation Hour” classes to 285 participants who learned basic English and vocabulary for everyday life.
- Throughout January, Chickasaw staff distributed 300 craft kits to families. The kits included MLK activity packet, Peanut Plant craft inspired by George Carver, and a Winter themed craft.

### **Eatonville**

- On 4 January, Eatonville hosted “Zora Zines,” for 20 students who learned about Zora Neale Hurston’s nature-inspired folktales.
- On 10, 11, and 24 January, Eatonville hosted a “Study Visit” for an average of 17 students from Eatonville’s Thomas Leadership Academy.
- On 11 January, Eatonville hosted “I Have a Dream,” with 20 students gathered to celebrate the life and dreams Martin Luther King, Jr.
- On 20 January, Eatonville presented “Music in the Library” to 24 guests who enjoyed flutist Galen Abdur-Razzaq’s infusion of music with a lecture highlighting artists and their influences on the evolution of jazz during the Civil Rights Movement.
- On 23 January, Eatonville offered “Money Smart: What is Money?” to 30 youth gathered to learn about the importance of money through identification games, role playing, and hands on activities.
- On 24 January, Eatonville partnered with Audubon Center for Birds of Prey to present “Backyard Birds of Prey” to 20 kids who learned about birds in their own backyard.

- On 26 January, Eatonville celebrated Zora Neale Hurston’s legacy with “Meet the Author: Alicia D. Williams,” where 106 guests discussed her book “Jump at the Sun” and other works.
- On 26 January, Eatonville hosted “Eatonville Comes Alive!” for 159 people gathered to experience Jonathan Tyson’s freestyle bold show where he created an original piece of art to honor Eatonville.
- On 27 January, Eatonville promoted OCLS services, programs, classes, and resources to 64 ZORA! Fest participants.
- During the month of January, Zora themed “Passive Kits” were distributed to 150 children.

### **Fairview Shores**

- On 6 January, Fairview Shores hosted “How to Make Comics” for 6 customers who learned the basics of how to put together their own stories as fun comics.
- On 9 January, 18 customers participated in the “Central Florida Book Club” joining either online or at Fairview Shores to discuss Joyce Maynard’s *The Bird Hotel*.
- On 11 January, 8 seniors from “Northwest Neighborhood Center” visited Fairview Shores and learned more about Martin Luther King’s life and impact in Florida.
- On 13 and 27 January, 23 customers attended “Family Game Time” at Fairview Shores and enjoyed family friendly games and activities for all ages.
- On 13 and 27 January, 26 customers attended “Paint Party!” at Fairview Shores and explored stations featuring three different art concepts.
- On 17 January, Fairview Shores hosted “Winter Wonderland” for 19 customers who made and took home a snow globe and decorated and enjoyed snowman-shaped donuts.
- On 24 January, Fairview Shores hosted “Button Up” featuring winter stories and button games for 28 customers.
- On 24 January, 19 customers enjoyed the story of Everest the Yeti and making a cotton ball yeti during “Movie and a Craft – Featuring: Abominable” at Fairview Shores.
- On 29 January, 10 people attended “Pokémon Cuisine” at Fairview Shores. Caregivers and kids learned about Bento Boxes and took a recipe to try at home.
- On 30 January, 40 people attended the first “LEGO® Club” at Fairview Shores and used their creativity to build.

### **Hiawassee**

- On 20 January, Hiawassee hosted a family event “Tales from the Farm presented by the Central Florida Fair” where 47 participants enjoyed stories as well as a meet and greet with a guinea pig, two rabbits, a couple of chickens and a duck.
- On 23 January, Hiawassee visited Oak Hill Elementary for the event “Community Event: Literacy Night” and provided information about the library’s services to 78 children, teens and adults.
- During January, Hiawassee hosted two “Let’s Crochet Level 1 & 2” classes with an attendance of 15 teens and adults, an average of 8 per class.
- During January, Hiawassee conducted three “Money Smart” series for 38 children and adults, an average of 13 people attended. Participants learned about money, decision-making and management skills through storytelling and activities.
- During January, Hiawassee hosted six “English from Zero” classes with a total attendance of 123 students, an average of 21 students per class.
- During January, Hiawassee distributed 255 boxes of non-perishable food items for the three “Second Harvest Food Distribution” programs.
- During January, Hiawassee hosted three “English Conversation Hour” classes with a total attendance of 51 students, an average of 17 students per class.
- During January, Hiawassee created 16 themed “Take and Make” activity kits serving 421 children and teens.

