

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

Board Packet for June 2024



STEVEN POWELL Library Director/Chief Executive Officer

June 7, 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 June 13, 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

June 13, 2024 ~ 6:00 p.m.

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

- 24-072 I. **Call to Order**
- 24-073 II. **Public Comment Policy & Procedures**
- 24-074 III. **Approval of Minutes: May 2, 2024 Library Board of Trustees Meeting**
- 24-075 IV. **Staff Presentation:**
Marketing & Public Relations Department: Jenn Schock and Leigh Andrus
- 24-076 V. **Financial Statements and Summaries: May 2024**
- 24-077 VI. **Dashboard: May 2024 – Leasha Tavernier**
- 24-078 VII. **Action Items – Consent Agenda:**
24-079 Hiawassee Lease Extension: Leasha Tavernier
24-080 Orlando Public Library First Floor Renovation Project Design Services Contract:
Kris Shoemaker
- 24-081 VIII. **Discussion and Possible Action Items**
- 24-082 IX. **Information**
24-083 Preliminary Orange County Library District Annual Budget Book for FY 2024-2025
24-084 Director’s Report
- 24-085 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

**Next Meeting Dates: July 11, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
August 8, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.**

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

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the Director’s Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Call to Order

**Orange County Library System
Board of Trustees Meeting
June 13, 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
June 13, 2024**

**Approval of Minutes:
May 2, 2024 Library Board of
Trustees Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

May 02, 2024 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (5/0); Nicole Benjamin (8/1 – City); Ashley Cisneros Mejia (8/0 – City); Venessa Tomlin (4/1)

Library Board Absent: Sharon Smoley (5/3)

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

- 24-060 I. **Call to Order**
 President Bohannon called the meeting to order at 6:00 p.m.
- 24-061 II. **Public Comment Policy & Procedures**
- 24-062 III. **Approval of Minutes:**
- **Library Board of Trustees Meeting – April 11, 2024**
 Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the April 11, 2024 Board Meeting. Motion carried 4-0.
 - **Board Strategic Plan Retreat – April 13, 2024**
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the Board's Strategic Plan Retreat. Motion carried 4-0.
- 24-063 IV. **Staff Presentation: Social Worker Services Video: Danielle King**
 Chief of Neighborhood Services King reported that the library currently has four social workers on staff. One is dedicated to serving clients at the Orlando Public Library (Thomas) and one Spanish speaking social worker (Stephanie) who visits the Alafaya, Southeast, South Creek and Chickasaw branches. There is also a Haitian Creole speaking social worker (Chantal) who visits the South Trail, Hiwassee, Fairview Shores, and North Orange branches. There is also a new position; Outreach Social Worker (Yvette) and she provides social services out in the community with various community partners. For instance, she is working with Healthy West Orange to provide educational series to seniors and she is attending the OCPS Homeless Resource Summit to provide information on housing resources. She is also working on developing a network of service providers who agree to work together. Thus far, 24 organizations have joined the collaboration and identified liaisons within their organizations to help customers access service more efficiently. WKMG recently did a feature on the service the social workers provide at the library.
- 24-064 V. **Financial Statements and Summaries: April 2024**
 CFO Shoemaker reported that since the Board approved the Horizon West building project at the April 2024 Board meeting, he will begin to provide monthly reports in the future. He also stated that the financial reports provided are as of April 24, 2024, and the full April 2024 statements will be issued at the June Board meeting.
- 24-065 VI. **Dashboard: April 2024 – Danielle King**

CNS King shared that in April there was a 7% increase in physical materials checked out, a 17% increase in digital checkouts, which is an average of 9,423 items per day. There was also a 19% increase in door count.

Event attendance went up 54% and technology class attendance went up 6% compared to last year. Staff hosted a total of 1,500 events with a total attendance of 45,814. From that total attendance, 37,283 were for in-person events and 8,531 were events hosted offsite. Staff also attended 54 community events, reaching 4,362 people. The Community Engagement team checked out 498 library items and registered 387 people for library cards during these offsite events, the highest since the department was formed in October.

CNS King also highlighted and shared the following stories:

On April 8, many library locations across the system hosted Eclipse Viewing Parties. Staff hosted 16 different viewing parties, with a total of 3,872 attendees. The Orlando Public Library partnered with the Orange County Regional History Museum and 392 people gathered at Heritage Square Park to view the eclipse in real time and participate in eclipse activities. At the Washington Park Branch, the Central Florida Astronomical Society visited and set up a telescope for viewing. At the Eatonville Branch, Congressman Maxwell Frost stopped by and viewed the eclipse with some of the library's youngest customers.

Leading up to eclipse day, staff hosted educational programs where customers could get their solar viewing glasses. In April, staff hosted a total of 38 eclipse programs reaching 4,737 attendees. OCLS received 20,000 solar viewing glasses and 4 kits which included the solar telescopes and sun spotters for eclipse programming from the Space Science Institute's STAR Net team in preparation for both the Annular Eclipse in October and the Total Eclipse in April. Customers were very happy with programs staff offered, and the Chickasaw Branch received a card that read "*Dear Librarians, thank you for giving us the solar eclipse glasses. We saw the moon! It was orange! Thank you. P.S. We love coming to the library!*" The events were successful, and staff will be prepared and ready for the next eclipse in 2044, in just 20 more years.

Ms. King shared a story from the Southwest Branch. It is exciting to see what library students do with the knowledge they gain when taking a class, Staff were so happy that this student, customer Mildred N. shared a photo with the Southwest Technology Trainer, Rebecca Sung after taking her Hand Sewing Sashiko classes:

"Lessons applied. Thank you so much for your classes. They are amazing. This is one of those good things that have come out of the pandemic. Reaching out over the city and bringing us to learn together something great that helps us relax and enjoy time together."

The last item she shared is the Southwest Author Series. On April 12, there were 89 customers who participated in the 17th Annual "Southwest Author Series" featuring bestselling author, Lauren Groff at the Southwest Branch. This annual event is presented in partnership with the Rotary Club of Dr. Phillips. It was very fortunate to have this author speak at the event because shortly after, it was announced that Lauren Groff was named as one of the 100 Most Influential People of 2024 by *Time Magazine*.

Horizon West Opening Day Collection Purchase: Bethany Stone

Trustee Tomlin, seconded by Vice President Benjamin, moved to approve the vendor ranking: 1. Baker & Taylor, LLC; 2. Brodart Company; 3. Ingram Library Services, LLC., and to approve the opening day collection purchase not to exceed \$1.25 million, and to authorize staff to execute a contract with Baker & Taylor, LLC to supply the Horizon West Branch opening day collection. Motion carried 4-0.

24-067 VIII.

Discussion and Possible Action Items**PRELIMINARY Orange County Library District Annual Budget FY 2024-2025: Steve Powell**

Director Powell asked the Board if there were any questions regarding the Budget and there were none. He also reported that he, Bethany Stone and Kris Shoemaker will be meeting with the members of the Library Governing Board in May and June regarding next year's budget.

24-068 IX.

Information

24-069

Director's Goals FY 2024: 2nd Quarter Update – Sharon Smoley

This topic was tabled until another meeting.

24-070

Director's Report

On April 11, Youth Services hosted the Orange County Public Schools High School Battle of the Books, in which 96 students and their teachers participated in a fun reading competition at Orlando Public Library. Battle of the Books consisted of teams from 13 schools from around Orange County. Students competed in escape rooms themed around titles from the Florida Teens Read list, and the challenges tested how much the students knew about each title on the list. After a final battle on the main stage in Library Central, Edgewater High School emerged victorious and claimed the trophy.

On April 23, the Downtown Orlando Partnership presented OCLS with a Golden Brick Award of Excellence for our 100 Year Celebration. The award recognizes the library for the yearlong initiative, which "highlighted the past, present, and future of the library, positioning it as a welcoming destination that has had something to offer for everyone for the past century." Every single person who works at OCLS played a role in making the 100 Year Celebration successful, and they continue to make our libraries vital and relevant, so congratulations to everyone on staff for earning this recognition. And many thanks to the DOP for the award – it's always a thrill to see our work highlighted alongside the other amazing organizations, people, and projects that make Orlando special.

On April 25, the library hosted a Take Our Children to Work Day for all OCLS families. Employees with children ages 8-15 were invited to bring their kids with them to work for the day, to experience tours, and activities, and a chance to see the kinds of jobs their parents, grandparents, or caregivers do. There was a unique experience for children and caregivers at the West Oaks Library and Genealogy Center. The branch was the recipient of 32 *Asclepias incarnata* (Swamp milkweed) plugs from the organization, Monarchwatch.org. As part of their Take Our Children to Work Day, staff members and their youngsters got their hands dirty as they added these valuable plants to the "collection." Monarch Watch is an outreach program based at the University of Kansas. Their goal is to restore milkweeds in landscapes and habitats to increase populations of these beautiful pollinators. Overall, 31 kids participate in this year's Take Our Children to Work Day.

On May 18, the Orlando Book Festival takes over the Orlando Public Library. This annual event is a daylong celebration of books, featuring keynote speakers, panel discussions, book signings, and opportunities for readers and writers to connect. This year's keynote speaker is *New York Times* bestselling author Tayari Jones, whose 2018 novel *An American Marriage* was an Oprah's Book Club selection and an entry in President Barack Obama's summer reading list. The event will also feature panels on illustration, writing for children, romance, and authors who write about life in the Sunshine State.

24-071

Public Comment: Non-Agenda Items

Ms. J. Bannister signed up online to speak, but she did not answer the call to address the Board.

X. **Adjournment**

Trustee Tomlin, seconded by Trustee Cisneros Mejia moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:36 p.m.

Next Meeting Dates: June 13, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 11, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
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June 13, 2024**

**Staff Presentation:
Marketing & Public Relations
Department
Jenn Schock & Leigh Andrus**

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

**Financial Statements &
Summaries: May 2024**

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

Project Summaries:

OPL HVAC Controls Project: This involves updating the HVAC control system at OPL and the four prototype branches. It started on September 5, 2023, and is scheduled for completion by September 30, 2024.

OPL Third Floor Meeting Room Project: This refreshed the public corridor and the Magnolia, Palm, and Cypress meeting rooms. It was completed in March.

Southwest HVAC Replacement Project: This replaced the HVAC system at the Southwest Branch. The project began on March 25, 2024, and was completed by April 12, 2024, with fine-tuning and adjustments currently being made.

Horizon West Branch Library: The Board approved the \$27,275,000 budget at the April 2024 meeting and the budget summary and actual expenditures are listed on the attached chart. The design is complete, and the team is awaiting permits to begin construction.

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 \$62,518,969 or 91.4% 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 \$83,391 which is 9.5% of the budget.

Fee Cards:

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through May, we received \$105,585 or 149.8% 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 May, we received \$30,255 or 109.8% of budgeted revenues.

Faxes:

The Library budgeted \$10,000 for fax revenues and has received \$14,434 or 144.3% year-to-date.

Copy and Prints:

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$140,605 or 187.5% of the budget through May 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 May, we received \$5,178 or 43.2% of budgeted revenues.

Other:

The Library budgeted \$500 for these miscellaneous revenues in FY 2023-24. We received \$41,580 or 8,316.0% of the budget through May. The majority of the revenue is the net proceeds from the November 6, 2023, author event. Those funds are in a reserve account to fund future signature events.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through May are \$47,575 or 190.3% of the 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 April 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 May we have received \$56,549 or 113.1% 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 April 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 \$750,000 or 39.0% 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 (\$543) or -1.1% of budget. The negative amount reflects a refund received from the State.

Delivery & Postage:

The Delivery and Postage Expenditures are at 64.6% 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 95.9% of budget. These fees are paid quarterly in advance.

Supplies Hardware Software:

The expenditures in this category are at 7.3% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$146,991. 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 39.8% of the budget.

Building Improvements Expense:

The Library budgeted \$3,250,000 for various building improvement projects such as the materials for the Orlando Public Library Roof Replacement, Upgrade of the Orlando Public Library HVAC Controls, Third Floor Meeting Room Refresh, Orlando Public Library Outdoor Lighting, and Southwest HVAC Replacement. The \$1,369,909 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

OPL Third Floor Meeting Room Project Budget

Expenditures As of 5-31-2024

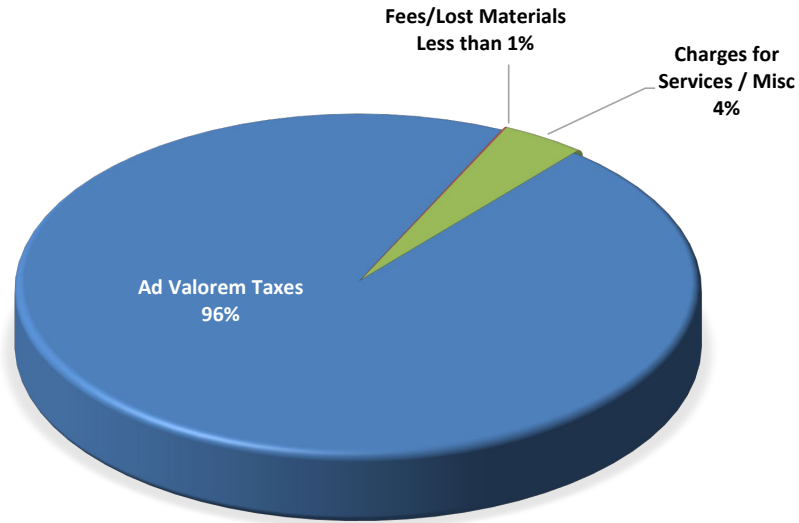
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>FY 24 Actual</u>	<u>Variance</u>
<u>Project Code 23-003</u>						
Johnson Laux	\$663,694	\$0	\$663,694	\$0	\$667,381	\$3,687
Architectural Fees	65,170	0	65,170	51,093	14,077	0
Owner Provided Materials	6,136	0	6,136	0	20,742	14,606
Contingency	15,000	0	15,000	0	0	(15,000)
Project Costs	\$750,000	\$0	\$750,000	\$51,093	\$702,200	\$3,293

Horizon West Project Budget
Expenditures As of 05-31-2024

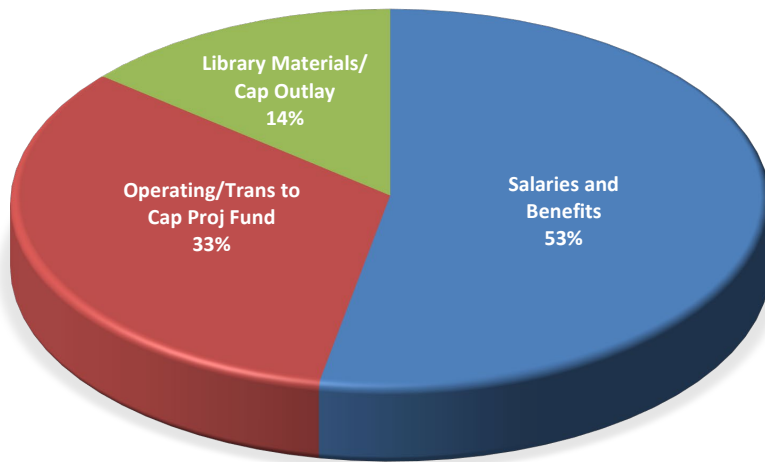
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	-	1,554,944	54,793	567,246	572,403	1,194,442	(\$360,502)
Pre-construction Consulting	H.J. High	117,961	-	117,961	2,050	26,398	89,513	117,961	\$0
Permitting & Impact Fees	Orange County	1,500,000	-	1,500,000	8,450	-	5,500	13,950	(\$1,486,050)
Construction	H.J. High	18,300,000	-	18,300,000	-	-	-	-	(\$18,300,000)
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	-	(\$150,000)
FF & E	TBD	1,752,095	-	1,752,095	-	-	-	-	(\$1,752,095)
Opening Day Collection	TBD	1,250,000	-	1,250,000	-	-	-	-	(\$1,250,000)
Wildlife Mitigation	FWC & Others	650,000	-	650,000	-	-	441,900	441,900	(\$208,100)
Contingency		1,750,000	-	1,750,000	-	-	-	-	(\$1,750,000)
Project Costs		\$27,275,000	-	\$27,275,000	\$315,293	\$593,644	\$1,109,316	\$2,018,253	(\$25,256,747)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eight Months Ended May 31, 2024

