

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

Board Packet for April 2024



STEVEN POWELL Library Director/Chief Executive Officer

April 5, 2024

To: Crockett Bohannon, President
Nicole Benjamin, Vice President
Sharon Smoley, Trustee
Ashley Cisneros Mejia, Trustee
Venessa Tomlin, 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 April 11, 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

April 11, 2024 ~ 6:00 p.m.

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

- 24-046 I. **Call to Order**
- 24-047 II. **Public Comment Policy & Procedures**
- 24-048 III. **Approval of Minutes: Library Board of Trustees Meeting – March 14, 2024**
- 24-049 IV. **Staff Presentation: WKMG Video: Erin Sullivan**
- 24-050 V. **Financial Statements and Summaries: March 2024**
- 24-051 VI. **Dashboard: March 2024 – Bethany Stone**
- 24-052 VII. **Action Items – Consent Agenda:**
OCLS Network Hardware Refresh: Thomas Beaver
- 24-053 **Non-Consent Agenda:**
Guaranteed Maximum Price and Project Budget Approval for the Construction of the Horizon West Branch: Danielle King
- 24-054 VIII. **Discussion and Possible Action Items**
- 24-055 IX. **Information**
- 24-056 **Strategic Plan FY 2024: 2nd Quarter Update**
- 24-057 **Director’s Goals FY 2024: 2nd Quarter Update – Sharon Smoley**
- 24-058 **Director’s Report**
- 24-059 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates: May 2, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- June 13, 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
April 11, 2024**

Call to Order

**Orange County Library System
Board of Trustees Meeting
April 11, 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
April 11, 2024**

**Approval of Minutes:
Library Board of Trustees Meeting
March 14, 2024**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

March 14, 2024 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (3/0); Nicole Benjamin (6/1 – City); Ashley Cisneros Mejia (6/0 – City); Sharon Smoley (3/1); Venessa Tomlin (2/1)

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

Administration Absent: Sara Gonzalez

- 24-031 I. **Call to Order**
 President Bohannon called the meeting to order at 6:00 p.m.
- 24-032 **Oath of Office: New Board Member**
 President Bohannon swore-in Venessa Tomlin, the newest Library Board of Trustees.
- 24-033 II. **Public Comment Policy & Procedures**
- 24-034 III. **Approval of Minutes: Library Board of Trustees Meeting – February 8, 2024**
 Vice President Benjamin, seconded by Trustee Smoley, moved to approve the minutes for the February 8, 2024 Library Board of Trustees Meeting. Motion carried 5-0.
- 24-035 IV. **Staff Presentation: African America Read-In – Viviana Valencia-Serrano**
- 24-036 V. **Financial Statements and Summaries:**
- **February 2024 Financial Summaries & Reports**
 - **FY 2022-23 Annual Comprehensive Financial Report**
 - **2023 Investment Report**
- CFO Shoemaker reviewed the February Financial Reports, the Annual Comprehensive Financial Report and the Annual Investment Report. He also reported that the annual audit came back with positive results.
- 24-037 VI. **Dashboard: February 2024 – Erica Grant**
 Chief of Neighborhood Services Grant shared the following report regarding statistics. In February, there was an 18% (18.13) increase in door count, a 22% (21.82) increase in new library card registrations, and an 8% (7.6) increase in physical items checked out. Digital checkouts continue to be strong coming in at 22% (21.94) higher than last February. Overdrive is the highest used resource with 206,150 checkouts for the month. Hoopla also saw increased use over last year with 34,225 checkouts.

Event attendance was up by 30% (29.73) compared to last year. In February 2024, there were 1,343 events offered, attracting an attendance of 38,657. Of these, we served 5,279 people at 166 offsite events. Last year, the library offered 1,146 events with an attendance of 29,799. Class attendance is also up by 26.6% compared to last year. This year, we offered 1,089 classes with an attendance of 4,525. In February 2023, we offered 1,029 classes, with an attendance of 3,575.

One last item of note - the February Mystery Shopper Reports were excellent. All branches/departments earned 95% or higher.

Ms. Grant shared two stories that highlight the Prime Time Family Reading program and the impact that our staff has on the community through this program.

Prime Time is a program designed specifically for under-served families with children aged 6-10. This award-winning program is made possible through a grant from Florida Humanities. Prime Time “programs are designed to create communities where children and their families develop a love of learning” using stories, questions, and meaningful discussions. It encourages families to read together and discuss humanities topics. Through this program parents and children are provided with support in selecting books and actively engaging in library services.

In February, the North Orange Branch in collaboration with the Community Engagement Department, partnered with Hope Community Center in Apopka to present a bilingual version of Prime Time. The Hope Community Center, a non-profit organization dedicated to serving Central Florida’s immigrant and underserved communities through education, advocacy, and spiritual growth, proved to be an ideal partner for this initiative. Over the course of six weeks, library staff led engaging sessions for 15 families, featuring bilingual stories and discussions centered around themes of responsibility, ingenuity, kinship, loyalty, and compassion. This bilingual approach not only catered to the predominantly Spanish-speaking caregivers but also fostered a stronger connection between them and their bilingual children.

During the 3rd week of Prime Time, a family shared how much they loved reading - in Spanish for the caregivers, and in English for the children - and then discussing the book together. These types of interactions underscore the program’s success in promoting literacy and intergenerational bonding. The 5th week of the series brought a delightful surprise from the library staff, who celebrated a child’s 8th birthday with cupcakes and singing. The shared celebration encapsulated the spirit of the community and the camaraderie developed through Prime Time.

In late February, Carolyn McClendon, the recently retired manager of South Trail, shared an encounter with a family who had participated in Prime Time at South Trail back in 2015. During their conversation, the family expressed the profound impact Prime Time and the library had on them, especially on the education and success of her daughters. With pride she shared that both of her girls are thriving academically, crediting Prime Time and the library for their pivotal role in their achievements. It was truly heartwarming to hear how Prime Time and the library continue to provide invaluable support to their family, even after all these years.

- 24-038 VII. **Action Items – Consent Agenda:**
Trustee Smoley, seconded by Trustee Tomlin, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 24-039 **Design and Engineering Services Ranking for the Orlando Public Library First Floor Renovation Project: Kris Shoemaker**
1. The Board approved the following ranking of Architectural Design and Engineering Services firms for the Orlando Public Library First Floor Renovation Project:
 1. Borrelli + Partners

2. Song & Associates
3. KMF Architects

2. To authorize staff to negotiate a contract with the firms in order of ranking
3. To authorize staff to bring the negotiated Architectural Design and Engineering Services contract back to the library board for final approval

24-040

Construction Manager at Risk Services Ranking for the Orlando Public Library First Floor Renovation Project: Kris Shoemaker

1. To approve the following ranking of Construction Manager at Risk firms for the Orlando Public Library First Floor Renovation Project:
 1. Gilbane Building Company
 2. Gomez Construction
 3. Johnson Laux Construction
2. To authorize Staff to negotiate a contract with the approved firms in order of rank
3. To authorize staff to bring the negotiated Construction Manager at Risk contract back to the library board for final approval

24-041

West Oaks HVAC Replacement Project: Kris Shoemaker

1. To approve the OCLS West Oaks Branch HVAC Replacement Project
2. To approve a not-to-exceed budget of \$325,000
3. To authorize staff to issue a purchase order to Greens Energy Services for the project

24-042 VIII.

Discussion and Possible Action Items

24-043 IX.

Information

24-044

Director's Report

February was American Heart Month, and OCLS partnered with the American Heart Association and HCA Florida Healthcare to expand the Libraries with Heart program. The program has provided branches with blood-pressure monitoring kits that customers can check out with their library cards. During February, trained OCLS staff hosted in-person programs at several branches and in the community to teach people to take and monitor their blood pressure properly. The program aims to educate communities about heart-healthy habits and increase access to blood pressure monitors. 250 people attended these hands-on demonstrations.

Community Engagement has developed a partnership with the UCF Mighty Knights, an initiative that works with families and children with complex motor and communication needs. Community Engagement and members from the Chickasaw Branch hosted a get-to-know-you storytime and library card registration event for the group at UCF in February. Following the event, the UCF Mighty Knights team said it was the first time they brought another organization to their location, and their families and students expressed excitement and appreciation. This event was the first storytime many of the families had attended, and the first time all but one of the attendees had signed up for a library card.

On Thursday, February 15th, 89 children and 22 chaperones from Riverdale Elementary School experienced a morning of dynamic activities at the Alafaya Branch. They engaged in several stations throughout the branch including an interactive storytime, crafts related to the lunar new year, and science sessions using microscopes and LEGO WeDo. Eight new library cards were issued, and each student took home a handmade bookmark and journal that had been made by staff.

The Melrose Center hosted two gaming-related events in February – the Orlando Game Jam and the Orlando Gaming EXPO, which took place from February 22 through February 25.

The Orlando Game Jam challenged participants to create a video game in 48 hours for the chance to win prizes. Throughout the event, game developers earn points by using resources in the Melrose Center, implementing a secret theme and challenges into their game, completing social media tasks, and earning votes from the attendees of the Orlando Gaming EXPO.

The Orlando Gaming EXPO followed the Game Jam, and it provided an opportunity for local gaming companies and developers to showcase their current projects, including the games that were created during the Orlando Game Jam. The EXPO also provided an opportunity for attendees to learn what kinds of things are being produced in their community. The Orlando Gaming EXPO hosted 10 exhibitors and more than 200 attendees.

The Orlando Game Jam was sponsored by the Friends of the Orange County Library System who provided the prize money, Indienomicon Foundation gave the winners free admission to one of their game jams, Employers 4 Change donated free licenses to their video games, OMG Labs provided free memberships, and Unity Education donated six free Unity Pro Licenses.

24-045

Public Comment: Non-Agenda Items

Jonathan Blount spoke positively about the African-American Read-In held at the Orlando Public Library.

X. **Adjournment**

Trustee Smoley, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 5-0. President Bohannon adjourned the meeting at 6:28 p.m.

Next Meeting Dates:

April 11, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---

May 2, 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.

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**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

**Staff Presentation:
WKMG Video**

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

**Financial Statements & Summaries:
March 2024**

**Orange County Library System
FY 2023-24 Financial Statement Highlights
Six Months Ended March 31, 2024**

Project Summaries:

Melrose Center Sound Booth Project: This project added two new sound booths, both of which are ADA compatible, and relocated the existing two. The project started on September 18, 2023, was substantially completed by November 30, 2023, and received the final Inspection and Certificate of Occupancy in March 2024.

OPL HVAC Controls Project: This project updates the HVAC control system at OPL and the four prototype branches, allowing the Facility and Operations Department additional tools to manage and troubleshoot any issues with the HVAC system. It started on September 5, 2023, and is scheduled for completion by September 30, 2024.

OPL Third Floor Meeting Room Project: This project refreshed the Magnolia, Palm, and Cypress meeting rooms and the public corridor in front of them. The project started on January 8, 2024, and was finished by the April deadline.

Southwest HVAC Replacement Project: This project replaced the HVAC system at the Southwest Branch. The project began on March 25, 2024, and will be completed by April 12, 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 \$54,676,808 or 79.9% 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 \$67,918 which is 7.8% of the budget.

Fee Cards:

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through March, we received \$75,510 or 100.7% 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 March, we received \$21,631 or 72.1% of budgeted revenues.

Faxes:

The Library budgeted \$10,000 for fax revenues and has received \$9,955 or 99.5% year-to-date.

Copy and Prints:

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$98,083 or 130.8% of budget through March which is a slightly higher percentage 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 March, 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 \$41,460 or 8,292.0% of budget through March. This represents the net proceeds from the November 6, 2023, author 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 March are \$33,457 or 133.8% 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 March 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 March we have received \$55,252 or 110.5% 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 March 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 \$480,000 or 24.9% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.25 million for the account in FY 2023-24.

Worker's Compensation:

The Worker's Compensation Expenditures are at \$93,038 or 71.6% 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 43.3% of the budget, which is in line with the FY allocation.

Insurance:

The Insurance Expenditures are at 68.9% of budget, as most of the insurance policies renew in October and must be pre-paid.

Property Appraiser Fees:

The expenditures in this category are at 71.9% of budget. These fees are paid quarterly in advance.

Supplies Hardware Software:

The expenditures in this category are at 5.8% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

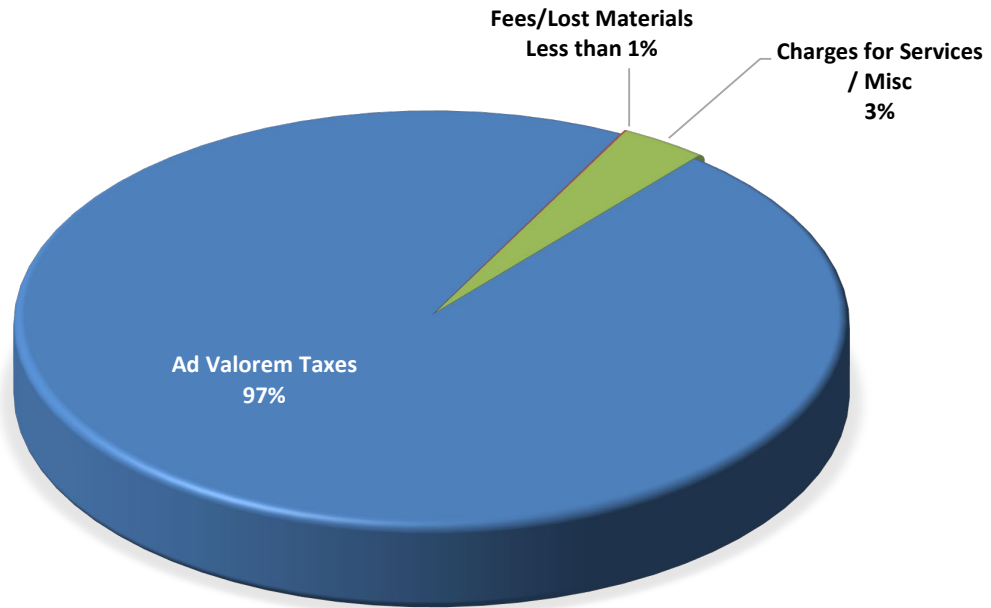
The expenditures in this category are at \$90,284. This account is for any supplies used for programming, mainly the Summer at Your Library Program. This account is a subset of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 29.3% of the budget.