- Throughout January, the assistance program “Social Worker @ the Library” was able to provide service to 28 customers every Tuesday, an average of 6 customers per day.
- Throughout January, Hiawassee hosted five “Enhanced English Reading” classes with a total attendance of 62 students, an average of 12 students per class.

### Melrose Center

On January 31<sup>st</sup>, we hosted and recorded a segment of the popular podcast *A Corporate Time With Tom & Dan* in the Audio Studio. The show’s remote session highlighted the *Melrose Center’s 10<sup>th</sup> Anniversary* celebration happening on February 10<sup>th</sup>. Podcast hosts Tom Vann and Daniel Dennis, along with Producer Samantha Haar welcomed three guests – local Hip Hop luminary E-Turn, and Melrose staff members Jim Myers and Marko Torres. During the segment (which airs Monday, February 5<sup>th</sup>) E-Turn discussed her previous performances at the Melrose Center, and that she’ll be taking the Melrose Stage at the anniversary to perform her first Orlando show in more than a year before going on tour. Marko discussed the Center’s monthly Second Saturday Improv shows, and the cast of notable local improv actors he’ll be joining on the Melrose Stage during the anniversary to perform a completely improvised musical. Jim welcomed everyone to come visit all the Center’s spaces in an open house atmosphere before taking in the shows. It was great welcoming the Tom & Dan show back to Melrose and as always we appreciate their support.



On January 13<sup>th</sup>, the *Second Saturday Improv* show drew 66 attendees to the Melrose Stage. Coordinated by Marko Torres, the show featured Daryl Black, Andrew Bond, Toni Bonaccorso, Jonathan Anderson and Stephanie Mills. Ryan Mulcahy provided stage lighting and audio support.

On January 6<sup>th</sup>, *Melrose in the Mix* returned to the Melrose Stage with sessions by Orlando bands Run Raquel and 0 Miles Per Hour. These sessions will be used to create upcoming TV episodes for WUCF-TV. Interviews with the bands were filmed in the Audio Studio before the performances, which were attended by 16. Ryan Mulcahy, Natalia Gonzalez, Gabriel Soltren and Anthony Torres handled video in the Audio Studio and Melrose Stage, with Ryan also coordinating projection and stage lighting for the shows. Mike Belancourt, Trevor Clark and Drigo Garcia-Salas oversaw audio for the sessions.



The fifth season of our *Melrose in the Mix* TV show premiered January 18<sup>th</sup> on WUCF-TV with the broadcast of [The LadyBits](#) session. The session was recorded back in October, with intro and outro scenes recorded in early January. Ryan Mulcahy edited the show and Isra Batista mixed the session's audio.

Pedro Berrios and Bre Nax have been curating a new exhibition for the Melrose Gallery. This exhibition, *The Melrose Center Turns 10*, will be a retrospective showcasing how the Center has changed over time, allowing community creatives to be both consumers of and contributors to emerging technologies. The show will open for the *Melrose 10<sup>th</sup> Anniversary* on February 10<sup>th</sup> and run through the end of May.

OCPS School Liaisons visited two schools this month. On January 25<sup>th</sup> Marko Torres played Improv Games with 36 kids at Apopka Memorial Middle School in celebration of Literacy Week, while 250 students and teachers enjoyed the Storywalk "Breathe and Be" at Hidden Oaks Elementary School.

We hosted Indienomicon for a community meetup on January 6<sup>th</sup> for their Game Demo Day, drawing 13 attendees.

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

### **Orientations and Assessments**

#### **Orientations: 48 Attendees: 155**

- Audio 5-20
- Photo 4-14
- Video 6-15
- 3D Printer 3-11
- Orion Laser Cutter 3-13
- Silhouette Cameo 4-2
- Glowforge Laser Printer 2-7
- General Orientation 5-30
- Flight Orientation/Assessment 8-24
- Driving Orientation/Assessment 6-16
- VR Learning Station 2-3

#### **Assessments: 51 Attendees: 37**

- Audio 17-9
- Photo 4-4
- Video 11-5
- 3D Printer 3-3
- Glowforge 9-9

- Silhouette Cameo Cutter 1-1
- Orion Laser Cutter 6-6

## **In-Person Classes**

**Classes: 161 Attendees: 520**

- Audio 39-145
- Photo 24-47
- Video 29-71
- Fab Lab 4-19
- Fiber Arts 38-144
- Performing Arts 13-53
- Game Design 9-31
- Show Production 5-10

## **Online Classes**

**Classes: 56 Attendees: 145**

- Photo 7-12
- Video 9-10
- Fiber Arts 7-21
- Game Design 6-44
- Graphic Design 27-58

There were 13 *Makerspace Open Labs* in January with 164 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 17 attendees.