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
AD VALOREM TAXES	68,400,000	62,518,969	91.4%
INTERGOVERNMENTAL			
State & Federal Grant	675,000	83,391	12.4%
State Aid	200,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	75,000	105,585	140.8%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$5 for 1 hour)	500	1,648	329.6%
Classes	1,000	290	29.0%
Meeting Rooms	30,000	30,255	100.8%
Faxes	10,000	14,434	144.3%
Ear Buds & Jump Drives	1,500	1,825	121.7%
Bag Sales	1,000	2,493	249.3%
Copy & Prints	75,000	140,605	187.5%
Passport Facility & Photo Fees	12,000	5,178	43.2%
Other	500	41,580	8316.0%
	<u>207,500</u>	<u>343,893</u>	<u>165.7%</u>
FEES & LOST MATERIALS	25,000	47,575	190.3%
MISCELLANEOUS			
Investment Earnings	163,000	1,923,820	1180.3%
Sales of Surplus Property	2,000	5,252	262.6%
Contributions - Friends of Library	85,000	66,404	78.1%
Contributions - Others	50,000	56,549	113.1%
Internet Rebate	75,000	-	0.0%
Grants & Awards	20,000	4,500	22.5%
Miscellaneous	75,000	34,676	46.2%
	<u>470,000</u>	<u>2,091,201</u>	<u>444.9%</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>65,191,322</u></u>	<u><u>92.4%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2024

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
SALARIES & BENEFITS			
Salaries	26,175,000	15,602,634	59.6%
Medicare Taxes	400,000	222,005	55.5%
Defined Contribution Pension Plan	1,975,000	1,170,200	59.3%
Defined Benefit Pension Plan	1,925,000	750,000	39.0%
Money Purchase Pension Plan	1,675,000	941,595	56.2%
Life and Health Insurance (Employees)	4,350,000	2,339,451	53.8%
Worker's Compensation	130,000	93,038	71.6%
Unemployment Compensation	50,000	(543)	-1.1%
Retiree Health Care (OPEB)	675,000	207,199	30.7%
Parking & Bus Passes	275,000	162,984	59.3%
	37,630,000	21,488,563	57.1%
OPERATING			
Professional Services	450,000	175,762	39.1%
Other Contractual Services	2,585,700	1,433,964	55.5%
Other Contract. Serv.- Janitorial	460,000	252,926	55.0%
Training and Travel	150,000	59,207	39.5%
Telecommunication	612,800	265,262	43.3%
Delivery and Postage	1,500,000	969,438	64.6%
Utilities	1,050,000	542,430	51.7%
Rentals and Leases	1,570,000	908,766	57.9%
Insurance	750,000	516,909	68.9%
Repairs and Maintenance/Leasehold Improvements	1,775,000	747,769	42.1%
IT Subscriptions/Maintenance Contracts	1,625,000	913,835	56.2%
Copying/Printing	355,000	179,100	50.5%
Promotional Activities	500,000	203,883	40.8%
Property Appraiser's Fee	715,000	685,834	95.9%
Tax Collector's Fee	1,380,000	1,250,579	90.6%
Supplies	1,246,500	349,337	28.0%
Supplies-Hardware/Software	700,000	50,920	7.3%
Supplies-Programming	-	146,991	-
Memberships	17,500	15,232	87.0%
	17,442,500	9,668,144	55.4%
CAPITAL OUTLAY			
Building and Improvements	3,250,000	1,369,908	42.2%
Equipment and Furniture	844,500	94,759	11.2%
Hardware/Software	1,275,000	444,695	34.9%
	5,369,500	1,909,362	35.6%
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	5,802	41.4%
Materials - Other	5,100,000	3,732,125	73.2%
	5,114,000	3,737,927	73.1%
TRANSFER TO CAPITAL PROJECTS FUND	4,500,000	3,300,000	73.3%
TRANSFER TO SINKING/EARR FUND	500,000	333,333	66.7%
TOTAL EXPENDITURES	70,556,000	40,437,329	57.3%

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eight Months Ended May 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	75,000	1,315,780	1754.4%
Transfer from Operating Fund	4,500,000	3,300,000	73.3%
Reserves	35,250,000	-	0.0%
TOTAL REVENUES	39,825,000	4,615,780	11.6%
EXPENDITURES			
New Branch	12,500,000	1,109,972	8.9%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
Reserves	25,325,000	3,505,808	13.8%
TOTAL EXPENDITURES	39,825,000	4,615,780	11.6%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eight Months Ended May 31, 2024

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months= 66.7%)</u>
REVENUES			
Investment Earnings	25,000	173,493	694.0%
Transfer from Operating Fund	500,000	333,333	66.7%
Reserves	4,607,000	-	0.0%
TOTAL REVENUES	<u>5,132,000</u>	<u>506,826</u>	<u>9.9%</u>
EXPENDITURES			
Reserves-Building and Improvements	3,382,000	334,000	9.9%
Reserves-Horizon West Contract	1,000,000	98,758	9.9%
Reserves-Horizon West Demo	250,000	24,689	9.9%
Reserves-Technology	500,000	49,379	9.9%
TOTAL EXPENDITURES	<u>5,132,000</u>	<u>506,826</u>	<u>9.9%</u>

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eight Months Ended May 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	20,000	24,262	121.3%
Investment Fair Value	-	137,186	-
Reserves	1,076,000	-	0.0%
TOTAL REVENUES	1,096,000	161,448	14.7%
EXPENDITURES			
Equipment	75,000	14,225	19.0%
Reserves	1,021,000	147,223	14.4%
TOTAL EXPENDITURES	1,096,000	161,448	14.7%

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

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	4,137,859
Equity in Pooled Investments	59,755,368
Accounts Receivable	468
Inventory	104,877
Prepays	253,324
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>64,275,159</u></u>

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

LIABILITIES

Accounts Payable	108,922
Accrued Wages Payable	919,533
Accrued Sales Tax	777
Accrued Fax Tax	169
Accrued N. Carolina St. Income Tax	480
Due To Friends of the Library	3,475
Employee Payroll Deductions:	
Dental Insurance	1,240
Vision Plan	(485)
Weight Watchers	516
Accident/Critical/Hospital	(535)
Staff Association	8,739
TOTAL LIABILITIES	<u>1,042,831</u>

FUND BALANCE

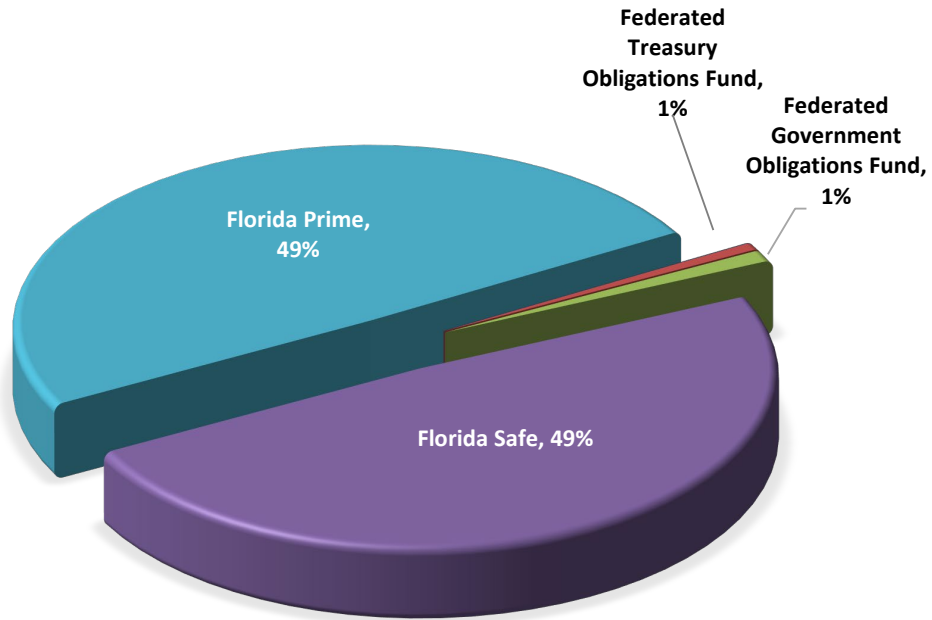
Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	260,824
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Strategic Plan	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
Unassigned	33,105,085
Current Year Revenue over Expenditures	24,753,993
TOTAL FUND BALANCE	<u>63,232,328</u>
TOTAL LIABILITIES & FUND BALANCE	<u><u>64,275,159</u></u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
May 31, 2024

	BALANCE 04/30/24	RECEIPTS	DISBURSE	BALANCE 05/31/24
OPERATING				
Equity in Pooled Cash	6,675,715	2,985,775	5,523,631	4,137,859
Equity in Pooled Investments	59,247,688	549,347	41,667	59,755,368
	65,923,403	3,535,122	5,565,298	63,893,227
CAPITAL PROJECTS				
Equity in Pooled Investments	42,774,572	383,933	-	43,158,505
SINKING				
Equity in Pooled Investments	5,645,869	92,420	-	5,738,289
SELF FUNDED HEALTH				
Equity in Pooled Cash	2,253,787	307,129	651,808	1,909,108
Claims Payment Checking Account	73,000	435,714	435,714	73,000
Equity in Pooled Investments	4,648,018	42,097	-	4,690,115
	6,974,805	784,940	1,087,522	6,672,223

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
May 31, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	737,438
Federated Government Obligations Fund	1,185,287
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	55,355,120
Florida Prime (SBA)-HW Demo Fund	258,776
Florida Prime (SBA)	<u>55,805,656</u>
TOTAL	<u><u>113,342,277</u></u>

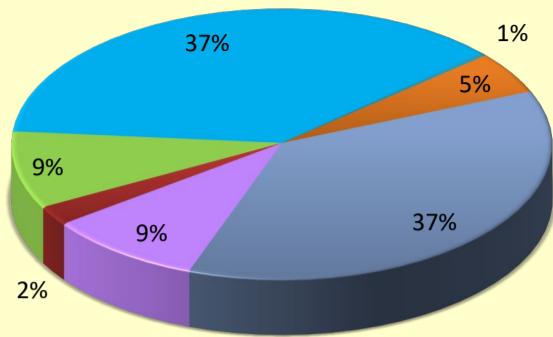


**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Dashboard: May 2024

Monthly Report for May 2024

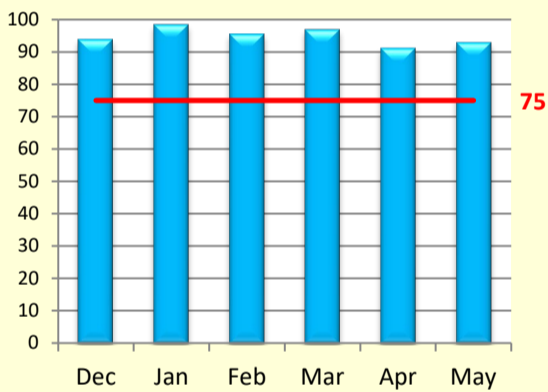
Contacts



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

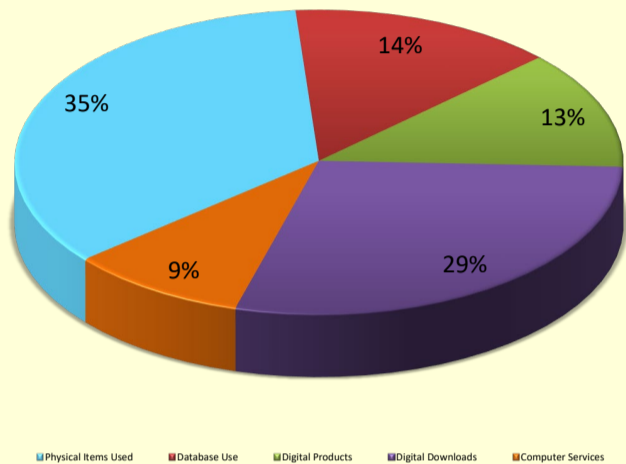
	2024	2023	% change
Door count	146,748	134,729	8.92%
MAYL Packages	36,224	37,551	-3.53%
External Web Visits	144,669	159,219	-9.14%
Catalog Searches	582,576	428,510	35.95%
Questline Calls	5,264	5,362	-1.83%
Social Media	79,171	76,398	3.63%
Electronic Contacts	579,338	508,340	13.97%
TOTAL	1,573,990	1,350,109	16.58%

Net Promoter Score



Resources Accessed

	2024	2023	% Change
Physical Items Used	365,662	361,118	1.26%
Database Use	149,569	161,578	-7.43%
Digital Products	132,080	236,567	-44.17%
Digital Downloads	301,823	261,735	15.32%
Computer Services	99,420	85,265	16.60%
TOTAL	1,048,554	1,106,263	-5.22%

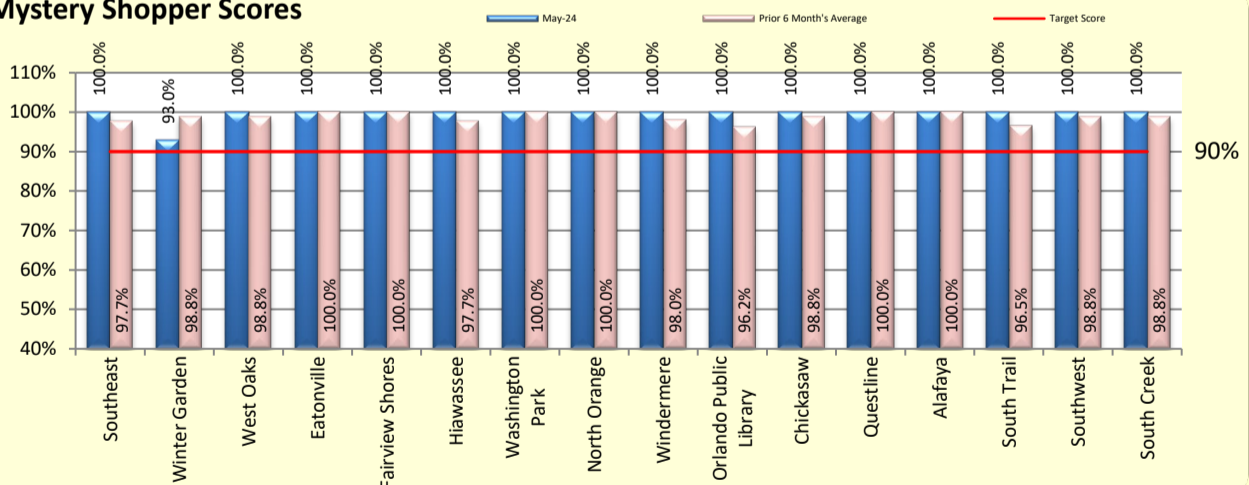


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2024	2023	% Change
Active Cards	352,796	331,800	6.33%
New Registrations	5,643	5,122	10.17%
VLC Registrations	211,204	255,490	-17.33%
Transactions	90,314	80,378	12.36%