Building Improvements Expense:

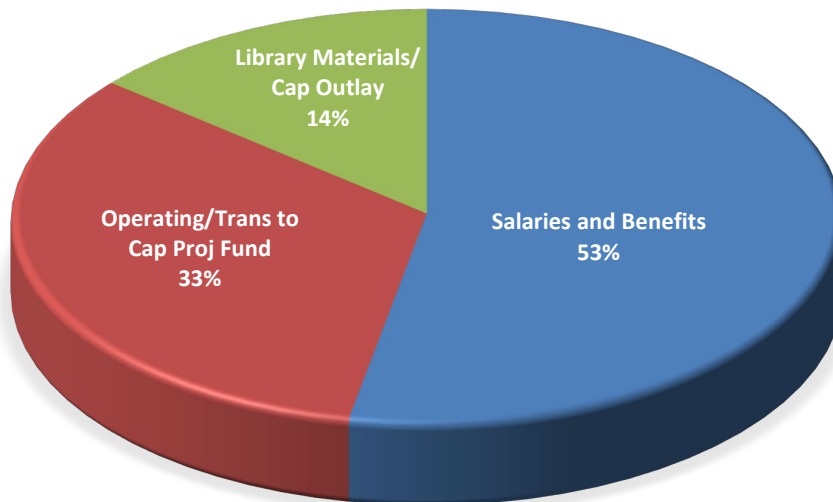
The Library budgeted \$3,250,000 for various building improvement projects such as the materials for the Orlando Public Library Roof Replacement, Orlando Public Library HVAC Controls, Third Floor Meeting Room Refresh, Orlando Public Library Outdoor Lighting, and Southwest HVAC Replacement. The \$1,033,384 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Six Months Ended March 31, 2024

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Six Months Ended March 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
AD VALOREM TAXES	68,400,000	54,676,808	79.9%
INTERGOVERNMENTAL			
State & Federal Grant	675,000	67,918	10.1%
State Aid	200,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	75,000	75,510	100.7%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$5 for 1 hour)	500	1,041	208.3%
Classes	1,000	170	17.0%
Meeting Rooms	30,000	21,631	72.1%
Faxes	10,000	9,955	99.5%
Ear Buds & Jump Drives	1,500	1,258	83.9%
Bag Sales	1,000	1,935	193.5%
Copy & Prints	75,000	98,083	130.8%
Passport Facility & Photo Fees	12,000	4,038	33.6%
Other	500	41,460	8292.0%
	<u>207,500</u>	<u>255,081</u>	<u>122.9%</u>
FEES & LOST MATERIALS	25,000	33,457	133.8%
MISCELLANEOUS			
Investment Earnings	163,000	1,366,594	838.4%
Sales of Surplus Property	2,000	5,116	255.8%
Contributions - Friends of Library	85,000	51,988	61.2%
Contributions - Others	50,000	55,252	110.5%
Internet Rebate	75,000	-	0.0%
Grants & Awards	20,000	4,500	22.5%
Miscellaneous	75,000	25,849	34.5%
	<u>470,000</u>	<u>1,509,299</u>	<u>321.1%</u>
TRANSFER FR PROP APPRAISER	32,000	106,293	332.2%
TRANSFER FR TAX COLLECTOR	546,500	-	0.0%
TOTAL REVENUES	<u><u>70,556,000</u></u>	<u><u>56,648,856</u></u>	<u><u>80.3%</u></u>

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

Six Months Ended March 31, 2024

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
SALARIES & BENEFITS			
Salaries	26,175,000	11,679,188	44.6%
Medicare Taxes	400,000	166,164	41.5%
Defined Contribution Pension Plan	1,975,000	875,941	44.4%
Defined Benefit Pension Plan	1,925,000	480,000	24.9%
Money Purchase Pension Plan	1,675,000	714,327	42.6%
Life and Health Insurance (Employees)	4,350,000	1,734,943	39.9%
Worker's Compensation	130,000	93,038	71.6%
Unemployment Compensation	50,000	-	0.0%
Retiree Health Care (OPEB)	675,000	155,399	23.0%
Parking & Bus Passes	275,000	119,219	43.4%
	<u>37,630,000</u>	<u>16,018,219</u>	<u>42.6%</u>
OPERATING			
Professional Services	450,000	127,529	28.3%
Other Contractual Services	2,585,700	1,062,380	41.1%
Other Contract. Serv.- Janitorial	460,000	177,544	38.6%
Training and Travel	150,000	35,543	23.7%
Telecommunication	612,800	185,441	30.3%
Delivery and Postage	1,500,000	649,672	43.3%
Utilities	1,050,000	392,682	37.4%
Rentals and Leases	1,570,000	710,005	45.2%
Insurance	750,000	516,706	68.9%
Repairs and Maintenance/Leasehold Improvements	1,775,000	459,577	25.9%
IT Subscriptions/Maintenance Contracts	1,625,000	715,400	44.0%
Copying/Printing	355,000	125,820	35.4%
Promotional Activities	500,000	143,362	28.7%
Property Appraiser's Fee	715,000	514,376	71.9%
Tax Collector's Fee	1,380,000	1,093,722	79.3%
Supplies	1,246,500	274,900	22.1%
Supplies-Hardware/Software	700,000	40,304	5.8%
Supplies-Programming	-	90,284	-
Memberships	17,500	12,733	72.8%
	<u>17,442,500</u>	<u>7,327,980</u>	<u>42.0%</u>
CAPITAL OUTLAY			
Building and Improvements	3,250,000	1,033,384	31.8%
Equipment and Furniture	844,500	73,781	8.7%
Hardware/Software	1,275,000	188,194	14.8%
	<u>5,369,500</u>	<u>1,295,359</u>	<u>24.1%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	-	0.0%
Materials - Other	5,100,000	2,904,837	57.0%
	<u>5,114,000</u>	<u>2,904,837</u>	<u>56.8%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,500,000	2,350,000	52.2%
TRANSFER TO SINKING/EARR FUND	500,000	250,000	50.0%
TOTAL EXPENDITURES	<u><u>70,556,000</u></u>	<u><u>30,146,395</u></u>	<u><u>42.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Six Months Ended March 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
REVENUES			
Investment Earnings	75,000	931,619	1242.2%
Transfer from Operating Fund	4,500,000	2,350,000	52.2%
Reserves	35,250,000	-	0.0%
TOTAL REVENUES	39,825,000	3,281,619	8.2%
EXPENDITURES			
New Branch	12,500,000	825,258	6.6%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
Reserves	25,325,000	2,456,361	9.7%
TOTAL EXPENDITURES	39,825,000	3,281,619	8.2%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Six Months Ended March 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
REVENUES			
Investment Earnings	25,000	122,694	490.8%
Transfer from Operating Fund	500,000	250,000	50.0%
Reserves	4,607,000	-	0.0%
TOTAL REVENUES	5,132,000	372,694	7.3%
EXPENDITURES			
Reserves-Building and Improvements	3,382,000	245,606	7.3%
Reserves-Horizon West Contract	1,000,000	72,622	7.3%
Reserves-Horizon West Demo	250,000	18,155	7.3%
Reserves-Technology	500,000	36,311	7.3%
TOTAL EXPENDITURES	5,132,000	372,694	7.3%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Six Months Ended March 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(6 months= 50.0%)
REVENUES			
Investment Earnings	20,000	16,665	83.3%
Investment Fair Value	-	155,739	-
Reserves	1,076,000	-	0.0%
TOTAL REVENUES	1,096,000	172,404	15.7%
EXPENDITURES			
Equipment	75,000	9,975	13.3%
Reserves	1,021,000	162,429	15.9%
TOTAL EXPENDITURES	1,096,000	172,404	15.7%

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

ASSETS

Cash on Hand	15,463
Equity in Pooled Cash	1,581,439
Equity in Pooled Investments	63,764,355
Accounts Receivable	103
Inventory	104,877
Prepays	123,938
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>65,597,675</u></u>

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

LIABILITIES

Accounts Payable	88,908
Accrued Wages Payable	515,480
Accrued Sales Tax	674
Accrued Fax Tax	126
Accrued N. Carolina St. Income Tax	822
Due To Friends of the Library	2,511
Employee Payroll Deductions:	
Dental Insurance	0
Optional Life	0
Vision Plan	(850)
Weight Watchers	516
Short Term Disability	0
Accident/Critical/Hospital	485
Staff Association	8,207
TOTAL LIABILITIES	616,879

FUND BALANCE

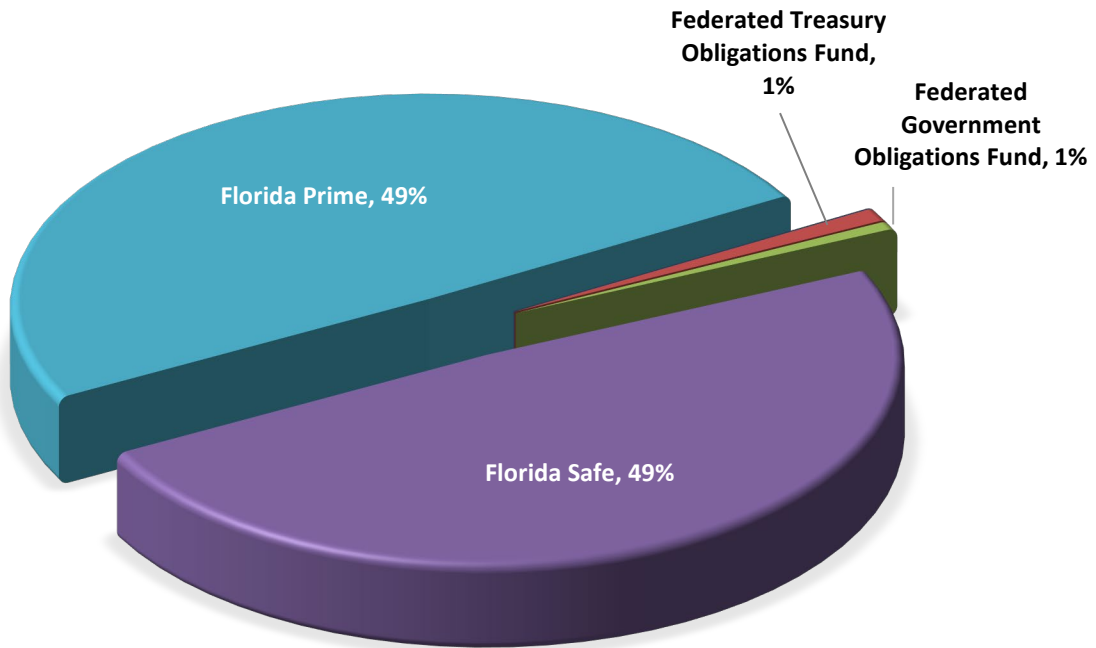
Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	131,438
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Strategic Plan	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
Unassigned	33,234,471
Current Year Revenue over Expenditures	26,502,461
TOTAL FUND BALANCE	64,980,796
TOTAL LIABILITIES & FUND BALANCE	65,597,675

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

	BALANCE 02/29/24	RECEIPTS	DISBURSE	BALANCE 03/31/24
OPERATING				
Equity in Pooled Cash	2,586,219	11,438,420	12,443,200	1,581,439
Equity in Pooled Investments	55,686,806	8,219,215	141,666	63,764,355
	58,273,025	19,657,635	12,584,866	65,345,794
CAPITAL PROJECTS				
Equity in Pooled Investments	42,022,851	276,721	-	42,299,572
SINKING				
Equity in Pooled Investments	5,539,225	64,977	-	5,604,202
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,304,292	300,747	299,683	2,305,356
Claims Payment Checking Account	73,000	258,279	258,279	73,000
Equity in Pooled Investments	4,628,466	19,552	-	4,648,018
	7,005,758	578,578	557,962	7,026,374

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
March 31, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	1,175,106
Federated Government Obligations Fund	731,118
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	56,860,103
Florida Prime (SBA)-HW Demo Fund	256,471
Florida Prime (SBA)	57,293,349
	116,316,147
TOTAL	116,316,147

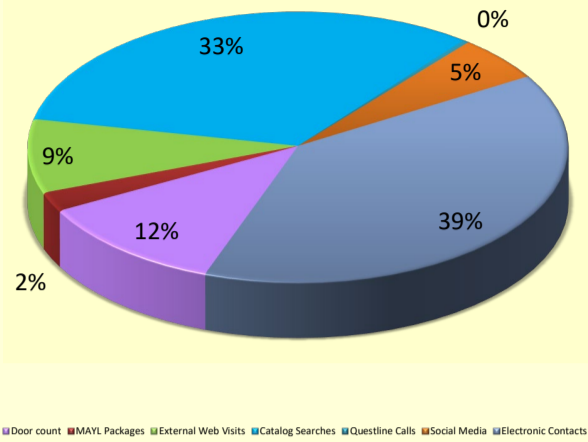


**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

Dashboard: March 2024

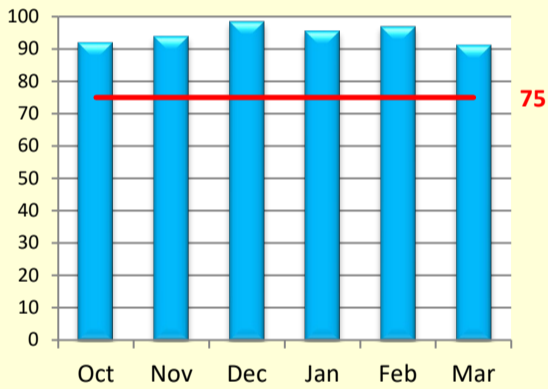
Monthly Report for March 2024

Contacts



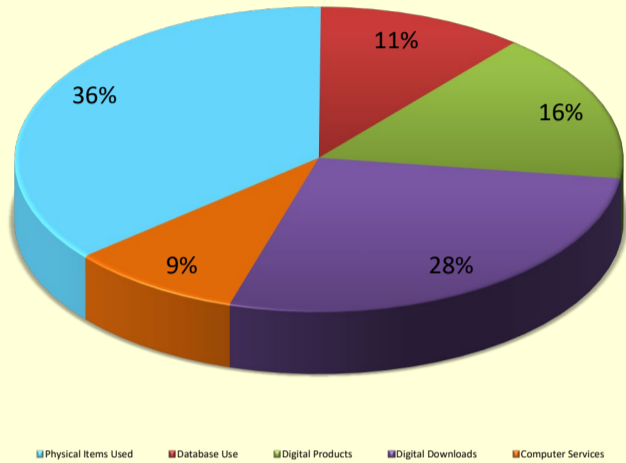
	2024	2023	% change
Door count	167,116	137,975	21.12%
MAYL Packages	33,537	33,009	1.60%
External Web Visits	127,107	149,267	-14.85%
Catalog Searches	469,653	416,841	12.67%
Questline Calls	5,138	5,586	-8.02%
Social Media	78,145	73,153	6.82%
Electronic Contacts	567,460	493,945	14.88%
TOTAL	1,448,156	1,309,776	10.57%

Net Promoter Score



Resources Accessed

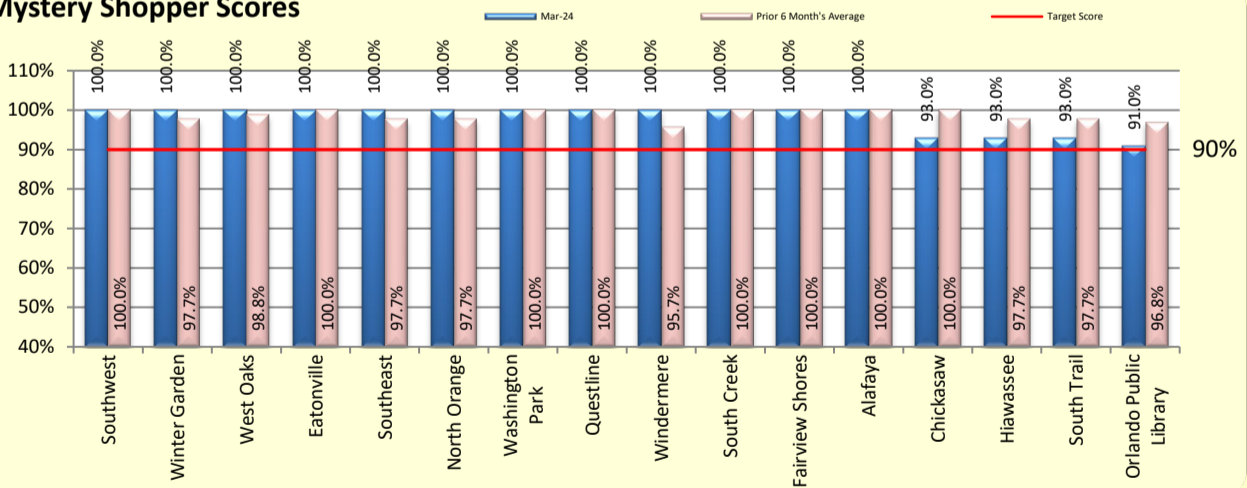
	2024	2023	% Change
Physical Items Used	392,653	360,878	8.80%
Database Use	120,320	149,846	-19.70%
Digital Products	173,135	97,063	78.37%
Digital Downloads	298,689	249,850	19.55%
Computer Services	99,394	91,196	8.99%
TOTAL	1,084,191	948,833	14.27%