There were 8 *Sewing Open Labs* and 1 *Quilting Open Lab* in January with 102 attendees visiting the Sewing Studio to work on their sewing projects with tools, machines and expert assistance.

There were 4 *Audio Open Labs* in January, with 4 attendees. 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 40 out of 56 Available Studio Sessions: 79 Attendees**

- Audio 15 of 19 sessions booked, 20 attendees
  - *Of the four sessions not booked, 2 were late cancellations, 2 were on time cancellations*
- Photo 14 of 20 sessions booked, 39 attendees
  - *Of the six sessions not booked, 1 was a late cancellation, 4 were on time cancellations and 1 was not booked.*
- Video 11 of 17 sessions booked, 20 attendees
  - *Of the six sessions not booked, 1 was a late cancellation, 3 were on time cancellations, 2 were a no show.*

## **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 - 79
- LED Wall - 8
- Driving Simulator - 25
- Flight Simulator - 19
- Glowforge Laser Printer - 17
- 3D Printer - 8
- Orion Laser Cutter – 5
- Silhouette Cameo Cutter - 2
- Rehearsal Space - 9

We welcomed new Members during January via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 20, we gained 241 new Members for the month.

The Fiber Arts eNewsletter was sent to 1,522 recipients in January, while Membership for Melrose Meetup groups increased overall over the course of the month:

- Orlando Audio 1,297 (0)
- Orlando Fiber Arts Meetup 1,182 (+16)
- Orlando Digital Media Design 1,754 (+9)
- Orlando Melrose Makers 201 (0)
- Orlando Out Tonight Theatre 3,070 (+27)
- Orlando Photo+Design 3,861 (-11)
- Orlando Video & Post Production 2,748 (+1)

### **North Orange**

- On 4 January, North Orange hosted “Dance Party” to celebrate the New Year with 68 attendees.
- On 11 January, North Orange staff presented “Little Chef: Fruit Pizza” to 37 attendees.
- On 18 January, 29 attendees learned about trains and transportation at North Orange during the “All Aboard the Train!” program.
- On 20 January, North Orange hosted “Cookies and Milk with a Cop” where an Apopka police officer shared a storytime with 34 attendees.
- On 20 January, North Orange partnered with the Puzzle Group of Central Florida to host a “Puzzle Swap” with 25 attendees.
- On 25 and 31 January, North Orange hosted several Alice in Wonderland escape rooms during “Escape Wonderland.” There was a total of 26 attendees.
- Throughout January, ESL Instructor taught seven English classes, including “Basic English 1” and “English for Social Interactions” to 71 total attendees.

### **Orlando Public Library**

- On 6 January, “Melrose in the Mix” returned to the Melrose Stage with sessions by Orlando bands Run Raquel and 0 Miles Per Hour. Interviews with the bands were filmed in the Audio Studio before the performances, which were attended by 16. The shows will be used to create upcoming “Melrose in the Mix” TV shows for WUCF-TV.
- On 7 January, the Orlando Public Library in partnership with the Zora! Festival celebrated “Happy Birthday, Zora” through a diverse range of presentations of poetry and music to over 233 customers.
- On 8, 22, and 29 January, Youth Services hosted "Caregiver Connect: Stay and Play" where 84 attendees met old and new friends while exploring interactive play stations.
- On 10 January, Adult Services staff participated in the "Pine Castle Women’s Club" to share library resources with 35 attendees.