Mystery Shopper Scores



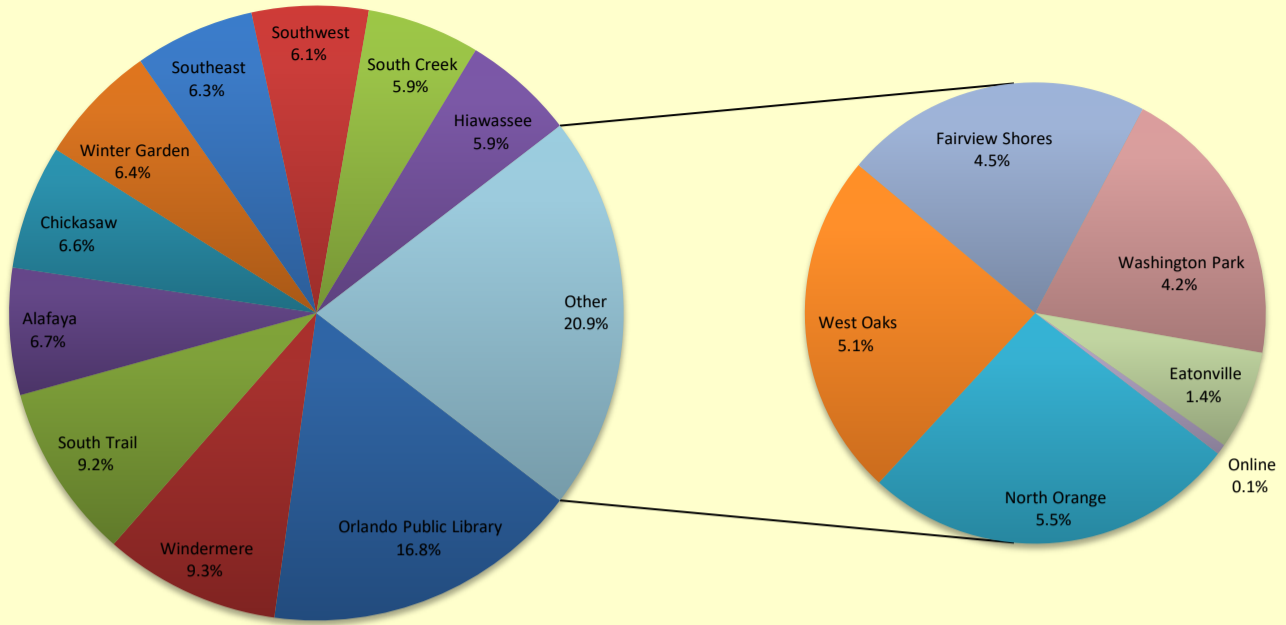
Physical item circulation for May 2024 was 365,662 including renewals. Checkouts for easy books were 27% or 39,552 items, juvenile fiction, juvenile non-fiction, and young adult totaled 24.6% or 36,062 items, and adult fiction, non-fiction, and large print combined for 22.3% or 32,504 items. DVDs equaled 9.9% with 14,423 items circulated.

May 2024 digital checkouts were up 15% over May 2023 with 301,823 total checkouts averaging 9,736 per day. Overdrive continued to be the highest-used resource with 221,161 checkouts for the month. Hoopla set a monthly use record with 38,437 checkouts.

There were 81,586 visits to www.ocls.info last month. Mobile devices accounted for 56%, or 45,350 visits, while desktops and tablets had the remaining 44%, or 36,236 visits. These numbers were affected by a technical issue related to Google Analytics. The issue has been resolved.

The book drop returns for May 2024 were 3,254 from Horizon West and 3,052 items from Lake Nona.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2024	2023	% Change	2024	2023	% Change
Orlando Public Library	6,339	5,318	19.2%	1,054	968	8.9%
Windermere	3,963	1,948	103.4%	131	100	31.0%
South Trail	3,423	2,757	24.2%	648	263	146.4%
Alafaya	2,686	3,140	-14.5%	256	112	128.6%
Chickasaw	2,754	2,093	31.6%	138	160	-13.8%
Winter Garden	2,734	2,982	-8.3%	76	71	7.0%
Southeast	2,464	3,611	-31.8%	322	403	-20.1%
Southwest	2,439	2,638	-7.5%	265	203	30.5%
South Creek	2,476	2,155	14.9%	145	132	9.8%
Hiwassee	2,111	1,634	29.2%	488	217	124.9%
North Orange	2,299	2,112	8.9%	133	121	9.9%
West Oaks	2,060	1,973	4.4%	169	149	13.4%
Fairview Shores	1,851	1,437	28.8%	140	106	32.1%
Washington Park	1,745	326	435.3%	99	29	241.4%
Eatonville	561	493	13.8%	78	25	212.0%
Online	-	-	0.0%	66	89	-25.8%
TOTAL	39,905	34,617	15.3%	4,208	3,148	33.7%

In May 2024, we hosted 1,305 Events with an attendance of 36,743.

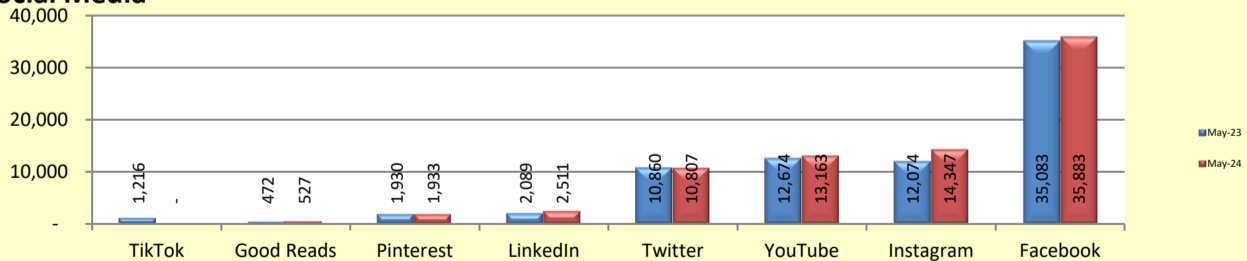
On 4 May, the Orange County Library System hosted activities celebrating "Star Wars Day" with 318 customers enjoying crafts, activities, and fiber arts. On 18 May, The Orlando Public Library held its annual "Orlando Book Festival", where 282 attendees enjoyed a day of reading panels, writing workshops, book signings, and keynote speaker Tayari Jones. On 11 May, 163 customers enjoyed a stunning "Kung Fu Show presented by Wah Lum Kung Fu Temple" at the Orlando Public Library. On 23 May, 138 customers joined New York Times best-selling authors Christina Lauren to celebrate the release of their new book, *The Paradise Problem* during the after-hours event, "Meet the Author: Christina Lauren". On 31 May, 119 customers enjoyed a stunning performance during the "Polynesian Dance and Music Performance" at the Chickasaw Branch.

In May 2024, we offered 1,063 classes with an attendance of 4,208. Also in May, we presented 161 Offsite Events reaching 6,077 people, and attended 37 Community Events reaching 3,162 people.

Events/Class Attendance

	2024	2023	% Change
Community Events	3,162	3,435	-7.95%
Events - Adult	18,473	12,979	42.33%
Events - Teen	493	502	-1.79%
Events - Children	17,777	17,701	0.43%
Technology Classes	4,208	3,148	33.67%
TOTAL	44,113	37,765	16.81%

Social Media



Social media statistics for May 2024 saw a 3.36% increase in growth.

In May, we continued building buzz for Summer at Your Library. Throughout the month, we published 29 promotional items for social media with aggregated performance reaching 176,177 impressions and a 2% click-through rate across Instagram, Facebook and X. Posts include:

Videos highlighting unique opportunities for [children](#) and [adults](#).
 Twice weekly presenter highlights.
 Facebook [events](#) spotlighting library pop-ups in Lake Nona and Horizon West.

We also continued our promotion of the Orlando Book Festival (OBF) by creating weekly posts leading up to the event, spotlighting authors and grouping them into similar genres. Posts include:

[Middle-Grade author](#) spotlight.
[Latina author](#) spotlight with copy written in Spanish.
[Collaborative video](#) featuring three authors who chatted about their books and mentioned their OBF event panels.

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Action Items: Consent Agenda

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Hiawassee Lease Extension

HIAWASSEE BRANCH LEASE EXECUTION

I. ISSUE STATEMENT

Library Board approval is required for staff to execute the second (2nd) renewal of the Lease Agreement with Highland Lakes Center, LLC for the lease of the Hiawassee Branch location.

II. BACKGROUND & SUMMARY

On May 26, 2009, the Library entered into a lease with Highland Lakes Center, LLC to lease approximately 13,455 square feet of space at 7391 West Colonial Drive for their Hiawassee Branch. The lease has been renewed one (1) time in the last fifteen (15) years and the current extension ends in December of 2024.

The landlord and the Library negotiated a lease which was for a ten (10) year term with two (2) five (5) year renewals available (for a total of 20 years). The renewal calls for the rental rate to increase 2% per year from 2025 through 2029. An additional rent/common area maintenance (CAM) fee will increase 3% each year.

III. CONSIDERATION

The Library is requesting the library board 1) approve the terms of the second (2nd) renewal of the Lease Agreement, and 2) authorize staff to execute the second (2nd) renewal of the Lease Agreement with Highland Lakes Center, LLC.

IV. RECOMMENDATION

Staff recommends that the Library Board 1) approve the terms of the second (2nd) renewal of the Lease Agreement, and 2) authorize staff to execute the second (2nd) renewal of the Lease Agreement with Highland Lakes Center, LLC.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-079**

HIAWASSEE BRANCH LEASE EXECUTION

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13th of June 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the terms of the second (2nd) renewal of the Lease Agreement.
2. To authorize staff to execute the second (2nd) renewal of the Lease Agreement with Highland Lakes Center, LLC.
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
June 13, 2024**

**Orlando Public Library 1st Floor
Renovation Project Design
Services Contract**

**DESIGN SERVICES CONTRACT FOR
ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT**

I. ISSUE STATEMENT:

Library Board approval is needed to authorize staff to enter into a Design Services Contract with Borrelli + Partners (Borrelli) for the Orlando Public Library (OPL) First Floor Renovation Project.

II. BACKGROUND & SUMMARY:

On March 14, 2024, the Board approved Borrelli as the first ranked architect for the OPL First Floor Renovation Project and authorized staff to negotiate a contract for design services.

Borrelli proposes to provide complete architectural and engineering design of the building, including MEP/FP engineering, structural engineering, interior design, building security solutions to include cameras, audio, and door access, computer conduit and cabling, building automation control systems, meeting rooms, atriums, loading docks, cost estimating services, fire protection, and construction contract administration services.

Borrelli proposes to accomplish design services for a lump sum fee of \$1,095,182*, not including reimbursable expenses. Reimbursable expenses are estimated to cost \$14,402.

Library staff are requesting a contingency of \$90,416 due to the size and scope of the project and the complications that might arise in the 1966 building due to its age and lack of construction documents.

The total request for design services is \$1,200,000 and the Capital Project Fund has sufficient funding to cover costs incurred in this fiscal year with remaining costs being budgeted for next year.

III. CONSIDERATION:

Staff is requesting the Board to:

- 1) Approve the Design Services Contract with Borrelli in the amount of \$1,095,182.
- 2) Approve a contingency fee of \$90,416 and a Design Service Budget of \$1,200,000.
- 3) Authorize the Library Director/CEO to execute a Design Services Contract with Borrelli.

IV. STAFF RECOMMENDATION:

Staff recommends that the Board approve the Design Services Contract, contingency fee, and authorize the Library Director/CEO to execute a Design Services Contract with Borrelli + Partners.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-080

**DESIGN SERVICES CONTRACT FOR
ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13th day of June 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the Design Services Contract with Borrelli + Partners in the amount of \$1,095,182.
2. To approve a contingency fee of \$90,416 and for Design Services Budget of \$1,200,000.
3. To authorize the Library Director/CEO to execute a Design Services Contract with Borrelli + Partners.
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
June 13, 2024**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Information

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

**Preliminary Orange County
Library District Annual Budget
for FY 2024-2025**

PRELIMINARY JUNE 13, 2024

ORANGE COUNTY LIBRARY DISTRICT
ANNUAL BUDGET FY 2024-2025



Introduction to the Budget

- 03** Director's Message
- 06** Budget Summary
- 07** Certificate of Achievement in Financial Reporting Award
- 08** Orange County Library District Governing Board
- 09** Orange County Library District Board of Trustees
- 10** Organizational Chart
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Operating Fund Budget

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- 19** Expenditures Highlights

Other Funds

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- 27** Sinking Fund Budget
- 28** Permanent Fund Budget



Director's Message

DATE: June 13, 2024

TO: Orange County Library District Governing Board, Board of Trustees, and Residents

FROM: Steven Powell, Library Director & Chief Executive Officer

SUBJECT: PRELIMINARY Budget for the Fiscal Year Ending September 30, 2025

As Orange County Library Director, I am pleased to present the fiscal year 2024-2025 budget. Chapter 80-555, as amended by Chapter 99-486, Laws of Florida, establishes the Orange County Library District as an independent special taxing district, for the purpose of providing library services and facilities in Orange County, Florida, except the incorporated areas of the cities of Winter Park and Maitland.

In the previous fiscal year, OCLS focused on reducing barriers to library service with the goal of making the library more accessible to everyone. After much research and consideration, we eliminated fines for overdue materials, to make it easier for families to maintain a card in good standing, as long as they return their borrowed items. This resulted in the immediate restoration of more than 30,000 cards to active status and the return of hundreds of thousands of dollars of overdue materials to the library. We also created a new Community Engagement Department that brings library programs into hospitals, senior centers, daycares, community centers and transportation-challenged communities. That department employs storytellers, community engagement specialists and social workers who take library experiences beyond our walls and directly to the places where people gather. We also made progress on new library construction projects in Horizon West and Lake Nona, and we look forward to groundbreaking at both sites soon.

Our efforts were well received by residents – library circulation, usage and card signups have been trending upward throughout 2023 and into 2024, with no sign of abating. That's excellent news for both OCLS and Orange County residents who rely on us for reading materials, learning opportunities, meeting spaces and more.

The FY 2024-2025 budget reflects an 8.8 percent increase over the previous fiscal year. While much of this is due to additional tax revenue, another contributing factor is related to an increase in our reserves, which are the result of strict fiscal oversight.

This budget also expands upon the accomplishments of the previous year by investing even more into our push to engage the community and our investment in the future of OCLS.