Users

	2024	2023	% Change
Active Cards	345,511	330,483	4.55%
New Registrations	5,225	4,660	12.12%
VLC Registrations	211,935	254,050	-16.58%
Transactions	87,964	78,833	11.58%

Mystery Shopper Scores



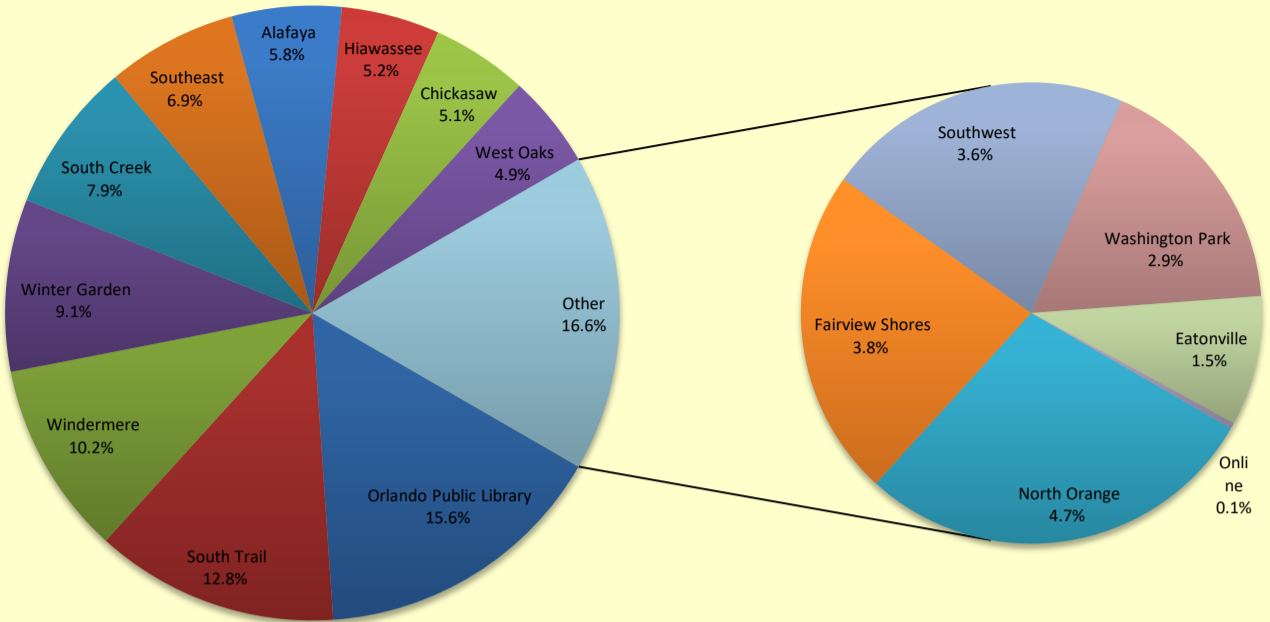
Physical item circulation for March 2024 was 392,653 including renewals. Checkouts for easy books were 27.5% or 39,367 items, juvenile fiction, juvenile non-fiction, and young adult totaled 23.9% or 34,299 items, and adult fiction, non-fiction, and large print combined for 22.6% or 32,383 items. DVDs equaled 10.7% with 15,398 items circulated.

March 2024 digital checkouts were up 20% over March 2023 with 298,689 total checkouts averaging 9,635 per day. Overdrive continued to be the highest-used resource with 220,746 checkouts for the month. Hoopla set a monthly use record with 36,470 checkouts.

There were 127,424 visits to www.ocls.info last month. Mobile devices accounted for 56%, or 71,304 visits, while desktops and tablets had the remaining 44%, or 52,636 visits.

The book drop returns for March 2024 were 3,104 from Horizon West and 2,570 items from Lake Nona.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2024	2023	% Change	2024	2023	% Change
Orlando Public Library	6,456	7,064	-8.6%	1,014	1,229	-17.5%
South Trail	5,148	2,159	138.4%	991	235	321.7%
Windermere	4,707	2,323	102.6%	178	100	78.0%
Winter Garden	4,250	2,703	57.2%	87	69	26.1%
South Creek	3,608	2,612	38.1%	188	150	25.3%
Southeast	3,146	2,763	13.9%	137	466	-70.6%
Alafaya	2,468	2,438	1.2%	297	288	3.1%
Hiwassee	2,031	1,369	48.4%	449	249	80.3%
Chickasaw	2,291	1,947	17.7%	129	162	-20.4%
West Oaks	2,199	2,033	8.2%	153	96	59.4%
North Orange	2,190	1,734	26.3%	79	125	-36.8%
Fairview Shores	1,696	1,789	-5.2%	144	310	-53.5%
Southwest	1,493	2,740	-45.5%	227	194	17.0%
Washington Park	1,335	550	142.7%	53	85	-37.6%
Eatonville	666	445	49.7%	60	16	275.0%
Online	-	-	0.0%	32	65	-50.8%
TOTAL	43,684	34,669	26.0%	4,218	3,839	9.9%

In March 2024, we offered 1,315 events with an attendance of 40,745.

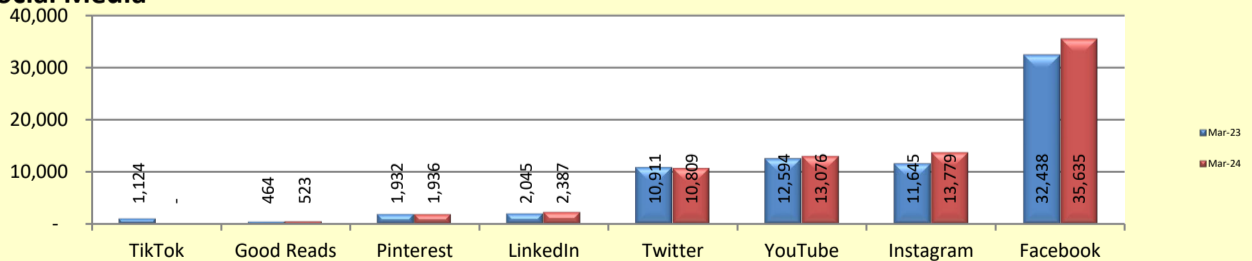
On 23 March, 153 Customers participated in an "Eggstravaganza" at the Chickasaw Library, finding eggs throughout the location and finishing with a sweet surprise. On 9 March, 126 customers enjoyed a classic retelling of the "Ugly Duckling presented by the Central Florida Ballet" at the Orlando Public Library. On 22 March, 118 customers enjoyed a lively online discussion during the Author Talk with Madeline Miller as she discussed retelling Greek classics into fresh, modern epics in fiction with her books *The Song of Achilles* and *Circe*. On 30 March, 107 customers celebrated the Women in the Arts Community during the "Women in the Art's Expo" at the Melrose Center. Attendees networked and learned about the different roles in the art scene. On 9 March, 95 families and friends joined the North Orange Branch for crafts and games based on the Super Mario World with "Mario Day Celebration!" On 12 March, 92 Customers joined author and organizer Jamie Novak to learn how to declutter during the "How to Catch up: 7 ways to Declutter When Overwhelmed."

In March 2024, we offered 1,008 classes with an attendance of 4,218. Also in March, we presented 183 Offsite Events reaching 7,285 people, and attended 34 Community Events reaching 2,939 people.

Events/Class Attendance

	2024	2023	% Change
Community Events	2,939	1,665	76.52%
Events - Adult	18,381	13,892	32.31%
Events - Teen	1,151	541	112.75%
Events - Children	21,213	18,571	14.23%
Technology Classes	4,218	3,839	9.87%
TOTAL	47,902	38,508	24.39%

Social Media



Social media statistics for March 2024 saw a 6.82% increase in growth.

We highlighted Women's History Month throughout March with a few exciting spotlights. [A video interview with South Trail Branch circulation clerk Liz P.](#) was published to celebrate her 56-year-long career with the library—making Liz our longest-serving employee. Viewers commented wonderful things like, "What an icon!" and "South Trail is my home branch, and I love seeing Liz and all of the amazing library staff every time I go pick up a book." This video has over 5,000 views and 28 shares across Instagram, Facebook, YouTube and LinkedIn.

For International Women's Day, we asked staff to take a group picture to [spotlight the diverse women on our staff through a social media post](#). We had 12 branches/departments participate by providing an image for our post and photo gallery. Followers commented, "Love everyone at the library!!!! Thank you for all that you do every day!" and

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

**Action Item: Consent Agenda
OCLS Network Hardware Refresh**

OCLS NETWORK HARDWARE REFRESH

I. ISSUE STATEMENT

Library Board approval is needed to proceed with the updating and improvement of network hardware equipment utilized within the library's data center and at the Orlando Public Library (OPL).

II. BACKGROUND & SUMMARY

The IT Services team has been working with vendors for the past year to plan and map out the replacement of the current data center network equipment. The library's data center operates all internet access, critical library systems, and customer resource infrastructure at both OPL and branch locations. The current equipment was purchased in FY2015-2016 and is entering the end-of-life cycle. This purchase would start the process of replacing this equipment with the purchase of new network firewalls, data center switches, and network switches for the OPL. Future plans include updates for the branch locations.

The library's network continues to expand as staffing and initiatives grow. IT Services is requesting this equipment to keep up with the demands of the organization. This new equipment is not only focused on the current metrics needed for the network but has also taken into consideration upcoming expansions and the need for network flexibility. With the expectation of new branches to be added, this new equipment is scaled to handle the estimated traffic those will add.

Part of this purchase is also focused on better reliability of the network. With this order, the addition of redundancy to the firewalls will account for and prevent certain failures from causing network outages that would include protecting the website, ILS access, and internet access across all branches.

The majority of this purchase falls under the E-Rate program. Per E-Rate rules, this purchase was placed as a publicly open bid for 30 days. The IT team has worked closely with the finance department to ensure this process has been followed and all forms submitted. Staff are expecting this to be rebated at the current rate of 80% and the library would be responsible for 20% if or when it is approved by E-Rate.

This entire expense, without the rebate, was planned as part of the FY2023-2024 Hardware/Software Capital Outlay Budget.

Quotes Received:

<i>Vendor</i>	<i>Quote Total</i>
SHI	\$229,771.27
CDW	\$340,656.38
DOF Creations	\$273,588.26
Electronaca	\$321,738.82

<i>Purchase Item</i>	<i>Amount Requested</i>
Data Center Firewalls	2
Location Firewalls	1
Firewall Support and Maintenance	5 years
Data Center Network Switches	2
Location Network Switches	40
Uninterruptible Power Supply (UPS)	25
Transceiver Adapters	58

Total Estimated Purchase is \$229,772. Staff also ask for a contingency of \$11,500 (5%), and a not-to-exceed budget of \$241,272.

III. CONSIDERATION

Library staff is requesting that the Board approve the purchase of network hardware to update the library's Data Center and OPL from SHI. The estimated cost is \$229,772, staff is requesting a contingency of \$11,500, and a not to exceed budget of \$241,272.

IV. RECOMMENDATION

Staff recommends that the library board approve the purchase of network hardware to update the library's Data Center and OPL from SHI at an estimated cost of \$229,772, a contingency of \$11,500, and a not-to-exceed budget of \$241,272.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-052**

OCLS NETWORK HARDWARE REFRESH

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 11th of April 2024, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of network hardware to update the library's Data Center and Orlando Public Library from SHI at an estimated cost of \$229,772, a contingency of \$11,500, and a not-to-exceed budget of \$241,272.
2. To authorize staff to issue purchase orders to complete the project.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

Action Item: Non-Consent Agenda
Guaranteed Maximum Price & Project
Budget Approval for the Construction of
the Horizon Wesh Branch

**GUARANTEED MAXIMUM PRICE AND PROJECT BUDGET APPROVAL
FOR THE CONSTRUCTION OF THE HORIZON WEST BRANCH**

I. ISSUE STATEMENT

Library Board approval is needed to authorize staff to enter into a Guaranteed Maximum Price (GMP) contract with H.J. High Construction Company (H.J. High) and to approve the budget for the construction of the Horizon West Branch.

II. BACKGROUND & SUMMARY

At the meeting on March 10, 2022, the Library Board authorized staff to negotiate a contract for Construction Manager at Risk (CMAR) services with the top-ranked contractor, H.J. High for the construction of the new Horizon West Branch. At the June 9, 2022 meeting, the Library Board authorized staff to execute the CMAR contract with H.J. High for Pre-Construction Services.

Since then, H.J. High has provided pre-construction services and has attended meetings with staff and architect, Borrelli + Partners, to design the new branch library. Services provided included construction budget tracking, scheduling and planning, constructability review, value engineering, bidder pre-qualification, and permit acquisition.

Once the design was finalized, and the necessary construction plans and specifications were prepared, H.J. High determined a GMP by obtaining multiple bids for each subcontractor discipline. H.J. High's GMP is \$18,300,000 and final completion for construction is tentatively scheduled for the summer of 2025.

The Library also provided the same construction plans and specifications to the project estimator, Alliance Design & Construction, Inc. (Alliance). Alliance serves on the design team assembled by Borrelli and their estimate for the GMP is \$17,239,580. Although this estimate is \$1,060,420 lower than H.J. High's proposal, they thoroughly reviewed H.J. High's estimate and found it to be reasonable and recommend approval of H.J. High's cost estimate.

Library staff have been working with the architect, Borrelli + Partners, and contractor H.J. High for several months to design the branch and define the equipment and furniture needs. Library staff has sufficient information to recommend to the Board a comprehensive project budget based on the full scope of the plans and specifications that have been developed.

The components of which are summarized as follows.

Category	Vendor	Budget
Demo Fund	Orange County	250,000
Design Team	Borrelli + Partners	1,554,944
Pre-construction Consulting	H.J. High	117,961
Permitting & Impact Fees	Orange County & others	1,500,000
Construction	H.J. High	18,300,000
Threshold & Other Testing	TBD	150,000
FF&E	TBD	1,752,095
Opening Day Collection	TBD	1,250,000

Wildlife Mitigation	FWC & others	650,000
Total Budget		25,525,000
Project Contingency 7%		1,750,000
Total Requested Budget		27,275,000

The money for the entire Horizon West Branch Project is saved in the Capital Projects Fund and is fully funded. Library staff will bring contracts greater than \$100,000 such as FF&E and collection, to the Board for approval. The total requested budget is \$27,275,000.

III. CONSIDERATION

The library is requesting the Board: 1) approve the Guaranteed Maximum Price with H.J. High Construction Company at an estimated cost of \$18,300,000, 2) approve the Horizon West Branch Construction Budget of \$27,275,000, and 3) authorize the Director/CEO to execute the Guaranteed Maximum Price contract with H.J. High Construction Company.

IV. RECOMMENDATION

Staff recommends that the Board: 1) approve the Guaranteed Maximum Price with H.J. High Construction Company at an estimated cost of \$18,300,000, 2) approve the Horizon West Branch Construction Budget of \$27,275,000, and 3) authorize the Director/CEO to execute the Guaranteed Maximum Price contract with H.J. High Construction Company.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION xx-yyy**

**GUARANTEED MAXIMUM PRICE AND PROJECT BUDGET APPROVAL
FOR THE CONSTRUCTION OF THE HORIZON WEST BRANCH**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 11th day of April 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the Guaranteed Maximum Price with H.J. High Construction Company at an estimated cost of \$18,300,000.
2. To approve the Horizon West Branch Construction Budget of \$27,275,000.
3. To authorize the Director/CEO to execute the Guaranteed Maximum Price contract with H.J. High Construction Company.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

Information

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

**Strategic Plan FY 2024:
2nd Quarter Update**

Orange County Library System
Strategic Plan 2024
2nd Quarter Update

Improve the Customer Experience, establishing OCLS as a friendly, welcoming and community centric service.