- On 10 January, Chef Mira discussed the importance of balancing protein, carb, and fiber in the “Cuisine Corner: Eating Well” presentation during which over 85 participants learned how to create an easy nutritious meal.
- On 11 January, Youth Services hosted “Origami Club: Stars” where 20 attendees learned to fold paper stars with this ancient craft.
- On 18 January, the 5<sup>th</sup> season of “Melrose in the Mix” premiered on WUCF-TV with an episode featuring Orlando band The LadyBits.
- On 18 January, 56 customers joined Dr. Kirk Erickson with AdventHealth Orlando while he discussed research on “How to Maintain a Healthy Brain” and reduce the risk for Alzheimer’s disease.
- On 19 and 20 January, the Orlando Public Library hosted the OCLS Writer’s Conference, where 263 attendees participated in informative workshops focused on helping writers reach their publishing and writing goals.
- On 27 January, 75 customers listened to the Vermont-based folk duo Hungrytown that performed original songs featuring close harmony singing at the Orlando Public Library.
- On 29 January, Youth Services hosted “Mother Goose on the Loose” where 45 participants developed pre-literacy skills using songs, puppets, rhymes, musical instruments and more.
- On 31 January, Melrose hosted and recorded a segment of the popular podcast “A Corporate Time With Tom & Dan” in the Audio Studio. The show’s remote session highlighted the Melrose Center’s 10<sup>th</sup> Anniversary celebration happening on 10 February.
- During January, a total of 58 customers enhanced their skills using the Microsoft Office Suite by taking a variety of Adult Services in-person and online classes.

### **South Creek**

- On 4 January, South Creek hosted “Icy Science” for 22 attendees who explored chilly experiments.
- On 8, 22, and 29 January, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 280 participants.
- On 8, 22, and 29 January, “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 77 attendees.
- On 13 January, South Creek hosted “Cuisine Corner Junior: Snowman Dessert Dip” where attendees enjoyed creating their own delicious, sweet treat. There were 26 attendees.
- On 20 January, South Creek hosted “LEGO Club” where participants could explore their creativity through free building. There were 37 attendees.
- On 27 January, South Creek hosted “Dog Man Mania” celebrating the famous canine through games, crafts and activities. There were 14 attendees.
- Every Wednesday, South Creek hosted “Social Worker@ the Library” on site to assist with social and government services; 34 attendees took part in this service.
- Every Wednesday, South Creek hosted “Countdown to Kindergarten” to help preschoolers strengthen their early literacy skills prior to kindergarten. There were 77 attendees over 5 sessions.
- Throughout January, South Creek hosted “Character Mailbox,” where customers could write a letter to the character of the month, Peppa Pig. There were 189 letters submitted.
- Throughout January, South Creek hosted the following Passive Events, “Chinese Dragon,” “Paper Train,” “Toothbrushing,” and “Martin Luther King Jr. Hands.” 480 passive crafts were distributed for families to complete at home.

### **South Trail**

- On 11 January, South Trail staff presented “Snowman Paper Bag Puppet” to 31 attendees who celebrated winter with storytime, snowmen puppets, and built their narrative skills by reading to each other.
- On 19 and 26 January, staff presented “Internet Level 1 & 2” to 44 participants who learned internet concepts and became familiar with Web browsers.
- On 22 January, South Trail staff visited a classroom of 21 students and teachers at Millenia Gardens Elementary School who enjoyed stories and crafts about trucks.

- On 27 January, South Trail hosted “Tales from the Farm presented by the Central Florida Fair” to 27 attendees who enjoyed storytime and meeting local farm animals.
- Throughout January, South Trail staff presented seven virtual “Citizenship Inspired” classes to 111 participants who prepared for the Citizenship test by participating in activities, studying materials provided, and practicing with each other.
- Throughout January, South Trail staff presented three “Creole Connect” programs to 168 attendees who practiced their English skills and interacted with other members in the community.
- Throughout January South Trail staff presented nine in-person “Basic English 1” classes to 388 participants who learned basic English and vocabulary for everyday life.
- Throughout January, South Trail staff distributed 1284 craft kits to families. The kits included jellyfish themed crafts, word searches and coloring sheets.
- In January, South Trail staff presented four Word classes in Creole to 129 participants who learned how to navigate the Word user interface, create letters and documents, use mail merge, and how to use templates.
- In January, South Trail staff distributed 510 Second Harvest Food Bank breakfast and lunch boxes to the local community.