Systemwide Initiatives

Branch Expansion

During FY 2023-2024, progress was made on both the Horizon West and Lake Nona branch projects. In April 2024, the Library Board of Trustees approved the budget for Horizon West, and the project is currently in the final stages of permitting. In Lake Nona, the library is working through site and building details with the City of Orlando and GOAA. Borelli + Partners is the architect for both projects, and the Construction Manager is H.J. High.

Staffing Resources and Support

For FY 2024-2025, OCLS is budgeted for more than 500 staff – an all-time high for our organization – to allow us to meet the staffing needs we will incur when our two new branches open. The library is also investing in its staff by creating new opportunities for our employees to learn and develop their skills, so they feel invested and energized to provide stellar service to Orange County residents.

Continued Development of Local Wanderer and Library of Things Programs

OCLS is expanding and developing Local Wanderer, the library's program that allows residents to check out tickets to local arts and cultural programs just like they would check out a book. It is also expanding its Library of Things collection, which allows residents to check out non-traditional library materials, such as citizen science kits, blood pressure monitoring devices and knitting kits.

Bookmobile

In January 2023, OCLS received a \$100,000 donation from the Sorosis of Orlando Woman's Club to assist with the introduction of mobile services, including book bikes and a bookmobile to the community. Thanks to the Sorosis Club, as well as a donation from OUC, two book bikes hit the road in FY 2023-2024. They have been traveling to events and locations across the county to bring library card signup, library materials, storytimes and more to the community. In January 2024, the library Board of Trustees approved a motion to enter a contract with Matthews Specialty Vehicles to design and build a bookmobile that is expected to be completed in early 2026.

Strategic Planning

In 2023, OCLS began the process of overhauling and updating its strategic plan, which sets the stage for how the library will fulfill its duty to provide outstanding library service to Orange County. The strategic planning process consisted of focus groups, meetings with partner organizations, board and staff retreats, and community surveys asking people to share their thoughts about library service. That feedback has been gathered and evaluated by library leadership, and it will be presented to the Board of Trustees this summer. With the board's feedback and approval, we anticipate releasing a new strategic plan to the community at the beginning of the 2024-2025 fiscal year.

In Closing

During 2023, The Orange County Library System celebrated 100 years of service to the community by celebrating our proud past and looking ahead to our bright future. We used the milestone to renew our promise to our community to strive to be the best public library system in the state. We let people know that we envision a future where the library continues to be a vital hub for learning and opportunity that aspires to evolve and grow alongside the community we serve.

The proposed budget for FY 2024-2025 supports us in our effort to be more welcoming, more forward thinking, more connected and more empowered to be the best that we can be.

I want to see the Orange County Library System improve the lives of people who live here by offering educational, cultural, recreational and informational services that create a stronger Orange County.

As always, our staff manages the financial resources the library receives with discretion that aims to exceed the expectations of the residents, Trustees, and Governing Board.

We truly appreciate the support and confidence we receive from the Governing Board, Trustees, Friends of the Library, and residents of Orange County.

Respectfully submitted,

Steven Powell
Library Director/CEO

Crockett Bohannon, President
Library Board of Trustees

CC: Jerry L. Demings, Orange County Mayor
Nicole Wilson, Orange County Commissioner District 1
Christine Moore, Orange County Commissioner District 2
Mayra Uribe, Orange County Commissioner District 3
Maribel Gomez Cordero, Orange County Commissioner District 4
Emily Bonilla, Orange County Commissioner District 5
Michael Scott, Orange County Commissioner District 6
Stephanie Herdocia, City Clerk, City of Orlando
Byron Brooks, County Administrator
Kurt Petersen, Director, Office of Management & Budget
Phil Diamond, Orange County Comptroller

Budget Summary

Orange County Library District's fiscal year 2024-2025 budget of \$109,121,020 was developed utilizing the following considerations:

- Branch expansion is underway in the Horizon West and Lake Nona communities.
- 4% raises for all eligible full- and part-time staff.
- The addition of 29 positions to meet library service and business needs.
- Capital projects were prioritized based on necessity and available funding.

Operating Fund Revenues

The library is primarily funded through property tax revenues. For FY 2024-2025, based on the increase in the number of properties and current property values, the library's millage of .3748 will generate \$72,777,600 in tax revenues. This is an increase of 6.4%, or \$4,377,600, more than FY 2023-2024.

The Operating Fund Revenues for FY 2024-2025 reflect an 8.8% increase compared to the current year's budget. While most of this increase is due to additional tax revenues, the other contributing factor is related to increases in reserves.

In June 2007, the Florida Legislature passed legislation that reduced the library's millage rate from .4325 to .3748 for FY 2007-2008. The library has not increased its millage rate since that time and for FY 2024-2025, staff recommend that the millage be maintained at .3748.

Operating Fund Expenditures

Salaries and Benefits make up just over half of the library's expenses. The remaining funds are used for physical and digital resources, operating costs, technology hardware and software, building improvements, equipment, furniture, saving for future projects, and emergencies.

Operating Fund Reserves

The increases in reserves are due to FY 2022-2023 actual revenues exceeding actual expenditures. The bulk of the excess revenue was allocated to the Capital Projects and Sinking Funds. This permits the library to address current and future branch expansion and to immediately address emergency repairs due to natural disasters or catastrophic failures.

Certificate of Achievement in Financial Reporting Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Certificate of Achievement for Excellence in Financial Reporting to the Orange County Library District, Orlando, Florida for its annual budget for the fiscal year ending September 30, 2022.

The Orange County Library District has received this award for 20 consecutive years.

Orange County Library District Governing Board



Orange County Mayor
Jerry Demings



Orange County Commissioner
Nicole Wilson



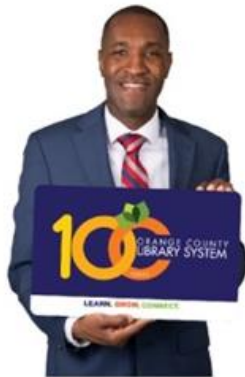
Orange County Commissioner
Emily Bonilla



Orange County Commissioner
Christine Moore



Orange County Commissioner
Mayra Uribe



Orange County Commissioner
Michael Scott



Orange County Commissioner
Maribel Gomez Cordero



City of Orlando City Clerk
Stephanie Herdocia

Orange County Library District Board of Trustees

Crockett Bohannon,
President
County Appointee



Nicole Benjamin,
Vice President
City Appointee



Ashley Cisneros Mejia,
Trustee
City Appointee



Venessa Tomlin
Trustee
County Appointee



Orange County Library District Organizational Chart

ORGANIZATIONAL CHART

DIRECTOR/CHIEF EXECUTIVE OFFICER

ASSISTANT DIRECTOR/CHIEF OPERATING OFFICER

LIFELONG LEARNING

Adult Services
 Events & Programs
 Melrose Center
 Youth Services

NEIGHBORHOOD SERVICES

Community Engagment
 Horizon West
 Windermere
 Winter Garden

Alafaya
 Chickasaw
 Eatonville
 Fairview Shores
 North Orange
 Southeast

Hiawassee
 Lake Nona
 Southwest
 South Creek
 South Trail
 Washington Park
 West Oaks

IT Design & Development

Acquisitions Services

Orlando Public Library

BUSINESS OPERATIONS

Finance
 Facilities & Operations
 Construction
 Custodial Maintenance

HUMAN RESOURCES

Employee Services
 Training & Development

MARKETING & PUBLIC RELATIONS

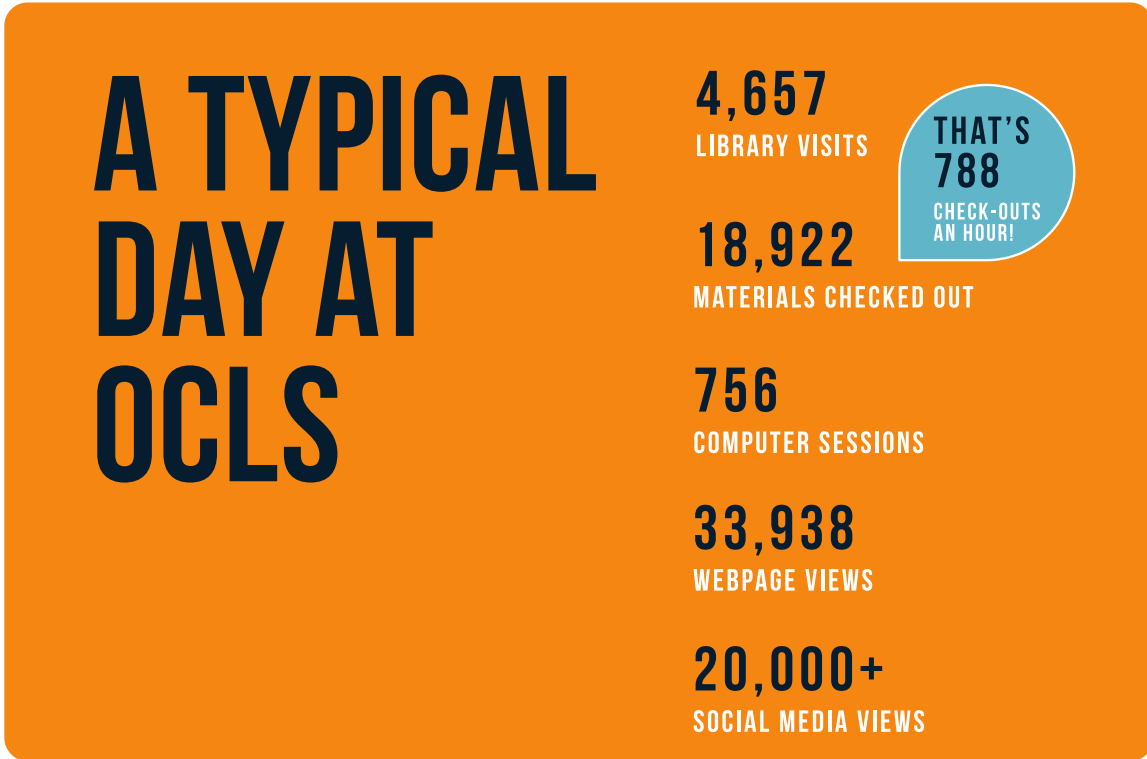
Marketing & Public Relations
 Development

INITIATIVES & INSIGHTS

Data & User Services

IT Services

Accomplishments



Overall Increase in Library Use

During FY 2023-2024, the library has seen an increase in use in multiple areas. For example, there was an increase in new card signups, especially in September 2023 when the library saw more than 7,800 people sign up for a new card – the highest number since 2019. Overall, the library also saw a 19 percent increase in library usage in 2023, a trend that has continued well into 2024.

100 Year Celebration

The library's 100 Year Celebration, which marked 100 years of service to the community, concluded on November 8, 2023. Throughout 2023, the library hosted a wide range of special events, programs and speakers to highlight the milestone. Some standout events included: *Top Chef* contestant and author Kwame Onwuachi spoke at Orlando Public Library in February 2023; R.L. Stine, creator of the bestselling series *Goosebumps*, spoke at the Orlando Book Festival in April 2023; *Bridgerton* author Julia Quinn spoke at the library's Romance Wine and Chocolate event in September 2023; and in November 2023, the library hosted a 100 Year signature event with Neil Gaiman in conversation with Art Spiegelman at the Dr. Phillips Center's Steinmetz Hall. In total, the library hosted nearly 400 100 Year events, with a combined attendance of over 9,400 people.

Partnership with OUC

OCLS and Orlando Utilities Commission both turned 100 in 2023, so the two organizations partnered to show support for one another. The library hosted an OUC100 display at the Orlando Public Library and collaborated with OUC on social media posts about the shared milestone. OUC donated \$8,000 to OCLS to allow the library to purchase a co-branded book bike that operates in the OUC service area.

Golden Brick Award

In April 2024, the Downtown Orlando Partnership recognized OCLS with a Golden Brick Award of Excellence for its 100 Year Celebration.

Book Bikes Bring the Library to the People

Since its delivery in late 2023, the book bike supported by OUC has traveled to the OUC Half Marathon, the Lake Eola Farmers Market, Leu Gardens, the Orlando Science Center, and many more places and events. The bike has connected with more than 2,500 people, giving them the opportunity to sign up for a library card and check out items.

The book bike supported by Sorosis of Orlando Woman's Club is in the Winter Garden area and makes regular use of the bike trails to visit community partners such as Hyde Park Village, the LIFT Disability Network, Oakland Farmer's Market, and Healthy West Orange, to name a few. It has connected with over 1,600 people, giving them the opportunity to sign up for a library card and check out items.

New Opportunities for Children and Families

The library's Community Engagement Department has built relationships with the UCF Mighty Knights, which supports families with children who have complex communication and mobility needs. The library visits the Mighty Knights to offer storytimes and library card signup opportunities and hosts inclusive family storytimes for the Knights at the Chickasaw Branch.

Community Engagement is also working with Arnold Palmer Hospital to schedule Library Takeover Days, where the library brings storytimes and activities to families who have children in the hospital. Kids who can leave their rooms can gather to participate, but for children who are too ill, the activities are livestreamed to TVs in their rooms. Prepackaged, sterilized activity bags are brought to every room, so all children can participate. So far, the events have served nearly 600 families.

High School Opportunities for Adults

Excel Adult High School debuted at OCLS in 2023. This program offers library cardholders the potential to earn a scholarship to complete their high school credits online and receive an accredited high school diploma. The library committed to providing 30 paid scholarships at the launch of the program. Of these, 24 scholarships have been awarded. Three have earned their high school diplomas, and 21 students are currently enrolled and working toward graduation.

Partnership with Second Harvest Food Bank

During 2023, the library partnered with Second Harvest Food Bank to distribute shelf-stable boxes of food to families in need at four branches: Chickasaw, Fairview Shores, Hiawassee and South Trail. The effort makes it easier for families to get access to healthy food when they need it.

Summer at Your Library 2023

During the 2023 Summer at Your Library program, more than 3,400 kids logged more than two million minutes of reading time with OCLS. More than 56,000 people attended a Summer at Your Library event during June and July 2023, and more than 8,200 free summer lunches were distributed through the Orange County Public Schools Mobile Lunch Program at a library location.

Social Workers at the Library

In the previous fiscal year, the library's social workers assisted 4,400 people, helping them connect with government assistance, housing, mental health resources and a wide variety of other needs.

Volunteers Provide a Vital Resource

During 2023, more than 1,091 teens and 42 adults volunteered at an OCLS library, working more than 14,000 volunteer hours in total. The library's volunteers serve for a variety of reasons – to fulfill the requirements for school scholarships, as part of a college degree program, or simply for the satisfaction of making a difference in the community.