A. Establish an ongoing customer service training program

1. Develop Creole language learning module(s) for staff

Progress	Champion	Updated
We are making progress toward the goal of developing the Haitian Creole for Library Staff course. The Training and Development team has identified staff to participate on the committee, review content, and facilitate the course. Work in the design phase for this multicourse online series for staff continues and is expected to roll out next quarter.	Yvonne Hartley	4.24
The Training Department is evaluating content for the Haitian Creole for Library Staff course and will form a committee to assist in reviewing the content and participate in facilitating the course.	Yvonne Hartley	12.23

2. Implement a quarterly training series centered around inclusion, listening, and productive conversations

Progress	Champion	Updated
The “DiverseSpeak: Uniting Our Narratives” series launched in February and continues to explore a range of topics, aligning with our monthly cultural and heritage celebrations. Upcoming sessions are scheduled for April and June.	Yvonne Hartley	4.24
The DEIA Specialists created a series of listening sessions to encourage conversations between staff with varied perspectives and experiences which will launch in February 2024. This series of conversations – “DiverseSpeak: Uniting Our Narratives” will be held bi-monthly and cover various topics.	Yvonne Hartley	12.23

3. Evaluate hiring practices to mitigate the risks of unconscious bias

Progress	Champion	Updated
We continue to evaluate our hiring practices and as part of that effort, the Talent Acquisition Specialist and DEIA Specialists developed a presentation focused on learning what bias is, the different types of biases in hiring, and how to identify them. The “Bias-Free Hiring” presentation was given to the Spectrum assistant managers in March and will be presented to all managers in April.	Yvonne Hartley	4.24

Progress	Champion	Updated
The Employee Services department has begun evaluating our hiring practices.	Yvonne Hartley	12.23
4. Implement manager training on best practices for hiring, onboarding, and retention		
Progress	Champion	Updated
We are planning an engaging and relevant training series for managers this year which will kick off with the “Hiring Best Practices” training scheduled in May. In this training, managers will receive guidance, resources, and tips for navigating the hiring process from advertising a job to retaining the best staff.	Yvonne Hartley	4.24
The Employee Services and Training Departments are working together to create manager training that includes best practices for recruiting, hiring, and onboarding. In addition to this training, a series of quarterly communications will be sent to managers with tips for hiring and retaining the best employees.	Yvonne Hartley	12.23
B. Provide inviting facilities to fulfill community needs		
1. Evaluate PEP pickup location(s) in East Orange County		
Progress	Champion	Updated
Executive Edge is continuing to seek out possible locations across the county for additional library pickup locations. They are also continuing to gather information from the library's courier service PEP and initiating conversations with potential partners.	Bethany Stone	4.24
The Executive Edge team is heading this project and looking into possible additional PEP pickup locations across Orange County. They are reaching out to stakeholders and evaluating locations, costs, and workflows.	Bethany Stone	12.23
	Kristopher Shoemaker	12.23
2. Manage Design and Construction of Horizon West Branch		
Progress	Champion	Updated
The Library is working with HJ High on the Guaranteed Maximum Price (GMP) and the total project budget. Both are scheduled to be submitted at the April 2024 Board Meeting.	Kristopher Shoemaker	3.24
As of 12/31/23 the Horizon West Branch was 90% designed. The CMAR was working on the GMP for the project.	Kristopher Shoemaker	12.23
Civil, stormwater and endangered species permits/applications were applied for as of 12/31/23.		

Progress	Champion	Updated
100% Design and GMP expected by March 1, 2024.		
	Kristopher Shoemaker	12.23
3. Manage Design and Construction of Lake Nona Branch		
Progress	Champion	Updated
As of 03/31/24 the Lake Nona Branch is 60% designed, Expect 100% drawing and GMP in late Summer 2024.	Kristopher Shoemaker	3.24
The Lake Nona Branch project is being managed by the City of Orlando in connection with their SEGS facility on Dowden Road. Note: Since this project is on GOAA property all plans must be reviewed and approved by GOAA and some are subject to FAA review and approval, which adds to the review and approval process.	Kristopher Shoemaker	12.23
As of 12/31/23 the City and the Library have agreed to a site plan and the Lake Nona Branch was approximately 25% designed.		
	Kristopher Shoemaker	12.23
4. Award Contract for Main Roof Replacement		
Progress	Champion	Updated
On March 29, 2024 the Library held a pre-response meeting with twelve (12) roofing companies. These companies have until June 10, 2024 to submit their qualifications, from which the Library will bring the three (3) best qualified to the Board for approval and then will negotiate price of the project. Tentative Project start day is first week of October with completion day of May 1, 2025.	Kristopher Shoemaker	3.24
As of 12/31/23, we received 100% drawings and a specification book for the project. The City is reviewing the permit.	Kristopher Shoemaker	12.23
The permit is expected to be approved in the 2nd quarter of FY 24.		
The RFQ and proposed contract for the Roofing Contractor have been reviewed and approved by legal and the Invitation for Bid (IFB) for the roofing materials will be submitted for legal review in January 2024.		

Progress	Champion	Updated
Anticipate issuing the IFB for roofing materials in February 2024 with an award by May 2024. The Roofing Contractor RFP will follow in the Summer of 2024.		
The project is anticipated to start in the Fall of 2024.		

5. Manage Main HVAC Control Project

Progress	Champion	Updated
As of 3/31/24 this project is about 65% complete and will be completed by 9/30/24.	Kristopher Shoemaker	3.24
This first part of the project updates the controls on 13 air handling units from pneumatic to digital, updates the Main Library's building control units, and creates a new "central plant" using Trane Tracer SC+ & Synchrony Control System. Also, as part of this project, the building control units at the West Oaks, Alafaya, Winter Garden, and South Creek branches will be upgraded allowing those systems to connect to the central plant. The second part of the project will be proposed in FY2025-26 and FY2026-27 to upgrade the air conditioning distribution systems to digital controls. The first part of the project started in October 2023 and as of 12/31/23, it was 25% complete. We anticipate the project to be completed in the Summer of 2024.	Kristopher Shoemaker	12.23

6. Manage 3rd Floor Meeting Room Refresh Project

Progress	Champion	Updated
This project was completed by the 3/31/24 deadline and was on budget. There are a few punch list items that will be addressed over the next few weeks.	Kristopher Shoemaker	3.24
This project refreshes the Cypress, Magnolia, and Palm meeting rooms on the Library's third floor and the nearby hallway. The refresh includes removing the current coffered ceiling in the meeting rooms; installing new LED lighting, carpeting, and wall finishes in the meeting rooms and hallway; enhancing the air conditioning; replacing the operable wall between the Magnolia and Palm meeting rooms; painting the duct work to match the ceiling; and changing the sprinklers per fire code. As of 12/31/23, the City approved the permits, the contractor was selected and materials were ordered. Due to material delivery delays, the project start date was moved from November 27, 2023 to January 8, 2024, with a completion date of April 2024.	Kristopher Shoemaker	12.23

C. Enhance the on-boarding experience for new customers

1. Refine and utilize the New Customer Survey results to highlight relevant services and resources for new cardholders

Progress	Champion	Updated
The team is continuing to evaluate the information gathered in the New Customer Survey and discuss opportunities and possibilities using the survey moving forward.	Bethany Stone	4.24
A team is being formed to evaluate the current new customer survey and determine the next steps. Input from the MPR Department, Data & User Services Department, and other stakeholders will be used in determining what information from customers will be most useful in moving forward.	Bethany Stone	12.23

2. Explore the development of a digital access card

Progress	Champion	Updated
Work creating the customer-driven online registration process/access is moving forward. The team is also looking at providing customers with additional options for self-managing an existing account online.	Bethany Stone	4.24
The I.T. Design and Development Department is coordinating the effort to create a digital access card for customers that would work in conjunction with customer-driven online registration. The team is meeting with the Senior UX Designer, the ILS Administrator, and the Circulation Department leadership to determine what is needed to take the next steps.	Bethany Stone	12.23

Increase awareness of OCLS and what is offered

A. Develop a strategic marketing plan

1. Create and execute marketing plan for a campaign that highlights library's new focus on outreach and community engagement

Progress	Champion	Updated
The Meet You There campaign launched in January 2024.	Erin Sullivan	4.24
The campaign aims to connect with the community by highlighting OCLS' upcoming developments that make it easier to connect with library services. The Marketing and Public Relations Department will create upbeat, friendly messaging that shows people ways the library has adapted its services to be more relatable, as well as physically and culturally accessible. MPR will place special focus on the library's Community Engagement Department, library branch expansion and services that meet customers at their current place in life. The campaign will cast the library as a welcoming community partner that makes its programs convenient, easy and inclusive.		
Goals		
Increase overall Brand Visibility		

Progress	Champion	Updated
<p>Increase customer consideration by re-engaging existing users with targeted email marketing, social media and the library's owned media to increase interest in upcoming events, classes and programs.</p> <p>Increase card signups by and consideration by people who may not currently have a library card</p> <p>Tactics Use Meet You There collateral to create excitement, visibility and awareness about what's currently happening at the library (Community Engagement, new branches, cultural events, etc.), among both existing users and prospective customers.</p> <p>Marketing will work with Data and User Services to craft a 30-60-90 day email messaging plan to reach customers who have signed up for cards, to encourage use and engagement.</p> <p>Leverage advertising relationships to generate new card signups.</p> <p>Seek out earned media opportunities to share library stories and information with general public.</p>		

For 2024, a marketing campaign called Meet You There will focus on the various ways OCLS is expanding its reach into the community. One component of the campaign is branch expansion. We will use print ads, social media, press releases and digital ads to share information and updates with the community about our plans for Lake Nona and Horizon West.

Erin
Sullivan

12.23

2. Work with DEIA Specialists to establish best practices for marketing to a diverse and growing community

Progress	Champion	Updated
<p>DEIA video has launched and has been shared at board meetings and in meetings with staff.</p> <p>Photo volunteer signup form has been established that gives staff an opportunity to opt in to represent the library on a variety of cultural themes.</p>	Erin Sullivan	3.24
<p>Several meetings between DEIA and Marketing and Public Relations have taken place this quarter. The goals of these meetings have been to:</p> <p>Help the DEIA Specialists understand MPR's processes for recruiting staff to participate in photos, videos and marketing materials</p>	Erin Sullivan	12.23

Progress	Champion	Updated
<p>Work with DEIA Specialists to provide feedback on designs for monthly book displays, marketing kits and other systemwide marketing materials</p> <p>Assist the DEIA Specialists in planning a video for staff to introduce the systemwide DEIA initiative</p> <p>The meetings have resulted in a completed video, the launch of a database of staff members interested in modeling for photos and videos to honor different cultural celebrations, and a review of monthly display signage.</p>		

3. Begin to implement Patron Point in library's marketing efforts

Progress	Champion	Updated
<p>Marketing and Public Relations and Data and User Services have met with Springshare, the owner of Patron Point, on trainings to ensure that Marketing staff can begin using it for email marketing campaigns.</p> <p>Marketing has requested that Data and User Services work together to create customer segments in Patron Point, to assist us in sending targeted emails based on interests. The following segments are being created to get started:</p> <ul style="list-style-type: none"> •Existing Cardholders •New Cardholders •Non-cardholders •Donors 	Erin Sullivan	3.24

An initial training meeting was held to introduce Marketing and Public Relations staff to the product, but deployment is currently on hold, pending improvements to some Patron Point features.

Erin Sullivan

12.23

4. Develop plan to market opening of two new branches

Progress	Champion	Updated
<p>The Marketing and Public Relations Team has met with Chief Neighborhood Services Officer Danielle King to discuss plans for groundbreaking. A simple "Coming Soon" poster design has been created to share once we have a date for the event. The team is working on a simple but short media pitch to generate interest in the groundbreaking. The team will share b-roll of the event with TV news, and photos with Horizon West Happenings social media and Horizon West Magazine, Orlando Sentinel and West Orange Times and Observer.</p>	Erin Sullivan	3.24

Progress	Champion	Updated
<p>MPR has also met with Data and User Services to talk about creating an e-newsletter for Horizon West to keep the community who signed up to receive updates engaged and informed as progress is made.</p> <p>The Horizon West Updates page on the library's website will become a destination for general Horizon West updates and information.</p>		
<p>On January 10, a meeting with Borrelli and Associates and H.J. High to discuss plans for what a groundbreaking at Horizon West will look like. A date for groundbreaking has not been established yet.</p> <p>The marketing team has already begun some preliminary planning to share information with the public about Horizon West, and some marketing of the branch and its features is being included in the Meet You There marketing campaign. A more formal plan will be fleshed out as details emerge, and that plan can be used as the framework for our marketing for Lake Nona.</p>	Erin Sullivan	12.23

B. Leverage storytelling

1. Establish plan to document how the library is using Community Engagement to bring new library opportunities to the community

Progress	Champion	Updated
<p>Marketing and Public Relations will highlight Community Engagement in each issue of <i>Books & Beyond</i> by publishing a short profile of a Branch Outreach Specialist every month, along with a listing of Outreach Events and book bike appearances taking place in the community. The effort kicked off in January as part of the library's Meet You There marketing campaign, with a cover story in <i>Books & Beyond</i> about how the library is making it easier for Orange County residents to access its resources by meeting them where they are at -- economically, culturally, or geographically.</p> <p>The Branch Outreach Specialist profiles will also be shared on social media, so the community can become familiar with the faces they see representing the library in public and know where library resources can be found at an off-site location.</p> <p>When the Community Engagement Department has an initiative page on the OCLS website, that will become a destination where more information about the library's Community Engagement initiative will live.</p> <p>So far, the following Branch Outreach Specialists have been profiled in <i>Books & Beyond</i> and social media:</p> <p>January: Arthur Ugalde</p>	Erin Sullivan	4.24

Progress	Champion	Updated
February: Ethan Watford March: Noraliz Orengo April: Brianna Fulford		

The new Meet You There integrated marketing campaign focuses heavily on the library's Community Engagement Department and its activities. The first phase of the plan includes messaging about the library's book bicycle and Community Engagement Department, and print and digital ads are already circulating, as is a Meet You There video, which emphasizes the library's commitment to meet customers wherever they are.

Erin
Sullivan

12.23

The campaign's messaging will cycle through several iterations, focusing on various aspects of community engagement, including mobile services, cultural programming that makes the library feel more accessible to everyone, community engagement and new branch development.

2. Pitch at least one community engagement story to the media each quarter

Progress	Champion	Updated
This quarter, two stories on community engagement were pitched and produced by WKMG. On February 24, WKMG's Crystal Moyer did a story on Local Wanderer; "Get Free Passes for Family Attractions From This Central Florida Library System" aired on TV and online. On March 27, in honor of National Storytellers Day, WKMG's Crystal Moyer did a story on how the library's storytellers engage people in libraries and in the community: "Florida Storytellers Have History of Inspiring Young, Wise Readers."	Erin Sullivan	4.24

In November, Marketing and Public Relations used the library's 100 Year Celebration, and official November 8 birthday, to pitch a story about how the library has continued to evolve to meet community needs. One big focus of the pitch was to share recent changes to the library's services to reduce barriers to usage and upcoming changes on the horizon that will continue to make the library more accessible to all, including the introduction of the Community Engagement Department, mobile services, new branch development, and cultural offerings that make the library more inclusive.

Erin
Sullivan

12.23

- On November 8, NPR affiliate station WMFE picked up the pitch and published a radio feature and

Progress	Champion	Updated
<p>accompanying blog post: "Orange County Library System turns 100, still finding ways to be an 'agent of service,'" WMFE, Nov. 8</p> <ul style="list-style-type: none"> • On November 8, Clickorlando.com (WKMG's website) published a blog post: "Orange County's library system turns 100. Here are 10 surprising services it offers," ClickOrlando.com, Nov. 8 • On December 21, <i>Orlando Sentinel</i> published an editorial on the library's value to Orange County: "Editorial: Library embarks on its next 100 years as a community treasure," <i>Orlando Sentinel</i>, Dec. 21 • On January 12, 2024, <i>Community Paper</i> conducted an interview with Community Engagement Department Head Genevieve Traas, for a future story on the library's book bicycles and community engagement efforts. 		