### **Southeast**

- On 2, 3, 9, 10, 16, 17, 23, 24, 30 and 31 January, Southeast hosted “English from Zero,” where 330 students discussed and learned basic English vocabulary.
- On 8 January, Southeast hosted “Dance Party,” where 40 preschoolers enjoyed stories and danced along to the music.
- On 8, 22, and 29 January, Southeast hosted “Caregiver Connect: Stay and Play” where 88 attendees could meet and mingle while little ones explored imaginary play.
- On 16, 23, and 30 January, Southeast hosted “Spanish from Zero: Basics,” where 260 students were introduced to the basics of the Spanish language.
- On 16, 23, and 30 January, Southeast hosted “Spanish from Zero: Intermediate,” where 256 students learned Spanish grammar.
- On 16, 23, and 30 January, Southeast hosted “Spanish from Zero for Beginners,” where 217 students learned the alphabet and basic greetings in the Spanish language.
- On 20 January, Southeast hosted “Tales from the Farm presented by the Central Florida Fair,” where 85 attendees heard stories and got to meet farm animals.
- On 20 and 29 January, Southeast hosted “Citizenship Inspired,” where 64 attendees prepared for the U.S. Naturalization Test and interview.
- On 22 January, Southeast hosted “Stories and Stretches,” where 33 participants wiggled and stretched to songs that focused on motor development.
- In January, Southeast distributed 525 winter-themed STEAM kits and crafts for kids.

### **Southwest**

- On 4 January, Southwest staff presented “Hand Sewing Sashiko Patterns” where 23 attendees enjoyed learning the different stitches and techniques required to make a hydrangea.
- On 4, 11, 18, and 25 January, Southwest staff hosted “Storytime Crafts” where 313 attendees had fun making a simple craft in the children’s area before or after Storytime.
- On 6, 13, 20, and 27 January, 41 people attended the “Y Read: Book Read Aloud” event to discuss the themes of that month’s selected title.
- On 10 January, 45 toddlers and their caregivers enjoyed stories, music, and different sensory stations at the “Bubble Playtime” event.
- On 13 January, Southwest staff presented “Beginner Line Dancing” where 19 attendees learned different techniques and types of line dances.

- On 17 January, 46 children and their caregivers attended “Toddler Playground” where they had fun building their social and motor skills at different play stations.
- On 22 January, Southwest staff hosted the “Homeschool Meetup” event where 34 attendees learned about Greek mythology and made their own pottery piece.
- On 22 January, Southwest staff presented “Every Child Ready to Read Caregiver Workshop” where 23 participants learned how to increase their child’s early literacy skills.
- On 27 January, 10 people attended the “At Home in Home: Thriving in Place” workshop to learn practical planning solutions for thriving at home safely and independently.
- In January, 98 children practiced their writing skills with the “Character Mailbox” activity where they wrote a postcard to Paddington Bear.

### **Washington Park**

- On 2, 9, 16, 23, and 30 January, Washington Park hosted 228 children for “Zero to Five Storytime.”
- On 2, 16, and 30 January, Washington Park hosted "Washington Park's Animanga Club." Twelve customers participated and socialized with like-minded peers at this event focused on manga and anime.
- On 3 January, Washington Park hosted "Neo-Plastic Art." Thirteen children and caregivers created their own art using the neo-plastic style of Dutch painter Piet Mondrian.
- On 6, 13, 20, and 27 January, Washington Park hosted “Basic English 1,” fostering the English language skills of 127 customers.
- On 7 and 27 January, Washington Park hosted “D is for Dinosaur” and "Polygon Wild" for the Lila Mitchell HeadStart. Fifty children and teachers enjoyed a set of imaginary adventures where they explored dinosaurs and learned about different shapes through themed stories, songs, and activities.
- Throughout January, Washington Park hosted a “Character Mailbox,” where customers wrote 35 letters to the characters of the month, Paw Patrol!
- Throughout January, 150 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Winter Clothing” themed Scavenger Hunt, “New Years Wheel,” and “Exercise Cube” crafts to celebrate the winter season.
- This month, the Washington Park Library initiated classes for the Orange County Department of Corrections. Nine participants actively engaged in sessions dedicated to crafting resumes and honing job search skills.