Orlando Business Journal's 2023 Healthiest Employers

American Heart Association 2023 Workplace Health Achievement – Gold Recognition

Best Workplaces for Commuters 2023

Orlando Sentinel Top Workplaces 2023

FY 2022-2023 Statistics



Statistics represent the OCLS Fiscal Year 10/1/22 - 9/30/23

Large Donations and Grants Received

Window World of Central Florida - \$50,000 to support the Summer Reading Program

FY2022-2023: \$50,000

FY2023-2024: \$50,000 *fourth consecutive year

Sorosis of Orlando Woman's Club to implement mobile services via book bikes and a bookmobile

FY2022-2023: \$100,000

Friends of the Orange County Library for scholarships, staff development, and program support

FY2022-2023: \$75,538

Friends of the Orange County Library System for Books & Beyond Publication

FY2022-2023: \$36,000

Orlando Utilities Commission Book Bike

FY2022-2023: \$8,000

ALA & the FINRA Investor Education Foundation for financial literacy programming

FY2022-2023: \$49,929

Institute of Museum and Library Services and State of Florida Division of Library Services for Right Service at the Right Time

FY2022-2023: \$59,928

Florida Humanities: Family Literacy Programs Prime Time Family Reading and English for Families

FY2022-2023: \$17,500

FY2023-2024: \$14,500

Florida Humanities: Orlando Book Festival Funding

FY2022-2023: \$10,000

FY2023-2024: \$10,000

Florida Division of Cultural Affairs for the Sunshine State Author series to bring children's and young adult authors to Orange County

FY2022-2023: \$25,000

FY2023-2024: \$25,000

Florida Municipal Insurance Trust: Safety Grant

FY2022-2023: \$3,112

Winter Park Health Foundation for non-profit resiliency and well-being support

FY2022-2023: \$5,000

National Endowment for the Arts Big Read Grant

FY2022-2023: \$19,000

Library Services and Technology Act for the Right Service at the Right Time

FY2022-2023: \$59,928

City of Orlando Mayor's Matching Grant

FY2022-2023: \$8,000

FY2023-2024: \$6,000

Public Library Association and AT&T Digital Literacy Workshop Training

FY2022-2023: \$7,000

Operating Fund Revenues – Preliminary

	FY 2023-2024 Budget	Increase (Decrease)	% Change	FY 2024-2025 Budget
AD VALOREM TAXES	68,400,000	4,377,600	6.4%	72,777,600
INTERGOVERNMENTAL				
Federal Admin. by State Grant	525,000	0	0.0%	525,000
Federal Agencies Grants	50,000	(30,000)	-60.0%	20,000
State Grants	100,000	(50,000)	-50.0%	50,000
State Aid	200,000	0	0.0%	200,000
County Grants	0	0	0.0%	0
Total Intergovernmental	875,000	(80,000)	-9.1%	795,000
CHARGES FOR SERVICES				
Fee Cards	75,000	25,000	33.3%	100,000
PC Pass	1,000	(1,000)	-100.0%	0
PC Express	500	200	40.0%	700
Classes	1,000	(1,000)	-100.0%	0
Meeting Rooms	30,000	0	0.0%	30,000
Faxes	10,000	5,000	50.0%	15,000
Ear Buds, Jump Drives	1,500	1,000	66.7%	2,500
Bag Sales	1,000	2,000	200.0%	3,000
Copy & Print	75,000	105,000	140.0%	180,000
Passport Facility Fee	12,000	0	0.0%	12,000
Other	500	6,500	1300.0%	7,000
Total Charges for Services	207,500	142,700	68.8%	350,200
LOST MATERIALS	25,000	23,000	92.0%	48,000
MISCELLANEOUS				
Investment Earnings	163,000	1,003,500	615.6%	1,166,500
Sale Surplus Property	2,000	3,000	150.0%	5,000
Contributions - FOL	85,000	(35,000)	-41.2%	50,000
Contributions - Other	50,000	0	0.0%	50,000
Internet Rebate	75,000	3,720	5.0%	78,720
Grants & Awards	20,000	(5,000)	-25.0%	15,000
Miscellaneous (New FY 21)	75,000	(40,000)	-53.3%	35,000
Total Miscellaneous	470,000	930,220	197.9%	1,400,220
TRANSFERS				
TRANSFER FROM PROPERTY APPRAISER	32,000	18,000	56.3%	50,000
TRANSFER FROM TAX COLLECTOR	546,500	35,500	6.5%	582,000
Total Transfers	578,500	53,500	9.2%	632,000
Total Revenues Before Reserves	70,556,000	5,447,020	7.7%	76,003,020
Reserves/Fund Balances	29,697,000	3,421,000	11.5%	33,118,000
TOTAL REVENUES	\$100,253,000	\$8,868,020	8.8%	\$109,121,020

Operating Fund Revenues Highlights

Ad Valorem Taxes (\$72,777,600)

Based on the information provided by Orange County's Office of Management and Budget, property values are up 6.4%. With this increase and no change in the millage rate of .3748, gross tax revenues are \$76,492,129. However, per state budgeting regulations the library must reduce the ad valorem taxes by 5% or \$3,520,984 (rounded).

After the required 5% deduction, budgeted ad valorem tax revenues are up \$4,377,600 to \$72,777,600.

Intergovernmental (\$795,000)

The library's practice is to be very conservative with these line items and projects a reduction of \$80,000 in next year's budget.

Charges For Services (\$350,200)

The \$142,700 increase is mostly due to projected increases of \$25,000 due to higher-than-average Fee Card subscriptions, \$5,000 in Faxes, and \$105,000 in Copy & Print Revenue. In late 2022, the library reduced the price of faxes, copies, and prints, and due to the lower prices, more people are using those services.

Lost Materials (\$48,000)

The \$23,000 increase is based on current revenue trends. Although the library stopped overdue fines in October 2022, customers are responsible for lost or damaged materials.

Miscellaneous (\$1,400,220)

Miscellaneous revenue is going up \$930,220 to \$1,400,220. The bulk of this increase, \$1,003,500, is investment interest earnings that continue to be volatile and unpredictable.

Transfers (\$632,000)

The Transfers are revenue paid to the library by the property appraiser and tax collector based on over-payments to them in the previous fiscal year. Because revenue continues to go up, we are estimating that the transfers will increase by \$53,500.

Reserves (\$33,118,000)

This is the total of Reserves that are eligible for spending. Reserves will see an increase of \$3,421,000 next year. This figure represents approximately five months of expenses, which is in line with industry standards.

Overall, revenue for FY 2024-2025 reflects a \$8,868,020, or 8.8%, increase.

All Revenues except for non-operating revenues, internal service funds, and grant funds include the 5% statutory reduction required by Florida Statute Chapter 129.01.

Operating Fund Expenditures Preliminary

	<u>FY 2023-2024 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>	<u>FY 2024-2025 Budget</u>
SALARIES & BENEFITS				
Salaries	26,175,000	2,300,000	8.8%	28,475,000
Medicare Taxes	400,000	25,000	6.3%	425,000
Defined Contribution Pension Plan	1,975,000	175,000	8.9%	2,150,000
Defined Benefit Pension Plan	1,925,000	(25,000)	-1.3%	1,900,000
Money Purchase Pension Plan	1,675,000	175,000	10.4%	1,850,000
Life & Health Insurance (Employees)	4,350,000	525,000	12.1%	4,875,000
Retiree Health Care (OPEB)	675,000	(25,000)	-3.7%	650,000
Worker's Compensation	130,000	20,000	15.4%	150,000
Unemployment Compensation	50,000	10,000	20.0%	60,000
Parking & Bus Passes	275,000	25,000	9.1%	300,000
Total Salaries & Benefits	37,630,000	3,205,000	8.5%	40,835,000
OPERATING				
Professional Services	450,000	100,000	22.2%	550,000
Other Contractual Services	2,585,700	414,300	16.0%	3,000,000
Other Contract. Serv.- Janitorial	460,000	60,000	13.0%	520,000
Training & Travel	150,000	100,000	66.7%	250,000
Telecommunication	612,800	37,200	6.1%	650,000
Delivery & Postage	1,500,000	100,000	6.7%	1,600,000
Utilities	1,050,000	100,000	9.5%	1,150,000
Rentals & Leases	1,570,000	90,000	5.7%	1,660,000
Insurance	750,000	175,000	23.3%	925,000
Repair & Maintenance	1,775,000	150,000	8.5%	1,925,000
R & M - Hardware/Software	1,625,000	230,000	14.2%	1,855,000
Copying/Printing	355,000	45,000	12.7%	400,000
Promotional Activities	500,000	0	0.0%	500,000
Property Appraiser's Fee	715,000	(15,000)	-2.1%	700,000
Tax Collector's Fee	1,380,000	120,000	8.7%	1,500,000
Supplies	1,246,500	153,500	12.3%	1,400,000
Supplies-Hardware/Software	700,000	150,000	21.4%	850,000
Memberships	17,500	2,500	14.3%	20,000
Total Operating	17,442,500	2,012,500	11.5%	19,455,000
CAPITAL OUTLAY				
Building & Improvements	3,250,000	5,750,000	176.9%	9,000,000
Equipment & Furniture	844,500	155,500	18.4%	1,000,000
Hardware/Software	1,275,000	600,000	47.1%	1,875,000
Total Capital Outlay	5,369,500	6,505,500	121.2%	11,875,000
LIBRARY MATERIALS				
Materials - Rest. Contributions	14,000	1,000	7.1%	15,000
Materials - Other	5,100,000	650,000	12.7%	5,750,000
Total Materials	5,114,000	651,000	12.7%	5,765,000
TRANSFERS				
TRANSFER TO CAPITAL PROJECTS	4,500,000	500,000	11.1%	5,000,000
TRANSFER TO SINKING/EARR FUND	500,000	0	0.0%	500,000
Total Transfers	5,000,000	500,000	10.0%	5,500,000
Total Expenditures Before Reserves	70,556,000	12,874,000	17.7%	83,430,000
Reserves	29,697,000	(4,005,980)	-13.5%	25,691,020
TOTAL EXPENDITURES	\$100,253,000	\$8,868,020	8.8%	\$109,121,020

Operating Fund Expenditures Highlights

Salaries & Benefits (\$40,835,000)

Salaries and Benefits will increase by \$3,205,000 next year due to adding more staff and increased wages.

The FY 2024-2025 budget brings staffing levels to 376 full-time and 157 part-time positions, included are 29 positions for the upcoming year, 22 of which are slated for the new Horizon West Branch.

The FY 2024-2025 Budget Guidelines from Mayor Demings include a 4% salary increase for all non-bargaining unit employees. The library consistently follows Orange County Budget Guidelines and plans to provide all eligible staff with a 4% raise.

Defined Contribution Pension Plan (\$2,150,000)

Library employees have not participated in Social Security since shortly after the library district was formed in September 1980. Instead, a defined contribution pension plan was established for all staff. The Plan requires that the library contribute 7.5% of each employee's bi-weekly salary. Vesting is immediate and benefits are payable in a lump sum at termination/retirement.

The \$175,000 increase in this account is due to increased projected salaries.

Defined Benefit Pension Plan (\$1,900,000)

This Plan is a traditional retirement plan covering full-time employees hired prior to January 1, 2007. The normal retirement benefit (2% of an employee's final five-year average earnings multiplied by years of service minus one year) is calculated at age 65. Employees who are vested and have at least 10 years of service may retire as early as 55. However, there is a 5% reduction for each year under age 65. As of January 1, 2024, 46 active employees were participants in this Plan.

Contributions to the Plan are actuarially determined at the beginning of each calendar year. The \$25,000 decrease in projected contributions for the next fiscal year is due to the anticipated investment valuation as of December 31, 2024.

Money Purchase Pension Plan (\$1,850,000)

Effective January 1, 2007, new full-time employees are enrolled in this Plan. The Plan requires that the library contribute 9% of each employee's bi-weekly salary. The vesting period is one year, and benefits are payable in a variety of forms, including lump sum and installments after retirement or departure.

The \$175,000 increase is due to new positions and increased salaries.

Life and Health Insurance (\$4,875,000)

The library pays the medical and dental premiums for full-time employees and the employee is responsible for the cost of any dependent coverage: spouse, children, or family. Under the Affordable Care Act (ACA), the library also provides separate healthcare coverage to part-time employees who are paid, on average, 30 hours or more per week.

The projected increase of \$525,000 is a combination of the projected number of full and part-time employees eligible for the coverage and premium increases.

Retiree Health Care (\$650,000)

Local governments are required to reflect the true cost of retiree healthcare during the employee's tenure rather than the "Pay as You Go" system that was common up until 2007. A trust fund was established in 2007 and the library has since been funding this benefit in a fashion similar to a pension. Contributions to the Plan are actuarially determined.

In April 2019, the Board approved a new, limited benefit for employees hired after that date. The FY 2024-2025 funding for this account is primarily based on the actuarial report.

The \$25,000 decrease in projected contributions for the next fiscal year is due to the anticipated investment valuation as of December 31, 2024.

Parking and Bus Passes (\$300,000)

For Orlando Public Library employees, the library anticipates leasing approximately 200 parking spaces in the City of Orlando garage across from the Orlando Public Library. The library also offers LYNX bus passes in place of parking, at the employee's choice. Branches have free parking. The budget for this account reflects a \$25,000 increase, based on increased staffing.

Overall, salaries and benefits for FY 2024-2025 are up \$3,205,000 or 8.5%.

Operating (\$19,455,000)

Professional Services (\$550,000)

Examples of services charged to this account include the following:

- Actuaries (pension, health insurance, retiree health care)
- Auditors
- Attorneys (general counsel, labor, construction, pension)
- Insurance broker
- Architect and engineering services

The \$100,000 increase in the budget for this account is related to architectural and consultant fees for ongoing and upcoming projects.

Other Contractual Services (\$3,000,000)

Services charged to this account include the following:

- Off-duty police officer coverage and security guards
- Bibliographic records
- Branch deliveries
- Bank/credit card fees
- Armored car pickup service for all locations
- Pre-employment background checks
- Compensation and strategic plan consultants

The \$414,300 increase in the budget is primarily due to off-duty officer charges, security guards, consulting services, banking fees, and overall inflation for these services.

Other Contractual Services – Janitorial (\$520,000)

At the Orlando Public Library, the custodians are library employees, but at branches the library contracts with a private vendor for janitorial cleaning services, pressure washing, and carpet and window cleaning.

The \$60,000 increase in the budget for this account is primarily due to contractual cost increases.

Training and Travel (\$250,000)

Charges to this account include:

- Mileage, parking, tolls, and travel reimbursements
- Training, seminars, and conferences

The \$100,000 increase is related to additional training and development for staff.

Telecommunication (\$650,000)

Telecommunication services include Internet connections, Metro-Ethernet branch connections, and Voice-Over Internet Protocol.

The \$37,200 increase is due to contractual increases.

Delivery and Postage (\$1,600,000)

The following are charged to this account:

- Payments to Priority Express Parcel for home delivery services
- Payments to the Post Office for general mail service and some home delivery items
- Federal Express charges

The budget for this account was increased by \$100,000 due to contractual obligations for home delivery services.

Utilities (\$1,150,000)

Included in this account are charges for water, sewer, trash, and electricity for all facilities. The library continues to implement water and energy-saving changes, such as automatic faucets, LED lighting, programmable thermostats, and motion-activated lights in offices to name a few.

The \$100,000 increase is based on increased utility charges.

Rentals and Leases (\$1,660,000)

This account reflects the leasing costs of the South Trail, Fairview Shores, Hiawassee, Southeast, Southwest, and Eatonville branches. The library also leases Washington Park and Windermere, but there are no lease charges for those facilities.

The \$90,000 increase is primarily due to contractual increases.

Insurance (\$925,000)

Insurance coverage charged to this account includes the following:

- General Liability
- Property

- Public officials
- Flood
- Employment practices
- Fiduciary (pensions)

The \$175,000 increase in this account is based on estimates provided by our insurance broker.