3. Use blogs to share the library's story more effectively

Progress	Champion	Updated
<p>Between January 1, 2024 and April 1, 2024, the Marketing and Public Relations Department published 15 posts to the library's blog. In addition to the monthly note from Library Director Steve Powell, there were posts introducing new partners to the Local Wanderer program, including Hannibal Square Heritage Center and the Orlando Philharmonic, a post about how the library's book bike has been bringing library materials into a 55+ community in Winter Garden, a post about the South Creek Branch's new community garden, a post about a new language-learning platform the library offers for children, and a post about the Women in the Arts Expo being hosted in the Melrose Center during Women's History Month.</p> <p>During National Library Week, April 7-13, 2024, the department plans to post one new blog daily about various aspects of library work and service.</p>	Erin Sullivan	4.24
<p>Stories from Books & Beyond are published in the OCLS blog, for easier sharing on social media. In 2024, Marketing and Public Relations is increasing the number and type of stories that will appear in Books & Beyond, so that people who may not receive the print publication are able to access those stories, which highlight library services, staff and stories.</p> <p>Marketing and Public Relations is also working with the Community Engagement Department Head to bring more exposure to the work of their team by publishing blog posts about their efforts and their staff members.</p>	Erin Sullivan	12.23

4. Establish and test social media content pillar strategy to create educational, inspirational and entertaining posts that align with marketing goals

Progress	Champion	Updated
<p>In Q1 of FY23-24, the Digital Marketing Specialist published over 400 pieces of content across Orange County Library System's social media channels, including Instagram, Facebook, X, LinkedIn, YouTube, and TikTok (deactivated in February 2024). The content pillars outlined below filter ideas to help the algorithm categorize content to get information in front of customers. This strategy has helped increase engagement by 10.8 percent, compared to Q1 of FY22-23.</p> <p>Educate Share valuable and interesting library information with followers to help them Learn, Grow and Connect with the library. Post topics included:</p> <ul style="list-style-type: none"> •Hispanic Heritage Month Cuisine Corner tutorial videos •OUC Book Bike Announcement •Library of Things Fiber Art kits •Mayor's Toy Drive Customer Spotlight, branch donations highlights, •Monthly Digital Resource spotlights: Kanopy and Libby •Staff Spotlights: "Name that Branch" series, staff pumpkin challenge, Branch book displays <p>Entertain Post content that will entertain followers and make content resonate with them to increase engagement and shares. Includes collaborative posts with library partners. Posts included:</p> <ul style="list-style-type: none"> •Trick or Treat Safe Zone with Orange County Regional History Center (13,364 views, 233 likes, 28 shares) •Centennial Ale Beer Commercial with Ivanhoe Brewing Co. (22,258 views, 518 likes, 167 shares) •Orlando Ballet "The Nutcracker" Storytime promo video (11,287 views, 327 likes, 60 shares, 17 saves). •Library Mascot Squirt dancing with OCFL Mayor's toy drive. Trending dance with local mascots, including the Solar Bears, City Parks & Recreation, and University of Central Florida (8,599 views, 318 likes, 61 shares) <p>Inspire/Relate Show your audience that the library understands their struggles and inspires library usage and advocacy. Posts included:</p> <ul style="list-style-type: none"> •Your Library, Your Voice Survey •Monthly Job opportunities at OCLS and CFEC Job Fair opportunities •Instagram Reel Trends: top posts include "Happy Birthday Cards" OCLS 100 (5,936 views, 187 likes, 19 shares), It's Our Birthday notable people in the 	<p>Erin Sullivan</p>	<p>4.24</p>

Progress	Champion	Updated
community saying HBD to the library (4,870 views, 293 likes, 29 shares) What's your go-to bookmark? (5,115 views, 147 likes, 33 shares).		
A new Marketing Manager was hired in January 2024, and she will work with the Digital Marketing Specialist to plan content that supports the pillar strategy.	Erin Sullivan	12.23

C. Community outreach that builds awareness

1. Develop outreach plan for new community engagement department

Progress	Champion	Updated
The Community Engagement team continued to explore new partnership opportunities, including working with the UCF Mighty Knights, United Against Poverty, and expanding offerings to Leu Gardens, among others. In the second quarter, the team attended 68 Community Events, connecting with over 7,000 people and hosted 348 offsite events, bringing library programming to over 11,500 people. The Social Worker team provided assistance to over 900 people and over 6,000 people attended a library storytime in their community.	Danielle King	4.24
The Community Engagement leadership team has been working to bring the larger work groups of Storytellers, Social Workers, and Outreach staff together. This is inclusive of developing regular communication channels and updating policies and procedures for each group. By the end of the first quarter most of the basic infrastructure for the department had been set, including the creation of calendars and reporting structure. Each of the larger work groups are collaborating on a goal statement which they will present in a January meeting to the department. Guidelines for establishing and maintaining partnerships have been created and the team is actively working to create regular outreach events across the county. In the first quarter, the team attended 108 Community Events, connecting with 10,993 people, and hosted 342 Offsite Events, connecting with 13,114 people.	Danielle King	12.23

2. Roll out the OCLS book bike service

Progress	Champion	Updated
During the second quarter, the book bike saw more visits out into the community as the team explored methods of use and established new partnerships. The two bikes travelled to 18 different outreach events, connected with 1,980 people, checked out 105 items and registered numerous people for cards. The OUC bike spent a long weekend at the Orlando Science Center for the Spark STEAM event, their largest of the year. The OUC bike now makes monthly trips to Lake Eola and the East End Market to sign people up for cards and check out items, as well as regular trips to the Orlando Philharmonic. The Winter Garden bike continues to visit Hyde Park Village, Horizon West, and the town of Oakland.	Danielle King	4.24

Progress	Champion	Updated
<p>OCLS has two book bikes that bring books and services to the community. The first bike, sponsored by the Sorosis of Orlando Woman’s Club made its debut in July 2023. The second bike, sponsored by OUC, debuted in November 2023 to coincide with their 100-year celebration. The Community Engagement Department (CED) developed bike safety training for all staff who would use the book bikes. All outreach staff and other key staff members across the system will have completed this training by the end of January 2024. Staff who have completed the training are using the book bikes for outreach events and a calendar has been created to track and book the bikes.</p> <p>The Sorosis Club bike, housed at the Winter Garden Branch, makes regular trips to the Oakland Farmers Market and the Hyde Park Village, in addition to other events each month. The OUC book bike made its debut on November 8th at the City of Orlando STEAM Night. It was also on display at the OUC Half Marathon held at Lake Eola and the OUC Family Day at the Regional History Center.</p>	Danielle King	12.23

3. Research, design and purchase a bookmobile

Progress	Champion	Updated
<p>The bookmobile vendor ranking was brought to the Library Board of Trustees meeting for approval on January 11, 2024. The procurement committee determined the following ranking:</p> <ol style="list-style-type: none"> 1. Matthews Specialty Vehicle 2. Farber Specialty Vehicle 3. LDV, Inc. <p>It was determined that Matthews Specialty Vehicles was the most qualified to design and build OCLS’ bookmobile. They had a clear understanding of the scope of work, and met the qualifications for quality, timeliness, references, and price. The Library Board approved the project, approved the vendor ranking, approved the budget of \$363,000 and authorized staff to execute a contract with Matthews Specialty Vehicles. OCLS worked with Matthews on contract negotiation and an agreement was signed on March 27, 2024.</p>	Danielle King	4.24
<p>The library formed a new Community Engagement Department in March 2023, whose mission is to bring library services, programs, and materials into the community through outreach. A library bookmobile will be part of this effort to help remove barriers for community members who may not have access to library services.</p> <p>In January 2023, the Sorosis of Orlando Woman’s Club generously donated \$100,000 to be used to support mobile services, including bringing back a bookmobile to Orange</p>	Danielle King	12.23

Progress	Champion	Updated
<p>County residents. OCLS matched this donation and committed another \$100,000 in the budget for the bookmobile. The Community Engagement management team researched various bookmobiles and wrote an RFP for the design and build of a bookmobile. The RFP was posted publicly on October 30, 2023, with a due date of December 15, 2023.</p> <p>OCLS received five written proposals from vendors. The procurement committee met on December 28, 2023, and evaluated each of the proposals on key criteria which included scope of work, qualifications & experience, references, project schedule, and cost & fees. The vendor ranking will be brought to the January 2024 Library Board of Trustees meeting for approval. Following Board approval, staff will execute a contract with the selected vendor.</p>		

D: Create a business intelligence strategy

1. Design data models required

Progress	Champion	Updated
<p>The Data and User Services department continue to evaluate and learn about all OCLS current data collection processes and systems. This information and analysis continue to build on knowledge of understanding in order to eventually build proper data models moving forward.</p>	Lynette Schimpf	3.24
<p>OCLS is leaning towards Power BI and once it is active and training complete, the Data and User Services department will begin evaluating data modeling needs.</p>	Lynette Schimpf	12.23

2. Design data collection workflows

Progress	Champion	Updated
<p>The Data and User Services department evaluated the Customer Interaction Statistics process. The workflow to collect this data was redesigned to be a more efficient and accurate process. This new process was successfully relaunched as “Reference Statistics” in March 2024.</p>	Lynette Schimpf	3.24
<p>The Data and User Services department is currently evaluating the collection workflow for Customer Interaction Statistics (CIS). They plan to implement the new CIS process in March.</p> <p>The Data and User Services department is currently documenting OCLS statistics and collection methodologies in order to evaluate all datapoints and redesign collection workflows.</p>	Lynette Schimpf	12.23

3. Create data infrastructure

Progress	Champion	Updated
The Data and User Services department continue to learn the capabilities of Power BI and how this program can best serve OCLS as we explore data collection processes. PowerBI is currently being utilized to build out infrastructure for statistics and will be utilized to build a new Board of Trustees dashboard in 2024.	Lynette Schimpf	3.24

The newly hired Data Analytics Specialist is in the process of learning Power BI and has indicated this system as a strong possibility for OCLS business intelligence needs

Lynette Schimpf

12.23

The Data and User Services department is evaluating current policies and practices relating to data management, storage, and accessibility.

Deliver experiences that offer opportunities to help the community learn and grow

A. Kindergarten preparedness

1. Expand caregiver connect targeting specific age groups.

Progress	Champion	Updated
In the second quarter, the Youth Services department assessed potential locations for expanding Caregiver Connect.	Sara Gonzalez	3.24

In the first quarter, the Youth Services Department surveyed Caregiver Connect programs systemwide to identify the geographical and attendance demographics. It will use this data to develop a systemwide survey and metrics for identifying areas of growth.

Sara Gonzalez

12.23

2. Explore opportunities for expanding Countdown to Kindergarten in non-traditional settings.

Progress	Champion	Updated
In the second quarter, the Youth Services Department completed the evaluation of its Countdown to Kindergarten materials and is developing training for an offsite option of the series. The Youth Services Department will hold a training session for all Outreach Specialists next quarter.	Sara Gonzalez	3.24

In the first quarter, the Youth Services Department evaluated the existing Countdown to Kindergarten materials to identify mobility and accessibility options when hosting the initiative systemwide. The Youth Services Department is exploring options for expanding Countdown to Kindergarten to include bilingual, virtual, and offsite offerings.

Sara Gonzalez

12.23

B. Early and family learning

1. Evaluate and expand teen offerings.

Progress	Champion	Updated
In February, the Youth Services Department hosted a special focus group that connected seven members of the Teen	Sara Gonzalez	3.24

Progress	Champion	Updated
Advisory Board with the Strategic Planning Committee. The teens provided valuable insights into the needs and interests of teen customers.		
The Youth Services Department expanded teen engagement by facilitating the OCLS High School Advisory Board's participation in a focus group hosted by the Strategic Planning Committee. The data generated from this focus group will provide the committee with data on their distinct programming and learning needs.	Sara Gonzalez	12.23

2. Create metrics for evaluating early and family learning events.

Progress	Champion	Updated
In the second quarter, the Youth Services Department manager started to design training and evaluation metrics for youth programming.	Sara Gonzalez	3.24
In the first quarter, the Youth Services Department manager held one-on-one meetings with Youth Program Specialists and Librarians systemwide and assessed OCLS's existing process for creating and evaluating youth programming. Throughout the fiscal year, the Youth Services Department will utilize this data to design training and evaluation metrics for youth programming.	Sara Gonzalez	12.23

C. Provide experiences to enhance life skills

1. Explore opportunities to expand offerings to older adults

Progress	Champion	Updated
The Events and Programs Department explored opportunities to expand offerings to older adults by partnering with the Orange County Office of Aging to bring two series and several stand-alone events to the Library.	Leasha Tavernier	3.24
At the Orlando Public Library, the Events team offered the Life Information for Elders series and presented: <ul style="list-style-type: none"> How to Maintain a Healthy Brain - LIFE Information for Elders Transportation Safety for Seniors - LIFE Information for Elders What Parks and Recreation Have to Offer - LIFE Information for Elders At the Hiawassee Branch the Events team offered the Life Information for Elders Branching Out Series: <ul style="list-style-type: none"> Maintaining Healthy Relationships with Your Adult Children - LIFE Information for Elders Branching Out Series Health Events were presented and marketed to older adults at the Southwest Branch each month during the quarter: <ul style="list-style-type: none"> Qigong Movement and Breathing 		

- **Beginner Line Dancing**

The Events team also offered several stand-alone events for older adults at the Orlando Public Library and various branch locations:

- **At Home In Home: Thriving In Place**
- **Taking the Con Out of Consumer: - Safeguard Yourself from Scams**
- **Adultos Mayores, 5 Pasos para Simplificar tu Vida**

Additionally, events were provided for older adults offsite:

- **The Southwest Branch visited Brookdale Senior Living Center five times this quarter and presented a basic brain and fitness program for residents in the memory care center.**
- **The Fairview Shores Branch visited Silver Lakes Village and hosted events including jewelry making, bingo games, and technology help.**
- **The Community Engagement Department hosted 50 events for seniors in the second quarter, interacting with over 1050 attendees. The team hosted a variety of technology classes, adult storytimes, prepared interactive history lessons and lead cooking classes, among other offerings. Events are offered monthly at partner locations like Citrus Gardens, HearthStone Assisted Living, and West Orange Seniors.**

The Events and Programs Department explored opportunities to expand offerings to older adults by partnering with the Orange County Office of Aging to bring two series of events to the Library.

Leasha
Tavernier

12.23

At the Orlando Public Library, the Events team offered the Life Information for Elders series and presented:

- **Elders Navigating the Tax Collector's Office - LIFE Information for Elders**
- **What are the 5 Components of Estate Planning? - LIFE Information for Elders**
- **LIFE Information for Elder's End of Year Celebration**

At the South Trail Branch the Events team offered the Life Information for Elders Branching Out Series event:

- **Orange County Sheriff's Office Senior Programs - LIFE Information for Elders Branching Out Series**

Additionally, events were provided for older adults offsite:

Progress	Champion	Updated
<ul style="list-style-type: none"> •The Fairview Shores Branch visited Silver Lakes Village and hosted events that included bingo games and craft activities. The Southwest Branch visited the Memory Care Center at Brookdale Senior Living to lead mental and physical fitness classes for residents. •The Community Engagement Department hosted events for seniors, including a variety of technology classes, device advice, interactive history lessons, and lead cooking classes. Events were offered at partner locations like Claudia Allen Senior Center, Brookdale Senior Center, and Sanitas Medical Center. 		