### **West Oaks**

- On 2, 4, 11, 16, 18 20, 23, 25, 29, and 30 January, a total of 64 attended a series of language learning classes to practice their English language skills.
- On 3, 10, 17, 24, and 31 January, “Let's Crochet Reversible Cowl (5 Parts)” had a total attendance of 45 as attendees learned how to use basic crochet stitches to create a beautiful reversible lacework cowl.
- On 5, 12, and 19 January, “Online Class: Let's Crochet Japanese Knot Bag (3 Parts)” had a total attendance of 35 as attendees learned how to use basic crochet stitches to create a functional and elegant bag.
- On 15 January, 59 West Oaks staff and customers participated in the City of Ocoee’s 16th Annual Dr. Martin Luther King, Jr. Unity Parade and Celebration.
- On 18 January, “Facts vs. Stories Writing for Genealogy” showed 9 participants how to write engaging stories about their family’s history that relatives will want to read.
- On 19 January, West Oaks staff presented “Snack Around the World: Spain” to 21 participants, who learned about Czech Republic’s culture and sampled flavorful snacks from the county.
- On 24 January, West Oaks staff attended and interacted with 56 students at Deeper Root Academy's “Teach-In.”
- On 25 January, West Oaks staff attended and presented at “Literacy Night” at Spring Lake Elementary School where they interacted with 66 students, families, and teachers.
- Throughout January, 200 take-home crafts and kits were distributed to families. The kits included an MLK Legacy Mobile, Arctic Puffin Card, and Character Mailbox.

- Throughout January, West Oaks staff presented four “Finding Your Roots” genealogy series to 77 attendees who learned about land records, probate records, immigration records, and church and cemetery records.

### **Windermere**

- On 2 and 16 January, Windermere staff presented “Homeschool Spanish,” where 52 attendees learned winter words and phrases and played a game of Spanish Bingo.
- On 4, 11, and 18 January, Windermere staff presented “Homeschool Discovery” where 119 attendees showcased their favorite book, place and hobby.
- On 5 and 19 January, Windermere staff presented “Homeschool: Art Expressions.” Fifty-four attendees enjoyed making a mosaic and a stained-glass design.
- On 8 January, Windermere staff hosted “Good Morning, Farm!” a story time where preschoolers learned about farm animals with stories and fun hands-on activities. There were 20 attendees.
- On 8 January, Windermere staff hosted their first “Chess Club” event. Children enjoyed chess lessons and a game with friends. There were 18 attendees.
- On 16 January, Windermere staff presented “Pajama Jamboree,” a Dragon Celebration Day event where preschoolers enjoyed stories, a fun craft, and cookies and milk. There were 28 attendees.
- On 20 January, Windermere staff hosted “Icy Science” where children learned all about ice by performing teeth-chattering experiments. There were 27 attendees.
- On 25 January, Windermere staff attended “Literacy Night at Windermere Elementary,” where they shared library resources with eager readers. There were 100 attendees.
- On 27 January, Windermere staff hosted “Bad Art Time,” where 17 attendees created a dreadful work of art, and a prize was given to the worst masterpiece.
- Throughout January, Windermere staff created 7 various themed “Take & Make” art activity kits serving 370 youth. Themes included: Yeti Craft, Rubber Ducky Day, Snow Globe, Draw a Dinosaur, Igloo, Snowflake Resolutions and Penguins Shapes.

### **Winter Garden**

- On 5, 12, 19, and 26 January, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 601 children and their caregivers.
- On 5, 12, 19, and 26 January, Winter Garden hosted “Caregiver Connect: Stay and Play,” where 112 children and their caregivers interacted with each other while playing with sensory toys.
- On 10, 17, 24, and 31 January, Winter Garden hosted “Bilingual Storytime” for 104 children and their caregivers.
- On 10, 17, 24, and 31 January, Winter Garden hosted the outdoor programs “Bubble Playtime” and “Parachute Play” to a total of 79 children and their caregivers.
- On 22 and 29 January, Winter Garden hosted “Mindful Start Yoga.” One hundred eleven children and parents practiced breathwork, mindfulness, and movement during these programs.
- On 23 January, Winter Garden staff hosted “Painting with Nature” to 32 children and their families. Participants listened to an outdoor storytime and created art using tools from the environment.
- On 27 January, Winter Garden hosted “Tales from the Farm presented by the Central Florida Fair” 98 attendees enjoyed a storytime and meeting local farm animals such as bunnies, ducks, and chickens.
- Throughout January, “Virtual Conversation Hour,” “English from Zero,” and “Practice Makes Perfect” had 183 participants joining virtually and in person to practice English as a Second Language.
- Throughout January, 104 Winter Garden customers wrote to Blaze and AJ through the “Character Mailbox.”
- Throughout January, 200 customers participated in the passive activity “What’s New for You 2024.” Customers wrote their goals onto a star, which was then added to a display.

**Orange County Library System  
Board of Trustees Meeting  
February 8, 2024**

**Public Comment:  
Non- Agenda Items**