Repairs and Maintenance (\$1,925,000)

The library system consists of the Orlando Public Library and 14 branches for a total of approximately 460,000 square feet. Repairs and routine maintenance include the following services:

- Plumbing, electrical, and heating, ventilation, and air conditioning
- Elevator maintenance
- Painters and handyman
- Landscaping
- Fire alarms and sprinkler systems
- Building security and camera systems
- 3M self-check systems

The cost to maintain our facilities and equipment is partly a function of size. Additionally, facilities and equipment are well maintained with the goal to keep them that way. The \$150,000 increase in the budget for this account is due to overall cost increases.

Repairs and Maintenance – Hardware/Software (\$1,855,000)

Examples of items charged to this account include IT-related subscriptions, licenses, maintenance contracts, application service contracts, and technology repairs for the following:

- Library automation system
- Antivirus and Internet filtering software
- Technology and network equipment
- Accounting, payroll, and time and attendance software
- Human resources software
- Applicant tracking and performance evaluation software

The library pays maintenance and service contracts for over 50 software applications. The budget for this account increasing by \$230,000.

Copying/Printing (\$400,000)

The library contracts with a vendor to provide printers and all-in-one machines (fax, scan, print, copy) throughout the system. The library pays for each copy made and the vendor is responsible for providing the machines, service, and supplies excluding the paper. Additionally, large print jobs sent to external printers are charged to this account.

The \$45,000 increase is due to upgraded equipment and cost increases on paper and printing supplies.

Promotional Activities (\$500,000)

The costs in this account include television, social media, print, and radio advertisements. There is no projected increase to this account for the upcoming year.

Property Appraiser’s Fee (\$700,000)

The Orange County Property Appraiser determines the value of all property for each taxing agency in the County for ad valorem tax purposes. In exchange for providing this service, each taxing agency is charged for a portion of the Appraiser’s budget.

The Property Appraiser’s Office provided its estimated FY 2024-2025 cost of \$700,000, which is a \$15,000 decrease compared to last year’s budget.

Tax Collector’s Fee (\$1,500,000)

The Orange County Tax Collector collects taxes from property owners in the County and distributes the tax revenues to the appropriate taxing agencies. The Collector’s fee has historically been 2% of the taxes collected.

Due to the increase in property tax revenues, the budget for this account is increasing by \$120,000.

Supplies (\$1,400,000)

Examples of supplies used throughout the system and charged to this account include the following:

- Office and janitorial supplies
- Local Wanderer access passes
- Library of Things materials
- Paper and program supplies
- Furniture and equipment items with a unit cost of less than \$1,000

The \$153,500 increase is due to the development and expansion of Local Wanderer, the library’s culture pass program, and Library of Things collection. Additionally, the cost of janitorial supplies, program supplies, and paper continues to rise.

Supplies – Hardware/Software (\$850,000)

This account includes technology items with a unit cost of less than \$1,000. The \$150,000 increase is due to the increased number and cost of computers.

Overall, operating expenditures for FY 2024-2025 are up \$2,012,500 or 11.5%.

Capital Outlay (\$11,875,000)

Building and Improvements (\$9,000,000)

- The proposed budget includes the following:
- Orlando Public Library Roof Replacement \$3,500,000
- Orlando Public Library Exterior Lighting Upgrade \$2,000,000
- Orlando Public Library First Floor Renovation Design \$1,600,000
- Orlando Public Library Front Entrance Improvements \$650,000
- Winter Garden Branch Refresh \$550,000
- Other Building Improvements \$375,000
- West Oaks Branch HVAC Replacement \$325,000

Equipment and Furniture (\$1,000,000)

The following are included in the budget for this account:

- Furniture, fixtures, and equipment
- Bookmobile
- Other projects

Hardware/Software (\$1,875,000)

This account includes technology items with a unit cost of more than \$1,000. The proposed budget includes the following:

• Computer Replacements	\$375,000
• Human Resources Software Replacement	\$300,000
• Finance Software Replacement	\$300,000
• Servers/cloud storage & Network	\$175,000
• Web Site Enhancements	\$150,000
• Laptops	\$125,000
• Digital content enhancement	\$100,000
• Melrose Center iMac and Windows computers	\$100,000
• Early Technology AWE Stations	\$75,000
• Summer At Your Library Technology	\$50,000
• Video equipment	\$25,000
• Other projects	\$100,000

Overall, capital outlay expenditures for FY 2024-2025 are up \$6,505,000 or 121.2%

Library Materials (\$5,765,000)

The budget for this account covers the purchase of all electronic and physical materials. The \$651,000 increase is mainly due to the increased use and cost of digital materials.

Transfer to Capital Projects Fund (\$5,000,000)

To support future branch development, \$5,000,000 is being transferred to the Capital Projects Fund. The budget for this account is \$500,000 higher than last year's budget.

Transfer to Sinking Fund (\$500,000)

The Sinking Fund allows the library to set aside funds for future repairs/replacements to both facilities and technology.

The Horizon West Branch Land Lease with Orange County requires that \$1 million be set aside in this Fund to provide for immediate repairs to the Horizon West Branch while waiting on insurance proceeds and a \$250,000 Demolition Fund to assist in the removal of the building when the 85-year lease ends.

The target value for this Fund is 4% of the library's property plant and equipment value, plus the \$1.25 Million required by Horizon West Branch Land Lease.

Reserves (\$25,691,020)

The Operating Reserves are a result of careful planning, conservative spending, and continuous oversight. The library plans to use \$4,005,980 of Reserves for Building and Improvements. Staff feel that the remaining balance in Reserves is appropriate so that the library can address any unexpected circumstances.

Overall, total expenditures for FY 2024-2025 reflect a \$8,868,020, or 8.8%, increase.

Other Funds Preliminary

Capital Projects Fund

	FY 2023-2024 Budget	Increase (Decrease)	FY 2024-2025 Budget
REVENUES			
State Construction Grant	0	0	0
Investment Earnings	75,000	50,000	125,000
Transfer from Operating Fund	4,500,000	500,000	5,000,000
Reserves	<u>35,250,000</u>	<u>8,350,000</u>	<u>43,600,000</u>
TOTAL REVENUES	\$39,825,000	8,900,000	\$48,725,000
EXPENDITURES			
New Horizon West Branch	14,500,000	12,225,000	26,725,000
New Lake Nona Branch	0	1,500,000	1,500,000
Reserves	<u>25,325,000</u>	<u>(4,825,000)</u>	<u>20,500,000</u>
TOTAL EXPENDITURES	39,825,000	8,900,000	48,725,000

The purpose of the Capital Projects Fund is to fund future branch development.

Sinking Fund

	<u>FY 2023-2024 Budget</u>	<u>Increase (Decrease)</u>	<u>FY 2024-2025 Budget</u>
REVENUES			
Reserves-Technology	0	0	0
Investment Earnings	25,000	25,000	50,000
Transfer from Operating Fund	500,000	0	500,000
Reserves	<u>4,607,000</u>	<u>750,000</u>	<u>5,357,000</u>
TOTAL REVENUES	\$5,132,000	\$775,000	\$5,907,000
EXPENDITURES			
Reserves-Building and Improvements	3,382,000	775,000	4,157,000
Reserves-Horizon West Contract	1,000,000	0	1,000,000
Reserves-Horizon West Demo	250,000	0	250,000
Reserves-Technology	<u>500,000</u>	<u>0</u>	<u>500,000</u>
TOTAL EXPENDITURES	\$5,132,000	\$775,000	\$5,907,000

The Sinking Fund was created to address capital maintenance repairs or replacements for facilities and technology.

Permanent Fund

	<u>FY 2023-2024 Budget</u>	<u>Increase (Decrease)</u>	<u>FY 2024-2025 Budget</u>
REVENUES			
Investment Earnings	20,000	5,000	25,000
Investment Fair Value			0
Reserves	<u>1,076,000</u>	<u>20,000</u>	<u>1,096,000</u>
TOTAL REVENUES	\$1,096,000	\$25,000	\$1,121,000
EXPENDITURES			
Equipment	75,000	0	75,000
Reserves	<u>1,021,000</u>	<u>25,000</u>	<u>1,046,000</u>
TOTAL EXPENDITURES	\$1,096,000	\$25,000	\$1,121,000

The Permanent Fund was established to upgrade and enhance the Melrose Center's technology.

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Director's Report

MARKETING SNAPSHOT

MARKETING

ORLANDO BOOK FESTIVAL

**SATURDAY, MAY 18
10 A.M.—6 P.M.**
ORLANDO PUBLIC LIBRARY

**KEYNOTE SPEAKER
TAYARI JONES**
Author of *An American Marriage* and *Silver Sparrow*

ORANGE COUNTY LIBRARY SYSTEM LEARN. GROW. CONNECT. ocls.info | 407.835.7323

Florida HUMANITIES NATIONAL ENDOWMENT FOR THE HUMANITIES

Funding for this program was provided through a grant from the Florida Humanities and from the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed in this program do not necessarily represent those of Florida Humanities or the National Endowment for the Humanities.

OCLS focused marketing efforts around the Orlando Book Festival in May, with an integrated campaign featuring billboards, social, digital, print and radio ads, and a sponsored podcast featuring one of the festival authors on “A Mediocre Time with Tom and Dan” that aired on Real Radio 104.1 FM.

NEWS MEDIA

“Orlando Public Library hosting Orlando Book Festival on May 18”
Bungalower, May 7

“Nerd Nite @ Orlando Public Library”
Orlando Weekly, May 7

“Orlando Book Festival brings Florida author panels, workshops and more to the downtown library”
Orlando Weekly, May 14

“Florida Wildlife Corridor, Dave’s House, Orlando Book Festival, Kerouac House, Tayari Jones”
“Engage” on WMFE, May 15

“The Orange County Library System's Horizon West Branch Library is estimated to open spring 2025”
Orange Observer, May 16

“The Orlando Book Festival Returns To Orlando Public Library On May 18”
The Orlando Times, May 16

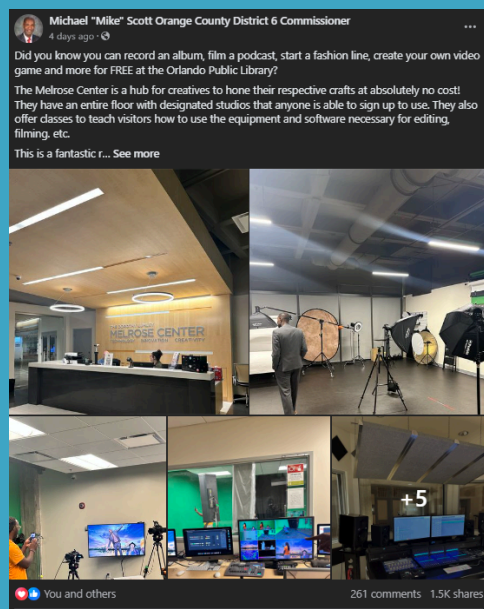
“Orlando Gay Chorus reveals the tuneful truth behind ‘The Gay Agenda’ this week”
Orlando Weekly, May 29

“Need food? Grab a box from these Central Florida libraries for free, no questions asked”
ClickOrlando, May 29

SOCIAL MEDIA

Orange County Commissioner Michael Scott recently visited the Melrose Center at the Orlando Public Library. In a post on Facebook and Instagram, Commissioner Scott said, “This is a fantastic resource for anyone looking to take their ideas to the next level without breaking the bank. All you need is a library card!” The post on Facebook has over 1,600 shares and 300 comments.

Comments include countless libraries throughout Florida tagged by residents asking for similar services and positive notes like, “This is an awesome community plug, will definitely have to check it out. Didn't know this was in that library.”



Director's Report: June 2024

OCLS has been working with the American Heart Association (AHA) to develop Cardiac Emergency Response Plan (CERP) protocols, which document specific steps to reduce death from cardiac arrest should someone in one of our buildings have a heart-health crisis. In addition to a written plan, more than 50 OCLS staff members were certified in the AHA HeartSaver® Total curriculum, which includes First Aid, CPR and AED training. The AHA donated \$43,659.51 to OCLS, which was used to purchase 19 AEDs for all library locations. We would like to thank the American Heart Association for this generous donation and to their commitment to saving lives in the community.

On May 18, the Orlando Public Library held the annual Orlando Book Festival, a daylong celebration of book. More than 280 attendees enjoyed a day of panels, writing workshops, book signings and a presentation from keynote speaker Tayari Jones, bestselling author of *An American Marriage*.

On May 23, 138 customers joined *New York Times* best-selling authors Christina Lauren (a combined pen name of Christina Hobbs and Lauren Billings, who write contemporary fiction, teen fiction and romance novels) to celebrate the release of their new book, *The Paradise Problem*. The after-hours event, Meet the Author: Christina Lauren, was co-hosted by Writers Block bookstore.

During May, Adult Services staff hosted a virtual program called Entrepreneur Toolkit. The four-part series helped participants learn to use OCLS online tools to develop business intelligence. The series attracted 59 participants.

OCLS was well represented at the Florida Library Association's annual conference, held May 15-17 in Orlando. Emmie Bileau, Paolo Melillo and Selina Raghunath presented at FLA on the grant funded program, Making Cents: Your Money in English, which was developed out of the Southeast Branch. Through their presentation, Empowering English Language Learners with Financial Literacy, they shared how other libraries can implement similar projects tailored to the unique needs of their communities. Chief Marketing and Public Relations Officer Erin Sullivan and Development Manager Jennifer Schock also presented at FLA this year. Their presentation was called Telling Your Own Story: Sharing Library News When Traditional Media Can't or Won't, and it focused on how OCLS used the 100 Year Celebration to tell the library's Proud Past, Bright Future story in 2023. Both presentations were well attended and well received by the FLA audience.

The annual Summer at Your Library program is underway. We kicked off on June 1, with an event at Orlando Public Library featuring PBS Kids Mega Wow! Host Katie Nguyen, who brought an afternoon of science and discovery to 185 kids and parents who are ready for a summer of adventure at the library. This year, thanks to generous donations from the Friends of the Orange County Library System and Window World, every child who signs up for our Summer Reading Challenge will receive a free book to take home. We hope the effort will promote literacy and a love of books in the kids in our community, and we're grateful to the Friends and Window World for their support.

Recent System-Wide Events

Community Engagement

- On 2 May, Community Engagement staff visited the Union Park Neighborhood Center for Families ESOL class to talk about library resources with 25 attendees.
- On 6 May, Community Engagement staff brought Storytimes and the book bike to 366 attendees at Leu Gardens.

- On 18 May, Community Engagement staff visited the Holden Heights Community Center bringing the AHA “Blood Pressure Monitor checkout program” to attending seniors. A total of 39 people interacted with the monitors and learned about the library’s program.
- On 24 May, Community Engagement staff set up a Library Pop-Up at DG Doughnuts in Ocoee, interacting with 48 people interested in books available for checkout.
- On 30 May, Community Engagement staff visited the Hunter's Creek Nursing Home & Rehab Center. A total of 27 attendees were treated to a full library experience as they discussed books, engaged in activities, participated in trivia, and checked out books and movies.
- In May, Community Engagement staff visited 15 Head Start locations across the county, bringing the library to 1050 people.