2. Evaluate the success of technology class offerings throughout the library system

Progress	Champion	Updated
<p>Adult services managers visited five locations for feedback and improvement ideas on adult technology classes. The Adult Services department implemented new procedures for updating adult class content including translating class content into Spanish. Trainers who volunteered to participate in the process met with the Adult Technology Specialist to discuss current class issues, time frame of the revision, expectations, and to schedule subsequent check-ins up to the agreed deadline. Nine trainers from seven locations are currently participating in the project. Six classes have been updated, four classes have been translated into Spanish, and fourteen classes are in the review process. Review of new class suggestion procedures continues.</p>	<p>Leasha Tavernier</p>	<p>3.24</p>
<p>Adult Services managers visited nine locations for feedback and improvement ideas on adult technology classes. Additionally, a survey was sent out to all technology trainers for feedback on current adult technology class offerings. Utilizing the data from the survey, historical attendance numbers, and frequency of offerings, a plan has started for improving adult classes going forward including suggestions on which classes to archive and which to update. This plan was shared with both technology trainers and managers. Additionally, the Adult Services department implemented a trial to develop new procedures for updating adult class content. The calendar of adult class promotions for publicity was updated and sent to all technology trainers. Adult Services has also begun a review of new class suggestion procedures including procedures for sharing Discovery Lab content with all trainers.</p>	<p>Leasha Tavernier</p>	<p>12.23</p>

3. Continue to explore grant/award opportunities

Progress	Champion	Updated
<p>The library was awarded the Thinking Money for Kids Program Kit from the American Library Association and the FINRA Investor Foundation. The Program Kit is a collection of vetted resources to help libraries teach financial education concepts for children ages 3 to 12, both in the library and in children’s homes.</p> <p>The library applied for the \$1,200 Latino Poetry: Place We Call Home Grant from the Library of America with support from the National Endowment for the Humanities to fund scholar-moderated discussions and other events.</p>	Leasha Tavernier	3.24
<p>The library applied for the Florida Humanities Book Festival Grant to help fund the 2024 Orlando Book Festival Keynote Speaker. The library was awarded the \$10,000 Grant in November.</p>	Leasha Tavernier	11.23

D. Provide service delivery via technology

1. Evaluate scanner and fax services

Progress	Champion	Updated
<p>Reports continue to be set up for measuring metrics around our services. As these continue, IT Services has also been evaluating the tech stack for our public services. Currently new and updated printers are being tested for improved experience and capabilities for our customers. These printers will be refreshed once testing has been confirmed with our systems.</p> <p>Multiple vendor meetings have been set up to explore additional faxing and scanner services. This will help explore opportunities in this space for an update to the current infrastructure or a replacement of systems to offer more features for customers.</p>	Steve Powell	3.24
<p>The current initiative for our evaluation is focused around increased reporting metrics for usage of our scanning and fax machines. These metrics will help provide insight into how often particular machines are being used, which features are used the most frequently, and even help show machines that may need maintenance or replacement. Currently the frequency and type of reports have been determined and the IT team is working with vendors to automate these reports each month. Once the reports are set up we will focus on making sure any equipment adjustments considered while moving forward will align with how these are utilized and ensure that our updates will benefit our customers.</p>	Steve Powell	12.23

2. Finalize contract/start network and network hardware replacement

Progress	Champion	Updated
<p>We have started the procurement phase for our new network hardware. Last quarter we detailed out our desired network map with equipment models needed.</p>	Steve Powell	3.24

Progress	Champion	Updated
With most of this hardware applicable to the ERate process we applied for this during Q2. Multiple bids were received and a decision was made on proceeding. Once everything is finalized and approved for the purchase the IT Services team will begin to receive the equipment. This will then begin the implementation and migration process for the network.		

During the last quarter we met with multiple vendor teams which helped the IT team narrow down the specific network architecture desired. Network equipment has been tested with a replicated network of how a migration would be performed and shows that the equipment decided on will meet our needs. The IT team also performed bandwidth analysis of current and future traffic expectations to plan this hardware to enable us to grow and continue to provide great service for staff and customers. With the testing completed, model finalization is underway and during this upcoming quarter we will be starting the procurement process and moving forward with kicking off our network hardware refresh throughout this year.

Steve Powell 12.23

3. Explore smart home integration with library services

Progress	Champion	Updated
No update for this quarter.	Steve Powell	3.24
No update for this quarter.	Steve Powell	12.23

E. Partner with schools

1. Research possibilities for school night events (i.e. STEM/Literacy Nights) at library locations

Progress	Champion	Updated
Based on feedback from recent community surveys, additional opportunities to partner with school groups on themed events is being developed and will be implemented next quarter.	Sara Gonzalez	3.24

On October 19, 2023, the Youth Services Department partnered with Lake Eola Charter School to host "LEC's Literacy Night." It provided a curated book tasting and technology exploration for 38 attendees at the Orlando Public Library. In December, Melrose hosted 15 AV students from SunRidge Middle School. Melrose staff led the group through activities in front of and behind the camera in the Video Studio, and also worked a production station set up at the LED Wall where the group learned about virtual production techniques.

Sara Gonzalez 12.23

2. Evaluate the effectiveness of the school liaison program.

Progress	Champion	Updated
To evaluate the effectiveness of the school liaison program and gather data on the liaison's recent experience, the Youth Services Department is	Sara Gonzalez	3.24

Progress	Champion	Updated
developing a survey to be sent to school liaisons next quarter.		
<p>During the week of November 13-17, 2023, OCPS hosted Teach-In events. OCLS school liaisons visited 37 schools and interacted with 4,122 students and staff, leading to an annual increase of 3 schools and 1,824 additional students. To evaluate the effectiveness of the school liaison program and gather data on the liaison's recent experience, the Youth Services Department is developing a survey to be shared systemwide.</p>	Sara Gonzalez	12.23

F. Foster Innovation & New Services

1. Continue to expand the library of things collection

Progress	Champion	Updated
<p>The Library of Things committee worked on expanding the collection by adding Citizen Science Kits. The kits contain everything needed to gather data for a specific science project, encourages participation in the scientific method, and allows families to contribute to real-world research by sharing their findings with scientific organizations. Launched April 1, OCLS has four different kits available at each location: Exploring Biodiversity, Measuring Light in the Night, Observing Pollinators, and ZomBee Hunting.</p> <p>The blood pressure monitor kits donated by the American Heart Association (AHA) have circulated 134 times since the beginning of the program. February was American Heart Month and OCLS partnered with the American Heart Association and HCA Florida Healthcare to expand the Libraries with Heart program. In addition to offering blood pressure monitoring kits for checkout, trained OCLS staff hosted in-person programs at several branches and in the community on how to properly take and monitor your blood pressure. 250 people attended these hands-on demonstrations. The goal of the program is to educate communities about heart-healthy habits and to increase access to blood pressure monitors. On February 27, Dr. Lee from HCA Florida Healthcare made a special appearance at the Eatonville Branch's blood pressure event. 34 community members participated in Eatonville's event including Eatonville's Mayor Angie Gardner and Eatonville's Chief Administrative Officer and staff.</p> <p>The Library of Things website got a new look this quarter and now features materials carousels for ease of use for customers and staff.</p>	Erica Grant	4.24
<p>The Library of Things collection expanded this quarter with the addition of fiber art kits. On October 16, 2023, each</p>	Erica Grant	12.23

Progress	Champion	Updated
<p>location received 6 aluminum crochet kits, 2 ergonomic crochet kits, 6 circular knitting kits, and 2 straight needle knitting kits. The goal of the fiber art kits is to encourage customers to take the fiber art classes and then check out the kits to practice at home. This quarter, 72 kits have been checked out.</p> <p>The American Heart Association (AHA) donated an additional 40 blood pressure monitor kits in October. The kits were distributed to the Windermere, Eatonville, and Community Engagement Department. In addition, in December the AHA donated an additional 25 kits to be distributed to more locations. The kits are currently being processed and will be sent out to their home location in January. Staff from AHA hosted a train the trainer session for OCLS staff on how to use the blood pressure monitors. Staff from the adult services department and the community engagement department used this training to develop a script for staff to use to provide programming for the community on heart health. Two community events sharing information on to use the blood pressure monitor kits were held in October and November. There was a total of 134 attendees for both events.</p>		

2. Evaluate outdoor programming at select locations

Progress	Champion	Updated
<p>The continued evaluation of outdoor programming has underscored the innovative approaches branches employ to actively involve their communities in our outdoor spaces. Chickasaw, Windermere, and Winter Garden have collectively hosted 19 programs that served 786 participants in their outdoor space. Programs like “Parachute Play,” “StoryWalk,” and “Eggstravaganza” attracted families to the library, fostering community engagement and participation. The South Creek staff were delighted to make use of their newly acquired outdoor space. Throughout the second quarter, they orchestrated a diverse array of programs, such as “Bubble Playtime,” “Kid’s Field Day,” and “South Creek Plant Swap.” Among these, the “Plant a Butterfly Garden” program stood out, highlighting the space’s potential. This preschool event involved children in an immersive storytime followed by hands-on participation in the garden, where they planted milkweed and flowers to attract butterflies. Throughout this quarter, South Creek offered 7 outdoor events for 179 attendees.</p>	<p>Erica Grant</p>	<p>4.24</p>
<p>The evaluation of outdoor programming at select locations highlights various engaging activities conducted during this quarter. Nine viewing parties were organized across different library locations, attracting 1377 attendees to view the October Annular Eclipse. Winter Garden featured outdoor events such as “Parachute Play” and “Bubble Playtime” throughout the quarter for 164 participants. In complement to</p>	<p>Erica Grant</p>	<p>12.23</p>

Progress**Champion Updated**

our diverse outdoor programs, the West Oaks branch proudly unveiled its newly completed outdoor mural. This vibrant masterpiece serves as a distinctive backdrop, enhancing the outdoor space and providing another compelling reason to enjoy the beauty of the garden.

Notably, South Creek focused on enhancing their outdoor space by installing six raised garden beds for spring programs. Staff initiated planting activities and cultivated seeds, vegetables, herbs, and flowers to deepen their understanding of gardening. Facility improvements included the installation of a new exit door for customers to access the patio space and an additional security camera for enhanced coverage. Future outdoor programs are already in the planning stages, with scheduled events anticipated for March 2024.

3. Explore offering notary services

Progress**Champion Updated**

As we continue to explore providing notary services, logistical challenges are an ongoing concern. Maintaining consistent delivery of this service presents limitations that would need to be addressed. At this time, a reasonable solution has not been found, but we will continue to explore this idea as we look for ways to support the community we serve.

Erica Grant**4.24**

The potential inclusion of notary services in the library's range of services is an ongoing conversation. There are logistic and liability issues to consider regarding the implementation of this service. These factors are actively under examination as we work towards a comprehensive understanding of the feasibility and implications involved.

Erica Grant

12.23



**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

**Director's Goals FY 2024:
2nd Quarter Update**

Director's Goals FY 2023 – 2024

2nd Quarter Update

GOALS

1. Develop and Implement a New Strategic Plan

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

1st 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 with 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 with 297 participants

2nd Quarter

01/29/2024 The Strategic Capacity Assessment was delivered
01/31/2024 In-person and virtual focus groups (12 total) were conducted with the community and staff
03/04/2024 The Learning Report was delivered and shared with staff. This report contains a summary of the collected information, feedback and more from the one-on-one interviews, surveys from both staff and the community, and the focus groups.
03/22/2024 Staff retreats are complete with 129 in-person and 171 virtual participants. Admin and Board retreats are scheduled for April.

2. Create and Implement a New Statistics Dashboard

1st Quarter

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

2nd Quarter

02/07/2024 Meeting to review a potential statistics page with charts and graphs
03/22/2024 A second pass at a new statistics page was presented

3. Identify, Design, and Order a Bookmobile

1st 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

2nd Quarter

01/18/2024 The Board approved the vendor ranking and project budget.

03/27/2024 The vendor and library came to terms and signed a contract.

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

1st Quarter

11/17/2023 Finalized Project Brief

2nd Quarter

01/08/2024 The project managers Lynette Schimpf, Chief Project Officer, and Thomas Beaver, IT Services Department Head, held a project kickoff with HR and finance staff.

02/05/2024 Project meeting to discuss and determine software requirements. The team identified 15 firms that should be considered.

03/31/2024 The project managers are meeting with different vendors to evaluate software platforms and will bring the evaluations back to the team.

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

1st Quarter

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

2nd Quarter

03/31/2024 I have reviewed all the current board-approved policies and am working on a proposal to the Board to reduce the number of policies they would be responsible for approving.

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

1st 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.

2nd Quarter

03/31/2024 Admins and some department heads are reviewing current job descriptions against potential job summary comparisons to establish benchmarks for pay comparisons.

CAPITAL PROJECTS

1. Horizon West Branch

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

1st 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

2nd Quarter

02/23/2024 The Opening Day Collection Request for Proposal was advertised.
 03/07/2024 Gopher tortoise relocation permit issued
 03/31/2024 Worked throughout the quarter with the contractors and architect teams to finalize drawings, identify and select value engineering items, and complete the interior design details.

2. Lake Nona Branch

- a. Continue the design process

1st Quarter

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

2nd Quarter

03/13/2024 Received 60% drawings
 03/27/2024 Reviewed the 60% drawing with the contractor and architect teams

3. Main Library Third Floor Meeting Rooms Refresh

- a. Complete the work on time and within budget

1st Quarter

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

2nd Quarter

03/15/2024 Final inspections passed and a certificate of occupancy issued.
 03/25/2024 Folding door installed, project complete.

4. Main Library Exterior Lighting Project

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

1st 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

2nd Quarter

01/29/2024 Plans passed the architectural review board. The architect will finalize the drawings and submit them for a permit.

5. Main HVAC Controls

- a. Complete the work on time and within budget

1st 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

2nd Quarter

The project is 60% complete and is on track to be completed by the September 30, 2024 deadline.

6. Main Library Roof Replacement Project

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

1st Quarter

11/16/2023 Permitting in progress

2nd Quarter

03/13/2024 Roofing Contractor Services RFQ advertised

03/29/2024 Pre-response conference and mandatory site visit attended by 10 potential contractors

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

1st 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

2nd Quarter

02/02/2024 Architect and contractor responses due

02/29/2024 Architect oral presentations

03/01/2024 Architect ranking announced

03/05/2024 Contractor oral presentations

03/12/2024 Contractor ranking announced

03/14/2024 Architect and contractor ranking approved by the Board

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

Director's Report

Director's Report: April 2024

On March 30, 107 customers gathered in the Melrose Center to participate in the Women in the Arts Expo. Attendees, which included artists, arts administrators, and representatives from various arts organizations, networked and learned about the different roles in the art scene. Katherine Page, the Curator of Art and Education at the Mennello Museum of American Art, joined the dynamic discussion to share insights about her work as a curator and educator. Other art organizations in attendance included the Orlando Museum of Art, Art & History Museums of Maitland, Rollins Museum of Art, and the Hannibal Square Heritage Center, among others.

During March, OCLS hosted multiple staff retreats as part of our Strategic Planning process. Retreats were open to all staff, and they were offered in both virtual and in-person formats so we could gather as much feedback as possible about the work we do and how we do it. We had a fantastic turnout at the retreats, with 129 staff attending an in-person session and 171 attending a virtual session, for a total of 300 participants in all.

We conducted one of our retreats in Spanish, to make them accessible to staff who preferred to have that option. We had 11 staff attend the Spanish-language retreat, and we received feedback that they were very appreciative to have been included.

Our Library of Things program is growing. Beginning on April 1, cardholders could check out Citizen Science Kits, which contain everything needed to gather data for a specific science project. The kits encourage participation in the scientific method and allow families to contribute to real-world research by sharing their findings with scientific organizations. There are four different kits available for checkout: Exploring Biodiversity; Measuring Light in the Night; Observing Pollinators; and ZomBee Hunting. The launch of the kits coincides with Citizen Science Month.