Alafaya

- On 1 May, Alafaya hosted “Bubble Playtime,” with 50 attendees enjoying bubbles and movement.
- On 6 May, Alafaya presented “Kid’s Crochet,” with 10 children and their caregivers learning their first stitches.
- On 14 May, Alafaya hosted “Be a Detective with Mira” in celebration of Asian American, Native Hawaiian, and Pacific Islander Month. The case of the missing library book was solved by 45 attendees.
- On 15 May, Alafaya hosted “Bilingual Baby Time,” with 10 in attendance.
- On 17 May, Alafaya hosted “Field Trip for Lords and Ladies,” with 36 attendees enjoying story time, coloring sheets, and a take-home activity.
- On 22 May, Alafaya staff attended “East Orange Community Center’s Open House.” Library card information and services were shared with 56 community members.
- On 23 May, Alafaya hosted “Happy Habitats,” with 27 attendees learning about wetlands.
- On 28 May, as a part of Asian American, Native Hawaiian, and Pacific Islander Month, 67 attended “Raya Storytime,” which included stories, activities, and crafts.
- On 29 May, Alafaya hosted “Move and Play,” with 42 in attendance.
- During May, Alafaya hosted four homeschool programs with an average attendance of 24 per program. These included programs on science, home economics, and food and culture celebrating Asian American, Native Hawaiian, and Pacific Islander Month.

Chickasaw

- On 1 May, Chickasaw presented “Let’s Hula & Make a Lei,” during which 74 attendees learned basic Hula dance moves and then created their own colorful Lei.
- On 4 May, Chickasaw hosted 16 attendees for “READING Paws,” a program that helps children improve their reading and communication skills by reading to a therapy dog.
- On 6 and 28 May, Chickasaw hosted “Caregiver Connect: Stay and Play,” for 67 participants, allowing caregivers to meet and mingle with other caregivers while their children played with friends.
- On 7 May, Chickasaw presented “Knit & Crochet Meetup,” a fun place to mingle and meet other Central Florida fiber artists. There were 10 attendees.
- On 9, 16, and 23 May, Chickasaw hosted “Crafternoons.” Sixty-three attendees created Quilling Cards, practiced Mindful Coloring, and made a Memorial Day craft.
- On 20 May, Chickasaw staff presented “Origami Earrings.” Twenty-three attendees created unique earrings by learning traditional Japanese paper folding techniques.
- On 31 May, Chickasaw presented “Polynesian Dance and Music Performance” to 119 attendees who learned about Hawaii and Pacific Island dances in honor of AANAPI Heritage Month.

- Every Wednesday in May, Chickasaw staff presented “Countdown to Kindergarten” to 125 attendees. This event helps develop preschoolers to become readers and succeed in kindergarten.
- Every Wednesday in May, Chickasaw hosted “Spanish Conversations.” where 72 attendees developed their Spanish language skills through conversation.
- Every Saturday in May, Chickasaw presented “Prime Time Family Reading Time,” during which 79 attendees enjoyed engaging book discussions and a healthy meal.

Eatonville

- On 2 May, Eatonville hosted “DIY Miniature Zen Gardens,” to 22 youth who constructed Zen gardens from rocks and gravel while exploring the art of abstraction.
- On 2, 9, 16, 23, and 30 May, Eatonville presented “Zero to Five Storytime” for an average of 25 early learners per session.
- On 7, 14, 21, and 28 May, Eatonville hosted “Mindful Play Learning: Yoga for Preschoolers” for an average of 20 toddlers per visit.
- On 8 May, Eatonville partnered with Audubon Center for Birds of Prey to present “Backyard Birds of Prey” to 26 kids who learned about birds in their own backyard.
- On 9 May, Eatonville presented “We HeART Mom!” to 25 kids who celebrated their moms, grandmas, and caregivers by crafting and creating art to let them know how much they mean to them.
- On 11 May, Eatonville partnered with “The Girlfriend Therapist,” Dr. Cortina Louis, to host “Using Books for Balance” for 17 adults who explored the impact that reading has on mental health.
- On 15 May, Eatonville presented “Chinese Tales” to 20 preschoolers who gathered to enjoy animal fables, crafts, and activities celebrating Chinese tales.
- On 18 May, Eatonville hosted “Meet the Artist of RISE: The Mural Project” with Art of Collab, where 28 attendees paid homage to the culture and visions displayed in the local artists’ collaborative murals.
- On 23 May, Eatonville staff represented OCLS at the “Eatonville NCF Summer Break Block Party and Resource Fair,” where 65 people learned about library initiatives, resources, services, programs, and classes.
- During May, Eatonville distributed 145 “Passive Kits” to tie in with youth programs facilitated at the Branch.

Fairview Shores

- On 1 May, Fairview Shores hosted “Snacks from the Galaxy,” during which 26 attendees learned how to make BB8-shaped quesadillas while enjoying a drink in a Yoda glass they decorated.
- On 2, 9, 16, 23, and 30 May, Fairview Shores presented “Mother Goose on the Loose” to 68 children and their caregivers, where they used movement and rhymes to practice language skills in English, Spanish, and American Sign Language.
- On 4 and 18 May, Fairview Shores hosted “Paint Party!” with 26 attendees creating a variety of art projects.
- On 7 May, Fairview Shores presented “Aloha, Toddlers!” during which 18 participants enjoyed storytelling and activity stations, including a sandbox sensory bin.
- On 15 May, Fairview Shores staff hosted “Crafts from India,” where 11 attendees created crafts for Asian American and Pacific Islander Month, using colored rice to make mandalas and painting and decorating a clay elephant.
- On 17 May, Fairview Shores presented “Pipe Cleaner Flowers - Mother’s Day Celebration,” during which 14 attendees created pipe cleaner flowers and butterflies, allowing younger attendees to practice fine motor skills.

- On 18 May, Fairview Shores staff attended a school carnival at Wheatley Elementary School. They shared program offerings and resources available to the 97 visitors at the table.
- In May, Fairview Shores offered twice-weekly “Open Lab: Ask a Tech” walk-in technology help sessions which provided 36 customers with assistance using their devices and troubleshooting tech issues.
- In May, 40 children contributed to the “Community Arts Project” by creating sea bunnies, oysters, messages in a bottle, and fish outlines. This community-created art now decorates the Children’s Library, adding to Fairview Shores’ theme of Under the Sea.
- In May, Fairview Shores staff visited with 64 seniors for “Silver Lakes Senior Community Outreach” and played games, made crafts for Mother’s Day, and offered technical assistance.

Hiawassee

- On 1 May, Hiawassee hosted an offsite event at Rosemont Elementary School “Muffins with Mom.” There were 125 adults and 150 children in attendance learning about library services, the library going fine free and the Summer at Your Library program.
- On 3 May, Hiawassee hosted “Toddler Dance Party” where 18 attendees were able to move and groove to popular kids’ songs.
- On 4 May, Hiawassee hosted “Star Wars Garden Party” where 14 attendees decorated garden pots featuring their favorite character from Star Wars.
- On 6, 13, and 20 May, “Caregiver Connect” was hosted at Hiawassee with an average of 10 attendees connecting with other caregivers as their kids played.
- On 7 May, Hiawassee hosted “Mother’s Day Pop-Up Cards” where 19 attendees created their own pop-up card to celebrate Mother’s Day.
- On 10 May, Hiawassee hosted “Popsicle Art” where 17 attendees created art pieces with popsicle sticks, tissue paper and glue for Mother’s Day or Memorial Day.
- On 10 May, Hiawassee hosted “Bubble Playtime” where 12 adults and 15 children played with bubbles during an interactive bubble party.
- On 15 May, Hiawassee hosted “STEAM Power: The Heart” where 11 attendees learned about how the heart works and created their own model in a scientific experiment.
- On 24 May, Hiawassee hosted “Little Chef: If You Give a Mouse a Cookie” where 10 adults and 13 children explored culinary concepts with cookie dough.
- Throughout May, Hiawassee had teen DIY kits “Beeswax Sushi Candles” in honor of World Bee Day and Asian American/Pacific Islander Heritage Month. There were 15 teens that took part in the activity.

Melrose Center

The Melrose Center celebrated Star Wars Day on May the 4th with games, crafts, movie screenings and a photo op with our droid, R2-KN3. Senior Video Instructor Anthony Torres screened the original trilogy on the LED Wall, drawing 46 guests throughout the day to see *A New Hope*, *The Empire Strikes Back* and *Return of the Jedi*. Photography Instructor Pedro Berrios invited 22 guests to *Take a Family Portrait in a Galaxy Far, Far Away* with R2-KN3, while Senior Design Instructor Juan Rivera and a Sith Lord (disguised as Assistant Manager Drew Harth) took 38 citizens of the Empire on a journey to experience *Tales from Galaxy’s Edge* in VR. Fiber Arts Instructor Stephanie Rodriguez had people hooked on *Crochet Star Wars Amigurumi*, with 11 padawans learning to create Leia and Yoda from yarn and stuffing. Fab Lab Instructor Jose Gonzalez ran three model builds throughout the day in the Makerspace, where 30 creators built models of a *TIE Fighter*, an *X-Wing* and the *Millenium Falcon*. Indienomicon joined our Star Wars Celebration on May 4th to offer their monthly *Game Demo Day*, a community meetup that drew 22 attendees.



Amigurumi Leia and Yoda



Darth Drew and R2KN3

The final stage of the Melrose Sound Booth build went live on May 8th, with the Podcast Booth becoming available to reserve for up to three hours for groups of two to four customers. Throughout the 22 days it was available, the booth was reserved 28 times. The 8'x16' space is ADA accessible, and features a multi-channel interface and headphone amplifier, four microphones, table-top and boom mic stands and array of LED lighting options. The Podcast Booth is available to book online with an OCLS card and a completed General Orientation for the Melrose Center. Beginning in June, Audio Instructor Isra Batista will be offering a *Podcast Booth Fundamentals* class focused on utilizing the impressive range of audio recording options available in the space, while Video Instructor Gabriel Soltren will offer classes to podcasters on using OBS software to seamlessly blend video and audio recordings.



In April, Orange County Commissioner Emily Bonilla's office reached out to the Library and the Melrose Film Festival, inviting us to attend the May 7th Board of County Commissioners meeting.

We were asked to consider speaking during public comment about Commissioner Bonilla's initiative to create a film incentive program in Orange County. Video Production Instructors Ryan Mulcahy, Gabriel Soltren and Anthony Torres attended the meeting with Jim Myers. Jim was among more than 30 attendees who spoke during public comment – all in favor of creating the incentive program. Jim talked about the Melrose Center's Video Studio resources and educational opportunities, and how the creation of a film incentive program would be particularly beneficial for our customers who complete training to learn industry skills. Later that day, the Board agreed to move forward with examining the creation of the program.

On May 8th, Audio Production Instructors Isra Batista, Mike Belancourt, Trevor Clark and Drigo Garcia-Salas led the online Audio Meetup *AI Tools for Audio Production* for 10 attendees. The meetup explored the dynamic world of AI tools tailored audio and music production, covering everything from cutting-edge mastering algorithms to innovative composition assistants.

The fifth episode of the 2024 *Melrose in the Mix* season aired on WUCF-TV on May 16th, with the session featuring [0 Miles Per Hour](#). The episode, filmed and recorded in January, was edited by Ryan Mulcahy, with audio mixed by Drigo Garcia-Salas.

The submission period for the 2024 *Melrose Film Festival* ended on May 8th. This year, for the first time, a \$2 submission fee was required. Florida filmmakers were able to submit for free. This change was initiated to address the issue of excessive submissions that, for any number of reasons, didn't meet basic requirements for consideration. The plan worked, as this year's 119 submissions presents a much more manageable review and selection process, and an overall higher quality of entries. The money collected from submissions is earmarked to go toward the cash prize for the 2024 Melrose Award for Video, to be awarded in November. This year will be the first in-person *Melrose Film Festival* since 2019, as the event will be held in the Center on September 28th.

On May 18th, Melrose assisted the Events and Programs Department in staging this year's *Orlando Book Festival*. Ryan Mulcahy provided lighting and audio at the Melrose Stage for three hour-long author panel discussions for more than 100 attendees. The open area of the Center near the LED Wall was transformed by EPD into a book-signing station for 30+ authors, while keynote Tayari Jones was signing in the Conference Room. The hightop tables were utilized by booksellers.



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

Orientations and Assessments

Orientations: 41 Attendees: 110

- Audio 5-18 (2-9 online)
- Photo 4-14
- Video 4-8
- 3D Printer 5-14
- Orion Laser Cutter 3-5
- Silhouette Cameo 1-1
- Glowforge Laser Printer 4-13
- General Orientation 4-15 (1-3 en Español)
- Flight Orientation/Assessment 7-9
- Driving Orientation/Assessment 0-0 (Driving Sim out of service, awaiting repairs)
- VR Learning Station 1-1

Assessments: 35 Attendees: 24

- Audio 15-7
- Photo 3-2
- Video 8-6
- 3D Printer 3-3
- Glowforge 3-3
- Orion Laser Cutter 2-2
- Silhouette Cameo 1-1

In-Person Classes

Classes: 158 Attendees: 481

- Audio 36-90
- Photo 25-52 (The revised Core Photo classes were introduced this month)

- Video 32-77
- Fab Lab 11-52
- Fiber Arts 27-136
- Performing Arts 15-23
- Game Design 7-38
- Show Production 5-13

Online Classes

Classes: 73 Attendees: 140

- Audio 4-17
- Photo 5-3
- Video 15-10
- Fiber Arts 4-12
- Game Design 17-61
- Graphic Design 28-37

There were 11 *Makerspace Open Labs* offered in May, with 121 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 11 *Sewing Open Labs* offered in May, with 117 attendees visiting the Fiber Arts Studio to work on their projects with tools, machines and expert assistance.

Studios, Spaces, Simulators

Booked out of Available Studio Sessions, Attendees

- Audio 17 of 23 sessions booked, 33 attendees
 - *Of the six sessions without attendance: 3 were canceled on time, 2 were late cancellations and one was a no-show*
- Photo 13 of 19 of sessions booked, 49 attendees
 - *Of the six sessions without attendance: 6 were late cancellations*
- Video 13 of 16 of sessions booked, 20 attendees
 - *Of the three sessions without attendance: 1 was a late cancellation and 2 were no-shows*

Other Bookings:

- Sound Booths - 166
- Podcast Booth - 34
- Editing Bays - 99
- LED Wall - 3
- Rehearsal Space – 19
- Conference Room - 3
- Driving Simulator – 5 (Driving Sim out of service for much of the month)
- Flight Simulator - 24
- Glowforge Laser Printer - 15
- 3D Printer - 8
- Orion Laser Cutter – 2
- Game Development Workstation – 2
- VR Learning Station - 1

We welcomed 219 new Members in May via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 18, we gained 237 new Members during that period.

Membership for Melrose Meetup groups ran the gamut across our groups in May:

- Orlando Audio 1,325 (+18)
- Orlando Fiber Arts Meetup 1,193 (+0)
- Orlando Digital Media Design 1,759 (-2)
- Orlando Melrose Makers 204 (+0)
- Orlando Out Tonight Theatre 3,112 (+9)
- Orlando Photo+Design 3,857 (-5)
- Orlando Video & Post Production 2,781 (+1)

North Orange

- On 1, 8, 15, 22, and 29 May, North Orange staff hosted “Storytime Craft” alongside the Wednesday storytimes. A total of 457 attendees practiced their fine motor skills while creating an art piece to take home.
- On 8, 15, 22, and 29 May, North Orange staff hosted an offsite “Computer Basics” series for 10 teens at the Hope Community Center.
- On 9 May, North Orange staff presented “Little Chef: Fruit Crepes,” with 31 attendees learning how to make a quick and easy treat.
- On 18 May, in partnership with the Puzzle Group of Central Florida, the North Orange branch hosted a “Puzzle Swap” where 29 attendees brought in their gently used puzzles to be traded for new-to-them puzzles to take home and enjoy.
- On 21 May, North Orange hosted “Bubble Playtime” for toddlers and preschoolers who moved around to the sounds of music while creating and playing with bubbles together.
- Throughout May, North Orange staff taught a total of 19 English classes, including “Basic English” and “Writing Clearly Beginner.” A total of 193 students attended the classes.

Orlando Public Library

- On 1 May, Youth Services hosted “Aloha, Toddlers!” in honor of AANHPI Month, 21 attendees cruised down to the library to enjoy a staycation luau with tropical island fun.
- On 4 May, Youth Services staff hosted “Star Wars Galactic Games” where 57 participants constructed a lightsaber craft and engaged in other Star Wars related activities.
- On 4 May, Melrose Center staff celebrated Star Wars Day with screenings of the original trilogy at the LED Wall for 46 guests, the “Take a Family Portrait in a Galaxy Far, Far Away” photo op with R2-KN3 for 22 guests, the “Tales from Galaxy’s Edge” VR experience for 38 customers, the “TIE Fighter”, X-Wing” and “Millenium Falcon” Makerspace builds for 30 customers, and the “Crochet Star Wars Amigurumi” class for 11 attendees.
- On 7 May, 52 aspiring writers discussed an approach to novel writing by breaking the process up into parts during the virtual, “Break Up Your Novel into Attainable Goals” event.
- On 8 May, the submission period for the “2024 Melrose Film Festival” concluded, with 119 films submitted. Melrose staff have begun evaluating and selecting films to screen at the festival in September.
- On 11 May, 163 customers enjoyed a stunning “Kung Fu Show presented by Wah Lum Kung Fu Temple” at the Orlando Public Library.
- On 15 May, 112 customers virtually enjoyed the “Cuisine Corner: Papas Rellenas” event with head Chef Yamira Lee Johnson.

- On 16 May, Youth Services hosted “Cuisine Corner: Sushi” where 24 attendees explored the art of sushi making while embracing the rich culinary traditions of Asian American and Pacific Islander cultures.
- On 16 May, WUCF-TV aired Season 5 Episode 5 of “Melrose in the Mix” featuring Orlando band 0 Miles per Hour, recorded, filmed, mixed and edited by Melrose staff.
- On 18 May, The Orlando Public Library held its annual “Orlando Book Festival”, where 282 attendees enjoyed a day of panels, writing workshops, book signings, and keynote speaker Tayari Jones.
- On 21 May, Youth Services hosted “Little Chef: Teddy Bear Toast” where 21 participants learned to make teddy bear toast as part of a healthy breakfast.
- On 22 May, Adult Services staff hosted “Snacks Around the World” where 16 participants enjoyed learning about diverse foods.
- On 23 May, 138 customers joined New York Times best-selling authors Christina Lauren to celebrate the release of their new book, *The Paradise Problem* during the afterhours event at the Orlando Public Library, “Meet the Author: Christina Lauren”.
- During May, Adult Services staff hosted a virtual program, Entrepreneur Toolkit, with 59 customers participating in this 4-part series that entailed using OCLS online tools for developing business intelligence.

South Creek

- On 1 May, South Creek hosted “Daniel Tiger Stories.” Participants enjoyed stories and crafts centered around being a good neighbor; there were 40 attendees.
- On 6, 13, and 20 May, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 323 participants.
- On 6, 13, and 20 May, South Creek hosted “Caregiver Connect: Stay and Play,” where caregivers could interact with each other while their child explored imaginary play with toys and other children. There were 109 attendees.
- On 8 May, South Creek hosted “Just for you, Mom!” where participants celebrated the mothers in their lives with crafts and stories. There were 39 attendees.
- On 11 May, South Creek hosted “ArtMazing,” where 25 participants explored different art styles and artists while creating their own masterpiece.
- On 22 May, South Creek hosted “Little Chef: Rainbow Fruit Pizza.” Thirty-eight preschoolers and their guardians worked together to create a sweet and tasty snack in this hands-on event.
- On 28 May, South Creek hosted “Lego Club,” where 36 participants explored their creativity through free building.
- On 29 May, South Creek hosted “Around the World: Nigeria,” where 62 participants explored the country and culture of Nigeria through stories and crafts.
- Throughout May, South Creek hosted “Basic English 1” for English as a second language students. There were 99 participants over 5 sessions.
- In May, South Creek hosted “StoryWalk” featuring *The Great Kapok Tree*. Fifty participants enjoyed reading this story at their leisure as they explored South Creek’s outdoor programming area and garden.

South Trail

- On 2 May, South Trail staff presented “May Flowers” to 46 preschoolers who listened to stories and engaged in hands-on activities to learn about flowers and plants.
- On 3 and 22 May, South Trail staff presented “Computer Basics Level 1” to 33 participants who learned how to navigate the computer desktop and how to perform various techniques.
- On 11 and 31 May, South Trail staff presented “Design with Canva” to 17 participants who learned how to use the free design application.

- On 14 and 28 May, South Trail staff hosted Catholic Charities of Central Florida and presented “Housing Help for the Haitian Creole Community” to 11 attendees who learned about budgeting, credit management, rental counseling, and more.
- Throughout May, South Trail staff hosted 5 “Caregiver Connect: Stay and Play” to 58 participants. Caregivers connected while their little ones explored imaginary play.
- Throughout May, South Trail staff presented 9 “English Conversation Hour” classes to 156 participants who were able to practice their English speaking and listening skills.
- Throughout May, South Trail staff presented 4 “Basic English for Spanish Speakers” classes to 47 participants who learned basic grammar and vocabulary.
- In May, South Trail staff presented 9 “American Culture” classes to 198 attendees who learned about American culture and traditions.
- In May, South Trail staff presented 8 “Citizenship Inspired” classes to 105 attendees who prepared for the Citizenship test by participating in activities, studying materials provided, and practicing with each other.
- In May, South Trail staff distributed 508 Second Harvest Food Bank breakfast and lunch boxes to the local community.

Southeast

- On 2, 9, 16, 23, and 30, Southeast hosted “Writing Clearly Intermediate,” where an average of 20 students learned complex grammar, phrases, sentence structure, and vocabulary building.
- On 7 May, Southeast hosted “Little Chef: Crazy About Congee,” where 32 attendees used their scooping, mixing, and layering skills to top off their classic Chinese rice porridge.
- On 7, 14, and 28 May, Southeast hosted “Spanish from Zero – Basics,” where an average of 42 attendees were introduced to every day spoken Spanish.
- On 7, 14, 21, and 28 May, Southeast hosted “Basic English 1,” where an average of 44 students learned basic English vocabulary and grammar.
- On 11 and 18 May, Southeast hosted “Citizenship Inspired” where an average of 25 attendees prepared for the U.S. Naturalization (Citizenship) Test.
- On 13 and 20 May, Southeast hosted “Speaking Clearly Advanced,” where an average of 43 students improved their English speaking and presentation skills.
- On 20 May, Southeast hosted “M is for Memorial Day,” where 24 attendees honored our heroes with an indoor parade.
- In May, Southeast distributed 460 STEAM kits and crafts for kids.

Southwest

- On 1 May, the Southwest Branch hosted 49 toddlers and their caregivers, who got in the groove for the program “I Can Do It!” in which they used their gross motor skills to sing, dance, and have fun.
- On 1 May, 13 attendees participated in the technology class “Microsoft Excel – Data Management Level 1 and Level 2.” Participants learned to use advanced sort and filter options, apply data validation, and other data tools to organize their data.
- On 11 May, 13 adults participated in “Make Art and Be Well,” where they enjoyed designing and painting their mini cacti rock garden.
- On 15 May, the Southwest Branch hosted “Toddler Playground,” where 44 toddlers and their caregivers used unstructured play to advance their physical and cognitive development while having fun.
- On 18 May, 19 attendees enjoyed “Beginner Line Dancing” where they learned to line dance to all types of music to have fun and exercise their minds and bodies.
- On 22 May, the Southwest Branch hosted “Bubble Time,” where 57 toddlers and their caregivers enjoyed developing gross-motor skills during this interactive bubble party.

- On Tuesdays in May, the Southwest Branch hosted “Mindful Start Family Yoga” for 200 attendees who learned silly and fun yoga poses for kids – a journey filled with puppets and parachute games.
- On Wednesdays in May, the Southwest branch hosted “LEGO Club” where 247 participants enjoyed unplugging and using their imagination to create different LEGO builds.
- On Thursdays in May, Southwest hosted “Storybook Fun,” where 163 preschoolers and their caregivers listened to stories and rhymes and had fun singing and dancing.
- In May, 104 children practiced their writing skills with the “Character Mailbox” activity, where they wrote a postcard to Curious George.

Washington Park

- On 2, 9, and 16 May, Washington Park hosted “Build My Universe: Build a Nest,” “Listen, Move & Play Under the Sea,” and “Build My Universe: Build a Constellation” for the Lila Mitchell Head Start. One hundred and two children and teachers enjoyed a set of imaginary adventures, themed stories, songs, and activities.
- On 3 May, Washington Park hosted 19 children and caregivers for “Gold Rush,” a western-themed story and craft program for the Universal Boys and Girls Club.
- On 4, 10, and 17 May, Washington Park hosted 17 attendees for “Cheche ak Aplike Pou Travay Sou entènèt,” “Ekri yon rezime,” and “Amelyore Konpetans Entèvyou Travay Ou.” These classes taught Haitian Creole-speaking participants how to navigate the internet, search for jobs, and build a resume.
- On 7, 14, 21, and 28 May, Washington Park hosted 163 children and caregivers for “Zero to Five Storytime.”
- On 22 May, Washington Park hosted “Twinkle, Twinkle Little Star,” for 8 children and caregivers in which the classic tale was translated to Chinese.
- On 29 May, Washington Park hosted “Chinese Tea Garden.” Seven children and caregivers celebrated Asian American, Native Hawaiian, and Pacific Islander Heritage Month through a themed story, activity, and craft.
- Throughout May, Washington Park hosted “Basic English 1,” “Introductory English,” and “English Conversation Hour,” fostering the English language skills of 169 customers.
- Throughout May, Washington Park hosted a “Character Mailbox,” where customers wrote 37 letters to the character of the month, SpongeBob!
- Throughout May, 127 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Voyage to Asia” Scavenger Hunt, “Japanese Carp Paper Fish,” and “Paper Plate Butterflies” crafts to celebrate the Spring season.

West Oaks

- On 3 May, West Oaks staff offered “Crochet Toe Socks” to 14 students who learned the skills necessary to make crochet socks.
- On 7 May, West Oaks staff offered tropical-themed stories and activities to the 28 attendees of the “Aloha, Toddlers!” program.
- On 7 May, West Oaks staff offered tropical-themed stories and activities to the 28 attendees of the “Aloha, Toddlers!” program.
- On 13 May, West Oaks staff presented “Homeschool Science Adventures: Circulatory Systems” to 14 attendees, who learned about the vessels, veins, and arteries that work to keep our bodies moving.
- On 14 May, West Oaks staff demonstrated yoga poses to 32 attendees during the “Zoo Zen” program.
- On 16 May, West Oaks staff presented “Bubble, Bubble Pop!” to encourage 39 toddlers and caregivers to create their own sudsy fun.

- On 18 May, West Oaks staff presented “Snack Around the World: Poland” to 20 attendees who learned about the culture and sampled the snacks of Poland.
- On 22 May, West Oaks staff presented “Cuisine Corner Junior: Caterpillar Jar-cuterie” which showed 22 attendees how to create fun and tasty caterpillar-themed snacks.
- On 22 May, 21 Citrus Elementary third-grade students visited the West Oaks Library to learn about library resources, take a tour, and participate in a fun storytime.
- On 29 May, West Oaks staff presented “Way Back When the Maori Voyaged Across the Seas” to 16 attendees who learned about the mythology, art, and history of the Maori people of New Zealand.

Windermere

- On 1 May, Windermere completed their “English for Families” series. The final program had 12 attendees. Each family received the book *English for Everyone: Illustrated English Dictionary* and the game Spark to commemorate their time in class and encourage the families to continue to practice their new skills in fun ways.
- On 7, 14, and 28 May, “Windermere LEGO Club” invited 71 participants, averaging 24 attendees per program, to stretch their creativity through LEGO.
- On 8 May, Windermere presented “Homeschool Jr: May Flowers.” The program had 23 attendees who participated in creating a spring craft.
- On 10 May, Windermere hosted a Mother’s Day event – “Mother’s Day Tea,” for 12 attendees. They enjoyed fruit, cookies, tea, and lemonade to celebrate.
- On 11 May, Windermere hosted “READing Paws,” where 19 attendees practiced their reading skills with their friend Finn.
- On 13 May, Windermere hosted “Dungeons & Dragons” and there were 15 attendees.
- On 15 May, Windermere hosted the Outreach Event “Orange Technical College Outreach.” The event taught 95 attendees the benefits of the Orange County Library System and resulted in 39 library card registrations.
- On 20 May, Windermere presented “Macaroni Mania.” Fifteen attendees created colorful macaroni butterflies from bowtie pasta.
- On 29 May, Windermere hosted two programs entitled “Make a Stop Motion Movie” for ages 7-9 and 10-12. Twenty-five attendees learned the art of stop motion through the animation app Stop Motion Studio.
- Throughout May, Windermere hosted the Homeschool Program series, “Sporting Around,” which featured a series of the history of sports from the “Olympic Games” to “Field Games” to 126 attendees.

Winter Garden

- On 1 and 8 May, Winter Garden hosted “Bilingual Storytime” for 66 children and their caregivers. Participants learned early literacy skills through music, movement, and stories featuring Spanish words.
- On 1 May, Winter Garden hosted the outdoor program “Bubble Playtime” to a total of 43 children and their caregivers. Children developed their gross-motor skills during this interactive bubble party.
- On 3, 10, 17, 24, and 31 May, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 934 children and their caregivers.
- On 3, 10, 17, 24, and 31 May, Winter Garden hosted “Caregiver Connect: Stay and Play,” where 183 children and their caregivers interacted with each other while playing with sensory toys.
- On 6, 13, 20, and 27 May, Winter Garden hosted 169 children and caregivers for “Mindful Start Yoga.” Participants practiced breathwork, mindfulness, and movement during these programs.

- On 6 May, Winter Garden hosted “Read to Sydney” to 23 participants who practiced their literacy skills while reading one-on-one to a therapy dog.
- On 8 May, Winter Garden hosted “Steam Free-Play Jr.” where 42 children and their caregivers built their observation skills, boosted creativity, and developed critical thinking with STEAM-related toys.
- On 22 May, Winter Garden hosted “B is for Bears” to a total of 23 participants who strengthened their early literacy skills through a bear-themed storytime and craft.
- Throughout May, 300 Winter Garden customers wrote to Garfield the Cat through the “Character Mailbox.”
- Throughout May, “Virtual Conversation Hour” and “English from Zero” had 218 participants joining virtually and in-person to practice English as a Second Language.

**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

**Public Comment:
Non-Agenda Items**