This week, we're celebrating National Library Week. Every year, the American Library Association encourages libraries to highlight what they do to bring value to their communities during this week. Every day of the week, our Marketing and Public Relations Department is posting a new blog about a library service or initiative to help showcase our work. We'll be sharing messages on social media, and we're closing the week with an exciting author event – New York Times bestselling author Lauren Groff will be at the Southwest Branch on April 12 for our annual Southwest Author Series presented by the Rotary Club of Dr. Phillips. We're happy to report that the event is completely sold out.

Recent System-Wide Events **Community Engagement**

- On 1 March, Community Engagement Staff brought a bilingual storytime to 78 children at John Bridges Community Center in Apopka.
- On 10 March, Community Engagement Staff provided storytimes in the children's area of Lake Eola Park, bringing the magic of storytelling to 57 attendees.
- On 12 and 20 March, Community Engagement Staff visited retirement living facilities in the county, delivering storytimes to 23 seniors.

- On 23 March, Community Engagement Staff visited Bike Life Cafe, bringing information about the library and book checkout to 24 attendees.
- On 27 March, Community Engagement Staff brought a bilingual storytime to 30 attendees at the Green Day Learning Center in Orlando.
- In March, Community Engagement Staff visited 18 Head Start locations around the county, bringing storytimes and fun to 692 children. This month the children each received a personal copy of the book, "Ten Wiggly, Wiggly Caterpillars" donated by the Friends of the Library.

Alafaya

- On 7 March, Alafaya attended "Teach-In" for kindergarten, 1st grade, and 3rd grade classes at Timber Lakes Elementary School. Ninety-one students and teachers listened to stories from the Sunshine State List.
- On 19 March, Alafaya hosted "Hello, Spring!" to learn and explore the change in seasons. There were 51 attendees.
- On 20 March, Alafaya hosted "Spring Flowers Floating Frames!" as a part of their on-going Crafternoon series. There were 16 customers in attendance.
- On 23 March, Alafaya hosted "READING Paws," helping young library users develop their reading skills with a therapy dog. Thirteen customers attended, including two who received their certificates and medals for participating in the program.
- On 23 March, Alafaya hosted "Honeybees and Beekeeping," with 10 customers attending.
- On 25 March, Alafaya staff attended "Career Day," at University High School. Fifty-eight students learned how to develop their resumés, conduct job searches, and practice interviewing.
- On 25 March, Alafaya hosted "Move and Play." This interactive music program was attended by 13 customers.
- On 26 March, Alafaya hosted "Bear's Shadow." This eclipse program featuring shadow puppets was enjoyed by 56 customers.
- On 29 March, Alafaya hosted "Animal Crossing Shrinky Dinks." Based on the cult classic video game, 19 customers enjoyed making a take-home keepsake.
- In March, the Alafaya Branch served as an Early Voting location for the Presidential Preference Primary with 1127 casting their votes.

Chickasaw

- On 2 March, Chickasaw staff attended "Commissioner Gray's Spring Festival" where they shared information about library resources with 196 participants.
- On 6 March, Chickasaw staff presented "Artsy Toddler: Flowers and Gardens" to 36 preschoolers who enjoyed stories, songs, and exploring age-appropriate art.
- On 9 March, Chickasaw staff presented "Design Your Own Solar Cupcakes" to 46 kids and their caregivers who explored the sun and solar system by modeling a cupcake.
- On 20 March, Chickasaw staff presented "Hoppity-Hop-Hop!" to 58 attendees that hopped along with a story and sensory activities full of fun for everyone.
- On 23 March, Chickasaw staff hosted "Eggstravaganza." A total of 153 customers participated in storytime, games, and an egg hunt inside and outside the library.

- During March, Chickasaw staff distributed 680 Second Harvest Food Bank boxes to the local community.
- During March, Chickasaw staff conducted in-person “Basic English 1,” “Basic English 2,” and “English Conversation” classes, themed topics were taught to develop the English language skills of 352 participants.
- In March, Chickasaw staff presented two “Caregiver Connect: Stay and Play” events where 72 early learners and caregivers connected with other kids and their families.
- In March, Chickasaw staff distributed 300 craft kits to families. The kits included Dr. Seuss Birthday and Astronaut crafts, and a spring activity packet.
- Throughout March, hosted “Social Worker @ the Library” where 39 customers received assistance with social and government services.

Eatonville

- On 7 March, Eatonville celebrated Women’s History Month with “Mae Among the Stars,” where 30 children gathered to learn about Mae Jemison the first African American woman to travel into space.
- On 9 March, Eatonville presented “Herstory: The Art of Being Barbara.” The conversation with Barbara Chandler, one of Orlando’s 2023 Leading Ladies, was enjoyed by 31 attendees.
- On 11 March, Eatonville celebrated the upcoming eclipse with “Design Your Own Solar Cupcakes” for 25 students who decorated cupcakes inspired by the Sun!
- On 16 March, Eatonville shared information about library resources, services, classes, and programs with 44 residents at “Eatonville Neighborhood Center for Families Open House.’
- On 19 March, Eatonville facilitated “Spring S.T.E.M.” for 26 students gathered to commemorate spring by observing and dissecting items found in nature.
- On 21 March, Eatonville offered “Cuisine Corner Junior: Dirt and Worm in a Cup” to 25 kids who created desserts while exploring critters and ecosystems that may be found when digging in dirt.
- On 25 March, Eatonville hosted a “Library Tour” for 56 students from Corbett Preparatory School.
- On 26 March, Eatonville presented “UV Kids” to 46 youth who discovered how scientists work to keep astronauts safe from radiation in space by crafting creatures with built in UV-radiation detectors.
- On 27 March, Eatonville partnered with Audubon Center for Birds of Prey to present “Backyard Birds of Prey” to 24 kids who learned about birds in their own backyard.
- During the month of March, Eatonville distributed “Passive Kits” to 95 early learners and kids.

Fairview Shores

- On 4, 11, and 18 March, 14 customers discussed new topics each week and discussed vocabulary and basic grammar during “Basic English 1” at Fairview Shores.

- On 5 March, 16 customers attended “Paw Patrol Story Time” at Fairview Shores and enjoyed storytime and a craft with Ryder.
- On 5, 12, 19, and 26 March, 144 people attended “Beginner’s Spanish for Kids” at Fairview Shores and learned verbs, vocabulary, greetings, and songs.
- On 6 March, 6 customers visited Fairview Shores for “Create Comics” to put together cool comic drawings using Comic Life. Customers learned how to change layouts, add cartoons, and write a story to make their comic drawings come alive.
- On 18 March, Fairview Shores hosted “Tea Rex Party” for 23 customers to kick off Dinosaur Week activities with stories and songs, tea and treats, crafts, and dinosaur games. There was even a special appearance and photo opportunity with a dinosaur.
- On 19 March, “Dinosaur Safari” explored dinosaurs in their habitats with stories and crafts. There were 20 customers in attendance.
- On 20 March, 17 customers attended “Dinosaurs before Dark” and learned about dinosaurs with hands-on activities.
- On 22 March, 20 customers answered trivia questions, solved puzzles, and answered riddles to “Escape from Dino Land.”
- In March, Fairview Shores staff visited with 41 seniors at “Silver Lakes Senior Community Outreach” and played games, made craft projects, and offered technical assistance.
- In March, 69 customers attended “Open Lab – Ask a Tech” at Fairview Shores and received assistance from the technology trainer.

Hiawassee

- On 2 March and 16 March, Hiawassee taught “Basic English 2” for the first time and had a total attendance of 39 students with an average of 20 students per class.
- On 20 March, Hiawassee had 21 kids and 3 adults from the All-Star Academy visit. Their visit was a surprise, but the program “Mouse Paint Storytime” was presented to them.
- On 20 March, Hiawassee hosted “Sun Cookies” which is a part of the Solar Eclipse Activities for Libraries series. We had 10 kids and 9 adults create sun-shaped cookies with candy pieces.
- On 27 March, Hiawassee hosted “Maintaining Healthy Relationships with Your Adult Children” with an attendance of 13 adults who were served Subway lunches. The seminar is part of the LIFE Information for Elders Branching Out series.
- On 27 March, Hiawassee hosted “Geometric String Art” where 10 attendees created intricate and decorative artwork.
- On 28 March, Hiawassee hosted “Eclipse Bingo” where 18 attendees enjoyed an out of this world game of family bingo. The event is a part of the Solar Eclipse Activities for Libraries series.
- On 29 March, Hiawassee hosted “Little Chef: Fruit Rockets” where 18 attendees got to enjoy their own edible rocket creations.
- During March, Hiawassee was an early voting site for the Presidential Preference Primary Election and 280 customers voted.

- During March, Hiwassee taught three “Basic English 1” classes with a total attendance of 113 students with an average of 38 students per class.
- During March, Hiwassee taught three “English for Social Interactions” classes with a total attendance of 62 students with an average of 21 students per class.

Melrose Center

On March 6th, Jose Gonzalez, Andrew Jeffries and Sky Saludes travelled to the UCF Curriculum Materials Center where they hosted *Foamsmithing Showcase* for 33 attendees. The Makerspace crew reviewed the tools and materials needed to get started, including types and sizes of foam, key software, ready-made templates, and all the steps needed to go from concept to completed project.



In collaboration with The Book Arts Guild of Central Florida, Stephanie Rodriguez led 32 attendees, including nine teens completing their Girl Scout badges, during *Bookbinding – No Sew Spine Construction* on March 14th. The event covered simple construction techniques that do not require sewing or glue to help students create artist books or handmade journals.

On March 16th, Natalia Gonzalez led a Video Meetup along with Anthony Torres and Gabriel Soltren called *Digital Cinematography*. The presentation took the 25 attendees on a deep dive into tips and tricks for film and video with the Blackmagic Design URSA 12K camera, including the use of false colors and color intensity by lighting to guide your exposure and establish the desired mood.

Marko Torres hosted *Second Saturday Improv* on March 9th with Ryan Mulcahy running stage lights and audio. The show featured Adrianna Agudelo, Clinton Hughes, Darryl Knapp, Katelyn Berrios, Melissa Bailey and Nicole Stallworth, with 42 people in attendance.

The sixth and final episode of Season 5 of *Melrose in the Mix* was filmed on March 3rd, featuring indie Hip Hop artist EyeQ. Before the performance, EyeQ was interviewed in

the Audio Studio. The show session took place on the Melrose Stage, with 34 attending. Mike Belancourt and Trevor Clark handled stage audio and recording. Ryan Mulcahy and Anthony Torres filmed the pre-show interview in the Audio Studio with Gabriel Soltren and Natalia Gonzalez assisting, and the entire Video team filmed the performance. Additionally, Ryan coordinated stage and studio lighting.



The third episode of the *Melrose in the Mix* season aired on WUCF-TV on March 21st, with the episode featuring [The Chotchkies](#). The episode, filmed and recorded in October, was edited by Ryan Mulcahy, with audio mixed by Trevor Clark.

In October, Stephanie Rodriguez taught a class attended by Tess O'Hara, the Vice-Chair of the Orlando Community Council for the National MS Society. Tess engaged Stephanie in a conversation about sharing Library events in her quarterly MS Society newsletter and on social media, and her inquiry was shared with MPR. In February, Tess had a conversation with Valerie Dawson about the possibility of us offering a couple of our *Sewing: Easy Superhero Cape* classes in March. Tess wanted to share the classes with her audience, so that participants in the upcoming MS Walk 2024 could wear capes while participating. We were able to schedule classes on March 16th and 27th, drawing nine attendees.

Michael Sweeney, Valerie Dawson and Stephanie Rodriguez attended the *Original Sewing & Quilting Expo* in Lakeland on March 14th and 15th, taking part in workshops and bringing back several ideas to expand Fiber Arts curriculum.

On March 10th, 35 customers took part in the *Greenwood Cemetary History Harvest* event held in the Melrose Center. The event was coordinated by the UCF History Department and the City of Orlando and welcomed attendees to record oral histories and digitalize artefacts related to several Orlando history topics. Mike Belancourt and Trevor Clark engineered oral history recordings in the Audio Studio. Bre Nax was stationed in the Photo Studio to help take photos of artifacts, and Stephanie Lum helped direct traffic.

Indienomicon returned to the Center on March 2nd for their monthly *Game Demo Day*, a community meetup that drew 32 attendees.

The Orlando Pen Club held a community meetup in the Center on March 17th, drawing 24 attendees.

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

Orientations and Assessments

Orientations: 45 (2) Attendees: 130 (4)

- Audio 3-12 (2-4)
- Photo 5-13
- Video 6-17
- 3D Printer 2-11
- Orion Laser Cutter 3-10
- Silhouette Cameo 1-0
- Glowforge Laser Printer 4-14
- General Orientation 5-17
- Flight Orientation/Assessment 8-19
- Driving Orientation/Assessment 9-16
- VR Learning Station 1-3

Assessments: 47 Attendees: 35

- Audio 16-11
- Photo 5-6
- Video 11-3
- 3D Printer 4-4
- Glowforge 7-7
- Orion Laser Cutter 4-4

In-Person Classes

Classes: 148 Attendees: 509

- Audio 39-113
- Photo 6-12
- Video 42-126
- Fab Lab 8-21
- Fiber Arts 29-141
- Performing Arts 9-30
- Game Design 8-59
- Show Production 7-7

Online Classes

Classes: 51 Attendees: 122

- Audio 6-3
- Photo 6-9
- Video 10-13
- Fiber Arts 3-11

- Game Design 7-35
- Graphic Design 19-51

THROUGHOUT MARCH, JUAN RIVERA HAD 14 CUSTOMERS VISIT DURING 5 DAYS OF *GAME DEVELOPMENT OPEN LAB*. THESE SESSIONS ALLOW CUSTOMERS A CHANCE TO ASK QUESTIONS AND EXPLORE THE SIMULATORS, VR LEARNING STATIONS AND GAME DESIGN CLASSES AND RESOURCES.

There were 12 *Makerspace Open Labs* in March with 238 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 8 *Sewing Open Labs* in March with 99 attendees visiting the Sewing Studio to work on their sewing projects with tools, machines and expert assistance.

There were 4 *Audio Open Labs* in March, with 4 attendees. These sessions allow aspiring artists to receive feedback and assistance from our team of audio engineers.

Studios, Spaces, Simulators

Booked out of Available Studio Sessions: Attendees

- Audio 19 of 20 sessions booked, 39 attendees
- Photo 13 of 15 sessions booked, 24 attendees
- Video 13 of 15 sessions booked, 39 attendees

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 - 88
- LED Wall - 11
- Rehearsal Space – 14
- Conference Room - 6
- Driving Simulator - 23
- Flight Simulator - 19
- Glowforge Laser Printer - 17
- 3D Printer - 7
- Orion Laser Cutter – 1
- Game Development Workstation – 2
- VR Learning Station - 3

We welcomed 143 new Members during March via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 17, we gained 160 new Members for the month.

Membership for Melrose Meetup groups increased across all groups during March:

- Orlando Audio 1,299 (+3)
- Orlando Fiber Arts Meetup 1,187 (0)
- Orlando Digital Media Design 1,760 (+3)

- Orlando Melrose Makers 203 (+2)
- Orlando Out Tonight Theatre 3,100 (+2)
- Orlando Photo+Design 3,861 (+1)
- Orlando Video & Post Production 2,753 (+18)

North Orange

- On 5, 12, 19, and 26 March, North Orange staff hosted “Virtual: Basic Spanish” with online participants who sought to expand their Spanish speaking skills. On average, the class hosted 30 participants.
- On 9 March, North Orange hosted a “Mario Day Celebration” event filled with games and crafts based on Mario, Luigi, Princess Peach, and other Super Mario World friends. The event attracted 95 participants.
- On 12 March, North Orange hosted “Homeschool Explorers” for 35 customers.
- On 16 March, North Orange hosted a “Puzzle Swap” where 28 attendees traded their completed puzzles for new sets brought by other attendees.
- On 16 March, North Orange partnered with the Friends of the Library bookstore to host a “Sidewalk Sale” with 35 customers.
- On 22 March, North Orange hosted “Kids Yoga & Calm Corner Crafts: Sensory and S.T.E.A.M” with 67 attendees.
- On 30 March, North Orange hosted an “Eggs-treme Egg Hunt.” Kids searched the branch for eggs while earning a prize. A total of 96 attendees joined in the hunt.
- Throughout March, North Orange distributed 340 boxes of food for children and families through the Second Harvest Food Bank.
- Throughout March, North Orange staff hosted 15 English classes of various levels to a total of 148 students.

Orlando Public Library

- On 2 March, 60 aspiring writers learned how to write faster with New York Times bestselling author Ginny Myers Sain. They learned tips and tricks for working with a tight deadline and how to boost their daily word count during the event “Write, Faster, Not Longer.”
- On 3 March, 34 customers attended “Melrose in the Mix: EyeQ” at the Melrose Center stage, where staff recorded and filmed the show and a studio interview for an upcoming TV episode.
- On 4 March, the Youth Services Department partnered with a local business, Pattie Lou Donuts, to provide 24 children and caregivers attending Caregiver Connect with sweet treats at the Orlando Public Library. Owner Kobina Amoo regularly attends Caregiver Connect” with his child and wanted to offer free donuts as an act of kindness and support for fellow caregivers and the library.
- On 6 March, 33 customers attended the Melrose Center staff’s “Foamsmithing Showcase” at the UCF Curriculum Materials Center.
- On 9 March, 126 customers enjoyed a classic retelling of the “Ugly Duckling presented by the Central Florida Ballet” at the Orlando Public Library.
- On 9 March, 42 customers attended “Second Saturday Improv” at the Melrose Center stage.

- On 10 March, Adult Services staff participated in College Park's Sunday in the Park event sharing various library resources with 185 attendees.
- On 10 March, 35 customers took part in "Greenwood Cemetery History Harvest", held in the Melrose Center. The event was coordinated by the UCF History Department and the City of Orlando and welcomed attendees to record oral histories and digitalize artefacts related to several Orlando history topics.
- On 12 March, 92 customers joined author and organizer Jamie Novak and learned how to declutter during the "How to Catch up: 7 ways to Declutter When Overwhelmed."
- On 14 March, 32 customers attended "Bookbinding - No Sew Spine Construction", taught by Melrose staff in the Center in collaboration with The Books Arts Guild of Central Florida.
- On 16 March, 25 customers attended the "Digital Cinematography" meetup led by Melrose staff in the Center.
- On 20 March, Youth Services staff led 24 children in "Stories & Stretches," a movement-based story time that focuses on motor development.
- On 21 March, 73 customers learned to make super easy recipes at home featuring fruits from the Caribbean islands with Yamira Lee, Head Chef of Breaking Bread with Mira, during the event "Cuisine Corner: Caribbean Island Fruit."
- On 22 March, 118 customers enjoyed a lively discussion during the "Author Talk with Madeline Miller" as she discussed her books *The Song of Achilles* and *Circe* and how she works on retelling Greek classics into fresh, modern epics in fiction.
- On 26 March, Youth Services staff partnered with the Melrose Center to provide an exciting and educational tour to 45 students and their teachers from the St. James Cathedral School.
- On 27 March, the Youth Services staff hosted a virtual "Mayor Buddy's Book Club" for 115 attendees who engaged in a lively discussion and fun activities about its current book selection, *The Area 51 Files* by Julie Buxbaum.
- On 30 March, 107 customers celebrated the Women in the Arts Community during the "Women in the Art's Expo" at the Melrose Center. They networked and learned about the different roles in the art scene. Katherine Page, the Curator of Art and Education at the Mennello Museum of American Art, joined the dynamic discussion to share her insights.
- Throughout March, 29 customers enhanced their coding and web design skills by taking various Adult Services in-person and online classes.
- Throughout March, Youth Services staff hosted "Mother Goose on the Loose" for 120 customers at the Orlando Public Library.

South Creek

- On 6 March, South Creek hosted "Plant A Butterfly Garden," where children and their caregivers assisted in planting seeds and flowers in the branch's outdoor area. There were 30 attendees.
- On 9 March, as part of our Eclipse Celebrations, South Creek hosted "Why Do Eclipses Happen?" Participants created 3-D models of the eclipse and received a pair of eclipse glasses. There were 19 attendees.

- On 20 March, South creek hosted “Little Chef: Breakfast Around the World” where children and their caregivers enjoyed stories and treats. There were 31 attendees.
- On 23 March, South Creek hosted “Inside Out Escape Room,” where participants were tasked with solving puzzles and challenges based on the film. There were 25 participants over 5 sessions.
- On 19, 22, 26, and 28 March, South creek hosted “Basic English 1” for English as a second language students. There were 76 participants over 4 sessions.
- Every Monday in March, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 494 participants.
- Every Monday in March, South Creek hosted “Caregiver Connect: Stay and Play,” where caregivers could interact with each other while their child explores imaginary play with toys and other children. There were 149 attendees.
- Throughout March, South Creek hosted “Character Mailbox,” where customers could write a letter to the character of the month, Po from Kung Fu Panda. There were 148 letters submitted.
- Throughout March, South Creek hosted the following Passive Events, “Louis’ Trumpet,” “Fruit,” “Girl Scout Sasha,” “Spring Flower,” and “Bunny Puppets.” Six hundred passive crafts were distributed for families to complete at home.
- Throughout March, South Creek hosted “AARP Income Tax Assistance 2024-By Appointment.” This service allowed customers to review and submit their taxes with an AARP volunteer, 221 customers took part in this service.

South Trail

- On 2 March, South Trail staff attended “Jazz in the Park” where they shared information about library resources with 197 participants.
- On 7 March, South Trail staff presented “I SEA Sharks” to 49 preschoolers who dove into stories and activities inspired by the scientist Eugenie Clark.
- On 21 March, South Trail staff hosted “Homeless Resource Fair” in partnership with the Orange Blossom Trail Development Board’s Safety Task Force where staff shared library and community resources with 25 participants.
- In March, South Trail staff presented eight virtual “Citizenship Inspired” classes to 116 participants who prepared for the Citizenship test by participating in activities, studying supportive materials, and practicing with one another.
- In March, South Trail staff presented five “Caregiver Connect: Stay and Play” events where 45 early learners and caregivers mingled and explored imaginary play with new and old friends.
- In March, South Trail staff distributed 1,080 craft kits to families. The kits included shamrock-themed crafts, spring-themed bookmark activities, and community connect bulletin board crafts.
- During March, South Trail staff distributed 595 Second Harvest Food Bank breakfast and lunch boxes to the local community.
- During March, South Trail staff conducted in-person “Basic English 1,” “Basic English 2,” and “English Conversation” classes, fostering the English language skills of 1,283 participants.

- Throughout March, South Trail staff presented “Creole Connect” events where 213 participants practiced their English skills and interacted with other members in the Haitian community.
- Throughout March, South Trail hosted “Social Worker @ the Library” where 76 customers received assistance with social and government services.

Southeast

- On 2 March, Southeast hosted “Cuisine Corner Junior: Bird Nests” where 34 attendees learned about birds & nature, while discovering kitchen safety & skills.
- On 4, 7, 11, 14, 18, 21, 25, and 28 March, Southeast hosted “AARP Income Tax Assistance,” where AARP volunteers provided income tax assistance to 258 attendees.
- On 5, 12, 19, and 26 March, Southeast hosted “Basic English 1,” where 134 beginner level students learned vocabulary and basic grammar.
- On 14 March, Southeast hosted “Holi: Festival of Colors” where 21 attendees learned the history & meaning of the Hindu Spring Festival of Holi.
- On 19 and 26 March, Southeast hosted “Spanish from Zero - Basics,” where 100 students were introduced to everyday spoken Spanish.
- On 23 March, Southeast hosted “Create a Vision Board: Imagine your Best Life” for 15 attendees.
- On 25 and 26 March, Southeast hosted “Little Chef: Moon Snacks” where 54 attendees created out-of-this world snacks.
- On 30 March, Southeast hosted “Young Engineer: Solar Oven” where 29 attendees built their own solar ovens and baked smores treats.
- In March, Southeast distributed 400 STEAM kits and crafts for kids.

Southwest

- On 5 and 12 March, the Southwest Branch finished presenting the “Countdown to Kindergarten” series where 21 preschoolers and their caregivers had fun preparing for school next year.
- On 7, 14, and 28 March, Southwest staff presented a three part “Hand Sewing Sashiko” program where 70 attendees learned how to stitch a new pattern.
- On 11 March, 9 attendees met at a local park for the “Nature Walk Bookclub” and enjoyed a short walk along with discussion of that month’s book selection.
- On 19 March, Southwest staff presented “Bear’s Shadow” as part of our eclipse celebration for a total of 26 attendees.
- On 20 March, Southwest staff presented “Boat’s Float” where 47 toddlers and their caregivers enjoy stories, songs, and rhymes about boats and the water.
- On 23 March, 26 people enjoyed reading to a furry listener at the “Hearts of Gold Therapy Dogs” program.
- On 27 March, 52 attendees had fun learning about Hawaii with stories and crafts at the “Aloha, Toddlers” program.
- On 27 March, the Southwest Branch hosted “LEGO Club” where 50 participants enjoyed unplugging and using their imagination to create different LEGO builds.

- On 28 March, Southwest staff visited Brookdale Senior Living Center and presented a brain health and fitness program for 12 residents in the memory care center.
- On Thursdays in March, Southwest hosted “Storybook Fun” where 152 preschoolers and their caregivers listened to stories, rhymes, and had fun dancing.

Washington Park

- On 5 March, Washington Park hosted “Sun Cookies.” Eleven children and caregivers used candy pieces and cookies to make a model of the Sun.
- On 5, 12, 19, and 26 March, Washington Park hosted 223 children and caregivers for “Zero to Five Storytime.”
- On 7, 14, and 28 March, Washington Park hosted “Peter Rabbit’s Garden Party,” “May Flowers,” “Count on Me,” and “Colorful Chameleons” for the Lila Mitchell Head Start. Seventy-six children and teachers enjoyed a set of imaginary adventures, themed stories, songs, and activities.
- On 14 March, Washington Park staff presented at the Florida Department of Corrections “F.A.C.E. I.T.” event where library and community resources were shared with 21 participants.
- On 20 March, Washington Park hosted “A World of Color.” Five children and caregivers created abstract art using vivid colors which were inspired by the work of Disney artist, Mary Blair.
- On 27 March, Washington Park hosted “What’s Bugging you?” where 10 children and caregivers learned all about creepy, crawly critters through stories, games, and activities.
- In March, Washington Park hosted 10 Fiber Arts based programs where 18 participants learned how to sew and crochet different Spring inspired patterns.
- Throughout March, Washington Park hosted “Basic English 1,” “Introductory English,” and “English Conversation” hour, fostering the English language skills of 170 customers.
- Throughout March, Washington Park hosted a “Character Mailbox,” where customers wrote 46 letters to the character of the month, Winnie the Pooh!
- Throughout March, 166 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Science” Scavenger Hunt, “Clothespin Rocket,” and “Spring Rain” crafts to celebrate the Spring season.

West Oaks

- On 5 March, “Finding Your Roots: Newspapers” helped 15 attendees explore how to use newspapers to expand their family history research.
- On 5 March and 8 March, West Oaks staff offered storytimes and talked about Library services with 85 Innovation Montessori School first, second, and third grade students and their teachers.
- On 6 March, “Let’s Crochet C2C Animal Square” showed 14 attendees how to crochet a graphgan square using a corner-to-corner technique.
- On 12 March, the “Florida State DAR Webinar” showed 81 attendees how to use the West Oaks Genealogy collection and what resources are available.

- On 19 March, “Solar System Snacks” had 15 attendees using sweet treats to learn about the sun, moon and planets.
- On 20 March, “Medieval Stained Glass” showed 10 attendees how to create stained glass-inspired artwork.
- On 21 March, “Way Back When the Dragon Ate the Sun” had 15 attendees learn about how ancient cultures explained eclipses.
- On 26 March, a total of 18 attended “Global Genealogy: England and Wales” to explore tips and tricks for finding records in their ancestors’ home countries.
- On 27 March, “Design Your Own Solar Cupcakes” gave 21 attendees the opportunity to decorate cupcakes inspired by the Sun.
- On 29 March, “Egg Hunt Egg-stravaganza” offered 36 attendees a fun spring-themed scavenger hunt for 36 attendees.

Windermere

- On 1 and 15 March, Windermere staff conducted “Homeschool Art Expressions,” where kids created watercolor scenery and learned what monochromatic means by designing a work of art using green and white paint. There were 40 participants.
- On 4 March, Windermere staff hosted “Cat-in-the-Hat Seusstacular Jamboree,” where 21 attendees celebrated Dr. Seuss’ birthday with stories, crafts and each participant received a free red and white striped top hat.
- On 5 and 19 March, Windermere staff presented “Homeschool Spanish,” where 43 attendees learned about Community Helpers and Activities & Hobbies all in Spanish.
- On 7 and 14 March, Windermere hosted “Homeschool Discovery: Careers in Our Community,” where 73 attendees listened to community members share information about their jobs and businesses.
- On 9 March, Windermere presented “Picture Book Putt Putt,” where 29 attendees got to putt their stuff on our picture book theme Putt Putt course.
- On 11 March, Windermere hosted “Chess Club, where 17 attendees participated in a game of chess with their friends.
- On 14 March, Windermere presented “Happy Pi Day,” where 16 attendees learned what Pi is in simple terms and then got a chance to create their own delicious pie.
- On 16 March, Windermere hosted “Interior Design 101.” Presenter Rebecca Hubler, Interior Designer, demonstrated how to incorporate lighting, color, texture, art, and accessories to transform a space from ordinary to extraordinary. There were 11 participants.
- On 18 March, Windermere staff hosted “Dungeons & Dragons,” where 16 attendees learned how to play the game and had a wonderful time playing with friends.
- During March, Windermere staff presented “Basic English 1,” “Basic English 2,” and “English Conversation Hour” both in person and online, strengthening the English language skills of over 110 customers.

Winter Garden

- On 1, 8, 15, 22, and 29 March, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 768 children and their caregivers.
- On 6, 13, 20, and 27 March, Winter Garden hosted “Bilingual Storytime” for 121 children and their caregivers.
- On 6 and 20 March, Winter Garden hosted the outdoor program “Bubble Playtime” to a total of 71 children and their caregivers.
- On 12 March, Winter Garden staff hosted “Nature Play” to 37 children and their families. Participants listened to an outdoor storytime and participated in activities inspired by the environment.
- On 18 and 25 March, Winter Garden hosted “Mindful Start Yoga.” Seventy-two children and parents practiced breathwork, mindfulness, and movement during these programs.
- On 19 March, Winter Garden hosted “Countdown to Spring” where 33 attendees enjoyed a storytime and activities and dedicated to welcome the season.
- On 22 and 29 March, Winter Garden hosted “Caregiver Connect: Stay and Play,” where 59 children and their caregivers interacted with each other while playing with sensory toys.
- Throughout March, “Virtual Conversation Hour,” “English from Zero,” and “Practice Makes Perfect” had 182 participants joining virtually and in person to practice English as a Second Language.
- Throughout March, 302 Winter Garden customers wrote to Po from Kung Fu Panda through the “Character Mailbox.”
- Throughout March, 264 customers voted for their favorite staff-created flowerpot during the “Staff Art Contest.”

**Orange County Library System
Board of Trustees Meeting
April 11, 2024**

**Public Comment:
Non-Agenda Items**